

Introduction to WebCT Vista Presentation & Workshop



Brandeis University, LTS Workshop

For information or assistance, please contact the
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Slides available as PDF download from
http://people.brandeis.edu/~mpino/WRKSHP_WebCT-VISTA/slides.pdf

Important Notes About MyCourses, WebCT Vista

- **Note the difference between a "Course Assistant" and a "Teaching Assistant":** *Course Assistants* can add files to and organize materials in your course but cannot view grades. *Teaching Assistants* — which are added by the Registrar's Office — can do both.
- **Use the Build Tab to Add Content, the Teach Tab to Grade:** All building has to happen inside the Build tab, though you can choose one of three different Build views (Basic, Power, Content Inventory) to add content.
- **Use the Teach Tab to Add Grades, Interact with Your Students:** All FERPA-protected material is accessible *only* in the Teach tab.
- **Use the Student View Tab to Double Check your Work**
- **Add Important Tools to the Course Menu:** If you plan on using Assignments, Discussions, or Chat, for instance, make sure to add these tools to the Course Menu so that your students can also access them.
- **Avoid the 30 Minute Idle Timeout:** If you do not click any links or take any action within 30 minutes, the system will log you (or your students) out.

Adding a File to Your Vista Class

When you add a file — whether it is a Word document, PDF, or PowerPoint file — you first need to upload it onto the WebCT server, then make a link to that file where you want it to appear in your course. The following steps represent one of many different ways to make content available to your students.

Remember: adding content can only happen in the Build tab.

1. Navigate to the location in your course where that content file should be placed, and choose "Content File" (on the left-hand side)
2. Press "Select File"
Choose Select File either to upload or to choose a file that has already been uploaded into your section's File Manager; choose Create Content File to write an HTML file inside WebCT Vista using the HTML editor.
3. Allow File Browser Java Applet to load, then press "Upload File"
4. From the "Upload file" interface, navigate to the file from your computer. Choose to "Open" it, then press "Save"
5. Press "Add Selected" inside the File Browser Java Applet to add that file in that location.

Adding a URL (*i.e., a Link to a Website*) to Your Vista Class

When you add a URL — which is an acronym for Universal Resource Locator (a technical term for a link to a website) — you can easily make it available in multiple areas of your Vista course. The following steps represent one of many different ways to make URLs available to your students.

Remember: adding links to material on the web can only happen in the Build tab.

1.	Navigate to the location in your course where the URL should be placed, and choose "URL" (on the left-hand side)
2.	Press "Create URL" <i>Choose Select URL to choose a link that has already been uploaded into your course; choose Create URL to create a link to material that has not yet been uploaded.</i>
3.	Enter the "Title," which is what the students will see and click on within the course
4.	Enter the "URL," which is where the students will go after clicking on the URL within the course
5.	Check the box if you would like the page to open up in a new window, and press "Save."

Activating/Deactivating Content in Your Vista Class

The following steps represent one of many different ways of revealing or hiding content from your students.

Please note that showing and hiding content can happen in both the Build and the Teach tab.

1.	Click on the "Selective Release Map" (on the left-hand side) <i>The Selective Release Map will show all links to URLs, content files, discussion threads, and other material, with information about whether it is visible and whether it is available to students or not.</i>
2.	Locate the item in the list to be made visible/invisible
3.	Under the "Available" column, click the text to toggle it to the other state. It will automatically update. <i>There will either be a "Yes" or a "No" in this column.</i>