CHAPTER 1: NAVIGATION

Terminal Objective

Upon completion of this module, the learner will be able to successfully identify and navigate through the various tabs and tools that comprise a typical Vista course.

Enabling Objectives

1. Summarizes the content contained in the My Courses and My Setting pages and navigates between them effectively
2. Identifies the three tabs on the Home Page in Vista and explain the purposes/uses of each tab
3. Describes the functionality of Basic View and Power View and be able to switch between both views
CHAPTER 1: NAVIGATION

Topic 1: Navigation Basics
After logging in to Vista 8, the first page you are going to see is My Courses page.

On the My Courses tab, the Course List and other channels including Campus Announcements, Personal Bookmarks, To Do List, etc. can be found. To enter a course, click its title.

Content Manager is a space to store and manage personal files. One thing to note is that the files saved in Content Manager do not belong to any specific courses.

My Settings is for changing the user password and editing personal profile including name and email address.

My Courses Page
My Settings Page

After entering a course, the homepage on the BUILD tab should look like below. The course homepage may be blank if no content has been added to it.
Switch to one of the BUILD, TEACH, and STUDENT VIEW tabs on the upper left corner of the window.

Use the Course Tools and Designer Tools (in Build tab) or Instructor Tools/My Tools (in Teach tab) that are available on the left side of the window to perform course development or instructional tasks.

Use Add Files, Create Folder, and Add Content Link on the top of the course homepage to add course content to it.

Use the Page Options button (which is on the upper right corner of the course homepage) to edit the homepage header and footer, customize homepage layout, and switch between Basic View and Power View.

Click the title of a course component on the course homepage or use the drop-down menu options to edit, preview or perform other tasks on it.

**Topic 2: Understanding the Three Tabs**

There are three tabs available for the instructor/designer roles: BUILD, TEACH, STUDENT VIEW.

**Build** tab is available to the designer role. This view is used to create and design the course. Tools that will be used to for the course are added through the BUILD tab.

**Student View** tab will give the instructor/designer a view from the student perspective. Each course is automatically set up with a Demo Student. Use this tab to look at the course as the student will see.

**Teach** tab is available to the instructor/TA role. All the Instructor tools can be found from this tab including the Grade Book, Assignments submitted, Quizzes submitted, Discussions, Email etc.

**Instructor tools** are located in the Teach Tab. An overview of each tool is provided below.

- Manage Course – manage tools viewable to students; change icons; change course dates
- Assessment Manager – view all quiz submissions
- Assignment Dropbox – view all assignments submitted
- Grade Book – view and edit Grade Book
• Grading Forms – create rubric forms to help grade Assignments

• Group Manager – tool used to create groups for the course

• Tracking – select dates to create tracking reports for course and students

• Notes – use this tool to create private notes only viewed by the individual user. These notes are not viewable by everyone in the course.

• Selective Release – Hide items not to be seen by students; use selective release criteria to release individual content to specific students, or groups.

**Topic 3: Basic View or Power View?**

In the BUILD tab, two viewing modes are available for the course homepage: **Basic View** and **Power View**.

**Basic View** is similar to what students can see on their homepage, that is, each component has an icon, a title, and a description. Edit and manage a component by clicking its title or using the drop down menu options.
Power View, on the other hand, is less visual but provides a convenient overview of the course homepage. A tree-structure list shows all course components on the homepage as well as their contents, for example, components in each learning module and folder. Edit and manage the course components by clicking the title or using the dropdown menu if available, and adjust their sequences on the homepage using the button.

To switch between Power View and Basic View, click Page Options on the upper right corner of the course homepage on the BUILD tab. Select Go to Basic View or Go to Power View from the dropdown menu.

This is a convenient centralized location to manage many items in the course. Page Options are available under both the Build and Teach tabs.