# Table of Contents VISTA 8 Edition 1

## NAVIGATING

- Navigating Basics ........................................ 2
- Understanding the Three Tabs ......................... 4
- Basic View or Power View? ............................. 5

## MANAGING YOUR COURSE

- Tools .......................................................... 8
- Course Menu (new) ........................................ 9
- Colors ......................................................... 11
- Icons ......................................................... 11
- Settings ...................................................... 11
- Import ......................................................... 11
- Course Preview Page Set-up ............................. 11
- Date Roll-over ............................................... 11
- Course URL .................................................. 12

## ADDING CONTENT TO THE HOME PAGE

- Understanding the File Manager ....................... 14
- Web Links (formerly URL tool) ......................... 18
- Adding/Editing The Header and Footer of the Home Page .................................................. 23
- Adding a Content Link to the Home Page .......... 28

## ORGANIZING THE CONTENT

- Organizing by Folder (formerly Organizer) ........ 33
- Organizing by Learning Module ....................... 34
- Selective Release of Content ......................... 37
  - Release Based on Date ................................ 38
  - Release Based on Member ........................... 39
  - Release Based on Group ............................. 39
  - Release Based on Grade Book .................... 40
- Deleting Criteria .......................................... 40

## COMMUNICATION TOOLS

- Announcements ........................................... 42
- Chat and Whiteboard .................................... 44
- Calendar ..................................................... 46
- Mail ............................................................ 54
- Discussions ................................................ 57

Copyright © 2008 Office of Faculty Development and Instructional Support  
54 M.D. Anderson Library, University of Houston, TX 77204-5046
# Table of Contents Vista 8 (continued)

## ASSIGNMENT TOOL
- Creating a Grading Form (**new feature**) ........................................... 61
- Creating an Assignment with or without a Grading Form .................. 63
- Assignment Functions ........................................................................ 67
- Assignment Dropbox ......................................................................... 68
- Grading an Assignment ..................................................................... 70

## ASSESSMENT TOOL
- Creating a Quiz .................................................................................. 74
- Adding Questions to an Assessment .................................................. 75
- Assessment Settings/Properties ......................................................... 77
- Assessment Manager .......................................................................... 78

## GRADE BOOK
- Manually Adding/Editing Grades ....................................................... 81
  - Updating Grades by student ............................................................ 81
  - Updating Grades by column ........................................................... 82
  - Updating an Individual Grade ........................................................ 84
- Exporting to an Excel Spreadsheet .................................................... 85
- Importing from an Excel Spreadsheet ............................................... 87
- Reordering, Hiding, and Showing Columns ....................................... 89
- Grade books Views ........................................................................... 91
- Create a Column ................................................................................. 92
- Grade book Options .......................................................................... 98

## GROUP MANAGER/ROSTER
- Creating Groups ................................................................................ 101
- Creating Custom Groups .................................................................. 103
- Creating Multiple Groups .................................................................. 104
- Creating groups with a sign-up sheet .............................................. 106
- Group Manager Functions ................................................................ 107
- Class Roster (**new feature**) ........................................................... 110
We are grateful to the following people for their contributions to the manual:

**University of Houston-Main Campus**

Tammy Hoskings, Assistant Director, Educational Technology University Outreach
Georgette Michko, Ed.D., Manager, WebCT Services
Dana Ribble, User Services Specialist 3
Teresa Acosta, Ph.D., Instructional Designer
Ted Filkins, Instructional Designer
Anisa Maredia-Karim, Instructional Designer
Velvette Laurence, Instructional Designer
Jennifer Lazzaro, Instructional Designer
Patrick McCormick, Instructional Designer
Pyoung Gyu Park, Instructional Designer
Michael Scott, Instructional Designer
Paul Waldrop, Instructional Designer
Araby Abdel Rahman, Graduate Technology Assistant
Kesiraju (Ben) Subbarao, Graduate Technology Assistant

**University of Houston-Victoria Campus**

Na Wu, Instructional Designer
Darren Keesee, Online Support Technician
Emily Krenek, Online Support Technician
Aparna Shrivastava, Web Developer
Roberto Tonsul, Online Support Technician
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 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.

---

**Go to Basic View**

**Go to Power View**
CHAPTER 2: MANAGING YOUR COURSE

Terminal Objective

By the end of this module, the learner will be able to manage and modify the properties and tools of a Vista course.

Enabling Objectives

1. Adds all course and instructional tools to the learner’s Vista course
2. Uses the Course Menu to customize the general settings and order of tools of the learner’s course
3. Modifies the appearance of the Vista course by changing color schemes and icons
4. Adjusts dates of course content to make them available for future use
CHAPTER 2: MANAGING THE COURSE

Topic 1: Tools

1. After first logging into the course as an instructor or designer, the **Quick Start** page appears:

   ![Quick Start screenshot](image.png)

   - **Select All Tools**: The option to set up a blank course was selected. A blank course does not contain any content. To create content, you add tools to the course. Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes.

     **Organizational Tools**
     - **Calendar**: Enter important events and deadlines, and allow students to enter their own events.
     - **Search**: Search for content in the course.
     - **Syllabus**: Provide course requirements, objectives, and policies.

     **Communication Tools**
     - **Announcements**: Post important information in a central location.
     - **Chat**: Chat with other users in the course in real time, or use the Whiteboard to display images.
     - **Discussions**: Post and respond to messages on specific topics.
     - **Mail**: Send messages to other users.
     - **Roster**: View profiles for course members. Users can edit their own profile.
     - **Who’s Online**: Chat with other users who are logged in to the Learning System.

     **Student Learning Activities**
     - **Assessments**: Create quizzes, self tests, and surveys.
     - **Assignments**: Create assignments for students to submit online. Students can work independently or in groups.
     - **Goals**: Create goals that list the qualitative and quantitative performance expected in your course.

     **Content Tools**
     - **Learning Modules**: Organize and present content and activities to students.
     - **Local Content**: Allow students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from the Learning System.
     - **Media Library**: Create a glossary or image collection.
     - **SCORM**: Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules can be added to the Home Page, other folders, and learning modules.
     - **Web Links**: Create links to Internet resources.

     **Student Tools**
     - **My Files**: Allow students to store their own files.
     - **My Grades**: Allow students to check their grades.
     - **My Progress**: Allow students to track their own progress.
     - **Notes**: Allow students to take notes.

2. Check the box next to **Select All Tools** and then select **Save** at the bottom of the page.
3. To get back to this page after logging in for the first time, go to the Manage Course and Tools.

**Manage Course**

**Tools**

Determine which tools can be used in the course. You can add and remove tools as necessary.

**Tools** is the place to select the tools seen by students. For example, if you do not need the students to use the Chat tool, you can uncheck the box next to the Chat and select Save at the bottom of the page. You can add and remove tools as necessary from this page.

**Topic 2: Course Menu (new feature)**

The Course Menu is the primary navigation feature in a course. The Course Menu is visible throughout the course and contains links to Course Tools and role-specific tools, such as Designer Tools, Instructor Tools, or My Tools for students.

For example, add a custom link to an Internet resource, such as Google™, under Course Tools where it is visible to all users in the course. Or add the link under My Tools where it is visible to Students only. The Course Menu controls the appearance of the course and the visibility of tools.

**General Settings**

1. **General Settings** controls how the Course Tools in all toolbar tabs (Designer Tools in Build tab, Instructor Tools in Teach tab, and My Tools in Student tab) in the course are displayed: with or without icons and/or text. It is recommended that the default setting of “Display icons and text” be used.
2. **Course Menu Orientation** moves the toolbar from the left to the top of the screen. This affects only the Student view. After making a change, click on “Apply Settings” for your change to take effect.
3. The Course Content Map is a navigation menu of links in the Course Content tool. The Map will be in the same location across all tabs/views. “Display as a Drop-down List” is the same look as Vista 3. Again, after making a change, click on “Apply Settings” for the change to take effect.
4. **Go to**
Order and Visibility

This tool allows for showing or hiding links, moving links, or adding custom links.

1. To hide a link, click on the **Hide Link** button to the right of the tool. After a tool is hidden, students cannot see it. The designer/instructor view will show the tool hidden by a (H) next to the item in the **Course Tools** toolbar. (See example below of the Teach tab after Assessments has been “hidden”.)
2. To unhide the tool, click on the **Show Link** button to the right of the tool.

3. To reorder the list of tools, check the box to the left of the tool and click the **Move Option** icon next to the tool that must be moved. Next to the checked tool to select “above” or “below” to move the checked tools above or below the tool next to the **Move Option** icon.
4. At the bottom of the list are the My Tools tools that are displayed to the students. The My Tools tools include **My Grades**, **My Progress**, **Notes**, and **My Files**.
5. To add a custom link, click on the area where it should be added—either **Course Tools** or My Tools.
Topic 3: Colors

Instructors/Designers can set color tones for the look of the online class. Templates are offered in the Color Sets. There is also the option to customize the course colors.

After a selection has been made, it can be previewed before being applied. Once a selection has been made, click the “Apply” button for changes to go into effect.

Topic 4: Icons

There is the option to change the icon style set that is currently used in Course Content Icons or to change one icon at a time.

1. Replace image by using the down arrow located at the bottom right corner of an icon. Choose Replace Image.
2. The Get Files box opens to select new image from the files.
3. Once an icon is replaced with a new image, that image will replace all images associated with that icon throughout class.
4. To replace all icons, click the Select New Content Icon Set button.

Topic 5: Settings

Settings determine which features are enabled and how the features are configured for the course. It is recommended to keep the default settings.

Topic 6: Import

The instructor can use the Import tool to bring in content created in other Blackboard Learning System courses, or in software programs, such as Respondus®. E-packs and other content packages can sometimes be imported using Import. It is advisable to contact an Instructional Designer if the Import Tool is needed.

Topic 7: Course Preview Page Setup

The instructor can create and set a Course Preview Page to present information about the course. This allows Students to find out more about the course before they are enrolled. The Course Preview Page can be a single page or a set of linked HTML files. To view the Course Preview Page, students click Course List on the My Courses page when they access the Blackboard Learning System.

Topic 8: Date Rollover

Adjust All Dates

When a course is finished for the current term, it is possible to prepare it for the next term by setting the dates forward for all course items. For example, if the earliest course item starts on January 15,
2006 and the instructor changes it to September 15, 2006, this will set the dates forward for all course items by 243 days.

Once dates are adjusted, it is recommended to adjust dates and times for individual course items.

Note: If date criteria were set in the Selective Release tool, these dates are not updated automatically and must be adjusted manually.

**Adjust Individual Dates**

1. From the **Manage Course** screen, click **Date Rollover**.
2. Click Adjust Individual Dates.
3. From the View drop-down list, select to view all dates or dates by month and click the Go icon. It is recommended to view dates by month to make small adjustments more efficiently.
4. Next to Show, click one of the following:
   - Dates Only
   - Dates and Times
5. Select a date for a course item and click the new date on the calendar. Enter the new date in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006. If there is no end date for an item, enter unlimited.
6. If dates and times are shown, to adjust the time for a course item, click the Time Selection icon and select a new time.
7. If a course item has selective release criteria, click **Conditional** next to it and view or adjust the criteria.

   Note: If date criteria were set in the Selective Release tool, adjust those dates manually. Ensure that dates and times specified here do not conflict with any date criteria.

8. Click Save.

Note: Use once a new course shell has been created for the new semester.

**Topic 9: Course URL**

There is not a check box next to this tool to create a link in Vista. It must be posted as a web link, or the link emailed to students, or sent out some other way, then bookmarked.
CHAPTER 3: ADDING CONTENT TO THE HOME PAGE

Terminal Objective
At the end of this module, the learner will possess the skills to add content to a Vista course.

Enabling Objectives
1. Describes the purpose and functionality of the File Manager
2. Demonstrates the ability to use all of functions within the File Manager
3. Creates Web Links and places them on the Vista Home Page
4. Adds Headers and Footers to a Vista course
5. Inserts Content Links into a Vista course
CHAPTER 3: ADDING CONTENT TO THE HOME PAGE

Topic 1: Understanding the File Manager

This topic will describe the File Manager and its functions. These include creating files, uploading files, creating folders, copying files to another location, moving files to another folder, zipping files, and deleting files.

The File Manager is the location in which all content files are actually stored within Vista 8. For example, when a PDF that is posted on the Home Page, what is seen on the Home Page is a link to the file that resides in the File Manager.

<table>
<thead>
<tr>
<th>In The File Manager</th>
<th>On The Home Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="File Manager" /></td>
<td><img src="image" alt="Home Page" /></td>
</tr>
<tr>
<td><img src="image" alt="Create File" /></td>
<td><img src="image" alt="example" /></td>
</tr>
<tr>
<td><img src="image" alt="Get Files" /></td>
<td><img src="image" alt="Link To File" /></td>
</tr>
<tr>
<td><img src="image" alt="Create Folder" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Move" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Zip" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td></td>
</tr>
</tbody>
</table>

1. To access the File Manager be sure that the Build tab is selected (Top Left).

2. Select File Manager in Designer Tools (bottom left).
3. The **File Manager** will appear, containing all of the course files.

4. To create a plain text or html file, click **Create File** (refer to Item 1 above). This will bring up the following screen.

**Create File**

1. Enter the file name.
2. Enter content.
3. Save.

* For text formatting tools click ‘Enable HTML Creator’
5. To add files to the **File Manager** click **Get Files** (refer to Item 2 above). This will bring up the following screen.

Select the source of the file from the options on the left.

To upload files from your computer select ‘My Computer’ and browse for the file on your machine.

6. To Create a folder click **Create Folder** (refer to Item 3 above). This will bring up the following screen.

1. Enter the title of the file.

2. Click OK.
7. To copy a file to another location select the file(s) that you want copied and click **Copy** (refer to Item 4 above). This will bring up the following screen.

![Copy screen](image)

Use tabs and links on the left to browse for the location to copy the file(s) to.

8. To move a file to another location select the file(s) that you want moved and click **Move** (refer to Item 5 above). This will bring up the following screen.

![Move screen](image)

Use tabs and links on the left to browse for the location to move the file(s) to.
9. To zip a file, select the files you would like to compress and click **Zip** (refer to Item 6 above). This will bring up the following screen.

![Image of Zip Screen]

Use tabs and links on the left to browse for the location to save the zip file to.

10. To delete a file select the file(s) to be deleted and click **Delete** (refer to Item 7 above).

**Topic 2: Web Links**

The Web Links tool is an option in Blackboard Vista that allows the instructor to insert a hyperlink directly into a course. See below for an example:
1. From the **Build Tab**, click on the **Web Links** tool on the left side of the screen under **Course Tools**.

![Web Links Tool]

2. A new window will appear on your screen. Click on the **Create Web Link** button.

![Create Web Link]

3. Within the **Create Web Link** window, please fill in all fields with the necessary information.
4. After clicking the **Save** button, the following window will appear displaying the created Web Link.

It is also possible to place Web Links into separate groups by creating categories in which Web Links may be placed.
5. To create a category for Web Links, click on the **Web Links** tool under the **Course Tool** menu.

6. In the window that appears, click on the **Create Category** button.

7. Please fill in the necessary fields in the **Create Category** window.
8. If the creation is successful, the following screen would display with the created category.

9. To move the uncategorized Web Link into a category, click on the Menu icon next to the name of the Web Link. Select the Edit Properties menu option.
10. Choose a category to move the Web Link to from the Select Category drop down box.

Edit Web Link Properties

*Title: test

*Description:

Item Visibility:  
- Show Item
- Hide Item

Web Address (URL)

* http://www.cnn.com
- Open in a new browser window

Created by

Category (Web Links can be organized into categories.)

Select Category: Test Category

Goals

Associate goals with this web link.

Select Goals

Save  Cancel

Select a category from the Select Category drop down box

Click on the Save button

11. The final result is the Web Link is now in a category.

Topic 3: Adding/Editing a Header and Footer on The Home Page

Vista has the capability of adding a header and/or footer to your Vista course. A header is a line of text that displays on the top of a course screen and footer is a line of text that appears at the bottom of a course screen. Please see below for an example:
1. In the Build Tab, click on the Page Options button in the top right corner of the Home Page and select the Edit Header option.
2. A pop up window will appear on your screen after clicking **Edit Header**. On the pop up window, click on the **Enable HTML Creator Button**.

3. A new window will appear on the screen. In this window, type the text that will appear in the Header. If necessary, format the text as desired by choosing from the format options near the top of the screen.
4. Once again, click on the **Page Options** button in the top right corner of the Home Page and select the **Edit Footer** option.

5. A pop up window will appear on your screen after clicking **Edit Footer**. On the pop up window, click on the **Enable HTML Creator Button**.
6. A new window will appear on the screen. In this window, type the text that will appear in the Footer. If necessary, format the text as desired by choosing from the format options near the top of the screen.

7. Please observe the window below to see an example of a header and footer on a Vista course page.
Topic 4: Adding a Content Link to the Home Page

In the latest version of Vista, an instructor can add assignments to one course from other Vista course sections using a Content Link.

1. To add a Content Link, click on the Add Content Link button in the Build Tab.
2. A list of all of the types of tools available in Vista will appear on the screen. Choose the tool that contains the content that will be added to the course. Once the tool is chosen, find the specific assignment that will be added to the course. In this case, the **Assignment Tool** will be chosen.
3. If the assignment already exists in Vista, simply choose the appropriate assignment and click the **Add Selected** button.

4. If added correctly, the content file will automatically be added to the Home Page. See below for an example:
Sample Header Text

Assignment1a
Assignment 1a for class

Sample Footer Text
CHAPTER 4: ORGANIZING THE CONTENT

Terminal Objective

Upon completion of this module, the learner will be able to arrange Vista course content in an organized manner.

Enabling Objectives

1. Creates subject folders and categorizes similar course content into folders
2. Adds learning module to the Vista course and combines course content into the learning module
3. Defines the different types of Selective Release Criteria
4. Applies the appropriate Selective Release Criteria to course content
CHAPTER 4: ORGANIZING THE CONTENT

Course materials can be added on the **Home Page** under the **Build Tab**. Course materials can be managed in folders or learning modules.

**Topic 1: Organizing by Folder (formerly Organizer)**

1. From the **Build Tab**, select **Create Folder**.

2. Complete the needed information:

   - **Adding Files**
     You can create files or add existing files on your computer, such as links, to your course. To create or add files, click the **Add File** button.

   - **Creating Folders**
     You can create folders and use them to organize your content. Click the **Create Folder** button.
1. Type title text in the Title field.
2. Provide description for the Folder in the Description field.
3. For Item Visibility, select the first option - “Show Item” to make the Folder available to students. Or, select the second option – “Hide Item” to make the Folder unavailable to students.
4. To create an additional folder, click Add Another Folder, and repeat steps 1 – 3 as necessary.
5. Click Save.

3. The newly created folder, entitled Course Content, has been added to the Home Page.

**Topic 2: Organizing by Learning Module**

1. From Build, select Learning Modules. The Learning Modules window opens.

2. Click Create Learning Module.
3. Add Learning Module information:

**Create Learning Module**

*Title:*

Description:

Item Visibility: 
- Show Item
- Hide Item

**Table of Contents**

Numbering: 
- 1, 1.1, 1.1.1, 2...

Display Table of Contents:
- On the left
- Do not display

**First page of the learning module should be:**

- The Table of Contents
- The first page in the Table of Contents

**Goals**

Associate goals with this learning module.

* Required field

1. Type title text in the Title field.
2. Provide description for learning module in the Description field.
3. For Item Visibility, select the first option - “Show Item” to make the learning module available to students. Or, select the second option – “Hide Item” to make the learning module unavailable to students.

4. In the Table of Content area, select the numbering style, click radio button option “On the left”.

5. Select the option – “The first page in the Table of Contents” to display the first page of the learning module.

6. If goals have been created, click Select Goals to choose a desired goal.

7. Click Save.

4. After a learning module is created, the new learning module link will be displayed in the Learning Modules inventory. In this example, the learning module is entitled, Chapter 1.
Topic 3: Selective Release of Content

Use Selective Release to change course material’s availability by applying Selective Release Criteria such as dates, members, group, and gradebook.

1. To choose Selective Release, go to Build tab and Designer Tools. Select Selective Release under Designer Tools. In this case, the selectively released folder is called “Course Content”.

![Image of Vista 8 interface with Designer Tools highlighted]
2. Click Set Release Criteria.

3. Then, the Set Release Criteria options appear.

1. **Add Date Criteria** – Specify dates for the students to see course content. When dates are chosen, click Save.
2. **Add Member Criteria** – Choose which students will have access to course content. While selecting the students, make sure to have the first option “Equals” is selected. This will make the course content visible to the students. Then click Save.

**Add Member Criteria**

<table>
<thead>
<tr>
<th>User ID</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>student08</td>
<td>Student</td>
<td>User08</td>
</tr>
<tr>
<td>student10</td>
<td>Student</td>
<td>User10</td>
</tr>
<tr>
<td>webct_demo_8617277081 Demo</td>
<td></td>
<td>Student</td>
</tr>
</tbody>
</table>

3. **Add Group Criteria** – Select a group from the group list that is created under the Teach tab. Then click Save.

**Add Group Criteria**

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>Pyoung Gyu Park, Demo Student</td>
</tr>
<tr>
<td>Group 2</td>
<td>Student User08, Student User10</td>
</tr>
</tbody>
</table>
4. **Add Grade Book Criteria** – To release an item to students based on information in the Grade Book, add Grade Book criteria to the content item. For example, to release a bonus assignment only to students who receive 90 on Midterm exam, select Grade Book criteria to the bonus assignment so that it will be released only to students who receive greater than 90 out of 100 on the Midterm exam.

Add Grade Book Criteria

<table>
<thead>
<tr>
<th>Criteria:</th>
<th>Condition:</th>
<th>Value:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>Equal to</td>
<td>90</td>
</tr>
</tbody>
</table>

![Add Grade Book Criteria](image)

Note: If the Grade Book criterion is added to an item, ensure the item is set to show.

After the settings have been applied, click Save.

5. **Delete All** – To delete the criteria options previously, select the checkbox next to each criterion. Select **Delete All** and then Save.

Set Release Criteria for: Course Content

![Set Release Criteria for: Course Content](image)

Note: If more than one criterion will be used, decide if all conditions must be met; if so, choose **AND**, if not, choose **OR**.
CHAPTER 5: COMMUNICATIONS TOOLS

Terminal Objective

By the end of this module, the learner will be able to use the communication tools within Blackboard Vista to communicate with their students.

Enabling Objectives

1. Generates an announcement in Vista using the Announcement Tool
2. Constructs chatrooms that can be used to promote discussions between students
3. Creates email to disseminate information and stay in contact with students
4. Produces calendar event in Vista using the Calendar Tool
5. Builds a discussion board and facilitates conversation between students
CHAPTER 5: THE COMMUNICATION TOOLS

ANNOUNCEMENTS TOOL

Instructors can use the Announcement tool to create and send announcements to students enrolled in their course.

Announcements appear in students’ My Courses or on the Announcements screen. Announcements can also appear as pop-up messages, which appear when students first log in to the course.

Topic 1: Creating an Announcement

1. From the Build or Teach tab, select the Announcement icon in the upper left-hand navigation bar, Course Tools.

2. From the Announcements screen, click Create Announcement.

3. The Create Announcement screen appears. Enter a title. The title identifies and summarizes the announcement to course members.
4. In the **Message** box, enter the announcement text:
   1. To enter the text in Plain Text format enter the announcement text.
   2. To enter the announcement in HTML format you can use the **HTML Creator** or code in HTML:
      - To use the **HTML Creator**, click **Enable HTML Creator**.
      - To code in HTML:
        a. Select **Use HTML**.
        b. In the **Message** text box, enter your HTML code.

5. Under **Recipients**, determine which members receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
   1. Next to each role that you want to receive the announcement, select the check box.
   2. To quickly select/clear all roles, next to **Select All Roles**, select/clear the check box.
6. Under **Delivery Dates**, click the **Date Selection** and **Time Selection** icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: **10/29/2008** or **29/10/2008**.

![Delivery Dates](image)

To have the announcement appear as a pop-up message (when students log in), select the box next to **Also deliver as a pop-up message**.

7. Click **Send** and your announcement is delivered.

![Send and Cancel](image)

**CHAT TOOL**

1. Start in the Build tab and click on **Chat**.

![Chat Tool](image)
2. Click the **Create Chat or Whiteboard Room** button.

3. Complete the required fields (those marked with an asterisk). Be sure to expand **More Options** for permissions associated with the **Chat and Whiteboard Room**. Click Save.
CALENDAR TOOL

Topic 1: Viewing Different Types of Entries

The Calendar tool within Vista 8 is a powerful function that can be used to inform students of future events and/or can serve as reminders. The Calendar Tool has a large amount of functions which will be covered in this tutorial.

The Calendar Tool has the capability to create different types of calendar entries according to the needs of the user. For example, if the user is a professor and wants to create a calendar entry of meetings for the week, the Calendar Tool can be used to create a personal meeting that only displays for the professor. However, if the professor wishes to create a calendar entry for a Vista course, any individual enrolled in that class will see the event. For example, if the professor creates a course Calendar entry that states a test will take place on November 30th, any individual enrolled in the professor’s course will see the entry.

1. To see a personal entry on the Calendar Tool, click on the View drop down box on the right side of the screen and select Personal. Once the Personal option is selected, click on the Green Arrow (➡).

2. The Calendar will display only personal entries like the meeting scheduled on November 18th.
3. However, if the user wishes to view assignments that are scheduled in the class, click on the View drop down box again and select **This Course Only** and then select the **Green Arrow**.

4. Once the course view is chosen, any Calendar entries related to the course will be displayed. In this example, there is a course related assignment, Assignment 3, that is due on November 24.

5. It is also possible in Vista 8 to display different types of calendar entries simultaneously. To select multiple types of events to be displayed simultaneously, click on the View drop down box and select **This Course and Personal** and then click the **Green Arrow**.
6. The Calendar that displays will contain both personal and course related entries as denoted by the two red arrows below.

**Calendar**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Week</strong></td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td><strong>View Week</strong></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>View Week</strong></td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td><strong>View Week</strong></td>
<td>16</td>
<td><strong>17 Today</strong></td>
</tr>
<tr>
<td><strong>View Week</strong></td>
<td>23</td>
<td><strong>24 Assignment 3</strong></td>
</tr>
<tr>
<td><strong>View Week</strong></td>
<td>30</td>
<td>1</td>
</tr>
</tbody>
</table>

*Entries in italic are private entries.*

Keep in mind that only the user will see both types of calendar events when this particular view is chosen. Students will not be able to see the personal calendar items of the instructor or faculty member.
Topic 2: Adding an entry to the Calendar:

1. In the **Build Tab**, click on the **Assignment Tool** under **Course Tools**

2. Next, click on the **Add Entry** button.
3. Please fill in each of the following fields.

**Add Entry**

- **Title:**
- **Description:**

**Optional:** Enter a description to help define the Calendar Entry.

**Dates**

- **Start Date:**
- **Start Time:**
- **End Date:**
- **End Time:**

**Entry Type**

- Personal (Only you can see this entry.)
- Course (Allows you to link to content in this course.)
- Access:
  - Public (All course members can see this entry.)
  - Private (Only you can see this entry.)

**Optional:** Classify the entry as a Personal entry or a Course entry. If it is a Course entry, select the Public option or the Private option.

**More Options** (Expand this area to see more options.)

**Recurrence**

- This entry repeats:
  - Every day
  - Every week on these days:
    - Sun
    - Mon
    - Tue
    - Wed
    - Thu
    - Fri
    - Sat
  - Until: 11/14/2008

**Links**

- Add File
- Add Content Link

**Optional:** Click on the More Options link to set up a recurrence for the Calendar Entry. Click the This entry repeats checkbox and then select the day that the entry will repeat on. In the Until field, select the date the entry end date.

**Optional:** Click on the Add File or Add Content Link to add a file to the entry.

**Click on the Save button to save the Calendar Entry.**
Topic 3: Deleting an entry

1. In the **Build Tab**, click on the **Assignment Tool** under **Course Tools**

2. The Calendar will appear on the screen. Select the month that the event will appear in and then click on the **Green Arrow**.
3. To delete an entry, the Calendar must display the exact day of the event. Click on the exact day of the event that will be deleted. For this example, the event scheduled on the 23rd of November will be deleted so click on it.

4. After clicking on the event scheduled on November 23rd, the day will appear on the computer screen looking like this.
5. Click on the **Action Button** ( ) and select the **Delete** option.

6. Vista 8 will ask the user to confirm deleting the Calendar entry, select the **OK** option.

7. The event is now deleted and does not show up on November 23rd.
MAIL TOOL

The Mail Tool appears as an icon on the course tools in the upper left navigation Bar. Mail provides the ability to communicate with other Vista users in the course. Mail in Vista cannot be used to exchange messages with external mail accounts over the Internet. The Mail tool includes features common to most standard email programs, including:

• Compose messages with carbon copy or blind carbon copy
• Add a priority indicator to messages
• Add attachments to messages
• Search, compile, and organize messages into folders

Topic 1: Accessing Mail

1. Start in Build and click Mail from the left navigation bar.

Topic 2: Using Mail

The Mail tool now provides a single page from which to view and manage folders and messages.

Topic 3: Managing Folders

Folders are listed in the left frame of the Mail view. The number in parentheses is the total number of messages in that folder. Folders may be collapsed into a drop-down list.

• The frame is removed and a drop-down list appears above the mail messages.
• Create, rename, and delete custom folders.

Topic 4: Viewing Message List

Messages are viewed by clicking on the message title in the Subject column. Unread messages appear in bold and are also indicated with a closed envelope icon to the left of the message title.
messages appear in a lighter typeface and are indicated with an open envelope icon to the left of the message title (figure).

• Sort the message list by clicking on the column heading. Choose ascending or descending order by clicking on the up-down arrow next to the sorted column heading.
• Choose to Show All or Unread Only messages or Mark Read or Unread from the View messages drop-down list
• Refresh your message list manually or automatically every couple of minutes
• Search message text and display results
• Forward mail to an external email account. Note: this is a forwarding service only. To reply to a message, log into Vista and access the Mail tool.
• Change the page viewing options
• Delete messages individually or by selecting multiple messages.

Topic 5: Compiling Messages

From the message list, click the check box next to each message to compile, or click the check box at the top of the column to select all messages. Click the Compile button. All the messages will be compiled and open in a separate window. Click the Print button to print to your local machine, or click the Save as file button to save as either an HTML or TXT file to your local computer.

Topic 6: Reading Messages

The folder that contains the messages to be read must be open.

1. From the messages screen, click the subject line of the message to be read. To read the next or previous message from the same folder, click next or previous.

2. To save attached files:
   a. Click View Attachments.
   b. Select each attachment. To save all attachments, select the check box next to File name. To save multiple attachments in separate folders, save each attachment separately.
   c. Click Save to Folder. The Content Browser pop-up window appears.
   d. Store the attachments.

3. When finished reading the message, click Close this window.

Topic 7: Composing Messages

1. From the messages screen, click Create Message.
2. Specify recipients for the message by doing one of the following:
   a. Click **Browse for Recipients**.
   b. Select the recipients and click **Save**.

3. To send a copy of the message to other recipients, click **Browse for Recipients**. Select the recipients and click **Save**.

4. To send one or more recipients a copy of the message but hide those recipients from other recipients, **Browse for Recipients**. Select the recipients and click **Save**.

5. Enter a subject.

6. If the message is urgent, select **High priority**.

7. Enter the content of the message:
   - To create the message in Plain Text format, enter it in the **Message** text box. The message will appear exactly as typed.
   - To create the message in HTML format, use the **HTML Creator** or hand code the HTML:
     - To use the **HTML Creator**, click **Enable HTML Creator**.
     - To code in HTML:
       a. Select **Use HTML**.
       b. In the **Message** text box, enter the HTML code.

8. To attach files to the message:
   a. Click **Add Attachments**. The **Content Browser** pop-up window appears.
   b. Locate and select the files.

9. To preview the message, click **Preview**.

10. Click **Send**.
DISCUSSIONS TOOL

The Discussion Board is one of the most valuable components in an online course. Online discussions ensure that all students are engaged and actively participating. They give students time to craft their best response rather than the first that comes to mind. The textbook, notes, or other resources can also be drawn upon to provide a better-reasoned and well-supported contribution.

Online discussions will be initiated by a topic, comment or question posted by the instructor. Typically, students are required to respond with posted comments to the instructor's post and to those of other students.

Topic 1: Creating and Editing Categories

Use categories to organize topics. An example would be to create a category to periodically post a reading focus question topic for your students each week. Any topics that are not assigned to that category will appear under Uncategorized Topics.

1. From the Teach tab, click on the Discussions under Course Tools.

2. From the Discussions screen, click Create Category.

3. Enter a title.
4. Enter a description.

5. Click Save.

**Topic 2: Creating and Managing Discussion Topics**

Discussion topics allow users to post messages to exchange ideas, record thoughts, and ask questions on a particular subject. Topics may be added to a category, or they can be left uncategorized.

1. To create a new topic from the Discussions screen, click **Create Topic**.
2. Enter a title.
3. Enter a description.
4. Next to **Item Visibility**, select whether to show or hide the item for Students.
5. Under **Category**, to add the topic to a category, do one of the following from the **Select Category** drop-down list:
   - To add the topic to an existing category, select the category.
   - To create a category:
     - Select **Create New Category**.
     - Enter a name and description.

Under Grading, select whether Students will receive a grade:

- If the topic is not gradable, select **Topic is not gradable**.
- If the topic is gradable, under **Allow the topic to be graded** choose the scoring type.
  - To assign a numeric grade, select **Numeric grade** and, in the **Out of** text box enter the maximum grade that can be attained.
  - To assign a letter grade, select **Alphanumeric grade**.
To grade the topic using a grading form (see Grading Form, Chapter 6 Assignment Tool):

- To remove a grading form that is currently selected, click the Remove icon next to its title.
- Select Grade by grading form and then click Select Grading Form.
- Select the grading form to be used.
- Click Select.
- If the Grade Book column for this topic needs to have a name other than the topic title, enter the name in the Grade Book column title text box.
- For students to see their grades for this topic, select Release grade to Students.

6. Next to Topic Behavior Options, click Expand/Collapse to set Student Posting Rules for the topic:

   - To allow Students to contribute to a topic:
     - Select one of the following:
       - Students can post messages and reply to messages.
       - Students can post messages but cannot reply to messages.
       - Students can reply to messages but cannot post messages.
   - To allow Students to edit their messages, select Students can edit their messages after posting them.
   - To allow Students to read messages but prevent them from contributing to a topic, select Lock this topic for Students. Section Instructors and Teaching Assistants can post messages to a locked topic.

7. Under Author Identification, specify whether Students' names should display with their messages:

   - For user names to display, select Authors are identified by user names.
   - For postings to remain anonymous, select Authors are anonymous to Students.

8. Click Save.
CHAPTER 6: THE ASSIGNMENT TOOL

Terminal Objective

At the end of this module, the learner will be able to create, modify, and evaluate assignments using the Assignment Tool in Blackboard Vista.

Enabling Objectives

1. Create a Grade Form using the Assignment Tool
2. Generates an assignment using the Assignment Tool and integrates a Grade Form into the assignment
3. Locates Assignment Functions and assigns the proper functions to the Assignment based on the appropriate need
4. Identifies the location of the Assignment Drop Box and describes the various components of the Drop box
5. Grades submissions in the Assignment Drop Box using traditional method or with the Grade Form option.
CHAPTER 6: ASSIGNMENT TOOL

The Assignment tool has a few new features in Vista 8, including the Grading Form (a rubric) which can be attached to an assignment, gradable discussion, or used in the grade book.

Topic 1: Creating a Grading Form

1. Start from Build Tab and select Grading Forms from the lower left navigation bar. Select Create Grading Form.
2. Add the Grading Form Title; the description is optional. If more Criteria or Performance indicators are needed, it is possible to add more. To change the names of any criterion or indicator item, use the pencil icon to edit. To remove a criterion or indicator, use the **Remove** icon.

3. For each, add a point value. As the point values are added, the total will add up at the bottom. Save.

4. The Grading Form can be attached to any assignment or gradable discussion create for this course. The Grading Form works with the Vista grade book, as well, for manually created grade columns.
Topic 2: Creating an Assignment with or without the Grading Form

1. Start in the Build tab. Select Assignments from the left navigation bar. Click Create Assignment button. Add the title. (Note: Please do not use any special characters, e.g., #, *, comma, period).

2. A new feature is to show or hide the assignment within the properties settings.
3. Select the submission format.

4. Decide if students will be graded individually or in groups.

5. Set the due date and time. Anything after the due date is marked “Late” in the assignment dropbox.

6. Select the cutoff date and time. Anything after the cutoff date will be marked “Missed” in the assignment dropbox.

**Student submission format**

- Text
  (Students provide text, attach files, do both.)
- Web site
  (Students submit a ZIP file containing a web site composed of files with relative links.)

**Assignment recipients**

- Decide later (Save assignment as a draft and send it later)
- All Students individually
- Create additional sets of instructions for groups of Students
- Groups of Students

**Dates**

* Due Date (Submissions are accepted after this date but are marked 'late')
  - **11/12/2008**
  - **12:00 PM**
- Create a corresponding event in the Calendar tool

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
  - **11/19/2008**
  - **12:00 PM**
7. By default, a column will be added to the grade book based on the title given to the assignment. Edit the Grade Book column title if necessary; the example here is Assig3.

8. Check mark to release the grades at this point.

9. If no Grading Form, enter the numeric or alphanumeric grade.

10. If using the Grading Form, click the Select Grading Form button.
11. Select the form to use.

12. If there are goals that correspond with this assignment, select them.

13. Save.

**Select Grading Form**

Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool.

- Assignment 1 Essay Grading Form
- Assignment 3

14. Note: There are More Options to consider:

**More Options** (Expand this area to see more options.)

- **Taking Back Submissions**
  - Students can take back and correct work after submission

- **Publishing Submissions**
  - Only the Section Instructor can publish submissions
  - Both the Section Instructor and Students can publish submissions

**Section Instructor notification:**

- Notify Section Instructor when a Student submits this assignment
  - Section Instructor's e-mail address: john_smith@uh.edu
- Do not send e-mail notification when Student has submitted an assignment
Topic 3: Assignment Functions

1. The pull-down menu lists the functions associated with an Assignment.
2. To make changes to an assignment, select Edit Properties.
Topic 4: Assignment Dropbox

1. The Assignment Dropbox can be found only in the Teach tab. This is the area where the instructor or grader can access assignment submissions and grade submissions. To access the Assignment 3 submissions, click on the Teach tab, select Assignments from the left navigation bar. Select the assignment.

2. The Assignment Dropbox is now open.

3. The Submitted tab will show assignments submitted by students with the time-stamp of when the student submitted.
4. The **Not Submitted** tab shows which students have not submitted a particular assignment prior to the cut-off date.

![Assignment Dropbox](image)

The Not Submitted tab contains submissions that are assigned or returned to Students for editing.

![Assignment Dropbox](image)

The Graded tab will show the grade given and the date when the assignment was graded. The person who graded the submission will be indicated at the far right.

![Assignment Dropbox](image)

5. The **Graded** tab will show the grade given and the date when the assignment was graded. The person who graded the submission will be indicated at the far right.

6. To publish a submission, use the pull-down menu and select **Publish Controls**.
7. To access another assignment, sort with the pull-down menu to the far right.

### Assignment Dropbox

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Not Submitted</th>
<th>Graded</th>
<th>Published</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*View by: Assignment 3*  

The Submitted tab contains submissions that are ready for review and have not been returned to Students.

<table>
<thead>
<tr>
<th>Title</th>
<th>Assigned to</th>
<th>Attempt</th>
<th>Due Date</th>
<th>Submitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Demo Student (webct_demonstration)</td>
<td>1</td>
<td>November 12, 2008 12:00 PM</td>
<td>October 29, 2008 11:14 AM</td>
<td></td>
</tr>
</tbody>
</table>

= Student can take back for editing

---

**Topic 5: Grading an Assignment**

1. Access the **Submitted** tab in the **Assignment Dropbox**. Select the submission you want to grade.

### Assignment Dropbox

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Not Submitted</th>
<th>Graded</th>
<th>Published</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*View by: Assignment 3*  

The Submitted tab contains submissions that are ready for review and have not been returned to Students.

<table>
<thead>
<tr>
<th>Title</th>
<th>Assigned to</th>
<th>Attempt</th>
<th>Due Date</th>
<th>Submitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Demo Student (webct_demonstration)</td>
<td>1</td>
<td>November 12, 2008 12:00 PM</td>
<td>October 29, 2008 11:14 AM</td>
<td></td>
</tr>
</tbody>
</table>

= Student can take back for editing
2. Information about the assignment can be found at the far left. There is also the time-stamp of when the student submitted the assignment. The attachment link to the submission is found in the Submission section.

Note: Students should include their name in the attached file name. When uploading the graded/edited assignment, consider adding the grader’s initials to indicate a change to the file.

3. If using the grading form, choose “Return graded submission to Student(s)…” Choose Complete the Complete Grading Form button.

Grader/Reviewer Comments:

*Save Options:

- Return to Student for further editing
- Save for further review and editing
- Return graded submission to Student(s) with the following grading form grade

Complete Grading Form: out of 10
4. Select the points for each criterion and indicator, and Save.

### Complete Grading Form of Demo Student for Assignment 3

<table>
<thead>
<tr>
<th>Objective/Criteria</th>
<th>Performance Indicators</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Need Improvement</td>
<td>Meet Expectations</td>
<td>Exceptional</td>
</tr>
<tr>
<td>Spelling</td>
<td>(1 points)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td>Grammar</td>
<td>(2 points)</td>
<td>(2 points)</td>
<td>(3 points)</td>
</tr>
<tr>
<td>Style</td>
<td>(2 points)</td>
<td>(3 points)</td>
<td>(4 points)</td>
</tr>
</tbody>
</table>

**Total:** 8 out of 10

**Comments:**

After grading, the instructor can check the grades posted and find out if grades have been released to the students at the same time, by looking in the **All** tab.

### Assignment Dropbox

<table>
<thead>
<tr>
<th>Title</th>
<th>Assigned to</th>
<th>Status</th>
<th>Due Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Demo Student(webct_demo_8616992081)</strong></td>
<td>Graded</td>
<td>November 12, 2008 12:00 PM</td>
<td>8.00</td>
</tr>
<tr>
<td>Assignment 3</td>
<td><strong>Student User08(student08)</strong></td>
<td>Not Started</td>
<td>November 12, 2008 12:00 PM</td>
<td>Not Released</td>
</tr>
<tr>
<td>Assignment 3</td>
<td><strong>Student User10(student10)</strong></td>
<td>Not Started</td>
<td>November 12, 2008 12:00 PM</td>
<td>Not Released</td>
</tr>
</tbody>
</table>

= Student can take back for editing
CHAPTER 7: THE ASSESSMENT TOOL

Terminal Objective

By the end of this module, the learner will to create, modify, and evaluate assessments and surveys using the Assessment Tool included in Blackboard Vista.

Enabling Objectives

1. Creates a quiz/test using the Assessment Tool
2. Adds questions to quiz/test
3. Modifies properties of an assessment if necessary
4. Describes the functions of the Assessment Manager
CHAPTER 7: ASSESSMENT TOOL

This chapter explains the process of creating an online assessment, adding different question types, and choosing personalized settings for the delivery of the assessment. There are 3 types of Assessments: Quiz (graded), self-test (not graded), and surveys. This chapter will review the process for creating a quiz, as self-tests and surveys are created in much the same way.

Topic 1: Creating a Quiz

1. Start from Build Tab and select Assessments from the lower left navigation bar.
2. Then select Create Assessment, to begin building the quiz.

3. Within the Create Assessment page, please complete all * required fields and choose to Save and Add Questions.
Topic 2: Adding questions to the assessment

1. Within the Quiz area, choose **Create Questions** and decide what type of question to develop. Please view the definitions list at the end of this manual to read descriptions of each question type.

   Note: It is possible for quizzes to have different types of questions within one test. For the purposes of this tutorial, a True/False question will be demonstrated.

2. Once the True/False question type is selected, fill in all required fields.
Add a title that reflects the content of the question.

Enter the question text that students will be answering.

Optional: If necessary, an image and image title can be added to the question.

Choose the correct response to the question. General feedback can be added as a teaching opportunity to help students further understand the correct response to the question.

Optional: If you want to include a note that is visible only to yourself or other Section Designers, enter it in the Section Designer notes text box.

After everything is set up, choose to Preview the question to ensure everything is set up properly. Then choose Save to complete the form.

3. Repeat the process to add more questions by clicking on Create Questions and choosing an assessment type.

4. Below is an example of how a question listings may look like. If a correction needs to be made, simply click on the question title to enter the editing view.
List of questions developed
Point distribution list
Type of question developed
Cookie crumbs can be used to navigate back and forth between pages. Click on Assessments to return to the main page.

**Topic 3: Assessment Settings/Properties**

1. Within the main Assessments page, you will list a list of the assessments that have been created.

After questions have been added to the assessment, additional delivery options (quiz duration times, attempt options, student score release options, security settings, and more) are available by choosing the drop down box near your assessment title and clicking on **Edit Properties**.

Within this same drop down menu, you can choose to **Show** the quiz item—making it available for students to view.
Topic 4: Assessment Manager

The Assessment Manager includes the Assessment Submissions and Assessment Settings.

1. From the Teach tab, go to the Assessment Manager (left navigation bar, under Instructor Tools).
2. To see which quizzes have been graded, click on the **Graded** tab. Use the pull-down arrow to **View Submissions**, **Grade All Attempts of a Single Question**, or **View Reports**.

3. The **Not Graded** tab list those quiz submissions that still need to be manually graded. The **Not Submitted** tab list those students who have not attempted or are in the process of attempting a quiz and have not submitted yet. The **All** tab shows all submissions. Use the pull-down menu over to the right to sort through to the assessment needed.
CHAPTER 8: USING THE GRADEBOOK

Terminal Objective

By the end of this module, the learner will be able to input grades and manipulate the settings of Vista’s Gradebook.

Enabling Objectives

1. Adds grades to the Gradebook manually
2. Exports grades from the Gradebook to an Excel spreadsheet
3. Imports grades from Excel spreadsheet into the Gradebook
4. Manipulates column settings of the Gradebook as necessary
5. Creates columns in the Gradebook in which grades are added
6. Distinguishes between the different views available in the Gradebook
7. Modifies properties of the Gradebook if necessary
CHAPTER 8: GRADE BOOK

Topic 1: Manually Adding/Editing Grades

There are several ways to enter and change grades in Vista: by Member, by Column, and by Individual. To use grades from an Excel spreadsheet, see the section on Importing from a Spreadsheet.

Updating Grades by Student

Use this method when there are several grades for a single student.

1. Start from the Teach Tab and select Grade Book from the Instructor Tools on the lower left.

2. From the list of students that appears, click on the name of the student to enter/edit grades for and select Edit Member from the contextual menu that appears.
3. The **Edit Member** screen provides a list of all the columns in the grade book for that particular student. Enter the grade for the student in the **Change To** box provided. If a Grading Form was used with an assignment, click the **Edit Grading Form Grade** button to edit the grade using the criteria in the Grading Form.

4. After entering grades, click the Save button at the bottom of the page.

**Updating Grades by Column**

Use this method to enter grades for the entire class for a particular assignment.

1. Start from **Teach** tab and select **Grade Book** from the **Instructor Tools** on the lower left.

2. Click on the name of the column where you want to enter grades, and select **Edit Values** from the contextual menu that appears.
3. On the Edit Column screen you will get a list of all the students in the course. Enter a grade for each student in the Change To box provided.

4. After entering grades, click the Save button at the bottom of the page.
Updating an Individual Grade

Use this method to enter a single assignment grade for a single student.

1. Start from **Teach** tab and select **Grade Book** from the **Instructor Tools** on the lower left.

2. In the list of students and grade columns, locate the row and column for the grade to enter and click on the link that appears in the box.
3. In the **Edit Value** window that pops up, enter the new value in the **Change To** box.

4. After entering the grade, click the **Save** button at the bottom of the window.

When you are returned to the grade book, there will be a ^ character next to the grade to indicate that it was manually entered.

**Topic 2: Exporting to an Excel Spreadsheet**

The Vista grade book can be downloaded as a separate file that is editable in Excel. This makes for an excellent way to backup the grade book at the end of the semester.

1. Start from **Teach** tab and select **Grade Book** from the **Instructor Tools** on the lower left.
2. Click on the **Export to Spreadsheet** button at the bottom of the **Grade Book**.

3. Use the settings indicated and click the **Export** button. A file called `exportedcourse.csv` should be downloaded to the local computer. The file can be opened in Excel for editing.
Topic 3: Importing from an Excel Spreadsheet

To upload the Excel file to Vista, remove any extraneous columns that will not be needed and include the User ID field in your spreadsheet. This is how Vista matches up the grades from the spreadsheet to the students in your Grade Book.

1. Save the Excel spreadsheet in an appropriate format, either Comma Separated or Tab Delimited.
2. Log into Vista and from the Teach tab select the Grade Book from the Instructor Tools on the lower left.
3. Click on the Import from Spreadsheet button.
4. On the **Import File** screen, use the **Browse** button provided in the File option to locate the spreadsheet file on the local computer and click on the **Upload** button. Use the **Separator** pull-down menu to indicate the format of the Excel file.

5. Browse for the file.
6. On the **Import File** screen, Vista will try to match up the columns in the spreadsheet with the columns in the Grade Book. A green checkmark indicates a match while a red exclamation point indicates columns that will not be imported. To change where a column from the spreadsheet is going into the Grade Book, use the pulldown menus to indicate those changes here.

5. Click the **Import** button.

When returned to the grade book, there will be a ^ character next to the grade to indicate that it was manually entered.

**Topic 4: Reordering, Hiding, and Showing Columns**

1. Start from **Teach** tab and select **Grade Book** from the **Instructor Tools** on the lower left.
2. Click on the **Reorder Columns** button above the grade book list.

To hide a column from view or make it visible again, click on the **Hide/Show Column** button to the right of the row.

Select the column to move by checking the checkbox to the left of its name.

To move the column, click the **Move** icon to the left of the row where it should be inserted. Note: Rows are always inserted *above* the row you select.

After reordering the columns, click the Save button at the bottom of the page.
Topic 5: The Grade Book Views

Grades: This is the default view for instructors. It shows all columns that are considered grade-related.

Members: This view shows all people associated with the course (Instructors, Designers, Students) and their User IDs.

View All: This view contains all of the columns in the grade book.

Custom View: This is a customized view of the Grade book for graders or the Instructor, as needed.

SCORM Grades: If using third-party content that conforms to the SCORM specification and has interactive components, any grades that the content records will be displayed here.
Topic 6: Create Column

Anyone with access to the Grade Book can add a column manually, that is, not created through the Assignment, Assessment, or Discussions tools. Keep in mind that any column that will be used to complete the values in a Calculated column, which requires a formula, must be numeric in type.

1. To create a column, start in the Grade Book, and click the far left button, Create Column. Use the action button to select the column type needed. Fill in the required fields.

2. A new column type, the Selection List, allows the instructor/grader to create a list of criteria, for example, Excellent, Good, Fair, Poor. From Create Column, scroll to Selection List.
3. Fill out the required fields, and click **Save**.

4. List 1 is the title of the newly created **Selection List Column**. To add the criteria, go to the column action button and scroll down to **Edit Column Select List**.
5. Add criteria using the **Add Item** button to build up the list. Click **Save**.

6. To add/change a grade for a student using the **Selection List** column, click on the **Change To** pull-down menu, and select the criterion. Click **Save**.
Another new column type is the **Grading Form**. Similar to the **Selection List**, a manually created column can incorporate an existing grading form (see **Creating a Grading Form**).

7. To create a column, start in the **Grade Book**, and click the far left button, **Create Column**. Use the action button to select **Grading Form**.

8. In the example, the column name will be Assign1. Click **Select Grading Form**.
9. A new window opens; select the grading form to be used, in this case, Assignment 1 Essay Grading Form. Click Select.

[Image of Select Grading Form]

10. The grading form is now attached. Complete all other fields, click Save.

[Image of Select Grading Form]

11. To use the grading form to grade the entire class, go to the column, and use the action button to scroll to Edit Values.
12. Select **Editing Grading Form Grade** for each individual student.

13. A new window appears with the grading form. Fill out the point values for each **Performance Indicator/Criterion**, and the total will add automatically. Provide any comments to the student under **Comments**. The **Grade Book Audit Log** will be added to the **Audit History** if a grade change has been made. Click **Save**.
Topic 7: Grade Book Options

The Grade Book Options gives the person who is working with the grade book the ability, among other things, to control column settings, find members, and see who has made grade changes. This section will focus on two important options.

1. Grade Book Options can be accessed at the far right of any of the Grade Book Views by using the pull-down arrow.

2. The first option, Column Settings, are very important, especially for determining if grades from a particular column have been Released. Scroll down the Grade Book Options to Column Settings. In the example below, column, Midterm, has not been released. To release, checkmark the box at the tope of the column(s), and then click the button Release.
3. The second option to be discussed is the **View Audit History**, which is the last choice from the **Grade Book Options** menu. The **View Audit History** option will show all grades and grade changes for all students. The audit can be exported by clicking **Export Log**.

<table>
<thead>
<tr>
<th>Member</th>
<th>Date/Time</th>
<th>Column</th>
<th>User</th>
<th>Old Grade</th>
<th>New Grade</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Student</td>
<td>October 29, 2008 1:06 PM</td>
<td>Midterm</td>
<td>Araby Abdul Rahman</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo Student</td>
<td>October 29, 2008 1:07 PM</td>
<td>Final</td>
<td>Araby Abdul Rahman</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 9: GROUP MANAGER AND ROSTER

Terminal Objective

Upon completion of this module, the learner will be able assign students to groups and create class rosters in Vista.

Enabling Objectives

1. Creates custom and multiple groups using the Group Manager Tool
2. Assigns students to groups
3. Discusses the different functions of the Group Manager
4. Generates class rosters
CHAPTER 9: GROUP MANAGER

The Group Manager gives instructors the ability to create groups for collaborative projects and activities. For example, groups can be given assignments, participate in selected discussion topics, and have their own chat rooms. The Selective Release function can be used to assign discussion, assignments, etc. to groups (for more information, see Chapter 4: Organizing the Content)

Topic 1: Create Groups

1. To start, click on the Teach tab. Under Instructor Tools (left navigation bar), select Group Manager.
2. Next, click **Create Groups** button.

3. The choices are to create a custom group, create multiple groups, or to create groups with a sign-up sheet. Select one and click **Continue**.
2. Provide the name of the group; click **Add Members**. This will open the list of student, instructors, and TAs for the course. Select the members, click **Add Selected** or **Add All** if everyone will be a part of the group.

3. When returned to the Create Custom Group screen, click **Save** or **Save and Create Another Group** if more groups have to be created.
Topic 3: Creating Multiple Groups

1. From Teach tab, go to Group Manager and Create Groups. Select Create Multiple Groups, then click Continue.

2. In the top-half of the screen, provide the word or phrase that all groups will have. In this case, Research. The default description is optional.
3. Complete the bottom-half of the screen. It is recommended to add the **Demo Student** to a group. Click **Continue**.

4. From the information entered in the example above, the next screen shows one group, Research 1, with one students, Demo Student. With multiple groups, it would be possible to **Shuffle the Members** at this point and/or **Save**.
Topic 4: Creating groups with a sign-up sheet

1. From Teach tab, go to Group Manager and Create Groups. Select Create Multiple Groups, then click Continue.

2. In the top-half of the screen, provide the number of groups, and the name or phrase that all of the groups will have. In this example, it is Group Project. Next, give the number of students per group. Decide if students can see who signed up for a group.
3. For the bottom-half of the screen, fill in the name for the sign-up sheet and provide instructions (optional). Decide where the sign-up sheet will go, e.g., on the Home Page. Click Continue.

4. Confirmation of the Groups screen appears. Editing can be made at this point. Click Save.

**Topic 5: Group Manager Functions**

The screen below is an example of different groups. Group Project 1 and Group Project 2 were created with a sign-up sheet; Research 1 is one of multiple groups.

1. It is possible to **Send Mail** to a group or groups, **Remove All Members** at once from a group or groups, and finally, delete groups.
2. Groups can be added to an activity. In the example below, the Research 1 Group is assigned to a Discussion Topic.

3. The next step would be to complete the Discussion Topic settings:
4. Finally, the same functions that can be applied for all groups, can be applied to an individual group by using the pull-down arrow (Edit group, Send Mail, Delete).

![Group Manager](image)

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Sign-Up Sheet Title</th>
<th>Description</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Project 1</td>
<td>Sign up for Group Projects</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Group Project 2</td>
<td>Sign up for Group Projects</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Research 1</td>
<td></td>
<td>--</td>
<td>Demo Student</td>
</tr>
</tbody>
</table>

Create Group:
- Send Mail
- Edit Group
- Delete

Members:
- All Members
- Delete
Topic 6: Roster (new feature)

1. The Roster is a list of the persons associated with the course. Students and instructors can enter their profile in My Settings. The Roster can be accessed from the Build tab, or as in the example below, from the Teach tab.
2. The **Roster** contains three tabs, **Instructors**, **Students**, and **Groups**. The first tab, **Instructors**, lists all of the instructors associated with the course and their profiles. Note that the page can be printed using the **Print Page** button.

3. The second tab, **Students**, is a list and profile of all of the students associated with the course.
4. The profiles of members in groups can also be accessed through the **Groups** tab. Use the pull-down menu to navigate to the group needed.