Practice Activity #1

Experiencing WebCT Vista as a Student

1. Log into the training server **WITH THE ID & PASSWORD PROVIDED BY THE INSTRUCTOR**
2. Enter "Vista Bootcamp I" **and** browse around the student site
3. Browse through the **Learning Modules**
4. Post a discussion message in _Unit 1: Are Humans contributing to Climate Change?_
5. Try out Quiz 1
6. View the Media Glossary
7. Return to your Course List, by clicking on **my Vista** at the top right of the screen

Practice Activity #1

Add/Remove Tools on the Course Menu

- In the **BUILD TAB**, under **Designer Tools,** click on **Manage Course**
- Click on **Tools**
- Click on the small box to the left of the **Syllabus Tool**
- Click on the small box to the left of the **Goals Tool**
- Scroll to the bottom of your page and click **Save.**

Hide a Tool

- In the **BUILD TAB**, under **Designer Tools,** click on **Manage Course**
- Click on **Course Menu**
- On the **Goals**, click on **Hide Link** (to the right)
- You should see an **(H)** now beside **Assignments** on the **Course Tools**
- In Student View, this item is now hidden from students

Practice Activity #2

Using the Roster Tool

- In the **BUILD TAB**, under **Course Tools**, click on **Roster**
- Browse through **Instructor, Students and Groups** tabs

Practice Activity #3

Using the Mail Tool

- In the **BUILD TAB**, under **Course Tools**, click on **Mail**
- Click **Create Message**
- Click **Browse for Recipient**
- In the **Subject:** enter text
- In the empty **Message:** box, enter text
- **Click either Send or Preview**

Practice Activity #4

Create a Gradable Discussion

- In either **BUILD** or **TEACH** tabs, click on **Discussions**
- Click on **Create Topic**
- Select **Threaded Topic (explore Journal and Blog options)**
- Enter a title _"Should we grow trees to remove carbon in the atmosphere?"_
- Enter **Description** (optional)
- In **Category**, click on the dropdown menu
- Select **Create New Category** and type _Unit 4 – Topics_
- In **Grading**, click _"Numeric grade: Out of "_ and type in "3".
- Click on **'Release grade to Students in _My Grades'_**
- Click on **Topic Behaviour Options** and browse through settings. Leave defaults and click **Save**.

Part II

- Click on **Student View**
- On the **Course Tools,** click on **Discussions**
- View your new **Discussions** topic
- Post a message to this new discussion topic

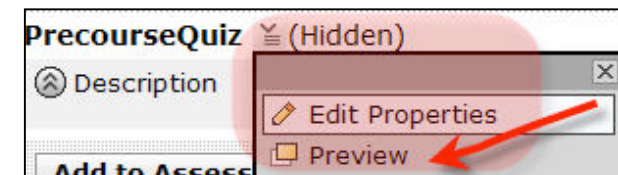## Practice Activity #5

Create an Assessment (Quiz)

- In the **BUILD TAB**, under **Course Tools**, click on **Assessments**
- Browse through existing assessments
- Click on **Create Assessment** called _"Pre-Course Quiz"_
- In _Type_ settings, select **Quiz**

- In _Template_ settings, leave default _"Do not base on an existing …"_
- Click on **Save**
- You will now see your new assessments in the list _"Pre-Course Quiz_ (HIDDEN)"
- **Note:** The quiz will remain **HIDDEN** until questions are added and then you must **"Show Item".**

Practice Activity #6

Adding Questions to a Quiz

- Click on the new underlined _"Pre-Course Quiz"_
- Click on **Create Questions** from drop down menu and select **Multiple Choice**
- In the **Title** field, type **"precourseQ1"**
- In the **Question text:** box, type this question _"Which one of the following is NOT included in Earth's climate system? "_ **and enter in the answers below:**

  - ⊙ hydrosphere
  - ⊙ solid Earth
  - ⊙ **Solarsphere (correct answer)**
  - ⊙ atmosphere
  - ⊙ biosphere

- Click on **More Options**
- Type some **General feedback** in the box – example: '_Nice Work on the Quiz'_ and click **Save**
- On the **PrecourseQuiz** ActionLinks at the top of the page, click the dropdown menu select **Preview** , then select **Show Item**
- Go into **Student View**, and try your new **PreCourse Quiz**

Practice Activity #7

Creating a Learning Modules

In Student View, click on Learning Modules and browse Unit 1

- Click on **BUILD TAB**
- Click on **Learning Modules** on the **Course Tools**
- Click **Create Learning Module**
- Enter a title *"Unit 3 – The Greenhouse Gases"*
- Click on **Save**

Practice Activity #8

Adding Content (i.e. documents) to Your Module

- Click on the new *"Unit 3 – The Greenhouse Gases"* learning module in the list
- Click on **Add File**
- Click on **Browse for Files**
- Click on *Class Files >> Imported Resources >> Course Contents >> Unit 3 The Green Gases*
- Select **all** documents in the list
- Click **OK**
- Go into **Student View** and click on **Learning Modules**

Practice Activity #9

Part I - Adding Content Links to Your Module

- Click on **BUILD TAB**
- Click on **Learning Modules** on the **Course Tools** menu
- Click on **'Unit 3 – The Greenhouse Gases'**
- Click on **Add Content Link**
- Scroll down to **Assessments**
- Scroll down and click on **Unit 3 Quiz – Greenhouse Gases**
- Click on **Add Selected**
- You should see a Quiz now in your learning module

Part II

- Click on **Add Content Link**
- Perform the same steps as above and add the following**:**
  - ❖ **Assignment** (select *Unit 3 Assignment*)

  - ❖ **Weblink**
  - ❖ **Unit 3 - Discussions**
- Click on **Student View** and click on **Learning Modules**, browse **Unit 3**

Part III

- Click on Build Tab
- Click on **Learning Modules,** and select **Unit 3**
- Click on **Create Heading**
- Enter title **"Unit 3"** and click **Save**
- Perform the same steps again and create headings called *Unit 3 Quiz*, *Unit 3 Assignment*, Unit 3 Discussions, and *Weblinks*

Practice Activity #10

Adding a Learning Module to your Homepage (Organizer Page)

- Click on the **Build Tab**
- Click on **Course Content** icon – you should now be on the homepage
- Click on **Add Content Link**
- Scroll down to **Learning Module**
- Select **all modules** in the list
- Click on **Student View**
- Browse through the modules available on the homepage
- Optional: Can also put all modules in a **FOLDER**

Practice Activity #11

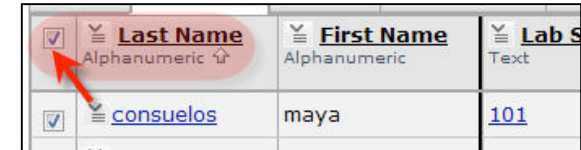**Freeze Column Feature in the Gradebook**

- Click on the **Teach Tab**
- On the Instructor Tools at the bottom, click on **Grade Book**
- Click on **Grade Book Options**
- On the drop down menu, click on **Freeze Columns**
- Click once on any row and then scroll along the **now highlighted** row

Practice Activity #12

Finding Members in the Gradebook

- Click on **Grade Book Options**

- Click on **Find Members**
- In the **Column:** drop down menu box, scroll down and select **Lab Section**
- In the **Value:** box enter **"101"**
- Click on **Run Query**
- All **101** members will be displayed
- Click in the small box to the left of the **LAST NAME** column

- All Lab101 students should now be **highlighted in grey**
- At the bottom of the page, click on **Send Mail**

To view All students again:

- Click on **Grade Book Options**
- Click on **Show All Members**

Page 2