Practice Activity #1

Customizing your *My Vista* page

- Click on **My Settings**
  - Click on **Edit Profile** – browse settings
  - Click on **My Tool Options**
- Click on **Channels**
  - Select or deselect the channels you want to display in **My Vista**
  - Click on **Save**
- Click on **Layout**
  - Select Column A (or B or C)
  - Click on arrows surrounding **Move**

Practice Activity #2

Adding Course Tools to your course

- **Click on "***eLI's ONLINE Training Series - Building a Learning Module in Vista***"** course in your course list
- Click on **BUILD TAB**
- On **Designer Tools**, click on **Manage Course**
- Click on **Tools**
- Select or de-select the desired tools for your course
- Click on **Save**
- Click on **Student View** to view changes

Practice Activity #3

Hiding Tools on the Course Menu

- Click on **BUILD TAB**
- On **Designer Tools**, click on **Manage Course**
- Click on **Course Menu**

- Hide **Mail + Media Library** tools
- Unhide **Learning Modules**
- Click on **Apply Settings**

Practice Activity #4

Add an Announcement

- In either **BUILD** or **TEACH** tabs, the **Course Tools**, click on **Announcements.**
- Click **Create Announcement**
- Enter a **Title** , ex. `*Midterm Exam*`
- Enter a **Message (optional)**
- Select **Recipients**
- Select **Display Dates**
- Select **Also deliver as a pop-up message**
- Click on **Send**

Practice Activity #5

Create a Grading Form

- Click on **Teach Tab**
- On the **Instructor Tools**, click on **Grading Forms**
- Click Create Grading Form
- Enter title `*Discussions Rubric*`
- Edit entries under **Objective/Criteria** by clicking on the pencil icon
- Under **Performance Indicators**, enter points
- Click on **Save**

Practice Activity #6

Create a Discussion topic

- In either **BUILD** or **TEACH** tabs, the **Course Tools**, click on Discussions

- Click on **Create Topic**
- Select **Threaded Topic**
- Enter a title *"Should we grow trees to remove carbon in the atmosphere?"*
- Enter **Description** (optional)
- Click on dropdown menu in **Select Category**
- Create **New Category**, enter *Unit 3 – Topics*
- In **Grading** section, click on **Grading Form**
- Select `*Discussions Rubric*` and click **Select**
- Click on **'Release grade to Students in My Grades'**
- Click on **Topic Behaviour Options** and browse through settings
- Click **Save**.
- Click on **Student View**
- On the **Course Tools,** click on **Discussions**
- View new **Discussions** topic
- View **Grading Form**
- Post a **message**

Practice Activity #7

Creating a Signup Sheet

- Click on **TEACH Tab**
- On the **Instructor Tools**, click on **Group Manager**
- Click **Create Groups**
- Select *"Create groups with sign-up sheets"*
- Click **Continue**
- Enter **Number of groups**

- o Enter *"Word or phrase all group names…" ex. Field Trip to Burns Bog"*
- o Enter **"4"** in **Maximum Students per group:**
- o In **Sign-Up Sheet** settings, enter **Title + instructions**
- o Click on **Place sign up sheet on:** drop down menu
- o Select **Homepage**
- o Click on **Continue**
- o On **Confirm Created Groups** page, click on **Save**
- o Click on **Student View** to view changes

Practice Activity #8

Building a Learning Modules
- o Click on **BUILD TAB**
- o Click on **Learning Modules** on the **Course Tools**
- o Click **Create Learning Module**
- o Enter a title *"Unit 3 – The Greenhouse Gases"*
- o Click on **Save**
- o Click on *"Unit 3 – The Greenhouse Gases"* learning module in the list
- o Click on **Add File**
- o Click on **Browse for Files**
- o Click on **Class Files** >> **Imported Resources** >> **Course Contents** >> **Unit 3 The Green Gases**
- o Select all documents in the list
- o Click **OK**

Practice Activity #9

Adding Content Links to Your Module
- o Click on **Add Content Link**
- o Scroll down to **Discussions**
- o Scroll down and click on **Unit 3 Topics**
- o Click on **Add Selected**
- o Click on **Add Content Link**
- o Perform the same steps as above **and add:**
  - o Assignment (Midterm Paper)
  - o WebLinks
  - o Chat Room

Practice Activity #10

Adding a Learning Module to a folder on your Homepage
- o Click on the **Build Tab**
- o Click on **Course Content** icon
- o Click on **Add Content Link**
- o Scroll down to **Learning Module**
- o Select your **Unit 3 Greenhouse Gases** that you just created
- o Click on **Student View**
- o Click on **Course Content** icon
- o Browse through the new **Unit 3 Greenhouse Gases**