

Exporting Content from a Vista Section

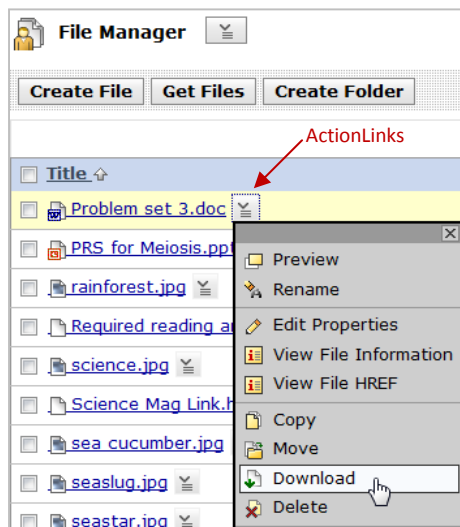
Various components of course content can be exported from Vista courses for future reference and/or use in other courses. Online and offline backups cannot be used for this purpose as there is no way to extract individual files or partial content from backups; and they must be restored to a Vista environment in order to access the content.

Files saved in Content/File Manager

Copies of files can be downloaded to your local computer or network.

Downloading a Single File or Folder

1. Log in to Vista.
2. Click the link for the desired section.
3. On the Build tab, click File Manager.
4. Navigate to the folder that contains the file or folder you want to download.
5. Locate the file or folder and click its ActionLinks icon (see screenshot below).
6. Click Download.



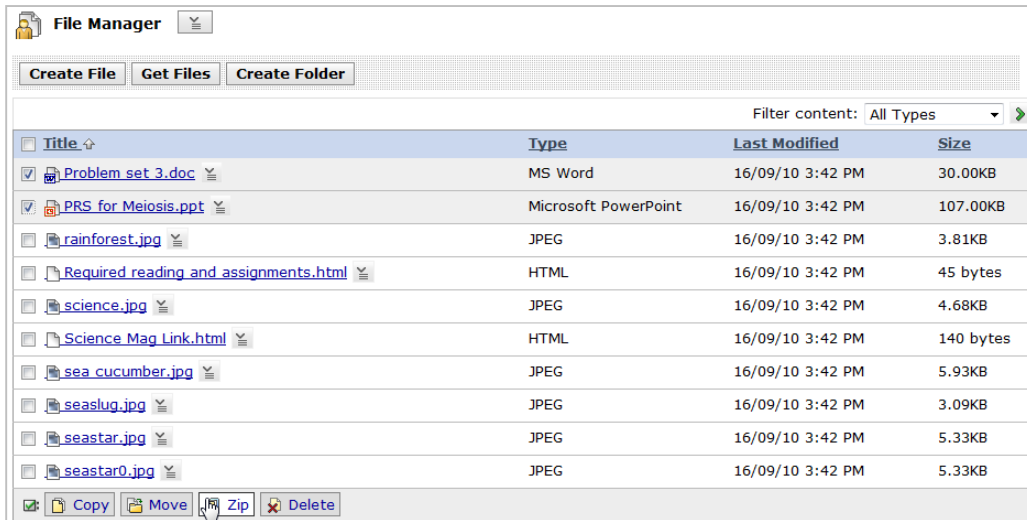
7. Click Save and specify the location.

Downloading Multiple Files and Folders

Multiple files and folders are compressed into a single zip file from which individual files can be accessed. To zip one or more items:

1. Log in to Vista.
2. Click the link for the desired section.
3. On the Build tab, click File Manager.
4. Select the desired items; or, to select all the items listed on the page, select the check box in the table heading row.

5. Click Zip.



6. Navigate to and confirm the location where the zip file is to be saved.

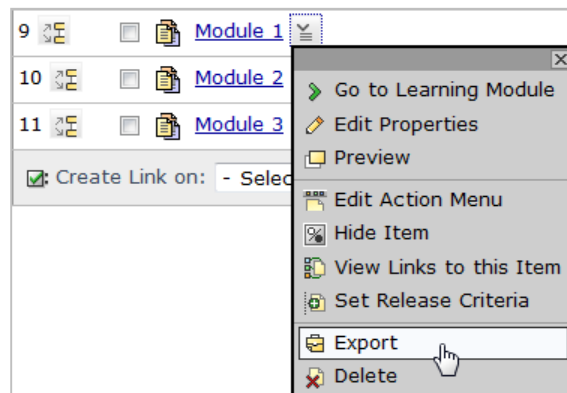
Note: To zip items that span multiple pages, adjust the number of items listed on a single page to include all items to be zipped.

Learning Modules

- Learning Modules are exported as IMS Content Packages that can be read by any learning management system that supports them.
- Headings, assessments and files linked in the table of contents or the action menu are exported.
- All learning module properties and action menu settings are exported, except 'Description,' 'First page of the Learning Module should be,' and 'Action Menu Status.'

To export a Learning Module:

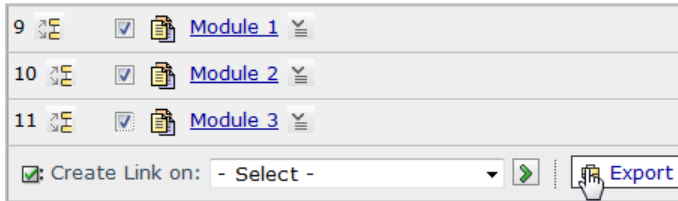
1. Log in to Vista.
2. Click the link for the desired section.
3. Click the Build tab.
4. From the Learning Modules screen, do one of the following:
 - To export one learning module, locate the learning module and click its ActionLinks icon.



- To export multiple learning modules, select each learning module to be exported.
- To export all learning modules on the page, select the check box in the table heading row.

Tip: To export learning modules that span multiple pages, adjust the number of learning modules listed on a single page to include all learning modules to be exported.

5. Click Export.



6. Save the file to the desired location.

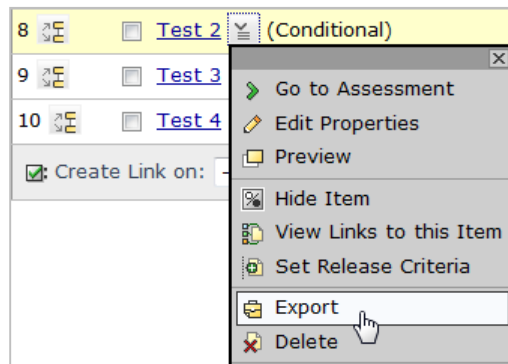
7. Click Return.

Assessments

Assessments exported from Vista can be opened in Respondus and saved in formats that are compatible with other learning management systems.

Assessments are exported as a content package and are saved in a zip file. The questions, the categories the questions belong to, image files added to the questions, and the assessment properties are exported; but submission and security settings are not.

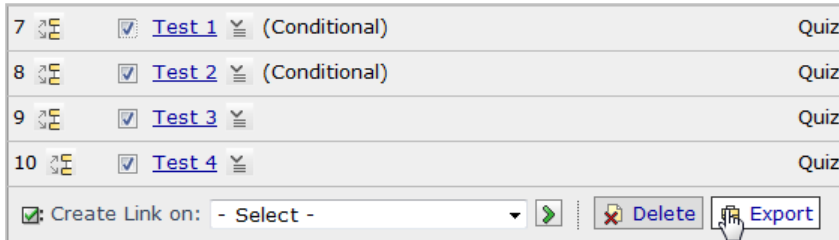
1. Log in to Vista.
2. Click the link for the desired section.
3. Click the Build tab.
4. From the Assessments screen, do one of the following:
 - To export one assessment, click the ActionLinks icon next to the assessment.



- To export multiple assessments, select the check box next to each assessment to be exported.
- To export all assessments on the page, select the check box in the table heading row.

Tip: To export assessments that span multiple pages, adjust the number of assessments listed on a single page to include all the assessments to be exported.

5. Click Export.

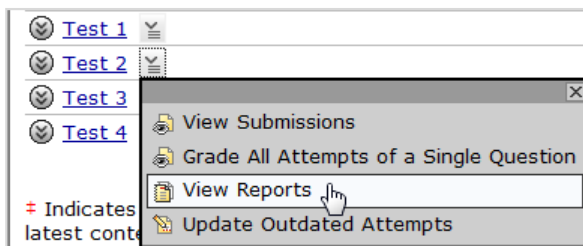


6. Save the file to the desired location.
7. Click Return.

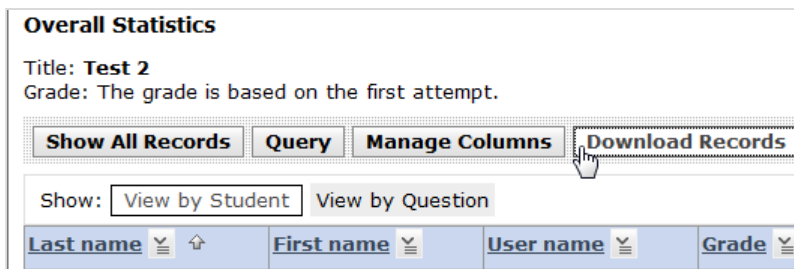
Assessment Responses

Assessment responses can be compiled and exported as a .csv file.

1. Log in to Vista.
2. Click the link for the desired section.
3. On the Teach tab, click Assessment Manager.
4. Click on the All tab.
5. Click the ActionLinks icon beside the assessment for which you would like to export the responses and choose View Reports.



6. Run the Overall Statistics report.
7. Click Download Records.



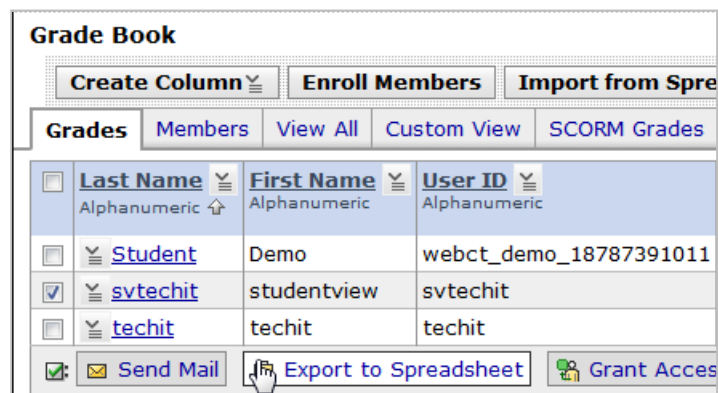
8. Save the file to the desired location.

Grade Book

- Exported data is determined in part by the tab from which the export is initiated.
- Export as a comma- or tab-delimited text file.
- All column information can be exported, except comments and formulas for calculated columns.
- Only section instructors have access to export the Grade Book (i.e., not TAs).

To export the Grade Book data:

1. Log in to Vista.
2. Click the link for the desired section.
3. On the Teach tab, click Grade Book.
4. From the Grades, Members, View All or Custom View tab, do one of the following:
 - a. To export all member data, click Export to Spreadsheet (see screenshot below).
 - b. To export selected members' data, select the check box next to each member that you want to export and click Export to Spreadsheet.



- i. Under Members to Export, do one of the following:
 1. To export the selected members, ensure that Selected members is selected.
 2. To export all members instead of the members you selected, select All members.
5. Under Columns to Export, do one of the following:
 - a. To export the information contained in the data columns that appear in the tab from which you initiated the export, select Visible columns.
 - b. To export the information contained in all data columns that have been defined on the selected tab, select All columns.
 6. Under Select Export Format, do one of the following:
 - a. To create a text file where field information for each member is separated by a comma, select Comma-delimited.
 - b. To create a text file where field information for each member is separated by a tab keystroke, select Tab-delimited.
 7. Under Select Character Set, select the character set that works best with your spreadsheet application for your language.

8. Click Export.

Export to Spreadsheet

Members to Export:

Selected Members

All members

Columns to Export:

Visible columns

All columns

Export Format:

Select the keyboard element you want to use to separate member data in the exported file.

Comma-delimited

Tab-delimited

Character Set:

Select a character set that is supported for your language by the software you want to use to view or edit the exported file.

Unicode (UTF-8)

Unicode (UCS-2)

Export Cancel

9. Save the file to the desired location.

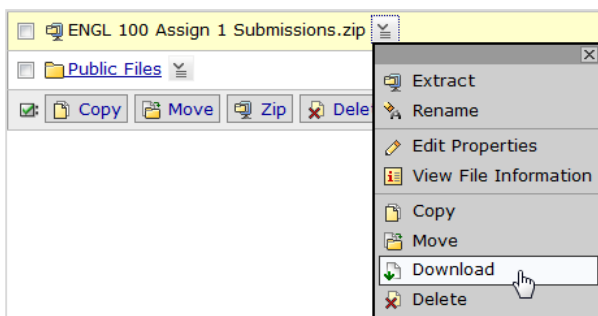
Assignment Submissions

Assignment submissions can be compiled and saved to a zip file that can be downloaded.

1. Log in to Vista.
2. Click the link for the desired section.
3. On the Teach tab, click Assignment Dropbox.
4. Select the submissions you wish to export. To export all submissions on the page, select the check box in the table heading row.
5. Click Create Printable View.



6. Click Save to File. If you choose Print, note that attachments will not be printed. Vista will name and save the compiled submissions as a zip file in your My Files repository.
7. Navigate to your 'my Vista' (home) page.
8. Click on the Content Manager tab.
9. Locate the zip file, click its ActionLinks icon and choose Download.

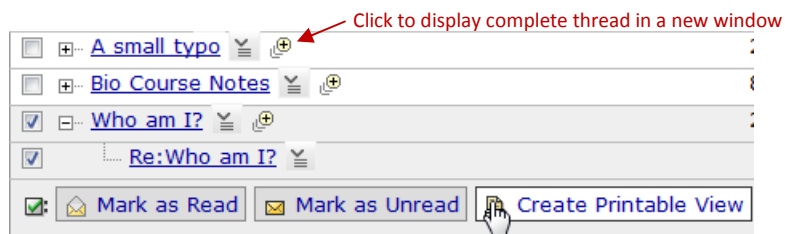


10. Save the file to the desired location.

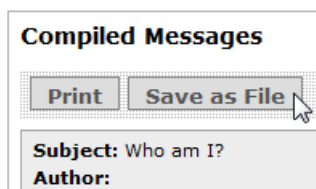
Discussions

Discussion messages can be compiled and then printed or saved.

1. Log in to Vista.
2. Click the link for the desired section.
3. On the Teach tab, click Discussions.
4. Locate the messages.
5. Select the messages to be printed or saved:
 - For threaded messages:
 - To select an entire thread, click the 'Display Complete Thread in a New Window' icon to the right of the thread title (see screenshot below).
 - To select specific messages, select the check box next to each message.
 - To select all messages on the current page, select the check box in the table heading row.



6. Click Create Printable View.
7. Click Save as File. If you choose Print, note that attachments will not be printed.



8. If saving as a file, save the file to the desired location.

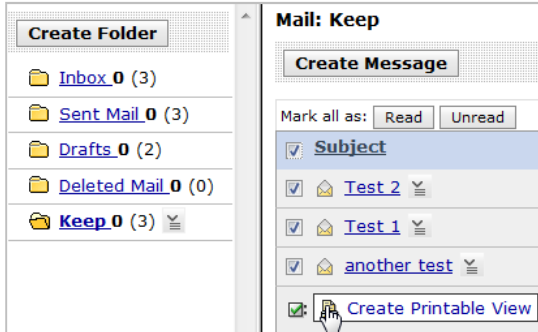
Mail

Mail messages can be compiled and then printed or saved.

1. Log in to Vista.
2. Click the link for the desired section.
3. On the either the Teach or Build tab, click Mail.
4. Under Subject, select each message for which you want to create a printable view.

Tip: To create a printable view of messages from multiple folders, copy or move the messages into one folder.

5. Click Create Printable View.



6. Click Save as File. If you choose Print, note that attachments will not be printed.
7. If saving as a file, save the file to the desired location.