

# Vista Training Introduction

## ***Welcome to Vista Training***

You will have several options for learning about WebCT Vista. Not only are there the workshops you can attend, but there is also the online Vista Training course, plus handouts. We hope that one of these forms of training provides the perfect match for the way you like to learn.

You will have the following components to explore or use as part of the Vista training:

### **Vista Training Online Course**

*Vista Training* offers you a way to become comfortable in Vista while also learning about how to best use the features in Vista as a designer and teacher. The plan for this course is simple. You will have various modules about Vista. Each module will contain suggestions on the use of various features in Vista and have handouts and interactive animations to help you build and teach your course in Vista.

### **Practice Class and Sandbox Shell**

As part of the Vista training you will receive two Vista section “shells”. One is a blank course called Sandbox that you can practice on, adding elements and using different features; Practice - will be used during the training.

### **ID 101**

When you enroll in Vista Basics you will also be signed up for the ID 101 course. Whether migrating a course from WebCT’s Campus Edition or developing a new course, ID 101 provides helpful information on creating and teaching an online course. Many of the Vista workshops require completion of activities in ID 101.

### **The Vista Server – Build2**

Your training shell is used during the Vista Training and will not reside on the main Vista server, but is available on the Training and Development Vista Server at **<http://build2.vista.nau.edu>**.

You may want to bookmark this web address (also called a URL). Once you have finished migrating or building your course section it will be moved to the “production” server, which will be at <http://vista.nau.edu>.

### **Handouts**

This notebook of Vista handouts is given to you at your first Vista training course, Vista Basics. It offers much of the same information found in the online *Vista Training* course, but is much easier to grab off of your bookshelves! The materials cover each of the major topics in the training.

## Workshops

Your first Vista workshop is called **Vista Basics**. This is a three and a half hour workshop that will have you using all the features of Vista. If you are already comfortable working in WebCT Campus Edition, you may only need to attend this one workshop. We will offer this workshop several times every month.

The detailed workshops look at various Vista tools in depth and the best way to use them. These are not required workshops, but are recommended. If you have never taught online you will want to attend these, especially **Organizing Content**. Each workshop will have an instructional and hands-on component. Separate labs for many of the workshops are scheduled to allow you time for E-Learning staff to work with faculty on an individual basis if faculty want help. All Vista workshops have a prerequisite of Vista Basics.

If you have a TA or an instructor who is scheduled to teach a course that you have designed then we recommend that you have them attend the **Teaching in Vista** workshop. This workshop covers the gradebook, using discussions, mail, and the calendar, and what to expect while teaching a course.

Besides Vista workshops, the E-Learning Center offers regularly scheduled technology training with an instructional perspective. There are the ID 101 seminars to go hand in hand with the ID 101 online course. Cline Library also offers workshops through the E-Learning Center on effective ways to integrate library resources with your course.

Visit our training pages to discover workshops that may interest you on Podcasts, Blogs, Digital Video production, Effective PowerPoint, Designing for Accessibility, Dreamweaver, Web Pages from Word, WiFi (wireless internet connection), Windows Security, Photoshop, Flash, Respondus, StudyMate and much more! Sign up for a training session any time at <http://www.nau.edu/elearning/training>.