Teaching Role Prerequisites

◆ "Orientation To Vista"
◆ Dean and Chair Approval

Step 1
Orientation To Vista
(Required)

Student & Instructor Tutorials
(Online Self Paced)

Teaching and Managing
(Face to Face)

Grade Book
(Face to Face)

Teaching and Managing Tutorials & Assessment
(Online Self Paced)

$300 Payment

Step 2
Teaching In Vista
(Required)

Step 3
Designing In Vista
(Optional)

Designer Role Prerequisites

◆ Instructors must complete:
◆ "Orientation To Vista"
◆ "Teaching In Vista"

Designer Training Day 1

Designer Training Day 2

Sample Course Development
(Online Self Paced)

Payment Requirements

◆ Completion/Review of Approved Course.
◆ Dean and Chair Approval.

$900 Payment

Designing In Vista

WebCT Vista Training Process

Continuing Education - Faculty Services

Page 1

Version 3.0 - 10/28/2003
Orientation to Vista
(Face to Face)
Anyone can attend

Where Should I Begin?
Register for an "Orientation to Vista" Training. To find available times, go to the "Training Tracker" in the "Faculty Portal" Web Site.

What "Orientation to Vista" Offers
◆ Basic overview.
◆ Outline of Training.
◆ Understanding of roles.
◆ Basic hands on exercise in a demo course.

Orientation to Vista
(Face to Face)
Anyone can attend

Step 1
What's Next?
Receive Dean and Chair approval to move on to step 2.

Step 2
Teaching Role Prerequisites
◆ "Orientation To Vista"
◆ Dean and Chair Approval

Teaching in Vista
Technology Enhanced / Fully Online / Hybrid

Teaching and Managing
(Face to Face)

Grade Book
(Face to Face)

Teaching and Managing Tutorials & Assessment
(Online Self Paced)

Student & Instructor Tutorials
(Online Self Paced)

$300 Payment

What "Orientation to Vista" Offers
◆ Basic overview.
◆ Outline of Training.
◆ Understanding of roles.
◆ Basic hands on exercise in a demo course.

What's Next?
Receive Dean and Chair approval to move on to step 2.

Definitions
Fully Online Class
◆ No required campus meetings.
◆ No time restrictions (i.e. must be online at a certain time)
◆ All class materials and lectures online.

Hybrid Class
◆ Meets at least once or more on campus during the semester.
◆ Has a significant portion of the class online.

Technology Enhanced
◆ Meets regularly on campus
◆ Has any portion of the class online

Teaching In Vista
After completing the "Teaching In Vista" training, instructors may:
1. Use Vista to teach any class as a technology enhanced class.
Tools Available
◆ Syllabus
◆ Chat
◆ Discussion
◆ Grade Book
◆ Announcements
◆ Internal Vista E-mail
◆ Calendar
2. Teach an Fully Online or Hybrid class in Vista.
**WebCT Vista Training**

**Step 3**

**Designing In Vista**

**Designer Role Prerequisites**
- Instructors must complete:
  - "Orientation To Vista"
  - "Teaching In Vista"

**Payment Requirements**
- Completion/Review of Approved Course.
- Dean and Chair Approval.

$900 Payment

**Designer Role Training**

Faculty who wish to create their own online course materials will need to complete designer training or have a designer create the materials for them. Examples of tools that require designer role:
- Quizzes / Assessments / Exams
- Online Assignments
- Additional web pages (content) or links to external websites
- Organization of course tools

In order to be a designer, you must complete the "Teaching in Vista" training.

**Do I need to be a designer in Vista?**

Faculty Services staff can help you design your course. You provide the content, and let us know how you would like it to be organized. We will simply provide the “nuts and bolts” development.

If you do not enjoy “web development”, or simply do not have the time, you may want to consider skipping the designer training, and focus on the "Teaching in Vista" training.

**Who Should I Contact?**

If you have questions or need further assistance, please contact your appropriate CE college liaison.

**Applied Science and Technology:**
Julie Snowball (626-7432)

**Health Professions:**
Garry Belton (626-7078)

**Arts and Humanities:**
Bettie Turman (626-7498)

**Science:**
Dianne Siegfreid (626-7297)

**Business and Economics:**
Kristie Nielsen (626-6774)

**Social and Behavioral Sciences:**
Bettie Turman (626-7498)

**Education:**
Dianne Siegfreid (626-7297)

**Library:**
Bettie Turman (626-7498)