

Creating a course in Vista from a blank course

If you don't have course material you want to import into your vista shell then create a course from a blank template.

1. Log into Vista

2. From the My UVSC Courses page, click the course you wish to start creating.

3. You will see a menu with four options.

Assign Course Content

Learning Vista 4.1 - 001

You can assign content to this course from another course or start designing this course without assigning content.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

4. Choose set up a blank course.
5. Vista will want you to select the tools you wish to "enable" for you course. You can change this at any time by selecting manage course



and tools.

6. You will be presented with a list of tools to enable. (For help on individual tools, see our manual at <http://www.uvsc.edu/disted/tetc/tutorials>)

Quick Start

The option to set up a blank course was selected. A blank course does not contain any content. To create content, you add tools to the course. The check boxes. Remove tools by clearing the check boxes.

Select All Tools

Organizational Tools

- Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
- Search**
Search for content in the course.
- Syllabus**
Provide course requirements, objectives, and policies.

Communication Tools

- Announcements**
Post important information in a central location.
- Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
- Discussions**
Post and respond to messages on specific topics.
- Mail**
Send messages to other users.
- Roster**
View profiles for course members. Users can edit their own profile.
- Who's Online**
Chat with other users who are logged in to the Learning System.

Student Learning Activities

- Assessments**
Create quizzes, self tests, and surveys.
- Assignments**
Create assignments for Students to submit online. Students can work independently or in groups.
- Goals**
Create goals that list the qualitative and quantitative performance expected in your course.

Select the tools you want to use, or think you might like to use and click save.



Now you are ready to start creating your course.

Congratulations! You are ready to build your course.

Course Tools
Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

Designer Tools
Designer tools allow you to build and customize the course, manage files, and control the availability of content. To read information about getting started in the Learning System, click the **Help** link at the top of the screen.

Tutorials
To become familiar with the major areas of the Blackboard Learning System and how to navigate around them, see the [Exploring the Interface tutorial](#).
To learn the fundamentals of building a course in the Blackboard Learning System, see the [Design Basics tutorial](#).

Done

Do not show me this page again.

Note: This explanation screen will not go away until you check the do not show again checkbox and click done.

Done

Do not show me this page again.

You will see these options and you can add elements to the home page (course content).

Add File Add Content Link Create Folder

Add file is for files that you have or will upload.

Create folders is like organizer pages, new areas you can add links for elements of your course. This is for compartmentalizing or segmenting aspects of your course.

Add content is for instances of tools in your courses. Note that in Vista you can add links to individual instances of any tool. For instance you do not link to the discussion tool, you link to an individual discussion topic. Discussions can now be graded and have their own column in the grade book.

Also be aware, that most modification of items happens through the action links that look like this next to the item you want to modify. When it expands it give you options for the item like this.

- Go to Learning Module
- Edit Properties
- Preview
- Hide Item
- Customize Link
- Move to Folder
- Remove Link

For in depth information about using and adding tools, to your course see our manual at <http://www.uvsc.edu/disted/tetc/tutorials>.