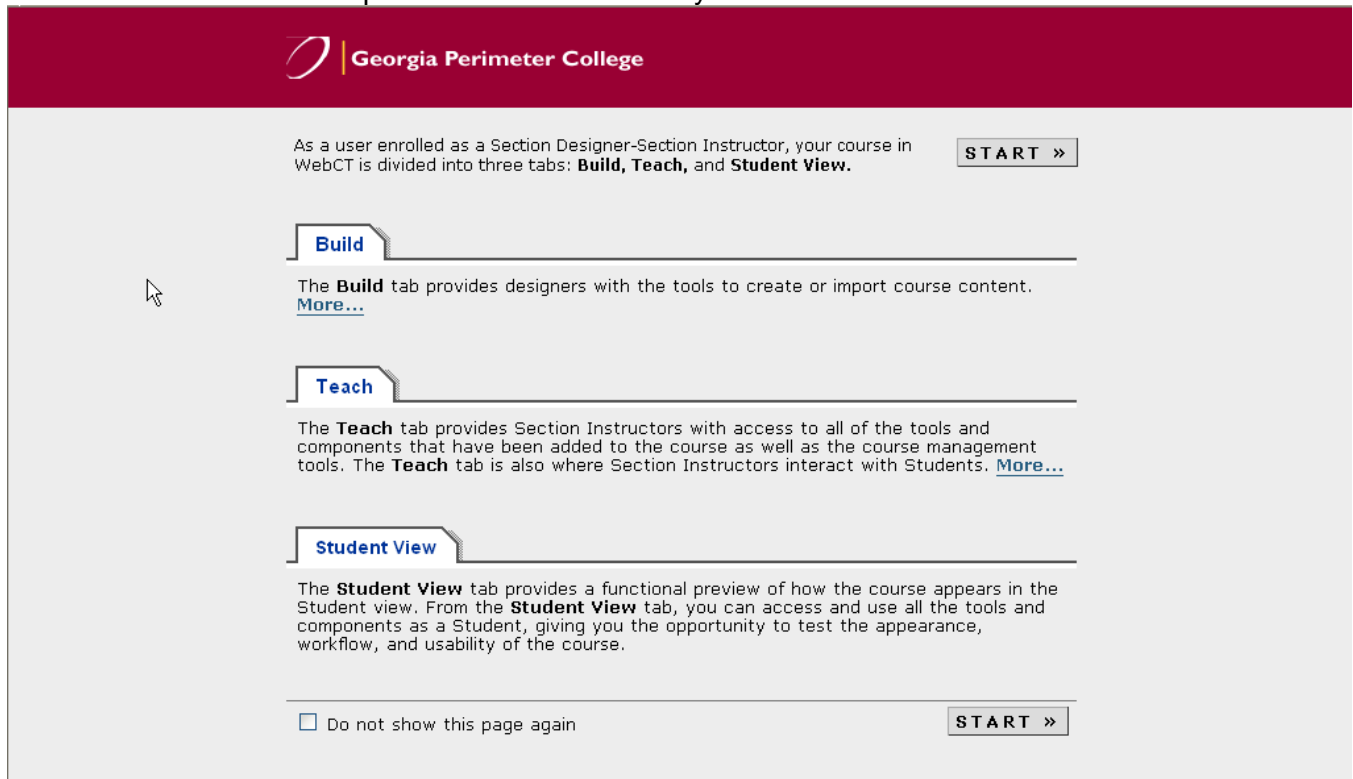


Introduction to Teaching in WebCT Vista

The course design process in WebCT Vista requires that you create templates within your course then add content to those templates. Once your template is completed, sections will be created. You will then have Designer and Instructor access to your sections. As a section designer/instructor you will have the ability to create content *and* interact with students.

To Access your Section

1. From the My GPC WebCT page, *click the section* you wish to work in. This will display a startup screen with a description of the different tabs you will have.



The screenshot shows the Georgia Perimeter College WebCT Vista interface. At the top is a maroon header with the college logo and name. Below the header, a grey box contains the following text: "As a user enrolled as a Section Designer-Section Instructor, your course in WebCT is divided into three tabs: **Build**, **Teach**, and **Student View**." To the right of this text is a "START »" button. Below this are three tabs: "Build", "Teach", and "Student View". Each tab has a description and a "More..." link. The "Build" tab description says: "The **Build** tab provides designers with the tools to create or import course content." The "Teach" tab description says: "The **Teach** tab provides Section Instructors with access to all of the tools and components that have been added to the course as well as the course management tools. The **Teach** tab is also where Section Instructors interact with Students." The "Student View" tab description says: "The **Student View** tab provides a functional preview of how the course appears in the Student view. From the **Student View** tab, you can access and use all the tools and components as a Student, giving you the opportunity to test the appearance, workflow, and usability of the course." At the bottom of the grey box, there is a checkbox labeled "Do not show this page again" and another "START »" button.

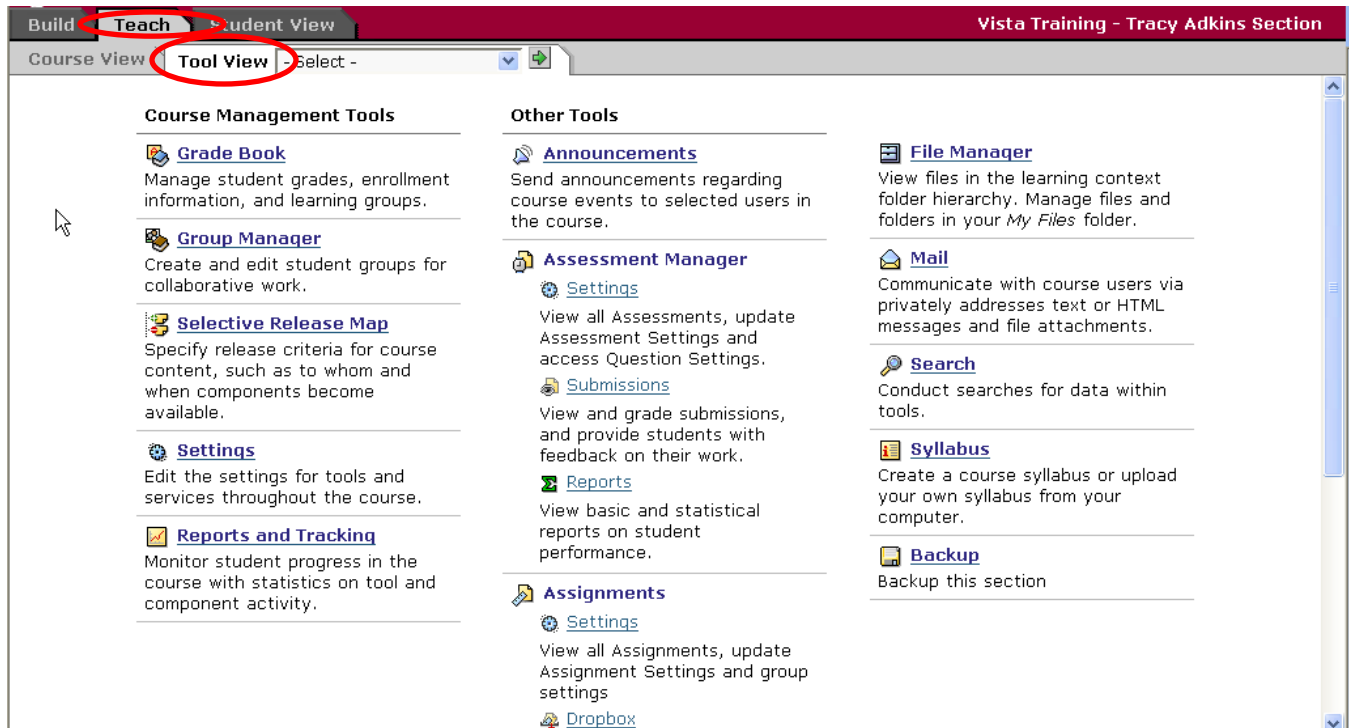
2. Select the **Do not show this page again** check box, then click the **START** button.

The Teach Tab

The Teach tab contains the tools used to teach your section. This includes the grade book, student tracking, selective release, announcements, assignment drop box, and assessment manager. The tools listed in the tool view will vary depending on what tools have been made available to students. For instance, if you have not made the calendar available to students then you will not see the calendar on the Teach tab.

To Access Tools used to Teach

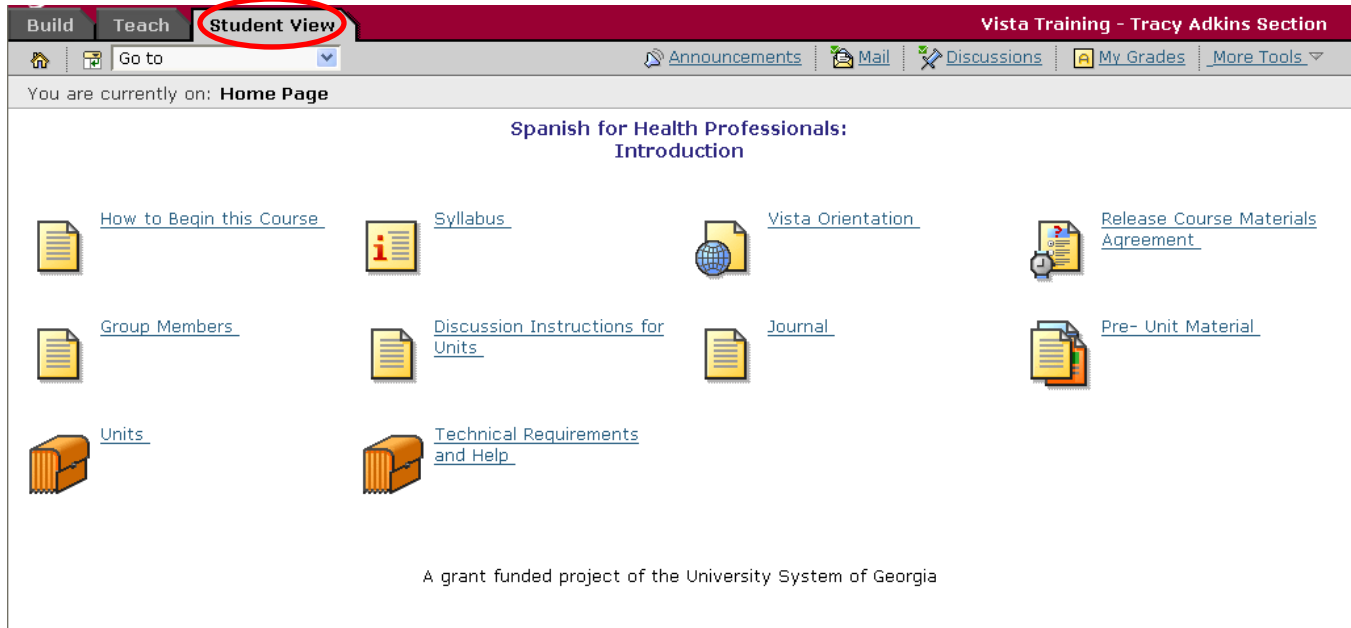
1. Click the **Teach** tab, and then click the **Tool View** subtab.



The Student View Tab

The Student View tab allows you to view the course as it appears to students. This gives you the opportunity to test the appearance, workflow, and usability of your course.

When you first access the Student View tab, you are taken to the student view of the homepage. From there, you can access the student view of all of the components that have been added to the homepage or any other organizer page or to the student view of the tools that have been added to the Course Toolbar.



When a course is created, a demo student is automatically created, assigned a default user name, and added to the course. When you access components or tools from the Student View tab, WebCT automatically recognizes you as the demo student, allowing you to use the tool or component as a student.

As the demo student, you can take and submit an assessment or assignment for which you will receive a grade, post a message to a discussion topic, or enter and use a chat room. To use the demo student user name, you do not need to log out. You are automatically assigned this user name when you access the Student View tab. Likewise, when you return to the Teach tab, WebCT automatically recognizes you as the Section Instructor. If your course is live when you use tools or components as the demo student:

- Messages you send or post using the communication tools will appear to your students.
- The statistics generated when the demo student submits a quiz are included with the student statistics for that quiz.
- Statistics generated from the demo student's activities appear in the Tracking tool.