

## The Vista Tool Set

Vista 3 comes with a wide array of features and tools to supplement face to face classes or for supporting external courses. Below is a brief description of each tool.

Tool	Description	Tool on Toolbar	Individual Component on Page	Teach View Tool
<b>Announcements</b>	Create messages that will be displayed to students or instructors on log on.	X		
<b>Calendar</b>	Post and review calendar entries as well as create a printable view of your calendar.	X		
<b>Mail</b>	Vista specific mail system to send messages to students and instructors associated with the course.	X		
<b>Chat</b>	Real time online chat room sessions.	X	X	
<b>Discussions</b>	Public and Private discussion Forums for your course. Topics can be organized and moderated to reflect course content.	X	X	
<b>Who's Online</b>	See who is currently logged into Vista 3, make yourself visible or invisible to other students and instructors, and send chat invitations to listed users.	X		
<b>Content File</b>	Add any course content and resources for students to view or download. Works for almost any file type including documents, presentations, data files etc.		X	
<b>Learning Modules</b>	Sequences of content and activities for students to work through. Offers extra features such as glossary entries and a table of contents similar to a book.		X	
<b>Media Libraries</b>	Collections of media files that can be linked from other pages within your course. Allows searching of images and media.		X	
<b>SCORM (Sharable Content Object Reference Model)</b>	Content and activity packages that are created outside of Vista 3 then imported into the course. Once SCORM content packages are imported they are accessed in a similar way to Learning Modules. Often supplied by text book publishers or can be self developed using tools such as Xerte or eXe. Can also be used to transfer content between learning management systems.		X	
<b>Search</b>	Search for and locate course content using keywords. Searches PDFs and html web pages.	X		
<b>Syllabus</b>	Upload a syllabus you have created offline or create a new syllabus using Vista 3's online creation tool. Note: Course outlines can also be added to the homepage using "Content File".	X		
<b>URL/Web Links</b>	Include links to relevant content from the World Wide Web in your course content, giving you the ability to guide your students to valuable resources outside the Vista 3 environment.		X	
<b>Evaluations</b>	Create and complete quizzes and view the results. Also used for self tests and surveys.	X	X	
<b>Assignments</b>	Create and post assignments for your students. Your students can submit their assignments through Vista 3 for review.	X	X	
<b>My Grades</b>	Let's students see their grades. Used for the built in assessment tools and for paper based assessments. Used in conjunction with the gradebook.	X		
<b>Gradebook</b>	Stores student grades. Controls release of grades to students.			X
<b>Group Manager</b>	Allows creation of "virtual" named groups of students. These groups can then have their own private discussions, content, assessments, chat rooms assigned to them.			X
<b>Reports and Tracking</b>	Gather statistical data on students who use of the Vista system. Can track individual student use or the class as a whole.			X
<b>Selective Release</b>	Release page components by date, to selected students or staff or based on passing assessments			X
<b>Settings</b>	Change course settings including which tools are used in the course and set Teaching Assistant permissions			X