

Accessing the Online Orientation Tutorial for Staff

Please Note: You will need to be a staff member registered to be a My eLearning Vista User to access this tutorial.

Finding the tutorial

- Login to My eLearning Vista at <http://vista.elearning.unsw.edu.au>
- Click on the module called Vista Online Resources - Training and Support in your course list.
- On the module homepage click on the icon called Self-Paced Tutorials (top left).

Navigating to the side-bar tutorial

- Select the Orientation: Self Paced Vista Orientation tutorial.
- Navigate through the selected Learning Module by clicking on the text in the left-hand frame under Table of Contents. The contents are displayed in the larger right-hand frame of your web browser.
- One of the links in the left-hand frame will include the word "tutorial". Select that link and then click on the link in the contents frame on the right-hand side.

Using the side-bar window

- This launches a second browser window on the right side of the screen and re-sizes the current browser window. You will need to log in using your staff ID and unipass. The new window (on the right side of your screen) will provide guidance and instructions for navigating through a make-believe Vista module about UFOs. The instructions that you are given in the right-hand browser are to be carried out within the window on the left side of your screen.
- To begin the tutorial click on the My eLearning link at the top of the screen. This will return you to your course/module listing.
- Select the following module from your Course/Module list:
Vista Orientation Self paced WVOS [your name]
- From here it's a simple matter of "read it on the right", then "do it on the left". Think of the window on the right side of the screen as your "guide on the side".

Any questions?

Please contact the UNSW Service Desk on 9385 1333 (extension 51333 from a UNSW telephone) or email servicedesk@unsw.edu.au.