LEARNING SUPPORT SYSTEMS

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ACADEMIC TECHNOLOGY

UNIVERSITY OF FLORIDA

Vista II: Diving Deep (Advanced)

Description: So you want to go deeper, huh? ***Vista I: Getting Your Feet Wet*** just broke the surface, you say? Well, here's your opportunity to get a closer look at a few of Vista's more advanced features. In this hands-on session, you will learn how to:

- Effectively organize various types of content (Organizer Page vs. Learning Module)
- Customize page layouts and colors
- Move and edit course components using the Power View
- Create online assessments, including:
    - Graded quizzes
    - Practice self-tests
    - Anonymous surveys
- Manipulate the Vista Gradebook, including how to:
    - Import grades from Scantrons
    - Export/import grades to/from a spreadsheet
    - Calculate grades based on data from other grade columns
- Create online groups or teams to personalize instruction in Vista
- Use Vista's Reports and Tracking utility
- Control the release of course components by date, student, group, and Gradebook criteria

Audience: Faculty, staff, teaching assistants

Duration: 2 hours

Prerequisites: ***Vista I: Getting Your Feet Wet*** or solid experience using Vista

VISTA II: ADVANCED VISTA TRAINING

The step-by-step instructions for the following tasks apply to section-level designers and instructors. If you are the instructor of record, you were enrolled by Learning Support Systems into both the Section Designer and Section Instructor roles.

1. Learning Modules

In Vista, you have two options for presenting your online materials and activities in an orderly fashion: 1) Creating additional Organizer Pages and 2) Creating Learning Modules. If you plan to do a lot of stuff online, you will invariably create additional organizer pages. You can use either of these organizational tools or both in combination. The main difference between an Organizer Page and a Learning Module is that on an "Organizer Page,", the links are free-floating – with no explicit order in which students should do the activities on the page (unless, of course, you tell the students the order in which to do things).

In a "Learning Module," however, you can force students to do things in a sequential path – especially benefical for a fully-online distance ed course in which you have limited or no face-to-face contact with students. That is, use Learning Modules to guide students through a series of activities that you package in a particular order. The Learning Module is based on the book paradigm, in which content is organized by headings and chapters and includes a table of contents. If you adopt digital content from a publisher for your Vista course, the publisher typically organizes the chapters and quizzes in Learning Modules.

For semester-based courses, you can create separate learning modules for each week of your course, and add the week's activities (readings, quizzes, assignments, discussions, etc.) to the appropriate module – in the order you want students to accomplish them. Moreover, you could combine several weeks' worth of material into one learning module. For example, you could have separate learning modules for Weeks 1-4, Weeks 5-8, etc. The possibilities are endless!

A Learning Module is also beneficial for online certification courses, in which it is critical that learners read and do things (like take quizzes) in a specified order before they can pass the course and receive their certification. Along with the ability to track students' activity in the course (via Vista's **Reports and Tracking** utility), you have a lot of more power to hold students accountable online than in a face-to-face setting.

1.1 Create a learning module:

- From the ***Build*** tab, go to the Organizer Page (e.g., Home Page) to which you wish to add a module
- Click **Learning Module** on the left
- Click **Create Learning Module**:
    - Enter a title
    - If you plan to display Table of Contents, decide on the Numbering format
    - Decide if you will Display or Not Display Table of Contents
        - **Tip:** The Table of Contents provides links to each item you add to a learning module. Therefore, students can skip around and bypass the order in which you put things. If doing things in the module in a particular order is critical, choose not to display Table of Contents. Students are then forced to used navigational buttons to advance from one thing to the next thing in the list.
    - Click **Save**

  A link to the module is displayed.

1.2 Add content to a learning module:

- From the ***Build*** tab, click on the module's link (or icon) and select **Edit**
- Add the appropriate course materials from the list of items (under **Add to Learning Module**) on the left

1.3 Make a learning module available or unavailable to students:

If you want to plan ahead, but don't wish students to see future weeks' material, you can hide the link to the modules, and once that week is approaching reveal the link. You can even set a date on which the hidden link to the module automatically becomes available/visible to students.

- From the ***Build*** tab, click on the module's link (or icon) and select **Edit**
- Optionally change the title and description
- Toggle the **Available** setting to Yes or No

- Optionally select ***Selective Release Map*** (bottom left) to release the module on a certain date, or to specific students or groups.

Tips:

- To turn the Table of Contents On or Off, click **Edit Settings**.
- The **Edit Action Menu** allows you to configure the tools available to students when navigating within the module. For example, in large modules where you have placed a lot of readings, the Bookmarks and Notes tools are helpful for students needing an easy way to revisit material and comment (notes students take online, however, are not visible to instructors). Moreover, you can add things like **Goals**, **References** and even a **glossary** (via Media Library Collection) to the Action Menu.
- Within the order of items in the learning module, you can move items around easily. Select the checkbox next to the item to move, decide where you wish to place the selected item *above*, and in the ***Move*** column to the left of the desired destination, click the  icon.
- Under Linked to Component, you can click the icon to edit the item. Experiment with the other icons under the ***Options*** column to see the functions available to you.

2. Customize Page Layouts and Colors

The following instructions explain how to modify the look and feel of your Vista account.

- From the ***Build*** tab, click **Course Customization** near the bottom left:
  - Click **Course Colors** to set the background color for your course:
    - *Table Header and Footer* color changes apply to links on the page and in the toolbar, as well as tables throughout (e.g., in the Mail tool, there is a table listing messages, author, date, etc.)
    - *Screen Background* color changes apply to pages
    - Click the **Apply** button after making changes
    - *Restore Default* changes the colors back to the original settings

    Click **Basic View** to return to the ***Build*** view
  - Click **Icons Sets** to:
    - Replace an image for an individual tool
    - Change the labeling of links (image+text, image only, text only)
    - Replace the icon (image) set for all links

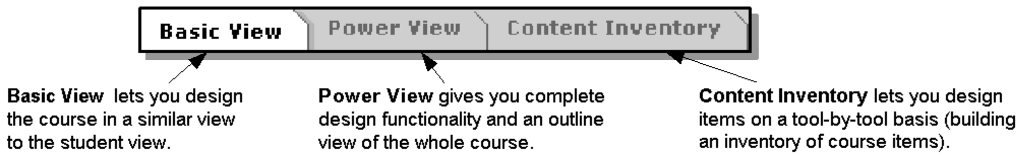
    Click the **Apply** button after making changes
    Click **Basic View** to return to the ***Build*** view
  - Click **Page Layouts** to:
    - Replace an image for an individual link
    - Add an image in the background of your organizer pages
    - Change the number of columns of links to display across the page

- If the changes should affect all orgainzer pages in your course, click ***Use these settings for all organizers***

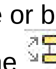
Click the **Apply** button after making changes
Click **Basic View** to return to the ***Build*** view

3. Move and Edit Course Components using the Power View

From the ***Build*** tab, there are three sub-tabs: ***Basic View*****,** ***Power View*****,** and ***Content Inventory***.



While the *Basic View* is best for adding components to a page, it doesn't lend well to moving things around on the same page – especially if you have mutliple rows of links – or to moving items to other pages. The ***Power View*** shows everything in your section in a tree-like structure. If you have lots of pages, Power View allows you to easily re-arrange items on a page and even move items from one page to another.

- From the ***Build*** tab, click **Power View**
- Click the plus sign to expand the organizer page until you get to the page containing the items you want to re-arrange
- Check the box to the left of the item to move
- Decide on which item you wish to place the selected item above or below
- In the ***Move*** column to the left of the desired destination, click the  icon
- Choose **Insert Selected Items Above** or **Insert Selected Items Below**

To edit items in the ***Power View***, select the icon for that item in the ***Linked to*** column.

Experiment with the other icons under ***Options*** column to see the functions available to you.

4. Assessments

There are three types of assessments:

- **Quizzes**: online tests for which answers are saved and grades are assigned and recorded in the Grade Book. Quizzes can be graded automatically by WebCT or manually by Section Instructors or Teaching Assistants.

- **Surveys**: anonymous online tests for which no grades are assigned. Surveys are ideal for canvassing students' opinions on an issue discussed in the course or for course evaluations.

- **Self tests**: used to reinforce concepts in the course and give students the opportunity to test their knowledge. Though you can assign points to self-tests, results are not saved like with Quizzes. If you wish to give immediate feedback to students, without the threat of a graded quiz, use a series of self-tests to help students absorb the material.

In this tutorial, the focus is on creating a quiz, applying settings, creating a link to the quiz, taking the quiz, and viewing and grading the submissions. The process for creating any type of assessment is similar. You can create quizzes via one of two ways: 1) The Vista Assessments tool or 2) Respondus. For shorter quizzes, the Assessments tool will suffice. For longer, more complex assessments, Respondus is recommended. Respondus is a Windows application that enhances the functionality and usability of Vista's Assessments tool. Respondus is more intuitive. After creating your assessments in Respondus, you can easily publish them to your Vista course template or section. UF owns a campus-wide license for the Respondus software. For details on how to get Respondus, visit our web site at http://lss.at.ufl.edu.

4.1 Create a Quiz

1. Login to Vista, then depending on the context in which you are developing, select the course (template) or section level. This tutorial assumes you are developing at the section level, so that you can practice working with assessment submissions.
2. Click the **Build** tab, then **Content Inventory**.
3. Under Evaluation Tools, click **Assessments**.
4. Click **Create Assessment**.
5. On the Create Assessment screen:
    - Enter a title
    - The Quiz type of assessment should already be selected
    - Click **Save and Add Questions**
6. Under Create Questions, select a question type. All question types, with the exception of the Paragraph type, are automatically scored.
    - Fill out the form specific to the question type. If you have any questions about any of the options for a question, select the ***Help*** link (in the upper right-hand corner).
    - Notice that you can provide student feedback.
    - Click **Save** once you are finished creating the question and answer choices.
7. On the Assessments page, you should see the title of the question, the points, and the type for the question you just entered.
    - The default point value assigned to a question is 10 points. To change the point value, enter the number and click ***Update Total***
    - You can preview the quiz at any time while you are building it by selecting the ***Preview*** link. The quiz opens in a new window. This is also how the quiz is presented to students. However, in preview mode, you will not be able to submit the quiz for grading in order to test that function. This is described later in this tutorial under *Taking the Quiz*.

4.2 Apply Settings to a Quiz

Quiz settings can be as simple as you want, simulating a classroom where you hand the quiz out to your students and take it in at the end of class, or as complex as you want, allowing you to specify very detailed release and delivery criteria.

1. On the Assessments page, click the **Edit Settings** link.
2. On the Edit Assessment Settings page, notice that an associated column is created in the Grade Book for the quiz so that you can use this quiz toward students' grades.
3. Pick the settings for your quiz, using the online Help in Vista as a guide in understanding the plethora of options:
    - It's worth mentioning that if you want students to see their score after submitting the quiz, make sure you select ***Release the score once the assessment has been submitted***. If the quiz contains paragraph questions, you may wish to ***Release the score once the assessment has been submitted and all of the questions have been graded***
    - Expand **More Options** to see other settings.
    - A common setting is to set a start and end date/time for the quiz under **Dates Available**. Note if you've added the Calendar tool to your course, you can link the dates to the calendar.
4. Click **Save** once you are finished choosing the settings.
5. Back on the Assessments page, toggle the ***Available*** setting to **Yes** to make this quiz available to students.

  - Note that if you set a start and end date/time for the quiz to a later date, you still need to toggle the Availability to Yes. Otherwise, the students will not see the quiz link, even when it is scheduled to start on the date/time you specified. The student will see that the quiz (link) is there, but will not be able to begin the quiz until the start date/time occurs.
6. For ***Set Release Criteria***, this is a very powerful but misunderstood function in the context of a quiz. Here are some tips:
   - Ignore the Date criteria. Instead, use the Dates Available settings (as described above).
   - You can limit the quiz to specific members or groups in the section. For example, you issued a quiz to the whole class with a time limit of 50 minutes. But 2 students with disabilities could not complete the quiz in that timeframe. Therefore, you can re-issue this quiz to just those 2 students by clicking the **Member** button. In the popup box, check the students to re-issue the quiz to, and click **Save**. Finally, click **Save** at the bottom of the Set Release Criteria for screen. This prevents you from having to open up the quiz again to the whole class to accommodate special needs cases.

4.3 Create a Link to a Quiz

Students can access all quizzes (as well as any self-tests and surveys) via the Assessments tool, or you can direct them to a specific quiz by linking it to an organizer page or learning module.

<u>Adding the Assessments tool to the Course Toolbar:</u>
Either: A) Click on the **Assessments** icon next to **Add to Course Toolbar** or, B) Click on **More Tools** on the right side of the **Add to Course Toolbar** listing and select **Assessments**.

<u>Adding a Quiz to an Organizer Page or Learning Module:</u>
1. Go the to page you want to add the quiz to
2. Click on **Assessments** to the left
3. Select the quiz from the **Inventory**.
4. Click **Add Selected** to add the quiz to your Organizer page or Learning Module.

4.4 Take a Quiz

You can simulate the process students go through to take a quiz, and even view your submission. The ***Student View*** tab in your section allows you to see the section and test tools (like quizzes) as though you are a student. Vista provides a unique Demo Student ID in each section for this purpose.

1. Click the **Student View** tab.
2. Either:
   - Go to the Organizer Page on which you placed a link to the quiz, and select the ***link for the quiz***, or
   - In the Course Toolbar, click **Assessments** (it may be under More Tools). In the list of Assessments, select the link for the quiz.

   Note: If the quiz link does not appear on the Organizer Page, or it is not showing up on the Assessments page, then you have not made the quiz Available. See *Applying Settings to Quiz* above for how to make the quiz available. This has nothing to do with any starting date/time you may have established in the quiz settings.

3. On the next page, the first thing you see is the starting date/time and ending date/time. If you scheduled the quiz to start later, the student will not be able to begin the assessment until that time.
   - Click the **Instructions and Troubleshooting** button to understand how the process of taking a quiz works (especially with regard to answering questions and saving answers).

    - Click the **Begin Assessment** button.
4. In the quiz popup window:
    - If you specified a time limit, the clock starts ticking immediately. Time is recorded on the Vista server, not in the student's record. Therefore, if the computer or Internet crashed, the time continues to run until the student has either logged back in and completed the quiz within the time limits or the time has expired. If the time has expired, then only those questions to which the student has selected ***Save Answer*** are saved in their attempt.
    - BE SURE TO TELL STUDENTS TO CLICK **SAVE ANSWER** *IMMEDIATELY* AFTER SELECTING THEIR ANSWER TO A QUESTION. The ***Question Status*** area provides a visual cue as to which questions have been answered or not. Do NOT rely upon the Save All button. Saving your answers as you go prevents loss of work in the event of a technical problem.
    - If you chose to deliver all questions at once or if you chose to deliver questions one at a time (and allow them to be revisited), then students can change their answers. But again, they must click **Save Answer** for the change to take effect.
    - Click the **Finish** button to submit the quiz.
    - Click **OK** on the popup message to submit the quiz. If questions have not been answered (didn't select Save Answer), a message will list those questions and allow the student to go back and save the answers to those questions.
    - If you chose to release the score, the student can see their score and overall attempt next. As long as the score is released, they can also view it for that quiz from the **My Grades** link on the Course Toolbar.

Note: If the student does not submit (Finish) the quiz (for example, either because their computer crashed or they closed the quiz window before submitting it), and if any time limit has not expired, then the student can resume the quiz by clicking the **Continue Assessment** button. When they resume the quiz, only the ***saved*** answers will appear.

4.5 View and Grade Quiz Submissions

All student interaction is handled through the Teach tab; therefore to view and grade quiz submissions, you must be on the Teach tab.

1. Click the **Teach** tab.
2. Under the Build, Teach, Student View tabs, click **Tool View**.
3. On the Tool View page, under Assessment Manager, click the **Submissions** link.
4. On the Assessment Submissions page, you will see 4 views:
    - The *Graded* tab lists all Students with completely graded submissions.
    - The *Not Graded* tab lists all Students with submissions that have not been completely graded. Partially graded assessments containing a paragraph questions would be listed here.
    - The *Not Submitted*d tab lists all Students who have not yet submitted an assessment.
    - The *All* tab lists all graded, partially graded, and unsubmitted assessments.

Note: Submissions are only available for quizzes and surveys. Self-tests do not have submissions. Quizzes are automatically graded, unless they contain paragraph questions, which must be graded manually.

5. For a graded submission, click the ***quiz title*** to expand it and view the submissions. In the Submissions table for each student, you can see:
    - Their grade

- The number of attempts (if you allow multiple attempts)
- How much time they spent on the attempt

6. Click **View Attempt…** to see a student's responses. Here you can:
   - Override scores and even enter comments to send back to the student about their answers. If you do this, click the ***Update Grade*** button when finished.
   - Reset the Attempt: For example, if the student experienced a technical problem that prevented them from finishing the attempt before the allotted time expired, you could reset the submission and allow the student to re-take the exam. However, beware that resetting the attempt removes all the data and grade for that student from the Grade Book. If you want to retain this information, another option would be to change the quiz to allow multiple attempts and Set Selective Release to re-release the exam to that student. You can access Assessment Settings, including Release Criteria options, from the Submissions screen. To Set Release Criteria, see *Applying Settings to Quiz* above.

4.6 Final Notes:

- If a student claims they took the quiz, but you are not seeing it in the *Graded* nor *Partially Graded* views, it's possible the student didn't submit the quiz. On the Assessment Submissions page, select the **All** tab. If the Status says "In Progress", click **View Attempt…** for that student. Then, click the **Force Submission** button. This will display the student's grade, including responses for those questions for which they *saved answers*.

- You cannot add additional questions to a quiz that already has submissions. You can either:
   - Reset all the submissions for that quiz. Assessment Submissions page, select the **All** tab. Click the quiz title to expand it. Check the box to the left of ***Name*** in the submissions table; this selects all students. Click the **Reset Entire Submission** button. Proceed to add questions to this quiz (via the *Build* tab). OR
   - To retain the submissions, create a new quiz based on the existing one. See *Creating a Quiz* above. On the Create Assessment page, choose the option **Base on an existing assessment.**

- You can make changes to questions in quizzes that have submissions. But depending on how the question is saved, and what changes are made, grades could be affected.

- You can change point values for questions in existing quizzes that have submissions. This creates outdated grades; however, on the Assessment Submissions page, you can regrade all outdated attempts.

5. Advanced Grade Book Functions

To work with the Grade Book, click the **Teach** tab, then **Grade Book** in the ***Course Management Tools*** line.

5.1 Upload Grades from Scantron Tests to the Grade Book

If you are having Scantron tests processed by the Office of Academic Technology, bring them a diskette and tell them that you are using Vista and they will give you a properly formatted file.

- In the Vista Gradebook, click **Import from Spreadsheet** at the bottom
- Click the **Browse** button on the following screen.
   - Select the file from your local computer (eg, floppy drive A:)
      - The file from the scanning office will be named something like "UPLOADExam1.txt"

    - Click the **Upload** button
- Tell Vista how to import the data:
    - User ID must be matched to the **User Id** Grade Book column. The User ID is the student's Gatorlink username.
    - Your new column (Exam 1, Exam 2, etc.) should indicate "- Add as new column -"
    - Optionally scan the data to be imported, which is listed on the right
    - Optionally enter a comment
- When the columns are properly matched, click **Import**
- Scroll to the far right to find the new column and confirm the grades are correct.
- Make the grades available to your students. Newly imported data is not automatically available to your students – giving you time to review the data and ensure it is correct in Vista. Once you are satisfied, you can release the grade column to the students:
    - Click on **Column Settings** in the upper right of the Grade Book screen
    - For the appropriate column, change the **Release to Student** and **Grade Column** rows to **Yes** by simply clicking on **No**
    - Click **Back to Grade Book** at the bottom to return to the main Grade Book screen
- If a grade value doesn't appear for some students, this typically means that their user ID (Gatorlink) did not get translated into the "Upload" file provided by the scanning office. The most likely cause is that the student either didn't enter their UFID or entered an incorrect UFID on the bubble form. In this case:
    - In the files provided by the scanning office, open the "NOMATCH" file to find the student and their grade
    - Enter the grade manually in the Vista Grade Book

NOTE: If you want TAs to upload grades, they must be enrolled as Section Instructors. The Teaching Assistant role in Vista does not allow for uploading of grades.

5.2 Upload Grades from Excel to the Grade Book

Your Excel spreadsheet must be properly formatted and contain the GatorLink usernames of your students. The easiest way to get a properly formatted spreadsheet is to start the process by exporting your roster from Vista.

- In the Grade Book, click **Export to Spreadsheet** at the bottom of the roster
- Select the options "All members," "All columns," "Comma delimited," and "Unicode (UTF-8)".
- Click **Export** and **Save** the file to your computer
    - In the ***Save As*** box, you may want to change the default file name "exportedcourse.csv" to something more meaningful – but do not change the ".csv" suffix.
- Open the file in Excel or other spreadsheet program.
    - Add new grade columns and values, change any existing grade values. When the spreadsheet is later imported into Vista, changes are reflected in the Grade Book.
    - When finished, save the ".csv" file

  Tip: If you apply any formatting or enter formulas in Excel, save the file first in ".xls" format to retain this information. The .csv file strips this information. Then, save the .xls file as a .csv file to be used for the Import into Vista. Only the column and its values get imported into the Vista Grade Book- formulas do not.
- In the Vista Gradebook, click on **Import from Spreadsheet** at the bottom
- Click the **Browse** button on the following screen.
    - Select the file from your local computer
    - Click the **Upload** button
- Tell Vista how to import the data:
    - User ID must be matched to the **User Id** Grade Book column. The User ID is the student's Gatorlink username.
    - Any new columns should indicate "- Add as new column -"
    - Optionally scan the data to be imported, which is listed on the right

  - Optionally enter a comment
- When the columns are properly matched, click **Import**
- Scroll to the far right to find the new column and confirm the grades are correct.
- Make the grades available to your students. Newly imported data is not automatically available to your students – giving you time to review the data and ensure it is correct in Vista. Once you are satisfied, you can release the grade column to the students:
  - Click on **Column Settings** in the upper right of the Grade Book screen
  - For the appropriate column, change the **Release to Student** and **Grade Column** rows to **Yes** by simply clicking on **No**
  - Click **Back to Grade Book** at the bottom to return to the main Grade Book screen

5.3 Set Up Calculations for Final Grades

The Grade Book allows you to create formulas to calculate data from other columns, as well as display a letter grade based on a grading scale you establish and a calculated column that computes a total score. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and columns for Vista quizzes, assignments, and discussion topics.

- In the Grade Book, from the ***Create Column*** pull-down menu, select **Calculated**
- Click on the green "**Go**" arrow
- On the Calculated Column screen:
  - Give it a name, e.g., "Total Points"
  - If you want to limit column values at a certain number, in the Maximum Value text box, enter the number. The column will display out of [#] with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.
  - Click **Save**
- Scroll to the far right to find the new column.
- Click on the column name and select **Edit Column Formula.** For example, to calculate a SUM of the columns Exam 1, Exam 2, Midterm, and Exam 3:
  - Click the **SUM** function
  - Under Select a column to add to your formula, click Exam 1
  - Click **Enter Another Value**
  - Under Select a column to add to your formula, click Exam 2
  - Click **Enter Another Value**
  - Under Select a column to add to your formula, click Midterm
  - Click **Enter Another Value**
  - Under Select a column to add to your formula, click Exam 3
  - Click **End Function**
  - The formula appears as SUM{[Exam 1],[Exam 2],[Midterm],[Exam 3]}
  - Click **Save**

  Tip: You may find it easier to set up formulas in Excel and then upload the resulting values into Vista.
- Next, create a **Letter Grade** column:
  - Name it "Final Grade", for example
  - For ***Based on numeric/calculated column***, select the calculated column that you created to compute the total points.
- Click on the column name and select **Edit Column Letter Grade Scheme.** To manipulate the default scheme, in which the range tops off at 100:
  - Under ***Range,*** enter the upper range for each letter grade. You are not limited to 100 for the total points. If your total points are 400, for example, enter 400 in the uppermost box under Range.
  - For each grade value, enter the upper range value under ***Range***

- To add a letter grade, select the row below which you want to insert the new grade and click **Add Grade**. Enter the letter value under ***Grade*** and upper range value under ***Range***.
- Save options:
  - To apply this letter grade scheme to this column only, click **Save**.
  - To apply this scheme as the basis for all future letter grade columns in this section, click **Save and Set as Default**.

6. Create Online Groups

Just like in an actual classroom, you can organize your students in online groups. If you have multiple Registrar sections of students loaded into a single Vista section, you could create a separate group for each section (e.g., Monday Lab, Tuesday Lab, etc.). You can assign separate quizzes, assignments, readings, discussions, etc. to different groups. Moreover, you can send messages to groups rather than selecting individual students, especially if you're sending instructions, giving feedback, or making announcements that vary between groups.

- From the ***Teach*** tab, click on **Group Manager** in the ***Course Management Tools*** listing
- Click **Create Groups**
- Decide if:
  - You will pick the students immediately to add to the groups you create
  - You will create empty groups to add students to later either manually or randomly
  - You will allow students to select the group they want to join
- Click **Continue**
- For example, if you selected ***Create Custom Group***:
  - Fill in a name and an optional description for the group
  - Click **Add Members**:
    - Select the students to belong to this group
    - Click **Add Selected**
    - If you did a query (***Find Members)*** to find students, click ***Add All***.
  - Click **Save** if you are done adding groups, or **Save and Create Another Group** to add more.
- On the Group Manager screen:
  - Click on the group name to **Send Mail**, which sends a message to all members in that group only
  - For the ***Create Group Activity*** drop-down menu, you can create a new Discussion Topic or Chat Room specific to a group.

Once you have your groups defined, you can release different activities to them by using the ***Selective Release*** function, which is described later in this document.

7. Reports and Tracking Utility

You can run reports on various student activities in your course during a specified date range, and use the statistics provided by these reports to:

- Determine the components, tools, and pages that are of most interest to students
- Determine each student's level of participation in various course activities

For example, if a student performs poorly on their assessments, you can run a Student Tracking report to determine if the student has been accessing course content, participating in discussions, and submitting assignments. These statistics can help you to decide if the student needs to be encouraged to participate more in the course or, if they already have a high level of participation, if they need remedial help with course content.

- From the ***Teach*** tab, click on **Reports and Tracking** in the ***Course Management Tools*** listing
- Select a report type
  - **Tip:** You will probably use the Student Tracking report most frequently, since it is the only report providing statistics on specific students
- Select a date range
- Click **Run Report**

Notes:

- You can sort data (ascending/descending) in the report by clicking on the column label.
- For most Student Activity report types (excluding Summary of Activity and Student Tracking), you can even graph the report statistics.
- For all Student Activity report types, you can export the statistics to your local computer.
- Each student can even track their own progress via the My Progress tool. From the ***Build*** tab, click on **More Tools**, then **My Progess** to add it to the Course Toolbar.
- Because generating reports and checking progress places a huge demand on the Vista server at UF, tracking results are updated daily beginning at 4:00 am. Therefore, you will not see usage data immediately after a student performed an action (eg., the date/time student last signed into the course). The information will be updated the following day after 4:00 am.

8. Release Course Items Based on Certain Conditions

One of the more powerful functions in Vista that is not available in other major course management systems is the ability to set conditions on the display of pages, links, quizzes, assignments, files, etc. Conditions, or Release Criteria, can be set based on a date/time range, students, groups, or Grade Book criteria. Examples of how instructors at UF are using Release Criteria include:

- A Chemistry professor created 2 Organizer Pages: one called Worksheets, the other called Worksheet Answers. On the Worksheets page, she posted 26 worksheets in Adobe PDF format for students to print and complete. On the Worksheet Answers page, she posted a corresponding document with answers for each worksheet. She staggered the availability of each answer sheet at certain dates throughout the term, based on when the assignments were due. For example, if Worksheet 1 was not due until the Friday of the first week of the term, she put Friday's date and a time of Noon on the file link for Worksheet 1 Answers. Her goal: make the answers to the worksheets available at Noon after each class.

- A quiz was issued to the whole class with a time limit of 50 minutes – only 1 attempt was allowed. But 2 students with disabilities could not complete the quiz in that timeframe. Instead of opening up the quiz again to the entire class, and risking students with low scores from trying to re-take the exam, the instructor simply made the quiz available to those 2 students to accommodate their needs.

- A professor requested one Vista account combining students from 2 courses: an undergrad-level course and a graduate-level course. He created 2 groups in Vista: one for his undergrads, the other for his grad students. He then released different syllabi, readings, exams, and activities in Vista to these groups. This saved him time from having to manage 2 separate Vista accounts.

- A program coordinator for a required annual compliance training course needed to ensure that participants achieved at least 70% on the quiz before they could access their online Certificate of Completion. The link for that certificate page was set to only display if the exam score was greater than or equal to the number of points that was 70% of the overall points.

In each of these examples, only one release criterion was set: either by date, student, group, or a Grade Book column. However, *multiple* criteria can be set for any one page or component in Vista. For example, the professor with both undergrad and grad students in one Vista account could make a reading conditional based on both a group *and* members in that group achieving a certain score on an exam. In this case, both criteria must satisfied before the link to that reading becomes available: not only must the student be in the group, but must also score on the exam at or above the value defined by the instructor.

You can even create an expression combining multiple criteria. For an example of creating an expression, see the Vista online help.

8.1 Selective Release Map

Use the ***Selective Release Map*** to view and work with organizer page and link visibility, availability, and release criteria for the entire course. You can also work with availability and release criteria within components and tools themselves (organizer page settings, learning module settings, quiz/assignment/discussion settings, etc.). Regardless of where availability and release criteria are set, the changes are reflected in both the component or tool and in the Map.

You can access the Selective Release Map from 2 locations. From ***Build tab and Basic View***, click Selective Release Map in the bottom left. From the ***Teach tab***, click Selective Release Map on the Course Management Tools line.

8.1a Selective Release Map: Organizer Pages

On the ***Organizer Pages*** tab, if something is to be available to students, the following must be satisfied:

1. The component's availability must be set to Yes.
2. The release criteria must be satisfied. To view or edit release criteria, click .
3. The link visibility must be set to Visible.

Important:
Links can be Hidden on a page but the component still be Available to students. For example, you don't want students to access Quiz 2, which appears on your Quizzes page. So you toggle the quiz's link visibility to Hidden, but you forget to make the quiz unavailable. If you added the Assessments tool to the Course Toolbar, students could still access Quiz 2, provided any other criteria for that quiz are satisfied. Understand the difference: you have both a link to the quiz and the actual quiz element itself. So to cover all bases, toggle the Availability to No, which automatically also Hides the link.

A link cannot be both Visible and unavailable. When you make something Available, the hidden link automatically becomes Visible.

If you have multiple links to the same thing (such as Quiz 1) across different pages and/or learning modules in your course:

- And you hide the link in one spot, it will still be visible in all other spots. Likewise, if you make a link visible in one spot, it will still be hidden everywhere else it is hidden.
- But if you make the quiz (or assignment, document, discussion topic, etc.) unavailable in one spot, it becomes unavailable (and links to it hidden) everywhere throughout your course.

To set release criteria for an item in the Map:

- To the far right of that item, click .
- Decide on what type of criteria to add: **Date, Member** (student), **Group, Grade Book**
    - You can add more than one type of criteria for a given link or component; e.g., a date and member combination
- Click **Save**.

As long as the item is available and visible, students will be able to access it once your release criteria is met.

8.1b Selective Release Map: Members

On the ***Members*** tab, you can click individual students to view which components and pages are available to them. For example, if a student tells you they couldn't access the quiz, you can do a quick check here to ensure that the quiz is available to that student. This tab is read-only. To set release criteria for students, click the Organizer Pages tab.