Importing the “Student Orientation to WebCT Vista” Learning Module into Your Section

All faculty in the Connecticut Community College System should import this learning module into their Vista course sections, as a handy learning/refresher resource for their students.

Note: If you're re-importing a revised version of this learning module because of recent changes that have been made to it, you may first want to delete the version of the learning module that you had previously been imported into your section. To do this, follow the instructions on "How to Delete a Learning Module" at the end of this document.

1. From MyWebCT, select the section into which you wish to import the Student Orientation to WebCT Vista learning module content.

2. From the Build tab in Basic View, click on the Content Import button.

3. Be sure the “Advanced View” is selected, as shown below.

4. From the folder list in the left side of the window, click on the institution folder (second from the top) entitled “Connecticut Community Colleges System”.

5. Click the radio button preceding the file entitled Student Orientation.zip.

6. Click the Add Selected button.

Continued on next page…

Questions on this doc? Contact Tobi Krutt tkrutt@commnet.edu  rev.7/29/05
The Content Import in Progress dialog box will display, and let you know when the import process is completed.

7. Click the Return button.

8. Navigate to the Build tab in Basic View.

9. Click on the Learning Module button in the “Add to Home Page” list.

10. From the Select from Inventory list that displays, click the Student Orientation to WebCT Vista list item.

11. Click the Add Selected button.

12. The Student Orientation to WebCT Vista will appear as a learning module on your section’s home page. You can also add it to any other organizer page that you choose, although most instructors place it on the Home Page.

Questions on this doc? Contact Tobi Krutt tkrutt@commnet.edu  rev.7/29/05
How to Delete a Learning Module

To delete a learning module that had previously been imported or created in your course section, you should do three things:

1. Navigate to the Learning Module Tool.
2. Select and delete the learning module(s) that need to be removed, or replaced with a newer version.
3. Remove any links to the old learning module that might have been placed as icons on your Home Page or on other Organizer pages.

Here are the steps involved:

1. Navigate to the Learning Module Tool: From the Build tab, click on the Content Inventory subtab and from the dropdown list, select Learning Module, then click the "Go" button (the green arrow).

2. Select and delete the relevant modules by clicking the checkbox in front of the learning module you wish to remove, and then clicking the Delete button.

3. Remove any icons pointing to the learning module that's been removed from your Home Page or other Organizer pages, by clicking on the icon and from the dropdown list selecting Remove.

Questions on this doc? Contact Tobi Krutt tkrutt@commnet.edu rev.7/29/05