WebCT Vista
Implementation Timeline for Faculty

The following information will be updated as needed and can be found on the System Office Web Site at http://www.commnet.edu/academics/webct/vista_login.asp.

Starting in Fall 2005, the primary online course management system for the Connecticut Community College System will be WebCT Vista. Every course section (CRN) taught at the College will be automatically given its own Vista site, although the site will be empty (inactive) unless the faculty member teaching the section has chosen to use it. Faculty who decide to have an online component to their courses should use Vista as the starting point for online course materials, either putting those materials into Vista or linking to those materials from their Vista course site.

Comprehensive information about WebCT Vista can be found on the System Office web site on the WebCT Resources for Faculty & Staff site: http://www.commnet.edu/academics/webct/

If you requested that your course site be “migrated” from Campus Edition to Vista, try logging in to Vista (see the instructions at http://www.commnet.edu/academics/webct/vista_login.asp) and check out what’s there. If there are problems, please inform the Distance Learning Support Staff at your college via e-mail which can be located on the System Office Web Site at http://www.commnet.edu/academics/webct/dl_staff.asp. The sooner they hear of problems, the sooner they can fix them.

The transition from WebCT Campus Edition to WebCT Vista will be on-going through the summer. Things are changing fast. Your part in this endeavor is important. Check out the timeline that follows and pay close attention to the items in **boldface**; they indicate some action that you need to take. Don’t postpone checking that your course sites are the way you expect them to be. Report any problems early. Some problems may take some time to address, so please don’t expect them all to be solved immediately, and please don’t wait until the first week of classes!

**Most important, if you haven’t already begun attending training, please look into it immediately (information on training sessions follows).**
This is a timeline of transition events that will affect you. **The dates in boldface indicate dead-lines for some action on your part.**

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| Yesterday!     | **Training in Vista is on-going.** If you haven't already done so, please sign up! There are on-campus sessions and online courses. An up-to-date schedule of training sessions can be found on the System Office Web Site [http://www.commnet.edu/academics/iitt/iitt_schedule.htm](http://www.commnet.edu/academics/iitt/iitt_schedule.htm). We strongly recommend that you start with “Getting Started with Vista,” either online or on campus. **Please do NOT wait until the end of July or August to be trained in Vista.** Although we are scheduling many training sessions around the system, if everyone waits until then to be trained there is no way we will be able to keep up with the demand for seats. **Courses offered at any of the Connecticut Community Colleges** (Each of the following sessions run three hours): 1. Getting Started with Vista – Exploring and Designing 2. Managing and Presenting Content in WebCT Vista 3. Teaching Tools: Communications, Assignments, and Group Activities in WebCT Vista 4. Creating and Managing Assessments **Also available:** o Organizing Your WebCT Vista Course: Basic File & Folder Management o Vista Migration Open Workshop o Vista 3-day Bootcamps – Two days of comprehensive, intensive training encompassing all four of the 3-hour sessions listed above, plus (usually) a hands-on lab component. To sign up for courses, email the contact person for the class that’s indicated on the IITT Vista training webpage at [http://wwwnew.commnet.edu/academics/iitt/iitt_schedule.htm](http://wwwnew.commnet.edu/academics/iitt/iitt_schedule.htm) **Online courses:** Three online WebCT Vista classes are available to faculty. o Getting Started with Vista – How to navigate through Vista o Teaching with Vista - How to use Vista from a faculty perspective o Designing with Vista - How to use Vista from a designer (whoever builds the section) perspective To sign up for online courses, email your Distance Learning Support Staff at your college via e-mail at the following web site at [http://www.commnet.edu/academics/webct/dl_staff.asp](http://www.commnet.edu/academics/webct/dl_staff.asp) and tell that person which course(s) you want to sign up for and your Banner ID. They will contact the System Office on your behalf, and they will contact you with login information.
| **Ongoing (Respondus)** | The Community College System has purchased **Respondus** for your use. Respondus facilitates the creation of quizzes and surveys. Information on installing Respondus on your office and/or home computers is available in the Vista faculty training documentation area, which you can get to by doing the following:
1. Go to [http://vista.ctdlc.org](http://vista.ctdlc.org)
2. Click on the **CCC Development** institution
3. Log in. To log in to this special course, you'll need to be provided with a password, which is entered into both the **Username** and the **Password** fields. You can request the password from your college’s DL coordinator [http://www.commnet.edu/academics/webct/dl_staff.asp](http://www.commnet.edu/academics/webct/dl_staff.asp) or from [tkrutt@commnet.edu](mailto:tkrutt@commnet.edu), [fskalicky@commnet.edu](mailto:fskalicky@commnet.edu), or [chorvath@commnet.edu](mailto:chorvath@commnet.edu).
4. Click on the course titled "Vista Documentation and Multimedia Tutorials"
5. Click on "Respondus". |
| **Ongoing (e-packs)** | If you're using a **publisher's e-pack**, please note: We have found that some "Vista-ready" e-packs are not ready at all. Check your course site to make sure that the content is correct. If it isn't, you'll need to contact your publisher to request a corrected version, or you may need to make the modifications to the course site yourself. This could be time-consuming, so please don't put off checking this. |
| **June 15 -- (aprx) July 15** | **Vista will be unavailable** during the transition time of moving the Banner integration from the WebCT Campus Edition server to the WebCT Vista server. Course sites will be transferred from the **CCC Development** area to the Banner-integrated area (**Connecticut Community Colleges System**). |
| **Apprx. July 15** | Course sites will be available to faculty, once they have been moved from the development area of the server to the production area of the server. When you log into Vista, be sure choose the **Connecticut Community Colleges System** institution. |