


## **Faculty:**


### **Your “My WebCT” Homepage**


The My WebCT page is the first page you see after you login to Vista.


**Course List:** This page contains your course list showing everything you are currently enrolled in. For courses in which you are instructor, you will see both a course level and a section level link. If you enroll other instructor/designers/TAs, you can choose to give them access only to the section, or to the section and course. Students see only the section level link. Click on any of these links to enter the course/section.

**Campus Announcements:** Just below the Course List is a box containing Campus Announcements. These are provided by e-Learning Support Services and provide info for Faculty and Students on how to get Vista Help, as well as announcements regarding Vista maintenance downtime, etc. You cannot edit this section.

**Calendar Week:** Also in the center column is a Calendar Week view, showing any calendar entries for the current week in any Section in which you are enrolled. You can edit this section by clicking the pencil icon  at the upper right of the item.



**Calendar Day:** In the left column, you are provided with a Calendar Day showing any calendar entries associated with your Sections and a To-do List where you can create reminders for yourself. You can edit this section by clicking the pencil icon  at the upper right of the item.

**To Do List:** In the left column, under Calendar Day, is a location for you to add notes to yourself to organize a daily to-do list. You can edit this section by clicking the pencil icon  at the upper right of the item.

**Personal Bookmarks:** In the right column you have a place to create Personal Bookmarks for quick access to websites you visit often and Campus Bookmarks where links to important sites on campus are already created for you. You can edit this section by clicking the pencil icon  at the upper right of the item.

**Campus Bookmarks:** In the right column is a quick reference for important campus links.

**Who’s Online:** In the right column is a list of the courses you are enrolled/faculty for. By clicking on the links for each course you can assess who is on the WebCT site for that course. This makes it easier to email people who you know are on the system, in the hopes of receiving a more immediate answer.

**My WebCT Toolbar:** In the My WebCT toolbar, you are given a link to your calendar  that shows you all entries for all Sections in which you are enrolled, and your email  for all Sections in which you are enrolled. In the My WebCT toolbar, click on **Content** to remove any of these items from your My WebCT page, except for the Course List which must necessarily remain on the My WebCT page.

**Customize Your “My WebCT” Page:** Modify the color scheme for your My WebCT page by clicking on the **Color** button on the My WebCT Toolbar. Slide the bars to select the colors you want. Click **Save**.

To change the order in which items appear on your My WebCT page, click the Layout button on the My WebCT Toolbar. Make your changes and click **Save**.

**Show New Items:** At the bottom left of your Course List, you will see the **Show New Items** button if you have new items to show. If you do not, this button will not appear. If you click that button, your Course List will expand to show any new items that have been added since you were last in the Section.

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In this example, there is a new Announcement and a new Discussion Topic for this Section. You can click on one of the icons to go straight to that item in the Section.