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Vista Management Tools User Manual

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e-Works

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Creating Users via the Vista Management Tools

⇒ To create users:

1. Log into your Vista Institute as an administrator
2. In the Course List click **Utilities - Vista Management Tools**
3. Select **Vista Management Tools**. A new browser window appears
4. In the left hand navigation select **User Manager**.

The screenshot shows the 'User Management' page in a web browser. On the left is a navigation menu with 'Home', 'User Management', 'Learning Context Management', and 'Enrolment Management'. The main content area is titled 'User Management' and includes a breadcrumb trail: 'Home / User Management > Step 1 (Upload) > Step 2 (Validate) > Step 3 (Submit/Process)'. Below the title is a sub-header 'Add, update or delete users.' and a file upload section with a 'Select file:' label, an empty text box, and 'Browse...' and 'Continue' buttons. The page contains instructions about CSV file format, required columns (Action, Username, First Name, Last Name), and optional columns (Email, Prefix, Suffix). It also includes 'Tips' and 'Important' sections with links for further information.

5. Open the template spreadsheet **Users.xls**. Enter in the following compulsory fields:
 - Action (choose the appropriate value from the drop down box within each cell)
 - Username
 - First Name
 - Last Name
 - Password
 - Email (optional)
6. Click on **File>Save As**. Give the file a name and in the **Save as Type** field choose CSV (comma delimited).
7. Select **OK**
8. Select **Yes**
9. Once the file has saved close the file. If you are prompted to save the file again choose **No**

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10. In the Vista Management Tools click on the **Browse** button to locate the file and select **Open**.
 11. Select **Continue**
 12. If the file validates select **Continue**. Your users will be created immediately. If the file does not validate error messages will appear to notify you that there is a problem. Modify the file to remove the problem and repeat the process above.

Deleting or Editing Users via the Vista Management Tools

Deleting a user is irreversible. Deleting a user automatically unenrolls them from all courses into which they were enrolled but evidence of their enrolment and any user activity (eg. quizzes completed, discussion postings submitted, etc) is retained within each course in which they were enrolled.

Editing a user allows you to change their password and correct spelling mistakes to their firstname, last name or email address. You cannot update an actual username.

⇒ To edit or delete a user.

1. Follow the steps above on creating users but in the Action field choose the Delete or Update option.

Note: To update a user's information you must complete the Action, Username, First Name and Last Name fields. To delete a user you only need the Action and Username fields.

	A	B	C	D	E	F	G	H
1	Action	Username	First Name	Last Name	Password	Email	Prefix	Suffix
2	Add	user123	John	Smith	password			
3	Add	user124	Emma	Lake	password			
4	Add	user125	Peter	Fry	password			
5	Update	jsmith	James	Smith				
6	Update	sbrown	Samantha	Brown				
7	Update	pbooth	Peter	Booth				
8	Delete	jdoe						
9	Delete	pjackson						

Enrolling Users via the Vista Management Tools

⇒ To enroll users:

2. Log into your Vista Institute as an administrator
3. In the Course List click **Utilities - Vista Management Tools**
4. Select **Vista Management Tools**. A new browser window appears
5. In the left hand navigation select **Enrolment Manager**

The screenshot shows the 'Enrolment Management' page. On the left is a navigation menu with 'Enrolment Management' selected. The main content area has a breadcrumb trail: 'Home / Enrolment Management > Step 1 (Upload) > Step 2 (Validate) > Step 3 (Submit/Process)'. Below this is a 'Select file:' input field with 'Browse...' and 'Continue' buttons. A note explains that a CSV file is required and provides a link to a template 'Enrolments.xls'. A list of required columns is shown: Action [Enroll or Unenroll], Learning Context ID, Username, and Role.

6. Open the template spreadsheet **Enrolments.xls**.

The screenshot shows the 'Enrolments.xls' spreadsheet. The columns are labeled 'Action', 'Learning Context ID', 'Username', and 'Role'. The 'Role' column has a dropdown menu open, showing options: Student, Section Instructor/Designer, Section Instructor, Section Designer, Teaching Assistant, Auditor, Course Instructor, and Course Designer.

7. Enter in the following compulsory fields:

Action (choose the appropriate value from the drop down box within each cell)

Learning Context ID

Username

Role (choose the appropriate value from the drop down box within each cell)

Note: The Learning Context ID is the ID of the Course or Section into which you want to enroll the user. To locate a Learning Context ID:

- log into Vista as an administrator
- select the **Administration** tab

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- use **Browse** or **Search** to locate the Learning Context
 - select its **ActionLink** (down arrow icon right of the Learning Context name)
 - select **Edit Properties**
 - locate the **sourcedid.id** field. This is the Course ID
8. Click on **File>Save As**. Give the file a name and in the **Save as Type** field choose CSV (comma delimited).
 9. Select **OK**
 10. Select **Yes**
 11. Once the file has saved close the file. If you are prompted to save the file again choose **No**
 12. Click on the **Browse** button to locate the file and select **Open**.
 13. Select **Continue**
 14. If the file validates select **Continue**. Your learning contexts will be created immediately. If the file does not validate error messages will appear to notify you that there is a problem. Modify the file to remove the problem and repeat the process above.

Creating Learning Contexts via the Vista Management Tools

Learning Contexts can be created in bulk using the e-Works developed “Vista Management Tools”

⇒ To create learning contexts:

15. Log into your Vista Institute as an administrator

16. In the Course List click **Utilities - Vista Management Tools**

17. Select **Vista Management Tools**. A new browser window appears



18. In the left hand navigation select **Learning Context Management**.



19. Open the template spreadsheet **Learningcontexts.xls**.

1	Division ID	Division Name	Group ID	Group Name	Course ID	Course Name	Section ID	Section Name	Profile Funded	Template Name	Template Location
2											
3									Yes		
4									No		
5									Non-delivery		
6											
7											

20. Enter in the following compulsory fields:

Course ID

Course Name

Section ID

Section Name

Profile Funded (choose Yes for Government funded courses, No for fee-for-service courses and Non-delivery for all other courses)

Note: Avoid using the following characters in the Course and Section name: / \ : * ? > < | ; " & + \$ @ . ^

Note: If you are creating new Sections within an existing Course you must specify the correct Course ID and Course Name of that course. To locate a Course ID:

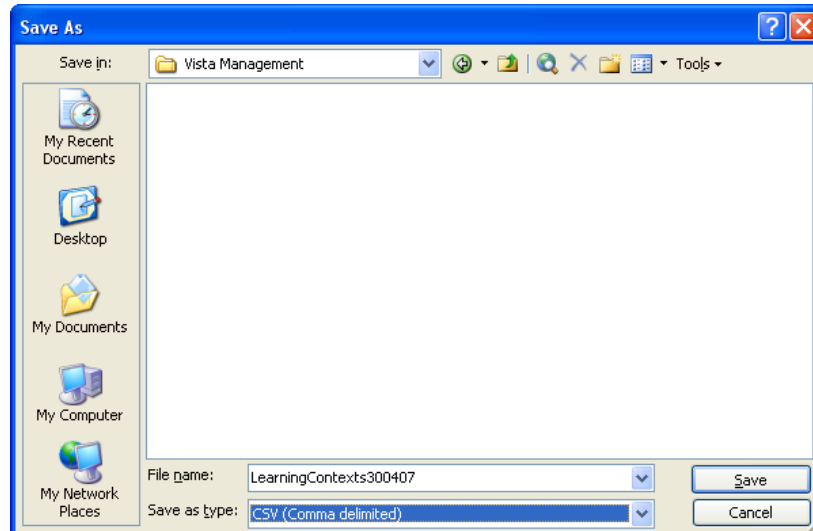
- log into Vista as an administrator
- select the **Administration** tab
- use Browse or Search to locate the Learning Context
- select it's **ActionLink** (down arrow icon right of the Learning Context name)
- select **Edit Properties**
- locate the sourcedid.id field. This is the Course ID

21. Enter the following optional fields:

Template Name (the name of an existing template)

Template Location (the learning context level at which it is located)

22. Click on **File>Save As**. Give the file a name and in the **Save as Type** field choose CSV (Comma delimited).



23. Select **Save**

24. Select **OK**

25. Select **Yes**

26. Once the file has saved close the file. If you are prompted to save the file again choose **No**

27. Click on the **Browse** button to locate the file and select **Open**.

28. Select **Continue**

29. If the file validates select **Continue**. Your learning contexts will be created immediately. If the file does not validate error messages will appear to notify you that there is a problem. Modify the file to remove the problem and repeat the process above.

Modification History

Ver.	Date	Author	Comments
0.1	12/06/2007	Eric Kuncoro	Initial draft - Created v0.1 DRAFT