**Class Quick Guide**

**Vista Common Environment Set up**

1. **What you need to know from your faculty**
   - Which sections need to share one Vista environment.
   - Which of the sections is the **Master Section**. You will need the Class Number for this section only.
   - Which **Instruction Mode** fits their situation – this should be applied to all sections.

   **Curriculum Management** \(\rightarrow\) **Schedule of Classes** \(\rightarrow\) **Maintain Schedule of Classes** \(\rightarrow\) **Basic Data tab**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Required Internet Use</td>
</tr>
<tr>
<td>I</td>
<td>Entirely Internet Based</td>
</tr>
<tr>
<td>J</td>
<td>All Internet, Specific Times</td>
</tr>
<tr>
<td>K</td>
<td>All Internet, Additional On-Campus Time</td>
</tr>
<tr>
<td>O</td>
<td>Optional Internet Use</td>
</tr>
</tbody>
</table>

**Important:** It is key that shared environments be created *before* students and instructors begin working in Vista. If a shared environment is created after students have begun working in Vista, only the students’ work/data in the Master Section will be retained. Student work/data in any of the other “shared sections” will be lost. **If at all possible, shared environments should be set up prior to the beginning of a term**, but may be done later if the faculty feels no important data may be lost.

2. **What you do next**

   Check to see if **all** the sections are set up in one **Combined Section**. A quick way to do this is navigate to: **Curriculum Management** \(\rightarrow\) **Schedule of Classes** \(\rightarrow\) **Maintain Schedule of Classes**

   1. Call up any one of the sections.
   2. Go to the Meetings tab.
   3. Under the Meeting Pattern heading there should be a link call **Combined Section** next to the **Contact Hours** link.
   4. If there is, click the Combined Section link to see if all the sections are listed.
   5. If so, all you need to do is adjust the Instruction Mode on the Basic Data page.

If **all** sections are **NOT in one Combined Section** then

**Curriculum Management** \(\rightarrow\) **Schedule of Classes** \(\rightarrow\) **Maintain Schedule of Classes**

1. On the Basic Data page add a Class Attribute (see bottom of page).
2. Click plus button.
3. Course Attribute: WBCT
4. Course Attribute Value: input the Class Number (registration number) of the **Master Section**.
5. Save.
Class – Vista Section Setup

How Vista Works

Faculty that use WebCT to deliver all or part of their class content place class materials in a WebCT shell or environment on the WebCT server.

In many cases each class has its own class WebCT environment as illustrated by the example on the left.

But there are also many sections that point at a shared WebCT environment. In this case the faculty will build course content that is shared by two or more sections of the same class or different classes. This is illustrated by the example on the right.

When multiple sections share an environment, the faculty designates one of the sections as the Master and places course content in the environment for that class. The other sections are then re-directed to that environment. In this example, MECH 140-03 is the Master.

For All Sections Using Vista

Instruction Mode -- All sections that use Vista should have the Instruction Mode value on the Basic Data page adjusted according to how much the internet is involved in the delivery of the class. The instructor should indicate which Instruction Mode value is appropriate for all sections involved. For each section, change the Instruction Mode on the Basic Data page to the appropriate value below.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Basic Data tab
Instruction Mode: Select one of the values below.

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Vista Setup for Sections that Share an Environment

There are two kinds of PeopleSoft setups for shared Vista Environments:
- Sections that all meet same days/time/place and are set up as Combined Sections.
- Sections that do not meet together.
- Sections in a Combined Section setup that also need to share a Vista environment with sections that do not meet with the Combined Sections at the same days/time/place.

Information from PeopleSoft is imported to Vista where shared environments are created. **In all cases, one of the sections in the shared environment must be identified as the “Master.”** This is the section that “holds” all the content the faculty has entered. All other sections “share” that content and are directed to the Master section environment. It is important that once the Master section is established that it is not changed.

Your faculty need to notify you when they have sections that need to be placed in a shared Vista environment.

**For sections that all meet same days/time/place - Combined Section Setup**

If sections need to be set up as Combined Sections (because they meet same days/time/place) you would do the regular Combined Section setup. See the Combined Section BPG for more information.

The only special thing you need to remember for Vista is that when you do the first part of the Combined Section setup that requires a Short Description, input the Subject, Number, and Section of the **Master Section** in the Short Description without any spaces between Subject or Number or Section. For example: HIST43570, ENGL13001, or MUSC112B01.

You will also need to adjust the Instruction Mode as described above.
Non-Combined Sections or Combined Plus Non-Combined Sections
Sharing One Vista Environment

The Combined Section setup you do during schedule building will cause all sections in the Combined Section to share the Vista environment of the Master Section in the Combined Section. If a faculty wants a shared environment for sections that are not in a Combined Section setup you will need to do one additional piece of setup. This setup would apply to any of the following situations:

- Two or more non-combined sections
- Two or more combined Section groups
- One or more combined Section groups with one or more non-combined sections

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Call up any of the sections that will share an environment.
2. At the bottom of the Basic Data page under “Class Attributes” click any of the existing plus buttons.
3. Course Attribute: WBCT
4. Course Attribute Value: Input the Class Number (Class Registration Number) of the MASTER SECTION. (See discussion at top of BPG for more information on the Master Section.)
5. Click Save.
6. Repeat steps 1-5 for all sections that will share one Vista environment. On each section input the MASTER SECTION Class Number for the Course Attribute Value.

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Course Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEV</td>
<td>Lower Division</td>
</tr>
<tr>
<td>GE</td>
<td>Restrict GE</td>
</tr>
<tr>
<td>OFRD</td>
<td>FallSpr</td>
</tr>
<tr>
<td>WBCT</td>
<td>Master Section Class Number (Registration Number)</td>
</tr>
</tbody>
</table>

Note: If you have one or more Combined Section groups sharing a WebCT environment do not alter the Combined Section group itself. Just give each section in the Combined section group the Class Attribute as described above.
Removing a Section or Sections from a Vista Shared Environment

Sections that have the Vista Attribute
If you have added a Vista Class Attribute to a section or sections and the faculty no longer wants one or more of the sections to share that environment you need to delete the Vista Class Attribute AND email vista@csuchico.edu.

Curriculum Management  >  Schedule of Classes  >  Maintain Schedule of Classes

1. On the Basic Data page scroll to the bottom of the page to the Class Attributes.
2. Only two Attributes will display so you will need to click on View All to see all Attributes.
3. Click the minus button to the right of the WBCT Attribute.
4. Click Save.

Combined Sections
If the section or sections the faculty wants removed from the shared environment are part of a Combined Section setup and you have not added a WBCT Class Attribute to the sections, then you will need to add a WBCT Attribute to “exclude” the section or sections within the combination from the Vista shared environment.

Curriculum Management  >  Schedule of Classes  >  Maintain Schedule of Classes

1. Call up any of the sections that need to be removed from the shared environment.
2. At the bottom of the Basic Data page under “Class Attributes” click any of the existing plus buttons.
3. Course Attribute: WBCT
4. Course Attribute Value: EXCLUDE
5. Click Save.

Important: If at all possible, removing sections from shared environments should be done prior to the beginning of a term. If an “excluded” section must be later added back into a group of shared sections, it is best that this be done before students begin work in Vista. (See Vista Setup for Sections that Share an Environment, above.)