
































# Blackboard Vista Faculty Quick Reference

<p><b>Creating an Assessment</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Build</b> View, click the <b>Assessments</b> link in the <b>Course Tools</b> list on the left side of the screen</li> <li>2. Click <b>Create Assessment</b> button</li> <li>3. Enter assessment title</li> <li>4. Select type, i.e., Quiz, Survey, or Self Test</li> <li>5. Click Save</li> </ol>	<p><b>Creating Assessment Questions</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Build</b> View, click the <b>Assessments</b> link in the <b>Course Tools</b> list</li> <li>2. Click on the Assessment Title link <u>or</u> click on ActionLinks icon  and select Go to Assessment</li> <li>3. Click on <b>Create Questions</b>  ActionLink and select question type by clicking corresponding link</li> <li>4. Enter Question Title</li> <li>5. Enter Question Text</li> <li>6. Enter Question Answer(s)</li> <li>7. Select Correct Response</li> <li>8. Click Save</li> </ol>	<p><b>Assigning Points to Questions</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Build</b> View, click the <b>Assessments</b> link in the Course Tools list</li> <li>2. Click on the Assessment Title link <u>or</u> click on <b>Course Tools</b> on the left side of the screen</li> <li>3. Click on the Assessment Title link <u>or</u> click on ActionLinks icon  and select Go to Assessment</li> <li>4. Click Update Total</li> </ol>	<p><b>Grading Assessments by Student</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the <b>Assessment Manager</b> link in the <b>Instructor Tools</b> list</li> <li>2. Click on the Assessment Title link <u>or</u> click on ActionLinks icon  and select View Submissions</li> <li>3. Click the <b>Not Graded</b> tab</li> <li>4. Click Attempt link to be graded</li> <li>5. Grade assessment</li> <li>6. Enter score (comment is optional)</li> <li>7. Click Update Grade button</li> </ol>	<p><b>Grading Assessments by Question</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the <b>Assessment Manager</b> link in the <b>Instructor Tools</b> list</li> <li>2. Click on the Assessment Title link <u>or</u> click on ActionLinks icon  and select View Submissions</li> <li>3. Click the <b>Not Graded</b> tab</li> <li>4. Click the assessment title or the ActionLinks icon  and select Grade All Attempts of a Single Question</li> <li>5. Click the ActionLinks icon  for the question you wish to assess and select Grade All Attempts of this Question.</li> <li>6. Click Attempt Link for the first student</li> <li>7. Grade attempt</li> <li>8. Enter score (comment is optional)</li> <li>9. Click Save and View Member List</li> <li>10. Select next student.</li> </ol>
<p><b>Creating a Column in the Grade Book</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the <b>Grade Book</b> link in the <b>Instructor Tools</b> list</li> <li>2. Click on the <b>Create Column</b>  link and from the drop-down list, select the column type</li> <li>3. Enter the column label</li> <li>4. Select column alignment and respond to any other pertinent queries</li> <li>5. Click save</li> </ol>	<p><b>Editing a Column in the Grade Book</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the <b>Grade Book</b> link in the <b>Instructor Tools</b> list</li> <li>2. Click the View Options icon  for the column to be edited</li> <li>3. Select Edit Values or preferential task</li> <li>4. Make changes</li> <li>5. Click Save</li> </ol>	<p><b>Modifying Grades</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the <b>Assessment Manager</b> link in the <b>Instructor Tools</b> list</li> <li>2. Click on the <b>Graded</b> tab</li> <li>3. Click on the Expand Icon  located next to the assessment to be modified</li> <li>4. Click grade in Grade column</li> <li>5. Enter new grade</li> <li>6. Enter comments in Audit Log Comments text box (optional but suggested)</li> <li>7. Click Save</li> </ol>		

**Questions?** Contact Pauline Clifford, Ph.D., Director of Educational Technology at (860) 412-7262 or [pclifford@qvcc.commnet.edu](mailto:pclifford@qvcc.commnet.edu) or Bill Army, Educational Technology Specialist at (860) 412- 7299 or [warmy@qvcc.commnet.edu](mailto:warmy@qvcc.commnet.edu)

# Blackboard Vista Faculty Quick Reference

<p><b>Logging in to Blackboard Vista</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Type <a href="http://my.comnet.edu">http://my.comnet.edu</a> in address bar <i>Note: No www</i></li> <li>3. Log in using your NetID &amp; 8-digit password</li> <li>4. Click Login button</li> <li>5. Click on the <b>Faculty</b> tab</li> <li>6. Click hyperlink "Click here to access Blackboard Vista"</li> <li>7. Click on a course name</li> </ol>	<p><b>Accessing the Calendar</b></p> <ol style="list-style-type: none"> <li>1. Click the  <b>Calendar</b> link in the  <b>Course Tools</b> list on the left side of the screen</li> </ol>	<p><b>Adding an Entry to the Calendar</b></p> <ol style="list-style-type: none"> <li>1. After accessing the  <b>Calendar</b>, click <b>Add Entry</b> button</li> <li>2. Enter a Title in the Title field</li> <li>3. <u>Optional</u>: Enter a brief description in the Description field</li> <li>4. Select start date</li> <li>5. <u>Optional</u>: Select Start Time, End Date, End Time</li> <li>6. Click Save</li> </ol>	<p><b>Editing an Entry in the Calendar</b></p> <ol style="list-style-type: none"> <li>1. After accessing the  <b>Calendar</b>, click the date on the calendar of the entry to be edited</li> <li>2. Click on the Action Links icon </li> <li>3. Select Edit </li> <li>4. Make changes, as necessary</li> <li>5. Click Save</li> </ol>	<p><b>Deleting an Entry in the Calendar</b></p> <ol style="list-style-type: none"> <li>1. After accessing the  <b>Calendar</b>, click the date on the calendar of the entry to be deleted</li> <li>2. Click on the Action Links icon </li> <li>3. Select Delete </li> <li>4. Choose the entry to be deleted</li> <li>5. Click OK</li> </ol>
<p><b>Grading a Discussion Topic</b></p> <p><i>Note: This can be done only if the topic was created as a gradable thread.</i></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click on the  <b>Discussions</b> link from the  <b>Course Tools</b> list on the far left of the screen.</li> <li>2. Click the drop-down box next to the Discussion topic you wish to grade</li> <li>3. In the drop-down menu, select Grade Topic</li> <li>4. Click student's name</li> <li>5. Select View Student Posts from drop-down list</li> <li>6. Enter grade in Grade text box area</li> <li>7. Click Save Grades</li> </ol>	<p><b>Creating &amp; Adding a Discussion Topic</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the  <b>Discussions</b> link in the  <b>Course Tools</b> list</li> <li>2. Click <b>Create Topic</b> button</li> <li>3. In the Create Discussion Topic window select the type of topic you want to create.</li> <li>4. Enter title</li> <li>5. Enter description</li> <li>6. Click Save</li> </ol>	<p><b>Posting a New Message</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click on the  <b>Discussions</b> link from the  <b>Course Tools</b> list</li> <li>2. Click on the topic link</li> <li>3. Click <b>Create Message</b> button</li> <li>4. Enter subject</li> <li>5. Enter message</li> <li>6. Click Post button</li> </ol>	<p><b>Creating an Announcement</b></p> <ol style="list-style-type: none"> <li>1. Click the  <b>Announcements</b> link in the  <b>Course Tools</b> list</li> <li>2. Click Create Announcement button</li> <li>3. Enter title</li> <li>4. Enter message</li> <li>5. Place checkmarks next to Recipients/Section Level to receive announcement</li> <li>6. Select Delivery Dates</li> <li>7. Click Send button</li> </ol>	<p><b>Accessing Help</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Log in to Blackboard Vista</li> <li>3. Click Help link in Blackboard Vista logo bar (upper right-hand corner)</li> <li>4. Enter keyword in Search field</li> <li>5. Click green arrow  to search Help database</li> </ol>
	<p><b>Deleting a Discussion Topic</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click the drop-down arrow  next to the discussion topic to be deleted</li> <li>2. Click <b>Delete</b> from the drop-down list</li> </ol>	<p><b>Replying to a Message</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Teach</b> View, click on the  <b>Discussions</b> link from the  <b>Course Tools</b> list</li> <li>2. Click topic link</li> <li>3. Click on the message to which you are responding</li> <li>4. Click reply button</li> <li>5. Click Post</li> </ol>		<p><b>Locating Online Resources</b></p> <ol style="list-style-type: none"> <li>1. Launch Browser (e.g., Internet Explorer)</li> <li>2. Type <a href="http://www.comnet.edu/academics/webct/vista_courses.asp">http://www.comnet.edu/academics/webct/vista_courses.asp</a> in address bar</li> </ol>

**Questions?** Contact Pauline Clifford, Ph.D., Director of Educational Technology at (860) 412-7262 or [pclifford@qvc.comnet.edu](mailto:pclifford@qvc.comnet.edu) or Bill Army, Educational Technology Specialist at (860) 412- 7299 or [warmy@qvc.comnet.edu](mailto:warmy@qvc.comnet.edu)