

Fall 2007 Vista End-of-Semester Procedures

Attention Fall Vista Designers and Instructors,

Important Dates (see below for further explanation):

December 20 – Last day to submit requests to **NOT** delete fall sections.

By 5:00 p.m. on December 21 – Make backups of your fall sections and Grade Book and download them to your computer. Promote your section to a template, if applicable.

January 2, 2008 – All fall Vista sections will be automatically deleted. This will not affect your templates.

January 7, 2008 – Vista loads begin for Spring 2008 sections.

Sections will be deleted on January 2; therefore, we suggest you backup your section and download your Grade Book and any other information that you will need to review to your computer by December 21 by 5:00 p.m. Please remember that Vista is not a permanent repository for grades, so you will need to download your Grade Book locally to your computer and keep copies in a secure location. For more information on backing up your course, go to:

http://itsinfo.tamu.edu/workshops/handouts/html_handouts/backing-up-your-section.htm.

Contact ITS if you need to retain sections due to incompletes or courses that span more than one semester. If you designed at the section level or made changes to your section once you assigned the template, you will want to make your section a template so you do not lose your course content. Make sure this is completed by 5:00 p.m. on December 21. For more information on promoting your section, go to:

http://itsinfo.tamu.edu/workshops/handouts/html_handouts/making-your-section-a-template.htm.

Spring Loads – Sections will be created and students will be loaded starting on January 7. To request a load, go to <https://webctvistatools.tamu.edu/smu> and submit the form. You can do this now and your sections will be created and loaded on January 7 for the spring semester.

If you are teaching a mini-mester course during late December through early January and want to use Vista, contact ITS before December 10. We will work with you to make sure all your information is in the correct system. Mini-mester courses will be created and loaded on December 17.

ITS also offers course orientations for your students. An ITS staff member will come to your class and conduct a brief, 10-minute overview on how to log in, navigate, and use Vista. If you have questions or concerns about your Vista courses or require further assistance, contact ITS at 862-3977 or its@tamu.edu.

Creating and Associating Templates:

http://itsinfo.tamu.edu/workshops/handouts/html_handouts/creating-and-associating-templates.htm