

*Welcome to the*



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## **An Online and Vista4 Manual for Students**

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### **College of Public Health and Health Professions Online Certificate in Public Health**

4<sup>th</sup> Edition  
Fall 2007

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**College of Public Health and Health  
Professions**

Public Health Programs  
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***Welcome to the University of Florida's online Certificate in Public Health program!***

The college is excited that you have chosen to participate in our quality graduate public health coursework in an Internet environment. All coursework will be delivered online and all assignments, discussions and testing will be done by participants online. No campus visits will be required. The online Certificate in Public Health is essentially the same program as the on-campus version, except you will be able to "attend" your classes when it best fits your schedule.

For some participants, working in a computer-based learning environment will be old-hat, to others, this will be your first online course. We are striving to provide you the best support system to make sure that our Internet veterans and "newbies" will all have a positive learning experience. **This semester UF has upgraded WebCT to the new Vista4 E-Learning upgrade.** This is a blend of the old WebCT format and a more Blackboard-like environment. This booklet will contain many screen-shots of this new upgraded course site.

Though you will be able to participate in the coursework on your own schedule, you must understand that there are deadlines and limited windows of participation for some assignments, discussions and tests. Some courses have concurrent meetings for live discussions and presentations, though these are minimal. Set aside structured learning time for the coursework so that you do not fall behind and miss critical deadlines. Many students have asked how often they should log onto Vista4 and check on the progress of the class. The short answer is that it would be a good idea to log on daily for the first couple of weeks, if only for a couple of minutes to check on Announcements, E-mails and Assignment status, and to familiarize yourself with the system. The more familiar you are with the system before you need it in a deadline, the smoother things will be for you in the long run. After the first couple of weeks, it is suggested that you log on several times a week, but this you will have to gauge based on work load within a course and your speed at completing your work within Vista4 on a time. You may log onto Vista4 from any computer with an Internet connection. But, each computer on which you access Vista4 **MUST** be formatted to Vista4's requirements. It is suggested that you try to stick to one or two computers for these courses. If you find that you need to use a public computer to access Vista4 you may be forbidden to download some tools required to operate within Vista4. If you can use a public computer, you must accept the responsibility to "LOG OFF" of Vista4 and close out the Vista4 window prior to leaving the computer. Any submissions under your password will be considered submissions by you, so guard your password at all times.

***NOTE:*** *This document may seem large, but it is heavily illustrated with actual screen shots from Vista4 to aid in your navigation skills. Illustrations have color-coded references within the text accompanying them. Colored numbers (i.e.: 2) within text refer to areas within the illustrations that have the same colored numbers. There are also arrows, ovals and highlighted areas to aid you in finding out which areas the text is referring to within the illustrations.*

Contained in this document are:

**Part 1:** How to configure your computer so that it will operate smoothly within the Vista4 Vista environment

**Part 2:** How to log on to WebCT Vista4

**Part 3:** A comprehensive overview of the WebCT Vista4 environment and a walk-through of how to :

- a. log on to Vista4
- b. how to navigate within the system
- c. how to participate in DISCUSSION BOARDS
- d. how to complete and submit an ASSIGNMENT
- e. how to complete and submit an ASSESSMENT
- f. how to use the MAIL system
- g. how to check on your GRADES
- h. how to use the CALENDAR
- i. how to know WHO's ONLINE
- j. how to open an ANNOUNCEMENT
- k. how to watch a LECTURE
- l. how to open and print the POWERPOINTS

**Part 4:** Outline of courses on Vista4

**Part 5:** Who to call someone when you need help

**Part 6:** How to use the University of Florida's library database system via the Internet

**Part 7:** An outline of how an online class works

**Part 8:** Text books for online courses

**Part 9:** Course fee payment and policies

Don't feel overwhelmed by this information and don't feel that you have to read each section when you receive this material. It is provided for your reference and to be your desk reference to using Vista4. If any of this material is unclear to you, please do not hesitate to contact me.

Susan White, MEd

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College of Public Health and Health Professions

Prior to class e-mail: [swhite@phhp.ufl.edu](mailto:swhite@phhp.ufl.edu)

During class, e-mail via Vista4 Mail system

352-273-5367 (Mon-Fri, 8am-5pm)

# PART 1: HOW TO CONFIGURE YOUR COMPUTER FOR WEBCT VISTA4

## Computer Requirements

The computer requirements for taking a Public Health online course are available at:

<http://www.mph.ufl.edu/certificate/computer.htm>. Please check out this site for additional information.

### Computer Requirements

#### HARDWARE

- PC Laptop, Notebook, or Desktop computer
- Sound Card and Speakers

These items may be required for some of the courses:

- CD or DVD Player (some courses)
- Microphone and speaker headset (required by some courses with interactive communications)
- Fax machine or scanner access (for submitting hand written work for some courses, ie. PHC 6050)

#### SOFTWARE

- Microsoft Windows (Vista not recommended at this time)
- Microsoft Office (containing Word, Excel and PowerPoint)
- Acrobat Reader ([free download](#))
- Microsoft Media Player ([download player](#))
- Some courses will require additional software downloads during the course, these downloads may include a "Lock-down Browser", an interactive communication software, etc.
- Java Script (can download from <http://lss.at.ufl.edu>), **NOTE:** Do not use an updated version above what is recommended at the lss site as some functions in Vista4 will not function.
- Student version of SPSS (for PHC 6050)
- Disable pop-up blockers and firewalls

*Recommend: McAfee AntiVirus (free to UF students at [www.software.ufl.edu/mcafee](http://www.software.ufl.edu/mcafee))*

#### SERVICES

- Internet Access
- Browser service via Netscape (N) 4.0 or higher or Internet Explorer (e) 5.0 or higher
- Broadband Strongly Recommended
- E-mail Address
- Gatorlink account
- UF ID number
- It is recommended that you work from a computer where you have permission to perform software and/or browser downloads as needed to complete these courses.

Internet access and e-mail address are requirements. All students in the Public Health Certificate program are required to create and use a Gatorlink e-mail address as soon as possible for all college-related activity. This Gatorlink e-mail address must not be forwarded to another e-mail provider.

**As in any technology, there may occasionally be technical issues that arise, for this reason we highly recommend that you do not work up to important deadlines.** Take the time to understand how to access the areas you need prior to needing them.

**Note to MAC users:** Though it is understandable that users of Mac computers love their Macs some software used in these courses are not supported on Mac systems. Specifically, you may not be able to view the video lectures and you may not be able to take some assessments (exams) with a Mac.

**Note to AOL users:** The nature of AOL is to block pop-ups for its users. While pop-up blockers are good when you don't want the material, pop-ups are an important part of Vista4's operations. You must access your courses from another browser other than AOL.

**Note to dial-up modem users:** The courses delivered via Vista4 require a large bandwidth, such that using a dial-up modem will not allow you to access the streamed video lectures, open PowerPoint slides,

and may not allow you to take exams or quizzes in a timely manner. Please do NOT attempt to take these courses in a dial-up environment.

## Vista4 Configurations

Configuring a computer may sound like something that you need to call a computer technician in to do, but the directions below will walk you through the process step-by-step with pictures of the screens for reference. All online courses are delivered via an Internet program, E-Learning Vista4. You will log onto your classes from the Academic Technology website at <http://lss.at.ufl.edu>. Below is a screen-shot of this website. This is the site that you will always log in on, so you should bookmark it as one of your “Favorites” on your computer. **First** you must look at the message (at the **red** arrow), if the message reads like this sample, you have the appropriate version of Java on your computer, if there is a statement

The screenshot shows the e-Learning Support Services website in a Microsoft Internet Explorer browser window. The address bar shows <http://lss.at.ufl.edu/>. The website header includes the Academic Technology logo and the University of Florida logo. The main content area is titled "E-Learning Launch" and contains a welcome message, a "New to our website?" section, and a "Java Checker" section. The "Java Checker" section displays "Current System Load" with a "Very Low" status and "System Time" as 09:27 AM EDT (12 hour). A message indicates that the current Java version (1.5.0\_10) is not supported, and a blue link is provided to download a newer version. On the left side, there is a "Self Help" section with links for "Browser Tune-up", "Tips and Tutorials", and "Streaming Media". An orange arrow points to the "Browser Tune-up" link, and a purple arrow points to the "Tips and Tutorials" link. A red arrow points to the "Do you have the right Java Script?" message, and a blue arrow points to the "Get Java!" link. A status bar at the bottom shows "Applet JavaVersionApp started" and "Trusted sites".

Browser tune-up

Tutorials & help

Do you have the right Java Script?

Get Java!

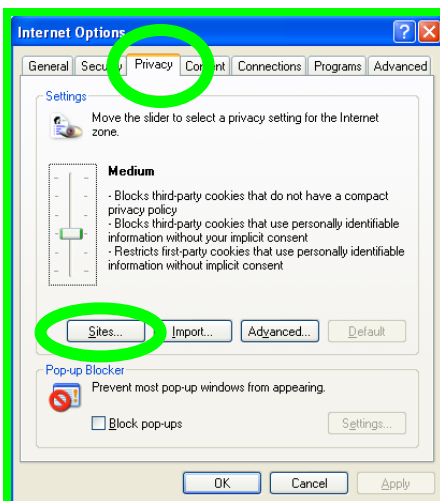
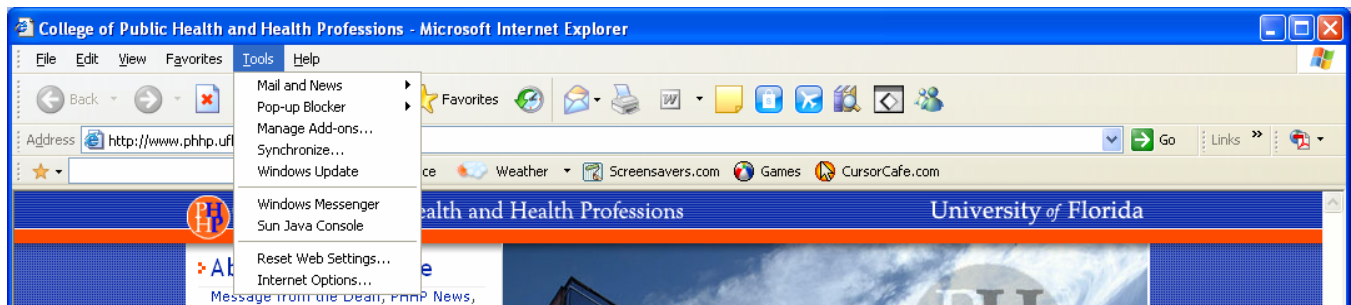
saying that it is an “unsupported version”, you must click on the **blue** link below that message (the Java website) and download a free version of Java Script, Version 1.5 or higher, from Sun Microsystems, Inc.

**Second** you must click on the “Browser Tune-up” link on the left side of the screen (at **orange** arrow) under “Self-Help.” Follow the directions on the page, then close that page out.

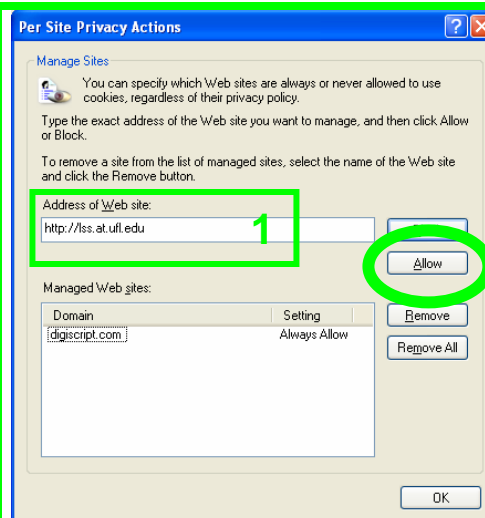
## Additional Set ups for working in Vista4 for Public Health Courses

There are a few extra steps that must be taken to get your computer ready for Vista4.

- 1- First, open a browser page (just open your Internet homepage).
- 2- From this page click on “Tools” at the top of the page (see below).
- 3- From the pull-down menu, click on “Internet Options.”



4-From this new menu, click on the “Privacy” tab.  
5-Next click on the “Sites” Button.



6-Type [www.digiscript.com](http://www.digiscript.com) in the “Address of Web site” box **(1)**, and click on the “Allow” button.  
7-Type <http://lss.at.ufl.edu> in the same area and click on the “Allow” button. You now see both listings in your “Managed Web sites” box.  
8-Click OK, click OK on next screen.

In addition, Windows Media Player must be installed on your computer, or the video lecture files will not open. Click here (or copy into a URL address) for a free download at:

<http://www.microsoft.com/windows/windowsmedia/mp10/default.aspx#download>

These steps should create an efficient work environment within Vista4. You still may find when you log onto Vista4 or when you go to open a file in Vista4 that a “Pop-Up Blocker” will prevent the file from opening. Usually a server will post a message in a yellow band just below the URL address area stating that it is blocking a download, and/or your computer may beep as it tries to draw your attention to this blocked material. If you click on the message and click on “Allow download” it should fix this problem. If you run into any problems, call 352-392-HELP. Note: It may pop you out of the course, just click on the course again and try to open the file you were trying to download.

## PART 2: LOGGING ONTO WEBCT VISTA4

### Logging onto WebCT Vista4

The Academic Technology website ([www.lss.at.ufl.edu](http://www.lss.at.ufl.edu)) is the also the site where you will log onto Vista4 and access your courses. This site also has news (1), tips (2), self-help (3), and Vista4 status information (4). On this site you will select “E-Learning System” (the yellow arrow) and Gatorlink (the green arrow). Then click on “Continue” to log in.

The screenshot shows the Academic Technology website with several annotations:

- E-Learning**: A yellow arrow points to the "E-Learning" link in the "Services" menu.
- Gatorlink**: A green arrow points to the "Gatorlink" radio button under "How will you be logging in?".
- 3**: A purple number 3 points to the "Self Help" section, which includes links for "Browser Tune-up", "Tips and Tutorials", and "Streaming Media".
- 1**: A purple number 1 points to the "New to our website?" section, which contains information about the e-Learning Support Services (LSS) and links to various services.
- 4**: A purple number 4 points to the "System Time" section, which displays the current system time and provides instructions for updating Java.
- 2**: A purple number 2 points to the "Tips for using WebCT Vista" section, which includes a "Student Tips" box with a "Logging into Vista For the First Time" tip.

The website layout includes a left sidebar with navigation links (Home, E-Learning Systems Entry, Why has this changed and what does it mean?, Which system?, How will you be logging in?, Services, Self Help, Popular Links, LSS Staff) and a main content area with sections for E-Learning Launch, New to our website?, E-Learning System Info, Java Checker, Current System Load, System Time, LSS News, E-Learning BootCamp, and Tips for using WebCT Vista.



A Gatorlink sign-in page will open. On this site you will enter your UF Gatorlink name (the yellow arrow) and your Gatorlink password (the green arrow). Then click on “Logon”.

https://webauthn.osg.ufl.edu/?cosign-ss.at.ufl.edu=VEDmW4lBEvNjORklcJ-8yT4r9KEAwLo7XCvK9Fw2o73 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://webauthn.osg.ufl.edu/?cosign-ss.at.ufl.edu=VEDmW4lBEvNjORklcJ-8yT4r9KEAwLo7XCvK9Fw2o73Y2v11RomuGVCvg+tZKdDpG+cIIWprM1tCd+vbNEN+MZ3m13uW6GNRO55gcufc+HxmthLcTndPX83W4 Go Links

**UF GatorLink** University of Florida

### GatorLink login

[What is GatorLink?](#)

Enter your GatorLink username and password.

Username

Password

© University of Florida, Gainesville, FL 32611  
For assistance, contact the [UF Computing Help Desk](#) at (352) 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)  
This page was last updated 2007 August 15.

**UF** UNIVERSITY of FLORIDA



## Getting onto your course site in WebCT Vista4

After you log into Vista4, you will see a screen similar to the one below, but with a much shorter list of courses. This is the page where you will enter your specific course.

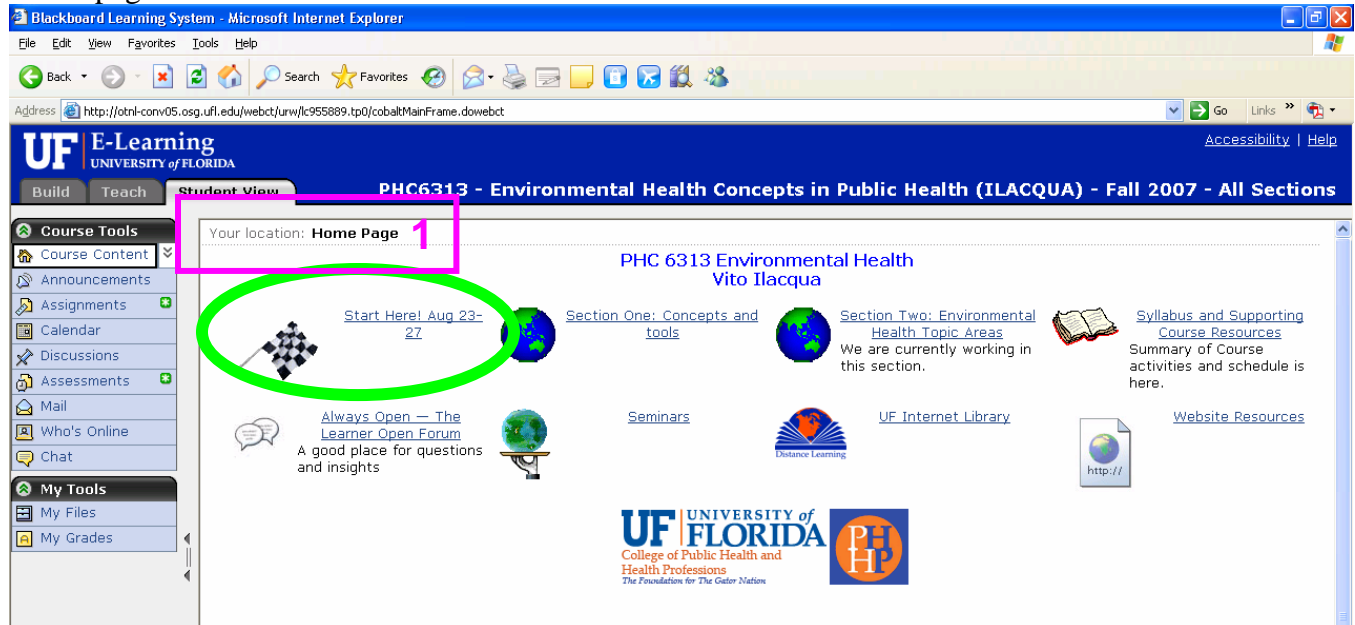
At this site you will select which class you wish to work in by clicking on the course name in blue (see **green** oval) in the “Course List” section.

From this page you can also see how many are online for your courses (see **yellow** oval). This is valuable information when you would like to post some questions or comments on the discussion boards and get a response. For this reason it is very important that you “Log out” (see **blue** oval) of Vista4 when you leave the program. Without logging out, you will appear to be on-line when you are not. There are also links for help (**pink** arrow). You can also find help at <http://helpdesk.circa.ufl.edu/> or by calling 352-392-HELP.

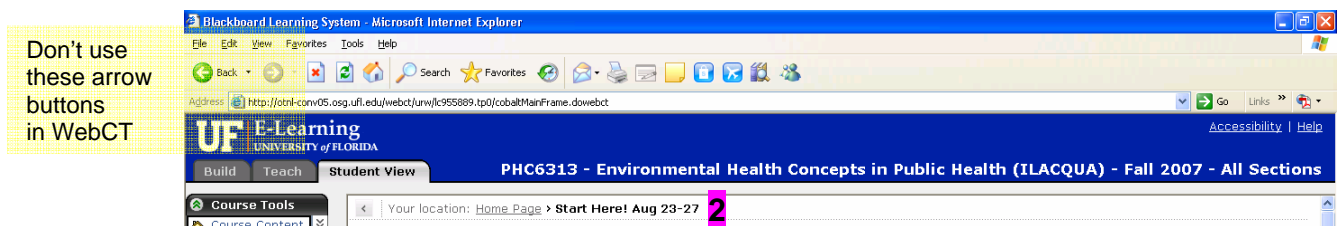
## PART 3: A COMPREHENSIVE OVERVIEW OF THE VISTA4 ENVIRONMENT

### Navigating through your Vista4 course

After you have entered one of your classes within Vista4, you will see a home page screen similar to the one below from one of our online courses, PHC 6313. This is what you can expect your class “homepage” will look like:

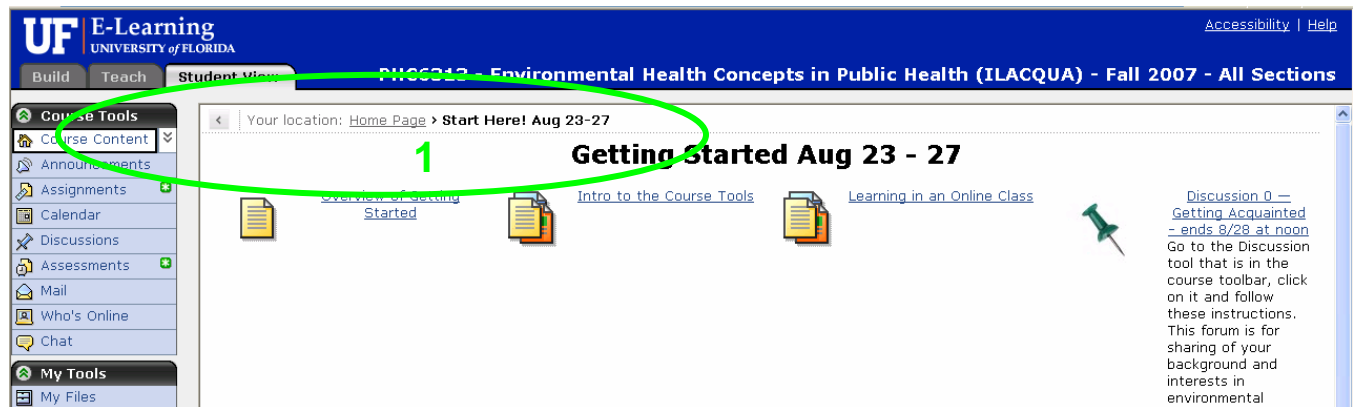


On this page you see that you are to start at the “Checkered flag” icon. This section contains valuable information on how to use the WebCT Vista4 program for online course taking. It also contains a mandatory discussion and practice quiz assignment that will help you to become more familiar with Vista4. One very important difference with Vista4 than with most Internet sites is the lack of the use of your “Back” and “Forward” functions for navigating between pages on the Internet.

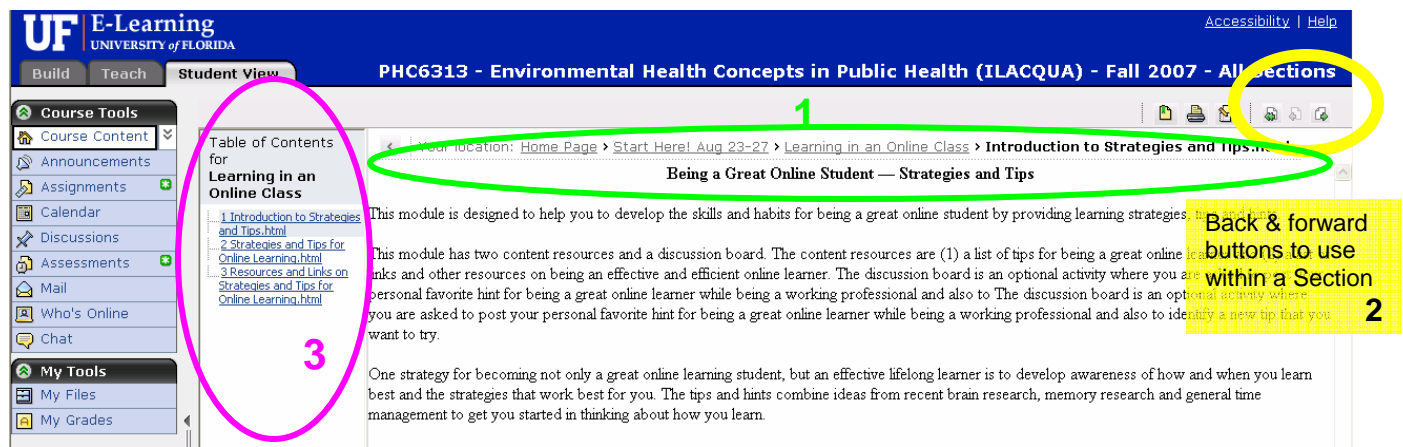


Instead, you will need to click on the area that you want to go to either on the main page area, via one of the tools listed in the left column or on a link in a “bread crumb” trail (2) that will be listed on the bar above the main page that lists the steps into a section that you have taken.

For instance, if from the course home page (on the previous page), I were to click on the “Start here” link (the checkered flag), the site would now look like the image below. Note how the “bread crumbs” (1) now say “Home Page > Start Here! Aug 23-27”. When you click on any of the underlined words in this area, you will be directed to that page.



If I continue with this example and click on “Learning in an Online Class” link, the page will now look like this:

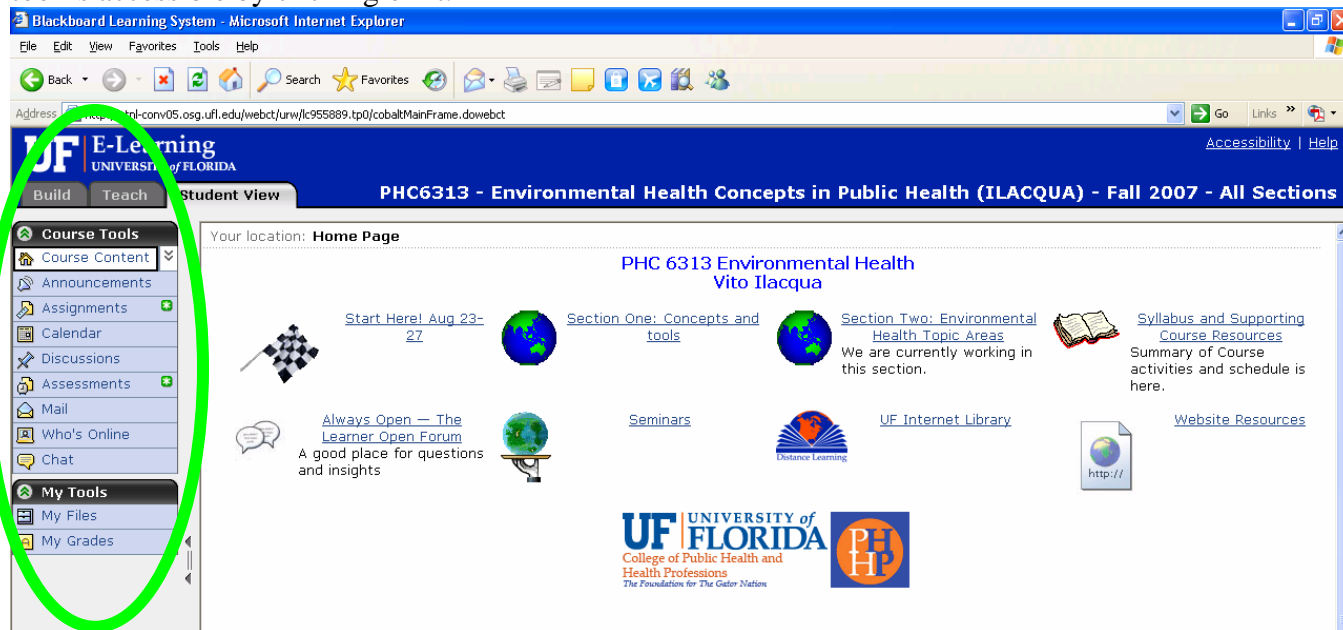


Note how the (1) “bread crumbs” have grown to include that I am now in the “Introduction...” section, that is in the “Learning in a...” section, that is in the “Start Here!...” section, which is on the “Home Page.” To go back, you cannot click on the traditional Back button on the browser in Vista4, you must click directly on an item to open it or use the “bread crumb” links to go that page. On pages within sections, Vista4 also has its own version of (2) “back” buttons. These buttons will allow you to navigate within the section that you are in, like turning pages in a book. Note that the icon will send you to the first listing in the Module as they are listed in the (3) “Table of Contents”. The icon will send you back up the Table of Contents listing by one unit. And the icon will send you down the listing by one unit at a time.

When you first log onto to Vista4, take some time to familiarize yourself with its different features. Make sure you go through the program and understand where everything is. The icons on the Home Page that are labeled “Section #: Name” are the sections with all the course material. You must start with Section 1. Each section will contain 1 or more learning modules. You must complete all the

reading, lectures, discussions, assignments, and assessments for that module before proceeding on to the next module, continuing until you complete Section 1. Then proceed to Section 2, and so forth throughout the entire course until you complete the last section. You may work ahead of the course schedule, but exams and other time-based items must still function during their scheduled time.

The “Tool bar” (green oval) contains many tools that you will need to complete your coursework. Each tool is accessible by clicking on it.



You can see the “Announcements”, “Assignments”, “Calendar”, “Discussions,” “Assessments,” “Mail” (this is a Vista4 e-mail system), “Who’s Online”, and “Chat” tools. Note that the “Assignments,” “Assessments,” and “Discussions” tools have a large green asterisk \* to the right of the tool name. This asterisk indicates that there is a new posting on that tool that you should complete, that there is a new announcement, or that you have a new e-mail message, depending on where the asterisk is posted. There is also a “My Tools” area where you can check on your posted grades under “My Grades” and “My Files” where you can file and retrieve files within Vista4.

## Directions on completing Vista4 tasks and tool overview

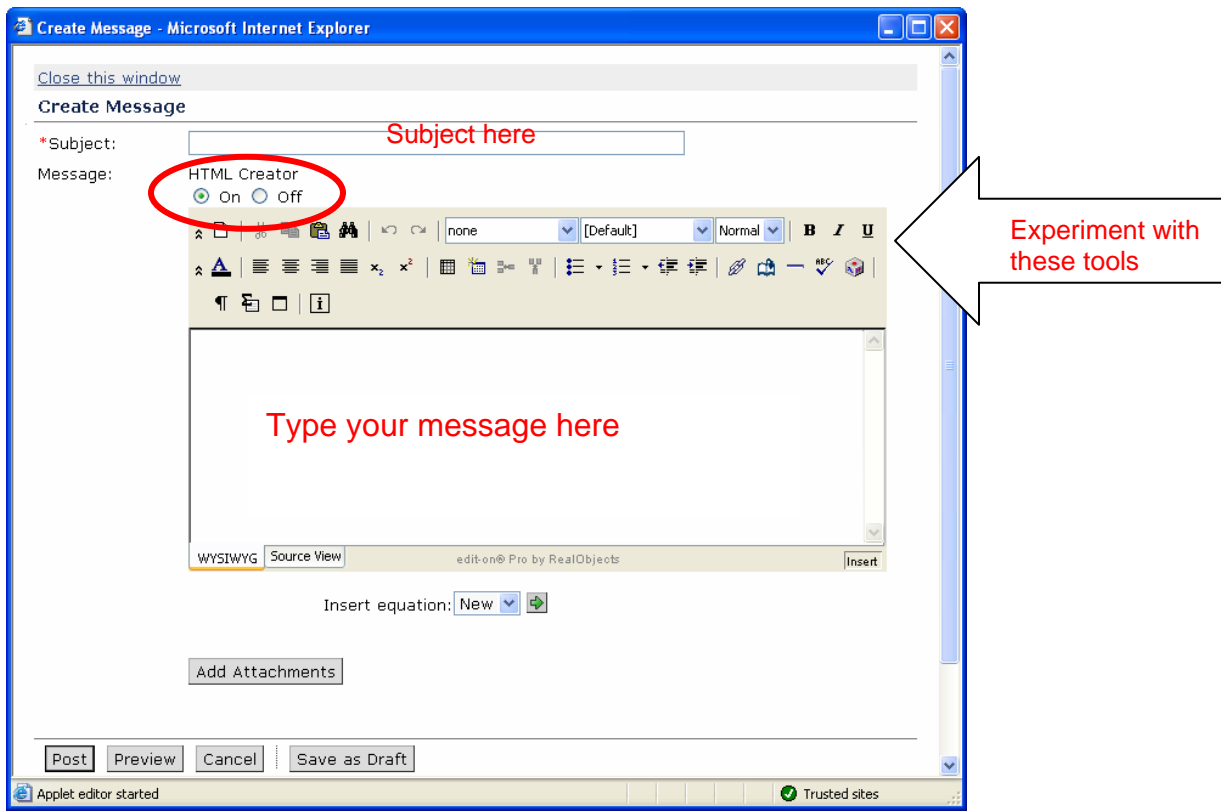
### Discussion Board postings:

All assignments for Discussion postings will be listed within the Module that they are assigned. You may also reach the discussion site several ways:

- 1- At the Discussion link within the Module to which it is assigned
- 2- At the “Discussion” tool you may select the discussion in which you wish to participate
- 3- In the “Calendar” discussion assignments are listed during their active periods with links directly to the discussion boards

Within the “Discussion” tool you can participate in a discussion simply by clicking on the “Create Message” button. The discussion site will open, here you type a subject name for your discussion posting, then click on the large white space and type the message you wish to post. You may also attach files for others to open in the discussion area, you must do this in the “HTML” mode.. Please limit these attachments to .html, Word (.doc), text (.txt), or Excel (.xls) files. You can “Post” your discussion at this point, “Preview” it, “Save as Draft” to complete later, or “Delete” it. If you are the first to post on a discussion, you will not see other postings, but if others have posted, you can read their postings and comment on their postings, or post additional postings.

Different courses give different weight to the grading of a discussion posting. Some are for course conversation and some are for actual assignment grades. Be sure to post discussions within the time allotted to insure that you receive a grade for your posting. Also, be sure to post a comment or answer the topic description of that particular discussion board. Some courses will also require Discussion postings within specific time frames, please keep a record of these dates.

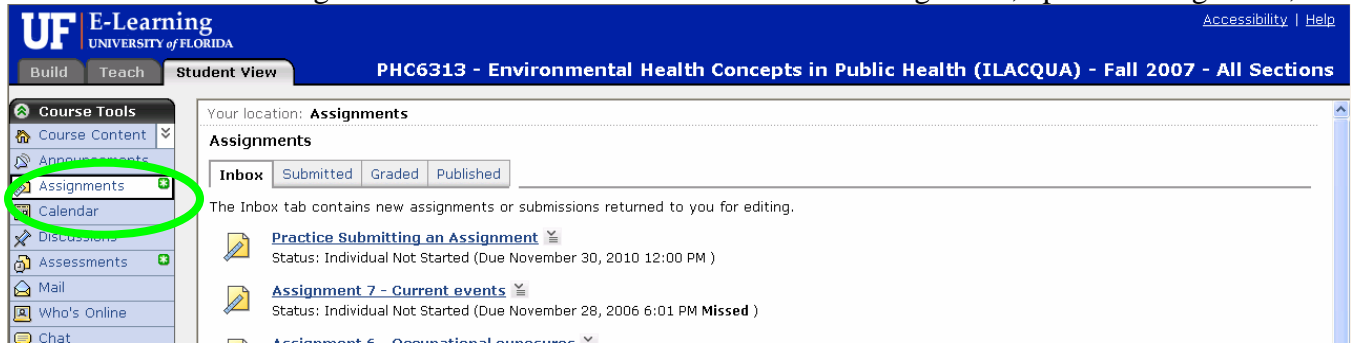


## Assignments:

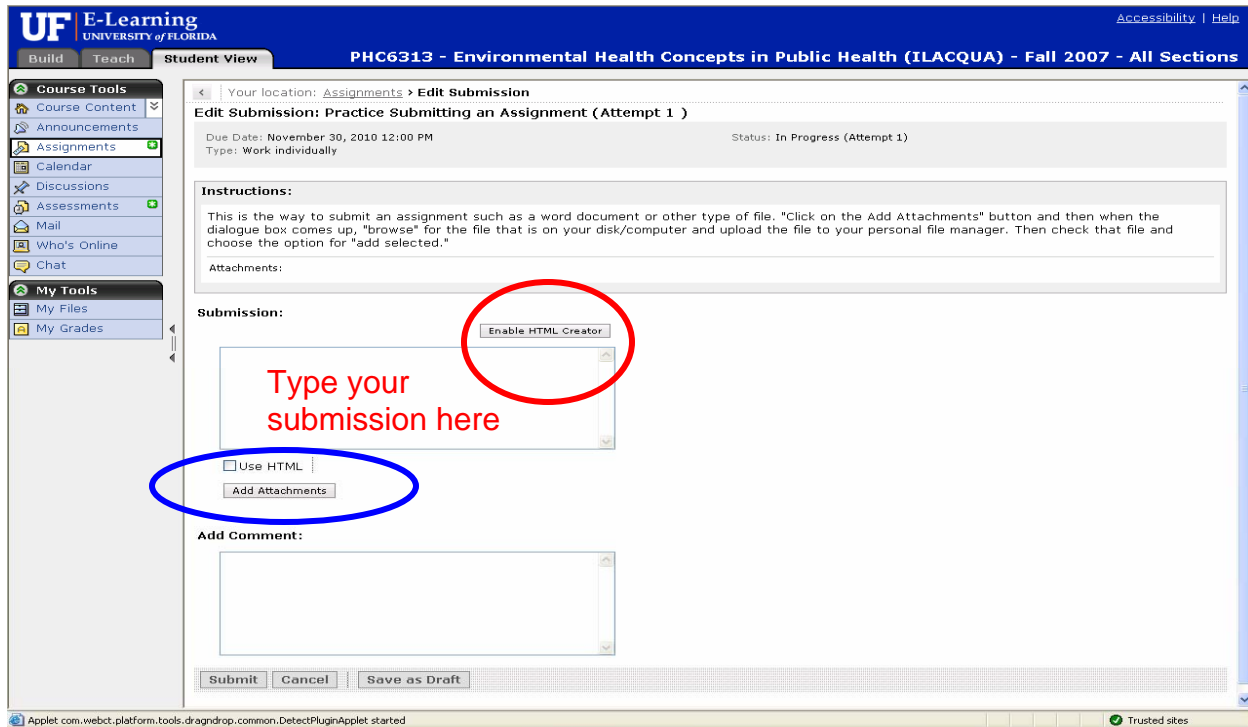
Assignments, like Discussions can be accessed several ways:

- 1- Within the Module it is assigned
- 2- Within the “Assignments” tool
- 3- On the “Calendar” tool during its assigned time

When you open the “Assignments” tool you will see a page like the one below, where you can choose which assignment you wish to work on. You can also check on your submissions, any graded assignments and any published assignments. Submitted assignments will disappear from this site when they are submitted. As long as you have assignments that still have due dates, there will be a green \* asterisk next to the Assignments link on the tool bar. To submit an assignment, open the assignment,



click on “Enable HTML Creator” and compose your assignment within the large white box. OR, type your assignment up in another program and click on “Add Attachments” to attach it to your assignment submission. Be sure to add a comment so that the instructor will note the attachment. NOTE: Read the instructor’s directions for submissions, some may want a specific attachment type, some may want direct composition on Vista4. You can always compose in Word, Notepad or WordPad and copy and paste your submission into the box. The style of composition is up to you and your instructor. Read directions carefully for each assignment as they may change within a course from one assignment to another.



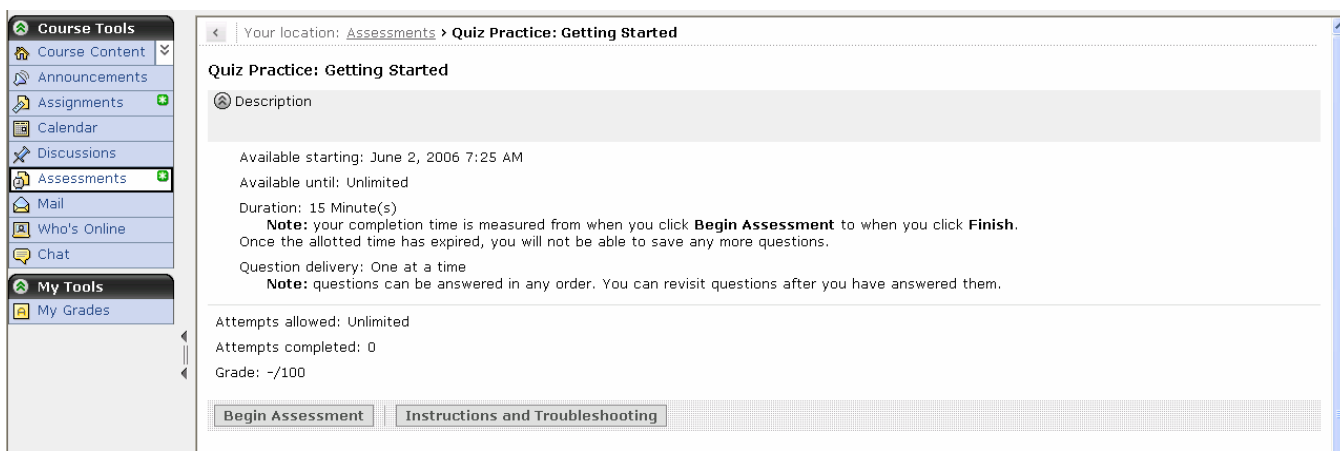


**Assessments:** (Note: Tests, quizzes and exams in Vista4 are referred to as “Assessments.”)

Assessments can only be accessed when they are available to be taken (see the syllabus for an overview of when your quizzes and exams are assigned). They can be accessed three ways: via the learning module they are assigned to; via the “Assessments” tool icon on the toolbar; and via the “Calendar” listing for the assessment. The only assessment available at the start of the class is “Quiz 0.” Links and listings of assessments within the module or the calendar will only be available during the days that the assessment is available.

All quizzes and tests will have a window of time in which you can take them. They will be available to take for 1-3 days (depending on the instructor) within a specific time. After the deadline, quizzes and tests will not be available to be opened or taken. **When you enter an exam, you cannot leave it and come back later, all exams must be completed upon entering them and each exam has a time limit to take the exam** (between 15 minutes to 2 hours), depending on the complexity of the exam. Make sure you check for the assessment schedule in the syllabus and make notes of important dates. The exams may not be visible on the module nor the calendar until they are available to be taken. Since you will not have a teacher in a classroom reminding you of when a test is upcoming, **you must keep yourself aware of these test dates.**

Some assessments may require a “Lock-Down Browser” to take the test. Instructions will be provided within the course on how to perform this simple task. Also, some tests may require that you fax or scan written submissions for handwritten portions of exams.

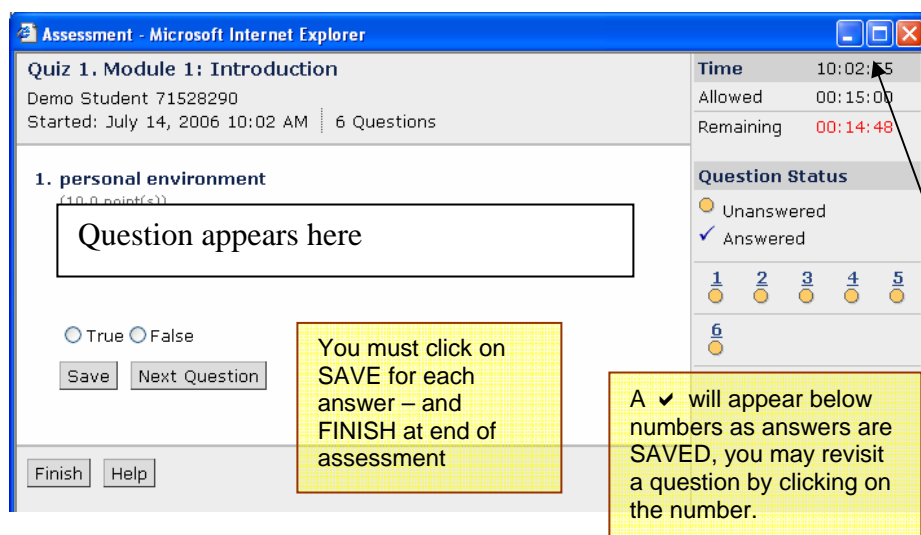
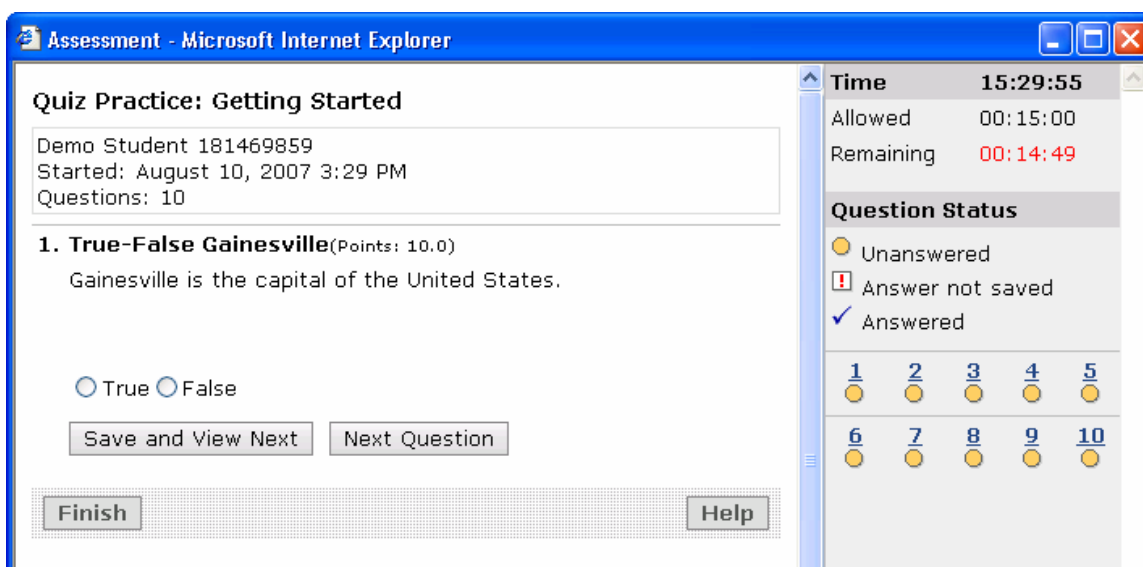


When you enter a quiz or test, this is the window that will open. It will list the name of the assessment at the top, then the starting and ending dates and times for the test, how long you have to take the test (the time does not start until you click on “Begin Assessment”), the mode of question delivery, how many attempts you may have on the exam, how often you have taken the exam, and how many points are available for the assessment. If you need further instructions on test taking or are having problems, click on the “Instructions and Troubleshooting” button. If you have any trouble during an exam you must call 352-392-HELP immediately to make record of the trouble. This call will create a time-stamp of your call and will aid you in getting on with the exam in a timely manner.

After you click the “Begin Assessment” button you will see the questions and answers appear for your selection, or a question and an area to type in an essay response. All forms of questions may be asked within a Vista4 course: True/False, multiple choice, fill-in-the-blank, matching, essay, etc., just like a paper test.



Here is a typical question screen within a quiz. You can see that the name of the quiz appears at the top left along with your name, the date you started, and how many questions there are in this assessment.



In the right column is listed the time you entered the assessment, how much time is allowed, how much time you have remaining, how many questions you have answered (checks will appear below each number after you have SAVED your answer. Some exams will allow you to revisit questions, so you can skip a question and come back to it. On this quiz you would select “True” or “False” by clicking on the buttons by them, then click on

SAVE, then “Next Question”. When you are done with your assessment, click on the “Finish” button.

Most assessments in Vista4 are to be completed in a Lock-Down Browser. You should download this browser, per the instructions in the course, and test it out prior to taking your first exam in the course. If you have any problems with the assessment while in a Lock-Down Browser, call the UF Help Desk at 352-392-HELP immediately. Please try to take all your assessments as early as possible, most technical problems occur when you are in a hurry trying to take the assessment at the last minutes of availability.

There are several things you need to keep in mind while taking exams on Vista4:

- 1- Students taking online courses are expected to complete their exams on their own and are under the same UF Honor Code as on-campus students. Evidence of cheating in an online class will result in the same penalties as cheating on-campus. It is expected that all assessments will be the sole work of the student without assistance or outside resources. Submissions may be submitted to a plagiarism-checking software for validation.

For a copy of the UF Honor Code, check out the website at:

<http://www.registrar.ufl.edu/catalog/policies/students.html>.

- 2- It is the student's responsibility to be aware of when tests are active and to complete them within the allocated time frame.

- 3- Exams should not be closed before they are completed. Assessments must be completed while in an assessment. You cannot leave the exam and come back later to complete it. Assessments must be completed within the time allotted for the assessment. Exams not

Time	10:23:43
Allowed	00:15:00
Remaining	00:00:00 <i>Time Expired</i>

completed within this time will display a "Time Expired" notice and Vista4 will not allow additional answers to be submitted after the time has expired.

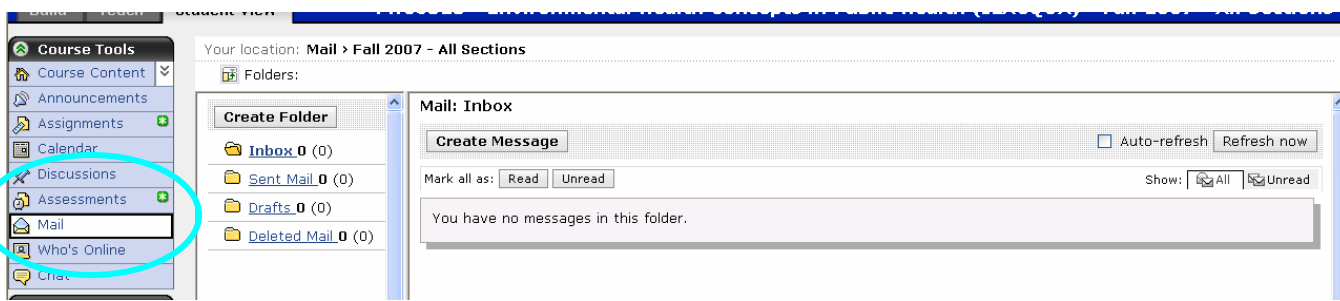
Please watch the time clock in the upper right corner for your allowed and remaining time for your

assessment. If you are someone who needs additional time to complete exams, you must discuss your special needs with the faculty member prior to test delivery times so that accommodations can be made for you.

- 4- Make sure you SAVE each answer after you make your answer selection. Unsaved answers will NOT be submitted into the Vista4 grading system.

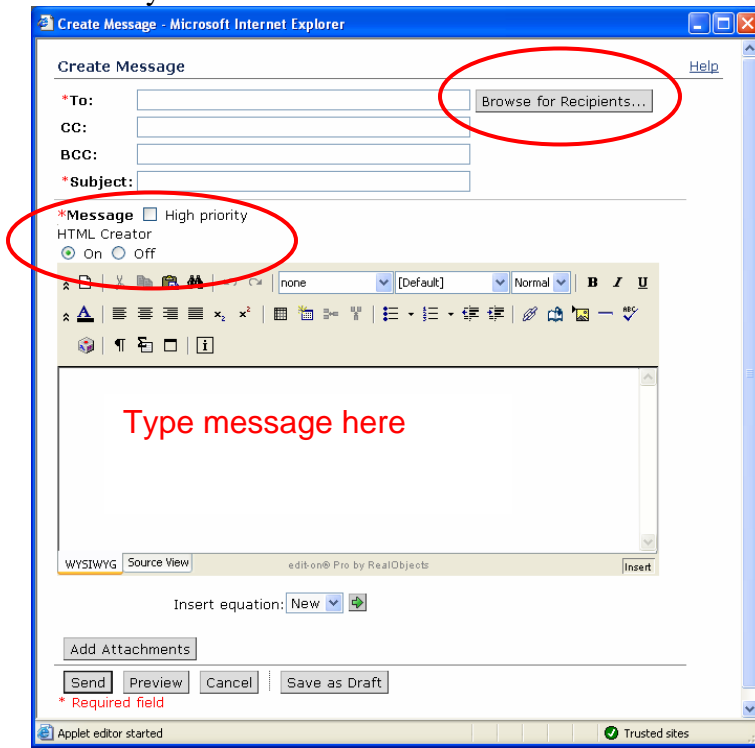
## Mail:

WebCT Vista4 has a dedicated e-mail system within each course. You will find "Mail" under "Course Tools." E-mails to and from students and faculty should be conducted within this e-mail system. Your Vista4 e-mail cannot be forwarded to a separate e-mail account. It is important to check your e-mail within Vista4 on a regular basis. A green asterisk \* will appear on the "MAIL" tool icon to indicate that you have new mail.



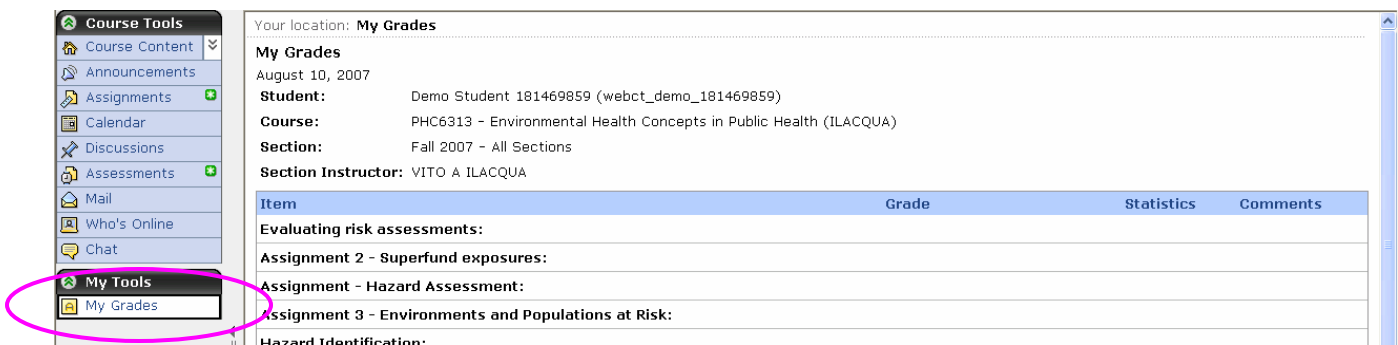
You can post e-mails to students within your course, to the TA (Teaching Assistant), or to the Instructor. The system will keep a record of your e-mails and allow you to create folders and search messages.

As you can see the MAIL system in Vista4 looks fairly similar to any other e-mail system. You will not need to remember e-mail address to send mail, you can “Browse for Recipients” and select as many or as few recipients from the course that you wish to send the message to. On the screen (on the next page) you will see the “Browse..” button, typical “To”, “CC:”, “Subject” buttons. It will allow you to select a “High priority” setting for those messages that are urgent. Again, you may select the “HTML Creator” “ON” option and compose your message in the white box. You may even add attachments as in most e-mail systems. All messages will be saved in your “Sent” folder. .



## My Grades:

Faculty will post grades on Vista4 in the grade book. You may access your section of the grade book via the “My Grades” button on the Tool Bar. Your name, course, section, and available grades will be listed in this area. When grades will be available is a decision each faculty will decide within their individual courses. If you have a question about a grade, please e-mail the instructor or TA for the course.



## Calendar:

Below is a typical “month-view” on the Vista4 calendar. You have the option to allow all courses and your own personal calendar listings to be within one view of the calendar or be more selective about what is displayed on the calendar. Simply select the calendar “View” pull-down arrow (1) and select what you want to have displayed on your calendar, then click on the green arrow. Different courses and personal entries will have different bullets by them indicating to which entry it belongs. The calendar below only lists items for one course. Calendar entries that are underlined are active hotlinks to the listed (2) (ie. the Sept. 27 item below will take you directly to the Assignment if you click on it.) You may enter your own personal calendar entries at the “Add Entry” (3) button. These entries will only be visible by you and other students and the faculty will not see them.

The screenshot shows the Vista4 calendar interface. On the left is a sidebar with 'Course Tools' (Course Content, Announcements, Assignments, Calendar, Discussions, Assessments, Mail, Who's Online, Chat) and 'My Tools' (My Grades). The main area displays the calendar for September 2007. At the top, there's a 'Calendar' section with an 'Add Entry' button (3), 'Create Printable View', and 'Calendar Settings'. Below this is a 'View' dropdown menu (1) set to 'This course + Personal'. The calendar grid shows dates from 1 to 31. A callout (2) points to the entry 'Assignment 1 due' on September 27. A callout (4) points to the month/year pull-down (September 2007), and a callout (5) points to the green arrow button next to it. The text 'Entries in italic are private entries.' is at the bottom.

You can change the month you are viewing by clicking on the month pull-down button (4), select the month you want to see, then click on the green arrow (5).

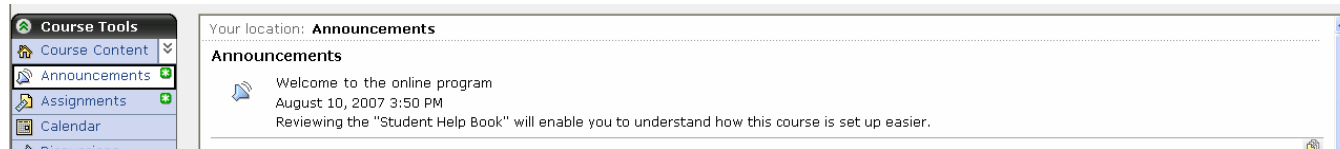
## Who's Online:

From your main Vista4 page (after signing in and before entering a course) you will see a listing on the right column labeled “Who’s Online.” This will let you know how many people are logged into one of your courses, but it will not tell you specifically who is online.

While in a course, one of the tools available to you is the “Who’s Online” tool. When you select this tool, Vista4 will display a list of the names of the people within the course that are actively online. It is important that you “Log out” of Vista4 before closing your Browser so that this menu is accurate. This list of who is online will enable you to send e-mails to someone with the knowledge that they are available at the time that you are also online. From this menu you can simply click on a name and a “Send Mail” option will open. If you wish to send someone a mail message you follow directions for “Mail” above. This is an internal e-mail system that functions much like any other e-mail system.

## Announcements:

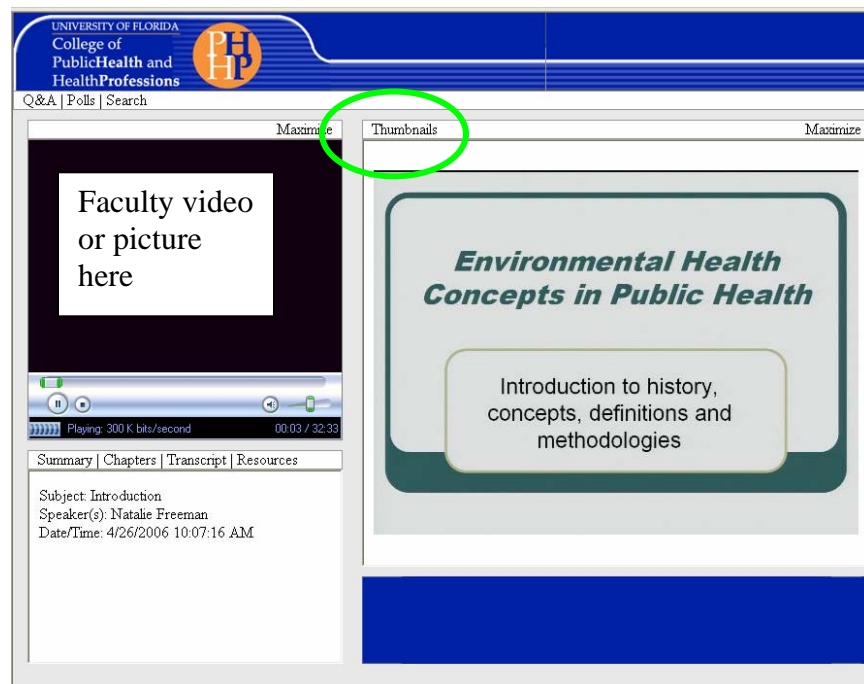
The “Announcement” tool is a record of all of the announcements that a faculty member has sent out during the course. Most new announcements will open a pop-up window the first time you enter Vista4 after such an announcement has been posted. It is important that you “Log out” of Vista4 to activate this feature when you return to Vista4. When there is a new announcement there will be a small green asterisk \* next to the “Announcement” tool. Different faculty members may use this tool more often than others.



## Video Lectures

Within the Public Health online coursework on Vista4 you will find that the lectures are delivered in a video-over-PowerPoint format. This means that you will be able to view all the classroom lectures of This will be explained within the courses where it applies. All lecture videos will open within the Vista4 window and are not accessible outside the Vista4 environment. These lectures are some of the latest technology from Digiscript and allow you to view the faculty member as they lecture with their PowerPoints displayed.

Within each Module you will find a listing of the lectures assigned for that Module. Within each section of the course all video lecture links will appear within the Modules. The Lecture names will correlate with the same number as the Module numbers. There may be one to five parts to each lecture series for each module. Some courses may have access to modules or lectures tied to a date for release or a completed exam or assignment before you may be able to access these elements. The video lecture site will allow you to enlarge the PowerPoint that is displayed by clicking on it. This image will not advance as the lecture advances, you will have to close it out to see the next PowerPoint slide. You can also see “Thumbnails” of the PowerPoint slides.



## PowerPoints

Within each learning Module you will also see a printable PowerPoint presentation listed below each of the lecture listings. These PowerPoints are a duplication of the PowerPoints presented within the lecture video. You may print these PowerPoints and take notes on them while viewing the lectures to create your own study materials. To print these PowerPoints, simply right click on the first slide, select print and a print menu will open. To save paper, you may wish to print them as “Handouts,” using the 3- or 6-per page option. (see Part 7).

## PART 4: OUTLINE OF COURSES ON VISTA4

The public health certificate courses taught on Vista4 will all be different. They will have different faculty members teaching them, subject matter, material, and content. But, there will be a very similar structure to how the courses are laid out for each course. This will make it easier for you to find your way around Vista4 and provide program structure.

All sign-in pages will be the same and all course home pages will be similar, though not identical. Below is the home page for PHC 6001:

The screenshot shows the PHC 6001 course home page. The header includes the University of Florida E-Learning logo and the course title "PHC6001 - Principles of Epidemiology (Asal) - Summer AC 2007 - All Sections". The left sidebar contains "Course Tools" (Course Content, Assignments, Calendar, Discussions, Mail, Chat, Who's Online, Announcements, Assessments) and "My Tools" (My Grades). The main content area, titled "Your location: Home Page", features the course title and professor "Nabih R. Asal, PhD". It includes several links with icons: "Exam Information" (book icon), "Section One Introduction to Epidemiology" (microscope icon), "Section Two - Outbreak Investigation and Standardization" (microscope icon), "Section Three - Methodology" (microscope icon), "Syllabus, Course Info and Resources" (book icon), "Always Open - The Learner Open Forum" (speech bubble icon), "Internet and UF Library Resources" (globe icon), "Start Here! Intro to Online Learning and to WebCT" (checkered flag icon), "Help Information" (HELP icon), and "Student Helpbook Sum07.pdf" (document icon). The footer displays the University of Florida College of Public Health and Health Professions logo.

And this is the home page for PHC 6313:

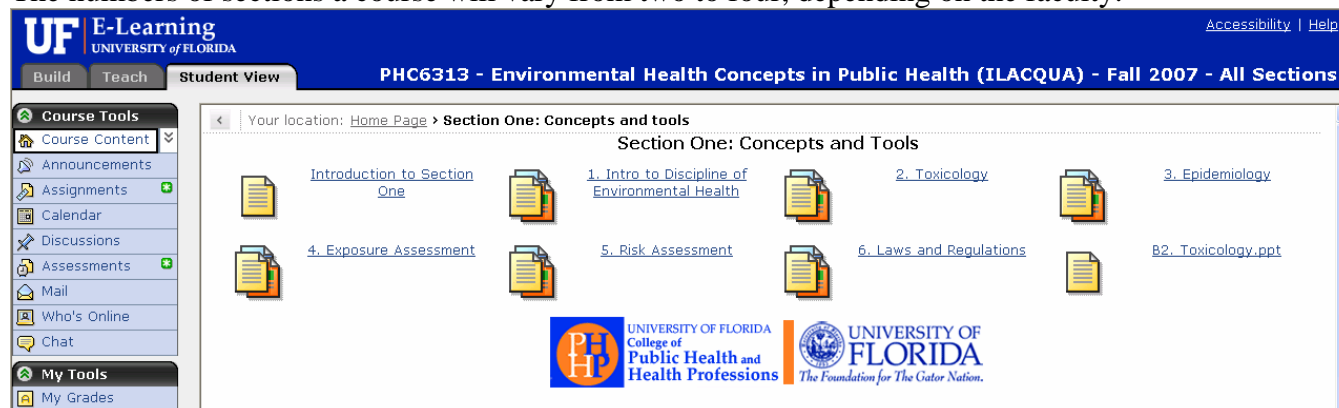
The screenshot shows the PHC 6313 course home page. The header includes the University of Florida E-Learning logo and the course title "PHC6313 - Environmental Health Concepts in Public Health (ILACQUA) - Fall 2007 - All Sections". The left sidebar contains "Course Tools" (Course Content, Announcements, Assignments, Calendar, Discussions, Mail, Chat, Who's Online, Assessments) and "My Tools" (My Grades). The main content area, titled "Your location: Home Page", features the course title and instructor "Vito Ilacqua". It includes several links with icons: "Start Here! Aug 23-27" (checkered flag icon), "Section One: Concepts and tools" (globe icon), "Section Two: Environmental Health Topic Areas" (globe icon), "Syllabus and Supporting Course Resources" (book icon), "Always Open - The Learner Open Forum" (speech bubble icon), "Seminars" (globe icon), "UF Internet Library" (globe icon), and "Website Resources" (document icon). The footer displays the University of Florida College of Public Health and Health Professions logo.

As you can see they look very similar while having some distinct differences. Each course will have a "Start Here" section denoted with a checkered flag. This section will provide valuable information on how to use Vista4 and will have some early learning tasks to prepare you for the course work within the Internet environment. Within this section is a Discussion Board for you to introduce yourself to the other students and the instructor. This will provide everyone with a sense of community within the

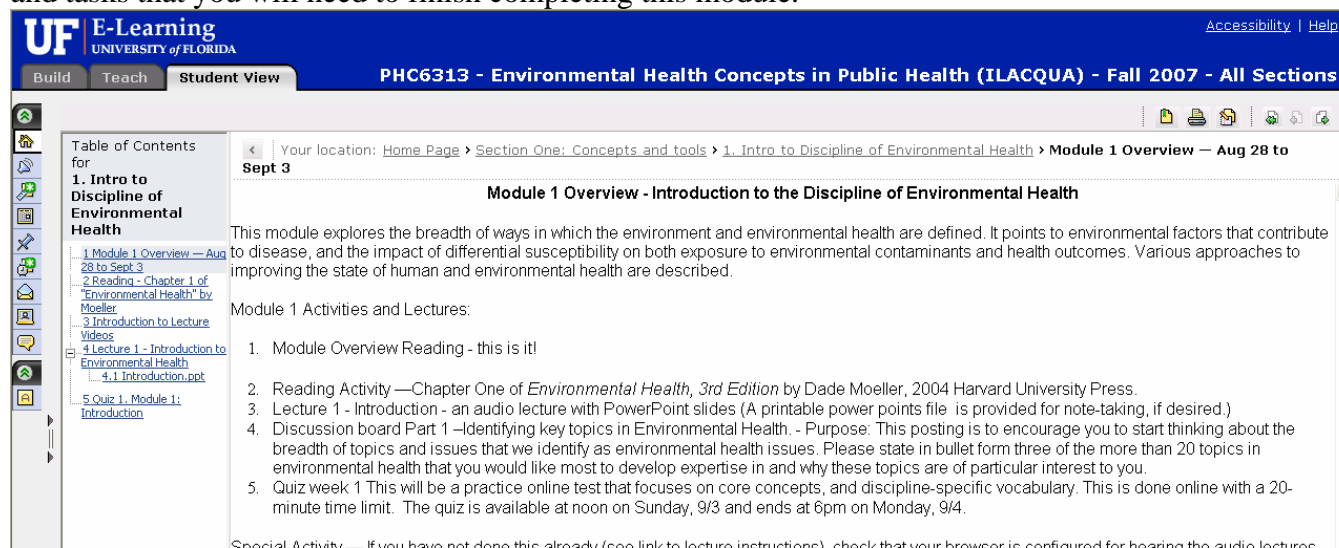


online environment. You may post as little or as much as you would like about yourself in this Discussion posting. There is also a pre-test which requires no course knowledge to take, but is only provided as a practice test to familiarize you with the assessment environment in Vista4. Also on the home page is a “Syllabus and Supporting Course Resources” section. This section will have the syllabus for the course and any other supplemental materials that the faculty would like to provide you for the course. There is also a “UF Internet Library” link to provide you with a connection to the university’s Internet library system. You will need your Gatorlink name and password to enter into the “library.” Instructions are provided in this document in Part 6.

The most important parts of the home page are the course material sections (denoted with Section number and Name). These sections should be opened (by clicking on them) and completed in order. The numbers of sections a course will vary from two to four, depending on the faculty.



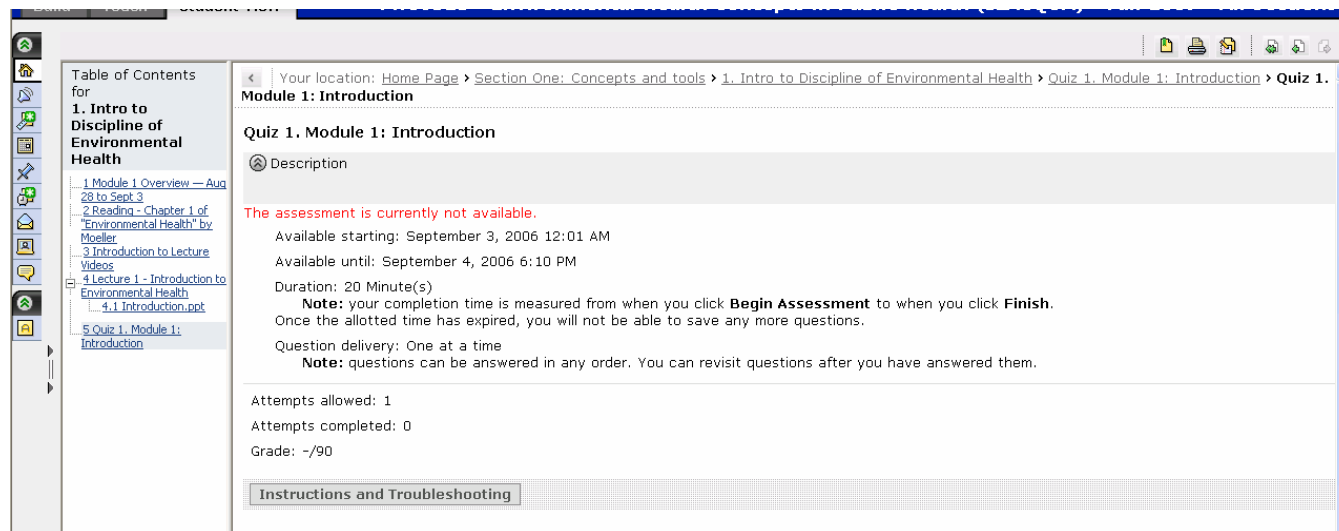
Below we have opened “Section One: Concepts and Tools.” As you can see there are six modules in this section (the number of modules within a section will also vary depending on the topics). You should also complete these learning modules in order. Open the module by clicking on it, below we have opened “Module 1: The Role of Statistics.” As you can see, the module contains all the elements and tasks that you will need to finish completing this module.



The center screen will provide an overview of the module with an outline of the tasks you must complete. The left column lists all these tasks that you will need to do. You can click on each element and it will launch the information or tool necessary to complete the task. Assessments will be listed here also, but you will not be able to take them until they are available. Check the syllabus and calendar for important dates.



Below we have opened “Quiz 1”. As you can see, it states that “The assessment is currently not available.” But, you do have an opportunity to see the dates the quiz is open, the duration of the quiz, and can view the “Instructions and Troubleshooting” section to make sure you are comfortable with taking this assessment. You will notice that there is no “Start assessment” button. This button will appear as the assessment is available. In this example, Quiz 1 will have a “Start assessment” button available starting on September 3, at 12:01 AM to September 4, at 6:10 PM. You will NOT be able to take an assessment past the “Available until” date. Please keep close track of when assessment dates are available.



The left column also lists the Reading, PowerPoints, Assignments, etc. for the learning Module. You may view the lectures as often as you would like and can access them anytime during the course. If you would like to work ahead, you are welcome to, though some assessments, assignments, lectures, and discussion boards may not be available at earlier dates than they are assigned. Some courses may not allow access to Lectures ahead of the class schedule or assessment dates.

When you complete all the listed tasks in a learning module, please move on the next numbered module. When you complete all the modules in a section, open the next section and start on the modules in that section until you reach the end of the course. Some courses may have a final exam, others may have a final project, to complete the course. The syllabus, which is posted on the course’s homepage, will outline the course requirements. As with any course, the syllabus may be subject to change during the course, but students will be notified of any changes as they occur.

## PART 5: WHO TO CALL WHEN YOU NEED HELP

Be sure to plan ahead to help prevent the need for help during after-hours periods when help may not be readily available.

Below is a list of contacts, and when you should contact them, based on the problems that you are experiencing. You may also use the “Help” module on each course Homepage.

<b>UF Help Desk:</b>  352-392-HELP <a href="mailto:helpdesk@ufl.edu">helpdesk@ufl.edu</a> Topics at: <a href="http://helpdesk.circa.ufl.edu/">http://helpdesk.circa.ufl.edu/</a>	<b>College of Public Health online coordinator:</b>  Susan White <a href="mailto:swhite@phhp.ufl.edu">swhite@phhp.ufl.edu</a> 352-273-5367 Or via the Vista4 mail system	<b>Vista4 Discussion Boards:</b>  There will be an Open Forum Discussion Board on the Front Page of all Vista4 courses	<b>Faculty or TA for course:</b>  Contact via the Vista4 Mail system
<b>Availability:</b> Sunday, 6pm-10pm Mon-Thur, 7:30am-10pm Fri, 7:30am-5pm Saturday, Closed	<b>Availability:</b> Mon-Fri, 8-5pm	<b>Available</b> 24-hours a day. If you need a quick response, check to see if anyone’s online at “Who’s Online.”	<b>Availability:</b> varies
<b>PROBLEM AREA:</b>			
Contact UF Help Desk if you: <ul style="list-style-type: none"> <li>➤ Can’t log onto Vista4</li> <li>➤ Having problems with Vista4</li> <li>➤ Having problems with the Lock-Down Browser during an assessment</li> </ul>	Contact Susan White if you are: <ul style="list-style-type: none"> <li>➤ Having problems opening areas within the course in Vista4</li> <li>➤ Having problems navigating in Vista4</li> <li>➤ Having problems viewing the lecture videos</li> </ul>	Post a question on the Vista4 Discussion Board when you: <ul style="list-style-type: none"> <li>➤ Have questions about deadlines, course material, or other course related questions or concerns.</li> <li>➤ Students should help each other via this discussion board, when possible.</li> </ul> TAs and faculty will post responses to those questions not answered by other students	Contact Faculty or TA of course if you are: <ul style="list-style-type: none"> <li>➤ Having problems with the course material</li> <li>➤ Have special needs in regards to course material deadlines</li> </ul>

Tutorials for Vista4 are also available at [www.lss.at.ufl.edu](http://www.lss.at.ufl.edu). These tools should be used to prepare you for operating in a new online environment.

## PART 6: HOW TO USE THE UNIVERSITY OF FLORIDA'S LIBRARY DATABASE SYSTEM VIA THE INTERNET

### Connecting to the library databases off campus

- Go to <http://www.library.health.ufl.edu/>
- Go to the tab on the top right side of page labeled "**Off Campus Access**"
- Click on the first item, "**Getting Started**"
- Read through this page to gain important information about connecting to the library's resources and staying connected
- If you have a Gatorlink e-mail account, click on "**EZ proxy**"
- Scroll down to where it asks for your Gatorlink username and password (FYI this is the same information used to connect to Vista4)
- When your access is granted, a new page with rules for staying connecting will appear. Read it then click on "**UF Health Science Center Library home page**"
- This will redirect you to the first page viewed (Health Science Center Library home page, though the URL in the address box will differ from the first time you were on the HSCL page.)
- To access an **electronic journal**, click on the "**E Journals**" button (2nd down the left sidebar under "Quick Links".) Probably the easiest way to use this page is to type words of the journal title in the search box rather than clicking on the alphabet for the LONG alphabetic lists or journal titles.
- To access an electronic book, click on the "**E Books**" button (1st under "**Quick Links**" in the left sidebar.) NetLibrary titles are the broadest in scope. Electronic books can also be searched using the "**Catalog**" button in the left sidebar, typing your topic in one or more search boxes and **http** in another search box.
- To identify articles on a topic, click on the "**Databases**" Click on option 3 towards the bottom of the page "**Search databases for articles on a subject...**"
- Select a database to search. The QuickPick grid showcases the library's 20 most popular databases. Many more databases are listed alphabetically under the QuickPick grid. **EBSCOhost Web**, **Cambridge Scientific Abstracts** and **WilsonWeb** are 3 gateways that each allow you to search multiple databases simultaneously or sequentially. Many of these are health-, environment-, education-, communication-, psychosocial- or policy-related.
- Within each of these multi-databases, you may need to select the button or tab that says "**Specific Databases**" OR "**Choose Databases**" to get to the list of databases .
- When you have clicked in the checkboxes of all the specific databases (i.e. PsycInfo, CINAHL, SportDiscus, Health Business...) that you wish to search simultaneously, click "**CONTINUE**" at the top or bottom of the page.
- You are now ready to search for articles. You may search by keyword, author or title. To capture both singular and plural forms of a word, truncate, as in prevent\* to retrieve prevention, prevented, prevents or preventable. Check the database's Help/Guide/Tutorial pages for information on which symbol is used for truncation and how multi-word search terms can be searched as phrases (i.e. "phrase searching") rather than as individual words.

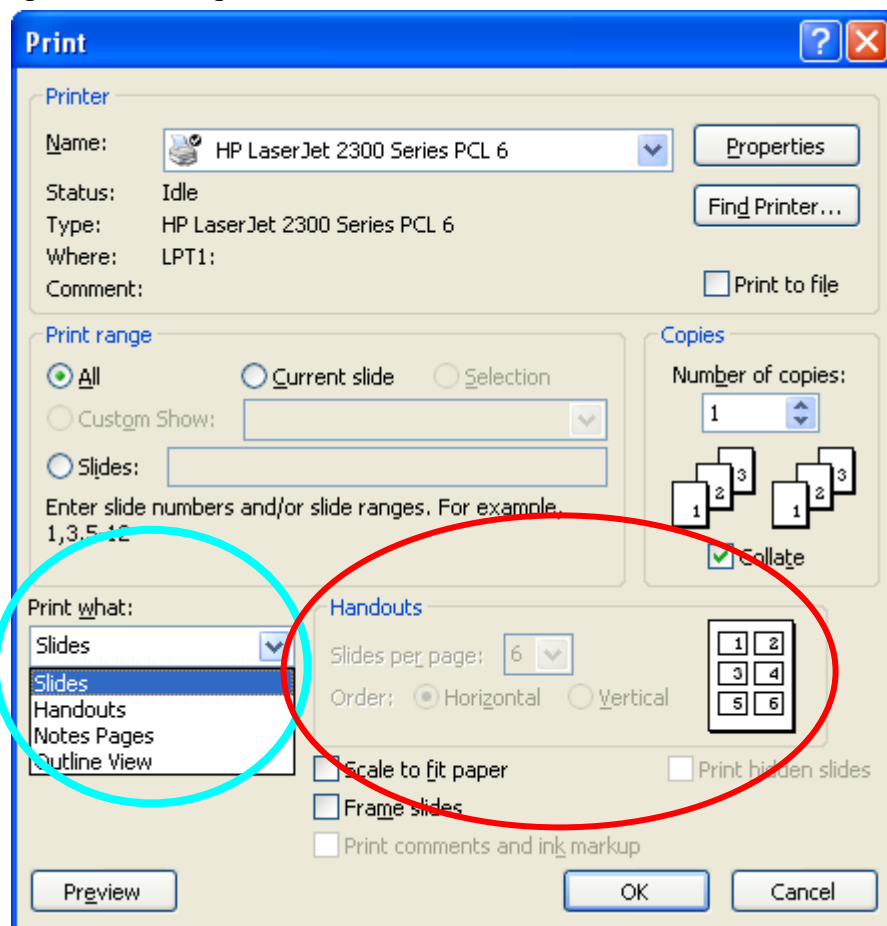
### **If you have any questions or concerns:**

- Look at the middle tab along the top of the Health Science Library homepage (<http://www.library.health.ufl.edu/>). It carries the label "Help and Tutorials." Drag down to "Class Handouts and Tutorials" for in-depth information sheets on how to navigate the various databases.
- Weekdays 8am-5pm call the public health liaison librarian, Nancy Schaefer, at 352.392.1306 or 9am-5pm call the Health Science Center Library reference desk at 352.392.3585.
- Weekdays 9am-5pm log onto UF's live virtual chat reference service at <http://www.uflib.ufl.edu/ask.html>
- Use the form at <http://www.library.health.ufl.edu/forms/reference.htm> . This goes to the Health Science Center Library's e-mail reference service, which is opened twice daily on weekdays. You'll receive a reply within 24 hrs of the e-mail being opened.

## PART 7: OUTLINE OF HOW AN ONLINE CLASS WORKS

Many of you may have not had experience working in an online course, or have not worked within Vista4 for a course. It is a very interactive program that will allow you to have the feel of a real class, but in your own location.

After logging into your course (see Part 1) via <http://lss.at.ufl.edu>, you will see the homepage of your course laid out (see Part 3 for diagrams and additional information). Your online course will operate on a regular semester schedule, but you will pick the time and location that you would like to view your lectures, do your assignments and take your exams. There will be timed deadlines for course assignments and exams, but there will be windows of time to complete these tasks versus one specific hour. You will not have to view the lectures at a particular hour. All times for these courses are posted as ESDT (Eastern Standard Daylight-Savings Time). Students living outside this time zone, are responsible for converting your time to match the ESDT time zone for deadlines. After the lectures are posted, they will be posted for the balance of the course. You may watch them as many times as you want. The professor delivering the lectures will be featured in the lecture and they will provide PowerPoint slides for you to print out and make notes on while viewing the lectures. It is recommended that you print out your PowerPoint slides in “Handout” format to save paper. On the image below is a typical print screen pull-down menu, under the “Print what” section you will find several printing options. (See aqua oval.)



The “Handouts” option will allow you to select how many “slides per page” you would like to print. (see red oval) It will also display what that option will look like in the small pictogram next to the selection area. Selecting 6 per page will fill the page with small versions of the slide image (like the image to the left shows). If you select 3 slides per page, the printer will print lines to the right of each slide to write your own notes. If you select the “Slides” option you will print full 8-1/2” x 11” images of each PowerPoint image, which will require a lot of paper and printer toner. Play around with these options to find the one that best suits your needs. In addition to lectures and PowerPoint slides there will be a variety of course requirements. Every course has a text book requirement (see Part 8) and

some courses require additional journal and/or website readings. The assignments for these readings will appear within each course Module and are also listed within the course Syllabus (see the “Syllabus” icon on the Home Page of your course).

## PART 8: TEXTBOOKS AND SOFTWARE FOR ONLINE COURSES

### PHC 6001: Principles of Epidemiology

- Gordis, Leon. (2004). *Epidemiology*, Updated Third Edition. W.B. Saunders Company, Philadelphia.

### PHC 6313: Environmental Health Concepts in Public Health

- Moeller, Dade W. (2004). *Environmental Health*, 3<sup>rd</sup> Edition. Harvard University Press. ISBN 0-674-01494-4.

### PHC 6050: Statistical Methods for Health Science Research I

- Devore, Jay and Peck, Roxy. (2007). *Statistics: The Exploration and Analysis of Data*, 5<sup>th</sup> Edition. Thomson & Brooks/Cole. Belmont, CA. ISBN 0-495-10969-x.
- J. Devore and R. Peck. *Student Solutions Manual for Devore/Peck's Statistics: The Exploration and Analysis of Data*
- A “student” version of SPSS software. Data analysis assignments will be conducted in SPSS. If you wish to use SPSS after this course, you may opt for the “grad-pack” version which will give you more options in the software. Note: Make sure you buy software and not a book about SPSS.

### PHC 6406: Psychological, Behavioral, and Social Issues in Public Health

- Marks, DF, Murray, M, Evans, B, Willig, C, Woodall, C, & Sykes, CM (2005). *Health Psychology: Theory, Research, and Practice*, Second Edition. Thousand Oaks, CA: Sage Publications.
- Variety of journal readings, available as attachments within the course website or via the UF Library website.
- A microphone/speaker headset for live online project presentations

### PHC 6102: Introduction to Public Health Administrative Systems

- Turnock BJ. *Public Health: What It Is and How It Works*, 3<sup>rd</sup> ed. Sudbury, MA: Jones and Bartlett Publishers, 2004. ISBN 0-7637-3215-X

All courses will use Microsoft “Word”, Adobe “Acrobat”, and Microsoft “PowerPoint”, “JavaScript” and some may use Microsoft “Excel” software programs. You will also be required to download a “Lock-down Browser” for course assessments (this link will be provided within the course.) Other special software downloads may be required within a course, it is recommended that you work on a computer where you have permission to make downloads to the computer you are working on.

Textbooks and solutions manuals are available on the UF website at [www.bkstr.com](http://www.bkstr.com), use the "UF Bookstore - Health Sciences Branch" campus option. Textbooks and software may also be purchased via any other college bookstore or online book vendor.

Updated 8/19/07

## PART 9: COURSE FEE PAYMENT AND POLICIES

The fees for the online Certificate in Public Health is \$4500 for the full 5-course program. Students may opt to pay for the full program, may split the payment in two semester payments of \$2250 each, or courses may be paid independently. Fees are subject to change without notice, full and half payments will secure your fee payment rate. Fees for each semester are due prior to the first day of the semester. Course access may be denied until fees have been paid. If you need special arrangements for fee payments, ie. GI payments, you must contact us in advance.

### Course information:

- The fall semester starts on August 23, 2007. Course access will be available on that date.
- To access your course you will log on at <http://lss.at.ufl.edu> and log on with your Gatorlink name and password.
- If you have never worked in Visa/WebCT please complete the “Start Here” module. All students should post a note on the “Getting Acquainted” discussion board within the first couple days of the course starting.

### Fee payments:

- Payment are due by the first day of the semester. Fall 2007 semester starts on August 23<sup>rd</sup>. Fee payment is required for online course access.
- Payments may be made by credit card or check via the DOCE link at <http://ssl.continuinged.ufl.edu/xmsreg/mhp/>. Do not attempt to make payments via the UF ISIS website.

### Drop/Add policy:

- The drop/add period for fall semester is August 23-29<sup>th</sup>.
- Any courses that are added after the Drop/Add period will incur a \$100 late fee.
- The last day to drop a course and receive a “W” for the course is November 19<sup>th</sup>.
- To drop a course notify Susan White and Brigitte Hart via an email request at [swhite@phhp.ufl.edu](mailto:swhite@phhp.ufl.edu); [bhart@phhp.ufl.edu](mailto:bhart@phhp.ufl.edu).

### Refund policy:

- Courses dropped by the end of the official drop/add period will receive a fee refund.
- Courses dropped by September 12, 2007 (by the end of the 3<sup>rd</sup> week of class), will receive a “W” for the course and will receive a 25% fee refund.
- No refunds after the end of the 3<sup>rd</sup> week of class

### Gatorlink account:

- All UF students are required to register for a Gatorlink account. If you do not have a Gatorlink account yet, go to the Gatorlink website at <http://gatorlink.ufl.edu> and follow the directions to “Create a new account.” You will need to use your UFID number to set up this account. This account is required for accessing online courses. Once you have created your GatorLink account, please email the account username (not password) to [swhite@phhp.ufl.edu](mailto:swhite@phhp.ufl.edu) as soon as possible.



Each course will have unique requirements. Some will require short papers, some will require longer research papers. All papers should be typed in Microsoft Word and submitted as attachments within the assignment area, unless instructed otherwise. Some courses will require participation in the Discussion Boards, both graded and non-graded. But, all courses encourage you to consult the Discussion boards and contribute your comments to aid each other through the course. You will find that fellow students can be a valuable source of support, information and clarification. Some courses will have regular quizzes, Midterms, and Final exams. These assessments will be delivered within the Vista4 website and will be completed by you within the Vista4 website. All assessments will have a window of days or hours that you may take them, but once you enter an exam or quiz you cannot leave it to enter other programs or log off of Vista4. (See Part 3, Assessments) All students participating in a Vista4 course are under the same UF Honor Code for taking assessments as a student within a classroom environment. It is expected that all assessments will be the sole work of the student without assistance or outside resources. Some assessments will require the down loading of a “Lock-Down Browser” where the assessments must be taken. Instructions for this simple task will be fully explained within the course.

Some courses will require you to work in groups on projects. This group collaboration can be accomplished via the Vista4 Discussion Board, Vista4 Chat Rooms, or phone conferencing via your cell, land phones, or Internet calling services (like Skype.com). You may even go to [www.illuminate.com](http://www.illuminate.com) and request a free V-Room for conferencing with other classmates.

Some courses will have you create projects in PowerPoint, or a website, or another creative form and submit your work as an electronic attachment within Vista4. Some courses will require participation in a live Internet interactive presentation program. Information and instructions will be provided within the course.

In PHC 6050 Statistical Methods for Health Science Research I, students will be required to purchase, or have regular access to, the software program SPSS. Information about this program is noted in the “Textbook” section.

The College of Public Health and Health Professions designed the Vista4 courses to closely replicate the real in-class experience. It is our hope that you will find these courses a benefit to your career goals, a learning challenge, and a worthwhile experience.

