

WebCT Vista Support/Delivery of Non-Credit Instruction

WebCT Vista is a licensed Course Management Software (CMS) that entitles WVU to deliver academic coursework via this enterprise system. Students must be authenticated as participants in WVU approved coursework. There are 2 means of authentication:

- a) Students may be admitted to WVU for credit bearing coursework OR
- b) Students may enroll through Extended Learning non-credit programming, where they are entered into a student database for institutional reporting.

Instructors with course content or projects requesting the use of WebCT Vista CMS, must submit their request to the Non-Credit Instruction & Standards Committee for review of the following criteria:

- a) Content – learning outcomes; assessment criteria; grammatical and punctuation accuracy; images & design consistent with WVU policies. Is the course self-paced or do students progress in a cohort or group manner?
- b) Audience – well articulated audience attributes including age, skill level, geographic distribution, etc.
- c) Content Delivery – appropriate to defined audience skill level, distribution, interest, etc.
- d) Use of Instructional Technology – what technologies are incorporated and their appropriateness to the content & audience.
- e) Course length and duration – All courses must have defined beginning and end dates that do not exceed 6 months in length. It is important to note that courses using a CMS must have specific beginning and ending dates for student access.

Projects requesting Instructional Technology Resource Center (ITRC) design and support, must have clearly defined project leader and technical assistance or financial backing to fund these positions prior to initiating the project. The ITRC will provide initial consultation regarding the magnitude of the project and develop a Memorandum of Understanding (MOU) on the scope, responsibilities, and timeline of the project.

The ITRC Project Committee will review the MOU to determine whether the project will be accepted. If adopted, the ITRC design and support team are assigned to the project. The ITRC designer contacts the instructor and Extended Learning regarding the project starting date and timeline.

Extended Learning submits an online form through the Vista Course Request System (VCRS) for ITRC support. If approved, the instructor will be given design management access and instructor access for changes in course content.

- a) Start and end dates should be clearly defined.
- b) Course cost and student restrictions/pre-requisites must be determined.
- c) Maximum capacity per section should be reasonable for online delivery.

Upon completion of content and design responsibilities, the course will be moved from the development area of WebCT Vista to the production area. This request will be made by Extended Learning via the VCRS form.