1. **Logging In**
   - Log into CentralPipeline.
   - Go to the Faculty tab.
   - Click on “Click here to access Blackboard Vista”

2. **Finding Your Sections**
   - Once you are inside of Vista, your current semester courses should be listed in the Course List along with any prior Bb Vista sections.

![Course List](image)

3. **Assigning Content**
   After selecting a course from the list, you will be asked to choose from these four options to assign course content.
   - Set up a blank section. Use this option if you want to build your course from a blank section.
   - Copy content from another course. This allows you to move content from a previously taught section as long as you were the designer in that section. **This is the option most of you will take to move previous semester content into a current section.** Be sure to pick the correct previous section. Copying the wrong content cannot be fixed without the help of a Bb Vista Administrator (Lisa Washko or Sherry Pesino).
   - Assign a template to this course. **NOTE:** Templates are currently not available.
Directions For Assigning Content in Blackboard Vista 4

- Import content from file. This is for importing publisher's ePacks. Please contact the Vista Administrator for assistance with this option.

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Hours:
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