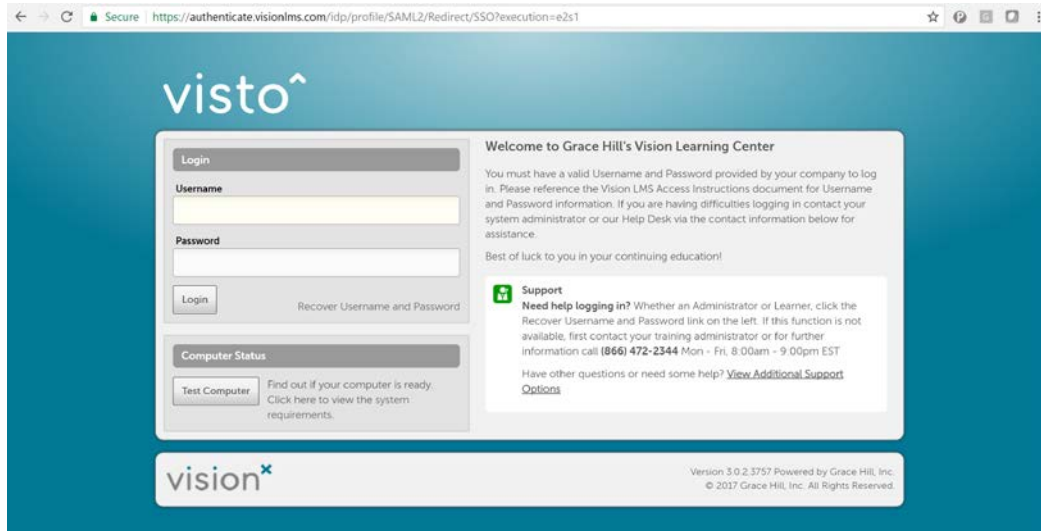


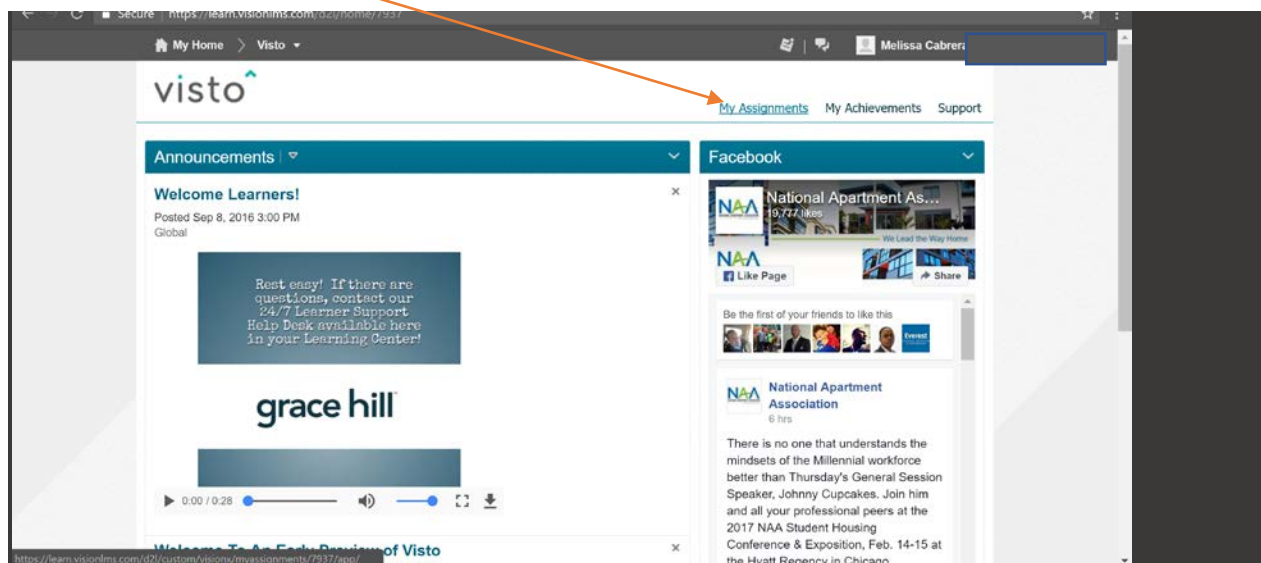
## VISTO Tutorial

Step 1: Navigate to [www.gracehillvision.com/visto](http://www.gracehillvision.com/visto)

Step 2: Enter username and password.

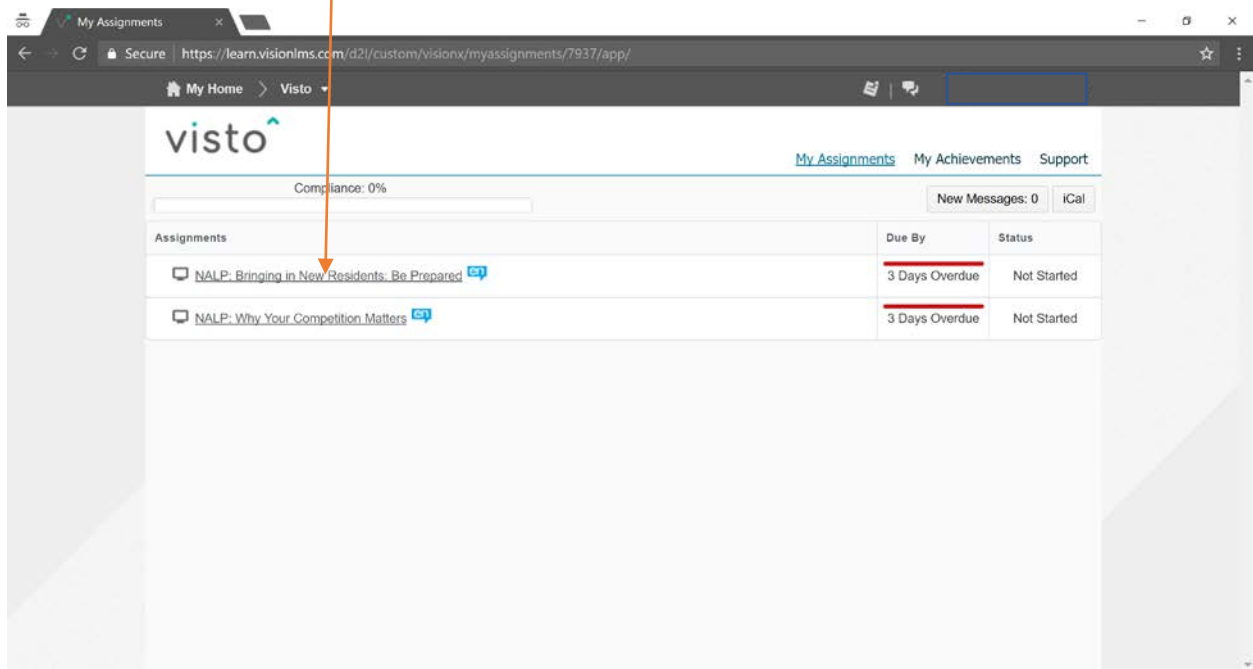


Step 3: When you land on your homepage you can review Visto updates and access your courses from the bottom left corner if you would like. You can also access your courses by selecting the "My Assignments" link.



## VISTO Tutorial

Step 4: Select the course you would like to take and click the link to the course.



The screenshot shows a web browser window with the URL <https://learn.visionlms.com/d2l/custom/visionx/myassignments/7937/app/>. The page title is "My Assignments" and the Visto logo is visible. The interface includes a navigation bar with "My Home" and "Visto" menus. Below the logo, there is a "Compliance: 0%" indicator and a "New Messages: 0" button. The main content area is a table of assignments:

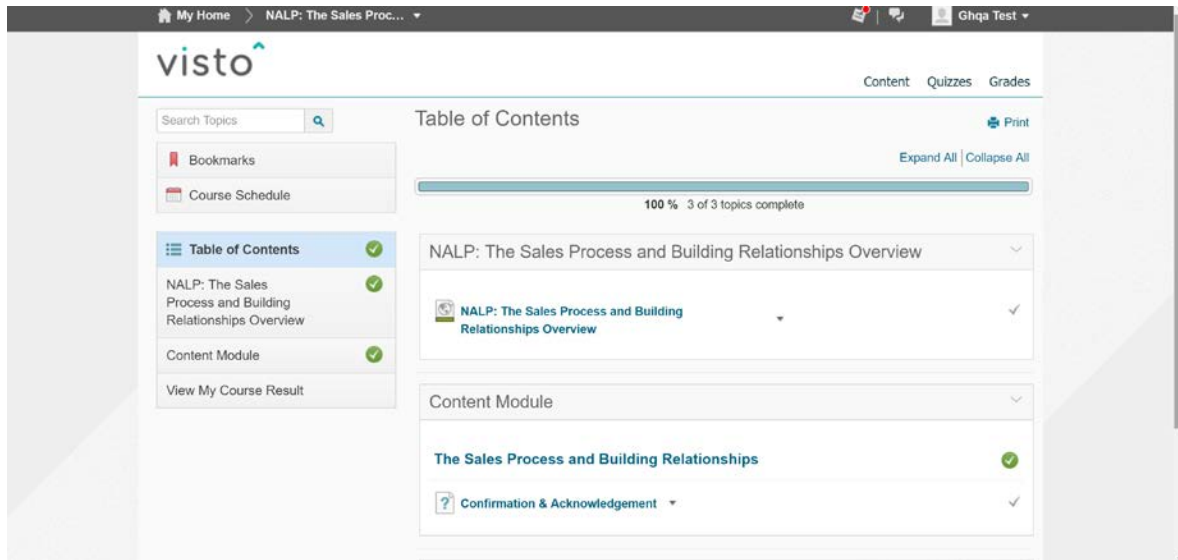
Assignments	Due By	Status
<a href="#">NALP: Bringing in New Residents: Be Prepared</a> <small>CS1</small>	3 Days Overdue	Not Started
<a href="#">NALP: Why Your Competition Matters</a> <small>CS1</small>	3 Days Overdue	Not Started

An orange arrow points from the text above to the first assignment link in the table.

## VISTO Tutorial

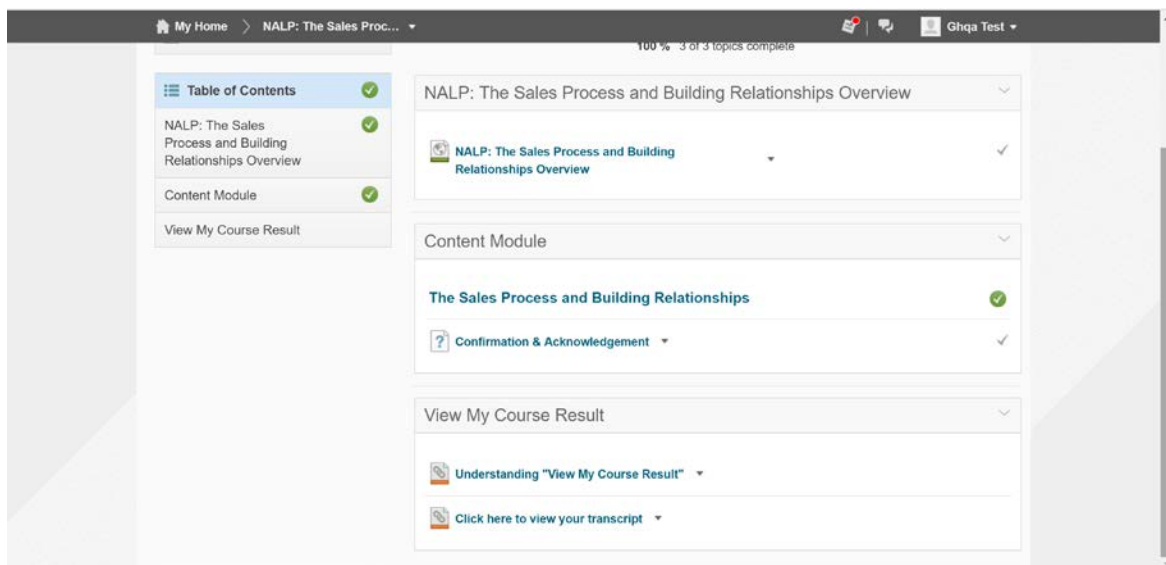
Step 5: All courses include an overview, course content, confirmation of completion and access to view your course result (transcript). If you select the Table of Contents you will see each of these pieces laid out in one view

- The course overview explains the details of the course
- The content is the actual course that you will take
- Confirmation of completion is a simple acknowledgement that you viewed and completed the content
- The course result is the actual transcript that shows the progress you made on that course.



The screenshot shows the VISTO interface for the course 'NALP: The Sales Process and Building Relationships Overview'. The 'Table of Contents' section is active, displaying a progress bar at 100% (3 of 3 topics complete). The navigation menu on the left includes 'Table of Contents', 'NALP: The Sales Process and Building Relationships Overview', 'Content Module', and 'View My Course Result'. The main content area shows the following items:

- NALP: The Sales Process and Building Relationships Overview** (Completed)
- Content Module** (Expanded)
- The Sales Process and Building Relationships** (Completed)
- Confirmation & Acknowledgement** (Completed)

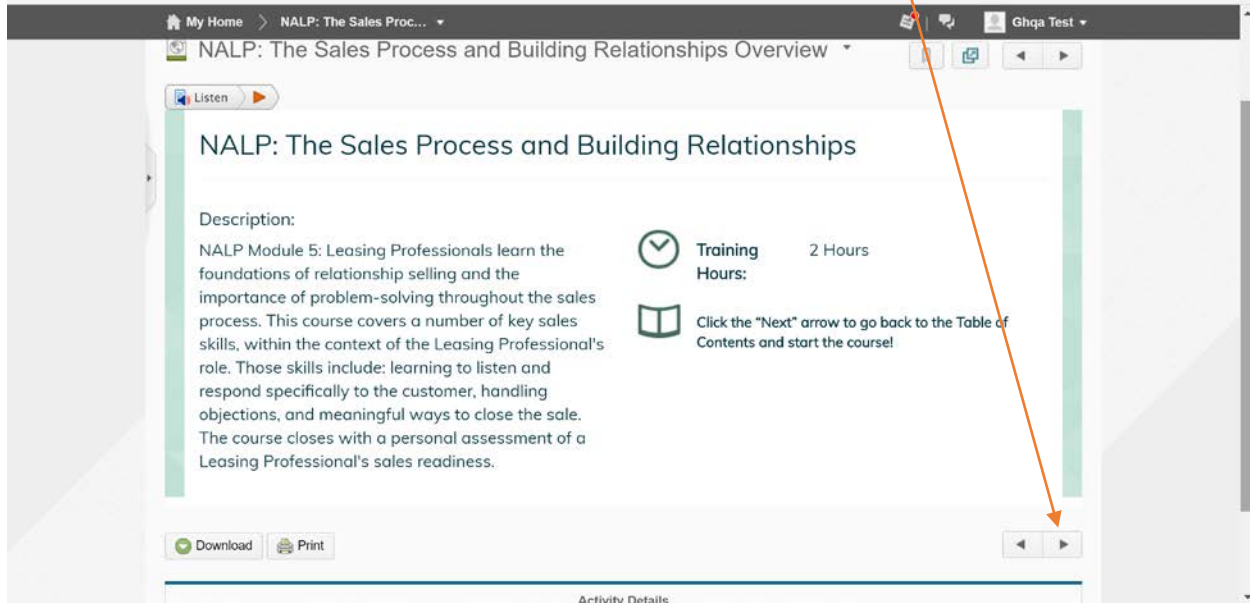


This screenshot shows the 'View My Course Result' section of the VISTO interface. The progress bar remains at 100%. The navigation menu on the left is the same as in the previous screenshot. The main content area shows the following items:

- View My Course Result** (Expanded)
- Understanding "View My Course Result"**
- Click here to view your transcript**

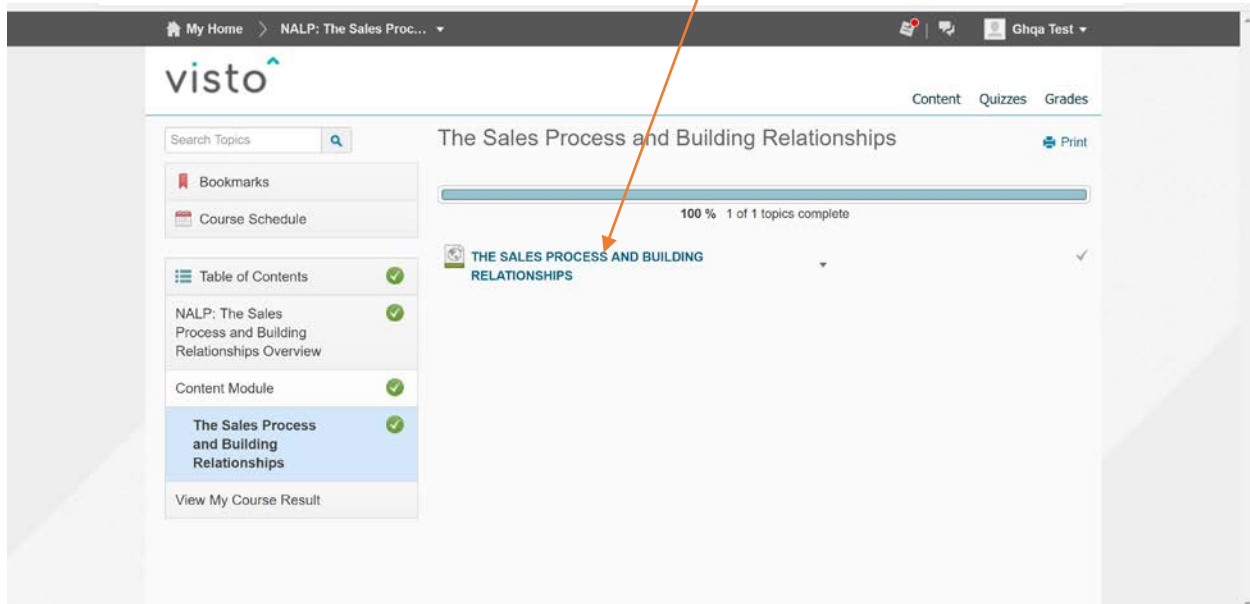
## VISTO Tutorial

Step 6: Select the overview page, read the contents and then select the right arrow to confirm the overview.



The screenshot shows the course overview page. The title is "NALP: The Sales Process and Building Relationships Overview". Below the title is a "Listen" button. The description reads: "NALP Module 5: Leasing Professionals learn the foundations of relationship selling and the importance of problem-solving throughout the sales process. This course covers a number of key sales skills, within the context of the Leasing Professional's role. Those skills include: learning to listen and respond specifically to the customer, handling objections, and meaningful ways to close the sale. The course closes with a personal assessment of a Leasing Professional's sales readiness." To the right, it says "Training Hours: 2 Hours" and includes a note: "Click the 'Next' arrow to go back to the Table of Contents and start the course!". At the bottom right, there are navigation arrows, with an orange arrow pointing to the right arrow.

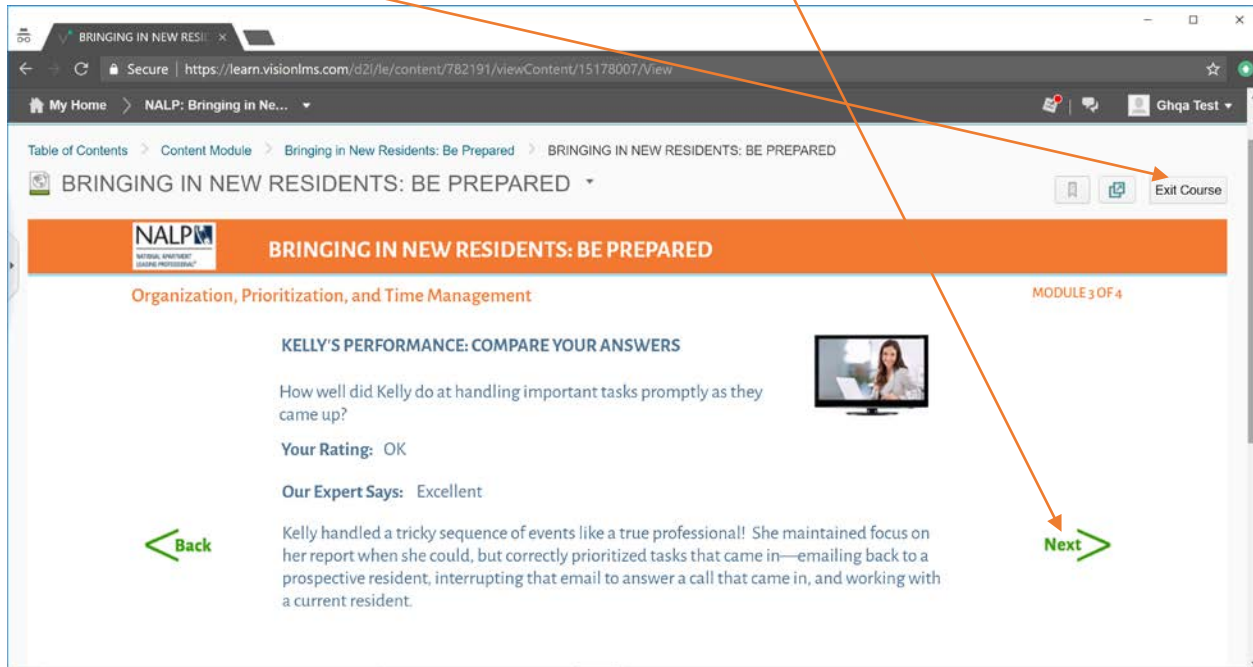
Step 7: You will navigate to the content of the course. Select the course and complete all steps of the course.



The screenshot shows the course content page. The title is "The Sales Process and Building Relationships". A progress bar indicates "100% 1 of 1 topics complete". Below the progress bar, the course title "THE SALES PROCESS AND BUILDING RELATIONSHIPS" is listed with a checkmark. On the left side, there is a sidebar with a "Table of Contents" section. The items in the sidebar are: "Table of Contents" (checked), "NALP: The Sales Process and Building Relationships Overview" (checked), "Content Module" (checked), "The Sales Process and Building Relationships" (checked and highlighted in blue), and "View My Course Result". An orange arrow points from the "View My Course Result" link in the sidebar to the course title in the main content area.

## VISTO Tutorial

Step 8: The course will launch. Take the course and select “Next” to get to the next page. When all pages are complete select “Exit Course” to leave the course.



BRINGING IN NEW RESIDENTS: BE PREPARED

Organization, Prioritization, and Time Management

**KELLY'S PERFORMANCE: COMPARE YOUR ANSWERS**

How well did Kelly do at handling important tasks promptly as they came up?

Your Rating: OK

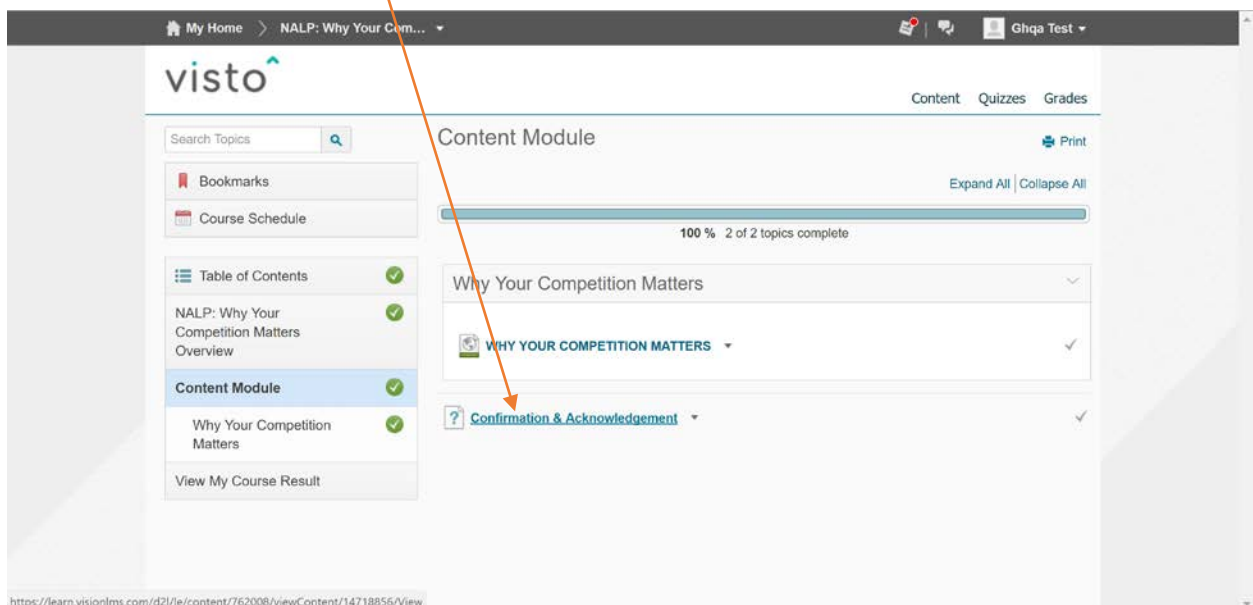
Our Expert Says: Excellent

Back

Next

Exit Course

Step 9: When you are finished you will land back on the content module section of the course. You then select the “Confirmation and Acknowledgement” link to verify that you completed the course.



My Home > NALP: Why Your Com...

visto

Content Quizzes Grades

Search Topics

Bookmarks

Course Schedule

Table of Contents

NALP: Why Your Competition Matters Overview

**Content Module**

Why Your Competition Matters

View My Course Result

Content Module

100 % 2 of 2 topics complete

Why Your Competition Matters

WHY YOUR COMPETITION MATTERS

Confirmation & Acknowledgement

Print

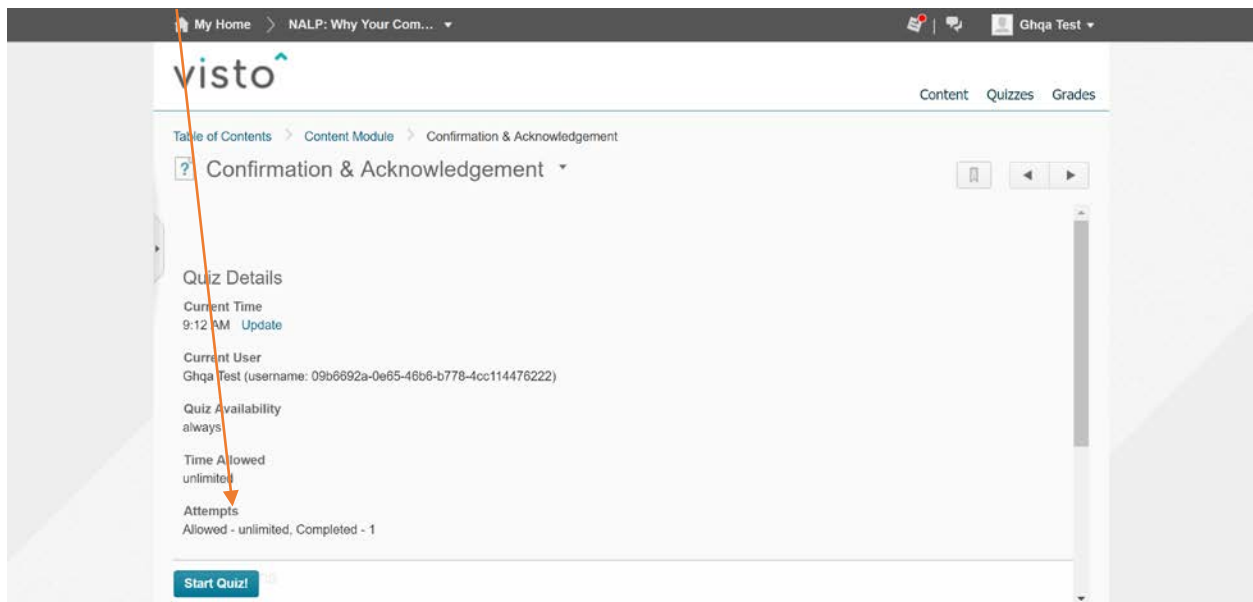
Expand All | Collapse All

https://learn.visionlms.com/d2l/le/content/762008/viewContent/14718856/View

## VISTO Tutorial

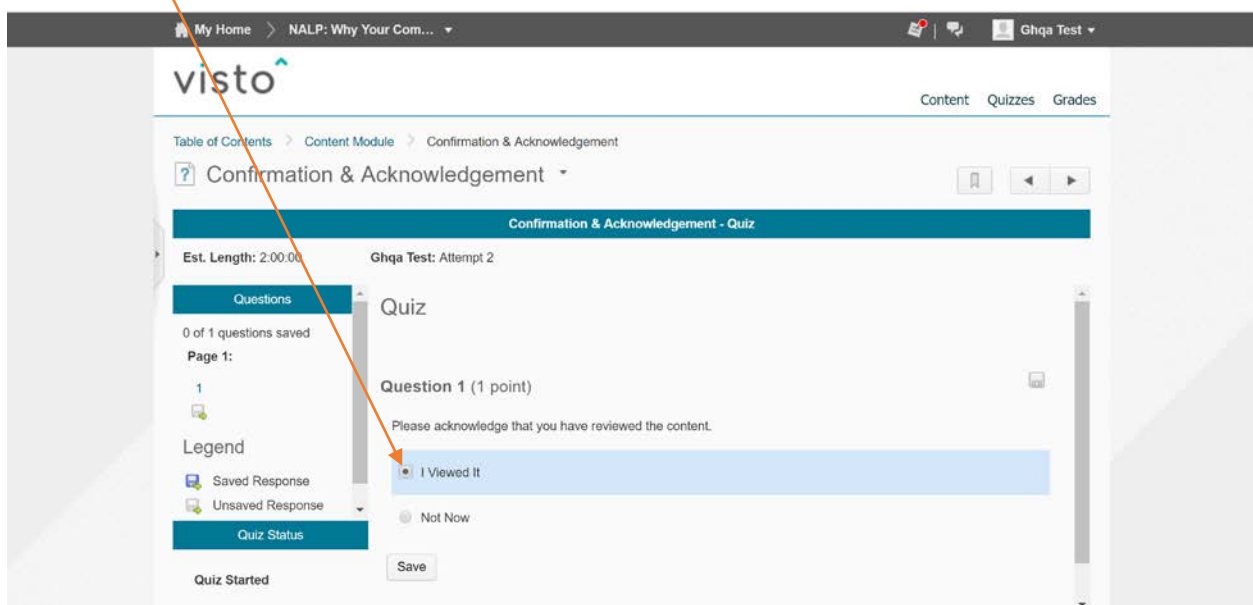
Step 10:

Select "Start Quiz".



Step 11:

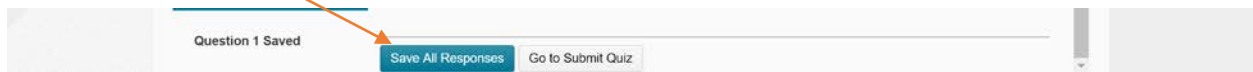
Select "I viewed it" and save.



## VISTO Tutorial

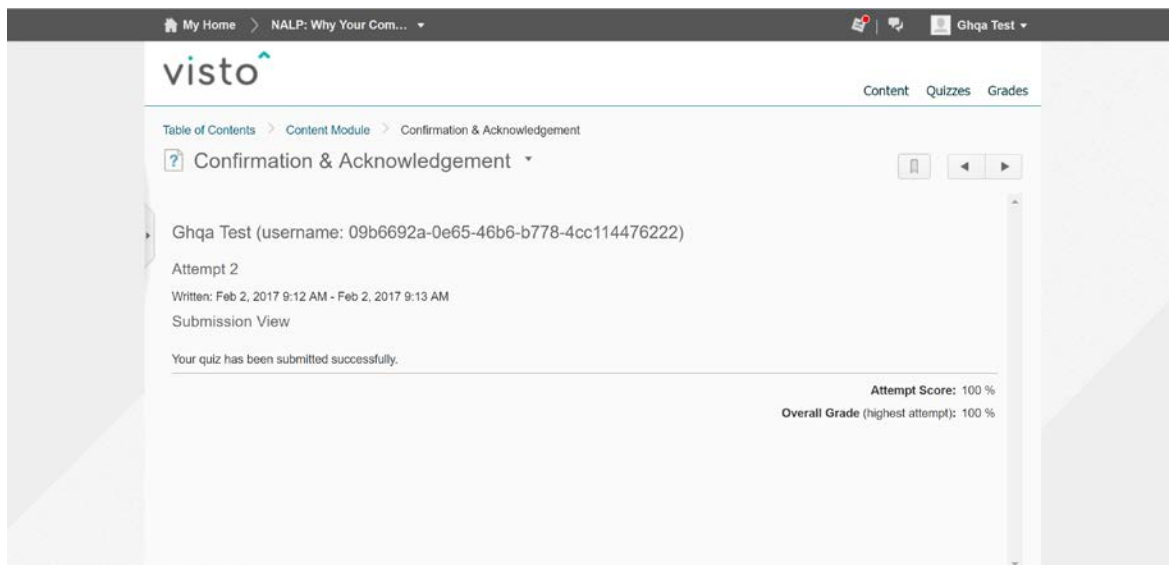
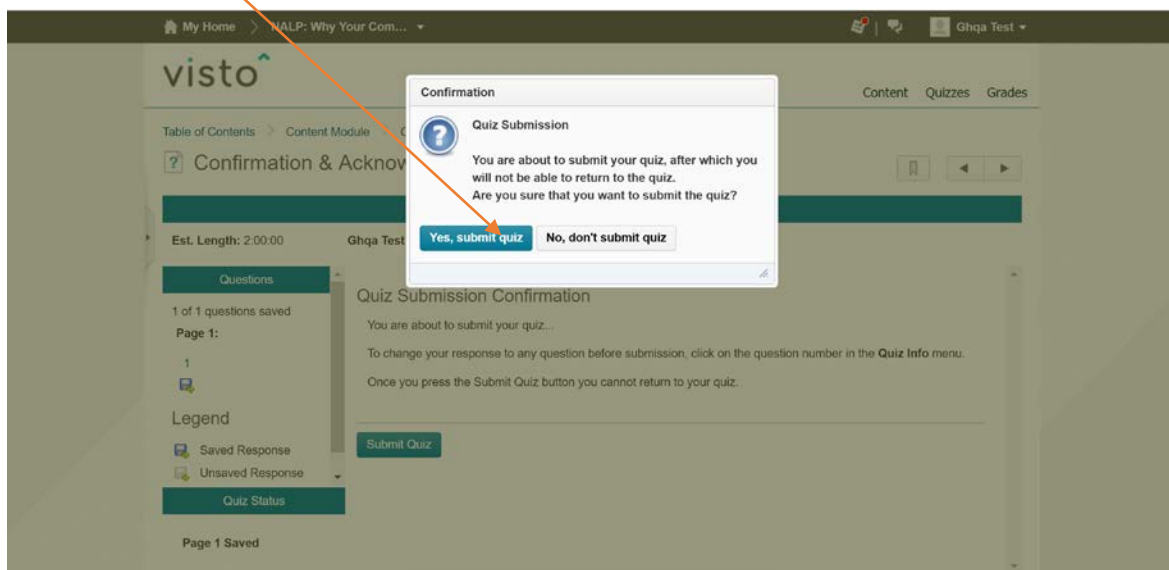
Step 12:

Select "Go to Submit Quiz"



Step 13:

Select "Yes, submit quiz"

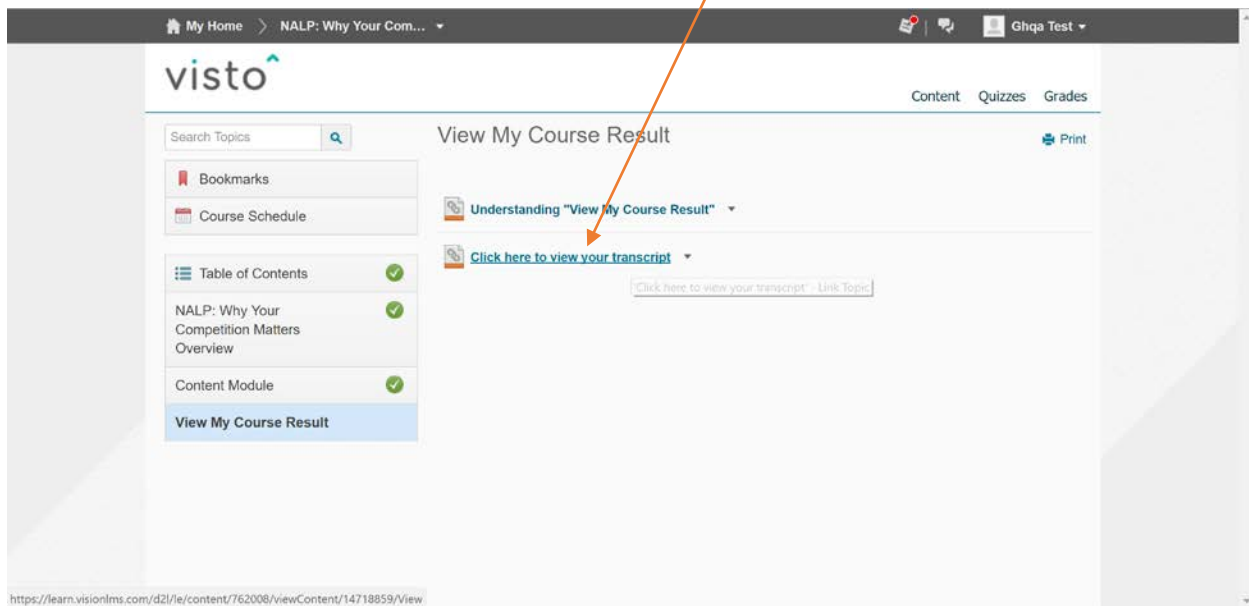




## VISTO Tutorial

Step 14:

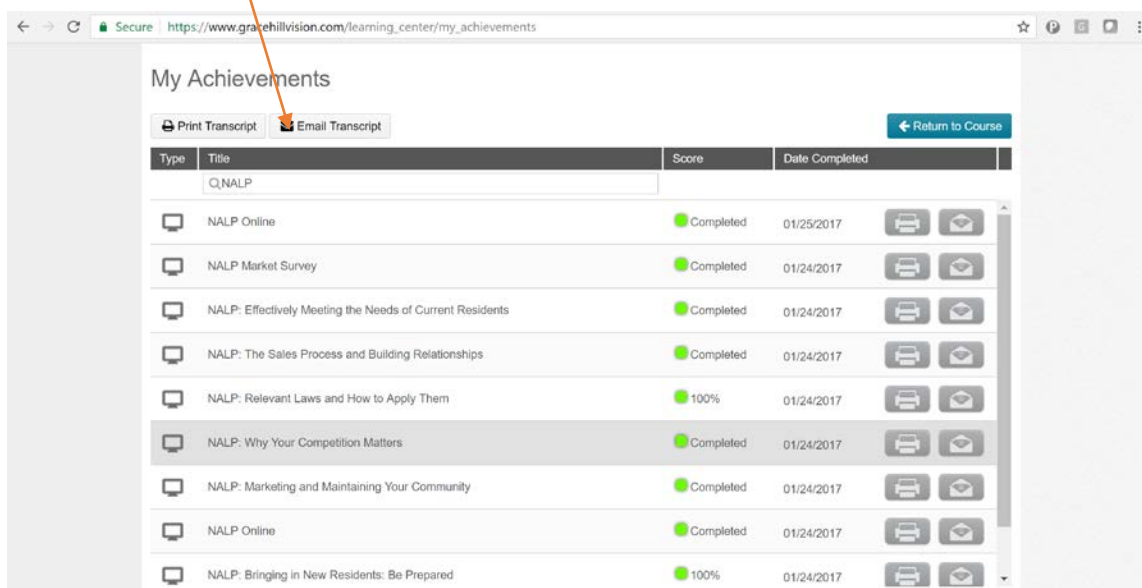
You will then be able to view your transcript. Select “Click here to view your transcript”.



The screenshot shows the VISTO interface for 'View My Course Result'. On the left is a navigation menu with items like 'Bookmarks', 'Course Schedule', 'Table of Contents', and 'View My Course Result'. The main content area shows a dropdown menu with 'Click here to view your transcript' selected. An orange arrow points to this link.

Step 15:

You can print and email your transcripts as needed.



The screenshot shows the 'My Achievements' page with a table of completed courses. An orange arrow points to the 'Email Transcript' button for the selected course, 'NALP: Why Your Competition Matters'.

Type	Title	Score	Date Completed	Print	Email
	Q,NALP				
Computer	NALP Online	Completed	01/25/2017	Print	Email
Computer	NALP Market Survey	Completed	01/24/2017	Print	Email
Computer	NALP: Effectively Meeting the Needs of Current Residents	Completed	01/24/2017	Print	Email
Computer	NALP: The Sales Process and Building Relationships	Completed	01/24/2017	Print	Email
Computer	NALP: Relevant Laws and How to Apply Them	100%	01/24/2017	Print	Email
Computer	<b>NALP: Why Your Competition Matters</b>	Completed	01/24/2017	Print	Email
Computer	NALP: Marketing and Maintaining Your Community	Completed	01/24/2017	Print	Email
Computer	NALP Online	Completed	01/24/2017	Print	Email
Computer	NALP: Bringing in New Residents: Be Prepared	100%	01/24/2017	Print	Email