VISTO Tutorial

Step 1: Navigate to www.gracehillvision.com/visto
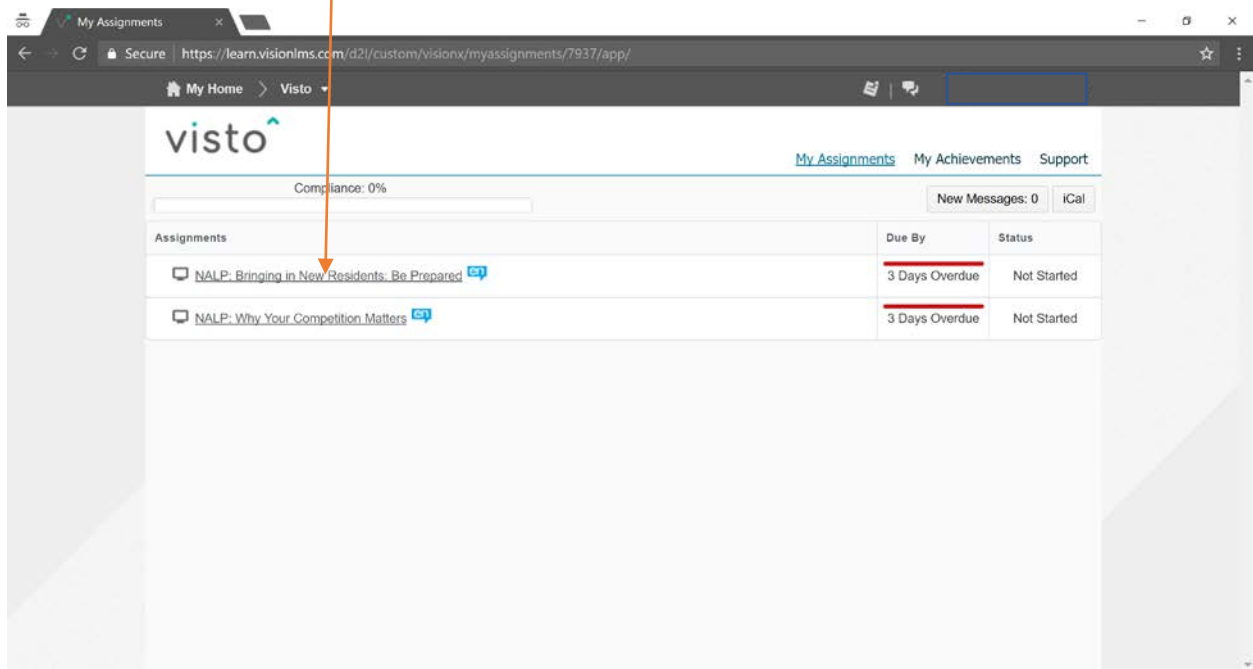
Step 2: Enter username and password.
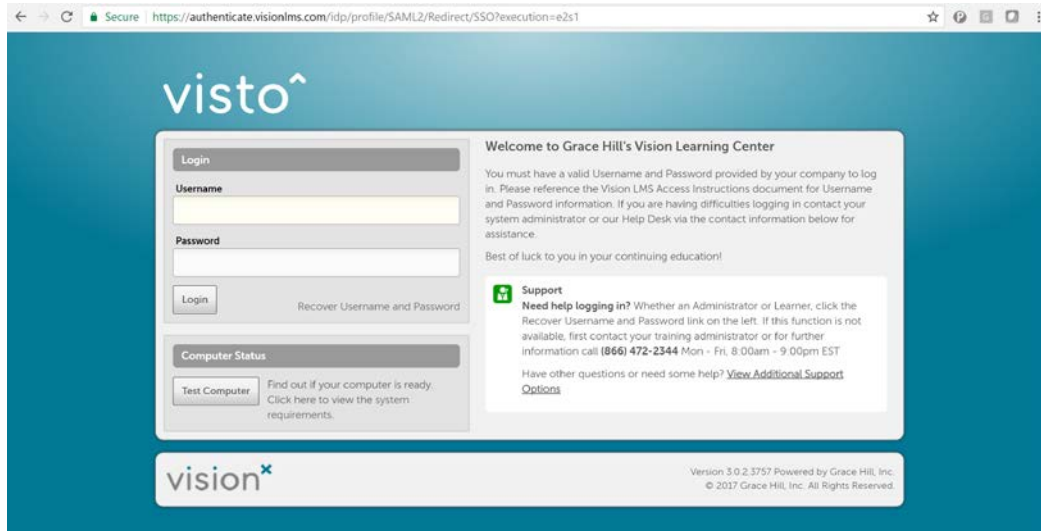
Step 3: When you land on your homepage you can review Visto updates and access your courses from the bottom left corner if you would like. You can also access your courses by selecting the "My Assignments" link.
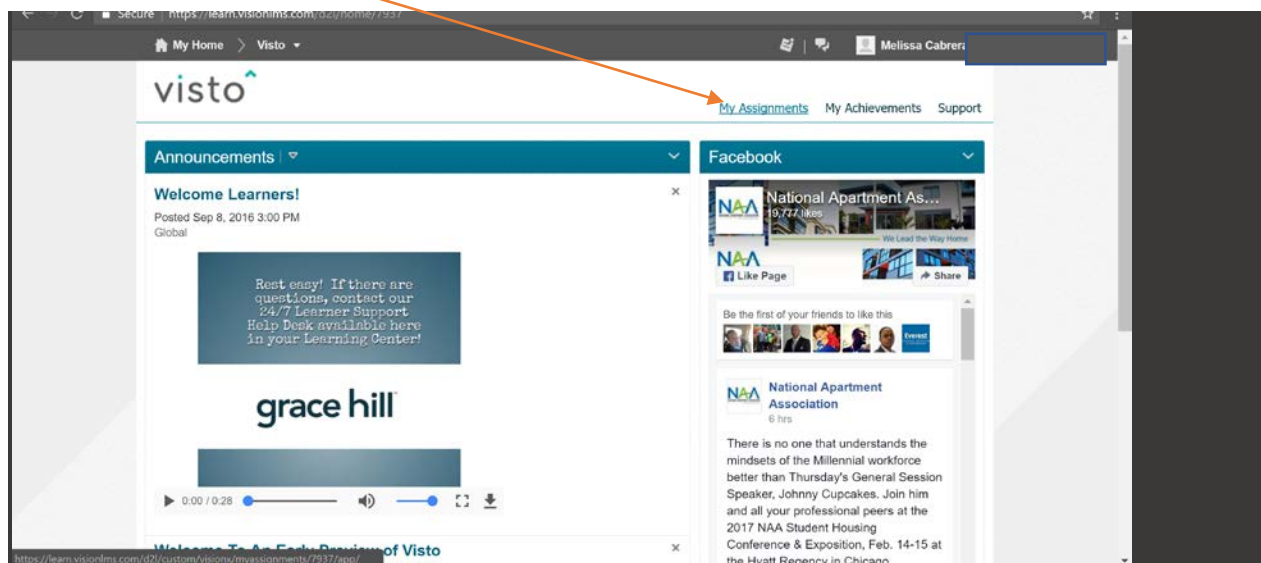
Step 4: Select the course you would like to take and click the link to the course.
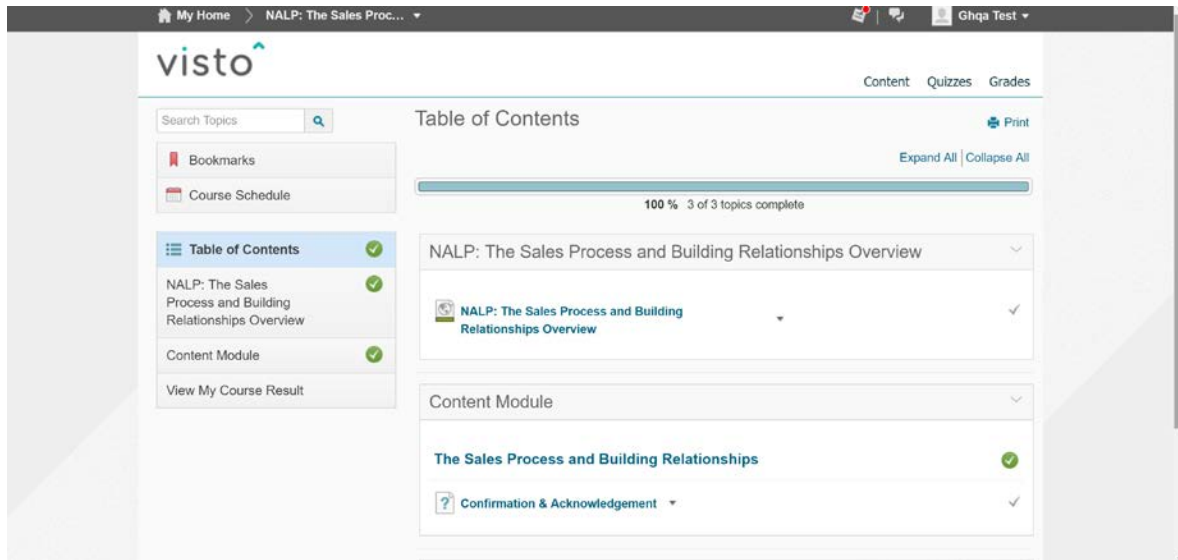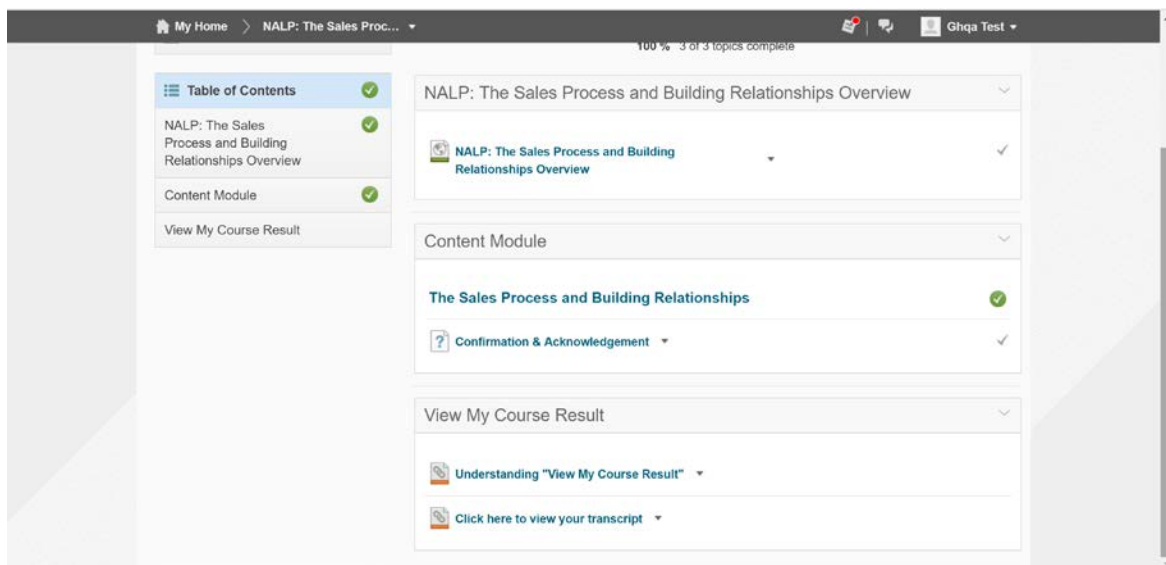
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Step 5: All courses include an overview, course content, confirmation of completion and access to view your course result (transcript). If you select the Table of Contents you will see each of these pieces laid out in one view

- 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
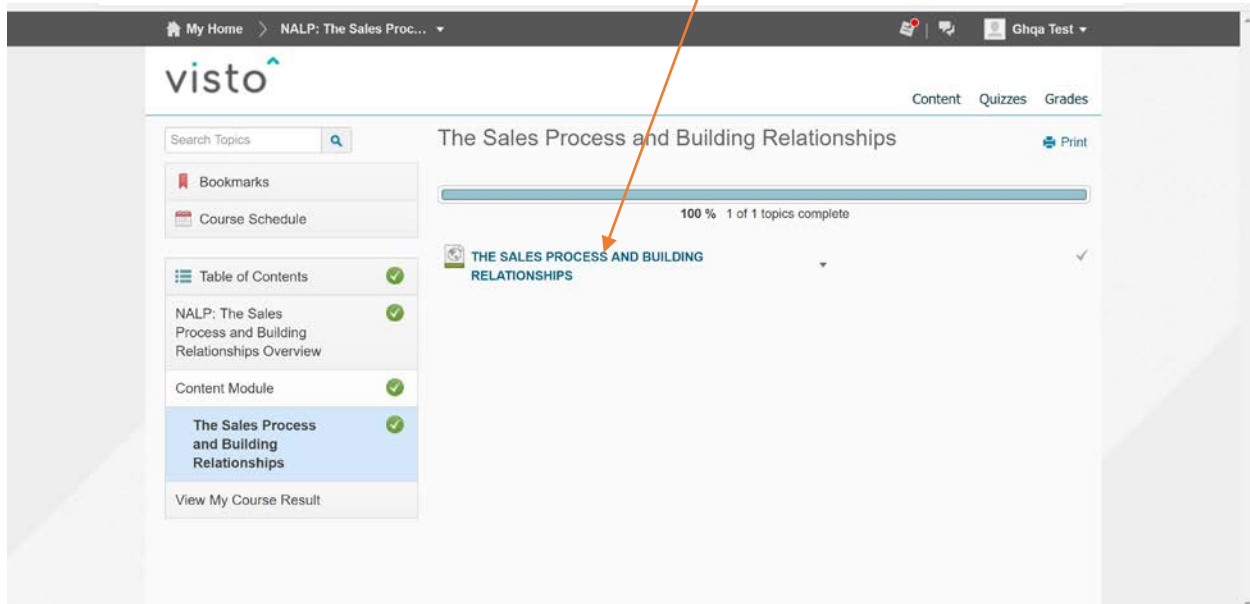- The course result is the actual transcript that shows the progress you made on that course.

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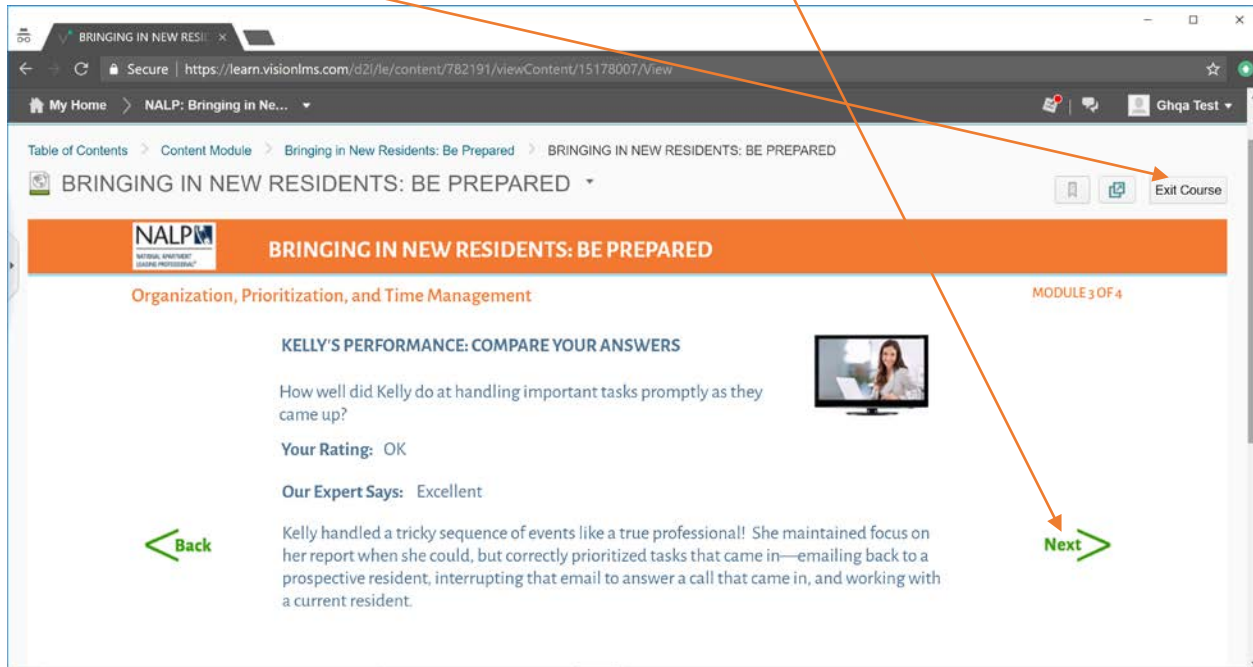Step 6: Select the overview page, read the contents and then select the right arrow to confirm the overview.

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

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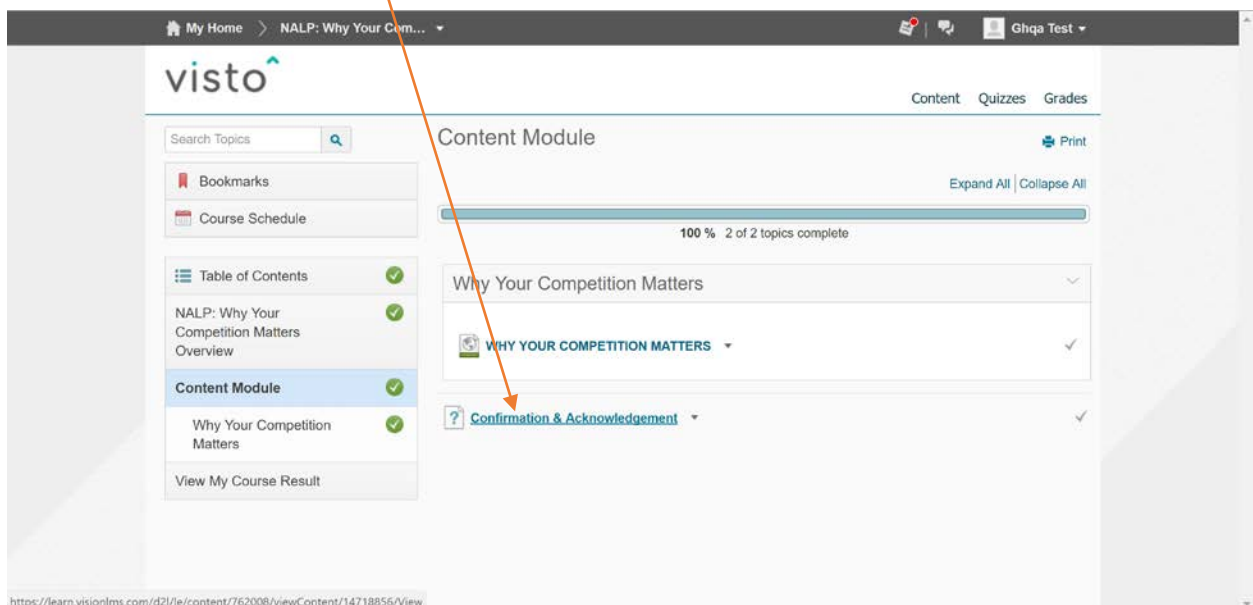Step 8: The course will launch. Take the course and select "Next" to get to the next page. When all pages are complete select "Exit Course" to leave the course.

Step 9: When you are finished you will land back on the content module section of the course. You then select the "Confirmation and Acknolwedgement" link to verify that you completed the course.
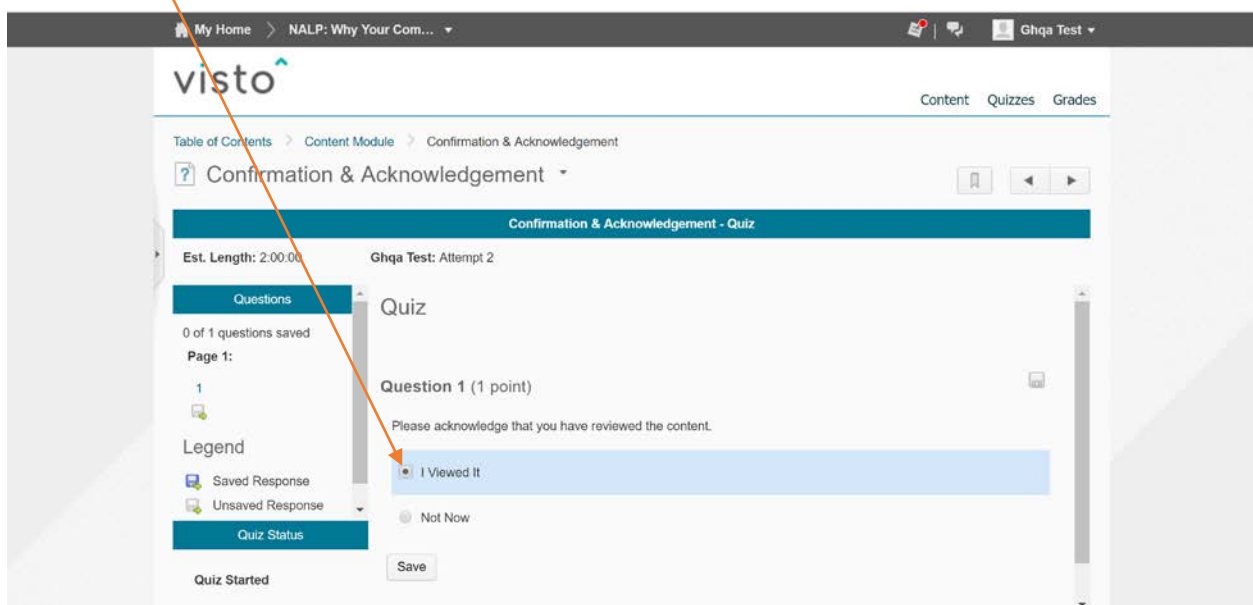
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Step 10:

Select "Start Quiz".
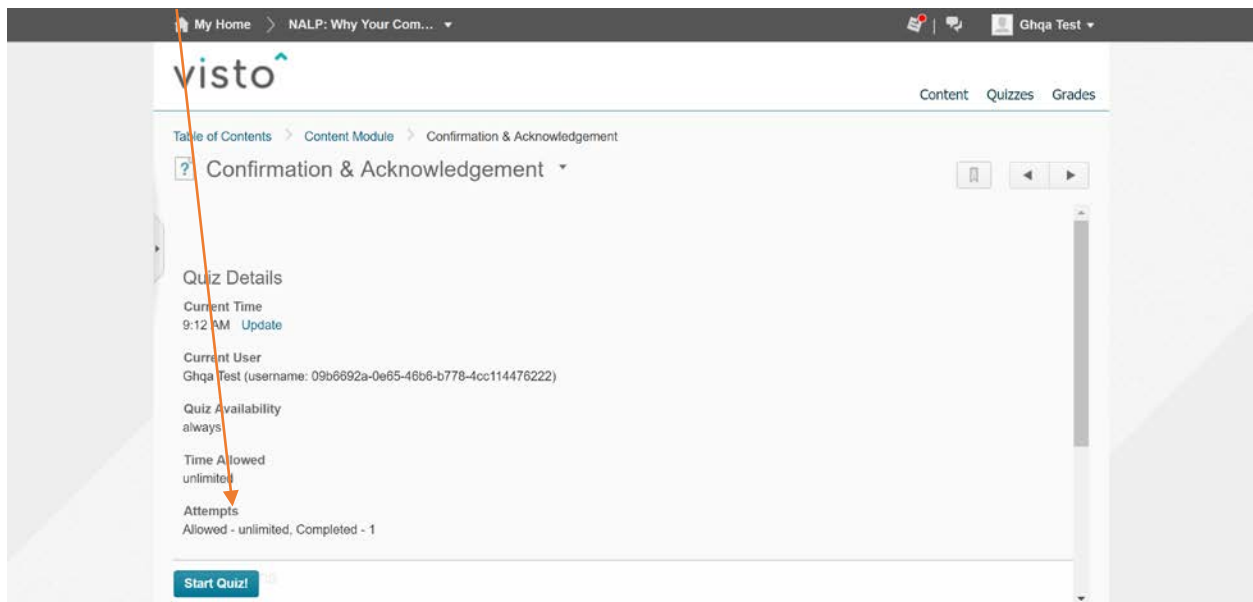
Step 11:

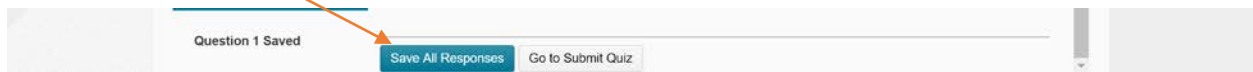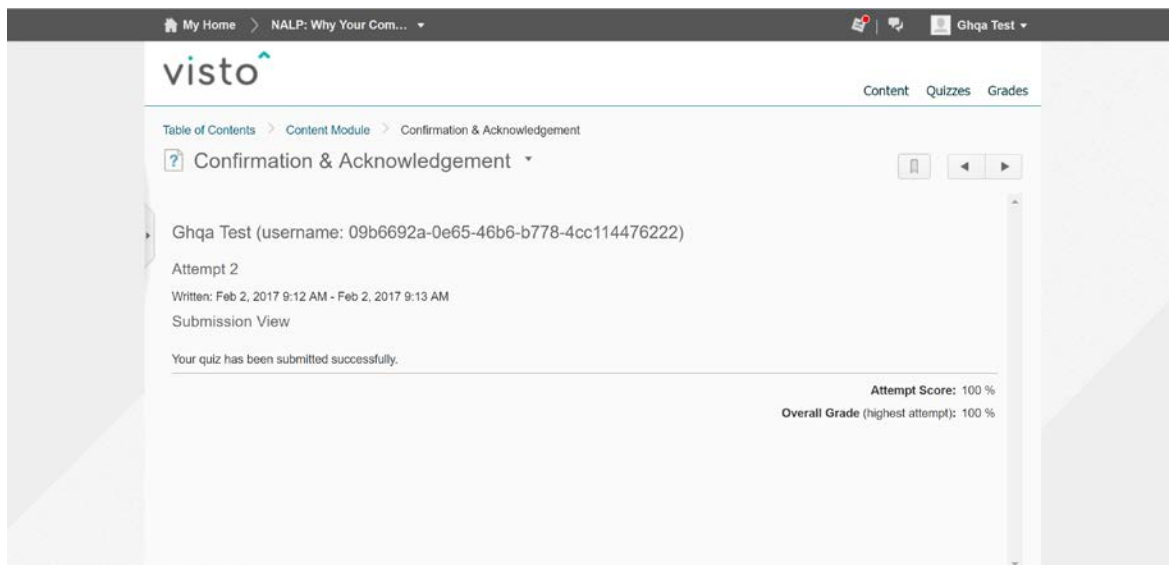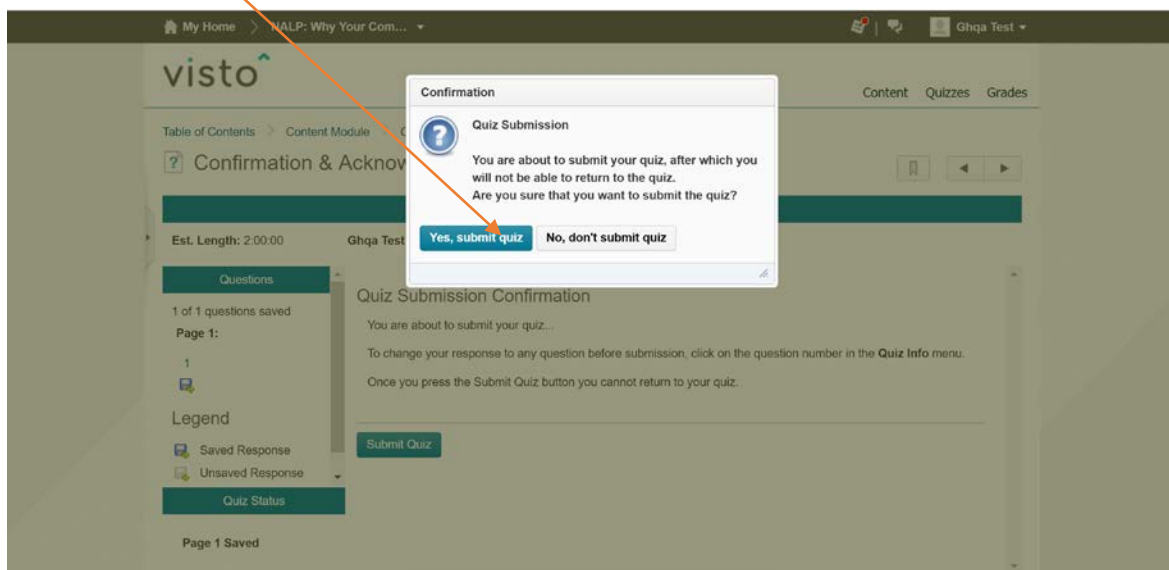Select "I viewed it" and save.

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Step 12:

Select "Go to Submit Quiz"

Step 13:

Select "Yes, submit quiz"

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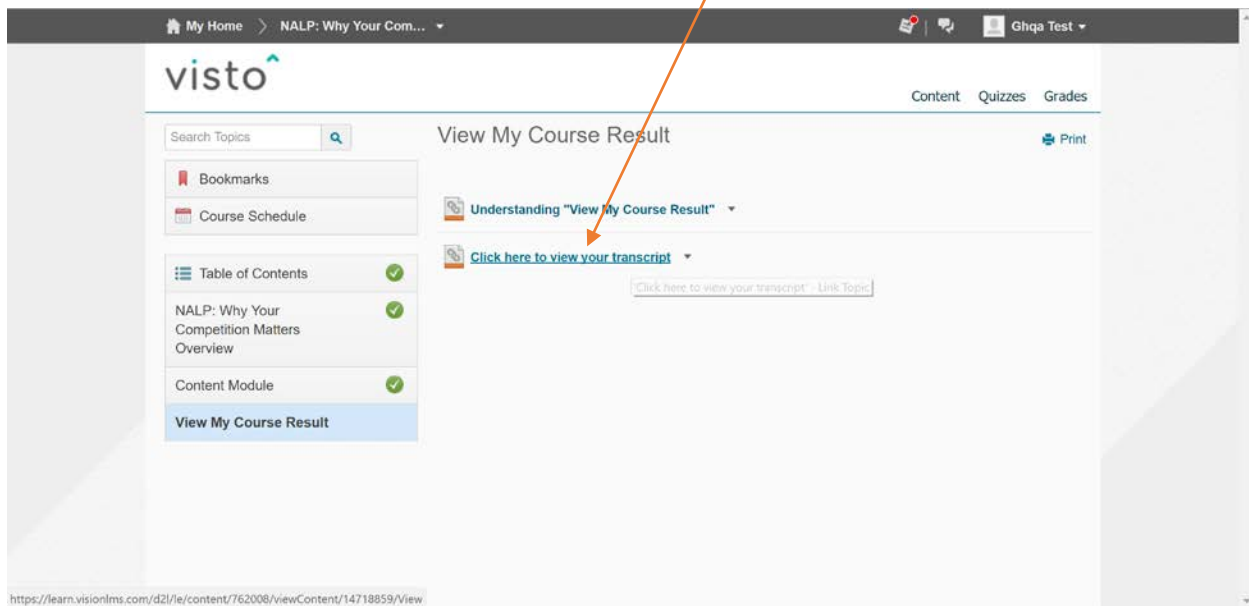## Step 14:
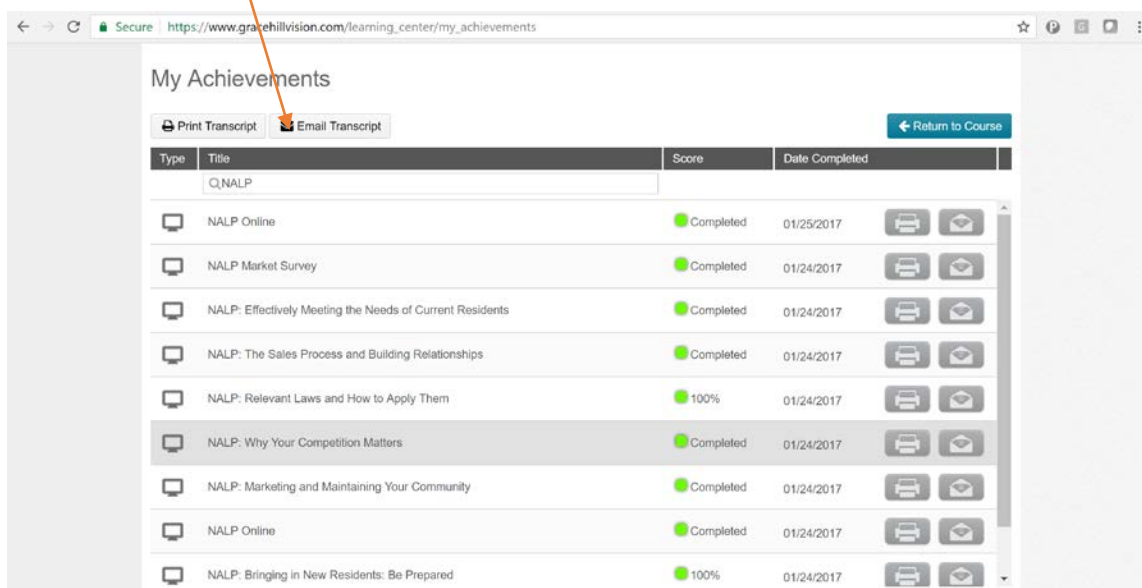
You will then be able to view your transcript. Select "Click here to view your transcript".

Step 15:

You can print and email your transcripts as needed.