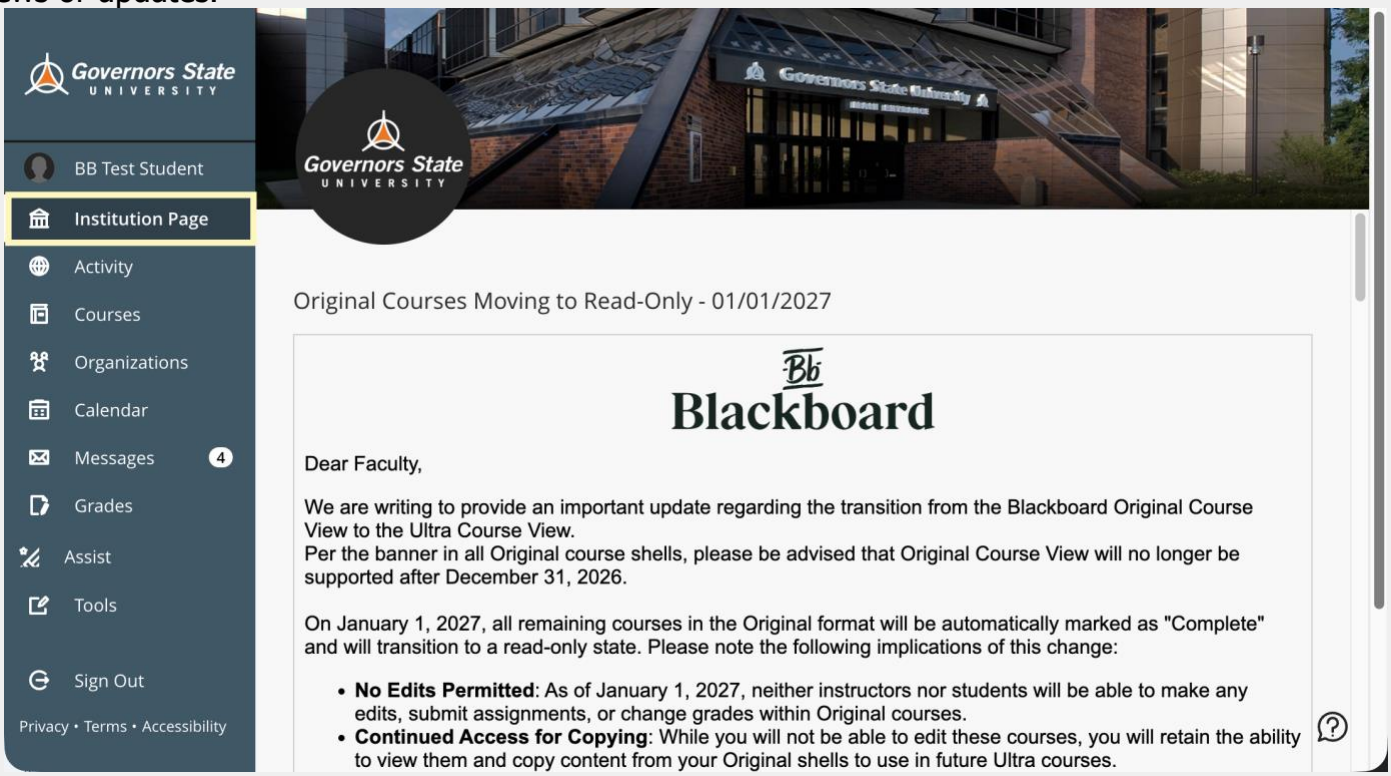
Navigating Outside of a Course

Institution Page:

This is the page where GSU will provide important and relevant information for not only Blackboard but other links that are relevant to teaching and learning. Once you login to Blackboard, this is the first page you should see. If not, select the Institution page and scroll down to keep up with any news or updates.

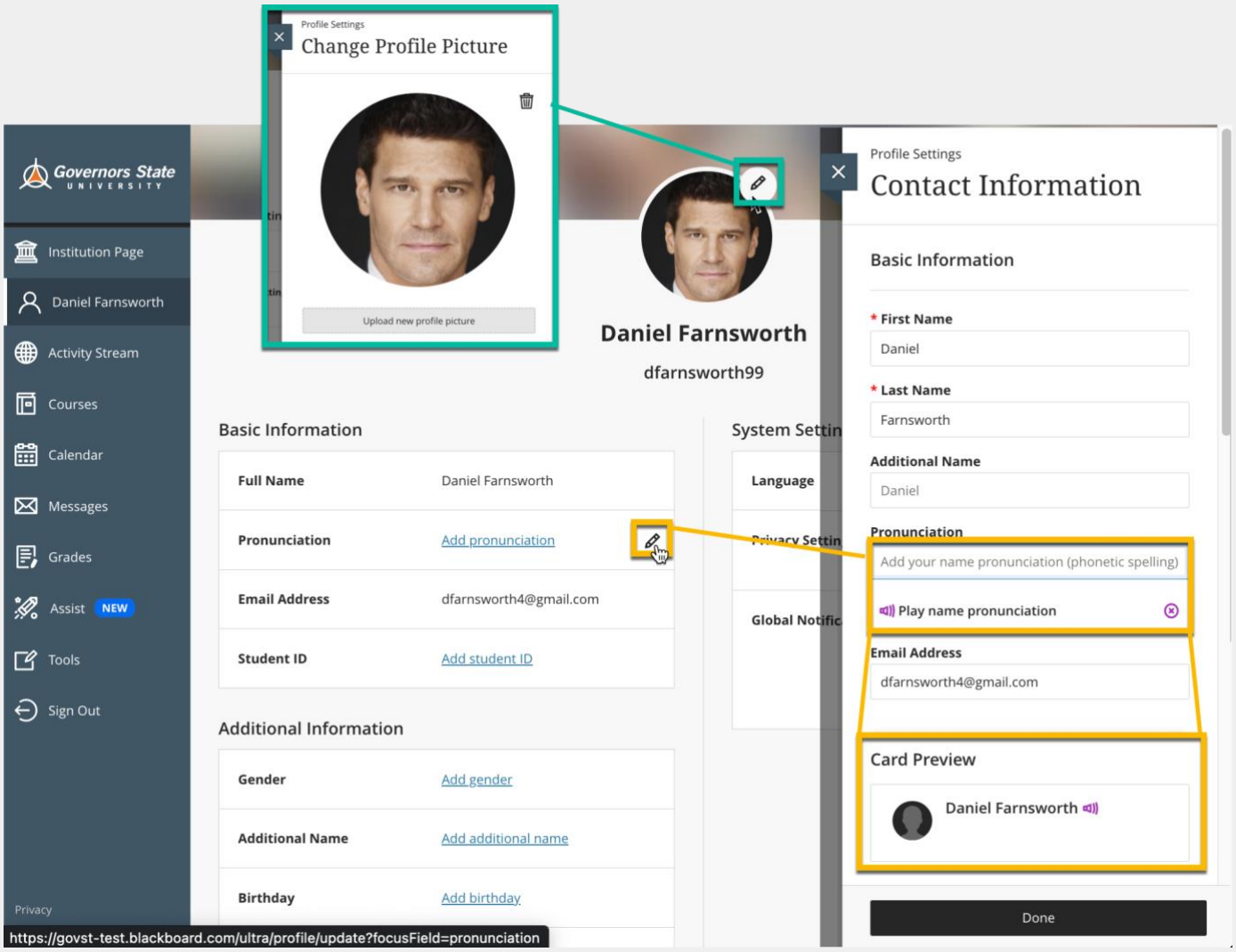


Profile:

You can select your name in the left menu to access personal information and settings. Your profile images will appear in Discussions, Blogs, Journals, Wikis and group activity. Instructor profile images will appear in the notification modules. If you do not upload an image file, the generic silhouette is used.

If you select "Record Name Pronunciation" option, you have the ability to record your name pronunciation. Blackboard only allows 20 seconds to record. You can remove and re-record as many times as needed.

To select any of these options, select the pencil icons next to the specific item that appears upon mouse-over.

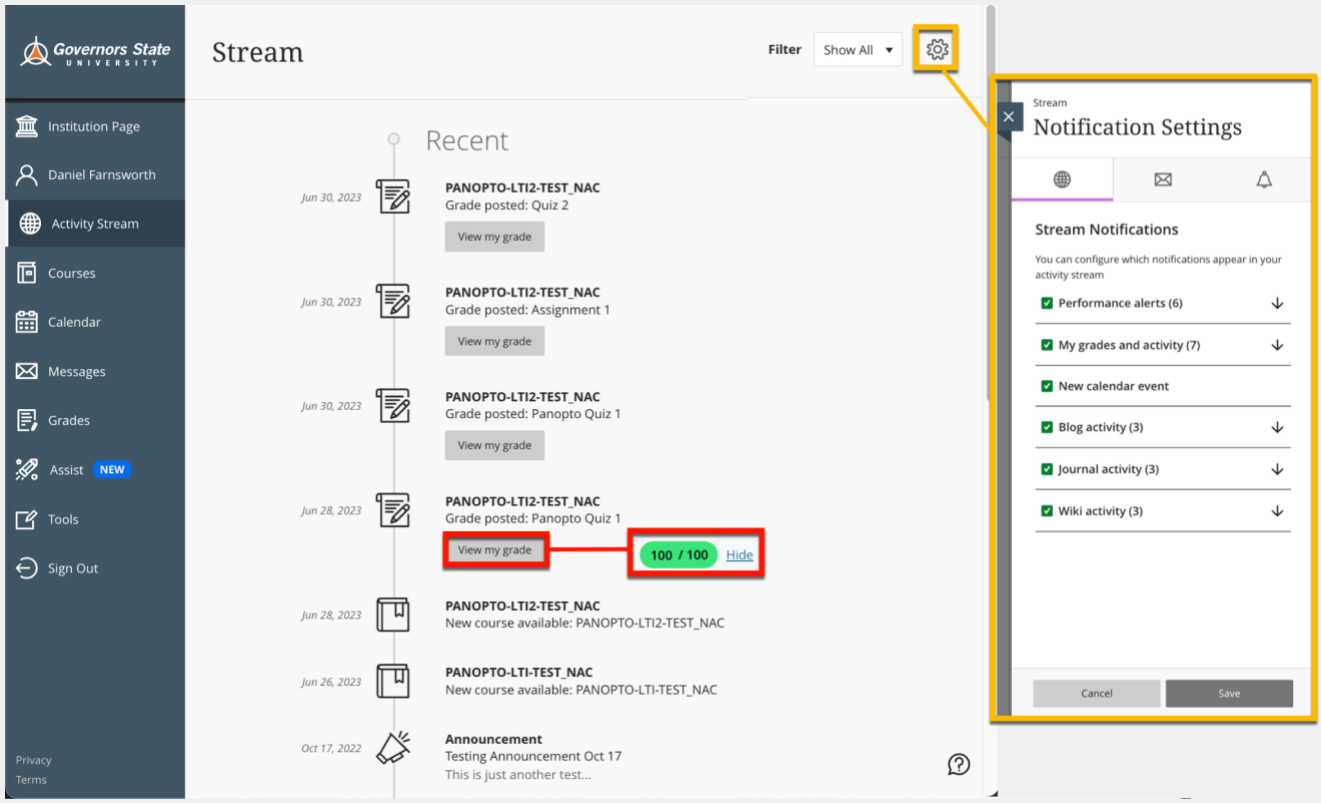


Activity Stream:

The Activity Stream will show you what's due and what needs attention within your courses. You can jump directly into the course by simply clicking from the list. Notice the buttons "View my grade" in the image below, which would show the grade.

You can configure their own activity streams. However, Due dates will always show. Uncheck notifications that you wish not to appear in your activity stream.
You may hide:

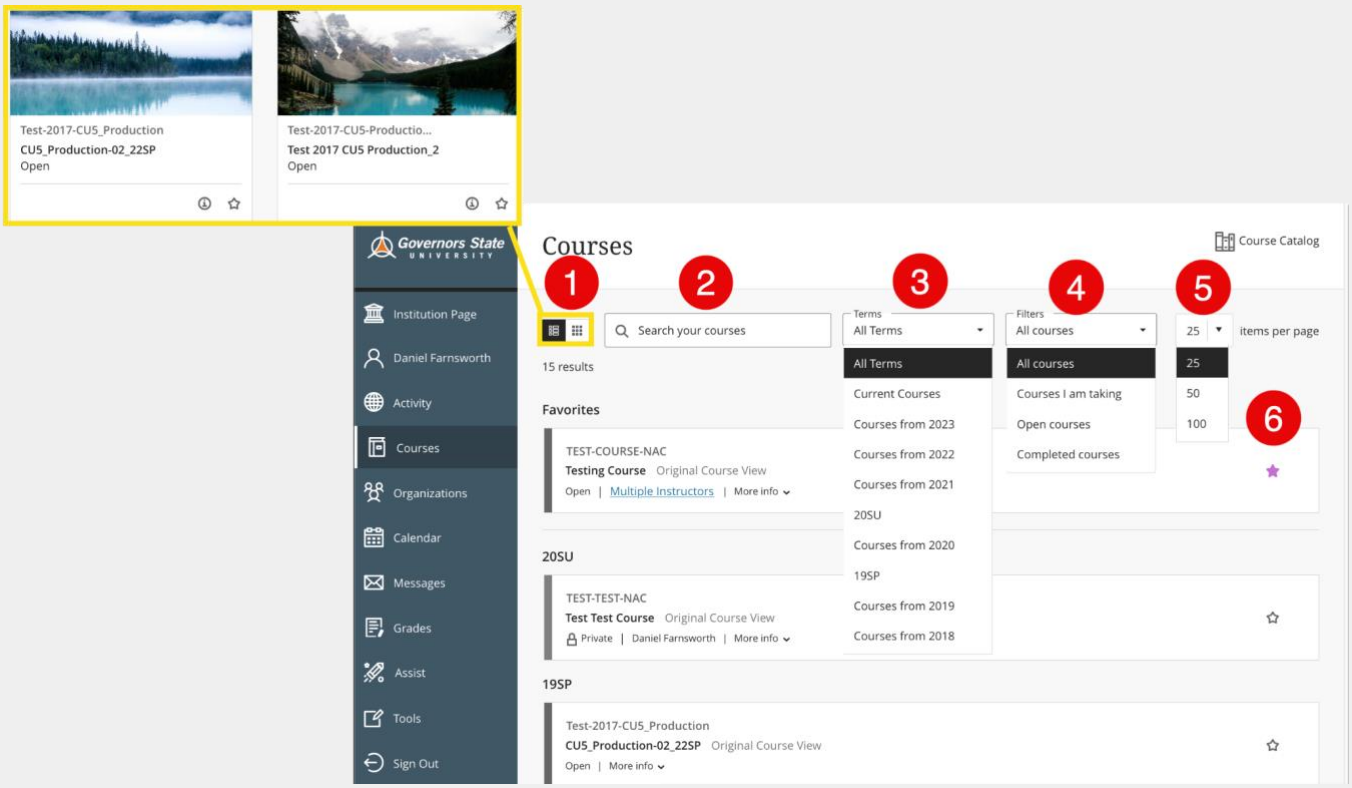
- Performance alerts
- My grades and activity
- New Calendar event
- Blog activity
- Journal activity
- Wiki activity



Courses:

You can quickly navigate to their courses with the ability to search, filter, and favorite them. Once you are on the Courses page, you will notice various filters to make it easier to locate your course.

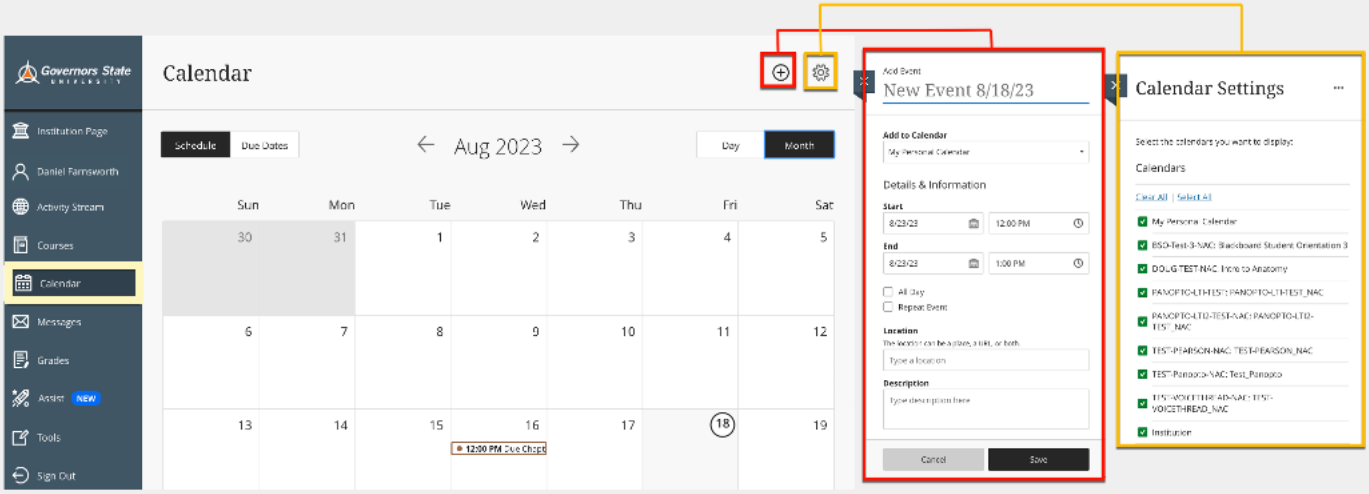
1. List/Grid View: Switch between List or Grid view. Grid view will contain course images.
2. Quick Access Terms: You will be able to separate the list of courses by Term. Select the appropriate Term from the drop down.
   Please note that 23FA courses moving forward use Terms. Anything prior may be listed in Other.
3. Search: Search by Course Name or Course ID to quickly find the course you wish to access.
4. Filter: Filter courses:
   a. All courses: Shows all Terms on one page.
      Note: *You may have to scroll depending on the amount of courses. You may also have to adjust the Items per page to a higher number than the default of 25.*
   b. Courses I am taking: Courses where you are enrolled as a Student. This filter will include both Open courses and Private courses.
   c. Open courses: Courses that are currently open and accessible for students.
   d. Completed courses: Students can access the content, but they can't participate in the course any longer. For example, they can't reply to discussions or submit assignments.
5. Items per page: Select from 25, 50 or 100 items per page.
6. Favorite: Select the star icon to make a course a favorite, which will add the course to the top of the Courses page.



Calendar:

View all course, institution, and personal events and due dates in one place, plus gain two-way synchronization with external calendars.

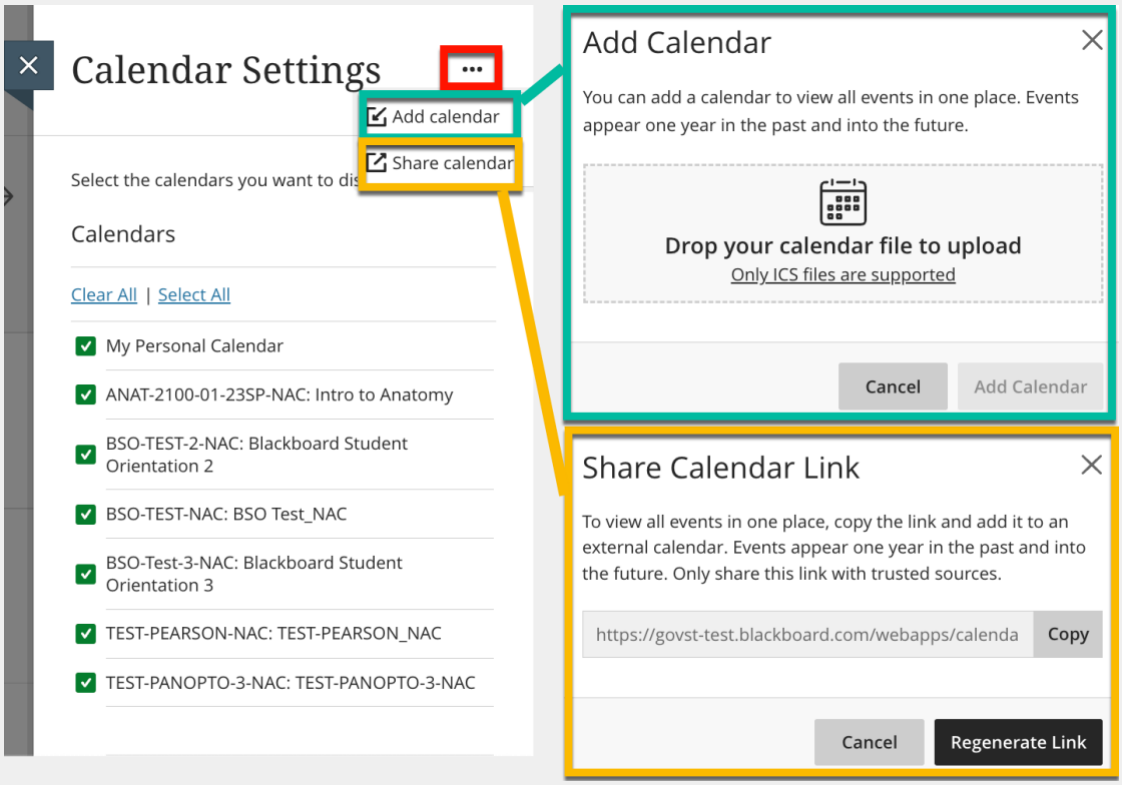
- Schedule/Due Dates: Toggle between the overall schedule or just due dates.
- Month/Year: Toggle between months and years
- New Event
- Day/Month: Toggle between day and month view



- Add Calendar:
  You can add a calendar to view all events in one place. Events appear one year in the past

and into the future.
Only ICS files are supported.

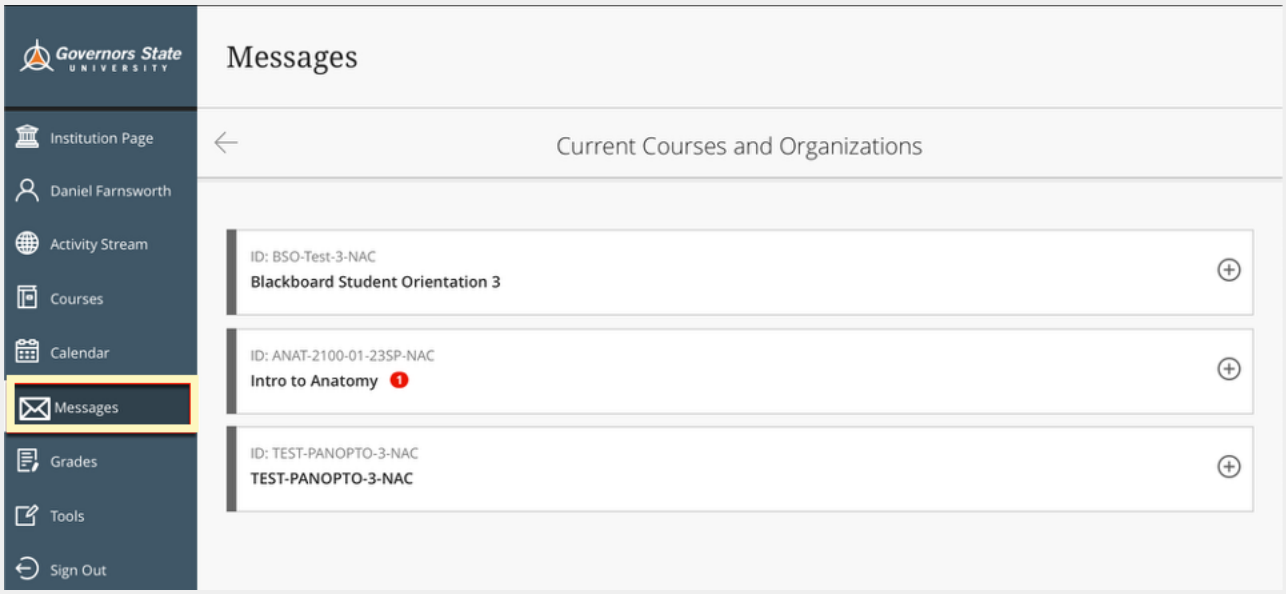
- Share Calendar:
  To view all events in one place, copy the link and add it to an external calendar. Events appear one year in the past and into the future.
  Only share this link with trusted sources.



Messages:

Stay connected by viewing and sending your messages from one place.

You can view messages for all their courses on one page or for one course at a time, they are organized by course and messages activity remains inside Blackboard, so you do not have to worry about email addresses.



Grades:

See in one place—across all courses—how you are doing compared to the class averages in tables and charts provided. Your grade contains the date, the average grade in the course and overall grade. Your Activity includes the date, average activity in the course and activity hours you may have accumulated.

