

## Course Navigation

### COURSE OVERVIEW

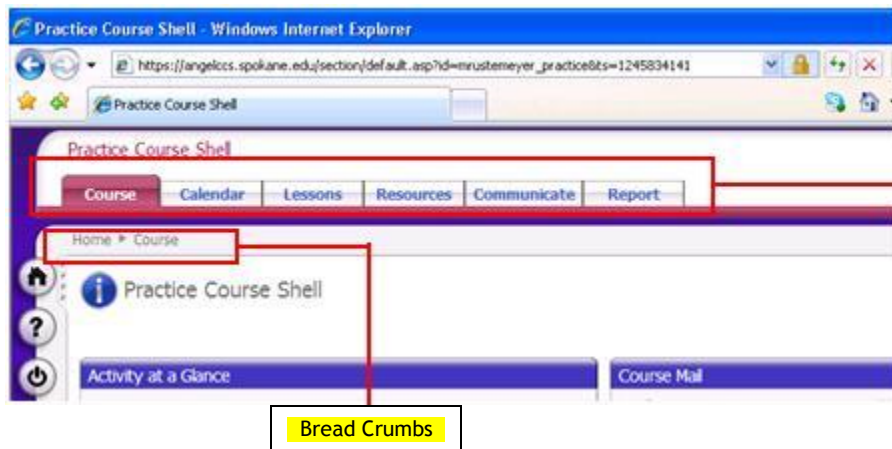
To access your course, click the course name in the **Courses** section of your personal home page. You can navigate through your course information using two sets of tools: the navigation tabs or the course guide.



The Courses section gives you a list of all the courses you are enrolled in. To access a course, click the course name.

### NAVIGATION TABS

When you open your course, a set of navigation tabs will appear across the top of your window. Each tab references a specific type of information about the course. As you move through the tabs, a **Bread Crumb** trail shows your current location within the course.

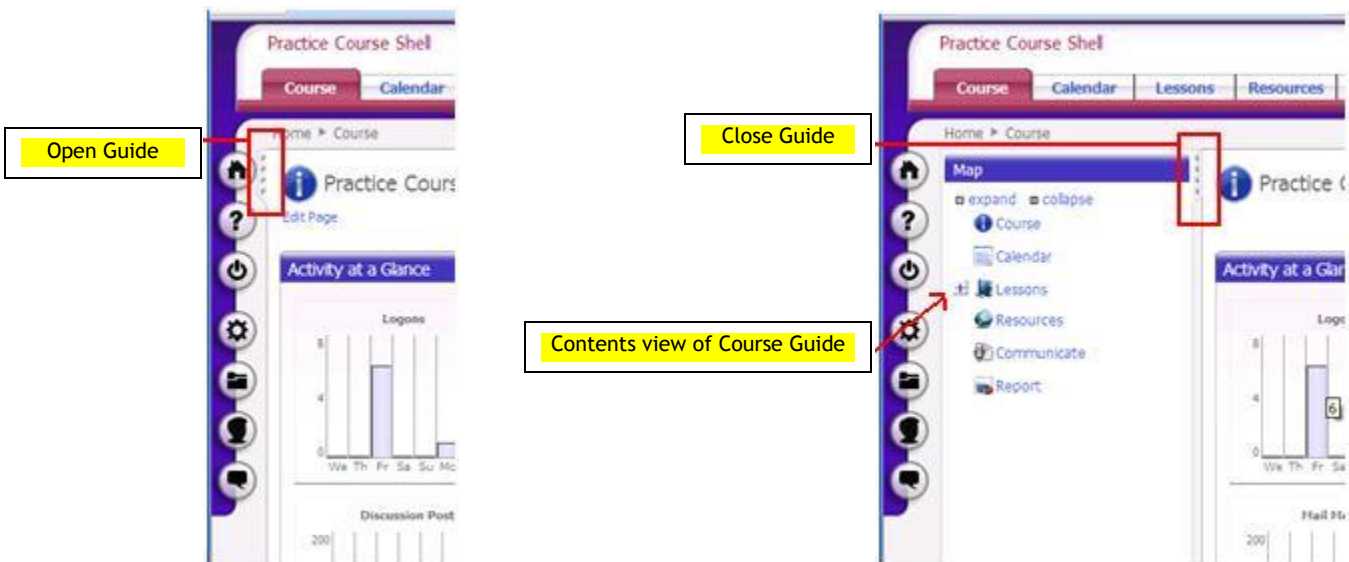


Navigation Tabs

Bread Crumbs

## COURSE GUIDE

The **Course Guide** opens the same information pages as the navigation tabs. To open the **Course Guide**, click the **Guide** bar located next to the Home icon. To close, click the **Guide** bar again.



Navigation tabs and course guide information available for your course may include: Course, Calendar, Lessons, Resources, Communicate, and Report. Each is described below.

Tab	Description
<b>Course</b>	This tab is like the “dashboard” of your course. From this tab you can see your level of activity in the class, check your grades, and view your mail and course announcements.
<b>Calendar</b>	Displays calendar event entries or important dates within the course, such as assignment due dates or test dates.
<b>Lessons</b>	Access to all lesson materials that have been created and posted for the course.
<b>Resources</b>	Contains helpful resources posted by your instructor.
<b>Communicate</b>	Displays tools for communication with others in the course by email, live chat, and through discussion groups; also contains course related announcements.
<b>Report</b>	Generates reports, such as reports on grades or course milestones.

## COURSE TAB

The Course tab includes the following sections by default:

Practice Course Shell

Course Calendar Lessons Resources Communicate Report

Home Course Student

Practice Course Shell

Activity at a Glance

Logons

Mail Messages

Discussion Posts

Submissions

Course Mail

View Inbox

Quick Message

Unread Messages

Course Announcements

Grades

Last updated: 5/1/2009 1:54:42 PM - Refresh

Course Mail allows you access to your course email. View Inbox will open your mail inbox. Quick Message allows you to bypass your inbox and begin composing a message. Unread Messages displays the number of unread messages in your inbox.

Course Announcements displays recent announcements the instructor has posted for the course.

Activity at a Glance shows a summary of your course activity over the period of one week, including the number of log-ins, discussion posts, mail messages, and submissions.

Grades displays a summary of your grades for the course.

## CALENDAR TAB

The Calendar tab shows scheduled items for the day, week, month or year. To change the view, click the appropriate link in the toolbar at the top.

Practice Course Shell

Course Calendar Lessons Resources Communicate Report

Home Course Calendar Student

Calendar

Format: List Grid View: Day Week Month Year Previous Next Today

June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Change calendar view

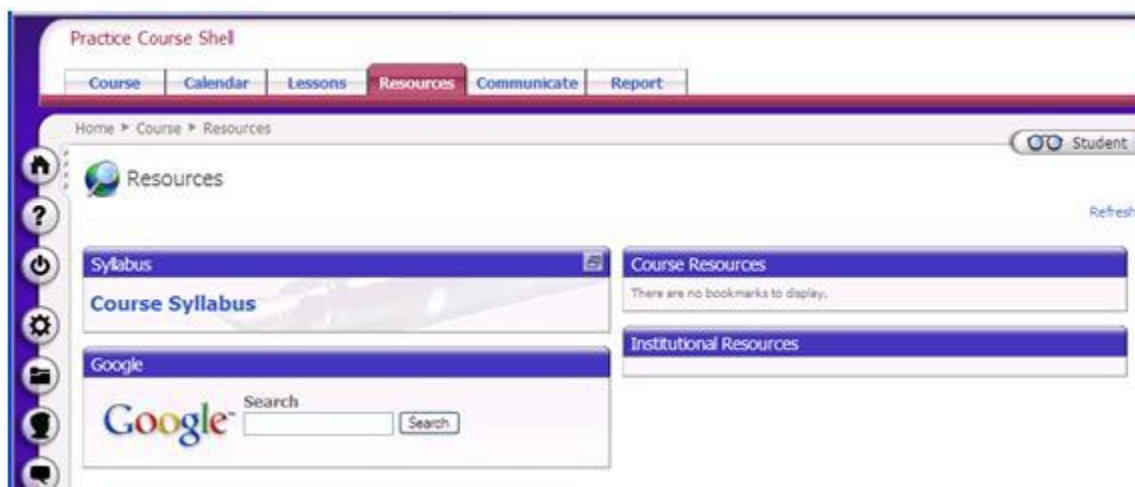
## LESSONS TAB

The majority of your content will be found under the **Lessons** tab. This is where you will access lesson materials that have been created and posted for the course. To open an item, click on its name.



## RESOURCES TAB

The **Resources** tab contains helpful resources posted by your instructor. Generally, the types of resources found here are the course syllabus, web search tools, course related resources, and college resources. To access a resource, click the link provided.



## COMMUNICATE TAB

The **Communicate** tab provides access to the course's communication tools. Here you will find tools for communication with others in the course by email, live chat and discussion groups. There is also an area for course related announcements.

The screenshot shows the 'Communicate' tab in a 'Practice Course Shell'. The navigation bar includes 'Course', 'Calendar', 'Lessons', 'Resources', 'Communicate', and 'Report'. The main content area is divided into several sections:

- Course Mail:** Includes 'View Inbox' and 'Quick Message' options.
- Unread Messages:** Shows 'Practice Course Shell (1)' and '0 messages'.
- Discussion Forums:** A section for 'Discussion Forums (1)'.
- Live Office Hours:** A section for 'Live Office Hours' with a note that 'Discussion office hours sessions scheduled'.
- Course Roster:** A section for 'Course Roster' to 'View a list of people in this course'.
- Course News and Events:** Includes 'Announcements', 'News', and 'Polls'.

Callout boxes provide additional information:

- Discussion Forums** may also be accessible through the **Lessons** tab.
- Live Office Hours** is a virtual office space where your instructor may schedule meetings.
- Course News and Events** allows you to view course announcements.
- Course Roster** provides a list of people in the course.
- Course Mail** allows you access to your course mail. For more information, see "Using Course Mail" instruction sheet.

## REPORT TAB

The **Report** tab allows you to track your progress through the course and generate reports on grades or course milestones. Default reports include:

Report	Description
<b>Learner Profile</b>	Provides information on your course activity, submissions and grades.
<b>Grades</b>	Allows you to check your grades on assignments.
<b>Milestones</b>	Tracks your progress on key course objectives and assignments.

The screenshot shows the 'Report' tab in a 'Practice Course Shell'. The navigation bar includes 'Course', 'Calendar', 'Lessons', 'Resources', 'Communicate', and 'Report'. The main content area is the 'Reports Console' with the following settings:

- Report Settings:** Saved Reports
- Choose Report:**
  - Category: Learner Profile
  - Report: Activity Logs
  - User(s): Rustemeyer, Marie
- Configure Report:**
  - Starting: 5 days ago
  - Ending before: Now
- Select report view:** Chart
- Buttons:** Run, Print Preview, Send Report, Export, Save