

My Blackboard - Global Navigation

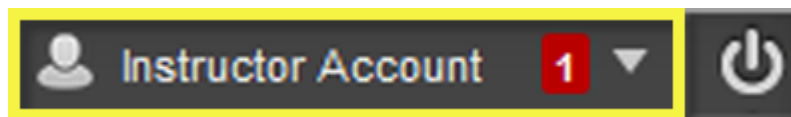
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Overview

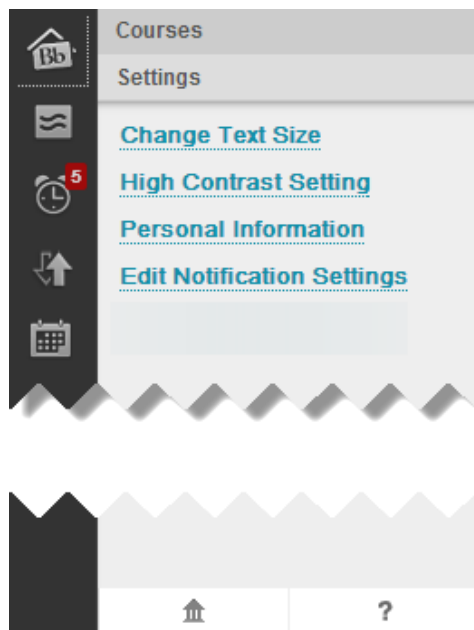
The ‘My Blackboard’ global navigation is an always-available menu containing useful cross-modular information and tools, namely:

- VITAL calendar events (dates you set in your modules e.g. assignment due dates; personal dates you add to module calendars; dates from VITAL support e.g. upgrades). You can add and edit calendar dates here as well.
- Module notifications (set and check what module events generate notifications - announcements, assignment submitted, etc)
- Read the latest posts from Discussion Boards, Journals, etc across modules
- Retention Centre view - check which students have missed deadlines across your modules etc.
- Change Text Size and Contrast accessibility settings.
- Change some personal and privacy settings.
- Access VITAL Self Service

This facility is accessed any time you are in VITAL from the upper-right of the screen. Clicking this area where your name appears opens the My Blackboard. (The icon on the far right is a logout button).



The pop-up menu appears as below. There are option icons and links down the left hand side, in the main area of the menu, and at the bottom of the menu.

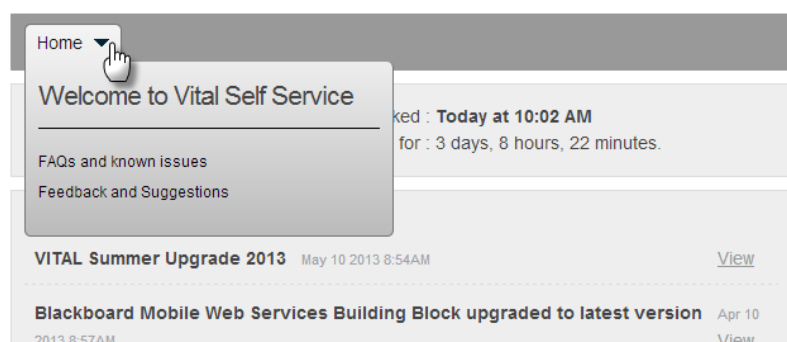


The number in red next to your name shows how many alerts are in your Retention Centre (see below).

Footer Menu - VITAL Self Service



1. The question mark button at the bottom right of My Blackboard accesses the VITAL Self Service facility which opens in a new window. Self Service contains online VITAL help, with FAQs, links to guides, a list of known issues, tools for diagnosing problems with student enrolments, for requesting a personal test module, test student accounts and using the groups from Orbit tool.
2. You can access the online help without logging-in. Hover the mouse pointer over the **Home** tab. Click the **FAQs and known issues** link. Start typing your question in the text box that appears and select the suggested answer that most closely answers your question.



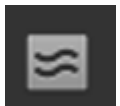
3. On the right hand side is a log-in area where you can access the other facilities like requesting a personal test module and checking a student's status in VITAL.

Side Menu - BB Home



4. This is a summary view page of:
 - a) your Calendar 'due' events (assignments and tests) for the current day and the coming week for all your modules;
 - b) posts from your Blackboard discussion boards, blogs, journals etc.

Side Menu - Posts

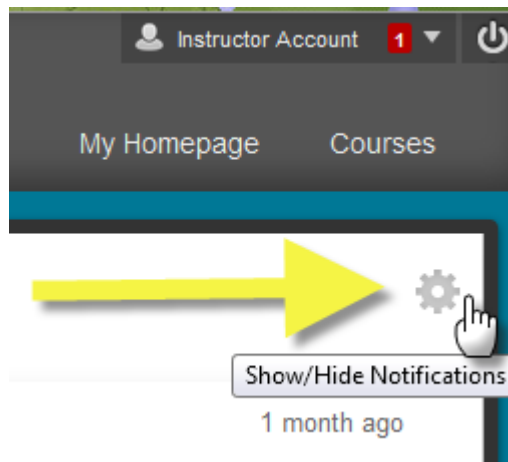


5. This is a consolidated view across all your modules of posts, comments and replies from Blackboard discussion boards, blogs, wikis, journals etc.

Side Menu - Updates

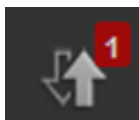


6. This area will list all of the notifications across your modules that you have set to appear. Where applicable, you can follow a clickable link to the specific area of the module.
7. You can also change whether you get alerts by email and on a module-by-module basis or in a batch. For instance, you could turn off email alerts of Announcements for all your modules except a select few.
8. To access your notifications settings, click on the cog wheel icon on this page. A pop-up menu appears and you can choose what notifications you would like to appear on this Updates page.



9. At the bottom of the pop-up menu is a “View Notifications Settings” link. Clicking on this takes you to a management area where you can decide what notifications you receive by email (e.g. announcements) and via BB Mobile. These settings can be made in a batch across all your modules or for specific modules.

Side Menu - Retention Centre



(The Retention Centre is new feature in 2013 which lets you see information on which of your students have missed deadlines, not accessed the module, etc based on some ready-made rules. You can also create your own rules for conditions to monitor and generate alerts in the Retention Centre. A useful feature for modules with large student cohorts.)

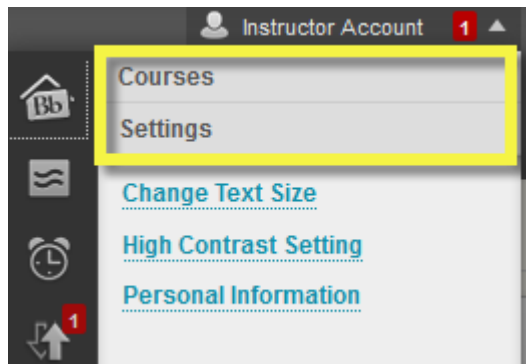
1. The Retention Centre page will give you summary information for each of your modules of any problems where students have not accessed the module in 5 days and where students have missed any deadlines.
2. The left side of the page lists all of your modules. Click through each one to see the summary information for that module.
3. The right hand side shows the summary information. If you want to examine the data in more detail, click the “See Details” button or the “See more details” links.
4. You can access the Retention Centre for a module from the Control Panel of the module. Here you can add your own monitoring rules to the default rules. See the ‘How to’ guide on the Retention Centre for full details on working with this facility.

Side Menu - Calendar



5. This page will give you an overview of all of your calendars (modules, institutional, personal). You can add and edit events from here (which will be updated automatically in the module). Select/de-select calendars as you want to see them. Get a day, week or month view of your calendar selections. Export the calendar events to your iCal compatible calendar tool (e.g. Outlook, Gmail).

Main Menu - Courses



6. This lists your most recently-visited courses first, and the remainder after, and you can link to them directly from here.

Main Menu - Settings

7. **Change Text Size** - advice on changing the size of the text on the screen using your internet browser.
8. **High Contrast Setting** - opt whether to override the Blackboard high contrast setting with your operating system's setting.
9. **Personal Information** -
 - a. **Personalise My Settings** - here you can upload an avatar that will appear in place like your posts on the Discussion Board. The default setting is for no avatar to be displayed. You can also choose whether to display the **Courses** option (above) and set the definition for a recently-visited course (how many days since last accessed).
 - b. **Change Personal Settings** - change the system language pack from here (will only apply to you and will only apply to system text - buttons, menus and so on, not the content text of modules).
- c. **Set Privacy Options** - Options to control whether students can email you from a module (set by default to **yes**), and if you are using the Roster tool whether you want to be hidden from this (set by default to **no**).
- d. **Edit notification settings** - another route to the page for setting what events in VITAL generate email/mobile/updates notifications.