

VITAL navigation basics - students

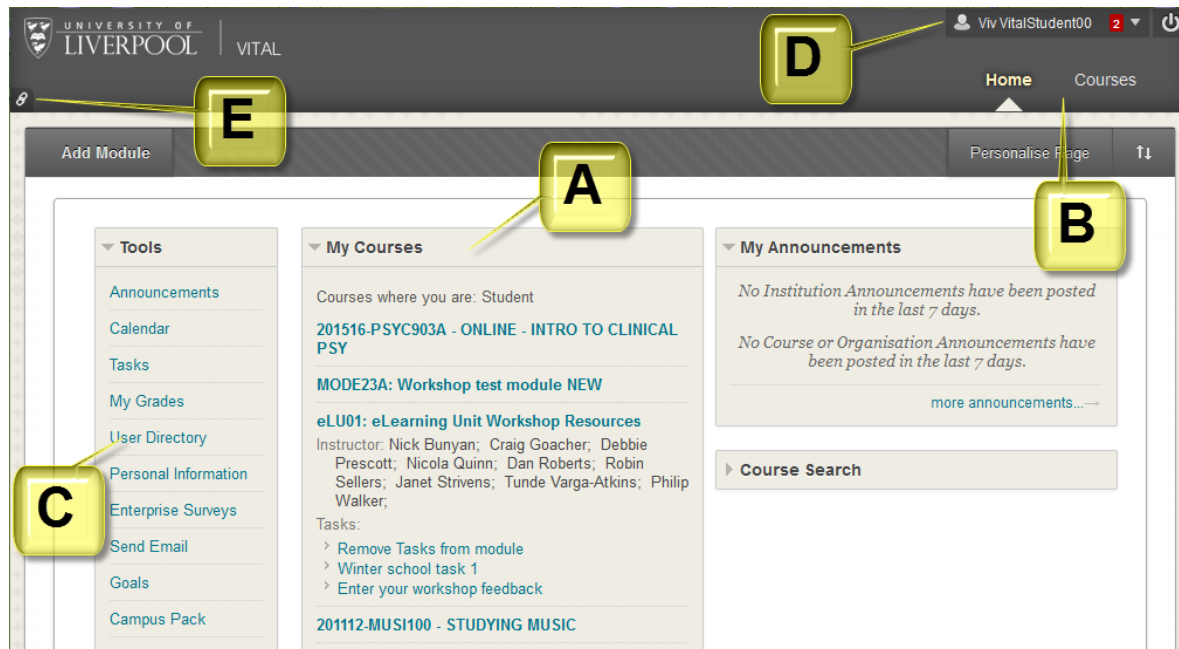
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Overview

The guide shows you quickly how to find your way around the VITAL homepage and a standard module, including:

- What’s on your VITAL home page - find your modules.
- Find your way around a module.
- The My Blackboard navigation menu.
- Return to the homepage or log out of VITAL.

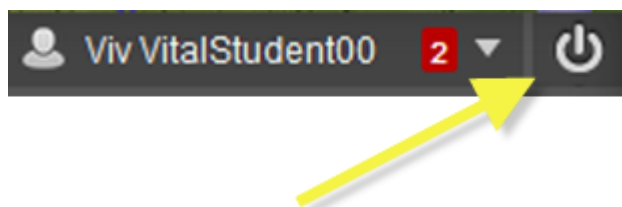
VITAL homepage navigation



1. Once you have logged-in to VITAL the first page you see is your home page. There are four key navigational elements on your home page.

- A. **My Courses** list. This is the main point from which you access your modules and is a list of links to all of the modules on which you are enrolled, usually listed under **Courses where you are: Student**.
- B. **Home** and **Courses** tabs. These appear in this position across all pages in VITAL. **Home** returns you to this VITAL home page. **Courses** is a page with just a list of your modules.
- C. **Tools** panel. Includes a link **My Grades** where you can access grades and assignment feedback for all of your modules, where tutors are using VITAL to do this.
- D. **My Blackboard** navigation menu. Clicking here (where your name appears) opens a menu with updates from all of your modules in one place, so that you don't have to go into modules individually. You will find: the My Grades tool; module alerts like announcements, new content available, due dates etc; VITAL Calendar events; all the posts and comments from discussion boards and blogs. The number in red seen next to your name indicates the total number of updates/alerts available across all your modules. This menu is accessible all the time you are in VITAL.

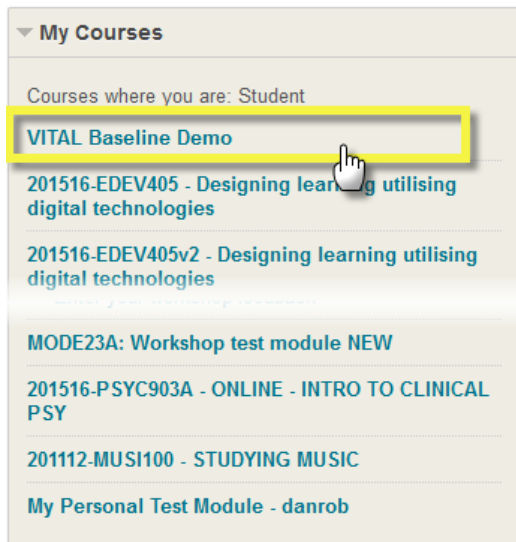
There is a **Logout** button next to 'My Blackboard'. This is useful for example if you are working remotely and have logged-in directly to VITAL. It ends your VITAL session, logs you out of the VITAL system and returns you to the login page.



- 2. The homepage is customisable - you can drag and drop the information panels around, add to or remove panels, and change colour schemes. See the How to guide **Managing your homepage** for details.
- 3. There is also a **Quick Links** feature (E), useful for keyboard-only users, which tells you which keyboard shortcuts are available on the current page, and lists all the main page sections as links.

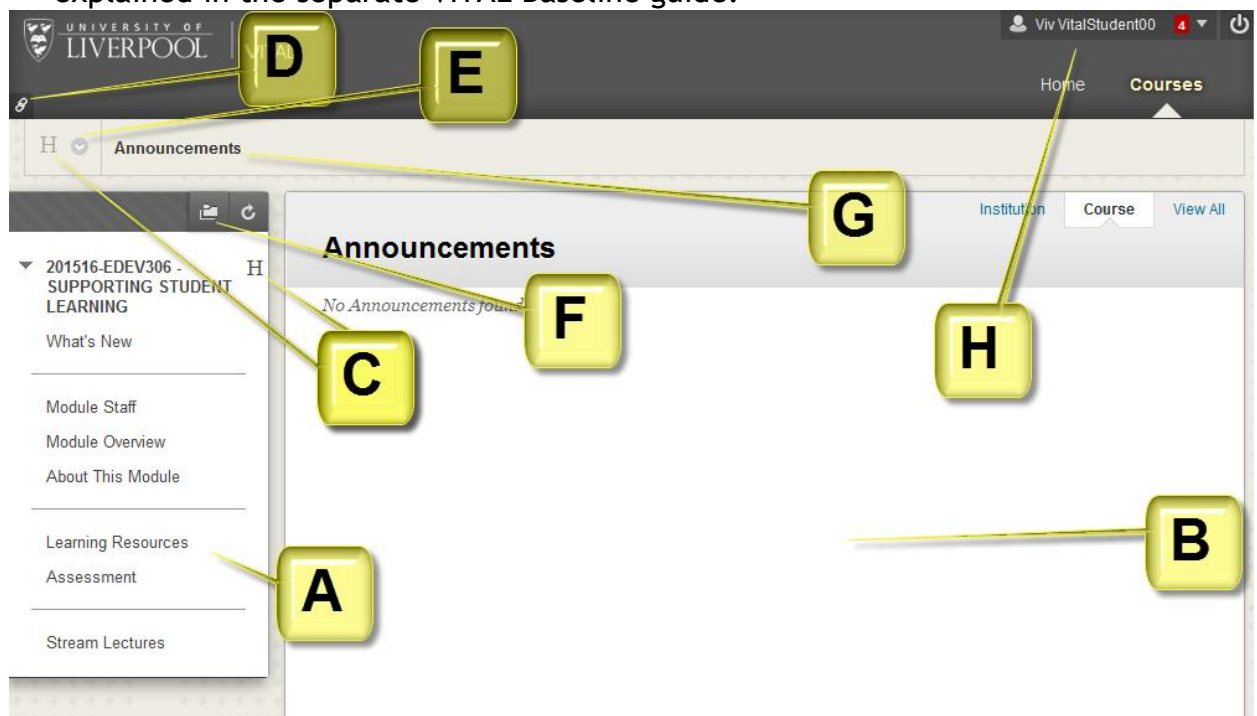
Accessing a VITAL module

- 1. From the homepage, in the **My Courses** panel, click on the required module title link. (You can also access modules from the **My Blackboard** menu).



Navigating around a VITAL module

1. All VITAL modules have a similar, basic structure explained below. Additionally, the VITAL Baseline standard sets out key areas of content and information that students can expect consistently in their modules explained in the separate VITAL Baseline guide.



- A. Module menu.** Each link in the menu is a section of content, information and activities in your module. For example, **What's New** contains the module announcements. Click the links to access the sections of the module.
- B. Main page area.** As you click through the module sections, the content for each area appears here. There may be further levels to click through,

such as folders with more content in, or activities to access like discussion boards.

- C. **Module 'Home' buttons.** Click either of these to take you back to the first page of the module.
- D. **Quick links button** useful for keyboard-only users, which tells you which keyboard shortcuts are available on the current page, and lists all the main page sections as links
- E. **Switch modules dropdown.** Rather than having to go back to the home page to go to a different module, access your module list from this menu.
- F. **Module menu pop-up.** This opens the module menu in a new window. You can use the + icon here to list all the content items in every section and folder to help you find something particular quickly, and click it to access it from there.
- G. **'Breadcrumb' trail.** This trail menu grows and shrinks as you navigate up and down the levels of the module, showing the path you took to get to your current page. Each element of the trail is clickable to navigate back to that page or section.
- H. **VITAL Homepage, logout, My Blackboard menus.** The home tab takes you back to the main homepage. See above for details on the My Blackboard menu which is always accessible.
- I. **Group Areas.** If your tutor is using the Groups facility in VITAL then you will find your group area links below the main module menu, as in the screenshot here.

