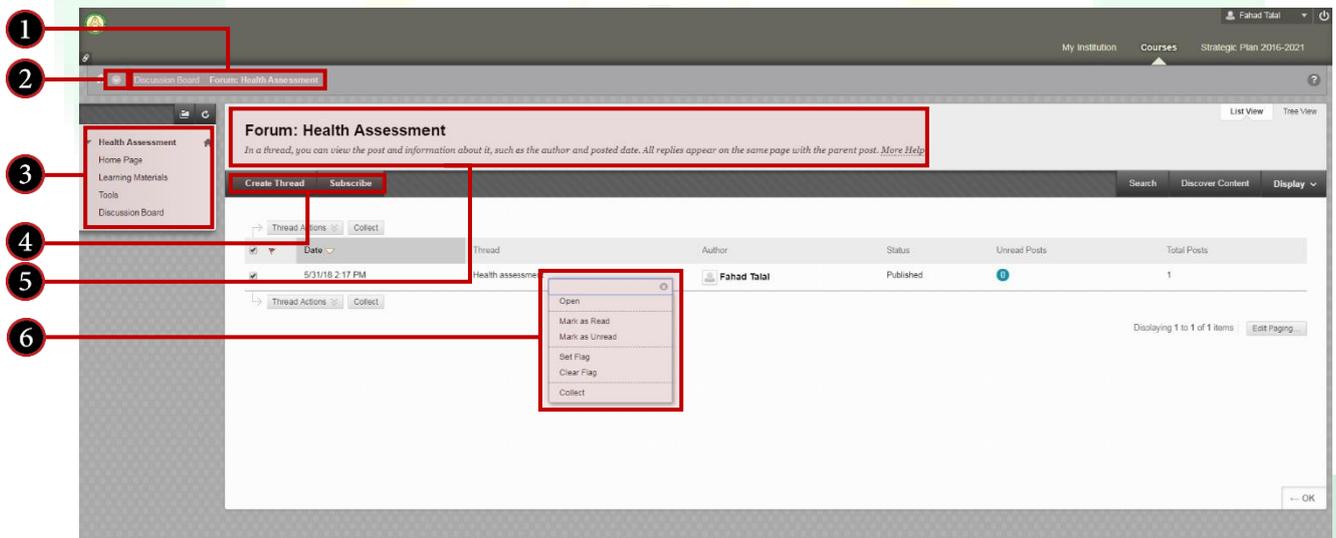


Navigate Inside a Course

The Course Environment:

Courses vary in design based on the instructor and the institution, but some common elements exist. Your institution and instructor control which tools are available.

1. **Breadcrumbs:** Access previous pages you have recently visited.
2. **Course-to-Course Navigation Icon:** From the Menu you can access the other courses you are enrolled in.
3. **Course Menu:** The access point for all course content. Instructors control which links appear.
4. **Action Bar:** This is the row at the top of the content frame that contains page-level actions, such as Subscribe or Search in discussions. The functions on the action bar change based on where you are in your course.
5. **Content Frame:** The larger area of the screen next to the course menu that displays the selected content area, tool, module page, or material. Instructors choose the page that appears here when you enter a course.
6. **Menus:** An Options Menu icon appears for components with menus, such as a thread in discussions. The options in the menu vary based on the component.



A. Course-to-Course Navigation

From one of your courses, you can conveniently access all of the other courses you are enrolled in.

Select the Course-to-Course Navigation icon to access the menu and select another course title. If the same page you are currently viewing exists in the next course, that is where you will land. The most recently visited course is listed first.

B. Course Menu

The course menu is the panel on the left side of the interface which contains links to all top-level course areas. Instructors can customize the style of the course menu.

- A. Refresh your view.
- B. Expand or collapse the course menu frame. Move your mouse pointer near the border and select the arrow. When you collapse the course menu, you have more room to view content.

C. Course Home Page

By default, all courses include a Home Page on the course menu.

The Home Page is a course module page. Information is presented in boxes called modules, such as My Announcements, My Tasks, and What's New. Your instructor can rename or delete this page, and create other course module pages. Your instructor also chooses which modules appear.

- A. Select the Manage Settings icon to change how the content appears. For example, you can select how many days of announcements appear in a module. However, not all modules have settings you can change.
- B. Select the link in a module to view more.
- C. Some modules contain an Actions menu with options to expand, collapse, or dismiss the notifications in that module.