

Blackboard Help Topic

Global Navigation Menu and My Blackboard

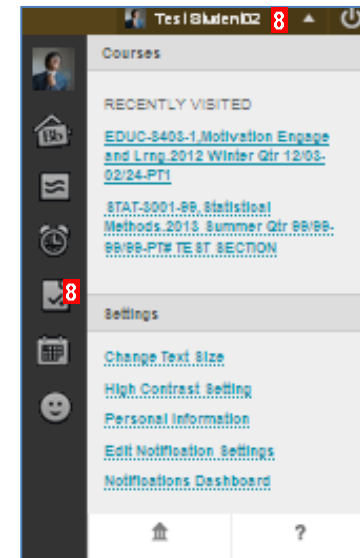
Walden 2013

Updated August 30, 2013

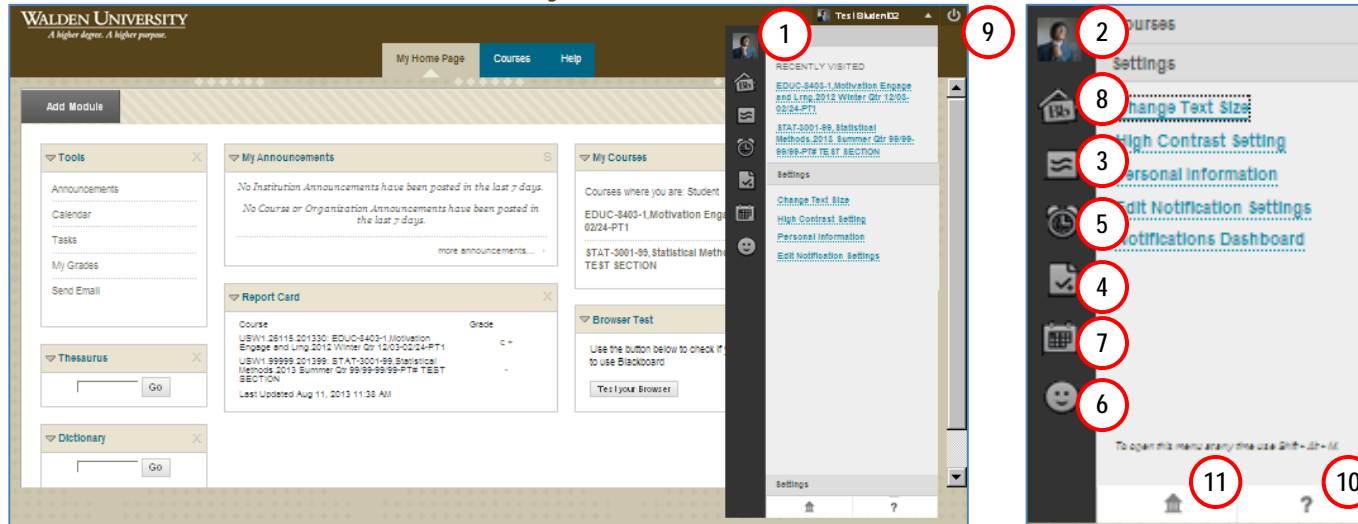
This Blackboard help topic describes the Global Navigation menu and My Blackboard features, new for 2013.

Summary












- Open the Global Navigation menu by clicking your name in the upper-right corner of any Blackboard page.
- The Global Navigation replaces a few features found in Walden's previous version of Blackboard (My Places, Personal Information, Log out, etc.) and adds a few new features.
- Buttons on the left side of the menu access My Blackboard features, which display important updates from all of your courses in one convenient location, and access an optional, external My Blackboard Profile associated with a specific e-mail address that has a profile photo and access to social networking features. (We suggest using your Walden e-mail address to create this profile.)
- Red, highlighted numbers on the Global Navigation menu and its buttons represent new notifications from one or more of your courses.
- This menu provides an alternative way to check for new grades and reply to new Discussion posts for any, or all, of your courses. You can also check grades and Discussions for your courses from within your courses (the steps for doing this have not changed from the previous version of Blackboard).



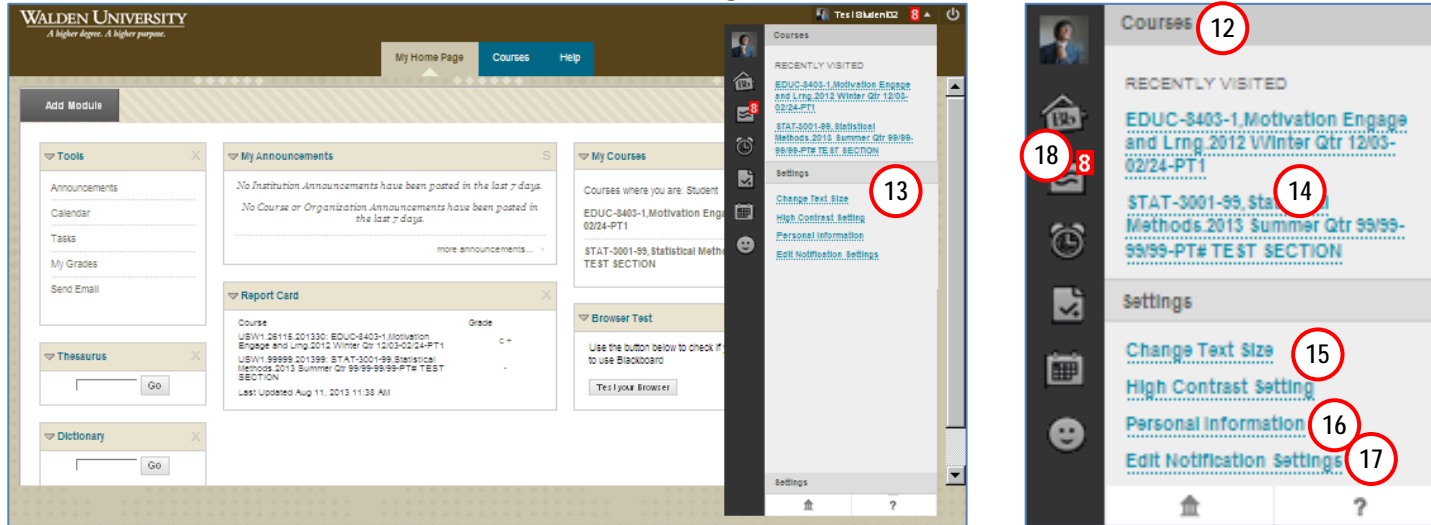
My Blackboard Buttons



Use the Global Navigation Menu to...

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|--|---|
| <ol style="list-style-type: none"> 1.  Tes18Mten02 Global Navigation menu 2.  Edit My Blackboard Profile 3.  Posts 4.  My Grades 5.  Updates 6.  People 7.  Calendar 8.  Blackboard Home 9.  Log Out 10.  Help 11.  Home | <p>The name plate in the upper-right corner of the page opens the Global Navigation menu.</p> <p>Allows you to add an optional profile photo (avatar image) and change privacy settings.</p> <p>Read and reply to new Discussion Board replies from all courses.</p> <p>Special version of My Grades that displays new grades for all your courses.</p> <p>Displays list of new events (announcements, grades, posts, etc.) from all your courses.</p> <p>See profiles of people enrolled in your courses (note that profiles may be hidden).</p> <p>An interactive personal calendar.</p> <p>A combination of many of the features mentioned above displayed on one screen.</p> <p>Log out of Blackboard (recommended when using public computers).</p> <p>General Blackboard help.</p> <p>Return to Blackboard home page.</p> |
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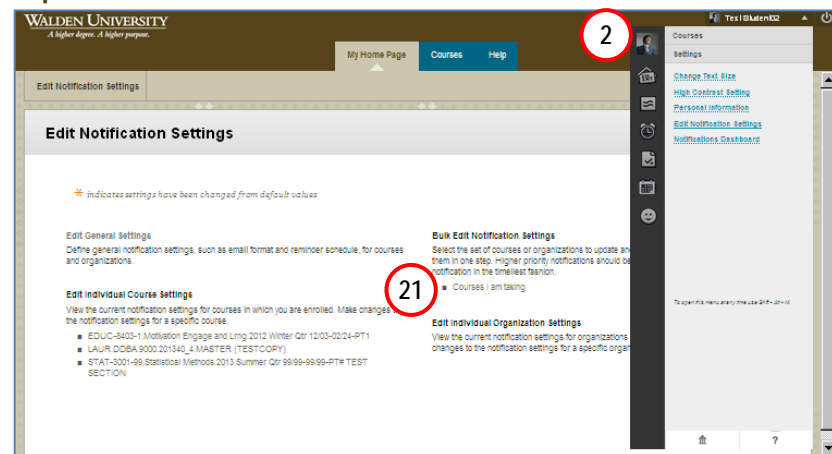
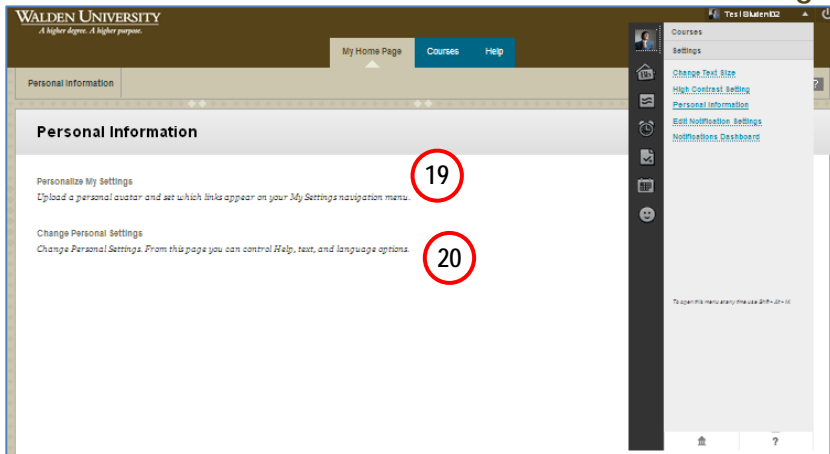
Global Navigation Links



Use the Global Navigation Menu to...

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|-----|---|--|
| 12. | Courses | A list of Walden Blackboard courses you are enrolled in (formerly My Places). |
| 13. | Settings | General personal Blackboard settings. |
| 14. | Recently Visited | A list of courses you have recently visited and are currently enrolled in (formerly My Places). This list can be adjusted by clicking on Personal Information in the Settings menu. (The course links here are one of several ways to access your courses) |
| 15. | Change Text Size
High Contrast Setting | Can be used to improve visibility. <ul style="list-style-type: none"> • Adjust the course display under “Recently Visited” • Select Language Pack (can change language display on many buttons and general Blackboard instructions). • Choose whether or not to display Blackboard page instructions/information. |
| 16. | Personal Information | |
| 17. | Edit Notification Settings | Change if, when, and what kind of updates are displayed. |
| 18. | Red Highlighted Numbers | Red highlighted numbers over the Global Navigation menu and its buttons represent updates/notifications from courses you are enrolled in. These numbers change as you review updates, change notification settings, or as new updates arrive. |

Settings and Options



Use the Global Navigation Menu to...

19. Personal Information > Personalize My Settings

Currently used only for changing the “Recently Visited” settings for My Courses (My Places), to adjust which courses appear in the Courses menu of the Global Navigation menu. References to “My Organizations” or “Content Collection” can be ignored.

NOTE: Avatar images / profile photos are added using the “Picture” button in the Global Navigation menu, (2) above; any references to personal avatars that appear in the instructions on this page can be ignored.

20. Personal Information > Change Personal Settings

Only used to change the Language Pack from the default English (buttons and general Blackboard instructions will be displayed in other languages, but depending on the course, course content will still appear in English) and to turn off extra Blackboard help (only recommended for advanced Blackboard users).

21. Edit Notification Settings

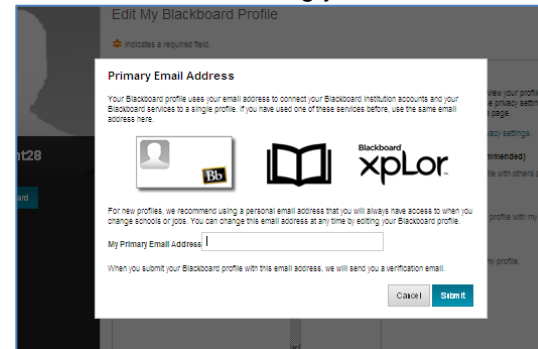
Can be used to turn off certain types of notifications/alerts/updates in one or more of your courses (online help for this and other features will be provided by Blackboard in your course).

FAQ, Tips, Reminders, Known Issues

Article #:

00 **Q:** The first time I try to upload a personal profile photo I am prompted to enter a personal e-mail address. What should I do?

A: We recommend using your Walden e-mail address.

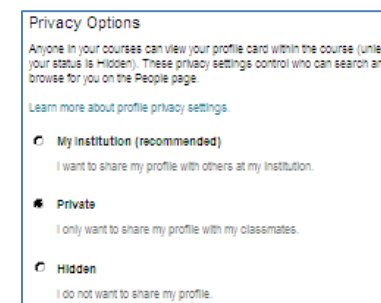


00 **Q:** In the previous version of Blackboard, I checked my grades by clicking the “Tools” link in the course and then clicking “My Grades,” and I posted to Discussions by clicking other Course menu links organized by week, etc. Has this changed?

A: This has not changed. The Global Navigation menu provides some convenient new tools, Posts and My Grades, which can be used as an alternative way to access these features and list new posts and grades for all courses together in one location. Posting to discussions using this tool *does* count as course participation and this can be a faster way to participate in Discussions, but it is a good idea to access your courses regularly as well.

00 **Q:** I am worried about what My Profile means for my privacy. What should I do if I do not want other people to see my profile?

A: The default setting (recommended by Walden) is Private-only users in courses you are enrolled in can see your profile. For maximum privacy, you can choose to set your profile to Hidden. (The My Institution setting will allow any other users at Walden University to see your profile and is the setting recommended by Blackboard Inc.; this should be harmless, but it is a little less private than Walden’s default setting.)



Notes

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