

Exploring the Institution Tab

Overview

This tutorial will allow you to explore the contents of the My Institution tab. It contains the My courses module which lists all the courses to which you have access.

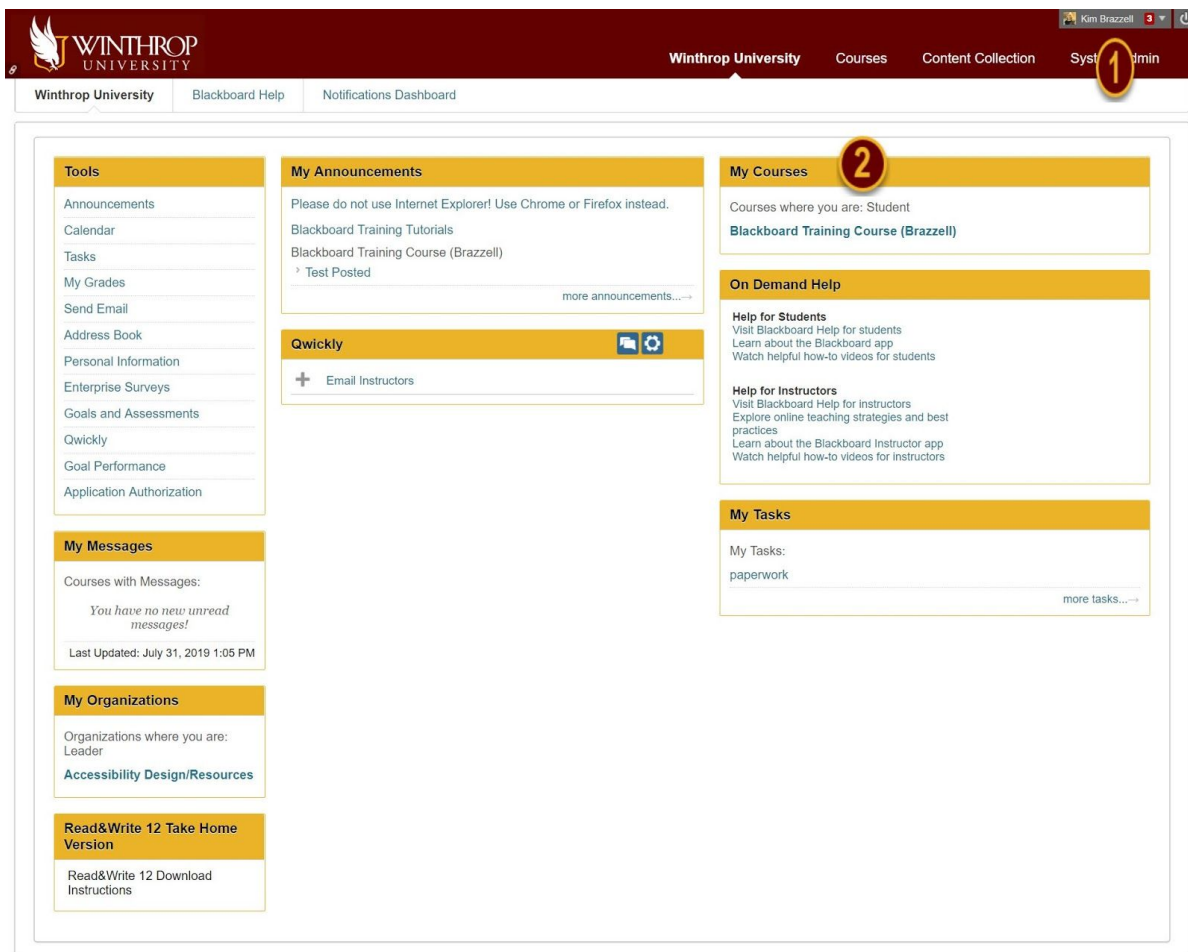
Quick Notes

The Winthrop University tab contains modules. Modules are windows of content that organize content and links, and help students navigate to areas in their courses.

Modules on the Winthrop University tab collect information from all the courses you are enrolled in, giving you a total picture of news and activity for your courses.

The Following modules can be found on the Winthrop University tab.

- **Tools**- View announcements and grades for all courses in which you are enrolled. Send email to members of any of your courses. View course calendar dates and tasks added by instructors. Use the Personal Information link to access and edit the same personal information found in the Global Navigation Menu in the header.
- **My Announcements** - displays announcements for courses in which you are enrolled. It can also contain announcements from your institution's system administrator. Announcements communicate important, time-sensitive information.
- **My Calendar** - displays calendar dates for courses in which you are enrolled and any personal events you have added.



Exploring the Winthrop University Tab

- 1) From the page header, you can access the Global Navigation Menu, or logout of the system.
 - a) Clicking the Global Navigation menu allow you to edit your personal information that is seen by other course members and to set privacy options.
 - b) From the Global Navigation menu you can also add an avatar image to use in the course. An Avatar image can be a photo of yourself.
 - c) Your avatar will appear throughout the course, such as in the page header, in the discussion board or journal entries. The recommended pixel size for an avatar image is 150 by 150.
- 2) To Select a course, click its title in the My Courses Module