The Global Navigation Panel is a new feature. If there have been any changes, notifications, or updates to your courses since your last login, you will see a red box with the number of alerts. To expand the panel, click the small triangle next to the number. A drop-down window, split into two different menus, will appear with the My Blackboard Menu on the left and the User Menu on the right. Below is a diagram of the Global Navigation Panel followed by brief descriptions of each component.

- **My Blackboard Menu**
  - Profile
  - My Blackboard Home
  - Posts
  - Updates
  - Retention Center
  - Calendar
  - People

- **User Menu**
  - Log out

- **Ivy Tech Home Page**

- **Blackboard Help**
My Blackboard Menu
- **Profile:** Enables you to define your personal identity to share with those in your academic network. This icon image is replaced when your avatar is updated.
- **Blackboard Home:** Displays highlights of what is new since the user last accessed Blackboard. For example, it displays an overview of the items that are due or have recently been graded.
- **Posts:** The page displays recent post contributions to discussion boards, blogs, wikis and journals in the courses and organizations.
- **Updates:** Review a list of notifications alerting you to important events and information like notifications, achievements, announcements, and course evaluations.
- **Retention Center:** *For instructors only.* Displays which students are at-risk in each course you are teaching.
- **Calendar:** View the events and due dates from all of your courses.
- **People:** Find and interact with peers, classmates, and instructors who have a profile.

User Menu
- **Courses:** A quick access to your most recently visited courses.
- **Organizations:** Displays the organizations you are enrolled in.
- **Settings:** Modify your notification settings and personal information here.
- **Home:** Link to the Ivy Tech homepage.
- **Help:** Link to help.blackboard.com.
**Profile**

A profile is a reflection of how you want to present yourself to your peers, classmates, and instructors. In your Blackboard profile, you decide what you want to be called, what your academic interests are, and anything else you want to share with other users.

**How to Set Up Your Profile**

1. Click on the arrow first and then click on the portrait which is called **Edit My Blackboard Profile**.

2. Click **Agree** on the Blackboard Terms of Services Agreement page.

3. Click on **Edit My Blackboard Profile**.
4. Here you will be able to Change Picture, add personal information by typing it out or importing it from Facebook or Twitter, and set the Privacy Options.

5. After you have edited your information, click **Submit**.

**Blackboard Home**

A page will display the most recent events such as what is due today and next week, recently graded assignments, and recent posts from discussion boards, blogs, journals, and wikis.
Posts

A page will display the most recent posts from discussion boards, blogs, journals, and wikis.

1. Click on **Reply** and you can reply to other classmates’ posts from this page.

2. Type your reply and click **Submit**.
Updates
A page will display the most recently graded assignments and any new assignments, test, and discussion boards.

Retention Center
The Retention Center provides easy-to-use data visualization and pre-configured rules for identifying at-risk students in a course. This tool requires no set up and automatically notifies the instructor of students who may need attention, making it easy to respond to risk factors quickly. Blackboard has four alert categories: Missed Deadlines, Grade Alerts, Activity Alerts, and Access Alerts.

1. Click on the course on the left side under Retention Center. This will display the course breakdown such as grade alerts and the days since students last accessed the course on the right.
2. Click on **See Details** to see more information for that particular course.

3. The page displays the students currently at risk, deadlines missed, low grades, activity alert, and when they last accessed the course. Information on your activity in the course will be listed there as well including a message if your grading is up to date.

### Students currently at risk

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>MISSED DEADLINES</th>
<th>GRADES ALERT</th>
<th>ACTIVITY ALERT</th>
<th>ACCESS ALERT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Roberts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✱</td>
</tr>
</tbody>
</table>

### Your course activity

- **ASSESSMENT**
  - Your grading is all up to date

- **INTERACTION & COLLABORATION**
  - Discussion Board: No activity yet
  - Blogs: No activity yet
  - Journals: No activity yet

- **LEARNER SUPPORT**
  - No activity yet
  - Post an announcement

- **COURSE DESIGN**
  - Last content created on Aug 28, 2013
  - Superawesome Test

### Students you are monitoring

- You are not monitoring anyone yet

  - Monitor your students to gain insights into their academic progress.

### Other information you are monitoring

- You are not monitoring any information

  - Track who's doing well in your course.

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**Calendar**

This Calendar is not to be confused with the Course Calendar that is within the State-wide template. We highly recommend using the due dates when creating assignments because it will now display on the Blackboard calendar. All course assignments and dates will be located on this one calendar. Faculty and students can access the calendar a couple different ways.

*Note: Discussion boards only has one due date option. If a discussion board has a due date for the initial post and a separate one for the replies, the due date cannot be set for both.*
1. The calendar will display the assignments and due dates.

2. Click on the assignment to see which course it is in. Here is an example.
Changing the Due Date

1. Click the assignment (event).
2. Drag the assignment to a different day within the same month or a different month. It will automatically update the assignment in the course as well.

People

People allows you to look for and interact with other Ivy Tech students, faculty, and staff that have created profiles.

1. Move your cursor over the image and it will display more information about that person.
2. Click on **View Profile** to see even more information.