The Global Navigation Menu in Webcampus

Global Navigation Menu

Key

BB Home

Viewing and Replying to Posts

Viewing Updates

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Global Navigation Menu:

The Global Navigation menu lets you navigate between all Webcampus Posts, Updates, My Grades and Calendar entries for all Webcampus courses you teach or are enrolled in. You can also reply to Discussion board posts directly in the Global Navigation Menu. The following links in the Global Navigation Menu are Faculty focused tools: Updates, Items, and the Calendar link.

First log in to Webcampus. Click to expand the Global Navigation Menu located in the upper-right hand corner of the Webcampus screen (See figure 1).

Figure 1: Expanding the Global Navigation Menu
Key:

**Bb Home:** Click this link to navigate to the Notification dashboard, which displays all notifications for the icons listed below.

**Updates:** Items that have a due date and are past due will be listed in this area.

**My Grades:** (Student Focused) Grade for items students have submitted will be available here.

**Calendar:** This area will remind you of items with approaching due dates.

**Posts:** All posts for discussion boards, blogs and wikis for all of your courses will be displayed in this area.
**Bb Home:**
Select this option to view multiple notifications for all of your Webcampus courses. The types of notifications that will be displayed include: Calendar, Due Today, Due This Week, Recently Graded, and Posts (See figure 2).

![Figure 2: Bb Global Navigation Home Page](image)
Viewing and Replying to Posts:

Click the Global Navigation Menu to expand it. Click the “Posts” icon in the Global Navigation Menu (See Figure 3).

![Figure 3: Clicking the Posts icon](image)

You will be taken to the Posts page of the Global Navigation Menu. Previews of all posts will be listed on the left hand panel. Click on the preview of the post in the left hand panel if you want to reply.

The post will then be displayed in the right hand panel. The two options for replying to a post from the Notification Center include “Reply” or “Quote”. The “Quote” option allows you to include a quote of the initial post in your reply, using the Visual Text Box Editor. The “Reply” option allows for a simple reply using the Visual Text Box Editor (See figure 4).

![Figure 4: Options for Replying to a Post](image)
Viewing Updates:

The Updates page of the Global Notifications Dashboard will list all COURSES WITH UPDATES in the left hand panel followed by all ANNOUNCEMENTS listed below the course updates. You may navigate to a course to view the new update by clicking the updates title (See figure 5).

Figure 5: Clicking on the update of the title

You may navigate to a specific update by clicking on the title of the update listed in the right hand corner of the All menu (See figure 6).

Figure 6: Clicking the title link
Accessing your Webcampus Calendar

Click the “Calendar” icon in the Global Navigation Menu (See figure 7).

![Figure 7: Navigating to your Calendar](image)

By default the Calendar will display all entries for the current month. There are three views for the Calendar: Day view, Week View and Month view. To change the default view of your Webcampus calendar, click either the “Day” “Week” or “Month” option to cycle among views (See figure 8).

![Figure 8: Viewing the display options](image)
You can cycle between calendar entries by clicking either the last or next option. If you want to display the information for the current day, click the “Today” button (See figure 9).

![Figure 9: Navigating to Today's events](image)

By default all calendars will be displayed. To choose which calendars are displayed, unselect the check box in the Calendar group next to the course you do not want to display (See figure 10).

![Figure 10: Reviewing the filter options](image)
How to make calendar entries

Calendar entries can be created for any course regardless of whether you are logged in to the actual course.

Note: You will not need to create an entry for any Webcampus item that has a due date associated with it. Examples of the types of Webcampus items that automatically create calendar entries based on their due date include: Assignments created by the assignment manager, Safe Assignments, Tests and Quizzes created using the Test Manager in Webcampus.

Start by clicking the “+” icon in the upper right hand corner of the Calendar page (See figure 11).

![Figure 11: Clicking the “+” icon](image)
Click the “New Event Name…” field and enter a Name for the event (See figure 12).

Figure 12: Providing a name for the event

By default the entry will be created for your Personal calendar. To associate the event with a course, click the drop down icon in the Calendar field. Next, select the course that you are creating the entry for from the menu (See figure 13).

Figure 13: Selecting the Calendar
Review the Start and End period for the calendar entry. To change the Start or End period of the entry double click the “Starts:” field then click the day for the entry. Next slide the bar to set the hour and the minute of the start period (See figure 14). Repeat the previous steps for the “Ends:” field.

Events can be set for an All-day or Repeat occurrence. If this is a reoccurring event click the “Repeat” check box (See figure 15).
The reoccurrence menu will expand. Options for an event to repeat include: Daily, Weekly or Monthly. Click the “Repeats:” drop down menu and click the appropriate option for the event to repeat (See figure 16).

![Figure 16: Reviewing the “Repeats:” period](image)

For weekly repeats, click either the up arrow or down arrow in the “Every:” field to specify how many weeks this occurrence will repeat (See figure 17).

![Figure 17: Reviewing the number of weeks for the occurrence](image)
Next click the appropriate days in the “On Day(s)” field to set on which days the event will repeat (See figure 18).

![Figure 18: Reviewing the days for the Repeats: settings](image18.png)

The two methods for setting the End date of an occurrence include either clicking the “Ends:” field and setting the number of occurrences you want the entry to have, or clicking the radio button for the date you will have the entry end on (See figure 19).

![Figure 19: Setting the number of occurrences or the end date](image19.png)
Next click in the “Event Description:” field and enter a description for the event. After entering a description, finalize the Event by clicking the “Save” button located in the lower right hand corner of the Create Event menu (See figure 20).

Figure 20: Providing an “Event description:” then clicking the “Save” button

Note: Some of these images originally appeared in Blackboard material