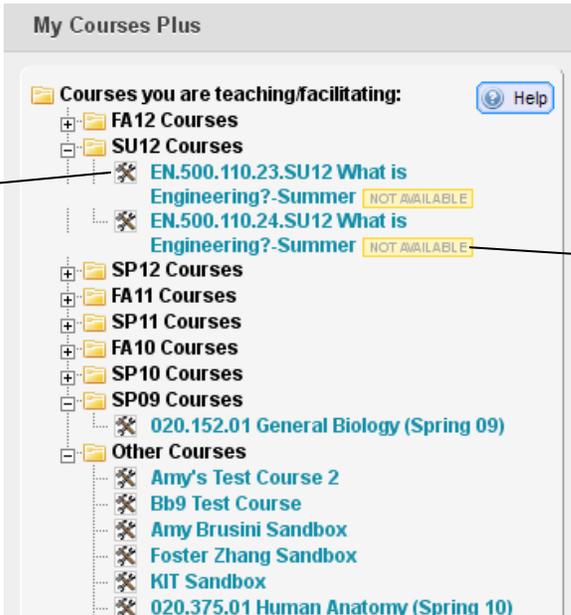


## Accessing Your Courses

1. **My Courses Plus module:** After logging in to Blackboard, the My Institution dashboard contains the 'My Courses Plus' module which lists your courses by semester. Click on the name of a course to be taken to that course.

To the left of each course name is a 'toolpad' link, with some shortcuts for that particular course, such as a link for making it available to students, a link to the grade center, etc.

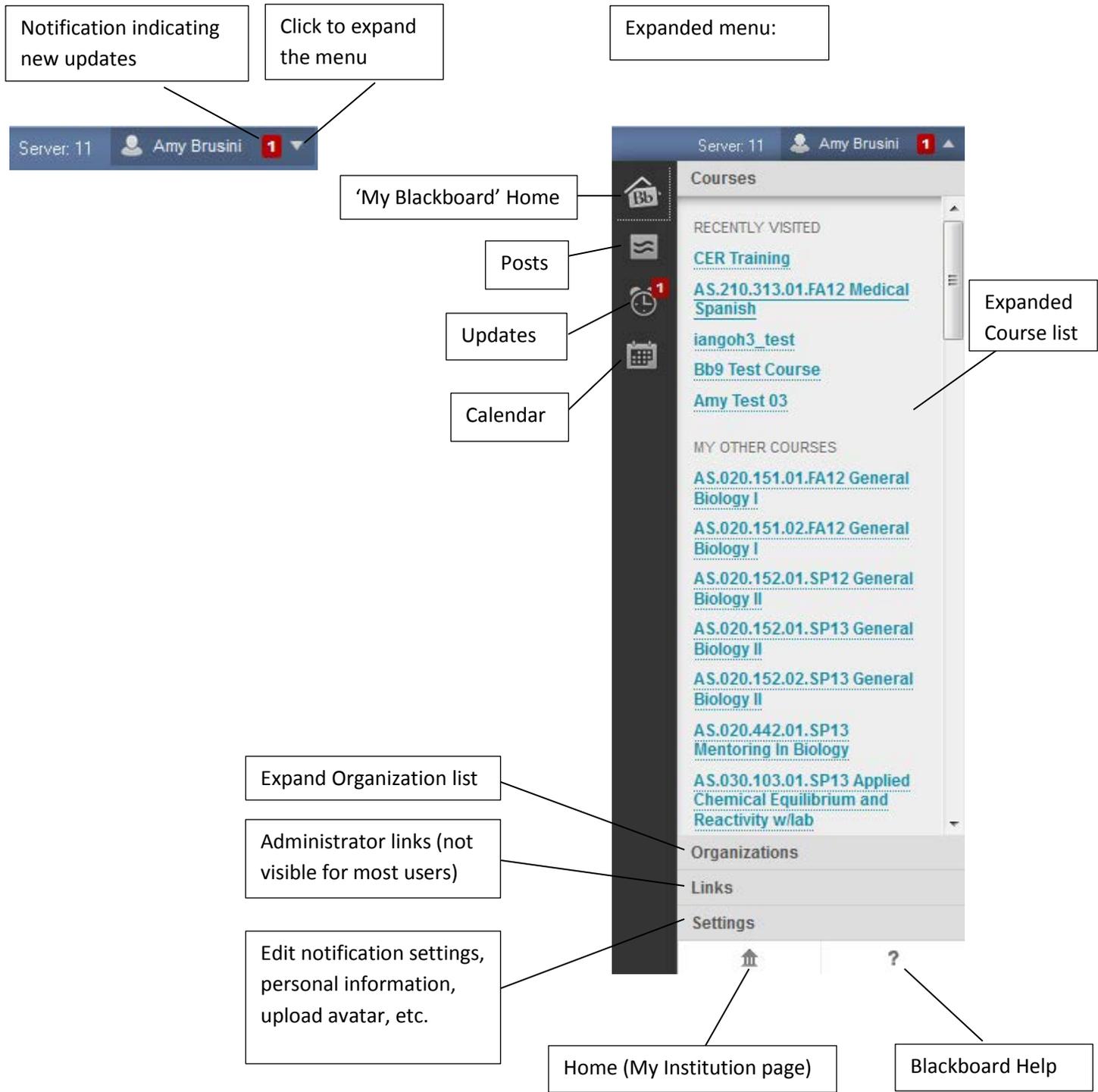
**Note:** if you see the words 'Not Available' after a course, it means that the course has not yet been made available to students. Instructors are responsible for making their courses available to students when they are ready. Instructors and TAs are always able to access and edit the course, even when it's unavailable to students. For more details on making a course available, please see [Making a Blackboard Course Available to Students](#).



Toolpad link

Courses marked 'Not Available' are currently unavailable to students, but always available to instructors and TAs.

2. **Global Navigation Menu:** Located in the upper right hand corner of the screen, the global navigation menu expands to list the five most recently visited courses at the top followed by a full list of your courses and organizations. Click on the name of a course to be taken to that course. The global navigation menu also contains links to 'My Blackboard,' which aggregates information from all of your courses and organizations into one location. (see below for more details)



**My Blackboard Home:** Provides an overview of items that are due and have recently been graded (student view). Also displays the five most recent postings from all courses/organizations.



**Posts:** Displays the latest posts in all courses and organizations you are enrolled in.



**Updates:** Displays a list of notifications from all courses/organizations, such as when items are posted, need grading, etc. You can select what types of notifications to display.



**Calendar:** Links to the calendar tool.