Inside the Online Course
All online or hybrid courses in which you are enrolled are listed in the “My Courses” module of the My Learn home screen. Click on the name of any course shown in the list to enter it.

Course Components
In describing the how to use Learn to your best advantage, we will refer to various features and layout elements using terminology that may not be self-explanatory. Please refer to the following screen-shot and key to the terms for reference.

A) **Page header**: The area at the top of the page that contains the tabs, the Global Navigation Menu, and Logout.
B) **Tabs**: These include My Learn and Support.
C) **Content frame**: Displays the currently selected tool or content area. By default, when you enter a course, the home page appears in the content frame.
D) **Course Menu**: The access point for all course content. You decide which links are available here.
E) **Control Panel:** The central access point for course management functions. You can manage the course style, course tools, and users from this area. Students do not see the Control Panel.

F) **Action bar:** Row/rows at the top of the page containing page-level actions such as Build Content, Search, Delete, and Upload. The functions on the action bar change according to your location within your course.

G) **Edit Mode:** Edit Mode activates ALL of the functions associated with building a course. When it is OFF, course-building functions related to layout, such as adding a course menu item, and most page-level action bars are disabled. The exceptions are those actions that are normally available to students as well as instructors. (Turning off Edit Mode is different from switching to Student View, which completely hides all elements of the course that are not visible to students.)

H) **Breadcrumbs:** As items and links are viewed in the content frame, use the “breadcrumbs” to orient yourself to the structure of the course. The breadcrumbs show the name of the main content area you are in as well as any sub-item you are currently viewing. Clicking on the breadcrumbs text, not your browser’s back button, is the best way to navigate backwards.

**Common Sights and Icons**

Below is a key to icons that appear frequently in UNM Learn.

**Learn Header**

Across the top of the page under the *UNM Learn* logo is a header bar with several features. This is the course header, and it appears on all pages within a given course.

![Learn Header](image)

**My Learn Header/Options**

A) **Home Page:** The title of the page you are currently viewing appears to the right of the house icon in the My Learn header. Click on the downward facing arrow to display a list of other courses available to you, and click on any one of these to jump to that course’s equivalent of the current page (if none exist, you will jump to the destination course’s home page). Click on the house icon itself to open the Home Page of the present course.

B) **Go To Student View:** Student View is what your course looks like to someone with the “Student” user role. Switch into Student View to see how students will view and interact with assignments, exams, and other Learn tools. Changes cannot be made from Student View; return to Instructor View to edit content.

C) **Edit Mode:** Edit Mode activates ALL of the functions associated with building a course. When it is OFF, course-building functions related to layout, such as adding a course menu item, and most page-level action bars are disabled. The exceptions are those actions that are normally available
to students as well as instructors. (Turning off Edit Mode is different from switching to Student View, which completely hides all elements of the course that are not visible to students.)

D) My Learn and Support: The My Learn tab displays an institutional module page (described in Section 1 – Navigation UNM’s Blackboard Learn Environment: The “My Learn “Home Screen”) featuring announcements, a course list, and notifications. The Support tab provides links to Learn tutorials and help for both students and faculty, as well as contact information for UNM Learn Support via UNM’s Department of New Media and Extended Learning.

Course Menu
The course menu appears in a sidebar to the left of the screen wherever you navigate within a UNM Learn course. At the top of the course menu are six buttons represented by the following icons.

- **Add:** Hovering over this icon will drop down a menu with various items that can be created, including navigational links and new course pages. These menu options are explored further within their respective sections.

- **List View:** Clicking on this icon changes the display status of the menu to list mode. All links in the navigation bar will be displayed as a scrolling vertical list.

- **Folder View:** Clicking on this icon changes the display status of the menu to folder view. Folders with content in them will have a small (+) to the left that can be expanded. To revert to List View, click the list view icon shown above.

- **New Window:** Clicking on this icon opens the course navigation menu in a new window. To escape the pop-out menu view, close the open menu window.

- **Refresh:** Clicking on this icon will refresh the page. This will update any new announcements or notifications that may have been added or changed, but are not yet being displayed.

- **Reorder Menu Items:** Clicking on this icon will open a small window for reordering menu items. To move a menu item, click first on the item, and then on the upward or downward facing arrows to change the item’s position within the menu. Click the “Submit” button to submit the changes to the menu.