

Course Studio Quick Reference Overview

To access the homepage for a course you are registered for at your institution, locate the My Courses icon, and then click the course name whose homepage you want to view.

The right-hand sections of Course homepages contain the following sections:

- **Announcements.** Lists the latest announcements posted on the homepage, and lets you access and view each announcement.
- **Message Board Topics.** Lists the current topics being discussed by members in the message board, and lets you access the message board.
- **Featured Photo.** Displays a featured photograph, and provides links that let you view photos and submit photos for publication.
- **Featured Links.** Displays featured Internet links, and provides links that let you view links and submit links for publication.

The left-hand navigation menus on Course homepages include Course Tools, Content Tools, Configuration Tools, and Personal Tools menu items.

- **Homepage.** Returns you to the group or course homepage.
- **Announcements.** Lets you view some of the most recent announcements.
- **News.** Lets you view news articles and submit new articles for publication.
- **Photos.** Lets you view photos and submit new photos for publication.
- **Links.** Lets you view links and submit new links for publication.
- **Files.** Lets you view the files posted for sharing on a group or course homepage and submit a file for posting.
- **Message Board.** Lets you use the message board functionality.
- **Calendar.** Lets you access a calendar for the group or course.
- **E-mail.** Lets you send e-mail messages to group or course members.
- **Chat.** Lets you use chat functionality.
- **Members.** Lets you view members of the group or course.

Related

***Please see attached Course Studio Initial Setup Help PDF**

- When logged into the portal you can click the HELP icon in the upper right hand corner for Course Studio documentation.