

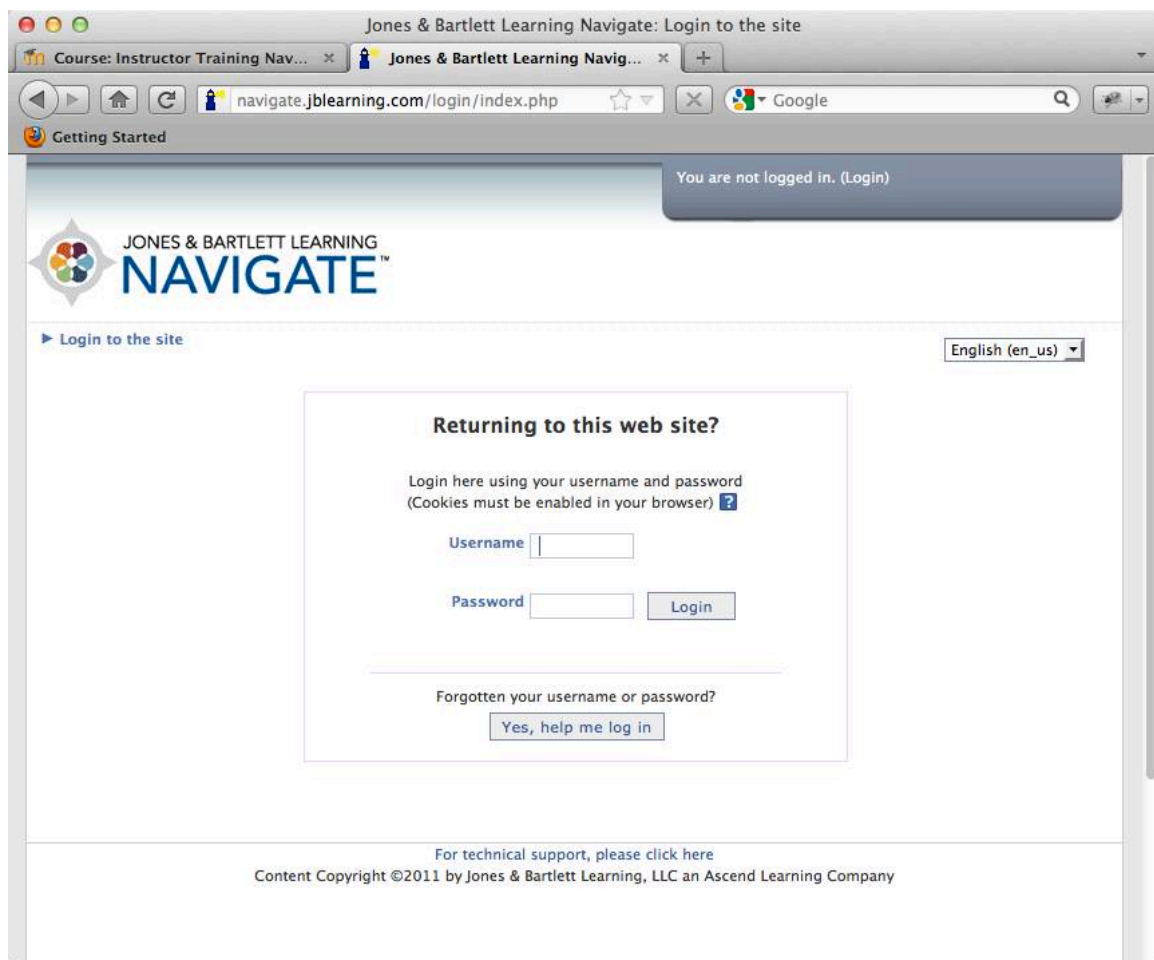
## Lesson 1: Navigating the Course Site

In this lesson, you will learn how to:

- Login to Navigate
- Edit your User Profile
- Adjust the Administration Settings of your Navigate course

Instructors logging into Navigate will use the following web site URL:

<http://navigate.jblearning.com/>



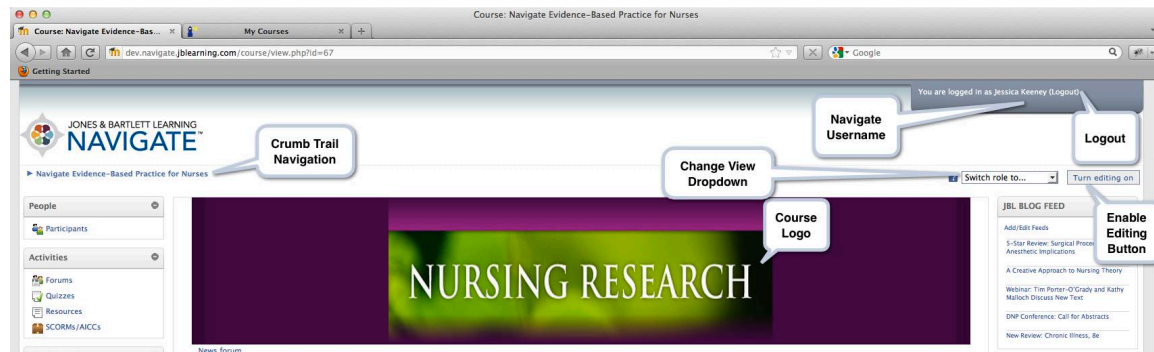
- ✓ You will need your *username* and *password* for this secure login site.
- ✓ The courses you are enrolled or are teaching are listed under the heading *Overview of my courses*.

# Navigate Instructor Training

The screenshot shows a web browser window titled "Overview of my courses" at the URL "navigate.jblearning.com/my/". The user is logged in as "Laurel Silk" and the language is set to "English (en\_us)". The page features the "JONES & BARTLETT LEARNING NAVIGATE" logo. A red circle highlights the "Overview of my courses" link in the navigation bar. Below the navigation bar, there are two course entries: "JBL EMT Premier Demo Access (325F27)" and "ISSA Labs Demo Environment". At the bottom of the page, there is a footer with technical support information and a copyright notice: "Content Copyright ©2011 by Jones & Bartlett Learning, LLC an Ascend Learning Company".

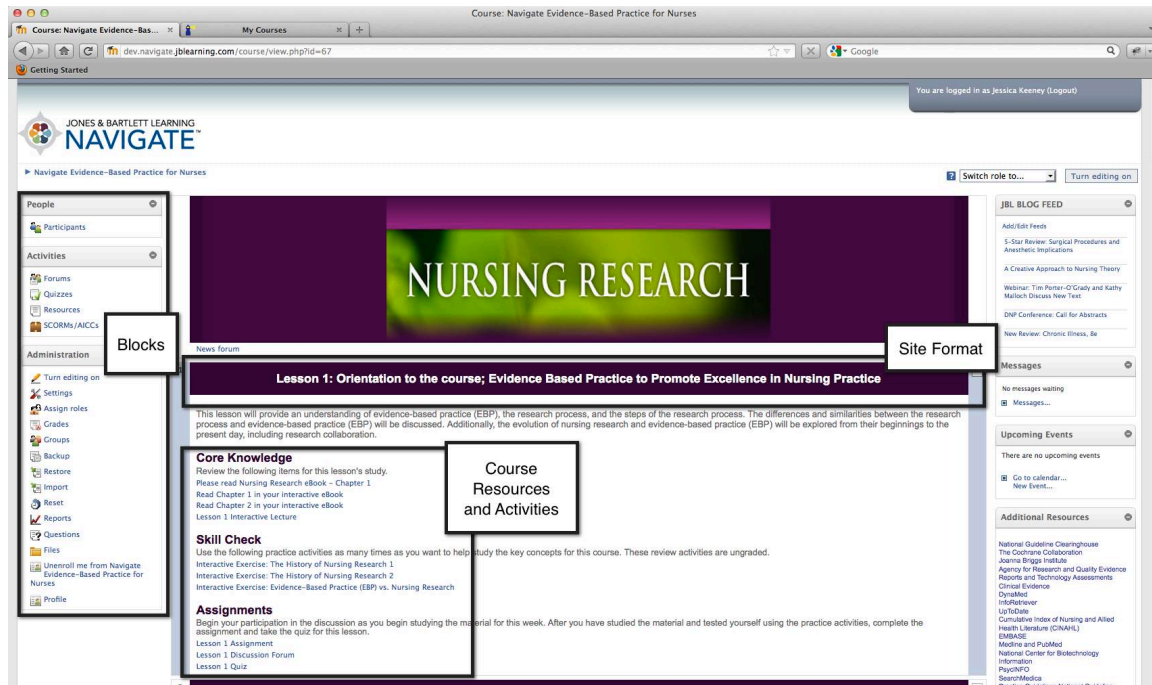
## Course Section Layout

### Header Section



- **Crumb Trail Navigation:** Clicking on this link will bring you to the first level of Navigate's course management system.
- **Course Logo:** This logo should not be removed or changed.
- **Change View Dropdown:** Click this dropdown box to view the site as a different role (i.e. as a student). This function is only available to users in the Instructor/Instructor role.
- **Enable Editing Button:** This function is used for instructors to create contents for the Navigate site. It is only available to users in the Instructor/Instructor role.
- **Navigate Username:** Clicking this link will open your Navigate user profile.
- **Logout:** Make sure to log out of Navigate when you are finished, especially if you are logged in at a public computer. If you do not log out and close the browser window, anyone who sits at that computer after you will have access to everything in your Navigate account!

## Main Section



- **Site Format:** There are two formats available for organizing course materials: Weekly and Topic. In this example, the format is Topic.
- **Course Resources and Activities:** These are laid out in the center column of the course's home page.
- **Blocks:** Blocks are used for administrative tasks or section organization. They can be placed on the left or right side of the course home page by system administration configuration or by system default action. Blocks are discussed in greater detail later in this course.

## Managing Your Course

The Administration section of the Settings block allows instructors to manage different aspects of their course.

**Edit Settings** – this takes you to the Course settings page, which you see when first creating a course. Here you can, for example, rename the course, change its format from Weekly to Topic or alter the number of sections.

**Users** – this is where you can enroll new users - see Course enrollment for details on how to do this. See “Site Availability and Enrollment” for more information.

**Filters** – here is where you can enable or disable any allowed Filters for your course.

**Grades** – this section allows you to view, add and edit your students' Grades.

**Backup/Restore** – these links allow you to make copies of your course or bring in courses backed up elsewhere.

**Import** – you can import activities into your course here. The Page Import course data gives you details of how to do this.

**Reset** – this lets you remove all old user information at the end of an academic year or session in order to start afresh. The page Reset course gives you more information about this.

*Note: These links are only available to instructors of the course. Students will see their own version of the block, which will display a link to their own Gradebook, and, if enabled, their own course reports.*

## Exercise 1-1 User Profile

Your profile is your identity on Navigate's course management system. All of your students can see it, if they have opportunity to click your name. In this exercise you will update your user profile.

1. To access your profile, click on **Participants** link in the People block and then click on your own name.
  - a) Or click on **Profile** link in the Administration block
  - b) Or click on your name in upper right hand corner (*next to the Logout link*)
2. Your profile will open, showing the information others can see about you.
3. Click the **Edit profile** tab to add an introduction about yourself, you may also:
  - a) Upload an image
  - b) Add/change other pieces of information
4. When you are satisfied with your updated profile click **Update profile**.

## Exercise 1-2 Administration Settings

In this exercise you will adjust the Administration Settings of your Navigate course. At the completion of this exercise you will be able to:

- Locate and use the Administration block
- Adjust course settings based on either weekly or topics
- Change the start date for your course(s)

- Provide students with access to the Gradebook

Edit course settings

General

Full name\*

Short name\*

Course ID number

Summary

Format

Number of weeks/topics

Course start date

Hidden sections

News items to show

Show gradebook to students

Show activity reports

Maximum upload size

Is this a meta course?

Enrollments

Enrollment Plugins

Default role

Course enrollable  No  Yes  Date range

Start date     Disable

End date     Disable

Enrollment duration

Enrollment Expiration Notification

Notify

Notify students

Threshold

Groups

Group mode

Force

Default grouping

Availability

Availability

Enrollment key   Unmask

Guest access

Language

Force language

Role renaming

Administrator


Course creator

Teacher

Follow these steps to complete the exercise. When you have completed each step make sure to check your work!

1. Locate the **Administration** block on the left side of your course, click **Settings**.  
*Note: The Full Name, Short Name, and Course ID number are completed by Administrators and cannot be changed by faculty.*

2. Complete the remaining information as directed below. Click the help icon if you are unsure of what is being requested.
  - a) **Summary:** Delete any text you want to and type your own short description. This is public information. You are required to include a description.
  - b) **Format:** Select either Weekly or Topic.
  - c) **Number of Weeks/Topics:** Select the appropriate number from the dropdown list.
  - d) **Course start date:** Set the date that students will start your course.
  - e) **Show grades:** Yes. This will display the Grades link for students to check their grades. *If there are no grades in your course, you can change the option to No.*
3. In the **Availability** section, click the Availability dropdown to select “**this course is available to students**”.
4. Keep all the other default settings.
5. Click **Save Changes** when you are done.

Role renaming 

Administrator	<input type="text"/>
Course creator	<input type="text"/>
Teacher	<input type="text"/>
Non-editing teacher	<input type="text"/>
Student	<input type="text"/>
Guest	<input type="text"/>
Authenticated user	<input type="text"/>

6. Check your results. At the top of the course section is the format you have selected (Weekly or Topic). Below the course logo you can see that the number of weeks/topics matches your setting.