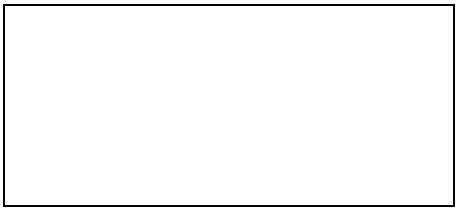
This guide provides an overview of how to access and use the Global Navigation menu and edit settings in the Hub. A short video created by Blackboard, which shows you how to use the Global Navigation menu, is available through the Hub: **http://ondemand.blackboard.com/r91/movies/bb91_myblackboard_global_nav.htm.** Please note that not all of the functionality outlined on this video is available (e.g. My Grades).

To access the **Global Navigation menu** select the area at the top-right of the Hub interface where you see the person icon (or your photo), your name, or the downward pointing arrow.



A menu will appear displaying icons which link to:

Edit My Blackboard Profile

Overview

Posts

Updates

Calendar

People

Tutors will also see an icon which links to the Retention Centre (although this function is not currently available).

A list of your modules should be displayed under **Courses** in the Global Navigation Menu. It is possible to hide this list completely or to display just modules you have visited recently. To do this go to **Personal Information** in the Settings menu and select **Personalize My Settings**, then select or unselect the tick box beside My Courses as required (for full details, see section 3.3).

At the bottom of the Global Navigation menu is a Home icon which will take you to the Queen Margaret University (QMU) website homepage: **http://www.qmu.ac.uk/**

There is also a help icon which will take you to the Centre for Academic Practice (CAP) Hub information web lBT6

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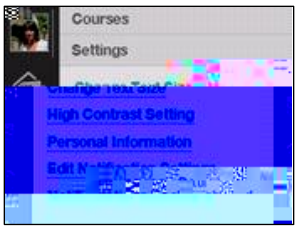
Select **Settings** to expand the menu, which includes:

Change Text Size
High Contrast Setting
Personal Information
Edit Notification Settings
Notification Dashboard.



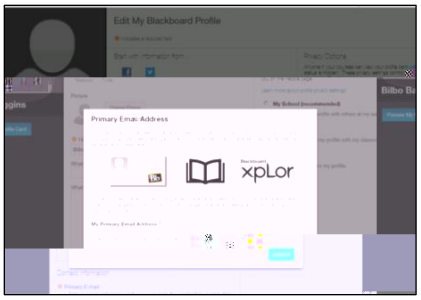
To log-out of the Hub select the door and right-pointing arrow at the top-right of the interface.

A brief summary of each of the navigation tools is now provided.

The Blackboard Profile is only available to the QMU community; it cannot be accessed by anyone who is not a matriculated student or member of staff at QMU. Here you will be able to: add an email address, link to Facebook and/or Twitter, upload a picture of yourself, add information about yourself, and adjust privacy options. Select **Submit** to save any changes you make.

Add an email address

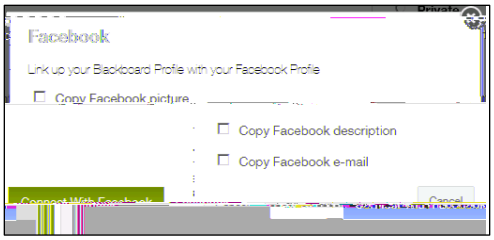
When you first access Edit My Blackboard Profile you will be asked to provide a **Primary Email Address**. This can be your QMU email or a personal email address it is your choice.



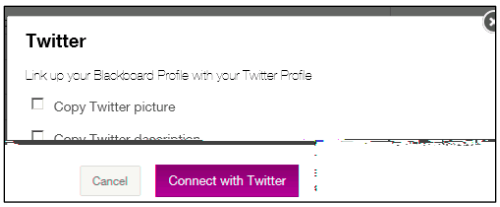
Blackboard will use the email address you enter to verify your profile account and **you need to respond to the email from Blackboard in order for the profile to be accepted** (e.g. you will not be able to upload a photo or add any profile information if you do not verify the email address you provide). One benefit of providing a personal email address is that this would provide a point of future contact should you leave the University. **Please note:** whichever email address you provide, it will have no impact on emails sent from your module areas in the Hub, which will always be sent to your QMU email address. (You can change your Primary email address at any time using the Contact Information field at the bottom of the Edit My Blackboard Profile page).

Link to Facebook or Twitter

If you have Facebook and/or Twitter accounts, you can create links to these in order to pull information across to your Blackboard profile. For example, when linking to Facebook you can choose whether to copy across your Facebook picture, description and email or if you prefer, you can select to Connect With Facebook without copying any of these across.

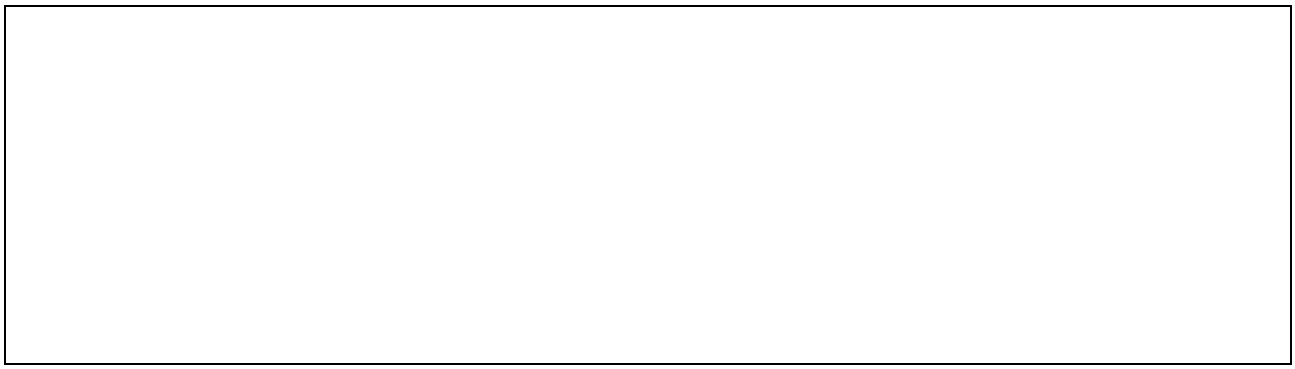


If you have a Twitter account you can select to copy across your Twitter picture and description or just Connect with Twitter without copying these across.



When linking to Facebook and Twitter you will be asked to authorise the Blackboard Cloud

The tool for customising notifications about updates can be accessed using the

For students via the Student Notifications dashboard (e.g. displays notifications with

In step 3 (Settings), make your selections for Dashboard, Mobile and Email beside the notification event type. Toggling the box beside the channel name (e.g. Dashboard) will select/deselect all. For example, if you do not wish to receive notifications for every event type, it may be easier to deselect all and then simply select the few that you do wish to receive.