

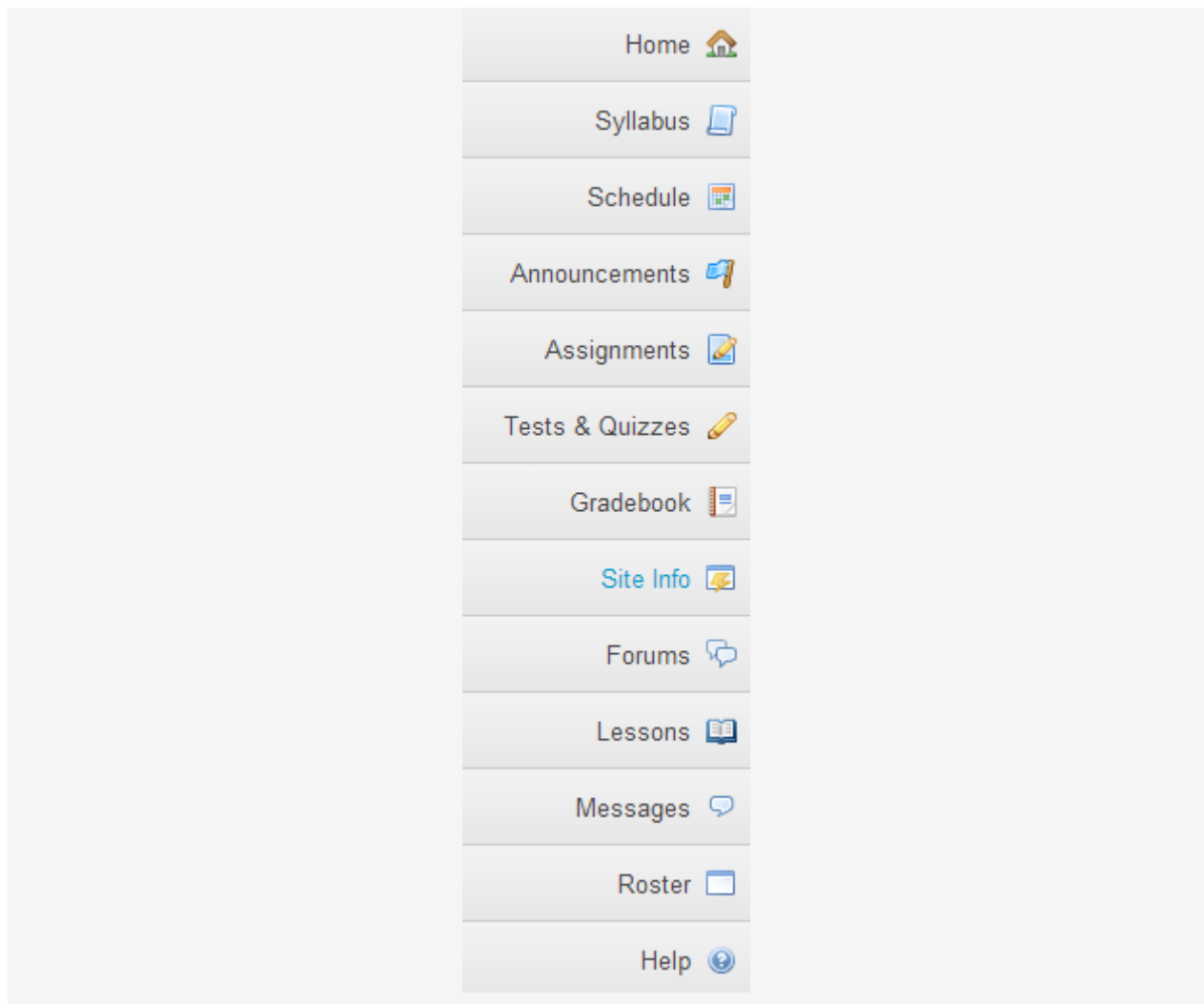
How do I navigate in a site?

[My Workspace](#) is your individual online workspace. When you first log in, you go to My Workspace automatically. To return to your workspace after visiting other sites, click My Workspace in the upper left corner of the screen. Additional course and project sites appear as tabs across the top of the screen. Click a tab to go to the corresponding site.

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

Note: If you are not yet a member of any sites, you will see only a My Workspace tab at the top of the screen.

The Tool Menu.

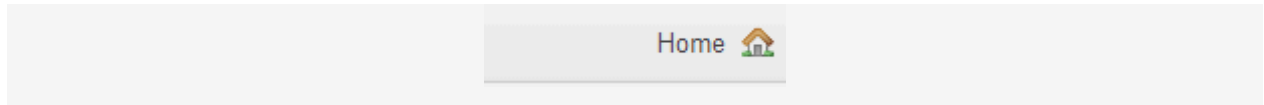


The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary

depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site.

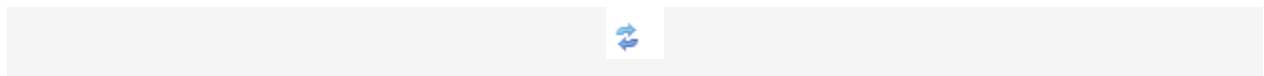
Click the tool's name to go to the corresponding tool.

The site Home page.



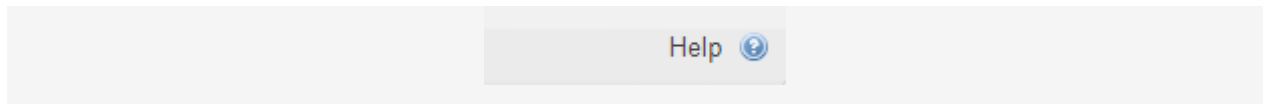
Home on the Tool Menu takes you to the home page for the site you're in. Home pages can contain a list of recent announcements, recent discussion items, calendar posts and other selected resources.

The Reset button.



When you're using a tool, the **Reset** button, located to the left of the tool's name, takes you back to the first page of that tool and resets the tool.

Online help.



You can get help by clicking **Help** in the Tool Menu. You can also get contextual help by clicking the blue question mark icon in the upper right corner of each page.