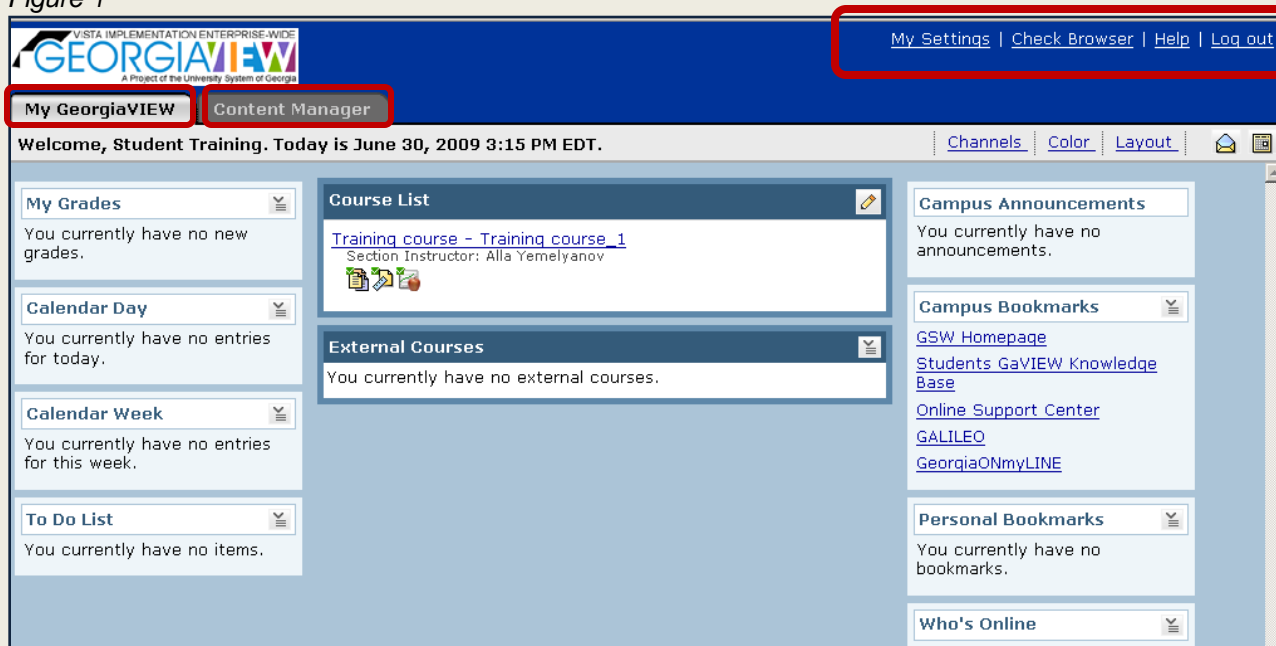


Accessing My GeorgiaVIEW for the first time

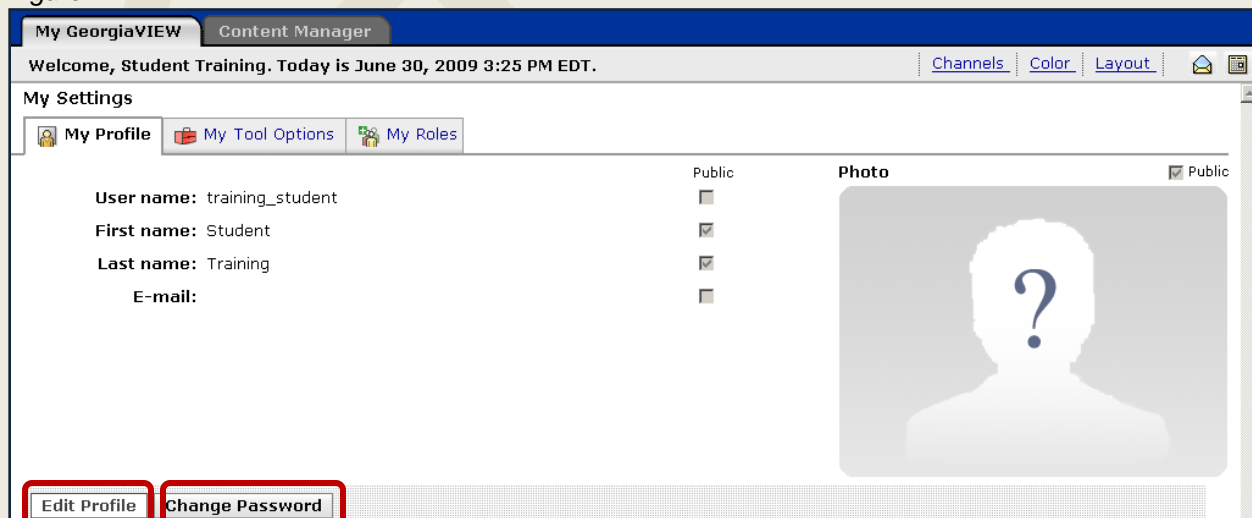
When you first login to **My GeorgiaVIEW**, you will see the **Welcome** screen with the list of the courses you are enrolled in (Figure 1).

Figure 1



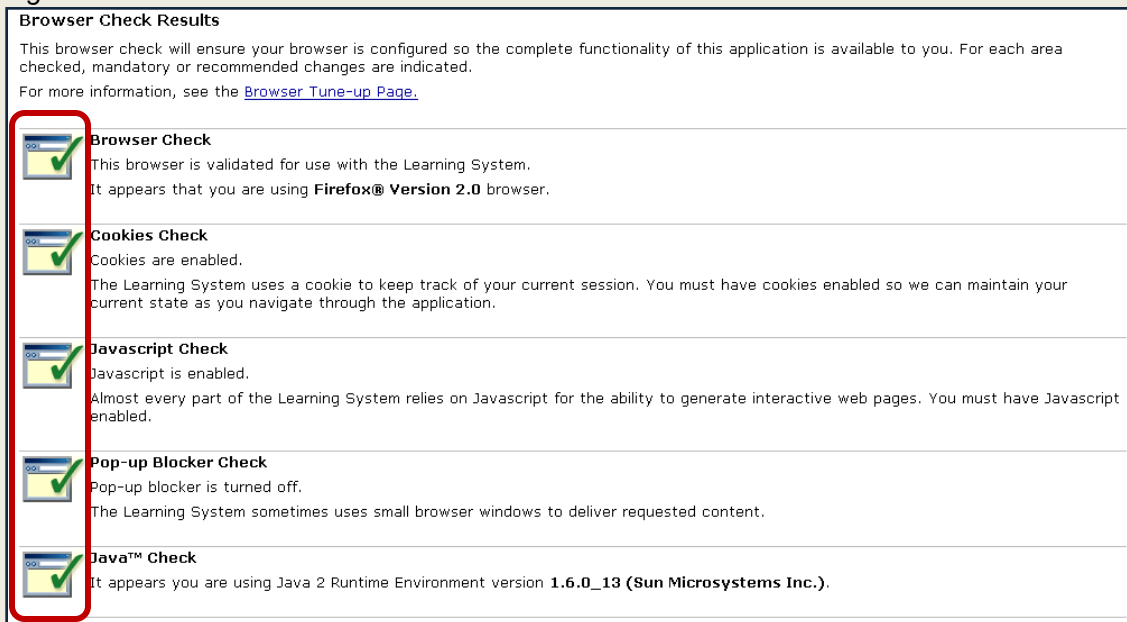
- At the top right side of the page, you can see several links (Figure 1). By clicking on each link, you will get the following options:
 - My Settings** – you can edit your own profile, modify your tool options, and check your roles (Figure 2). You can edit your profile and add your photo, if you want to, by clicking the **Edit Profile** button. You also can change your password by clicking the **Change Password** button.

Figure 2



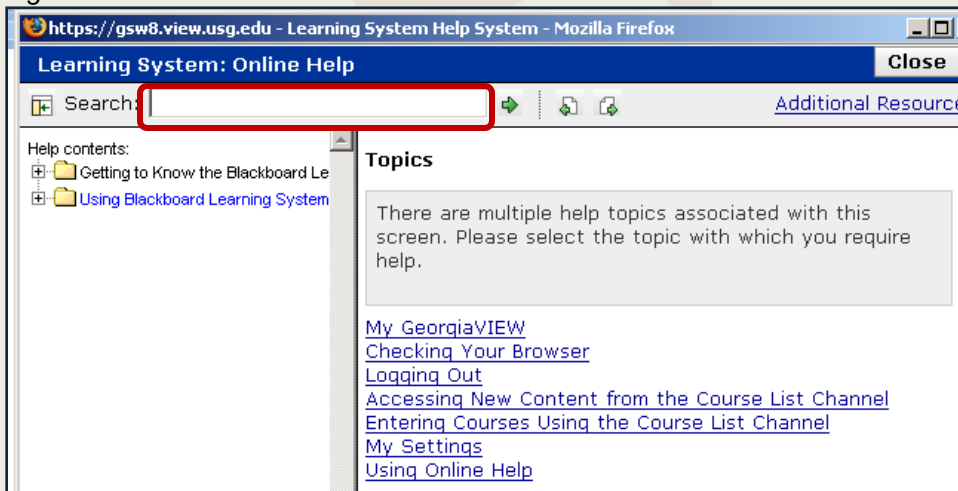
- **Check Browser** – check your browser here to be sure that it is configured so the complete functionality of the application is available to you. There should green check marks next to each icon on the left side (Figure 3).

Figure 3



- **Help** – by clicking the **Help** link, you will get an option to search for different topics (type a keyword in the Search field and click the Submit Search green arrow button) and to get answers to your questions (Figure 4).

Figure 4

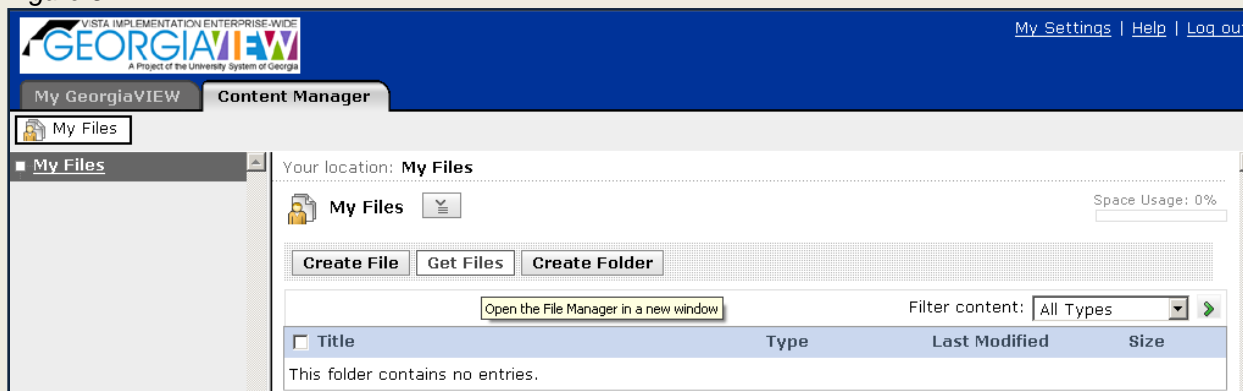


- **Log out** – for security purposes, do not forget to click the **Log out link** when you finish working on your courses.

2. There two tabs on the Welcome screen: **My GeorgiaVIEW** and **Content Manager** (see Figure 1).

Content Manager allows you to access **My Files** area, which is your personal file space. Each user has their own My Files that is always private and cannot be accessed by other users (Figure 5).

Figure 5



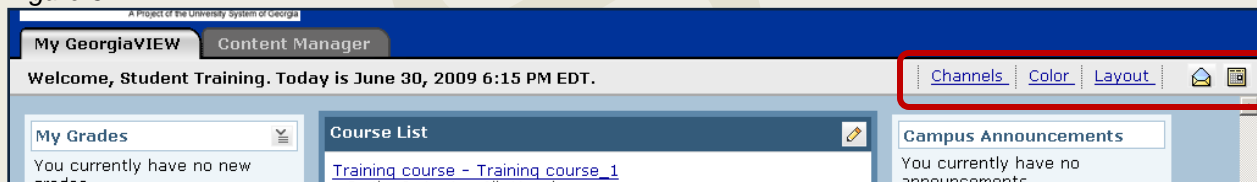
By using the Content Manager, you can:

- Locate, upload, and view your files
- Create files and folders
- Manage files and folders.

If your instructor has made it available, you can also access **My Files** when you enter your course in the **Course Menu** under **My Tools**.

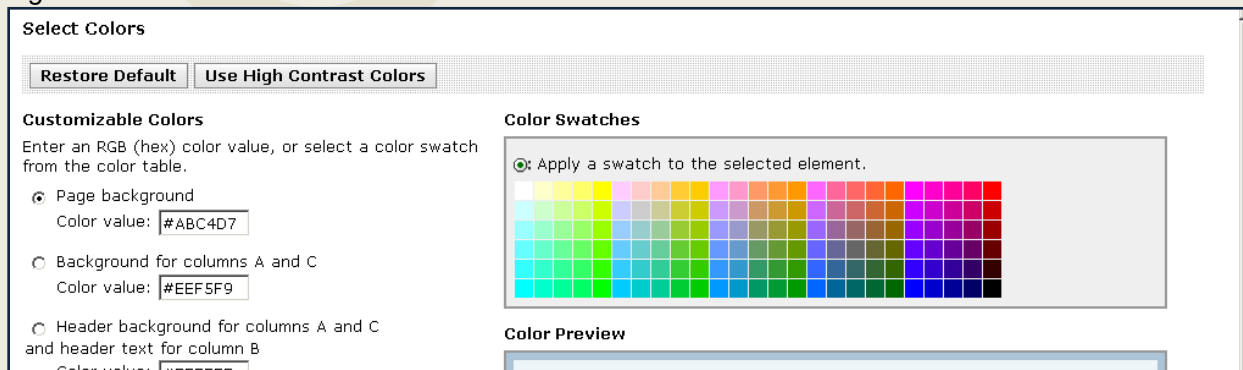
3. At the top right side, you can see three links: **Channels**, **Color**, and **Layout** and two icons: **Mail** and **Calendar** (Figure 6).

Figure 6



- **Channels** – allows you to display or hide channels on the My GeorgiaVIEW screen.
- **Color** – allows you to customize colors of the page background, text and links (choose colors and click the Apply button) (Figure 7).

Figure 7



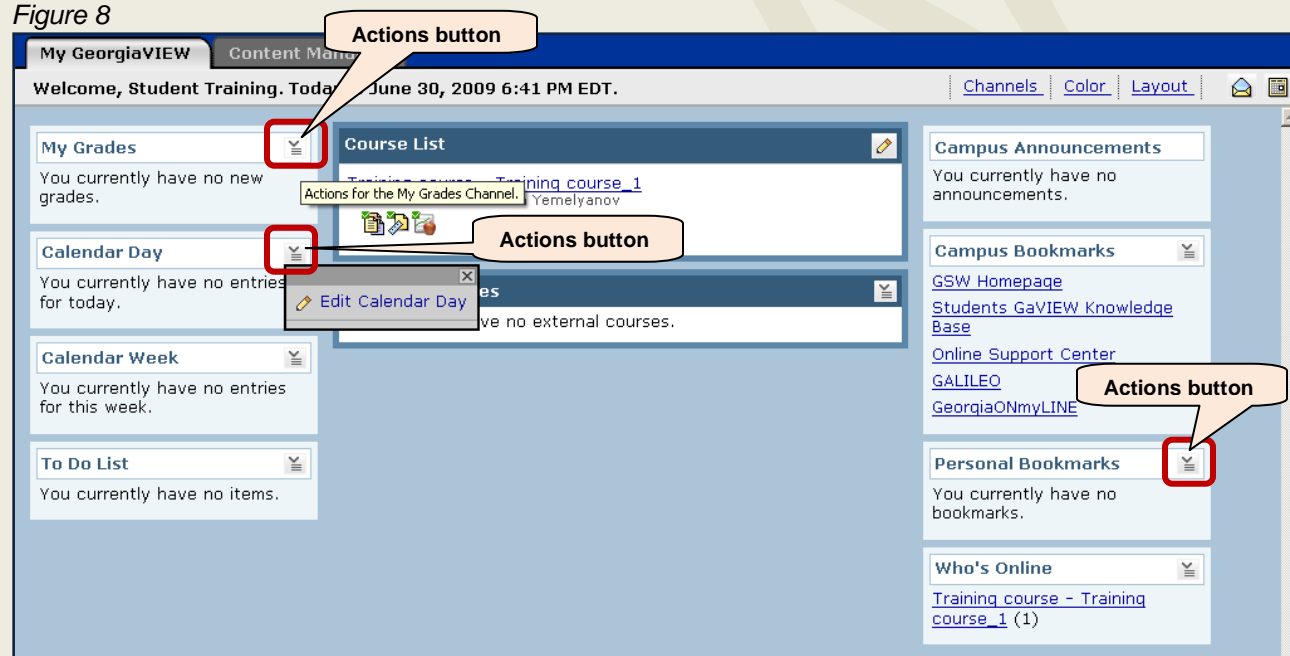
- **Layout** – enables you to change the order and location of channels (select the channel, click the appropriate Move button, and click Save).
- **Mail** icon – allows you to access your mail for all your courses.
- **Calendar** icon - enables you to add calendar entries for all courses, manage the calendar settings, and create a printable view.

Please note: to navigate between tabs, simply click on the appropriate tab (for example, to navigate from the Channels to the main screen with the Course List, click the My GeorgiaVIEW tab).

4. On the left side, there are several channels that allows you to see and edit:
 - Your grades for the courses under **My Grades** link
 - **Calendar Day** and **Calendar Week** entries
 - **To Do List**

You can edit or even hide these channels by clicking on the **Actions** button for each channel (Figure 8).

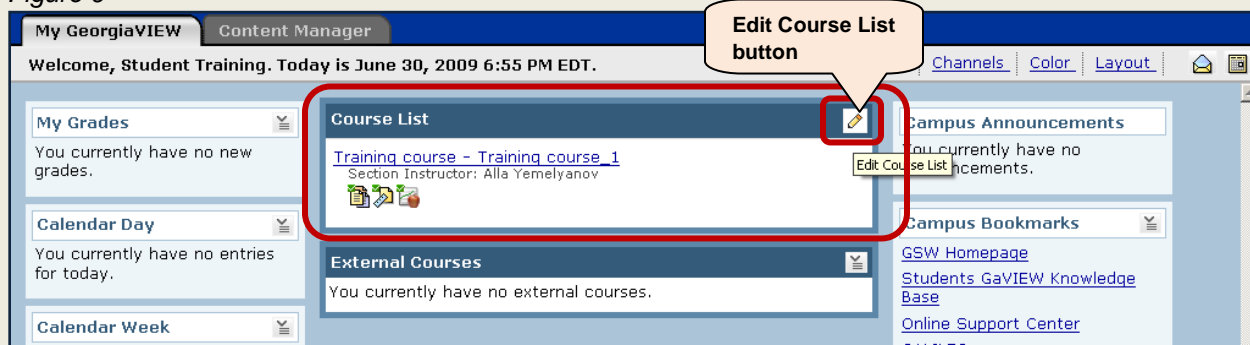
Figure 8



5. On the right side of the screen, you can see:
 - **Campus Announcements** that contains important announcements about GeorgiaVIEW system (e.g. scheduled maintenance downtime).
 - **Campus Bookmarks** with the links to important campus resources (for example, link to GSW Home page, Student GeorgiaVIEW Knowledge Base, GeorgiaVIEW Online Support Center, etc.)
 - **Personal Bookmarks** - allows you to enter your personal bookmarks with links.
 - **Who's Online** channel – shows you a list of all students in your course who are online and allows you to send them a chat invitation.
6. In the middle of the screen, there is the **Course List** with the list of all your courses you are enrolled in.

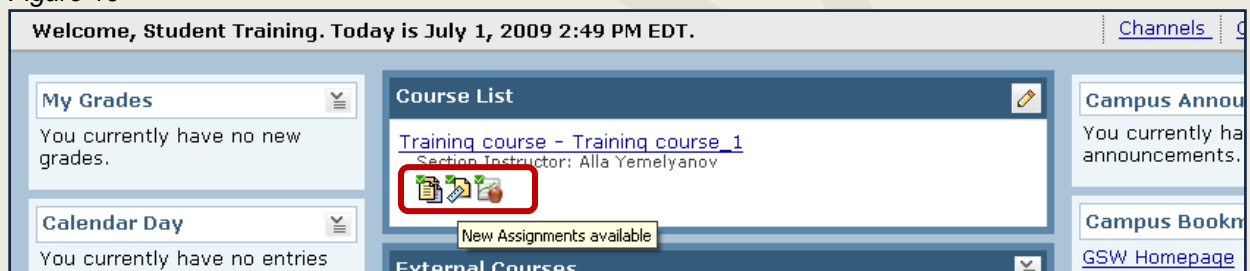
Note: **you can hide unnecessary courses** (e.g. from previous years) by clicking on the **Edit Course List** button at the top right side of the course list (Figure 9). Click on the **My GeorgiaVIEW** tab to return to your Course List. You will see a message showing the number of hidden links (in red).

Figure 9



There can be a list of icons under the name of the section (Figure 10). If you move your cursor over each of the icons, you will see the yellow ScreenTip saying that a new assignment (quiz, learning module, etc.) is available for you.

Figure 10



If you click on the icon, you will be taken directly to the particular aspect of the course (i.e. to the assignment). Therefore, the icons under the section's name give you one-click access to any new items in your section.

Just a **reminder**: for security purposes, do not forget to **Log out** (click the **Log out** link) when you finish working on your courses.