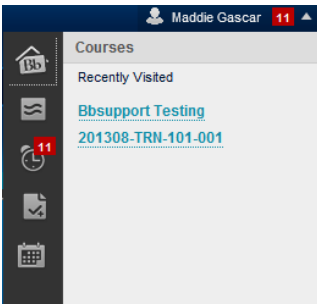


To access Notifications, locate the My Blackboard tool located in the top right-hand corner of eCampus. This will provide all notifications available for courses.



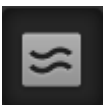
Look for an arrow next to your name. Select the arrow to access the My Blackboard tool



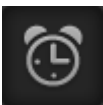
This is the My Blackboard tool, access the following tools; Bb Home, Posts, Updates, My Grades, and My Calendar.



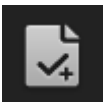
This icon is the Bb Home button. Bb Home provides an overview of items due, recently graded and posts.



This icon is the Posts Tool. All the recent posts are located and replies can also be made through this page.



This icon is the Updates Tool. Tool provides alerts for important events and information.



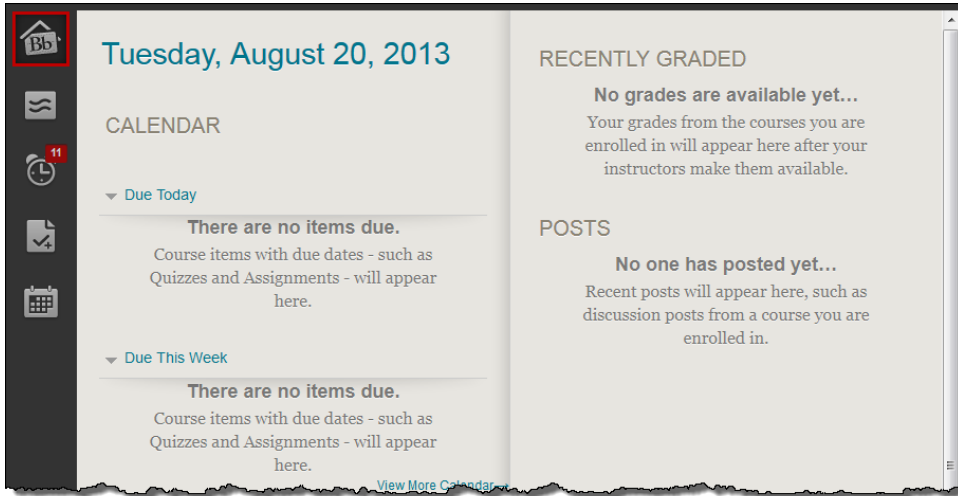
This icon is the My Grades tool. Grades for each assignment, test or activity from all courses can be reviewed.



This icon is the My Calendar Tool. Events from all courses can be reviewed in one place.

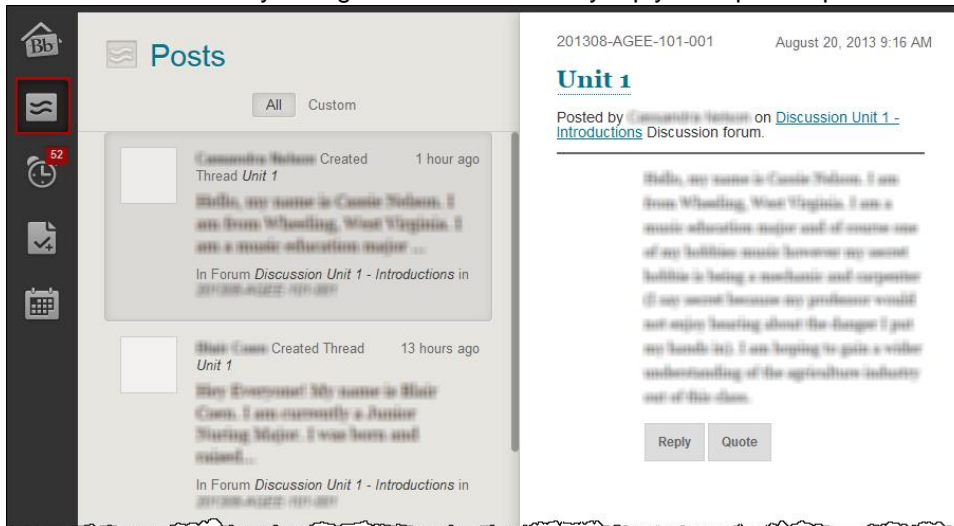
**Bb Home**

Bb Home allows a user to see an overview of the items available in the My Blackboard tool and provides a direct link to the tools.



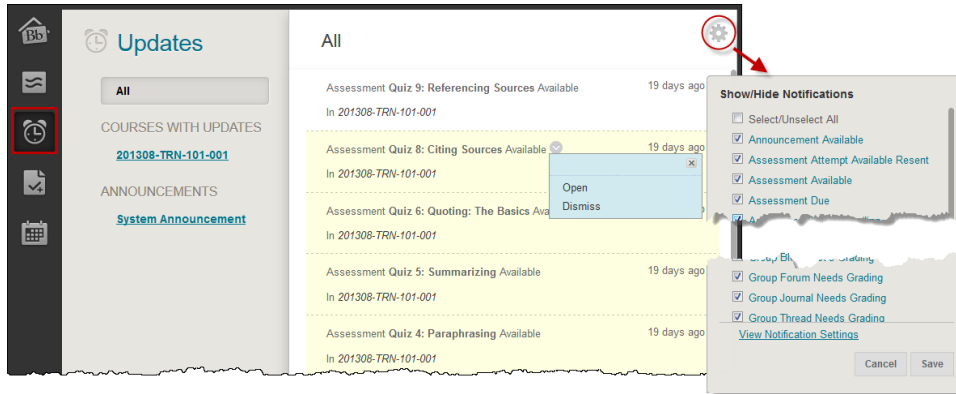
**Posts**

The posts tool allows a user to see all posts from discussion, journals, blogs and wikis in one place. Posts can be viewed for all courses or by a single course. Users may reply and quote a post from the posts tool.



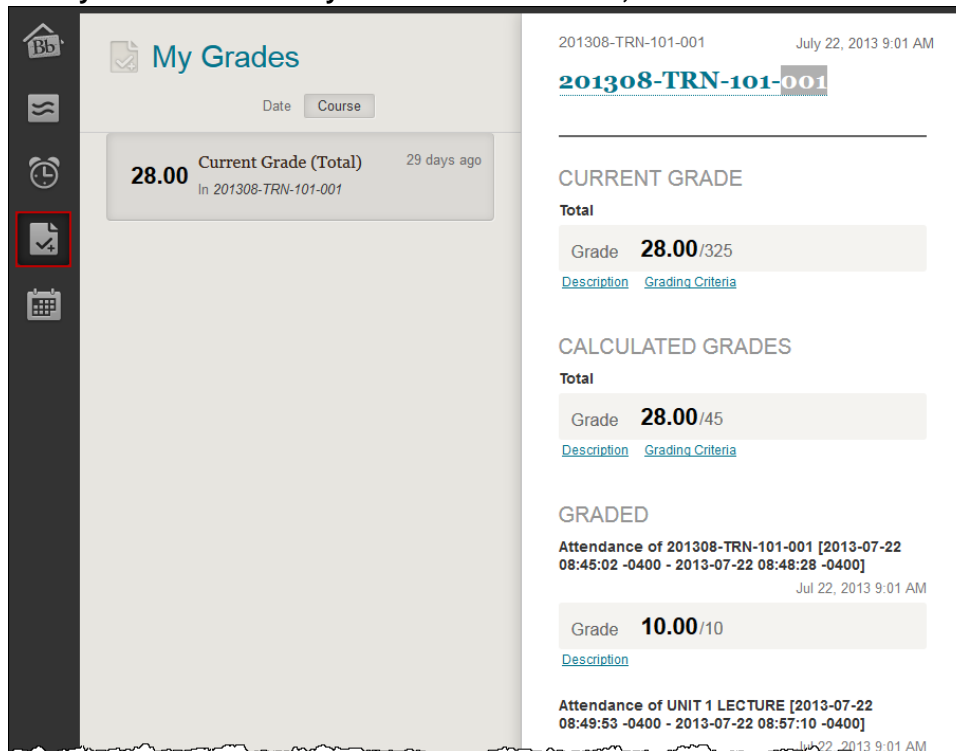
**Updates**

Updates can be viewed all at once or by course. Items that have not been reviewed yet will be in yellow. By scrolling over the item, it can be opened or dismissed. Settings can also be adjusted according to the needs of an individual.



**My Grades**

My Grades can be viewed all at once or by a course. Users can view comments, descriptions, and grading criteria. **My Grades tool is only available for students, instructors will not see this tool.**



## My Calendar

My calendar can be viewed by the day, week or month. A user can also filter by institution, personal, or course(s).

The screenshot displays the 'My Calendar' tool interface. On the left sidebar, there are icons for Home, Messages, Clock, and a calendar icon which is highlighted with a red box. The main area shows a calendar for August 2013. The calendar is currently in a 'month' view, showing a grid of days. The date August 20 is highlighted in yellow. There are two events listed: '5p 201308-' on August 29 and '7p 201308-' on August 26. Below the calendar grid, there is a section titled 'CALENDARS' with three checked items: 'Institution', 'Personal', and '201308-TRN-101-001'. At the bottom of this section is a button labeled 'Get External Calendar Link'.

If you have any questions or concerns about this document, please contact the ITS Service Desk by calling (304) 293-4444 or by sending an email to [ITShelp@mail.wvu.edu](mailto:ITShelp@mail.wvu.edu).