



Accessing your course in MyLO

Step-by-step guide for all users

For Blackboard Vista 4.x

This guide outlines the steps required to log into **MyLO** and how to use the **MyLO** home page.

Logging in

1. Using a web browser enter the web address (URL):

For students: <http://www.utas.edu.au/coursesonline>

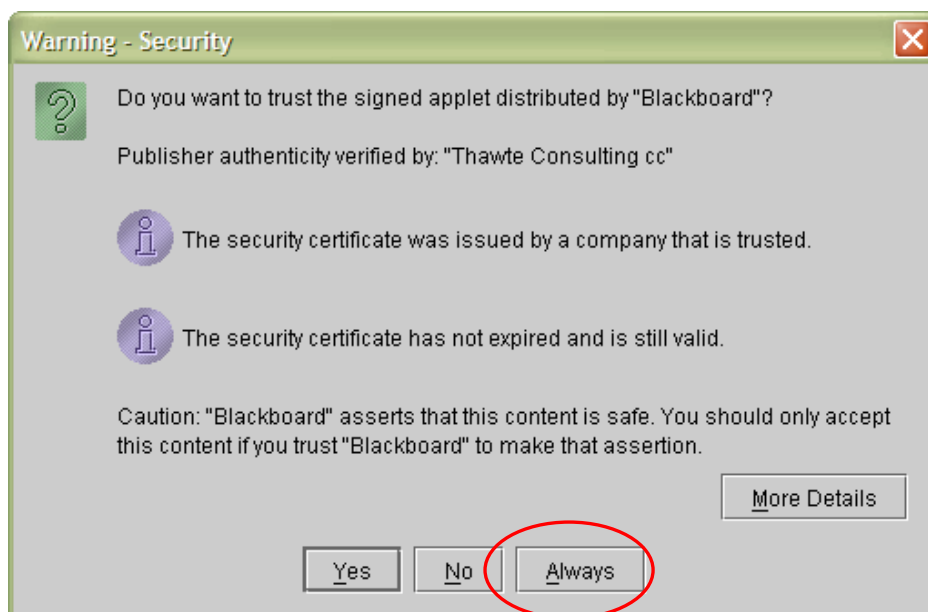
For staff: <http://www.utas.edu.au/tlo>

2. On the web page you will see the log in area

The MyLO Learning Online login form. It features the MyLO logo at the top, followed by 'LEARNING ONLINE'. Below this are two input fields: 'Username:' and 'Password:'. To the right of the password field is a 'Log in' button.

3. Type in your username and password. Your username is the characters before the @ symbol in your email address. Your password is your UTAS email password (note that this refers to the email password for your UTAS standard email – currently Lotus Notes).
4. Click **Log in**.
5. When you log into **MyLO** java security certificates may display requiring you to accept the certificate before using **MyLO**. Click the **Always** button. (You may need to do this for three certificates.)

It is important to wait until the certificate loads completely, and to accept the certificate before clicking on the **MyLO** page. The session may otherwise end and you will need to start again.



Accessing your course in MyLO

The **MyLO** home screen will display.

The screenshot shows the MyLO Learning Online interface. At the top left is the MyLO logo. To the right are links for My Settings, Check Browser, Help, and Log out. Below the logo is a 'MyLO home' tab and a welcome message: 'Welcome, Jerry Clark . Today is 23 October 2007 5:14 PM EST.' The main content area is organized into several channels:

- Calendar Day:** Includes 'All day' and 'Study Period' options.
- To Do List:** Lists tasks such as 'Return Library bo...' and 'Lunch with Joe'.
- Course List:** Features a 'Show New Items' button and lists courses like 'TLO-050 - Introduction to UFOs - Studying Section' and 'UTAS - 001 - Preparing for My Learning Online (MyLO) 2008'.
- Campus Announcements:** Lists various notices like 'Vista regular maintenance' and 'Submitting Assignments in Vista'.
- Calendar Week:** Shows the current date '22 October 2007' and 'All day Study Period'.
- Personal Bookmarks:** Includes links to 'Google' and 'State Library'.
- Campus Bookmarks:** Lists resources like 'Help resources for students' and 'Vista admin for staff'.
- My Grades:** States 'You currently have no new grades.'

The different sections on this page (e.g. Calendar Day, To Do List, Personal Bookmarks, Campus Bookmarks) are called channels.

MyLO home

The diagram shows the MyLO home screen with several annotations:

- A red arrow points to the left side of the main content area, labeled 'Channel'.
- Red circles highlight the action links (downward arrows) for the 'Calendar Day' and 'To Do List' channels.
- A context menu is shown over the 'Calendar Day' channel, with red arrows pointing to the 'Edit Calendar Day' and 'Hide Calendar Day' options.
- A red box highlights the top right corner of the page, containing the MyLO logo and navigation links.

Click on the action link then choose **Edit Calendar Day** or **Edit To Do List** to add or remove an entry.

Click on the pencil to add entries to the calendar.

Accessing your course in MyLO

Courses you are enrolled in will be listed here. Click on the link to enter a course.

Announcements that apply to all students will be listed here.

Click on the action link to add entries to the calendar.

Click on the action link to add your own links to handy websites (bookmarks).

Bookmarks available to all students will be listed here.

Click on the action link to hide or show these bookmarks.

Logo bar

The logo bar is located in the top right of the **MyLO** home page.



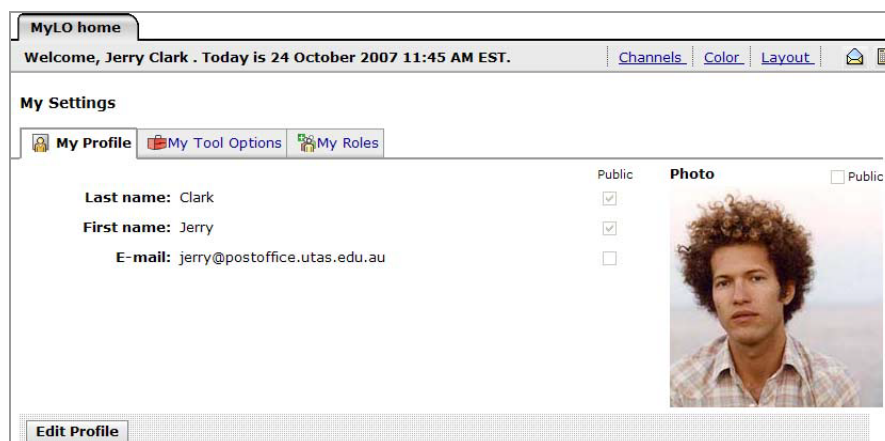
My Settings

My Settings allows you to edit your profile and tool options for all courses you are enrolled in.

Clicking on **My Settings** will display the **My Profile** screen.

My Profile

Your **My Profile** screen displays your name and a space for your email address and photo.



Click on **Edit Profile** to add your UTAS email address and your photo if you wish.

Each item on this page has a checkbox where you can tick to make the item public or leave unchecked to only be seen by you and your instructor.

If you make your Profile *public* it can be seen within a course from the following areas:

- **Profile tool**, under the **Course Tools** heading. The Profile tool displays the profiles of all teaching staff and students in a course. This tool is only available if set up by your lecturer; and your photo is only visible if you click the checkbox to make it public in **My Settings**.
- Profiles can also be viewed by teaching staff in the grade book and discussion board.

My Tool Options

My Tool Options allows you to select your personal preferences for items such as calendar display, discussion settings, font size, mail forwarding etc.

Once set, those options will be available for all courses you are enrolled in.

The screenshot shows the 'My Settings' page in MyLO. At the top, there is a 'MyLO home' tab and a welcome message: 'Welcome, Jerry Clark . Today is 25 October 2007 5:14 PM EST.' Below this, there are three tabs: 'My Profile', 'My Tool Options' (which is selected), and 'My Roles'. The main content area is titled 'My Settings' and contains the following information:

Tool Options apply to all of your courses and let you specify default you first log in, but you can change the setting on a course-by-course basis for these tools.

Calendar

Preferred view:

Week begins on:

Discussions

Mark my own posts as read

View:

Threaded

Unthreaded

Show new messages or threads at:

Top of list

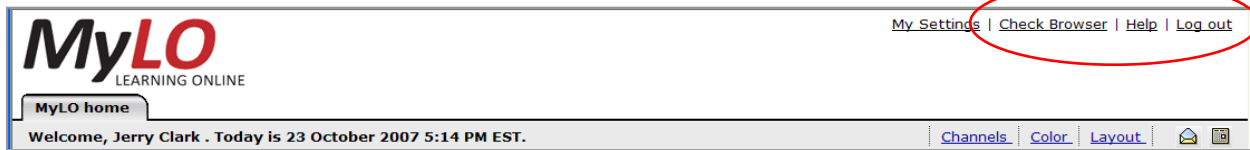
Bottom of list

My Roles

My Roles displays the courses and groups you are enrolled in and your role within each, e.g. student, auditor, teaching assistant etc.

The screenshot shows the 'My Roles' page in MyLO. At the top, there is a 'MyLO home' tab and a welcome message: 'Welcome, Jerry Clark . Today is 25 October 2007 5:21 PM EST.' Below this, there are three tabs: 'My Profile', 'My Tool Options', and 'My Roles' (which is selected). The main content area is titled 'My Settings' and contains a table with the following data:

Learning Context	Organisational Level	Role
TLO-050 - Introduction to UFOs - Studying Section	Section	Student
UTAS - 001 - Preparing for My Learning Online (MyLO) 2008	Section	Student




Check browser

Click on **Check Browser** to check that your browser is properly set up for **MyLO**. If any problems are detected, information will be displayed with links to a tune-up page to help you set up your browser.


Browser Check Results

This browser check will ensure your browser is configured so the core functionality of this application is available to you. For each area change mandatory or recommended changes are indicated.

For more information, see the [Browser Tune-up Page](#).

 **Browser Check**

This browser is validated for use with the Learning System. It appears that you are using **Microsoft® Internet Explorer** browser.

 **Cookies Check**

Help

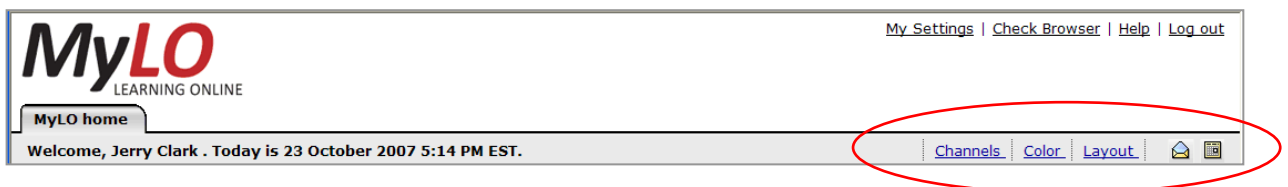
Help links to context-based help files. For example, if you are accessing a discussion in **MyLO** and need assistance, when you click on the Help link you will be presented with a list of topics relating to discussion to choose from.

Log out

Click on **Log out** to exit **MyLO**.

MyLO home toolbar

The MyLO home toolbar is located under the logo bar.



Channels

Select Channels

Select the channels you want to display in MyLO home

- Campus Announcements
- Calendar Day View
- Calendar Week View
- Campus Bookmarks
- Course List
- External Courses
- My Grades
- To Do List
- Personal Bookmarks

From the channels link, choose which channels to display on your **MyLO** home page by ticking the box beside each channel name and clicking **Save**.

Colour

Colour allows you to choose the colour combination for your **MyLO** home page. Be careful to choose colours with good contrast to ensure readability.

Select Colours

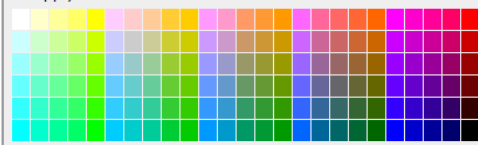
Customisable Colours

Enter an RGB (hex) colour value or select a colour swatch from the colour table.

- Page background
Colour value:
- Background for columns A and C
Colour value:
- Header background for columns A and C and header text for column B
Colour value:
- Header text for columns A and C and header background for column B
Colour value:
- Text for columns A and C

Colour Swatches

Apply a swatch to the selected element.



Colour Preview

Header columns A and C

Text columns A and C

[Link columns A and C](#)

Header column B

Layout

This area allows you to change the layout of your **MyLO** home page.

Click the radio button next to the item you would like to move and then click the direction arrows to move. When your layout is complete, click on **Save**.

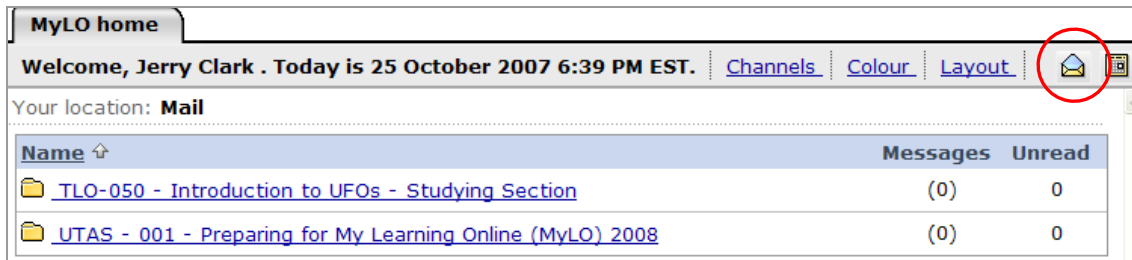
Edit Layout

To change the order and location of channels, select the channel, click the appropriate Move button and click Save.

Column A	Column B	Column C
<input type="radio"/> Calendar Day View <input type="radio"/> To Do List <input type="radio"/> My Grades	<input type="radio"/> Course List <input type="radio"/> Campus Announcements <input type="radio"/> Calendar Week View	<input type="radio"/> Personal Bookmarks <input type="radio"/> Campus Bookmarks
<input checked="" type="radio"/> Move		

Mail

Click on the **Mail** icon to access mail for all courses you are enrolled in.



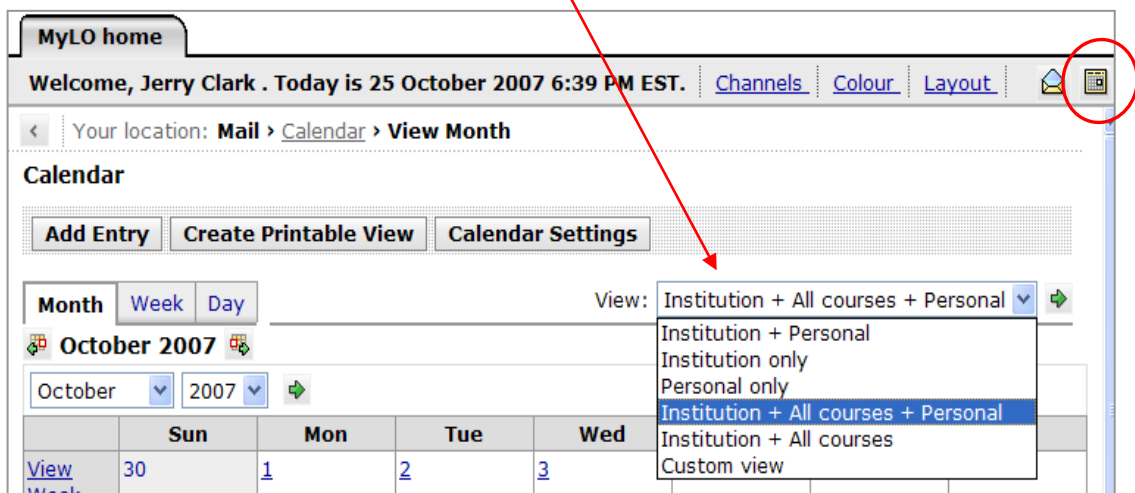
The screenshot shows the MyLO home page. At the top, it says "Welcome, Jerry Clark . Today is 25 October 2007 6:39 PM EST." There are links for "Channels", "Colour", and "Layout". A red circle highlights the Mail icon in the top right corner. Below the navigation bar, it says "Your location: Mail". A table lists courses with their message counts and unread counts.

Name	Messages	Unread
TLO-050 - Introduction to UFOs - Studying Section	(0)	0
UTAS - 001 - Preparing for My Learning Online (MyLO) 2008	(0)	0

Calendar

Click on the **Calendar** icon to access the calendar for all courses you are enrolled in.

Once the Calendar is open, choose which view you would like to see.



The screenshot shows the MyLO home page with the Calendar icon circled in red. A red arrow points to a dropdown menu for calendar views. The menu is open, showing options for "View: Institution + All courses + Personal", "Institution + Personal", "Institution only", "Personal only", "Institution + All courses + Personal" (highlighted), "Institution + All courses", and "Custom view". Below the menu, there are buttons for "Add Entry", "Create Printable View", and "Calendar Settings". The calendar view is set to "Month" for "October 2007".

View	Sun	Mon	Tue	Wed
Week	30	1	2	3

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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