

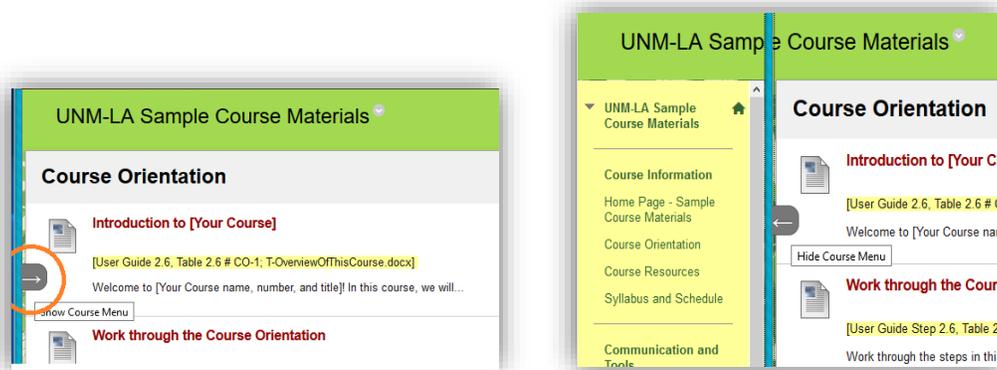
UNM Learn: Navigation & Content FAQ

I can't see the course menu; there is nothing in my course menu.

- **If you can see the menu but there is nothing in it:** there is a small arrow to the left of the Course Name at the top of the Course Menu. If that arrow is pointing to the right - click the arrow to reveal the whole course menu. The red circle in the figures below indicate where you should click to reveal the course materials.



- **If you do not see the course menu at all (no course name):** locate the thin bar on the left side of the webpage by dragging your cursor toward the left side. An arrow pointing to the right may show up, which can be clicked to reveal the whole course menu. Alternatively, the thin bar can also be clicked to reveal the course menu. The red circle in the first figure below shows the clickable arrow that reveals the course menu.



What is the Course Dashboard; where is the Course Dashboard?

The Dashboard provides dynamic information about your course: new announcements, messages, additions to the course, due dates. You will usually find the **Course Dashboard** link in the Course Menu. If it is not there, your instructor has made it unavailable.

I am not seeing all of the icons in the text editor when creating threads or posts in discussion boards.

If the arrow on the far right of the toolbar points down, click it to **Show More**. Once you have clicked on the arrow, all of the icons will appear. The red circle in the first figure below shows the arrow that should be clicked on to reveal the icons.



Can I add my photo to my profile for everyone to see?

Yes. At the top-right corner of the UNM Learn webpage, click on the downward-pointing arrow to the right of your name. Then click on 'Settings' at the bottom of the dropdown menu. Then click 'Personal Information', then 'Personalize My Settings'. From this page, you will be able to browse your computer for an image file to upload as your avatar image. Make sure to have 'User custom avatar image' checked.

PDF files do not appear properly on my iPad. Am I doing something wrong?

No, you aren't doing anything wrong. At this time PDF files do not appear properly within the course on the iPad tablet. Try to click the link at the top of the page to open the PDF in another way; if that does not work, you will need to use a standard computer to view the PDF files.

Can my instructor tell if I have been in the course?

Yes, your instructor can see the date and time of your last appearance in your course. Instructors also have the ability to track whether you visit particular links in your course.

What do all of the icons in the content editor mean?

Please refer to the **Simple Content Editor Features** and **Advanced Content Editor Features** here: <http://online.unm.edu/help/learn/students/pdf/student-content-editor.pdf>

How can I add an image to a discussion posting, message, or assignment text?

The instructions for adding an image can be found here: <http://online.unm.edu/help/learn/students/pdf/add-image.pdf>