How to Navigate Your BOLT Courses

1. Select a Course from the My Courses widget

2. The course homepage will load.
3. Use different parts of the course homepage to navigate in BOLT and your course.

A. **Mini-bar**: Use the mini-bar to access the BOLT homepage, the course selector, messages, update and subscription alerts, and your personal settings.

   a. Click My Home to go to the BOLT homepage
   b. Use the Course Selector to navigate between courses
   c. Click the envelope icon to see message notifications
   d. Click the note icon to see update alerts
   e. Click the speech bubble icon to see subscription alerts
   f. Click the arrow next to your name to access settings
B. **Nav bar**: Use the Nav bar to access Content, Course Resources, Coursework, Learning Tools, and Bloomsburg Student Resources.

- Click **Content** to access course content
- Click **Course Resources** to access Calendar, Classlist, Class Progress, Competencies, Groups, and Locker
- Click **Coursework** to access Discussions, Dropbox, Grades, Quizzes, and Surveys
- Click **Learning Tools** to access Chat, Checklist, ePortfolio, and Online Rooms
- Click **Student Resources** to access additional student resources outside of BOLT

C. **News**: View news items from your instructor here.

D. **Calendar**: View important dates like due dates. You can click the **right arrows to expand** or the **down arrows to collapse** the Calendar panel and the Upcoming events panel.
E. **Content Browser**: View course content. You can access content via the Content Browser in three ways.

1. You can click on a module name. This will load links to the module’s content in the Content Browser.

2. You can click the dropdown arrow and then click Go to Content.

3. You can click Bookmarks to access your bookmarked content items or Recently Visited to access content items you recently viewed.
Navigating Course Content

1. Click on Content in the Navbar

2. Course content will load with navigation in the left navigation panel and content viewable on the right in the viewing area.

![Diagram showing left navigation panel and viewing area]

The modules in the left navigation panel are how the course content is organized.

3. Click on Table of Contents to display all modules, submodules, and content topics in the viewing area.

You can click on Table of Contents at any time to see all modules and topics!
4. Click on a module name in the left navigation panel to display all the sub-modules within the module and all the module content within the viewing area.

**Completing a Search**
1. In the Search Topics box, type in a keyword to search and
2. Click the magnifying glass icon.
3. Search Results will appear on the right side viewing area. Click on a topic to view it.