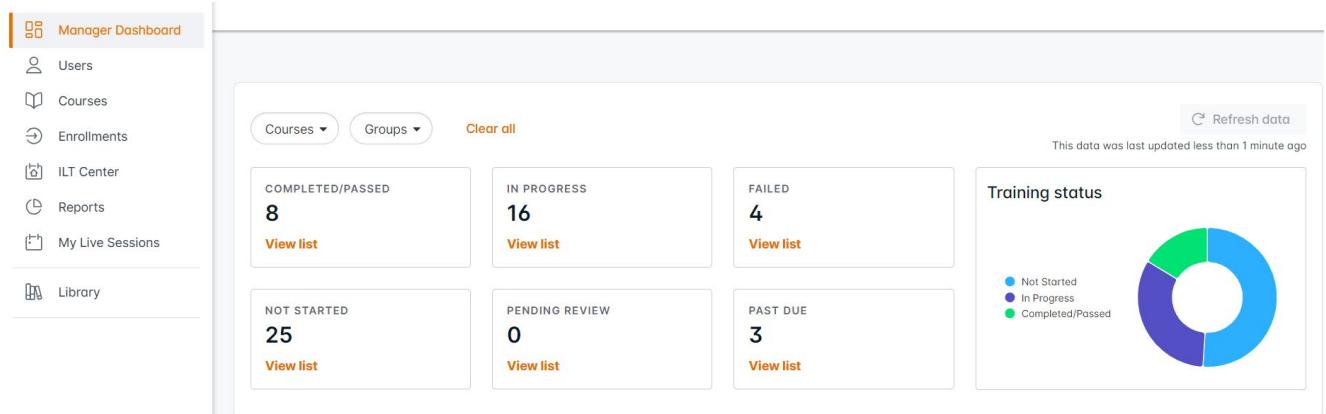


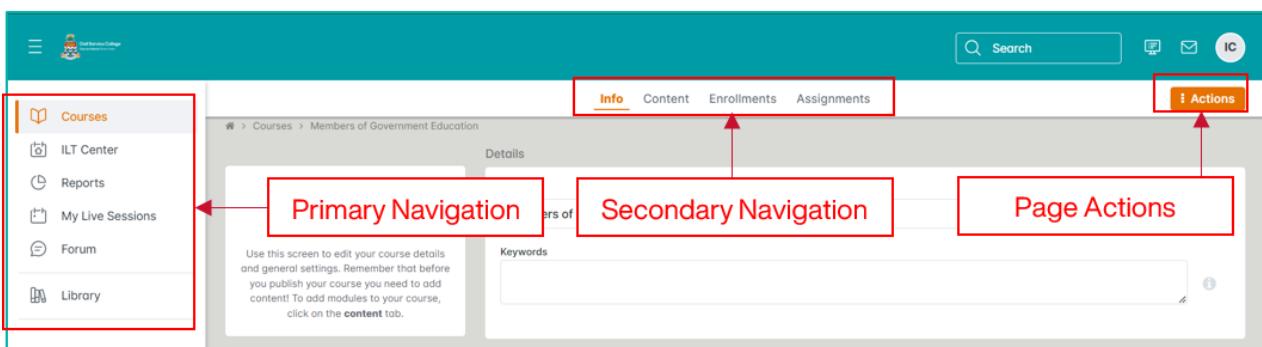
# LMS Navigation: Navigating as a Manager/Instructor

The full extent of your access will determine what you see when you log in. For example, an instructor who is also a manager will have a manager dashboard.



There are three main navigation menus:

1. Primary Navigation menu – This dropdown menu contains links to the core functions
2. Secondary Navigation menu – The options that appear on this menu bar depend on your primary navigation menu selection
3. Page Actions button – This button enables you to perform certain actions depending on your location within the system



**TIP:** Regardless of where you are in the application, clicking on the logo will bring you back to your dashboard/home screen

## Smart Search

At the top right of the screen, you will find the smart search bar. This tool is useful for finding information quickly and navigating directly to it.

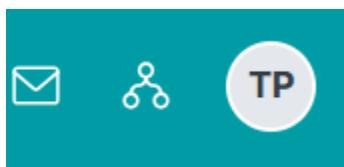
Click on the icon to the right to search by course, user or group.



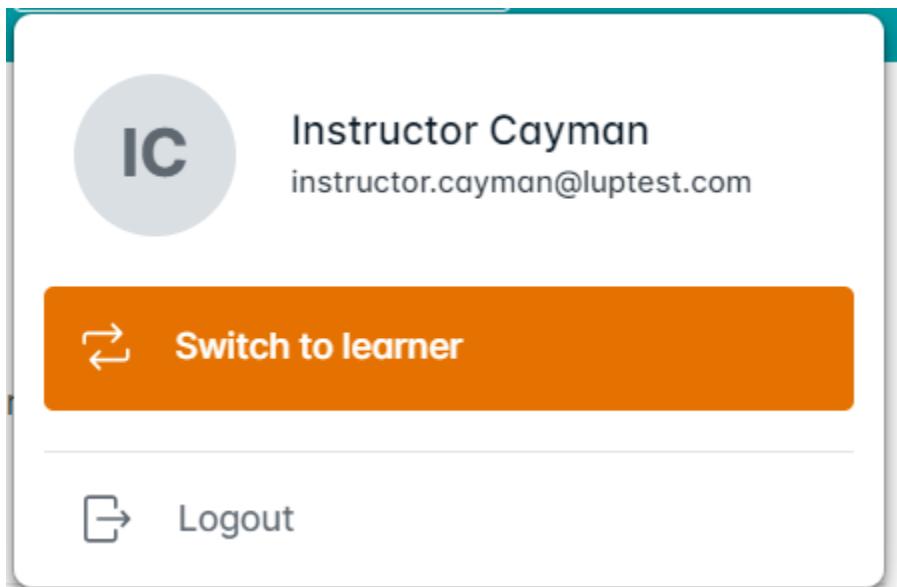
**TIP:** There is also a search icon to the top right of some screen pages.



## Messages, Switch Portal, and User Settings



- **Messages** - View received messages or compose and send a new one to a learner or group. Learners will have the ability to message course owners by typing the name of a course in the To field. The messages will also be sent to your Outlook inbox.
- **Switch Portals** – You can switch between the UAT portal (where you can practice setting up courses and testing them) and the production portal which is live to the entire organisation. Instructor only.
- **User Settings** - View your profile by clicking on your name, switch between your profiles or Log Out.



## Page Filters

Certain pages within the portal can also be filtered by using the **Filter** menu. Courses can be filtered by status, group, creation date or published date. This is useful if you only want to view certain information e.g. courses created this year in draft format, etc.

## Breadcrumb Trail

This is located directly under the primary navigation menu and is visible on select screens.

Click on any link within the trail to jump to it or navigate back to a previous page as required.