

Helpful Navigation Tips to Print and Use as *Pride Online* Students

1. **To send messages** to one colleague, your instructor or several persons, you simply click the "Participants link" in the left column on the main screen, and then select as many persons as you wish to receive your message. Next you follow a few easy steps to create your message, and then send it. When a colleague or your instructor is online you can also click the **envelope icon** next to their name under the "Online Users" block to send them a message.
2. **To check messages**, simply click the "**Messages**" link on the main screen and then **click the envelope** next to the sender's name to read the message.
3. **To attach your assignments** for the instructor's review, after you access the ***Pride Online*** assignment, you will click on the "Browse" link to locate your completed **rich text format (.rtf)** assignment, upload the assignment and send it.
4. **To participate in threaded discussions**, each time you see "**Discussion Topic**" you will need to access that topic and join in the threaded discussion by following your instructor's guidelines.
5. Basically, **to be successful in a *Pride Online* course, click all links** that your instructor has posted and follow the directions. If a link does not follow through as stated by the instructor, do not hesitate to call the situation to the instructor's attention so the instructor can promptly address and resolve the problem.
6. When you post a question to the "**Questions**" forum everyone in your class can read your question. Likewise, everyone can also read the instructor's answer to the question.
7. It is best to download the **Firefox web browser** for free and use it for all ***Pride Online*** courses for the best performance. Be sure to "**Bookmark**" your *Pride Online* course so that it is always a quick click away. The Internet Explorer web browser also works, but Firefox includes a spell check feature, Internet Explore does not.