




















Basic MVC Navigation Tips for Most Modules

Action Buttons/Links	Description of Use
	Appears on the majority of the screens. When clicked you return to the Main Menu.
Red star  or yellow face 	Indicates that new messages have arrived. Most instructors may not select the feature that activates the yellow face.
	Click this button to return to previous screens when working in Manhattan
	Once you click an attachment in Manhattan, it seems as though you have opened MS Word, MS Excel, etc., but you are actually still in the Internet. To get back to Manhattan click the Back button . Do not click the “x” for close because you will lose your Manhattan connection.
	Click the down arrow next to “<Unread>.” Next click “All messages” and it will replace “<Unread>” in the box. Then when you click the gray “Gather” button you will be able to gather/open and read all messages of all topics in the module in which you are working.
Green G 	Appears to the left of topics in Manhattan. When you click it, you can gather/open and read all discussion thread messages for that one topic.
	When you click the (?) next to the left of a message, it opens to a table that indicates when messages were opened by recipients. Students can tell when instructors received their messages only after instructors open the message.
	When you click the + sign to the left of a topic it expands and allows you to see the list of persons who responded to that one topic.

Basic MVC Navigation Tips for Most Modules (cont.)

Action Buttons/Links	Description of Use
	When you click the – to the left of a topic it collapses the expanded list of persons names who responded to the topic.
	When you click this button it expands all messages for all topics in the module and allows you to see the list of persons who responded to each topic in that module.
	When you click this button it collapses the messages for all topics in the module.
	Reverses the order of messages in a module by placing those on the top on the bottom and those on the bottom on the top.
	Clicking the browse button allows you to access documents on your PC to attach to MVC modules.
	Clicking this button moves you to a screen where you can create a subject and message to send to colleagues or students.
	Click this button and it will check the spelling of your message. Be careful to check the spelling before you click the “Send Message” button.
	<p>When the emoticons feature is activated in your MVC class, you can click on emoticon choices to add them to your messages.</p> <p>When you click on a choice it will show up in your message as html code as illustrated below.</p> <p style="text-align: center;">:-)</p> <p>But when the recipient receives the message it will appear as one of the emoticons to the left.</p>
	Click this button when you are ready to send your message.
	Click this button to exit your MVC class. On the next screen that appears, click the “Logout” link at the top right.