

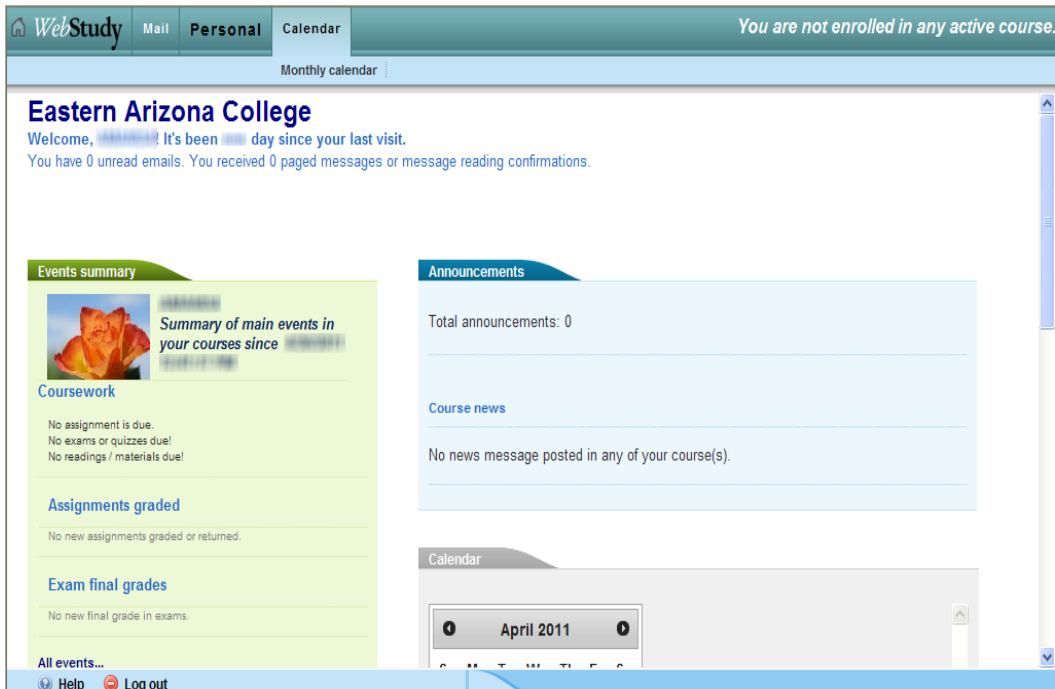


# **Eastern Arizona College**

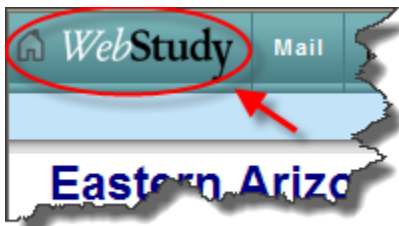
## **AN OVERVIEW OF THE DASHBOARD**



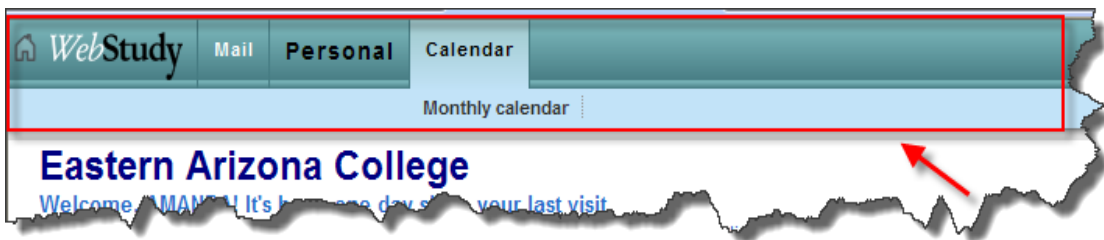
- The dash board is the first page that you see when you sign into your WebStudy account.



- You can always get back to your Dashboard from anywhere within WebStudy by clicking on the WebStudy icon in the top left corner of the page.

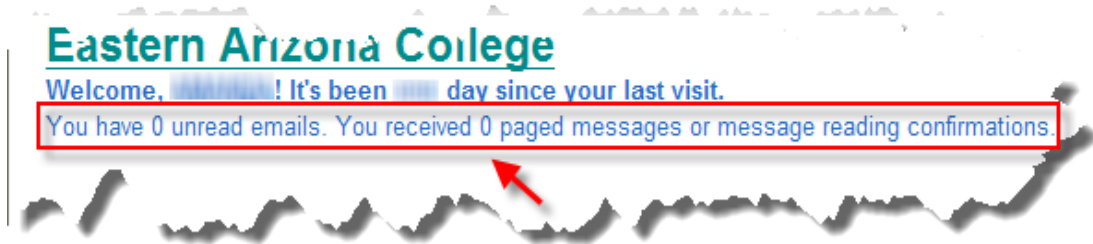


- No matter where you are in WebStudy you will always have access to the Dashboard taskbar at the top of the page.

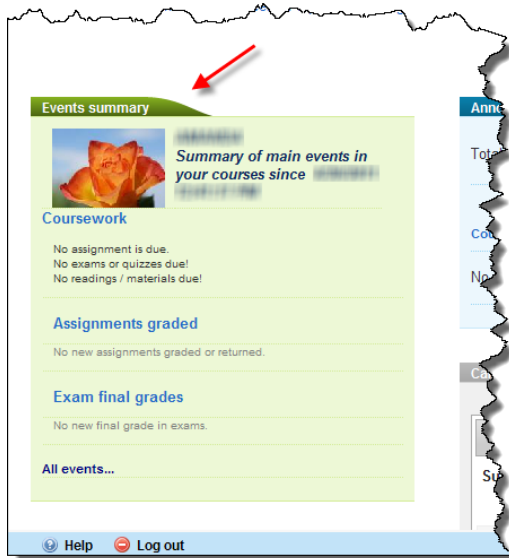


- You always have access to your Mail, Personal, and Calendar tabs within the Dashboard taskbar.
- Mail tab: check incoming mail, reply, forward, compose new mail, save drafts, etc.
- Personal tab: create information about yourself that can be visible to you, your instructor and your classmates.

- Calendar tab: provides a monthly view of when assignments are due.
- The dashboard shows you when you have new emails and/or instant messages from within WebStudy.



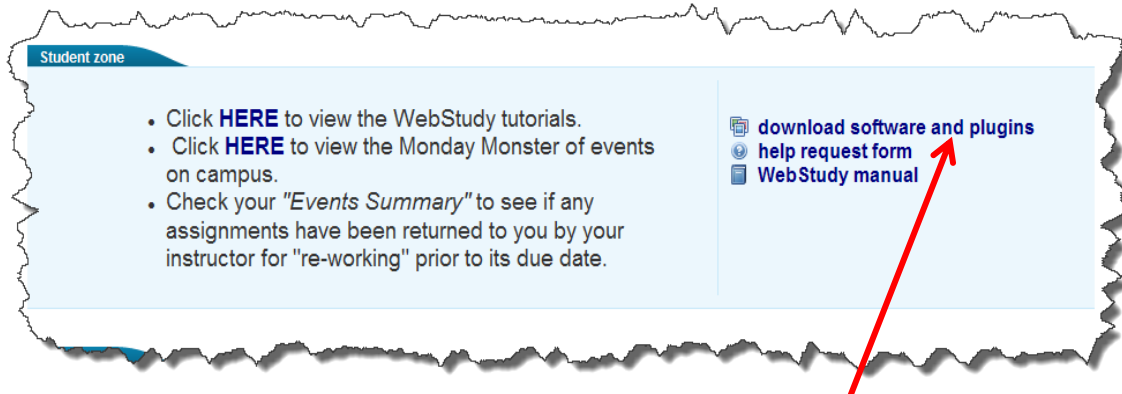
- You can see events that have taken place in all of your classes in the Events Summary section of the Dashboard. (i.e. course work that has been graded and returned, work that is due, exams that are available to take)



- You can also view all of the announcements that the school wants you to have (i.e. general school announcements, news specific to your course that your instructor wants you to have)



- Toward the bottom of your dashboard is the **Student Zone** that allows EAC to make announcements specifically to the online students.



- The **Student Zone** provides you with downloads (software and plugins) for your computer that will help WebStudy and the internet run more smoothly.
- The **help request form** auto populates the information from your course so all that you need to do is type in your question for the technical support team within WebStudy.
- You can also call the toll free number provided at the bottom of the form which is **(888) 326-4058 Option 3**.  
*\*They are available 24 hours/day, 7 days/week, & 365 days/year!*
- The **WebStudy manual** will take you to the tutorial links.

- At the bottom of your Dashboard is the Chat feature where you can start a conference or chat with anyone taking online classes with Eastern Arizona College or Gila Community College.

