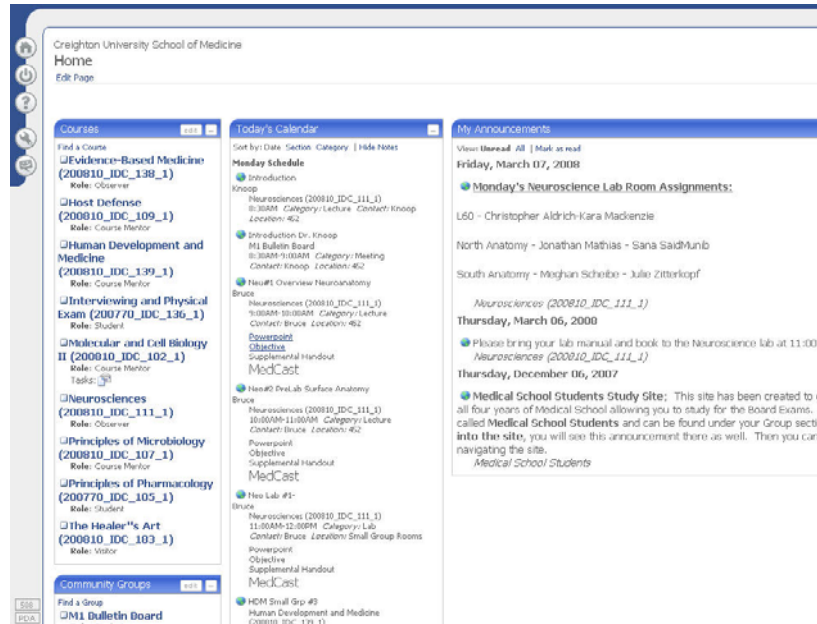


To log in to BlueLine, go to <https://blueline.creighton.edu> . Your user name is your net id and your password is the same one that you use to get into your Creighton mail. Fill in that information in the appropriate boxes and click “Log On”.

Now you will see a page that looks like this. I will tell you about the things you can do from this page.



The column on the left lists all the courses you are enrolled in. When you click on the title of a course, you can then access the material, announcements, calendar, discussions and drop boxes that are particular for that course.

You will notice that just to the right of the Courses section, there is a column for “Today’s Calendar”. This calendar is compiled from the course calendars for each of the courses you are in. If you click on the words “Today’s Calendar” in the blue heading, you will see the calendar in a typical calendar layout. There you will also find the option to view by day, week, month or year. You will see this on the top, to the right hand side.

Format: List Grid | View: Day Week Month Year | Previous Next Today

Now look towards the bottom of the page. There you will see a module for “Community Groups”.



In this section, there is a link to a bulletin board for your class. This allows you a discussion board for the members of the class. In this area as well is a group called “Medical School Students”. This site was set up to provide all the students in all four years of

medical school to have access to the course content for all four years. This makes it possible to go to one place and study the material from all four years. This comes in handy when studying for the boards or shelf exams.

A little farther down you will see two links that look like this...

[M1 Calendar](#)
[M2 Calendar](#)

These provide you with access to the course calendar for the M1 and M2 years. You will be able to see the class schedule as well as other calendar items by clicking on these links.

Now look off to the side. You will see this collection of little buttons.



The top button will always take you back home...(like Dorothy's red slippers..) where you can click into a different course or group.

The second button allows you to log off without closing your browser.

The third button, the question mark, is a reference of frequently asked questions and answers about using BlueLine.

The button that looks like a wrench allows you to change some of your personal information.

The bottom button initiates a live chat. Once it starts, you can select the group or course you would like to chat with and begin the session.

Now we will actually click on a course and see all that it has to offer...

The next step is to click on the title of a course. There are a couple more items added to the page now that you are in an actual course.

The Tabs Across the Top...

You will notice some tabs across the top of the page within the course. The line of tabs looks like this;

[Course](#) [Calendar](#) [Lessons](#) [Resources](#) [Communicate](#) [Report](#)

When you first click on the course you want to view, you will be on the **Course** tab. This shows you the announcements and today's calendar items for this particular course. If you click on the **Calendar** tab, you will see the calendar view, allowing you to select items from the calendar. **This is important because this is the easiest way to get to your lectures and the material provided for each one.**

The lectures posted in the calendar have links to the presentations themselves. Hover over the title of the lecture and a box will pop up. In bold letters in the box is the name of the lecture. Click on that and you will go directly to that presentation.

If you would like to add something to the calendar for yourself, you may do so by clicking on the date. So if you would like to add something to the 10th of May, you would click on the 10 in that box. Fill in the information needed in the fields there and your event will appear on the calendar. It will only appear on YOUR calendar, since it is a personal entry.

The next tab is one you will probably use a lot. It is the **Lessons** tab. This is where all the content of the course can be found. This includes any presentations, discussions, quizzes, any articles or readings.

The material in this area is typically organized into folders, depicting either a topic or week. Clicking on the title of the folder opens the folder. Then you are able to see the presentations and other material for that folder. Again, clicking on the title of each will open it. PowerPoint presentations and many of the other documents will open after a “launch” countdown of a few seconds once you click on them. If the timer stops, (which it does if you move the mouse over it...) just click on the title of the presentation and it will open. To get back to the class, click on the back button.

Besides the documents that are posted in the Lessons area, there are several other functions that may be available here. At the top of the side tool bar, you will see a little button that looks like this...

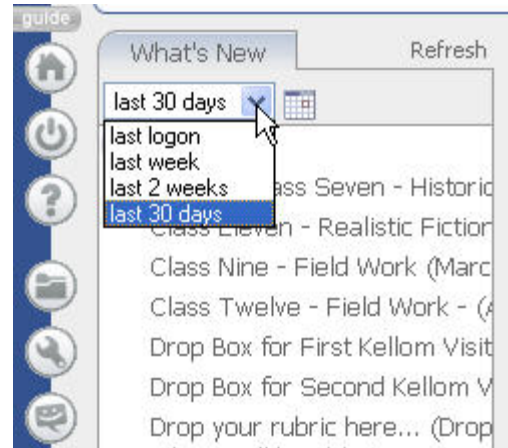


If you click on this, a very valuable area appears on the left hand side of the page. Look towards the bottom of this column. You will see these options, Map, What's New, Tasks and Search.



The little orange stripe indicates that the guide is showing you the Map of the class. This is a site map. So what you see in the field above this is a map of the course. You can click on any of the titles of the areas and go directly into that area. If there is a little box that looks partially shaded in, that means the area can be expanded. Click on the box and all the sub areas will appear. Clicking on any of them will take you directly to that area.

Now if you select the “What’s New” words, you will see anything that has been posted or changed since you last logged on. That screen looks like this. You will notice you can drop down a menu and select how far back you would like to see the additions and changes to the site. Here, the “last 30 days” has been selected, giving us anything that is new or changed in the last 30 days. Clicking on any of the titles will take us directly to that item. If an item has a little box with a plus sign in it, that indicates that it can be expanded. For example, a class folder would be able to be expanded, showing all the items and documents within the folder.



If you click on the Tasks option, you will get your own personalized “To-Do” list, made by BlueLine! Clicking on the little plus sign will expand each area, allowing you to click on the name of an item and read it or complete it.

Selecting the Search option allows you to search this course site. So if you wanted to find the lecture on Applied Immunology, you could type that into the search field and any title with those words in it would show up. Then clicking on that title in the field would take you directly to that lecture.