

FlashLine Portal Update-2016-10

-Video Script -Basic Navigation

Welcome to your new Kent State University FlashLine site. We are excited to share with you some of the design features of your site that simplify navigation, present better readability, and offer expanded web functions.

In this brief video, we will look at some basic navigation of FlashLine to enable you to become comfortable with the site layout and more easily locate the information you may need.

Information in FlashLine can be easily located using one of the three navigation areas: the Left Navigation, an expanding menu on the left side of the screen, the search field, located in the FlashLine Top Bar, and the Top Bar Icons, a collection of frequently used tools positioned at the top, right side of the screen.

The Left Navigation displays several categories of information related to the type of user, such as Employee, Faculty, or Student. The Categories offer cascading access to the many pages of data and further direct navigation to the desired page Sections.

Each type of FlashLine user will find a Dashboard of their frequently used tools, organized links to work pages and resources, and a personal page named "*My Dashboard*" to build a custom page of commonly used items.

The Search Field, at the top of the screen offers quick access to information by searching all of FlashLine for links, pages, or other items by keyword.

To the right of the Search Field are the Top Bar Icons where you can click for easy access to administrative items like Blackboard, the KSU Directory, and Google Drive; and view and act on notifications, work lists, and email; and find help topics for FlashLine including Frequently Asked Questions and links to support.

The newly designed FlashLine helps you easily manage your role, information, and access at Kent State University.