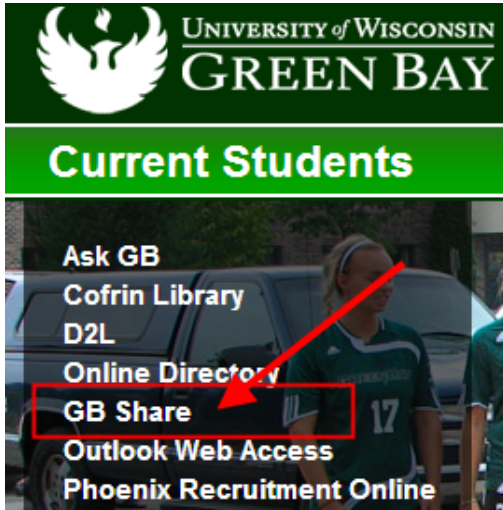


For Students – Accessing your Course material on GBShare

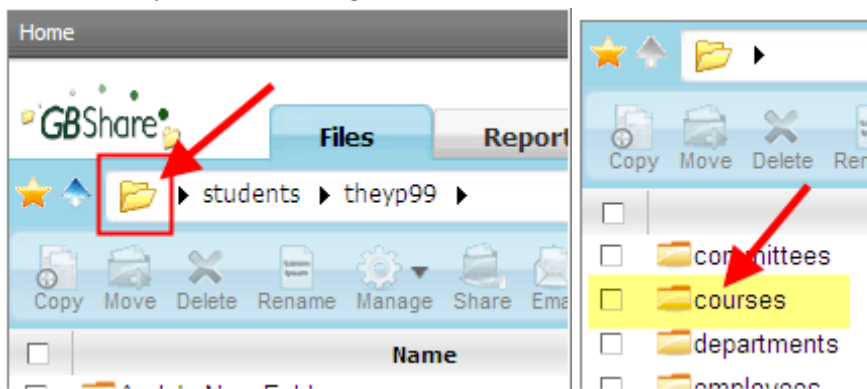
1. The link to GBShare is found on the UWGB Current Student home page.



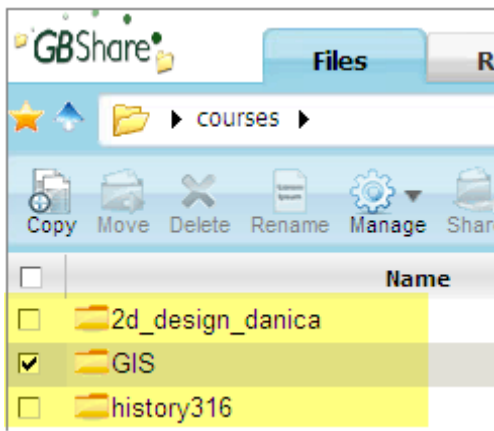
2. Log in to GBShare by using your **User ID** and **Password**. (for example: 'theypa23')

The image shows a login window for GBShare. It has a yellow background. There are three input fields: 'Username:' with the text 'theypa23', 'Password:' with a series of dots, and 'Domain:' with a dropdown menu showing 'uwgb.edu'. An 'OK' button is located at the bottom right of the form. Below the form, there is a copyright notice: '© Copyright 2003 - 2008 Xythos Software, Inc. All rights reserved. Powered by Xythos'.

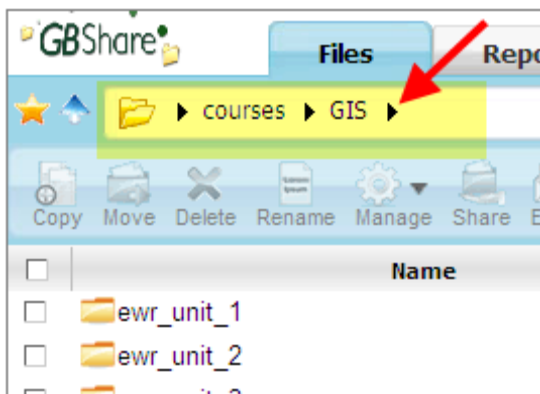
3. Click on the yellow folder to go the ROOT level of GBShare; click on the **Courses** folder.



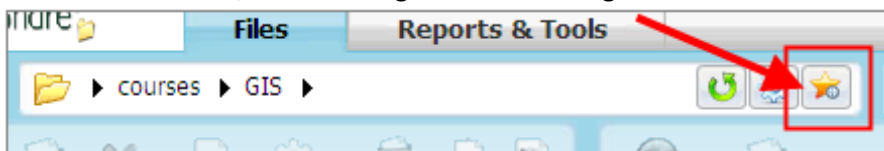
- In this example, the student has been given access to **THREE** courses. You'll want to create a short-cut (**bookmark**) to each course so that you can quickly access them without going to the Courses folder each time you log in to GBShare.



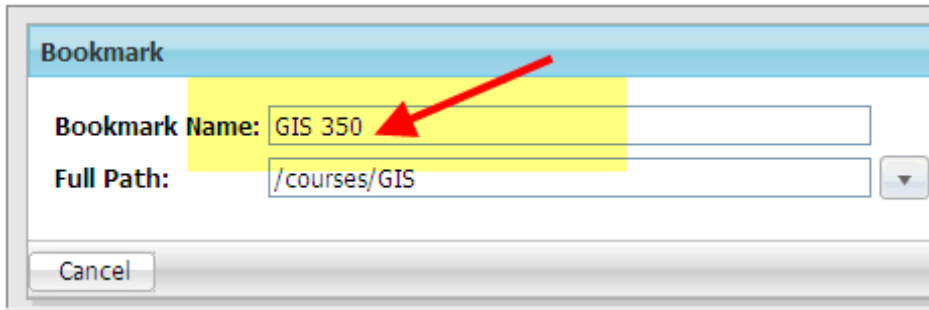
Open your course folder by clicking on the Course name. For this example I have clicked on "GIS". It should open and look like this in the breadcrumb trail:



- To **bookmark** "GIS", click on the gold star to the right of the breadcrumb trail.



6. Give the Bookmark a name to clearly define this link in your list of bookmarks.




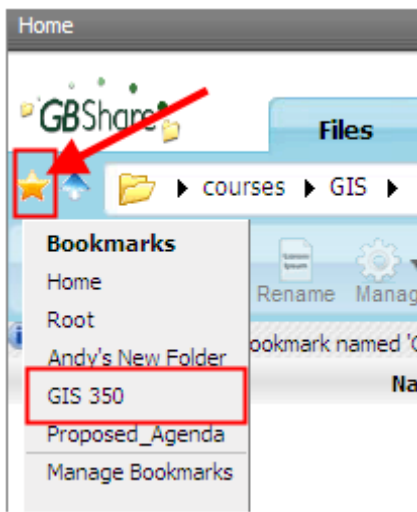
Bookmark

Bookmark Name: GIS 350

Full Path: /courses/GIS

Cancel

7. The course will then appear in your list of bookmarks: 



8. You can now browse to any file or folder within this course to view, print, download to your desktop, etc.

*Any questions please contact the Lab Consultants in IS1129 or the Help Desk at 465-2309