

## Investigating Tabs

Now that the preliminaries are taken care of, let's explore!

**STEP FOUR** - Tabs are located near the top of the portal screen. Some tabs are available to everyone; these are guest tabs. Notice in the picture below that four tabs are showing. These are guest tabs and are showing to everyone, whether logged in or not.



To see what is available under a certain tab, just click the words on the tab and that tab's contents will open for you.

The **Home** tab is the default tab. It usually will have calendars of school events, community education course dates, the University Center calendar and the ANC Messageboard.

The **myANC News** tab is currently set as the default tab to a logged in account. So, when you first go to myANC, the content on the Home tab is showing. As soon as you log in to myANC, the content on the myANC News tab is showing. (This is subject to change as ANC strives to adapt the portal content to current needs. ) **myANC News** changes often so remember to check out this page when you log in each time.

**myANC Tutor** is the tab designed for student help. Dig around and explore it! The contact information for the ANC Helpdesk is also located on this tab.

**Schedules-Textbooks** is a tab open to everyone because here is where a course search can be done and we want everyone to be able to find information about our courses. Instructions on how to search for a course are included on the tab.

### Practice:

1. Go to myANC and notice the tabs available without logging in.
2. Read through the information on the Home tab.
3. Click on myANC News and read the information found there.
4. Find the ANChelp contact information on the myANC Tutor tab.
5. Practice searching for courses under the Schedules-Textbooks tab –

In the Course Availability area at the top of the screen - choose the semester and under delivery method choose online. When you click the Find Courses button, all online courses offered during the chosen semester will appear.

As practice, repeat this process choosing different options for the chosen semester.

To find the textbooks required, click on the class name. It is a link that should show you the required textbooks. These links are provided by the bookstore, not the College. Although they try to be 100% accurate, occasionally a required textbook is not listed. Contact the bookstore directly if you have questions about textbook requirements. The bookstore phone number is 870-824-6102.