



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Your Home Site

Video - [Adjusting the View in ReggieNet Home Worksite](#)

When you log in directly to ReggieNet (rather than using a direct link to a particular course), ReggieNet displays your personal **Home** site. From here, you may access all of the other sites you belong to in ReggieNet.

Your **Home** site serves several purposes:

- It displays a message of the day, if any, from the ReggieNet system administrators.
- It displays a calendar that automatically aggregates events from the calendars of all the sites you belong to.
- It displays announcements and notifications indicating whether you have unread course mail or forum messages from all the sites you belong to.
- It allows you to control which courses appear in your **Sites** list.
- It allows you to set global preferences for receipt of automatic email notifications, display of your personal information, profile picture and more.

Profile

The **Profile** tool allows you to upload a profile image, provide name pronunciation, share information about yourself, and control what level of access there is to that information.

To set your profile image

1. Select **Profile** in the left-hand navigation, then select **My Profile** in the menu bar
2. Mouse over the image placeholder (or existing image) and then click the “Change picture” link that should pop up near the upper right corner of the image.
3. Click the “Choose File” button to select the file you wish to use. Note that the file cannot be larger than 2MB.
4. Click Upload

You can also enter/edit the various informational items in the Profile tool, including Name Pronunciation, where you can provide both a phonetic pronunciation, and a recorded pronunciation. To edit any item, move your cursor over that item and select the **Edit** link.

Privacy

Clicking **Privacy** in the menu of the **Profile** tool allows you to choose who can see the information in your Profile.

Preferences


The **Preferences** tool allows you to set how you want to receive notifications from certain ReggieNet tools; your default time zone and language; and to hide sites from the Site Drawer

Notifications

As an instructor, when you add or create certain types of content in ReggieNet, you have the option to notify the members of the site via email at their ISU address. Those notifications can be sent as either Low or High priority. Users will always receive high priority notifications. However, they can choose how they want to receive low priority notifications for certain tools. The options generally are:

- Do not send – the user opts out entirely
- Send one email per day summary – the user receives a digest of all low priority notifications
- Send each notification separately – the user receives a separate notification whenever it is sent

Sites


By default, all sites that a user is a member of are listed in the Site Drawer, which can be accessed by clicking on the Sites icon at the top right . This list can get quite long if you are a member of many sites over multiple semesters. You can reduce the number of sites listed by *hiding* some sites from the Site Drawer.

1. Go to **Home > Preferences**
2. Select **Sites** from the tool menu bar
3. For any site that you wish to hide, select the checkbox to the right of the site name
4. Click the “Update Preferences” button

Any site that is hidden will be checked and highlighted.

Setting favorites

You can set which courses appear as buttons in the favorites area (section with black background) at the top of the page.

1. Click on the Sites icon 
2. Click on the star next to any site you wish to appear as a favorite (should be yellow)

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3. Use the **Organize Favorites** tab to drag and drop for the desired order.
4. Click the X icon in the top right corner to close the pop-up window.
5. Click **Reload** to update.

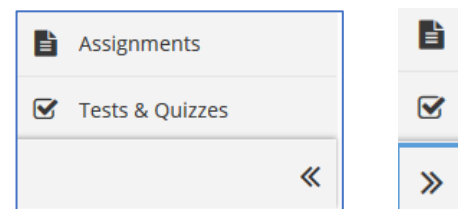
Course Site Navigation

The screenshot shows the ReggieNet interface with several annotations:

- Active site:** Points to the 'ReggieNet' logo in the top red header.
- Click View Site dropdown to see the student view:** Points to the 'View Site As:' dropdown menu in the top right.
- To see other sites click Sites:** Points to the 'Sites' icon (a grid of squares) in the top right.
- Breadcrumb bar:** Points to the 'OVERVIEW' label in the left-hand navigation menu.
- Tool Navigation (editable from Site Info > Manage Tools):** Points to the 'Overview' label in the left-hand navigation menu.

The interface includes a top navigation bar with links for Home, CTLT 201 - Introduction to ReggieNet, COM 110 064 FA2020 - Communication As Critical ..., COM 271 001 FA2020 - Broadcast Performance, and COM 271 001 SP2020 - Broadcast Performance. The main content area shows the 'OVERVIEW' section with options to Manage Overview, Site Information Display, Master course site 05092012, Recent Announcements, and Message Center Notifications.

You can collapse the left-hand navigation to show only the icons by clicking on the << in the lower left corner, and reexpand



Important Navigation Tip

No matter where you are in ReggieNet, you can quickly return to the home page for the site you are working in and to the home page for the tool you are working in:

- To return to the home page for the current site, simply click **Overview** at the top of the tools menu on the left side of the screen.

To return to the home page for the tool you are currently using, click the tool name in the breadcrumb trail in the white bar near the top of the screen.