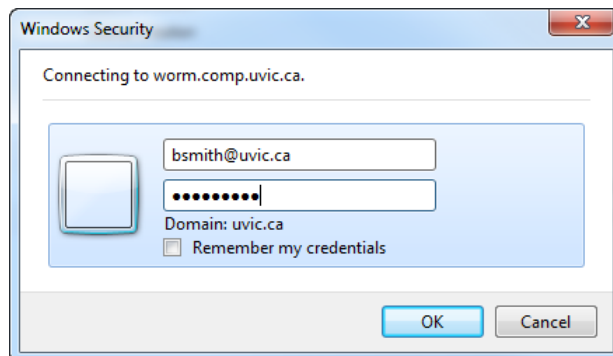


To Log In

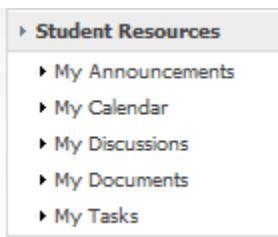
- 1) Open your browser (IE is preferred) to <https://share.business.uvic.ca>
- 2) Log in with your **full UVic email address**: eg bsmith@uvic.ca
- 3) Enter your usual netlink password

Note: If prompted, run or install the ActiveX control (yellow bar at the top of the window)

Important Note: If you cannot log in to B-Link, it is almost certain you have not entered your full UVic email address as noted above. Please double-check ☺



Student Resources – the Rollups



These pages combine all the similar materials from all the course sites in which you are registered. These are the only locations where items from multiple sites are rolled up.

For example: To see all announcements from all your courses in one list, go to “My Announcements” in the B-Link Landing Page (Home) Quick Launch menu.

Program Pages



Each program at the Peter B. Gustavson School of Business has a B-Link site that contains important information for students. You can access these program pages from the B-Link Landing Page (Home) Quick Launch menu.

You should see the program pages that relate to the courses you are taking at the Peter B. Gustavson School of Business – not the complete list that you see here.

TIP: To navigate back to the main site from anywhere in B-Link, click “Peter B. Gustavson School of Business” in the top left corner of B-Link.

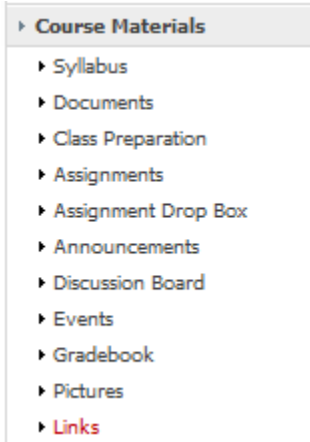
Find your Course(s)



- 1) Hover over or click on the “My Courses...” tab
- 2) Select the course
 - a) If you do not see your course and you know you are registered, please contact helpdesk@uvic.ca

Course Sites

You have read-only access to most of the lists on the course sites. The exceptions are the Assignment Drop Box and the Discussion Board, outlined below.



Use the Quick Launch menu on the course site to access the course materials. Shortcuts to current Announcements, Assignments, and Class Preparation items for this course are also shown on the Course Home Page.

To fully open a document or posting in a list, click on the blue hyperlink (usually the Title or Name of the item):

A table with columns: Actions, Title, Individual/Group, and Assignment T. The first row has a blue hyperlink "MBA 530: Read for class" in the Title column, which is highlighted with a red box and a red arrow. The other two rows also have "MBA 530: Read for class" in the Title column.

Actions	Title	Individual/Group	Assignment T
	MBA 530: Read for class	Individual	Reading
	MBA 530: Read for class	Individual	Reading
	MBA 530: Read for class	Individual	Reading

Upload Assignments

Your instructor may request that you upload your assignments to the Assignment Drop Box on the course site. Please be sure to follow all instructions on the Assignment Drop Box page.

There is a video posted in [B-Link Videos](#) in the B-Link Help.

How to Upload a Document

- 1) **Uniquely name** your assignment file before uploading. Eg. "Bob J Smithers - Idea Journal Assignment 2.doc"
- 2) Go to the Assignment Drop Box.
- 3) Navigate **into** the assignment folder as set up by the instructor.
- 4) Select **Upload**, and **Browse** to your file location
- 5) Click OK

Discussion Board

A screenshot of a discussion board interface. At the top are buttons for "New", "Reply", "Expand All", "Collapse All", and "Actions". Below is a table with columns: Subject, Last Updated, Modified By, Replies, Attachments, and View Thre. A topic titled "General Interest" is expanded, showing a discussion thread titled "What is your favourite colour?". The thread has 47 replies. A red arrow points to a "Go >>" link in the "View Thre" column. A tooltip box says: "Click 'Go' to view the entire thread Or See the preview pane below to view the selected posting". Below the thread, the subject "What is your favourite colour?" is shown, along with creation and modification details by "Tammy Ruffolo". There are "Edit" and "Reply" buttons. The text of the post starts with "So, tell me about your favourite colour."

Discussion boards are setup up in standard and forum-style.

"Topics" organize Discussions into groups. (In this sample "General Interest" is a Topic, and "What is your favourite colour?" is a Discussion)

New Topics can be added by Instructors as needed, but anyone can add a Discussion.

Note: Firefox users may see html code when they respond to a discussion thread. Use the "enter" key to push down the code, and simply enter your text at the top. It will look fine again when you hit OK.

Get B-Link Help

B-Link Help and Support is a good place to start (link on the top of the page B-Link). If you are experiencing issues in B-Link, please contact the Help Desk 250-721-7687 or helpdesk@uvic.ca.