

Access the CEO on Blackboard – Careers and Employer relations Office

The screenshot shows the Blackboard dashboard for a faculty member. At the top, there are navigation links: My Places, Home, Help, and Logout. Below this is a yellow navigation bar with tabs for My Faculty, For Students, For Staff, and eLearning Support. The main content area is divided into several sections:

- Course Search:** A search box with a 'Go' button.
- Organisation Search:** A search box with a 'Go' button.
- Links:** No items available.
- Sponsorship:** No items available.
- Tools:** A list of links including Announcements, View Grades, and Blackboard Sync.
- My Units of Study:** A section titled 'Units of Study in which you are enrolled:' containing links for 'BBWORKSHOP: BB Workshop' and 'GEN_ANNC: General Announcements'. Below this, under 'My Organisations', there is a link for 'CEO on Blackboard - Careers Resources' which is circled in red and labeled 'A'.
- My Announcements:** A section titled 'My Announcements' with two paragraphs of text. The first paragraph says 'No Institution Announcements have been posted in the last 7 days.' The second paragraph says 'No course announcements have been posted in the last 7 days.' Below this, there is a link for 'CEO on Blackboard - Careers Resources' and another link for 'Careers eNews - Feb 11 2010' which is circled in red and labeled 'B'.
- Academic Honesty Instructor Stats:** A table with columns 'COURSE ID' and 'Passed AH / Total Students'. The table contains two rows: 'CEO' with '1710 / 8731' and 'MMGT_2009_1' with '2 / 9'. Below the table, it says '> Total items: 3' and 'Page 1 of 1'.

- A. Click on “CEO on Blackboard” to gain access to the Faculty’s online careers resources.
- B. Under “Announcements” you will find some of the latest updates such as the eNewsletter and latest event updates.

Navigation

The screenshot shows the 'CEO Home' page. At the top, there is a navigation bar with tabs for My Faculty, For Students, For Staff, and eLearning Support. The main content area is divided into several sections:

- Navigation Bar:** A vertical navigation bar on the left side of the page. It contains links for 'CEO on Blackboard - Careers Resources', 'CEO Home', 'eNews', 'Announcements', 'Career Management', 'Events & Workshops', 'Online Career Resources', and 'Job Vacancies'. The 'CEO Home' link is circled in red and labeled 'A'.
- CEO Home:** A section titled 'CEO Home' with a chalkboard graphic that says 'Welcome to the Careers and Employer Relations Office on Blackboard' and 'CEO - Opening up opportunities'.
- Text:** A paragraph of text explaining the purpose of the CEO: 'The Careers and Employer Relations Office (CEO) is here to assist all Economics and Business students to not only find employment but to become career ready! We here at the CEO understand that the process involved in entering the workforce can be quite daunting but if you follow our simple guidelines we can help you best position yourself in the current job market.' Below this, another paragraph says 'As a result of student feedback, the CEO Blackboard site has been developed to answer your careers questions, provide links to career resources and assist you in securing that all important first step into your career.'
- Navigation Grid:** A grid of six navigation buttons, each with a description:
 - Career Management:** In this section you will learn how to: - Identify your skills and attributes - Write resumes and address applications - Conduct job searches - Interview effectively and more. This button is circled in red and labeled 'B'.
 - Online Career Resources:** This section contains information on researching employers, different roles, identifying employer requirements, industry information and much more.
 - Events & Workshops:** This section contains listings for all upcoming events within the faculty, externally and all career related clubs and society events.
 - Vault:** Vault is the worlds leading source of career information. It will make your efforts at researching employers, industries and career subjects easier and efficient. There are downloadable guides, company/industry profiles, articles and much more.
 - Job Vacancies:** This section contains a list of job vacancy websites including the CEO job board. Use the websites in this section as a guide, along with your own research to identify other sites that might also be relevant to your job search.
 - Announcements:** For all the latest news, events and important career information.
- Organisation Management:** A section titled 'ORGANISATION MANAGEMENT' with a 'Control Panel' and a list of links: Organisation Tools, Organisation Links, Evaluation, Users and Groups, Customization, Packages and Utilities, and Help.

- A. You can use the navigation bar on the left hand side to access different areas with in the CEO on Blackboard.
- B. Or you can click on the relevant button on the main page layout