

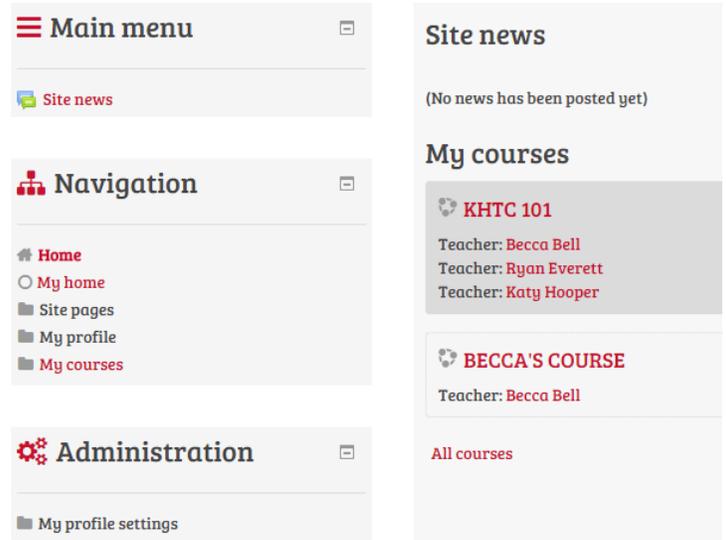
Basic Navigation

This guidesheet will offer a glance at basic navigation on Moodle.

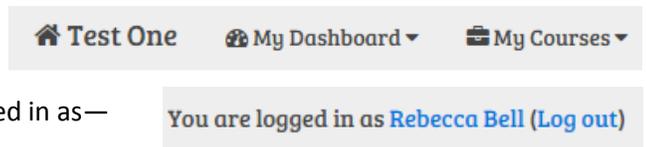
Navigation

1. The Moodle layout is comprised of various blocks. From your “Home” page, you will see four blocks:

- **Main Menu:** This will show you a link to the Site News forum.
- **Navigation:** This is where you will spend a lot of your time. The Navigation block offers links to get around the site, such as “Home”, “My home”, and “My courses”, as well as many others.
- **Administration:** This block will show you your profile settings as well as your grades (when you’re on a course page).
- **Content block:** This is the giant block in the middle and right of the screen. From the “Home” page, you will see “Site News” and “My courses” in this block. A list of the courses you are enrolled in should appear.

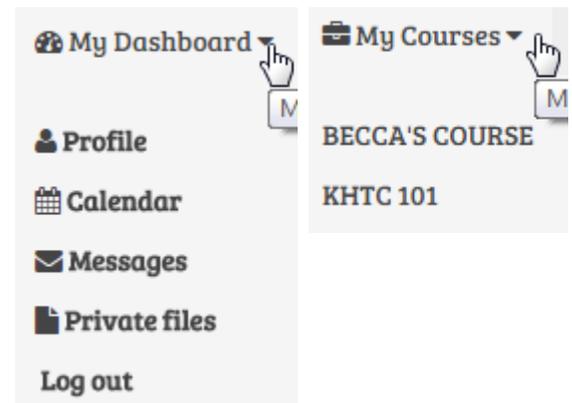


2. Also, anywhere in Moodle you will be able to see the header at the top. This header will offer you a link to your Dashboard and your Courses, and it will say who you are logged in as— this is also where you can Log Out when you’re finished.



- “My Dashboard” and “My Courses” have small arrows beside it, showing that it has a dropdown menu. Click each one to familiarize yourself with the options it gives:

- o **My Dashboard:** “Profile” – a link to your personal profile; “Calendar” – a link to your Moodle Calendar; “Messages” – a link to the messages sent on Moodle, whether it be with other students or your professors; “Private Files” – a link to your private files, which can be uploaded and accessed from anywhere you need them on Moodle (It’s similar to Moodle acting as your personal online flash drive).
- o **My Courses:** This will show you each of your courses.



3. If you click on “**My Home**” in the Navigation block, it will take you to a page similar to the regular Home page. Now, you will no longer see the “Main menu” block or “Site News”, but you will see additional blocks to the right of your content block. These blocks can be customized to suit your tastes by clicking the “Customise this page” button at the top right of the Content block. 
4. You can access your courses from the “Home” page, the “My Home” page, the “My Courses” page, and “My Courses” on the header.
5. To edit your personal profile, click “My profile settings” in the Administration block. This will offer a drop down menu where you can edit your profile or even change your password. Click “**Edit profile**”.
 - Editing your profile allows you to input various information, such as your City/town and Country. You can also change your Moodle preferences, upload a User picture, and even list your interests.
6. The last important navigational tool to take note of is what we call the Breadcrumb Trail. If you go to one of your courses, you will see a “trail” of words at the top of your Content block. This will show you your history, so if you want to go back to your “My courses” from a course page, you can click “My courses” on the bread crumb trail. 