

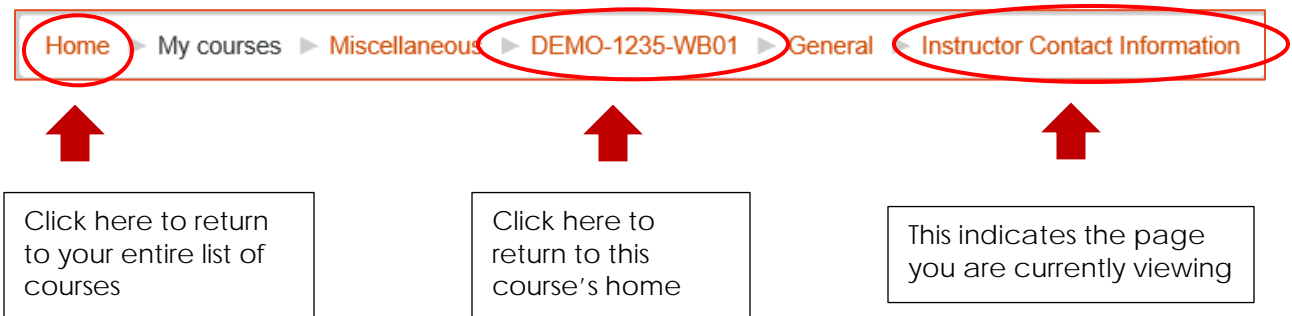
# Tips for Navigating in Moodle

## Overview

The most important part of understanding the course is to read the material in the middle section of the course home page. The course home page is where instructors will post everything you need to read or complete for a unit or week. All links to assignments, resources, web sites, discussion forums, and quizzes/exams will be located in this main middle section of the course home page.

## Breadcrumb Trail

Once you click on a link within the course to view an item the instructor has posted, you can use the "breadcrumb" trail at the top to navigate back to the course home page. This set of links is located at the very top of the page below the Southeast Community College banner. See the example below:



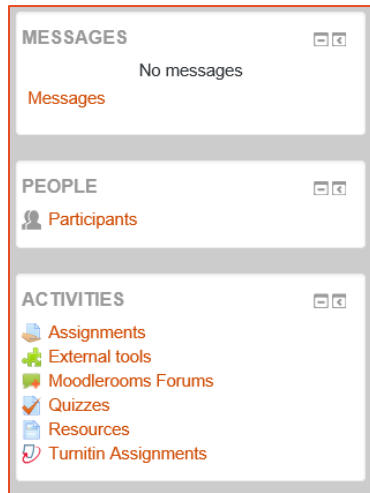
## My Courses

In addition, you will also see a **My Courses** link at the top of the page. This **My Courses** link takes you to a Course Dashboard page and includes links to every other course you are currently enrolled in. You can click the **Customize this page** button on in the top-right corner of the Course Dashboard page to rearrange the order of the courses that appear on this page. With customizing turned on, you will see "Move" arrows in front of each course name as shown below. You can drag these arrows to rearrange the order of your courses on this page.



## Blocks

You also have navigation options along the left side of the screen (these links may vary from course to course). Be very careful, however, **NOT** to use these links shown to the left under

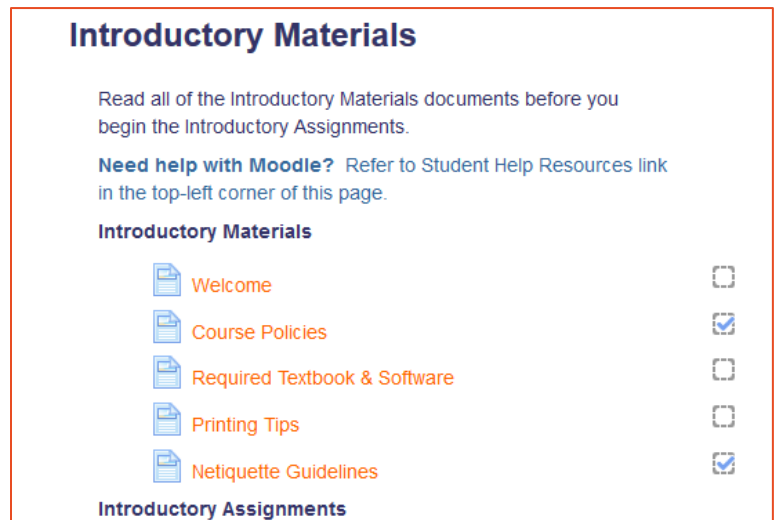


Activities as your **primary** way to navigate the course, or you might miss some very key details for the class. For example, there may be a number of activities that are graded other than "Assignments." If you jump to Assignments without reading anything else, you are probably missing key reading material as well as other items which might have needed to be completed prior to the actual assignment. Also, the items listed in each category under Activities are simply a list of items. They don't provide any of the supporting information that your instructor has supplied for a particular unit to go with that specific item.

Read the information in the middle of the screen and follow your instructor's instructions for what you need to do for each unit of instruction. This is the best way to make sure you don't miss anything, and this will also make the course seem easier to follow.

## Course Center Section

Generally, reading material, assignments, etc. will be presented in the order your instructor wants you to go through the information, similar to the image to the right. You should start by clicking the link to the first item in the list provided in your course and then proceed down through the list from top to bottom as you complete each item. This is the best way to navigate the course. Some instructors even provide boxes for checking off when an item has been viewed or completed. Use the links at the left of the page, however, if you want to return to something like an assignment or discussion forum to finish it or to view your grades later.



## Varying Layouts of the Course Home Page

Some instructors may hide units until a particular unit becomes the focus of the course, but many instructors will make the content of the entire course available to you.

### One Topic per Page

Some instructors may set up the course to allow you to focus on one topic at a time. In that case, you may initially see all of the topic names (unless the instructor has some hidden). Click the topic name to expand the topic on the course home page (as shown below). You might see a brief list of instructions and then a summary of what types of items are included in this topic.

◀ Unit 7

Final Project ▶

### Unit 8

In Unit 8, we will cover Chapters 15-16 of the Non-Designers book and cover some copyright rules and issues. You should have a good deal of time to work on your final website project this week.

Your progress ?

- Assignment 1: Chapters 15-16 Reading Assignment
- Assignment 2: Copyright Questions
- Assignment 3: Copyright Discussion
- Final Project Work

◀ Unit 7

Jump to...

Final Project ▶

Once you have opened a topic, you will see something similar to the above example. In the center you will find the contents of the unit and those may include reading materials, notes, assignments, quizzes, discussion forums, and other items the instructor has included for the unit. Again, be sure to read them in the order presented by the instructor.

At the top and bottom of the screen are navigation links as shown in **red** above. You can then navigate from one topic to another with the links at the top and bottom of the topic listing. You can return to the full course home page by clicking the **Jump to** link and choosing **Main Course Page** or by clicking the course name in the breadcrumb trail at the top. You can also go from topic to topic using the **Jump to** menu.

## Collapsed Topics

This view, as shown below, allows the topics to be collapsed into a single heading. If your instructor has chosen to use this view, you can expand one topic at a time by clicking the arrow next to the topic name. You can also use the **Open all** and **Close all** links above the list of topics.

Your progress

## DEMO-1235-WB01

Instructor: Professor Plum

- News forum
- Course Syllabus
- Course Information Document
- Instructor Contact Information
- Required Course Materials
- MyLab & Mastering Tools

---

**▶ Open all**   **▼ Close all**

Instructions: Clicking on the section name will show / hide the section.

- ▶ Practice Assignments** Topic 1
- ▶ Practice Quiz** Topic 2
- ▶ *Culturegrams Site*** Topic 3
- ▶ *Section 4*** Topic 4