

# Moodle Workplace 4.1 Navigation

## Log In

### Site URL

Go to <https://gbhemeducation.unhosting.site>

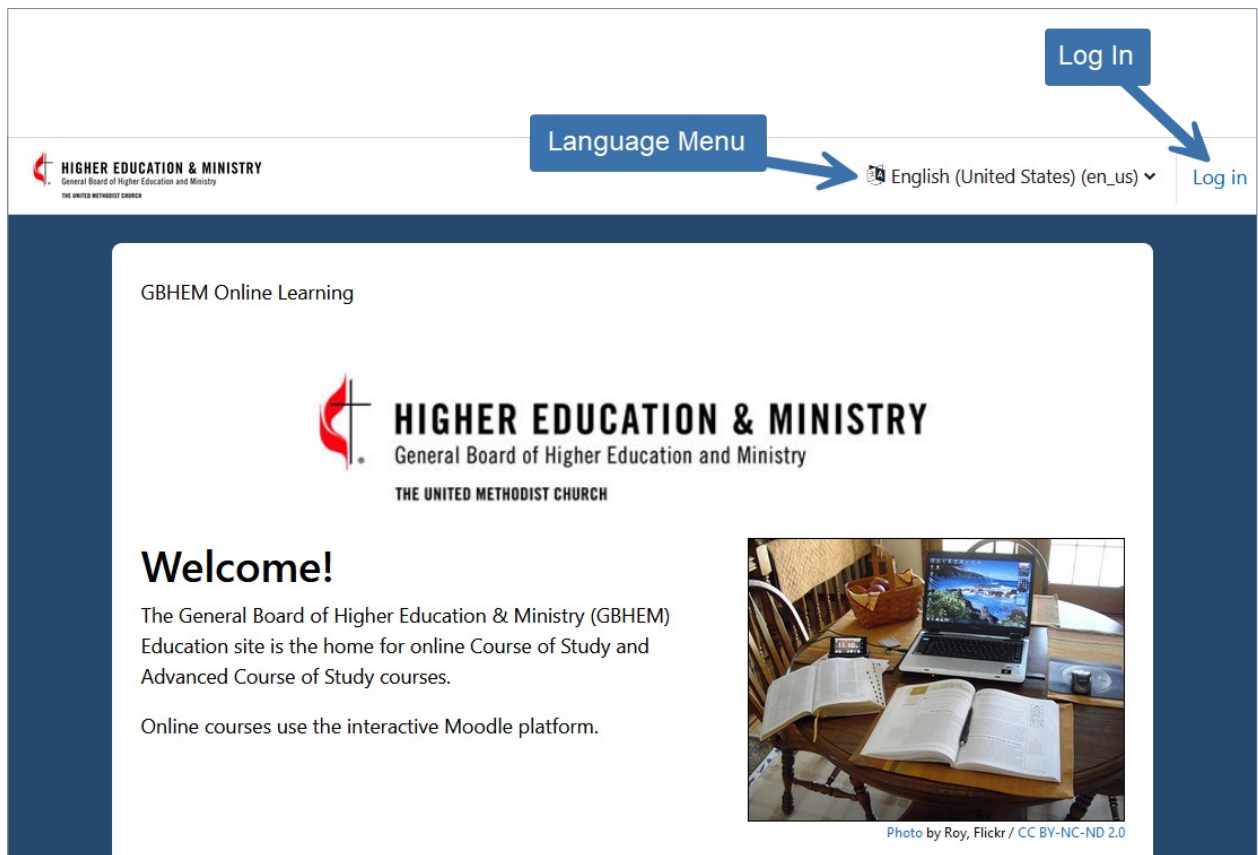
### Language Menu

Use the **Language Menu** to select the language for the Moodle interface. Selecting a language from the Language Menu does not translate text on the page or course content, it only translates links, menus, and buttons provided by Moodle.

### Log In

Click on the **Log in** link in the upper right corner.

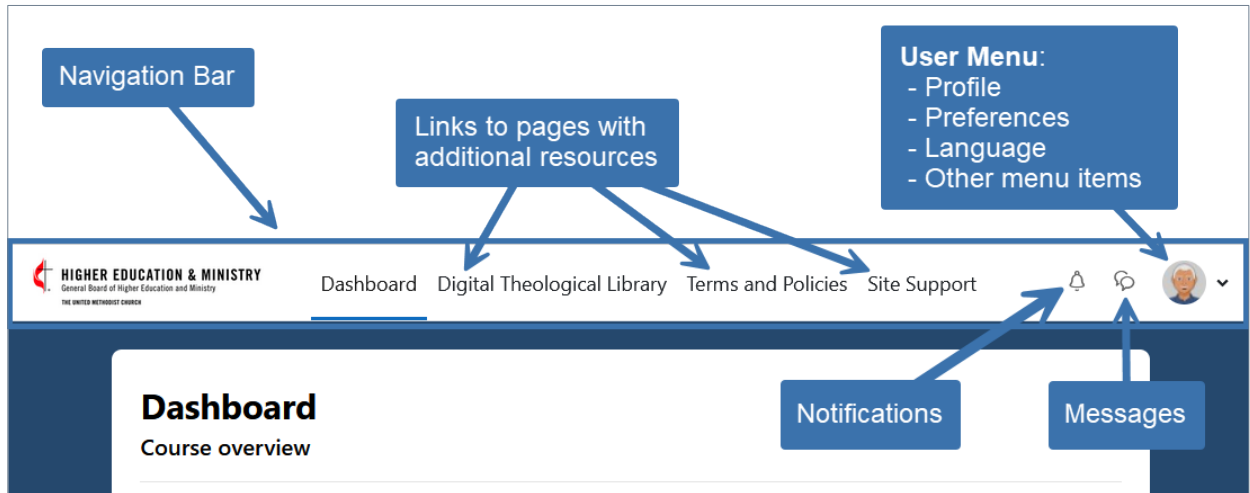
When the log in screen displays, type your username and password and click the Log in button.



## Navigation Bar

After you log in, the **Dashboard** and **Navigation Bar** display.

The **Navigation Bar** across the top of the site contains links to additional resources, the user menu, notifications, and messages. It is always available when you are logged in.



## Notifications

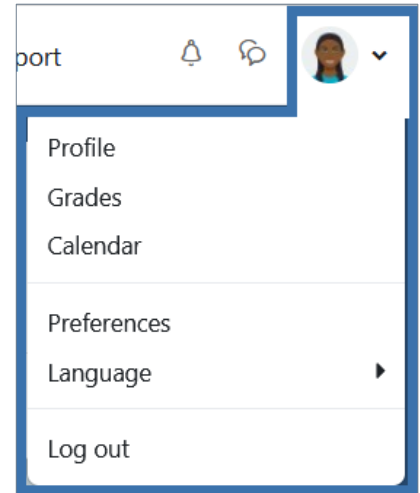
- Notifications provide alerts about events in Moodle such as new forum posts or assignments that have been submitted.
- New notifications are highlighted with a number next to the notifications icon.
- Click on the **Notifications** icon to read the notifications.
- Learn more on the [MoodleDocs Notifications](https://docs.moodle.org/en/Notifications) page (<https://docs.moodle.org/en/Notifications>).

## Messages

- Faculty, staff, and students may send and receive private messages to one another via a Moodle Message.
- New messages are highlighted with a number next to the messages icon.
- Click on the **Messages** icon to read the messages.
- Learn more on the [MoodleDocs Messages](https://docs.moodle.org/en/Messaging) page (<https://docs.moodle.org/en/Messaging>).

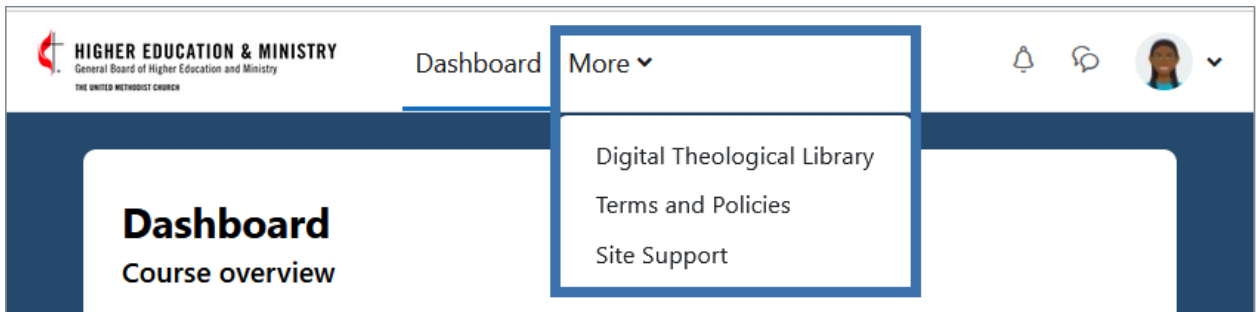
## User Menu

- The **User Menu** provides access to your Moodle profile, grades, calendar, preferences, language menu, and the link to log out.
- Click on your profile image or the small down arrow next to your image to open or close the user menu.



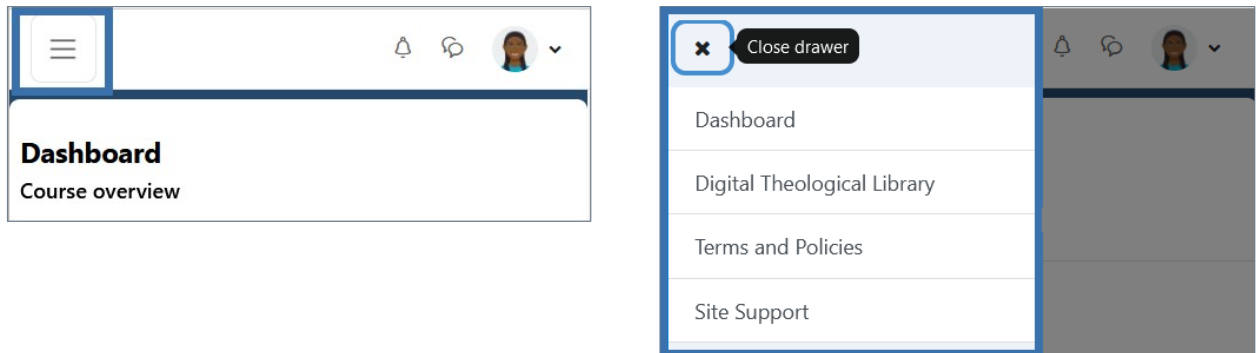
## Navigation Bar in different width screens

Depending on the width of your screen, the Navigation Bar may display a “More” drop-down menu with links to additional resources.



On very narrow screens the Navigation Bar displays as a menu icon.

Click on the menu icon to open the menu; click on the X to close the menu.



## Dashboard

### Course Overview

The **Course Overview** on the Dashboard displays links to the courses in which you are enrolled. Click on the course image or course name to enter the course.

**Display options:** Use the drop-down menus above the course cards to select display options.

- Use the first drop-down menu, to select which courses you want to see by grouping (All, In progress, Future, Past, Starred, Removed from view).
- Use the last drop-down menu, to display the courses in Card view (illustrated), List view, or Summary view, which includes the course description.

A **percent complete** indicator displays below the course name for students when activity completion is turned on.

The **Block Drawer** on the right contains links to additional course resources.

- Click on any link to go to that resource.
- Click on the "X" in the upper right corner to close the Block Drawer.
- Once closed, click on the left arrow in a half circle to re-open it.

The screenshot shows the Moodle Dashboard Course Overview page. At the top, there is a 'Dashboard Course overview' header with a 'Display options' button. Below this is a search bar and two dropdown menus: 'All' and 'Sort by course name'. The main area displays three course cards: 'COS 121 Bible I', 'Faculty Resources', and 'Moodle Orientation'. The 'Moodle Orientation' card shows '36% complete'. To the right is a 'Block Drawer' containing 'Moodle Resources' and 'Course Resources'. Annotations with arrows point to various elements: 'Links to courses in which you are enrolled.' points to the course cards; 'Percent complete displays for students if activity completion is turned on.' points to the '36% complete' indicator; and 'Block Drawer' points to the right-hand panel.

## Timeline

Below the Course Overview block on the Dashboard, the **Timeline** block shows upcoming due dates for learning activities and resources with a specific due date or expected completion date.

- Use the first drop-down menu to select the time period for upcoming due dates:
  - All
  - Overdue
  - Next 7 days
  - Next 30 days
  - Next 3 months
  - Next 6 months
- Use the second drop-down menu to sort by date or by course.

The learning activity due date time is displayed to the left of the activity icon. It displays using a 24-hour format in Eastern time (23:55 is 11:55 p.m.). Set your time zone in your Moodle Profile to see times in your time zone.


Click on the name of a learning activity to go directly to it.

Upcoming due dates will display in the Timeline.  
Change time period as needed.


**Timeline**

All ▾ Sort by dates ▾ Search by activity type or name


**Wednesday, January 10, 2024**

23:55  [Unit 1: Introduce Yourself](#) View 3  
Forum is due · COS 121 - Bible I: Introduction

**Thursday, January 11, 2024**

23:55  [Unit 1 Discussion Forum: Creation's Testimony to God](#) View 3  
Forum is due · COS 121 - Bible I: Introduction

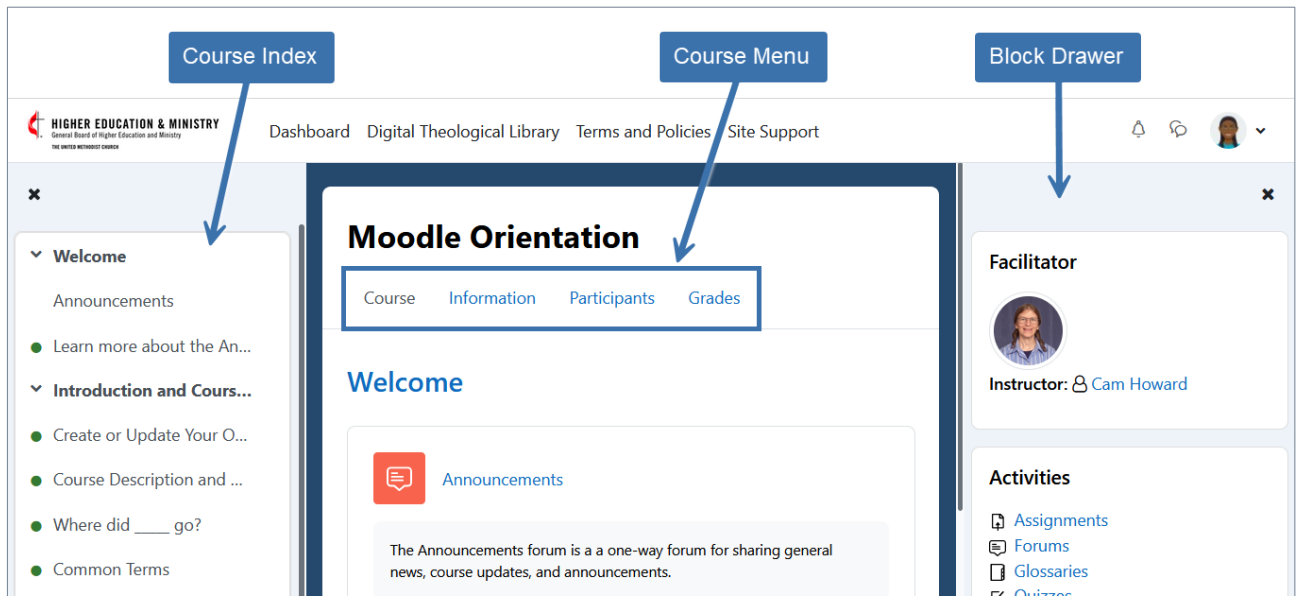
**Sunday, January 14, 2024**

23:55  [Unit 1 Essay: Order and Disorder in Creation](#) Add submission  
Assignment is due · COS 121 - Bible I: Introduction

## Course Home Page

### Navigation on the course home page

- **Course Index** (left): Links to each learning activity and resource in sequence.
- **Course Menu** (central area): Links to Participants, Grades, and other course-level items.
- **Block Drawer** (right): Link to facilitator profile and course activities and resources by type of activity.



### Course Index

The Course Index is a scrollable, collapsible menu with links to course sections and learning activities and resources.

As you move up and down the central course area, your location is highlighted in the Course Index.

When Activity Completion is enabled, students will see a circle next to each activity or resource in the Course Index. An open circle indicates something to be done. A filled circle indicates the activity or resource is complete.

Click on an item in the Course Index to open it in the central course area.

Click the arrow next to a section heading (in bold) to expand or collapse that section in the index.

Click on the X at the top left of the Course Index to close it. Reopen the Course Index with the bulleted list icon.

## Course Menu

The Course Menu displays across the top of the central course area on main course pages and provides links to additional course-related information such as Participant and Grades.

## Navigation from learning activities and resources

The Course Menu does not display on learning activities and resources.

The Course Index remains available on learning activities and resources.

To return to the main course page from a learning activity or resource, click the link for the name of the course at the top of the page, above the activity or resource heading.

The screenshot shows a Moodle course page. At the top, there is a navigation bar with links: Dashboard, Digital Theological Library, Terms and Policies, and Site Support. On the left, a 'Block Drawer' is open, showing a 'Welcome' section with 'Announcements' and 'Learn more about the An...' (highlighted in blue), and an 'Introduction and Cours...' section with 'Create or Update Your O...', 'Course Description and ...', and 'Where did \_\_\_\_ go?'. The main content area shows a breadcrumb trail: Moodle Orientation / Welcome / Learn more about the Announcements forum. Below this is a heading 'Learn more about the Announcements forum' with a document icon and a 'Done' button. Under 'What:', there are two bullet points: 'The Announcements forum is a one-way forum for sharing general news, course updates, and announcements.' and 'There is no "Reply" link for responding to an announcement.'

Two blue callout boxes with arrows provide instructions: 'Click on course name to return to course home page.' points to the 'Welcome' link in the breadcrumb, and 'This is a page (a learning resource) about the Announcements forum.' points to the main heading.

## Block Drawer

- Links to course resources are available in the Block Drawer on the right.
- Click on the "X" in the upper right corner to close the Block Drawer.
- Once closed, click on the left arrow in a half circle to re-open it.

The screenshot shows the 'Block Drawer' on the right side of the Moodle course page. It is titled 'Block Drawer' and contains a list of course resources under the heading 'Activities': Assignments, Forums, Glossaries, Quizzes, and Resources. A blue callout box with an arrow points to the 'Block Drawer' title.