

Moodle 3.1

# Navigating Moodle

## STUDENT GUIDE

Technology Enhanced Learning Team  
University of Bath Moodle 3.1



# 1 LOGGING IN

Anyone with a Bath username and password will be able to log into Moodle. There are caveats to this, however - students who have not yet paid their fees, or who are not yet fully registered etc. will not be able to access the system for example.

Moodle can be found at: <http://moodle.bath.ac.uk>. Upon navigating to this page, you will be prompted for your username and password.

**N.B.** If you are unable to log into Moodle, a message should be sent to the Computing Services HelpDesk via the form located at <http://www.bath.ac.uk/bucs/>.

# 2 SITE LAYOUT

Upon successfully logging into Moodle, you will see the **Home** page. From here you will be able to navigate to a **Unit** or **Programme** page:

**Breadcrumbs:** A navigational aid that shows the hierarchy of pages relevant to your current location

**Menu bar:** Provides easy access to a variety of helpful links

The screenshot shows the Moodle interface with the following elements:

- Menu bar:** Home, Moodle Service Blog, Support, Useful Links, My courses, Search courses.
- Breadcrumbs:** Home > Miscellaneous > RES MTHD ECON
- Navigation block:** Home, Dashboard, Site pages, Current course, RES MTHD ECON (with sub-items like Participants, General, Introduction to Stata Part 1-3, Visualising Data, Using mata in Stata, Presentation Skills, Assorted Empirical Topics, My courses).
- Administration block:** Course administration, Users, Grades.
- Search forums block:** Search forums, GO, Advanced search.
- Recent activity block:** Activity since Saturday, 5 August 2017, 11:53 AM. Full report of recent activity... No recent activity.
- Comments block:** Add a comment... Save comment.
- Course Area:** A central section with a red heading "SIGN UP FOR SEMINAR CLASSES BELOW FROM 12 OCT" and a list of course items: "Introduction to Stata Part 1", "Introduction to Stata part 2", "Introduction to Stata Part 3", and "Visualising Data".

**Blocks:** The most commonly used blocks are the **Navigation** and **Settings** blocks

**Course Area:** Displays links to your courses and (when in a course), its activities and resources

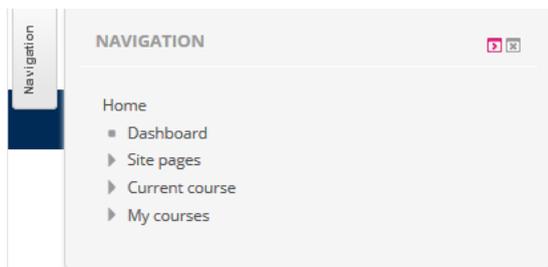
## 2.1 BLOCKS & DOCKING

Moodle **Blocks** appear at the sides of the content area and can be ‘docked’ at the side of your screen (in order to expand the size of the content area).

Docking is a process by which you can reduce the amount of space taken up by blocks by moving them to the left hand side of your screen where they can be accessed via a tab like format.

- To dock a block, click on the **docking icon** that appears in the top right hand corner of the block 

*The block will be relocated on the left hand side of the screen (as a tab)*
- Move the mouse pointer over the a docked block to expand it (as in the image below)



Each docked block will feature an undock icon  . Undocking blocks will return them back to their previous location within the page.

**N.B.** There will also be an undock icon at the bottom of the series of docked blocks. This icon will undock all blocks at the same time.

### 3 NAVIGATION

#### 3.1 USING THE COURSE AREA

The most commonly used method of navigating around Moodle is via a combination of the links that appear in the course area and the breadcrumbs (also known as the navigation bar).

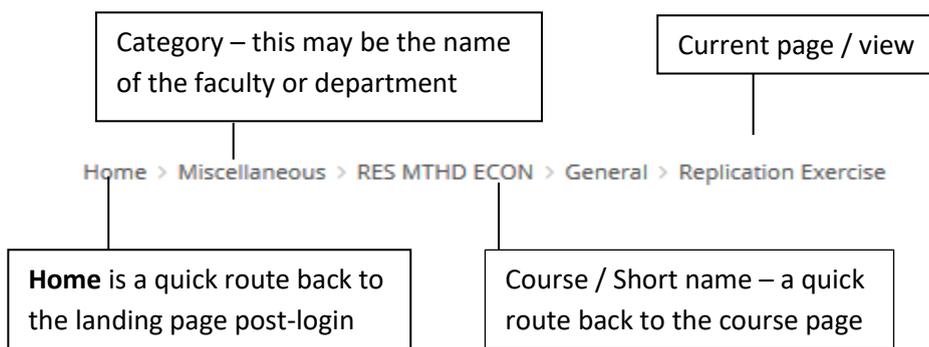
After logging on to Moodle, the **course area** will display a list of those courses that you have permission to access. You can navigate to any of these courses simply by clicking onto their title, at which point, any content or activities relating to that space will be displayed in the course area instead. By continuing to click on relevant links, you can choose your path directly.

#### 3.2 USING THE BREADCRUMBS

The breadcrumbs (which will display those pages that are related to your current location), can be used to navigate back to previous pages or activities you may have passed through, or to quickly return to the site **Home** page or the front page of whatever course you are currently viewing.

In the example below, the active resource (that is, the one that has been selected) is a folder called 'Tutor's resources' (which is located within in a topic entitled 5 October – 11 October).

To navigate rapidly back to the front page of the course, you could click on its code/short name (as highlighted below). To navigate back to the Moodle Home page, you can simply click on the **Home** link.



It recommended that you avoid using your browser to navigate 'back' to previous pages, as this will not always have the desired effect, and may cause unexpected errors.

### 3.3 USING THE NAVIGATION BLOCK

The navigation block provides the user with links to a range of different locations. Not only does it provide a direct link to the Moodle **Home** page, but it also provides direct access to individual courses and to the content and activities within them.

- In the Navigation block, look for the **My courses** link.
- Click on **My courses** to expand this section. This will display short names of (and links to) any of the courses that you have access to.
- Hovering your mouse pointer (without clicking) over a short name will reveal the full name of the relevant Moodle course.

**N.B.** Arrow icons that point to the right indicate that this item can be further expanded. You can either click onto a course link, or you can expand that item still further in order to go directly to a resource or activity.

Since the navigation block appears throughout Moodle, this navigation method enables you to move rapidly between courses, content and resources from anywhere in the site.

Further guides in this series can be accessed by clicking on the **Student Support Resources** link on the Navigation bar of page in Moodle.

Should you have any questions relating to Moodle, please contact **your lecturer, Director of Studies or designated Programme Administrator** in the first instance.