Left Column Info

The blue columns are "blocks"—like Navigation, Settings, etc.—which provide access links to courses, course areas, people, events, options & settings, etc.

This is the **crumb trail**, which lists progressively where you are in the course. Click previous to go back.

Returns you to your courses and course con-

Go to course blog, calendar, site news, etc.

View public info about yourself, messages and posts you've written, etc.

Clickable links to people in & the weekly or topical contents of your course.

In the Settings block, you can check your grades and reports, and, further down , edit your profile to show more or less information about yourself, and set or block automatic messages the system sends you.

This is the **course header**, which provides the name of the course, a brief description of its contents, the course News Forums (or announcements), and the course syllabus (which describes in detail the assignments and due dates, objectives, policies, grading system for parts and whole, etc.).

Big Center Area

This large central area is where you will find readings, videos, interesting interactive projects, tests, forums, and much more! In a very real sense, it is *your* space, as student and class partici-pant.

Course layout (in this case by weeks, in others by top-ic), which organizes assign-ments and resources by each week or topic—just click on each to open it and read or do its contents.

Right Column Info

This indicates progress through the course. Solid check mark means completed, dashed one means in progress.

By and large, the blocks in the right-hand column consist of various kinds of information links re-lated to course events, item due dates, or an-nouncements. Shown here are default catego-ries; many others exist for instructor selection.

Keyword search of all fo-rums in the course

Alerts you when there's new course news in the news forum; provides link to old or other news.

Upcoming events alerts you to approaching dates of assignments, tests, etc.

The Recent Activity block is a sort of catch-all for everything from cur-rent and new assignments to guest lectures, changes in room or time, new students added, etc.

Highlight bars indicate the current course week.
Light open boxes are for Progress check marks.
Blue boxes, when clicked, hide all but week your cur-sor is in; click again, all weeks become visible.

Additional information on Moodle Joule's layout and navigation is available for anyone needing or wanting more. Just go to the library web site and click on the first item under Quick Links or visit http://tinyurl.com/spaldingmoodle.

Need Some Help?

Help Is Always Close at Hand!

Need an introduction to the layout and navigation in Moodle? Or how-to info on uploading a paper or posting to a forum? Can't find your class listed on the Portal? Or maybe your login isn't working?

No Problem! Here are contact points:

For a video **introduction to Moodle layout and navigation** point your browser to—

http://tinyurl.com/seemoodle

Or go to Quick Links on the library web site and click on "Welcome to Moodle."

Help for problems with Moodle, the portal, password resetting, using email, and Web Advisor—

Visit the Help Desk Site:
www.spalding.edu/itsupport
Or call:
1-866-604-5605 (on campus x2398)

060512

By George...
I think I've *got* it!

A Help Guide
Created by the
Moodle Conversion Team

HELP! 502-585-9911, ext. 2398

SPALDING
U N I V E R S I T Y

845 South Third St., Louisville, KY 40203
(502) 585-9911

NAVIGATE

Welcome To Moodle!

**A Quick Guide
To Where Things Are
On Your Course and How
To Get to What You Need**