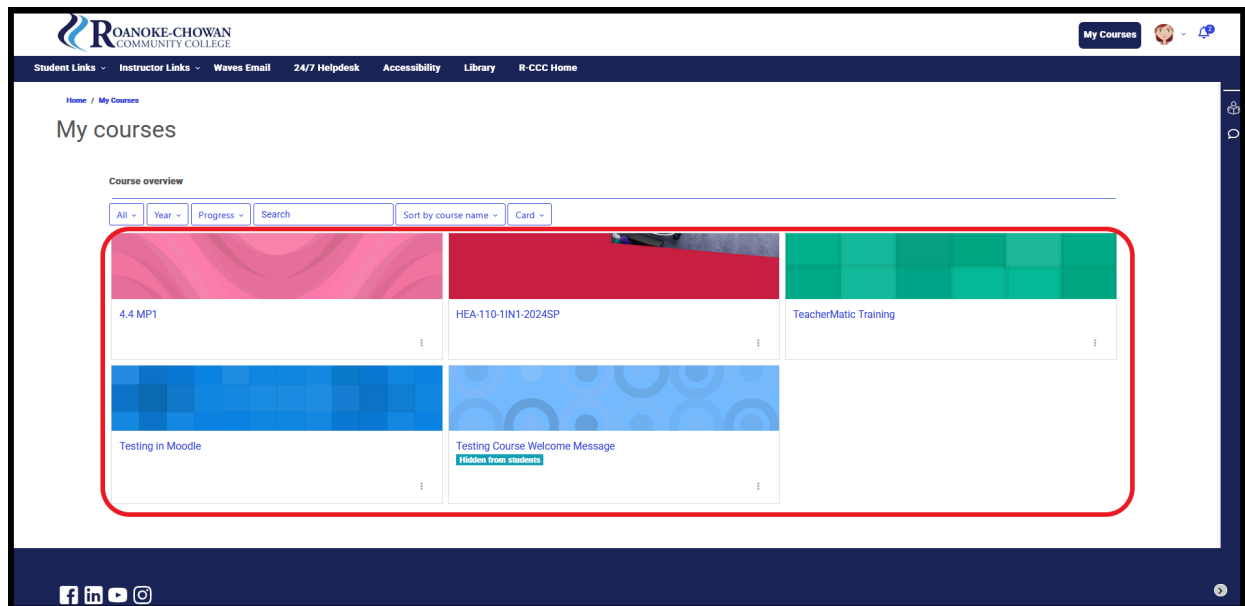


Moodle Navigation for Instructors

My Courses

Once you have logged into Moodle, click on the **“My Courses”** button at the top of the page to see all of the courses you are enrolled in. To enter a course, click on its course card under Course Overview.



Navigating My Courses

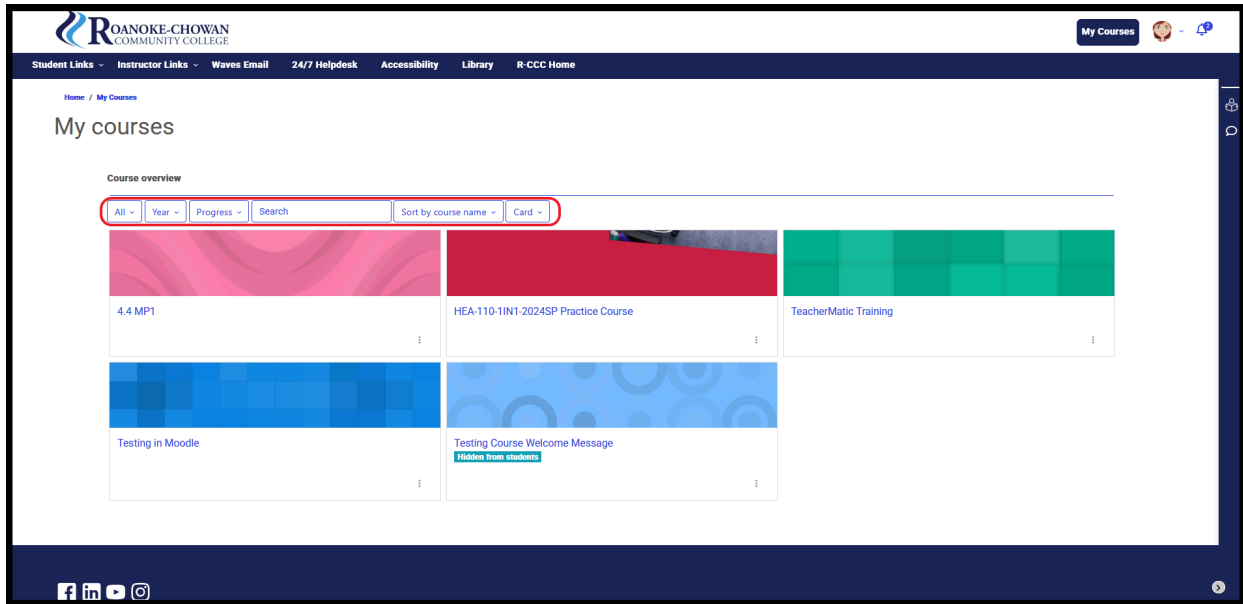
If you have a lot of courses it may be difficult to find the course you want. Please use the drop-down menus and search bar sorting methods located under the Course Overview title to narrow your view.

Disclaimer: Courses from prior semesters and courses that are hidden from students can still be found and located using the sorting options. (We keep courses for 2-3 years on the site so that past content can be viewed and exported/imported.)

Below are the available sorting options in the Course Overview:

- View (All) - Lets you choose which courses are displayed by their status.
- Year - Displays courses by year.
- Progress - Displays courses based on whether they have been completed.
- Search Bar - Find courses by searching their title.

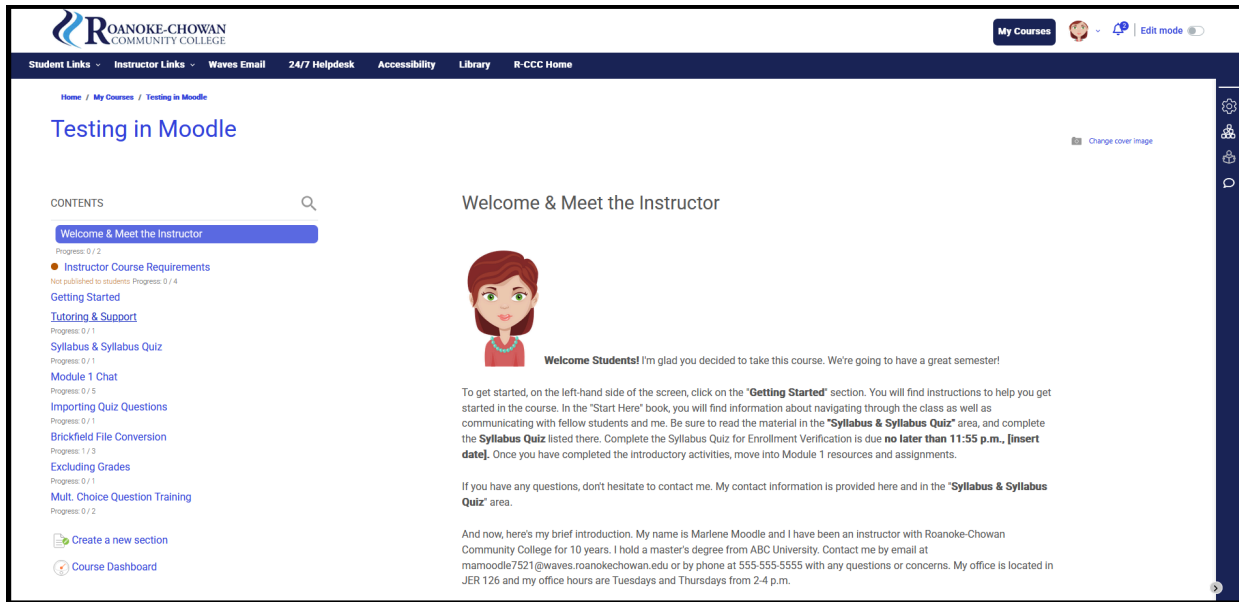
- Sorting - Allows displayed courses to be sorted by their name or last time they were accessed.
- Display (Card) - Switch the way courses are displayed between the card , list , or a summary.



If you have enough courses that they do not all display on the page at once, you can scroll to the bottom of the page and look for the page navigation actions. On the left you can change how many courses are displayed and on the right you can change which page you are on.

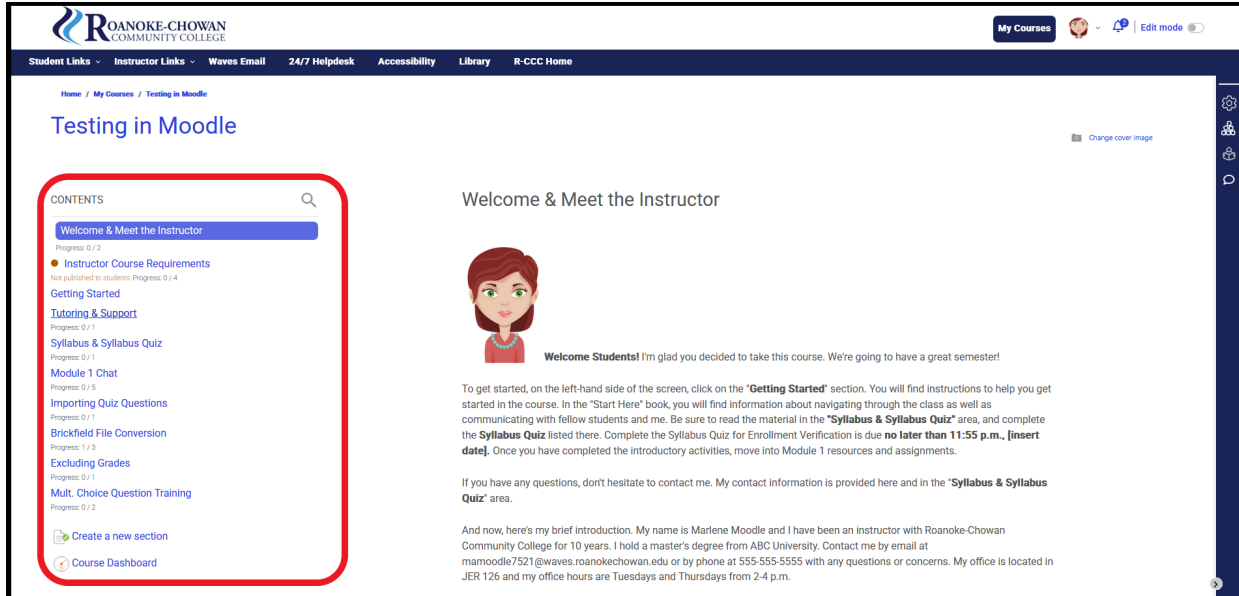


Clicking on a course card will take you to the homepage of that course . You can return to your listing of courses again by clicking “My Courses” in the top right corner if needed.



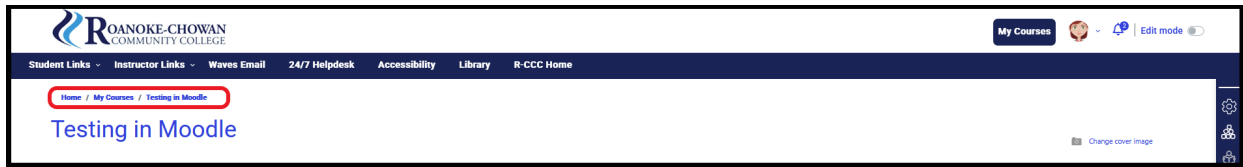
Contents

The **Contents** list tab is on the left side of your course page and is the main navigation tool for the course. When you click on a section (sometimes called a Module, Week, or Topic) in the Contents, the information in that section will be displayed to the right.



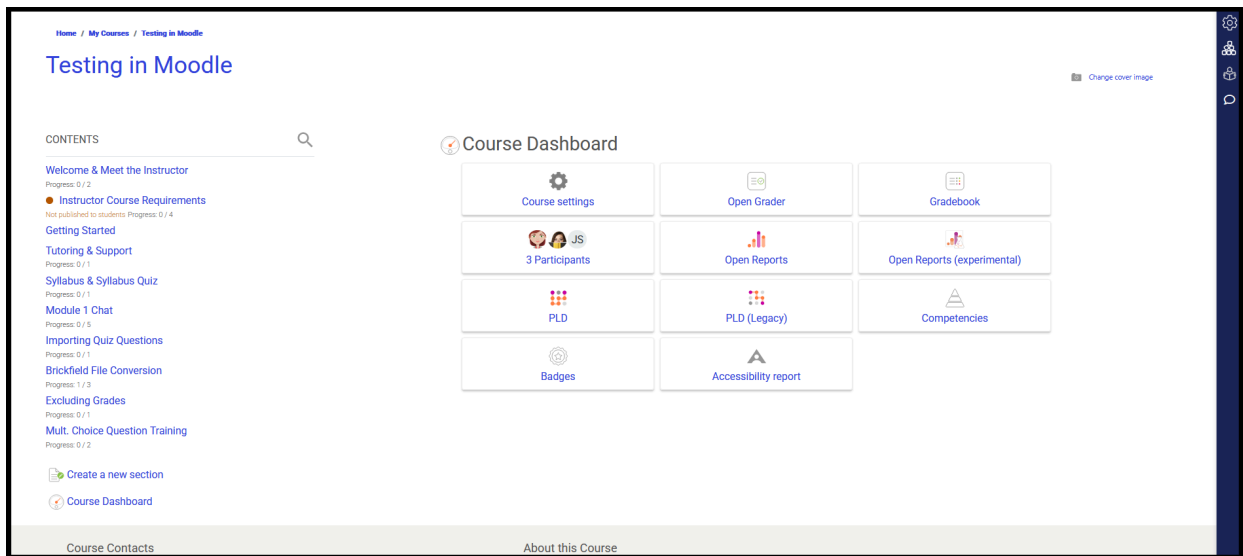
Breadcrumb Trail

Once you are in a Moodle course and you have navigated to a particular section in the Contents, you can use the **breadcrumb trail** above the Course Title to navigate to previous sections within the course. You can also click the course name to get back to the course home page.



Course Dashboard

The link to access the **course dashboard** is located at the bottom of the Contents section. The **course dashboard** contains quick access to features in Moodle.



The following are the most commonly used features:

Gradebook: This tool allows you to view and update grades for an individual course. This feature is explained in more detail in the Managing the Gradebook & Reports section of this orientation course.

Participants: This option allows you to view the students and your course manager for the course. If you click on the name of someone on the Participants list, you will find their profile which includes an option to private message them. You can also suspend users' enrollment from this page if they are being removed from the course.

Adding a Profile Picture

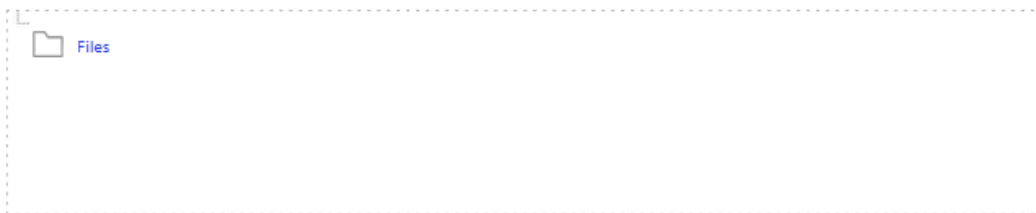
It is best practice to personalize your Moodle account by adding a profile picture. This photo will appear by your name in the Enrolled Users list on your course, next to chats you send, etc. To add a profile picture, access your profile from the "My Courses" page, click "Edit profile," and scroll down to the "User picture" section. Drag and drop a professional photo into the "New picture" box, add a picture description, and click "Update profile" at the bottom of the page.

▼ User picture

Current picture

None

New picture



Accepted file types:

Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description