

S2: Navigate and Personalize Moodle

- [Course Navigation](#)
- [Text Editor Features](#)

Course Navigation

After you click on a course in your [Moodle Dashboard](#), you will be taken to the course home page. The content of each course home page will vary depending on how your instructor has designed the course, but the following features are typical of each course.

The screenshot shows a Moodle course interface for 'KnightHelp Sample Course'. The top navigation bar includes 'Moodle', 'Website', 'Portal', 'Library', 'Webmail', and 'English - United States (en_us)'. The user is logged in as 'Sample Student 2'. The left sidebar contains a course menu with items like 'Participants', 'Grades', 'General', 'Pre-Work: Getting Started', 'Unit 1' through 'Unit 5', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', and two course IDs. The main content area is titled 'KnightHelp Sample Course' and includes a breadcrumb trail 'Dashboard / My courses / KnightHelpSample'. It features a 'Welcome! Start Here' section with links to 'READ FIRST - General Course Information', 'Course Syllabus', 'Getting Help', 'At-A-Glance Assignment Schedule', 'Announcements', 'FAQ: Ask Class Questions', 'Extended Absences Forum', and 'MLC Library access, Citation, & APA style information'. A 'Your progress' section shows checkboxes for these items. On the right, there is a 'Your Instructor' section featuring a cartoon owl and contact information for 'Dr. Owlsome Course Instructor'. At the bottom right, there is an 'Upcoming events' section stating 'There are no upcoming events' and a 'Recent activity' section showing activity since Tuesday, November 5, 2019, 3:10 PM. A section titled 'Open all / Close all' allows users to toggle the visibility of course sections like 'Pre-Work: Getting Started', 'Unit 1', 'Unit 2', and 'Unit 3'.

1. **Moodle Toolbar:** this toolbar remains the same on any Moodle page. Its features are described on the [Moodle Dashboard](#) page.

2. : the course short name will appear here. You can click here from any course page or activity to return to the course home page.

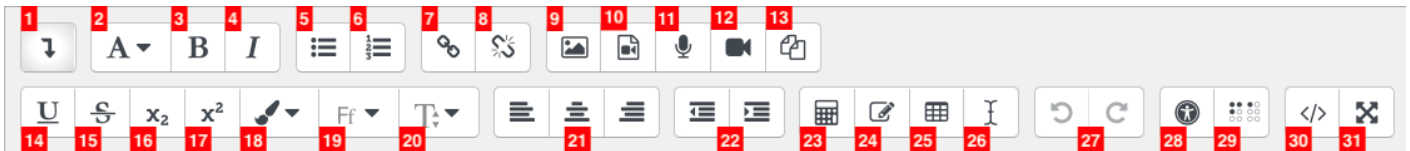
3. : click here to view a list of your classmates and instructor for this course.

4. : click here to view your grades for this class. Visit the page on [Checking Grades and Feedback](#) for more information about this section.

5. : each section in the course will be listed here. Instructors often organize their courses by topic, lesson, or unit.
6. : click here to go back to your Moodle Dashboard.
7. : click here to view your Moodle Calendar.
8. : the rest of your current courses will appear here. Click the course short name to quickly switch between course pages.
9. **Breadcrumbs:** this list (referred to as Breadcrumbs because it shows your way home) appears at the top of every course page. Clicking the sections will bring you to that area of Moodle.
10. **Course Information:** this section typically contains overall course information like the syllabus and announcement forum. The content will vary for each course.
11. **Course Sections:** each course section contains the resources for that topic, lesson, or unit. Click the arrow to expand the section and see its contents. See the [Common Moodle Tasks](#) chapter for more information.
13. **Instructor Information:** many online courses will have instructor information on the course page. Use this information if you need to contact your instructor.
14. **Course Blocks:** Additional course blocks will appear here depending on what the instructor has included in the course.

Text Editor Features

Nearly every text box in Moodle has a wide variety of formatting and editing features. Use the icons in the toolbar to access these features.



1. Expands the toolbar to show the second row of icons.
2. Changes the style of the text. These styles are predetermined by the Moodle administrator.
3. Bold
4. Italic
5. Bulleted List
6. Numbered List
7. Insert Link
8. Remove Link
9. Add Image
10. Add Media
11. Record Audio
12. Record Video
13. Manage Embedded Files
14. Underline
15. Strikethrough
16. Subscript
17. Superscript
18. Text Color
19. Font Type
20. Size
21. Left/Center/Right Justify
22. Decrease/Increase Indent
23. Equation Editor
24. Insert Special Characters
25. Insert Table
26. Clear Formatting
27. Undo/Redo
28. Accessibility Checker
29. Screenreader Helper
30. HTML View
31. Fullscreen View