

Quick Tips on Navigating Moodle in SNAP theme

For additional and more detailed information about how to navigate Moodle in the SNAP theme, please refer to the “**Moodle Tutorial for Instructors**” course in your Moodle.

#1

Navigation Bar



- (1) Clicking the **Helena College Logo** will take you to the Moodle Homepage.
- (2) Clicking the “**My Courses**” link will take you to the list of courses you are enrolled in.
- (3) The **Bell** icon is Notification Menu.
- (4) The **Gear** icon is your Administration Block.

#2

When you enter a course you are enrolled in:

CONTENTS 3

- Moodle Tutorial for Instructors
Progress: 0 / 1
- Get Started
Progress: 0 / 5
- Design Your Moodierooms Course
Progress: 0 / 3
- Manage Users
Progress: 0 / 2
- Content
Progress: 0 / 1
- Activities and Resources
Progress: 0 / 8
- Grading
Progress: 0 / 2
- Reports
Progress: 0 / 3
- Accessibility
Progress: 0 / 1
- Manage Your Course
Progress: 0 / 3
- Knowledge Check & Completion Certificate
Progress: 0 / 2
- PEARSON MyLab & Mastering with Moodle
Progress: 0 / 7
- Useful Resources

Welcome!

In this course, you will learn how to navigate through Moodle and how to use the different features and functions within the system.

If you have any questions or need assistance with the Moodle platform and functions, please contact the *Office of eLearning* at eLearning@HelenaCollege.edu or 447-6364.

For the most reliable experience with Moodle, please use the Mozilla Firefox browser.

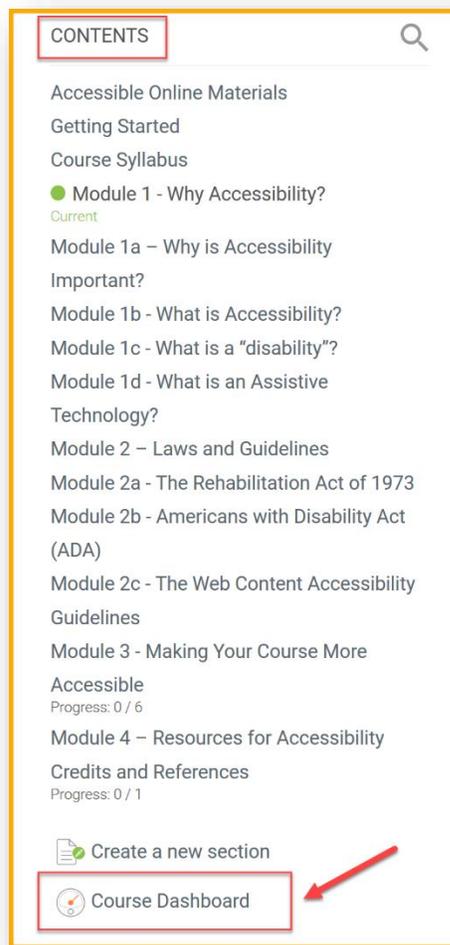
Completion time: Approximately 2 hours for new users.

Choose your topic from the list below:

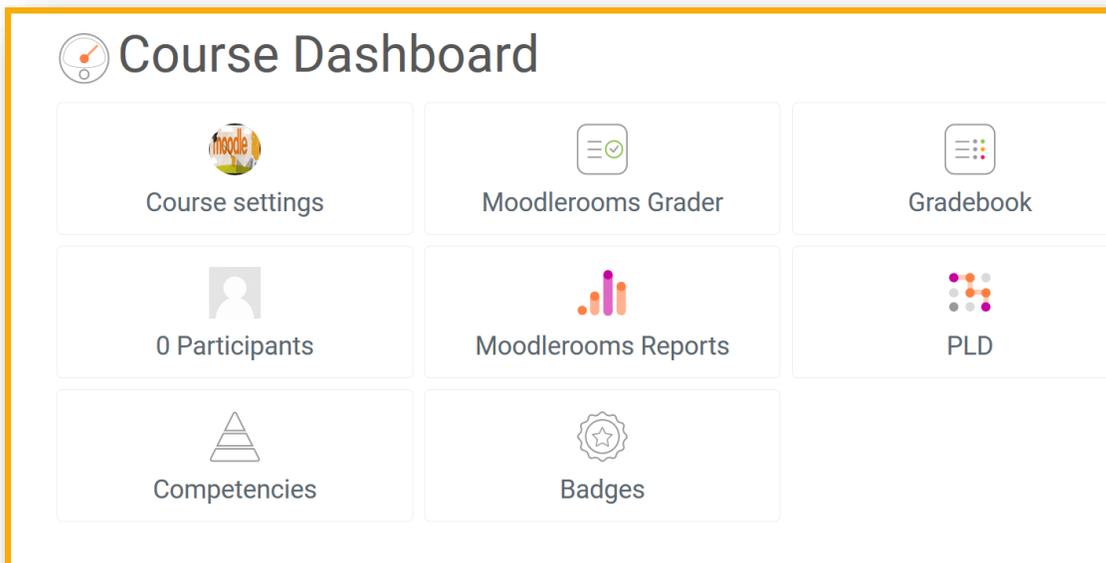
- (1) Clicking the **course link** will take you back to the course homepage.
- (2) Clicking the “**My Courses**” link will take you back to the list of courses you are enrolled in.
- (3) The list of Modules/Sections/Topics is on the left under “**CONTENTS**”. In the SNAP theme, by default only one Module/Section/Topic shows up on each page in order to focus reader’s attention.

#3

Course Dashboard is at the bottom of “**CONTENTS**”:

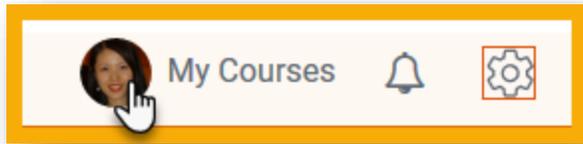


When you click the “**Course Dashboard**”, it will take you to the following page where you can access to the following tools:



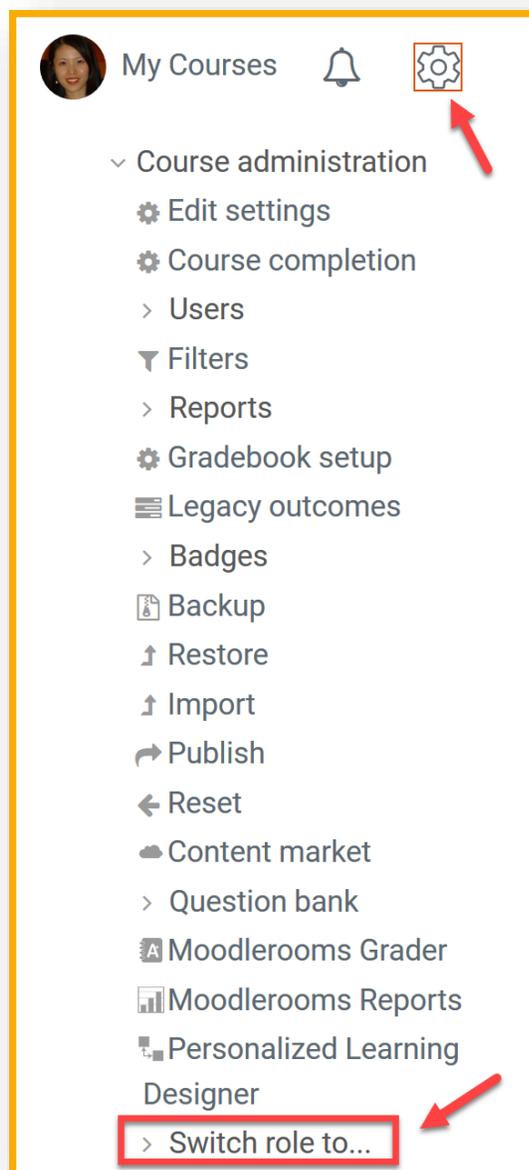
#4

When you click your **Profile Picture** – You can update your **Profile**, **Preferences**, access to your **Gradebook** and **Log Out**.



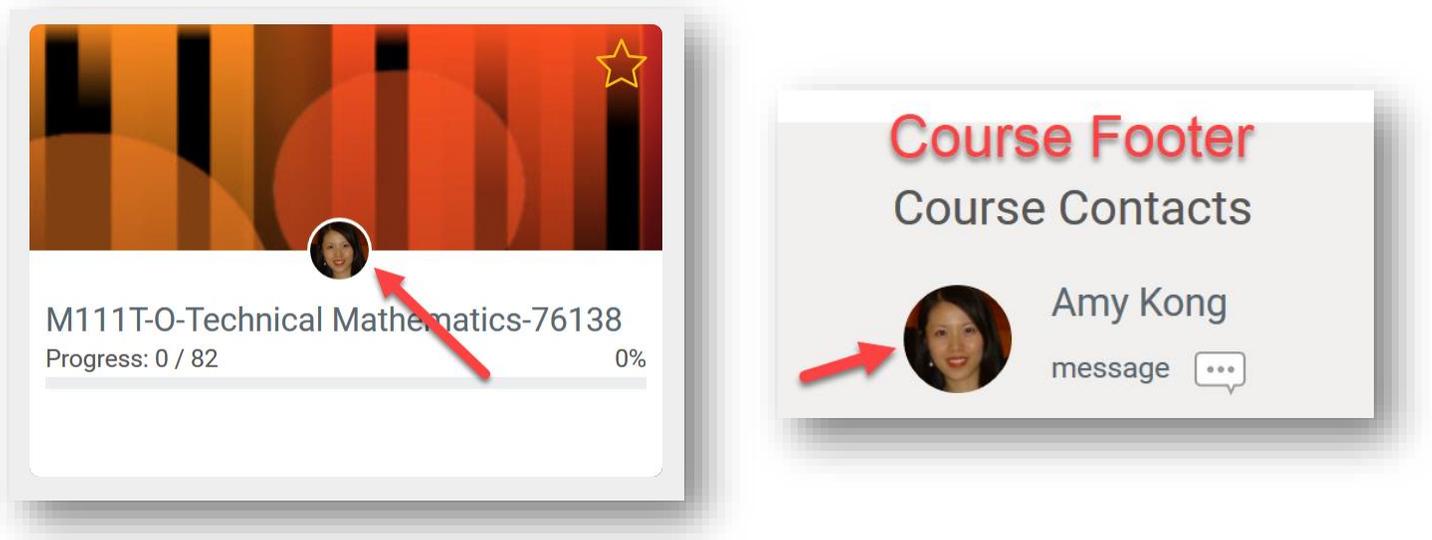
#5

Your favorite “**Switch role to**” feature is back (in the **Administration** block under the “**Gear**” icon)!



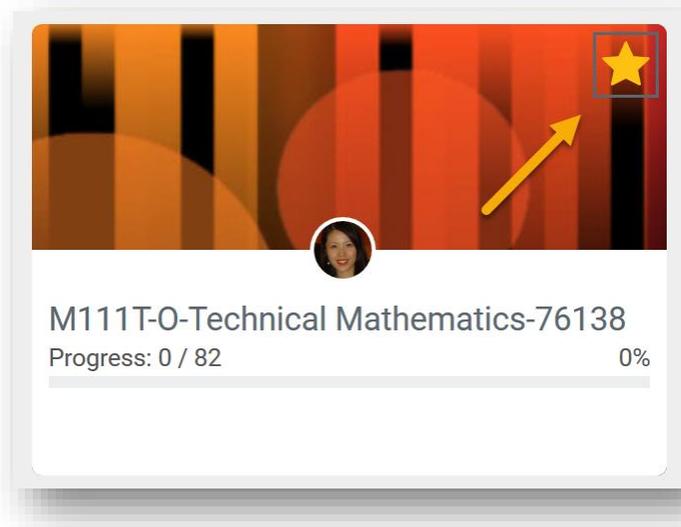
#6

You are recommended to upload a **Moodle Profile Picture** as it will appear in your **Course Cover Image** and in the **Course Footer** – It will be nice if students can see your face!



#7

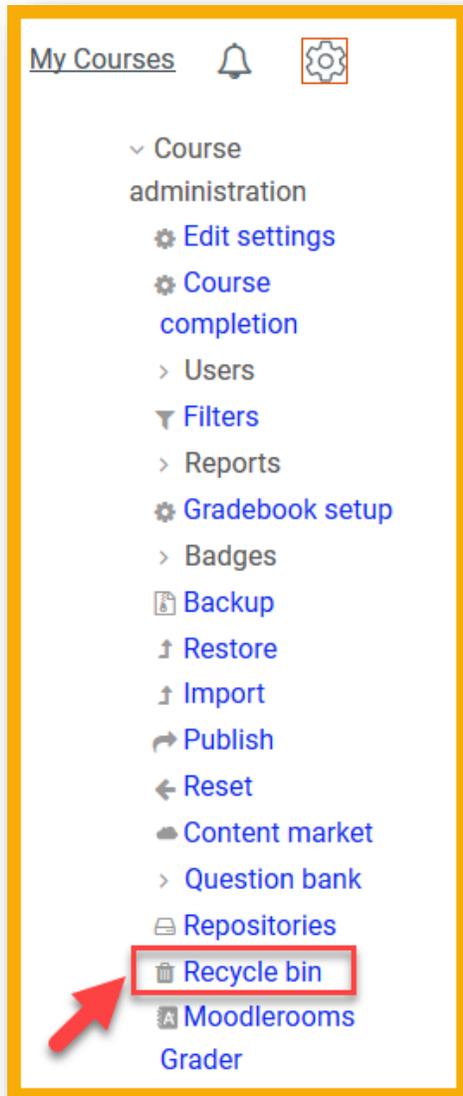
You can highlight the **star** to make the course be your “**Favorite Course**” to change the order of the course in “**My Courses**”.



#8

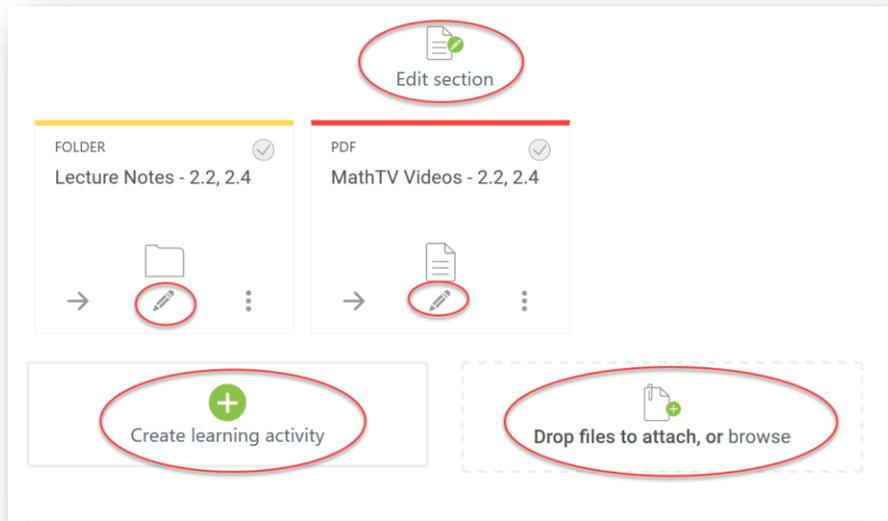
Recycle Bin

Deleted Activities or Resources are stored in Recycle Bin for **TWO weeks** before they get removed from your Moodle.



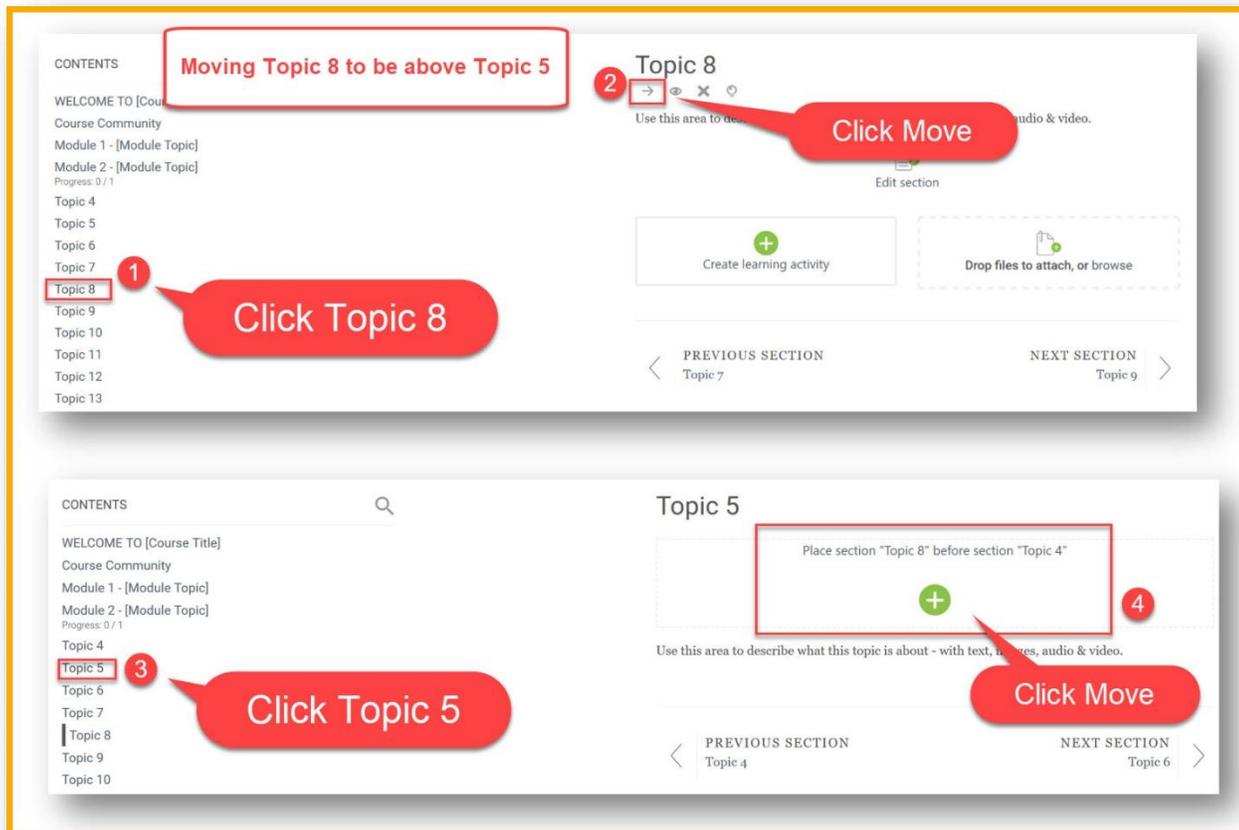
#9

The **Edit** option is now “everywhere” throughout the entire course site – But don’t panic! This is NOT what your students will see (You can always “Switch to Student Role” to see the format of your course contents your students view). This setting is for instructors to be able to edit course contents easier!

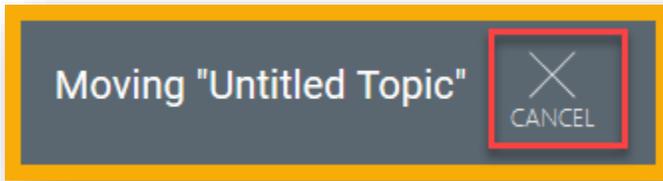


#10

Changing the **Order of Topics**. Look at the following example:



Click “**Cancel**” (at the bottom of page) when cancelling moving:



#11

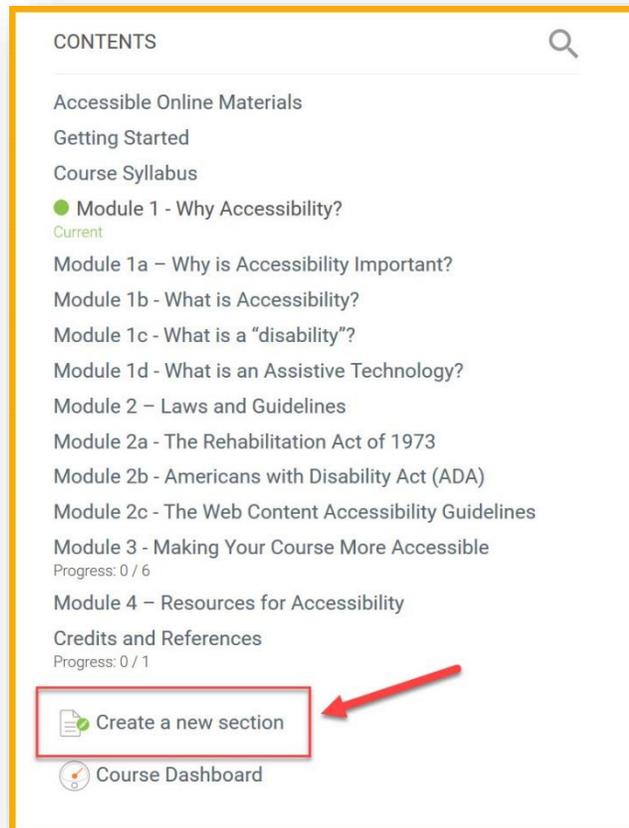
Moving Activities or Resources from one topic to another is similar to #10:

- (1) Click “**Move**” (the arrow icon) for the resource (e.g. file, URL, folder, forum, etc)
- (2) Click the **topic link** that you want the resource to be in
- (3) Click the new area that you want the resource to be
- (4) To cancel moving, click “**Cancel**” **at the bottom**

You can move more than one activities or resources at a time! Follow the same steps above - For Step (1), you can click "Move" (the arrow icon) for every resource you want to move before you go to Step (2).

#12

Adding a New Topic / Section:



#13

Deleting a Topic / Section:

The screenshot shows the Moodle interface for editing a topic. On the left, a 'CONTENTS' sidebar lists various sections, with 'Topic 7' highlighted and a red callout '1' pointing to it with the text 'Click the Topic Link'. The main content area shows 'Untitled Topic' with a red callout '2' pointing to the 'x' icon in the header, with the text 'Click Delete'. Below the header, there is a text area for describing the topic, an 'Edit section' button, a 'Create learning activity' button, and a 'Drop files to attach, or browse' area. At the bottom, there are navigation buttons for 'PREVIOUS SECTION' (Completion Working Group) and 'NEXT SECTION' (Topic 8).