Navigating the Site

Getting Started

This is a guide to assist you in navigating the Moodle site and completing the activities necessary to be successful in your online courses. Please note the 4 elements listed below that make up the online class portal.

1. Moodle Front Page
2. Course(s) enrolled in
3. Blocks on the right side
4. Navigation Bars (breadcrumbs, hyperlinks and toolbar tabs)

Here, we will review each of these elements and you will be given a chance to utilize them. So, let's get started.

1. Moodle Front Page

If you are reading this, you have reached the front page. It is displayed when you access the http://classes.millermotte.edu site. This page shows the site address, toolbar tabs and general online news. Each time you go to the site, you should carefully check this page for any updates. Information regarding your online classes, your campus or your courses may be posted here. Note the posting which lists the due dates for the current term under the “Dates” tab.

2. Courses Enrolled In

If you have registered at your campus, you will receive login information that will provide access to your courses. This information will be sent to you via email so it is important that your correct email address be given to the registrar. If, at any time, you change your email address, you must contact the registrar to update your file.

Each of your online courses follow the same design pattern and contain the elements listed below. Each online course contains 6 lessons.

Lesson 1

- Presentation
- Class Discussion
- Textbook Assignment
- Course Project Assignment
- Assessment Lesson 1 Quiz

In your orientation course, you will receive specific information regarding each of these elements and be given an opportunity to utilize them. The orientation course is designed to help you master these online skills. Take advantage of the opportunity you have to practice until you get it right in the orientation course. In your online classes, course work is counted toward your final
grade. Also, be aware that your rough draft and final research papers in all of your online classes will be checked for plagiarism. Please be sure to cite all of your sources.

3. **Blocks**

Like the front page of this site, your courses also contain blocks which are available as tools or general news and information. You may hide any block by clicking on the - sign located in the top right corner of the box. You can also “dock” the blocks which moves them to the left side of the screen out of the way completely. Get more information in eResources under Moodle Personal User Resources.

4. **Navigation Bars (breadcrumbs, hyperlinks and toolbar tabs)**

Navigating around the Moodle site is relatively easy. Breadcrumbs located at the top of each page (circled in red) will allow you to retreat back to prior screens or back to the Front Page of the site. In the example below, clicking on **Home** will take you back to the Front Page.

![Minimize & Docking Buttons](image1.png)

![Maximize & Docking Buttons](image2.png)

If moving your mouse over a highlighted word pulls up text, you can click on that word to be hyperlinked to additional information or another location. Note that within your course, you will be able to utilize these hyperlinks to access other web sites for additional information.

Clicking on the blue toolbar tabs located at the top of each page (above the red circle in picture above) will direct you to more information or resources.

If you have read and understood all of the information in this resource, you are ready to access your online course. 😊