

Moodle Layout

Home Page

The home page is the first page you see when you access your school's portal. Your school's logo will appear in the top-left corner of the page. This is the page that will provide you with login options (see **Logging in to Moodle**).

My Home Page

You will be directed to your **My home** page upon logging in. A listing of your courses is provided in the middle of this page; this is the **Course overview** block. You can change the number of courses displayed, as well as the order of courses listed, by clicking the **Customize this page** button in the top-right corner (click it again when finished to **Stop customizing this page**). Any assignments or forum posts requiring your attention will also be listed in this area. Clicking a course title in this block will direct you to that course's home page. You may or may not see an **Online Users** block, depending on your school's portal theme.

Course Home

The middle section of the course home page will display the course outline. It may be in module, topic, or weekly form. All activities and resources that are available to you will be visible here. There is a breadcrumb trail at the top of the page; use this for easy navigation back and forth through site and course pages.

Blocks

Blocks are topic-specific menus that will be displayed down the left and right of your site and course pages. You also have the option of docking the blocks to the far-left side of the course page; this truncates the blocks into vertical tabs that can be expanded and collapsed by hovering over the tab.

Default Blocks

Instructors and Moodle administrators can add and remove blocks from the site and course pages. Some of the most common blocks are:



- **Help Center:** Easy access to the student knowledgebase, as well as round-the-clock technical support via e-mail, chat, and phone.
- **School Resources:** Useful links from your institution such as library, orientation videos, ePortfolio links, etc.
- **People:** A link to the participants in your course.
- **Navigation:** Provides links to home pages, as well as menus for your profile and courses.
- **Settings:** Provides a link to your profile settings, as well as the link to your grades within courses.
- **Calendar:** Basic calendar in month format. Programmed due dates within the course will display on this calendar. You also have the option to add your own events into the calendar.
- **Messages:** Moodle's e-mail messaging system. The sender's name will appear in the box along with an envelope to indicate unread mail.
- **Activities:** Provides links to activities and resources by type.
- **My Private Files:** Provides access to your personal cloud storage on the Moodle server.

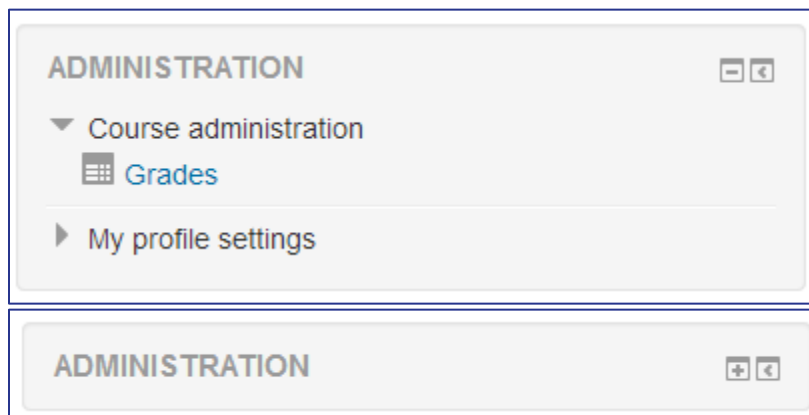
Please note that not all of the blocks may be available on your portal.

Manipulating Blocks

Hiding

Blocks can be minimized to reduce clutter.

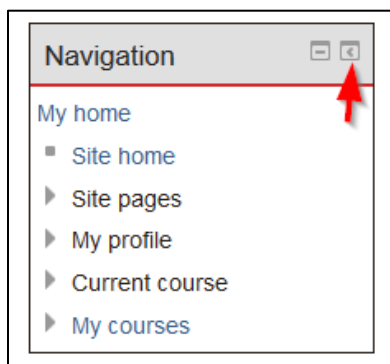
Click the minus sign () in a block header to minimize the block. The block title, a plus sign, and a dock icon will be the only things visible for that block. Click the plus sign () to unhide the block.



Docking

Docking a Moodle block minimizes the block and moves it to the side of the screen. The availability of this feature is dependent upon the Moodle theme selected by your institution.

1. Locate the block you would like to dock and click the Move this to the dock icon (indicated by a left-facing arrow).



- The block will now be docked, and will appear as a vertical tab along the left side of the page. You may view the block by clicking it; hovering over the tab also displays all menu options.



- To undock a block, click or hover over the block tab to expand the menu.
- Click the **Undock this item** icon (indicated by a right-facing arrow). This restores the block to the course page.

