Alverno
C O L L E G E

Navigating and Customizing the Home Page of Moodle

Use the following instructions to navigate and customize the home page of Moodle.

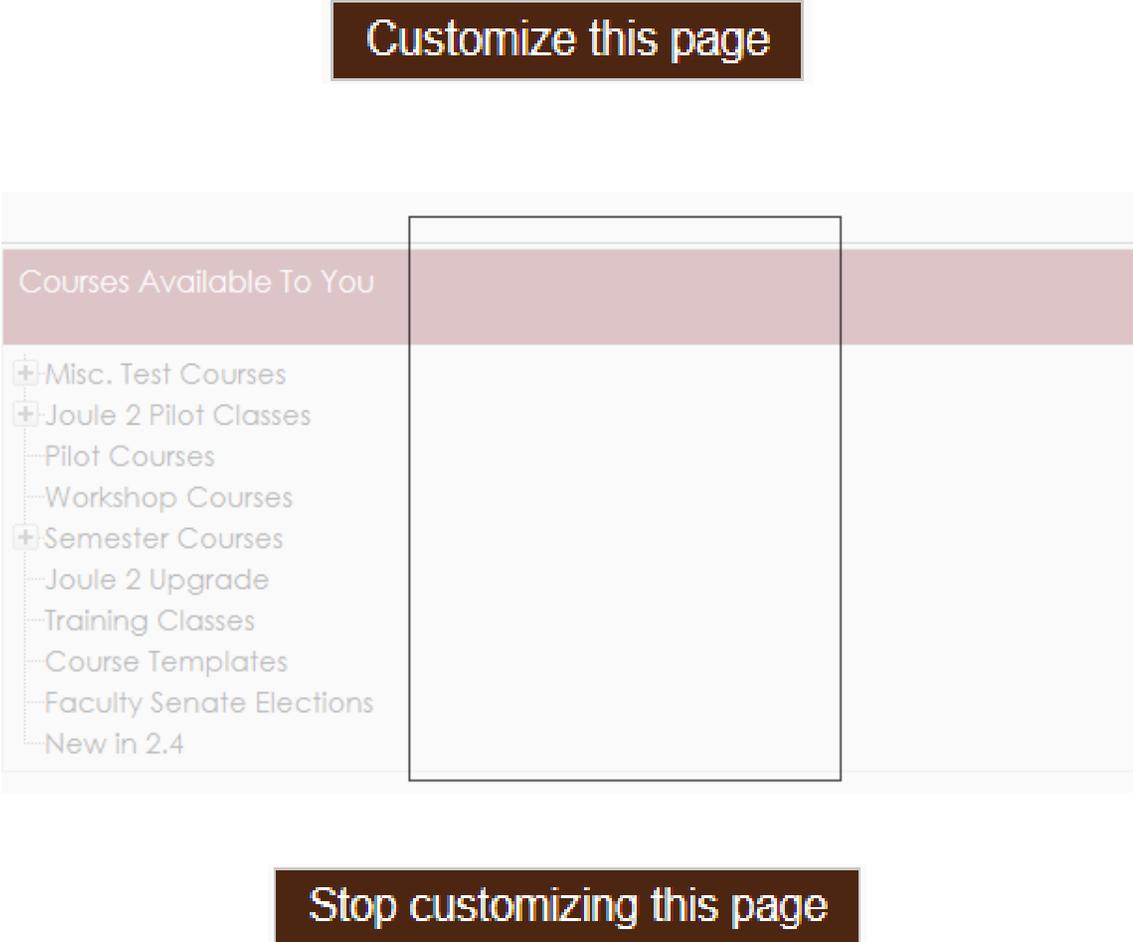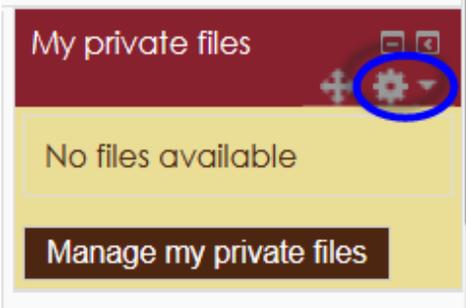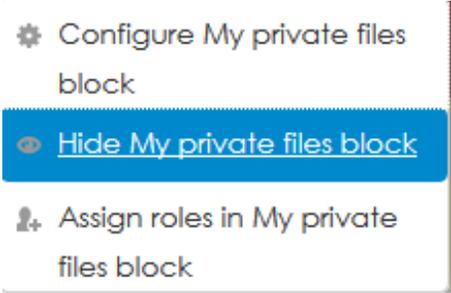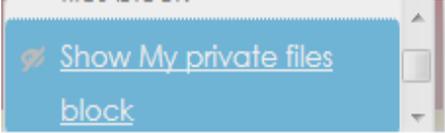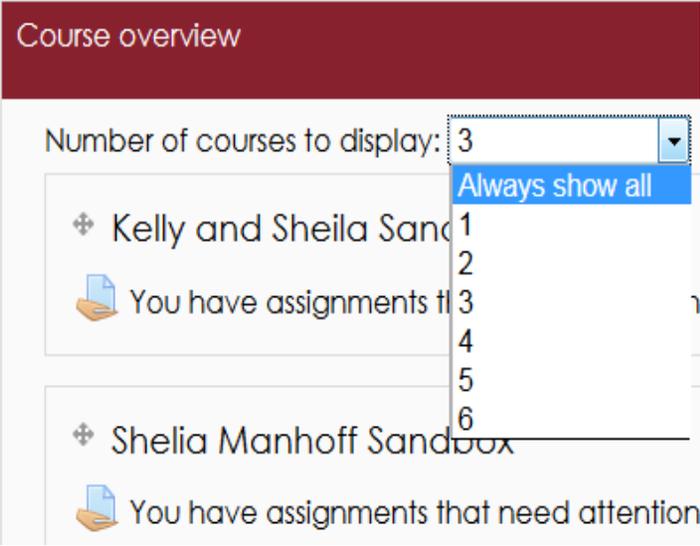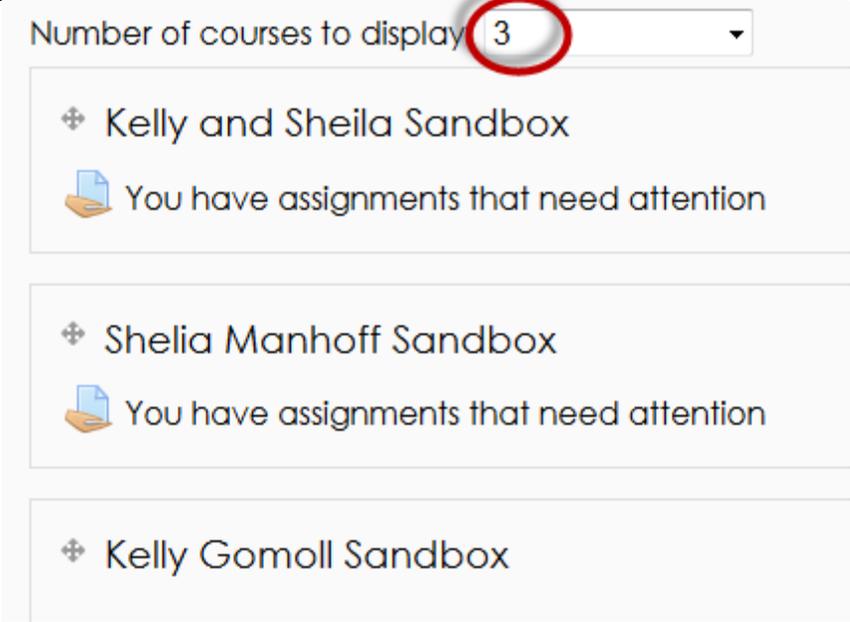| Task	Screen Shot
1. **When you log into Moodle, your home page appears.** 2. **You can do the following to your Moodle home page:** • **Dock blocks (move blocks to the side of Moodle). Go to step 3.** • **Move blocks to different areas of the page. Go to step 4.** • **Hide blocks. Go to step 10.** • **Determine which courses appear in the center Course Overview block. Go to step 12.** • **View your assignments and forums in the center Course Overview block. Go to step 16.**	My home ▶ My courses Stop customizing this page **Calendar** ◄ July 2014 ► Mon Tue Wed Thu Fri Sat Sun 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 **Administration** **Courses Available To You** ⊞ Misc. Test Courses ⊞ Workshop Courses ⊞ Joule 2 Pilot Classes — Pilot Courses ⊞ Semester Courses — Joule 2 Upgrade — Training Classes — Course Templates — Faculty Senate Elections — New in 2.4 **My private files** No files available Manage my private files
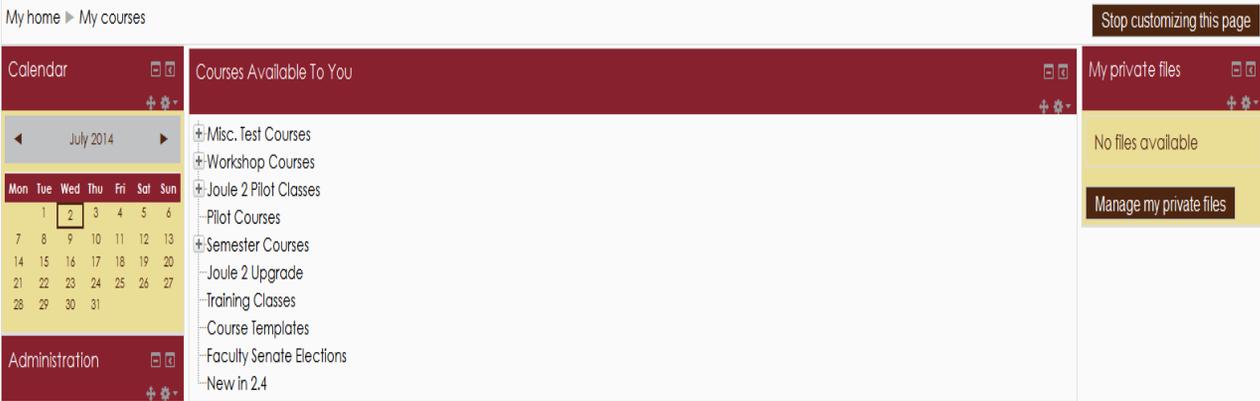
Task	Screen Shot
Docking a Block 3. To dock a block, click the [icon] icon to move the block to the dock on the left side of the page. • A docked block will appear as a tab in the dock. • Your block will remain in the dock until you do the following: o Hover your cursor over the block's tab to view the block. o Click the the [icon] icon to move the block back to its original location on the page.	**Docking** **Undocking**

Task	Screen Shot
Moving a Block 4. On the top right of the page, click the Customize this Page button. 5. Notice that each block now displays a set of icons in its bottom right corner. 6. To move a block, click the move icon. When you click the move icon, a border of the block appears. As you move the block to the center of the screen, its faded image appears. This indicates where the block will be when you drop it. 7. When you are done making changes to the page, click the Stop customizing this page button.	Customize this page Courses Available To You ⊞ Misc. Test Courses ⊞ Joule 2 Pilot Classes Pilot Courses Workshop Courses ⊞ Semester Courses Joule 2 Upgrade Training Classes Course Templates Faculty Senate Elections New in 2.4 Stop customizing this page

Task	Screen Shot

Hiding a Block
 	
 8. **On the top right of the page, click the Customize this Page button.**
 	
 9. **Notice that each block now displays a set of icons in its bottom right corner.**
 	
 10. **To hide a block, click the Actions button:**
 	
    a) **Select Hide _____ . The block name coincides with the block you are hiding.**
 	
    b) **After you click the Stop Customizing this page button, you will not see hidden blocks.**
 	
    c) **To unhide a block, click the Customize This Page button, and click the Actions icon to Show_____ the hidden block once again.**
 	
 11. **When you are done making changes to the page, click the Stop Customizing this Page button.**
	10.
	
	 10a.
	
	 10 c.

Task	Screen Shot
Determining Which Courses Appear in the Course Overview Block 12. On the top right of the page, click the Customize this Page button. 13. In the Number of Courses to Display field, select Always Show All. Moodle will display all your courses.	Course overview Number of courses to display: 3 Always show all 1 2 3 4 5 6 ✛ Kelly and Sheila Sand... 📄 You have assignments t... ✛ Shelia Manhoff Sandbox 📄 You have assignments that need attention
14. Left-click the ✛ icon, and drag a course to the new location on your list. (You may have to click and drag a number of times to move the class all the way up the page.) You'll want to drag the current semester's course to the top of the list.	Number of courses to display: Always show all ▾ ✛ Kelly and Sheila Sandbox 📄 You have assignments that need attention ✛ Shelia Manhoff Sandbox 📄 You have assignments that need attention ✛ Kelly Gomoll Sandbox ✛ Kelly Gomoll Sandbox ✛ Test Live@edu 📄 You have assignments that need attention
15. Once you've finished dragging your courses to the top of the list, select the number of courses you would like Moodle to display.	

Task	Screen Shot
For example, if you are taking/teaching three courses this semester, and you dragged those three courses to the top of the list, select 3 in the Number of Courses to Display field. Then only the top three courses will display. The rest of your courses will be temporarily hidden from view in the Course Overview block.	Number of courses to display 3 ▼ ⊕ Kelly and Sheila Sandbox 📄 You have assignments that need attention ⊕ Shelia Manhoff Sandbox 📄 You have assignments that need attention ⊕ Kelly Gomoll Sandbox

Task	Screen Shot
## View Assignments and Forums in the Course Overview Block **In addition to displaying your current courses, the Course Overview block displays information about assignments and forums.** **16. Click the new Forum Posts icons and Announcements icons to view what people have posted since the last time you opened the forum. The new posts will appear in yellow.** **17. Ignore the You Have New Assignments icon . It is unreliable for both student and faculty use. These icons do not accurately indicate when an assignment needs attention. Ignore them. Students should open their Moodle course and click on the assignment to determine its due date and/or get feedback.**	PT Time Training You have assignments that need attention — UNRELIABLE! Ignore the assignment icons. There are new forum posts There are new foru... The New Forum Posts icon appears when classmates have posted to a forum since you last went into the forum.