**Left Column Info**

The blue columns are "blocks"—like Navigation, Settings, etc.—which provide access links to courses, course areas, people, events, options & settings, etc.

- **Go to course blog, calendar, site news, etc.**
- **View public info about yourself, messages and posts you've written, etc.**
- **Clickable links to people in & the weekly or topical contents of your course.**
- **In the Settings block, you can check your grades and reports, and, further down, edit your profile to show more or less information about yourself, and set or block automatic messages the system sends you.**

This is the **crumb trail**, which lists progressively where you are in the course. Click previous to go back.

**Course layout** (in this case by weeks, in others by topic), which organizes assignments and resources by each week or topic—just click on each to open it and read or do its contents.

**Highlight bars** indicate the current course week. **Light open boxes** are for Progress check marks. **Blue boxes**, when clicked, hide all but week your cursor is in; click again, all weeks become visible.

**Right Column Info**

This indicates progress through the course. Solid check mark means completed, dashed one means in progress.

By and large, the blocks in the right-hand column consist of various kinds of information links related to course events, item due dates, or announcements. Shown here are default categories; many others exist for instructor selection.

- **Keyword search of all forums in the course**
- **Alerts you when there’s new course news in the news forum; provides link to old or other news.**
- **Upcoming events alerts you to approaching dates of assignments, tests, etc.**
- **The Recent Activity block is a sort of catch-all for everything from current and new assignments to guest lectures, changes in room or time, new students added, etc.**

Additional information on Moodle Joule’s layout and navigation is available for anyone needing or wanting more. Just go to the library website and click on the first item under Quick Links or visit http://tinyurl.com/spaldingmoodle.
Need Some Help?

Help Is Always Close at Hand!

Need an introduction to the layout and navigation in Moodle? Or how-to info on uploading a paper or posting to a forum? Can’t find your class listed on the Portal? Or maybe your login isn’t working?

No Problem! Here are contact points:

For a video introduction to Moodle layout and navigation, go to the University Library link on the portal and click on “Welcome to Moodle!” under the Quick Links on the left side.

Help for problems with Moodle, the portal, password resetting, using email, and Web Advisor—

Visit the Help Desk Site:  www.spalding.edu/itsupport
Or call:  1-886-604-5605 (on campus x2398)
Or email: techsupport@spalding.edu

A Help Guide
Created by the Moodle Conversion Team
HELP! 502-585-9911, ext. 2398

845 South Third St., Louisville, KY 40203
(502) 585-9911

Welcome To Moodle!

A Quick Guide To Where Things Are On Your Course and How To Get to What You Need