ADLC | Using the Navigation Bar
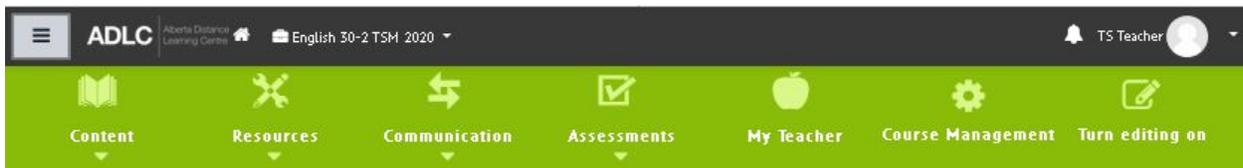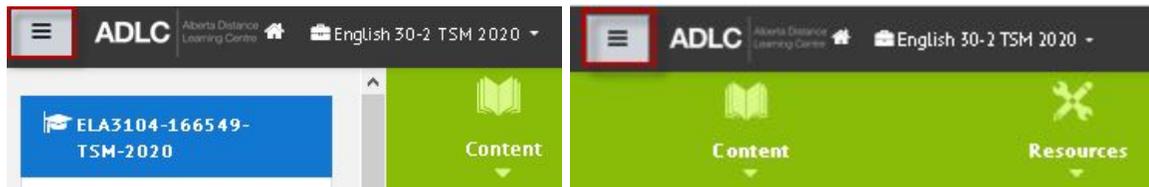
Revised: October 1, 2019

Teacher View

The menus you have access to are determined by your user *role* in ADLC's Learning Management System - Moodle. As a Teacher Support partner, you will have access to the following menu items on the navigation bar:

- ○ **Content**
- ○ **Resources**
- ○ **Communication**
- ○ **Assessments**
- ○ **My Teacher**

1. The **Hamburger Icon** gives you the ability to have a left-side navigation menu or hide the navigation menu to increase your content viewing page.

2. The **Content** menu contains the following:

- ○ **Course Home** - the course home page
- ○ **Table of Contents** - the course outline

2. The **Resources** menu contains the following:

- ○ **Calendar** - a record of the site, course group and/or user events including deadlines and chat times
- ○ **Glossary** - a list of terms and definitions from the course. Depending on your preference, you can modify these yourself or allow the class to do so. *Note:* This is an optional feature and may not be available on your navigation bar depending on the course selected
- ○ **Private Files** - an area for uploading and managing a set of your personal files
- ○ **Help** - a link to ADLC's help tutorials

3. The **Communication** menu contains the following:

- ○ **News** - a special forum for entering general announcements
- ○ **Forums** - an online discussion board where you can post messages to all participants in the course. *Note:* This is an optional feature and may not be available on your navigation bar depending upon the course selected.

4. The **Assessments** menu contains the following:

- ○ **Assignments** - an inbox where you can monitor, view, download, and grade student submissions. *Note:* This is an optional feature and may not be available on your navigation bar depending upon the course selected.
- ○ **Quizzes** - the quiz administration page. *Note:* This is an optional feature and may not be available on your navigation bar depending upon the course selected.
- ○ **Grades** - the grade administration page

5. The **My Teacher** menu contains the contact information of the teacher(s) for the chosen course.

Student View

The menus you have access to are determined by your user role in ADLC's Learning Management System. As a student, you will have access to the following menu items on the navigation bar:

- ○ **Content**
- ○ **Resources**
- ○ **Communication**
- ○ **Grades**
- ○ **My Teacher**

6. The **Content** menu contains the following:

- ○ **Course Home** - the course home page
- ○ **Table of Contents** - the course outline

7. The **Resources** menu contains the following:

- ○ **Calendar** - a record of site, course, group and/or user events including deadlines and chat times
- ○ **Glossary** - a list of terms and definitions from the course. Depending on your teacher's preference, these may be modifiable only by your teacher or your class as a whole
- ○ **Private Files** - an area for uploading and managing a set of your personal files
- ○ **Help** - a link to ADLC's help tutorials

8. The **Communication** menu contains the following:

- ○ **News** - a special forum for viewing general announcements from your teacher

- **Forums** - an online discussion board where you can post messages to all participants or a select group of participants in the course

9. The **Grades** menu displays your grades according to the grading system of your school district, which may be any combination of actual grades, percentages, or letters.

10. The **My Teacher** menu contains the contact information of the teacher(s) for the chosen course.

Course Navigation Tips for Students and Teachers

The **Table of Contents** is an excellent way to get to where you want to go in your course. It lists the course contents in order, so you can always pick up where you left off. In some courses, you can even track your progress with checkboxes. You can even access your **Teacher Support Getting Started** documents beneath the **Course Introduction** section.
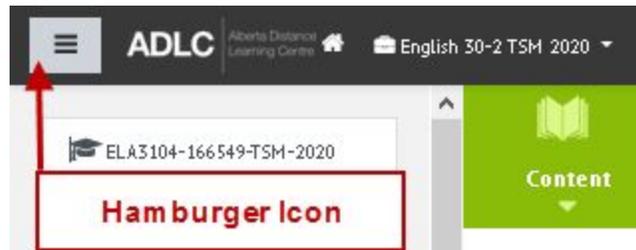
Click on any course page and you'll see more easy navigation tools. Clicking the **Next** button will take you to the next page in the course while clicking the **Previous** button will take you to the previous page.
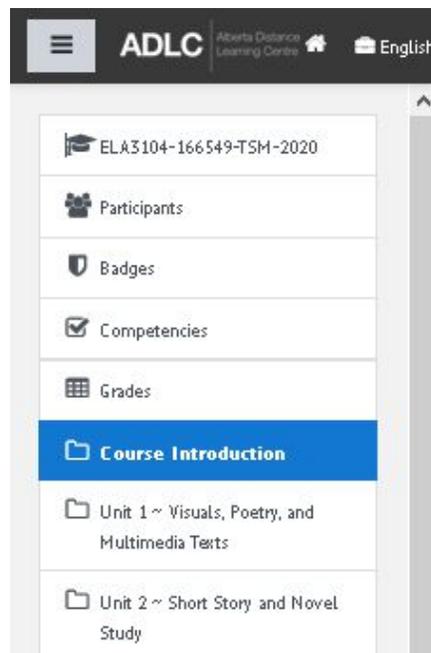

Take note of the navigation path; every page lists exactly where you are with a simple line of text under the navigation bar. It's clickable too, so you can follow these navigation path breadcrumbs to return back where you came from.

Another great way to navigate is with the **Side Navigation** by selecting the **Hamburger Icon**.

Select the **Hamburger Icon**, and the whole course structure will pop up, with clickable sections that take you to the **Table of Contents** for the section selected**.**

Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca