

## MOODLE: GETTING AROUND – HANDS-ON TASKS

### Navigating in Moodle

- Open and close the course index (hint: look for the hamburger).
- Open and close the block drawer.
- Find and click on **Participants**.
- Go into the Overview of “Moodle: Getting Around” page & use the breadcrumbs to get back to the course main page.

### Navigating in a Book

- Find and click on a book resource (hint: look for the icon that looks like a book resting on an angle).
- Navigate in the book using the **table of contents**.
- Navigate in the book using the arrow buttons under the page area.
- Use the breadcrumbs to return to the main course page.

### Completing Your Moodle Profile

- Briefly fill out your Moodle profile.
- Upload a profile picture.

☆ Bonus: Visit another Moodle instance (for example, [moodle.royalroads.ca](http://moodle.royalroads.ca), and complete your profile there as well)

### Interacting in Moodle Forums

- Add a new discussion topic (hint: sometimes we also call this “starting a new thread”).
- Reply to someone else’s post (hint: when you reply to someone else’s topic, you’re contributing a post to their “thread”).
- Play around with different options in the text editor and toolbar buttons.
- Create a link to an internal resource.
- Create a link to an external resource that opens in a new window (a resource outside the course such as YouTube).
- Attach a file to a forum post.
- Change the display period for a new post.
- Find where you can see all the forums in a course (hint: look for the Activities block).
- Change your preferences for subscribing to forums (hint: look for the gear icon).
- Change your preferences for tracking forum posts (hint: look for the gear icon).

☆ Bonus: Change your “email digest type”

☆ Bonus: Read the in-line help about email digest type