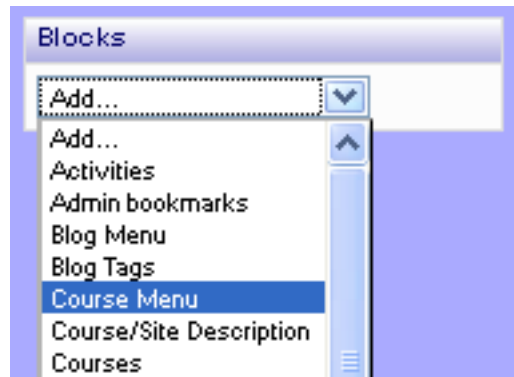


Using The Course Menu Block in Moodle

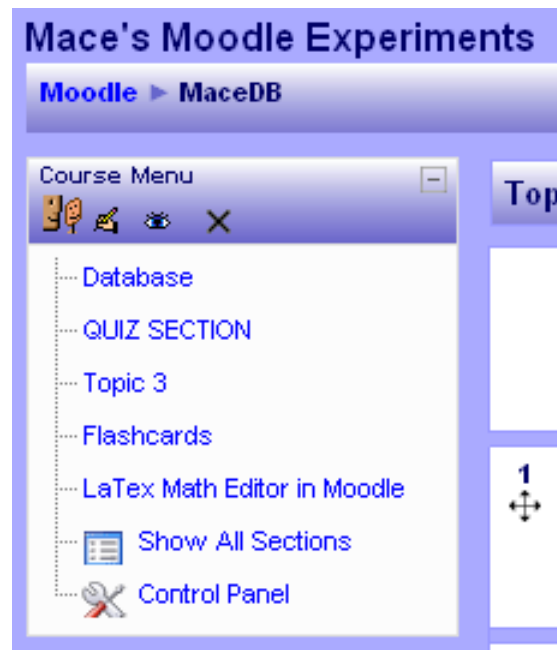
How to use the new course menu block in Moodle. After logging in and navigating to the Moodle course that you wish to add the Course Menu to, follow the steps below to incorporate the Course Menu block.

Add the Course Menu block to your Moodle course



Turn editing on and in the **Blocks** block click **Add...** and click **Course Menu**

Move the Course Menu block to the top left of your course



Depending on your theme, move your block to the top left either by clicking on the single arrows or dragging the block .




Configure the Course Menu block



Click the pencil at the top of the block to edit the block settings as indicated below.

Configuring a Course Menu block

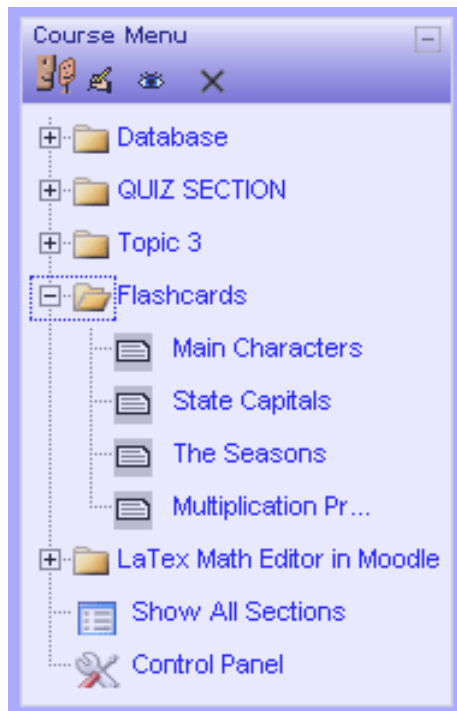
- 1 Expandable Tree
- 2 Activate Chapter Grouping
- 3 Activate Custom Links

Topics	↓
4  Show All Sections	↑ ↓
5  Control Panel	↑ ↓
6  Blog Menu	↑ ↓
7  Messages	↑ ↓
8  Calendar	↑ ↓
9  Gradebook	↑

Save changes

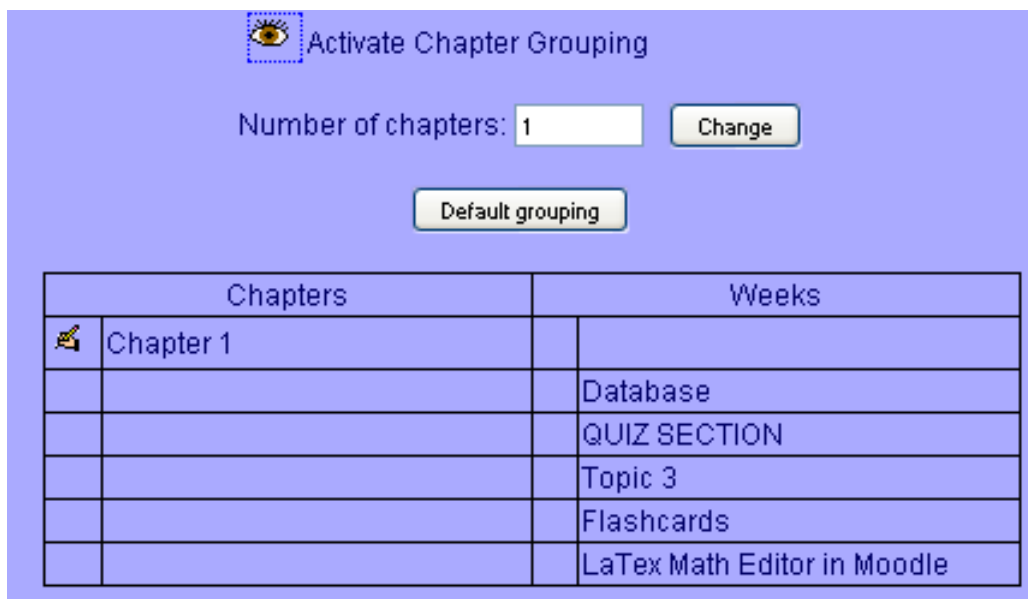
Above are the default settings for the Course Menu block. Click the closed eyelid to turn the option on and the open eye to turn the option off. Below, each option is explained in more detail as numbered above.

1) Expandable Tree



The expandable tree adds a folder with a + sign next to the title of the topic. The user can click on the + sign to display the resources and activities in the topic and then can click on the resource or activity that they wish to use. To collapse the topic the user would click on the - sign.

2) Activate Chapter Grouping



This setting makes it possible to group weeks/topics in chapters. When grouping the weeks/topics the default distribution is done uniformly among the chapters. The final distribution is done **manually** by clicking on the arrows and moving the weeks/topics among the chapters. The name of the chapters can

be set independently.

You should remember a couple of important things:

-By changing the number of chapters all your chaptering settings will be restored to default. -The number of chapters must be a number greater than 1 and less then the number of visible weeks/topics.

3) Activate Custom Links

 Activate Custom Links

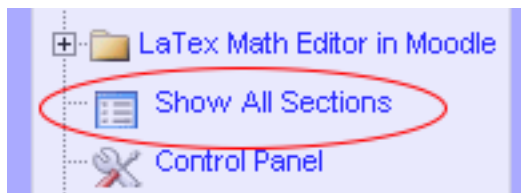
Number of custom links:

*The URL must be entered as an absolute url, containing the protocol, too. (eg correct urls: <http://www.moodle.org>, <ftp://ftp.moodle.org>; eg wrong urls: www.moodle.org, moodle.org)

This setting is useful when you wish to add links to external resources that are not necessarily included in your topics. After activating the setting, decide how many links you need and fill in the needed information for each link. Note that the URL must be an absolute URL (With the http://)

The link(s) will show at the bottom of the course menu but may be moved using the arrows on the course menu settings page.

4) Show All Sections









This setting will show / hide the **Show All Sections** on the course menu. When available and the course is set to show only one topic at a time, clicking this in the course menu will show all of the sections (just like clicking the double blocks in the top right of the section.)

5) Control Panel








The Control Panel, if used, will take the place of the Administration , People and Quickmail blocks.

There is a different control panel for the student and the teacher, much in the same way that the Administration block is different.

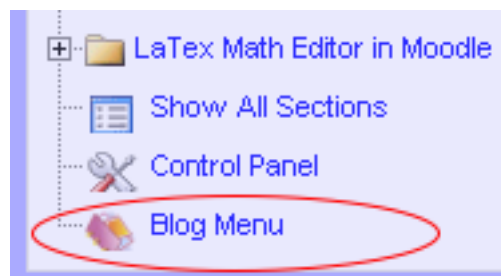
Main Control Panel User Management Backup and Copy Content Other Controls		
	Edit course settings	Use this link to edit your course settings such as the name of the course, the number of topic or week blocks, show the course to students or hide it from students, allow guests in or keep them out, and change the theme (colors and graphics) for the course.
	Grades	Use this link to view your gradebook. In the gradebook, you can also activate the advanced features to use grade weighting, letter grades, extra credit, etc. See the Gradebook Manual for more information.
	Send an email to your course	Use this link to send email to all or some of the students in your course.
	Files	This link will take you to your course files directory. In the files directory, you can add or delete files, organize files into folders, etc.
	Password	Click this link to change your password.
	Reports	This link will show you the logs for your course. You can see which students have been active and what they have been doing in the logs.

Teacher Control Panel - Click on each tab to see the other options.

Mace's Moodle Experiments Student Control Panel:		
	Participants	Use this link to view the students and teachers in your course. You can click their name to view their full profile, send them an email, etc.
	Send an email to your course	Use this link to send email to all or some of the students in your course.
	Grades	Click this link to view your grades.
	Edit profile	This link will let you change your personal information, upload a picture, turn your email on or off, etc.
	Password	Click this link to change your password.

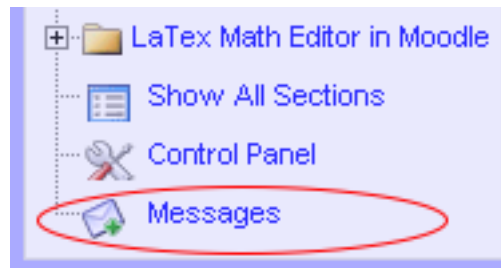
Student Control Panel - Notice that these are the only 5 options for students in a course.

6) Blog Menu



This setting turns on the blog menu and gives users access to their personal (not course) blog (Which can also be accessed from their profile.)

7) Messages



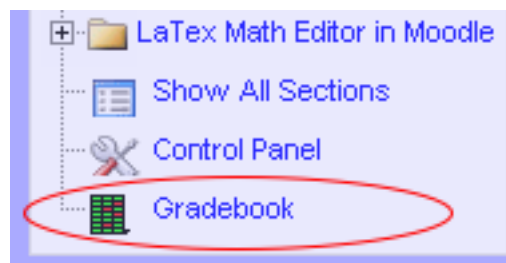
Adds the Messages option to the course menu which functions like the messages block and enables users to IM each other.

8) Calendar



Adds the Calendar option to the course menu and functions like the Calendar block.

9) Gradebook



Adds the Gradebook option to the course menu block. This can also be found in the Control Panel or Administration block. Clicking on Gradebook will open the gradebook for the teacher or student. If the user is a student then they will see **ONLY** their grades.