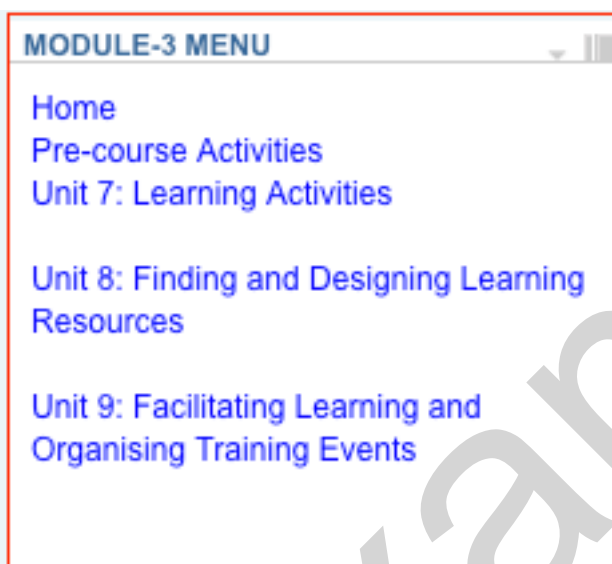


Explore the course website

Please explore the course website and learn how to use its features to benefit your learning. You will find Discussion Forums, Resources to view, Activities of various kinds, and the Personal Blog.

1. Using the “MODULE-3 MENU” block

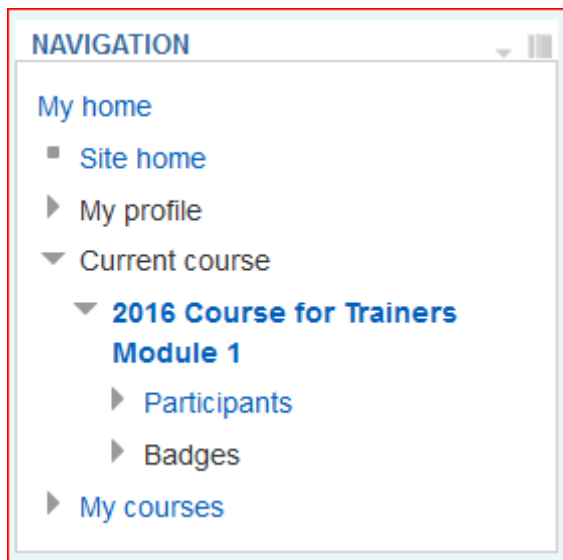
The “**COURSE CONTENT**” block appears on the top-right-hand side of each page in the course and allows you to navigate between Units.



The content of Modules 1 and 2 are also available for you to navigate in a similar manner. **Module-1&2 Menu** block is displayed just below **Module-3 Menu**.

2. Getting Familiar with the “NAVIGATION” Block

In Moodle, you have the “**NAVIGATION**” block. This enables you to jump from the current location on a site to another specific location in the same course or even another course you have access to, saving you lots of time. The navigation block appears on every page of the site. It contains an expanding tree menu which includes My home, Site home, My profile, Current course, and My courses.

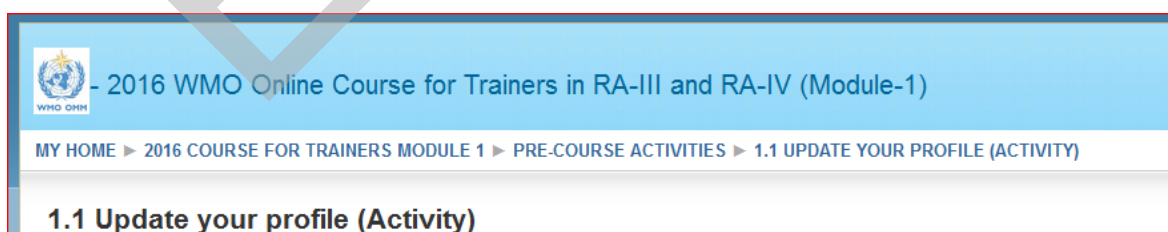


At the top of the block is the option to hide (or "dock") the block, as you can with all blocks within Moodle. As you can see, the block can get quite large so hiding it can stop all the scrolling to see the other blocks around it. Hidden blocks can be found on the left side of the interface and restored to their original location if desired.

3. Using the “Breadcrumbs” to Navigate

When you navigate around the Moodle site, and within a course, using the “**navigation bar**” is an essential skill. The navigation bar is sometimes referred to as the “**breadcrumbs**” because it is like leaving a trail of breadcrumbs to find your way home.

The navigation bar is almost always visible near the top of the screen, and in this course currently shows:



If you are reading this resource in your browser, when you have finished reading this, you might usually press your “Back” button in the browser! If you do that you will see an “old” page held in the computer memory. So, if you want to return to the “course homepage” at any time, all you need to do is click on the course name, in this case “MODULE 1

(TRAINERS AND MANAGERS)”.

4. Using Forums

Forums are an excellent way to build topics, or threads of conversations, to which everyone can contribute.

The main advantage over a Chat room is that Forums do not require everyone to be online at the same time... whenever a Participant returns to a course they can read the latest additions to discussion, and add to them.

Participating in the course forums is easy and requires no additional technical requirements beyond access to this course Website.

There are separate forums for different topics that you will be using, located in the sections for the topic is assigned, which will help keep the discussions focused and easier to follow. There is also a Course Forum for general, logistical questions.

Simply click “**Add a new discussion topic**” to ask a new question or make a statement to the entire class. Start a New Discussion Topic in a forum only if you do not think your idea or question fits any of the previously begun topics. Otherwise, make a reply to a previous discussion. Please remember to read previous postings and replies to be sure that your questions have not already been asked or addressed by others. This will keep forums easier to read and more useful for everyone.



When you reply with postings by others, those replies will be shown indented and beneath the higher level topic. You may also reply to

replies, and those will be further indented, creating a clear tree or hierarchy of the discussion.

You also have the option to edit your own postings if you find you have not written what you intended, or need to clarify it.

We hope you will use these Forum spaces frequently during the course.

Example