

## Overview of the Settings & Navigation Blocks

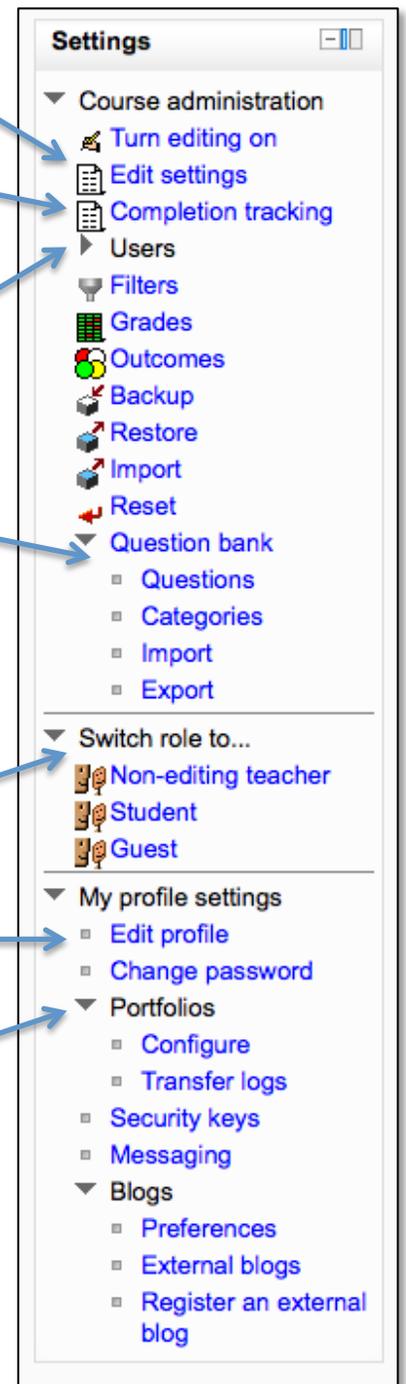
Two key blocks in Moodle 2 are the **Settings** and **Navigation Blocks**. *Note: The **Settings block** replaces the **Administration Block** found in earlier Moodle versions.*

### Settings Block – Teacher View

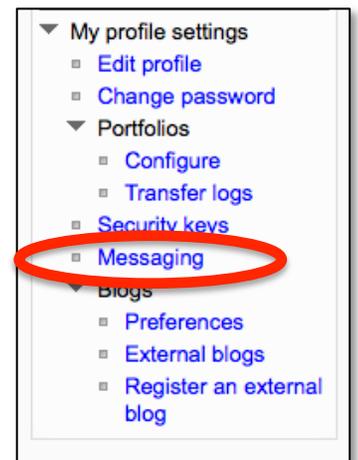
The **Settings block** can be found on most Moodle pages in the left column. It is composed of links to course features. Some links contain sub menus. When the triangle is clicked, the sub menu expands below it.

Many of the sub menus contain links to familiar functions from older versions of Moodle.

1. Click **Edit settings** to change course format, start date, guest access key and more.
2. **Completion tracking** allows teachers and students to monitor progress towards course completion. *(Note: You will not see this setting if it is not enabled in both the site and your course.)*
3. **Users** menu (See the “Enrolling Users and Setting Up Groups” tutorial for details about this area of **Settings**.)
4. Subcategories of the **Question bank** are now linked directly from the **Settings** block.
5. The **Switch role to...** option is accessed from the **Settings** block. Open the list to select the role you want to use.
6. Some **Profile** options like **Edit profile** and **Change password** can now be accessed directly from the Settings block.
7. **Portfolios** are a new option.
  - a. Portfolios can be linked to Google Docs and a few other sites, based on how the Moodle Admin configures your site. *Note: We are currently trying to do the Google Docs portfolio, but are not yet able to make it work.*



8. The **Messaging** link provides all users with options for configuring how they receive notification for incoming messages.



- a. Each type of notification can be set up for **Popup notification** or **Email notification**.

- b. Each type of notification can be configured for **When I'm logged in** as well as for **When I'm offline**.

- c. Put a check to **Temporarily disable notifications**. (Not recommended for most users.)

- d. Enter a different email if you prefer to receive notifications at a different account than you have in your Profile.

- e. Put a checkmark next to **Prevent non-contacts from messaging me** if you only want to receive messages from people you have added to your Moodle contacts.

- f. Click **Update profile** to save your choices.

9. **Blogs** in Moodle are user based - each user has their own blog.

- a. Users can now register their external blogs, such as Blogger or Wordpress, so that entries are automatically included in their Moodle blog.

- b. To **Register an external blog** click on the link in the **Settings** block.

- c. In the **URL** field, enter the RSS feed URL for your blog.

- d. Use the **Name** field to enter a descriptive name for your external blog. *Note: If no name is supplied, the title of your external blog will be used.*

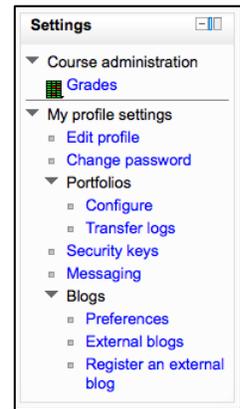
- e. Fill out the other fields as desired.

- f. Click **Save changes**.



## Settings Block – Student View

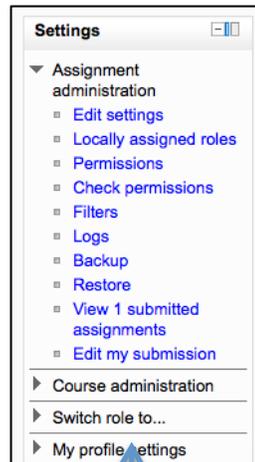
The Settings Block for Students has fewer options but is still very useful.



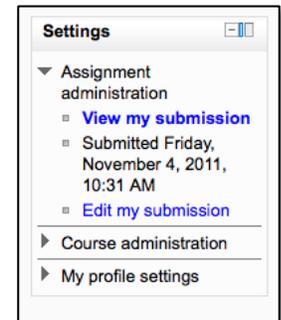
## Settings Block when Viewing an Assignment

The Settings Block gets an additional category when you click on an Assignment. This is true for both teachers and students.

1. The new category is **Assignment administration**.
2. Teachers can easily edit the assignment, grade submissions and more.
3. Students can view submissions, see when they made the submissions and or Edit their work.



*Teacher View*

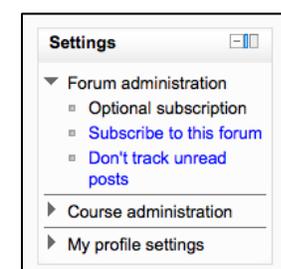
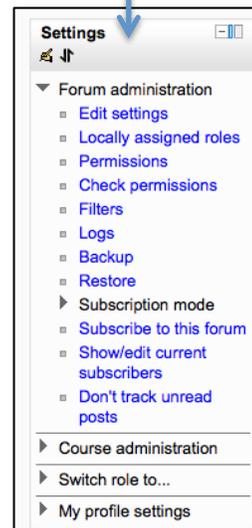


*Student View*

## Settings Block when Viewing a Forum

The Settings Block gets an additional category when you click on a Forum. This is true for both teachers and students.

1. The new category is **Forum administration**.
2. Teachers can easily edit the forum, assign roles, and more.
3. Students can choose to subscribe to the forum and track or not track unread posts.



As you explore Moodle you may well come across other interesting additions to the **Settings Block**. Also, as you try out different themes for your course the functions and options in the **Settings Block** may change as well.

## The Navigation Block

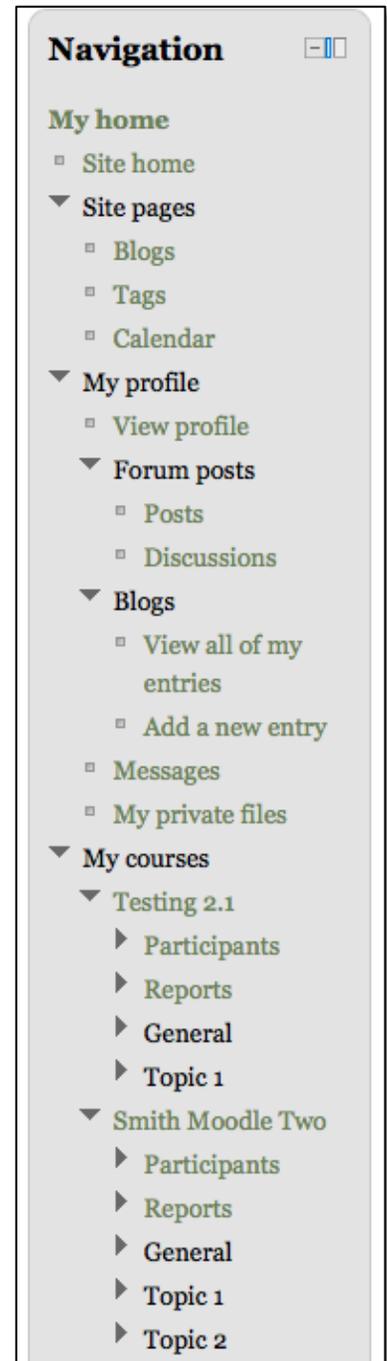
The **Navigation Block** is a new feature of Moodle 2.0. It is composed of links that help you easily navigate to site and course locations. Some links contain sub menus. To open a sub menu click the triangle next to it.

The main categories for the menu items are **My Home**, **Site Pages**, **My Profile**, and **My Courses**.

1. Clicking **My home** takes you to your **My Moodle** page – the page you see after you login.
2. **Site home** takes you to the front page of the entire Moodle site.
3. The **Site pages** menu gives you quick access to **Blogs**, **Tags**, and **Calendar**.
4. The **My profile** menu gives you quick access to your **profile**; **Forum** posts and discussions you have started as well as any replies you have made (*Note: this will be a list from every course in which you are participating.*); quick access to your **Blog** for review or to make a new entry; a link to the **Messages** area where you can read and send messages as well as add contacts; and a link to your **private files**.

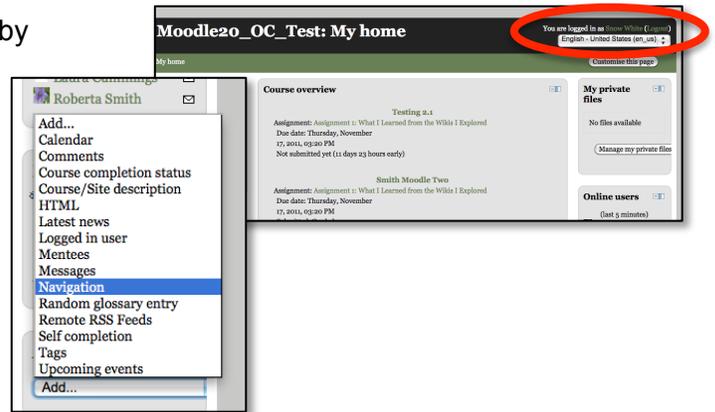
*Note: Students have all of these same links available to them.*

5. The **My courses** menu can be configured in different ways via the **Navigation block settings**. In this example, there are quick links to all courses in which the user is participating. Within each course there are links to **Participants**; **Reports** (*Note: Reports are not available to students in this way. If the teacher has enabled view activity reports in the Course Settings, then students can view their own activity reports under the Participants menu. They cannot view anyone else's reports.*); **General** resources like the **News Forum**; and links to any **Topic** that has resources or activities added to it.



The **Navigation Block's** appearance and location can be different depending on the Theme used as well as the configuration set up by the Moodle administrator. You will usually see this block on the site front page.

Users can add the block to their **My home** pages by clicking Configure page and then selecting it from the **Add a block** drop down menu.

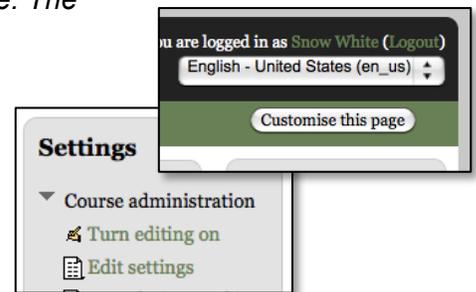


Teachers can add the block to courses by turning editing on and then using the **Add a block** drop down menu.

### Configuring a Navigation Block

There are a few options available to users to configure the position of the **Navigation Block** on their **My home page**, also known as the **My Moodle** page, as well as how detailed the **My courses** menu will be. *Note: Students can do this configuration on their **My home page**, but these changes will not affect the **Navigation Block** inside a course. The teacher's configuration will hold.*

1. To configure the **Navigation block** on **My home page**, click **Configure this page** and then click on the **edit icon** in the **Navigation block**. Teachers can also configure the **Navigation block** within a course. To do this, log in, go to the course area, click **Turn editing on**, then select the **edit icon** in the **Navigation Block**.



2. If you set **Allow users to dock this block** to Yes, this allows users to free up screen area if they need to, displaying a link to the Navigation Block in a tab at the side.
3. If **Display categories as links** is set to Yes, then Category link will be available in the Navigation block. Clicking on those links opens the category page, whereas clicking on the small arrowhead pulls down a further menu of its courses.
4. The **Trim mode** setting cuts long titles so they fit in the block in such a way that the overall readability in the block is not affected in an adverse way.
  - a. There is an option to trim characters from the beginning, middle, or end of the title.
  - b. You can also specify how many characters to trim.

The image shows the 'Configuring a Navigation block' settings form. It is divided into several sections:
 

- Block settings:**
  - Allow the user to dock this block: Yes
  - Display categories as links: No
  - Trim mode: Trim characters from the right
  - How many characters to trim to: 50
  - Generate navigation for the following: Everything
- Where this block appears:**
  - Original block location: User: Snow White
  - Default region: Right
  - Default weight: 3
- On this page:**
  - Visible: Yes
  - Region: Right
  - Weight: 3

 At the bottom are 'Save changes' and 'Cancel' buttons. Blue arrows from the text above point to the 'Allow the user to dock this block', 'Display categories as links', and 'Trim mode' settings.

5. The options in the **Generate Navigation for the following** setting allow you to configure how far the **My courses** menu should expand.
  - a. Selecting **Everything** expands the menu to allow access to any page in any of your course areas.
  - b. Selecting **Categories and courses** expands the menu to list links to the course areas in each category.
  - c. Categories, courses and course structures the menu expands as far as listing the section titles in each course area (these display unlinked).
  - d. Categories, courses and course activities the menu expands to allow access to any page in any of your course areas.
  
6. The options for **Where this block appears** allow you to locate and configure the page where the block originates.
  - a. **Default region** allows you to choose left or right for the position of the block.
  - b. **Default weight** sets the blocks position on the page. 1 puts the block at the top.
  
7. The options for **On this page** allow you choose how the block will be used on the current page.
  - a. You can choose to have the block Visible or not.
  - b. **Region** allows you to override the **Default region** if needed.
  - c. **Weight** allows you to override the **Default weight** if needed.
  
8. Click **Save changes**.

The screenshot shows the configuration interface for a navigation block. It is divided into three main sections:

- Generate navigation for the following:** A dropdown menu currently set to 'Everything'. The dropdown is open, showing other options: 'Categories and courses', 'Categories, courses, and course structures', and 'Categories, courses, and course Activities'.
- Where this block appears:**
  - Original block location: User: Snow White
  - Default region: Left
  - Default weight: 3
- On this page:**
  - Visible: Yes
  - Region: Left
  - Weight: 3

At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.