IBS Moodle Dashboard using web browser

- The IBS Moodle Dashboard is the landing page after successful login. The dashboard is where you can access almost all the Moodle functions available to you including the course analytics, Microsoft apps access, upcoming events, courses and more.
- This guide shows the different sections of the Dashboard and their brief description.

Roles

- Lecturer, Students

Pre-condition

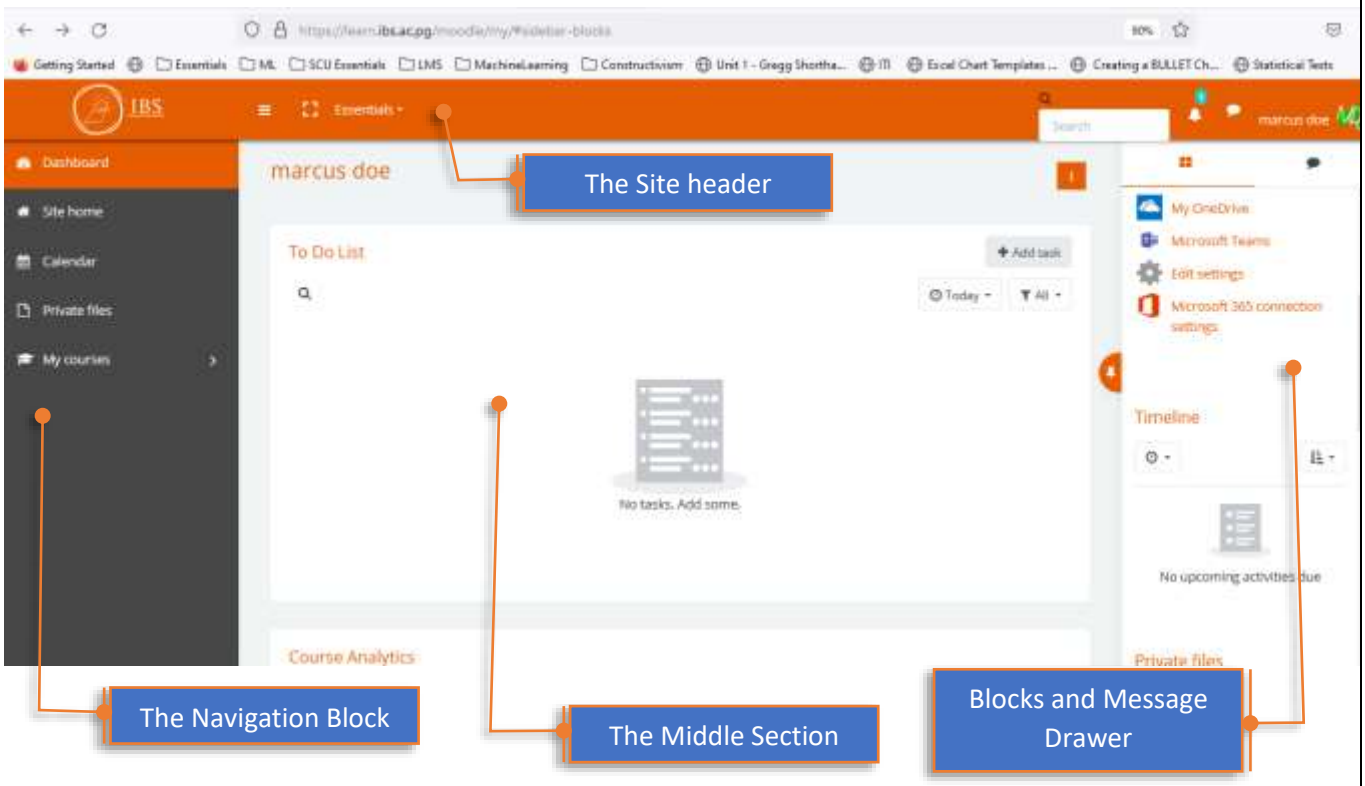
1. Logged in

General Notes

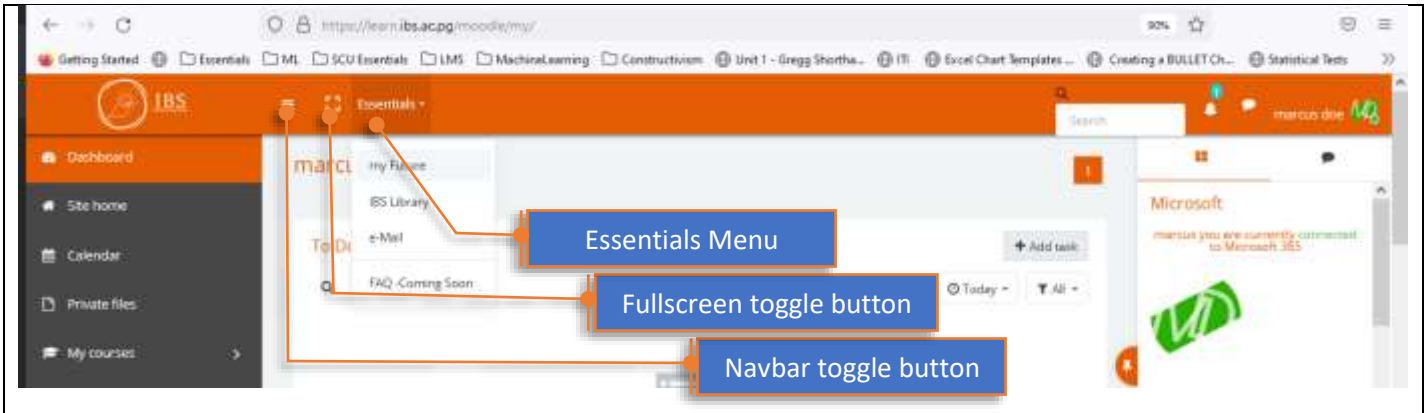
1. This guide is not a step by step procedure rather it is a presentation of accessible features of IBS Moodle.

Features

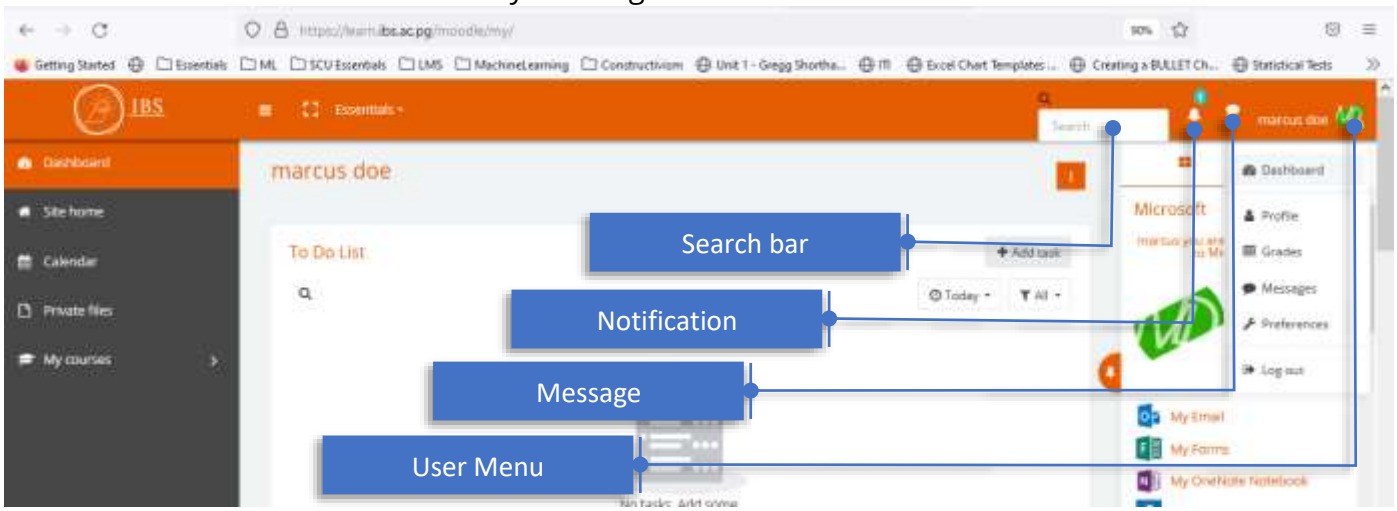
1. The Dashboard



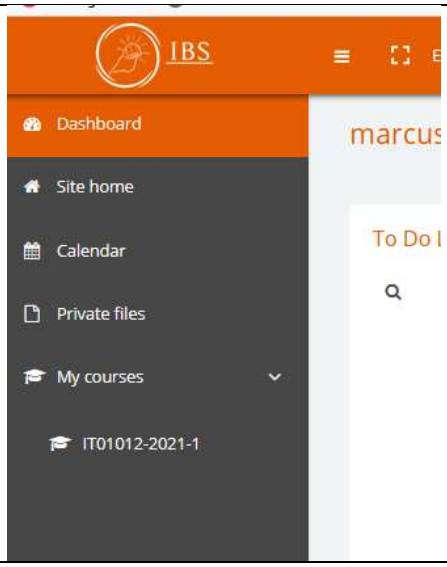
2. The Site Header
   - Once you logged in, this heading persists.
   - The **navbar toggle button** toggles the navigation bar on the left side. Click once, the navigation bar is shifted on/off.
   - The **Fullscreen toggle** button toggles from full screen to normal screen.
   - The **Essentials menu** are links to various IBS portals.



- The **Search bar** allows you to search the content of the IBS Moodle. Enter a keyword then press enter key.
- The **Notification icon** informs you of any new notification. Click it to see the notification.
- The **Message icon** tells you of new message. Click it to toggle the message bar.
- The **User Menu** provides you access to your Dashboard, Profile, Grades, Message, and Preferences. It also allows you to log-out.

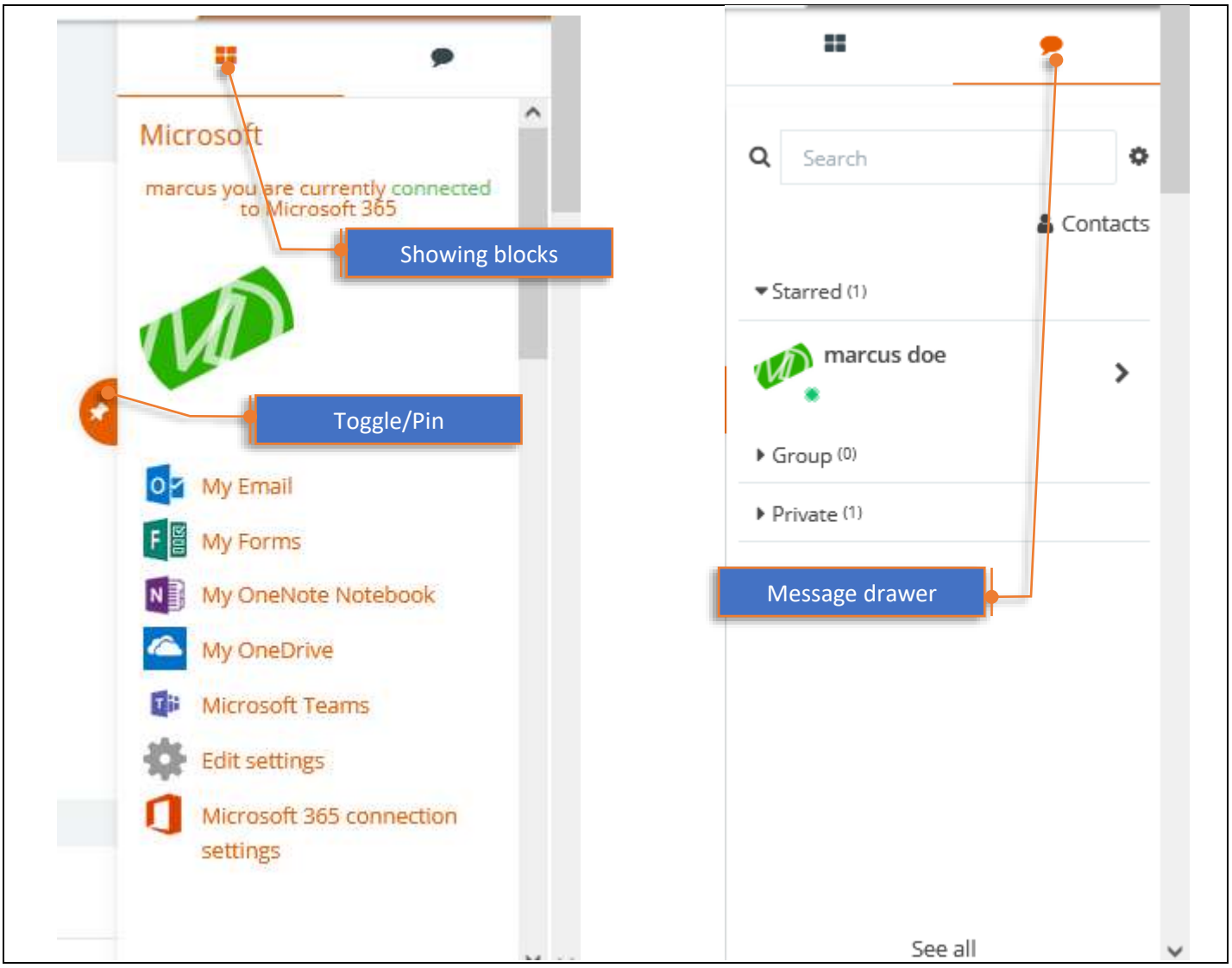


3. IBS Moodle Navigation Block
   - The navigation block is used to provide navigation links. The navigation block will appear on every page of the site. It contains an expanding tree menu which includes Dashboard, Site Pages and Courses. What appears in the navigation block depends on the role of the user, where they are in the Moodle site, and any settings that have been applied globally.
   - The **Site home** links you to the landing page of IBS Moodle. This page is available for all even without logging in.
   - The **Calendar** links you to the calendar feature where add personal reminders and get the event and assessment reminders set lecturers, administrators and activities.
   - The **Private files** takes you to Moodle feature where you can manage your private files. All uploaded files in the Private files are only available to you.
   - The **My courses** once click shows you the list of your courses. Click any of the course to take you to the course page.
   - Use the Navbar toggle button to hide/unhide.



4. The Middle Section
    - The Middle section contains important feature of IBS Moodle such as
    - The **To do list**, this allows you to schedule your future tasks and remind you on the due date.
    - The **Course Analytics** provides you analytics how you are progressing with your courses. You can select a course to see your class standing.
    - The **Recent Feedback** and **Recent Forums** show you the latest feedback provide by markers and latest comments in the in the forums.

5. The Block Container
    - The Block Container are located on the right and it is autohide. Click the Toggle/Pin to hide/unhide the block. Click it for second time if expanded to disable auto hide.
    - You can shift your view from block container to Message drawer and vice versa.
    - The Blocks
        - ✓The **Microsoft** block indicates whether you are connected to Microsoft 365. The quick links to Microsoft 365 application is also available. Click any of these links so you can be redirected to apps page.
        - ✓The **Timeline** block shows the present and upcoming activities in chronological order. You can use this to check schedules of your activities and assessments.
        - ✓The **Private** files block is convenient way to access and manage your private files.
        - ✓The **Online** users block shows the active users.


Microsoft
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Showing blocks
Toggle/Pin
My Email
My Forms
My OneNote Notebook
My OneDrive
Microsoft Teams
Edit settings
Microsoft 365 connection settings
Search
Contacts
Starred (1)
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Private (1)
Message drawer
See all