1. Effective Navigation

OVERVIEW

Creating effective navigation is very important to the success of your course. You want your students to focus more on your coursework versus spending more time trying to navigate your course. In this guide, we will be showing you how to create an effective course menu that will be simple and intuitive for your students to use.

1. The recommended "best practice" for the sections that you should have for your course menu is as follows.
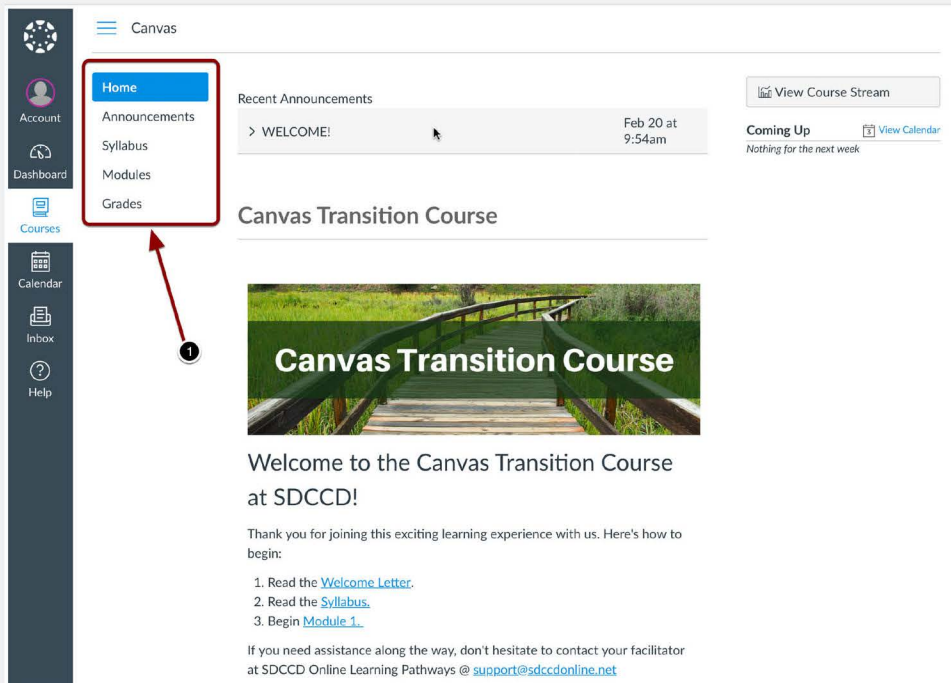
- Home
- Announcements
- Syllabus
- Modules
- Grades

Notice that course sections like Assignments, Pages, Files, & Quizzes are not included in this example. The single point of entry to your coursework for students to access should be the modules section.

Having more than one point of entry to your coursework can prove to be confusing to your students. Also, by limiting access to just the Modules section, gives you greater control over how you want your students to navigate through your coursework.

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1. As you can see in the red box these are the items we want you to save in your navigation tab.

2. Modifying the Course Menu

1. Click on "Settings" within the course menu.

2.1 Navigation Tab

1. Click on the "Navigation" tab.

2.2 Reordering Course Menu Items

1. The box on the top is the menu of items you want your students to see.

2. The box on the bottom is for items you want to hide from your students.

3. To hide specific items from your students, click and drag an item from the top box to the bottom box. To begin click and drag the "Collaborations" item to the bottom box.

2.3 Item Hidden

1. As you can see the "Collaborations" item now resides in the bottom box, which means it is hidden from students.

2. To continue, drag the items highlighted in the red box to the bottom box to hide them from students.

2.4 Confirmation

1. Referring to the image below, these are the base items that you should have on the course menu.

- Home
- Announcements
- Syllabus
- Modules
- Grades

2. These are the course items that should not be included in the course menu. The single point of entry for your coursework should be the Modules section. Having more than one point of entry to your coursework for students can be confusing, plus it eliminates control over how you want your students to access your coursework.

- Assignments
- Pages
- Files
- Quizzes

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2.5 Optional Items

1. The course menu items highlighted below are items you are free to include in your course menu if you feel it is appropriate. You might want to use the Discussions tool or you might want to use Google Drive as well. Either way, these elements are more than acceptable for your students to access.

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To enable any of these items, just drag a specific item from he bottom menu to the top menu.

2. After you have finished modifying your course menu, click "Save" to save your changes.

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2.6 Student View

1. You always want to use the "Student View" to check your work. Make sure you are still in the "Settings" section of your course.

2. Click on "Student View".

2.7 Verification

1. This is the recommended "best practice" for how a course menu should be formatted. It's simple and easy to use. It also emphasizes the Modules section as the single point of entry for your coursework.

2. Click the "Leave Student View" button to return back to the Instructor View.

CONCLUSION

1. If you do not have published content in your Modules or Announcements you will see an Eye icon next to the navigational item. This denotes that while the navigation item is published on the navigation menu it will not be available for student access as there is no content available to them.
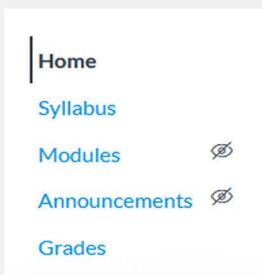
2. For any assistance you can always contact any of the Staff of the Online Learning Pathways Department.
We recommend that you email us at any of the following and CC all of us for the best response time.
ptea@sdccd.edu (Peter Tea, Instructional Assistant)
crodgers@sdccd.edu (Chris Rodgers, Instructional Design Coordinator)
ttidwell@sdccd.edu (Trenton Tidwell, Instructional Design Coordinator)