

## **How to Navigate Your Classroom**

### **TITLE SCREEN 1: How to Navigate Your Classroom**

NARRATOR: Welcome to the “How to Navigate Your Classroom” demonstration.

NARRATOR: After you have completed this demonstration, you will be able to:

1. Identify the different sections of the left navigation bar
2. Navigate to course content areas from the left navigation bar and breadcrumb trail

NARRATOR: This demonstration is broken down into two steps. To return to a specific step for review, please click on the appropriate link from the menu on the left.

CALLOUT: Highlight menu on the left.

NARRATOR: Let’s start by taking a look at the different sections of the left navigation bar in your classroom.

### **TITLE SCREEN 2: Step 1: Identify the Different Sections of the Left Navigation Bar**

NARRATOR: Step 1: Identify the Different Sections of the Left Navigation Bar

NARRATOR: When you enter your classroom, you will see a navigation bar on the left of your screen.

CALLOUT: Highlight the left navigation bar.

NARRATOR: This navigation bar will provide you with important information about your course and Walden University, as well as guide you through the course as you complete assigned activities.

NARRATOR: In the first section of the left navigation bar, you can find information that is specific to your course.

CALLOUT: Highlight the first section of left navigation bar.

NARRATOR: The second section of the left navigation bar includes the weeks, modules, or units of your course that contain various content areas, such as Introductions, Learning Resources, Discussions, Assignments, Quizzes, Exams, and/or Projects.

CALLOUT: Highlight second section of the left navigation bar.

NARRATOR: The third section of the left navigation bar includes a link to the Tools area and if applicable the Groups area.

CALLOUT: Highlight third section of the left navigation bar.

NARRATOR: The fourth section of the left navigation bar provides information about Student Support, Walden University policies and procedures, and links to Walden University resources.

CALLOUT: Highlight fourth section of the left navigation bar.

NARRATOR: Now that you have learned about the different sections of the left navigation bar in your classroom, let’s take a look at how to navigate to the various course content areas from the left navigation bar.

### TITLE SCREEN 3:

#### **Step 2: Navigate to Course Content Areas from the Left Navigation Bar and Breadcrumb Trail**

NARRATOR: Step 2: Navigate to Course Content Areas from the Left Navigation Bar and Breadcrumb Trail

NARRATOR: To access any content area in the left navigation bar, click on its name. For instance, to access the Syllabus, click on **Syllabus** in the left navigation bar. The content of that area will then be displayed.

CALLOUT: Click on the **Syllabus** item.

NARRATOR: If you would like to maximize the content display area on the right side of the page, you can click on the **Hide Course Menu** icon.

CALLOUT: Highlight and click on the **Hide Course Menu** icon.

NARRATOR: You will notice that the left navigation bar has been minimized. If you would like to display the left navigation bar, click on the **Show Course Menu** icon.

CALLOUT: Highlight minimized left navigation bar.

CALLOUT: Click on **Show Course Menu** icon.

NARRATOR: Next, let's take a more detailed look at how to navigate to course content within a week, module, or unit from the second section of the left navigation bar. To do so, we will use Week 1 as an example.

NARRATOR: You can access a particular week, module, or unit from the left navigation bar by clicking on its name in the left navigation bar. For instance, to access Week 1, select **Week 1** on the left navigation bar.

CALLOUT: Select **Week 1**.

NARRATOR: You will now see the Week 1 Introduction page. If you scroll to the bottom of a week, module, or unit Introduction page, you will see the other content areas. For instance, here in the Week 1 example, you can see the other content areas within Week 1.

CALLOUT: Scroll to the bottom of the Week 1 Introduction page and highlight the links to the other content areas within Week 1.

NARRATOR: If you click on the name of any of these content areas, you will be directed to the page that contains the content for that area. For instance, if you click on **Resources**, you will be directed to the Learning Resources for the week.

CALLOUT: Click on **Resources**.

NARRATOR: If you would like to return to a week, module, or unit, Introduction page, one easy way to do so is by using the breadcrumb trail at the top of your classroom. The breadcrumb trail will show your current location in your classroom as well as the path that you took to get there. It can also be used to return to a previous location.

CALLOUT: Highlight the breadcrumb trail at the top of the classroom.

NARRATOR: To use the breadcrumb trail to return to the week, module, or unit Introduction page, click on its name in the breadcrumb trail. For instance, to return to the Week 1 Introduction page, click on **Week 1** in the breadcrumb trail at the top of your classroom.

CALLOUT: Click on **Week 1** in the breadcrumb trail.

NARRATOR: You will then be directed back to the Week 1 Introduction page and can continue to navigate to other content areas within the week as noted in the previous steps.

NARRATOR: Another way to access the content areas of a week, module, or unit is to click on the plus sign located next to its name in the left navigation bar. For instance, you can access the content areas for Week 1 by clicking on the plus sign next to **Week 1** in the left navigation bar.

CALLOUT: Click the plus sign to expand Week 1.

NARRATOR: You can now see all of the content areas for Week 1 in the left navigation bar. To access the content for any of the areas that you see, click on the name of the content area. For instance, to access the Assignment content for Week 1 from the left navigation bar, click on **Assignment** under Week 1.

CALLOUT: Highlight the items under Week 1.

CALLOUT: Click on **Assignment** in the left navigation bar under Week 1.

NARRATOR: It is important to note that although you can further expand some content areas listed under a week, module, or unit, it is not necessary to do so in order to view the content for that particular area.

NARRATOR: To collapse a week, module, or unit, click the minus sign next to its name. For instance, to collapse Week 1, click on the minus sign next to **Week 1**.

CALLOUT: Click the minus sign to collapse Week 1.

NARRATOR: Congratulations! You have now completed the "How to Navigate Your Classroom" demonstration.