

Navigation basics

This is a transcript of a video on the Totara Academy

In this video, we're going to have a look at some of the basics of navigating around a Totara site. The site might look a bit different to yours, but many of the key features will be the same.

00:25

I'm starting here at the front page, where I'll login as a team member.

Now I'm logged in, I've been taken to my team member dashboard. This page is like my homepage, and I can use it to access lots of different parts of the system.

Different users can have a different dashboard, depending on their role, or the audience they belong to. So it's personal to me.

Many Totara pages are made up of blocks. You decide which blocks appear on which pages.

For example, on my dashboard, I've got the **Latest badges** block, a **Catalogue** block showcasing latest content from the Explore catalogue and a **Current Learning** block.

Site Administrators decide which blocks appear, although individual users can also customise their dashboard view.

01:23

On the left-hand side you'll find the main navigation. Your site will come with default settings, but Site Administrators can also customise this menu. It can also be different for different users.

A common way for users to find learning that needs their attention is through their **Current Learning** block, which shows all of the courses, programs and certifications they are currently enrolled in.



To find new formal and informal learning content, you can use the **Explore** catalogue, where you can browse or search for content on your site. The catalogue includes formal courses, programs, and certifications, as well as collaborative workspaces and user-generated playlists and resources.

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Let's check out a course page.

Courses are made up of activities, structured into a pathway.

For example, my course has a quiz activity, which I can access by selecting this link.

I can return to my dashboard at any time using the main menu.

I can also use this menu to access other parts of the system.

I might check in on my competencies and goals via my **Performance overview** page which is unique to me or join the discussion in a topical workspace.

I can also access my user profile via my image in the top right.

So that's how things might look to a standard user. Let's login as a Site Administrator to the same site and see what's different.

Back on the dashboard you can see things look very similar, but I have a few new options.

For example, I can choose to **Manage dashboards** which allows me to make changes to the dashboards on the site.

I can now see the **Quick-access menu**, where I can find all of my administration options. This menu is customisable, so I can choose to see only the options applicable to me.

From here I can create and view **Reports** about activity on my site or manage my Users.

03:16

Let's have another look at that course page.

It looks similar to the learner view, but I also have a course **Administration** menu where I can make changes to the course content and settings.

As Site Administrator, I can configure all of the settings and content on my site.



So that's the basics of navigating around Totara. Why not login to your own system right now and have a look around?