

# How To

## Admin

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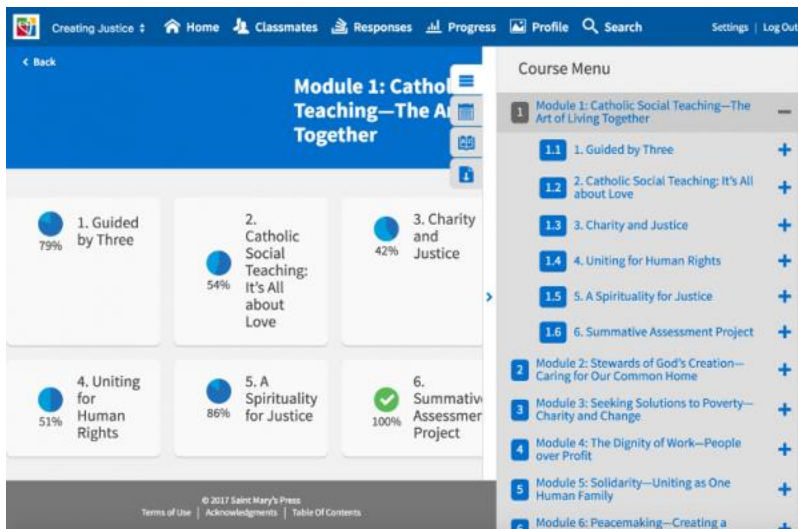
## Student

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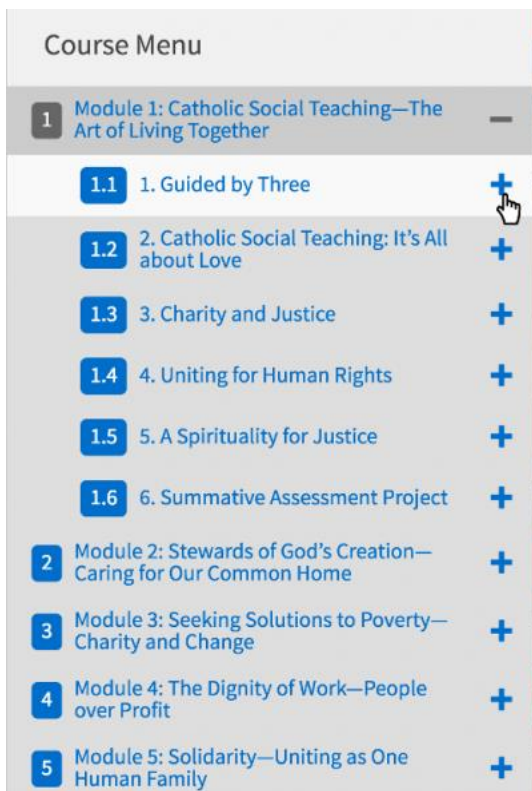
## How to Use the Course Menu?

**Step 1:** Open the side navigation, **click on the “Menu” icon (three bars)**, and the side menu will open.

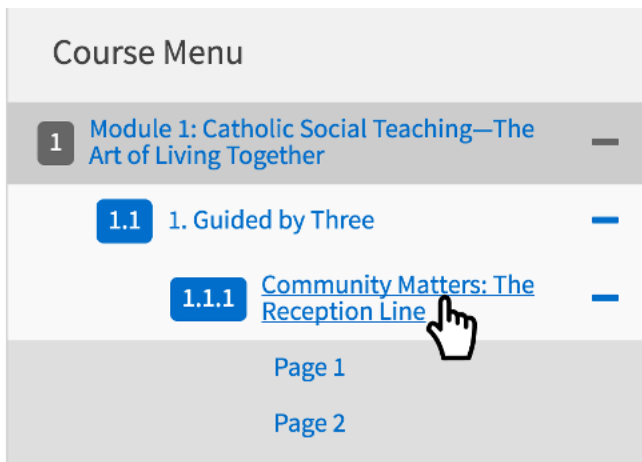
When you open the side navigation, the page you are on will have a darker gray background and number icon color. The active page shown below, is Module 1.



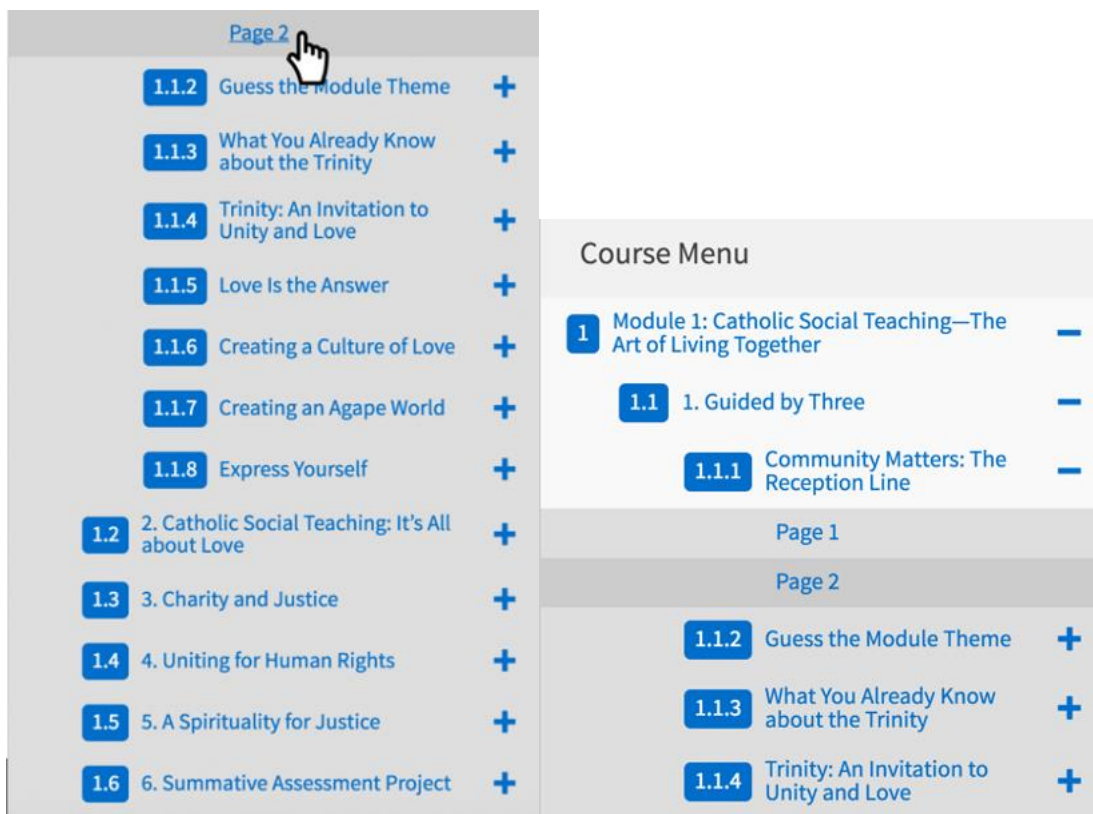
**Step 2:** To view pages listed inside modules, lessons and activities, **click on the “plus or Minus” icon**, located to the right of the title of the module, lesson, or activity.



**All page titles are selectable**, and when you click on them, you will be redirected to that page.



**Note:** Once you are deep within the course, the side navigation will open on the page you are on, at the top of the side menu. To see modules, lessons, or activities listed above or below, simply scroll.



## What is Module Numbering Shown on the Course Menu?

The number icons are called “**Module Numbering**,” and within every course there are variations of modules, lessons and activities. Modules are like chapters that contain lessons, and the lessons contain activities.

Below is an example course menu of for *Creating Justice*, which has 6 modules, and are numbered 1-6.

Course Menu		
1	Module 1: Catholic Social Teaching—The Art of Living Together	+
2	Module 2: Stewards of God’s Creation—Caring for Our Common Home	+
3	Module 3: Seeking Solutions to Poverty—Charity and Change	+
4	Module 4: The Dignity of Work—People over Profit	+
5	Module 5: Solidarity—Uniting as One Human Family	+
6	Module 6: Peacemaking—Creating a Culture of Encounter	+

If we **open module 1**, in *Creating Justice*, we will find module 1 has 6 lessons, which will be numbered with module 1’s number shown in front of the lesson’s number.

Shown below, module 1, lesson 1, number icon is listed as 1.1.

Course Menu		
1	Module 1: Catholic Social Teaching—The Art of Living Together	—
1.1	1. Guided by Three	+
1.2	2. Catholic Social Teaching: It’s All about Love	+
1.3	3. Charity and Justice	+
1.4	4. Uniting for Human Rights	+
1.5	5. A Spirituality for Justice	+
1.6	6. Summative Assessment Project	+

Now, if you **open lesson 1**, in *Creating Justice*, you will find it has 8 activities and you will find module 1’s and lesson 1’s numbering shown in front of each activity’s number.

In the example below, you will see the number icon 1.1.4, which means module 1, lesson 1, activity 4.

Course Menu		
1	Module 1: Catholic Social Teaching—The Art of Living Together	—
1.1	1. Guided by Three	—
1.1.1	Community Matters: The Reception Line	+
1.1.2	Guess the Module Theme	+
1.1.3	What You Already Know about the Trinity	+
1.1.4	Trinity: An Invitation to Unity and Love	+
1.1.5	Love Is the Answer	+
1.1.6	Creating a Culture of Love	+
1.1.7	Creating an Agape World	+
1.1.8	Express Yourself	+

If you **open activity 4** in *Creating Justice*, and you will see the numbered pages listed below the activity. These are numbered pages (page 1, page 2, etc.) do not contain module numbering, as shown in the example below.

Course Menu		
1	Module 1: Catholic Social Teaching—The Art of Living Together	—
1.1	1. Guided by Three	—
1.1.1	Community Matters: The Reception Line	+
1.1.2	Guess the Module Theme	+
1.1.3	What You Already Know about the Trinity	+
1.1.4	Trinity: An Invitation to Unity and Love	—
	Page 1	
	Page 2	
	Page 3	
	Page 4	
	Page 5	
	Page 6	
	Page 7	

**Note:** Every course is structured differently, while *Creating Justice* has 6 modules with many lessons and activities; *Understanding Racism* has 1 module with many lessons and activities.