

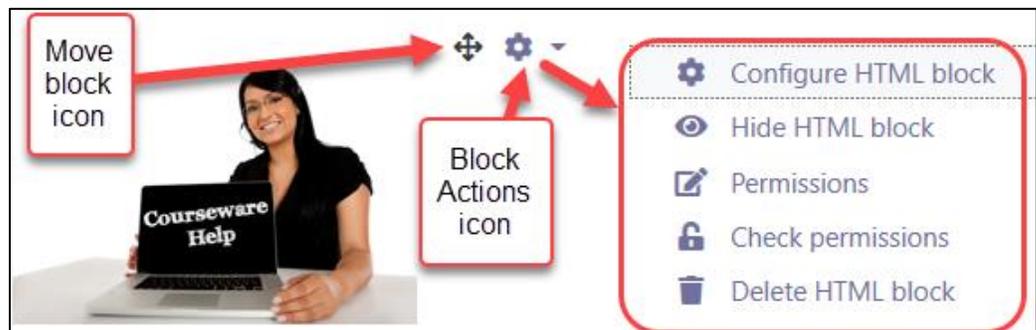
Introducing the Students Courseware Help Block

The Courseware arrives with a **Help** block to assist students while they are becoming familiar with the courseware. The first section below, **Managing the Courseware Help Block**, is a reminder of how a teacher can manipulate a block. This section is followed by the section **Using the Courseware Help Block**. It is suggested that you follow these steps to help you make the students aware of this resource, and how they, in turn, can use it to work more independently.



Managing the Courseware Help Block

1. Click on the **Block Actions** icon (Cog icon).
2. Click on the Turn editing on link.
3. Editing options appear in the **Courseware Help** block.



4. With the **Configure HTML block** option, you can create a title for the block and position the block. This block does not have a title as a default setting. When your students no longer require the **Courseware Help** block, you may use the **Hide HTML block** option to remove it from the course view.

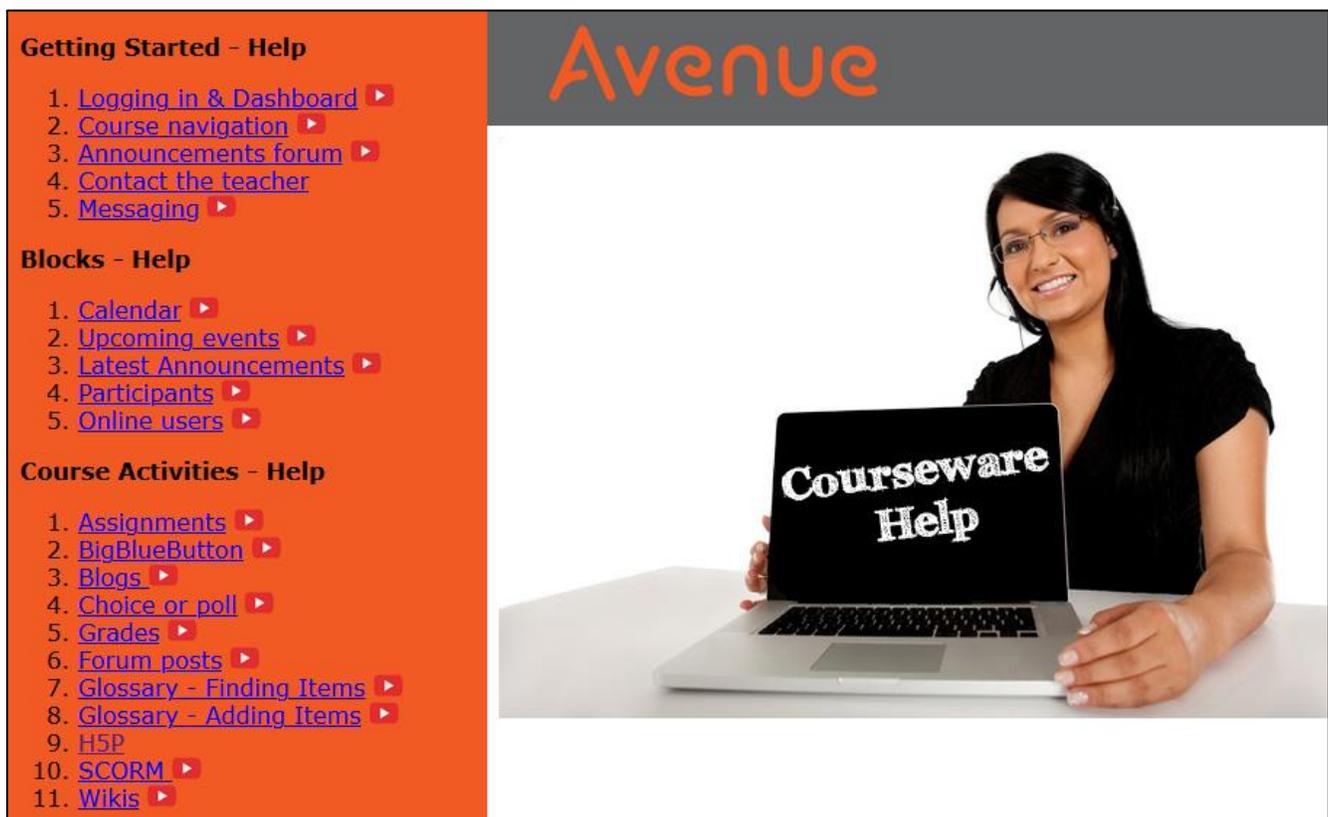
Using the Courseware Help Block

1. Locate the **Courseware Help** block.



2. Click on the **Courseware Help** block.

- A new window opens as pictured below.

The screenshot shows a web interface for Avenue. On the left is an orange navigation menu with the following sections:

- Getting Started - Help**
 1. [Logging in & Dashboard](#) ▶
 2. [Course navigation](#) ▶
 3. [Announcements forum](#) ▶
 4. [Contact the teacher](#)
 5. [Messaging](#) ▶
- Blocks - Help**
 1. [Calendar](#) ▶
 2. [Upcoming events](#) ▶
 3. [Latest Announcements](#) ▶
 4. [Participants](#) ▶
 5. [Online users](#) ▶
- Course Activities - Help**
 1. [Assignments](#) ▶
 2. [BigBlueButton](#) ▶
 3. [Blogs](#) ▶
 4. [Choice or poll](#) ▶
 5. [Grades](#) ▶
 6. [Forum posts](#) ▶
 7. [Glossary - Finding Items](#) ▶
 8. [Glossary - Adding Items](#) ▶
 9. [H5P](#)
 10. [SCORM](#) ▶
 11. [Wikis](#) ▶

On the right, there is a video player. The video shows the same woman from the previous image sitting at a desk with a laptop. The laptop screen displays "Courseware Help" in white text on a black background. The Avenue logo is visible at the top of the video player area.

3. On the left menu, there are links to help **documents (PDF)** and **videos**.

4. In the left navigation bar, click on a **text** link.

- A **PDF** document is opened. On some browsers it will open within the window, on others it will download into your computer's download folder.

The screenshot shows the Avenue LMS interface. On the left is a navigation menu with three sections: 'Getting Started - Help', 'Blocks - Help', and 'Course Activities - Help'. A yellow arrow points from the 'Upcoming events' link in the 'Blocks - Help' section to the 'Calendar' block in the main content area. The 'Calendar' block is titled 'The Calendar Block' and includes a description: 'The Calendar helps organize activities and events.' Below the text is a calendar for February 2020 with callouts for 'Previous month', 'Next month', and 'Event colour key'. The 'Event colour key' callout points to a legend with five items: 'Hide global events' (green), 'Hide category events' (purple), 'Hide course events' (orange), 'Hide group events' (yellow), and 'Hide user events' (blue). Below the calendar, there is a paragraph explaining the event color key and a list of two event types: 'Global' (green) and 'Category' (orange).

Getting Started - Help

1. [Logging in & Dashboard](#) ▶
2. [Course navigation](#) ▶
3. [Announcements forum](#) ▶
4. [Contact the teacher](#)
5. [Messaging](#) ▶

Blocks - Help

1. [Calendar](#) ▶
2. [Upcoming events](#) ▶
3. [Latest Announcements](#) ▶
4. [Participants](#) ▶
5. [Online users](#) ▶

Course Activities - Help

1. [Assignments](#) ▶
2. [BigBlueButton](#) ▶
3. [Blogs](#) ▶
4. [Choice or poll](#) ▶
5. [Grades](#) ▶
6. [Forum posts](#) ▶
7. [Glossary - Finding Items](#) ▶
8. [Glossary - Adding Items](#) ▶
9. [H5P](#)
10. [SCORM](#) ▶
11. [Wikis](#) ▶

The Calendar Block

The Calendar helps organize activities and events.

Calendar

February 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Event colour key

- Hide global events
- Hide category events
- Hide course events
- Hide group events
- Hide user events

On the **Event color key**, there are different kinds of events. They appear in different colours.

- **Global:** An event that is posted to everyone on the system. An example is a holiday. These events are marked in green in your calendar.
- **Category:** An event that is posted to a group of courses which are usually at the same local

5. In the left navigation bar, click on a **video** icon. ▶

- **Videos** provide information and practical steps to utilizing courseware features.
- The video will open in the window.

Getting Started - Help

1. [Logging in & Dashboard](#)
2. [Course navigation](#)
3. [Announcements forum](#)
4. [Contact the teacher](#)
5. [Messaging](#)

Blocks - Help

1. [Calendar](#)
2. [Upcoming events](#)
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Course Activities - Help

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2. [BigBlueButton](#)
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5. [Grades](#)
6. [Forum posts](#)

The screenshot shows the Avenue LINC 4 (BD) course page. At the top, there is a navigation bar with the 'Avenue' logo. Below it, the 'Upcoming Events Block' is displayed, featuring a video player with the title 'The Upcoming Events Block'. A yellow arrow points from the 'Upcoming events' link in the left-hand menu to the video player. The page also includes a 'Canada (LINC 4)' section with a Canadian flag and a 'Calendar' for February 2020.

- These **YouTube** videos are compatible with all browsers & devices.
6. When finished using help, close the **window** or **tab** and continue working on your course.