

Managing Course Blocks

It is important to understand the mechanics of managing standard blocks for your courses. Items for consideration are parts of a block and adding, hiding, showing, moving and configuring blocks. Attention should also be given to which standard blocks you choose to use in your courses.

Standard Blocks

There are many standard blocks that can be used in your course. The course arrives with some already activated. In the image below, there are 3 blocks in use. These are in the right column of the screen. You can see the **Courseware Help** block, the **Blog menu** block and the **Calendar** block. On the left column of the screen is the **Navigation Drawer**. As an instructor, you have many options to manage and use blocks for your instructional purposes.

The screenshot displays the Avenue LMS interface for the course 'MS. BEVERLY'S LINC 3'. The interface is divided into several sections:

- Navigation Drawer (Left):** A vertical menu listing various course topics such as 'Participants', 'Badges', 'Competencies', 'Grades', and 'LINC 3 - All Themes'.
- Main Content Area (Center):** Contains several blocks:
 - LINC 3 - All Themes:** A list of sub-topics including 'Announcements', 'News forum', 'Keywords-LINC 3', and 'General Discussion'.
 - Using the LINC 3 Courseware:** A section with an icon of a person at a laptop and a link to 'About this unit'.
 - Being successful with LINC:** A section with an icon of a person at a laptop and a link to 'Tips for learner responsibilities'.
- Right Sidebar (Highlighted Blocks):**
 - Courseware Help block:** A block featuring a woman at a laptop with a 'Courseware Help' label.
 - Blog menu block:** A block titled 'Blog menu' with options to 'View all entries for this course', 'View my entries about this course', and 'Add an entry about this course'. It includes a search bar and a 'Search' button.
 - Calendar block:** A calendar for February 2020, showing dates from 3 to 29. Below the calendar are options to 'Hide global events', 'Hide category events', 'Hide course events', 'Hide group events', and 'Hide user events'.

The table below provides a listing of the available standard blocks that you can activate, including the blocks already activated in your course.

| | | |
|--------------------------|----------------------|-----------------------|
| Activities | Feedback | Private files |
| Activity results | Global Search | Random glossary entry |
| Administration | HTML | Recent activity |
| Blog menu | Latest announcements | Recent blog entries |
| Blog tags | Latest badges | Remote RSS feeds |
| Calendar | Learning plans | Search forums |
| Checklist | Logged in user | Section links |
| Comments | Mass action block | Self-completion |
| Community finder | Mentees | Tags |
| Course completion status | Navigation | Upcoming events |
| Course/site summary | Online users | |
| Courses | People | |

Parts of a Block

Non-editing and Student View:



Editing turned on View:



Block Management in Your Course

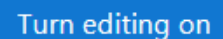
There are several functions that the teacher can control when it comes to managing the blocks:

- Adding a block
- Hiding and Showing a block
- Deleting a block
- Moving a block
- Configuring a block

Adding a Block to Your Course

Note: In these examples, we will use the **Activities** block.

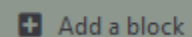
1. Near the top of a course click on the **Turn editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

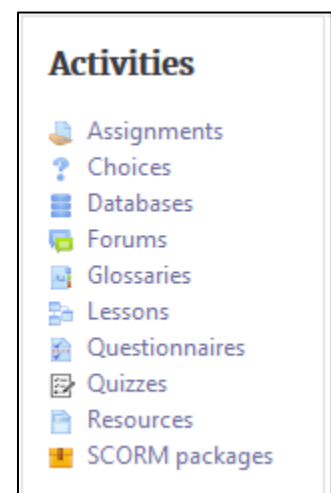
2. Ensure that the **Navigation drawer** is visible. If it is not visible, click on the **Vertical ellipsis** icon on the top-left corner of your page.



3. Scroll down to the bottom of the **Navigation drawer** and click on the **Add a block** link.

A grey rectangular button with a plus sign icon and the text "Add a block" in white.

4. A list of available blocks appears (note that you will only see a block name on this list if it is not already added to your course). From the list of blocks, click on **Activities**.
5. The new block (**Activities**) appears in the right column of the course.
6. Click on the course **Actions menu**.
7. Click on the **Turn editing off** link to see the student view.



Deleting a Block from Your Course

1. Near the top of a course click on the **Turn editing on** button.
2. Look for the **Activities** block.
3. In the **Activities** block, click on the **Actions** menu.
4. Click on **Delete Activities block**.
5. The following message appears.
6. Click on the **Yes** button if you are sure you want to delete the block.

Turn editing on

Confirm

Are you sure that you want to delete this block titled Activities?

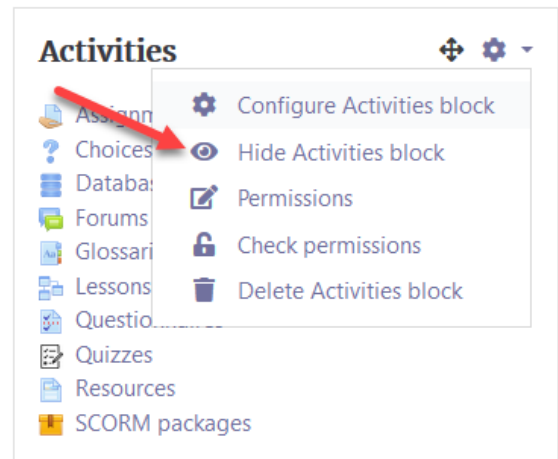
7. The **Activities** block is removed.
8. Click on the **Actions** menu.
9. Click on the **Turn editing off** link to see the student view.

Hiding and Showing a Block on Your Course

Deleting a block from your course is not always necessary. An alternative solution is to hide it temporarily from your students. This process is simply clicking on a toggle button. In this example, we will show and hide the **Activities block**.

1. Click on the **Actions** menu.
2. In the drop-down menu, click **Turn editing on**.
3. Look for the **Activities** block.
4. In the **Activities** block, click on the **Actions** menu.

5. Click on **Hide Activities block**.

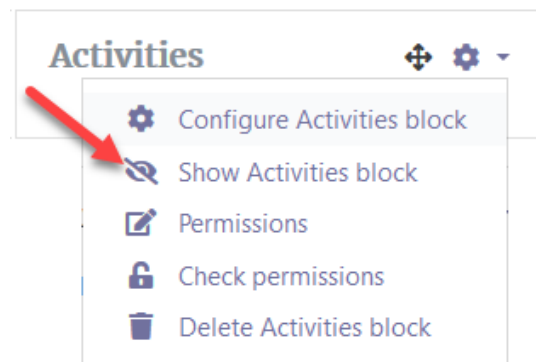


6. The **Activities block** collapses.

7. To make the block visible again, click on the **Actions menu**.



8. Click on **Show Activities block**.



9. The **Activities block** is now visible.

10. Click on the course **Actions menu**.

11. Click on the **Turn editing off** link to see the student view.

Moving a Block

1. Click on the course **Actions menu**.

2. In the drop-down menu, click **Turn editing on**.

3. Look for the **Activities block**.

4. In the **Activities** block, move the cursor over to the **Move** icon. The cursor changes to a cross icon with four arrow tips.

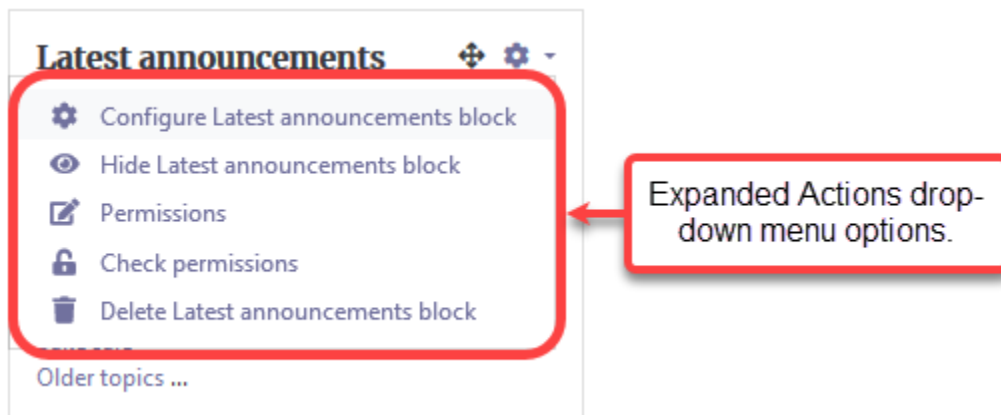


5. Drag the **Activities** block vertically to a new position on the course page on the right column.

Configuring a Block

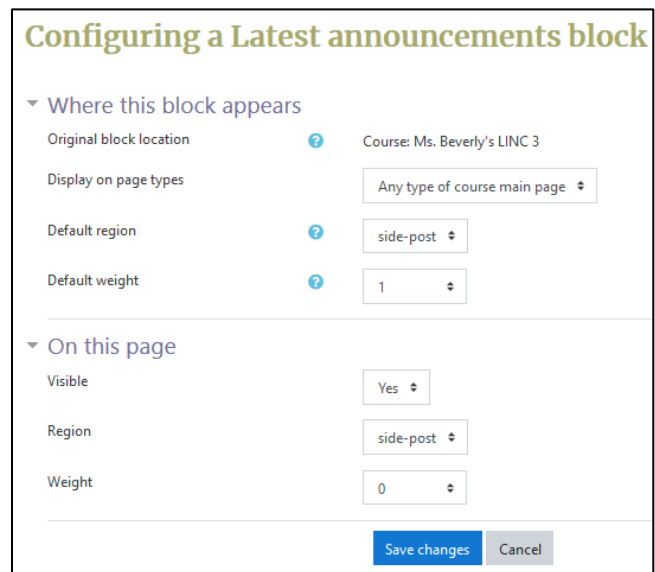
1. To reveal editing functionality, turn the course editing function on and click on the block's **Actions** drop down menu to expand it.

Note: In these examples, we will use the Latest Announcements block; the process is the same for other blocks.



2. To configure the settings for the block, click on the **Configure Latest announcements block** link in the **Actions** menu.

3. On the page that opens, you can choose the options that suit your course requirements and then click on the **Save changes** button at the bottom of the page.



The screenshot shows the configuration interface for a 'Latest announcements' block. It is divided into two main sections: 'Where this block appears' and 'On this page'. The 'Where this block appears' section includes settings for 'Original block location' (Course: Ms. Beverly's LINC 3), 'Display on page types' (Any type of course main page), 'Default region' (side-post), and 'Default weight' (1). The 'On this page' section includes settings for 'Visible' (Yes), 'Region' (side-post), and 'Weight' (0). At the bottom right, there are 'Save changes' and 'Cancel' buttons.

In the **Where this block appears** section, the only setting that you can control is the **Default weight**. This is a number that determines where the block will appear from the top of the screen. Setting the **Default weight** to a lower or negative number positions the block closer to the top of the screen. Setting the **Default weight** to a higher number positions the block lower on the screen.

The **On this page** section allows you to show or hide the block and set the block position using the **Weight** drop-down menu. This is a number that determines where the block will appear from the top of the screen. Setting the **Weight** to a lower or negative number positions the block closer to the top of the screen. Setting the **Weight** to a higher number positions the block lower on the screen. This overrides the numbers on the **Where this block appears** page.

Block Management Help Links

[Moodle Documents: Blocks](https://docs.moodle.org/39/en/Blocks)

<<https://docs.moodle.org/39/en/Blocks>

[Moodle Documents: Blocks FAQ](https://docs.moodle.org/39/en/Blocks_FAQ)

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