

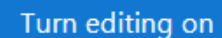
## The Mass Action Block

The **Mass Action block** is a useful editing tool for instructors. If it is added to a course, it allows instructors to perform actions upon multiple resources or activities, rather than having to perform repeated actions on individual items. Supported actions include mass selection, indentation, deletion, hiding, showing, and moving. Using Mass Action can be especially helpful when first setting up your course, but also any time you need to make the same changes to a number of items.

**Note:** This block will only be visible to teachers when **Editing is turned on**, and never to students.

### Adding the Mass Action Block to a Course

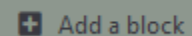
1. Click on the **Turn editing on** button.

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

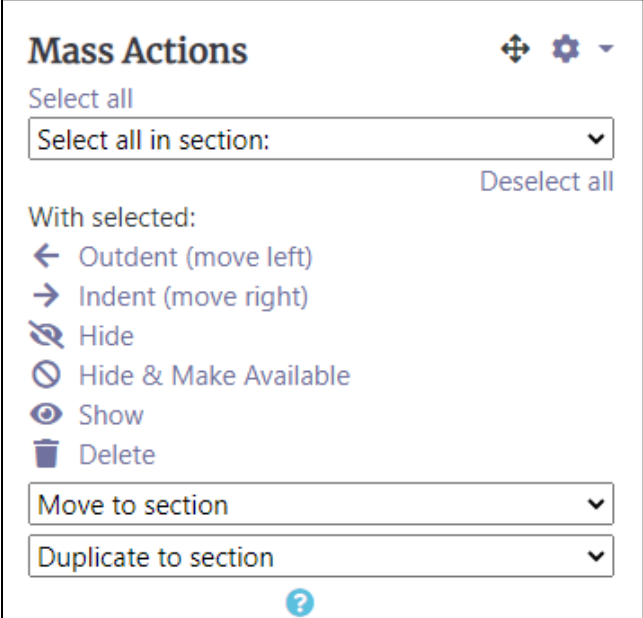
4. A list of available blocks appears (note that you will only see a block name on this list if it is not already added to your course). From the list of blocks, click on **Mass action block**.

A white rectangular button with a thin black border and the text "Mass action block" in blue.

5. The new block (**Activities**) appears in the right column of the course.

6. Click on the **Turn editing off** button to see the student view.

**Note:** The students cannot see the block.

A screenshot of the "Mass Actions" menu. The menu title "Mass Actions" is at the top left, followed by a crosshair icon, a gear icon, and a dropdown arrow. Below the title is a "Select all" section with a dropdown menu labeled "Select all in section:". To the right of this dropdown is a "Deselect all" link. Underneath is a "With selected:" section containing a list of actions: "Outdent (move left)" with a left arrow icon, "Indent (move right)" with a right arrow icon, "Hide" with a crossed-out eye icon, "Hide & Make Available" with a circle and slash icon, "Show" with an eye icon, and "Delete" with a trash can icon. At the bottom of the menu are two more dropdown menus: "Move to section" and "Duplicate to section". A small blue question mark icon is located at the bottom center of the menu.

## Using the Mass Action Block

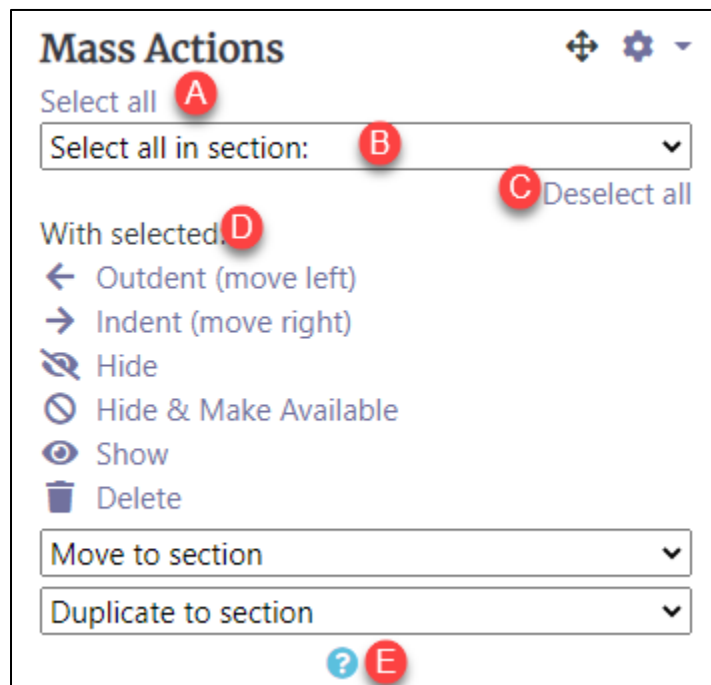
1. Click on the Turn editing on button.

Turn editing on

**Note:** The **Mass Action block** appears on the course page.

### Parts of the Mass Action Block

- A) **Select all** to allow selecting all resources and activities in the course
- B) **Select all in section** in section menu to allow selecting all resources and activities in a particular section
- C) **Deselect all** to allow deselecting all resources and activities in the course
- D) **With selected:** to choose the desired action for the selected items
- E) **Help** icon for a pop-up of help for this block.



2. Select the **items** to be acted on.

Use **Select all** or **Select all in section** (A and B above)

Then, deselect any items which should not be acted on, using the checkboxes at the right of the appropriate items.

**Note:** Activity Completion checkboxes appear, if they are present in the course.

## Scenerio 1 – Changing Characterisitcs of Every Course element

1. In the Mass Action Block, click on **Select all**.

**Note:** All elements in the course now have blue and white check box icons.

The grey check boxes beside these are the activity/resource completion boxes (if available)

The screenshot shows a list of course activities with mass action checkboxes. A pink box labeled 'completion checkboxes' points to the grey checkmarks in the first column. A red box labeled 'Mass Action check boxes' points to the blue checkmarks in the second column. The activities listed are: LINC 4 Employment Glossary, Keywords - LINC 4, General Discussion Forum, Announcements, and Course Outline. The 'Keywords - LINC 4' item is marked as 'Hidden from students'.

2. Choose one of the **Actions** available.

**Note:** These are usually used for mass showing or hiding of course resources and activities.

3. Selecting **Hide**, makes all selected items invisible to students.

The screenshot shows the 'Keywords - LINC 4' activity with a blue button labeled 'Hidden from students' below it.

With selected:

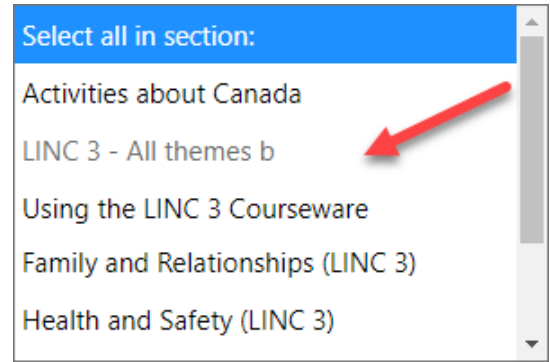
- ← Outdent (move left)
- Indent (move right)
- 🗒 Hide
- 🔒 Hide & Make Available
- 👁 Show
- 🗑 Delete

4. Selecting **Hide & Make Available**, hides these items from students, but available to students using a link to the item from elsewhere in the course, e.g. a Page or inside a Book .

The screenshot shows the 'Keywords - LINC 4' activity with a blue button labeled 'Available but not shown on course page' below it.

## Scenerio 2 – Changing Characterisitcs of Section Elements

1. In the Mass Action Block, click on **Select all**.
2. In the sub-menu, click on **Select all in section**.  
**Note:** A drop-down menu appears.



3. Choose one of the course **sections**.  
**Note:** Items in the chosen section will be checked.

The screenshot shows a list of activities and a section titled 'Canada (LINC 3)'. The activities listed are:

- Neighbours and Neighbourhoods Discussion 2
- Neighbours and Neighbourhoods Blog 1
- Neighbours and Neighbourhoods Blog 2
- test of MBZ
- Environment Poll

The 'Canada (LINC 3)' section is expanded, showing the following items:

- Classroom Activities (Canada)
- Curriculum (Canada)
- Keywords - Canada

Each item has an 'Edit' dropdown and a checkbox. The 'test of MBZ' activity and the 'Classroom Activities (Canada)' item are unchecked, while the 'Curriculum (Canada)' and 'Keywords - Canada' items are checked. A red box labeled 'not selected' points to the unchecked checkbox for 'test of MBZ', and another red box labeled 'Selected section' points to the checked checkbox for 'Classroom Activities (Canada)'.

4. Choose one of the **Actions** available. This allows you to **Outdent**, **Indent**, **Hide**, **Hide & Make Available**, **Show** or **Delete** a section.

With selected:

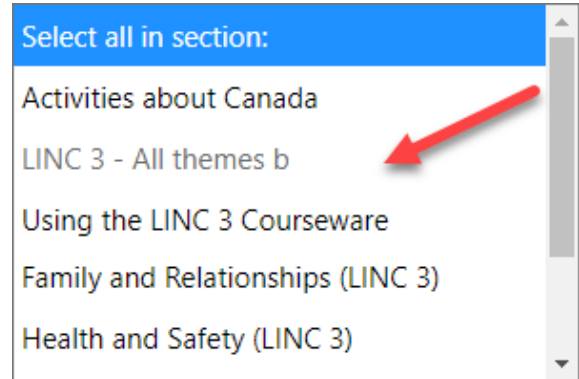
- ← Outdent (move left)
- Indent (move right)
- 🗒 Hide
- 🚫 Hide & Make Available
- 👁 Show
- 🗑 Delete

Move to section ▼

Duplicate to section ▼

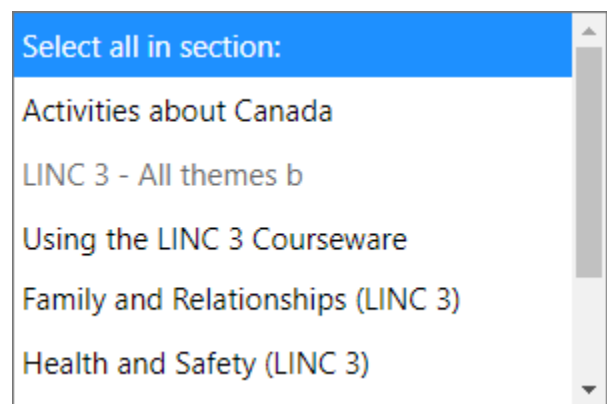
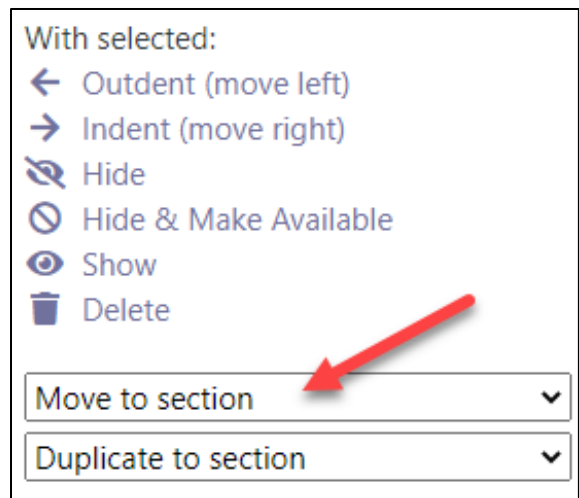
### Scenerio 3 – Moving a Section

1. In the Mass Action Block, click on **Select all**.
2. In the sub-menu, Click on **Select all in section**.  
**Note:** A drop-down menu appears.



3. Choose one of the course **sections**.
4. Choose the **Move to Section**.  
**Note:** A drop-down menu appears.
5. In the **Move to section** drop-down, choose the destination section.

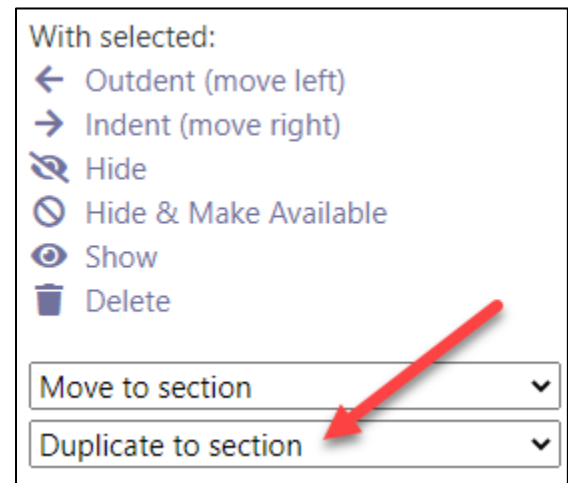
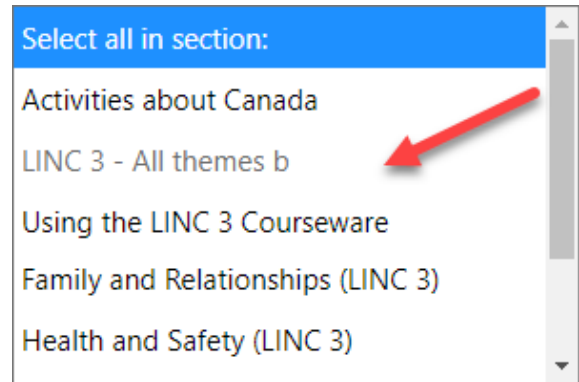
**Note:** The section content moves into the destination section. The original section disappears. The transfer of a sections content takes a few minutes. Please be patient.



## Scenerio 4 – Duplicating a Section

1. In the Mass Action Block, click on **Select all**.
2. In the sub-menu, Click on **Select all in section**.  
**Note:** A drop-down menu appears.
3. Choose one of the course **sections**.
4. Choose the **Duplicate to Section**.  
**Note:** A drop-down menu appears.
5. In the **Duplicate to Section** drop-down, choose the destination section.

**Note:** The transfer of a sections content takes a few minutes. Please be patient.



## Mass Action block Help links

[Moodle Documents: Mass Actions](https://moodle.org/plugins/block_massaction)

<[https://moodle.org/plugins/block\\_massaction](https://moodle.org/plugins/block_massaction)>

Click on **Duplicate to section**. This copies all of the section content into another section without deleting it from its original place.