

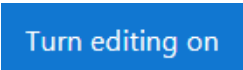
The Mass Actions Block

The **Mass Actions 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, duplicating, and moving. Using **Mass Actions** 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. Because a large number of activities can be affected at the same time, great care must be taken.

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

Adding the Mass Actions Block to a Course

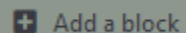
1. Click on the **Turn editing on** button.

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.

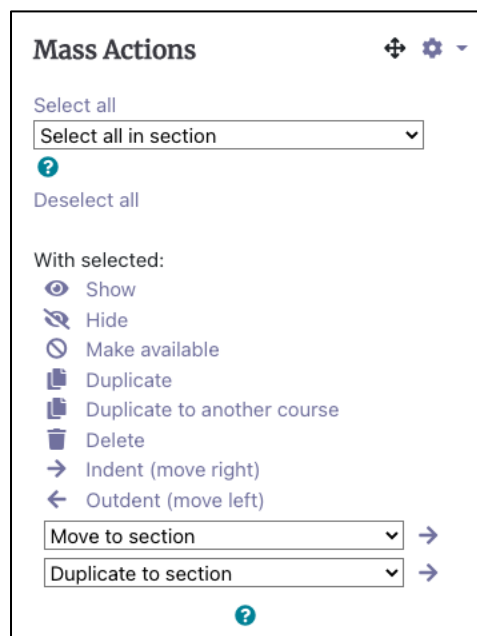
A grey rectangular button with a plus icon and the text "Add a block".

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

A light grey rectangular button with the text "Mass Actions".

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

Note: The **Mass Actions** block is only visible while editing is turned on, and students cannot see the block.



Using the Mass Actions Block

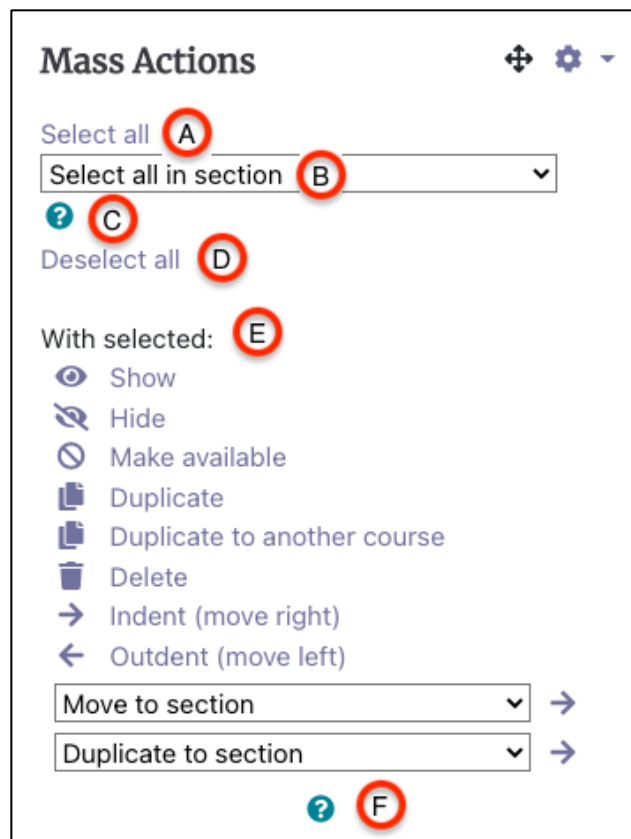
1. Click on the Turn editing on button.

Turn editing on

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

Parts of the Mass Actions Block

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

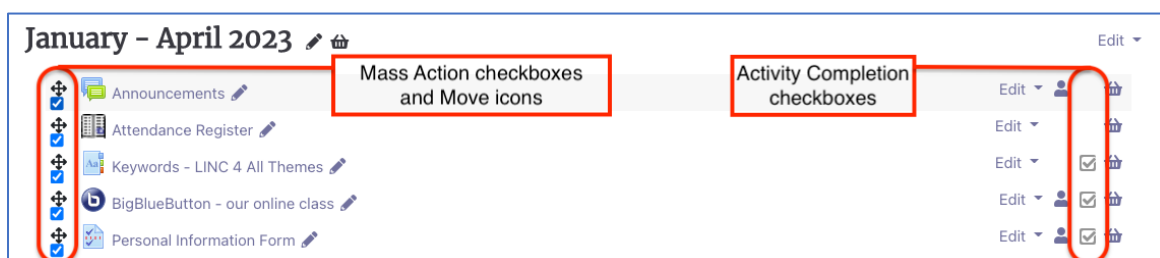
Note: Activity Completion checkboxes still appear if they are present in the course.

Scenario 1 – Changing Characteristics of Every Course element

1. In the **Mass Actions Block**, click on **Select all**. If necessary, deselect any items which should not be acted on, using the checkboxes at the left of the appropriate items.

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

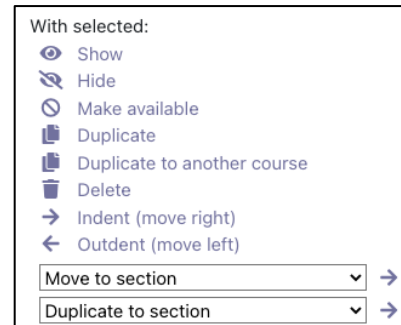
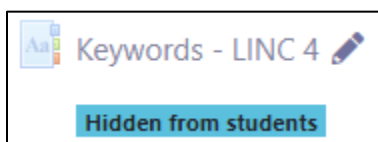
The grey check boxes to the far right are the activity/resource completion boxes (if available).



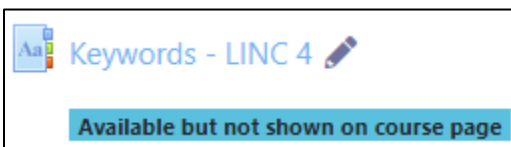
2. Choose one of the **Actions** available.

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

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



Selecting **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**.



Scenario 2 – Changing Characteristics of Section Elements

1. Click on **Select all in section.**

Note: A drop-down menu appears.

Select all in section:

Activities about Canada
LINC 3 - All themes b
Using the LINC 3 Courseware
Family and Relationships (LINC 3)
Health and Safety (LINC 3)

2. Choose one of the course **sections.**

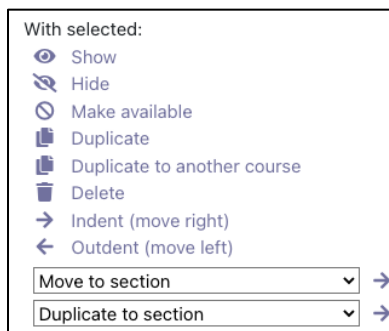
Note: Items in the chosen section will be checked. If necessary, deselect any items which should not be acted on, using the checkboxes at the left of the appropriate items.

The screenshot shows a list of items in the Avenue Courseware interface. At the top, there are three items: 'Editing Paragraphs', 'Wiki: Editing Paragraphs', and another item, all marked as 'Hidden from students'. Below these, a red box highlights a 'Not Selected' checkbox. The main section is titled 'Academic Skills - No' and is marked as 'Restricted' with a note 'Not available unless: Your LINC/Le'. Below the title is a graphic of a graduation cap and a chalkboard with the text 'Note-taking and Study Skills'. A red box highlights a 'Selected' checkbox next to this graphic. Below the graphic, there are two more items: 'Keywords - Academic Skill' and 'Introduction to Note-taking', both marked as 'Hidden from students'. A red box highlights a 'Selected' checkbox next to the 'Introduction to Note-taking' item.

3. Choose one of the **Actions** available. This allows you to **Show**, **Hide**, **Make Available**, **Duplicate**, **Delete**, **Indent**, or **Outdent** items in a section.

Note: **Make Available** will hide the selected items but leave them available for use via a link.

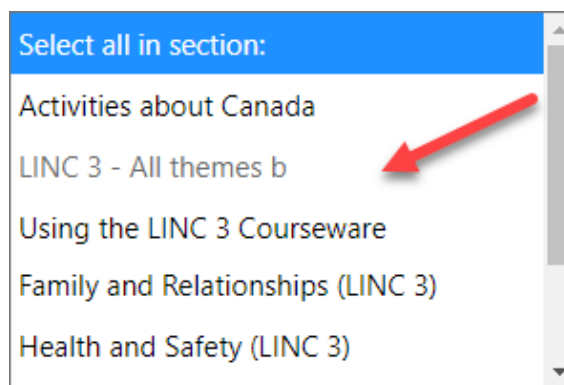
Duplicate will place copies of the selected items at the end of the current section.



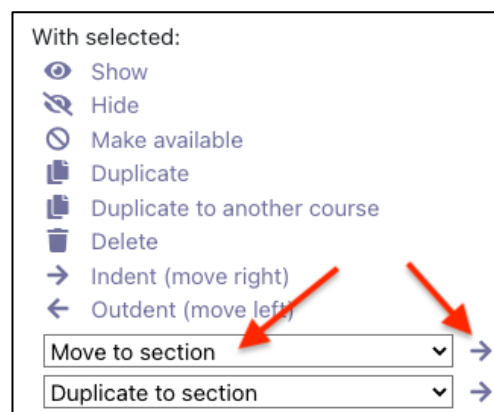
See below for instructions on how to **Duplicate to another course**.

Scenario 3 – Moving to another Section

1. Click on **Select all in section**.
Note: A drop-down menu appears.
2. Choose one of the course **sections**. **Note:** Items in the chosen section will be checked. If necessary, deselect any items which should not be acted on, using the checkboxes at the left of the appropriate items.
3. Click on the **Move to Section** drop-down menu.
4. Choose the destination section.
5. Click the grey arrow to the right of the **Move to Section** field.



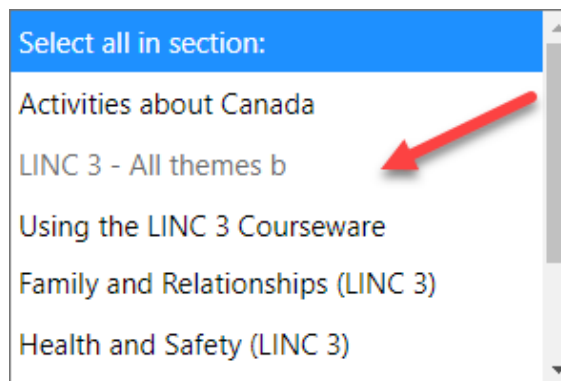
Note: The selected content moves to the bottom of the destination section. The items are no longer in the original section. The transfer of a section's content may take a few minutes. Please be patient.



Scenario 4 – Duplicating to another Section

1. Click on **Select all in section**.

Note: A drop-down menu appears.

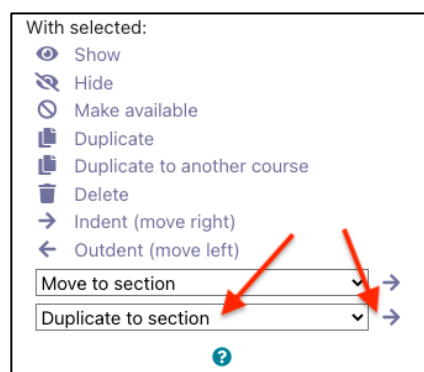


2. Choose one of the course **sections**. **Note:** Items in the chosen section will be checked. If necessary, deselect any items which should not be acted on, using the checkboxes at the left of the appropriate items.

3. Click on the **Duplicate to Section** drop-down menu.

4. Choose the destination section.

5. Click the grey arrow to the right of the **Duplicate to Section** field.



Note: The selected content is copied to the bottom of the destination section. The items remain in the original section. You may see the following message at the top of your course:

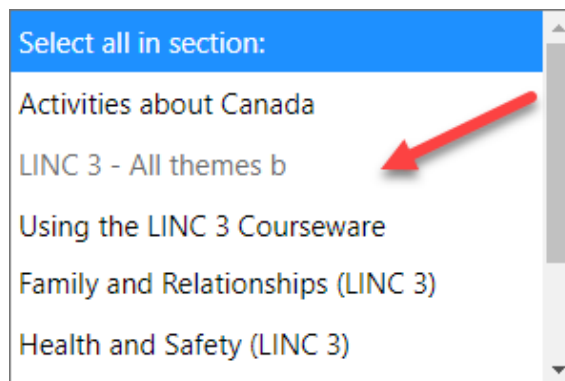
The action you demanded is being executed in the background. You can continue your work while waiting for it to finish.

The duplicated materials may not be visible until you have refreshed your screen.

Scenario 5 – Duplicating to another Course

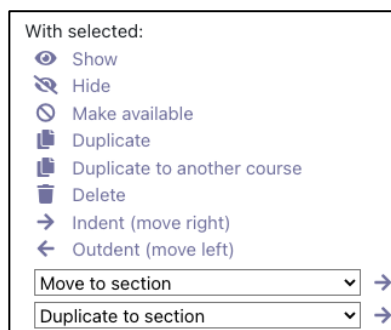
1. Click on **Select all in section**.

Note: A drop-down menu appears.

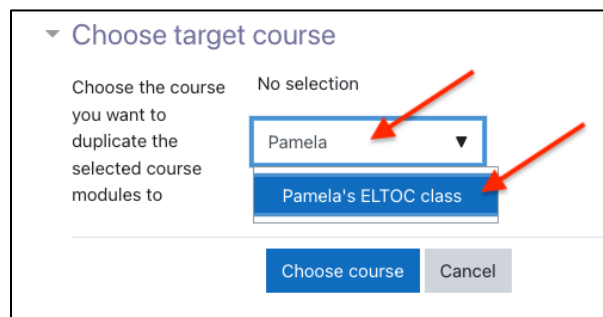


2. Choose one of the course **sections**. **Note:** Items in the chosen section will be checked. If necessary, deselect any items which should not be acted on, using the checkboxes at the left of the appropriate items.

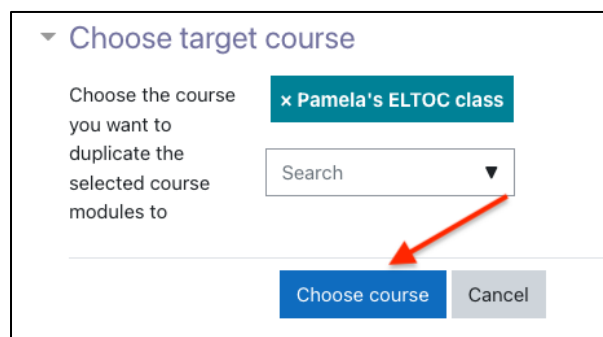
3. Choose **Duplicate to another course**.



4. Type the name of the destination course, and select from the suggestions.



5. Click **Choose course**.



6. If the items were, for example, in the fifth topic and you want them in the fifth topic in the destination course, you can use **Keep original section number**. Otherwise, choose the section where the items should be copied.

▼ Choose target section

Choose the section you want the selected course modules to be duplicated to.

☒ Keep original section number

☐ Pamela's ELTOC Class

☐ Dealing with Common Health Issues (CLB 5/6)

☐ Canada: Provinces and Territories (CLB 2-4)

7. Click on **Choose section**.

Choose section

Note: the items are copied to the bottom of the destination section. They also remain in the original course. You will see the following message:

The action you demanded is being executed in the background. You can continue your work while waiting for it to finish.

Mass Actions block Help links

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

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