

## Blocks Available to the Instructor (non-editing) Role

Calendar .....	2
Checklist.....	2
Comments .....	4
Latest Announcements .....	4
Online Users.....	5
Random Glossary Entry .....	5

### Overview

- There are many types of blocks available in Moodle.
- Blocks summaries available to the Instructor (non-editing) role are provided in this document.
- We have carefully selected and provided documentation for the blocks that we believe can add significant value to a language training course.
- Choose the blocks that best fit the learners' and course needs.
- All Moodle blocks are available for instructors with course editing permissions. (Course editing is available to instructors in LearnIT2teach Stage 2.)

## Calendar

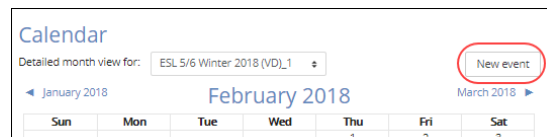
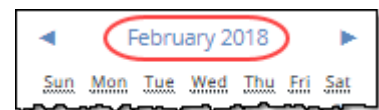
The Calendar block helps instructors stay organized, and helps learners manage their time. It displays the following events:

- Site (event viewable in all courses - created by admin users)
- Course (event viewable only to course members - created by instructors)
- Groups (event viewable only by members of a group - created by instructors)
- User (personal event a user can create - viewable only by the user)

Note: Adding closing dates to assignments, forums, quizzes etc. will cause them to display in the calendar block.

## Adding an Event to a Calendar

1. On the calendar block, click on the *month name*.
2. The *Calendar editing page* appears. Click on the *New Event button*.
3. The *New Event editing page* appears.



Type an event title in the *event title box*, and select the date and times.

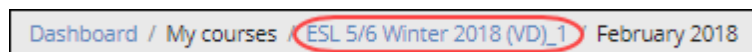
Leave the default type of event set to *Course* (so that learners can see it).

Type a description in the *Description text box*.

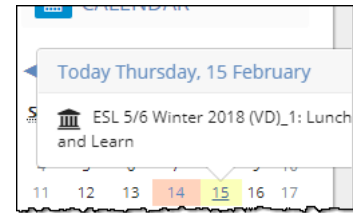
If necessary, set a *Duration* or end time.

If the event will be repeated over days or weeks, set this in the *Repeat this event checkbox* option.

4. Click on the *Save changes button*.
5. Return to the *course homepage* by clicking on the *course breadcrumbs link*.



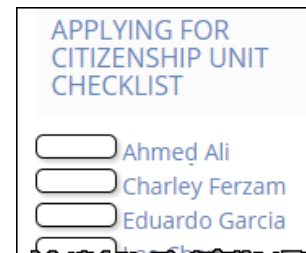
- The *event* appears on the *Calendar block*. Rolling over the day on the calendar reveals the *event title*.



## Checklist Block

This block provides instructors with a snapshot of learners' progress in a unit; learners only see their own progress. Instructors using this block **re-configure** it to the current unit being studied by learners (instead of adding a new block for each unit). Instructors can reposition, hide and show the Checklist block in their courses.

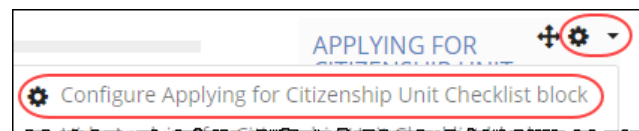
At the beginning of a course, the checklist block appears with clear/white (empty) progress bars. Learners only see their own progress bar.



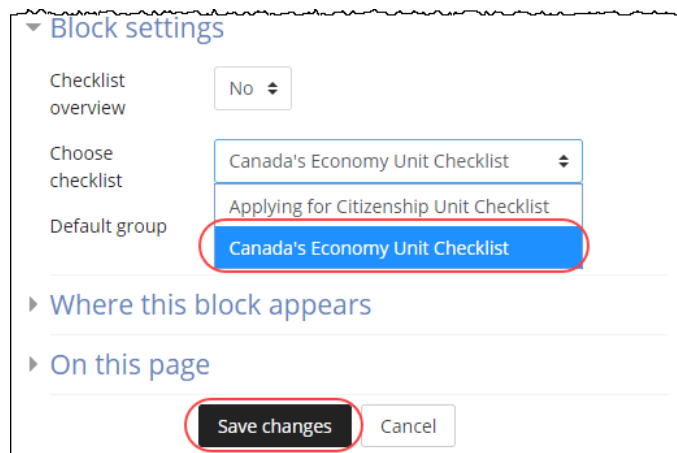
## Reconfiguring a Checklist Block (to a new topic)

**Note: A checklist activity must be added to a course before the checklist block can be configured (see Checklist file).** Instructors must reconfigure the course checklist to each unit. In this example the Topic, "Applying for Citizenship" has finished. The instructor now reconfigures the checklist to the next Topic, "Canada's Economy."

- With editing turned on, click on the *Gear icon dropdown menu*, and choose the *Configure* option.



- In the Block Settings, choose the *new checklist unit*, and then click on the *Save changes button*.



- The *checklist block* now displays the new unit.

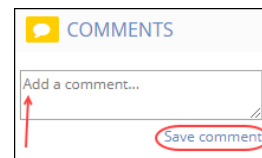
4. Click on the *Turn Editing off* button.

## Comments

The comments block allows users to post a comment for all to see; this enables easy access and quicker communication.

### Adding Comments in the Comment Block

1. Click and type your comment in the *Comments block*.
2. Click on the *Save comment* option to finish.



### Deleting Comments in the Comment Block

After an interval, learners and instructors will want to clear/ delete their comments from the course Comments block. Instructors can also delete learners' comments.

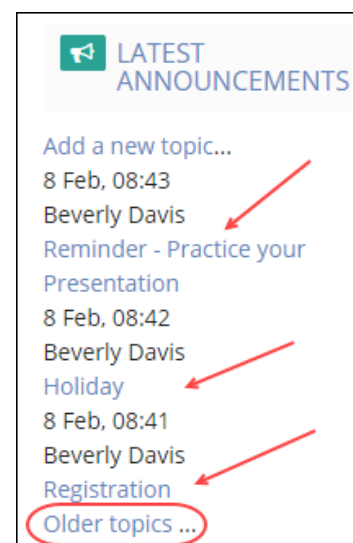
1. In the *Comments block*, your *Saved comments* will display a garbage bin icon next to comments you can delete.
2. Click on the garbage bin icon to remove the comment/s.
3. The comments are then removed.



## Latest Announcements Block

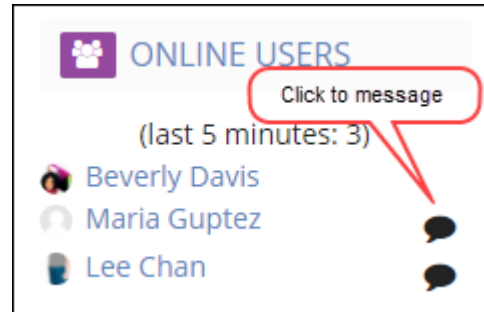
The Latest Announcements block displays recent announcement posts as listed items. It also contains a link to older announcements. By default, the Latest announcements block displays 3 announcement items.

Instructors must add announcements to the Announcements forum, and these announcements are then linked to the Latest Announcements block. (See the Announcement file for adding an announcement to your course.)



## Online Users Block

The Online users block shows which users are currently logged into the course. This can be an invaluable way to contact learners when you see them, or for learners to contact you or other learners when they are online as well.



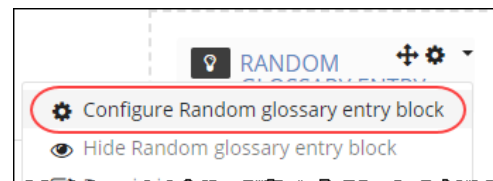
## Random Glossary Entry Block

The Random glossary entry block can be used to display random entries from a unit glossary, which usually takes the form of dictionary-style definitions. Random glossary blocks usually focus on unit glossaries or specific topics. However, the flexibility of Moodle's HTML editor allows users to adapt this block for other purposes such as 'Quote of the Day', learner profiles or a random picture gallery that changes each time the page is refreshed. The block becomes social if it links to a glossary that allows learner contributions.

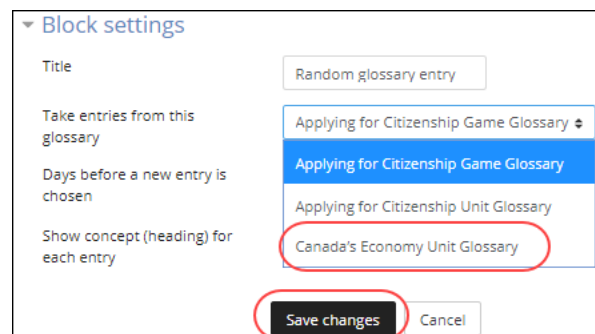
## Adding a Current Topic Random Glossary Entry block

To make the Random Glossary Entry block more relevant to the current topic, instructors can point out this block as they enter a new topic with their students.

1. With editing turned on, click on the *Add a block button*. Choose the *Random glossary entry item*. Click on the Gear icon dropdown menu, and choose the menu item, *Configure Random glossary entry block*.



2. The *Configure Random glossary entry block editing page* appears. You can choose the glossary from which to pull random words. In the *Take entries from this glossary options*, click on the relevant glossary.



3. Click on the *Save changes button*.