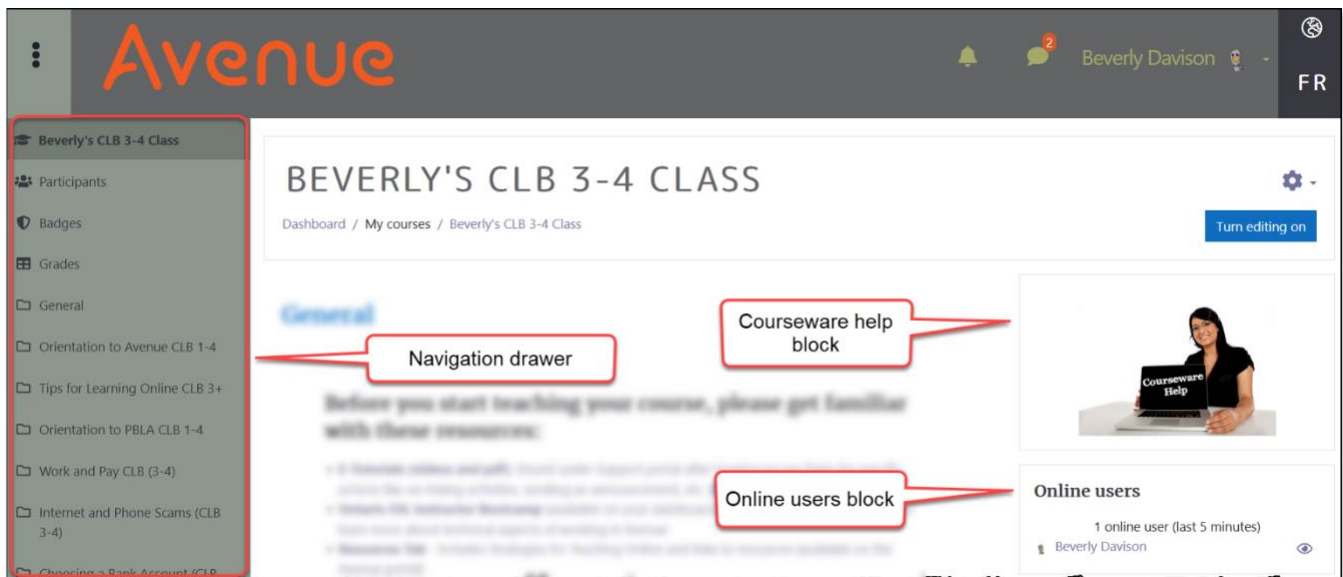


Course Blocks

Elements that may be added to the right columns on a course page are called blocks. Blocks add functionality to a course. For example, the **Calendar** block displays course, user, group or site events on the course home page. Blocks also add quick access to important features of a course.

Avenue instructors can add, delete, move, show and hide blocks in their courses, but there may be a limited number of blocks available to them. Ontario Non-credit Adult ESL instructors have a limited number of block options unless they enroll in Stage 2 of the LearnIT2teach training.

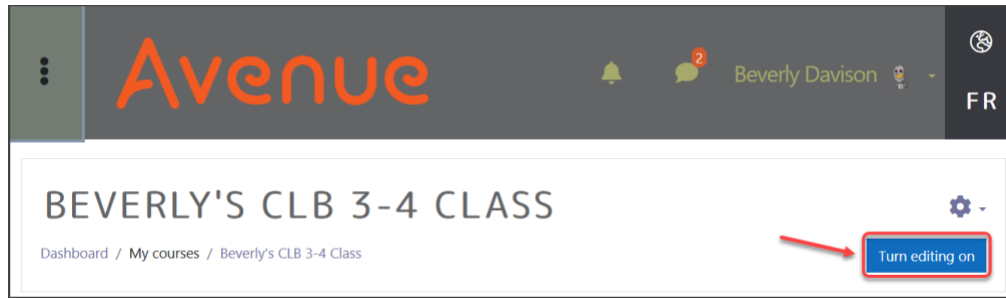
The image below shows two blocks on the right hand side of Beverly's 3-4 Class page: the **Courseware help block** and the **Online users block**. On the left, there is the **Navigation Drawer** that contains *Navigation options* for this course. We will show how the **Navigation Drawer** is used to add blocks in the next section.



Adding Blocks to Your Course

Note: In this example, we will show how to add the **Calendar** block. Other blocks can be added in the same way.

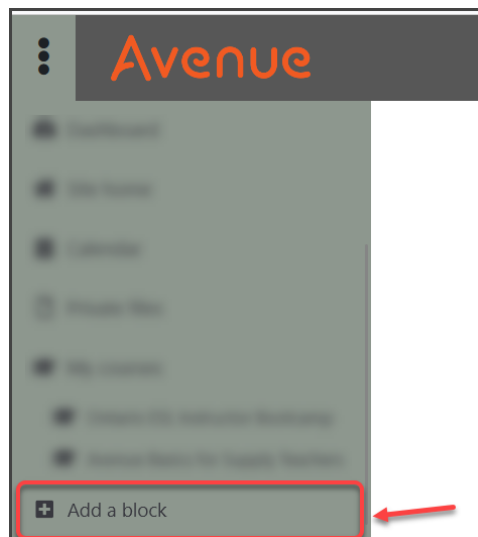
1. Near the top-right corner of a course, click on the **Turn editing on** button.



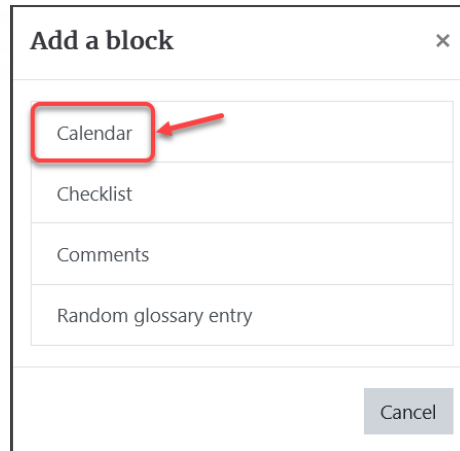
2. Ensure that the **Navigation drawer** is visible. If it is not visible, click on the **Vertical ellipsis** icon on the top-left corner of your page.



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



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 available blocks, click on **Calendar**.

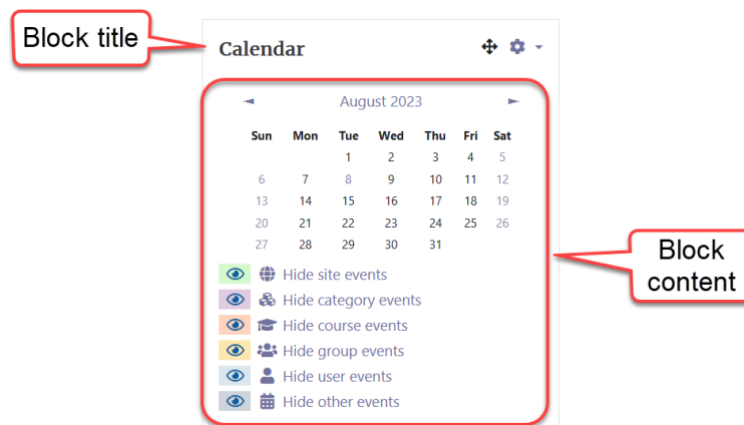


5. The new block (**Calendar**) appears at the bottom of the right column of the course.
6. Click on the **Turn editing off** button to see the student view.

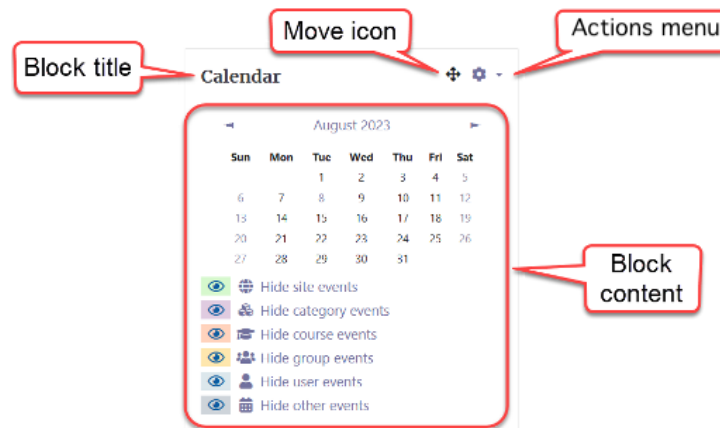


Parts of a Block

We will use the **Calendar** block to describe the parts of a block. Different blocks will have different content, but the main areas indicated below are consistent. Learners view a block with the **Block title** and the **Block content**.



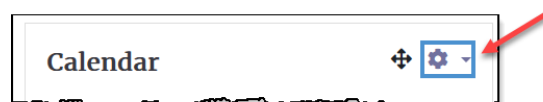
In addition to the **Block title** and **content**, instructors will see an **Actions menu** and **Move block** icon when editing is turned on.



Editing Block Settings

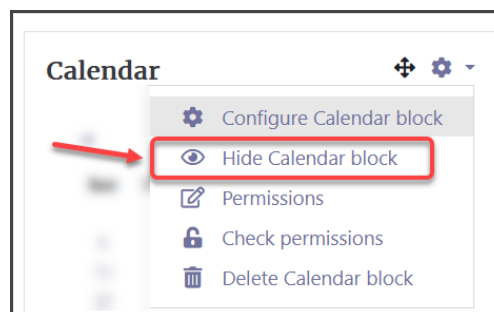
In this example, we will use the **Calendar** block. The process is the same for other blocks.

1. To enable editing, near the top-right corner of the course, click on the **Turn editing on** button.
2. In the **Calendar** block, click on the **Actions menu**.



Several options appear. Note that we will only demonstrate how to change the **Show/Hide** setting in this document.

3. Click on **Hide Calendar block**.

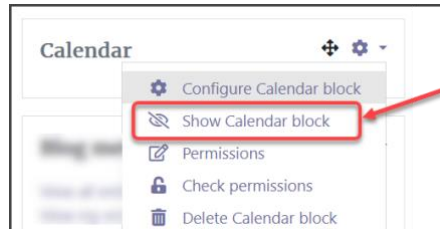


The **Calendar block** becomes invisible to students.

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



5. Click on **Show Calendar block**.



The **Calendar block** becomes visible.

Moving Blocks

In this example, there are three blocks on the course. The **Courseware help** block, the **Online users** block and the **Calendar** block. Instructors can change the order of these blocks. The following example demonstrates how to move the **Calendar** block.

BEVERLY'S CLB 3-4 CLASS

Dashboard / My courses / Beverly's CLB 3-4 Class Turn editing off

General

Courseware help block

Online users block

Calendar block

Online users

1 online user (last 5 minutes)
Beverly Davison

Calendar

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	30	31		

- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events
- Hide other events

1. Near the top-right corner of a course, click on the **Turn editing on** button.
2. In the **Calendar** block, move the cursor over to the **Move icon**.

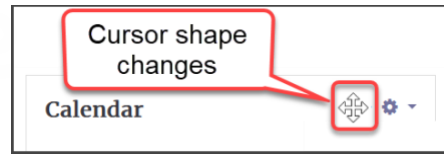
Calendar

August 2023

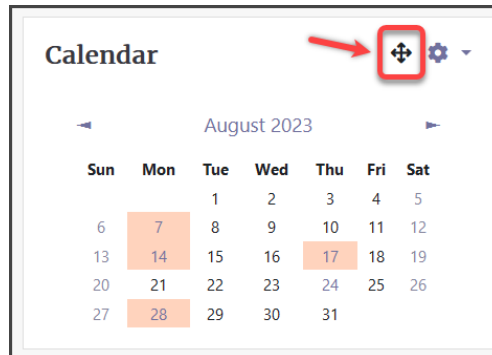
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events
- Hide other events

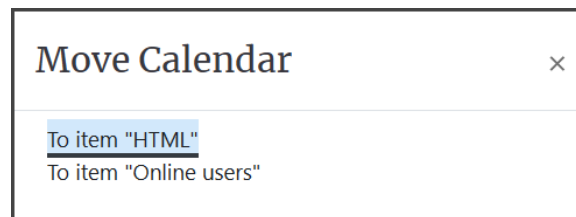
The cursor changes to a cross icon with four arrow tips.



3. Drag the **Calendar** block vertically to a new position on the course page in the right column.
4. Another way to move the block is by clicking on the move icon once.

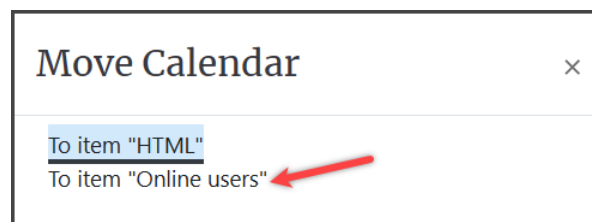


A pop-up appears with the name of all the blocks on the page, in the order they appear.



Note that the HTML block that appears on this list refers to the **Courseware Help** block.

5. Click on the name of any of the blocks to move the Calendar block in that position. In this example, we clicked on **Online users**.



The pop-up closes and the Calendar block is moved.

BEVERLY'S CLB 3-4 CLASS

Dashboard / My courses / Beverly's CLB 3-4 Class

Turn editing off

General

Before you start teaching your course, please get familiar with:

Calendar

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	30	31		

Hide site events
Hide category events
Hide course events
Hide group events
Hide user events
Hide other events

Online users

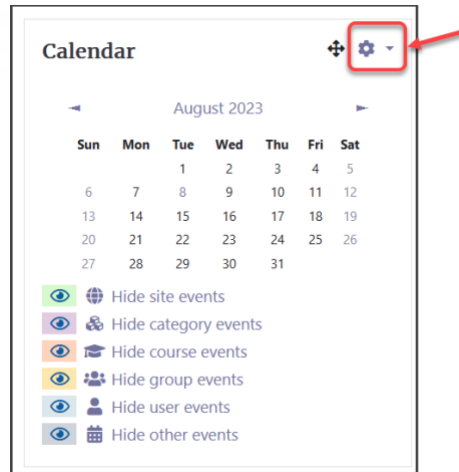
1 online user (last 5 minutes)
Beverly Davison

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

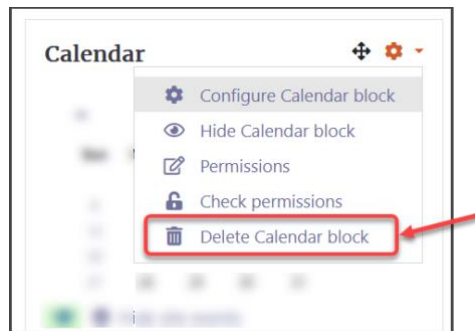
Deleting Blocks

Follow these steps to delete a block.

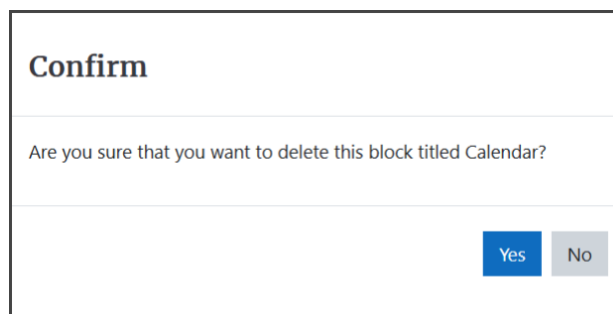
1. Near the top-right corner of a course, click on the **Turn editing on** button.
2. Click on the block's **Actions** menu.



3. Click on **Delete Calendar block**.



4. Click on the **Yes** button if you are sure you want to delete the block.



The **Calendar** block is removed.

Note: Deleting a block from your course is not always necessary. An alternative solution is to hide it temporarily from your students.