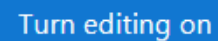


## Adding the Beginner Help block to a Course



*The help block is an HTML block with custom code added to it.*

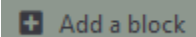
1. On the new course, click on the **Turn editing on** button.

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.

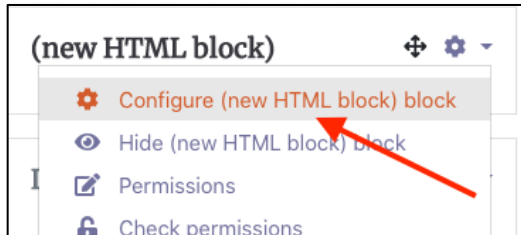
A grey rectangular button with a plus sign icon and the text "Add a block" in white.

**Note:** A list of available blocks appears.

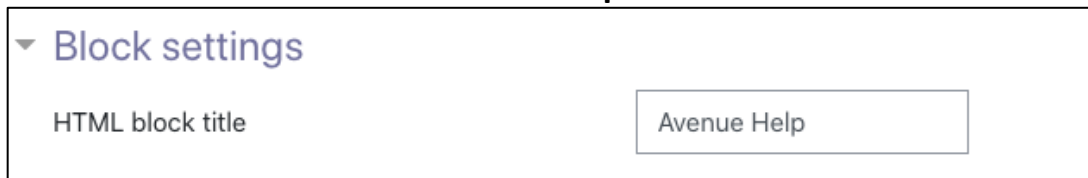
4. From the list of blocks, click on **HTML** block.
5. A new **HTML** block appears in the right column of the course.
6. Locate the "(New HTML block)" and click on the "Actions" drop-down menu.



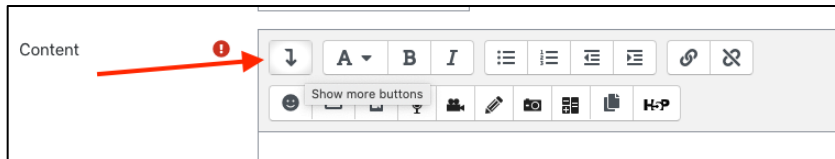
7. Select **Configure (new HTML Block) block** in the drop-down menu.



8. Set the **HTML block title** to **Avenue Help**.

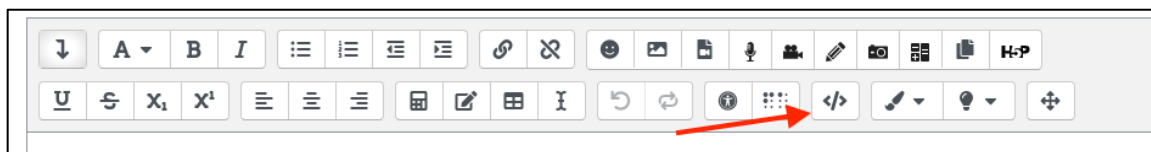


9. Click the "Show more buttons" button in the toolbar in the "Content" section



*Another row of tools appears in the toolbar.*

10. Click the "HTML" button

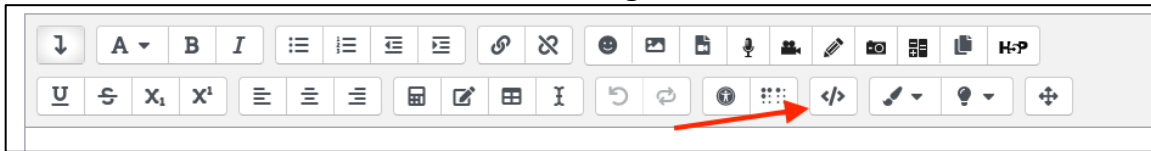


11. Copy the following HTML code and paste it into the "Content" section text box.

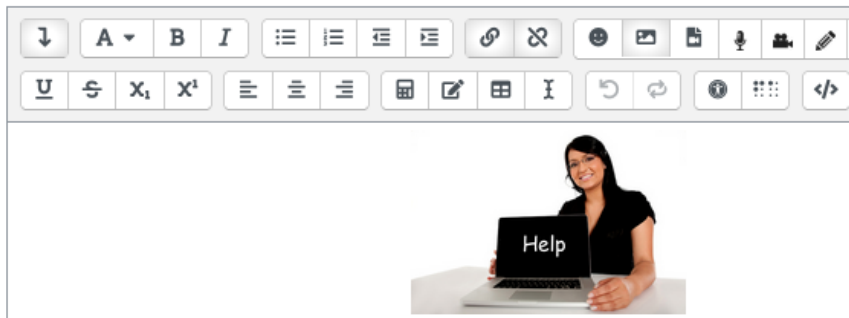
```
<div style="text-align: center;"><a  
href="https://avenue.ca/static/help_block/beginner_videos.html"  
target="_blank"></a></div>
```

```
1 <div style="text-align: center;"><a href="https://avenue.ca/static/help_block/beginner_videos.html" target="_blank"></a></div>
```

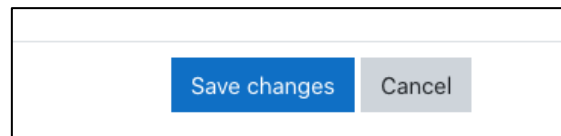
12. Click the “HTML” button in the toolbar again.



13. Check if the Help block image appears as below. If it does not appear, click the HTML button, remove any spaces in the code and repeat Steps 12 and 13.



14. Scroll down and click the “Save changes” button.



15. Locate the block and click on the Help block image. If the “Avenue.ca Beginner How-to Videos” page does not load, go back and check for spaces in the code.

16. Use the “Move HTML block” button to drag the new block into place.



17. Turn editing off when the block is in the desired location.