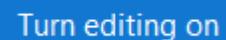


## Linking Hidden Resources and Activities in a Block

To reduce instances of often accessed link from the topics on your courseware you can hide them and position them into a block for quick access. An example is a BigBlueButton virtual classroom link. If the BBB link is in a block, learners can access it while it is not showing in the topics area.

### Hiding a Resource or Activity

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

A blue rectangular button with the text "Turn editing on" in white.

2. Click on the **Edit** link beside the activity or resource.



3. In the drop-down menu, select **Hide**.

**Note:** The students cannot see the **BigBlueButton** activity.

A button with a blue eye icon and the text "Hide".

4. To allow this resource to be viewed and used by learners even though it is hidden, click on **Edit** and the **Make available** link.

A button with a blue circle and slash icon and the text "Make available".

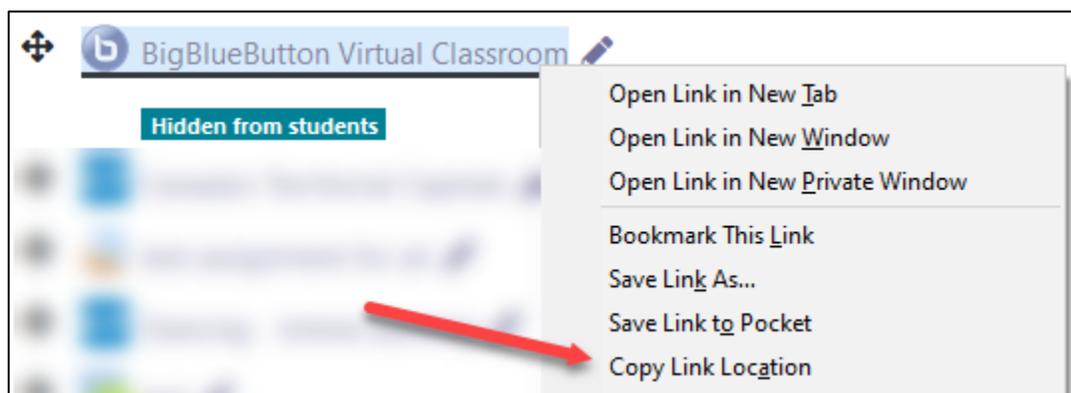
### Adding a Resource or Activity to a Block

1. Identify an **activity** or **resource** in the **Topics** section.

**Note:** In this case it is a **BigBlueButton** activity.

A screenshot of a BigBlueButton Virtual Classroom link, showing a blue 'b' icon followed by the text "BigBlueButton Virtual Classroom".

2. Right-click on the **activity** or **resource**.



3. Click on the **Copy Link Location** option.

**Note:** Depending on your browser, the wording may be slightly different.

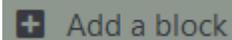
4. Click on the **course name** in the **breadcrumbs** menu to return to the course main menu.

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

A blue rectangular button with the text "Turn editing on" in white.

6. In the **Navigation drawer**, click on the **Add a block** link.

**Note:** It is at the bottom of the **Navigation drawer**.

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

7. In the pop-up menu that appears, click on the **HTML** option.

8. The **HTML** block appears in the right column of your course, click and drag on the **Move** icon to reposition the block vertically.



9. In the **new HTML block**, click on the **Actions menu** icon.



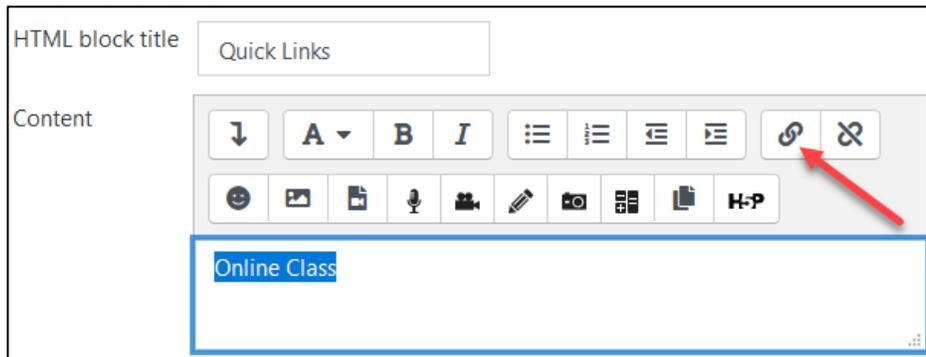
10. In the drop-down menu, choose the **Configuring a (new HTML block) block** option.

**Note:** The **Configuring a (new HTML block) block** screen appears.

11. Leave the **HTML block title** empty or add a short title.

12. Type a text link name (easy for students to read).

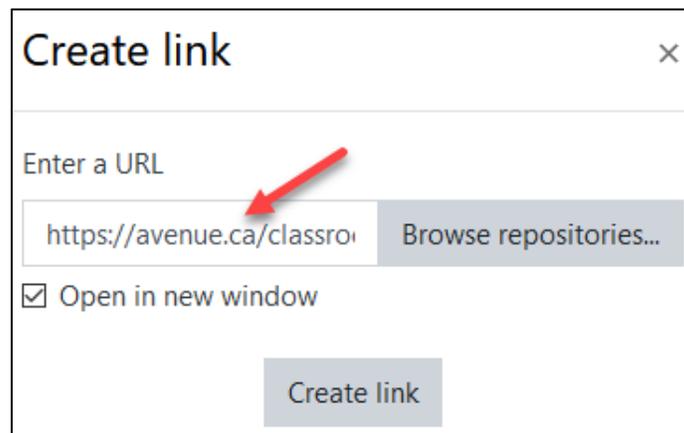
13. Select the text, and then click on the **Link** icon.



14. In the **Create link** pop-up, paste the **activity** or **resource** web address from **Step 2** in the previous section.

15. Check the **Open in new window** checkbox.

16. Click on the **Create link** button.



17. Click on the **Save changes** button.

18. Click on the **Turn editing off** button,  
**Note:** The link to the activity appears in the block.

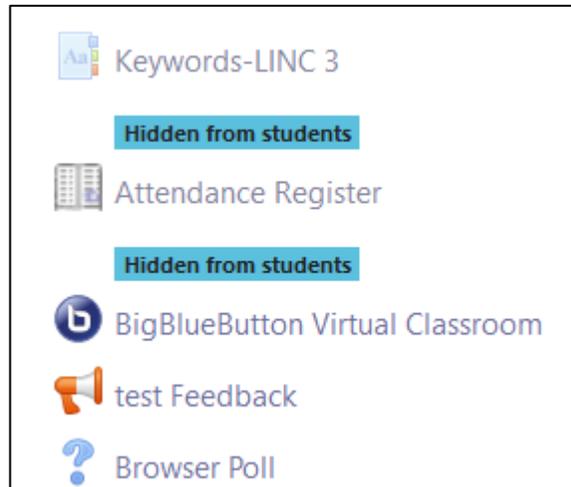
**Note:** To improve the recognition of the link, it is advisable to include a graphical icon. See the section, **Add an image to a block** below.



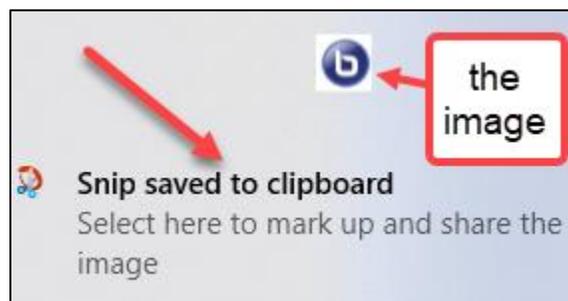
## Adding an Image to a Block

In order to add images of the Avenue icons, you should use a screen capturing tool. In this example, we will use the **Windows 10 Snip & Sketch** tool. If you do not have Windows 10, please use another screen grab tool. The steps will be similar to the ones below.

1. Open your course to the activity or resource you are adding to the block.



2. On your keyboard, hold down the Windows logo key  + **SHIFT** and press on the **S** key.
3. Drag a **rectangle** around your shape.  
**Note:** A message appears. If a message does not appear, the image is saved to the clipboard. If you do not see this, try again as it disappears after ten seconds on some devices.



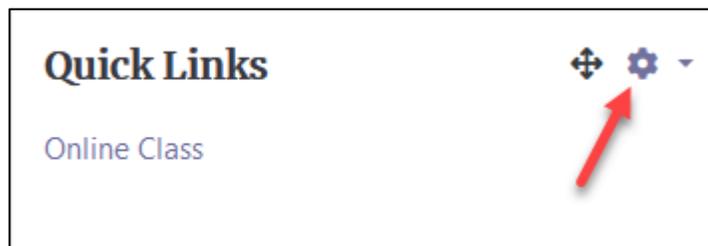
4. Click on the **Snip save to clipboard** message.
5. In the **Snip & Sketch editor**, make any required edits.
6. Click on the **Save** icon.

7. Give the **image** a name and save it to your hard drive.  
**Note:** The image has been captured and is ready to be added to your block.

8. Ensure course editing is turned on by clicking on the **Turn editing on** button.

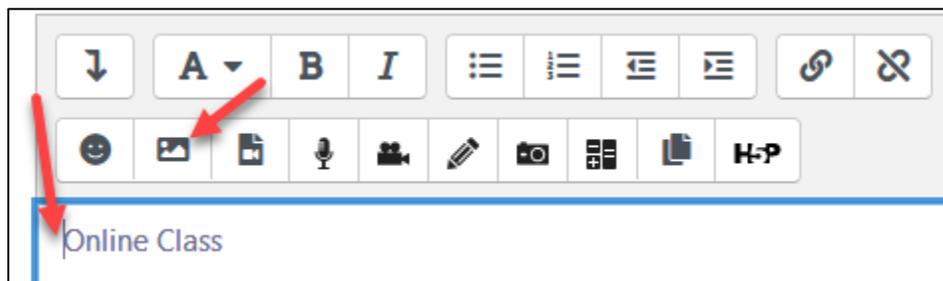
Turn editing on

9. On the appropriate block, click on the **Actions** menu.



10. In the drop-down menu, choose the **Configuring a (name of HTML block) block** option.  
**Note:** The **Configuring a (HTML block name) block** screen appears.

11. In the **Content** area, click before the text, and then click on the **Image** icon.



12. In the **Image properties** pop-up, click on the **Browse repositories...** button.

13. Click on the **Upload a file** link.



14. Click on the **Browse** button.

15. Locate and click on the file, and then click on the **Open** button.

16. Click on the **Upload this file** button.

17. In the **Image properties** pop-up, type a descriptive name for the icon in the **Describe this image for someone who cannot see it** textbox.

Consider reducing the size of the image, as it will be shown in a block.

18. Click on the **Save image** button.

**Note:** The image/icon appears in the block. This makes locating the link much easier for the students.



19. Click on the **Save changes** button.

**Note:** Items in a block with an image/icon are more visible.

