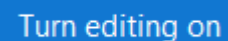


## Linking Hidden Resources and Activities in a Block

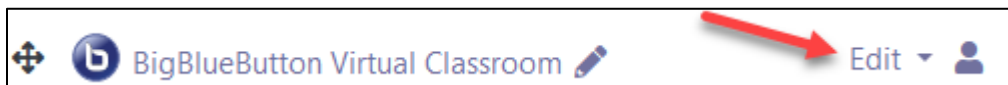
To reduce instances of often accessed link from the topics on your courseware you can hide them and position them into a block for quick access. An example is a BigBlueButton virtual classroom link. If the BBB link is in a block, learners can access it while it is not showing in the topics area.

### 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.

### Adding a Resource or Activity to a Block

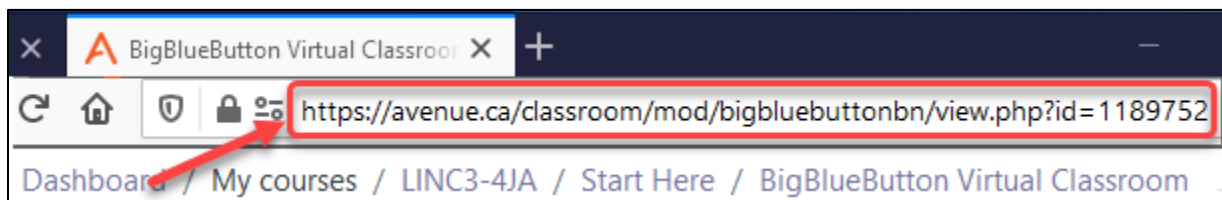
1. Identify an **activity** or **resource** in the **Topics** section.

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



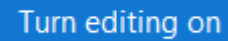
2. Click on the **activity** or **resource** to open it.

3. Select and copy the **web address**.



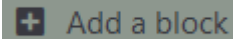
4. Click on the **course name** in the **breadcrumbs** menu to return to the course main menu.

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.



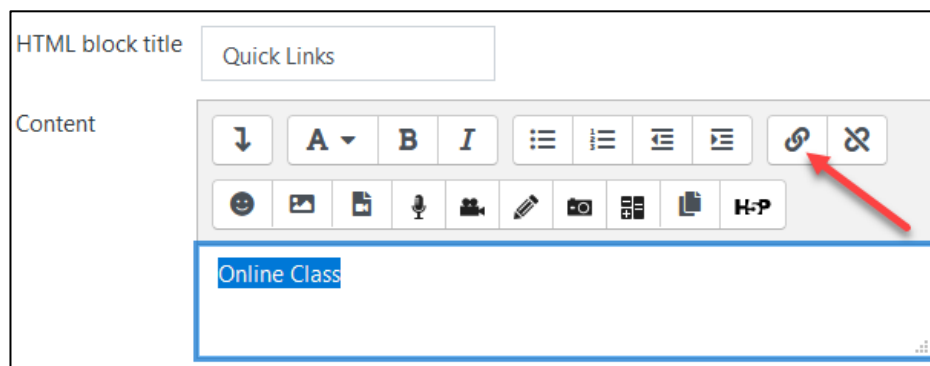
10. In the drop-down menu, choose the **Configuring a (new HTML block) block** option.

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

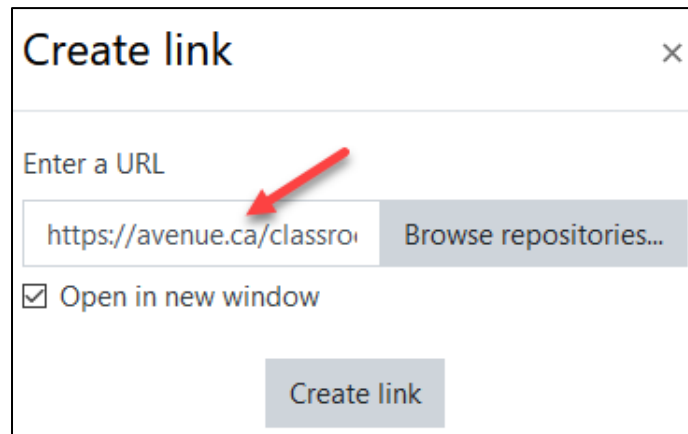
11. Leave the **HTML block title** empty or add a short title.

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.

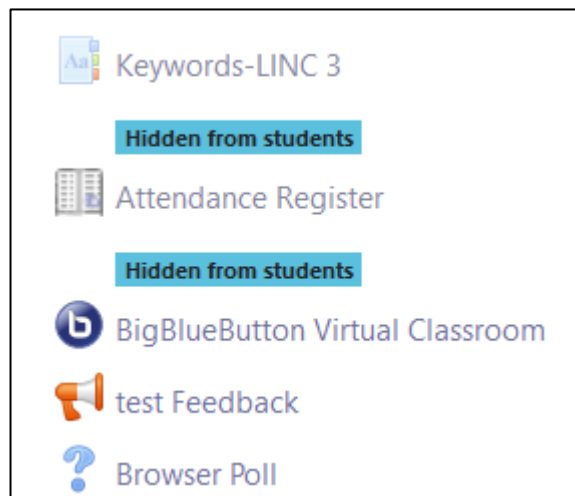
**Note:** To improve the recognition of the link, it is advisable to include a graphical icon. See the section, **Add an image to a block** below.


## Adding an Image to a Block

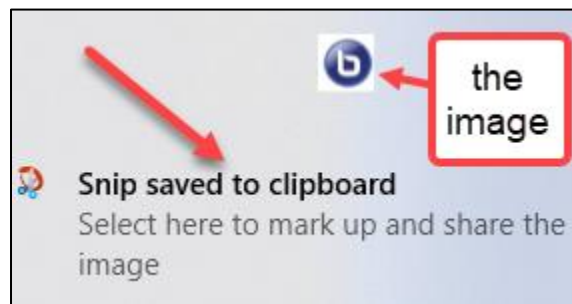


In order to add images of the Avenue icons, you should use a screen capturing tool. In this example, we will use the **Windows 10 Snip & Sketch** tool. If you do not have Windows 10, please use another screen grab tool. The steps will be similar to the ones below. .

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



- 2.
3. On your keyboard, hold down the Windows logo key  + **SHIFT** and press on the **S** key.
4. Drag a **rectangle** around your shape.  
**Note:** A message appears. If a message does not appear, the image is saved to the clipboard.



5. Click on the **Snip save to clipboard** message.
6. In the **Snip & Sketch editor**, make any required edits.
7. Click on the **Save** icon.
8. 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.

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

Turn editing on

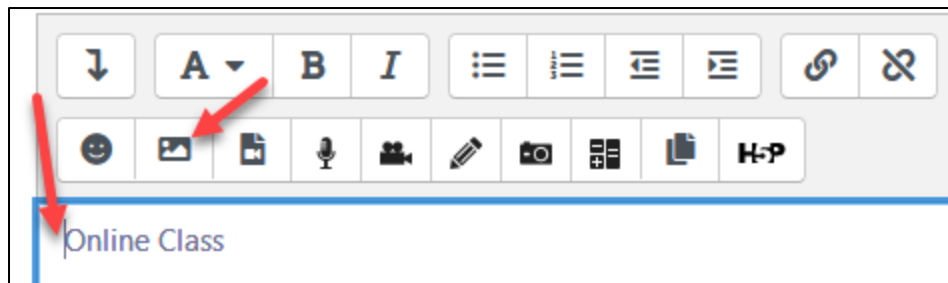
10. On the appropriate block, click on the **Actions** menu.



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

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

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



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

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



15. Click on the **Browse** button.

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

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

18. 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.

- 19.

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

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



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

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

