

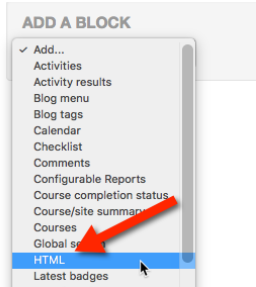
Adding the Courseware Help block to a course

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

1. Turn course editing on
2. Locate the “Add a Block” block and click on the “Add” drop-down menu.

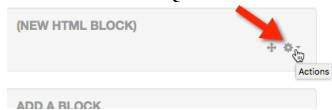


3. Select **HTML** in the drop-down menu.

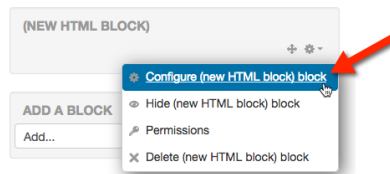


A new HTML block has been added to the course page.

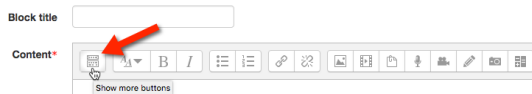
4. Locate the “(New HTML block)” and click on the “Actions” drop-down menu.



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



6. Click the “Show more buttons” button in the toolbar in the “Content” section



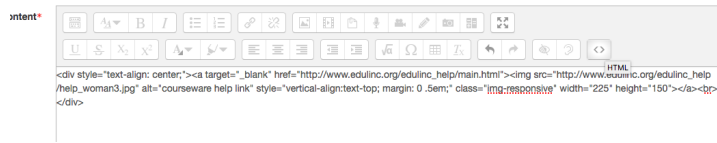
Another row of tools appears in the toolbar.

7. Click the “HTML” button



8. Copy the following HTML code and paste it into the “Content” section text box.

```
<div style="text-align: center;"><a target="_blank" href="http://www.edulinc.org/edulinc_help/main.html"></a><br></div>
```



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



10. Check if the Courseware help block image should appear as below. If it does not appear, click the HTML button, remove any spaces in the code and repeat Steps 9 and 10.



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



12. Locate the block and click on the Courseware Help block image. If the Courseware help page does not load, go back and check for spaces in the code.

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



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