# Managing Course Blocks

It is important to understand the mechanics of managing standard blocks for your courses. Items for consideration are adding, hiding, showing, and moving blocks. As well, consideration should be given to which standard blocks you choose to use in your courses.

Standard blocks

There are many standard blocks that can be used in your course.   The course arrives with some already activated. In the image below, there are 5 blocks in use. These are: the Courseware Help block, Administration, and Navigation in the left column. In the right column, you can see the Calendar block and Latest Announcements. As a teacher, you can manage these and more blocks to improve your course.   The table below provides a listing of all of the available standard blocks that you can activate, including the blocks already activated in your course.
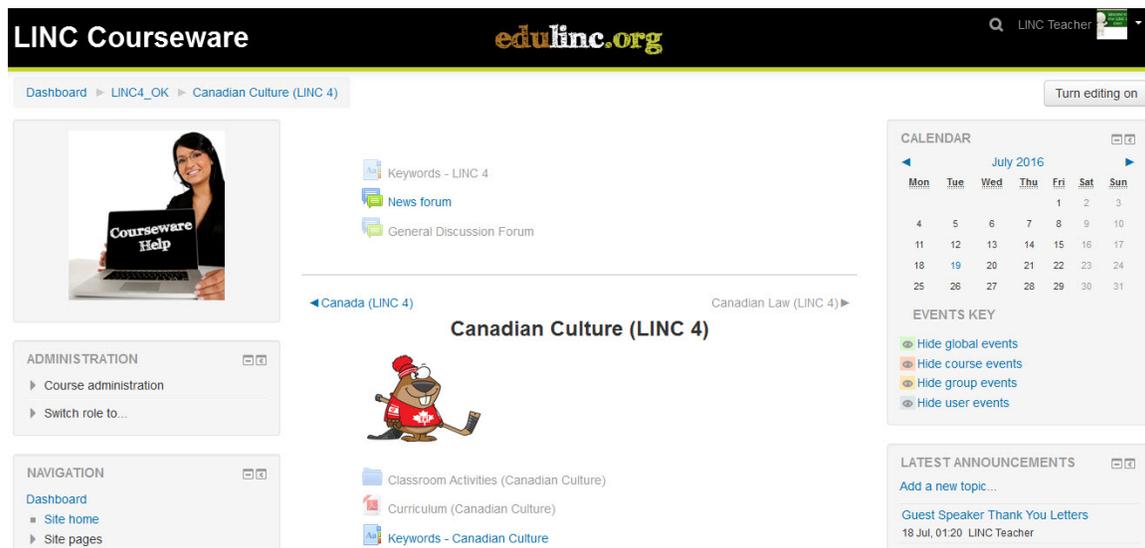

Activities	HTML	Random glossary entry
Activity results	Latest announcements	Recent activity
Administration	Latest badges	Recent blog entries
Blog menu	Learning plans	Remote RSS feeds
Blog tags	Logged in user	Search forum
Calendar	Mentees	Section links
Comments	Messages	Self completion
Community finder	Navigation	Tags
Course completion status	Online users	Upcoming events
Course/site summary	People	
Courses	Private files	

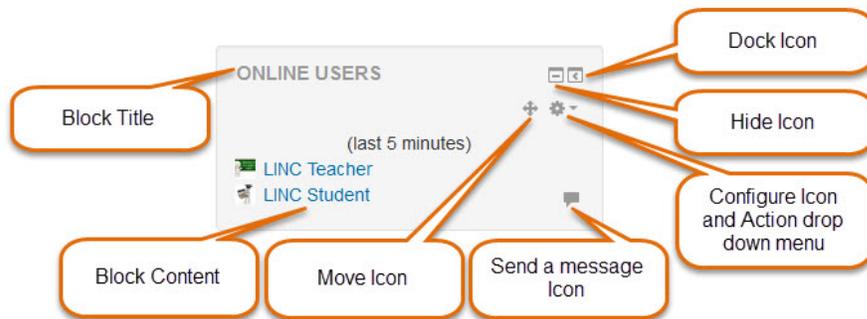*Stage 2, Using the LINC Courseware*

Parts of a block

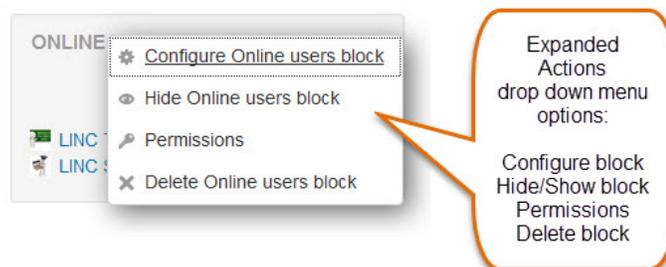As an instructor, you have many options to use blocks for your instructional purposes.

Regular and Student View:
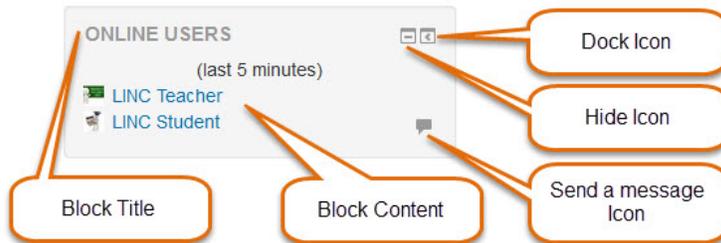
Editing turned on View:

To reveal more editing functionality, with Editing turned on, click on the Actions drop down menu to expand it:

To Configure the settings for a given block, click on the link in the Actions menu.

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Configuring a Block

Once you have clicked on Configure in the Actions drop down menu for a given block, on the page that opens, you can choose the options that suit your course requirements and then click on the Save changes button at the bottom of the page.

Block Management in your course

There are several functions that the teacher can control when it comes to managing the blocks:
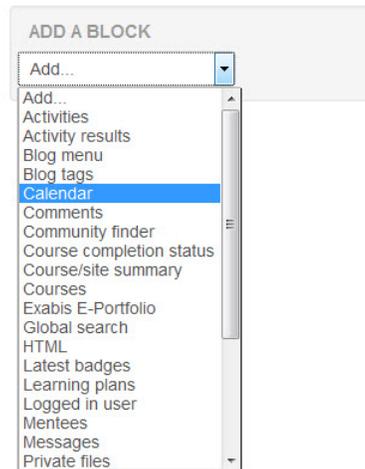
- Adding a block
- Deleting a block
- Hiding and Showing a block
- Moving a block
- Docking a block

Adding a block to your course

Note: In these examples, we will use the Calendar block

1. On your course page, Click on the Turn editing on button

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2. Look for the *Add a block* block and click on the *Add...* drop-down option, then select the *Calendar* block.

3. The new block will appear at the bottom of the left side column on your course page. See the section later in this document for how to move the new block around.

4. Click on the Turn editing off button to return to the normal view.

Deleting a block from your course

1. Click the Turn editing on button

2. Look for the Calendar block

3. Click the Actions drop down menu

4. Click Delete Calendar block and the following message will appear:

5. Click the Yes button if you are sure

6. Click the Turn editing off button to return to the normal view and the Calendar

   block has been removed.

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Hiding and Showing a block on your course

Deleting a block from your course is not always necessary. An alternate solution is to hide it temporarily from your students. This process is a simple toggle button. In this example, we will show and hide the Calendar block.

1. Click the Turn editing on button

2. Look for the Calendar block and click on the Actions drop down menu

3. Click Hide Calendar block to hide the block from student view.
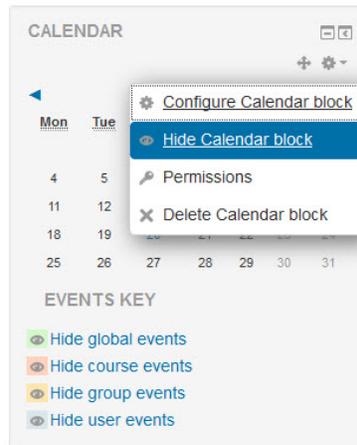
4. Click on the Actions icon in the hidden Calendar block and then click Show
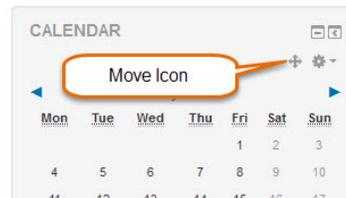
    Calendar block to make it visible to students again
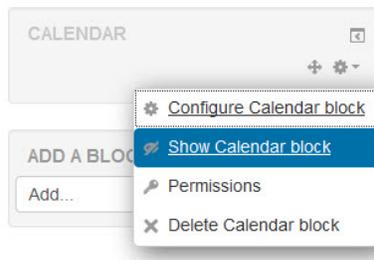
5. Click the Turn editing off button to return to the normal view.

Moving a block

1. On your course page, click on the Turn editing on button

2. Roll the cursor over the Calendar block Move icon and the cursor will change to match the icon


3. Drag the Calendar block to a new position on the course page in either the left or the right columns.

Docking a block in your course

Docking a block in your course is an alternate way to position a block. In this example, we will dock and undock the Calendar block.

Important Note: Docking a block only changes **your own personal** course view. It **does not** change the student view (use Hide/Show for that purpose). Be sure to show your students how to dock the blocks in their view as well, it will help them with some of the activities in the courseware.
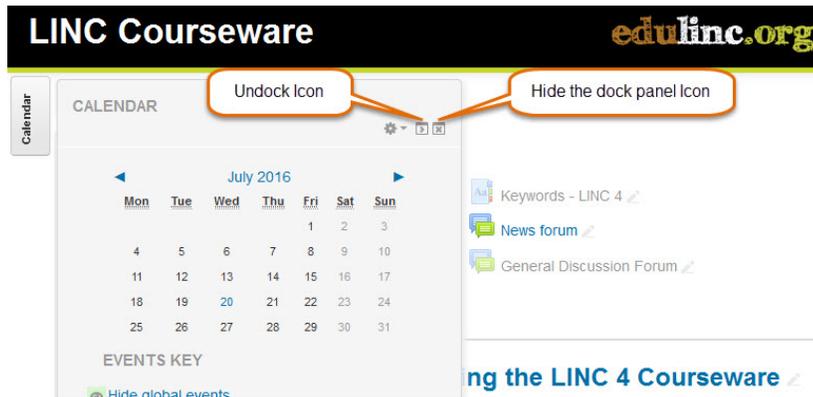
1. Look for the Calendar block and click on the Dock icon
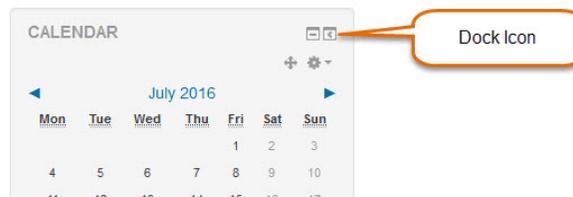
*   The Calendar is Docked and will stay with you as you scroll down the course page

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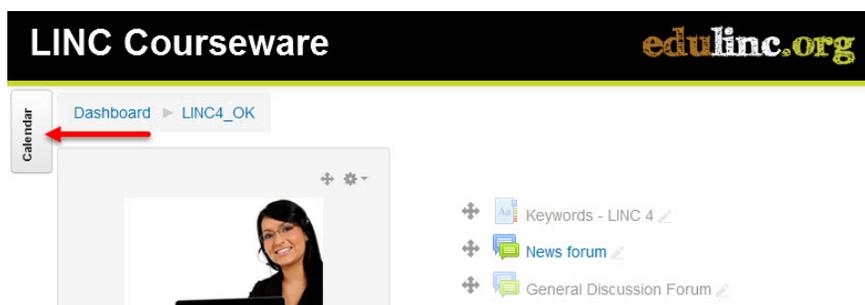
2. Rollover the Docked Calendar and the Calendar fly-out panel appears

3. Click on the Hide the Dock Panel icon

4. The Calendar panel returns to its docked position

5. Rollover the Docked Calendar again

6. Click on the Undock Calendar block icon and the Calendar block reappears as a block on the course page.

Block Management Help links

Moodle Documents: Blocks

<http://docs.moodle.org/31/en/Blocks>

Moodle Documents: Blocks FAQ

<http://docs.moodle.org/31/en/Blocks_FAQ>

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