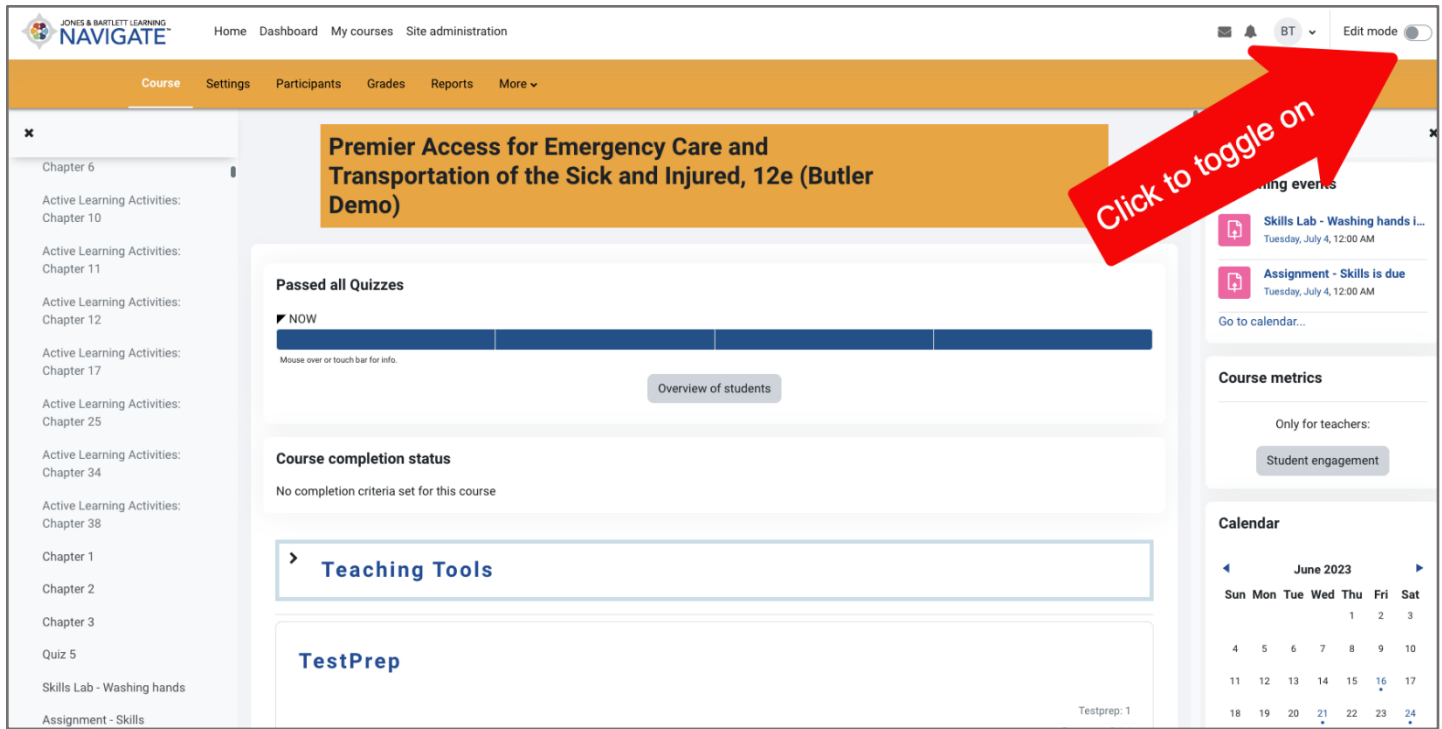


How to Add and Configure Course Blocks

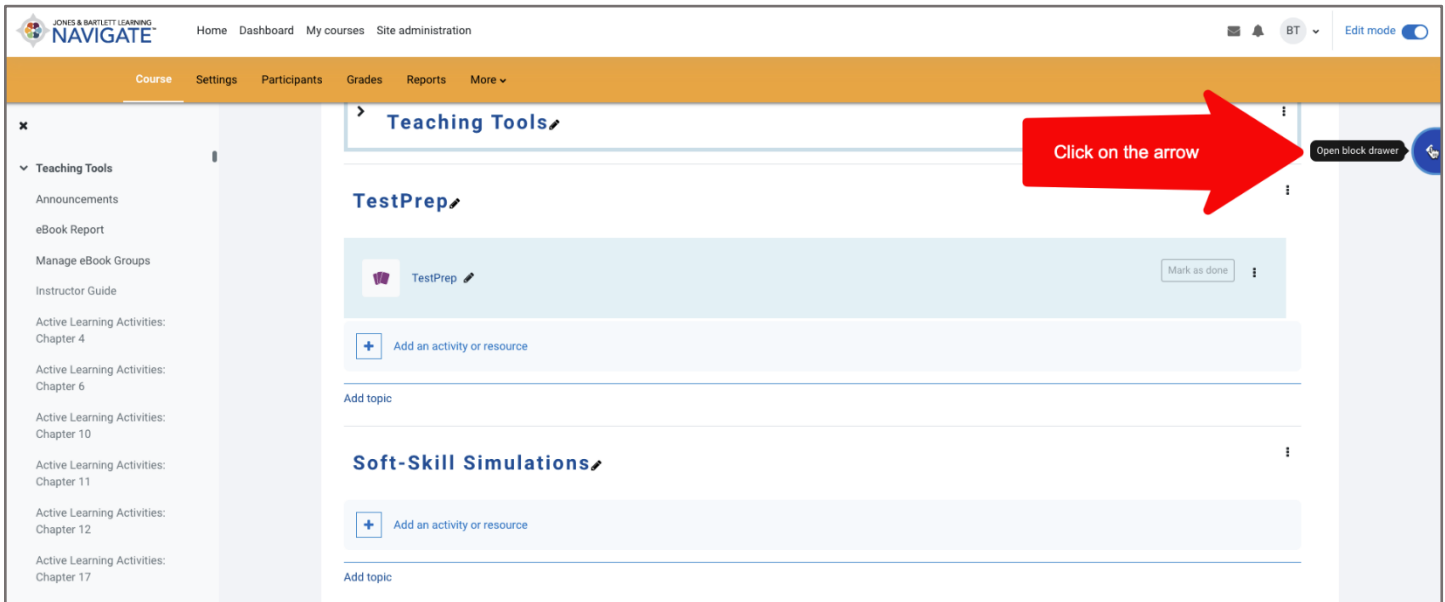
This document provides directions on how you can add and configure course blocks in the right-hand menu. Course Blocks are a variety of tools that may be added to your course as quick-menu items to assist with tracking, navigation, and communication.

1. Toggle on the course **Edit mode** using the button at the top of the page.

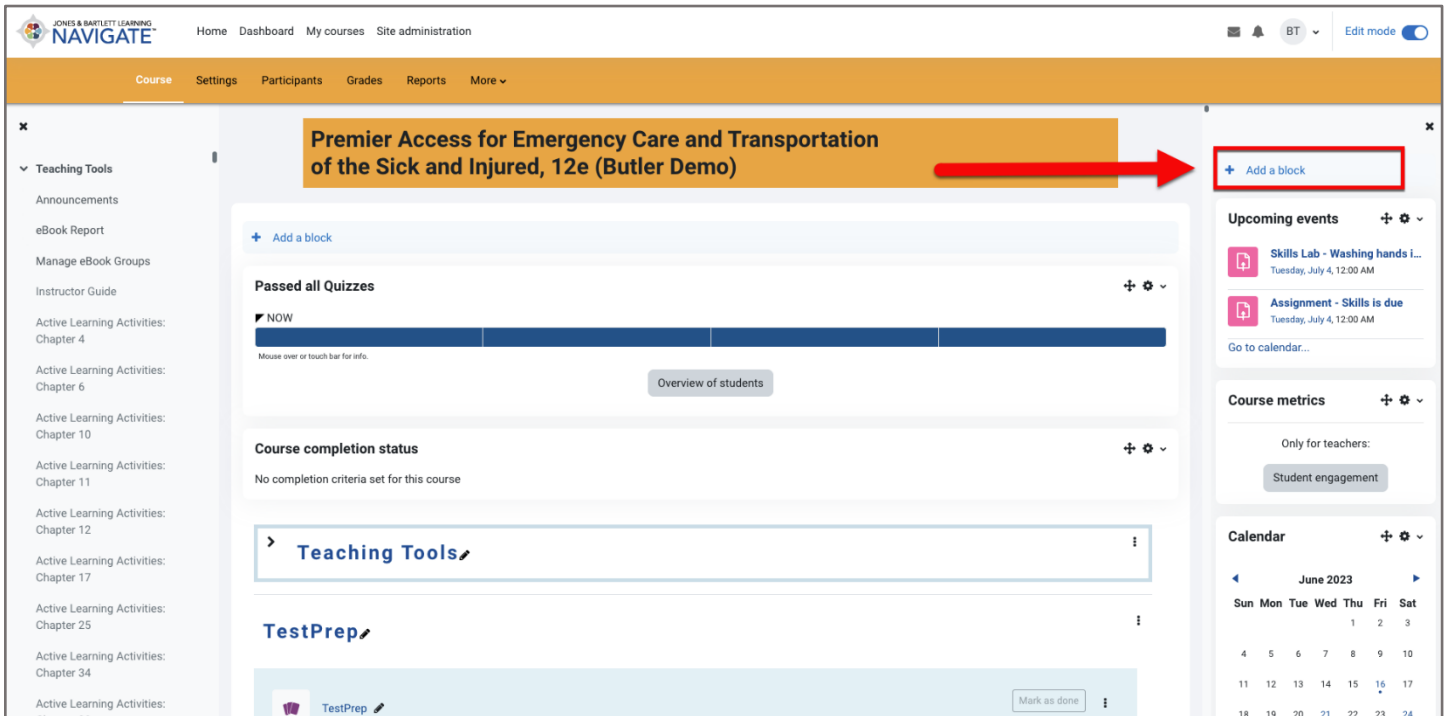


The screenshot shows the course interface for "Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e (Butler Demo)". At the top right, there is a navigation bar with "Home", "Dashboard", "My courses", and "Site administration". Below this is a course-specific menu with "Course", "Settings", "Participants", "Grades", "Reports", and "More". In the top right corner of the course area, there is a toggle switch labeled "Edit mode" which is currently turned off. A large red arrow points to this toggle with the text "Click to toggle on". The main content area shows a progress bar for "Passed all Quizzes" with a "NOW" indicator and an "Overview of students" button. Below that is a "Course completion status" section indicating no completion criteria are set. There are also sections for "Teaching Tools" and "TestPrep". On the right side, there are widgets for "Upcoming events" (including "Skills Lab - Washing hands i..." and "Assignment - Skills is due"), "Course metrics" (with a "Student engagement" button), and a "Calendar" for June 2023.

2. Expand the **Course blocks** menu by clicking the menu's **arrow** button on the right side of the page to review your current blocks.

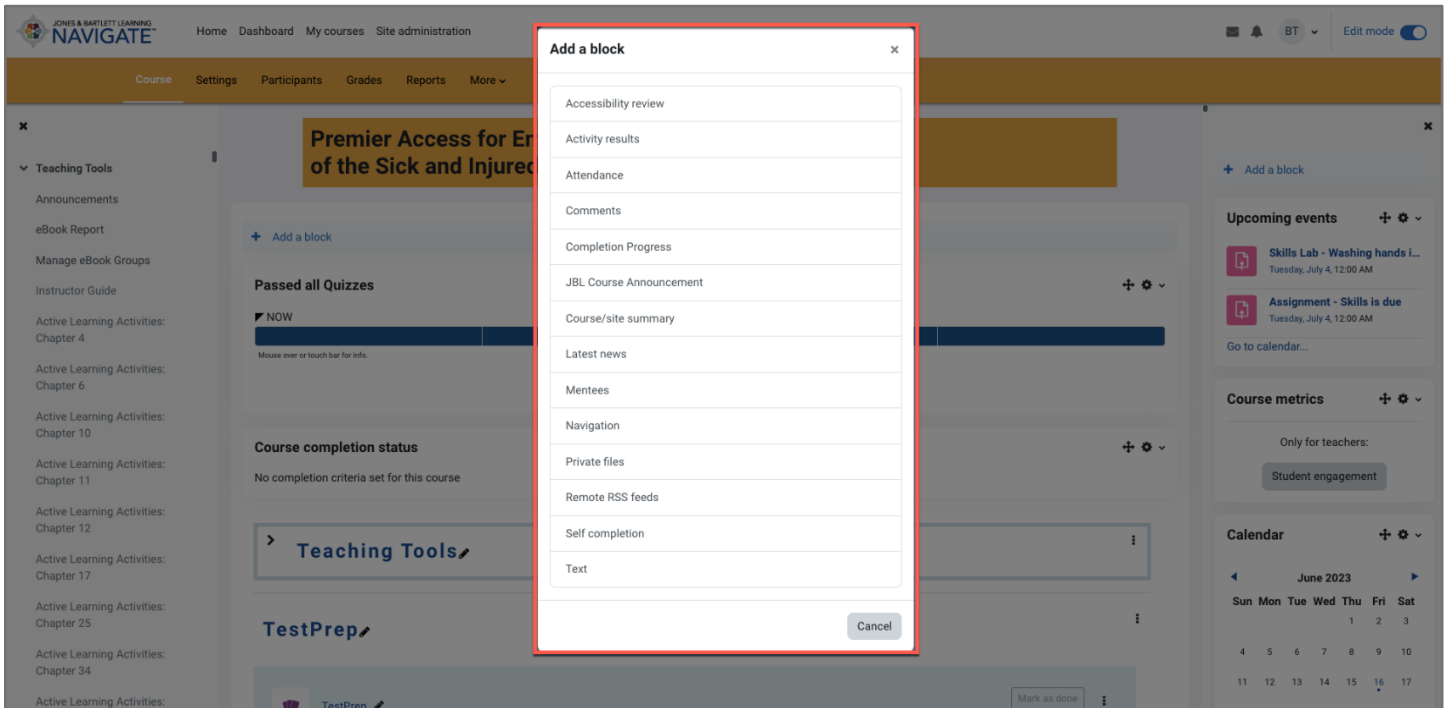


3. To add a new block to the menu, click the **Add a block** button on the right side of the page.



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4. This action opens a popup window from which you may select the desired block to add. Please note, blocks that are already in place are not listed here.



5. The **course blocks** that we recommend adding to your course are:

- **Course metrics** – A reporting tool providing data of individual users' time spent in the course, which is available to instructors only.
- **Upcoming events** – Displays a list of course activities and events scheduled to occur in the next three weeks.
- **Activities** – Filtered access to categorized course items, such as Assignments, Forums, Quizzes, and Resources.
- **Administration** – Quick access menu to your comprehensive course settings in one place.

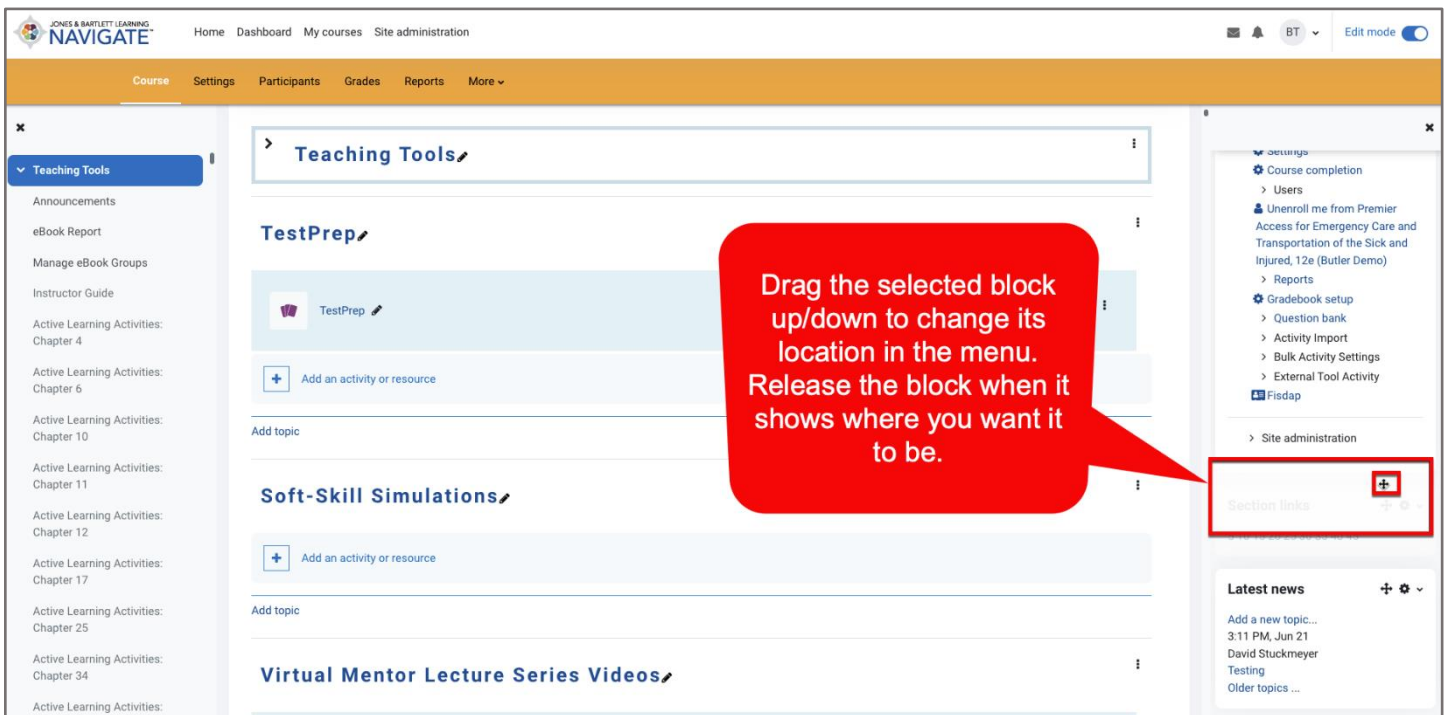
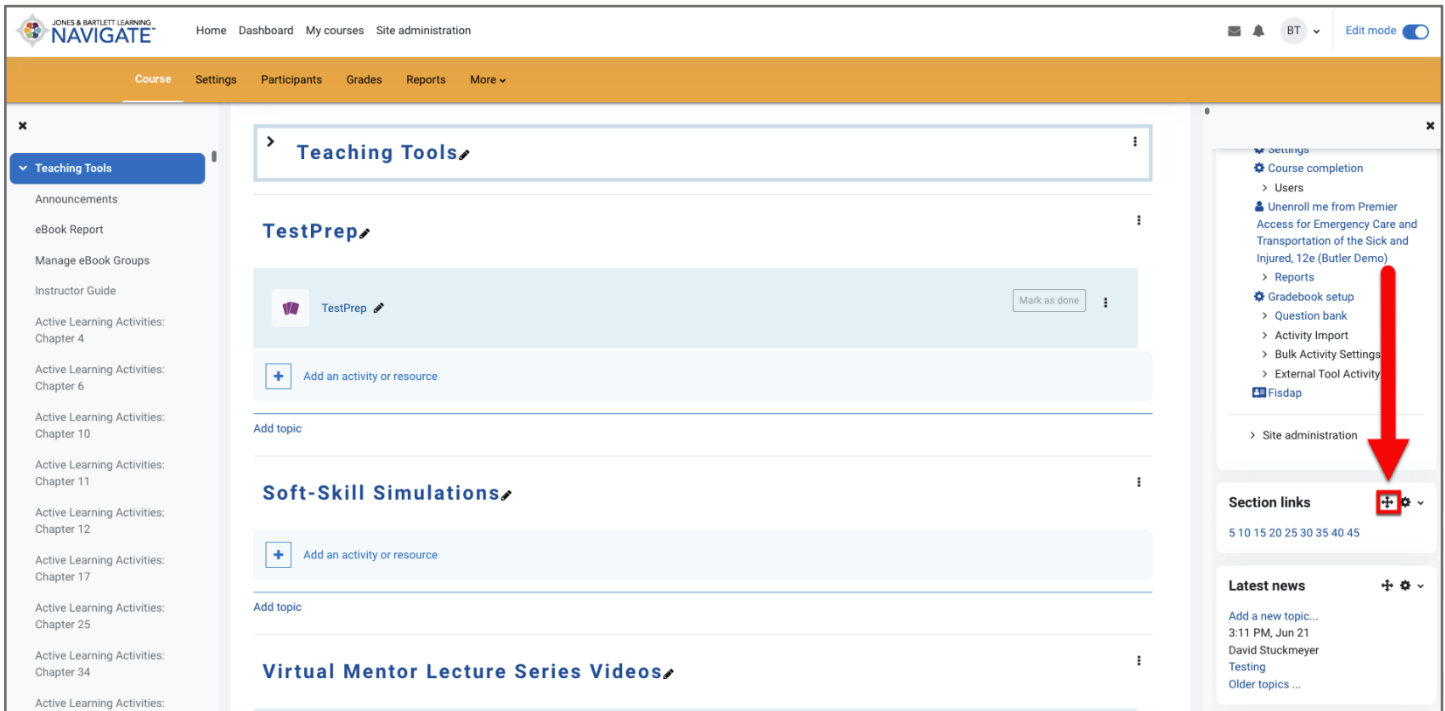
6. Once added, each block may be configured within its own settings. Click on the **Settings** button and then select **Configure block** from the dropdown menu to make any needed adjustments.

The screenshot shows the 'Teaching Tools' section of a course management system. The main content area displays three tool categories: 'TestPrep', 'Soft-Skill Simulations', and 'Virtual Mentor Lecture Series Videos'. Each category has an 'Add an activity or resource' button. On the right-hand sidebar, under the 'Section links' section, there is a settings icon (a gear) which is highlighted with a red box and a red arrow pointing to it.

This screenshot shows the 'Section links' settings panel. The panel is open, displaying various configuration options. A red arrow points to the 'Configure Section links block' option, which is highlighted with a red box. Other options visible include 'Hide Section links block', 'Permissions', 'Check permissions', and 'Delete Section links block'.

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7. Each block may also be placed by clicking and holding its **move** button, and then dragging and dropping it to its desired location.



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8. To delete a block, expand on the **Settings** option of the block and select the **Delete block** option.

The screenshot shows the course settings interface. On the left, a sidebar lists various teaching tools and active learning activities. The main content area displays three blocks: 'Teaching Tools', 'TestPrep', and 'Soft-Skill Simulations'. On the right, a settings sidebar is open, showing options for 'Course completion', 'Section links', and 'Latest news'. The 'Section links' section is expanded, and the 'Delete Section links block' option is highlighted with a red box. A red arrow points from the right towards the 'Delete Section links block' option.

9. Once you are satisfied with your adjustments, toggle off the course **Edit Mode**.

The screenshot shows the same course settings interface as in the previous image. A large red arrow points from the right towards the 'Edit mode' toggle switch in the top right corner of the page. The toggle switch is currently turned on, and the text 'Click to toggle off' is written inside the arrow.

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