

# How to Add and Configure Course Blocks

This document provides directions on how you can add and configure course blocks in the righthand menu.

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

The screenshot displays the JBL Navigate course interface. At the top, the course title is "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e". Below the title, there is an "Edit Mode" toggle switch currently set to "OFF". A large red arrow points to this toggle with the text "Click to toggle on". The interface includes a left sidebar with navigation icons, a main content area with a "TEACHING TOOLS" section containing four chapter blocks: "Chapter 1 EMS Systems", "Chapter 2 Workforce Safety and Wellness", "Chapter 3 Medical, Legal, and Ethical Issues", and "Chapter 4 Communications and Documentation". On the right, there is a "COURSE METRICS" section with a "Student engagement" button and an "UPCOMING EVENTS" section listing attendance events for Wednesday, 22 July, Friday, 24 July, Wednesday, 29 July, and Friday, 31 July.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

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.

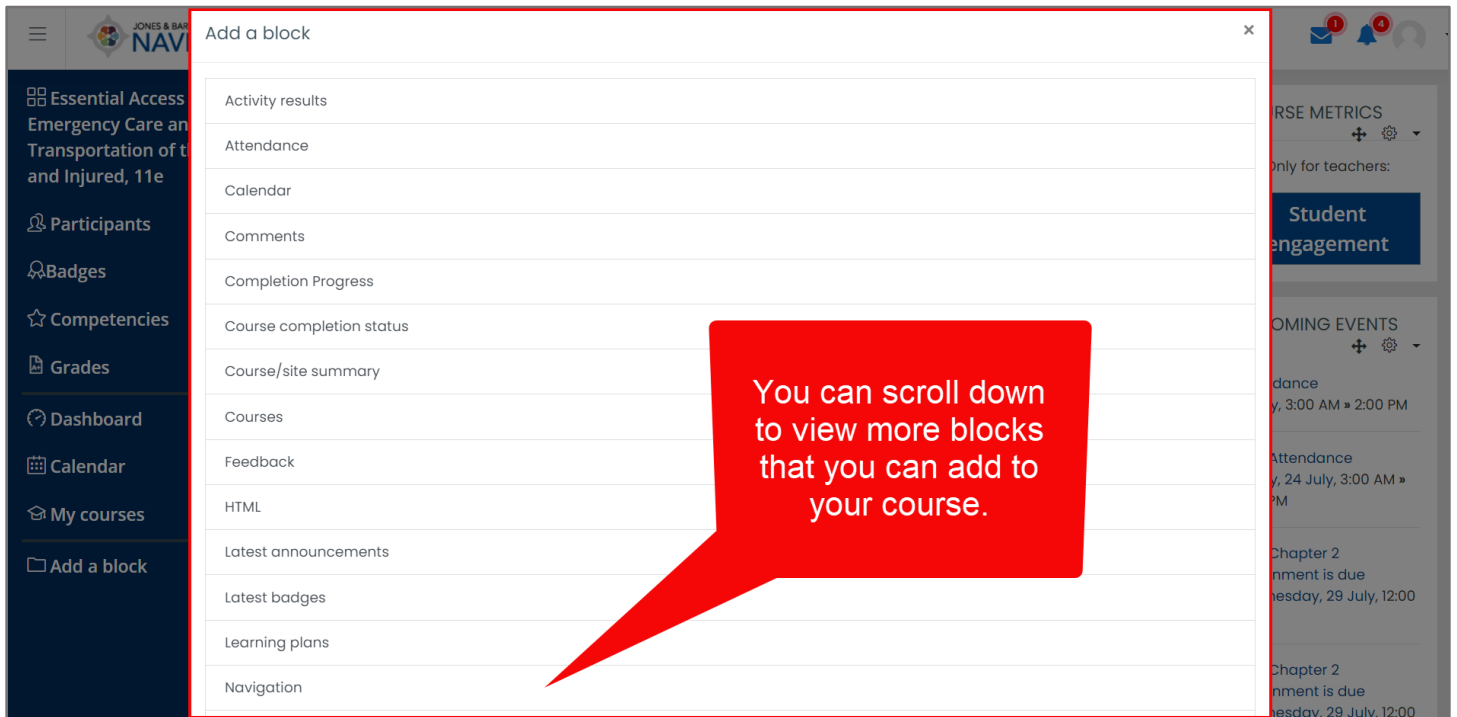
The screenshot shows the course page for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. The navigation drawer on the left is expanded, and the 'Add a block' button is highlighted with a red box. The main content area shows 'TEACHING TOOLS' and 'CHAPTER 1 EMS SYSTEMS' with various resources like 'Chapter 1 Quiz', 'eBook: Chapter 1', 'Audio Book: Chapter 1', 'Comprehensive Slides: Chapter 1', and 'Notecards: Chapter 1'. The right sidebar contains 'COURSE METRICS' and 'UPCOMING EVENTS'.

3. To add a new block to the menu, click the **Add a block** button from your **Navigation drawer** to the left of the page.

The screenshot shows the same course page as above, but with a red arrow pointing to the 'Add a block' button in the navigation drawer, which is highlighted with a red box. The main content area and right sidebar are the same as in the previous screenshot.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

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.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

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.

This screenshot shows the course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The left sidebar contains navigation options like Participants, Badges, and My courses. The main content area displays "TEACHING TOOLS" and "CHAPTER 1 EMS SYSTEMS" with various resources like a quiz, eBook, and audio book. On the right, the "UPCOMING EVENTS" sidebar lists several attendance events. A red arrow points to the settings gear icon in the top right corner of the "UPCOMING EVENTS" section.

This screenshot shows the same course page as above, but with the "UPCOMING EVENTS" settings menu open. A red arrow points from the settings gear icon in the main content area to the "Configure Upcoming events block" option in the sidebar menu. Other options in the menu include "Hide Upcoming events block", "Permissions", "Check permissions", and "Delete Upcoming events block".

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

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

The screenshot shows the course page for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. The left sidebar contains navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', 'Dashboard', 'Calendar', 'My courses', and 'Add a block'. The main content area is titled 'TEACHING TOOLS' and 'CHAPTER 1 EMS SYSTEMS', containing a 'Chapter 1 Quiz' and an 'eBook: Chapter 1'. The right sidebar shows 'COURSE METRICS' and 'UPCOMING EVENTS'. A red arrow points to the move button (a square with a plus sign) next to the first event, 'Attendance Wednesday, 27 July, 3:00 AM - 2:00 PM'.

This screenshot is similar to the one above but includes a red callout box with white text that reads: 'Drag the selected block up/down to change its location in the menu. Release the block when it shows where you want it to be.' The callout box points to the 'ACTIVITIES' menu in the right sidebar, which is highlighted with a red border. The 'ACTIVITIES' menu includes 'Attendances', 'Forums', 'Quizzes', and 'Resources'. The rest of the course page content remains the same.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

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

The screenshot shows the course management interface for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. The 'Edit Mode' is currently ON. A red arrow points to the 'Delete Upcoming events block' option in the settings menu for the 'UPCOMING EVENTS' block. The interface includes a sidebar with navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', 'Dashboard', 'Calendar', 'My courses', and 'Add a block'. The main content area shows 'TEACHING TOOLS' and 'CHAPTER 1 EMS SYSTEMS' with various resources like 'Chapter 1 Quiz' and 'eBook: Chapter 1'.

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

The screenshot shows the same course management interface, but with the 'Edit Mode' toggle switch turned OFF. A red arrow points to the toggle switch with the text 'Click to toggle off'. The interface shows the course title, 'TEACHING TOOLS', and 'CHAPTER 1 EMS SYSTEMS' with resources like 'Chapter 1 Quiz', 'eBook: Chapter 1', and 'Audio Book: Chapter 1'. The sidebar and right-hand navigation menu are also visible.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm