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.

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.
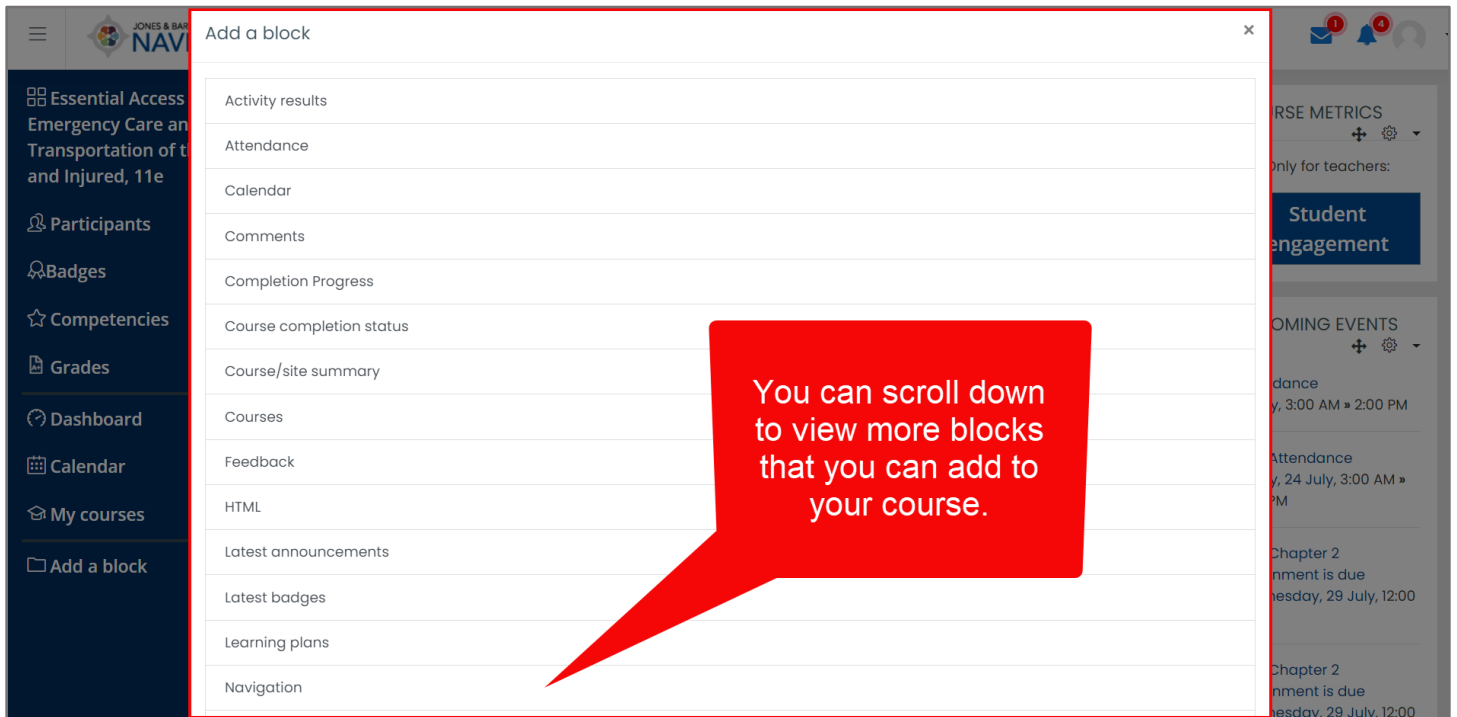

3. To add a new block to the menu, click the **Add a block** button from your **Navigation drawer** to the left of the page.

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.

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

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.

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

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