

Lesson 9: Managing, Hiding, or Showing Blocks

In this lesson, you will learn how to:

- Manage Blocks and their location(s)
- Hide/Show a Block to students

Understanding Blocks

Blocks are areas of links to Tools, Activities, or Resources that are placed in the left and/or right side of your course site. Blocks are added to a Navigate site by two ways.

1. Initially, by the default course configuration when a site is first created; and
2. Manually by an instructor

Most blocks can be moved to the left or right column on the Navigate course site, even the ones placed by default by the system administrator.

Blocks Added Initially By Default

Administration: General tools for managing the site. *This is the only block that cannot be moved or removed from the site.*

Activities: Lists and allows navigation to the index pages for activities and resources (forums, quizzes, assignments, etc). The list grows as you add activities to your course.

Calendar: Click the month's title to access the calendar tool and make entries.

Course Menu: Contains index of materials organized by week/topic of this course.

People: Contains a link to the list of course participants.

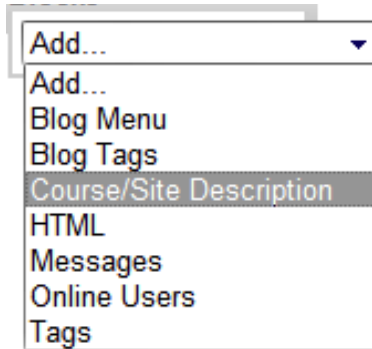
Types of events: Global, Group, Course, and User.

Upcoming Events: Lists the upcoming events of the academic calendar. It is updated once a year in the summer.

Latest News: Contains the latest news of this course from the instructor. My Courses Lists all the course sites of which you have enrolled in.

Exercise 9-1 Managing a Block

1. From the Blocks menu, click the **Course/Site Description** option
2. Click the **left arrow** to move the Course Summary block to the left side of the screen.
3. Click the **up arrow** to move the Course Summary block up.
4. Click the **minus sign** to collapse the Course Summary block.
5. Click the **plus sign** to expand the Course Summary block.



Exercise 9-2 Hiding/Showing a Block

1. Click the **open eye** to hide the Course Summary block
2. Click **Turn Editing off**. The Course Summary block is no longer visible.
3. Click **Turn Editing on**.
4. Click the **close eye** to show the Course Summary block again.
5. Click the **red x** to delete the Course Summary block.