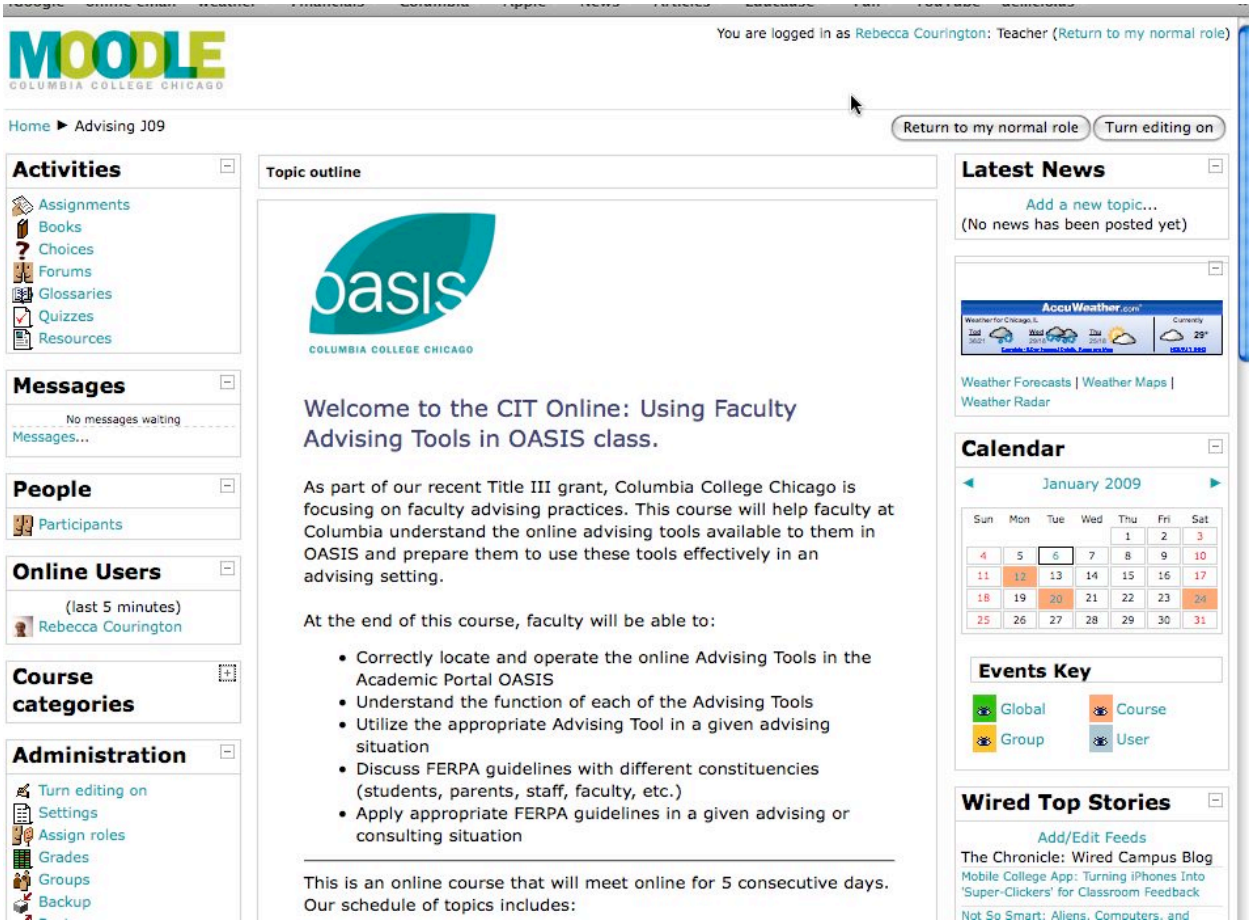
Managing Blocks

Blocks add functionality to your Moodle page. There are lot's of different blocks to choose from - you can customize your class page by adding whatever set of blocks you would like.

Typically, blocks appear in the left and right hand columns of the page. In the example below, you can see the Activities, Messages, People, Online Users, Course Categories (minimized) and Administration Blocks in the left hand column. In the right hand column you can see the Latest News, Custom HTML, Calendar and RSS Feed Blocks.

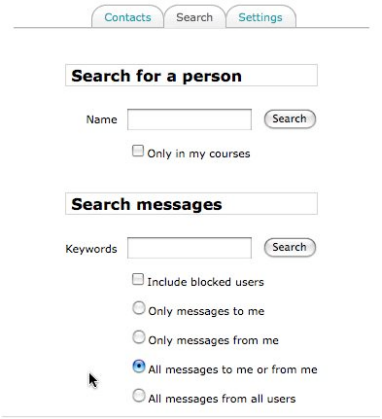


Some of the more useful blocks include:

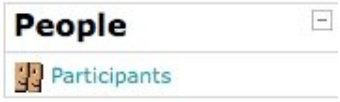
Activities:
This list allows you quick navigation between the different activities *(please see Resources and Activity section, page 16*) you have created in your course. This list will grow as you add new activities to your course.

Messages:
Allows you to send and receive messages from other Moodle users.

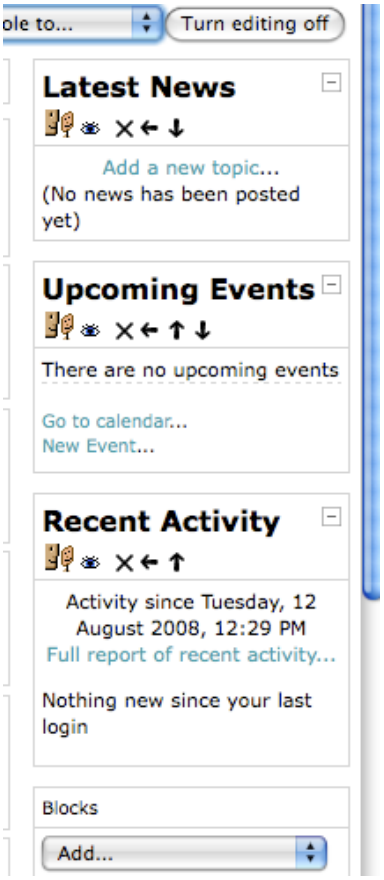
You can look for people in your class or for any Columbia Moodle user.



People:
The People block contains a link to the list of course participants. You can view participants profiles form this block. (*please see the Participants and Assigning Roles section, page 12*)



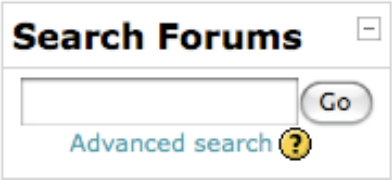
Latest News: Recent posts made in the News forum will display as a listed item in the Latest News block, along with a link to older archived news. The Latest News block displays 3 news items.



Upcoming Events: This block displays future events in a summarized list. The events are generated directly from the calendar and/or activity deadlines, providing a link to full details or directly to the activity.
There are also links to Go to calendar... and add a New Event..

Recent Activity: This lists course activity, such as forum posts and assignment submissions, since the user last accessed the course.
Clicking on the Full report of recent activity link will go to an activity report filter and generator.

Search Forum: This block allows you to search the course forums for a word or phrase. Type the word or phrase in the text field space. You can also use the advanced search options.



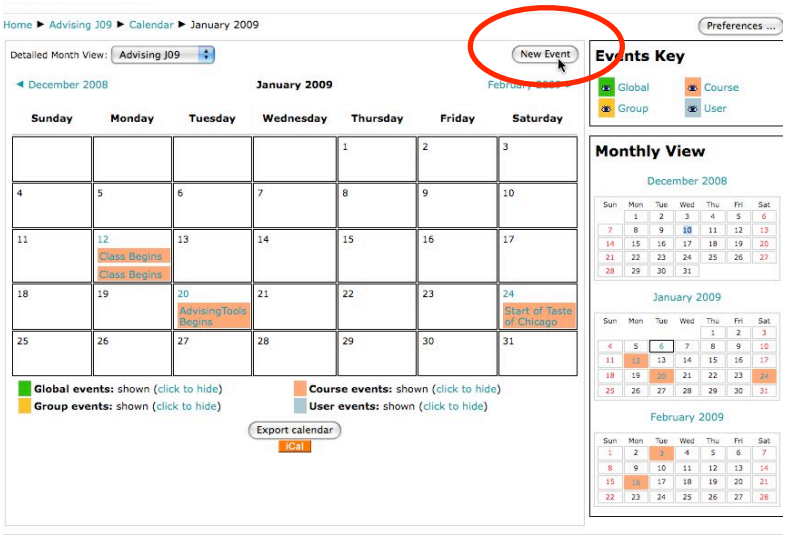
Online Users
This tells you who in your class is currently logged into Moodle (particularly useful if you want to send a message!)

Calendar

The Calendar lets you set events for your class. The events you set will appear on the student's calendars.

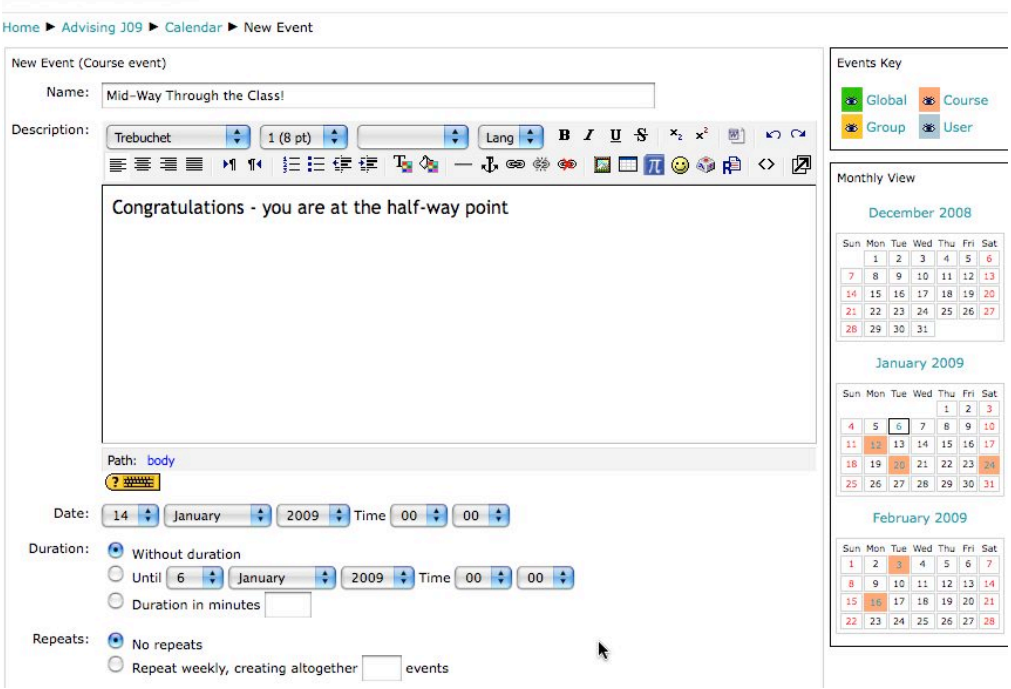
To enter an event on the calendar, click on the Month (here seen as January 2009 in blue type) -

Click on New Event



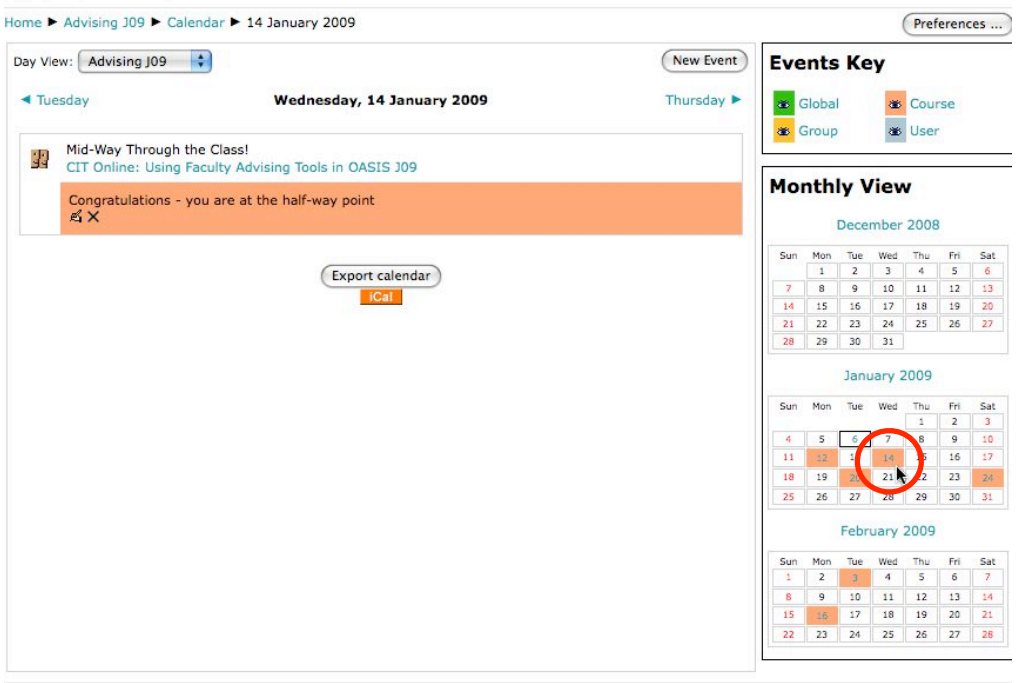
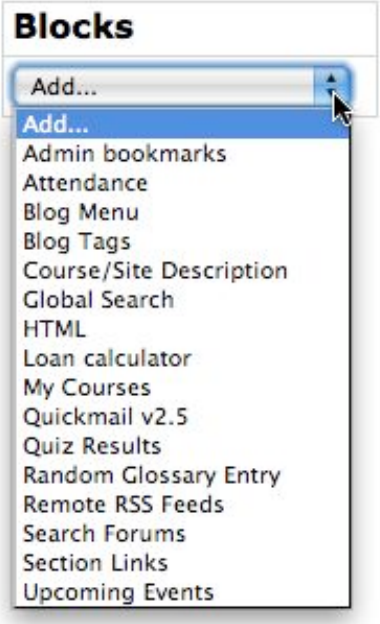
You will be asked to enter an Event type. Choose either User Event, Course Event or Site Event and click OK.

Then, you will see this screen and you can enter the Event Information:



Be sure to click Save at the bottom of the page.

Now your event will appear on your Block Calendar:



There are many different blocks that you can add. We won't go into detail on all of these, but you can find complete documentation for these other blocks at Moodle.org