

Standard Blocks

Moodle course shells are provisioned with a set of standard blocks in the right-hand panel. These utilities provide useful course information and functions. Among them:

- **Activities.** The Activities block provides links to everything in your course organized by type. Access all your assignments, forums, or quizzes from these links—a great way to check due dates and navigate to course content. Instructors see everything in the course, while students only see items that are available to them. This block is so useful that it appears on every page.
- **Quickmail.** Send email to individuals or groups. Messages go to SOU email addresses. [Personalizing messages](#) gets results!
- **Latest Announcements.** Up to five of the most recent announcements are displayed in this block. You can adjust the number of announcements posted in the **Appearance** options of the course **Settings** menu.
- **Calendar.** The course calendar displays due dates as you assign them to activities. You can also [create events](#) that are not tied to course activities. Calendars on the dashboard and home page roll up the events from all courses.
- **Upcoming Events.** Future due dates with links to activities appear in this block.
- **Recent Activity.** The Recent activity block records changes that occur in the course. Student forum posts and submissions will be recorded in this block as well as additions and deletions that you make. (Students don't see details about submissions, but they will see links to new forum posts.)
- **Accessibility + Review.** Submit your course for an accessibility review to find out how you can make your course more accessible for users. [Learn more.](#)

Activities

- Assignments
- Attendances
- Forums
- Resources

Quickmail

- Compose Course Message
- View Drafts
- View Scheduled
- View Sent Messages
- My Signatures
- Alternate Emails
- Configuration

Latest announcements

[Add a new topic...](#)

(No announcements have been posted yet.)

Calendar

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Full calendar](#)
[Import or export calendars](#)

Upcoming events

There are no upcoming events

[Go to calendar...](#)

Recent activity

Activity since Thursday, December 14, 2023, 10:25 PM

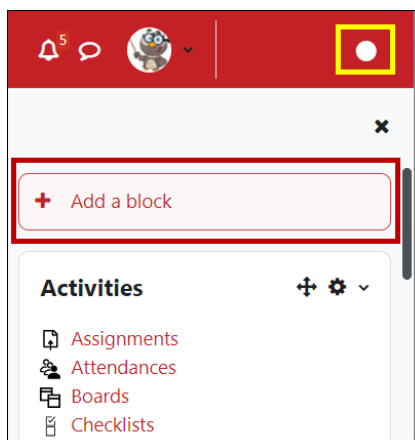
[Full report of recent activity...](#)

No recent activity

Accessibility+ Review

This course has not yet been scheduled for analysis to find common accessibility issues.

Submit for analysis



Adding Blocks in Your Course

In addition to these standard blocks, there are several other blocks that provide quick access to Moodle features that you might want to add to your course.

Follow these simple steps to add a block:

1. Turn editing on in your course.
2. Expand the block panel on the right (if blocks are not already showing) and click on the **Add a block** link.
3. Choose the name of the block you wish to add and click on it. The screen will refresh to show the new block at the bottom of the blocks panel.

Available Blocks

Attendance Block

If you use the [Attendance](#) feature in your course, adding the related block provides a quick shortcut for you and a helpful reminder for your students. The **Attendance** block interface differs for students and teachers: students see their current attendance status and can click on "Attendance" to read your remarks, while instructors have links in the block to take attendance, add a session, or view attendance reports. Note that the learner view of the block includes an explanation of how the current score is interpreted in the course total overall (see text in blue).

Attendance Teacher view

Attendance
Take attendance
Add
Report

Attendance Student view

Attendance

Taken sessions: 3
Points over taken sessions: 4 / 6
Percentage over taken sessions: 66.7%

Total number of sessions: 26
Points over all sessions: 4 / 52
Percentage over all sessions: 7.7%

Maximum possible points: 50 / 52
Maximum possible percentage: 96.2%

Moodle Help

Moodle How-Tos for Faculty
Moodle How-Tos for Students

Faculty: What's New in 4.1
Students: What's New in 4.1

Project Connections Newsletter

PM SOFTWARE

Instructions for Accessing MS Project via Virtual Lab

Text Block

A **Text** block (formerly known as an HTML block) is basically a textbox that you can place in your course to contain information that you'd like your learners to have immediate access to throughout the term. Possible uses include posting your office hours and contact information, posting key web links, etc. Contact your subject librarian to see if he/she would like to include contact information in a block in your courses (they love that!).

(new text block) + ⚙️ v

- ⚙️ Configure (new text block) block
- 👁️ Hide (new text block) block
- 🔑 Permissions
- 🔒 Check permissions
- 🗑️ Delete (new text block) block

After you add the block, click on the **Actions** icon shown here, then click on **Configure (new text block) block** to add content to the block. In the configuration page, add a **Text block title** if you wish and enter what you want to display in the **Content** box. **Save changes** when you're done adding content. You can drag and drop the block to its preferred location after you save it.

Block settings

Text block title

Content !

Edit View Insert Format Tools Table Help

↶ ↷ B I ...

Insert text, web links, and/or images.

Be sure to add alt text to images and check that they are set for auto sizing.

0 words

> Where this block appears

> On this page

Save changes Cancel

Private files + ⚙️ v

- Demo Course Files
- Research Tips
- Writing Tools
- Forum Guidelines

Manage private files...

Private Files

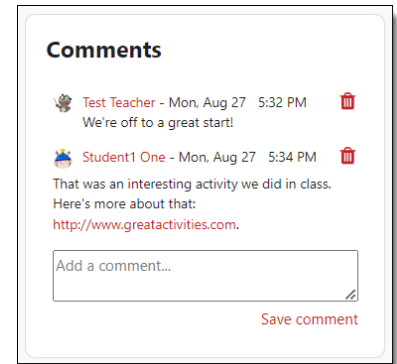
Every user has file storage in Moodle called "[Private Files](#)."

Learners can use this repository as a storage space for their work, uploading their files from home or campus and downloading them wherever they are

when they are ready to work on them again. No one else can view a person's files when they are posted in this area.

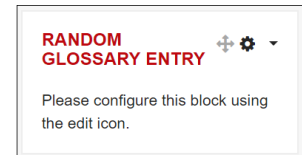
Comments

Moodle has a block for comments that enables course participants to jot a quick note to all users about whatever is on their minds. This block facilitates exchanges that are more informal than an announcement and offers a simple means for you and your students to share a thought spontaneously. Try it out and see what happens!



Random Glossary Entry

If you have a glossary in your course, a random glossary entry block will reach in and display an entry every time a user accesses the course main page or on a schedule that you set. Entries can appear randomly or in sequence. The illustration at right highlights the fields that require attention when you configure the block. See [detailed instructions](#).



Managing Blocks

A few good things to know about blocks:

- Blocks can be moved up and down by dragging and dropping them.
- Most blocks can only be added once—if you don't see a particular block listed among those you can add to your course, you've probably already added it!
- Multiple Text and Random glossary entry blocks may be added to your course.
- You can [set a block to appear on every page](#) in your course site—the Quickmail and Activities blocks are set up this way.

Configuring a Random glossary entry block

▼ Block settings

Title: Random glossary entry

Take entries from this glossary: Course Terms

Days before a new entry is chosen: 0

How a new entry is chosen: Random entry

Show concept (heading) for each entry: Yes

When users can add entries to the glossary, show a link with this text: Add a new entry

When users can view the glossary but not add entries, show a link with this text: View all entries

When users cannot edit or view the glossary, show this text (without link): (to be continued)

▼ Where this block appears

▼ On this page

Save changes Cancel

Annotations:
 - Blue arrow points to '0' with text: 'New entry each time page is accessed.'
 - Blue arrows point to 'Add a new entry', 'View all entries', and '(to be continued)' with text: 'Labels for actions if set in glossary.'