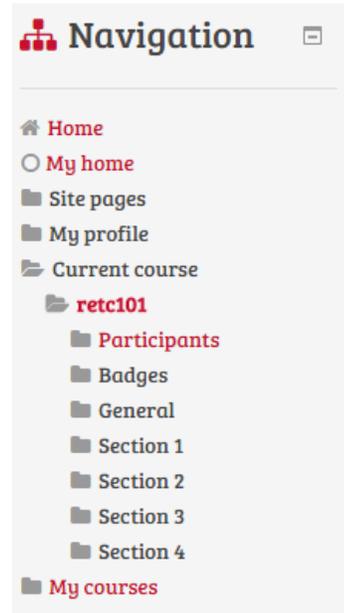


Student Blocks

Block is the term for the square help tools that line up down the side of the LMS web page. The blocks on your My Home tab and the blocks in actual Course pages will be different. As a student, you are allowed to manage your blocks. You can move them around and add other blocks.

My Home Page

- Click on “My Home” under your Navigation tab.
- Up in the right hand corner, next to where you would log-out, there is a “Customize This Page” button; click on it.
- From here, all of your editing tools for each block should show up on the right side of each title to the blocks. The Black Arrows move the block up and down. The Blue Notebook with a Pencil icon edits the block settings and can move them between the left and right sides. The Red X deletes the block and the Eyeball hides the block.
- You also should see the Add a Block option. It usually appears on the right column at the bottom.



There are several different blocks that a student can add. We will only hit the important ones.

You do not have the option to delete your *Program Management, Navigation, or Settings* blocks. You need these to navigate and work the website, but you can move them around.



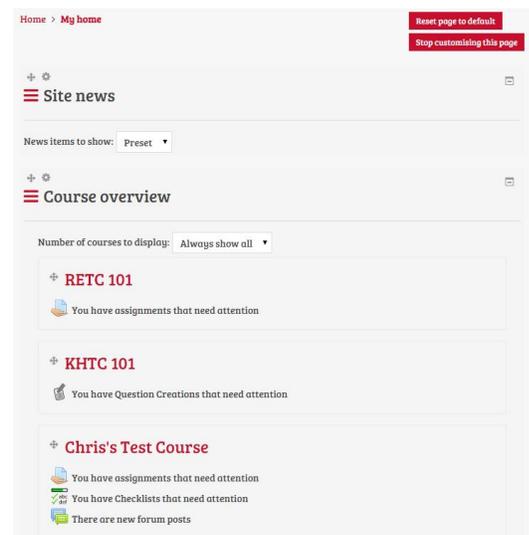
The *Calendar* will definitely be helpful. It lets you know when assignments are coming up/due and notifies you of things active in your courses.

The *Online Users* block could be helpful depending on how you use it. If you think you would want to message other classmates or professors, this would be helpful.

There is a block called *Courses* that could be helpful. It will list your courses, making it a shortcut. But you can still access your courses by clicking on the “My Courses” tab under the *Navigation* block.

If you use your *Messages* a lot, the *Message* block would be useful to have as a block.

My Private Files is also a VERY useful tool. As a student, you will have to turn in documents to dropbox and other things. Any file that would



have to be turned in, save it to your *Private Files*. That way if something goes wrong, your teacher wants you to download it again or you if you want to use the same essay for another course, it's all right there. You can upload from your *Private Files* from anywhere you can access the website; phone, computer, tablet. No more carrying a USB.

The *HTML* box is good for any kind of text or pictures that you want to add in as a block. It's like having an empty block to do whatever you want with it. This type of block would be great if you want to make a profile page; your name, email, and any other contact information could go there. Also, I've seen pictures go up in the *HTML* box.

In any of your *Courses* view, the boxes that show up are your Search Forums, Latest News, Recent Activity, and Upcoming Events. These help you navigate you through your different course assignments.