Moodle Blocks

A **Block** displays information in a small area in one of the side columns of Moodle. Every Block adds functionality to the Moodle site or your course. After login, the Home page blocks will have changed to reflect your personal settings.

Home Page Before Login


The Home Page After Login

Calendar Block

In the previous screenshot, after you login, you can now see the coloured boxes marked on the **Calendar**.

As the name suggests, this block provides a calendar function for your course(s). Dates for quizzes, deadlines for assignments and other reminders or events will be displayed on this calendar and will be highlighted in orange.

When you hover your mouse over the date, you can read the description of the event or click on it for more details. When you click on it, the following screen will open:
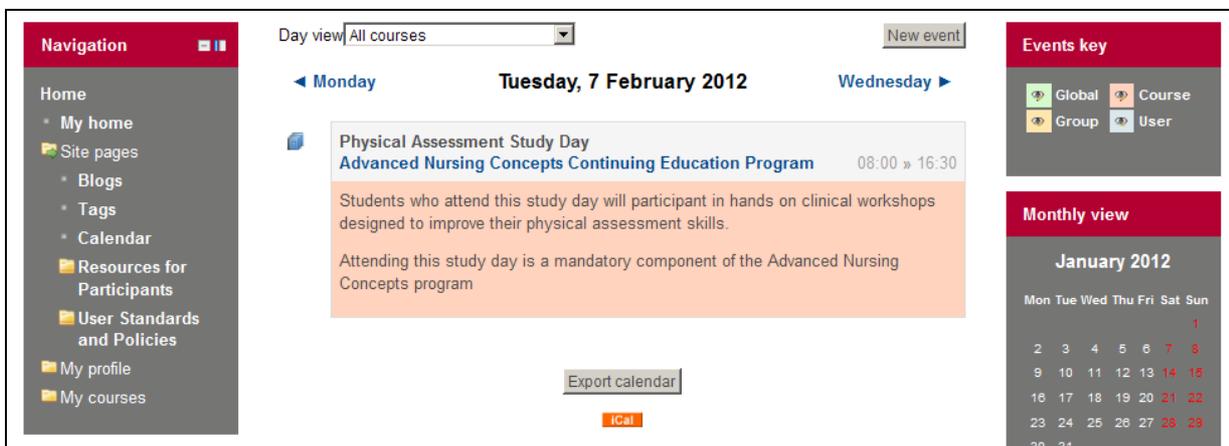
You can also use this calendar to add personal events or reminders. To do that, click on **New Event**.

The New Event Page will open.

Here you can specify the settings of this event:
Name: Event name
Description: Description of this event
Date: The date and time of this event
Duration: The duration of this event
Repeats: Specifies whether this event is going to be repeated on regular basis
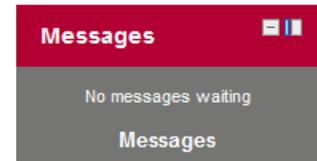
Click on **Save changes** to create this event.

When you go back to the home page you will see that the date of the event inside the **Calendar** block is highlighted in blue (User).

Messages Block

The **Messages** block shows any new messages you have received.

To Read Messages

To view a message, click the envelope icon next to the sender's name. This will open up a chat window, much like in MSN or other instant messaging services, allowing you to read and reply to the message.

If a message is sent to you when you aren't logged in to Moodle then the message will be sent as an email to your email account.
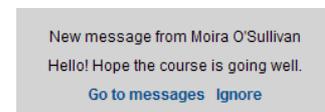
To Change Message Settings

For other options, click the **Messages** link under the **Navigation** block. The screen below will appear, giving you options to add contacts and search for other Moodle users.

You can manage your messaging settings by clicking on **Messaging** under the **Settings** block as highlighted in the screenshot below.

To Send Messages

To send a message to a Moodle user, click on his/her name in your contact list.
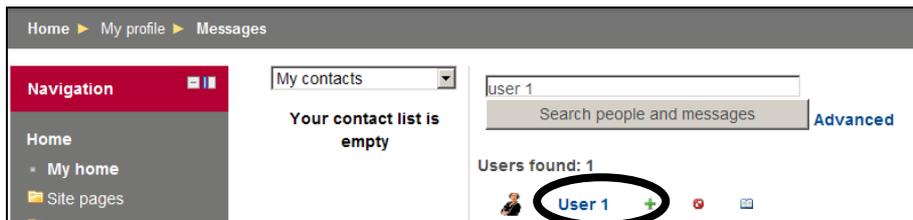
If s/he is not in your contact list, go to the search field, and search for the specific user. Click on his/her name in the search result.

When you click on the user's name, the following screen will appear, allowing you to compose a message to the contact you have selected.
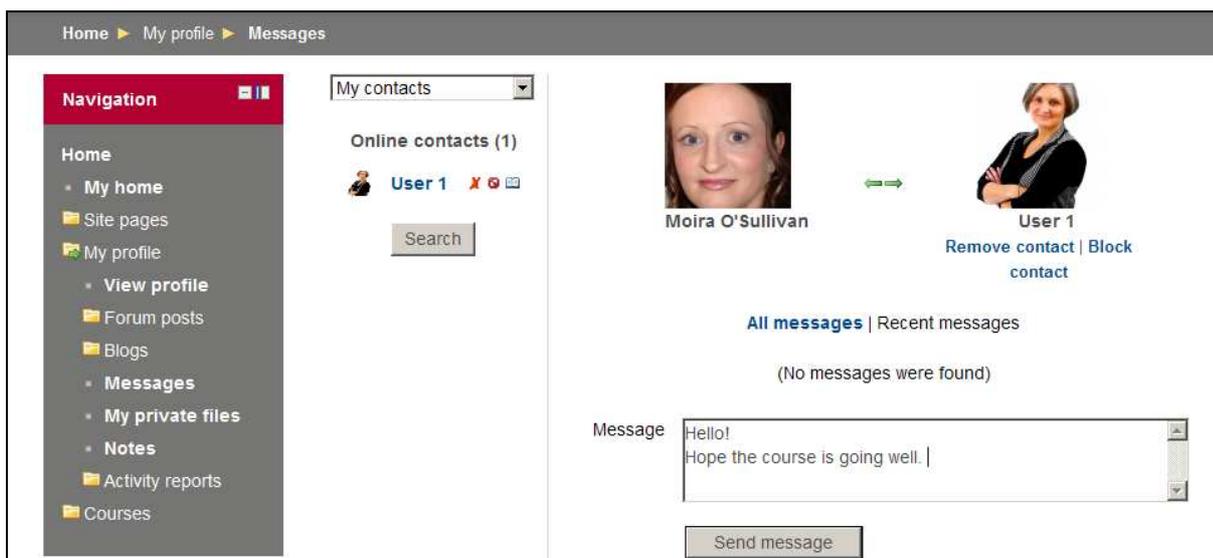
My Courses Block

This block displays the courses in which you are enrolled and provides a link to a list of all courses on the site.

If courses are missing from the list, you must contact the course coordinator. You can search for missing courses by clicking on the **All courses** link.

My Home Block

Each Moodle user also has their own home page. This can be accessed by clicking on the **My home** link located in the **Navigation** block.

In the middle section there is a list of all the courses you are enrolled in. You can access your course(s) by clicking on to the relevant course name.

As this is your own home page, you can customise this page to your own preferences, by clicking on the **Customise** this page button located in the upper-right corner of the page in the grey bar.
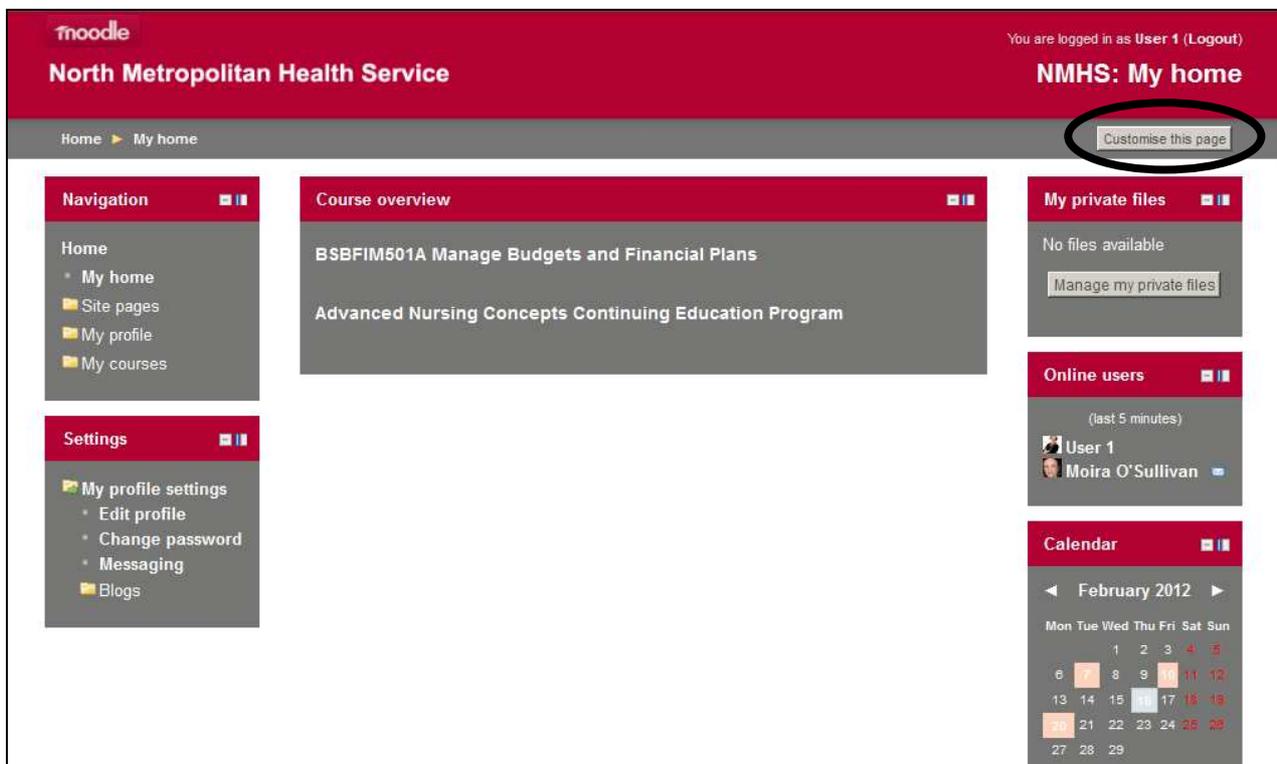
Clicking this button will enable you to begin editing your home page. At the bottom-right corner of the page, you will find the **Add a block** option. Click on the drop-down arrow to reveal the options of Blocks you can add to your page.

Settings

My profile settings
- Edit profile
- Change password
- Messaging
- Blogs

Login

(last 5 minutes)
User 1

Calendar

◄ February 2012 ►

Mon Tue Wed Thu Fri Sat Sun
                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

Add a block

Add...
Add...
Comments
Course completion status
Course/Site description
Courses
HTML
Latest news
Logged in user
Mentees
Messages
Random glossary entry
Remote RSS Feeds
Self completion

You are logged in as User 1 (Logout)

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You can also edit existing blocks using the following options found in the Block headings.

Calendar

Hide – allows you to hide the block

Configuration – allows you to configure the block on the page

Delete – allows you to delete the block

Move – allows you to move the block

Remember to click on Stop customising this page when you have made all your changes in order to return to the standard view of your home page.

North Metropolitan Health Service

You are logged in as User 1 (Logout)

NMHS: My home

Home ► My home

Stop customising this page

Docking and Undocking Blocks

Blocks can be docked so they are hidden, from view providing greater area for the main content. Docking the **Navigation** and **Settings** blocks is particularly useful if you have a small computer screen.

To move a **Block** to the dock, click on the blue/grey box (see picture below) located in the upper-right corner of each Block heading.
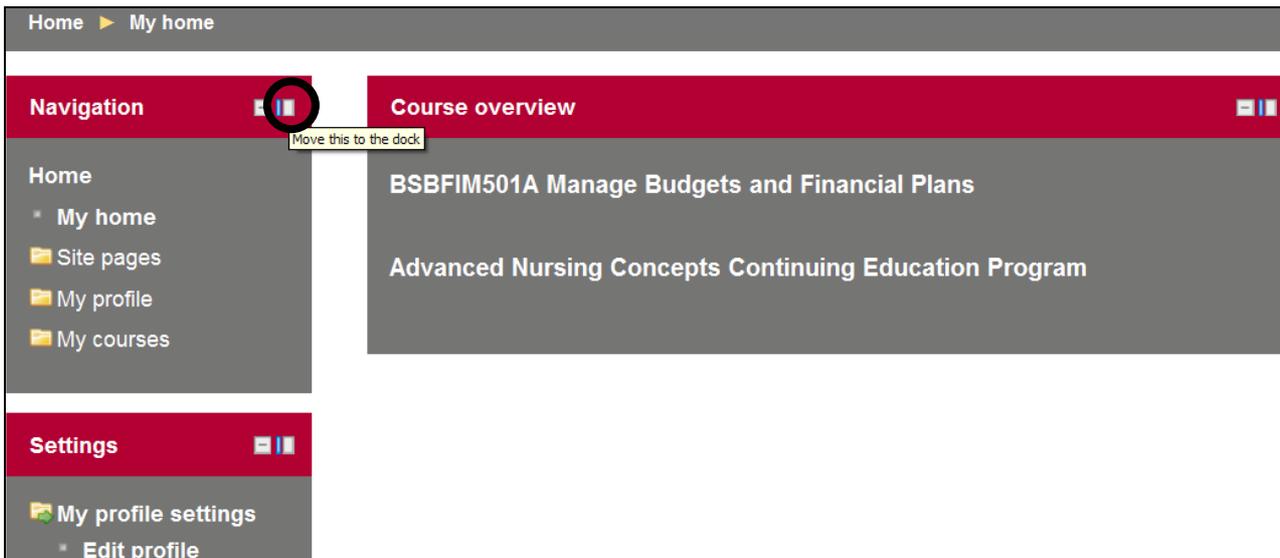
The Block(s) will then be moved to the edge of the screen, as shown below, allowing the centre Block to be more easily viewed.
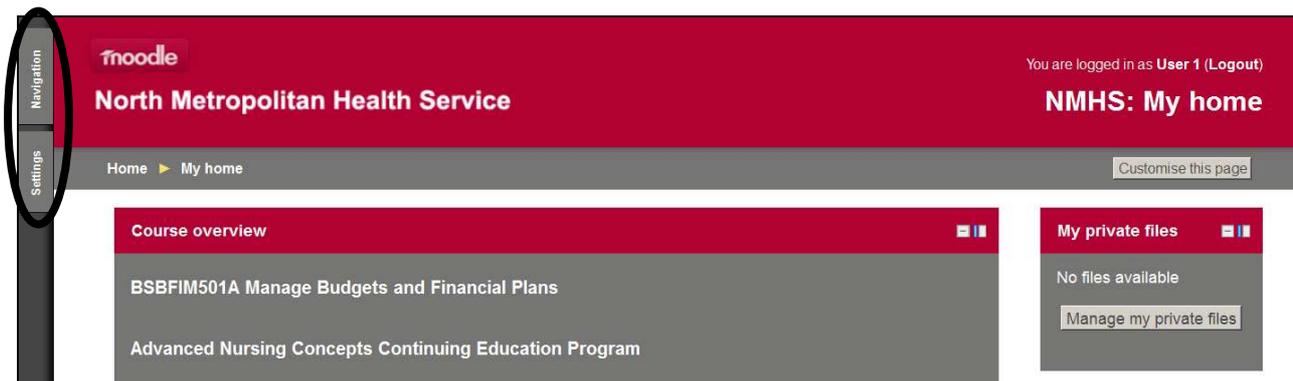
The contents of the docked Block can still be accessed in their docked position, by simply hovering over the Block or clicking on the Block.

The Block can be undocked by clicking on the blue/grey box (see picture left) again.