Overview tour | Working with blocks

**Step 1**

Blocks are individual areas appearing in both sidebars (i.e. the left and right column). To enable a block or to move a block (location) click the ‘**Turn editing on**’ button.

**Step 2**

There are number of blocks in the left and right columns.

These blocks can be minimized or expanded.

**Step 2**

Blocks can also be *docked* to the left of screen to make more space available for the content area in the middle.
Step 3

When docked, blocks appear in the red column on the left hand side.

All functions in a block can still be accessed if you hold your mouse pointer over the tag.

Blocks can be undocked either individually or use *undock all*.

Step 4

This docking feature enables efficient use of screen space to display more content (very useful for netbooks owned by students).
Step 5

Notice that the in edit mode (after pressing ‘Turn editing on’) blocks include a few icons. You can choose to hide a given block, which makes it invisible to students. You may also change the configuration.

The blocks in the right can be deleted while the ‘sticky block’s in the left can only be moved or docked.

Step 6

Apart from the default blocks, other blocks can be added using the ‘Add a block’ function. Different blocks expose different information to the students, the best way to learn more is to try enabling them or ask for advice from the TLC.