



Configuring the Course Menu block

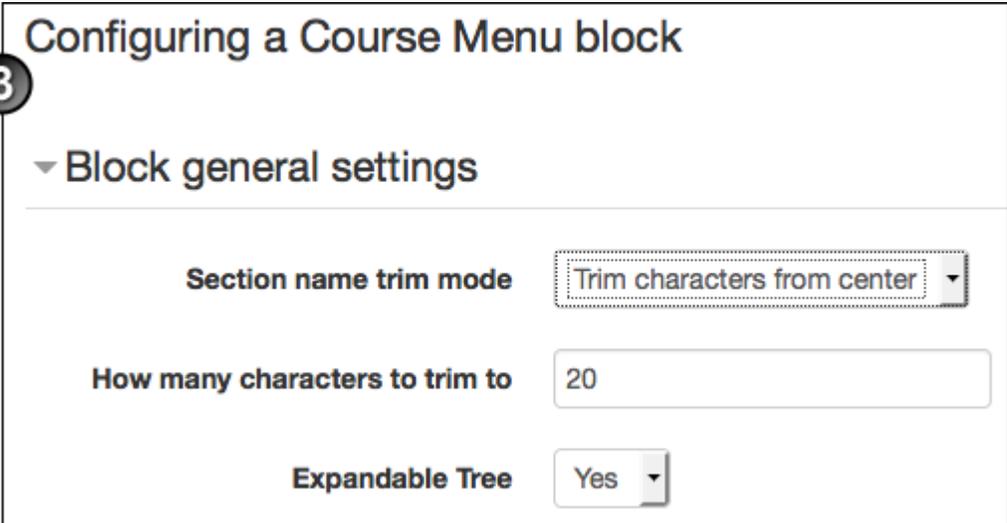
Along with the **Activities** block, the **Course Menu** block is a very useful tool for navigating within a course. You can customise it to contain particular parts of the course that you access regularly, listed in a particular order. You can also use it to organise course topics into chapters and sub-chapters.

Step by step instructions

You add the course menu block in the same way as any other block.

Once the block is added, configure it as follows:

1. On the course home page, if you are not already in edit mode, click **Turn editing on** .
2. In the **Course Menu** block, click the Configure icon .
3. On the *Configuring a Course Menu block* page, below **Block general settings**:
 - Select how you want link text to be trimmed if it exceeds the nominated character length. (When you link to a topic, this block uses the topic summary title as the link text.)
 - Enter the maximum character length for link text in this block.
 - Select whether you want the topics to be formatted as an **Expandable Tree**. If you select **Yes**, the expandable tree will be auto-created as you add resources or activities to each course topic/week. A folder icon displays next to the topic link, with a plus sign, which the user clicks to display the list of links to the resources and activities within the topic. In a content-heavy course, this is a fast and easy way for students and staff to access materials without having to scroll.



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▼ Block general settings

Section name trim mode

How many characters to trim to

Expandable Tree

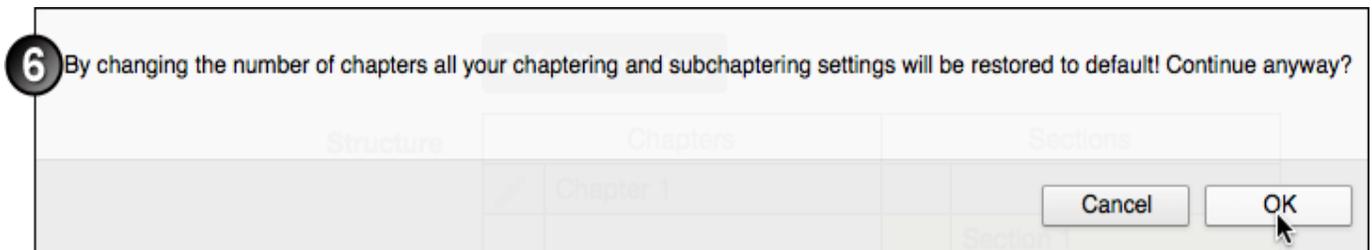
4. If you wish to activate chapter grouping, below **Chapters**, click **Activate Chapter Grouping**. The default chapter grouping displays.



5. Enter the **Number of chapters** into which you want the course topics grouped, and click **Change**.



6. A warning message will display. Click **OK**. The chapter grouping table will display with the nominated number of chapters.

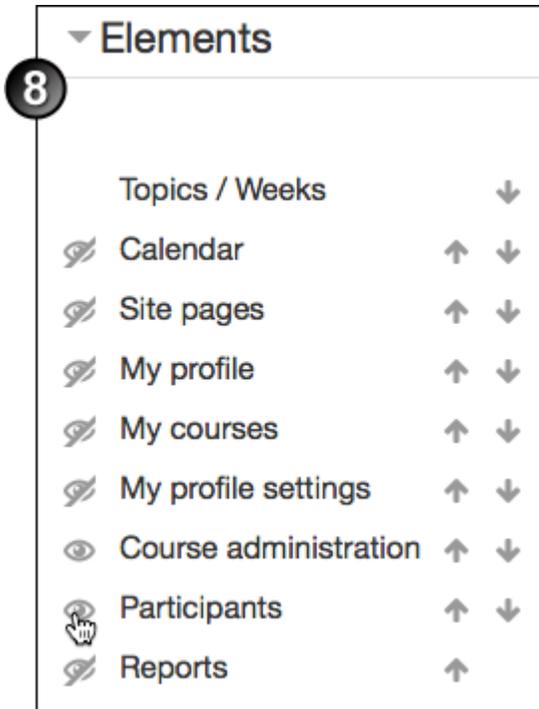


7. Move topics from chapter to chapter, if necessary, using the up and down arrows.

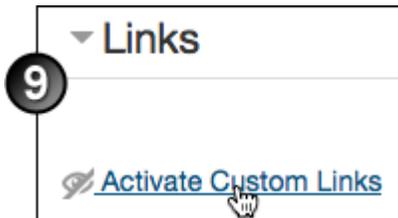
Structure		Chapters	Sections
	Chapter 1		
			Section 1
			↓ Section 2
	Chapter 2		
			↑ Section 3
			Section 4
			↓ Section 5
	Chapter 3		
			↑ Section 6
			Section 7
			Section 8
			Section 9

8. Below **Elements**:

- Click the closed-eye icon  for each element you want to include in the block. The icon will be replaced by an open-eye icon .
- Click the up or down arrows to change the order in which the elements display.



9. If you wish to add custom links, below **Links**, click **Activate Custom Links**.



10. For each custom link:

- Enter a link **Name**.
- Complete the link **URL**, including any prefix.
- Select whether users will view the linked material in the same or a new **Window**.
- Select the appropriate **Icon** to display next to the link.
- Select the check boxes according to how you want the linked material to display.

- If necessary, change the **Default window width/height**.

10

Custom Link 1

Name

URL*

Window

Icon

Keep page navigation visible on the same page

Allow the window to be resized

Allow the window to be scrolled

Show the directory links

Show the location bar

Show the menu bar

Show the toolbar

Show the status bar

Default window width (in pixels)

Default window height (in pixels)

No icon

Link to a file or web site

Display directory

Team Builder

WebPA Assessment

OU wiki

Attendance

Maple T.A. Assignment

Media collection

Book

Certificate

Choice

Database

Feedback

EchoLink

Turnitin Assignment

Folder

Glossary

Group selection

IMS content package



11. Below **Where this block appears**:

- Select what **page types** you want the block to display on.
- Select the **Default weight** (position in relation to the other blocks) you want the block to have.

11 ▾ **Where this block appears**

Original block location ⓘ Course: Raymond Cui - Sandpit

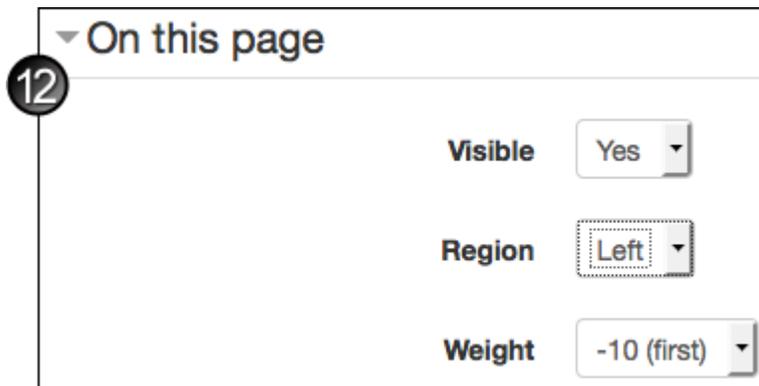
Display on page types

Default region ⓘ

Default weight ⓘ

12. Below **On this page**:

- Select whether you want the block to be **Visible** on the page where you are creating it.
- Select the **Weight** you want the block to have on this page.



12

On this page

Visible Yes

Region Left

Weight -10 (first)

13. Click **Save changes**.



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Save changes Cancel

Further assistance

If you experience technical or other issues, consult the [Where to get help](#) page.

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<https://teaching.unsw.edu.au/moodle-configuring-course-menu-block>