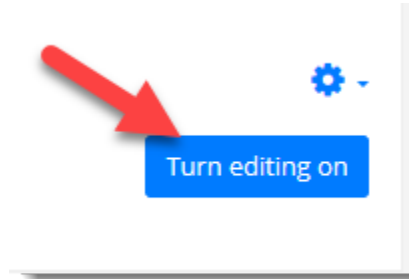# Adding a Block

Overview:

Blocks are a common part of all course templates, for both online and face-to-face courses. If you are missing a useful block in one or more of your courses, you can add them by performing the following steps:

1. Locate the **Actions Gear** and then click **Turn editing on**.
   - *Located in the upper-right corner of your Course Home page.*

2. Open your slide out Menu by clicking on the Three-Line or Hamburger Menu button.
   - *On the left-hand side of your Course Home page across the top navigation Menu.*

3. Click the **Add a Block** option to add the **MY COTC** block back in. (This link is at the very bottom of the slide out menu, it's easy to miss!)
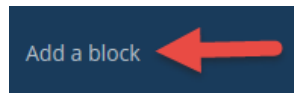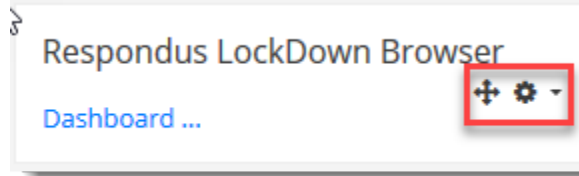

4. Choose the block you'd like to add from the menu that appears.
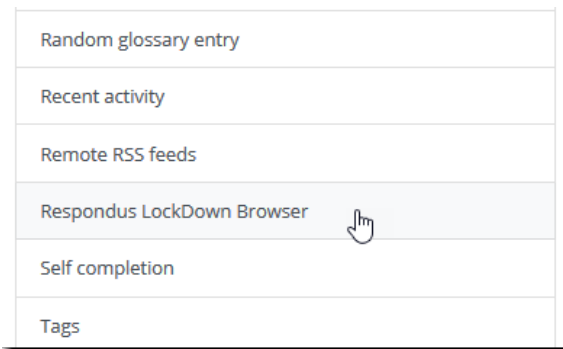
Adding a Block

5. The block will appear on the right-hand side at the top. Click and hold the **move** (✛) option and drag the block down to where you'd like it to appear.

Please let us know if you have any questions, or if you need any assistance adding blocks in a certain course. If you would like assistance adding blocks, please submit a request to the Help Desk. In your request, please provide the full course name.