# Faculty: Create a Custom Block

Hart Wilson - 2025-12-02 - Comments (0) - Faculty

How would you like to create a customized block with your office hours and contact information in it? Or maybe there's a web link that you'd like to provide ongoing access to? In either case, adding a "Text" block will allow you to do so quickly and easily.

A Text block is basically a textbox that you can place in the right column of your course to contain information or links that you'd like your students to have immediate access to throughout the term. (See examples below.)

# To create a Text block

1. Turn editing on in your course.
2. Expand the blocks on the right side of your course if they are not already visible and click on the "Add a block" link.
3. Select **Text** to create the block.
4. Locate the new block and click on the **Actions menu** to select **Configure (new text block) block** to add content to the block.
5. In the text box that is displayed, enter a title for the block if you wish, then enter the information or link that you want to display in the **Content** box.
6. **Save changes**. How does your new block look?!
7. Use the **Move** icon to reposition the block if you wish.

**TIP**: To display your custom block on every page in your course, see **these instructions**.

Here are some sample text blocks to give you an idea of how you might use them in your course. Note that if you include an image, be sure that it is no wider than 300 pixels.

## Moodle Help

Moodle How-Tos for Faculty
Moodle How-Tos for Students

## PM Software

**Instructions for Accessing MS Project via Virtual Lab**



**Project Connections Newsletter**



Hello, I'm **Dale Vidmar**, the librarian for this course.

If you have questions about finding resources for your research? Email me at vidmar@sou.edu.

A good place to start is on the SOU Hannon Library Website to access library resources to assist your research for this course.

Choose a research guide for your subject or discipline. Contact me if you need assistance at any time.

**Office Hours**

M & W 9:45-10:15am - Office
M & W 12:20pm-1:20pm - Office
T & TH 12:00pm-1:15pm - Classroom
Friday 10:00-11:30am - Office

***"To find yourself, think for yourself."***
Socrates