

Faculty: Create a Custom Block

Hart Wilson - 2023-12-26 - Comments (0) - Faculty

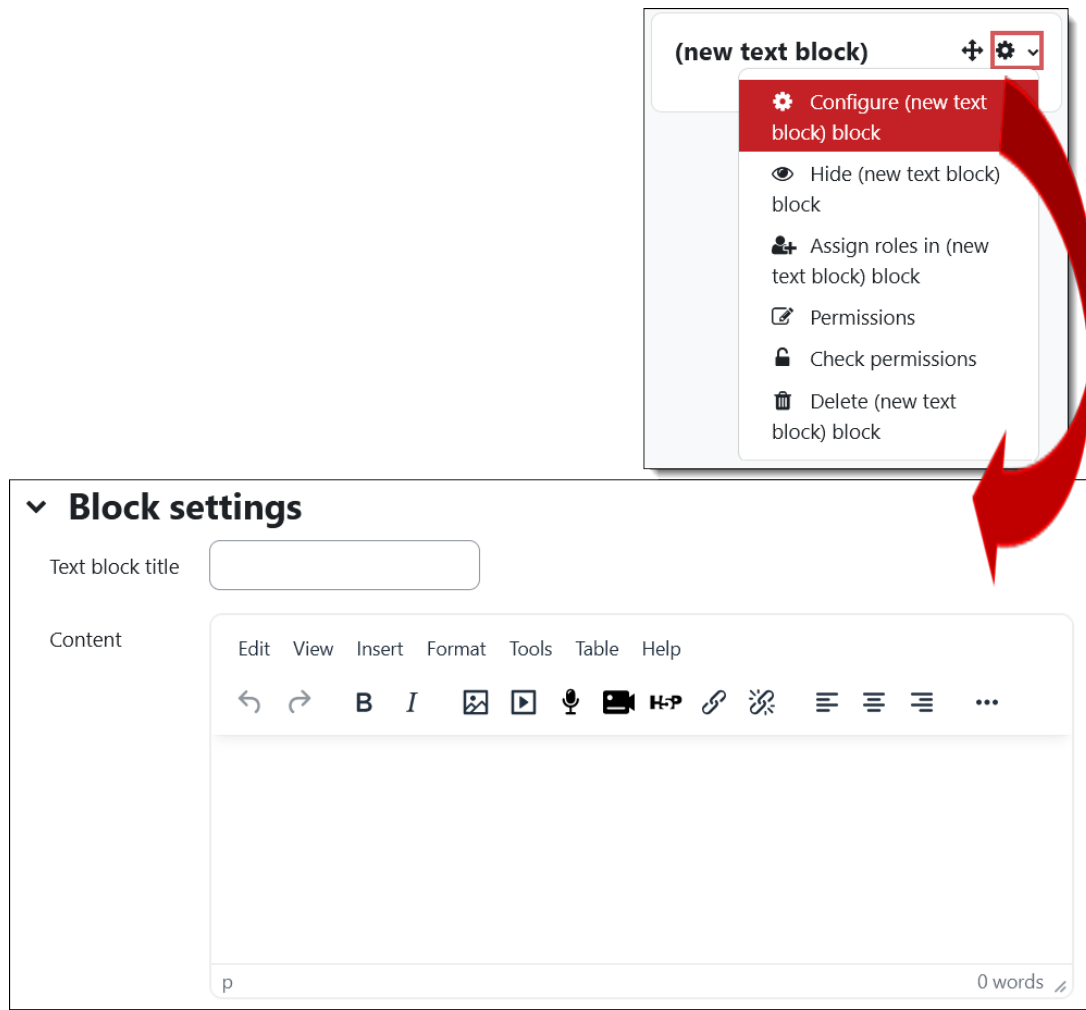
How would you like to create a customized block with your office hours and contact information in it? Or maybe there's a web link that you'd like to provide ongoing access to? In either case, adding a "Text" block will allow you to do so quickly and easily.

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](#).



The image shows a user interface for creating and editing text blocks. At the top, a context menu for a '(new text block)' is open, listing actions: 'Configure (new text block) block' (highlighted in red), 'Hide (new text block) block', 'Assign roles in (new text block) block', 'Permissions', 'Check permissions', and 'Delete (new text block) block'. A large red arrow points from the 'Configure' option down to the 'Block settings' panel below. The 'Block settings' panel has a title 'Block settings' and a 'Text block title' input field. Below this is a 'Content' area with a rich text editor toolbar containing icons for undo, redo, bold, italic, image, video, microphone, screen, link, unlink, bulleted list, numbered list, and indent. The content area contains the letter 'p' and a word count of '0 words'.

(new text block) + ⚙️ ▼

- ⚙️ Configure (new text block) block
- 👁️ Hide (new text block) block
- 👤 Assign roles in (new text block) block
- 📋 Permissions
- 🔒 Check permissions
- 🗑️ Delete (new text block) block

▼ **Block settings**

Text block title

Content

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* 🖼️ 🎥 🎤 📺 🔗 🔗 🔗 ...

p 0 words ✎

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.

