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**.

(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.