How to add a custom block (e.g., Favourites or Bookmarks) to your 'Dashboard' or module page

Moodle Help & Support

This refers to Moodle 3.8 from September 2020 onward

How to add a custom HTML block to your Dashboard or module page

You can use a HTML block on your Dashboard to hold anything from links to widgets.

One of the commonest uses for this might be to create a Quick Links block on your Dashboard for links to frequently-visited modules, activities, school categories or to external websites.

How to create a Favourites/Bookmarks block on your Dashboard or (if you're an editing teacher) a custom links block in your module

Preliminary - if you want to add a URL

- Browse to the Moodle category or frequently used website you want to link to
- Select the URL in the browser address bar and copy that URL

In Moodle

- Open a Moodle window or tab
- Go to your Dashboard (OR go to your module page, if you want to add the block to a module)
- Click “Customise this page” on top right (OR on a module click the Turn Editing On icon; pink pen towards top right)
- Drop down the Navigation (Hamburger) menu

and scroll down to Add a block

- Select the drop down menu and choose the block: HTML

- Wait for the screen to refresh and then scroll down to the bottom of the right-hand column again, where you will see (new HTML block)
- Click on the Actions icon (the cogwheel) for that block and select the Configure (new HTML block) block option
• Give it a Block title (e.g., Favourites, My Links or Key Links, Contact your Tutor, School News or whatever)
• In the Content box create the text you want to turn into a text link, e.g. School of Economics or Workspace or your email address

- Key links

- My category

- BBC News

Configuring a (new HTML block) block

- Block settings

- Content

- Create link

• Select the text
• Click the link icon (a chain link) (see illustration above)
• Paste the URL that you copied at the beginning (or type in a URL or link to an email address)
• If you want the link to open the website in another window tick the Open in new window box
• Click Create link

• Create and select text and add links for other websites or categories you would like to link to in your Key Links block
• Finally click Save changes

Similar tutorials

The following other resources are also relevant to this topic:

• Moodle blocks
• How to move blocks around the page
• Block settings explained