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

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