Can I customise my Moodle?

There are several ways you can customise your Moodle experience.

These tutorials will help you make changes to your dashboard and your profile.

Why would I want to customise my Dashboard?

The default Moodle dashboard is already quite user friendly, however

you can reorganise the blocks, The navigation block (highlighted) is an example of a block. The Course Overview block (highlighted) is another example of a block.

and there are several useful blocks you can add.

Why would I want to change my profile?

You can add a personal touch to your Moodle by changing your profile.

This will help you connect with your tutors and fellow students.

What can I change about my Dashboard?

While you cannot change the content of individual blocks, you can add new blocks.

You can also move, hide, and dock any blocks on your screen.

Most blocks contain further course information or university-wide information and links.

To start, select 'Customise this page' on the top right of your screen.

To collapse, or 'hide,' any block, click the 'up' arrow in the top right corner of the block.

The title of the block will be all that is displayed.

To reverse this, click the 'down' arrow in the top right corner of the block.

To expand your view of the centre column, try docking blocks you use less often.

You can dock any block by clicking the 'left' arrow in the top right corner of the block.

You do not need to collapse the block first.

All blocks can be 'docked' along the edge of your screen.

Note: If you 'dock' too many blocks you may not be able to find important information when you need it.

To move blocks, click the Move button (two interlocking arrows) on the right side, just below the 'hide' and 'dock' buttons.

Once clicked, all of the areas where you can move the block are highlighted in blue with a dashed outline.

You cannot 'drag-and-drop' the block.

Locate where you would like the new block to go, and click the appropriate rectangle.

The block will then appear in the new area, and the outlines will disappear.

You can always 'Reset the page to default,' though some blocks may remain docked even after you reset.

When you are satisfied with your changes, click 'Stop Customising this page' to save.

How do I add blocks?

To start, select 'Customise this page' on the top right of your screen.

First locate 'Add a Block' on the bottom left of your screen, it will be the last block in the left column.

Click the down-arrow after 'Add...'

Select the block you would like to add and click its title.

The new block is added to the left column, just above 'Add a block'.

To move blocks, click the Move button (two interlocking arrows) on the right side, just below the 'hide' and 'dock' buttons.

Once clicked, all of the areas where you can move the block are highlighted in blue with a dashed outline.

You cannot 'drag-and-drop' the block.

Locate where you would like the new block to go, and click the appropriate rectangle.

The block will then appear in the new area, and the outlines will disappear.

When you are satisfied with your changes, click 'Stop Customising this page' to save.

Which blocks should I add?

Course Overview Enhanced

On your Dashboard, Moodle has integrated a new 'Course Overview' block.

Each module has its own course card or image.

This block includes your current and former and future courses.

There is also new space for further information in the Timeline, such as upcoming deadlines or if activities are due.

Yet, if you have a long list of courses, you may want to add the 'Course Overview on Campus Block' which is much more streamlined.

A good place to put this block is either above or below the current 'Course Overview' in the centre column.

Accessibility

With the accessibility block you can change how your Moodle looks and launch the Assistive Technology bar.

Using the block, you can make changes to the font size and some colour changes.

To 'revert' back to the default Moodle settings, click the 'R' button. (First button in the second row.).

For more complicated changes to your Moodle settings, 'Launch the AT Bar' by clicking the white space bar below the eight main buttons.

You can change the font. You have a choice of colour overlays. Use the back arrow to reset the page.

Once you are satisfied, click the 'Save Setting' button (fourth button in the top row).

How do I change my profile?

To change your profile click the down arrow next to your name in the top right-hand corner of your screen.

Now select 'Profile'.

Your Profile homepage includes personal details, as well as links to your current courses.

To change your profile, click 'Edit Profile,' located in the 'User details' section.

Do Not Change your name or email address.

In the description box, you can add information about yourself. Including links, images, and you can even record audio and video files directly on Moodle.

To edit the description, first click 'Show/Hide more buttons' (first button in the top row of the box) to reveal all of your options.

You can change also your User picture by either clicking the file upload button (top left corner of the 'New Picture' box) or you can 'drag-and-drop' an image file into the drop-area (highlighted in grey by a dashed outline).

Under, 'Additional Names' you can add a phonetic spelling of your name if you wish and under 'Other fields' you may wish to add links to your Twitter and/or Facebook.

Remember, this is meant to be a profile for you to use to identify you and your coursework, so do use a professional style.

This is not a profile solely for your own personal or private use as any information included on your Moodle profile will be visible to other students and all staff.

Not sure? Check the [the Brookes guidelines for acceptable use](#).

When you have finished making changes, click 'Update profile' to save and return.