

How to use the user favourites block

Info

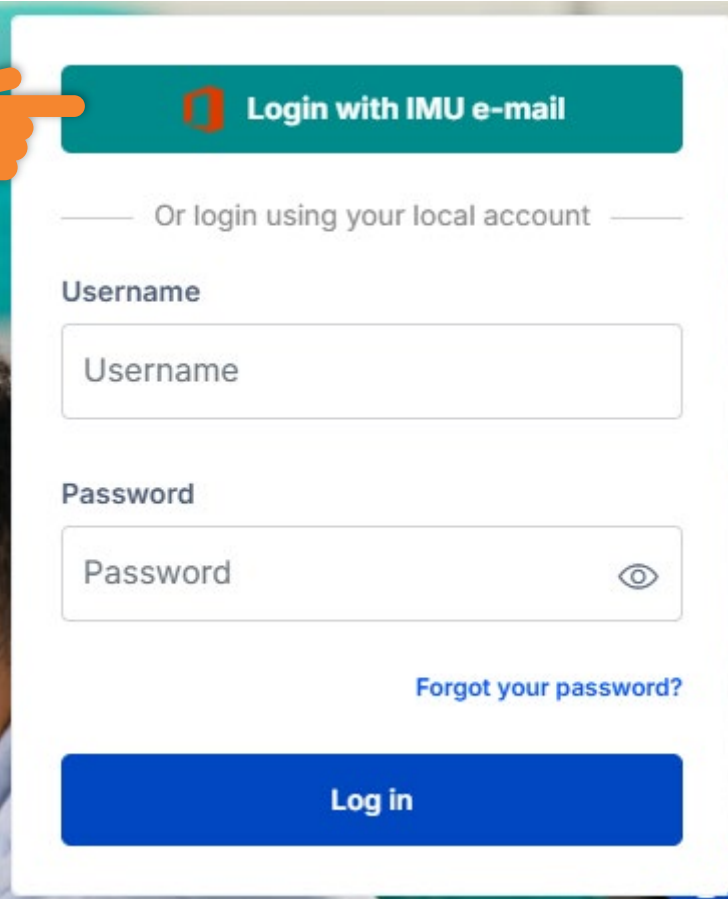

User Favourites is a feature that lets you bookmark or “favourite” any page or activity in the portal so you can quickly access it later.

- Here's what it does:
- Save shortcuts – You can click “*Favourite this page*” to save the current page (e.g., an assignment, forum, quiz, or course page) into your personal list.
- Quick access – Your saved favourites appear in the User Favourites block, so you can jump straight to them without navigating through the site.
- Custom titles – You can rename each favourite to something more meaningful to you.
- Reorder and manage – You can drag to reorder your favourites or delete ones you no longer need.
- Personal to you

Phase 1 How to add the 'User Favourites' block to your dashboard

Step 1

Kindly log in to the portal.




Login with IMU e-mail

Or login using your local account

Username

Password

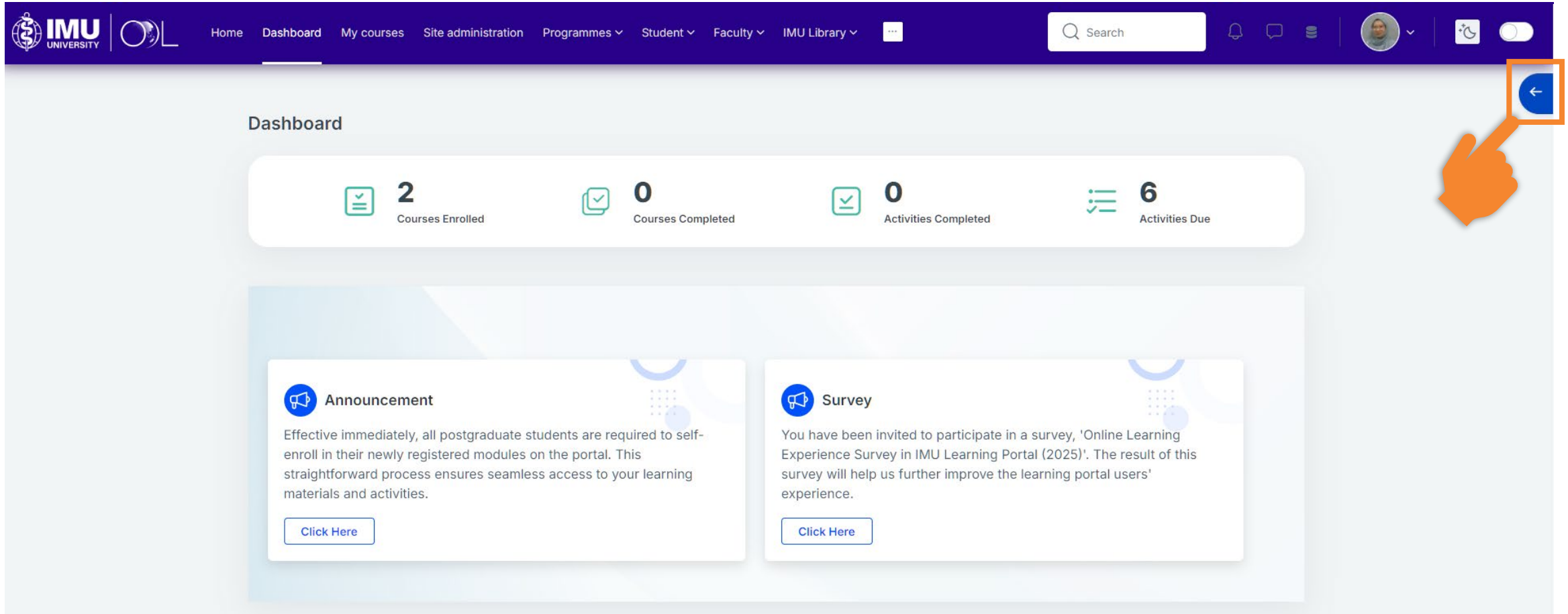
 

[Forgot your password?](#)

Log in

Step 2

Once logged in, you may click to open the block drawer on the right side of your dashboard.



The screenshot displays the IMU Learning Portal dashboard. The top navigation bar is dark blue with the IMU University logo on the left and a search bar on the right. The main content area is light blue and features a 'Dashboard' section with four statistics: 2 Courses Enrolled, 0 Courses Completed, 0 Activities Completed, and 6 Activities Due. Below this, there are two announcement cards: 'Announcement' and 'Survey', each with a 'Click Here' button. On the right side of the dashboard, there is a blue square button with a white left-pointing arrow, which is highlighted by an orange box and an orange hand icon pointing to it.

IMU UNIVERSITY

Home Dashboard My courses Site administration Programmes Student Faculty IMU Library

Search

Dashboard

2 Courses Enrolled

0 Courses Completed

0 Activities Completed

6 Activities Due

Announcement

Effective immediately, all postgraduate students are required to self-enroll in their newly registered modules on the portal. This straightforward process ensures seamless access to your learning materials and activities.

[Click Here](#)

Survey

You have been invited to participate in a survey, 'Online Learning Experience Survey in IMU Learning Portal (2025)'. The result of this survey will help us further improve the learning portal users' experience.

[Click Here](#)

Step 3

Locate the 'User Favourites' block. If it does not appear in the Block drawer, follow the steps below to add it. If the block is already visible, you may skip the steps for adding the 'User Favourites' block.

Dashboard

7 Courses Enrolled 1 Courses Completed 9 Activities Completed 71 Activities Due

Recently accessed courses

- Dentistry 2K21
Dentistry 2021 Homepage
[View Course](#)
- eLearning
Getting Started with AI in eLearn Portal
[View Course](#)
- Medical Science 2021
Medical Sciences
[View Course](#)
- Chinese Medicine
Chinese Medicine Home
[View Course](#)

Block Drawer:

- My Delve
- My Email
- My Forms
- My OneNote Notebook
- My OneDrive
- Microsoft Stream
- Microsoft Teams
- My Sways
- Outlook Calendar sync settings
- Edit settings
- Microsoft 365 connection settings
- Install Office
- Request course from Teams
- User favourites**
[Favourite this page](#)

Step 4 Turn on 'Edit mode' and click the 'Add a block'.

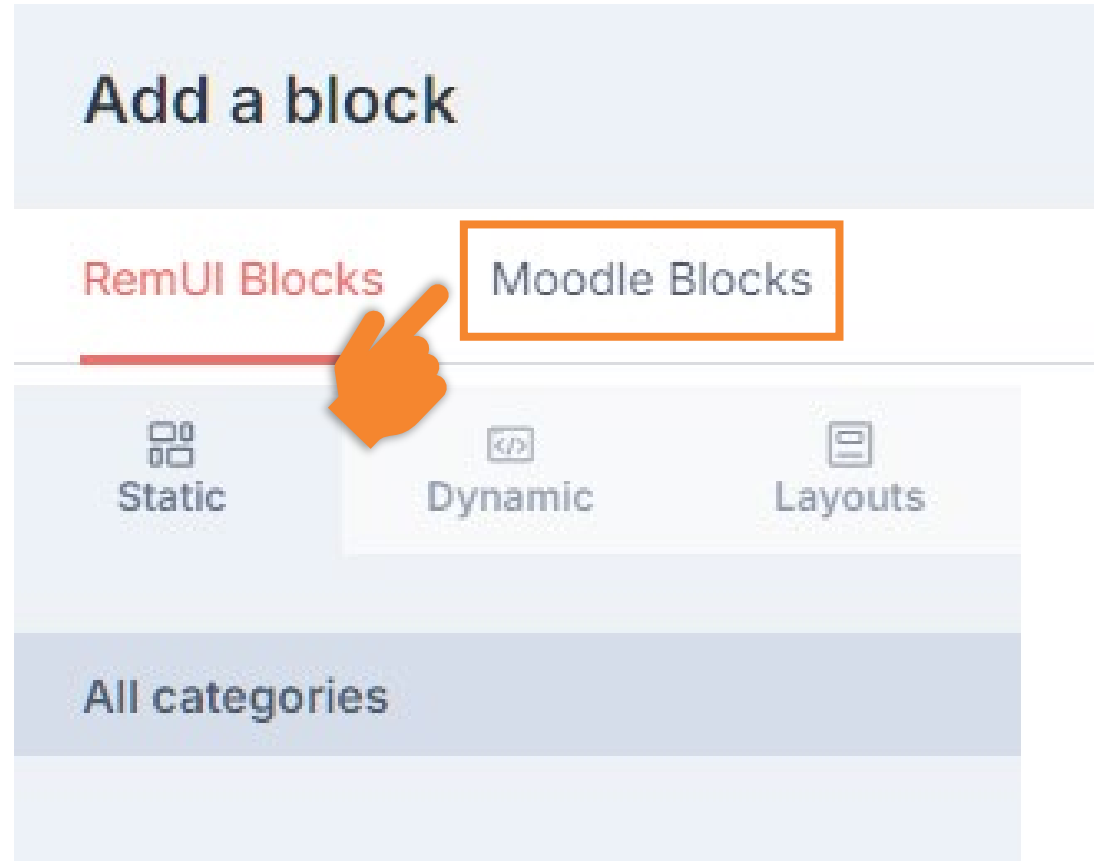
The screenshot shows the IMU Learning Portal dashboard. The top navigation bar is dark blue with the IMU University logo and various menu items: Home, Dashboard, My courses, Site administration, Programmes, Student, Faculty, and IMU Library. A search bar is on the right. A green toggle switch in the top right corner is labeled with an orange arrow and the number '1', indicating it should be turned on to enter 'Edit mode'.

Below the navigation bar is a 'FULL-WIDTH TOP' section. The main dashboard area has a 'Reset page to default' button. The 'Dashboard' section displays four statistics: '2 Courses Enrolled' (labeled with an orange arrow and '1'), '0 Courses Completed', '0 Activities Completed', and '6 Activities Due'. Below these are buttons for 'Export block' and 'Live Customizer', and a set of icons for moving and editing blocks.

On the right sidebar, there is a button labeled '+ Add a block (Right Sidebar)' which is highlighted with an orange box and an orange arrow labeled '2'. Below this are sections for 'User favourites' and 'Microsoft' services, including a list of apps like My Delve, My Email, My Forms, My OneNote Notebook, and My OneDrive.

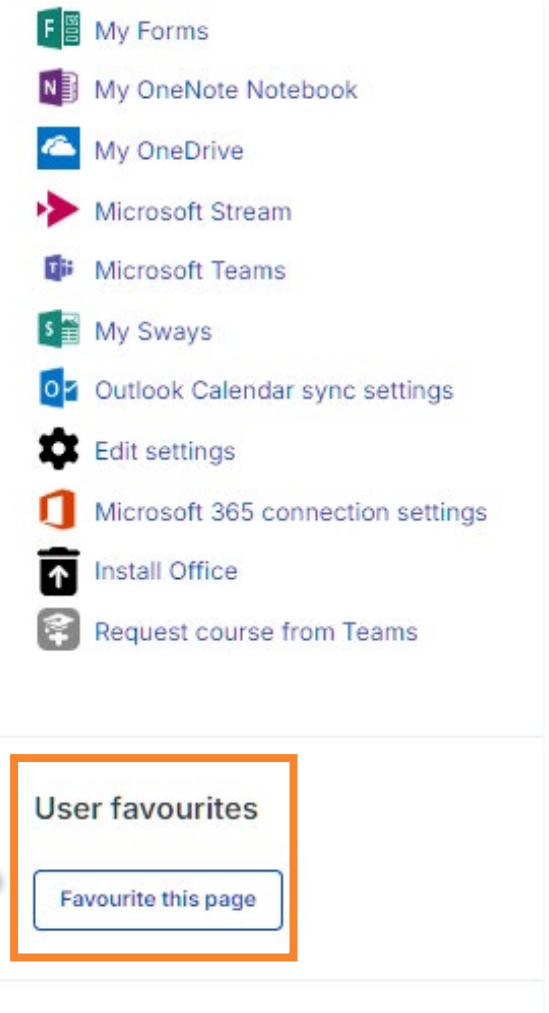
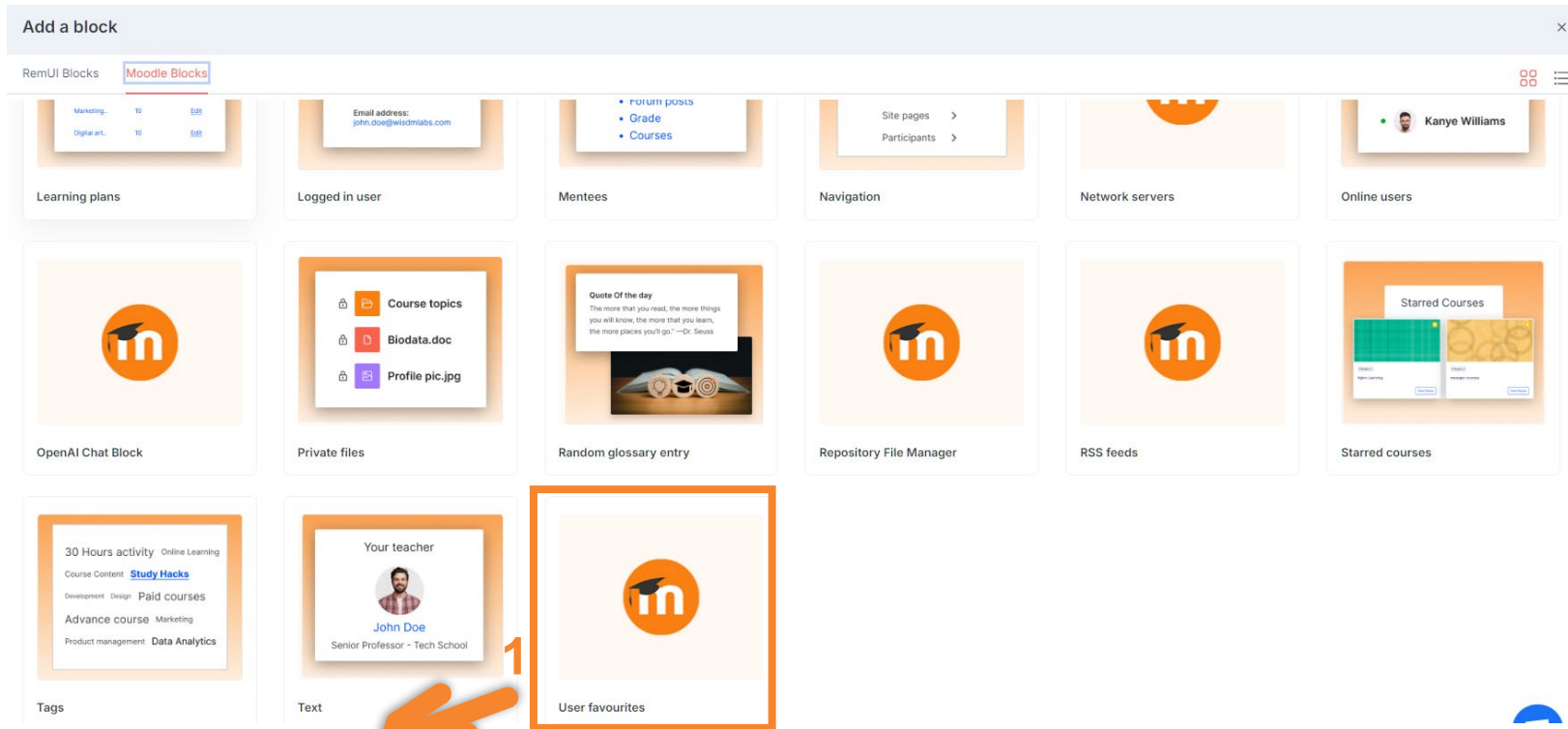
Step 5

Once you click the 'Add a block' button, the Add a Block menu will appear. Then, click on 'Moodle Blocks'.



Step 6

Scroll down until you find the 'User Favourites' block and click on it. You can then check the block drawer to see the newly added block.



Phase 2 How to use the user favourites block

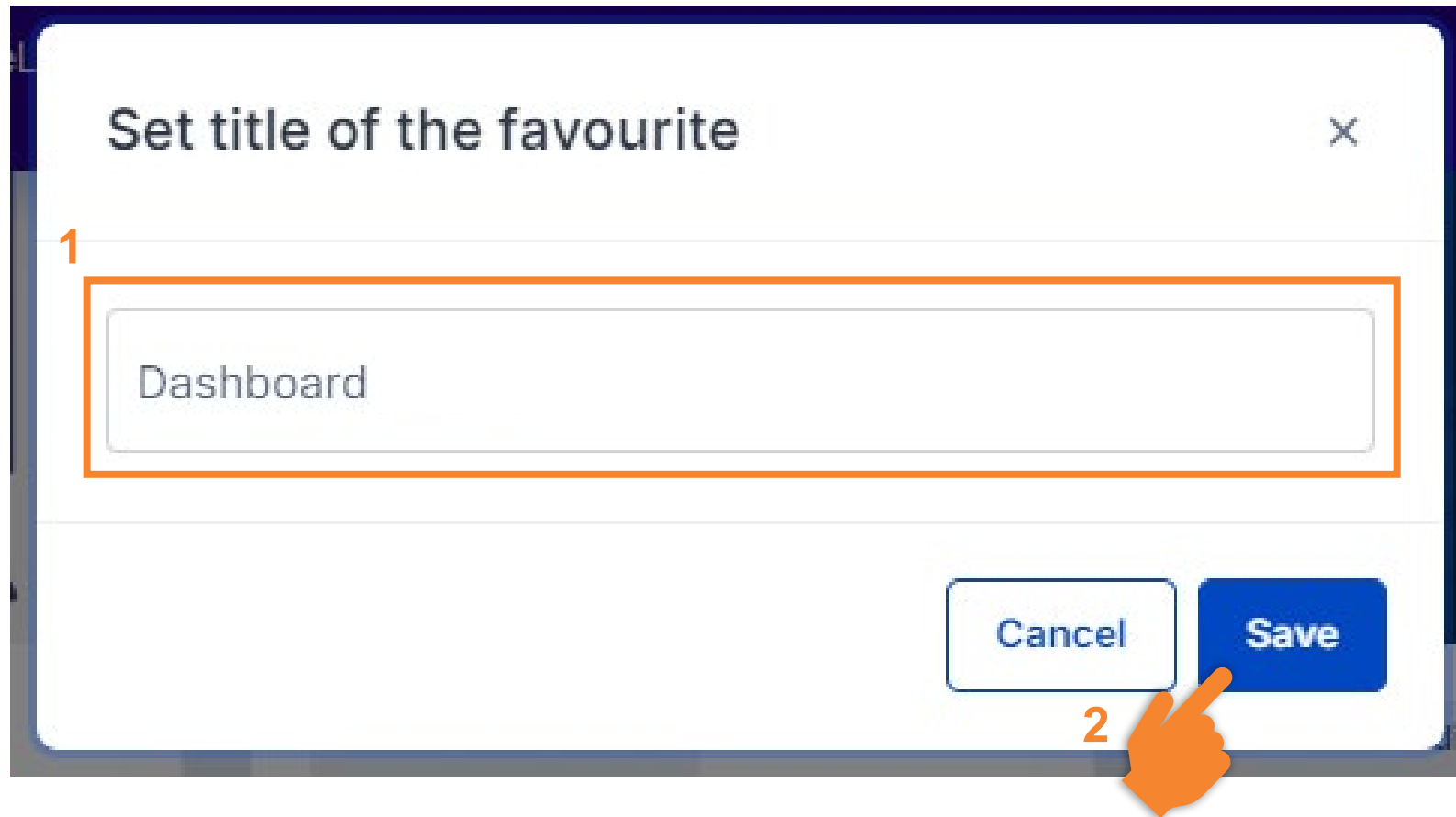
Step 1

Click on the 'User Favourites' block. When you're on a page you want to save, just click "Favourite this page" in the block.

The image shows a dashboard interface. On the left, there's a 'Dashboard' section with four metrics: 7 Courses Enrolled, 1 Courses Completed, 9 Activities Completed, and 71 Activities Due. Below this is a 'Recently accessed courses' section with four course cards: 'Dentistry 2K21', 'Getting Started with AI in eLearn Portal', 'Medical Sciences', and 'Chinese Medicine Home'. Each card has a 'View Course' button. On the right, there's a sidebar with a list of 'User favourites' including 'My Delve', 'My Email', 'My Forms', 'My OneNote Notebook', 'My OneDrive', 'Microsoft Stream', 'Microsoft Teams', 'My Sways', 'Outlook Calendar', 'Edit settings', 'Microsoft 365', 'Install Office', and 'Request course'. Below the sidebar, there's a 'User favourites' block with a 'Favourite this page' button. An orange arrow labeled '1' points to this button. Another orange arrow labeled '2' points to a 'Favourite this page' button in a larger 'User favourites' block on the right.

Step 2

After clicking “Favourite this page,” a block will appear where you can set a custom title for your favourite. Then click ‘Save’



The image shows a dialog box titled "Set title of the favourite" with a close button (X) in the top right corner. The dialog box contains a text input field with the placeholder text "Dashboard". An orange number "1" is positioned to the left of the input field, with an orange rectangle highlighting the field itself. At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save". An orange number "2" is positioned to the left of the "Save" button, with an orange hand icon pointing at the "Save" button.

Step 3

Once you click Save, the Page that you favourited will appear under the 'User Favourite' block.

Tip: You can add any page or activity to your favourites, such as assignments, forums, or other pages that are important for you.

User favourites

Cohort Page



Dashboard



Assignment: Using AI to Generate a Short Article



Delete favourite

Step 4

You can edit, delete, and customise the arrangement of your favourites by clicking the icon below and dragging to reorder them, or by clicking 'Delete Favourite' to remove a link.

User favourites

Cohort Page



Dashboard



Assignment: Using AI to Generate a Short Article



Delete favourite

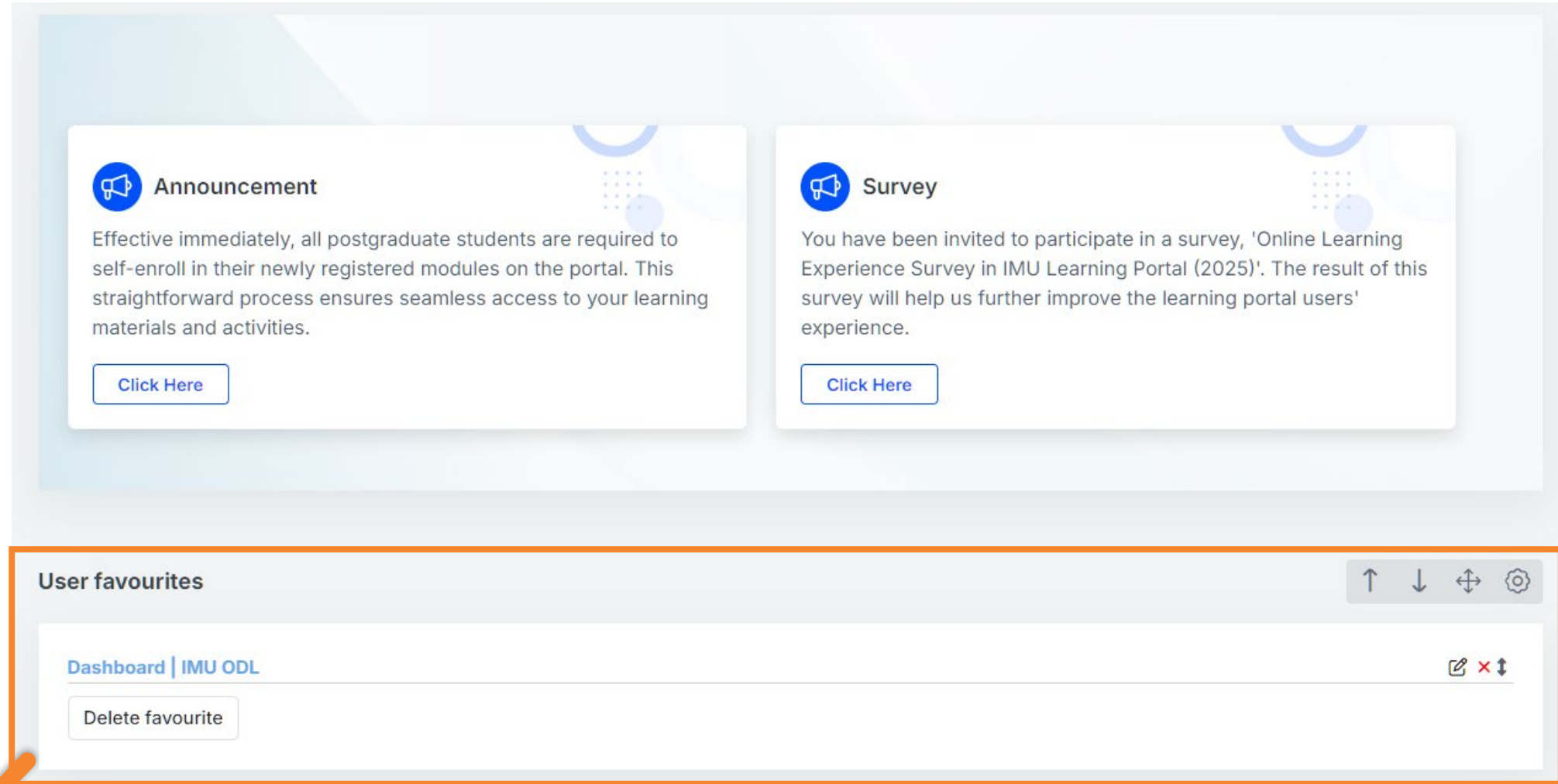
Step 5

You can drag the 'User Favourites' block to your dashboard by turning on Edit mode and clicking the move icon to place the block where you want it on your dashboard.


The screenshot displays the IMU Learning Portal dashboard. The top navigation bar includes links for Home, Dashboard, My courses, Site administration, Programmes, Student, Faculty, and IMU Library. A search bar and user profile are also present. The main dashboard area shows a 'FULL-WIDTH TOP' section with a 'Reset page to default' button. Below this, a 'Dashboard' section contains four cards: 'Courses Enrolled' (2), 'Courses Completed' (0), 'Activities Completed' (0), and 'Activities Due' (6). At the bottom, there are two announcement cards: 'Announcement' and 'Survey'. On the right side, a sidebar contains several blocks: 'Add a block (Right sidebar)', 'User favourites' (highlighted with an orange box and a move icon), 'Dashboard | IMU C...', 'Delete favourite', 'Upcoming events' (with a message 'There are no upcoming events' and a 'Go to calendar...' link), and 'Latest badges' (with a message 'You have no badges to display'). An orange arrow points to the 'User favourites' block, and another orange arrow points to the move icon (a square with a cross) next to it. A small orange box with the number '1' is in the top right corner, and another with the number '2' is next to the move icon.

Step 6

You will now see the block displayed on your dashboard.




The screenshot displays a dashboard interface. At the top, there are two white rectangular blocks. The left block is titled 'Announcement' with a megaphone icon. It contains text stating that postgraduate students must self-enroll in newly registered modules and includes a 'Click Here' button. The right block is titled 'Survey' with a megaphone icon, informing the user of an invitation to a survey about the IMU Learning Portal and also featuring a 'Click Here' button. Below these blocks is a 'User favourites' section, which is highlighted with an orange border. This section has a title bar with a 'User favourites' label and four icons (up, down, expand, settings). Below the title bar, there is a single favourite item labeled 'Dashboard | IMU ODL'. To the right of this label are three icons: a pencil, a red 'x', and a double-headed arrow. Below the favourite item is a 'Delete favourite' button. An orange hand icon is pointing at the bottom-left corner of the orange-bordered 'User favourites' section.

 **Announcement**

Effective immediately, all postgraduate students are required to self-enroll in their newly registered modules on the portal. This straightforward process ensures seamless access to your learning materials and activities.

[Click Here](#)

 **Survey**

You have been invited to participate in a survey, 'Online Learning Experience Survey in IMU Learning Portal (2025)'. The result of this survey will help us further improve the learning portal users' experience.

[Click Here](#)

User favourites

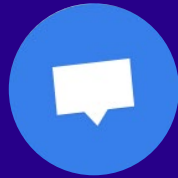
↑ ↓ ↗ ⚙

Dashboard | IMU ODL

✎ ✕ ↕

Delete favourite

Need assistance or drop your feedback at;



Chat
Messenger



eTicketing
<https://elearnzone.imu.edu.my/eticketing/open.php/>



Email
elearning@imu.edu.my