

Glenville State University – Drupal Tutorials

How to Create a Basic Block

Last Updated: July 13, 2026 (By: Josh Chambers)

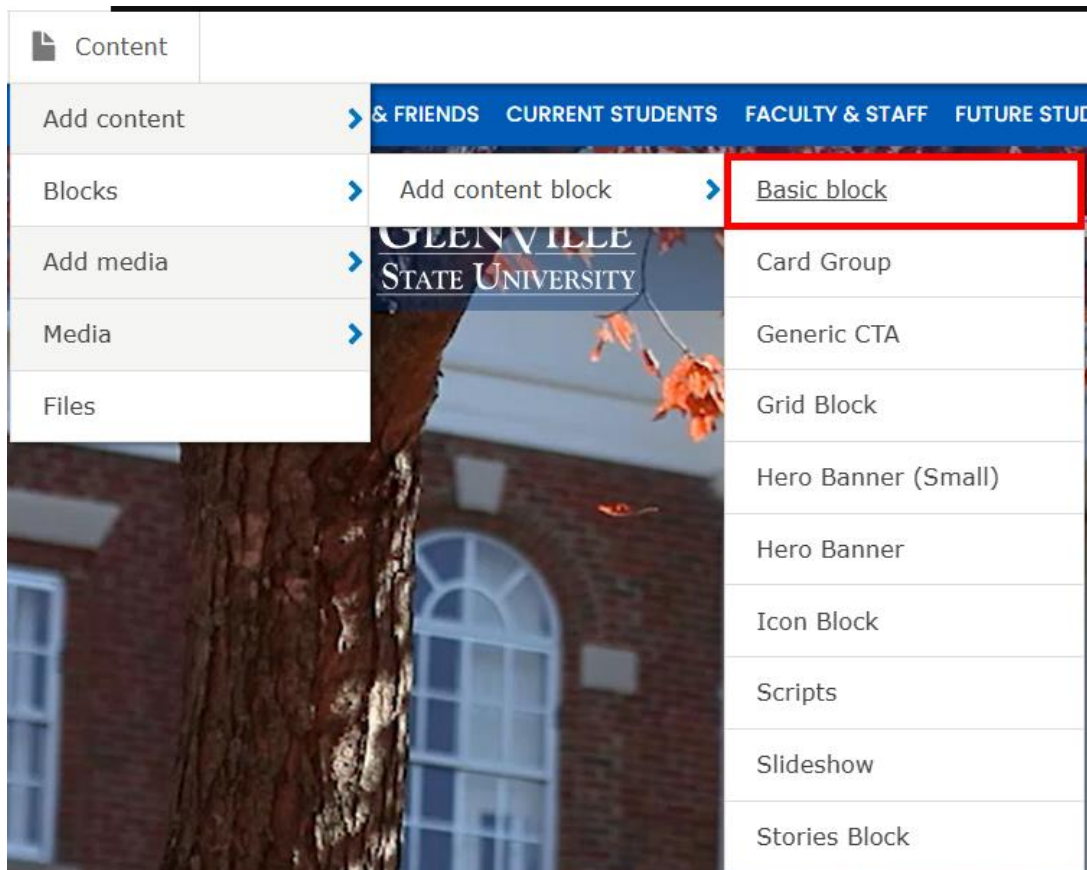
Basic blocks are independent pieces of content used to insert a normal piece of written content onto pages.



The primary example on the site where this is used is to display tuition and fee information on multiple pages, while only needing to edit the content in one location (the basic block).

NOTE: Only users with the Landing Page Editor role or a role that can edit blocks can create or edit basic blocks.

To create a basic block, go to the Content -> Blocks -> Add content block -> Basic block menu:



This form has two basic fields.

The **Block description** field is a required field. This is the name of the block within Drupal. This will be the name on the block list page, as well as the name you would search for or try to find on the list of blocks in the Layout Builder. Make sure this name is short, but descriptive.

The **Body** field acts the same as the normal basic page body field, and any content that can be inserted into a page body field can also be inserted into the basic block body field.

Once you have filled out these fields, click the Save button to save it.

Inserting Basic Blocks into Pages

Use the Layout Builder to insert basic blocks into pages. See the tutorial on How to Use the Layout Builder for information on using the Layout Builder.