

USING YOUR PERSONAL DASHBOARD

Tips on how to get the most from your
personal dashboard

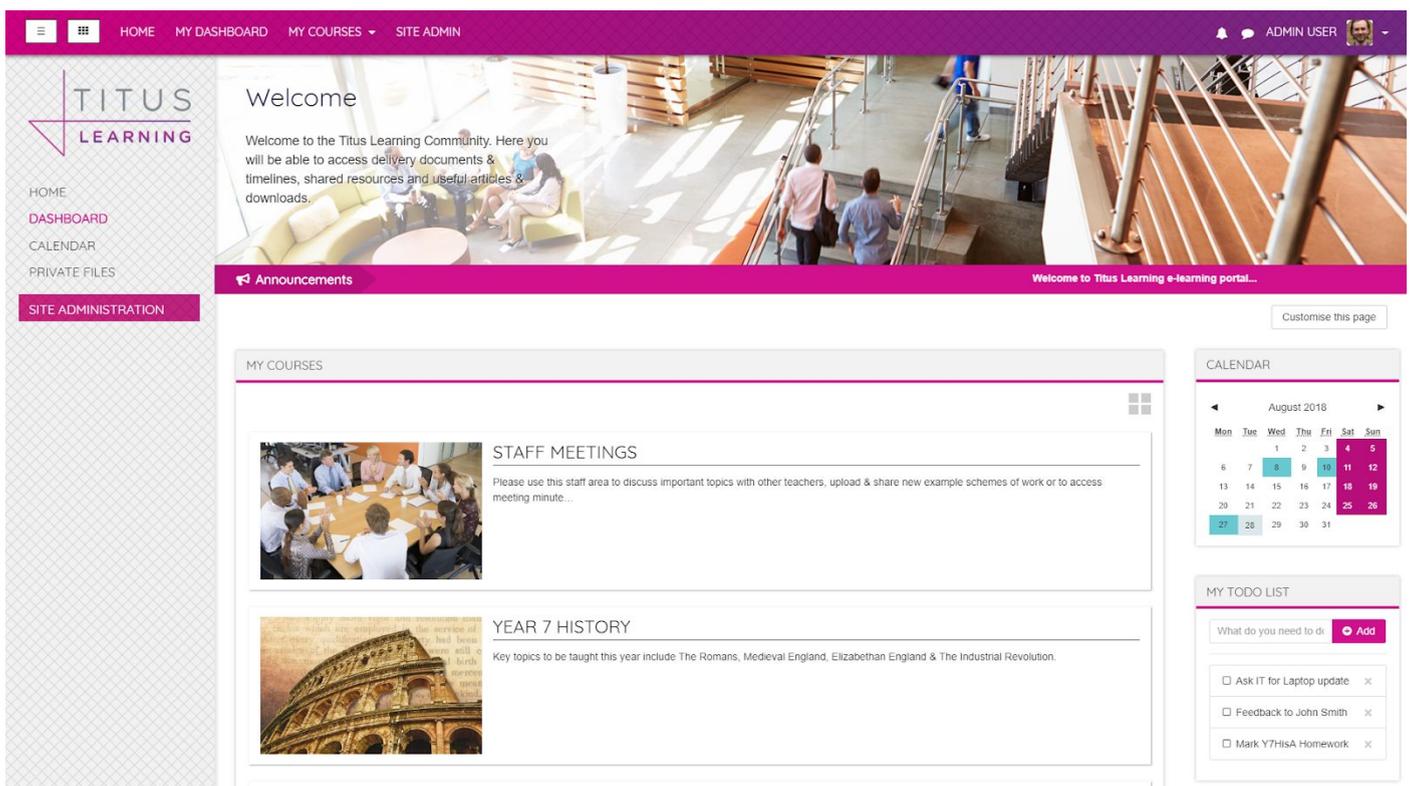
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Introduction

The Dashboard is a customisable page for providing logged in users with links to your courses and activities within them, such as unread forum posts and upcoming assignments.

By default the dashboard can be customised by users by adding or removing blocks from the page. Administrators can choose to restrict users making changes to the dashboard or even hide the dashboard completely.



The screenshot shows the Titus Learning dashboard interface. At the top, there is a navigation bar with links for HOME, MY DASHBOARD, MY COURSES, and SITE ADMIN. A user profile for ADMIN USER is visible in the top right corner. Below the navigation bar is a large banner image of a modern building interior with a staircase. A 'Welcome' message is displayed, stating: 'Welcome to the Titus Learning Community. Here you will be able to access delivery documents & timelines, shared resources and useful articles & downloads.' Below the banner, there is a pink bar with 'Announcements' and a 'Welcome to Titus Learning e-learning portal...' message. A 'Customise this page' button is located in the top right of the main content area. The main content area is divided into several sections: 'MY COURSES' (with a grid icon), 'STAFF MEETINGS' (with an image of a meeting and text: 'Please use this staff area to discuss important topics with other teachers, upload & share new example schemes of work or to access meeting minute...'), 'YEAR 7 HISTORY' (with an image of the Colosseum and text: 'Key topics to be taught this year include The Romans, Medieval England, Elizabethan England & The Industrial Revolution.'), 'CALENDAR' (showing a calendar for August 2018), and 'MY TODO LIST' (with a search bar and three items: 'Ask IT for Laptop update', 'Feedback to John Smith', and 'Mark Y7HisA Homework').

Accessing your dashboard

You can access your dashboard in a number of ways depending on how your platform has been set up and configured. The 3 main examples include:

1. Navigation menu (top)

Towards the top left of the navigation bar you may find a link to your dashboard.



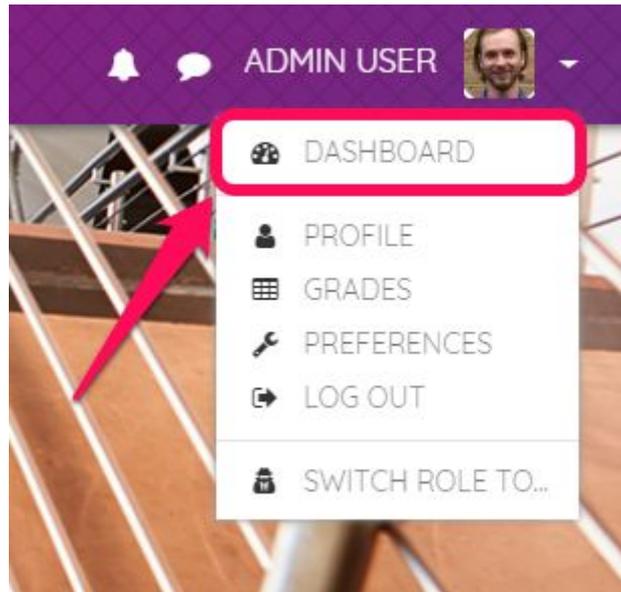
2. Navigation drawer (left)

On the left hand navigation menu (when expanded) you may find a link to your personal dashboard.



3. **User menu** (top right)

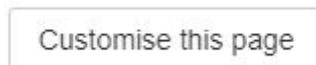
Upon clicking your username or profile photo on the top left of the navigation bar, you will reveal the **user menu**. On this dropdown you will find a link to your dashboard.



How to edit your dashboard

In order to edit your dashboard, firstly make sure you are viewing it.

1. From here, select the **Customise this page** button.

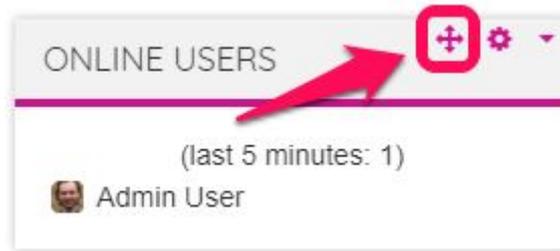


2. Next click **add a block**. This can often be found in the left hand navigation drawer (when using a Titus theme).



This will present you with a list of available blocks that you can add to your dashboard page. Clicking one of these will add the block.

3. Drag and drop your chosen block using the crosshairs icon to where you would like it to be placed on the page. Alternatively, click the crosshairs icon to select an area under which the block will reappear.



4. To **delete** a block click the arrow, then **delete**.

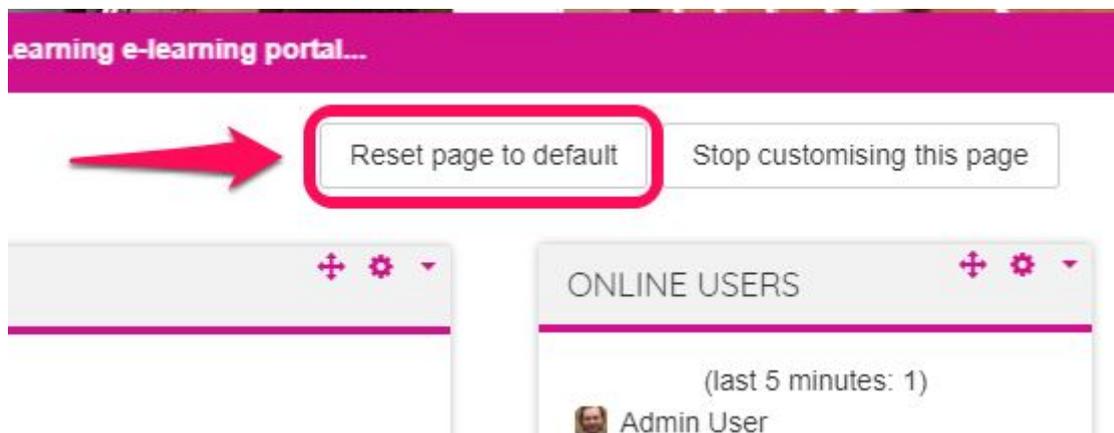


5. When you have made all the changes you want to, finish customising the dashboard by selecting **Stop customising this page**.



Resetting your dashboard

If you have customised your dashboard page and wish to revert back to the original dashboard, you can click the **Reset page to default** button after first clicking the **Customise this page** button to turn editing on.



Dashboard uses

There are a number of different blocks that can be used on the dashboard in order to get more out of your learning experience. Below are some of the more popular examples:

- Course overview
- Calendar
- Upcoming events
- Private files
- Online users
- Microsoft block (plugin)
- My Courses (plugin)
- My To Do List (plugin)

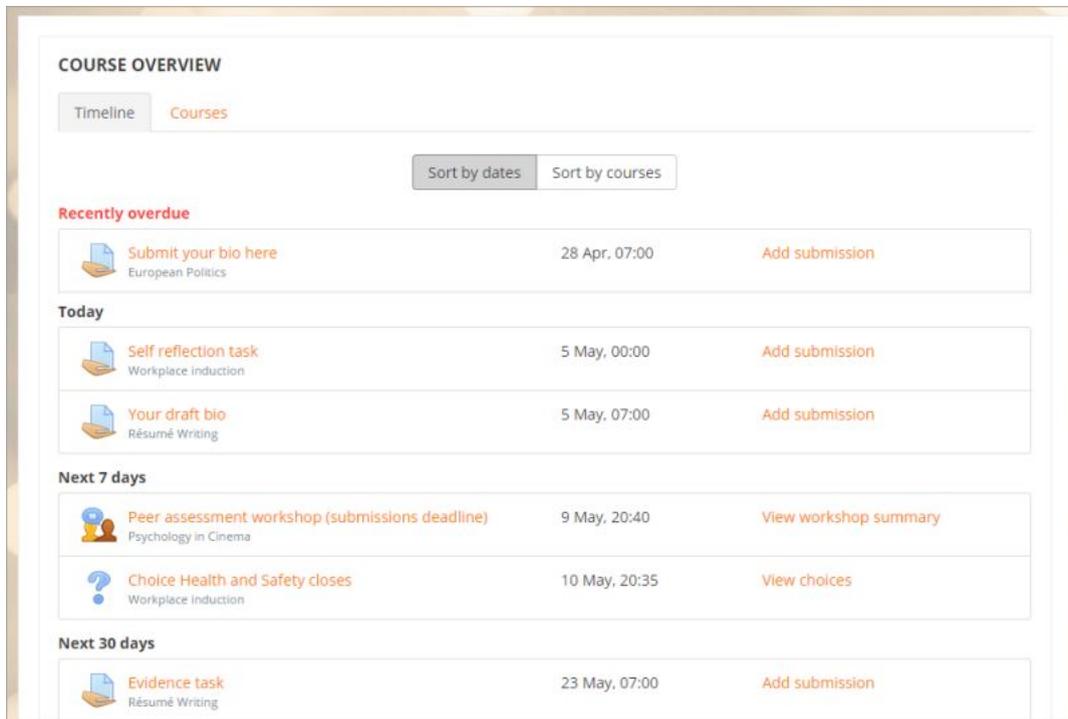
Course overview

The Course overview block in Moodle 3.3 onwards enables students to check their course progress and view upcoming deadlines and allows teachers to easily see activities needing grading. The dashboard usually has the Course overview block in the central column by default. Depending on the site settings for this block, categories and child courses may display under the main courses.

What a student sees

- The course overview when displayed on a student's dashboard displays two tabs: **Timeline** and **Courses**.
- The Timeline tab can be **sorted by dates** or **by courses**.
- When sorted by dates, sections for Recently overdue (if applicable), Today, Next 7 days, and Next 30 days display. Students can click to go directly to a required item - for example, Add submission to submit an assignment.
- When an activity such as an assignment is submitted, it is no longer displayed.
- For items not yet open, greyed out links are shown.

The following screenshot shows the timeline sorted by dates.



COURSE OVERVIEW

Timeline **Courses**

Sort by dates | Sort by courses

Recently overdue

 Submit your bio here European Politics	28 Apr, 07:00	Add submission
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Today

 Self reflection task Workplace induction	5 May, 00:00	Add submission
 Your draft bio Résumé Writing	5 May, 07:00	Add submission

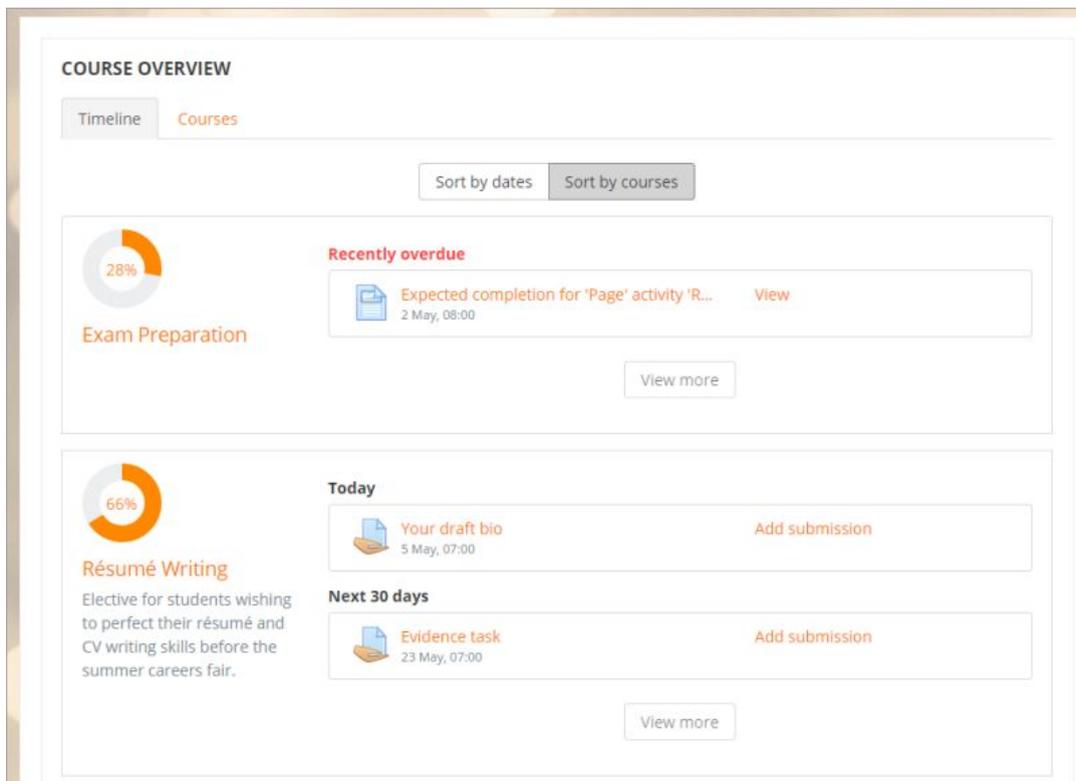
Next 7 days

 Peer assessment workshop (submissions deadline) Psychology in Cinema	9 May, 20:40	View workshop summary
 Choice Health and Safety closes Workplace induction	10 May, 20:35	View choices

Next 30 days

 Evidence task Résumé Writing	23 May, 07:00	Add submission
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- Switching to the **Courses** view, the student then sees activities filtered by course, with a percentage completion icon. This percentage shows how many of the activities with activity completion settings have been completed so far. The following screenshot shows the timeline sorted by courses.



COURSE OVERVIEW

Timeline **Courses**

Sort by dates | Sort by courses

Exam Preparation

28%

Recently overdue

 Expected completion for 'Page' activity 'R...	View
2 May, 08:00	

[View more](#)

Résumé Writing

66%

Elective for students wishing to perfect their résumé and CV writing skills before the summer careers fair.

Today

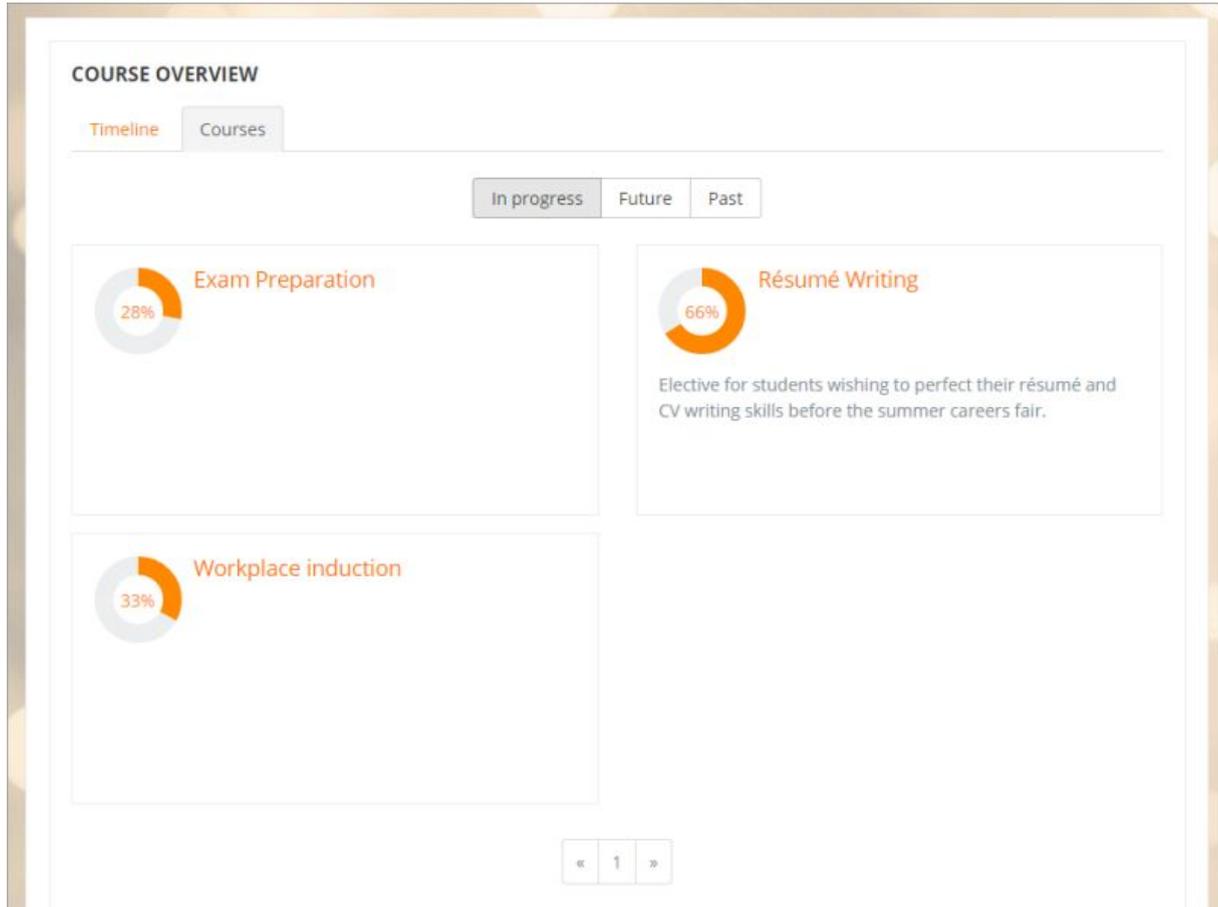
 Your draft bio	Add submission
5 May, 07:00	

Next 30 days

 Evidence task	Add submission
23 May, 07:00	

[View more](#)

- If you click the **Courses** tab instead of the **Timeline** tab, you can then view current, future or past courses. This screenshot shows current (in progress) courses.

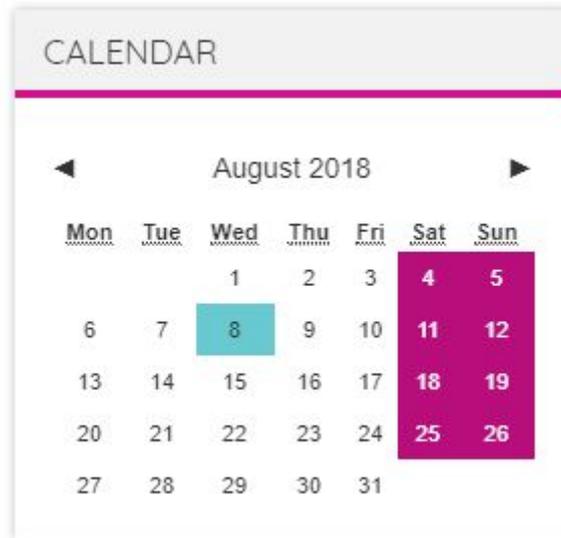


What a teacher sees

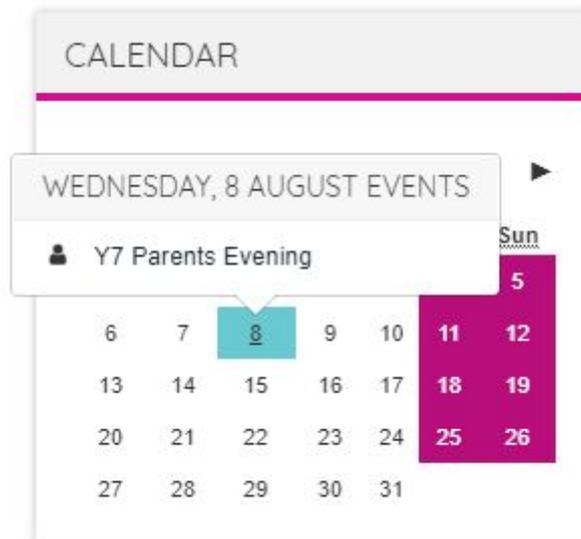
A course teacher has a similar view to that of a student. Additionally, however, they are alerted when assignments need grading. The total number needing grading displays for the teacher and you can click the **Grade** link to go directly to the grading screen.

Calendar

The calendar block can be added which provides a quick look at the current month and will display site, course, group or user events that have been added and are relevant to you.



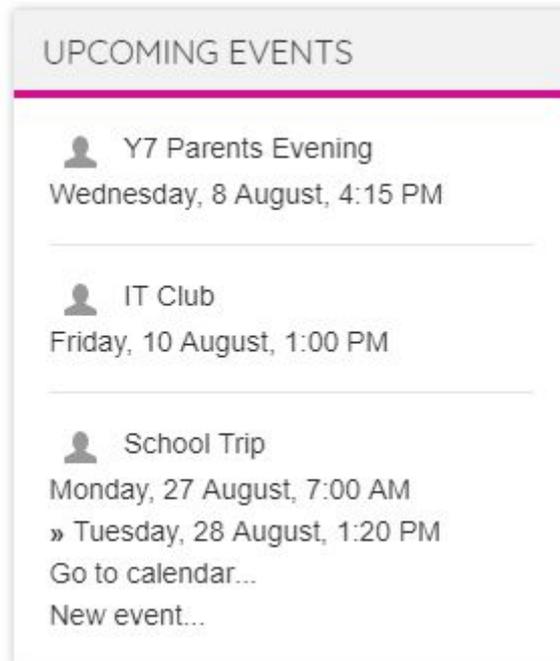
You are able to select a day in order to view the events occurring.



Clicking the **event link** takes you to the calendar page itself where you can view more detailed information.

Upcoming events

The Upcoming events block displays any upcoming events on your calendar. The number of events that can be displayed are set by an administrator at a site level.



Private files

The Private files block allows you to view any files you have uploaded to your personal area. You can also click **Manage private files** to be presented with a popup window where you can delete or add additional files.



Selecting a file will download it to your local machine.

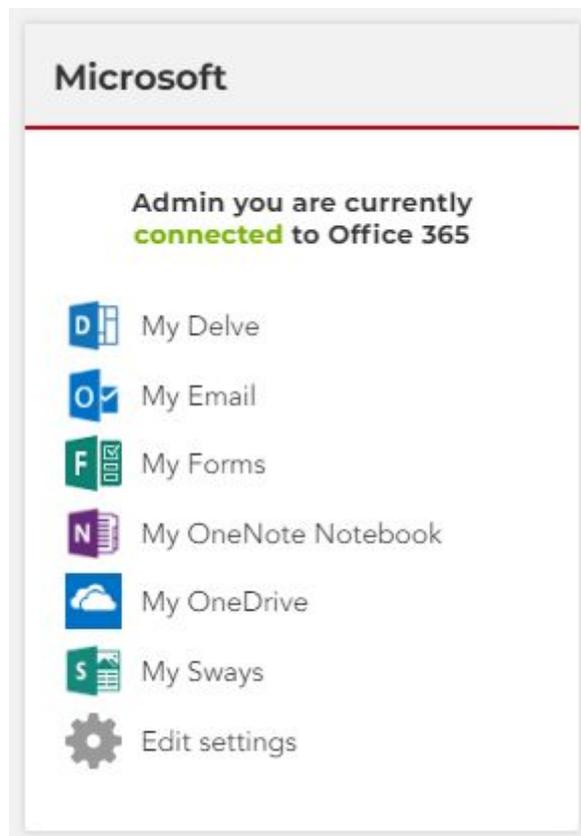
Online users

This block simply shows you who else is currently logged onto the platform. From here you can access a user's profile and if messaging is enabled you are able to send private messages between users.



Microsoft block

This third party plugin allows you to link your Office 365 account with Moodle (set up at a server/admin level). This is only a part of the Office 365 integration possible but it provides access to your Outlook emails and documents, helping your platform act as a true hub.



My Courses

This plugin is another way of presenting your enrolled courses. There are two views available that can be toggled easily (grid view or list view) but they can help to enhance the aesthetics of the dashboard.

MY COURSES
+ ⚙️ ▾

Number of courses to display: Always show all ▾

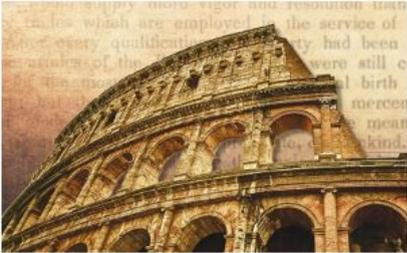
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STAFF MEETINGS

Please use this staff area to discuss important topics with other teachers, upload & share new example schemes of work or to access meeting minute...



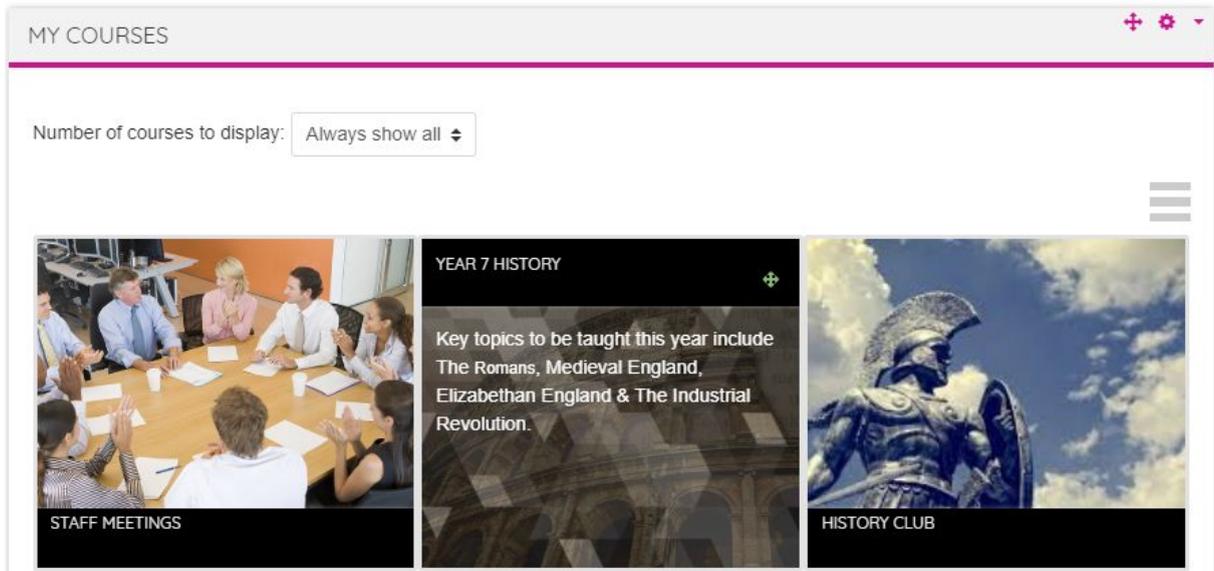
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YEAR 7 HISTORY

Key topics to be taught this year include The Romans, Medieval England, Elizabethan England & The Industrial Revolution.

The course file (image) will be displayed as the course image and the title and course description will also be shown.

In order to swap to the tile view simply click on the **grey 4 tile** icon towards the upper right of the block.



In grid view you can hover over the course images to view the name and description.

My ToDo List

This third party plugin allows you to create your own “To Do” lists. These are useful for noting down day to day tasks that you want to keep a quick record of. Alternatively they are a quick way of recording useful websites. Simply write your item in the text field and click the **Add** button for it to appear below in the list. When you’re ready to mark it as complete simply click the checkbox icon to remove it from your list.

