



## Dashboard

The Dashboard is your home page in Moodle. It provides you with details of your progress and upcoming deadlines for all your courses.

The Dashboard consists of a central area arranged into blocks of content or information and a collapsible block drawer at the left hand side of the screen. The most important blocks, shown by default, are:

- **My courses** – this link is available on every Moodle page and lets you view all the courses you are associated with.
- **Recently accessed courses** - this block shows the courses accessed most recently by you.
- **Timeline** - for students this block shows all activities with a deadline or activity completion date.
- **Calendar** – a Calendar block is available in the block drawer at the left side of the screen. Click on the arrow button at the top right of the screen to open this if it is collapsed.

Other features include:

- **Edit mode** - users can customise their Dashboard and can move, add and remove blocks as desired.
- **Star this course** - users can star (favourite) courses and use this property to filter the **My Courses** view. In the tile of the course you wish to star, click on the vertical ellipsis and select **Star this course**.
- **Starred courses block** - once you have starred courses, they can be displayed in a starred courses block that you can choose to add to the Dashboard – see **Adding Blocks** below for more details.

Once in a course you can easily return to the Dashboard by clicking on the **Dashboard** link at the top left of every Moodle page.

### Recently Accessed Courses Block

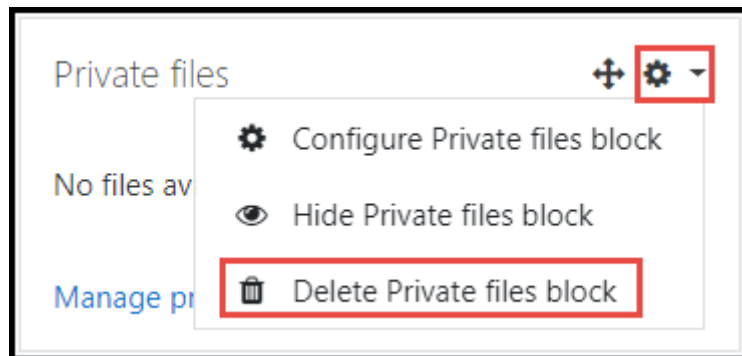
This block shows the courses that you accessed most recently. The block will show a number of courses in the central area of the Dashboard but only the most recent if placed in the block drawer on the right hand side of the page. However in both cases the block can be scrolled (or swiped) to show any more courses that are in the list.

## Customising the Dashboard

To start customising your Dashboard click on the **Edit mode** button at the top right corner of the page. When you do this, new options appear within the blocks themselves and within the block drawer on the right of the screen.

### Deleting Blocks

1. Click on the gear icon in the top right corner of the block.
2. From the drop-down list choose **Delete** block.



Location of the gear cog and the delete block option

### Moving Blocks

You may wish to rearrange the display of the blocks - e.g. move the Recently accessed courses block to sit above the Course overview block.

1. Click and hold the four arrowed cross next to the gear icon in the top right corner of the block.
2. Drag the block to its new position - existing blocks will move out of the way as you pass over them.
3. Blocks can be placed in either the main central area or the block drawer to the right of the screen.

### Adding Blocks

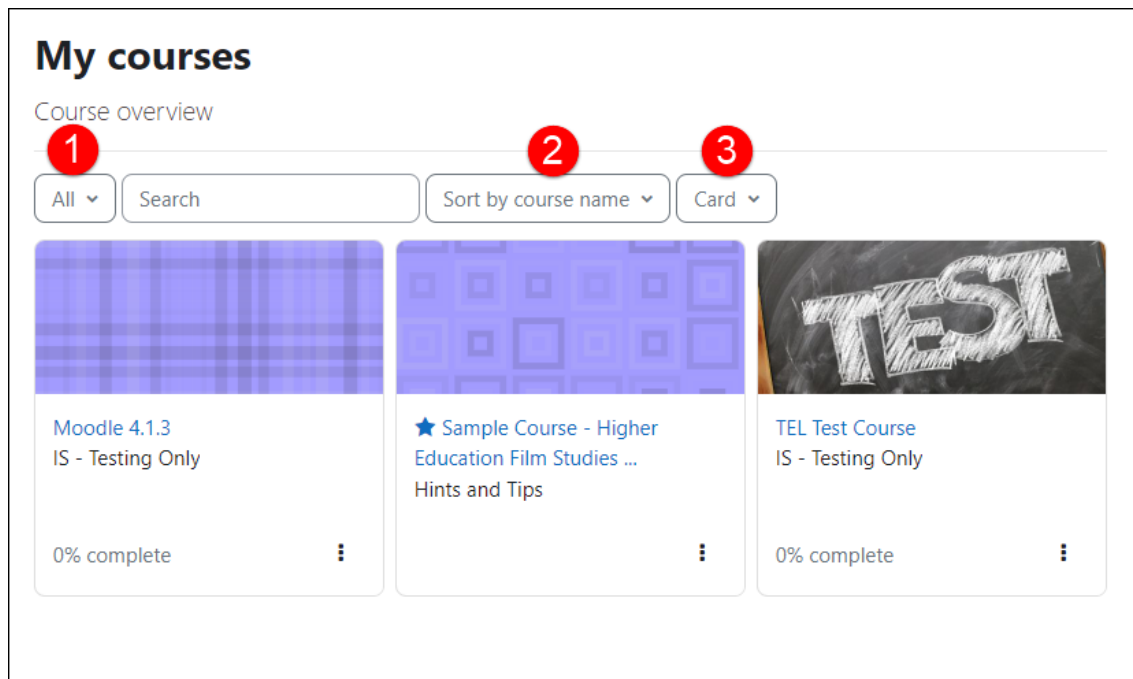
There are several blocks that users can add to their Dashboard if they find them useful. The **Starred courses** block is one which would allow you to view a list of courses you have starred.

1. When **Edit mode** is active, a new **Add a block** option appears at the top of the content area and the top of the block drawer on the right side of the screen.
2. Click on the **Add a block** option in the area where you want to add the block.
3. A list of available blocks appears. Select the one that you wish to add to the Dashboard - e.g. **Starred courses**.
4. The block will then appear at the bottom of the selected area. You may wish to then move it to a more desirable position within the Dashboard.

## My Courses

The **My courses** link enables you to access your courses and check your course progress.

The My courses area basically shows your course list but you can choose different filters and views of this list. These are described and shown on the image below.



The My courses area

1. This filter lets you to restrict the view of courses as follows:
  - a. **All** - shows all your courses – except any that you have removed from view.
  - b. **In progress** - for courses to appear in the **In progress** view, they must still be incomplete and the current date must be after the course start date. The current date must also be before the course end date, if one is set.
  - c. **Future** - shows all courses where the course start date is set to be after the current date.
  - d. **Past** - shows all courses where the course end date is in the past or the course has been completed.
  - e. **Starred** - shows all courses that you have chosen to star.
  - f. **Removed from view** - shows all courses that you have chosen to hide - note that this is a user decision to hide a course from their course list and is not the same as a Teacher hiding a course from Students.
2. There are two **Sort by** options:
  - a. **Course name** - produces an alphabetical list of courses.
  - b. **Last accessed** - sorts with the most recently accessed courses at the start of the list.

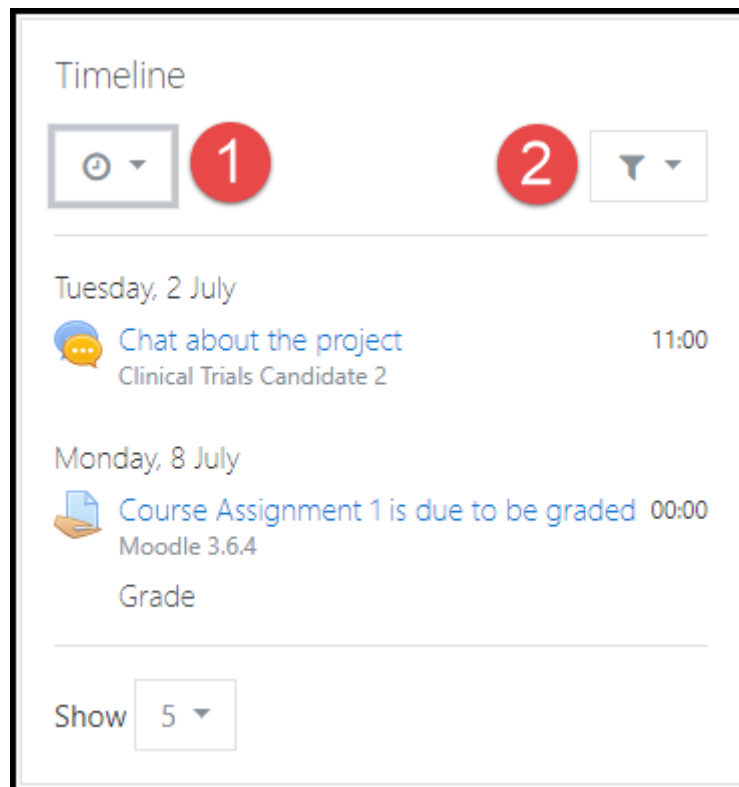
3. Finally the courses can be displayed on the page in three ways:
  - a. **Card** - as shown in the image above, the card view displays a course image, the course name and a percentage completion (where activity completion has been enabled in a course).
  - b. **Summary** - the summary view displays a smaller course image, the course name, the course description (where this exists) and a percentage completion (where activity completion has been enabled in a course).
  - c. **List** - this is the most compressed view of the course list. It shows just a smaller course image, the course name and a percentage completion (where activity completion has been enabled in a course).

In addition, at the bottom of the block, you can choose how many courses to display in the block - 12 or All. The **Show** option only appears if you are enrolled on more than 12 courses.

Clicking on the vertical ellipsis in the course tile displays a pop-up menu that allows you to star a course or remove a course from the course list.

## Timeline Block

The **Timeline** block shows activities with a deadline or activity completion date:



### The Timeline Block

As with the course overview block, you can choose different filters and views of this list:

1. From the drop-down menu at the top left of the block, you can choose the time frame that the block covers. The options are:
  - a. All
  - b. Overdue
  - c. Due date within the next 7 days; 30 days; 3 months; or 6 months.
2. From the drop-down menu at the top right of the block, you can choose from two sorting options:
  - a. **Sort by dates** - as shown in the image above. The course that the activity comes from is given below the title of the activity.
  - b. **Sort by courses** - this may be less useful if you have a lot of courses as it will display all your courses whether there are any activities due or not.