



## All Users: Know Your Dashboard

Hart Wilson - 2024-10-14 - Comments (0) - Moodle

Your **Dashboard** lets you sort, manage, and prioritize courses and assignments—return to items and courses you've accessed recently, star courses that you access frequently, and hide courses you don't need at the moment. Best of all, you can rearrange the blocks to suit yourself!

Two things of special note about the **Recently accessed courses** and **Recently accessed items** blocks:

1. Courses will only appear in the Recently accessed courses block if they are available to students. Faculty can quickly access courses for future terms by filtering or starring them in the Courses overview block (read on to learn how).
2. Mac users will not see the horizontal scroll bar shown here, but you will be able to slide through the courses and items displayed.

Here's an overview of your dashboard's features:

- In addition to the course related blocks that appear in the main section of your dashboard, there are also links in the blocks panel on the right for helpful tools. Be sure to expand the panel from time to time as tools may be added throughout the term.
- The **Upcoming events** block displays links to items that have due dates. Each item will be linked for easy access.
- The **Recently accessed courses** block provides quick access to courses you have been working in recently. Use the navigation links in the upper right corner of the block to find the course you need.
- Similarly, the **Recently accessed items** block has links to activities and resources you've opened recently.
- Starring your courses makes it easy to find the courses you access most often. Click on the **More** icon in the lower right corner of the course card in the **Course overview** block below to star a course.
- The **Course overview** block offers the most options for viewing your courses—this is also the view you'll have in the **My courses** link at the top of the page:
  - Filter your courses by status (in progress, past, future, starred),
  - Use the search field to find a course by name or CRN,
  - Sort by last accessed or by course name,

- Change your view from the standard “card” view to a list or summary display,
- Star a favorite course or remove a past course from view, and/or
- Set the number of courses to view in one page (12, 24, 48, 96, All).

**A quick note about the progress bar in the course display**—unless an instructor specifically informs you that the progress bar truly is connected to all of the work you will do in the course, please disregard the percentage complete indicator. Most instructors do not use this setting, but there's no way for us to hide it.

## Dashboard

**Upcoming events** Check due dates

There are no upcoming events  
Go to calendar...

**Recently accessed courses** Open to access helpful tools Scroll through courses opened recently

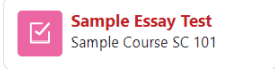


Moodle Test Drive  
Distance Ed



★ 4.1 Upgrade Course  
Distance Ed

**Recently accessed items** Go to items opened recently



Sample Essay Test  
Sample Course SC 101



Instruction and Engag...  
MAT 523 (8673-SU21) - Cur...



Sample Online Text As...  
Moodle Orientation for TAs

**Starred courses** Find your favorite courses (see how to star them below)



★ 4.1 Upgrade Course  
Distance Ed

**Course overview** See all your courses and filter by status Customize your view to suit your needs

In progress Search Sort by course name Card

- All
- In progress
- Future
- Past
- Starred
- Removed from view

- Sort by course name
- Sort by last accessed

- Card
- List
- Summary

0% complete

Star this course  
Remove from view

Academic Integrity Seminar  
Programs and Clubs

Communication  
Practicum/Internship  
Programs and Clubs

0% complete

Creating Lessons in Moodle  
Example Courses

Demo Course One  
Example Courses

10% complete

★ BA 488/588 (1055)  
Fundamentals of ...






21% complete

**Click on the more icon to star a course**

So far, we've shown you the "Card" view of your course list. You can also choose the **List** view:

**Course overview**

All ▾ Search Sort by last accessed ▾ **List ▾**


	<b>Demo Course</b> Distance Ed 4% complete	⋮
	<b>Moodle Test Drive</b> Distance Ed 0% complete	⋮
	<b>★ 4.1 Upgrade Course</b> Distance Ed 8% complete	⋮
	<b>Training Course</b> Practice Courses 16% complete	⋮
	<b>Sample Course</b> Public 6% complete	⋮

Or "**Summary**" view:


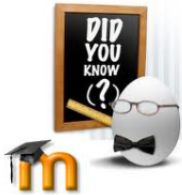
**Course overview**

All ▾ Search Sort by last accessed ▾ **Summary ▾**


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 **Demo Course** Distance Ed 4% complete ⋮


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 **Moodle Test Drive** Distance Ed  
 Test drive this Moodle course to learn how to create your Moodle profile, participate in discussion forums, submit assignments, take quizzes, and much more. Happy Moodling!  0% complete ⋮

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 **COMM 399 (3649-WI20) - Non-Fiction Writing Workshop** Winter 2020 3% complete ⋮

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 **Communication Practicum/Internship** Programs and Clubs  
 Communication majors in the Comm Studies concentration who are starting your Practicum/Internship project this term but not planning to register for the COMM 409A credits until a future term, please contact Dr. Precious Yamaguchi at Precious.Yamaguchi@sou.edu for the enrollment key you can use to add yourself to the Moodle site. 0% complete ⋮

To rearrange the blocks on your dashboard page, click on the **Edit mode** button in the upper right corner. With editing on, you'll see controls in the upper right corner of each block. If you want to shift a block to a different location, use the **Move** icon to drag and drop it in place. To move it to the side panel, click on the **Actions menu** and select **Configure ... block**. In the block configuration window, use the pull-down menu in the **On this page** area to change the current location (what Moodle calls "region") — "content" denotes the central portion of your page, while "right" indicates the right panel. You can use the **Weight** field to indicate where on the page you'd like the block to appear or use the move icon to drag and drop it after you save your changes. Click on the **Edit mode** button again to stop customizing your page when you're done rearranging blocks; click on the **Reset page to default** button to start over.

The image shows a dashboard interface with a red header bar. The header contains navigation links: Home, Dashboard, My courses, Students, and Faculty. On the right side of the header, there is a user profile icon and an 'Edit mode' toggle switch. Below the header, the dashboard is divided into several sections:

- Dashboard:** A section with a '+ Add a block' button.
- Upcoming events:** A section with a '+ Add a block' button, a 'Reset page to default' button, and a list of actions: 'Configure, hide or delete a block', 'Configure Upcoming events block', 'Hide Upcoming events block', and 'Delete Upcoming events block'.
- Recently accessed courses:** A section with a '+ Add a block' button and a list of courses: 'MBA Central Programs and Clubs' and 'MSEd Home Room Programs and Clubs'.
- Timeline:** A section with a '+ Add a block' button, a 'Next 7 days' dropdown, a 'Sort by dates' dropdown, a search bar, and a 'No activities require action' message.
- Calendar:** A section with a '+ Add a block' button and a calendar view for December.

Annotations in red callouts point to various elements:

- 'Add a block to the center of the dashboard' points to the '+ Add a block' button in the top left.
- 'Configure, hide or delete a block' points to the configuration menu in the 'Upcoming events' section.
- 'Drag and drop a block to a different position' points to the '+ Add a block' button in the 'Upcoming events' section.
- 'Add a block to the panel on the right' points to the '+ Add a block' button in the top right panel.

Comments (0)