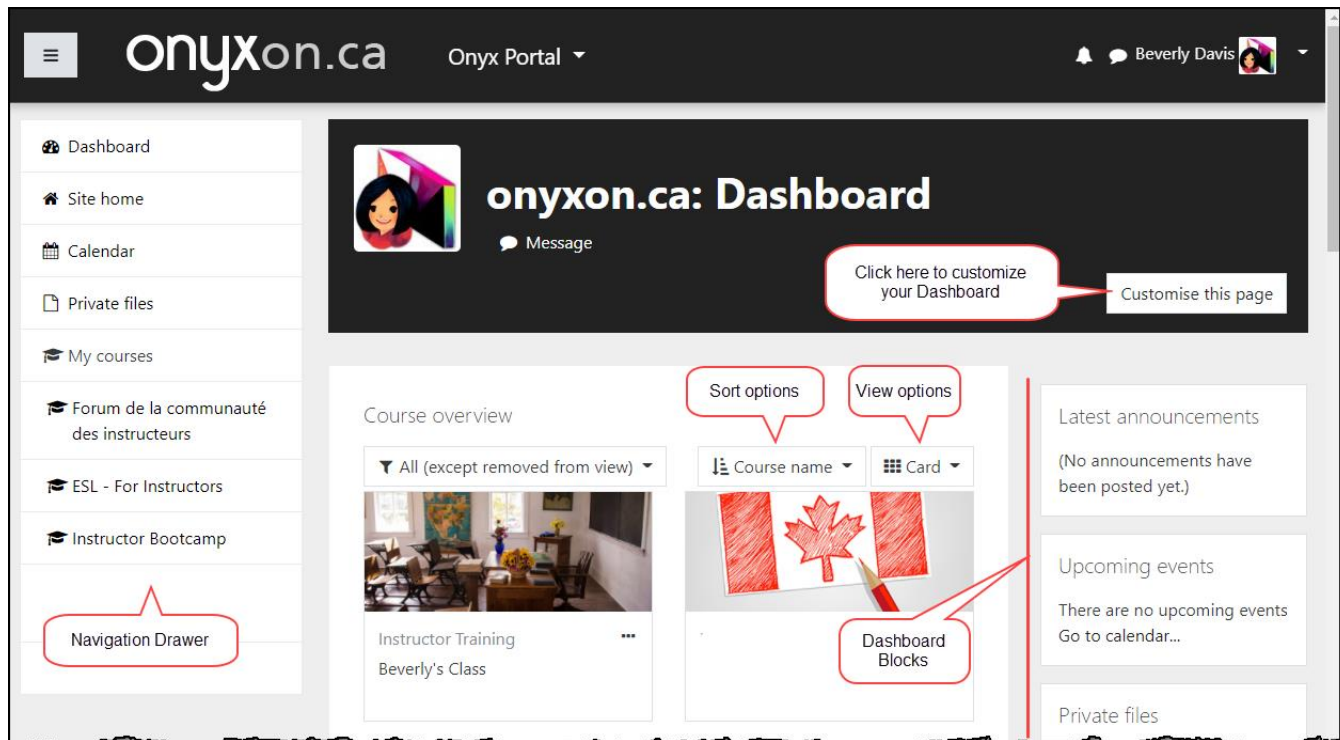


## Customizing the Dashboard

The *Dashboard* is a customizable page and provides a course overview and upcoming deadlines.

Highlights:

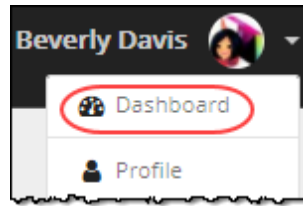
- *Course Overview*, which allows monitoring of course notifications
- *Dashboard* blocks provide access to courses, announcements, private files and more
- *Dashboard* customization to tailor the *Dashboard* to users' needs
- The *Dashboard* allows for quick linking (navigation) to important resources.



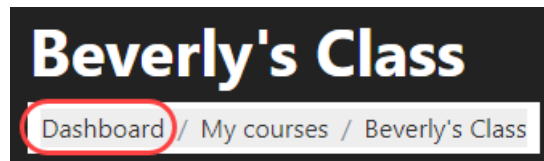
## Accessing the Dashboard

Users can access the *Dashboard* through three means.

1. A link in the *Navigation Drawer* (see image above)
2. Through the *User's* menu

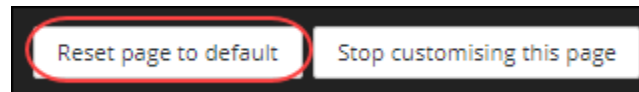


3. On the *Breadcrumb menu*



## Customizing the Dashboard (Reset the Dashboard)

1. Open the *Dashboard* and click on the *Customize this page* button.
2. Click on the *Reset page to default* button. The *Dashboard* default includes: the *Recently accessed courses* and *Course overview* areas in the centre, as well as these blocks: *Latest announcements*, *Upcoming Events*, *Private Files*, *Calendar* and *Timeline*.
- 3.

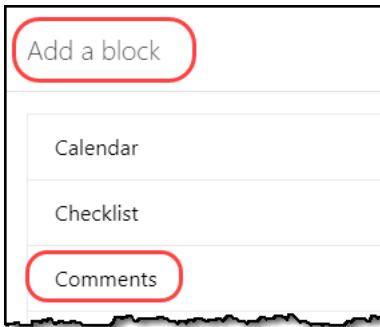


## Customizing the Dashboard (Add a Block)

1. Open the *Dashboard* and click on the *Customize this page* button.



2. Click on the *Add a block* link that appears in the lower left column of the *Navigation drawer*.



3. Choose a *Block* to be added to your *Dashboard*.
4. This *Block* will appear near the bottom of the blocks on the right side of the *Dashboard*.

## Customizing the Dashboard (Removing a Block)

1. Open the *Dashboard* and click on the *Customize this page* button.
2. On the *Block* to be removed, click on the *Actions menu* icon and click on the *Delete <block name> block* option.



3. The *Block* disappears from the *Dashboard*.