


MOODLE DASHBOARD

Student guide

Click on the sticky notes or scroll down for the full guide.

A blue square sticky note with a folded bottom-right corner.

What is the
dashboard and
how do I find it?

A blue square sticky note with a folded bottom-right corner.

Accessing your
pages

A blue square sticky note with a folded bottom-right corner.

Organising your
dashboard

A blue square sticky note with a folded bottom-right corner.

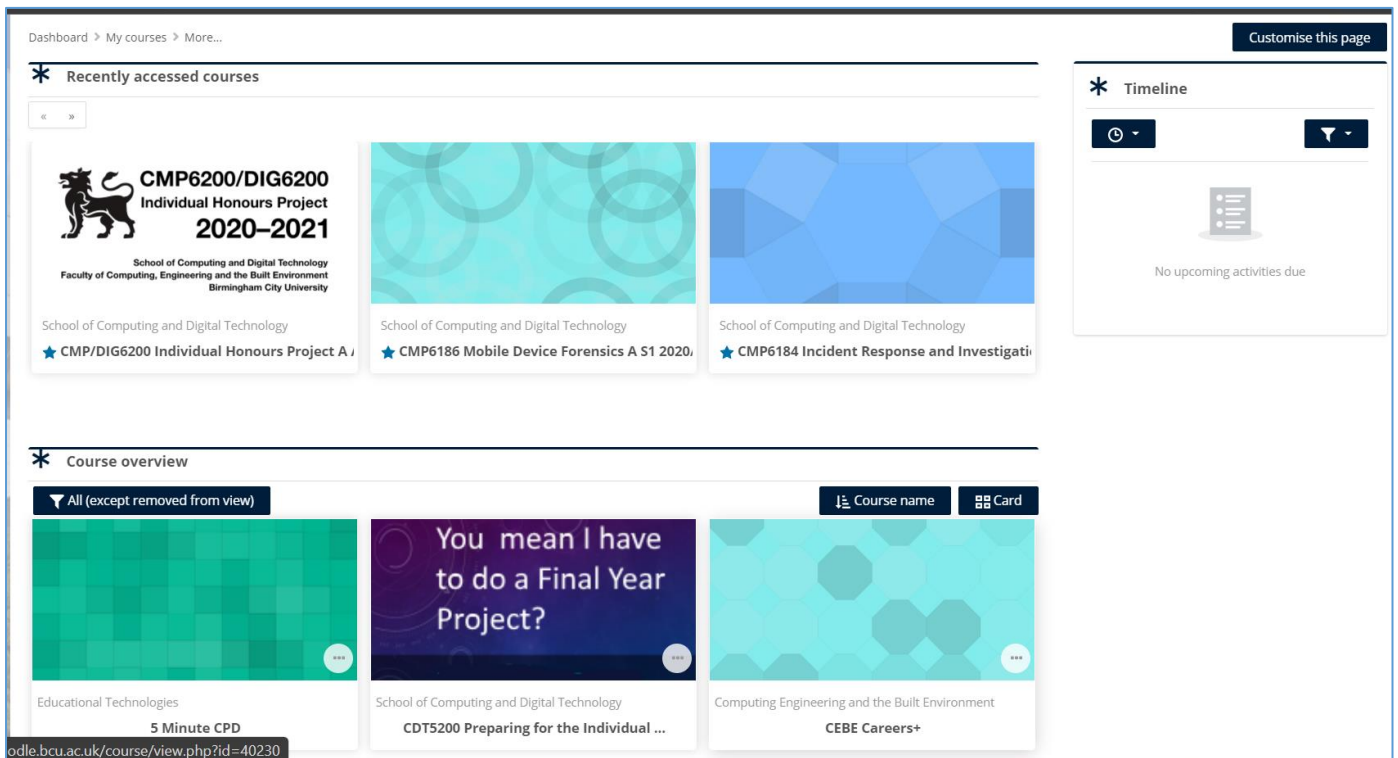
Customising your
dashboard

A blue square sticky note with a folded bottom-right corner.

Common
questions

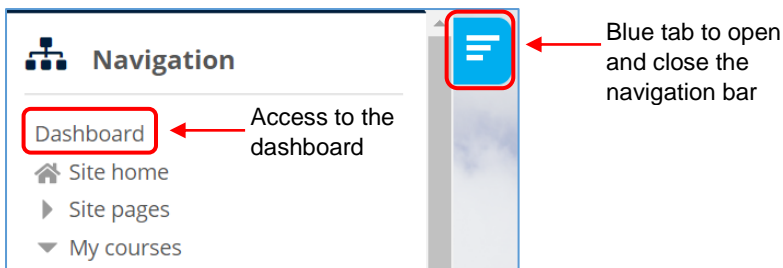
What is the dashboard and how do I find it?

When you log into Moodle you are led to the dashboard. The dashboard is your personal page. It displays all the module pages and course pages you are enrolled onto and allows you to access them.



An example of a student dashboard

You can also access the dashboard in the **navigation bar** by clicking the **blue tab** on the left of the page.



Accessing the dashboard by using the navigation bar


Accessing your pages

The dashboard is split into two sections: **Recently accessed courses** and **Course overview**.

The **Recently accessed courses** section is displayed at the top of the dashboard. This allows you to access the pages you have accessed last. This makes it easier and quicker for you to navigate back to the courses you have last accessed.

* Recently accessed courses

« »




CMP6200/DIG6200
Individual Honours Project
2020-2021

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Birmingham City University

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★ CMP/DIG6200 Individual Honours Project A AYR 2020/1



School of Computing and Digital Technology

★ CMP6186 Mobile Device Forensics A S1 2020/1

Example of a student's recently accessed courses section


The **Course overview** section is underneath the Recently accessed courses section. This section displays every course you are enrolled onto. You can access any of the courses displayed in this section.

* Course overview

▼ All (except removed from view)

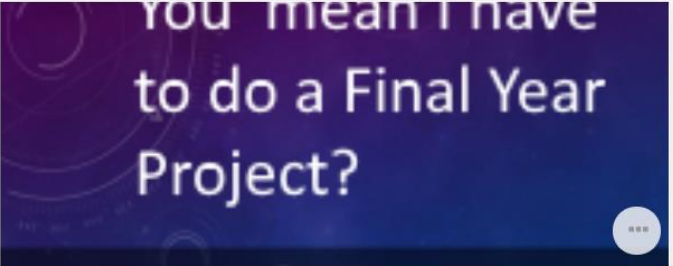
📄 Course name

🗪 Card




Educational Technologies

5 Minute CPD




School of Computing and Digital Technology

CDT5200 Preparing for the Individual ...



Computing Engineering and the Built Environment

CEBE Careers+



0% complete

CEBE

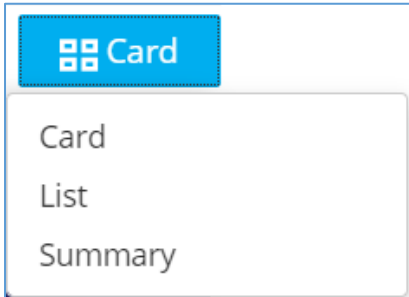
CEBE Placements 2018-19

Example of a student's Course overview section

Organising your dashboard

Your dashboard is your personal page and you can organise it to suit your needs. You can do this in many ways.

You can change the view of the way the pages are displayed on the dashboard. You can do this by clicking the '**Card filter**' (shown in the image below) in the **Course overview** section. You can choose to view the pages in **card** view, **list** view or **summary** view.



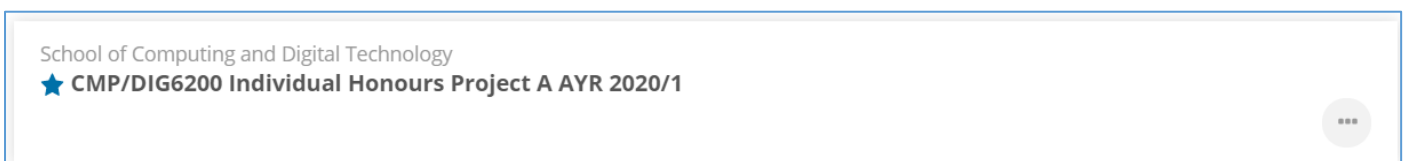
Card filter

By default, the pages will be displayed in card view (shown in the image below).



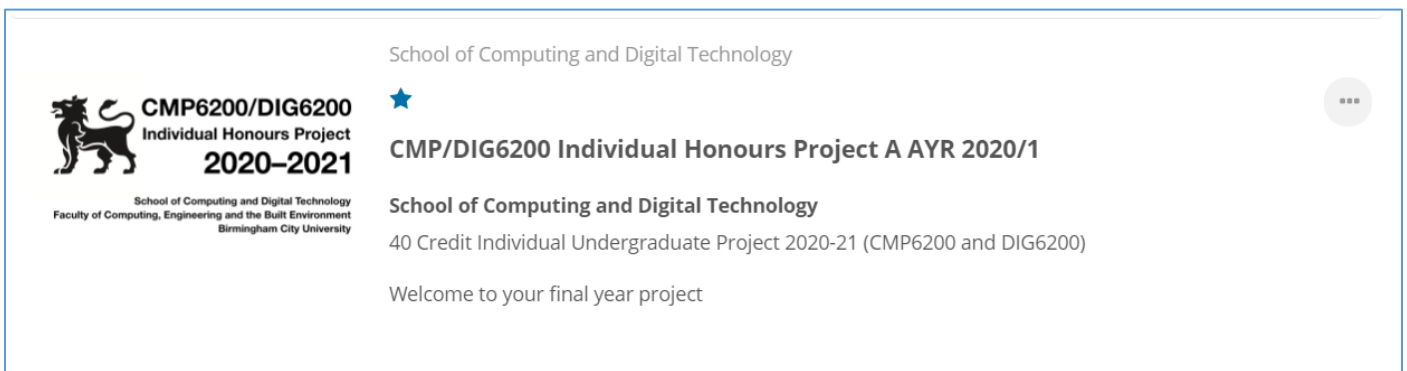
Card view

List view:

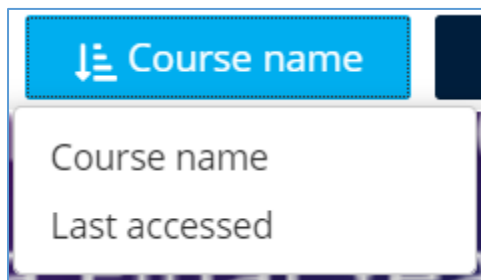


List view

Summary view:

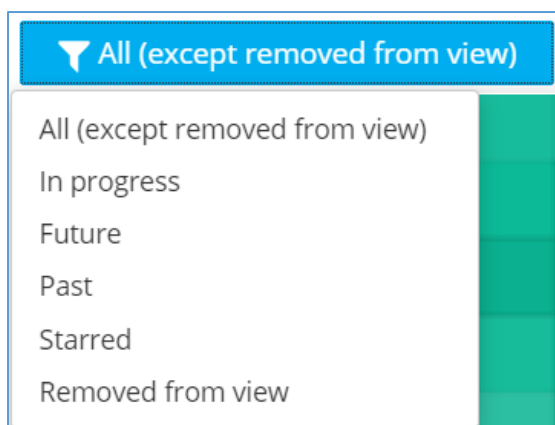


You can also organise the way order in which the list of pages are displayed. By default the list of pages is displayed by **course name** (alphabetical order). You can change this to be arranged in order of **last accessed**. To change the arrangement, click the '**Course name**' filter.



Changing the arrangement of the list of pages

Another way you can organise your dashboard is by choosing the type of pages you would like to view. You can filter the **Course overview** section so you can only see certain pages. To do this, click the '**All (except removed from view)**' filter and select the type of pages you would like to view.



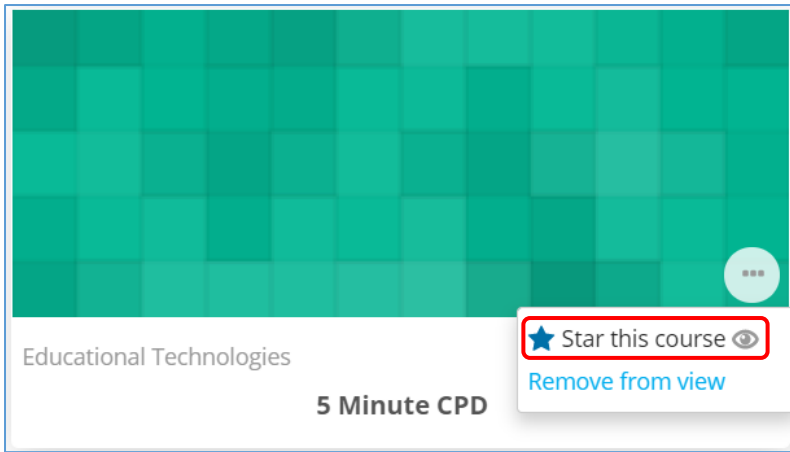
Choosing the pages to display

What do these filters do?

- **All (except removed from view):** displays every single page you have access to. However, if you choose to remove any pages from your dashboard, they will not be shown.
- **In progress:** displays all the pages you are currently working on.
- **Future:** displays the pages that you will be using in the future, for example if you're currently in semester 1, your semester 2 modules may be displayed here.
- **Past:** displays the pages that have ended. An example is module pages from the last year.
- **Starred:** displays any pages that you have 'starred'. In other words, any pages you have added to your favourites.
- **Removed from view:** displays the pages you have removed from the dashboard.

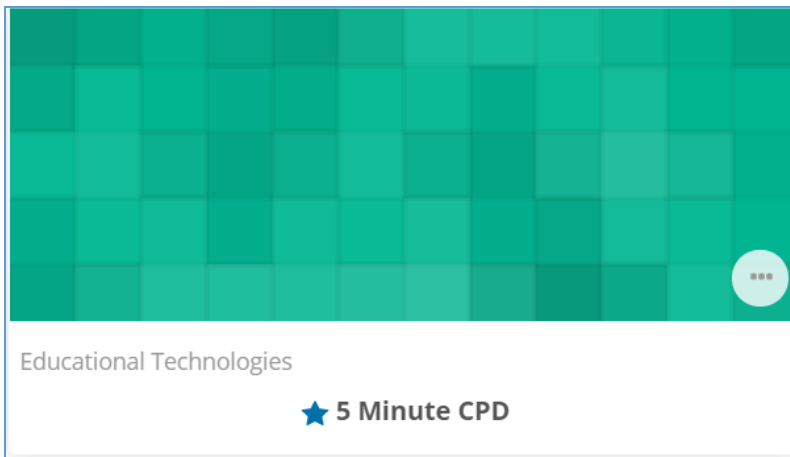
Starring pages

To '**star**' a page, click on the three dots of any page and click '**Star this course**'.



Starring a course

When you '**star**' the page, a star will appear next to the page name (shown below).

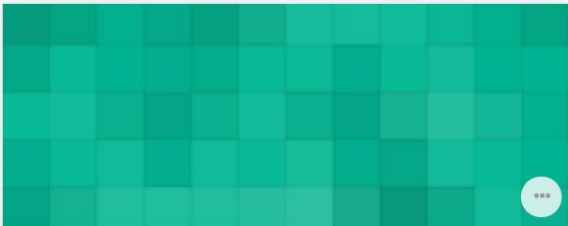


Example of a starred course

If you change the '**All (except removed from view)**' filter to '**Starred**', only the starred pages will be shown.


* Course overview

Starred Course name Card



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★ CMP/DIG6200 Individual Honours Project A AYR ...



0% complete

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★ CMP6176 Ethical Hacking A S2 2020/1




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★ CMP6184 Incident Response and Investigation ...

Starred courses

To remove the star from a page, click the three dots and select 'Unstar this course'.



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Unstar this course

Remove from view

Removing a star from a page

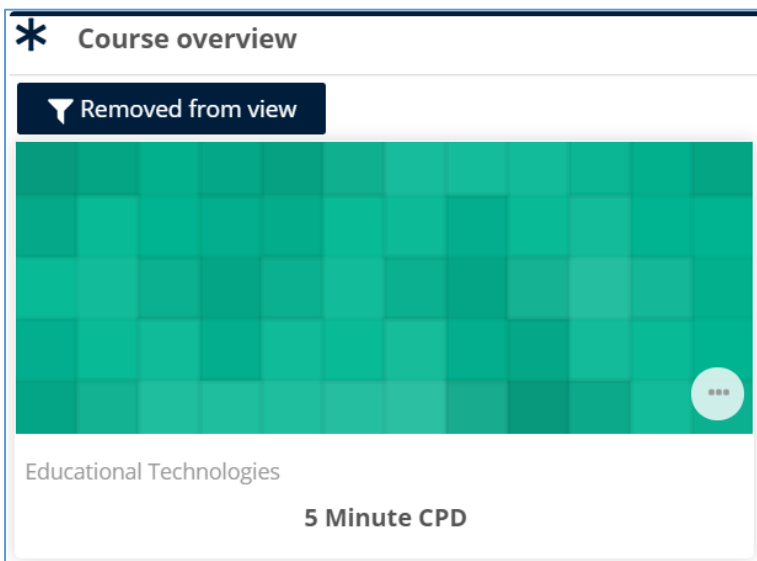
Removing pages from view

To remove a page from view, click the three dots of the page and click 'Remove from view'.



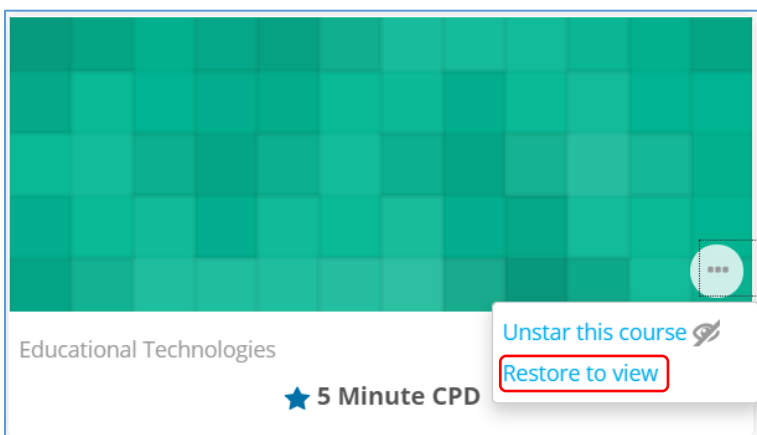
Removing a page from view

If you change the '**All (except removed from view)**' filter to '**Removed from view**', the removed pages will be shown.



Pages removed from view

To make a page visible again, click the three dots on the page and select '**Restore to view**'.



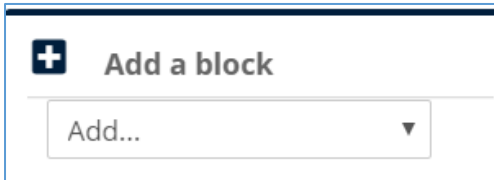
Making a page visible again

Customising your dashboard

You can add additional sections to your dashboard by clicking the '**Customise this page**' button.

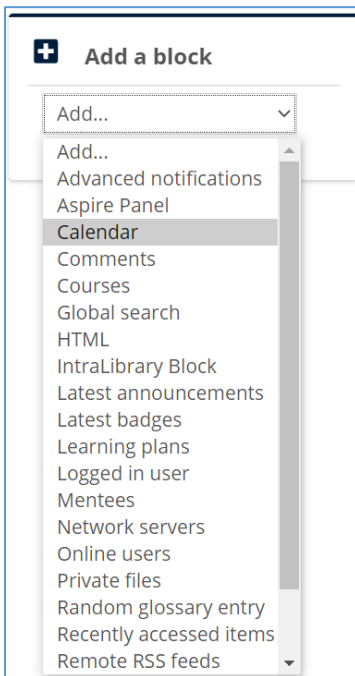


You can add different blocks, such as a timeline or calendar. To add a **block** click the "**Add a block**" drop down menu on the right of the page.



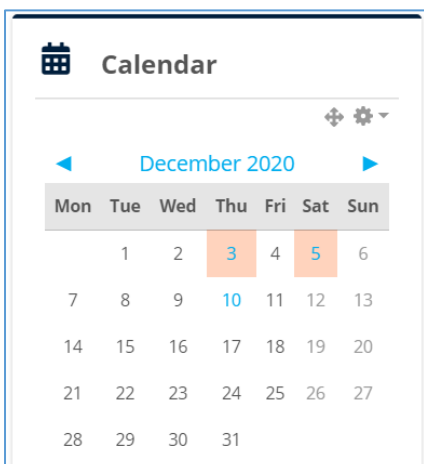
Adding a block

Then select the type of block you would like to add. For example, a calendar.




Adding a calendar block

The block will appear on the right of the page.



Calendar block

To reset the dashboard click the '**Reset page to default**' button at the top of the page.

A rectangular button with a dark blue background and a thin white border. The text "Reset page to default" is written in white, sans-serif font, centered within the button.

Reset page to default

Common questions

Q. Why can't I find my module pages?

A. If you have a filter enabled, you may not be able to find your module on the dashboard. If you cannot find the module on the dashboard, check that the '**All (except removed from view)**' filter is selected in the **Course overview** section.

Q. How can I make it easier to find my module pages for the current academic year or semester?

A. You can '**star**' the modules you are currently studying so you can access them easily. See the '**Organising your dashboard**' section of this guide.