

## Dashboard

### A) Access Dashboard

- Press  at top left corner, then press [ **Dashboard**], or
- Press [**Your name ▼**] at top right corner, then press [ **Dashboard**]

#### Note:

To access the homepage in traditional interface, you can press  at top left corner, then press [ **Site home**].

### B) Blocks in Dashboard by default

Block	Description
School announcements	<ul style="list-style-type: none"> <li>● List the latest announcements from the course(s) you currently administer/teach and Learner Portal</li> <li>● You can press the title to view the content of the announcement</li> </ul>
Timeline	List the due date(s) and time(s) of resource(s)/activity(-ies) with time limitation from the course(s) you currently administer/teach
Recently accessed courses	<ul style="list-style-type: none"> <li>● Show your enrolled courses whose main pages you have accessed most recently</li> <li>● You can press the course picture / title to access its main page</li> </ul>
Course overview	<ul style="list-style-type: none"> <li>● Show your enrolled courses whose main pages can be accessed by pressing their course pictures / titles</li> <li>● You can press  <b>All</b> then [<b>Past</b>] to show the courses whose end dates are in the past and that have been <u>hidden from student view</u></li> <li>● You can press  <b>All</b> then [<b>Removed from view</b>] to show the courses that has been <u>hidden from this block in your view</u></li> <li>● You can press  then [ <b>Remove from view</b>] to hide a course <u>from this block</u> (<b>Note:</b> this does NOT hide the course from student view)</li> </ul>
Latest announcements	<ul style="list-style-type: none"> <li>● List the latest announcements from SOUL 2.0 site</li> <li>● You can press [<b>Older topics...</b>] to list the older news</li> <li>● You can press the title to view the content of the news</li> </ul>
Career SPACE	Provide link to Career SPACE - the one-stop online career platform for HKU SPACE alumni and students
Support Center	<ul style="list-style-type: none"> <li>● Provide links to SOUL 2.0 User Guides and FAQs</li> <li>● Provide links to Virtual Classroom (Adobe Connect) Start Guides and FAQs</li> <li>● Provide link to IT Help ticket system for users to create tickets to ask questions / leave comments about SOUL 2.0</li> </ul>

HKU SPACE e-Services	<ul style="list-style-type: none"> <li>● Provide links to main HKU SPACE e-Services and e-learning facility/service request forms</li> <li>● Provide links to HKU SPACE Blended Learning Guidelines and HKU 'What is plagiarism?' booklet website</li> <li>● Show the current status of Turnitin service</li> </ul>
HKU SPACE e-Services (for Centennial College)	<ul style="list-style-type: none"> <li>● Provide links to main Centennial College e-Services</li> <li>● Provide link to HKU 'What is plagiarism?' booklet website</li> <li>● Show the current status of Turnitin service</li> </ul>
Calendar	Show your designated events, the events from your currently enrolled course(s) and SOUL 2.0 site that will take place during the month

### C) Add a block in Dashboard

- 1) Press  at top left corner, then press [ **Dashboard**]
- 2) Press [**Customise this page**] at top right corner
- 3) Press  at top left corner, then press [ **Add a block**]
- 4) Press the name of the block in the pop-up window to add this block in Dashboard
- 5) Press [**Stop customising this page**] to stop customising Dashboard

#### Note:

- 1) In course main page, you can press [**Turn editing on**] at top right corner, then follow steps 3-4 to add a block inside.
- 2) After pressing [Customise this page], you can press [Reset page to default] to reset Dashboard with default blocks and configuration.

### D) Edit a block in Dashboard

- 1) Press  at top left corner, then press [ **Dashboard**]
- 2) Press [**Customise this page**] at top right corner
- 3) At a block's top right corner, you can press  [**Move block**], drag and drop a block to another location
- 4) You can also press  [**Actions menu**], then press the icons below for further actions:
  -  [**Configure block**] - edit configuration settings of the block
  -  /  [**Hide / Show block**] - hide/show the block from/to students for viewing
  -  [**Permissions**] - check which role(s) can perform certain actions to the blocks
  -  [**Check permissions**] - check whether a course participant can perform certain actions to the blocks
  -  [**Delete block**] - delete the block and the content inside this block
- 5) Press [**Stop customising this page**] to stop customising Dashboard

#### Note:

In course main page, you can press [**Turn editing on**] at top right corner, then follow steps 3-4 to perform these actions to the blocks inside.