## Personalise or Reset Your Dashboard

This guide outlines how a dashboard can be personalised including the reorganising of tiles. The document also provides steps to reset the dashboard back to default.

## Personalise Your Dashboard

- 1. Login to the Portal @ <a href="https://portal.ulster.ac.uk">https://portal.ulster.ac.uk</a> using your university EMAIL ADDRESS and network password (Office 365 credentials).
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- 2. Go to the relevant Dashboard, i.e. Staff, Student and click **Personalise** at the top right corner.

3. Personalise Your Dashboard page is now displayed.

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Using the scroll bar, you can use the various options to:

• Adjust the Tile Position

- Adjust the colour in Tile Gradient
- Enable/Disable a Tile Border
- Enable/Disable Tile Animation
- Select a different Theme
- 4. Within this page, you can also reorganise individual tiles. To do so, hover over a tile. A settings icon 😟 and crosshair should appear see **UniDesk** tile below.



Using the left mouse button, click the tile and drag to a new position on the page. Other tiles will reorganise accordingly. See new location for **UniDesk** below.



5. When hovering over a tile, settings can be accessed by clicking the <sup>2</sup> icon. A **Customise Tile** window is displayed

Customise Tile				
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Size	Wide			$\sim$
Foreground Colour	RGB ▼	rgb(255, 255, 255)		
Background Colour	RGB <del>▼</del>	rgb(53, 126, 56)		
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Change the tile size, foreground/background colour then click **OK**.

6. Once all changes have been made to your dashboard, click the **Save Changes** at the top of the window.

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Apps E Newsroom			Email 🗖	Banner Student	BlackBoard	Modules Catalogue	A-Z Index		Tile Gradient Set the type of gradient in the tile background None Linear Radial
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		Exams Calendar		<b>Uni</b> Desk 17 Servicedesk	dicesso All Office 365 Apps	Skills +			Tile Animations Enables the scrolling animation for Tile content. Enable Disable
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Changes should now be reflected in your dashboard.

## Reset Your Dashboard

7. Within the Portal, click **Personalise** at top of the screen



8. Personalise Your Dashboard page is now displayed. Scroll down the side and click Reset Layout.

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9. A Restore default layout message is displayed, click Yes to confirm.



10. Your dashboard has now been reset back to the default layout and the Portal returns to your home Dashboard.