

QUICK GUIDE: How to Add Content to Dashboard Pages

How to Add Content to Dashboard Pages-Authors

When you're in a dashboard page as an Author, you can add objects (from the dashboard objects pane) or objects that you have saved in the catalog. To add content such as page instructions, write your instructions into the new pane directly for user display.

In the diagram below, you can see that you can for example add content or an instructions section to a Recreation dashboard to track the top 10% of Juniors, Seniors, or Grad students (shown in the diagram below).

Follow the below steps to add your new section:

1. Open the dashboard for editing.
2. Navigate to the page to which you want to add content.

REC - COB Beta Gamma Sigma Selection Home Catalog Favorites Dashboard

Beta Gamma Sigma Selection
FOR INTERNAL USE ONLY. FERPA prohibits the release of student data without the student's written consent except for directory information. However, students have the right to restrict any or all information from public access. The data included in this report does not reflect those restrictions and is for INTERNAL USE ONLY.

This query is used by the College of Business for selecting those eligible for the Beta Gamma Sigma Honor Society. The requirements are:

1. Top 10% of Juniors
2. Top 10% of Seniors
3. Top 20% of Grad Business Majors
4. Top 10% of second term Sophomores (new as of 1/2016 per P Blanchette)

Instructions:
There are three prompts:

1. Term Ldesc: select the desired term of enrollment (typically the current term)
2. Class Level Short: to include all members of a class level be sure to select (Class Level)-1 and (Class Level)-2. If only selecting 2nd term Sophomores select only SOPH-2.
3. Percentile: defaulted to 10 - selects top 10%. If looking for Grad students change to 20.

Updates:
1/27/2016: Added third query for Sophomore Second Semester per Pam Blanchette who indicated that the rules have changed to let in Soph - who are in the top 10%.
2/10/2020: Converted to UWBI. JP

* Term Ldesc --Select Value--
* Class Level Short --Select Value--
* Percentile <= 10

OK Reset

Edit - Refresh - Copy

3. In the Dashboard Builder, add each object that you want to include. To do so, select it in the dashboard objects pane or the catalog pane and drag and drop it to the page layout area. Typically, if this were done inside of a dashboard, we would create either one or two pages depending on if you wanted to split instructions between public/developer notes.

The following table describes some of the objects that you can add:

Object	Description
Column	Add a column to align content on a dashboard. You can create as many columns on a dashboard page as you need. You can place columns horizontally or vertically.
Section	Add sections within columns to hold the content for the page, such as action links and analyses. You can include as many sections as you need for a column.

4. Set the properties of each object, as appropriate by clicking **Properties**.
5. Click **Save**.