# Custom Dashboard Widgets

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Context

The virtual mentoring platform offers program administrators the ability to add a custom widget to the first row of the dashboard. This widget provides several functions, including linking to external websites, sharing brief announcements, integrating surveys, and displaying pictures. It serves as a versatile tool to enhance communication, engagement, and personalization within the mentoring program.
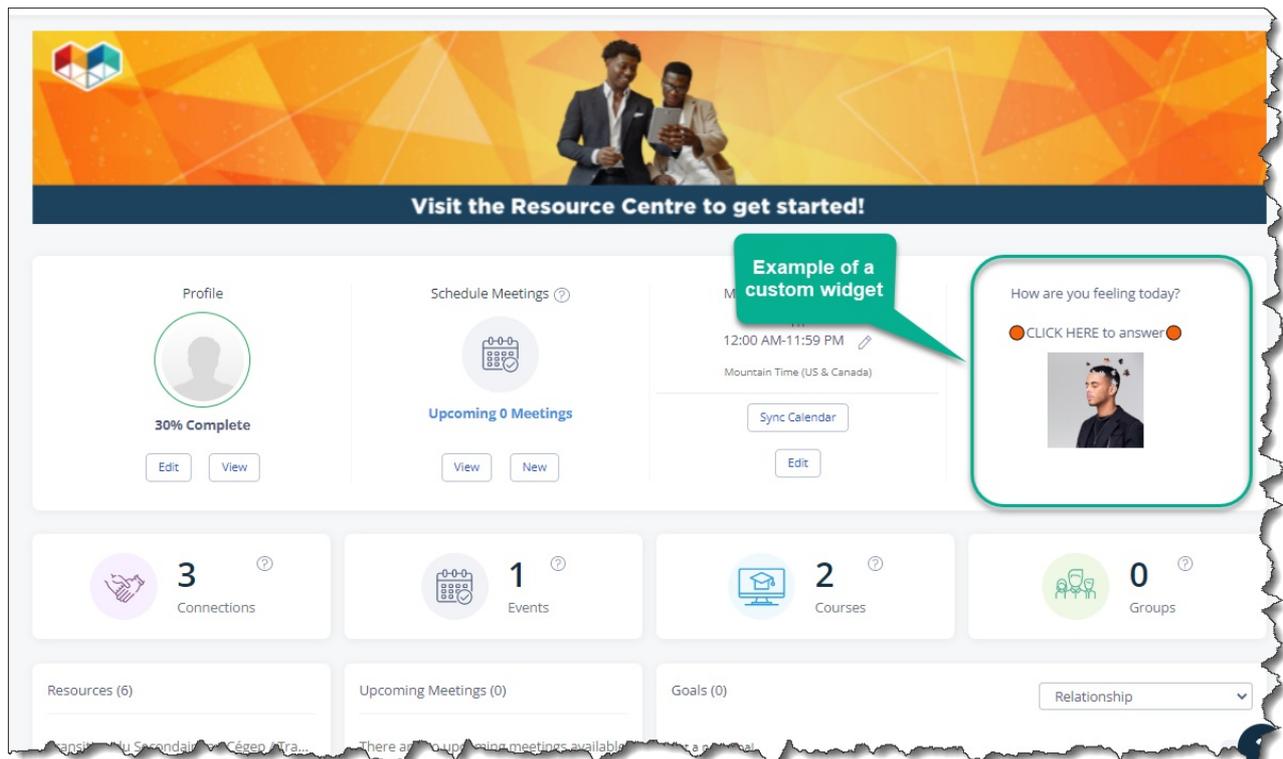

1- Create a Custom Widget

1.0 To include a custom widget on the dashboard, you will need to create the widget first. Access your administrator dashboard by clicking the "Admin" tab on the left-hand side of the page.
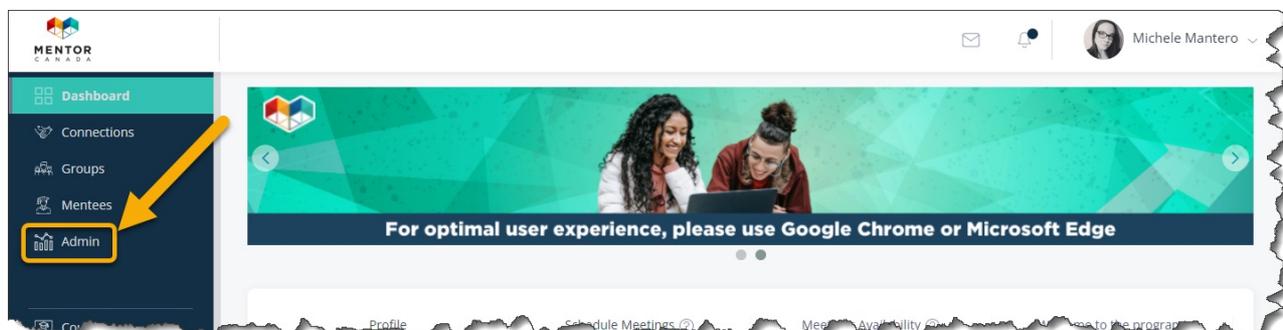

1.1 From the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.
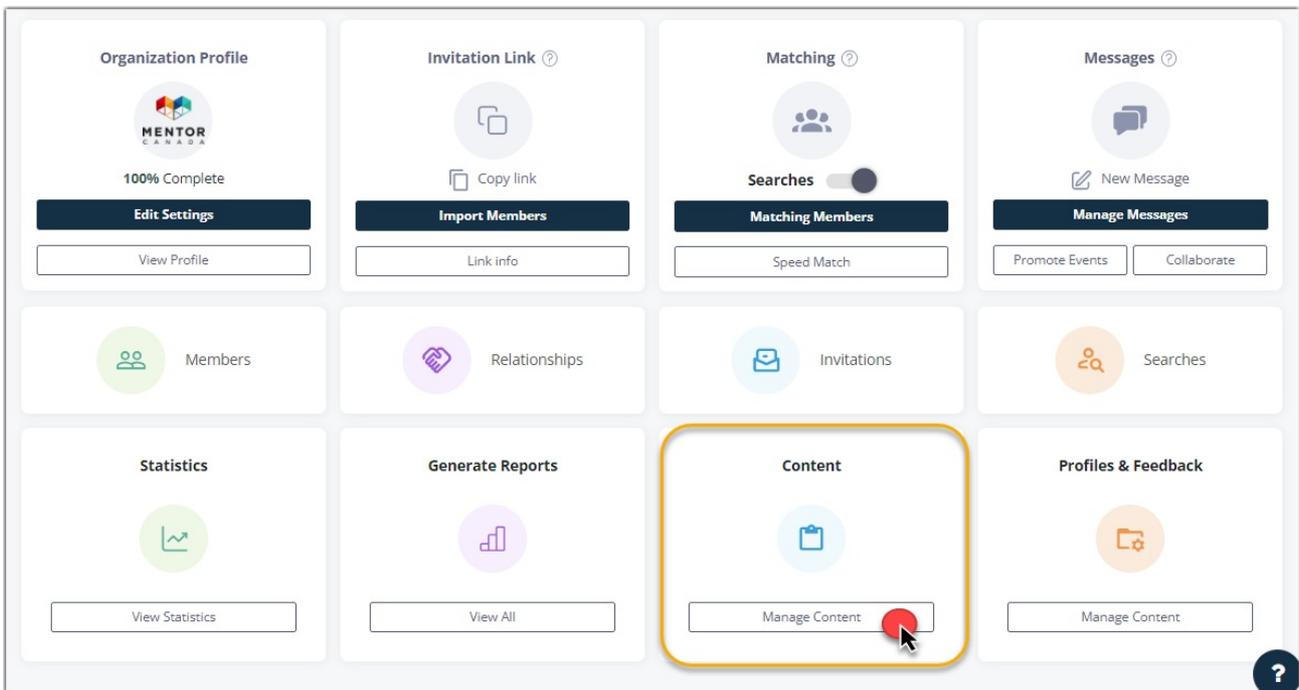
1.1.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Custom Widgets."
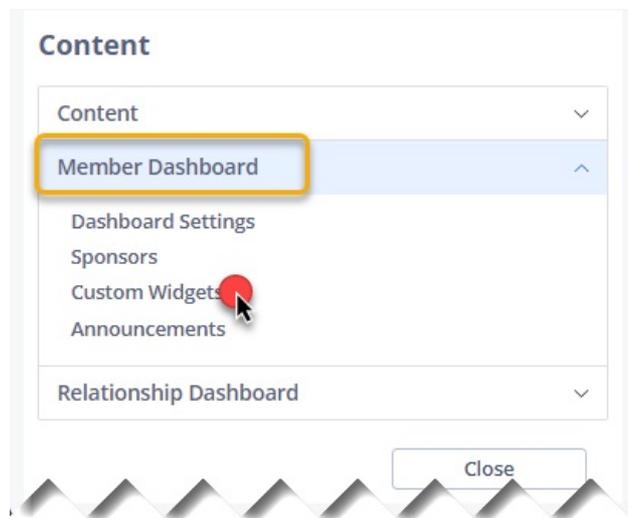
1.2 From the "Custom Widgets" tab click `Create a Custom Widget`.
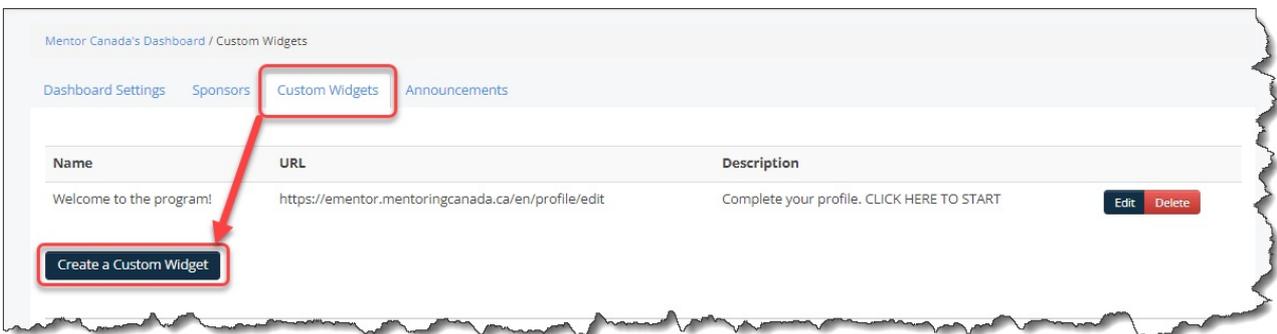
1.3 Complete each field.

Add a URL if you want mentors & mentees to be able to click the widget and be re-directed to another page or website.

You can add a translation in the fields on the right side of the page.

If you do add a URL, add a short text description to the button they will click.

Attached a photo to the widget.

If you add a URL, indicate if the page should open in the same window or in a new window.

1.4 Click Save

|	
Name	French Name
Welcome to the program!	Bienvenu dans le programme
URL	French URL
https://ementor.mentoringcanada.ca/en/profile/edit	https://ementor.mentoringcanada.ca/fr/profile/edit
Description English	Description French
Complete your profile.	Complète ton profil.
Button Text English	Button Text French
CLICK HERE TO START	CLIQUER ICI
Attachment	Attachment French
Choose File	Choose File
Upload an image with the following dimensions for better results: Width: 250 pixels / Height:250 pixels Welcome!_(1).png	Upload an image with the following dimensions for better results: Width: 250 pixels / Height:250 pixels
Open In	
Same Window	
Save	

⚠ **Keep the name, description and text button short so that it fits and displays properly on the dashboard. Long sentences will be cut off. See example below.**
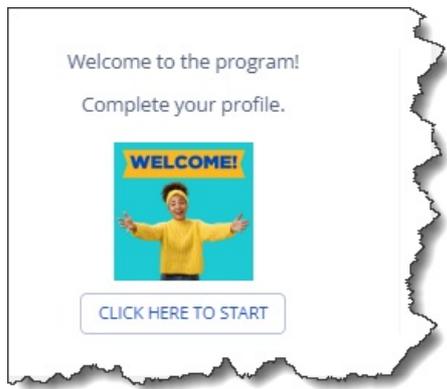

2 - Add a Custom Widget to the Dashboard

Now that you have created a custom widget, you need to add it to the dashboard.

2.0 From the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.
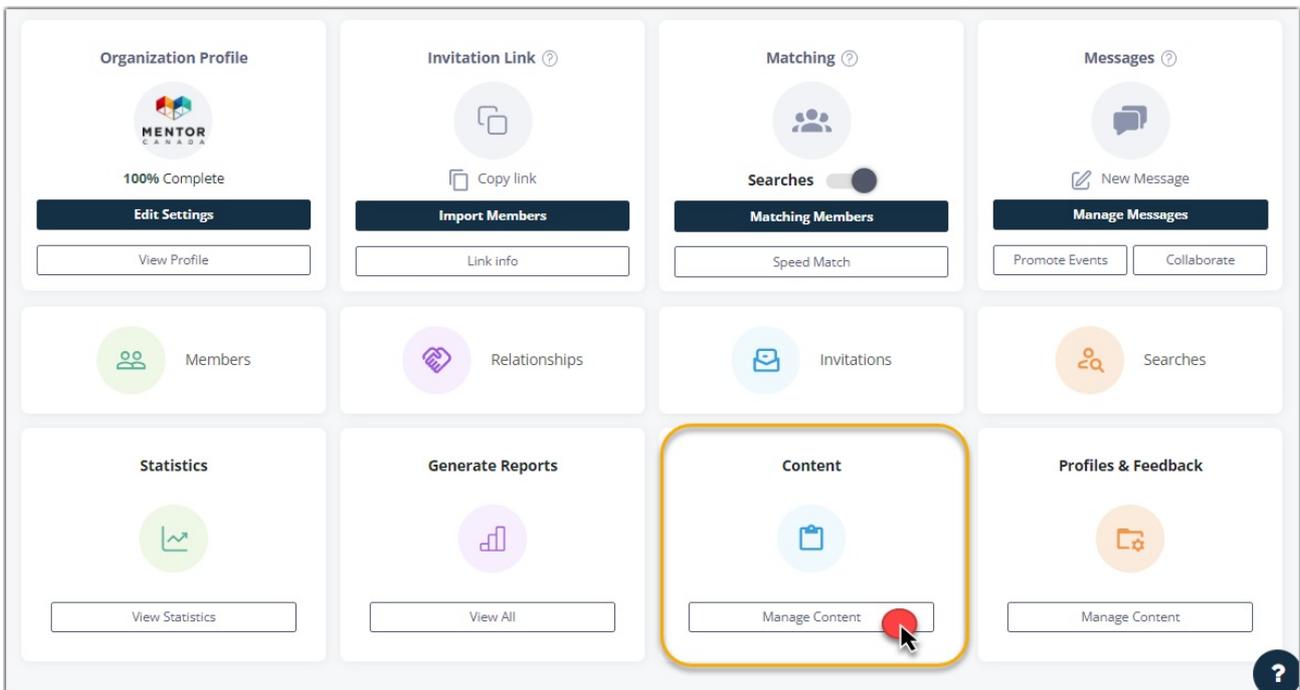
2.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Dashboard Settings."
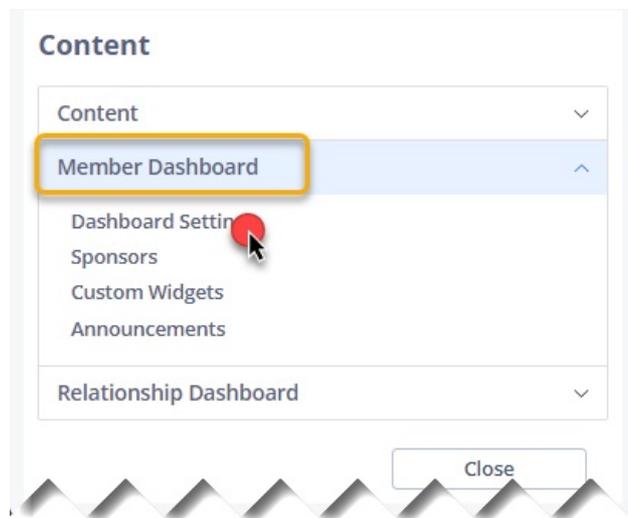
2.2 From the "Dashboard Settings" tab, select a widget placement in "Row 1" as the custom widgets can only be added to Row 1.

    2.2.1 Then click the box to open the drop-down menu.
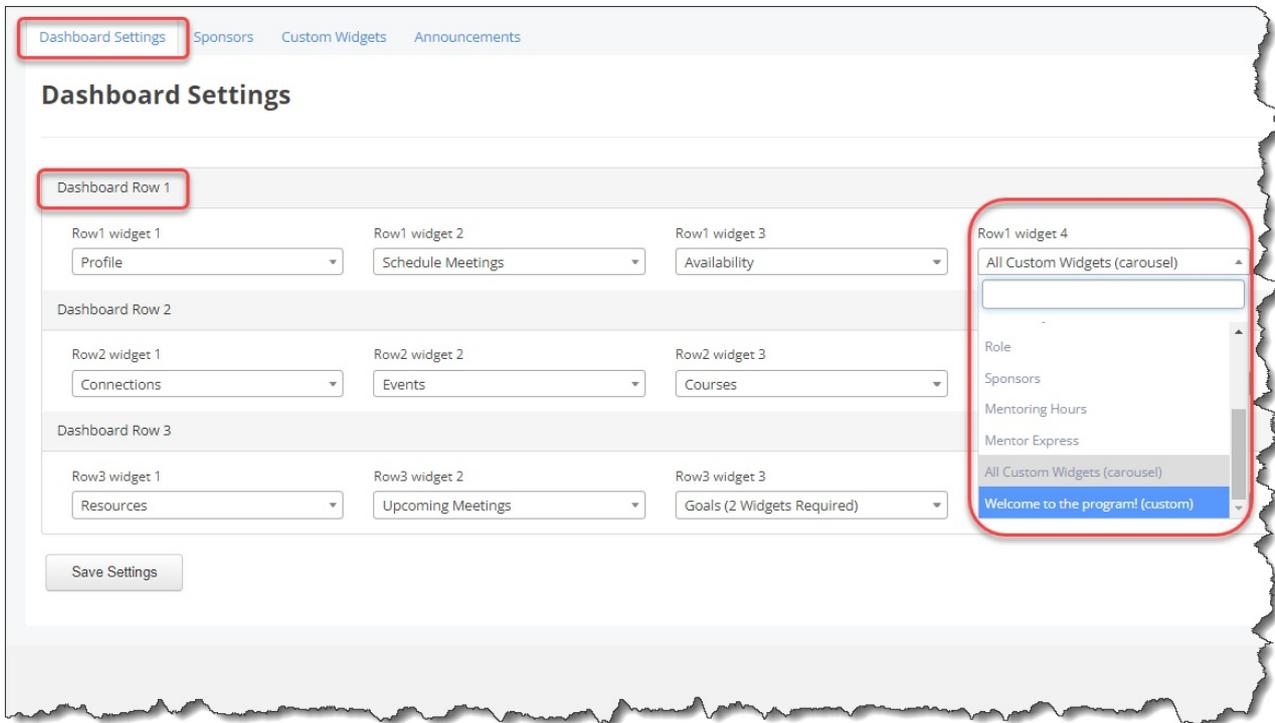
2.3 Select one of the custom widgets or "All Custom Widgets".

ℹ **Note:** From the drop-down menu, custom widgets are displayed by their title followed by "(custom)".

2.4 Click `Save Settings.`

Dashboard Settings

Dashboard Row 1

Row1 widget 1	Row1 widget 2	Row1 widget 3	Row1 widget 4
Profile	Schedule Meetings	Availability	Welcome to the program! (custom)

Dashboard Row 2

Row2 widget 1	Row2 widget 2	Row2 widget 3	Row2 widget 4
Connections	Events	Courses	Groups

Dashboard Row 3

Row3 widget 1	Row3 widget 2	Row3 widget 3	Row3 widget 4
Resources	Upcoming Meetings	Goals (2 Widgets Required)	Goals (2 Widgets Required)

Save Settings

Voilà! The new custom widget is posted on your mentors and mentees' dashboard.

⚠️ **Note: If you selected "All Custom widgets" in dashboard settings, they will automatically display as a carousel and alternate on the dashboard.**


## 3- Edit or Delete a Custom Widget

Edit a Custom Widget

3.0 From the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.
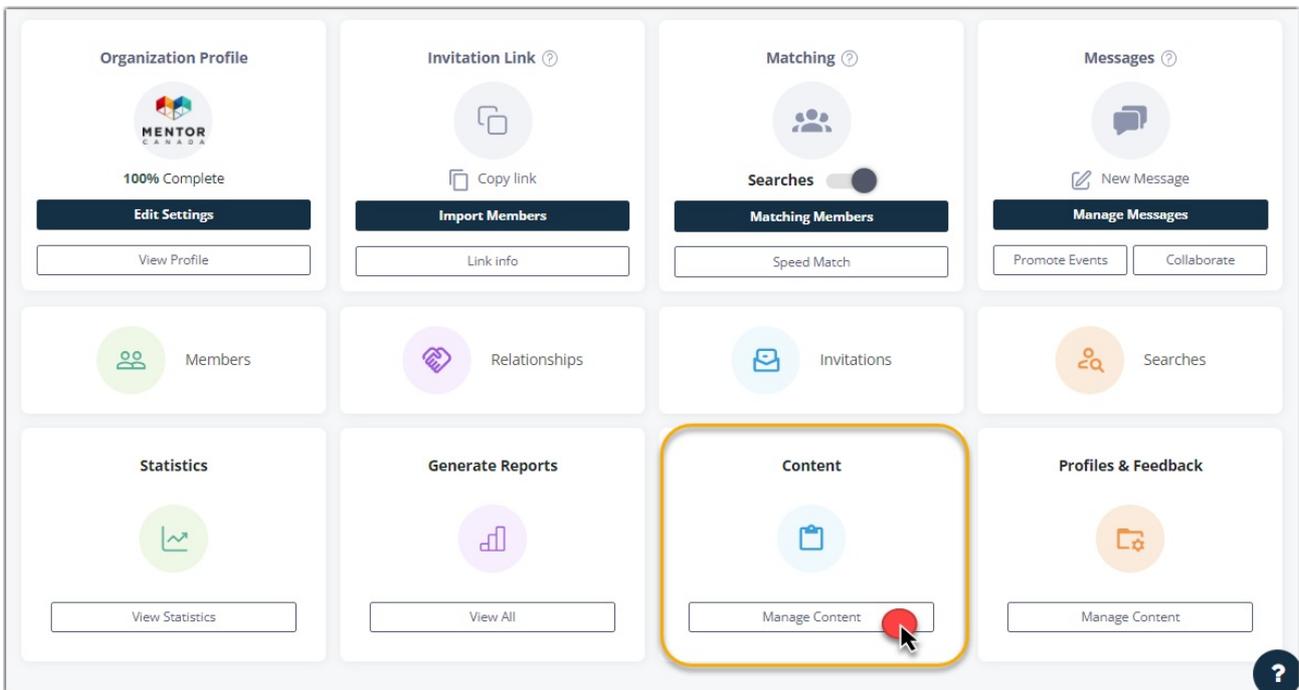
3.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Custom Widgets."
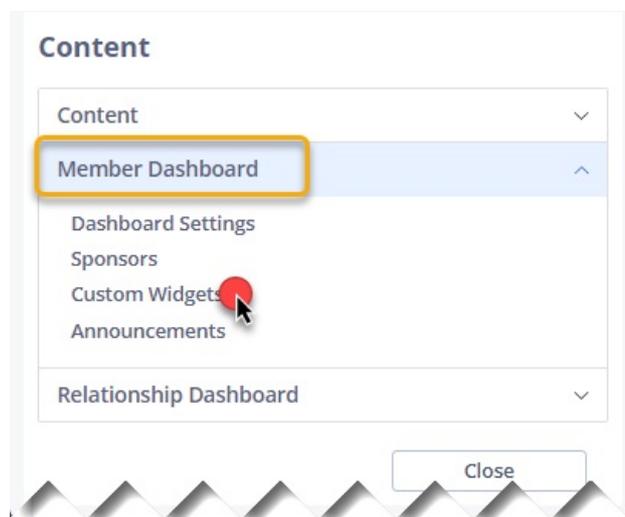
**3.2** From the "Custom Widgets" tab click on `Edit` beside the custom widget you wish to modify.
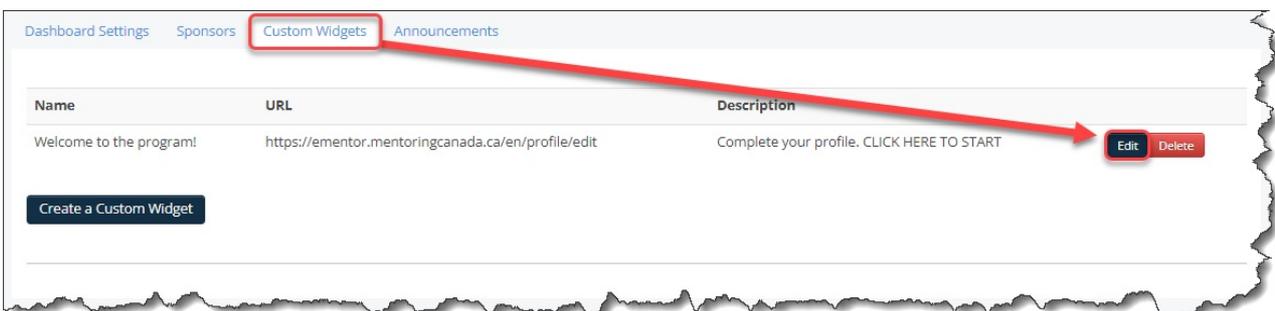

3.3 Make your modifications and click `Save`.

Delete a Custom Widget

3.4 To delete a custom widget, from the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.
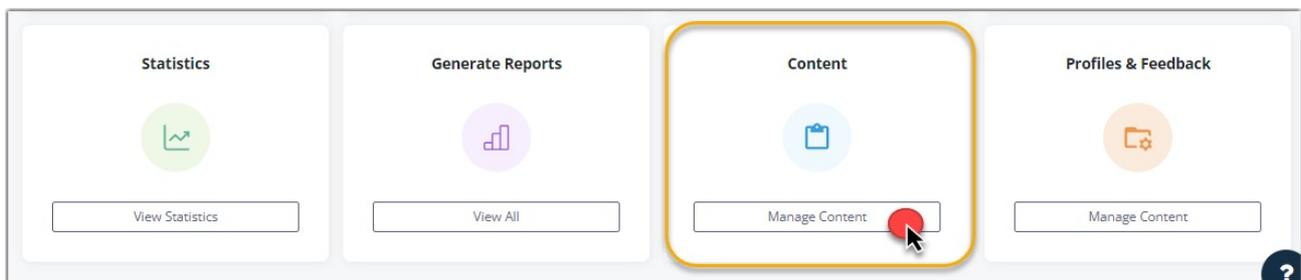
3.4.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Custom Widgets."
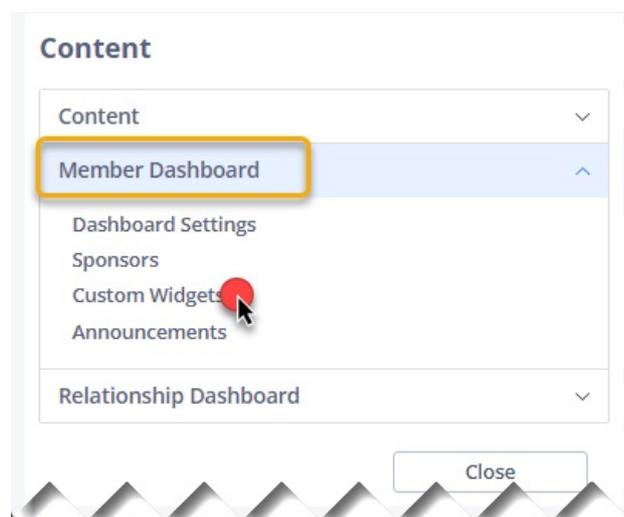
3.5 From the "Custom Widgets" tab click on `Delete` beside the custom widget you wish to delete.
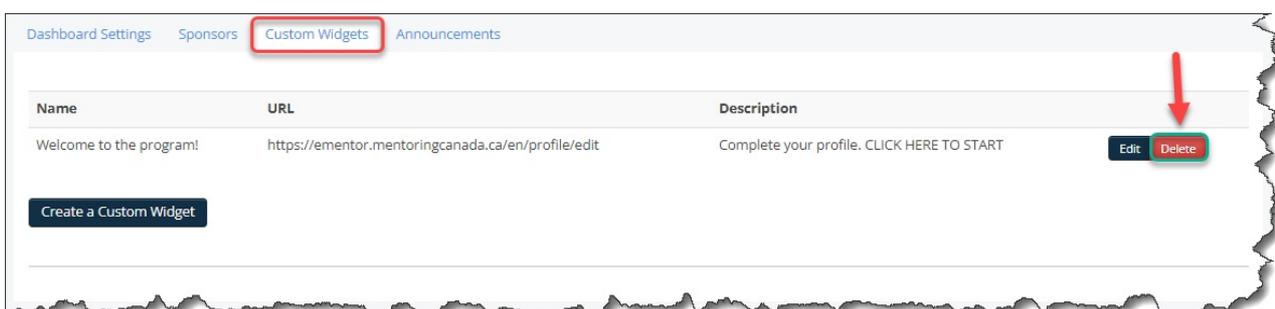
3.6 You will be asked to confirm, click `OK` .
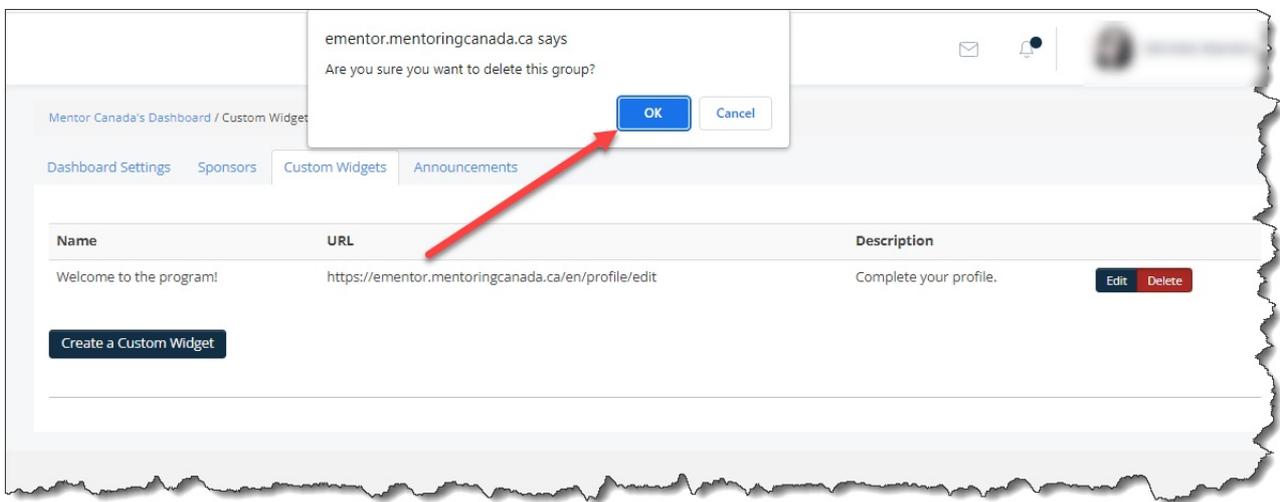
Remove a Custom Widget

**Removing a custom widget will not delete the widget**, it will still be available for future use but will not appear on the dashboard.

3.7 From the administrator dashboard, navigate to the "Content" tile located on the third row, and click on "Manage Content" to access the corresponding section.
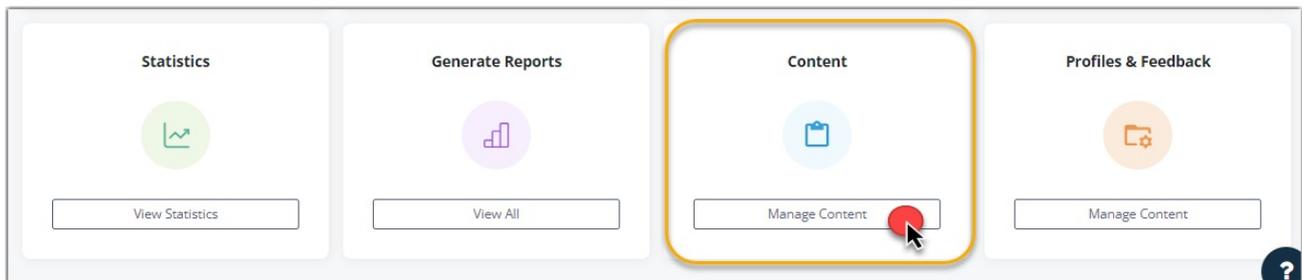
3.7.1 A new dialog box will appear. Expand the selections by clicking on "Member Dashboard" and subsequently choose "Dashboard Settings."
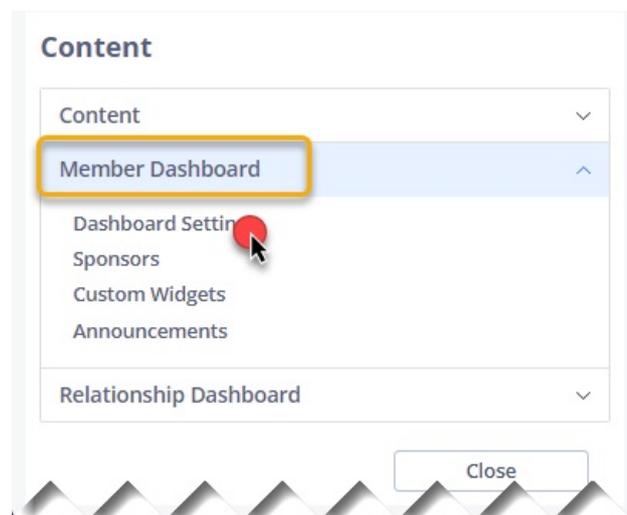
3.8 From the "Dashboard Settings" tab, find your current custom widget placement in "Row 1" and click the box to open the drop-down menu.

Dashboard Settings

Dashboard Row 1

Row1 widget 1	Row1 widget 2	Row1 widget 3	Row1 widget 4
Profile ▾	Schedule Meetings ▾	Availability ▾	All Custom Widgets (carousel) ▴

Role
Sponsors
Mentoring Hours
Mentor Express
All Custom Widgets (carousel)
Welcome to the program! (custom)

Dashboard Row 2

Row2 widget 1	Row2 widget 2	Row2 widget 3
Connections ▾	Events ▾	Courses ▾

Dashboard Row 3

Row3 widget 1	Row3 widget 2	Row3 widget 3
Resources ▾	Upcoming Meetings ▾	Goals (2 Widgets Required) ▾

Save Settings

3.9 Select another option instead of the custom widget and click `Save Settings`.

Dashboard Settings

Dashboard Row 1

Row1 widget 1	Row1 widget 2	Row1 widget 3	Row1 widget 4
Profile ▾	Schedule Meetings ▾	Availability ▾	Join Meeting ▾

Dashboard Row 2

Row2 widget 1	Row2 widget 2	Row2 widget 3	Row2 widget 4
Connections ▾	Events ▾	Courses ▾	Groups ▾

Dashboard Row 3

Row3 widget 1	Row3 widget 2	Row3 widget 3	Row3 widget 4
Resources ▾	Upcoming Meetings ▾	Goals (2 Widgets Required) ▾	Goals (2 Widgets Required) ▾

Save Settings

ℹ **If you have questions or need further support, please contact our Support Team: support@mentoringcanada.ca**