How do I apply a theme to a dashboard?

1. Overview

Themes let you change the visual appearance of a dashboard and its widgets. You can apply a card theme to control widget colours and styling, and a chrome theme to change the overall dashboard look. The theme you set is saved on the dashboard and is visible to learners, shared links, and scheduled emails.

2. When to Use

- You want to give your dashboard a consistent visual style
- You want widgets to match your brand or team colours
- You are sharing a dashboard and want it to look polished for learners
- You are sending scheduled dashboard emails and want the theme to carry through

3. Concepts

Card Theme – Controls the colours and styling of individual widget cards on the dashboard, such as background colour, text colour, and borders.

Chrome Theme – Controls the overall dashboard appearance, including the header, sidebar, and background surrounding the widgets.

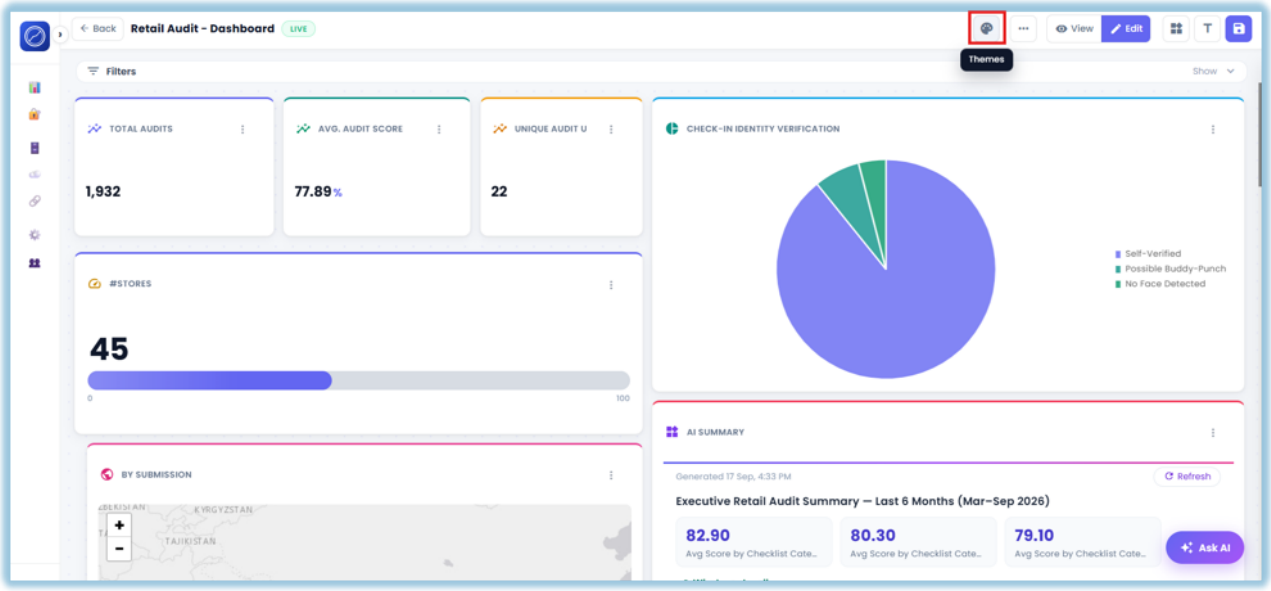
Theme Persistence – The theme is saved on the dashboard itself (not in your browser). Once you apply a theme, it stays the same for everyone who views the dashboard.

4. Set Up Guide

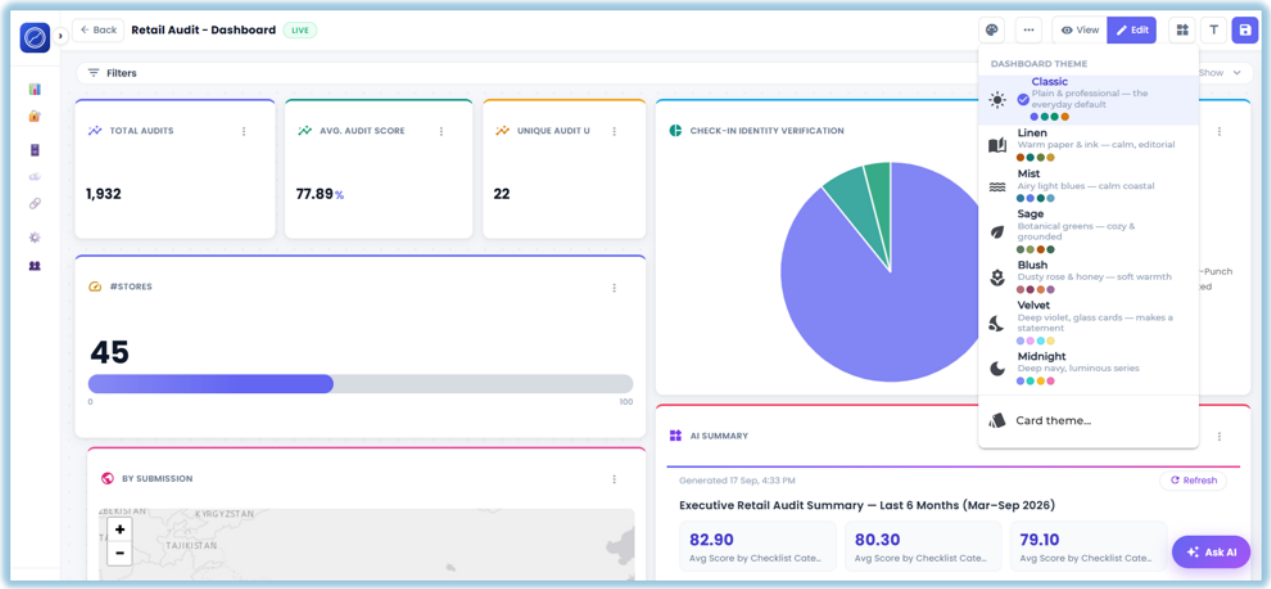
Open Vantage from the Vantage Dashboard widget on the Home Page and open the dashboard you want to style.

Apply a Card Theme

1. Click on the theme or settings option in the dashboard toolbar



2. Select a card theme to preview it on your widgets
3. The theme is applied to all widget cards on the dashboard
4. The theme is saved automatically



Apply a Chrome Theme

1. In the same theme settings area, look for the chrome theme options
2. Select a chrome theme to change the dashboard header, sidebar, and background
3. The theme is applied immediately and saved automatically

5. User View

Learners who access a shared dashboard see the theme exactly as the admin has set it. The card theme and chrome theme are both visible to learners, on shared links, and in scheduled dashboard emails.

What learners see: Widget cards styled with the admin's chosen card theme Dashboard header and background styled with the chrome theme The same theme in scheduled email reports (widget images and PDF attachments reflect the theme)

6. Best Practices

Choose a theme that matches your organization's brand colours Apply the theme before sharing the dashboard so learners see a polished view Use a consistent theme across dashboards that are shared with the same audience Preview the theme on all widget types to make sure charts and tables look clear

7. Related Links

How do I create a dashboard? How do I add a widget to a dashboard? How do I arrange and resize widgets? How do I apply filters to a dashboard?

FAQs

Does the theme apply to shared links and emails?
Yes. The theme is saved on the dashboard, so learners, shared links, and scheduled dashboard emails all reflect the same theme.

Can learners change the theme?
No. Only admins can apply or change a theme. Learners see the theme the admin has set.

Is the theme saved in my browser?
No. The theme is saved on the dashboard itself on the server. It is not stored in your browser, so it looks the same on any device.

8. Version Notes

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