How do I arrange and resize widgets?

1. Overview

After adding widgets to a dashboard, you can arrange them in the order you want and resize them to fit your layout. Vantage uses a 12-column grid, so widgets snap into position and adjust automatically across screen sizes. Your layout is saved automatically — no need to click a Save button.

2. When to Use

- You want to change the order of widgets on a dashboard
- You want to make a widget wider or narrower
- You want to make a widget taller or shorter
- You want to organize your dashboard layout before sharing it with learners

3. Concepts

12-Column Grid – The dashboard is divided into 12 equal columns. Every widget occupies one or more of these columns. This ensures widgets align neatly and reflow on different screen sizes.

Widget Span – The number of columns a widget covers. A widget can span from 1 column (narrow) up to 12 columns (full width).

Drag and Drop – Click and hold a widget, then drag it to a new position on the grid. A dashed outline shows where the widget will land.

Resize Handle – The corner or edge of a widget that you drag to make it wider, narrower, taller, or shorter.

Auto-Save – Every time you move or resize a widget, the layout is saved automatically to the server. You do not need to click Save.

4. Set Up Guide

Once you have a dashboard with widgets (see How do I create a dashboard? and How do I add a widget to a dashboard?), follow these steps to arrange and resize them.

Arrange Widgets

1. Open Vantage from the Vantage Dashboard widget on the Home Page
2. Open the dashboard you want to edit
3. Click and hold on the widget you want to move
4. Drag it to the new position — a dashed outline shows where it will land
5. Release to drop the widget in place
6. The layout is saved automatically

Resize Widgets

1. Hover over the widget you want to resize
2. Drag the corner or edge handle to change the size
3. To make a widget wider or narrower, drag the left or right edge
4. To make a widget taller or shorter, drag the top or bottom edge
5. The widget snaps to the nearest grid position
6. The layout is saved automatically

5. User View

Learners who access a shared dashboard see the widgets in the exact layout the admin has arranged. Learners cannot move or resize widgets — the layout is view-only for them.

What learners see: Widgets displayed in the order and size set by the admin The layout adjusts to fit their screen size All widget data and filters work as configured

6. Best Practices

Place the most important widgets at the top of the dashboard Use full-width (12 columns) for large charts or tables Use half-width (6 columns) to place two widgets side by side Keep KPI cards narrow (3 or 4 columns) so several fit in one row Arrange your layout before sharing the dashboard with learners Resize widgets to avoid unnecessary empty space on the grid

7. Related Links

How do I create a dashboard? How do I add a widget to a dashboard?

FAQs

Can I undo a move or resize? There is no undo button. Simply drag the widget back to its previous position or resize it again.

Do I need to save the layout after making changes? No. The layout is saved automatically every time you move or resize a widget.

Will learners see the same layout I set? Yes. Learners see the exact arrangement and sizes you have configured. They cannot rearrange or resize widgets.

What happens if I leave a gap between widgets? Gaps are preserved. Widgets stay where you drop them and do not shift up automatically to fill empty space.

8. Version Notes

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