

MyView Dashboard Guide



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This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

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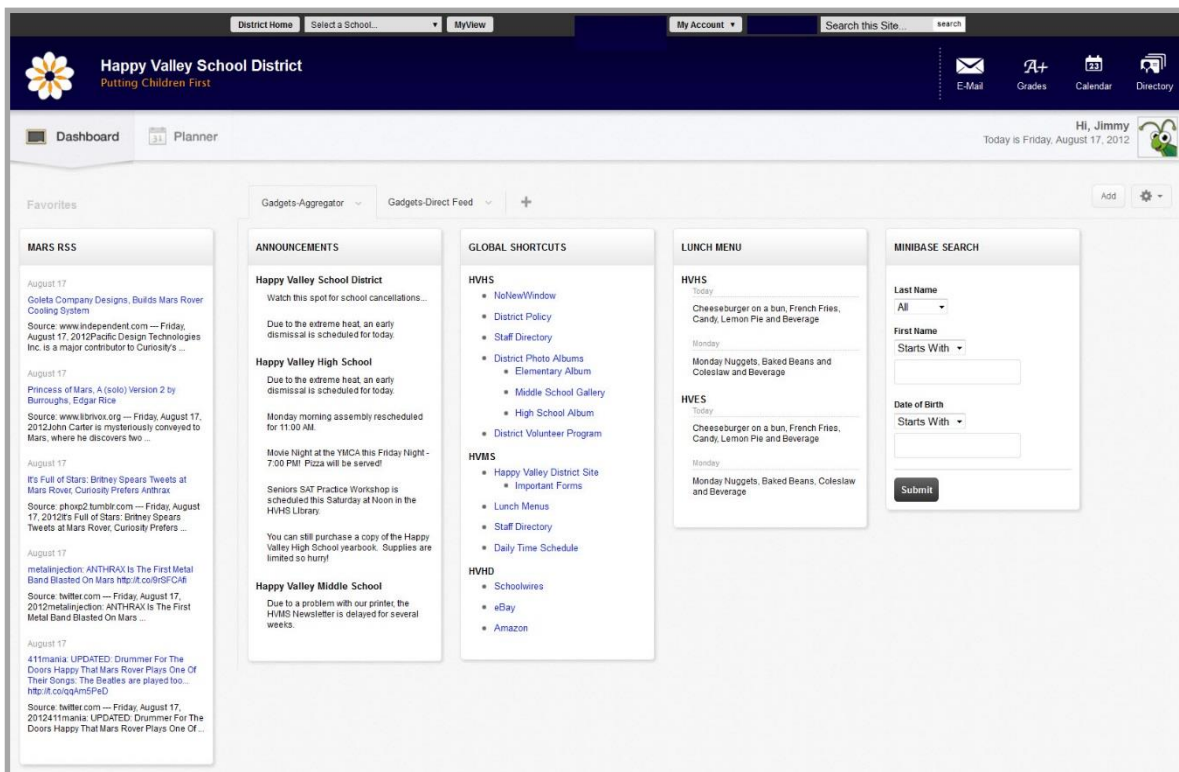
Introduction

Welcome to the MyView Dashboard! With MyView, you are able to view and organize information that is important to you in a single workspace on the end-user website. On your Dashboard you add, set up, organize and manage gadgets, which are designed to display specific information. Aggregator gadgets collect and display content from apps deployed on your Schoolwires site. Direct Feed gadgets display content that is *fed* directly to them from another source, for example Nimbus™ or the Planner.

Once you are assigned access to MyView and sign in for the first time, you are prompted to choose which sites matter to you. MyView uses this information to filter the sites, areas and apps that are available to you as you add content to your gadgets and calendars to your Planner.

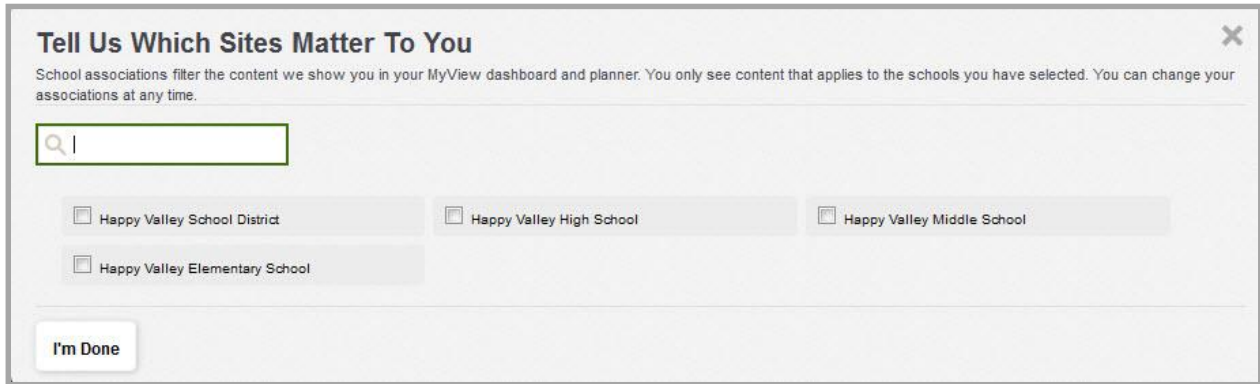
The first time you sign into Schoolwires, you land on your MyView Dashboard. If you are able to modify your My Account Settings, you can change the sites that matter to you, change your landing page, specify connected services and select an image (avatar) that will display on your Dashboard.

Once you land on your Dashboard, you may choose to add tabs, add and set up gadgets, sort the gadgets on your dashboard, move gadgets to your Dashboard Favorites area or take a tour of the Dashboard.

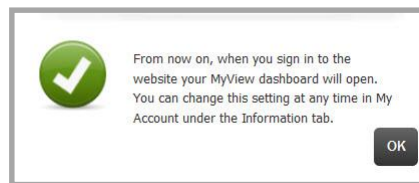


First Sign In

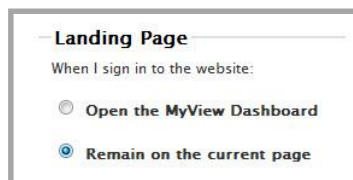
On your first login with MyView access, you are prompted to select which sites matter to you. Here is where you create your *School Associations*. Click the checkbox to the left of each site from which you wish to collect and display content in MyView. Choose your sites and click **I'm Done** to continue.



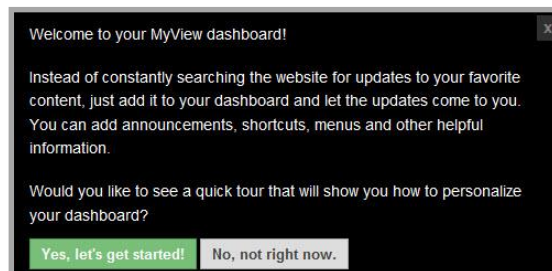
From this point forward, when you sign in to the website you land on your MyView Dashboard. Click **OK** to continue.



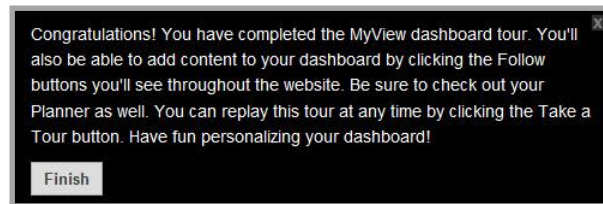
If you prefer landing on your homepage instead of the MyView Dashboard and you are able to edit your own account settings, modify the Landing Page option on the **Information** tab.



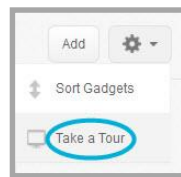
Next you are welcomed to the MyView Dashboard and you are asked if you would like to take a quick tour. Click **Yes, let's get Started** to launch the tour and click **Continue** to move through the tour dialogs; or, click **No, not right now** to skip it and click **Take me to my dashboard** to exit the tour.



If you take the tour, on the last dialog you can either click **Finish** or **x** to end it. To exit the tour at any time, click the **x** located at the top right of a dialog.



You can take this tour at any time by clicking the **Gear** and selecting Take a Tour from the drop-down list.



First Sign In Dashboards

Your Dashboard appearance may vary when you first sign in, based on the configurations to which your Administrator has assigned to you.

You can think of a configuration as a template. Each is comprised of gadgets. Configurations are assigned to groups of users. A group of users can be assigned to more than one configuration.

On your initial login only, MyView examines its configurations and based upon what it finds creates your dashboard, adding tabs with gadgets accordingly.

The screenshot shows the MyView Dashboard for Happy Valley School District. The top header includes the district logo and name, along with utility icons for E-Mail, Grades, Calendar, and Directory. Below the header are tabs for 'Dashboard' and 'Planner'. The main content area is divided into several gadget sections:

- MARS RSS:** A list of news items about Mars rovers, including 'Viking 1 launched to Mars', 'Curiosity Mars rover blasts first rock with laser', '360 Panorama from Mars', and 'Curiosity shoots a Mars rock with laser'.
- ANNOUNCEMENTS:** A section for school cancellations and rescheduling, including notices for Happy Valley School District, Happy Valley High School, and Happy Valley Middle School.
- GLOBAL SHORTCUTS:** A list of links for various school resources, including HVHS (NoNewWindow, District Policy, Staff Directory, District Photo Albums, Middle School Gallery, High School Album, District Volunteer Program), HVHD (Schoolwires, eBay, Amazon), and HVMS (Happy Valley District Site, Important Forms, Lunch Menus, Staff Directory, Daily Time Schedule).
- LUNCH MENU:** A section for daily lunch menus for HVHS and HVES.
- MINIBASE SEARCH:** A search form with fields for Last Name, First Name, and Date of Birth, and a Submit button.

If you have been assigned access to MyView but given no access to any configurations, on initial login your dashboard displays one tab named *My Gadgets*. This tab contains any gadgets added by your Site Administrator to the *default configuration*.

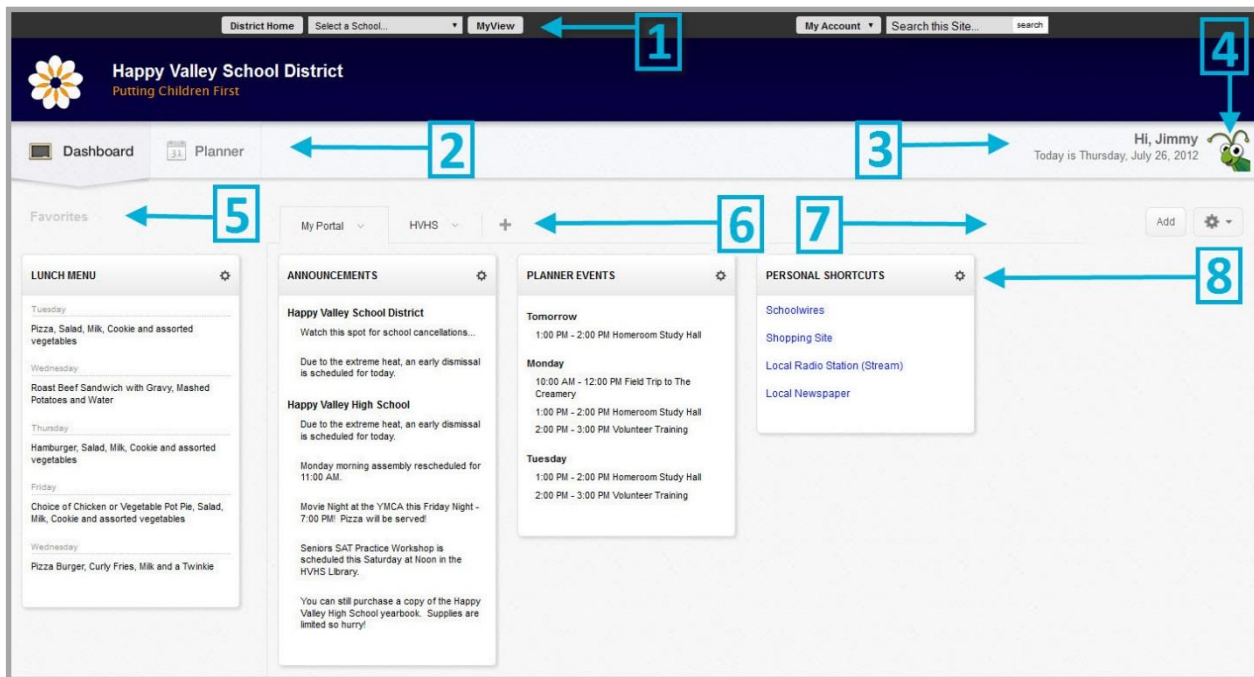


Once you become familiar with your Dashboard, you may choose to make changes. Review it with these questions in mind.

- Do the tabs and gadgets that were placed on my Dashboard fulfill my needs?
- Do I need to delete any tabs or create new ones? What should I name them?
- What gadgets should I add? What should I name them?
- What content should each gadget contain?
- On what tabs should I place which gadgets?

The MyView Dashboard

Here's a MyView Dashboard.



Here's what you find on the MyView Dashboard.

Object	Description	
1	MyView Link	Click the link to launch MyView.
2	Navigators	Click each to navigate between your Dashboard and your Planner.
3	Greeting	This is your MyView Welcome message. It includes your name, day and the date.
4	Avatar	This is the display area for the image that you selected as your avatar. Use the default or select a different one in Edit Account Settings, provided you have permission to edit your settings.
5	Favorites	This is a display area for gadgets you flag as your Favorites.
6	Tabs	You add gadgets on a tab. You can create a maximum of five (5) tabs.
7	Buttons	Click Add to place a gadget on the active tab. Click the Gear and from the drop-down list select Sort Gadgets to organize the gadgets on the active tab. Select Take a Tour to learn about MyView.
8	Gadget Area	This is the display area for the gadgets placed on tabs.

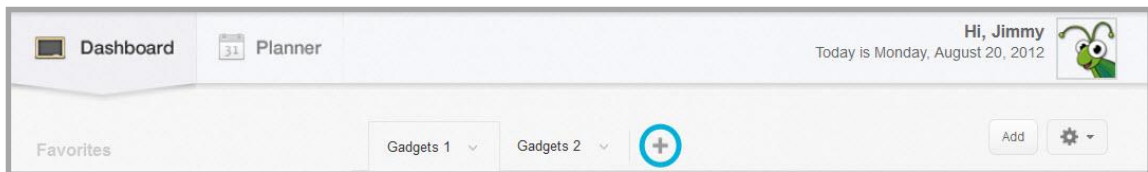
Dashboard—Tabs

You can add, rename and delete tabs on your Dashboard. You can have a maximum of five tabs on your Dashboard. When you have reached the maximum number of tabs, the + (Add a New Tab) button no longer displays on your Dashboard.

Add a Tab

Here's how you add a tab to your dashboard.

1. Sign In and navigate to your MyView Dashboard.
2. Click + (Add a New Tab). The New Tab dialog displays.



3. Enter a name for the tab. The name may contain up to 20 characters.

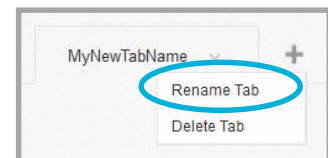


4. Click **Save**. The tab is created and you are returned to your MyView Dashboard.

Rename a Tab

Here's how you rename a tab on your MyView Dashboard.

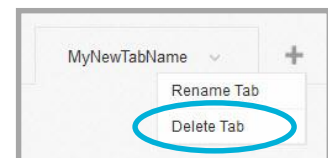
1. Sign In and navigate to your MyView Dashboard.
2. Click the tab drop-down arrow and select Rename Tab from the list.
3. On the Rename Tab dialog, enter a new name for the tab.
4. Click **Save**. The tab is renamed and you are returned to your MyView Dashboard.



Delete a Tab

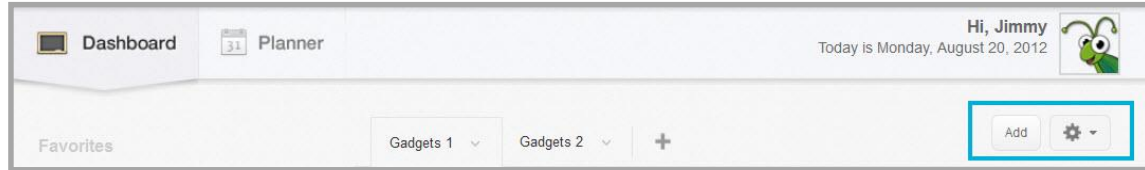
Here's how you delete a tab from your MyView Dashboard.

1. Sign In and navigate to your MyView Dashboard.
2. Click the tab drop-down arrow and select Delete Tab from the list.
3. Click **Yes** on the delete confirmation dialog. The tab is deleted and you are returned to your MyView Dashboard.



Dashboard—Add and Gear Buttons

Use **Add** to place new gadgets on a tab. Use the **Gear** drop-down options to sort gadgets and to take a tour of the Dashboard.

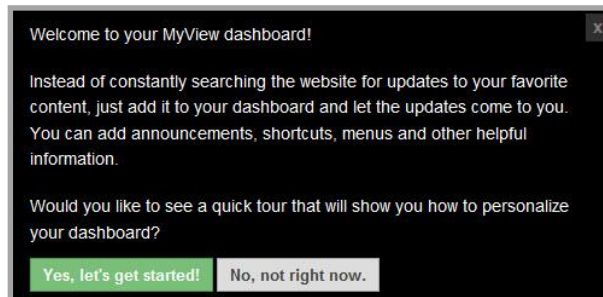


Add Button

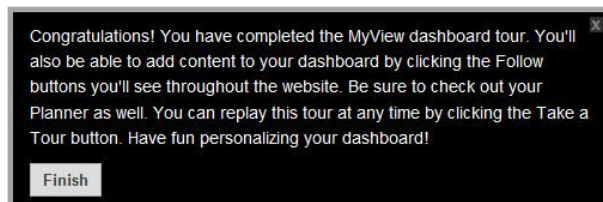
Click **Add** to place gadgets on a tab. Follow the dialog prompts to complete the process. You may add up to ten gadgets per tab. Once you have reached the maximum number of gadgets on a tab, the **Add** button no longer displays on your Dashboard.

Gear—Take a Tour

Click the **Gear** and select Take a Tour from the drop-down list. Select **Yes, let's get started** to launch a guided journey around the Dashboard. Click the **Continue** buttons along the way to move to the next item on the tour. To exit the tour at any time, click the **x** located at the top right of a dialog.



On the last dialog of the tour, you can either click the **Finish** or the **Close Dialog** button to end the tour.



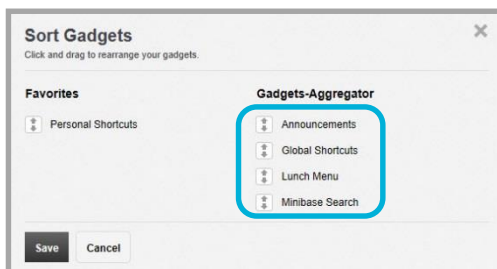
Gear—Sort Gadgets

Click the **Gear** and select Sort Gadgets to change the order of the gadgets on a tab and to flag gadgets as Favorites.

Sort Gadgets

Here's how you sort gadgets on a tab.

1. Sign In and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to sort gadgets.
3. Click the **Gear** button select Sort Gadgets from the drop-down list. The Sort Gadgets dialog displays. You see two columns, one labeled Favorites and one labeled with the name of the tab you selected.

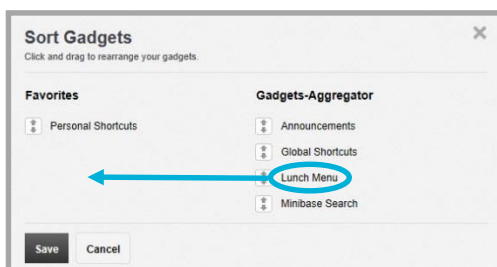


4. Position the cursor on the name of the gadget you would like to move. Click, hold and drag the gadget to a new location within the column and then drop it in place by releasing the mouse.
5. Click **Save**. You are returned to your Dashboard.

Make Favorite

Here's one way to make a gadget a Favorite.

1. Sign In and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard containing the gadget you wish to make a Favorite. It becomes the active or *focused* tab.
3. Click the **Gear** and select Sort Gadgets from the drop-down list. You see two columns, one labeled Favorites and one labeled with the name of the tab you selected.
4. Position the cursor on the name of the gadget you would like to make Favorite. Click, hold and drag the gadget to the Favorites column and then drop it by releasing the mouse. If you no longer wish a gadget to be a Favorite, drag-and-drop it to the other column.



5. Sort the gadgets in the Favorite column by dragging-and-dropping each to new locations within the column.
6. Click **Save**. You are returned to your Dashboard.

Adding Gadgets

You can add gadgets to tabs on your Dashboard. Which gadgets you can add may vary.

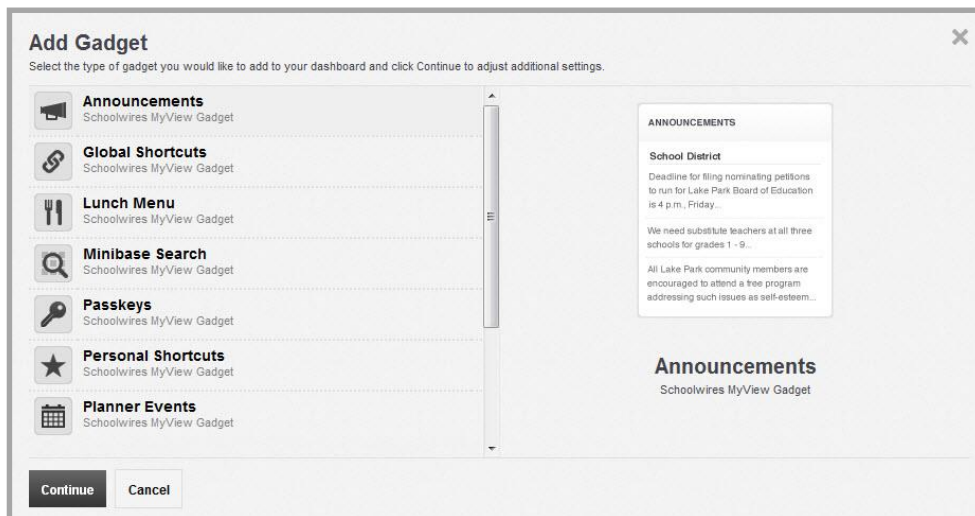
There are two types of gadgets: Aggregator and Direct Feed. Aggregator gadgets collect and display content from apps on your Schoolwires site and subsites. The Aggregator gadgets are Announcements, Global Shortcuts, Lunch Menu and MiniBase Search. Direct Feed gadgets display content that is *fed* directly to it from another source, Blackboard® Nimbus™ or Synergy™ for example. The Direct Feed gadgets are Nimbus Activity Feed, Nimbus Groups, Nimbus Recent Messages, Personal Shortcuts, Passkeys, Planner Events, RSS Reader, Section Membership, Synergy Comments and Synergy Favorites. Use the Synergy Direct Feed gadget Synergy File Uploader to send files to Synergy folders.

Note that for any Aggregator gadget, you can associate up to five unique applications within it.

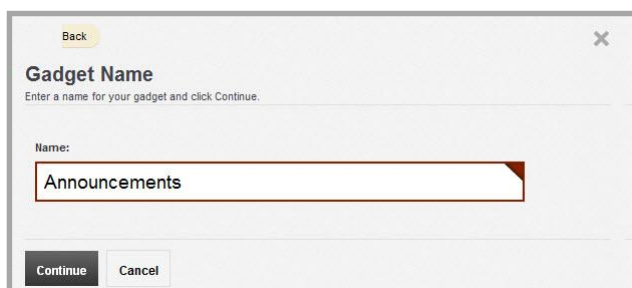
Announcements Gadget

Here's how you add an Announcements gadget to a tab.

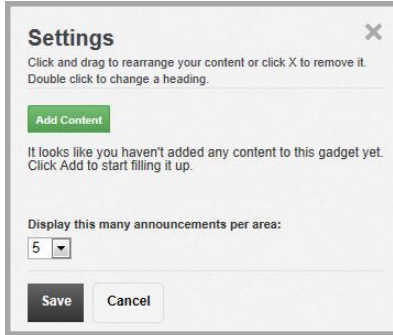
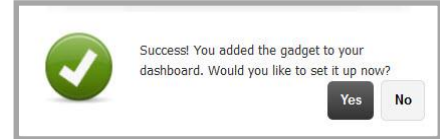
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.

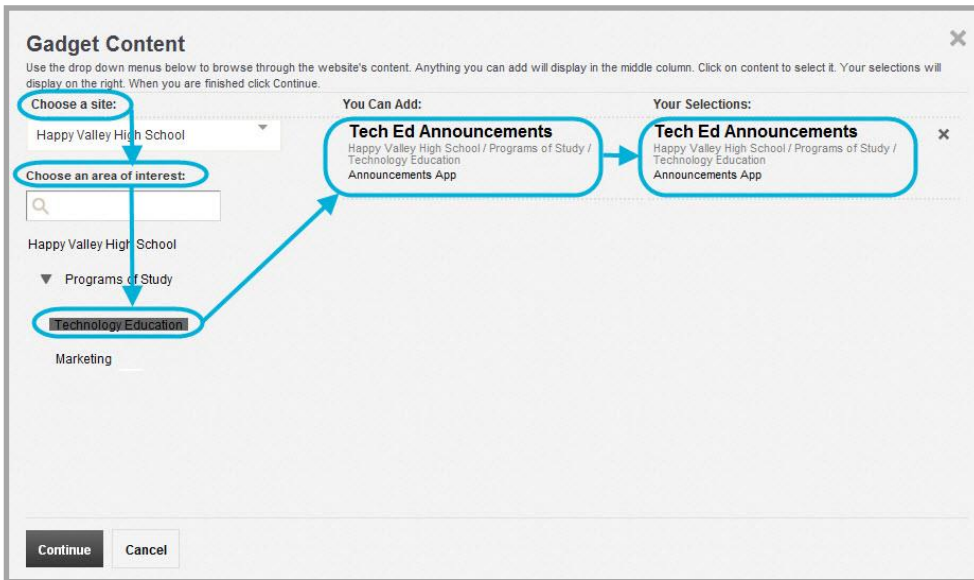


- Click **Continue**. You are asked if you would like to set up your gadget now.
- Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



- Click **Add Content** to display the Gadget Content dialog. Here you select what content displays within the gadget. You also choose whether to display 5, 10 or 15 announcements for each area of interest using the drop-down list. The default setting for this is 5.

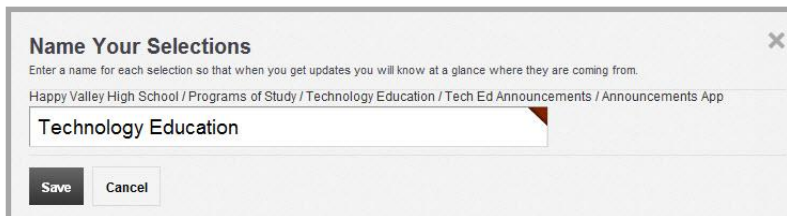
- In the first column, choose a site from the Choose a Site drop-down list. Note that the drop-down list contains only the sites that you specified as being important to you in School Associations. The Areas of Interest for that site that contain Announcement apps display.



- Also in the first column, select an *Area of Interest* for the site you chose. If you like, you can enter part or all of a channel or section name in the Search box to filter the list.

The Area of Interest lists the locations that contain Announcement apps. In this example, you see locations of Announcement apps on the Happy Valley High School site. The Technology Ed section is selected and the Tech Ed Announcements app displays in the middle column.

11. In the middle column, click on the app to which you wish to connect your Announcement gadget. Your middle column selection displays in the last or the *Your Selections* column. To remove the app from the Your Selections column, click the **x** to the right of the selection.
12. Repeat this process until you have completed selecting content for your Announcement gadget.
13. Click **Continue**. The Name Your Selections dialog displays.

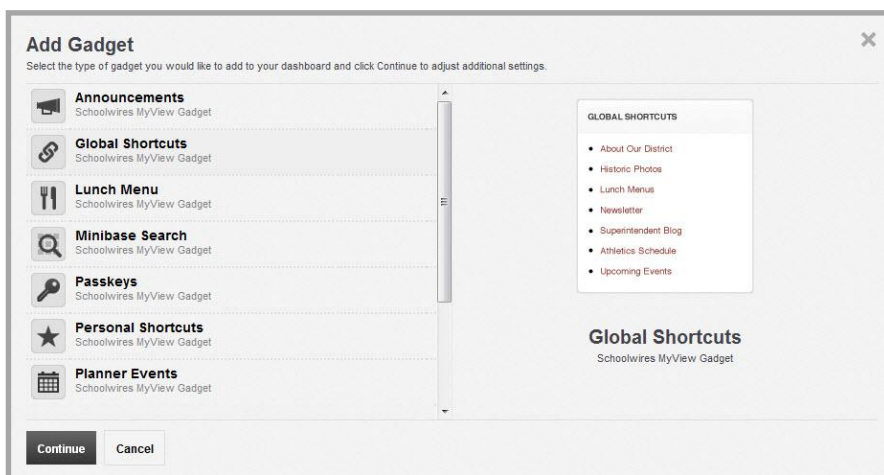


14. Enter a *friendly* name for your content selections. The friendly name displays in your Dashboard gadget when content is aggregated from multiple apps.
15. Click **Save**. You are returned to the Settings Dialog. Here you can change the order in which your content displays in the gadget on your Dashboard, remove an app or adjust the number of announcements that display per area.
16. Click **Save**. You are returned to the Dashboard.

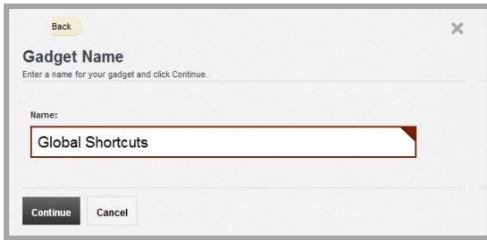
Global Shortcuts Gadget

Here's how you add a Global Shortcuts gadget to a tab.

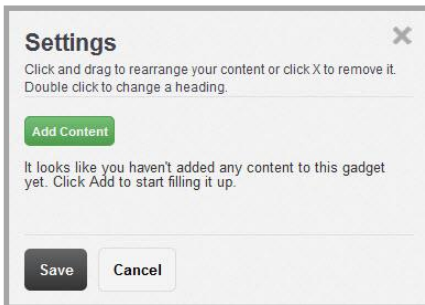
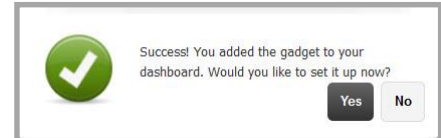
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



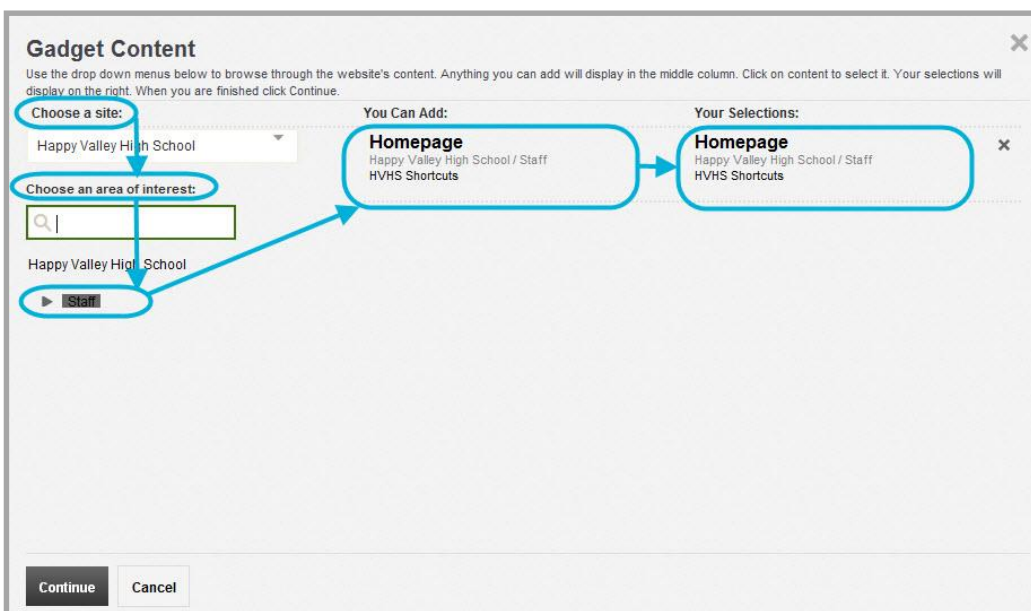
- Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



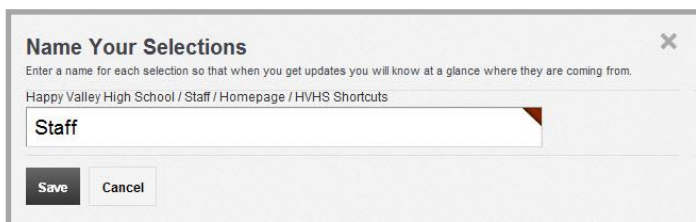
- Click **Continue**. You are asked if you would like to set up your gadget now.
- Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.
- Click **Add Content** to display the Gadget Content dialog. Here you select what content displays within the gadget.



- In the first column, choose a site from the Choose a Site drop-down list. Note that the drop-down list contains only the sites that you specified as being important to you in School Associations. The Areas of Interest for that site that contain Shortcut apps display.



10. Also in the first column, select an *Areas of Interest* for the site you chose. If you like, you can enter part or all of a channel or section name in the Search box to filter the list. The Area of Interest lists the locations that contain Shortcut apps. In this example, you see locations of Shortcut apps on the Happy Valley High School site. The Staff channel is selected and the HVHS Shortcuts app displays in the middle column.
11. In the middle column, click on the app to which you wish to connect your Global Shortcut gadget. Your middle column selection displays in the last or the *Your Selections* column. To remove the app from the Your Selections column, click the **x** to the right of the selection.
12. Repeat this process until you have completed selecting content for your Global Shortcut gadget.
13. Click **Continue**. The Name Your Selections dialog displays.

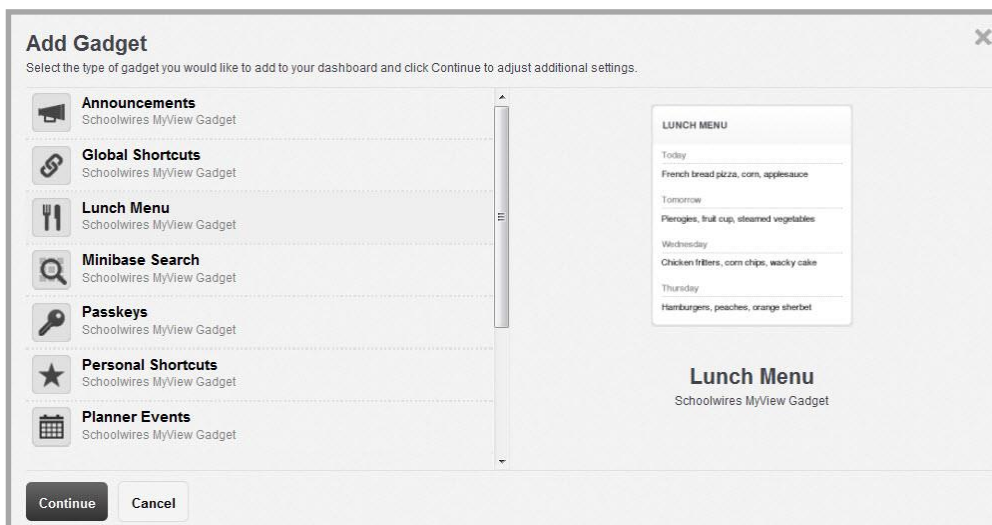


14. Enter a *friendly* name for your content selections. The friendly name displays in your Dashboard gadget when content is aggregated from multiple apps.
15. Click **Save**. You are returned to the Settings dialog. Here you can change the order in which your content displays in the gadget on your Dashboard and remove an app.
16. Click **Save**. You are returned to the Dashboard.

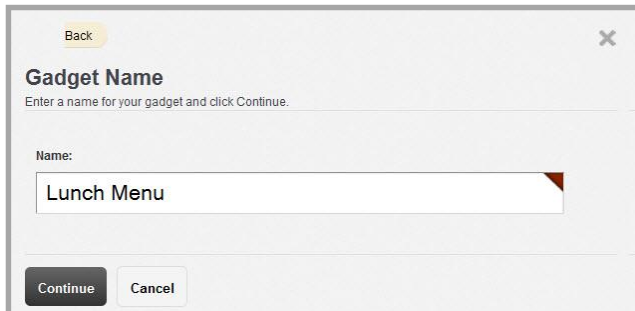
Lunch Menu Gadget

Here's how you add a Lunch Menu gadget to a tab.

1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.

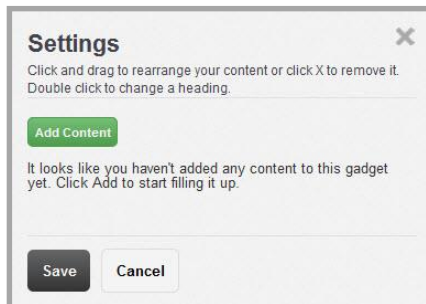
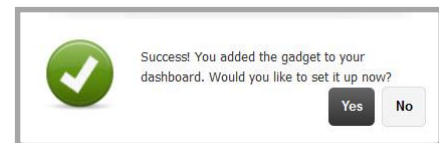


5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



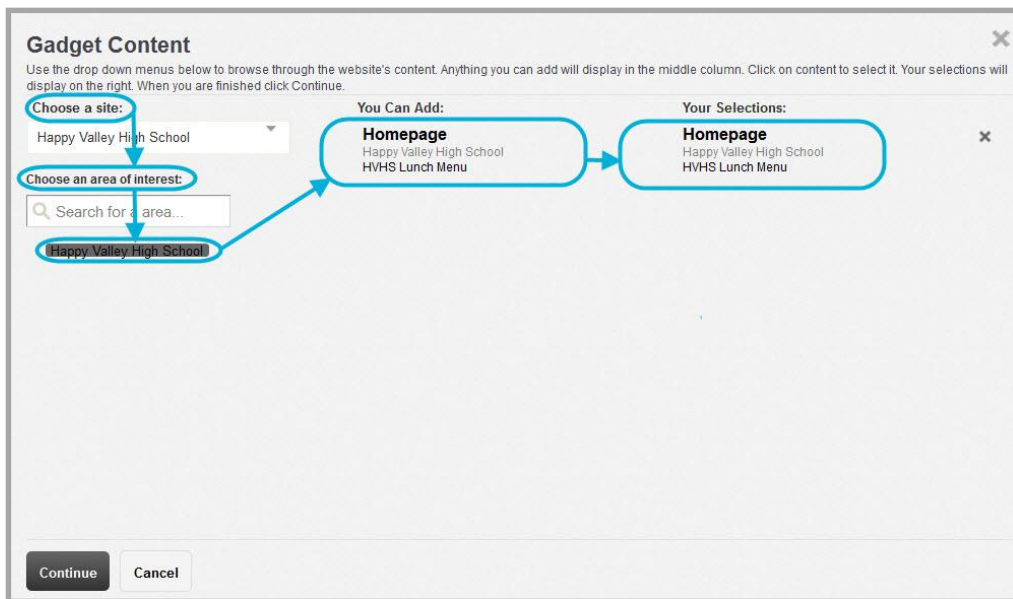
The screenshot shows a dialog box titled "Gadget Name" with a "Back" button and a close "X" icon. Below the title is the instruction "Enter a name for your gadget and click Continue." There is a text input field labeled "Name:" containing the text "Lunch Menu". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.
8. Click **Add Content** to display the Gadget Content dialog. Here you select what content will display within the gadget.

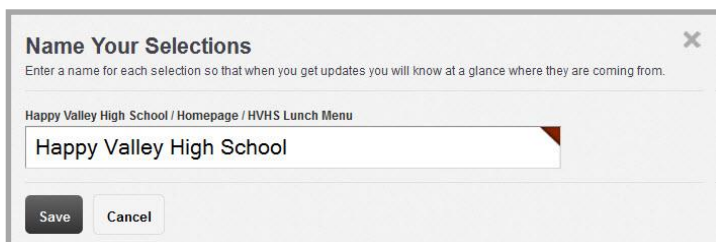


The screenshot shows a dialog box titled "Settings" with a close "X" icon. Below the title is the instruction "Click and drag to rearrange your content or click X to remove it. Double click to change a heading." There is a green button labeled "Add Content". Below this is the text: "It looks like you haven't added any content to this gadget yet. Click Add to start filling it up." At the bottom of the dialog are two buttons: "Save" and "Cancel".

- In the first column, choose a site from the Choose a Site drop-down list. Note that the drop-down list contains only the sites that you specified as being important to you in School Associations. The Areas of Interest for that site that contain Lunch Menu apps display.



- Also in the first column, select an *Areas of Interest* for the site you chose. If you like, you can enter part or all of a channel or section name in the Search box to filter the list. The Area of Interest lists the locations of Lunch Menu apps. In this example, you see locations of Lunch Menu apps on the Happy Valley High School Site. The Homepage Lunch Menu app is selected and displays in the middle column.
- In the middle column, click on the app to which you wish to connect your Lunch Menu gadget. Note that page name, location and the name of the app associated with the Area of Interest you selected in the first column display. Your middle column selection displays in the last or the *Your Selections* column. To remove the app from the Your Selections column, click the **x** to the right of the selection.
- Repeat this process until you have completed selecting content for your Lunch Menu gadget.
- Click **Continue**. The Name Your Selections dialog displays.

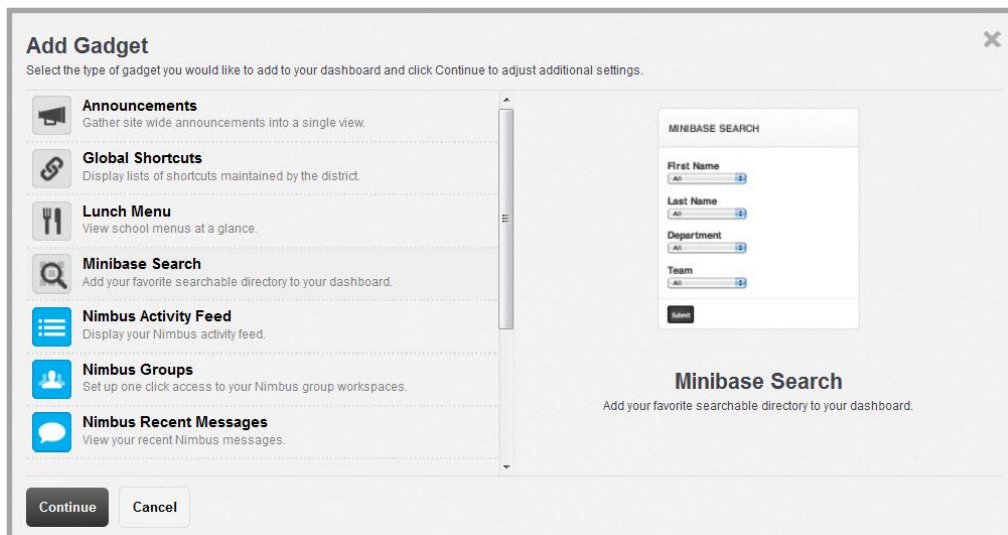


- Enter a *friendly* name for your content selections. Note that the friendly name displays in the content area of your Dashboard for the gadget when content is aggregated from multiple apps.
- Click **Save**. You are returned to the Settings dialog. Here you can change the order in which your content displays in the gadget on your Dashboard or remove an app.
- Click **Save**. You are returned to the Dashboard.

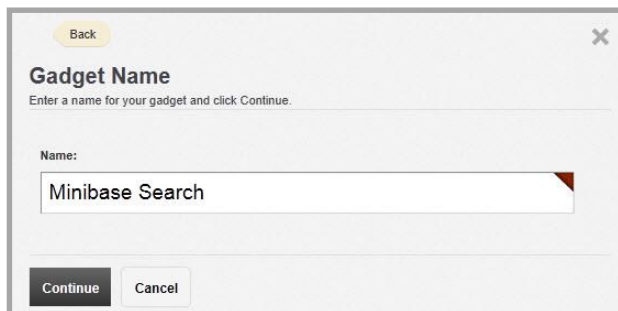
MiniBase Search Gadget

Here's how you add a MiniBase Search gadget to a tab. You may only associate each gadget with one MiniBase app. However, you can have multiple MiniBase Search gadgets on your Dashboard. The MiniBase app you associate with the gadget must have filtering applied to at least one of its fields.

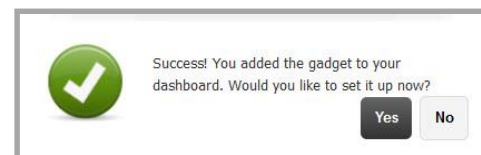
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



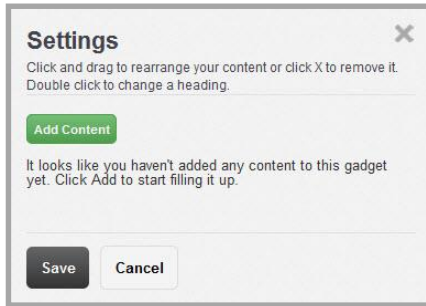
5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



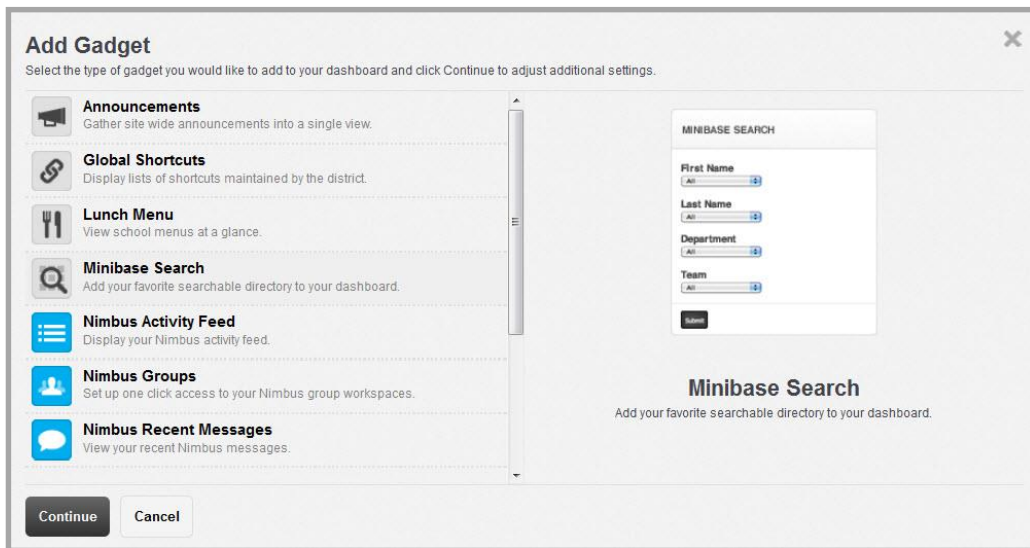
6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



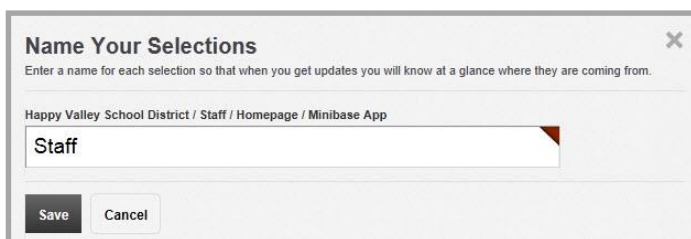
- Click **Add Content** to display the Gadget Content dialog. Here you select what content will display within the gadget.



- In the first column, choose a site from the Choose a Site drop-down list. Note that the drop-down list contains only the sites that you specified as being important to you.



- Also in the first column, select an *Areas of Interest* for the site you chose. If you like, you can enter part or all of a channel or section name in the Search box to filter the list. The Area of Interest lists the locations that contain MiniBase apps. In this example, you see locations of MiniBase apps on the Happy Valley High School site. The Tech Ed section is selected and the Tech Ed MiniBase app displays in the middle column.
- In the middle column, click on the app to which you wish to connect your MiniBase Search gadget. Your middle column selection displays in the last or the *Your Selections* column. To remove the app from the Your Selections column, click the **x** to the right of the selection.
- Click **Continue**. The Name Your Selections dialog displays.

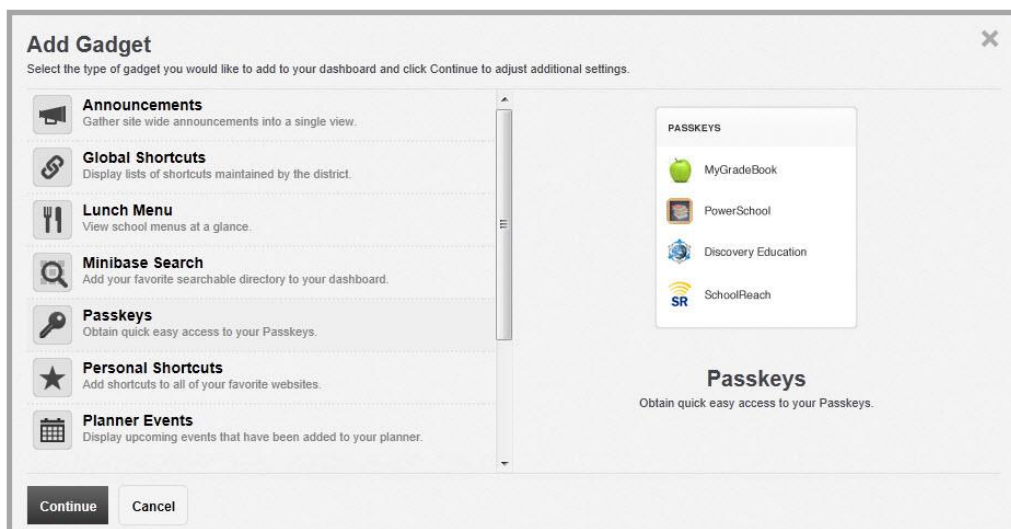


13. Enter a *friendly* name for your content selections.
14. Click **Save**. You are returned to the Settings dialog. Here you can remove the app.
15. Click **Save**. You are returned to the Dashboard.

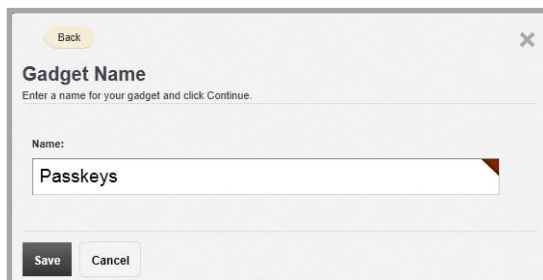
Passkeys Gadget

Here's how you add a Passkeys gadget to a tab. Content for the Passkeys gadget is pulled directly from your My Account Settings and includes all PassKeys that you have defined for yourself.

1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget you wish to add. An example of the gadget displays in the Preview panel of the dialog.

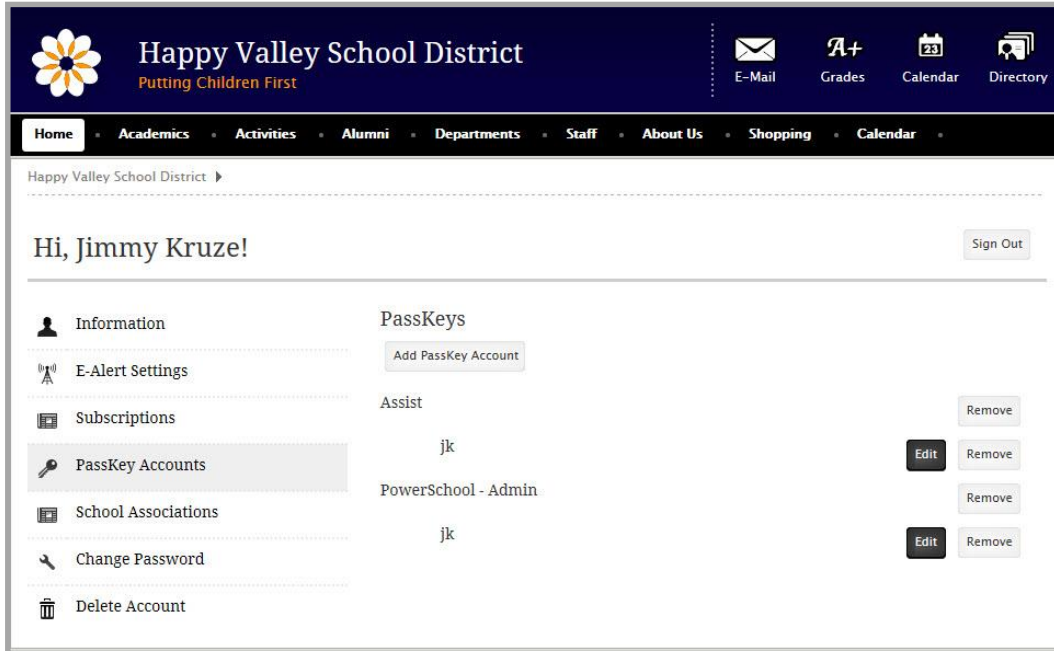


5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Save**. You are returned to your Dashboard. Note that you're the gadget displays your PassKeys alphabetically.

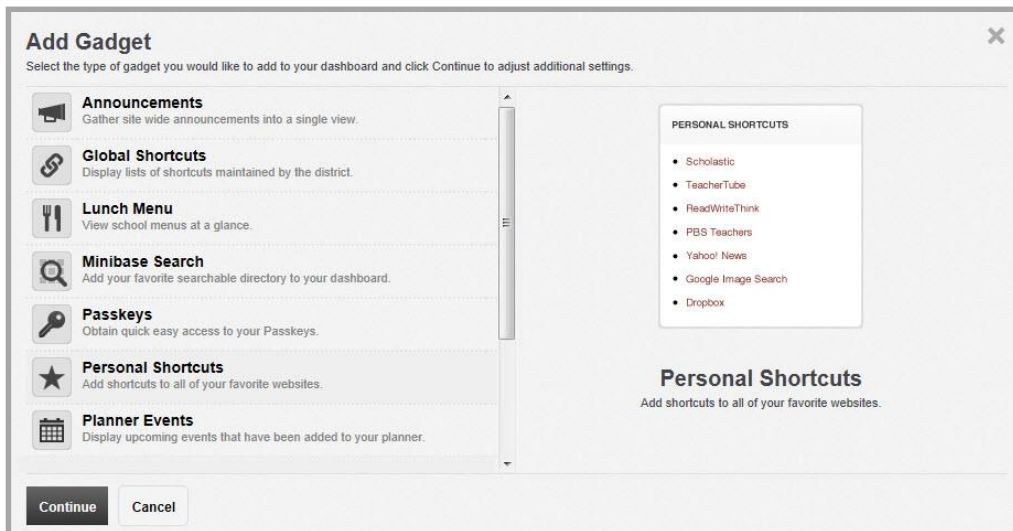
If you click the Manage PassKeys link, the My Account → Edit Account Settings dialog opens on the PassKey Accounts tab so that you can manage your PassKey accounts.



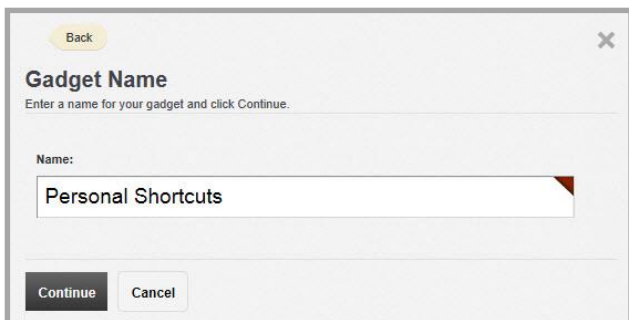
Personal Shortcuts Gadget

Here’s how you add a Personal Shortcuts gadget to a tab.

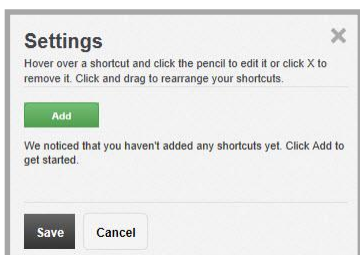
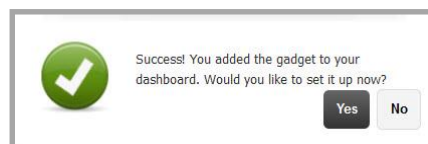
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget you wish to add. An example of the gadget displays in the Preview panel of the dialog.



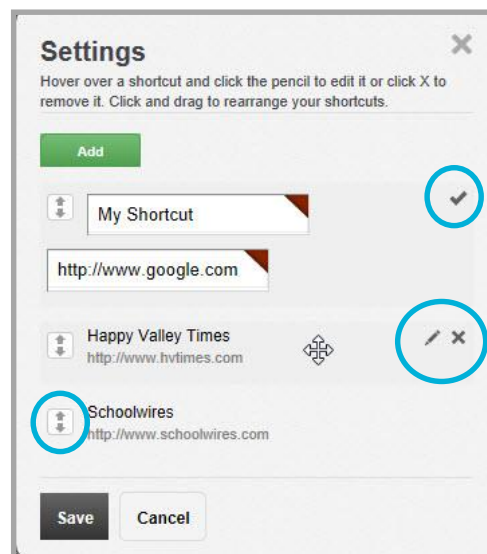
- Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



- Click **Continue**. You are asked if you would like to set up your gadget now.
- Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



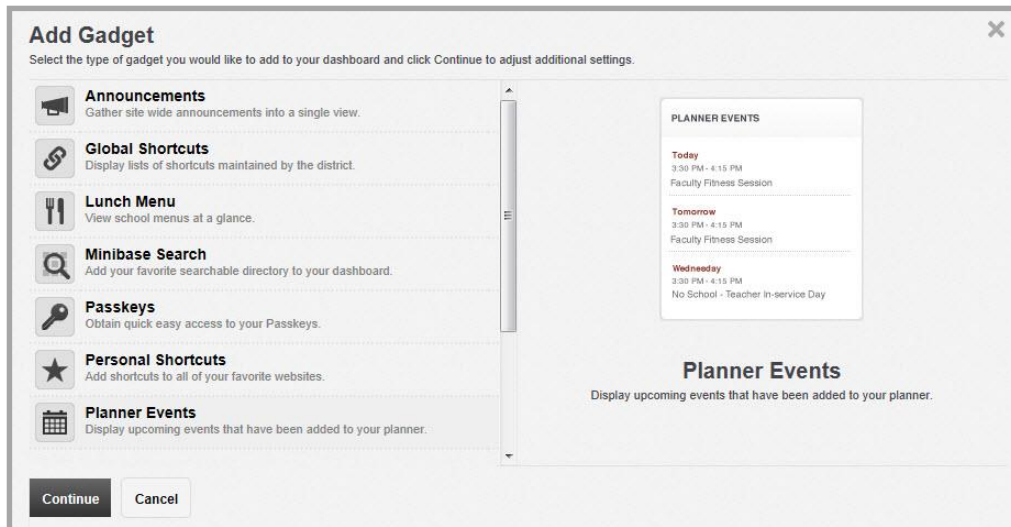
- Click **Add**. A generic shortcut, named *My Shortcut* displays on the dialog in edit mode. Modify the generic name text, change the URL and click the checkmark to the right of the shortcut to save the shortcut and exit edit mode.
- Repeat this process until you have added all the shortcuts you wish to display as gadget content.
- You can change the order in which your shortcuts display within the gadget by clicking and holding on the **Sort** button and dragging and dropping the shortcut to a new location.
- You click the pencil icon to edit an existing shortcut and click the x icon to delete it. There is no delete confirmation message when you delete the shortcut.
- Click **Save**. You are returned to your Dashboard.



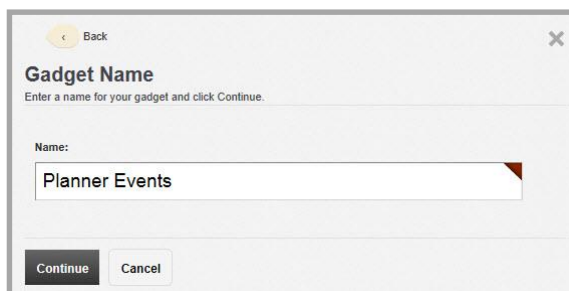
Planner Events Gadget

Here's how you add a Planner Events gadget to a tab. Content for this gadget is pulled directly from your MyView Planner.

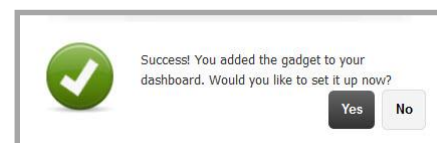
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget you wish to add. An example of the gadget displays in the Preview panel of the dialog.



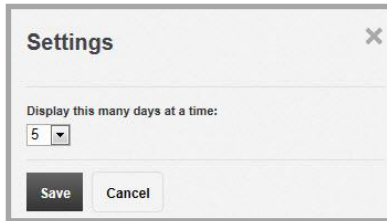
5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



- Select the number of days that the gadget should display events from the Planner. Click the drop-down arrow and select 5, 7 or 10. The default is 5.

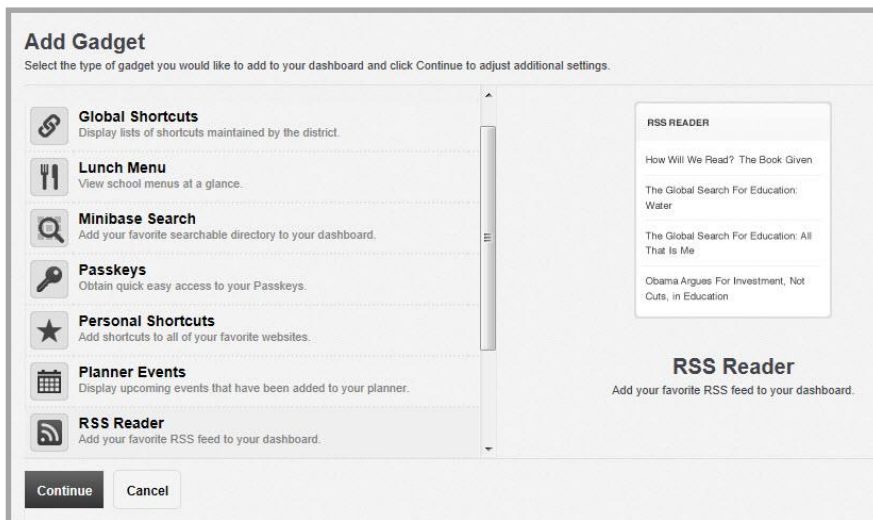


- Click **Save**. You are returned to your Dashboard.

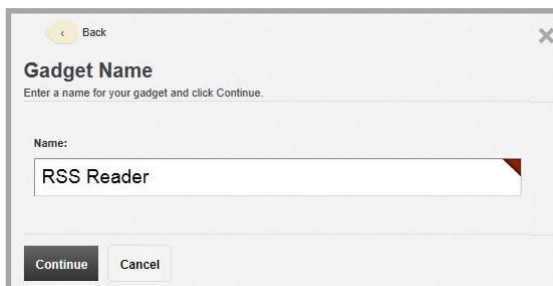
RSS Reader Gadget

Here's how you add an RSS Reader gadget to a tab. You may only associate each gadget with one RSS Feed. However, you can have multiple RSS Reader gadgets on your Dashboard.

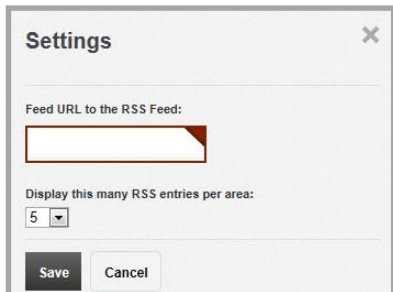
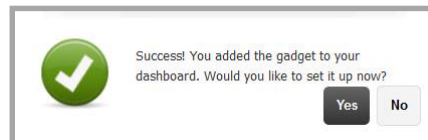
- Sign in and navigate to your MyView Dashboard.
- Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
- Click **Add**. The Add Gadget dialog displays.
- Click on the name of the gadget you wish to add. An example of the gadget displays in the Preview panel of the dialog.



- Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.

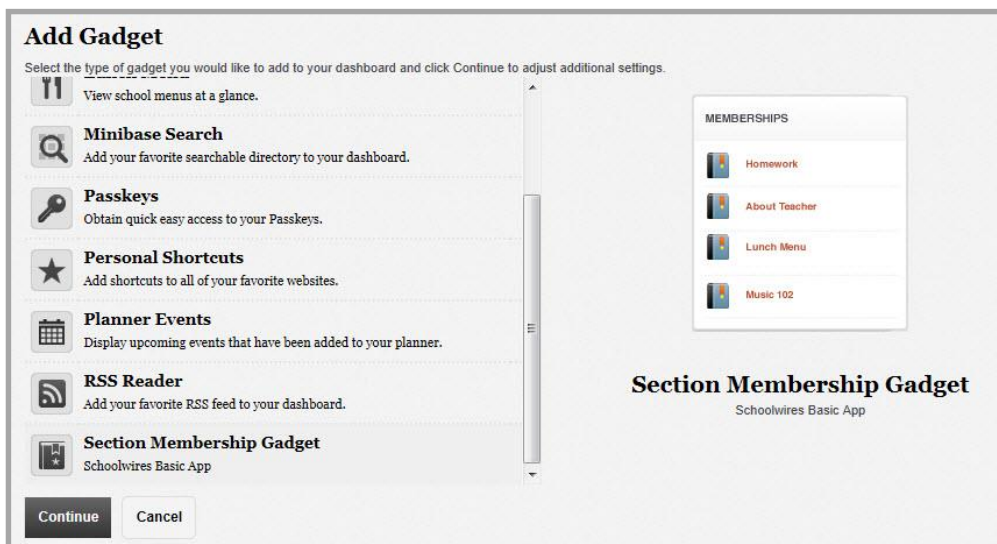


8. Enter the URL for the RSS Feed you wish to read. Click the Display RSS Entries drop-down arrow and choose 5, 10 or 15 from the list to control the number of entries that display in this feed. The default is 5.
9. Click **Save**. You are returned to your Dashboard.

Section Membership Gadget

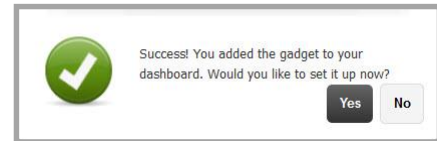
Here’s how you add a Section Membership gadget to a tab. Note that Family Relationships must be set up and family members must be added as members on Section Membership tabs of interest.

1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget you wish to add. An example of the gadget displays in the Preview panel of the dialog.



5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.

6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.
8. Click the *Display memberships for:* drop-down list and select a member from the list.



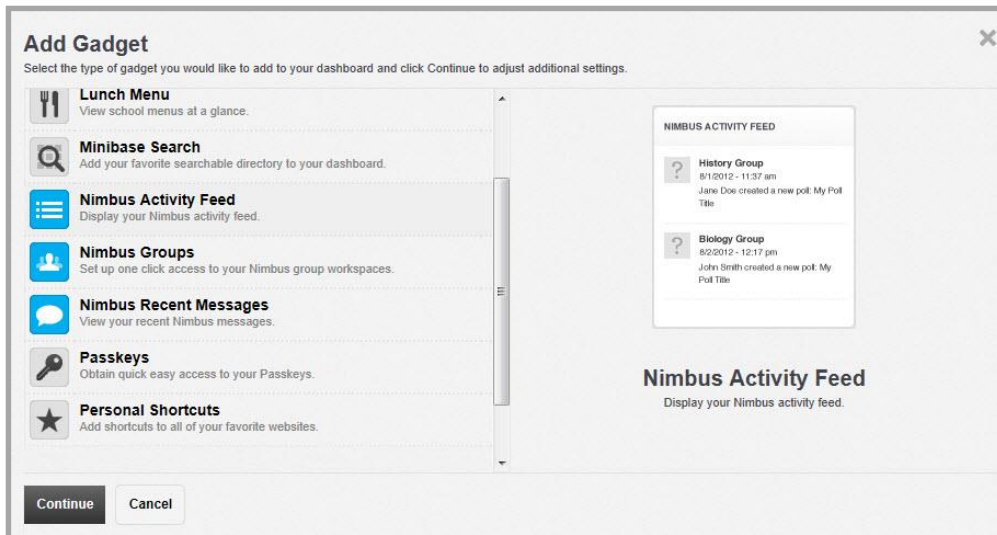
9. Click **Save**. You are returned to your Dashboard.

Nimbus Activity Feed Gadget

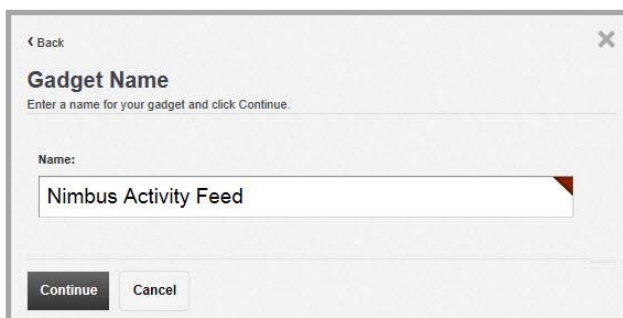
Here's how you add the Nimbus Activity Feed gadget to a tab. Your Nimbus Activity Feed displays within the gadget. Clicking on a feed within the gadget takes you to that feed in Nimbus.

Note that if you have not signed in using the Sign In option on the **Connected Services** tab for Nimbus in your account settings, you will be asked to sign in when you work with your first Nimbus gadget.

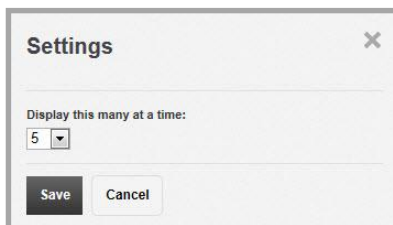
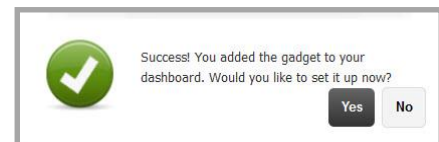
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



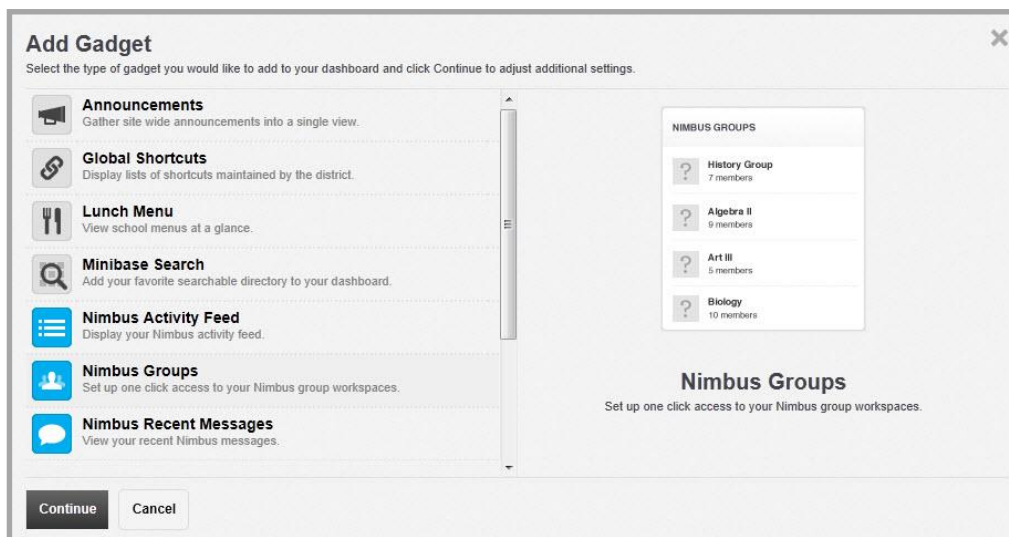
8. Click the Display this many at a time drop-down arrow and indicate whether to display 5, 10 or 15 feeds within this gadget. The default is 5. Note that activities are ordered by date and time stamp, with the most recent displaying at the top of the gadget.
9. Click **Save**. You are returned to your Dashboard.

Nimbus Groups Gadget

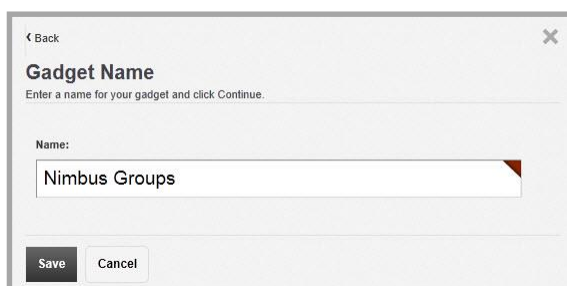
Here's how you add the Nimbus Groups gadget to a tab. Your Nimbus Groups display within the gadget. Clicking on a group within the gadget takes you to that group in Nimbus.

Note that if you have not signed in using the Sign In option on the **Connected Services** tab for Nimbus in your account settings, you will be asked to sign in when you work with your first Nimbus gadget.

1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Save**. You are returned to your Dashboard.

Note the *Discover more groups* link within the gadget. Clicking this link takes you to the Nimbus Groups tab where you can search for and apply to join groups that you find interesting.

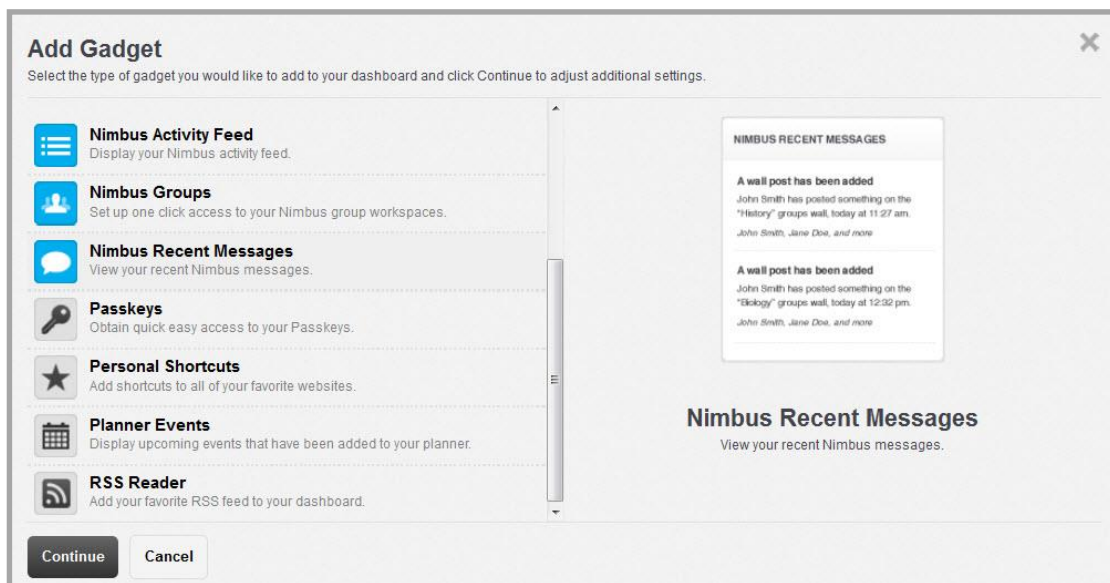


Nimbus Recent Messages Gadget

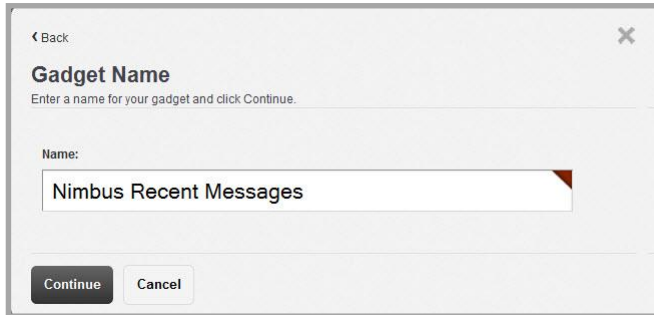
Here's how you add the Nimbus Recent Messages gadget to a tab.

Note that if you have not signed in using the Sign In option on the **Connected Services** tab for Nimbus in your account settings, you will be asked to sign in when you work with your first Nimbus gadget.

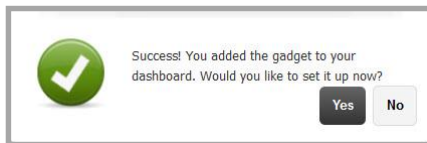
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



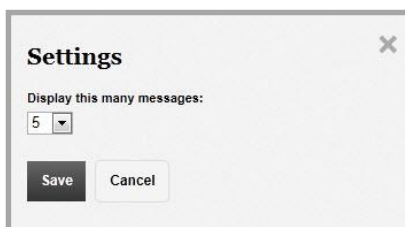
5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Continue**. You are asked if you would like to set up your gadget now.



7. Click **Yes**. The Settings dialog displays. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



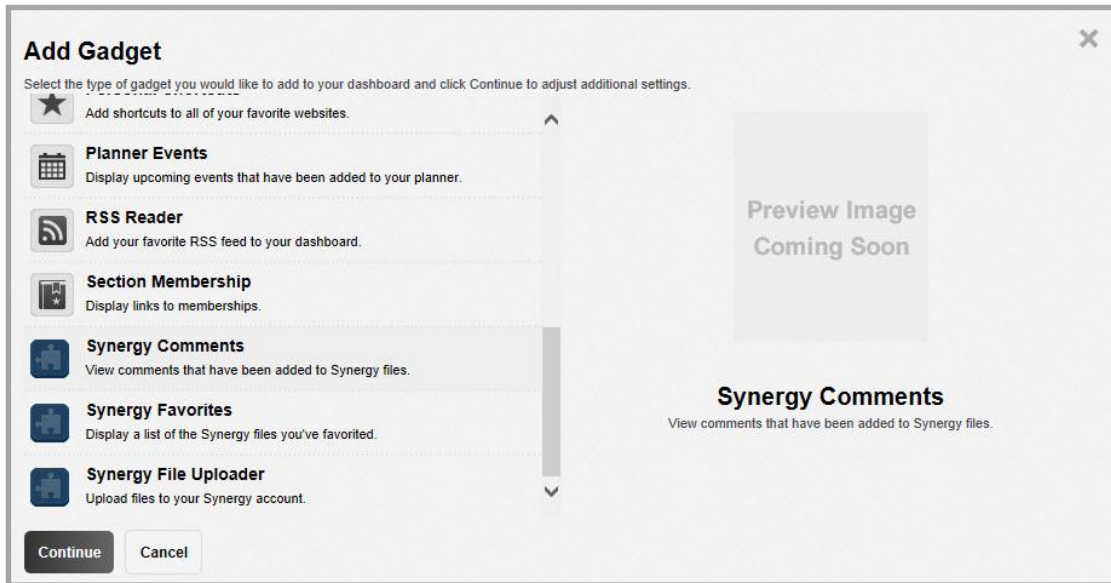
8. Click the Display this many messages drop-down arrow and indicate whether to display 5, 10 or 15 messages within this gadget. The default is 5. Note that the most recent message displays at the top of the gadget.
9. Click **Save**. You are returned to your Dashboard.

Synergy Comments Gadget

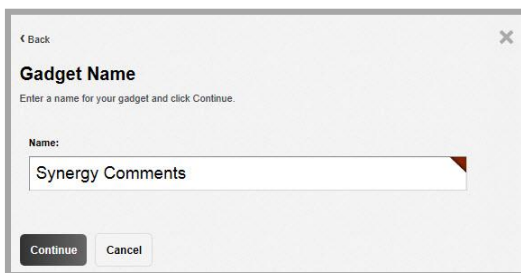
Here's how you add the Synergy Comments gadget to a tab.

Note that if you have not signed in using the Sign In option on the **Connected Services** tab for Synergy in your account settings, you will be asked to sign in when you work with your first Synergy gadget.

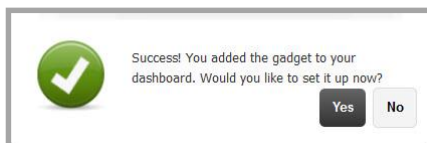
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



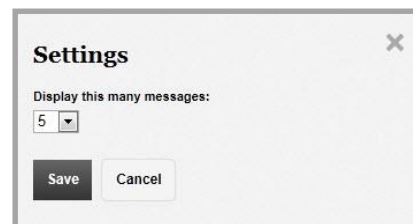
5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Continue**. You are asked if you would like to set up your gadget now.
7. Click **Yes**. The Settings dialog displays. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



8. Click the Display this many messages drop-down arrow and indicate whether to display 5 or 10 files within this gadget. The default is 5. Note that the most recent comment displays at the top of the gadget.
9. Click **Save**. You are returned to your Dashboard.

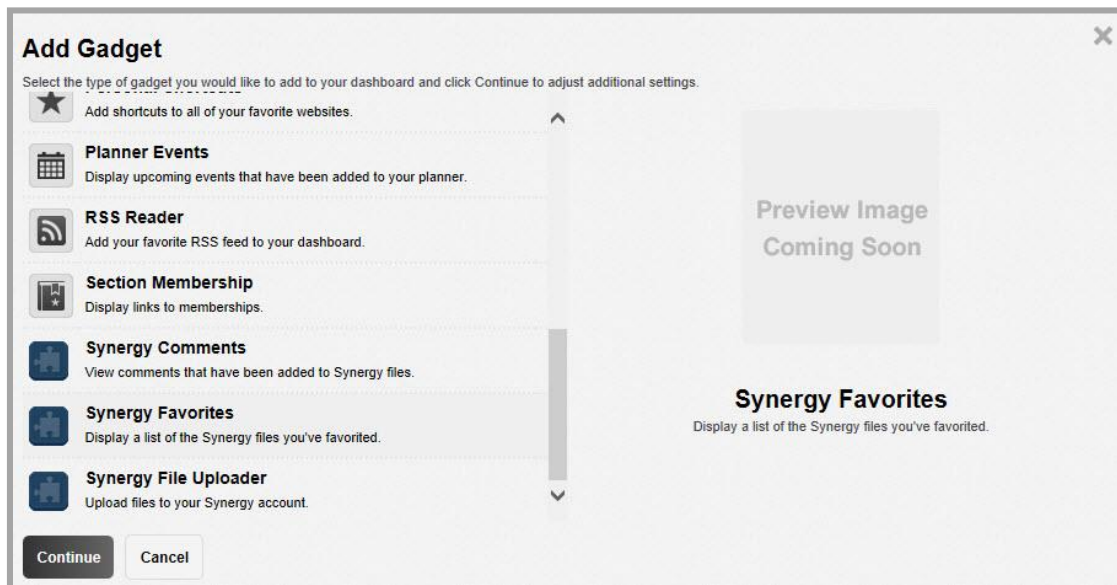


Synergy Favorites Gadget

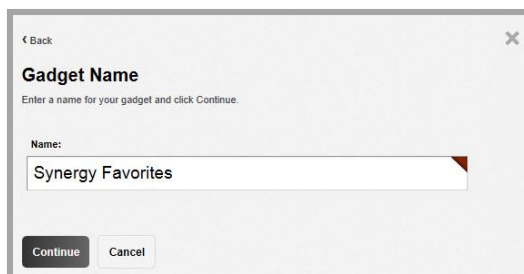
Here's how you add the Synergy Favorites gadget to a tab.

Note that if you have not signed in using the Sign In option on the **Connected Services** tab for Synergy in your account settings, you will be asked to sign in when you work with your first Synergy gadget.

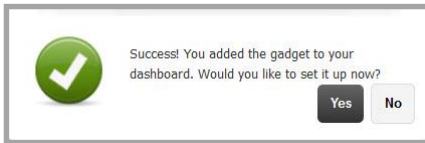
1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



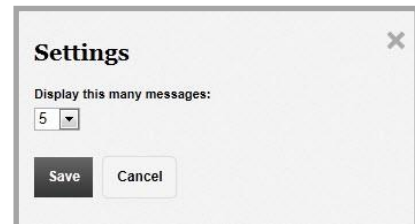
5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.
6. Click **Continue**. You are asked if you would like to set up your gadget now.



7. Click **Yes**. The Settings dialog displays. The Settings dialog displays. If you click **No**, you can set up the gadget at a later time by choosing Settings from the gadget **Gear** drop-down list.



8. Click the Display this many messages drop-down arrow and indicate whether to display 5 or 10 files within this gadget. The default is 5. Note that the file containing the most recent comment displays at the top of the gadget.
9. Click **Save**. You are returned to your Dashboard.

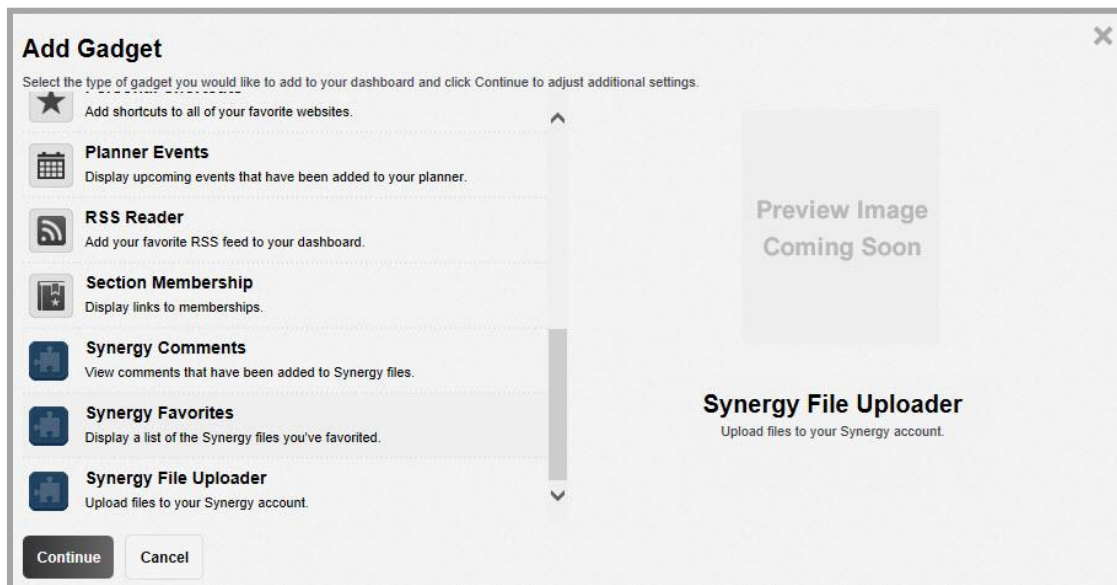


Synergy File Uploader

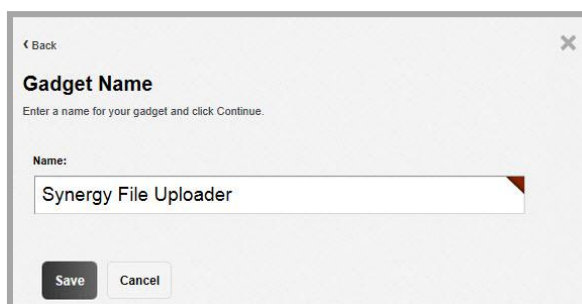
Here's how you add the Synergy File Uploader gadget to a tab.

Note that if you have not signed in using the Sign In option on the **Connected Services** tab for Synergy in your account settings, you will be asked to sign in when you work with your first Synergy gadget.

1. Sign in and navigate to your MyView Dashboard.
2. Select the tab on the Dashboard to which you wish to add the gadget. It becomes the active tab.
3. Click **Add**. The Add Gadget dialog displays.
4. Click on the name of the gadget that you wish to add. An example of the gadget displays in the Preview panel of the dialog.



5. Click **Continue**. The Gadget Name dialog displays. Use the default name or enter a new name for the gadget. You may use up to 20 characters for the name.



6. Click **Save**. You are returned to your Dashboard.

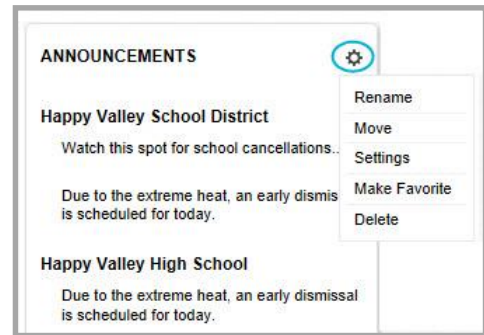
Return Bar

When you navigate to a location using a link within a gadget and that link does not open in a new window but instead the current window, a Return Bar displays. Click the Arrow icon to return to your MyView Dashboard. Or, click the ⊗ icon to dismiss the Return Bar.



Gadget Gear Options

Each gadget that you place on your Dashboard has action options that you access by clicking the gadget **Gear**. Click the icon and a pop-up menu displays with the actions *Rename*, *Move*, *Settings*, *Make Favorite* and *Delete*. Only the Passkeys and the Nimbus Groups gadgets have no Settings option.



Rename

Here's how you rename a gadget.

1. Click on the gadget **Gear** and select Rename from the Pop-up menu. The Rename dialog displays.

2. Enter a new name for the gadget. There is a maximum of 20 characters for the gadget name.
3. Click **Save**. You are returned to your Dashboard.

Move

Here's how you move a gadget to a different tab.

1. Click on the gadget **Gear** and select Move from the Pop-up menu. The Move dialog displays.

2. Click on the Select a Tab drop-down arrow and choose a destination tab from the list. Or, select Create New to add a tab to your Dashboard to which you will move the gadget.
3. Click **Move**. The gadget moves to the destination and you are returned to your Dashboard.

Settings

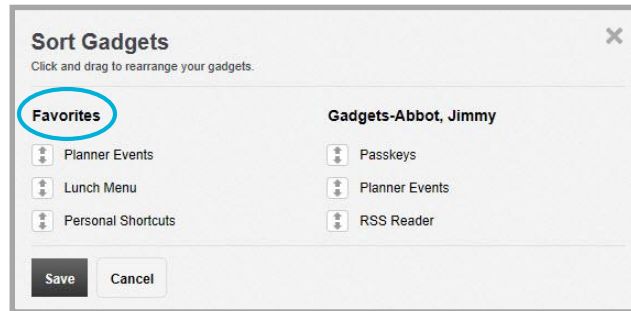
Click the gadget **Gear** and select Settings from the Pop-up menu. The Settings dialog for the gadget displays (see *Adding Gadgets*). Here you find the same options as when you first added the gadget and you can change your original settings. Depending upon the gadget, you may also be able to add additional content or change the order in which content displays for the gadget.

Make Favorite

Here's how you make a gadget a favorite. The gadget will display in the Favorites area of your Dashboard.

1. Click on the gadget **Gear** and select Make Favorite from the Pop-up menu.
2. The gadget is relocated from its current position to the Favorites area of your Dashboard. You are returned to your Dashboard.

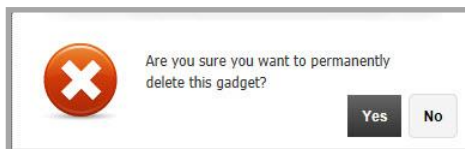
You can also make a Favorites gadget by clicking Gear on your Dashboard and selecting Sort Gadgets from the drop-down list. Drag-and-drop gadgets to and from the Favorites column.



Delete

Here's how you delete a gadget.

1. Click on the gadget **Gear** and select Delete from the Pop-up menu. A Delete confirmation dialog displays.



2. Click **Yes**. The gadget is permanently deleted and you are returned to your Dashboard.

MyView Options—My Account Settings

If you have the privilege to edit your account settings you can select an image for your avatar for your Dashboard, change your School Associations, change your sign in landing page and specify connected services.

Select a Dashboard Avatar

Here's how you select an avatar.

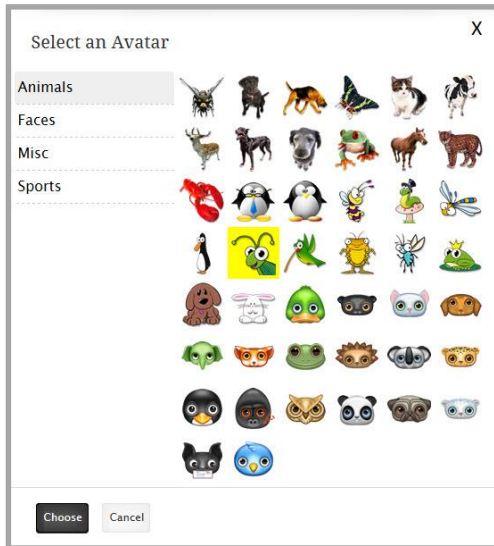
1. Sign in to Schoolwires and click My Account.



2. Select Edit Account Settings from the drop-down list. The Account Settings window displays.

3. Click on the image located above your name in the window. The Select an Avatar window displays.

- Click on a category of avatars and then click on the one you wish to select. It becomes highlighted.



- Click **Choose**. The avatar is selected and you are returned to the My Account window.
- Click **Save Changes**.

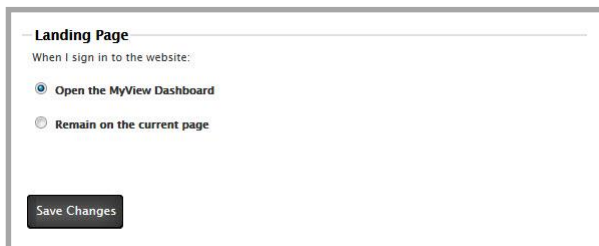
Set Sign In Landing Page

Here's how you set your sign in landing page.

- Sign in to Schoolwires and click My Account.



- Select Edit Account Settings from the drop-down list. The Account Settings window displays on the **Information** tab.
- Select a Landing Page option by clicking on either the Open the MyView Dashboard or the Remain on the current page (homepage) radio button at the bottom of the tab. If you select Remain on the current page, you need to click the MyView link in the MyStart bar to launch it.



- Click **Save Changes**.

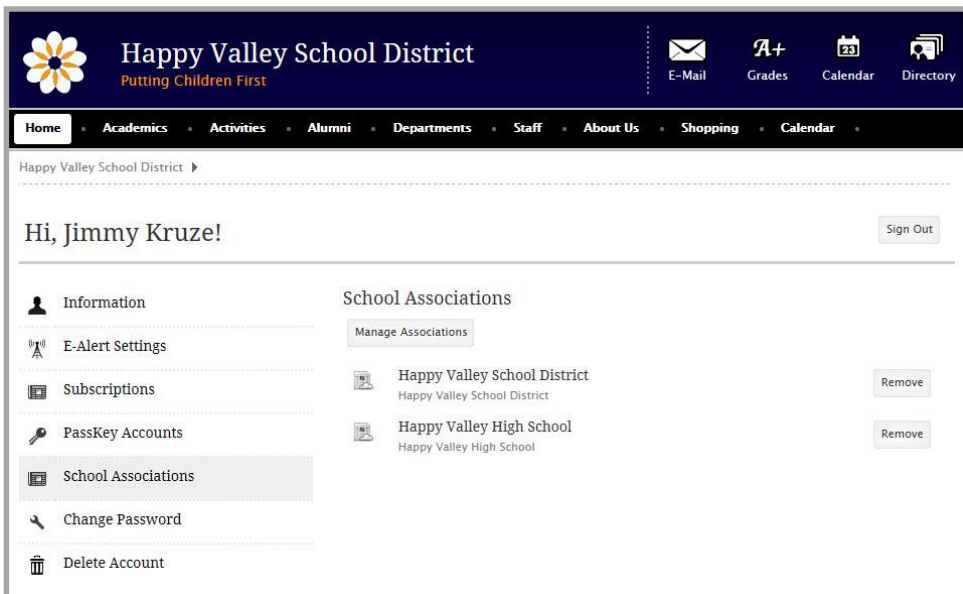
Manage School Associations

You can add and remove School Associations. This setting determines the sites from which you are interested in collecting information.

Add a School Association

Here's how you add a School Association.

1. Sign in and click My Account.



2. Select Edit Account Settings from the drop-down list. The Account Settings window displays.
3. Click **School Associations**. The current School Associations display.
4. Click **Manage Associations**. The Tell Us Which Sites Matter to You window displays. To select a site, click the checkbox to the left of it. You can filter the list by entering all or part of a site name in the Search box.



5. Click **I'm Done**. The site is added and you are returned to the Account Settings Window.

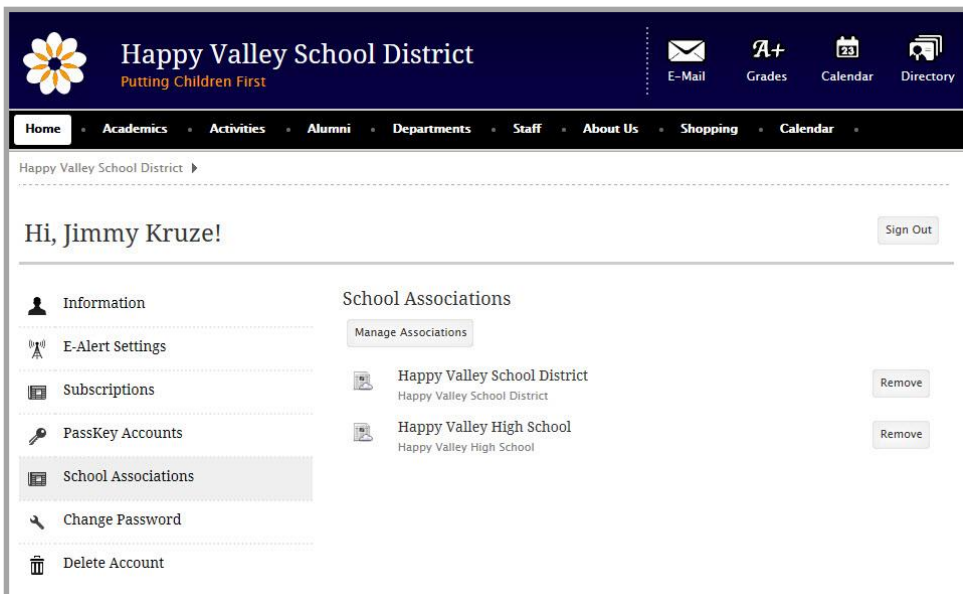
Remove a School Association

Here's how you remove a School Association.

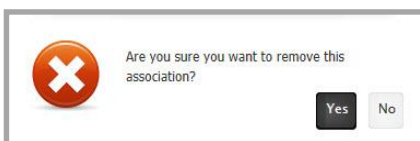
1. Sign in and click My Account.



2. Select Edit Account Settings from the drop-down list. The Account Settings window displays.
3. Click **School Associations**. The current School Associations display.



4. Click **Remove** to the right of the School Association you wish to remove. A confirmation dialog displays.

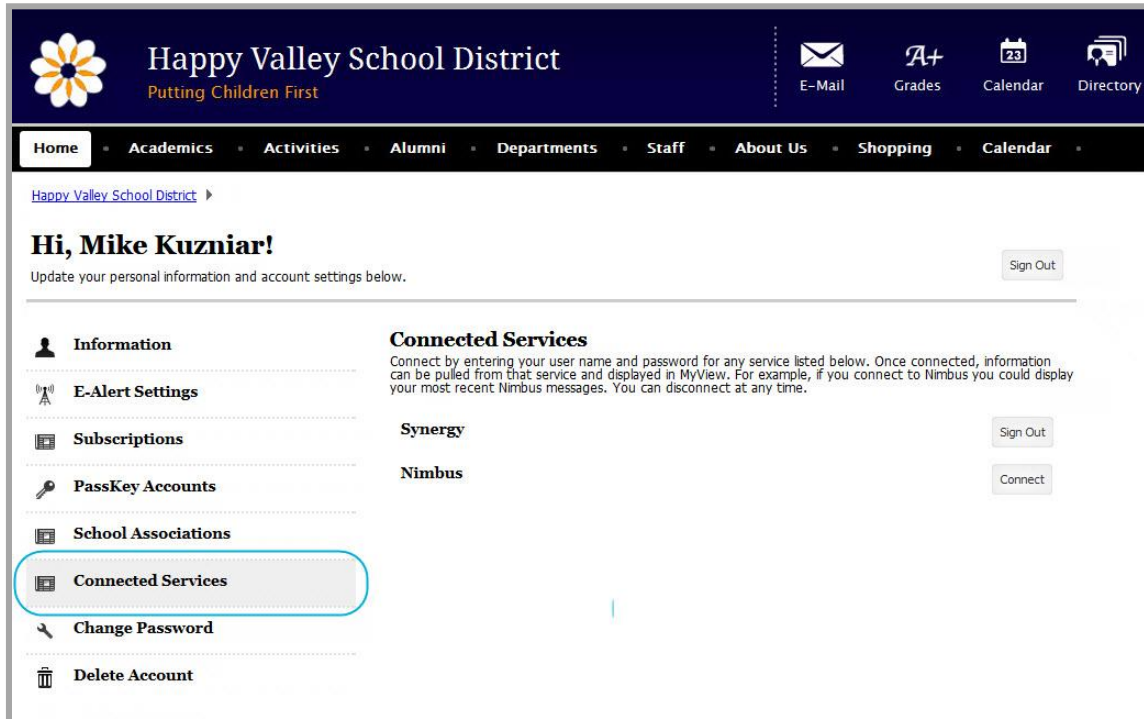


5. Click **Yes**. The School Association is removed.

Connected Services

If you are using Nimbus, Synergy or both Nimbus and Synergy and they are linked to Schoolwires, you see Connected Services on the Account Settings window.

Click **Connected Services**. Here you have the option to connect or disconnect with your connected services. To connect, click **Sign In**. To disconnect, click **Sign Out**.



Note that unless you sign into the Nimbus or Synergy Service here, the first time that you work with a Nimbus or Synergy gadget you are prompted to sign in to the service.

Nimbus

Enter your Nimbus sign-in information to connect your account and to get started.

User name:

Password:

Synergy

Enter your Synergy sign-in information to connect your account and to get started.

User name:

Password: