Work with Gadgets

Schoolwires® Centricity2™

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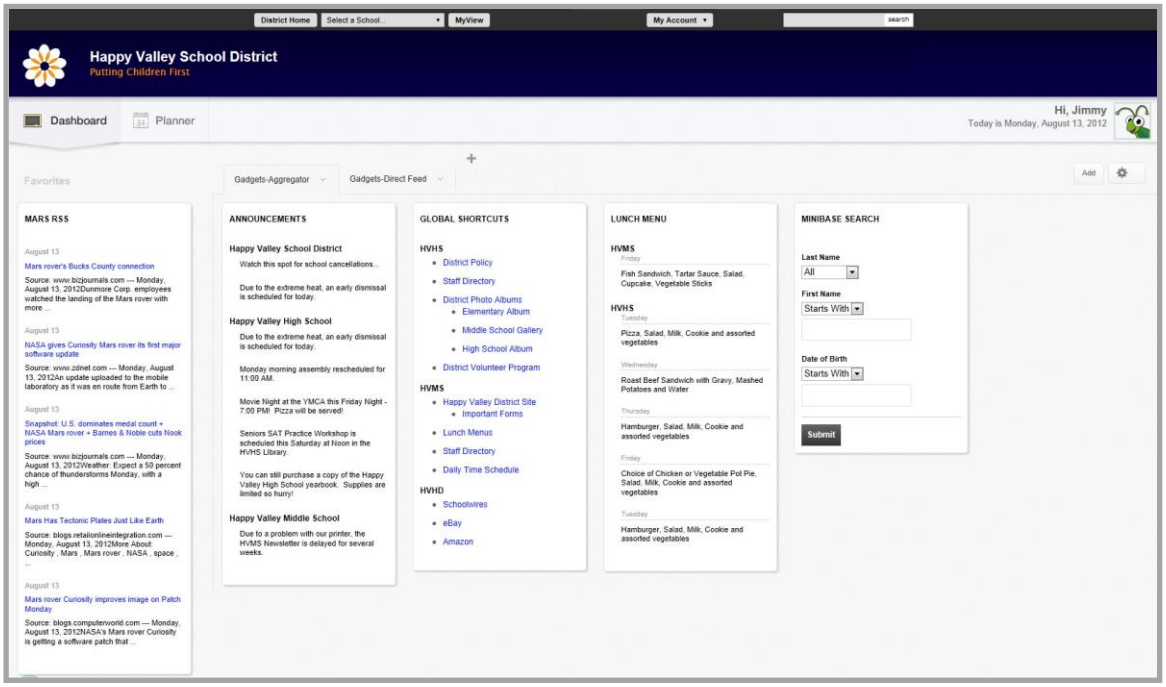
Introduction

With MyView, you will be able to view and organize information important to you in a single workspace on the end-user website. You use gadgets on the MyView Dashboard to do this.

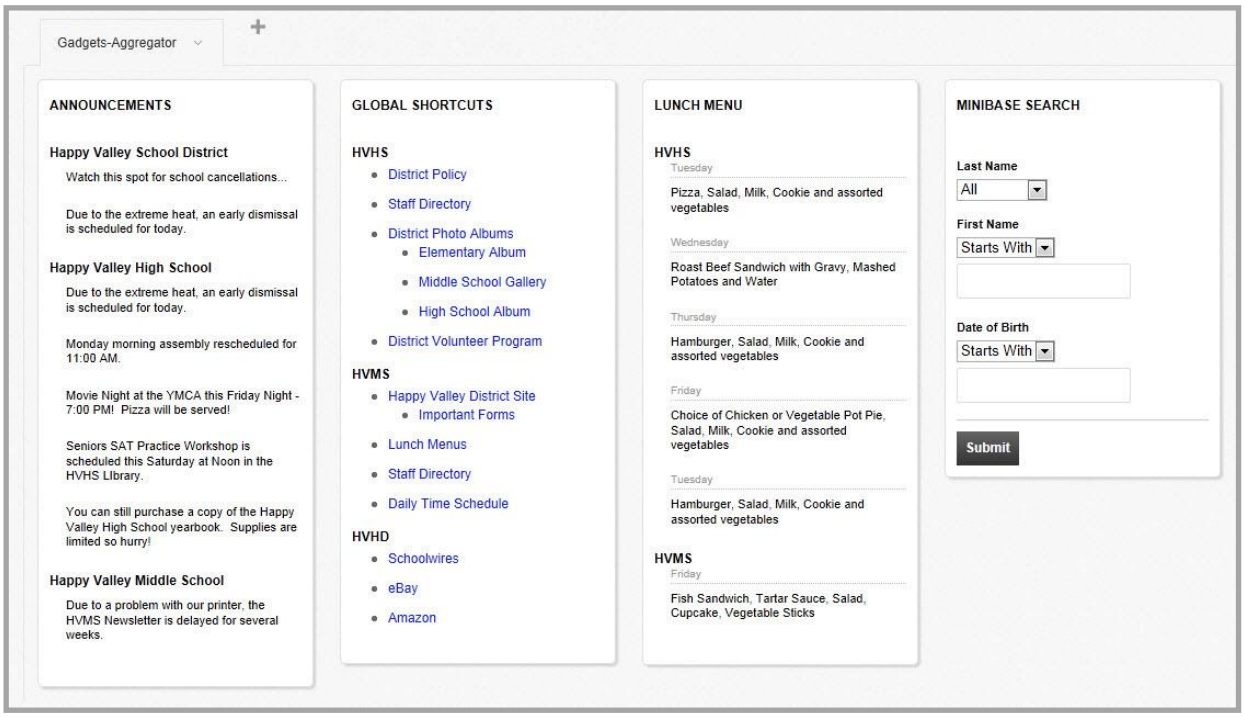


Gadgets are designed to display specific information. In most cases, when you click a link within a gadget a new browser window opens and link content is displayed within that new window. In instances when the link opens in the same browser window, a Return bar displays giving you the option to return to MyView or dismiss the Return bar.

There are two types of gadgets: Aggregator gadgets and Direct Feed gadgets.

Aggregator Gadgets

Aggregator gadgets collect and display content from apps on your *Centricity2* site and subsites. You add the gadget and are asked if you would like to set it up. This basically entails choosing the *Centricity2* apps from which the gadget collects content. Each gadget has a Settings option you use to make changes to the setup.



These are the Aggregator gadgets.

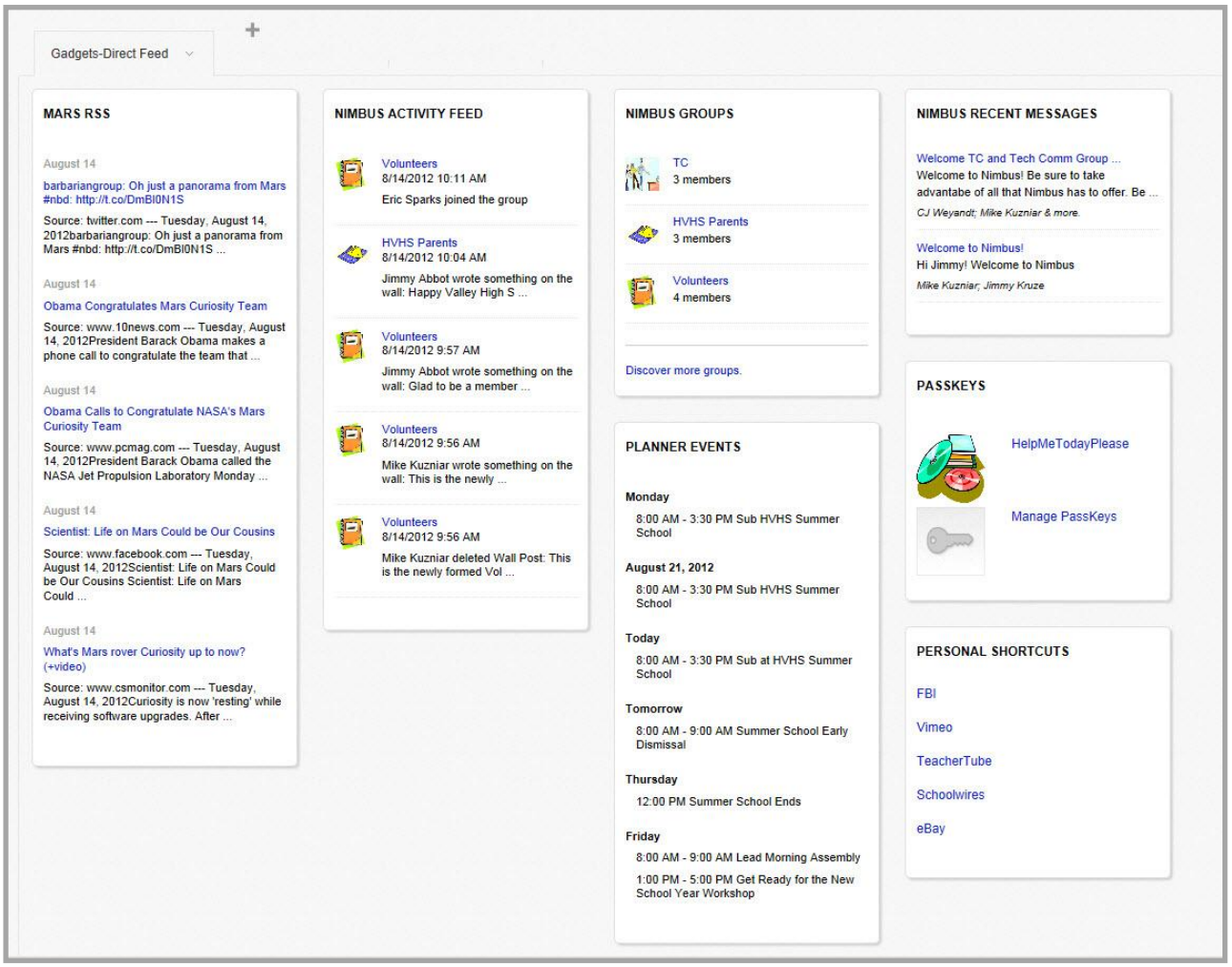
- Announcements
- Global Shortcuts
- Lunch Menu
- MiniBase Search

Direct Feed Gadgets

Direct Feed gadgets display content that is *fed* directly to it from another source. If you have Schoolwires® Nimbus™ or Synergy™ you can add direct feeds from them to your MyView Dashboard.

Nimbus provides a safe social learning environment for school districts. Synergy allows you to create, edit, organize, store and share all your digital files and presentations.

In most instances, when you click on the gadget content, you are redirected to the source. Some Direct Feed gadgets allow you to navigate to and even login to other websites. You can use the Synergy Uploader gadget to add files to Synergy folders.



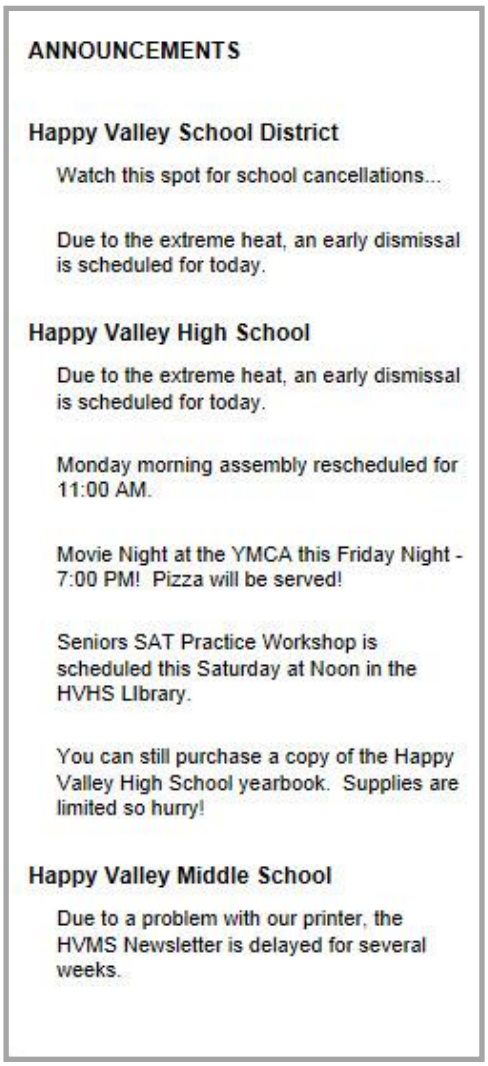
These are the Direct Feed gadgets.

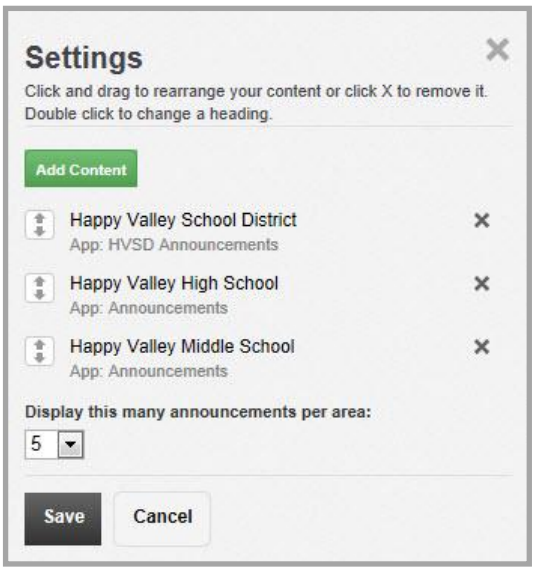
- Nimbus Activity Feed
- Nimbus Groups
- Nimbus Recent Messages
- Personal Shortcuts
- Passkeys
- Planner Events
- RSS Reader
- Section Membership
- Synergy Comments
- Synergy Favorites
- Synergy File Uploader

Announcements Gadget

Use this aggregator gadget to collect and display announcements from the Announcement apps in the sites you indicated matter to you (i.e., School Associations).

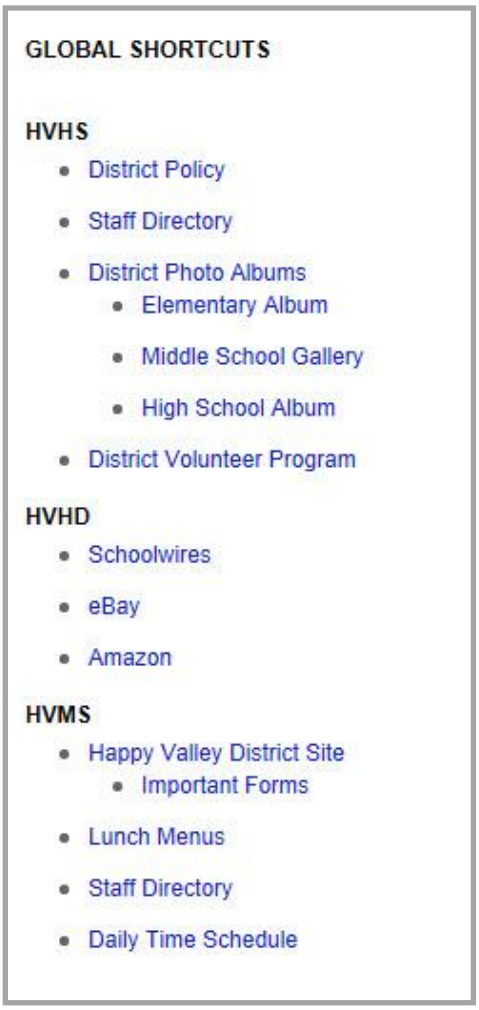
Use the Settings option to add or remove content, arrange content and choose the number of announcements to display per site within the content area of the gadget.

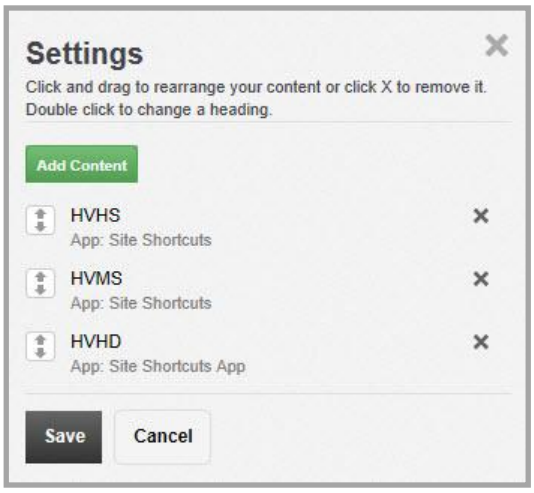




Global Shortcuts Gadget

Use this aggregator gadget to collect and display the links from the Site Shortcut apps in the sites you indicated matter to you (i.e., School Associations). Click a link within the gadget content area to launch that link.





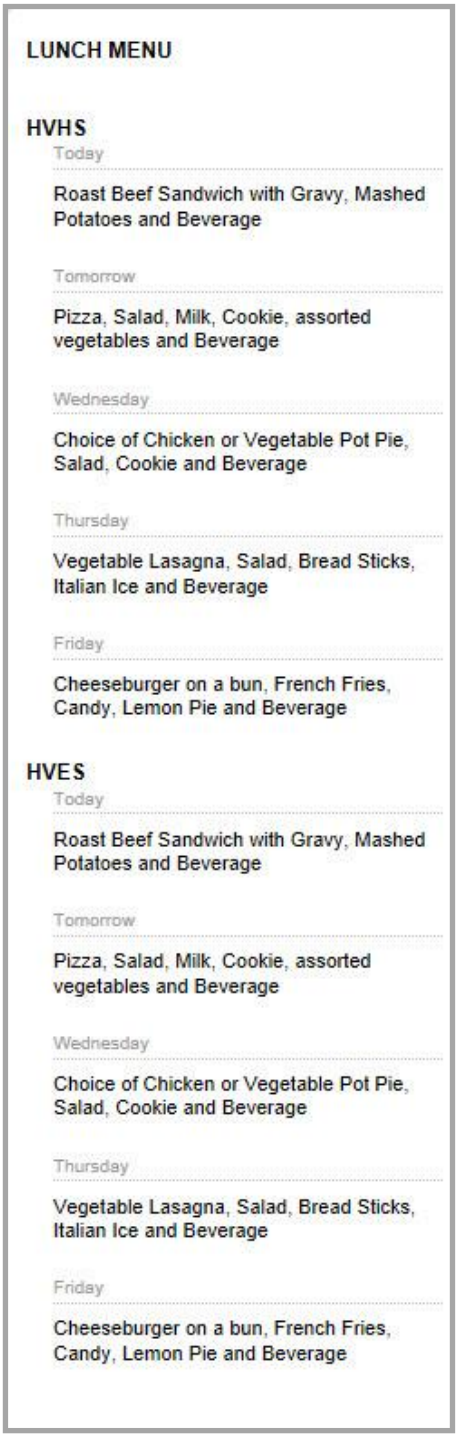
Use the Settings option to add or remove content and arrange content within the gadget.

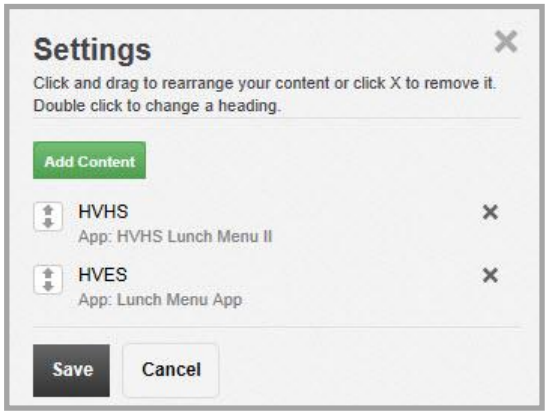
If you launch a shortcut that was set to open in the same window, a Return bar displays. Click the arrow to dismiss the window and return to MyView or click the ***X*** to remain in the window and dismiss the Return bar.

Lunch Menu Gadget

Use this aggregator gadget to collect and display the menus from the Lunch Menu apps in the sites you indicated matter to you (i.e., School Associations). This gadget collects and displays the daily menu for five consecutive school days, starting with the current day.

Use the Settings option to add or remove content and arrange content within the gadget.

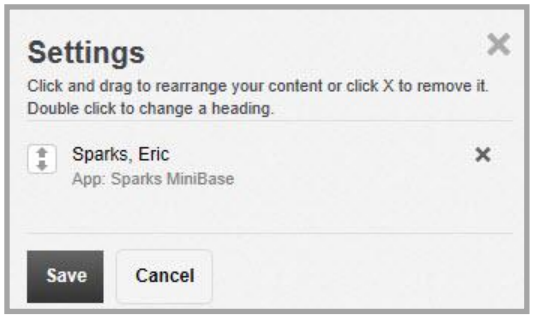




MiniBase Search Gadget

Use this aggregator gadget to associate it with a single MiniBase app in any of the sites you indicated matter to you (i.e., School Associations). The MiniBase you choose to associate with the gadget must have filtering applied to at least one of its data fields. The gadget displays the filtered fields which you can use to search the MiniBase on your Dashboard.

Use the Settings option to associate your gadget to a MiniBase or delete an existing association.



Each MiniBase Search gadget can only be associated with one MiniBase. If you have more than one MiniBase you would like to include on your Dashboard, you must create a separate MiniBase Search gadget for each MiniBase.

Nimbus Activity Feed Gadget

Use this direct feed gadget to display the Activity Feed from your Nimbus **Home** tab. Activity Feeds from the groups of which you are a member display.

Use the Settings option to specify how many records to display within the gadget content area. Feeds are selected and displayed in order by date and time. If you click on an Activity Feed within the gadget content area, you are redirected to that feed within Nimbus.

Nimbus Groups Gadget

Use this direct feed gadget to display a list of Nimbus groups of which you are a member. If you click the name of a group within the gadget content area, you are redirected to the **Groups** tab in Nimbus.

There is no Settings option for this gadget.

You also see a *Discover more groups* link, which will take you to the **Groups** tab in Nimbus where you can search for a group.

Nimbus Recent Messages Gadget

Use this direct feed gadget to display your recent Nimbus messages. When you click on the title of a message within the gadget content area, you are redirected to your Nimbus **Message** tab.

Use the Settings option to specify the number of messages to display within the content area of the gadget. Options are 5, 10 or 15, with 5 being the default value.

PassKeys Gadget

Use this direct feed gadget to display the PassKeys you have set up in your My Account settings. Click on the name of a PassKey within the content area of the gadget to sign in to the associated site. Should you have more than one PassKey for a particular site, both will display in the gadget content area with the user name for each displaying below the title.

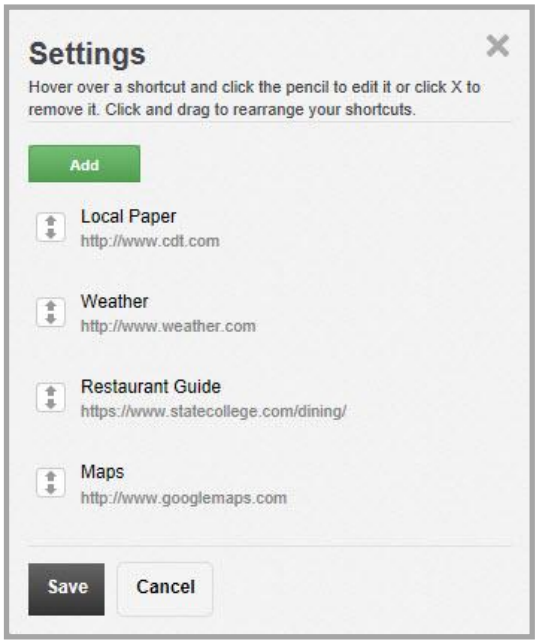
There are no Settings options for this gadget.

If you click the Manage Passkey link, you are redirected to the PassKey area of your My Account Settings.

Personal Shortcuts Gadget

Use this direct feed type gadget to create links to sites that you access frequently. Click the link to launch the shortcut.

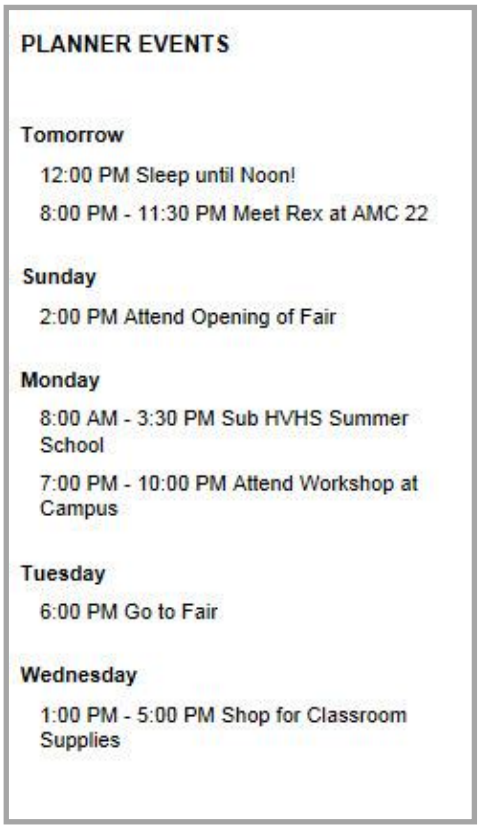
Use the Settings option to add links to the content area of the gadget. You add a Name and a URL for each shortcut and can set the order in which they display within the content area of the gadget.

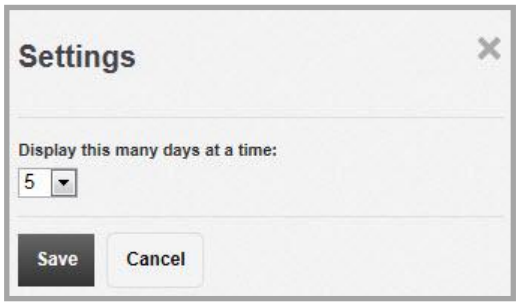


Planner Events Gadget

Use this direct feed type gadget to display events from your Planner. This includes personal events you have created as well as events that are being aggregated into your Planner from other calendars.

Use the Settings option to specify whether to display 5, 7 or 10 days of events, with 5 being the default. Once the date and time of an event passes, the event is dropped from the gadget.

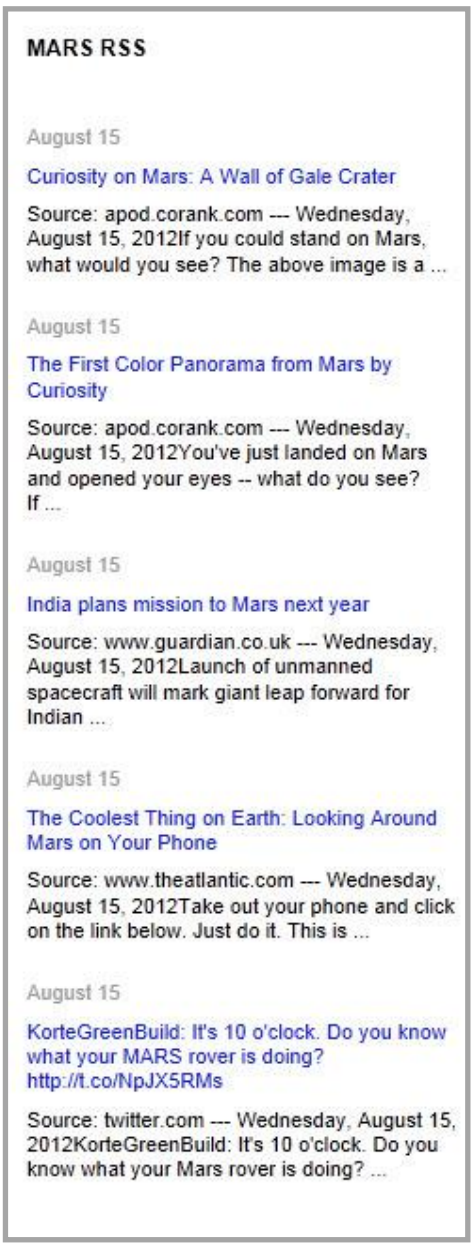


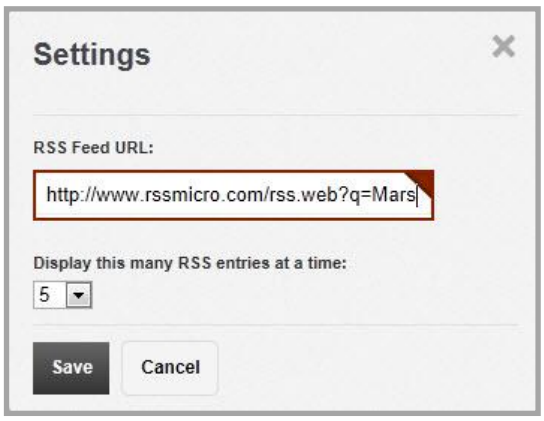


RSS Reader Gadget

Use this direct feed gadget to display an RSS feed within the content area of the gadget. For each item you see the publish date, title and description When you click the title of an entry, you are redirected to the feed.

Use the Setting Options to specify the URL for the feed and specify whether you want to display 5, 10, 15 or 20 entries, with 5 being the default.

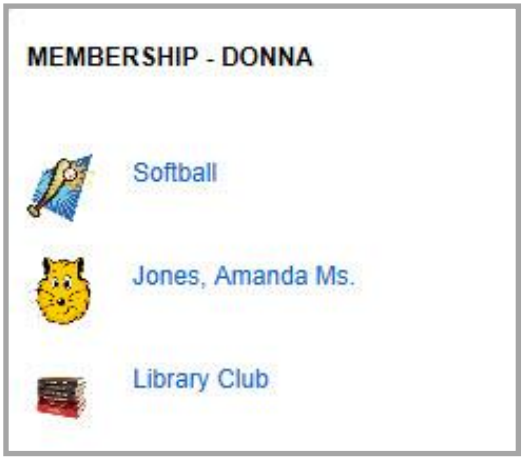


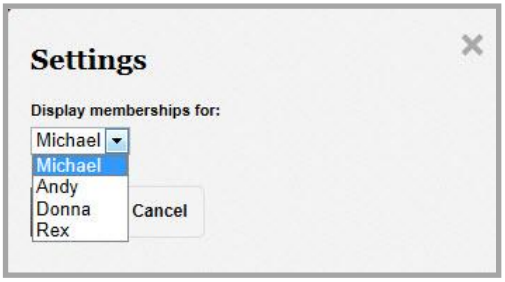


Section Membership Gadget

Use this Direct Feed gadget to display the Section Memberships of family members and to navigate to those sections. For this gadget to function properly section memberships must be established and family relationships defined.

Add a separate Section Membership gadget for each family member. Use the Settings *Display memberships for* to select yourself or a family member.

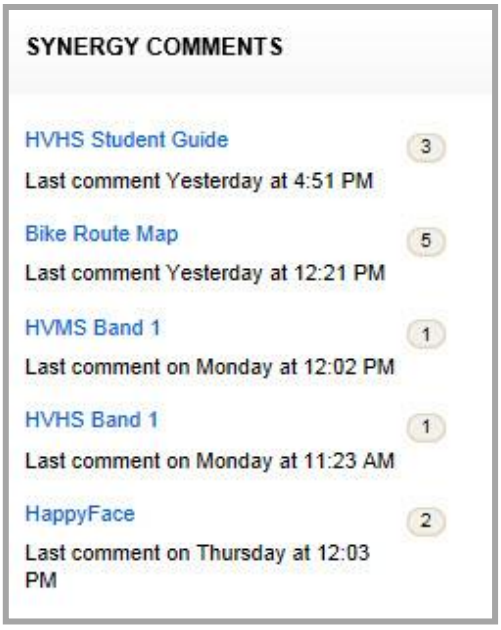


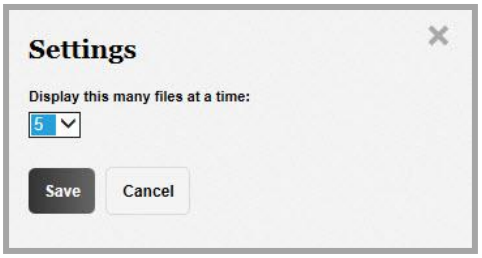


Synergy Comments Gadget

Use this Direct Feed gadget to display a list of Synergy files from folders you own to which comments have been added.

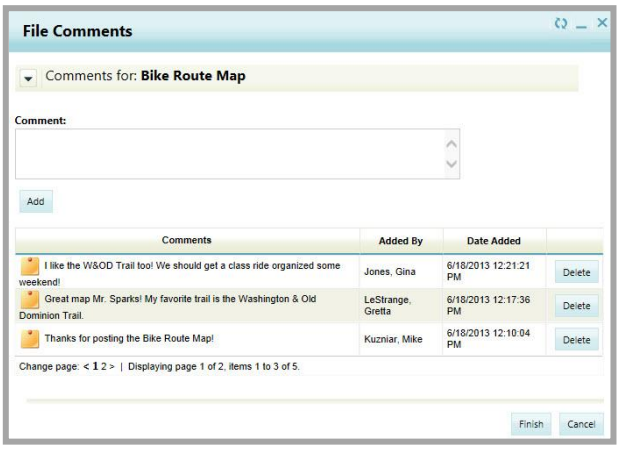
Use the Settings option to specify how many records to display within the gadget content area. You can select either 5 or 10 with 5 being the default. The files containing the most recent comments display at the top of the gadget content area.

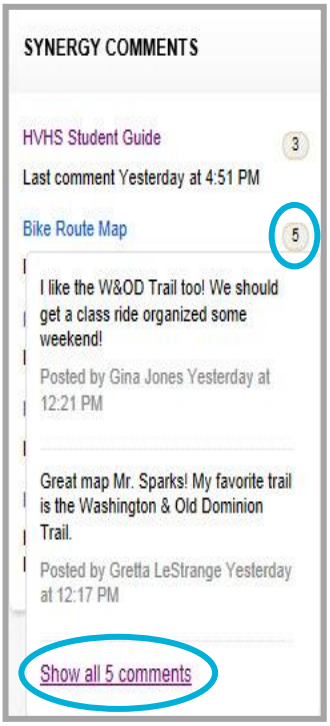




Note the number that displays to the right of each file in the list. This indicates the total number of comments added to the file. Click the number to open a dialog that displays the two most recent comments.

If there are more than two comments, you see a *show all* link displays. Click the link and Synergy displays the contents of the folder containing the file within a new target window. To see all of the comments, click the File Title and click **Comments**.

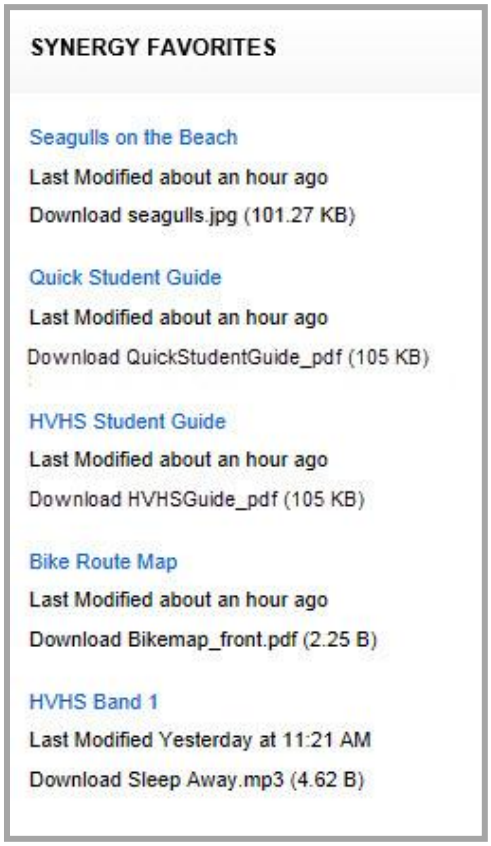


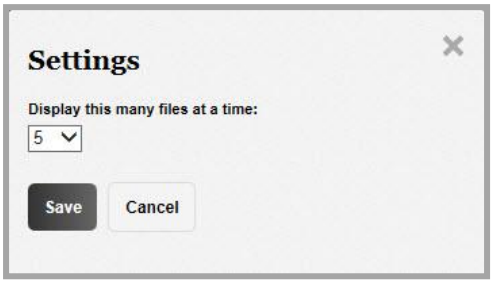


Synergy Favorites Gadget

Use this Direct Feed gadget to display a list of Synergy files from folders you own to which comments that are marked as a favorite.

Use the Settings option to specify how many records to display within the gadget content area. You can select either 5 or 10 with 5 being the default.



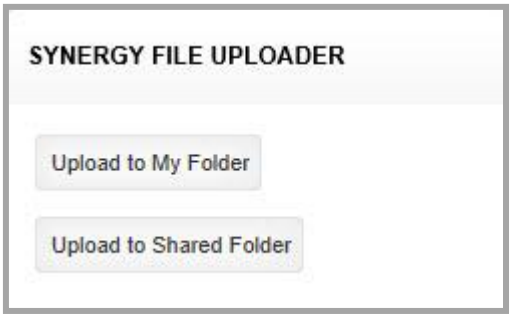


If you click the file title, a new window opens displaying Synergy and the folder containing the file.

To download the file, locate the Download link for the file and click on the full file name.

Synergy Uploader Gadget

Use this Direct Feed gadget to upload files from your workstation to your folders or folders shared with you in Synergy.



Upload to My Folder

Here's how you upload files to folders in your Folder Tree in Synergy.

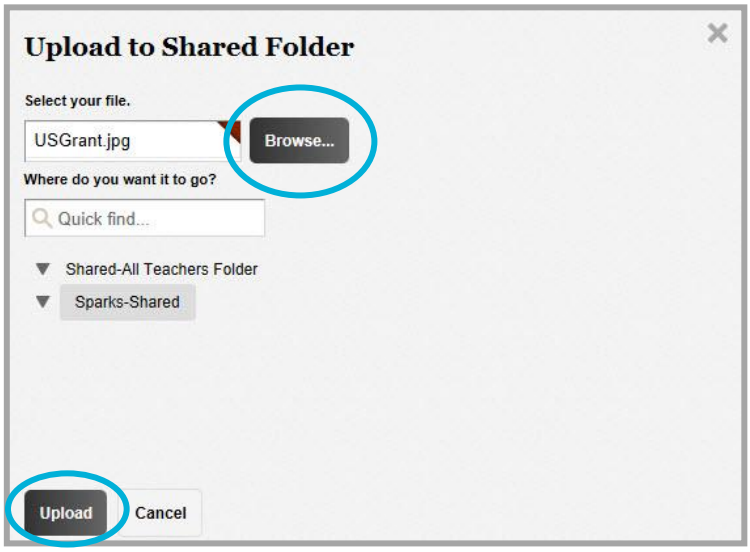
1. From your MyView Dashboard, click the **Upload to My Folder** button within the Synergy File Uploader gadget. The Upload to My Folder dialog displays.

2. Click **Browse** and choose a file to upload.
3. Select a destination folder within the folder tree. Click the arrows to expand and contract folder tree branches. Note that you may enter text into the Quick find… field and filter which of your folders display.
4. Click **Upload**. Your Dashboard displays.

Upload to Shared Folder

Here's how you upload files to Folders shared with you in Synergy.

1. From your MyView Dashboard, click the **Upload to Shared Folder** button within the Synergy File Uploader gadget. The Upload to Shared Folder dialog displays.



2. Click **Browse** and choose a file to upload.
3. Select a destination folder within the folder tree. Click the arrows to expand and contract folder tree branches. Note that you may enter text into the Quick find… field and filter which of your shared folders display.
4. Click **Upload**. Your Dashboard displays.