schoolwires®
a Blackboard solution

MyView Help Card

Launch MyView

MyView

Unless you specify otherwise in My Account Settings, each time you sign in to Schoolwires you land on your MyView Dashboard. If you wish to access MyView from anywhere else, click **MyView** on the My Start Bar.

Use the toggles to switch the display between the Dashboard and Planner.

Tabs

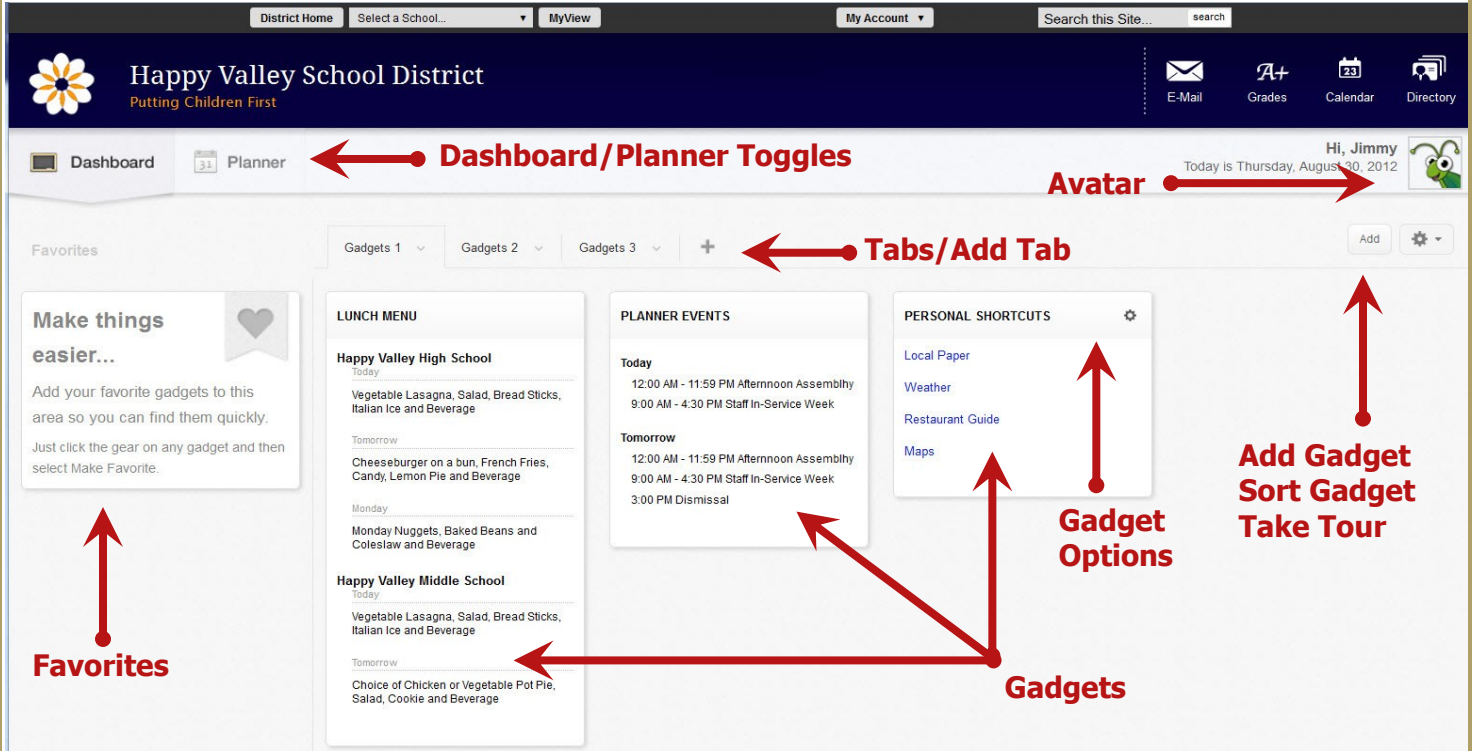Customize your Dashboard with **tabs**. You may have 5 of them.

➕ Add a tab. Name and save it. Use up to 20 characters to name it.

Gadgets 1 ⊙ Click the drop-down arrow to rename or delete the tab.

⊕Gadgets 1 Left click, hold and drag tabs to rearrange them.

Dashboard

District Home | Select a School... ▼ | MyView   My Account ▼   Search this Site... search

🌼 **Happy Valley School District**
Putting Children First

✉ E-Mail   𝒜+ Grades   📅 Calendar   📰 Directory

🖥 Dashboard   📅 Planner   ← **Dashboard/Planner Toggles**

Avatar →

Hi, Jimmy
Today is Thursday, August 30, 2012

Favorites | Gadgets 1 ⌄ | Gadgets 2 ⌄ | Gadgets 3 ⌄ | ➕   ← **Tabs/Add Tab**

Add ⚙▾

Make things easier... 🎗

Add your favorite gadgets to this area so you can find them quickly.

Just click the gear on any gadget and then select Make Favorite.

LUNCH MENU

Happy Valley High School
Today
Vegetable Lasagna, Salad, Bread Sticks, Italian Ice and Beverage

Tomorrow
Cheeseburger on a bun, French Fries, Candy, Lemon Pie and Beverage

Monday
Monday Nuggets, Baked Beans and Coleslaw and Beverage

Happy Valley Middle School
Today
Vegetable Lasagna, Salad, Bread Sticks, Italian Ice and Beverage

Tomorrow
Choice of Chicken or Vegetable Pot Pie, Salad, Cookie and Beverage

PLANNER EVENTS

Today
12:00 AM - 11:59 PM Afternoon Assembly
9:00 AM - 4:30 PM Staff In-Service Week

Tomorrow
12:00 AM - 11:59 PM Afternoon Assembly
9:00 AM - 4:30 PM Staff In-Service Week
3:00 PM Dismissal

PERSONAL SHORTCUTS ⚙

Local Paper
Weather
Restaurant Guide
Maps

Add Gadget
Sort Gadget
Take Tour

Gadget Options

Favorites

Gadgets

Add Gadgets

Customize your Dashboard with gadgets. You may have ten on a tab.

Add **Add** a gadget. Select one in the list and follow the wizard instructions. Name and save it. Use up to 20 characters to name it.

⚙⊙ Click the Gear drop-down arrow and select *Sort Gadgets* to order gadgets on a tab. Select *Take a Tour* to learn more about MyView.

Gadget Options

PERSONAL SHORTCUTS ⚙

Click the Gadget gear for a list of options for the gadget. Some gadgets do not have the *Settings* option.

Rename
Move
Settings
Make Favorite
Delete

Rename→Click to enter a different name.

Move→Click to select a destination tab from a drop-down list.

Settings→Click to add, edit or cut content.

Make Favorite→Click to move gadget to Favorites.

Delete→Click and confirm to remove the gadget.

My Account Settings

My Account ▼
Edit Account Settings
Sign Out

Click and select a tab to manage your MyView settings.

Information

Information→Click the avatar and select a new one.

Select a *Landing Page* —Dashboard or homepage.

School Associations→Manage schools that matter to you.

Connected Services→Click to Sign In or Sign Out of a service.

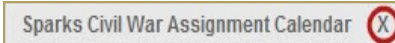# MyView Help Card

schoolwires®
a **Blackboard** solution

Calendars Filter

Display events from calendars of your associated schools within your Planner. These filtered events are *view only*.

▼ CALENDARS
Happy Valley District Calendar X   Sparks Civil War Assignment Calendar X   + Add Calendars

Expand *CALENDARS* and click **+Add Calendars**. Choose a top level **Sites** calendar or click **Other Areas** to choose from a list of all other calendars.

You can search for Other Areas calendars and select a site, channel and enter search text. Click **Save** when you finish making selections.
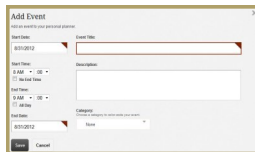
Sparks Civil War Assignment Calendar (X)

Click the **X** located to the right of a calendar to remove it from the filter.
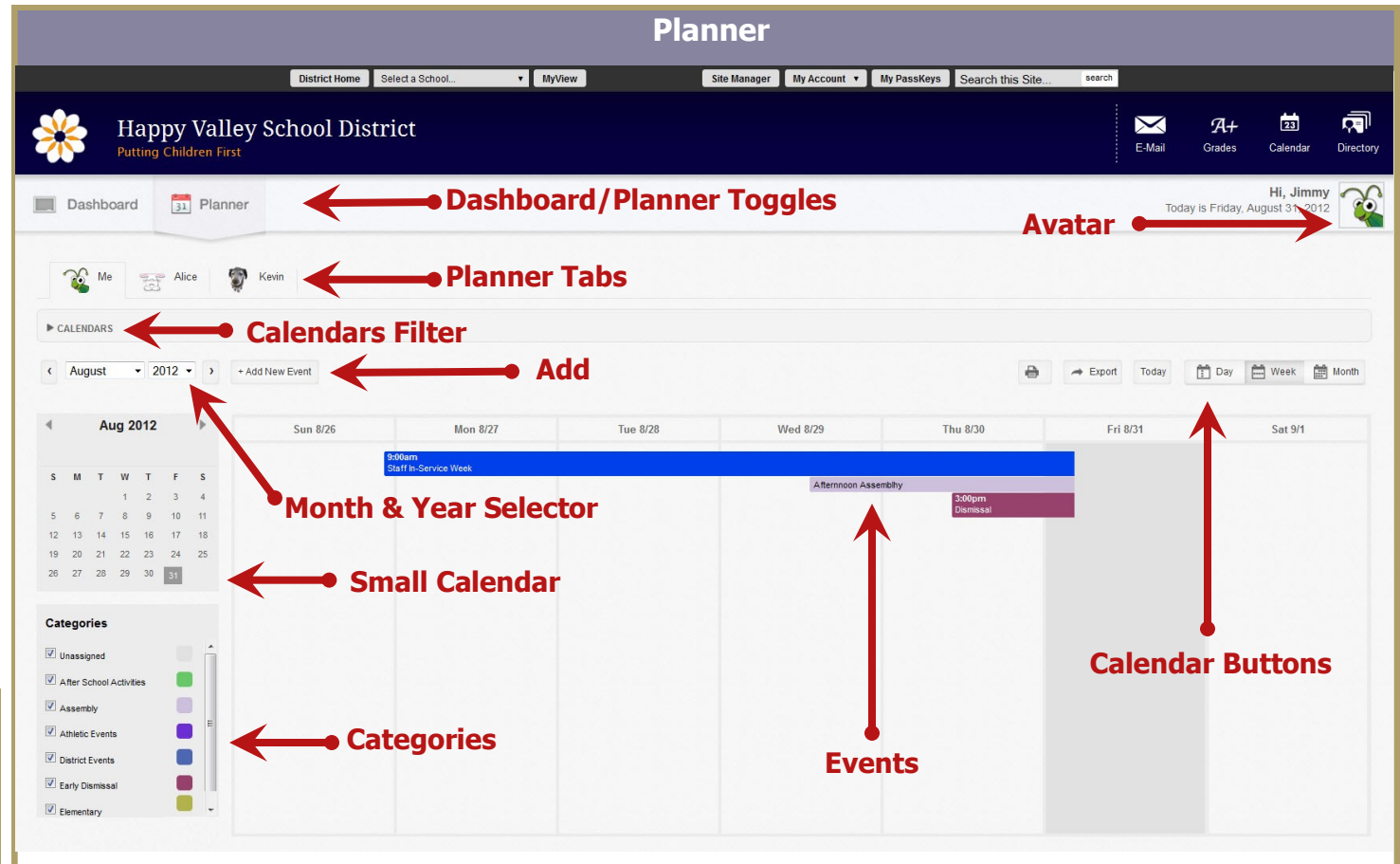
Planner Events

+ Add New Event Click to place an event on your Planner.

Enter a start and end date and a title. Click **Save**. It can have no end time or be an all day event.

Position the cursor on the event to display a Hover card. Click **Edit** to modify the event. Click **Delete** and confirm to remove it.

1:00am
Lunch Line Volunteer

Lunch Line Volunteer
9/4/2012 11:00 am to 02:00 pm
Edit Delete

Planner

District Home | Select a School... ▼ | MyView   Site Manager | My Account ▼ | My PassKeys | Search this Site... | search

Happy Valley School District
Putting Children First

E-Mail Grades Calendar Directory

Hi, Jimmy
Today is Friday, August 31, 2012

📺 Dashboard   📅 Planner   ← **Dashboard/Planner Toggles**   **Avatar** →

🐛 Me   Alice   🐕 Kevin   ← **Planner Tabs**

▶ CALENDARS   ← **Calendars Filter**

‹ August ▼ 2012 ▼ › + Add New Event   ← **Add**   🖨 ⮕ Export Today 📅 Day 📅 Week 📅 Month

Month & Year Selector

Aug 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

← **Small Calendar**

| Sun 8/26 | Mon 8/27 | Tue 8/28 | Wed 8/29 | Thu 8/30 | Fri 8/31 | Sat 9/1 |

9:00am
Staff In-Service Week

Afternoon Assembly

3:00pm
Dismissal

Categories
☑ Unassigned
☑ After School Activities
☑ Assembly
☑ Athletic Events
☑ District Events
☑ Early Dismissal
☑ Elementary

← **Categories**

↑ **Events**
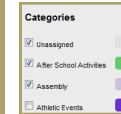
↑ **Calendar Buttons**

Filtered Event

You can only view events that you filter into your Planner. You cannot edit or delete them. To remove them, filter them out. The Hover card for a filtered event contains no buttons.

1:00pm
Early Dismissal

Early Dismissal
9/7/2012 01:00 pm

Click the event to display details. Click *View the full event details on the website* to see details on the website. Use your browser **Back** button to return to Planner.

Early Dismissal
9/7/2012 1:00 PM
Description:
View the full event details on the website.
Early Dismissal
Close

Categories

You exclude and include categories of events by selecting or deselecting categories. Mandatory events always display. If connected to Nimbus, click the Nimbus Category to see your Nimbus Planner events.

Categories
☑ Unassigned
☑ After School Activities
☑ Assembly
☐ Athletic Events

Planner Tabs

You can view your dependant's Planner if Family Relationships are set up. Tabs display on your Planner with your child's name and avatar. Click the tab to view the Planner. Click *Me* to return to your Planner.

🐛 Me   Alice   🐕 Kevin