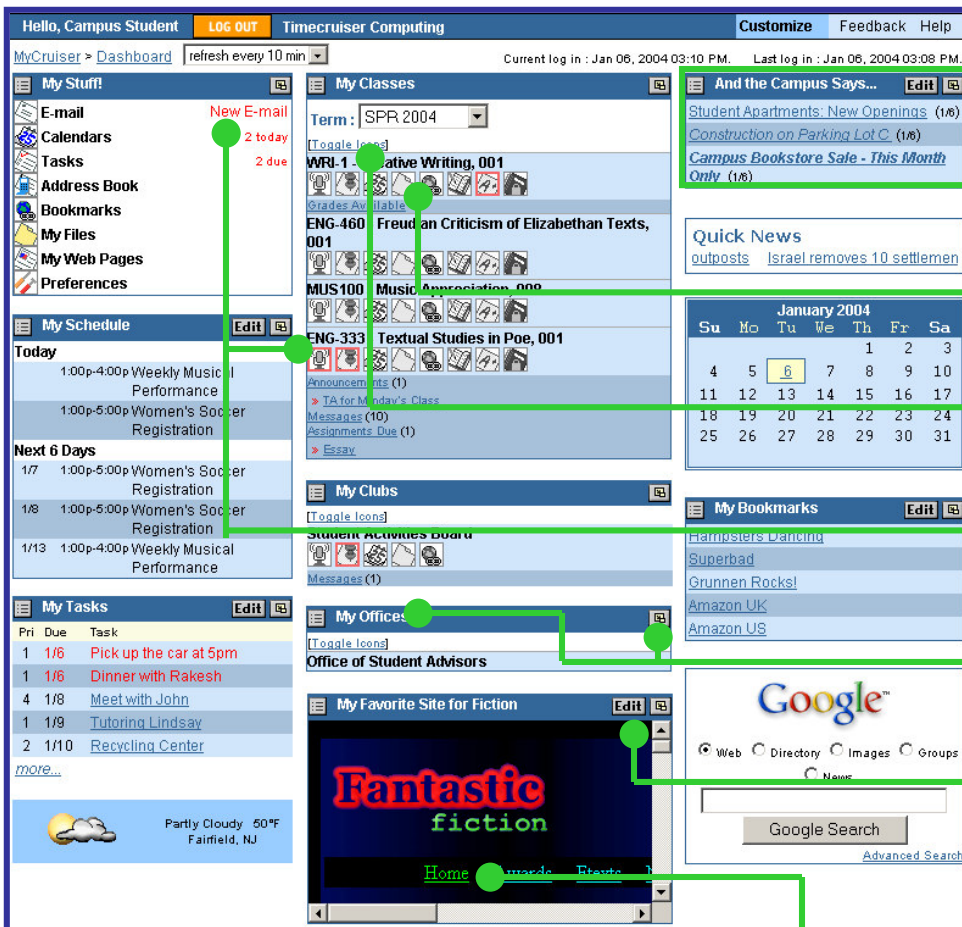


DASHBOARD

Dashboard provides fast access to the communities & tools you need most and in a way that fits your style, because *you* control which channels Dashboard should show—even channels for outside web sites. Click the **MyCruiser** tab to see your Dashboard at any time.



The screenshot shows a user's dashboard with several channels: My Stuff, My Classes, My Schedule, My Tasks, My Clubs, My Offices, My Favorite Site for Fiction, And the Campus Says..., Quick News, My Bookmarks, and a Google search box. Annotations with green lines point to specific features: a red 'New E-mail' notification, a 'Toggle Icons' button, a red-bordered box around 'New Openings' text, a red-bordered box around 'Amazon UK' text, an 'Edit' button on the 'My Favorite Site for Fiction' channel, and a 'Change Options' button on the 'My Tasks' channel.

CHANNEL BASICS

The individual **channels** in your Dashboard display links for quick access & information.

Icons in community channels let you jump to specific tools in the community.

Icons can be toggled on / off with the **[Toggle Icons]** option.

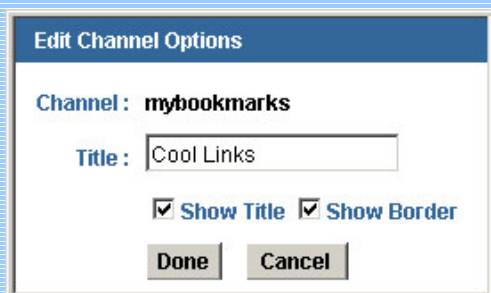
Red text & borders inside a channel show you what's new or due for today.

Click on the **[Edit]** button or title to expand the channel & get full feature access.

When the **[Edit]** button is available, click it to start customizing extra features for the channel.

CHANGE THE CHANNEL

Click the Change Options **[Change Options]** button to access a dialog where you can create your own title for the channel, or hide the title and / or borders.



The dialog box shows the following options:

- Channel: mybookmarks
- Title: Cool Links
- Show Title
- Show Border
- Buttons: Done, Cancel

USING WEB SITE CHANNELS

A new **Web Site** channel added to your Dashboard (see other side for details) will ask you to supply your desired URL:



The dialog box shows the following options:

- Title: Web Sites
- Please enter a web page address
- URL: [Text Input Field]
- Height: Short
- Buttons: Save

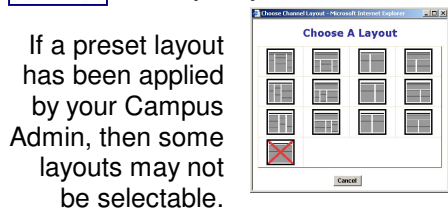
1. Click the **[Edit]** button of the Web Site channel.
2. At the new page, enter the URL to your desired web site.
3. Select a pixel height for the channel (or enter your own User Defined height).
4. Click **Save** to save changes and return to Dashboard. The site will be available when Dashboard refreshes.

CUSTOMIZING DASHBOARD

Customizing your Dashboard involves choosing a layout, populating columns with channels, and then customizing individual channels, if desired. When viewing your Dashboard, click the **Customize** button to get started.

1. CHOOSE A LAYOUT

Click this button to open a pop-up window and select the layout you like best.



2. SELECT & ADD CHANNELS

Click to highlight an item in the **Available Channels** box.

Then click the **Add to Column** button for a desired column to add the highlighted channel.

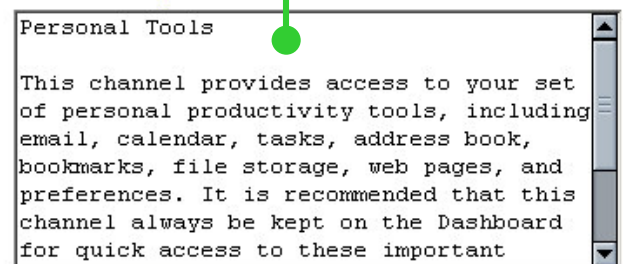
CHANNEL OPTIONS

1. Click to highlight a selected channel in a column.
2. Click the **Edit** button.
3. In the dialog that opens up, you can edit the channel's appearance and other options.

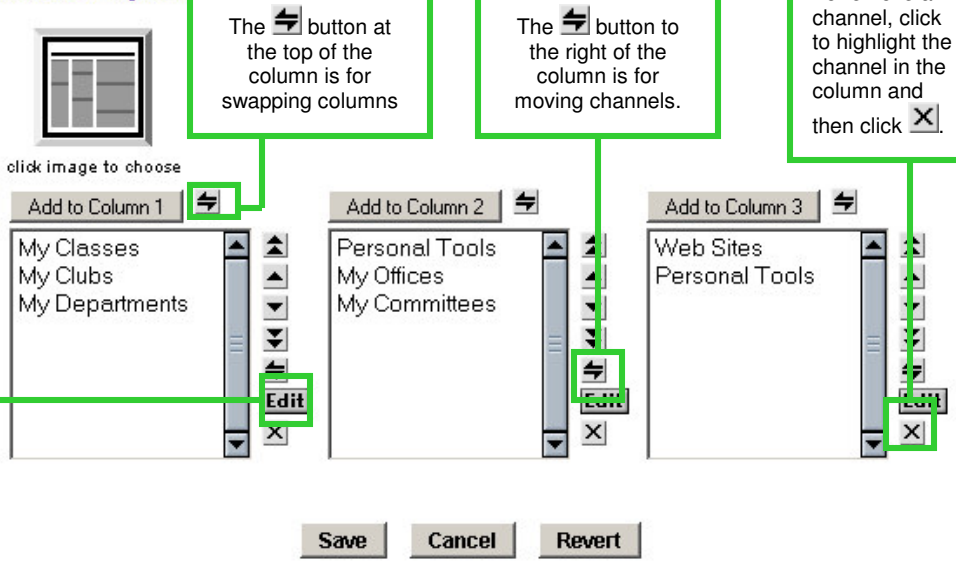
Available Channels :





Channel Description :




Choose a Layout :



The  button at the top of the column is for swapping columns

The  button to the right of the column is for moving channels.

To remove a channel, click to highlight the channel in the column and then click .

click image to choose


Save Cancel Revert

4. FINISHING UP

- Click **Done** to save changes & return to Dashboard.
- OR
- Click **Cancel** at any time to cancel all changes and return to Dashboard.
- Click **Revert** to return Dashboard to its default setting (which may be pre-set by your Campus Administrator).





MOVING CHANNELS

In a multi-column layout, select items in 1 column to move quickly to another.

1. Hold the **Ctrl** button (or **Apple** key) and click to select channels you want moved.
2. Click the **Move Channel** button  (to the right of the column) & access the **Move Channels** dialog.
3. Click the button that specifies where the channels moved.


SORT CHANNELS

Click on a channel to sort in a column, and then...

- Click on  to move the channel to the top of the column.
- Click on  to move the channel up by one.
- Click on  to move the channel down by one.
- Click on  to move the channel to the bottom of the column.

SWAP COLUMNS

In a multi-column layout, an entire column can be swapped with another.

1. Click on any item within a targeted column that should be swapped.
2. Click on the **Swap Content** button  that appears next to the **Add to Column** button.
3. Click the button that specifies the other channel for swapping.