

My Data Dashboard How to Customize Your Dashboard

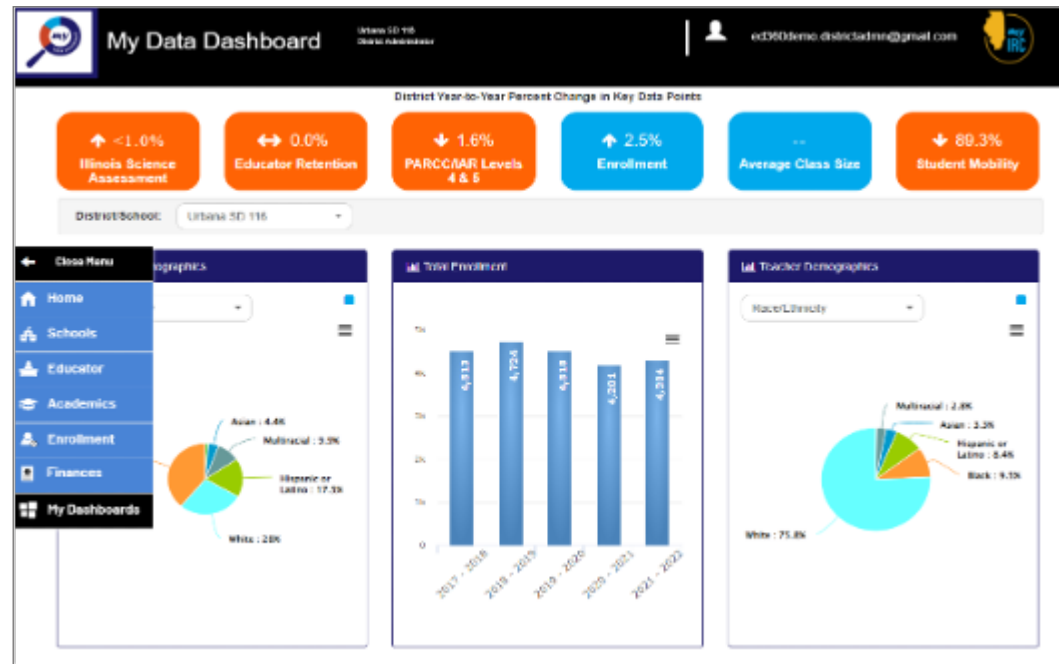
New within My Data Dashboard is the ability to create a customizable home page and ability to save multiple dashboards that capture data important to you and the work you do on a regular basis.

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Customize My Dashboard

When you enter My Data Dashboard, you will see the current default landing page. However, what data is important to you may be different than what is displayed on this screen.

So, we have created a method for you to change your default landing page as well as create multiple dashboards that capture data important to you and the work you do on a regular basis.

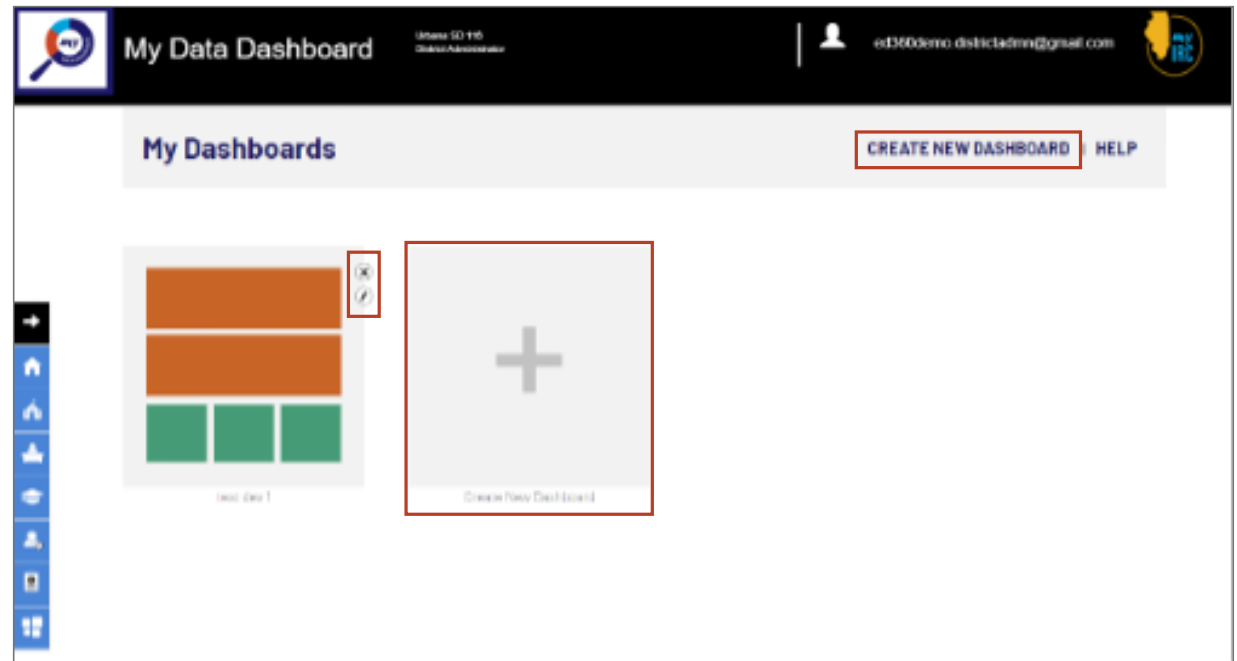


Step 1

To create your own dashboards, navigate to the My Dashboard section of the tool.

The first time you enter the Dashboard section of the tool, you will have the option to create a new dashboard, either by clicking the box with the plus sign or via the “create new dashboard” button in the top right of the page.

Once you have created one or more Dashboards, they will be viewable on this landing page. You can edit or delete each dashboard from this page.

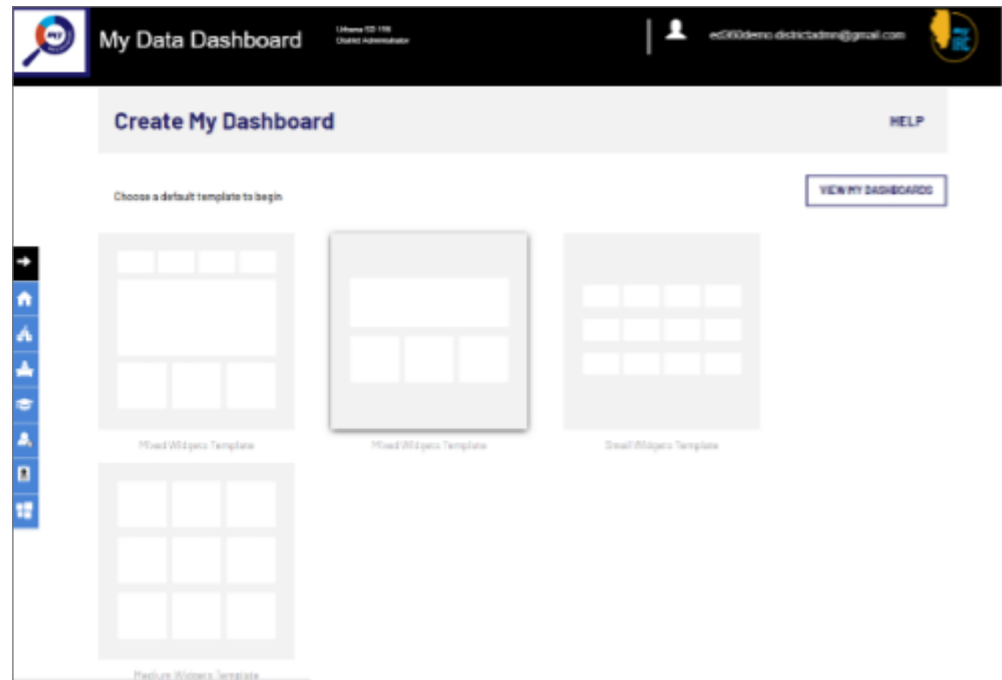


Step 2

When you begin creating your new Dashboard, you will see 4 template options. There are two mixed size widget templates, a small widget template, and a medium size widget template.

Select the template of your choice and it will take you to the page to create your customizable Dashboard.

Detailed instructions on how to create your unique Dashboards are included on the next step.



Step 3

On the Create New Dashboard page you will see the current menu of existing widgets within each of the My Data Dashboard menus.

Please note the color guide on top of the menu that indicates which widget sizes correspond to which color. You will note the boxes within the template you selected are also color coded. Only widgets with matching colored boxes will be accepted.

Drag and drop the widget from the menu on the left into the boxes on your Dashboard template.

Once you have selected the desired widgets, navigate to the top of the page and name your Dashboard.

To clear all the widgets from the template and start over, select "clear". Or you can use the "x" within each widget box to remove and replace a particular widget from the template.

Now, you can save this dashboard as your default landing page or just save it to your My Dashboard page. To save as your default landing page, select "Save as Default" on the bottom of the page or to just save it your My Dashboard page, select "Save Dashboard".

The screenshot shows the 'Create New Dashboard' interface. At the top, there's a navigation bar with the 'My Data Dashboard' logo and user information. Below that, the main heading is 'Create New Dashboard' with a 'RETURN TO TEMPLATE SELECTION | HELP' link. On the left, there's a 'Select Widgets' menu with categories: SCHOOL, EDUCATOR, ACADEMICS, and ENROLLMENTS. Under ACADEMICS, several widgets are listed with colored boxes: Academic Overview (orange), PARCC Trends (orange), SAT/PSEET (orange), Remediation Trend Per CC (green), Remediation By Sub For CC (green), Remediation Rates (blue), ISA (blue), and PARCC/NAR & SS Overview (blue). The main area contains a 'Enter your Template Name' field, a list of widget boxes (four small blue boxes, one large orange box, three green boxes), and a 'CLEAR' button. At the bottom right are 'Save Dashboard' and 'Save As Default' buttons.

Note: If at any time you want to view a video demonstrating how the My Dashboard features works, or refer to this help document again, click on the "help" option in the upper right-hand corner.