Home page/Dashboard

When you login into Aviso you will land on your "home" page and "dashboard".
You can control what this page looks like by editing your dashboard.
Select **edit dashboard** (red circle) to change.

If you choose to edit your dashboard (widgets and layout), a new page will load and provide you both layout options and widget content.
The content that appears is determined by what you choose. Because different individuals have different preferences, there is not a recommended layout or widget content.
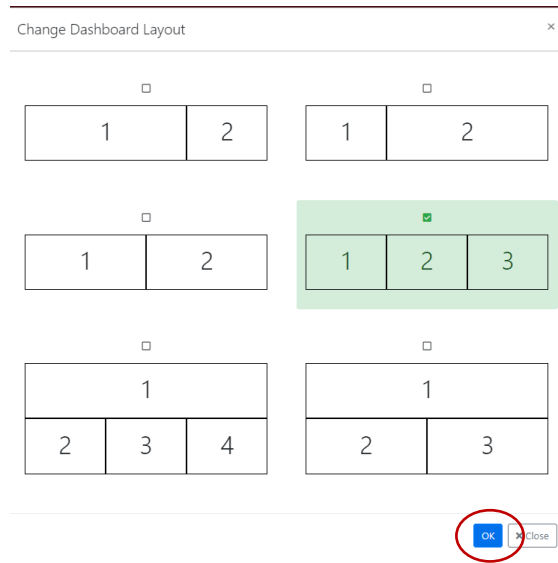
After you select "edit dashboard" the screen will load (above image) and on this page, select the **paintbrush** to edit your layout (green circle in previous image).
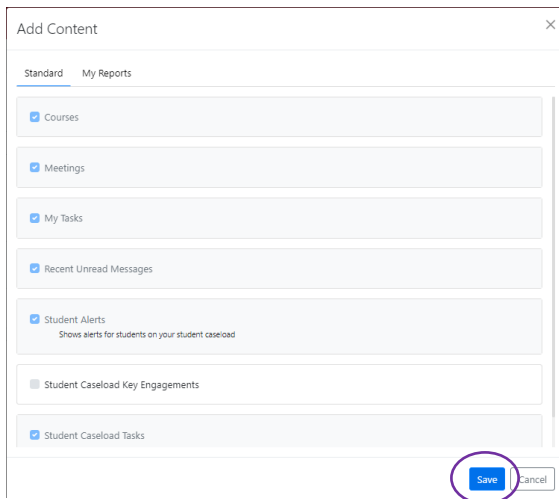
There are six layout options from which to choose for how your widgets appear on a page.
Your current set up will be shaded in green (example below).
Once you have chosen a layout, **Select OK** (red circle in image below) when finished.

Change Dashboard Layout   ×   Once you've updated your dashboard layout, you will return to your dashboard editing page.

Add Content   ×   To make changes to widget content, select "**Add Content**" on the respective widget.
                                                    A window will open (image to left).
Standard   My Reports   Select content you wish to have in the widget(s).

☑ Courses   If you make changes to a widget, select "save" (purple circle in image on left).

☑ Meetings

☑ My Tasks   Once you have your preferred layout and widget content, select
                                                    "save" near the top of the page (located below Simpson College,
☑ Recent Unread Messages   yellow circle in image on right)

☑ Student Alerts
   Shows alerts for students on your student caseload

☐ Student Caseload Key Engagements

☑ Student Caseload Tasks

Save   Cancel

SIMPSON COLLEGE   Home   Student   Courses

🖫 Save

← Edit Dashboard

Title *

My Dashboard