

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.

The screenshot shows the top navigation bar of the Aviso system. The Simpson College logo is on the left, with a red circle around the 'Home' link. To the right are search, advise, and impersonating user options. Below the navigation bar, the 'My Dashboard' title is followed by a blue 'Send Alert' button and a red-circled 'Edit Dashboard' button. The dashboard contains several widget panels: 'Courses' (listing completed courses like PSYC-214-A-Research Methods), 'Student Alerts' (showing no alerts), 'Student Caseload Tasks' (showing no active tasks), 'My Tasks' (showing no active tasks), 'Meetings' (showing no upcoming meetings), and 'Recent Unread Messages' (showing no new messages).

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.

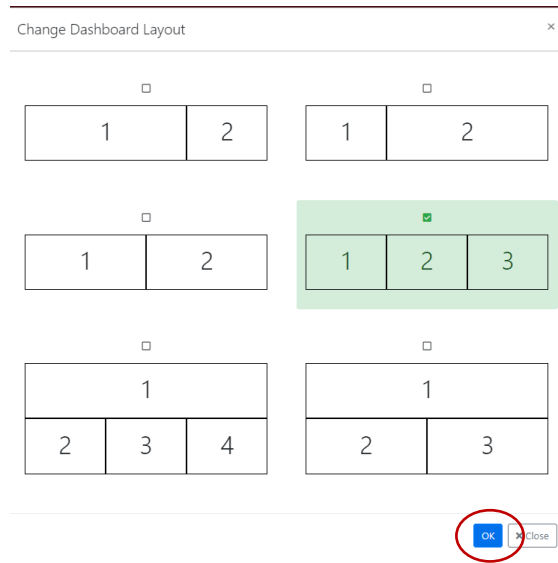
The 'Edit Dashboard' page shows a 'Title' field with 'My Dashboard' and a 'Layout' section with a 33%/33%/33% grid. Under 'Widgets and Layout', there are three columns of widget options, each with an '+ Add Content' button and a red square icon. The first column contains 'Courses', the second contains 'Student Alerts', and the third contains 'Student Caseload Tasks', 'My Tasks', 'Meetings', and 'Recent Unread Messages'. A red circle highlights the 'Widgets and Layout' header.

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).

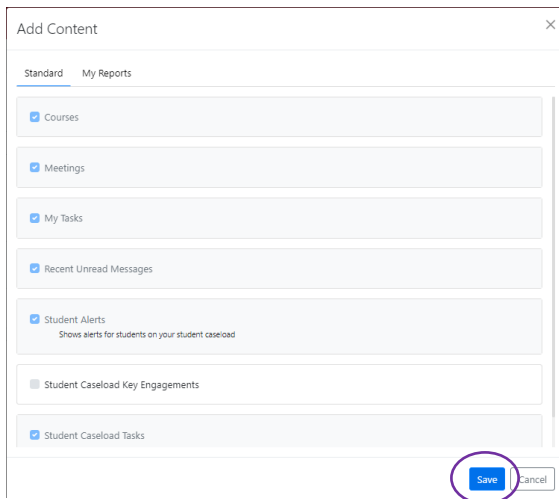
There are six layout options from which to choose for how your widgets appear on a page.

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.



Once you’ve updated your dashboard layout, you will return to your dashboard editing page.



To make changes to widget content, select “**Add Content**” on the respective widget.

A window will open (image to left).

Select content you wish to have in the widget(s).

If you make changes to a widget, select “save” (purple circle in image on left).

Once you have your preferred layout and widget content, select “save” near the top of the page (located below Simpson College, yellow circle in image on right)

