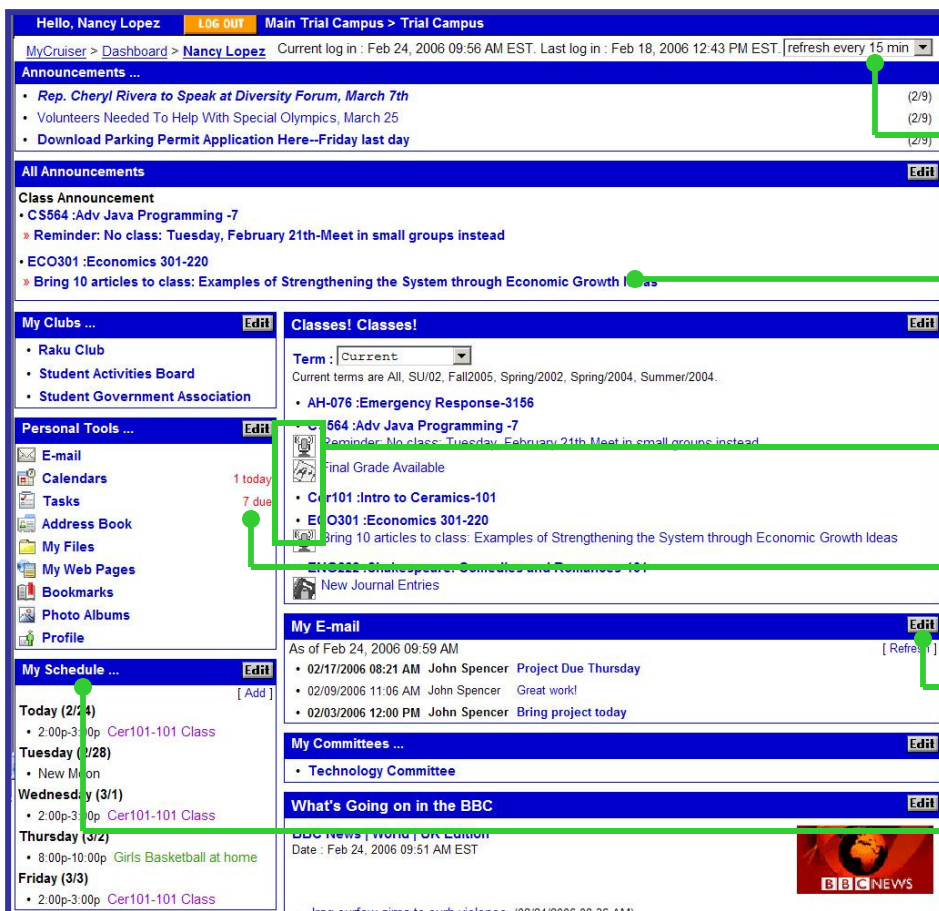


DASHBOARD

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.



CHANNEL BASICS

- Set a refresh rate for your Dashboard to automatically retrieve newest information for you.
- 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.
- **Red text** inside a channel shows you what's new or due for today.
- When the **Edit** button is available, click it to start customizing extra features for the channel.
- Click on a channel's name to access a feature directly.

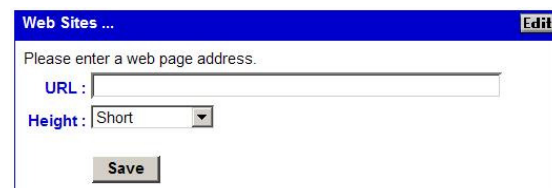
CHANGE THE CHANNEL

Click a channel's **Edit** button to access a dialog where you can create your own title for the channel, or hide the title and / or borders. Other options may also be available!



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:



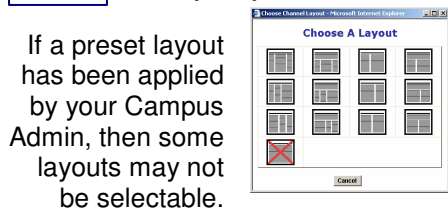
1. Enter the URL to your desired web site in the **URL** field.
2. Select a pixel height for the channel (or enter your own User Defined height).
3. Click **Save** to save changes and return to Dashboard. The site will be available when Dashboard refreshes.

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 :

- Personal Tools
- My Tasks
- Dictionary.com
- Google Search
- Yahoo Search
- Local Weather
- MapQuest
- Web Sites
- My Classes

Channel Description :

Personal Tools

This channel provides access to your set of personal productivity tools, including email, calendar, tasks, address book, bookmarks, file storage, web pages, and preferences. It is recommended that this channel always be kept on the Dashboard for quick access to these important

Choose a Layout :

click image to choose

Add to Column 1

Add to Column 2

Add to Column 3

- My Classes
- My Clubs
- My Departments


- Personal Tools
- My Offices
- My Committees

- Web Sites
- Personal Tools

Save Cancel Revert

Highlight a channel in any column and the description will be displayed here.

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 .

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.