

My View Lab

Go to: <http://everettsd.org>

Click *Sign In* in top right (use district computer login)

Roll the mouse over the top right corner of *Announcements* gadget

Click on the *gear* icon

Select Settings

Click Add Content

Under *Choose a site*: Click the down arrow to the right of Everett Public Schools

Click *Add or remove sites from this list...*

Select a school and click *I'm Done*

Select the school from the *Choose a site*: drop list

Click on *Announcements* and Click *Continue*

Click *Rename* if you want a different name to appear. Click *Save*.

In *Settings* Dialogue box click *Save*

Add a link to one of the Shortcut boxes

Roll the mouse over the top right corner of Staff Links

Click on the gear icon Select Settings

Click the Add button

Type in name for link

Type in or paste in URL path

Add Gadgets

Click Add button in top right of dashboard under your name

Select the Gadget you want

Click Continue button

Change name if you want

Click Continue button

Click Yes if you want to go ahead and add a shortcut

Click Save

Sort Gadgets

Click Gear in top right of dashboard under your name

Select Sort Gadgets

Drag to rearrange your gadgets

Click Save

Change what happens when you log in.

Click Save button

Click on *My Account* in the top bar

Add additional information, if desired.

Select *Remain on the current page* if you do not want *My View Dashboard* to open when you login

Click *Save Changes*