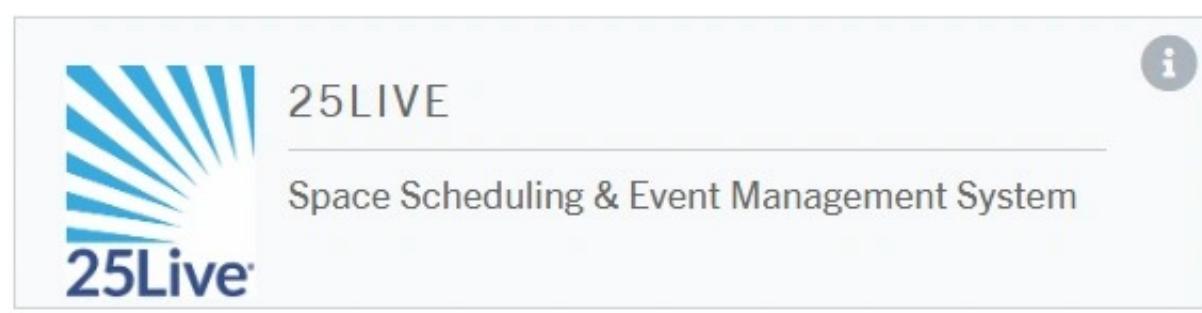


Customizing Your 25Live Dashboard

This guide offers a step-by-step process for personalizing your 25Live dashboard. Users can "drag and drop" dashboard elements to put their most-used tools front and center. Customization saves time and optimizes the use of 25Live.

- 1 Select the 25Live tile from your MySCU Portal dashboard or navigate to <https://25live.collegenet.com/pro/scu#!/home/dash>



- 2 Log in to 25Live via SCU's Single Sign On (SSO)

Log in to SCU

SCU Username
e.g. Bmonico

Password
Passwords are case sensitive

Log In

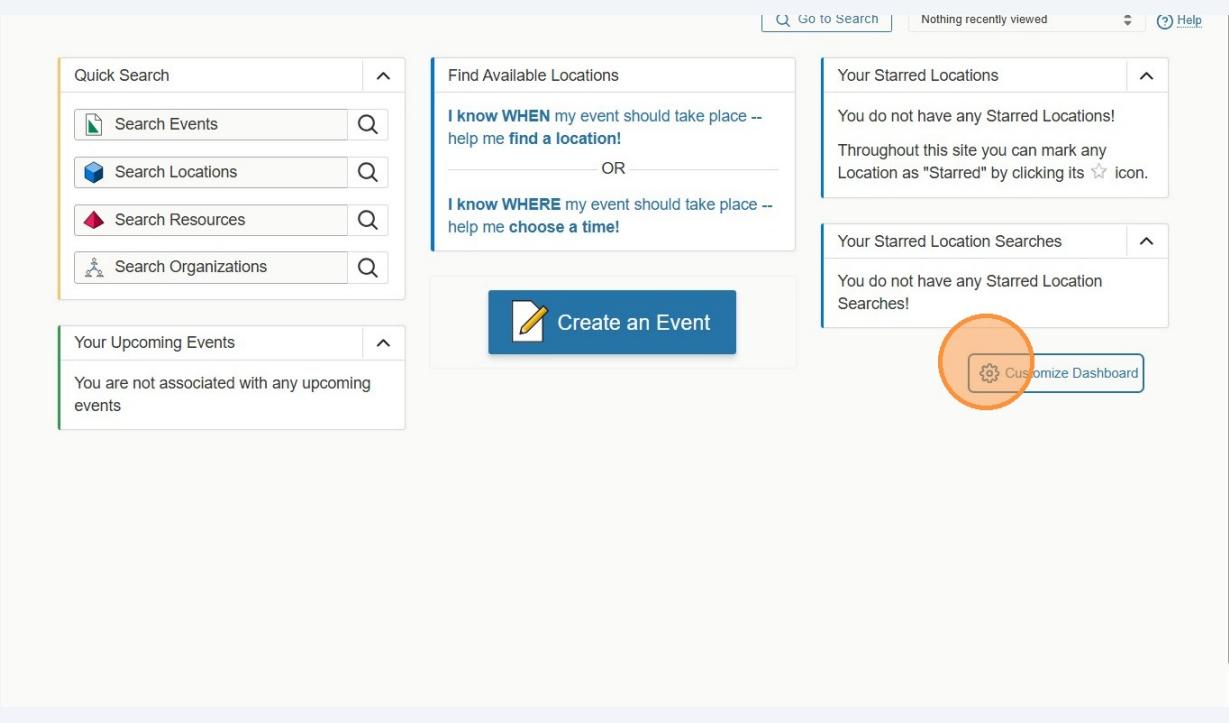
Need help?

Please note passwords are case sensitive. We can assist if you've [forgotten your password](#).

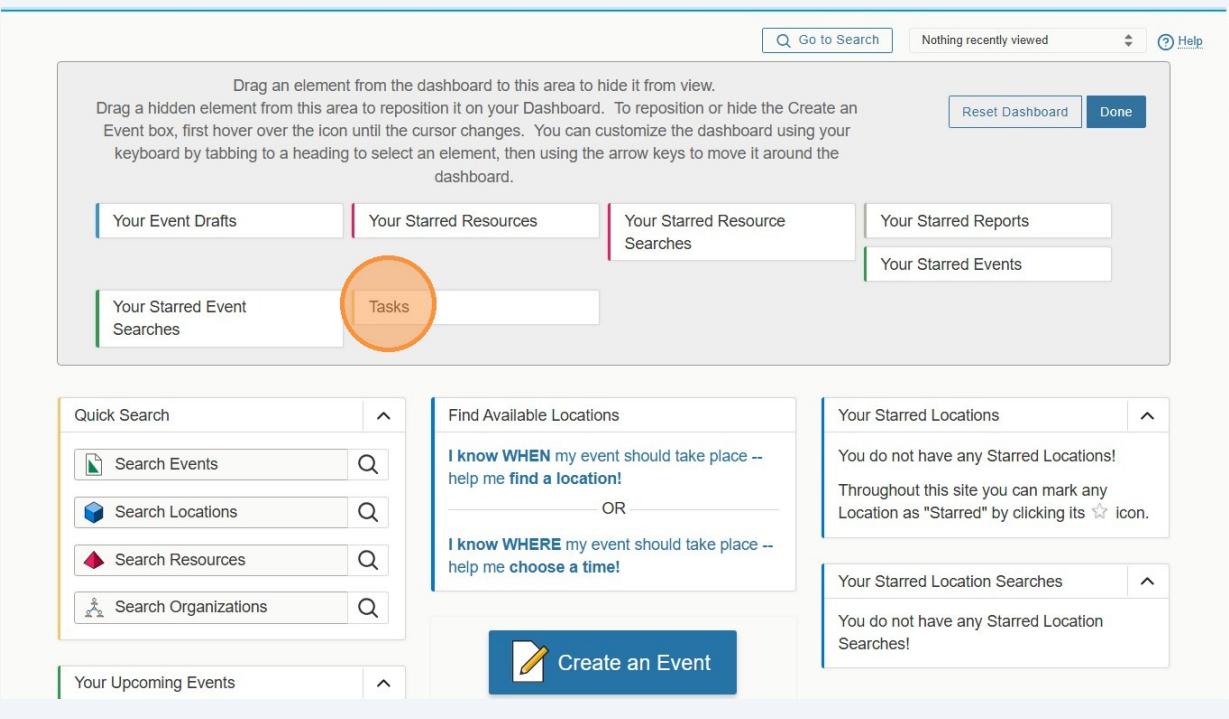
Staff at the [Technology Help Desk](#), located on the first floor of the Learning Commons, are ready to help with your computing and network needs.

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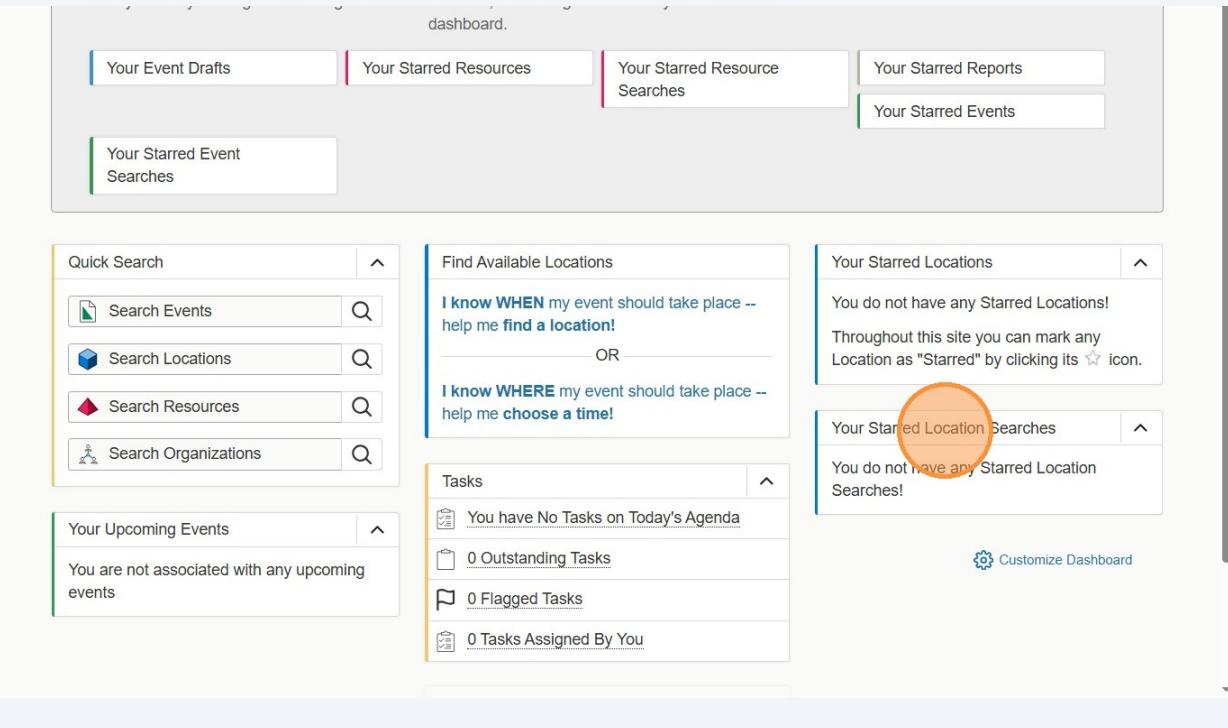
3 Click on "Customize Dashboard"



4 Desired elements can be dragged from the upper box onto your dashboard. Drag and drop the new element where you'd like it to be located on the dashboard.

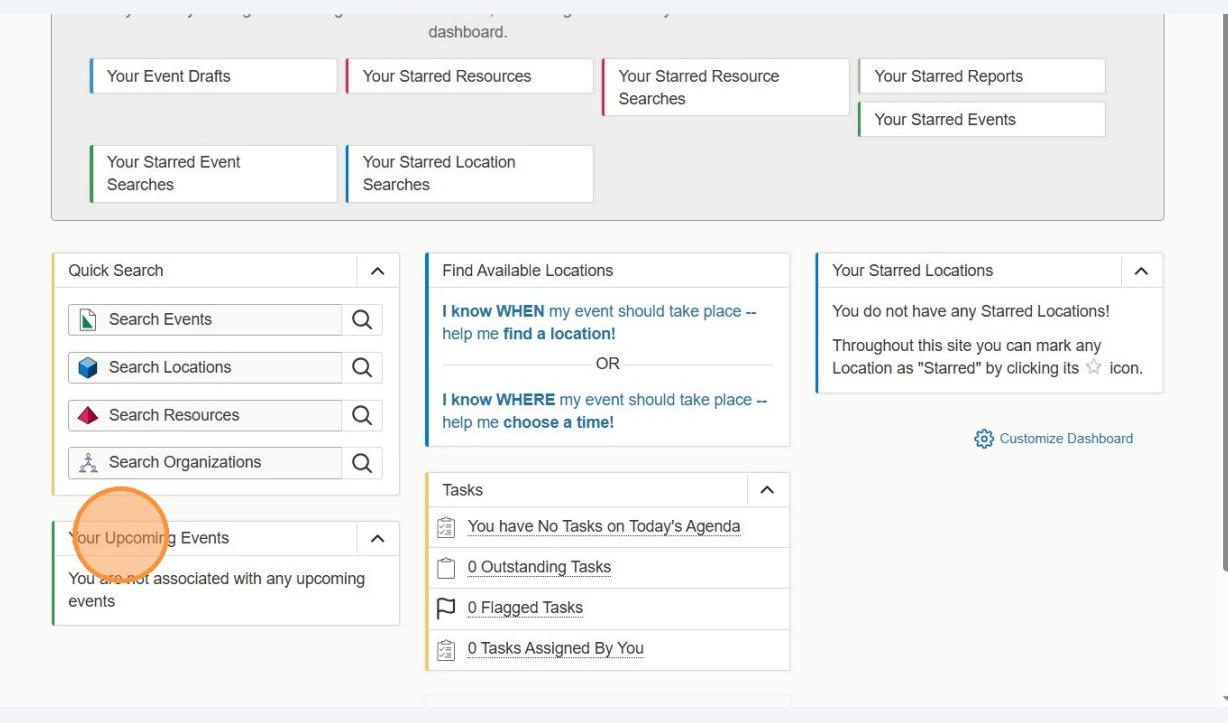


5 Unused elements can be dragged into the upper box to remove them from the dashboard.



The screenshot shows a dashboard with several cards and sections. At the top, there are five cards: 'Your Event Drafts', 'Your Starred Resources', 'Your Starred Resource Searches', 'Your Starred Reports', and 'Your Starred Events'. Below these, a box labeled 'Your Starred Event Searches' is highlighted with a green border. In the center, there are three main sections: 'Quick Search' (with sub-options for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'), 'Find Available Locations' (with text 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'), and 'Tasks' (with sub-options for 'You have No Tasks on Today's Agenda', '0 Outstanding Tasks', '0 Flagged Tasks', and '0 Tasks Assigned By You'). A 'Customize Dashboard' button is located at the bottom right.

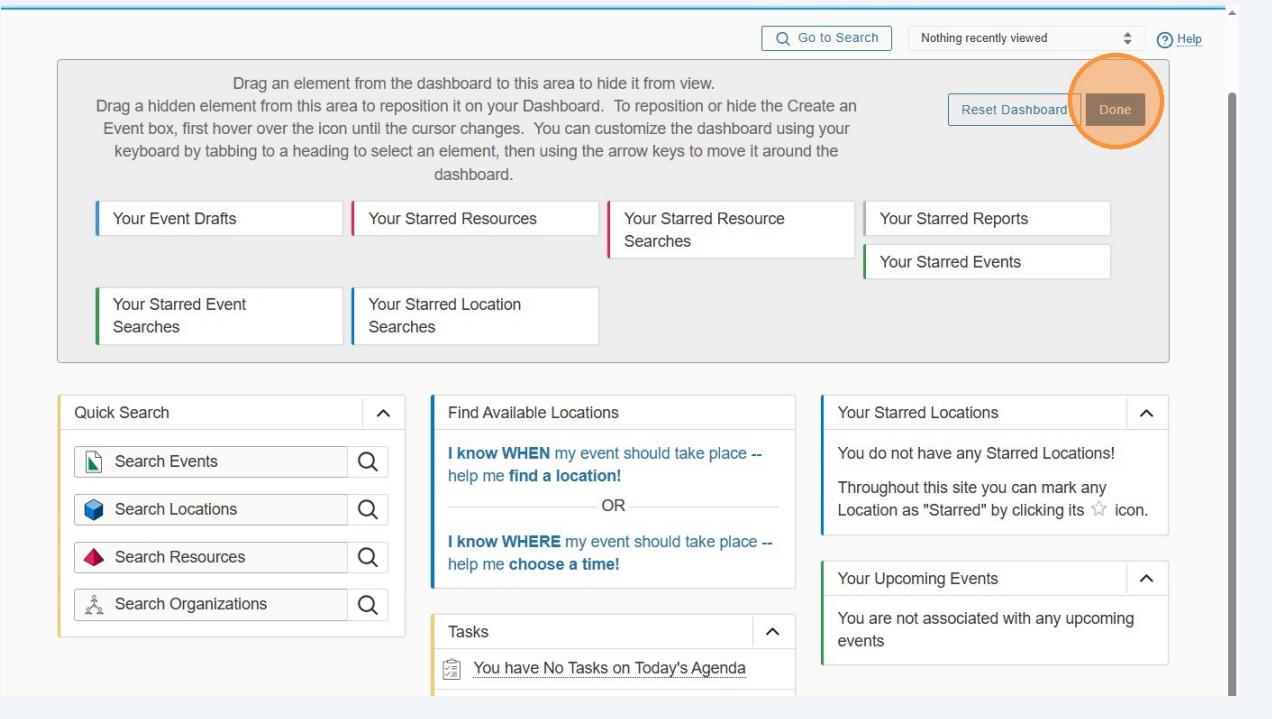
6 Each element on the dashboard can be moved to a desired location using a "drag and drop" action.



The screenshot shows the same dashboard as the previous one, but with a significant change. The 'Your Starred Event Searches' card has been moved from the lower box to the top row of cards, where it is now positioned between 'Your Event Drafts' and 'Your Starred Resources'. The other cards ('Your Starred Resource Searches', 'Your Starred Reports', and 'Your Starred Events') remain in their original positions. The 'Your Upcoming Events' section at the bottom left is highlighted with an orange circle.

7

Once you've customized your dashboard, click the "Done" button to save your changes. If you'd like to revert to the default dashboard setup, click on the "Reset Dashboard" button.



The screenshot shows a dashboard customization interface. At the top, there's a header with 'Go to Search', 'Nothing recently viewed', and a 'Help' link. Below the header, a note says: 'Drag an element from the dashboard to this area to hide it from view. Drag a hidden element from this area to reposition it on your Dashboard. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. You can customize the dashboard using your keyboard by tabbing to a heading to select an element, then using the arrow keys to move it around the dashboard.' On the right side of the interface, there are two buttons: 'Reset Dashboard' and 'Done', with 'Done' being highlighted with an orange circle. The dashboard itself contains several widgets:

- Top Row:** 'Your Event Drafts', 'Your Starred Resources', 'Your Starred Resource Searches', 'Your Starred Reports', 'Your Starred Events'.
- Second Row:** 'Your Starred Event Searches', 'Your Starred Location Searches'.
- Third Row (Search):** 'Quick Search' with four sub-options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'.
- Fourth Row (Location):** 'Find Available Locations' with text: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!', followed by an 'OR' link.
- Bottom Row (Tasks):** 'Tasks' with text: 'You have No Tasks on Today's Agenda'.
- Right Column (Information):** 'Your Starred Locations' (note: You do not have any Starred Locations!), 'Your Upcoming Events' (note: You are not associated with any upcoming events).