Staff Home Page

Overview

On the staff home page, there are now multiple cards which can be setup to customize the display. Just as with Preferences, these settings are user-specific, so each user can decide what arrangement works best for them.

User Permissions

There are no special permissions for this function.

Settings Options

Each user can configure elements on the page the page using the orange Settings (top left) option.

Drag and drop the desired items then select Save.

> **NOTE**: Availability is based on permissions, so all users may see more or fewer Available Cards.

Selected available cards.

- **Alerts** – Currently shows the e-Form alerts that showed in yellow above the tiles on the old page.

- **My Favorites** – Shows the same options as when the Star icon ⭐ is clicked. This card is a good replacement for the current tiles shown on the home page as it actually allows links to be added for ANY page whereas the tile selections are limited.
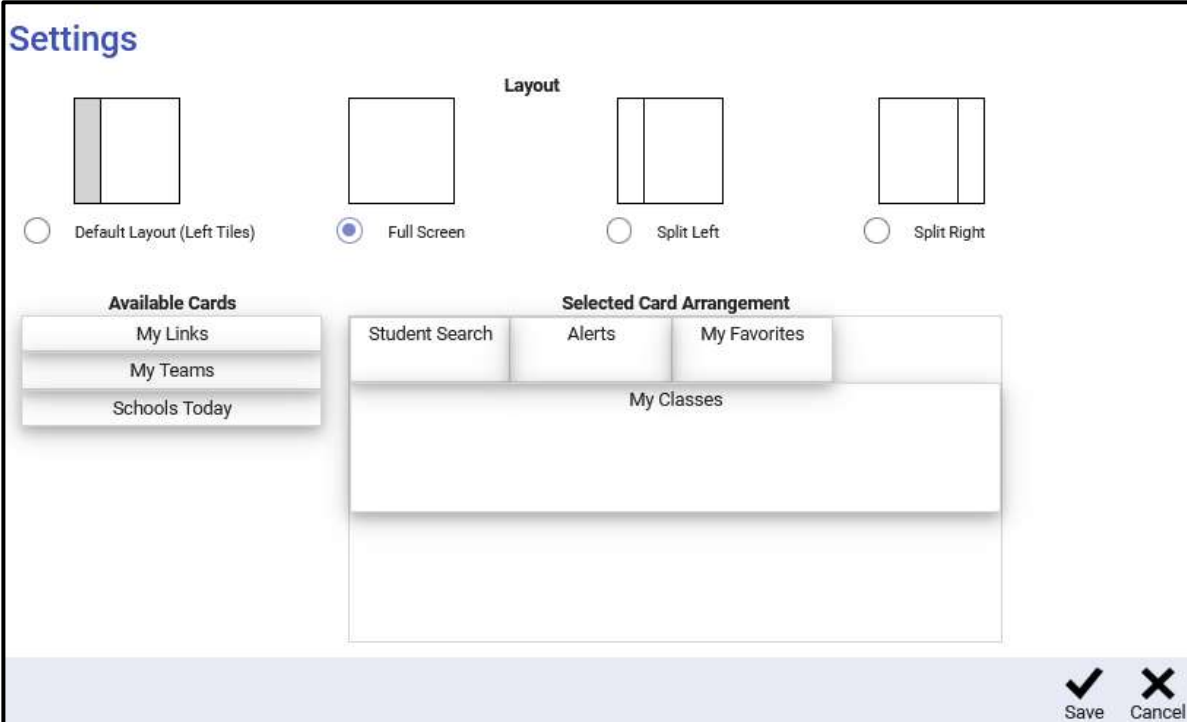
- **My Classes/Classes at My School** – Teachers see My Classes, non-teachers see Classes at My School.

- **My Links –** Shows the same options as when the Link icon 🔗 is clicked.

- **My Teams** – Lists the teams with which the user is associated; click to display the students on that team.

- **Student Search** – A quick way to access info for a student.

  - If one student matches, displays Student Summary for that student.

  - If multiple matches, the Student Search window opens, filtered to the matching kids. Select from the list and press Enter.

Arranging Cards

The Layout section at the top lets you decide how to divide your screen and the bottom area is used to decide which cards to display.

Drag cards from the Available Cards column on the left into the Selected Card Arrangement area on the right.

Rearrange the layout of the cards by dragging them up/down/left/right. To remove a card from the layout, drag it back to the Available Cards area.

When done, click **Save**.

Menu

Click the Menu icon ▦ top left of the blue bar to display the areas to which you have access. Those with more extensive access/menus can use Search to highlight areas (select the X to return to the full menu).

Preferences

In the top bar, the User/Preferences icon [JB] shows initials of person logged in and provides access to user-specific functions. Preferences allow each user to personalize how 360 works (some screens also provide the Preference icon [⚙] in the bottom bar).

Select a tab on the left to view and edit the options available. In the example below, to edit or re-order columns and buttons on the Home page, drag items from the Available columns to the Show columns (or the opposite to hide them).