Understanding the User Dashboard

**Objective**: This document explains the “My Dashboard” feature in Success Academy Online. It explains how the user interacts with the Announcements, My Courses/Events, Discussion Boards, Development Plans and the Calendar.

1. Log into Manatee County Online (MCO) using your Username and Password

2. Once logged in the main MCO menu will appear, select the “My Dashboard” menu item.

3. Your dashboard will appear as seen below. (Note: Depending on the department you are registered under, the header will reflect the department chosen.)
4. Your dashboard is made up of several sections or windows, they are:
   - Announcements
   - My Courses and Events
   - Discussion Boards
   - My Development Plans
   - My Calendar

5. The **Announcements** window is where announcements can be viewed that are posted either by your manager or MCO. MCO posts training announcements in this section that contain images you can click on to easily register for the courses associated with the announcement.

   Example: The image below is an example of an announcement you may see in the announcements section of the dashboard. Simply clicking on the image will allow you to register and launch the specified course.
Video announcements will also be available in the announcements sections to keep you abreast of upcoming online and instructor led training.

6. The **My Courses / Events** window is where courses that you are registered for are located. To launch the courses, simply click on the course title and it will direct you to the launch page for the course.

![My Courses/Events Window]

There are several icons that may appear next to the courses in this window, they are:

- **Not Started** icon denotes that the course has not been started.
- **In Progress** icon denotes that the course has been started but not completed.
- **Completed** icon appears next to courses that are completed.
- **Expired** icon appears next to courses that were not completed in a specific timeframe. Courses can be assigned to you with a defined date for completion, if you do not complete it within the given timeframe the course will expire.

7. The **Discussion Board** window is where you can join various discussion boards and post questions or replies to current topics.
By selecting the “down arrow” to drop down the list box, a list of Discussion Boards will appear.

If you are interested in joining a Discussion Board, Select one from the list and that discussion board’s window will appear:

To join the discussion board, select the “add to my watch list” next to the discussion board’s title. When you chose to add the discussion board to your watch list, you will receive emails each time someone posts to the discussion board.

To post something to the discussion board, click the “Add Post” button.

A pop up window will appear that will allow you to type in your comment. Select the “Post” button to submit your comments to the discussion board.
To post a reply to a comment that was made on the discussion board, click the words “post reply” next to the comment you would like to respond to. A reply box will appear that will allow you to type in your comment. Select the “Reply” button to reply to the post.

Note: YOU DO NOT have to join a discussion board to post replies or comments. If you post a comment or reply and you do not join the discussion board, you will not get email notification when someone replies or responds to your comment.

8. The My Development Plan window, is where development plans created for you by your manager are located. If and only if your manager creates a development plan for you will content appear in this area. (The window below shows that no development plans have been assigned.)

If your manager creates a development plan for you, the development plan would appear in this area as seen below by title, date the development plan is due and the development plans status.
To access the development plan, click on the Title of the development plan and the window will expand to show the courses associated with that development plan.

![My Development Plans](image)

To launch a course in the development plan, click the course title and the course launch page will appear. Click the “Click to Launch” button to launch the course.

Note: As noted above, you will only see a development plan in this window if your manager has created one and assigned it to you.

9. The **My Calendar** window is where you can access your personal calendar. You or your manager can add events to your calendar such as meetings and reminders.

If an item is added to your calendar, your calendar window will highlight the date of the event in various colors depending on the event.

The color codes for the calendar are:

- **Outline of the date** – Denotes the current date
- **Pink** – Denotes a personal item
Blue – Denotes a registered event

Orange – Denotes an expiring course

Green – Denotes an admin alert

Brown – Denotes multiple items occur on that date

If you click on a date that has been color coded, the My Calendar window will display details about the event.
To return to the standard My Calendar view, click the “Back” button.

You can also add events to your personal calendar. At the bottom of the My Calendar window is the New Calendar Item area. Enter in the required information as seen below, and click the “Add item” to add the event to your calendar.