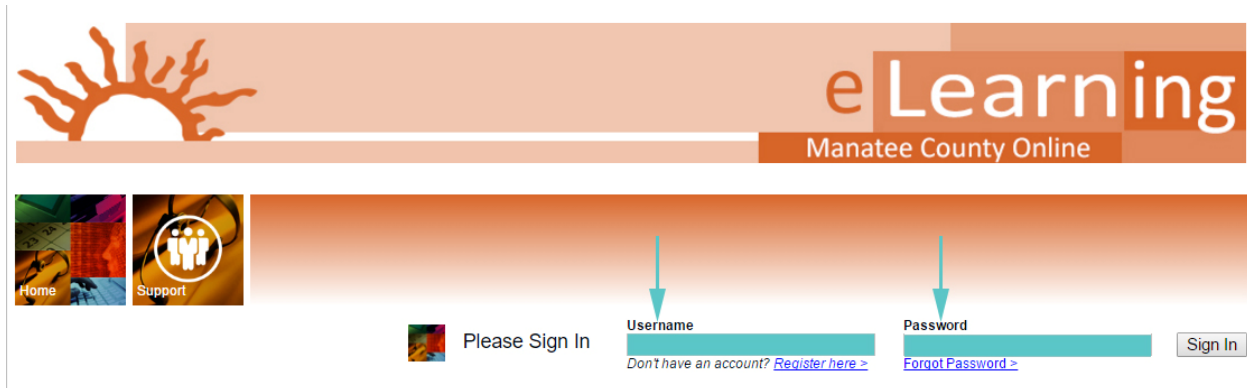


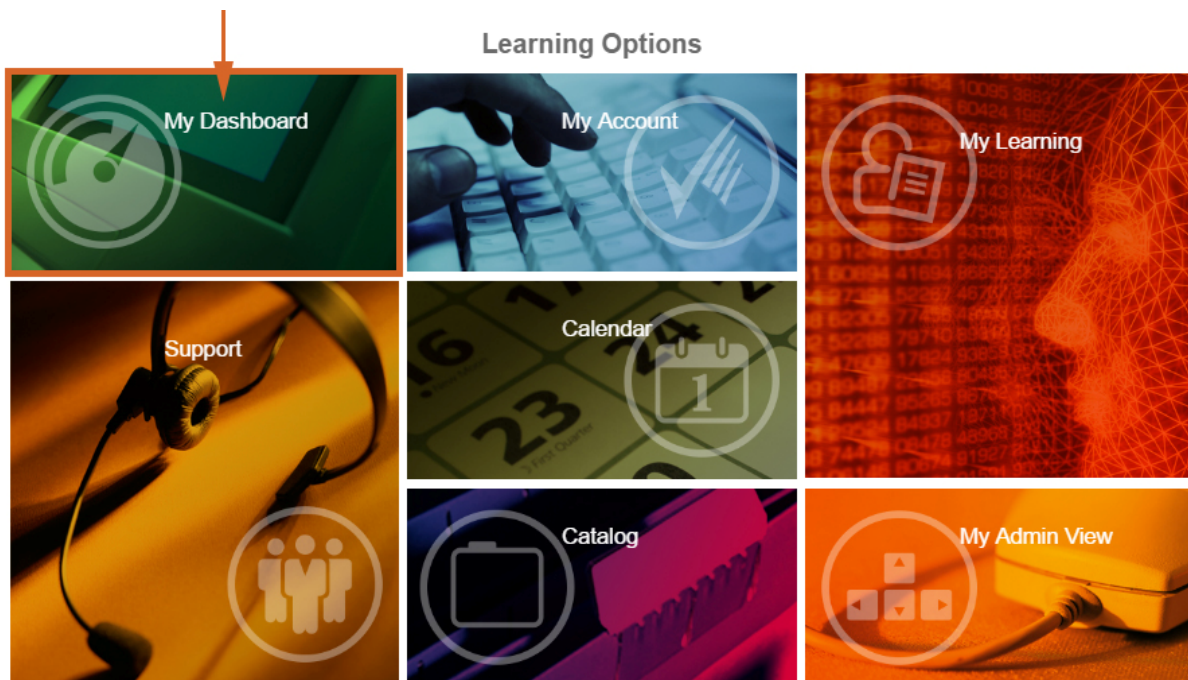
Understanding the User Dashboard

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.

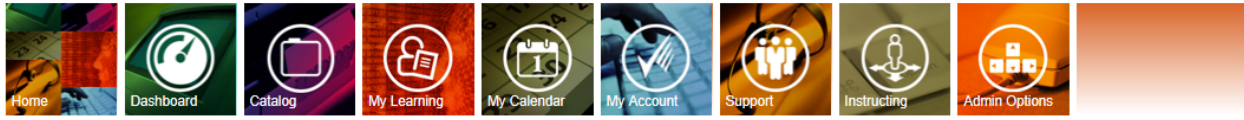
1. Log into Manatee County Online (MCO) using your Username and Password



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.)



Learning Leaders: ★ = 250 points ★ = 125 points ★ = 25 points
 Points awarded by successfully completing learning with associated point values.



Overall Top 3:	Kevin Goncalo
Top 3 YTD 2017:	Kevin Goncalo
My Performance:	Overall YTD 2017

[Message Center](#)

[Edit My Public Profile](#)

[Save Settings](#)

Announcements:

Step Back

Discussion Boards:

There are no topics to select from at this time.

[Add New Forum](#)

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

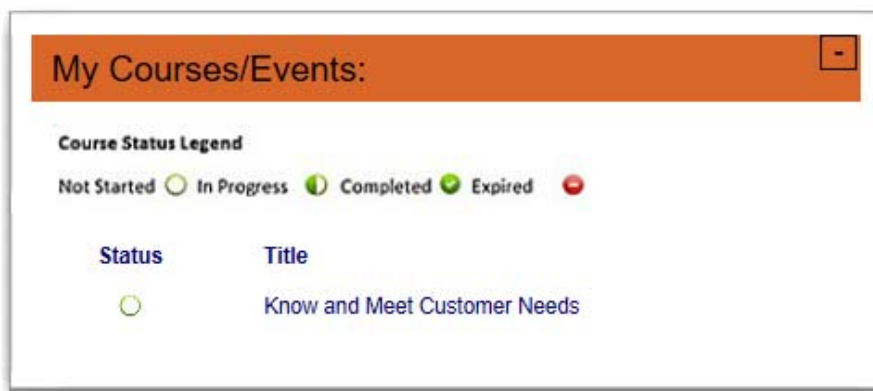
5. The **Announcements** window is where announcements can be viewed that are posted either by your manager or MCO. MCO posts training announcements in this section that contain images you can click on to easily register for the courses associated with the announcement.

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.



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



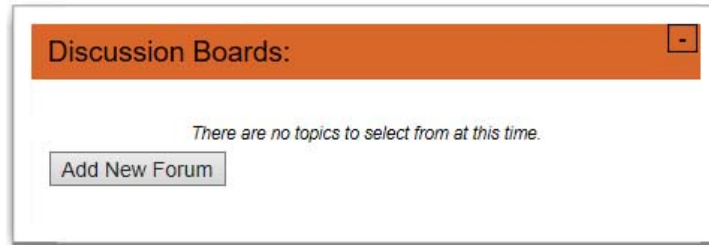
The Not Started icon denotes that the course has not been started.

The In Progress icon denotes that the course has been started but not completed.

The Completed icon appears next to courses that are completed.

The 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.

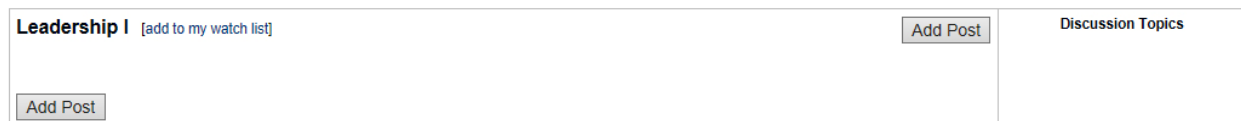
7. The **Discussion Board** window is where you can join various discussion boards and post questions or replies to current topics.



By selecting the “down arrow” to drop down the list box, a list of Discussion Boards will appear.



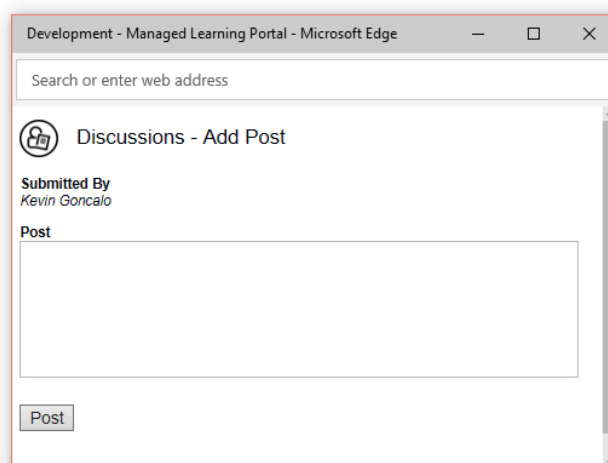
If you are interested in joining a Discussion Board, Select one from the list and that discussion board’s window will appear:



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.

The screenshot shows a discussion board post in a window titled "Leadership I" with a link to "add to my watch list" and an "Add Post" button. The post is by Kevin Goncalo, dated 3/28/2017 6:01:47 AM, with a "post reply" link and a "View Profile" link. The comment text is "Online learning is a great way to access what I need 24/7". Below the post is a "Submitted By" section with the name "Kevin Goncalo". A "Reply" section contains a text input box and a "Reply" button. At the bottom of the window is another "Add Post" button. To the right of the post area is a "Discussion Topics" sidebar.

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.

- 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.)

The screenshot shows a window titled "My Development Plans:" with a minus sign in the top right corner. Below the title bar, the text reads: "You do not have access to any dev plans, development plans must be assigned by your supervisor."

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.

The screenshot shows a window titled "My Development Plans:" with a minus sign in the top right corner. Below the title bar, there is a table with the following data:

Development Plan - Click on Plan Title to View	Due Date	Status
Leadership Development Plan	4/30/2017	In Progress

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:

Plan Name: Leadership Development Plan
Completion Date: 4/30/2017
Completion Status: In Progress

Click on the item title below to launch a course or event.

Plan Item	Due Date	Status	Comments	Contact Admin
Be a Powerful and Inspirational Role Model	4/15/2017	Not Started	--	Send Email
Know and Meet Customer Needs	4/30/2017	Not Started	--	Send Email

<< Back

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.



Launch Learning Item

The learning will load in a separate window when you click the "Click to Launch" button.

If it does not load, you may need to disable your pop-up blockers.
Site is mobile compatible and compatible with all modern browsers.
If you need assistance, please click the "Support" button at the top.

5.0 ★★★★★

[Add Your Rating](#)

share



Click to Launch

Return to My Learning

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

My Calendar:

 My Calendar

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Key
Outline - Current Date
Pink - Personal Item
Blue - Registered Event
Orange - Expiring Course
Green - Admin Alert
Brown - Multiple Items

UPCOMING ITEMS:
I see ACE
4/7/2017

New Calendar Item:

Title:

Detail:

Dates: Start Month Start Day Start Year
End Month End Day End Year

Start:

End:

If you click on a date that has been color coded, the My Calendar window will display details about the event.

My Calendar:

4/7/2017

I see ACE
This is the third of four onboarding program phases that will provide individual cohorts the opportunity to engage in interactive activities that emphasizes ACE principles, and develop a spirit of comradery through shared experiences. The objective is for our organization to retrieve valuable input from the new hires' onboarding experience to date, while providing them a deeper understanding of Manatee County Government and their role in the organization.

Location: Emergency Operations Center
Dates: 04/07/2017 - 04/07/2017
Time: 12:00 p.m. - 4:30 p.m.

[<< Back](#)

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.