HOW TO NAVIGATE YOUR DASHBOARD

Click on the dashboard button at the top right side of any screen on the ALC. All the dashboard navigation happens on a sidebar on the left side of the screen.

MY NOTIFICATIONS
The dashboard always opens up to the "My Notifications" screen when the dashboard button is clicked. You will see notifications of activities that are pertinent to you.

MY CEU REQUESTS – MANAGING CEU REQUESTS
This is where both incoming and outgoing CEU requests are monitored and managed. You can view open and closed CEU requests from this screen.
- **Incoming and Outgoing CEU Requests:**
    - o To navigate between incoming and outgoing, click the drop down menu and select either incoming or outgoing. From this screen you can manage your CEU's or your user's CEU's
    - o Click on any CEU request that is visible
    - o Edit any CEU Request
    - o Leave a Comment
    - o Approve or Deny a request
- **Open and Closed CEU Requests:**
    - o To navigate between open and closed CEU requests, click the drop down menu and select either open or closed. From this screen you can see open CEU's that need to be managed, or closed CEU's that have already been managed

MY COURSES
In this section you will see the courses you are currently taking or have completed. You can Unenroll or Continue taking a course.

MY PORTFOLIO
This area of the dashboard is for viewing or sharing your portfolio by year and/or role.

HOW TO MANAGE USERS

Conference Superintendents and Associate Superintendents have the same functions in their dashboards. They are "Managing Users" and can manage the groups they supervise in their Conference. If you a Managing User to any group, that person will be set up to manage that group in totality.
- **On the sidebar of your dashboard, click on "Users". You will see all the entities that you supervise.**
- **To Navigate the Manage Users Hierarchy:**
    - o Click on an entity. The right side of the screen will reveal the users on within that entity. It will also reveal the lower organizations in the hierarchy
    - o Click on any entity to view the users at any level of the hierarchy

HOW TO MANAGE USERS (contd.)

- **New or Transferring Teachers to Your Territory:**
    - o When a teacher that does not have a AE Dashboard account transfers to or is hired in your territory, you will get a notification requesting for them to join a specific organization
    - o You can either approve or deny this request
    - o If approved, the teacher will be added to that organization and you will be able to view his or her portfolio
- **To Add a User:**
    - o Navigate to the "Users" screen from your dashboard sidebar
    - o Click the "Add User" button
    - o Search for any particular user that already exists in the system and click the "Confirm" button
- **To View a Teacher's Portfolio:**
    - o Navigate to the "Users" screen from your dashboard sidebar
    - o Here you can see an overview of all the teachers in your territory
    - o For a detailed view of a teacher's completed CEUs, click on the name of the teacher you wish to see
    - o Click the "Portfolio" tab
    - o Select a certain year to view from the drop-down menu or view all of that person's CEU items
- **To View Employment:**
    - o For teachers employed within the NAD, all account settings and place of employment must be edited in AE Dashboard
- **To Approve or Deny a CEU Request:**
    - o Navigate to the "My CEU Requests" screen from your dashboard sidebar
    - o View the list of teachers that have submitted CEU requests
    - o Click on a teacher's name to read their request and answers to reflection questions.
    - o Click either the "Approve" or "Deny" button. If the CEU is denied, you may write a message indicating why