

MODIFYING YOUR DASHBOARD

[The Orange Grove repository](#) includes a customizable dashboard feature. The dashboard is your personal homepage for the repository and includes onscreen tools called *portlets*. These are sometimes referred to as widgets or gadgets in other web based services such as iGoogle. As a Florida higher education faculty, administrator or staff member with contribution permission, you can create, reorder, minimize and delete a variety of portlet types to suit your needs. **Note:** The portlets for Guests are predefined and cannot be modified.

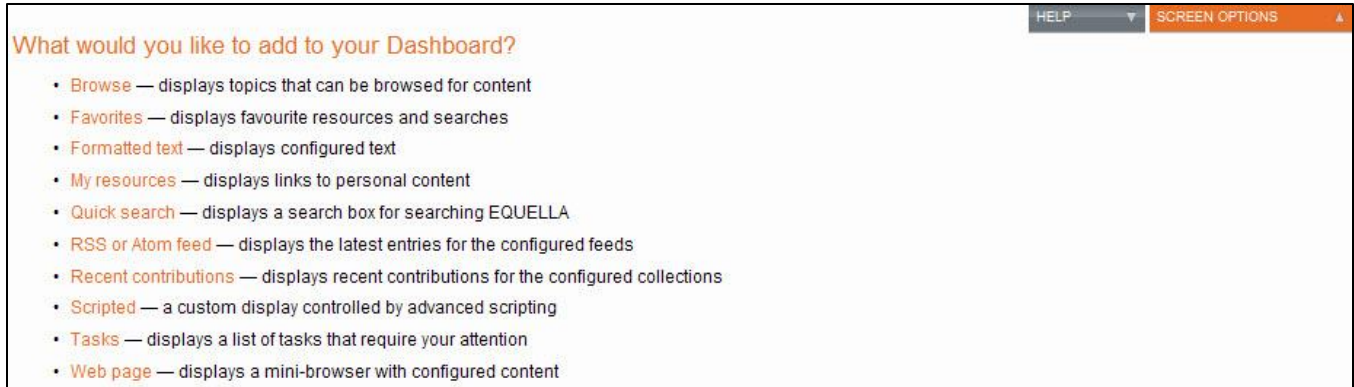
Adding a Portlet

1. On the *Dashboard* page, click the SCREEN OPTIONS button on the Dashboard page displays a list of portlets that can be added to the Dashboard page including: Browse, Favorites, Formatted text, Recent contribution, My resources, RSS feed, Tasks, and Web page.


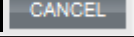
The screenshot shows the dashboard interface for The Orange Grove repository. At the top right, there are links for 'OG_USER | PROFILE | LOG OUT'. Below the header, there is a 'HELP' button and a 'SCREEN OPTIONS' button, which is highlighted with a red box and a red arrow pointing to it. The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links for Dashboard, Favorites, Advanced search, My resources, Contribute, Browse Collections..., Browse Higher Education Resources..., Browse K-12 Resources, and Browse Harvested Resources...
- Main Content Area:**
 - The Orange Grove:** A section with a green header containing introductory text about the repository and a list of 'Collections Open to All Users' (Orange Grove, Open Textbooks, Harvested Resources).
 - Quick search:** A search bar with a magnifying glass icon.
 - Using & Authoring Open Textbooks:** A section with text about compiling a database of open textbook authors and a link to an 'Adopting an Open Textbook form'.
 - Tutorials:** A section with a green header and a link to 'What's New In The Orange Grove'.
 - Recent Contributions:** A section with a green header.

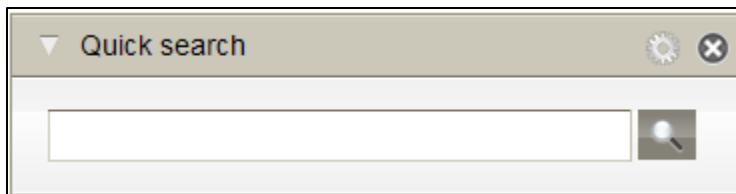
- Click on the name of the **portlet type** you wish to add. The *Create a new portlet* dialog box opens.






- In the *Create a new portlet* dialog box, enter the configuration details specified. The configuration details will vary depending on the type of portlet type you select.

- Click the **Save button**   to submit and display the portlet on the Dashboard page or **Cancel** to exit without saving your changes.

Working with Portlets



- Moving a Portlet.** On the *Dashboard* page, a portlet can be moved to by **dragging** the portlet title bar to a new location. Press and hold down, the button on the mouse. Drag the portlet to the desired location and release the mouse button.
- Show/Hide a Portlet.** Click the portlet  toggle button to show or hide a portlet.
- Edit a Portlet.** On the portlet you wish to edit, click the  **Edit icon** to open the portlet for editing.
- Delete a Portlet.** Click the  **Delete icon** to permanently remove the portlet from your Dashboard.

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