

# Student Dashboard

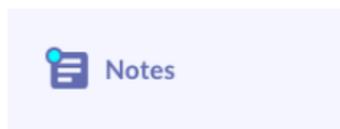
There are five main parts to the Student Dashboard in MaiaLearning.

Date	Type	Start Time	Actions
<b>Tue, 01 Feb 2022</b>			
Intelligences	Career		...
Auburn University Regular Admission Application	Applications		
1Test	Survey		Start >
<b>Fri, 04 Feb 2022</b>			
Revise Journal #4	College		...

## 1) Left-side menu

Use the left-side menu to go to different pages in your MaiaLearning account. **Some menu options may be different for your school.**

- **Dashboard** - return to the main dashboard.
- **Character** - take assessments to learn about yourself and possible career choices
- **Academics** - manage your academic plan, view test scores
- **Universities** - search for colleges and universities, build your Considering/Applying List, and more
- **Events** - view upcoming college/university visits, webinars, and/or virtual fairs
- **Portfolio** - build a portfolio with Goals, Journals, and/or Galleries. Add Experiences to build a custom Resume
- **MaiaDrive** - store and share files. View files shared with you.
- **Notes** - view notes your counselor has added for you. A blue icon means there is a new, unread, note.



- **Resources** - view information posted by your school. Find college and career exploration guides on the MaiaLearning Resources page

## 2) Top-most menu

Your Calendar, Message Center and Profile links are at the top right of the page. The Sign Out button is in the far right corner. Remember to sign out after using MaiaLearning, especially when using a shared computer.



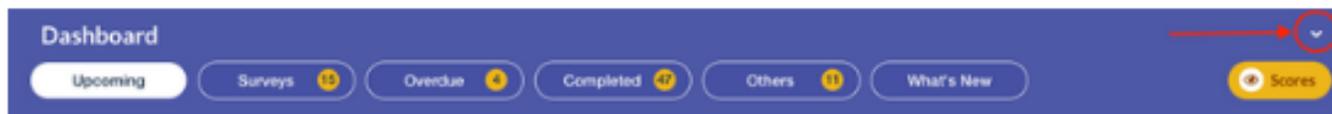
- **Calendar** - view upcoming events and appointments. Schedule office hours (if enabled for your school)
- **Messages** - send messages to school staff and/or your family connections
- **Profile** - view/edit your profile information. Opt in to receive text messages (if enabled for your school). Link your Common App account to MaiaLearning (if enabled for your school).

## 3) Dashboard summary, categories, and Scores

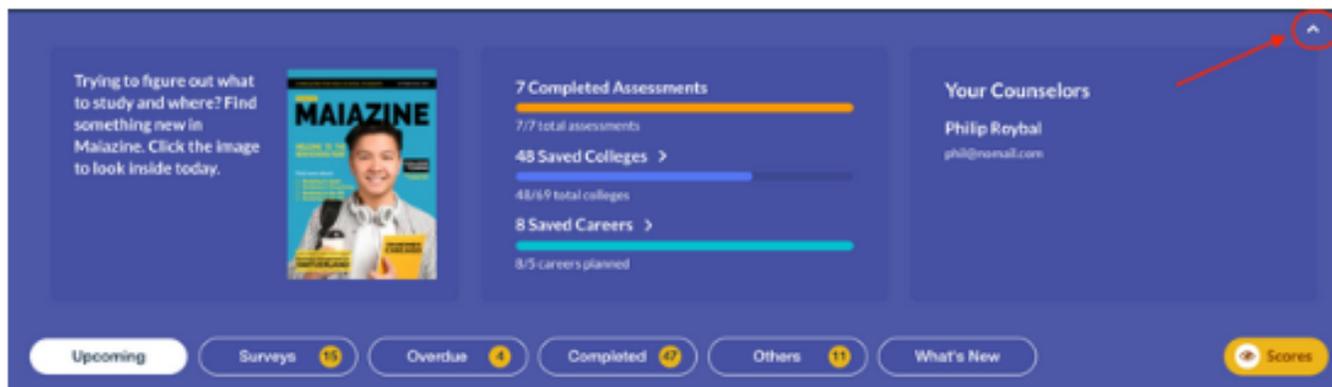
### Dashboard Summary

Click the arrow at the top right of the dashboard (above Scores) to view your assigned counselor, a summary of your activities in MaiaLearning, and the latest issue of MaiaZine. Click the arrow again to collapse the view.

### *Default view*

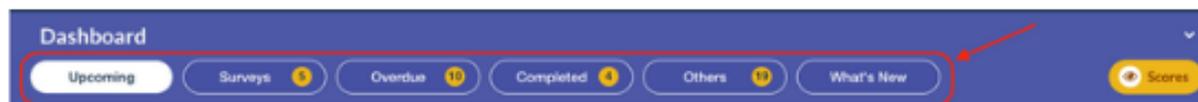


### *Expanded view*



## Assignment Categories

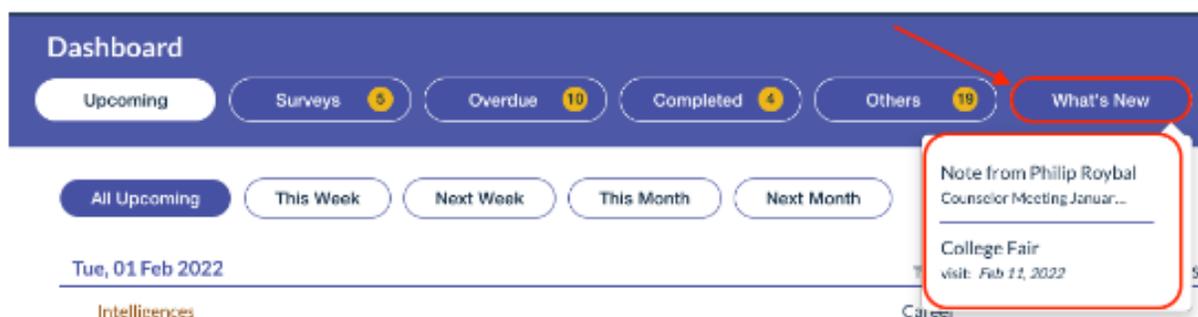
Assignments fall into 5 categories (tabs):



- **Upcoming** - shows assignments that have not yet been completed. Assignments are listed in chronological order (earliest due dates listed first). Assignments without a due date will be listed at the bottom of this list.
- **Surveys** - all surveys that have been assigned to you. Click **Start** or **Continue** to respond to the survey. Surveys that show **View** have been finalized. You can view your responses but will no longer be able to edit.
- **Overdue** - required assignments with a due date in the past that you did not complete
- **Completed** - assignments marked as complete by you or by school staff
- **Others** - assignments without a due date

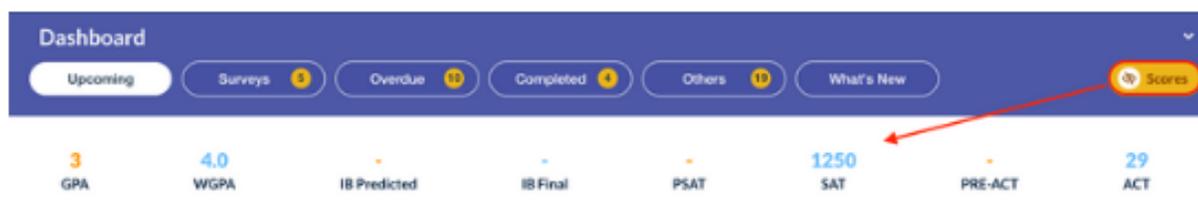
The yellow circle shows how many assignments are in that category. Click a tab to view the list of assignments in that category.

Click **What's New** to see recent changes in your account, such as new notes or recently added visits. Click it again to close the pop-up.



## Scores

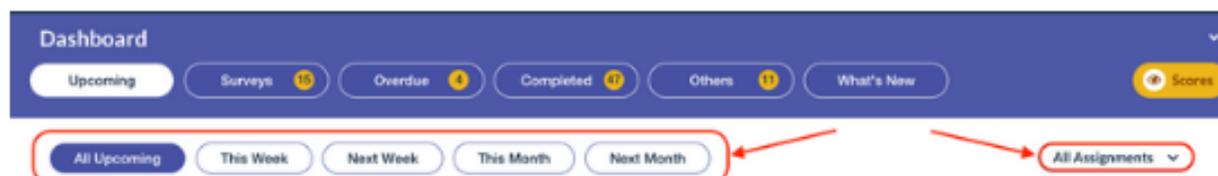
Click **Scores** to see your GPA and Test Scores (if enabled by your school). Click the button again to hide the scores from view.



## 4) Assignment filters

When the **Upcoming** tab is selected, you will see another row of tabs to filter by due date. The default shows **All Upcoming** assignments. Click on the tabs to see only assignments due this week, next week, this month, or next month.

Click "All Assignments" at the top right to filter by assignment or event type.



## 5) Assignment list

This section lists all your activities and tasks based on the filters you selected. Click on the assignment title to view the description. In the detail view, you can use the links to get to an activity or resource, and upload a file if applicable. Click "Complete" when you have finished the activity listed in the description.

### Example detail view

#### Revise Journal #4

✕

Revise [Journal #2](#) (Personal Statement outline) to include the feedback from Friday's Personal Statement workshop.

Due Date  
Feb 4, 2022

You can attach a file to this activity. [Click here to upload](#)

Close

Complete



You can also click the three dots in the **Actions** column to the right of an assignment. Use the drop-down to view the description, write a response, upload a file, or mark the activity as complete. Uploading a file to your dashboard will also add it to your MaiaDrive.

Sat, 12 Mar 2022	Type	Start Time	Actions
Enter Scholarship applications and results in Scholarships	Financial Aid		*** View Write Upload File Complete
Sun, 29 May 2022	Type	Start Time	
Accept and/or decline financial aid awards	Financial Aid		