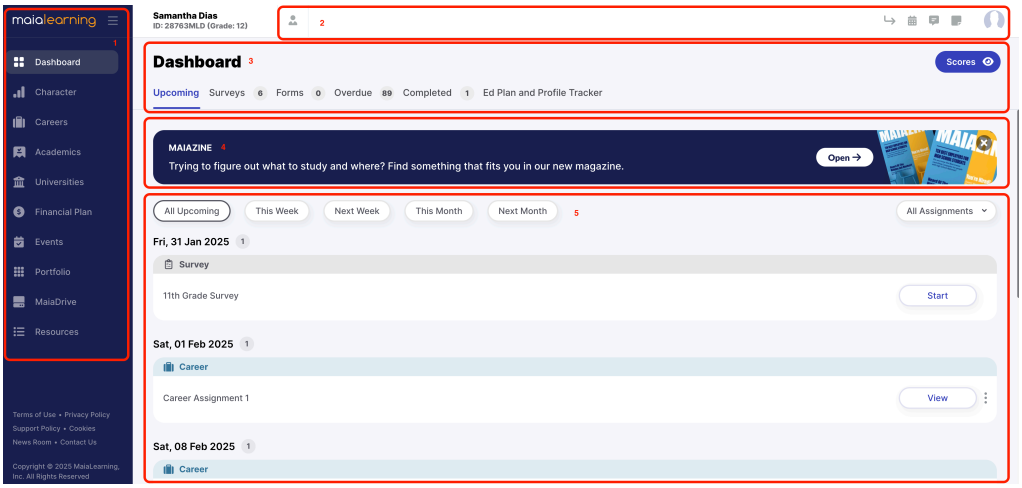
Student Dashboard Overview

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



Jump to.....

- 1) Left-side menu
- 2) Top-most menu
- 3) Dashboard summary, categories, and Scores
  - Dashboard Summary
  - Assignment Categories
  - Scores
- 4) MAIAZINE
- 5) Assignment filters
- 6) Assignment list

1) Left-side menu

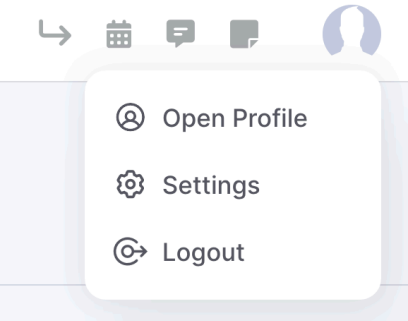
Use the left-side menu to go to different pages in your MaiaLearning account. **Some menu options may be different for your school.**

- **Dashboard** - return to the main dashboard.
- **Character** - take assessments to learn about yourself and possible career choices
- **Careers** - manage your career search, list and plan
- **Academics** - manage your academic plan, view test scores
- **Universities** - search for colleges and universities, build your Considering/Applying List, and more
- **Financial Plan** - compare universities from considering/applying list (if the information is available) or add one to compare the cost of attendance.
- **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.
- **Resources** - view information posted by your school. Find college and career exploration guides on the MaiaLearning Resources page

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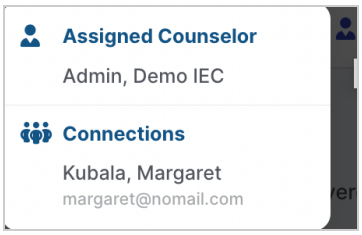
2) Top-most menu

Your Calendar, Message Center, Notes and Profile links are at the top right of the page. The **Logout** button is in the dropdown menu from your profile picture. 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
- **Notes** - view notes your counselor has added for you
- **Profile** - view/edit your profile information. View your assigned counselor. Opt in to receive text messages (if enabled for your school). Link your Common App account to MaiaLearning (if enabled for your school).

On the top left next to the students name, you will see the **Connections** icon which shows assigned counselors and parent information



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3) Dashboard summary, categories, and Scores

Dashboard Summary

This shows a quick glance of upcoming, overdue, completed assignments and surveys as well as your test scores.

Assignment Categories

Assignments fall into 4 categories (tabs):

- **Upcoming -** shows assignments that have not yet been completed. Assignments are listed in chronological order (earliest due dates listed first).
- **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

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



Scores

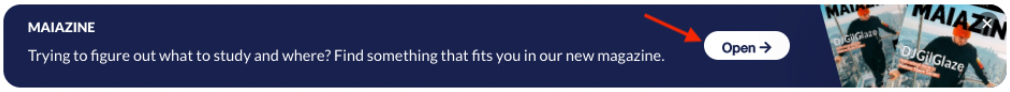
Click **Scores** to see your GPA and Test Scores (if enabled by your school). Click the button again to hide the scores from view.



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4) MAIAZINE

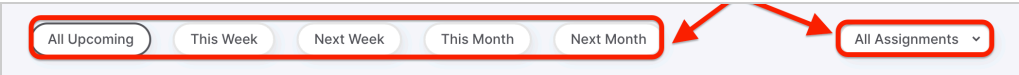
Click on **Open** to view the latest issue of MAIAZINE



5) Assignment filters

In Dashboard 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.

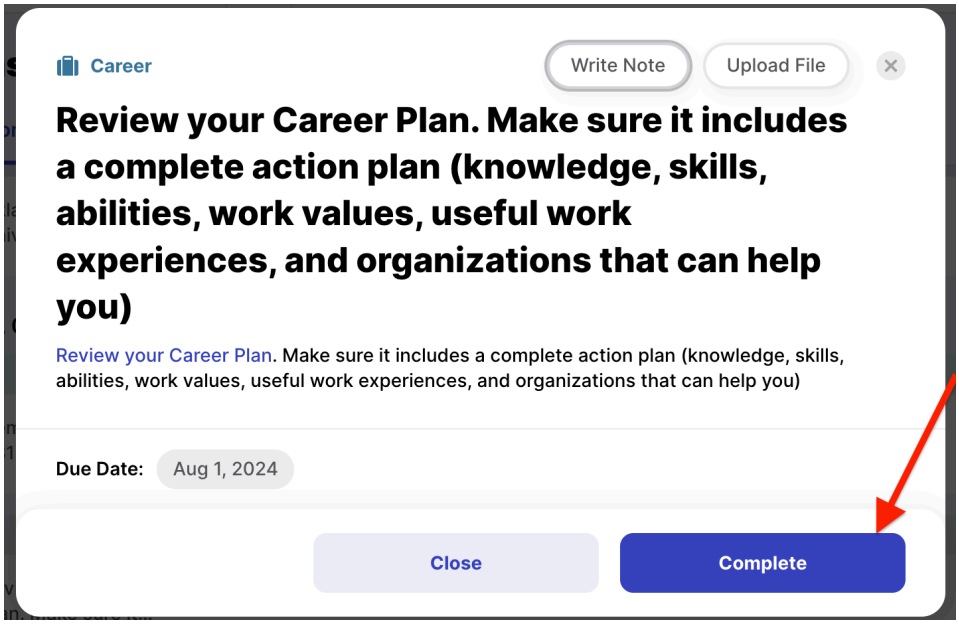
Click "All Assignments" at the top right to filter by assignment or event type.



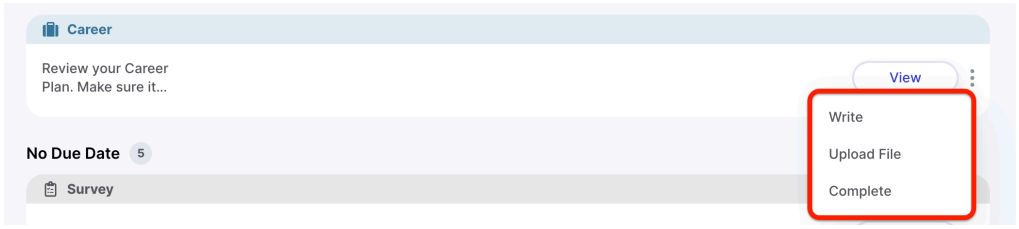
6) Assignment List

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



You can also click the three dots in the **Actions** column to the right of an assignment. Use the drop-down to 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.



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Questions? Contact us at support@maialearning.com