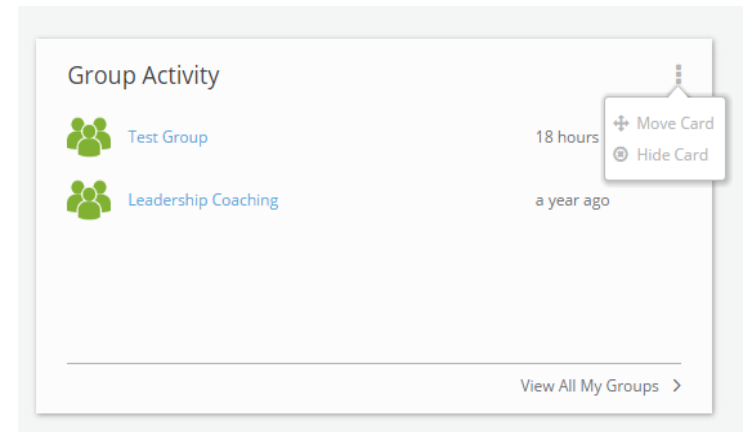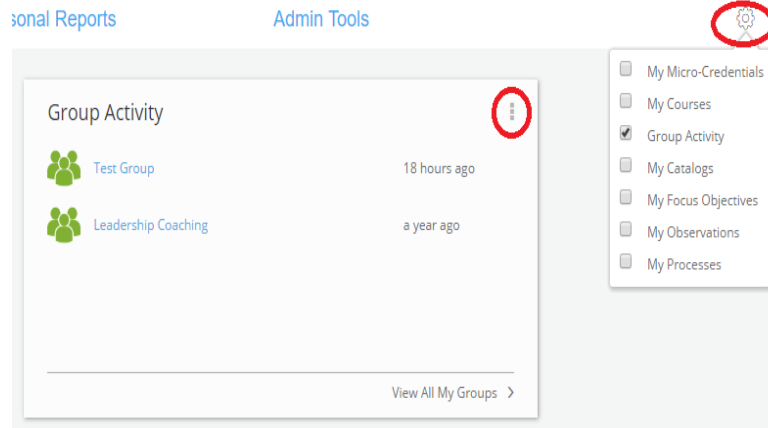# Configuring Your Edivate Dashboard and Profile

Configuring the Edivate Dashboard

Prerequisite: From Professional Learning Zone (PLZ), single sign on into Edivate using the icon below.

1. Using the three dots or the settings wheel, hide or uncheck the following cards: My Micro-Credentials, My Courses, My Catalogs, My Focus Objectives, My Observations, My Processes

2. Move the Groups Activity card to the desired location on the page by clicking on the three dots and selecting Move Card
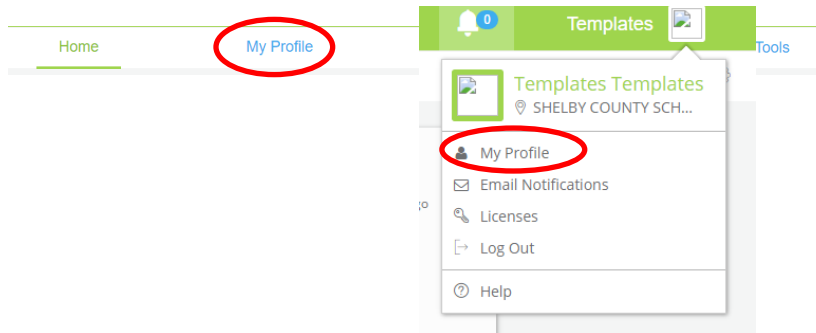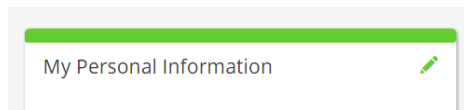
Configuring Your Edivate Dashboard and Profile

Completing your Edivate Profile

1. Access your profile through the My Profile link or by clicking the profile icon in the top right hand corner, and selecting My Profile

3. Inside *My Personal Information*, you can include a profile picture and include your Bio information. **DO NOT EDIT your email address or your password.**

4. When completing your *Background,* define your role (more than one can be selected), grade level and subject areas taught or facilitated.

5. Adding in *Interests,* begin to type the first few characters of your educational interests. A list of available interests to select from will populate. Add as many interests you would like.

2. To edit Profile areas click the pencil icon