

## **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

sonal Reports	Admin Tools	
Group Activity          Group Activity         Image: Control of the second seco	18 hours ago a year ago	<ul> <li>My Micro-Credentials</li> <li>My Courses</li> <li>Group Activity</li> <li>My Catalogs</li> <li>My Focus Objectives</li> <li>My Observations</li> <li>My Processes</li> </ul>
	View All My Groups >	

2. Move the Groups Activity card to the desired location on the page by clicking on the three dots and selecting Move Card

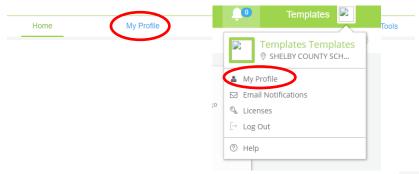
Group Activity	
Test Group	18 hours 🕀 Move Car B Hide Card
Leadership Coaching	a year ago
	View All My Groups >



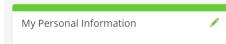
## **Configuring Your Edivate Dashboard and Profile**

## **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



2. To edit Profile areas click the pencil icon



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.

My Personal Information	My Interests Classroom Management Personalized Learning ELL	
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Name		
Templates	My Background	
District/State		
SHELBY COUNTY SCHOOL DISTRICT, TN	🛊 My Roles	
Email		
templates@scsk12.org	District Administrator	
Bio	🏰 Grades I Teach	
Enter a short bio here		_
Change Password	Subjects I Teach	_
Cancel Save	ELA	