

Delivered Dashboard Components

The **Activities** or tasks may be automated, such as an email notification or an activity may be an action assigned to an individual for follow-up, such as ‘Call Student One Week Before Classes.’

Tasks display in the **My Activities** list.

To access the Case Management Dashboard

1. Select **Case Managers** from the File (main) menu.
2. Select **Dashboards**.

To find a specific student record

1. From the **Case Management Dashboard**, enter the name or partial name of the student you want to find in the **Search for records** field.
2. Press **Enter** on your keyboard or click the **Search** icon.

To view a student record

1. From the **Case Management Dashboard**, click on the name of the student whose record you want to view.

To view an activity

1. From the **Case Management Dashboard**, scroll down to **Activities** (not shown).
2. Click on the activity you want to view.