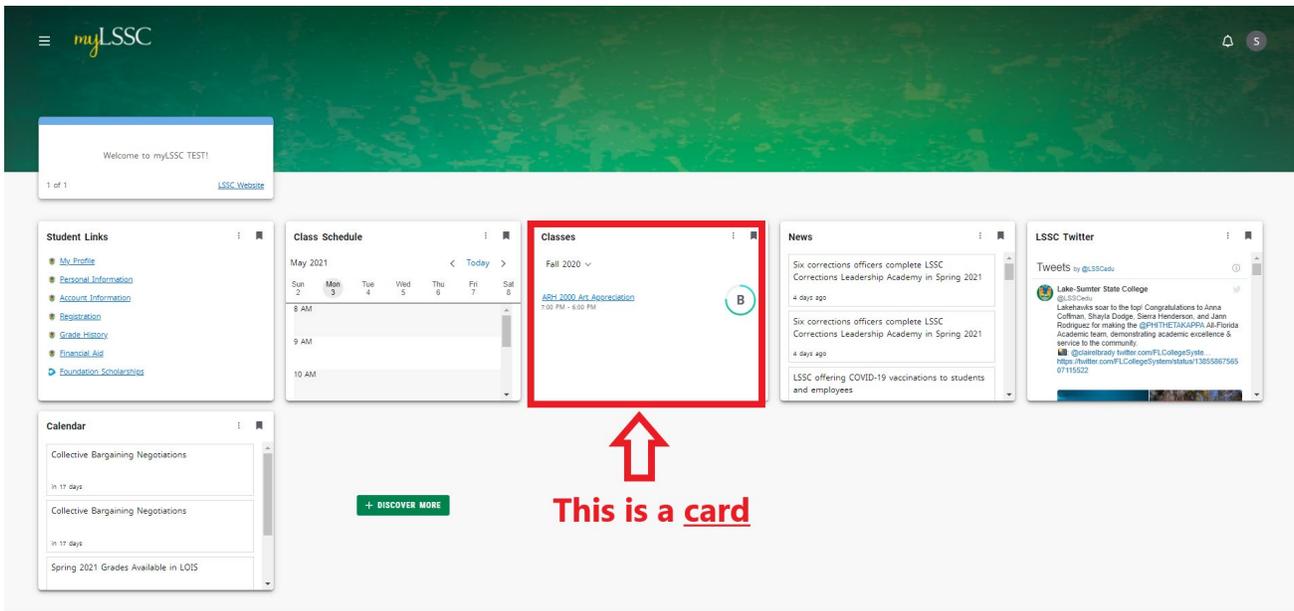




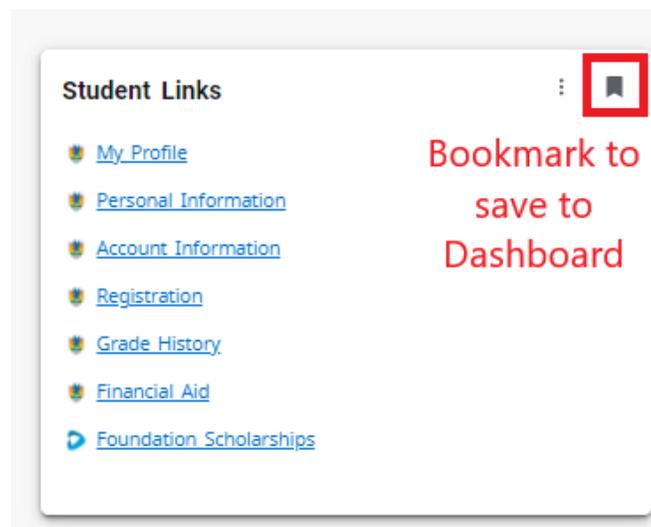
This guide will explain what cards are and walk you through the steps to add, remove, and rearrange cards on your dashboard within your myLSSC account.

Step 1: Understand the Dashboard

- After you access myLSSC (instructions on how to do this can be viewed on our guide & video), you will be taken to your **myLSSC Dashboard**.
- The myLSSC Dashboard is composed of cards. These cards contain links, widgets, or online tools.
- Add, remove, and rearrange your Dashboard to make it work for you.

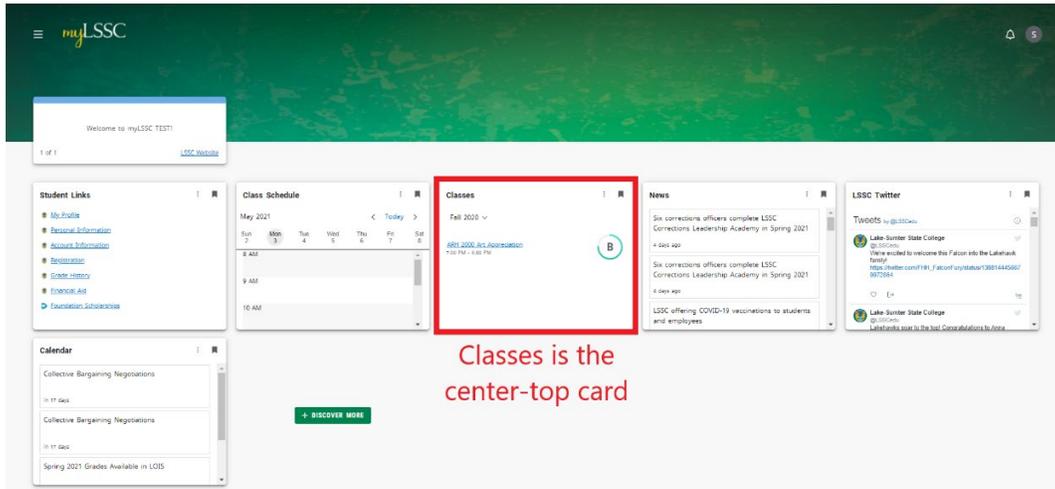


- Each card has a little bookmark icon in the upper right-hand corner, this is to show what cards are “saved” to your Dashboard.
 - If you unclick it, it will remove the card from your Dashboard.
 - *Note: Don't worry, these cards can be found and put back if you mistakenly click it!*

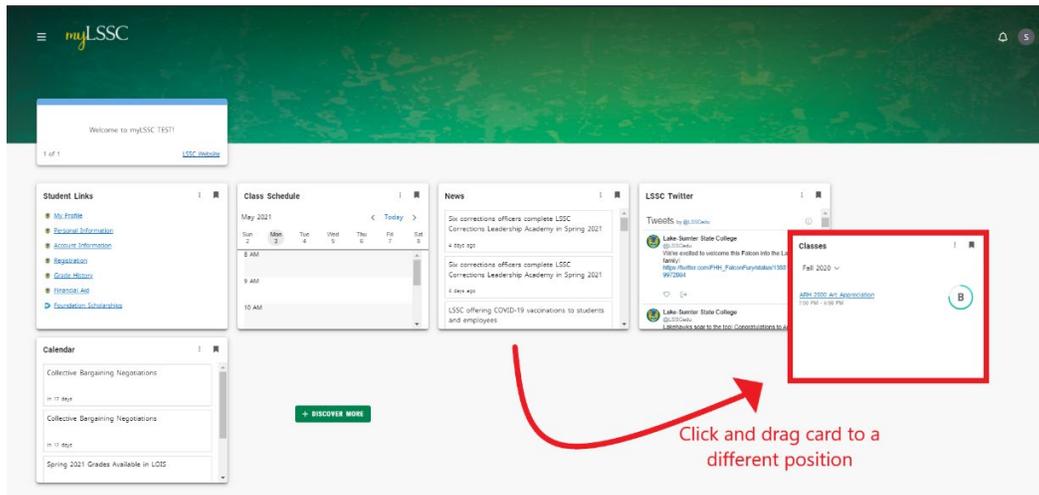


Step 2: Rearrange Cards

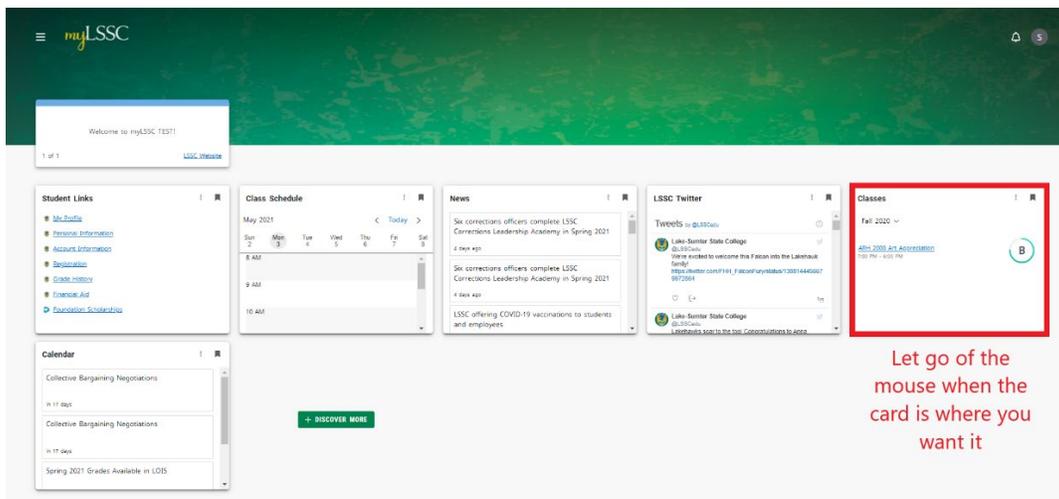
- To rearrange your cards
 - Click and hold the top of the card you want to move



- Move your computer mouse to drag the card to a different position

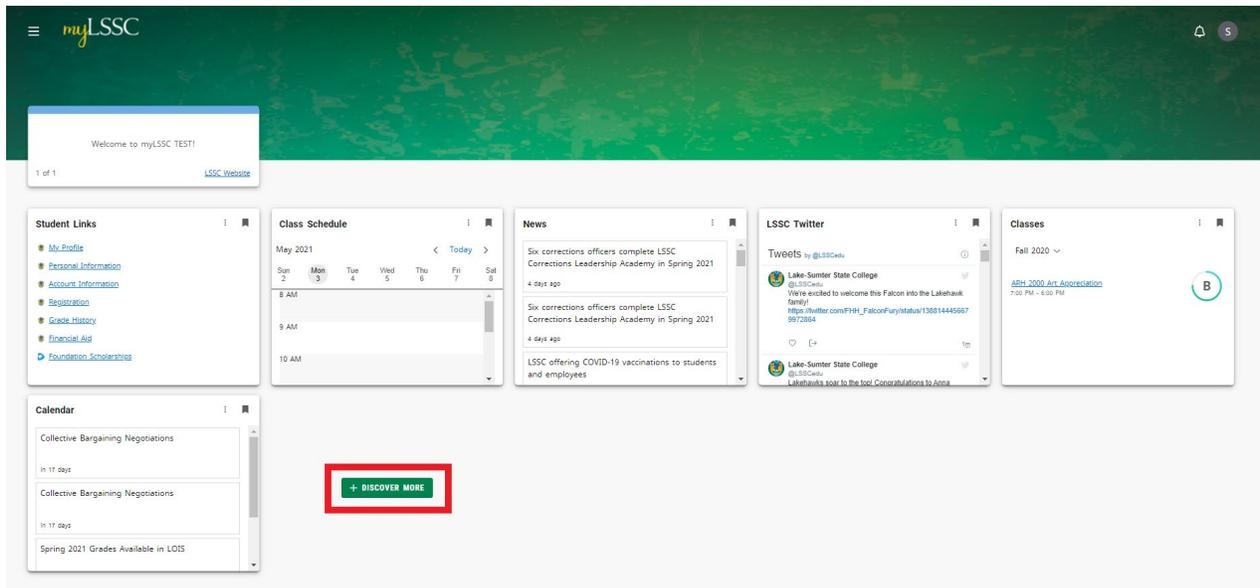


- When you move the card to where you want it, stop clicking the mouse to drop the card into position

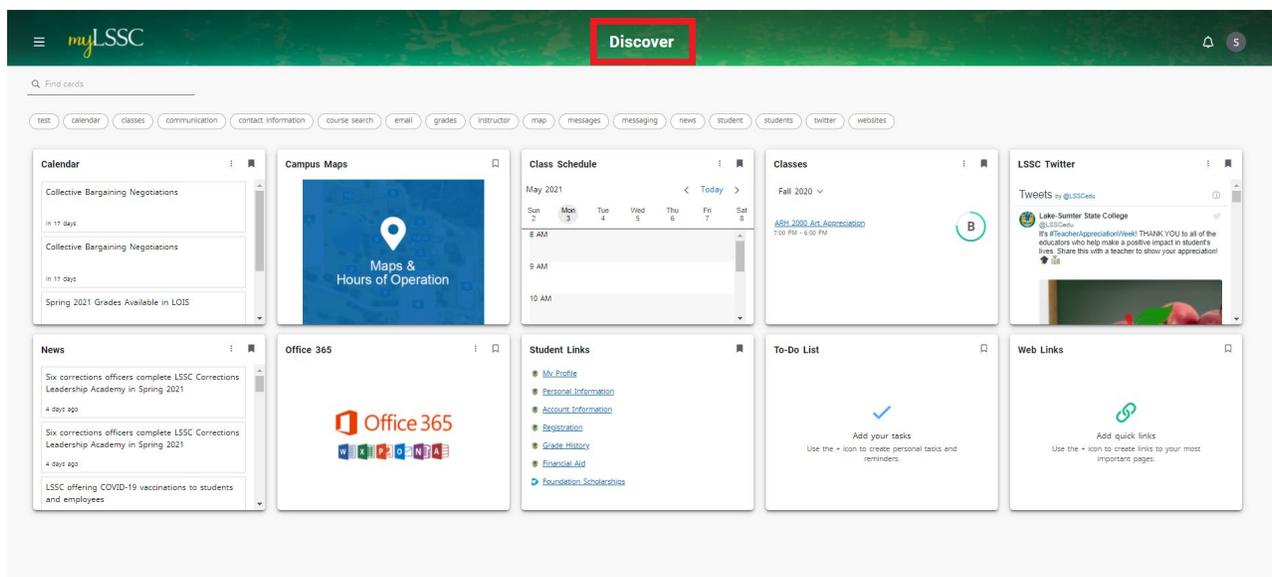


Step 3: Locate the Discover Page

- Click the green **Discover More** button near the bottom of the Dashboard.

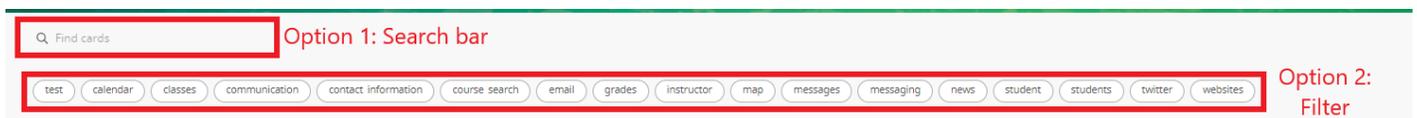


- This will open the **Discover** page which contains all cards that you have access to view and use.



Step 4: Search and Filter Cards

- Once you are on the **Discover page**, you can search and filter the cards to make it easier to locate what you need.
- Option 1:** Use the search bar to type the name of the specific card.
- Option 2:** Use the filter options at the top of the **Discover page** to focus the type of cards you are viewing. Click the different topics to only show the related cards.



Step 5: Adding and Removing Cards

- Once you are on the Discover page, a screen will open that contains various other cards that can be useful to you depending on your needs.
 - You will have the option to add or remove any of them to your Dashboard by clicking the bookmark icon in the upper right-hand corner of the card.
 - When the icon is shaded in, it is saved to your Dashboard.
 - When the icon is hollow, it is **not** saved to your Dashboard.
 - Click the bookmark icon to either add or remove a card from your Dashboard.
 - Reminder: You can also remove cards using the same bookmark icon directly on the Dashboard.*

The screenshot shows the myLSSC Discover page with a grid of dashboard cards. The 'News' card (bottom left) and 'To-Do List' card (middle right) have shaded bookmark icons in their top right corners, with a red box around each icon and the text 'Saved to your Dashboard' below. The 'Class Schedule' card (middle left) and 'Web Links' card (bottom right) have hollow bookmark icons, with a red box around each icon and the text 'NOT saved to your Dashboard' below. Other cards include 'Calendar', 'Campus Maps', 'Office 365', 'Student Links', and 'LSSC Twitter'.

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Step 6: Navigate Back to Dashboard

- To leave the **Discover page** and go back to your **Dashboard**, just click the myLSSC logo located in the upper left-hand corner of the page.

The screenshot shows the myLSSC Discover page. The myLSSC logo in the top left corner of the green header bar is highlighted with a red box. The rest of the page content is identical to the previous screenshot, showing the grid of dashboard cards.