



**BlueVIEW** provides access to a wide range of information and services tailored to your particular needs, information and preferences. It provides Single Sign-on for other web-based applications like Blackboard, Webmail, Room/Event Scheduler, and MyDUSIS.

## Accessing **BlueVIEW**

1. Type <http://my.drake.edu/cp/home/loginf> in the address line and press the Enter key.
2. Enter your **BlueVIEW** user name and password in the Secure Access Login box on the **BlueVIEW** home page.
3. Click the LOGIN button.

### Currently Supported Versions of Recommended Browsers:

**Windows PC:** Internet Explorer, Firefox  
**Macintosh:** Safari, FireFox

When you log into the portal, it looks in the Banner database to determine your "role" (faculty, student, employee, etc.). Information and services relevant to each role is displayed on the tab (web page) for that role. The portal also knows who you are as an individual, and so provides your specific information when you click on an appropriate channel.

**Remember:**  
**ALWAYS LOGOUT**  
**when you are finished!**



*BlueVIEW* will "time-out" automatically within 2 hours of inactivity.

**To report problems or get assistance call the Support Center x3001.**

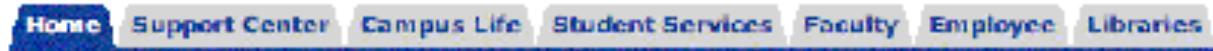


To report problems or get assistance,  
call the Help Desk, x3001.

## Managing Tabs and Channels

Your "role" in **BlueVIEW** determines which tabs you see. Tabs include:

Home; Support Center; Campus Life; Student Services; Faculty; Employee; Alumni; Libraries



Click the icons in the upper right-hand corner to access your email, calendar, groups and Blackboard.

The **logout** and **help** icons are visible and available to the user no matter what tab is being viewed.



### To modify tab and channel properties or to add new tabs and channels to the layout:

- Click on the **Content/Layout** link located to the left of the Welcome greeting.
- The **Add New Tab** button allows you to add a new content tab to the layout.
- The **Add Column** button allows you to add a new column to the layout.
- The **Add Channel** button allows you to add a new channel to the selected tab in a specified area. To see a preview of the available **BlueVIEW** channels, see the **Channel Guide** located on the **Portal Guide** tab.
- The directional arrows allow you to move a tab horizontally in the display, a column horizontally in a given tab, and a channel horizontally or vertically across columns or vertically within a column.
- To edit, resize or remove a column, click its "Select Column" button.
- To edit a channel, click on its name or the edit button within its colored bar. To remove a channel, click on the "X" button within its colored bar.  
**Note:** Some of these channels may be "locked", which means that the user cannot remove the channel from the tab.
- To edit or remove a tab, click on its name.

If the icon is inactive, you will be unable to delete that channel from the interface.

Likewise, other layout features may be inactive.



## E-mail

E-mail within **BlueVIEW** is linked to Drake's webmail. Users can access their Drake email account using the webmail within the portal or can continue to access it with an outside client such as Outlook, Apple Mail, Entourage, or Eudora.

It is strongly recommended that you not be logged into both the webmail client and an outside email client at the same time. The webmail client now provides a campus wide calendar. Click on the e-mail/cal link to access both e-mail and calendar.



## Groups

With the Groups feature you can request the creation of online groups for clubs, affiliations, or interests and can set up homepages for these groups.

- **My Groups tab** provides access to a page that allows you to manage a group index (for groups to which you belong), to access overall policies about forming and belonging to groups at Drake University, and a form that allows you to request creation of groups.
- **Group Index tab** provides access to a list of all of the categories of groups and allows you to access the group guest homepages within each category so that you can read about and request to join a particular group.
- **Request Group tab** provides a form that you fill out to request the creation of a new group. If you request the creation of a new group, you become the group leader and have the initial responsibility for creating and managing the group homepage and guest view. A person from your department/college office has been designated as the group administrator and will receive and approve requests for the creation of new groups.

Applications available for use in each group are:

**Announcements:** appropriate announcements for the group will also appear in the members' Personal Announcements channel on the Home tab.

**News Publishing:** topics of interest for the group; must include article title and text of article.

**Link Publishing:** provides resources for the group; must include link title, URL, and a link description.

**Message Board:** message board topics and descriptions; members can add topics to message board.

**Chat:** members can talk to each other at the same time

**Photo Publishing:** photo album for group; jpg or gif format; once posted titles and captions can be added.

**File Sharing:** post files for group members to download; no restrictions on the types of files posted.

**Calendar:** every group has their own calendar where group events can be posted.

**E-mail:** group members can e-mail individual group members or send to the whole group.