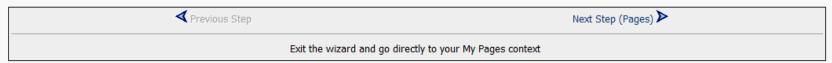# My Pages Tab in Campus Web

1) The first time you view the My Pages tab, you will be greeted by the following:

My Pages Setup

Welcome to your My Pages context!

Your My Pages context is a section of the site all your own. You control the content and can pick and choose what to show, and where to show it. This wizard will walk you through the initial setup of your My Pages context and show you everything you need to know to customize it to your heart's content.

◀ Previous Step   Next Step (Pages) ▶

Exit the wizard and go directly to your My Pages context

2) Click Next Step (Pages)

My Pages Setup

About your My Pages context -- Pages

Your My Pages context is made up of pages. Pages, here, as elsewhere on the internet, are used to hold content -- in this portal, content is in the form of portlets (more on portlets on the next step). You can have as many pages as you want. Having multiple pages is useful for organizing your content -- you can have one page with all the portlets related to your courses, one for general items like a calendar of campus events, and another for fun personal content, like bookmarks to your favorite websites.

Adding Pages

Adding pages is easy -- simply click on the "Add a Page" link which is visible on all the pages in your My Pages context. You will be prompted to enter a name for your new page, and after you hit the "Create" button, your new page will be ready.

Default Page

One of your pages is always designated as the "Default page." The default page will come up first whenever you navigate to your My Pages context. You cannot delete your default page, but you can always set another page as default first and then delete the page.

Editing Pages

Editing a page allows you to change the content and layout of a page, designate it as your default page, or delete the page. To edit a page, navigate to that page using the link in the sidebar, and then click the "Edit Page" link in the top right corner of the content area. We will cover editing pages in more detail in a moment.

Deleting Pages

You can delete any page by navigating to the page, clicking the "Edit Page" link, and choosing the "Delete the page" option. Be careful, deleting a page deletes all the content you had on the page and it cannot be undone.

◀ Previous Step (Intro)   Next Step (Portlets) ▶

Exit the wizard and go directly to your My Pages context

3) Click Next Step (Portlets)

My Pages Setup

About your My Pages context -- Portlets

Portlets are the basic building block of the Portal. All of the content on the site comes in the form of portlets. As such there are many different portlets available, from the simple (the Bookmarks portlet lists and organizes bookmarks to websites) to the more complex (the Calendar portlet lets you enter and schedule your own events, as well as displaying your course schedules and allowing the automatic display of events from around campus) and beyond. Below are the basics of using portlets.

Managing Portlets on a Page

To manage portlets on a page, use the "Edit Page" link to get to the Page Manager for the page, and choose the "Content" tab. There you will find the tools for managing which portlets are on your page.

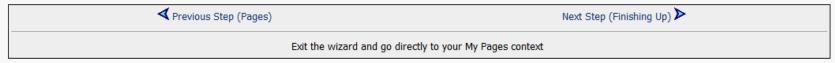### Adding Portlets to the Page

To add a portlet to the page, use the "Add a Portlet" link. This brings up a list of all the portlets available to you to add to the page. Check off one or more to add them. You can also customize the display name of portlets you are adding -- for instance, you might add a Bookmarks portlet to a "Study" page called "Reference Sites" and you might add the Bookmarks portlet to a "Fun" page and call it "My Favorite Sites." This display name can be edited using the "Edit" icon (it looks like a pencil) next to the portlet"s name on the main screen of the Content tab.

Deleting Portlets

To delete a portlet, click on the "Delete" icon (it looks like a trash can) next to the portlet's name on the Content tab. Be careful, this cannot be undone and will permanently delete any content you have added within that portlet.

Portlet Shortcuts

You are not restricted to creating your own content in new portlets. You can also add shortcuts to existing portlets to your page. This will act just like you had the original portlet on your page, which would allow you to participate in a discussion Forum from your Campus Group right from your My Pages context, keep the list of Readings nearby for your hardest course, or always have easy access to the Bulletin Board from the Campus Life context. To get these, or any other portlets you have access to within the site, use the "Add a Shortcut to a portlet to the page" link. This will let you browse through the site to find the portlet you want, and the shortcut will be added to your page.

◀ Previous Step (Pages)   Next Step (Finishing Up) ▶

Exit the wizard and go directly to your My Pages context

4) Click Next Step (Finishing Up)

My Pages Setup

About your My Pages context -- Finishing Up

Now you should be familiar enough with the basics of managing your My Pages to start experimenting with making customizations yourself. If you have any problems, please refer to the online help or reread the documentation in this wizard.

◀ Previous Step (Portlets)   To My Pages ▶

Exit the wizard and go directly to your My Pages context

5) Click To My Pages

Personal

Personal

Main Page

Message Center

Add a Page

Usage Statistics

Quick Links

My Courses

My Pages

Campus Web Mobile Site

GBC Website

GBC Email

gbcALERT Notifications

Edit page   Printer Friendly

My Bookmarks

Add a Bookmark

There are no Bookmarks for this portlet.

Go to Main Screen

My Calendar

<   **March 2012** >   Add an Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Full Size Calendar

Announcements

Did you check your GBC e-mail account today?
(from Emily Jackson Ilyas)

CLASS
(from Victoria Neagoe)

Students, please review the 2010-11 Student Handbook and Code of Conduct
(from Emily Jackson Ilyas)

CLASS
(from Victoria Neagoe)

Show All Announcements

My Groups

My Groups
You do not currently belong to any groups.

Browse Groups

Create New Campus Group