

# ***MyRipon Campus Groups***

## ***A MANUAL FOR Campus Group Leaders USE OF THE MyRipon PORTAL***

---

*Revised October 2008*

Adapted from materials provided by Grace College and Seminary. Used by permission.



# **Table of Contents**

## **Section 1 - Introduction**

- 1.1 - Task Quick Reference
- 1.2 - Introduction to MyRipon portal
- 1.3 - Introduction to the Learning Management System (Campus Group)
- 1.4 - Introduction to Managing Pages/Portlets

## **Section 2 - The Handouts Portlet**

## **Section 3 - The Bookmarks Portlet**

## **Section 4 - The Calendar Portlet**

## **Section 5 - The Announcements Portlet**

## **Section 6 - The Custom Content Portlet**

## **Section 7 - The Forums Portlet**

## **Section 1 - Introduction**

### **1.1 - Task Quick Reference**

Below is a list of common tasks that a Campus Group Leader may want to perform with the page number of where that particular task is covered in this manual.

#### *I Want to...*

- Distribute electronic files (Word documents, Powerpoints, etc) to members.
  - This is accomplished using the Handouts portlet which is covered in Section 2.
- Copy files from my Mercury folders to the portal.
  - This is accomplished using the Handouts portlet which is covered on Section 2.
- Create a list of websites for members to visit.
  - This is accomplished using the Bookmarks portlet which is covered in Section 3.
- Create an online discussion in which members can participate.
  - This is accomplished using the Forums portlet which is covered in Section 7.

### **1.2 - Introduction To The MyRipon Portal**

The MyRipon portal has been designed to serve as a virtual point-of-contact for members of the campus community. It provides a secure and customizable entry point to essential information-sharing tools for students, faculty, staff, and other constituencies.

The MyRipon portal also includes many resources you need to communicate with your members. In addition, you can place group resources on the portal for your members to retrieve anywhere that they have internet access.

#### *Navigating The Portal*

When navigating the portal, be careful not to use the back button in your browser. Because of the way the portal works certain values are lost when you click the back button; you will most likely encounter an error message if you use the back button. Instead you should use breadcrumbs to move backward in the portal. Breadcrumbs are a horizontal series of links located near the top of the page that indicate the “trail” that you are on. The Breadcrumbs are circled below.



In some cases breadcrumbs may not provide you with the previous location that you wish to browse to. In these cases it is best to navigate to the previous page by using the main tabs at the top of the page. Just remember to keep moving forward in the portal instead of using the back button.

#### *Portlets*

Each page of the portal has at least one portlet. A portlet is simply a box with a heading that contains some type of content. Examples include the Calendar portlet on the Campus Life tab, or the My Account Info portlet on the Students tab. The title of each portlet is contained in the dark blue bar at the top of each portlet. In this manual portlets will be referred to by their default title from the blue title bar unless otherwise specified

### **1.3 - Introduction To MyRipon Campus Groups**

Campus Groups comprise the part of the portal that is dedicated to providing online resources for campus organizations. The Campus Groups pages are created when a campus organization leader requests that a group be created on MyRipon, and the MyRipon administrator approves the request, in consultation with relevant college administrative office.

To view the available Campus Groups, click the Campus Life tab, then click Campus Groups in the Quicklinks menu to the left hand side of the page. Click Browse Groups, and a list of established groups should display. Campus organization leaders can request the creation of a MyRipon Campus Group by clicking the “Create a new Campus Group” link. Once created, each group has a default set of pages and portlets which are detailed below.

The default set of pages (these show up as links in the left hand sidebar) are the Main, Public, and Collaboration. Each page has a default set of portlets. Each of the portlets has a page or more dedicated to them in this manual.

The Main page includes a Custom Content portlet, a Calendar portlet, an Announcements portlet, a Handouts portlet, and a Bookmarks portlet.

The Public page includes a Custom Content portlet, a Calendar portlet, an Announcements portlet, a Join Group portlet, and a Bookmarks portlet.

The Collaboration page includes a Forums portlet, and a Group Directory portlet.

As the Campus Group Leader of a group you “own” your Campus Group pages – no other individuals have access to your Campus Group pages unless you grant permission to them (See Section 11 – Other Functions). You can add a variety of content. You can even change the layout of the portlets on the page and how many columns of portlets there are on the page. For more information on the basics of modifying pages see the Introduction To Managing Pages/Portlets in this manual.

## **1.4 - Introduction To Managing Pages/Portlets**

Remember you “own” your Campus Group page. Within the confines of the portal structure you have control over your Campus Group page for your groupes. There are multiple levels of management of each page. The levels include Page level, Portlet level, and Context level.

### ***Page Level***

To edit any page click the Edit Page link near the top-right of the page. To exit this menu you can click the Exit button at the bottom.

*The Properties tab* includes the ability to change the title of the page. If you want to change the title type the desired title in the text box that contains the current page title. Then click the Save button.

*The Content tab* contains a list of current portlets on the page and three links – Add a portlet, Add custom content, and Add a shortcut to a portlet to the page.

- If you want to delete a portlet off of the current page, then click the trash can icon to the right of the of the portlet name. **Note – if you delete a portlet you will lose all content contained in that portlet; There is no easy way to restore the data (if at all possible).**
- If you would like to change the title of a portlet then click the pencil icon to the right of the portlet name.
- If you would like to add a portlet to the page click the Add a portlet link.
- To add a custom content portlet click the Add custom content link.
- The Add a shortcut to a portlet to the page is used to show a portlet from another page. This can be a complicated process and it is recommended that you contact AAAHELPDESK for assistance if you have questions.

*The Layout tab* allows you to modify how the page looks through formatting.

- You can select what style and number of columns you wish to have.
- You can also select which portlets you want in which columns. To do this click on the portlet you want to move and click the blue box that corresponds to the column to which you want the portlet to move to.
- If you want to change the vertical order of portlets click on the portlet you want to move. Use the Up and Down arrows to move the portlet in the order of the portlets.

*The Permissions tab* is where you define who can see your page. By default all members and the Campus Group Leader can view most pages and you should not uncheck their permissions unless you are sure you don't want to them to view the page (this could prevent your group from viewing the page).

To create a new page, click the Add a Page link on the left sidebar below the Gradebook link.

### ***Portlet Level***

When you click the small wrench in the top-right corner of a portlet you are presented with a three tab screen. The contents of each tab vary from portlet to portlet. The tabs that are available are Preferences, Settings, and Permissions. Some portlets have a lot of options on the Preferences and Settings tabs and some have no options. The Permissions tab is where you can grant admin rights to the portlet to someone of your choosing. For more information on this see the Other Functions section at the end of this manual.

### ***Context Level***

The portal refers to the entire set of pages for your group as a Context. To access the Context Manager for your group browse to your Campus Group page for the desired group and click the Context Manager link over to the left below the Gradebook link. Once you click that link you will see four tabs – Properties, Pages, Sub-Sections, and Permissions.

On the Properties tab you will see a text box where you can change the title of your context (this is not recommended as all groupes are named in the same fashion.).

On the Pages tab you can specify a new default page (the page that loads first when you or your members visit your group Campus Group page) – you can do this by clicking the radio button beside the page you want to load first. If you want to change the title of a page click the pencil icon to the right of the page name you want to change. To delete a page click the trash can beside the page name you want to delete (**Note – Content from the deleted page will not be saved if you delete the page and you will have to re-create it if needed**). You can also create new pages by clicking the Create a new page link at the bottom of the page.

On the Sub-Sections tab you can create and manage sub-sections. Sub-sections can be valuable if you need to give administrative control of a group of portlets/pages to someone without granting administrative control of your whole context to them. Sometimes granting these permissions can be complicated so contact AAAHELPDESK for assistance if required.

On the Permissions tab you can grant specific view privileges for each page. This is a very quick way to give someone access to specific pages. For more information see the Other Functions section at the end of this manual.

## Section 2 – The Handouts Portlet

The Handouts is one of the simple portlets in terms of configuration but usually proves to be the most useful portlet for your groupes. The idea is simple – The Campus Group Leader uploads electronics files (Word documents, PDF files, Jpeg images, etc) and the members retrieve them. Handouts can be made available for a limited time period if needed. This portlet provides a good replacement for the Class folders on Mercury as the portal is accessible to the members anywhere they have internet access.

The Handouts portlet is automatically listed on the Main Page of the default Campus Group page for a group. When you first view it on the main page there are two items inside it. One is a link that says Add a Handout. The other is the comment ‘There are no Handouts for this portlet’. You can click the Add a Handout link and quickly add a file, but the more powerful method is to click the title bar of the portlet where it says Handouts. When you click the title bar of a portlet it is similar to maximizing a window on your computer. After you have clicked the title bar you should see the portlet with more options like the image below.



1. The Add a Set link – Use this link to add sets for your handouts to be placed in. This helps you organize your handouts. (example: Chapter 1, Chapter 2, Project 1, etc)
2. The Add a Handout link – Click this link to add files for members to download. If you haven’t created any sets yet the files will be placed in ungrouped. You can move them to sets later if needed.
3. The Import Handouts from File Cabinet link – If you have handouts stored in your file cabinet then you can import them into this portlet by click here. Refer to the Other Functions section at the end of this manual for an in depth explanation of the File Cabinet.
4. The Manage Menu – the only time you need to use this menu is when you want to edit existing sets or change the order in which your sets appear
5. The File Tools Menu – this is a link to a page informing you of popular file formats and their associated programs.
6. The Wrench Icon – Clicking this icon will let you change settings and preferences pertaining to the ordering of handouts and sets and whether to display empty sets. You can also set permissions to the portlet.

7. The Question Mark Icon – Clicking this will lead you to the official documentation for the portlet

#### *Adding a Set*

- Click Add a Set
- Type the desired name in the Name text box (ex. Chapter 1, Project 1, etc)
- Type a description if needed
- Use the Position pulldown menu to select where you want the set to display in the set order
- Click the Save button or click the Save and Add Another button if you have more sets to add

#### *Adding a Handout*

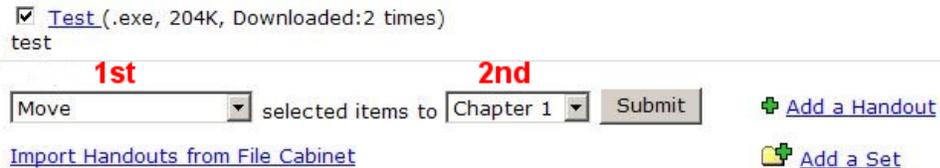
- Click Add a Handout
- In the Name textbox enter a name for this handout (not the filename – a descriptive name)
- For the File textbox click the Browse... button and select the file to upload to the portal. (Just like opening a document in Word)
- In the Set pulldown menu click the correct set for this handout
- In the Description textbox enter an extended description if needed
- Select when to start displaying it with the Start options. The default is to start displaying it immediately. By clicking Display later manually the handout will be uploaded but will be inactive. This means that only you will be able to see the handout until you set it to be active. By clicking the Display on option you can specify a date to start displaying the handout.
- Select when to stop displaying it with the End options. The default is to never stop displaying the handout. Select end now if you are editing the handout to make it invisible to everyone but you. Or you can select End On to specify a date to stop displaying a handout.
- In the After End pulldown menu select what happens when a handout ends. It will either become inactive (the default) or you can specify to delete it.

#### *Editing a Handout*

- Click the pencil icon to the right of the handout
- The options here are the same as Adding a Handout (see above) however there is one new option. You can use the Replace With text box by click the Browse... button to update an existing handout with a new file

#### *Moving/Copying a Handout to a Different Set*

- Check the box beside the handout you want to move/copy
- Use the 1<sup>st</sup> pulldown menu (it says Move by default – see below picture) to select either Move or Copy



- In the 2<sup>nd</sup> pulldown menu select the set you want to move/copy the handout to
- Click the Submit button

#### *Deleting a Handout*

- Check the box beside the handout you want to delete
- Use the first pulldown menu (see above image) and select Delete
- Click the Submit button

#### *Saving Handouts to the File Cabinet*

- Check the box beside the handout you want to save to your File Cabinet
- Use the first pulldown menu (see above image) and select Save to File Cabinet
- Click the Submit button

#### *Importing Handouts from the File Cabinet*

- Click the Import Handout from File Cabinet
- Check the box(es) beside the desired handout(s)
- Click the Import Selected button

#### *Editing Existing Sets*

- Use the Manage menu to select Edit a Set and then move your mouse over to the set you want to edit and click
- You can now edit the Name and Description. You can also adjust the position.
- If you would like you can manage the handouts in the set from this screen (delete, edit, move/copy, etc)
- You cannot save the handouts to the File Cabinet from this screen
- Click Save when finished

#### *Adjusting the Order of the Sets*

- Use the Manage menu and click on Order Sets
- The order is determined by what number it has beside it. You can change the number by click in the text box and typing.
- Click Save when you are finished.

## Section 3 – The Bookmarks Portlet

The Bookmarks portlet provides a good method of organizing links to websites on the internet that your members will find of interest. In addition to providing a list of websites, Campus Group Leaders can also organize lists of website links into different sets (similar to the Handouts portlet).

The Bookmarks portlet is automatically listed on the Main Page of the default Campus Group page for a group. When you first view it on the main page there are two items inside it. One is a link that says Add a Bookmark. The other is the comment 'There are no Bookmarks for this portlet'. You can click the Add a Bookmark link and quickly add a bookmark, but the more powerful method is to click the title bar of the portlet where it says Bookmarks. When you click the title bar of a portlet it is similar to maximizing a window on your computer. After you have clicked the title bar you should see the portlet with more options as in the image below.



1. The Add a Set link – Use this link to add sets for your bookmarks to be placed in. This helps you organize your bookmarks. (example: Reference, Just For Fun, Professional Associations, etc)
2. The Add a Bookmark link – Click this link to add links for members to visit. If you haven't created any sets yet the bookmarks will be placed in ungrouped. You can move them to sets later if needed.
3. The Import Bookmarks from File Cabinet link – If you have bookmarks stored in your file cabinet then you can import them into this portlet by clicking here. Refer to the Other Functions section at the end of this manual for an in depth explanation of the File Cabinet.
4. The Manage Menu – the only time you need to use this menu is when you want to edit existing sets or change the order in which your sets appear.
5. The Wrench Icon – Clicking this icon will let you change settings and preferences pertaining to the ordering of bookmarks and sets and whether to display empty sets. You can also turn on logging for bookmark clicks (to monitor how often a bookmark is clicked). You can also set permissions to the portlet.
6. The Question Mark Icon – Clicking this will lead you to the official documentation for the portlet.

### *Adding a Set*

- Click Add a Set
- Type the desired name in the Name text box (ex. Search Engines, Extra Resources, etc)
- Type a description if needed
- Use the Position pulldown menu to select where you want the set to display in the set order
- Click the Save button or click the Save and Add Another button if you have more sets to add

### *Adding a Bookmark*

- Click Add a Bookmark
- In the Label textbox enter a name for this bookmark (not the web address – a descriptive name)
- For the URL textbox enter the web address of the web site you want to create a bookmark to
- In the Set pulldown menu click the correct set for this handout
- In the Description textbox enter an extended description if needed
- Select when to start displaying it with the Start options. The default is to start displaying it immediately. By clicking Display later manually, the bookmark will be created but will be inactive. This means that only you will be able to see the bookmark until you set it to be active. By clicking the Display on option you can specify a date to start displaying the bookmark.
- Select when to stop displaying it with the End options. The default is to never stop displaying the bookmark. Select End now if you are editing the bookmark to make it invisible to everyone but you. Or you can select End On to specify a date to stop displaying a bookmark.
- In the After End pulldown menu, select what happens when a bookmark ends. It will either become inactive (the default) or you can specify to delete it.

### *Editing a Bookmark*

- Click the pencil icon to the right of the bookmark
- The options here are the same as Adding a Bookmark (see above).

### *Moving/Copying a Bookmark to a Different Set*

- Check the box beside the bookmark you want to move/copy
- Use the 1<sup>st</sup> pulldown menu (it says Move by default – see below picture) to select either Move or Copy



- In the 2<sup>nd</sup> pulldown menu select the set you want to move/copy the handout to

- Click the Submit button

#### *Deleting a Bookmark*

- Check the box beside the bookmark you want to delete
- Use the first pulldown menu (see above image) and select Delete
- Click the Submit button

#### *Saving Bookmarks to the File Cabinet*

- Check the box beside the bookmark you want to save to your File Cabinet
- Use the first pulldown menu (see above image) and select Save to File Cabinet
- Click the Submit button

#### *Importing Bookmarks from the File Cabinet*

- Click the Import Bookmarks from File Cabinet
- Check the box(es) beside the desired bookmark(s)
- Click the Import Selected button

#### *Editing Existing Sets*

- Use the Manage menu to select Edit a Set and then move your mouse over to the set you want to edit and click
- You can now edit the Name and Description. You can also adjust the position.
- If you would like you can manage the bookmarks in the set from this screen (delete, edit, move/copy, etc)
- You cannot save the bookmarks to the File Cabinet from this screen
- Click Save when finished

#### *Adjusting the Order of the Sets*

- Use the Manage menu and click on Order Sets
- The order is determined by what number it has beside it. You can change the number by clicking in the text box and typing.
- Click Save when you are finished.

## Section 4 – The Calendar Portlet

The Calendar portlet provides an opportunity for Campus Group Leaders to create a calendar that is specific to a group that he/she is teaching. The Campus Group Leader can then add events to this calendar and configure the way they are displayed. Members and Campus Group Leaders have the option of subscribing to the calendar. Once a portal user subscribes to a calendar, the events from the calendar are automatically synchronized in their personalized calendar located on their My Pages tab.

The Calendar portlet is automatically listed on the Main Page of the default Campus Group page for a group. When you first view it on the main page there are three items inside it - one is a link that says Add an Event, the second is a full month view calendar, and the third is a link that says Full Size Calendar. You cannot immediately add events without creating a calendar for your group. To do this you can either click the title bar of the portlet that reads Calendar or click the Full Size Calendar link (they lead to the same place). When you click the title bar of a portlet it is similar to maximizing a window on your computer. After you have clicked the title bar you should see the portlet with more options like the image below.



1. The Add a Calendar link – Use this link to add a Calendar for your group events to be placed in. It is recommended that you name the calendar for your group description. This is so when viewing multiple calendars there will be no confusion as to which calendar you need to work with.
2. The Add an Event link – Click this link to add events to the calendar. If you haven't created a calendar yet no events can be added.
3. Managing Your View – Click on either Day, Week, Month, Year or Event List to change the method of viewing your calendar events.
4. The Browse Shared Calendars link – This gives you the ability to add events from a shared calendar automatically into your group calendar. You could create a personal calendar with dates of interest and subscribe each group calendar to it. (Note – Shared calendars in the portal do not represent the official calendar of the

- college. To view that calendar, browse to the [www.ripon.edu](http://www.ripon.edu) website – Click Quicklinks menu and choose Campus Events)
5. The Manage Calendars link – Use this link to manage aspects of the calendar(s) including adding additional calendars, importing events from an external source, and viewing/modifying subscriptions.
  6. The Export Events for this view link – This will export the calendar events that you are currently viewing in a comma separated file. Some external programs will accept a commas separated file in order to import events.
  7. The Wrench Icon – Clicking this icon will let you change settings and preferences pertaining to default views, week start day, and day start time. You can also set permissions to the portlet.
  8. The Question Mark Icon – Clicking this will lead you to the official documentation for the portlet

#### *Adding a Calendar*

- Click Add a Calendar
- Type the desired name in the Calendar Name text box (ex. 2007 Fall ENG-010A)
- Click the radio button beside the desired sharing/subscribing options. The default option is to not share the calendar. Most of the time you will want to choose Allow only users with access to this page to subscribe. This will allow members to subscribe to the group calendar in their personal calendar.
- Type a description if needed
- Click the Save button

#### *Adding an Event*

- Click Add an Event
- Type the desired name in the Event Name text box (ex. Exam 1, Field Trip, My Birthday)
- In the Description textbox enter an extended description if needed
- In the Calendar pulldown menu select the calendar to add this event to
- In the Location text box type a location for this event
- If this is an all day event check the All Day Event checkbox
- In the Start text box you need to select a date. Click the calendar icon beside the text box. A menu will appear that will allow you to select the date desired. Use the pulldown menus to the right of the textbox to select the start time.
- Follow the Start instructions above to complete the End date and time options
- In the Occurs section you need to specify whether this is a single event or a repeating event. The default is a single event. To select a repeating event, click the radio button beside Repeat and use the pulldown men to select how often the event will repeat. Underneath those options you can specify if the event will repeat indefinitely or if it will end on a certain date. To select a date, click the radio button beside the word Until and click the calendar icon beside the text box.
- Click the Save button.

#### *Deleting a Calendar*

- Click Manage Calendars

- Under the heading My Calendars you will see a list of your calendars for this group
- Click the Trash Can icon beside the calendar you want to delete

#### *Editing a Calendar*

- Click Manage Calendars
- Under the heading My Calendars you will see a list of your calendars for this group
- Click the Pencil icon beside the calendar you want to edit
- Refer to the instructions for Adding a Calendar for an explanation of the settings
- Click Save

#### *Subscribing to a Class Calendar*

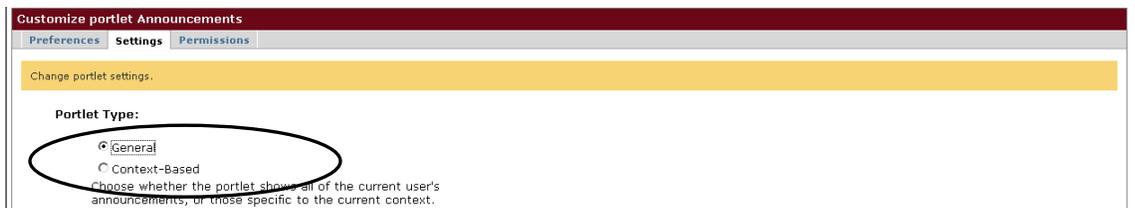
- Click the  icon beside the name of the Calendar you want to subscribe to (the page will appear to reload or flash)
- Now click the My Pages tab at the top of the screen
- Click the title of your Calendar portlet entitled My Calendar
- Under Subscriptions on the left side you should see the name of the Calendar that you subscribed to

There are many other powerful options with the Calendar portlet. If you would like information on subscribing to personal calendars, exporting events, or importing events from an external source please contact AAAHELPDESK.

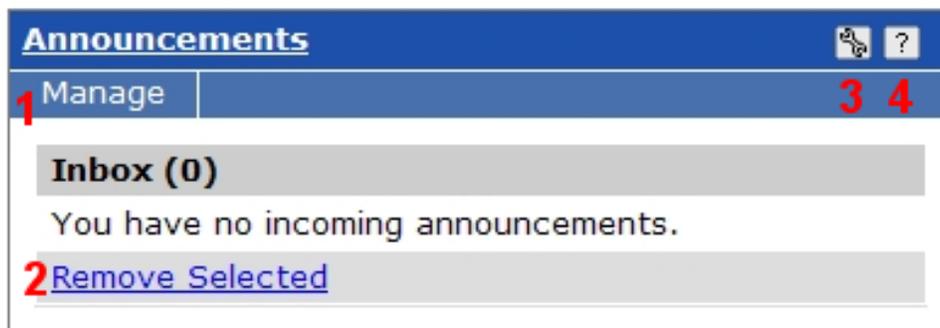
## Section 5 – The Announcements Portlet

The Announcements portal provides a method for Campus Group Leaders to distribute general information to different sets of users. When you post an announcement that relates to a user, they will see that announcement wherever there is an announcement portlet in the portal (ex. the Myipon Home tab).

**To make announcements appear, you should use the wrench icon, Settings tab, to set the portlet type to General. See below:**



The Announcements portlet is automatically listed on the Main Page of the default Campus Group page for a group. When you first view it on the main page there is only one link inside it that reads 'Show All Announcements'. To post an announcement, click the title bar of the portlet that reads Announcements. When you click the title bar of a portlet it is similar to maximizing a window on your computer. After you have clicked the title bar you should see the portlet with more options like the image below.

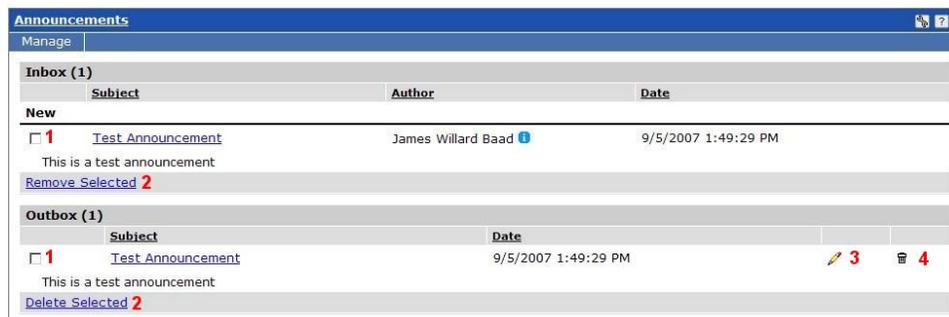


1. The Manage Menu – Place your mouse cursor over this menu and an option will display entitled New Announcement. By clicking the New Announcement option you can create new announcements.
2. The Remove Selected link – Once you have created announcements you can check the box beside them and click this link to delete the announcements.
3. The Wrench Icon – Clicking this icon will let you change settings and preferences pertaining to default views and sorting options. You can also set permissions to the portlet.
4. The Question Mark Icon – Clicking this will lead you to the official documentation for the portlet

### Creating an Announcement

- Click the Manage menu and click New Announcement
- Type the desired name in Title text box (ex. New Material For Upcoming Test). Keep in mind that when the student first views the announcement they only see the title and who posted the announcement.
- You will need to specify the people who need to see this announcement. If this is just for your group then you can click the checkbox that says, All Users in ENG-110.... If you click either the Leader or Members checkbox then only those groups within your group will receive the announcement. You can also specify additional users by click the Edit Users link. In general you will want to select All Users in your group.
- Type the details of your announcement in the Details text box
- Select when to start displaying the announcement with the Start options. The default is to start displaying it immediately. By clicking Display later manually, the announcement will be created but will be inactive. This means that no one will be able to see the announcement until you set it to be active. By clicking the Display on option you can specify a date to start displaying the announcement.
- Select when to stop displaying it with the End options. The default is to never stop displaying the announcement. Select End now if you are editing the announcement to make it invisible to everyone but you (You may want to just delete the announcement in this case). Or you can select End On to specify a date to stop displaying the announcement.
- In the After End Date pulldown menu, select what happens when an announcement ends. It will either become archived (the default) or you can specify to delete it.
- Click the Save button

After you create an announcement the appearance of the portlet changes and some options become available that were previously unavailable. You will notice that if you sent the announcement to yourself you have two appearances of the same announcement. One appearance is in your Announcement Inbox and the other is in your Outbox because you sent the announcement. If you remove the Announcement from your Outbox then the announcement will disappear from everyone's Inbox. If you remove the Announcement from your Inbox then the message just disappears from your inbox.



1. Checkboxes – Use these to select messages if you would like to remove/delete them. Note the separation between the Inbox and the Outbox sections and be sure to select the checkboxes and click the Remove/Delete link within in the same section.

2. The Remove Selected link – Once you have checked the box beside the announcement(s) click this link to delete the announcement(s).
3. The Pencil Icon – Clicking this icon will let you change all of the settings that you specified when creating the announcement, including the Title and Details.
4. The Trash Can Icon – Clicking this icon will delete the announcement.

## **Section 6 – The Custom Content Portlet**

The Custom Content portlet is used to house text and graphics uploaded and created by the Campus Group Leader of the group.

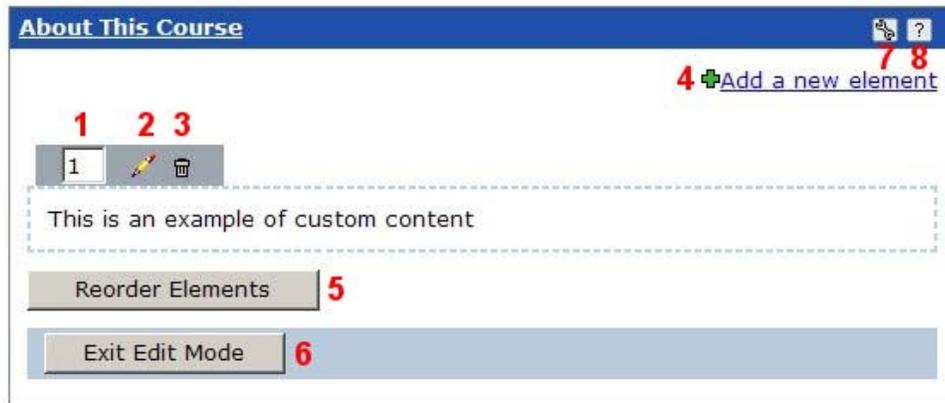
The Custom Content portlet is automatically listed on the Main Page of the default Campus Group page for a group. You will want to rename the portlet to something more descriptive, like “Welcome to xyz Group.” When you first view it on the main page there is only one link inside it that reads ‘Create Content’. Unlike other portlets, when you click the title bar of the portlet you are offered no additional options. To place content in the portlet click the Create Content link.

When you create the first piece of content in the portlet you are taken directly to the ‘Add a new element’ screen. We will cover how to create the initial piece of content and then return to the other functions later in this manual.

### *Creating Content*

- Click the Create Content link
- If you would like a header, check the box beside the text that reads ‘Display a header for this element with the following text’ and enter the desired text in the Header Text textbox.
- If you have an image that you would like to display, check the box beside the text that reads ‘Display the following image within this element’ and then click the Browse button. Select the image file you would like to upload. NOTE – the image must be a GIF or JPG and cannot be larger than 400x400 and/or 250KB. If you have trouble uploading the image please contact the AAAHELPDESK Helpdesk .
- If you uploaded an image, you need to select how you want to construct the layout of the image and text. In the Image Placement section, select the radio button beside the desired layout scheme.
- In the Text textbox enter the desired text (Hint – you can paste text into this box from Word Documents) and format it if desired using the toolbar.
- Click the Save button

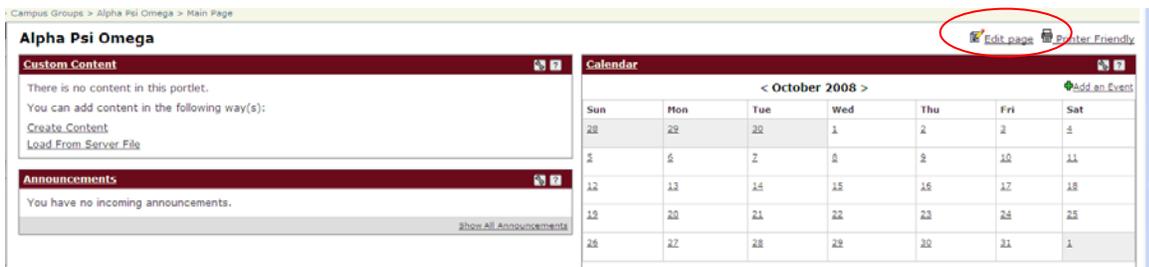
Now that you have created some content, you will see it displayed in the portlet. To edit the content you have created, click the Edit Content link. Now you will see a different display with more options like the image below.



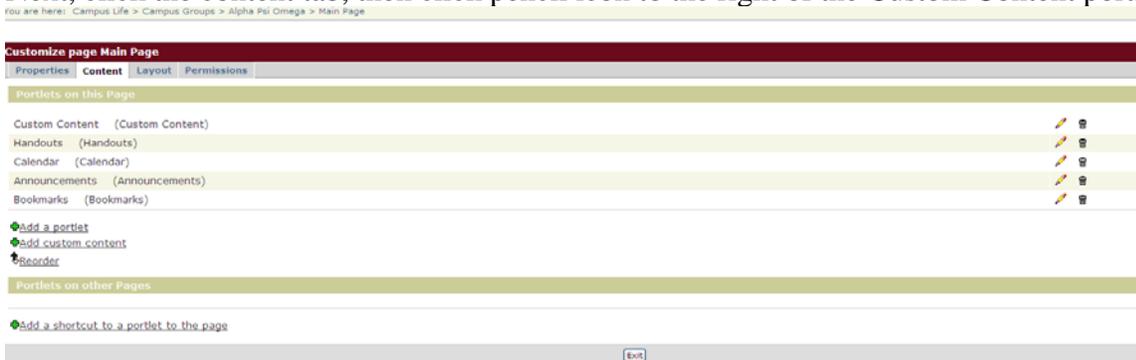
1. Element Order – Use these textboxes to reorder different elements of custom content (after you have created multiple elements). To place an element at the top place a 1 in the textbox and click the Reorder Elements button (number 5 in the image). Elements will be reordered based on the number you have placed in the boxes above the different elements (the lower the number, the higher the position)
2. The Pencil Icon – Click this icon to edit content you have already created. The interface is identical to creating new content (see previous instructions)
3. The Trash Can Icon – Click this icon to delete the entire element below it.
4. The Add a new element link – Clicking this link will allow you to add more elements to the portlet. The interface that it takes you to is identical to creating new content (see previous instructions).
5. The Reorder Elements button – Click this after you have made adjustments to the order of the elements using the Element Order text boxes (numbered 1 in the image)
6. The Exit Edit Mode button – this will exit this screen and return you to the original view of the portlet
7. The Wrench Icon – Clicking this icon will let you set permissions to the portlet.
8. The Question Mark Icon – Clicking this will lead you to the official documentation for the portlet

You may have noticed that you can only upload one image per element, so if you would like to upload multiple images you will need to create multiple elements.

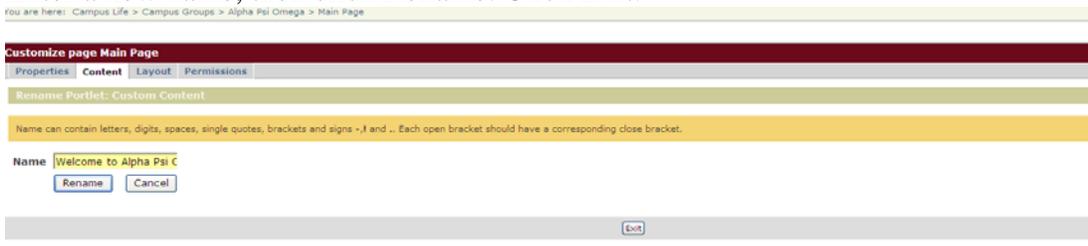
Renaming the Custom Content Portlet: Click the Edit Page link in the upper right corner of the page. Only Group Leaders get this option.



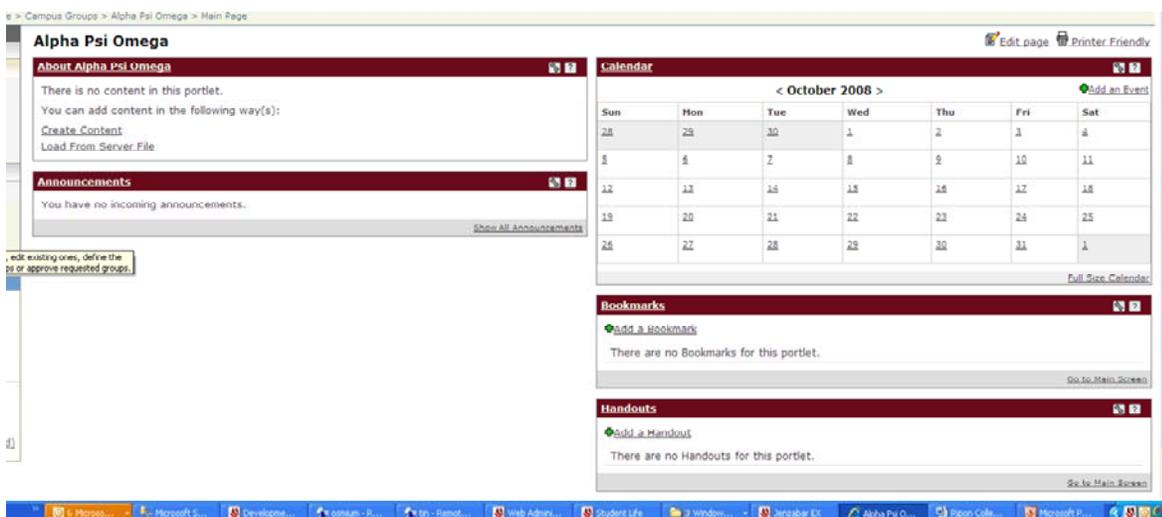
Next, click the content tab, then click pencil icon to the right of the Custom Content portlet.



Enter a new name, then click Rename. Click Exit.



The portlet is renamed.



## Section 7 – The Forums Portlet

The Forums portlet is provided as a means of housing online discussions between the members of a group. The Campus Group Leader has the ability to restrict what members can post in what forum and when posting can occur.

The Forums portlet is automatically listed on the Collaboration page for the group. When you first view it on the collaboration page there is a topic titled 'Open Discussion'. This topic is automatically created when the page for your group is created. There is also a link titled 'Go to Main Screen'. Clicking this link brings you to the full view of the forums portlet (You can also click the title bar of the portlet titled 'Forums' for the full view). After clicking that link you should be brought to a view similar to the image below.

In order to have messages posted, each Forums portlet must have at least one Category and one Topic. The actual forum posts are contained in Topics. Inside the Topics are different threads of messages. For Example, you could have a Category titled 'Favorite Foods' and a Topic inside that category entitled 'Italian Food'. Inside that topic you could have two different threads of posts, one concerning 'Lasagna' and another concerning 'Pasta'.



1. Category Name – In this image the category name is 'General'. Each category you create will be listed in this manner (i.e. Dark grey background with the three icons beside it)
2. Topic Name – In this image the top name is 'Open Discussion'. Each topic you create will be listed in this manner (i.e. Folder icon with topic name as a link)
3. Green Plus Sign – This green plus sign beside the category is used for adding topics inside that category
4. Pencil Icon – This pencil icon is used to edit the category of which it is beside
5. Trash Can Icon – Use this trash can icon to delete the category of which it is beside
6. Pencil Icon – This pencil icon is used to edit the topic of which it is beside
7. Trash Can Icon - Use this trash can icon to delete the topic of which it is beside
8. Threads – This column lists the number of threads in a topic
9. Messages – This column list the number of actual messages posted in that topic

10. Manage Menu – Use this menu to Add Categories, Edit Categories, Change the display order of Categories, or Add Topics
11. Search Menu – Click the word Search to search the Forum portlet
12. The Wrench Icon – Clicking this icon will let you change settings and preferences pertaining to default views and sorting options. You can also set permissions to the portlet.
13. The Question Mark Icon – Clicking this will lead you to the official documentation for the portlet
14. The Minus Sign – By clicking this minus sign you will make the category collapse. This is useful if you have a large number of categories with multiple topics. By collapsing the category it helps the user view the ‘big picture’ of the forum.

### *Initial Setup*

You will probably want to change the initial topic to something pertaining more to your current group. Before you add any topics however, you will need to setup the forums portlet to allow members to post messages. **By default no members can post messages to a Forums portlet until the Campus Group Leader enables it.**

- To do this click the Wrench icon (number 12 in the above image).
- Click Permissions
- You should now see an image similar to the below image

Role	All Operations	Operations:				
		Can Add Messages	Can Administer Portlet	Can Edit and Delete Own Messages	Can Manage Categories	Can Manage Messages
Faculty	<input checked="" type="checkbox"/>					
Students	<input type="checkbox"/>					

[+Add a Role](#)

- You can see that the Leader of the group automatically has permission to everything and the members have permission to nothing. Most of the time you will want to check the ‘Can Add Messages’, ‘Can Edit and Delete Own Messages’ boxes on the Members row.
- Scroll down and click the Save button
- Click the Exit Button

Now you are ready to start creating new categories and topics. To start you can delete the default topic or edit it for your own uses.

### *Adding a Topic*

- Click the Green plus icon beside the category in which you want the topic. (Alternatively you can use the Manage menu and select new topic)
- In the Name: text box enter the name for the topic
- If a description is needed, enter it in the description text box
- Select the Category in the Category pulldown menu

- If you would like to adjust the order that the topics are displayed then choose an option in the Category pulldown menu. First is selected by default.
- Select when to start displaying it with the Start options. The default is to start displaying it immediately. By clicking Display later manually, the topic will be created but will be inactive. This means that only you will be able to see the topic until you set it to be active. By clicking the Display on option you can specify a date to start displaying the topic.
- Select when to stop displaying it with the End options. Select End now if you are editing the topic to make it invisible to everyone but you. Or you can select End On to specify a date to stop displaying a topic.
- In the After End pulldown menu, select what happens when a topic ends. It will either become Read Only (the default) or you can specify to delete it.
- Permitted Users – ITS recommends that you don't use this option at this point in time. If you want only certain members in the group to post in a topic it would be better to create a separate Forums portlet for that group of members. For help with this, contact AAAHELPDESK.
- Click the Save button

#### *Editing a Topic*

- Click the pencil icon to the right of the topic
- The options here are the same as Adding a Topic (see above).

#### *Deleting a Topic*

- Click the trash can icon to the right of the topic

#### *Adding a Category*

- Click the Manage Menu
- Select the Add Category option
- In the Label text box type the name of the new Category
- Enter a description in the description text box if necessary
- In the position pulldown menu choose how to position the Category among the other Categories
- Permitted Users – ITS recommends that you don't use this option at this point in time. If you want only certain members in the group to post in a category it would be better to create a separate Forums portlet for that group of members. For help with this, contact AAAHELPDESK.
- Click the Save button

#### *Editing a Category*

- Click the pencil icon to the right of the category
- The options here are the same as Adding a Category (see above).

#### *Deleting a Category*

- Click the trash can icon to the right of the category

#### *Adjusting the Order of Categories*

- Use the Manage menu and click on Order Categories

- The order is determined by what number it has beside it. You can change the number by clicking in the text box and typing.
- Click Save when you are finished.

*Freezing the Forum So No More Posts Can Be Made*

- The topic should be Read Only after a certain date if you set the topic up that way. However if you want to stop posting to an entire forum, reverse the permission steps in the initial setup and the members will no longer be able to post messages.