

Portal Help Material for Staff



Customising the Portal (staff)

This section covers:

- [What are Tabs and Channels](#)
- [Customising your Tabs and Channels](#)
- [Adding and moving Tabs and Channels](#)
- [Portal Preferences \(including logout times\)](#)

Last Updated: December 09

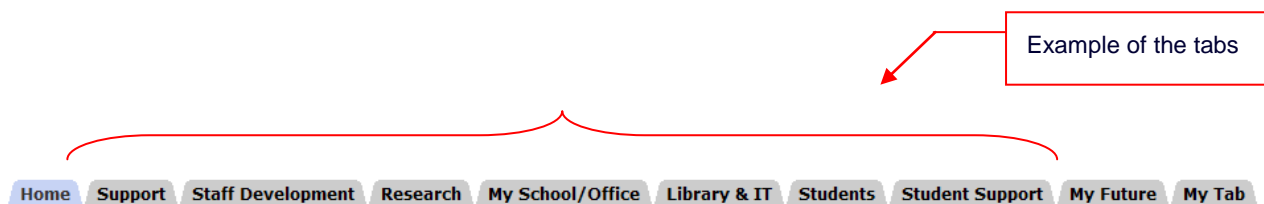
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What are Tabs and Channels?

Inside the portal the first page you will see is the homepage. This is because you are on the “home” tab.

The other tabs available include:

- **Support** - only available to University staff
- **Staff Development** - only available to University staff
- **Research** – only available to University staff
- **My School/Office** – links to your school or office homepage
- **Library & IT** – links to library and computing related information services
- **Students**– Access WebCT via the My Courses Channel, and access to your student records
- **Student Support** – Links to University’s support services information – such as Accommodation, Finance, Student Centre, Childcare, Disabilities, International Student and other services
- **My Future** – Links to Graduate, Alumni and Careers information



Within each tab, by default, you will have some channels that are already set up for you. The channels are the boxes on each page.

For Example, within the **Library & IT Tab** you have the following channels already set up for you:

1. Your Library Account
2. Library Services
3. IT Services
4. Support for Remote Users
5. Library Catalogue
6. E-Library

Please note: Channels will be different for staff vs. students

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Here is a sample of channels available under the **My Future** tab.

The screenshot displays six channels from the 'My Future' tab. Each channel has a title bar with three icons: a square (maximize), a vertical line (restore down), and an 'X' (close). The channels are:

- Guidance & Employability**: What is the Guidance & Employability Team? Quick Links: GET homepage, Search vacancies using GET Online (new window), Psychometric Tests, Prospects Planner, Contact the team, Read Prospects Graduate, GET News. Career planning with Adult Directions. Adult Directions.
- GET Careers**: GET Careers. Careers, skills building and employability advice. How can GET Careers help me? Choose topics from the drop-down box below for an introduction to the different skills and attributes that make you employable. (Opens in new window.) Choose a topic: ----- Choose a topic ----- Visit the GET Careers homepage for comprehensive careers help.
- Postgraduate Study**: Search for a course at the University of Greenwich: Select subject: all subjects search Postgraduate study at the University of Greenwich Apply online Careers guidance on postgraduate study options This search engine is powered by Graduate Prospects. A full range of UK postgraduate course options are available on their website.
- GET Workshops**: The GET Team run workshops aimed at improving your employability skills, including help on writing CVs, what to expect at an interview etc. They also host and advertise training days, fairs and employer presentations. View the GET workshops and events.
- Guidance & Employability Team News**: GET Facebook Logo Winner, GET Employed Workshops, BBC Virtual Careers Fair, Moving On To Graduate Employment, Ethnic Minority Mentoring Programme. Headlines from GET News.
- Alumni**: Greenwich Connect is for former students (alumni), former staff and friends of the University of Greenwich. Registration is FREE. New! Find us on: facebook Join HERE (new window) LinkedIn Join HERE. Greenwich.Connect

Customising Tabs and Channels

Most channels and tabs are customisable. This means that you can choose to move, remove or add channels as you wish. Each channel has a set of buttons in the top right corner. These buttons allow you to maximize, minimize or remove the channel from the page. If the button is greyed out, then you will not have access to that function.

1. This button allows you to maximize the channel

2. By clicking this button, you will remove the channel from the page. In this example, the button is greyed out and therefore cannot be used.

3. This button allows you to minimize the channel

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1. When you click on the Maximize button, the entire channel will open and the other channels will be removed from that page. To get back to see the other channels, you must click on the “back to” link from the menu in the top right.

Guidance & Employability

What is the Guidance & Employability Team?

Quick Links

- GET homepage
- Search vacancies using GET Online (*new window*)
- Psychometric Tests
- Prospects Planner
- Contact the team
- Read Prospects Graduate
- GET News

Career planning with Adult Directions

Adult Directions

This is an example of the channel when it has been maximized.

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2. When you click on the X button, you will remove the channel from the page. To get the channel back, you must add the channel back to your page – please see adding and removing channels and tabs below.
3. If you click on the minimize button, you will collapse the channel so that only the title will be seen.



Guidance & Employability

What is the Guidance & Employability Team?

Quick Links

- GET homepage
- Search vacancies using GET Online (*new window*)
- Psychometric Tests
- Prospects Planner
- Contact the team
- Read Prospects Graduate
- GET News

Career planning with Adult Directions

Adult Directions

Channel in normal mode.

Guidance & Employability

This is the channel when it has been minimized.

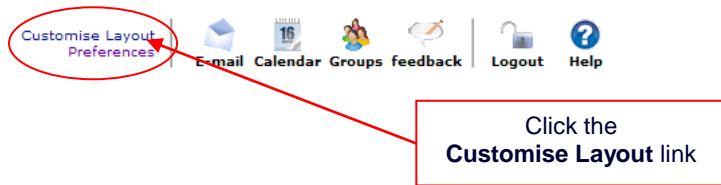
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Adding and Moving Tabs and Channels

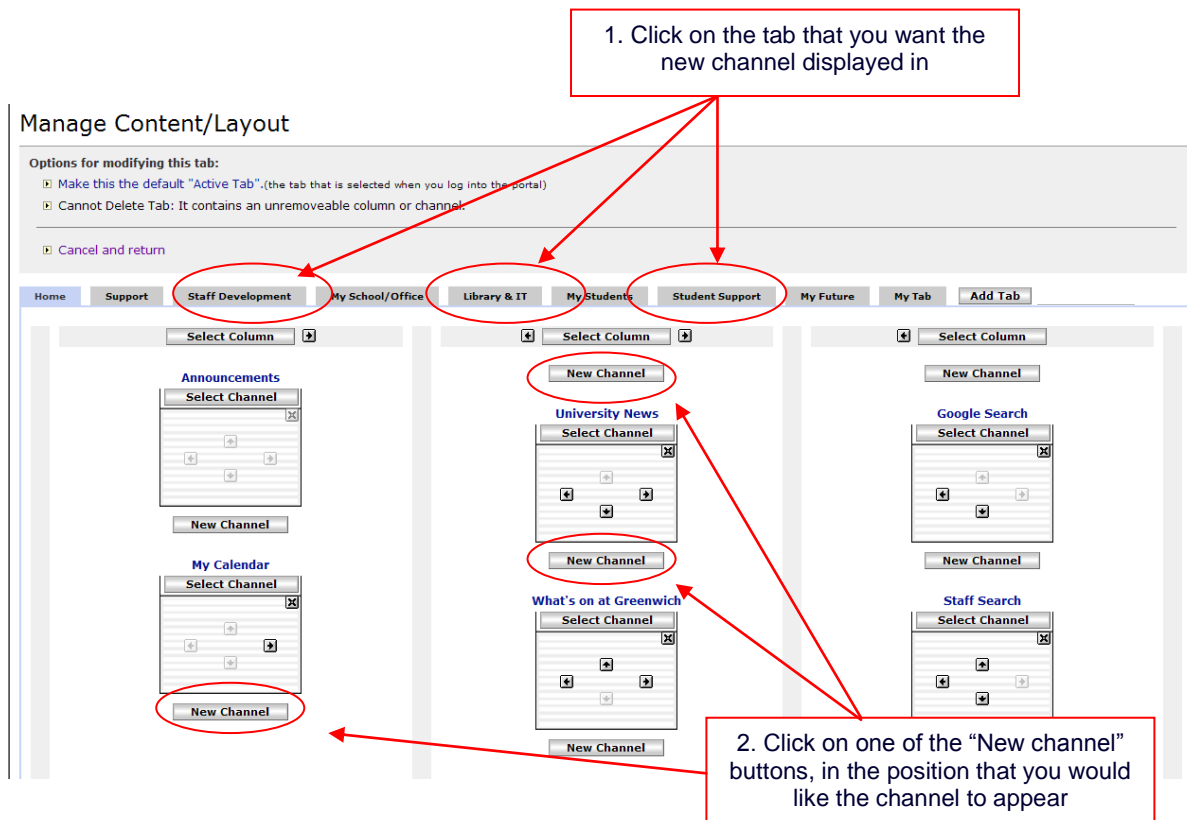
Adding a new Channel:

To add a channel to one of your tabs: First click the **Customise Layout** link:



The Manage Content / Layout page will appear:

1. Click on the tab that you want the new channel to be displayed in.
2. Click on one of the “New Channel” buttons, in the position that you would like the channel to appear on the page.



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Next you will select the channel you require, contained in a list of categories:

1. Select the category that contains your channel from the list.
2. Click "go".
3. Select your channel from the list.
4. Click "Add channel".

The screenshot shows a web interface for adding a new channel. It is titled "Steps for adding a new channel:" and contains three main steps:

- 1. Select a category:** A dropdown menu is open, showing a list of categories including Academic, Admin, Applications, Auto-Published, Entertainment, External Sites, News, Other, Services, Staff, and Student Support. A red box with the text "1. Click the drop down menu and select the required category" points to this menu.
- 2. Select a channel:** A "go" button is visible. A second dropdown menu is open, showing a list of channels including "University Portal Survey - Staff Version [am]", "University Portal Survey - Student Version [am]", "Weather", "Weather - Medway", and "Web Architecture and Content Planning Course Material". A red box with the text "2. Click 'go'" points to the "go" button, and another red box with the text "3. Select the required channel" points to the "Weather" channel in the list.
- 3. Add the selected channel:** An "Add Channel" button is located at the bottom right. A red box with the text "4. Click Add Channel" points to this button.

Please note: In order to see the channel displayed on your page, you must click on the "Back to home tab" link located at the top right then click on the tab that you added the channel to.

The screenshot shows the portal home page with a "Back to Home Tab" link at the top left. A red box with the text "Your Channel will now be displayed in the tab and location that you chose" points to the "Weather" channel tab, which is currently selected. The "Weather" tab displays the following information:

- Weather**
- Conditions for Greenwich, UK at 10:50 am BST
- Current Conditions: Partly Cloudy, 20 C
- Forecast: Sun - Cloudy, High: 22 Low: 14; Mon - Rain, High: 21 Low: 14
- Full Forecast at Yahoo! Weather (provided by The Weather Channel)

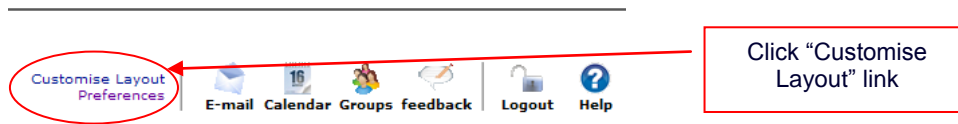
Other visible tabs include "Announcements" (listing university bus services and a portal upgrade), "What's on at Greenwich" (with filters for Campus, Month, and Display), and "Term Dates and Schedules" (for 2009/2010).

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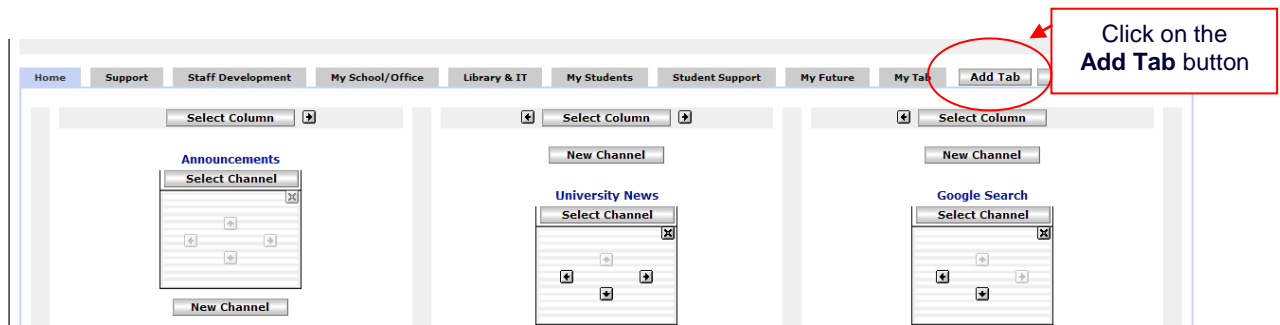
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Adding a new Tab

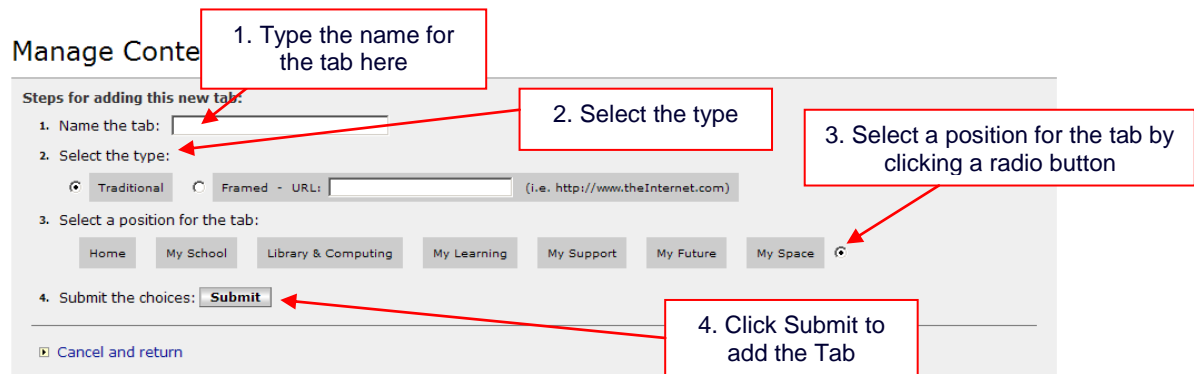
To Add a New Tab: First click the **Customise Layout** link:



The Manage Content / Layout page will appear. Click on the **Add Tab** button.



1. Type the name of the new tab.
2. Select the type - either traditional or framed.
3. Select a position for the new tab
4. Click **Submit**



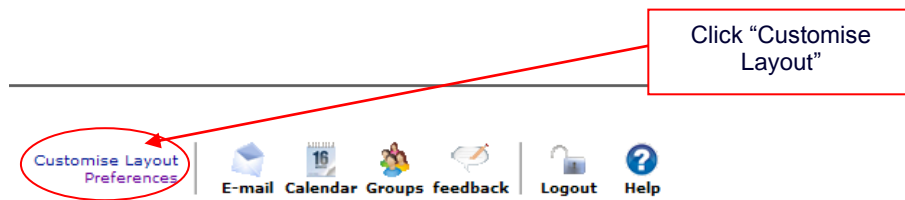
Your new tab will display where you chose, you can return to the home tab to view.

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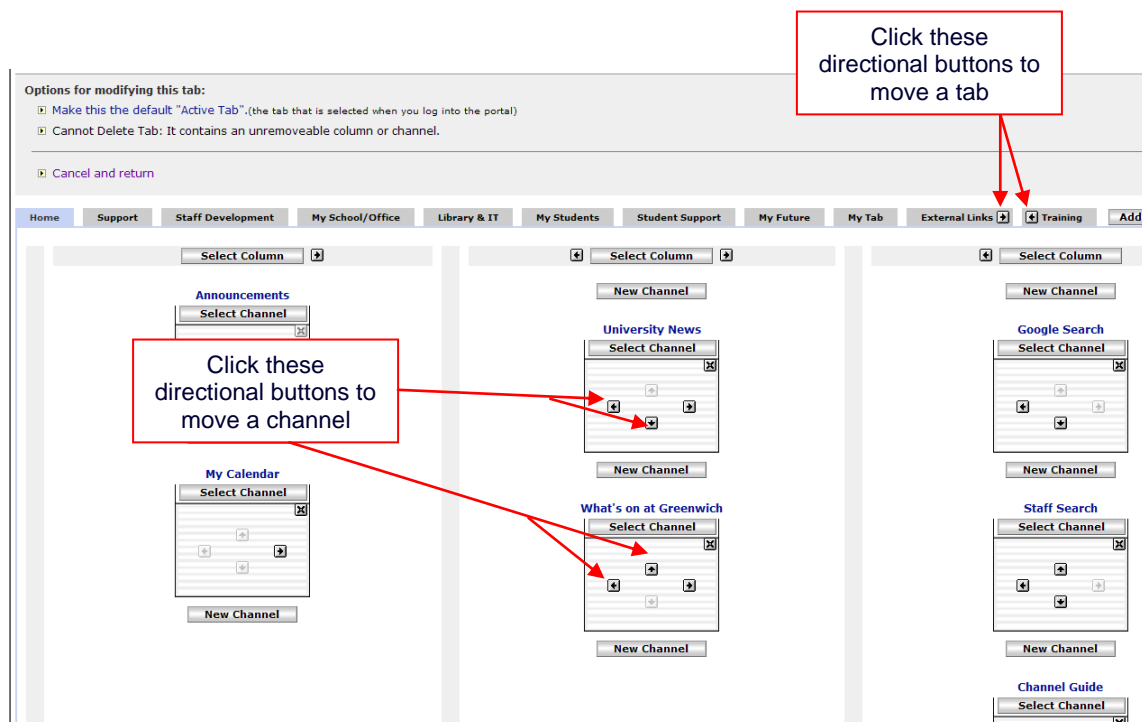
Moving a new Tab

To Move a Tab or Channel: First click the **Customise Layout** link.



The **Manage Content / Layout** page will appear.

To Move a Tab: You can only move tabs that you have manually added. To do this, click on the directional buttons to move the tab one place to the left or right:



To Move a Channel: Click on the directional buttons on the channel that you wish to move (Channels without directional buttons cannot be moved) If you let the cursor hover over one of the directional buttons, a dialogue box will appear informing you where the channel will be located after the move.

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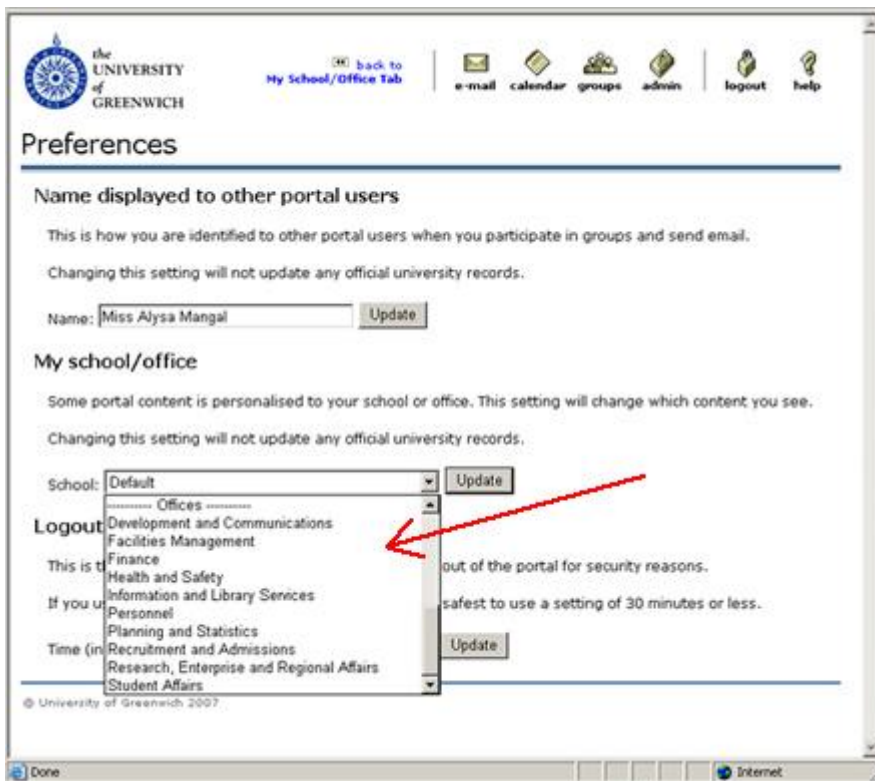
Portal Preferences

Once you have logged into the portal, underneath the Customise Layout link is another link to **Preferences**.



Via this **Preferences** link you can:

1. **Change your display name** - This only affects what you will see when logged into the portal and when you send emails via the portal. Changing your display name will not affect your University records.
2. **Change your default school** (or Office for staff). Staff now have the ability to change their office from the list of offices in the drop down menu. This will make the **My School/My Office** tab point to their department's web pages (see images below)



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[Home](#) [Support](#) [Staff Development](#) [Research](#) [My School/Office](#) [Library & IT](#) [Students](#) [Student Support](#) [My Future](#) [My Tab](#)

The My School/Office tab will now point to the School/Office which you selected within the Preferences link.

- 3. Change the logout time.** Under the **Preferences** link, students and staff can change how long the Portal will remain logged in for. By default the portal will log students out after 45 minutes of idle time, and 480 minutes (8 hours) for staff. **Please note:** that if you are in your email or WebCT, you are no longer within the portal, and this is considered idle time.

PreferencesChannel

Name displayed to other portal users

This is how you are identified to other portal users when you participate in groups and send email.

Changing this setting will not update any official university records.

Name:

My school/office

Some portal content is personalised to your school or office. This setting will change which content you see.

Changing this setting will not update any official university records.

School:

My Email Option

You have staff and student role in portal. You can select which email system you want to use

Changing this setting will not update any official university records.

Email Option:

Logout timeout

This is the period of inactivity before you will be logged out of the portal for security reasons.

If you usually use the portal on a shared computer it is safest to use a setting of 30 minutes or less.

Time (in minutes):

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