

Portal Help Material for Students



Customising the Portal

This section covers:

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

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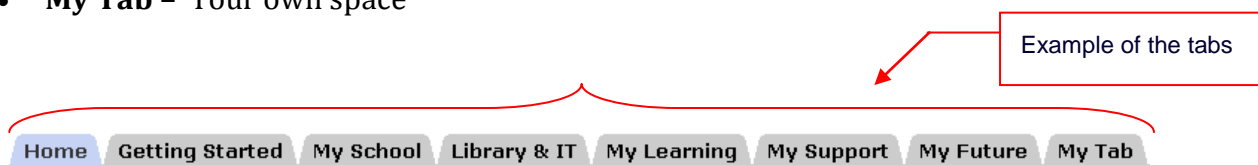
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What are Tabs and Channels?

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:

- **My School** – Links to your schools homepage
- **Getting Started** – Useful start of term information for new students (this tab is only available for the first three months after registering)
- **Library & IT** – Links to library and computing related information services
- **My Learning**– Access WebCT via the My Courses Channel, and access to your student records
- **My 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
- **My Tab** – Your own space



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.

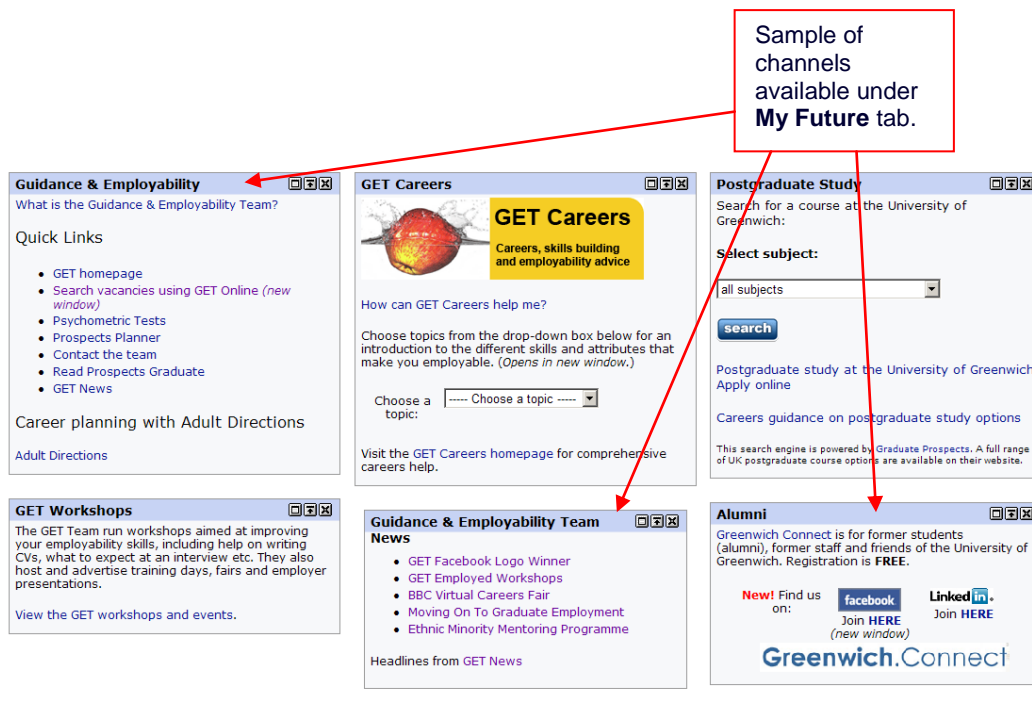
For Example, within the **Library & IT Tab** you have the following channels already set up for you:

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

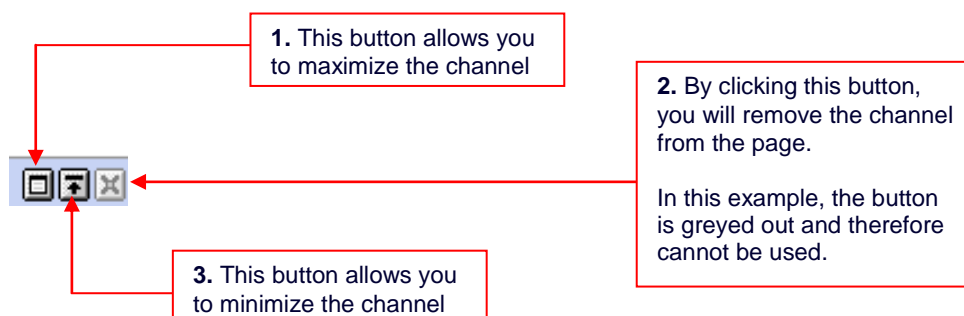
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Customising Tabs and Channels

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.



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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

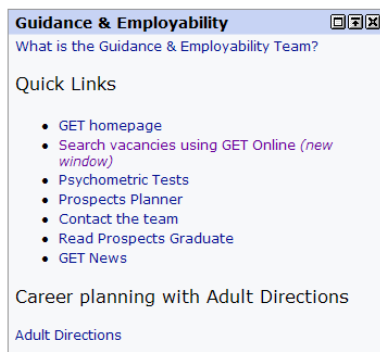
- GET homepage
- Search vacancies using GET Online (*new window*)
- Psychometric Tests
- Prospects Planner
- Contact the team
- Read Prospects Graduate
- GET News

Career planning with Adult Directions

[Adult Directions](#)

Sample of the channel when it has been maximized.

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

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Career planning with Adult Directions

[Adult Directions](#)

Channel in normal mode.

Channel that has been minimized.



Guidance & Employability

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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.

Manage Content/Layout

Options for modifying Preferences:

Tabs: To add a tab, click the "Add New Tab" button. To move a tab, click the arrow pointing in the direction you want it to move. To edit or remove a tab, click on its name.

Channels: To add a channel, click on the "Add Channel" button where you want it to be placed. To move a channel, click the arrow pointing in the direction you want it to move. 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.

Columns: To add a column, click on the "Add Column" button where you want it to be placed. To move a column, click the arrow pointing in the direction you want it to move. To edit, resize or remove a column, click its "Select Column" button.

Revert to default layout

Home My School Library & IT My Learning My Support My Future My Tab External Pages Fun Pages Add Tab Fragments

Column is unmovable

Column is unmovable

Column is unmovable

Announcements
Select Channel
New Channel

Student News
Select Channel
New Channel

My Calendar
Select Channel

Registration (SAIT)
Select Channel
New Channel

What's on at Greenwich
Select Channel
New Channel

Google Search
Select Channel
New Channel

Staff Search
Select Channel

Term Dates and Schedules
Select Channel

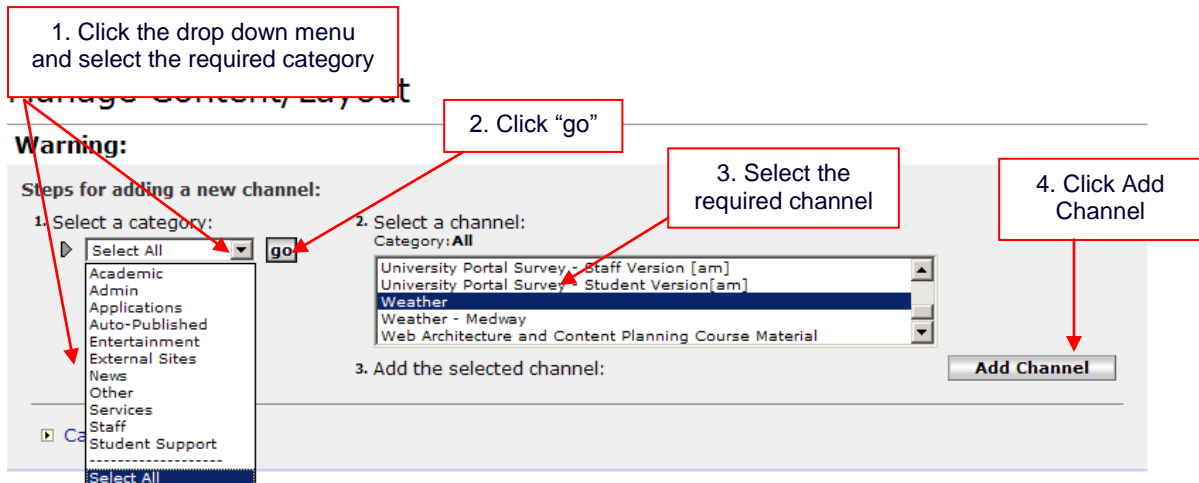
1. Click on the tab that you want the new channel displayed in

2. Click on one of the “New channel” buttons, in the position that you would like the channel to appear

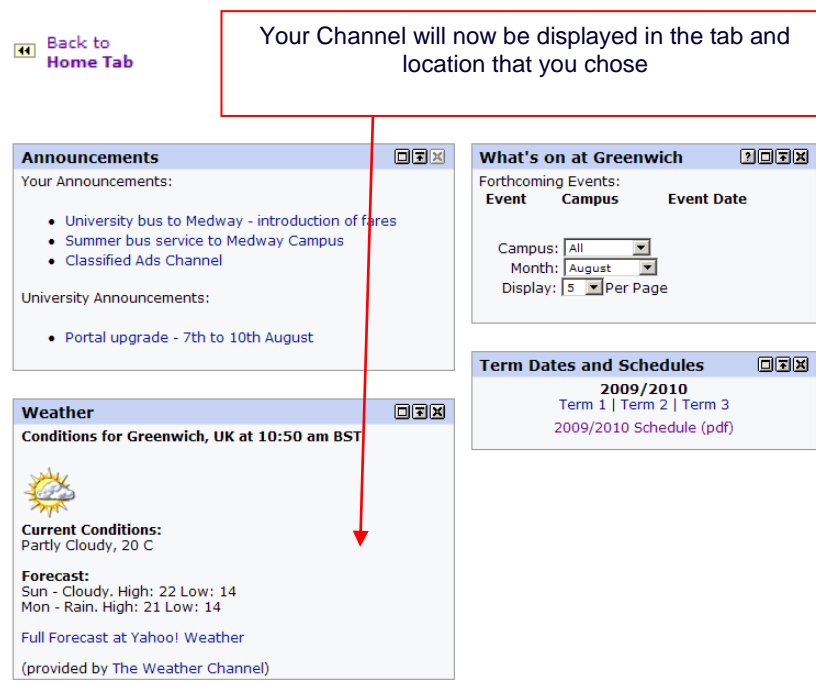
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Next you will select the channel you require, contained in a list of categories:

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".



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.



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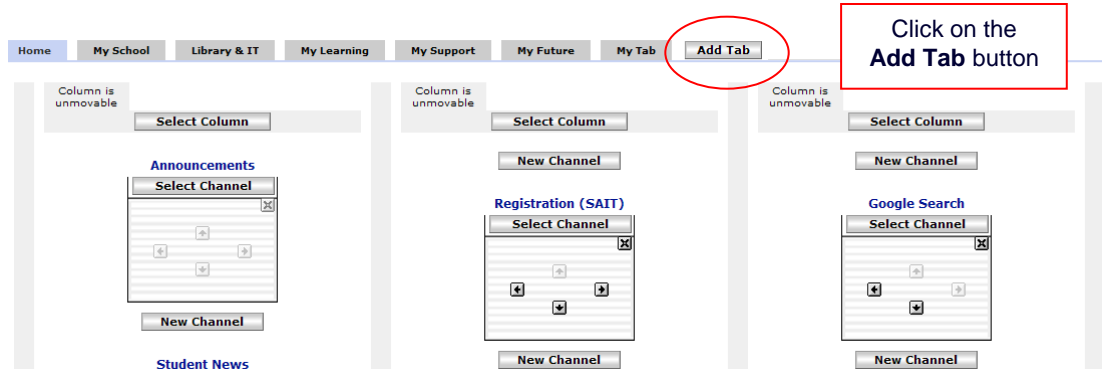
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Adding a new Tab

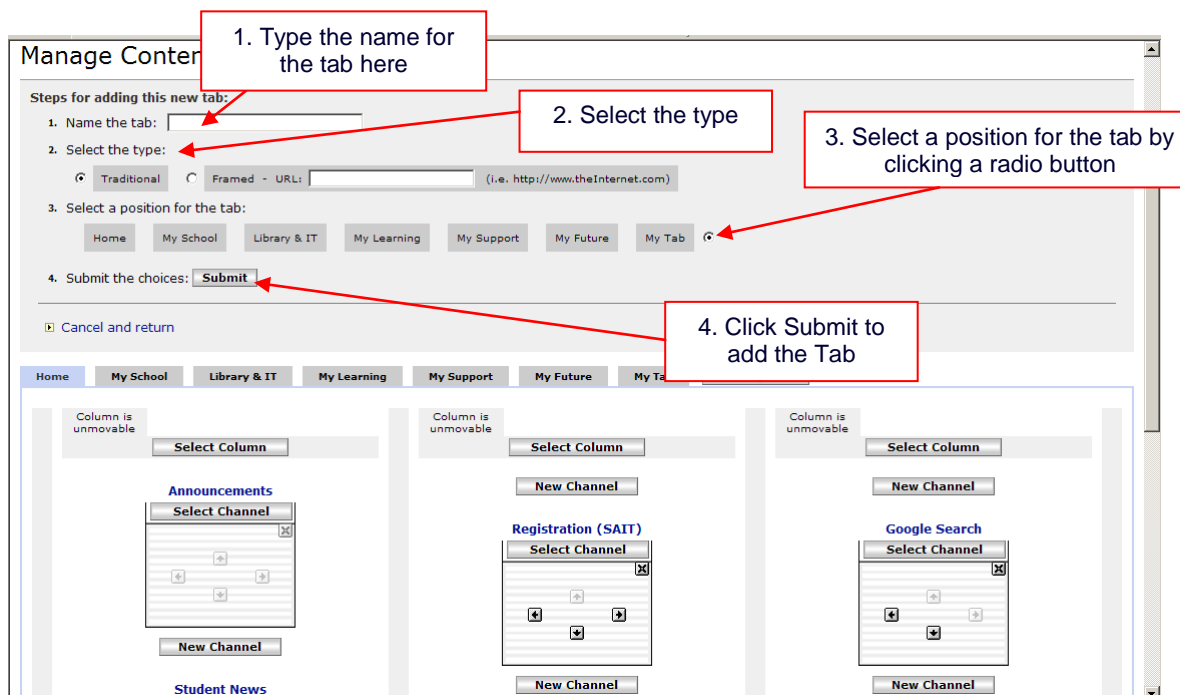
To Add a New Tab: First click the **Customise Layout** link:



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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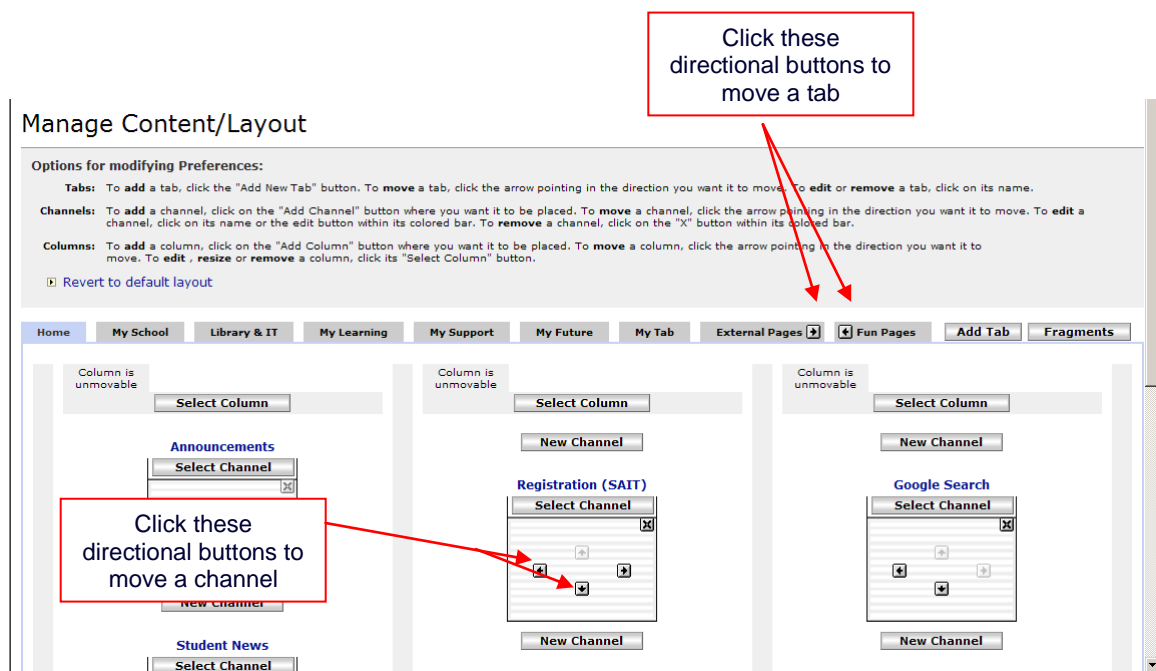
Moving a new Tab

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.** Students now have the ability to change their school from the list of schools in the drop down menu. This will make the **My School** tab point to their school's web pages.
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.

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