

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: September 10

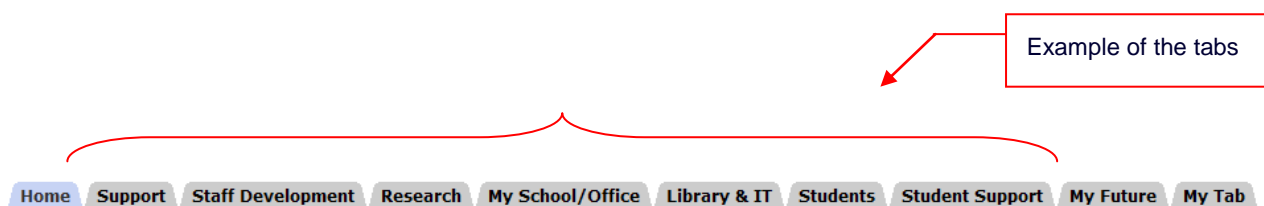
Portal Help Material

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

[Back to top](#)

Portal Help Material

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**: Includes a 'Quick Links' section with links to the homepage, search vacancies, psychometric tests, prospects planner, contact team, read prospects graduate, and GET news. It also mentions 'Career planning with Adult Directions' and 'Adult Directions'.
- GET Careers**: Features a 'GET Careers' logo and a section titled 'How can GET Careers help me?' with a dropdown menu to choose a topic. It includes a 'search' button and a link to the 'GET Careers homepage'.
- Postgraduate Study**: Contains a search bar for courses at the University of Greenwich, a 'Select subject' dropdown menu, and a 'search' button. It also has links to 'Postgraduate study at the University of Greenwich Apply online' and 'Careers guidance on postgraduate study options'.
- GET Workshops**: Describes workshops aimed at improving employability skills and includes a link to 'View the GET workshops and events'.
- Guidance & Employability Team News**: Lists recent news items such as 'GET Facebook Logo Winner', 'GET Employed Workshops', 'BBC Virtual Careers Fair', 'Moving On To Graduate Employment', and 'Ethnic Minority Mentoring Programme'. It also includes 'Headlines from GET News'.
- Alumni**: Promotes 'Greenwich Connect' for former students and staff, with a 'New! Find us on:' section featuring Facebook and LinkedIn links.

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

[Back to top](#)

Portal Help Material

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

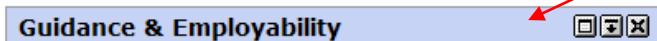
[Adult Directions](#)

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

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.



Channel in normal mode.



This is the channel when it has been minimized.

[Back to top](#)

Portal Help Material

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 this tab:
Make this the default "Active Tab", (the tab that is selected when you log into the portal)
Cannot Delete Tab: It contains an unremovable column or channel.
Cancel and return

Home Support **Staff Development** My School/Office Library & IT My Students Student Support My Future My Tab Add Tab

Select Column Select Column Select Column

Announcements
Select Channel
New Channel

My Calendar
Select Channel
New Channel

University News
Select Channel
New Channel

What's on at Greenwich
Select Channel
New Channel

Google Search
Select Channel
New Channel

Staff Search
Select Channel

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

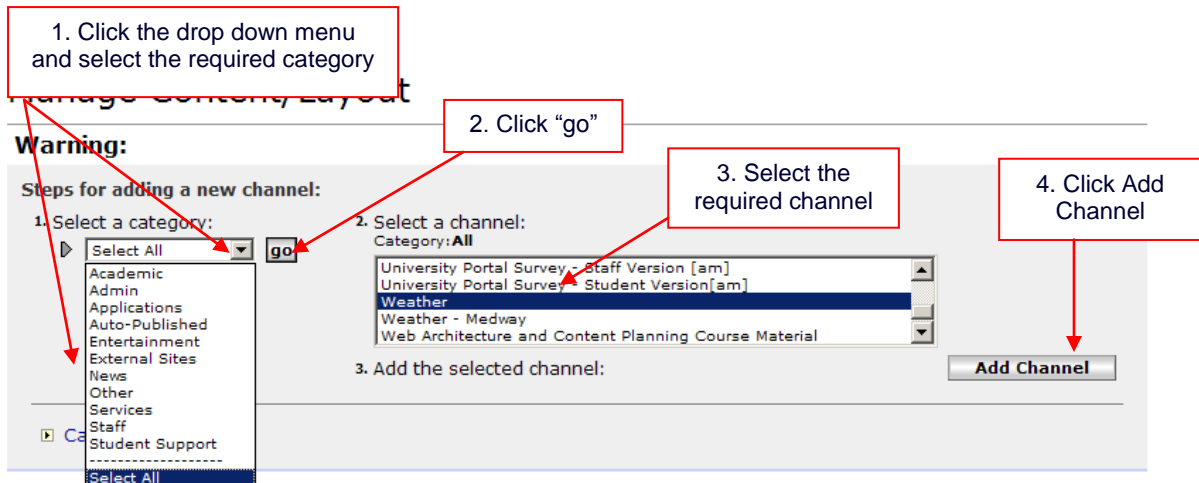
2. Click on one of the “New channel” buttons, in the position that you would like the channel to appear

[Back to top](#)

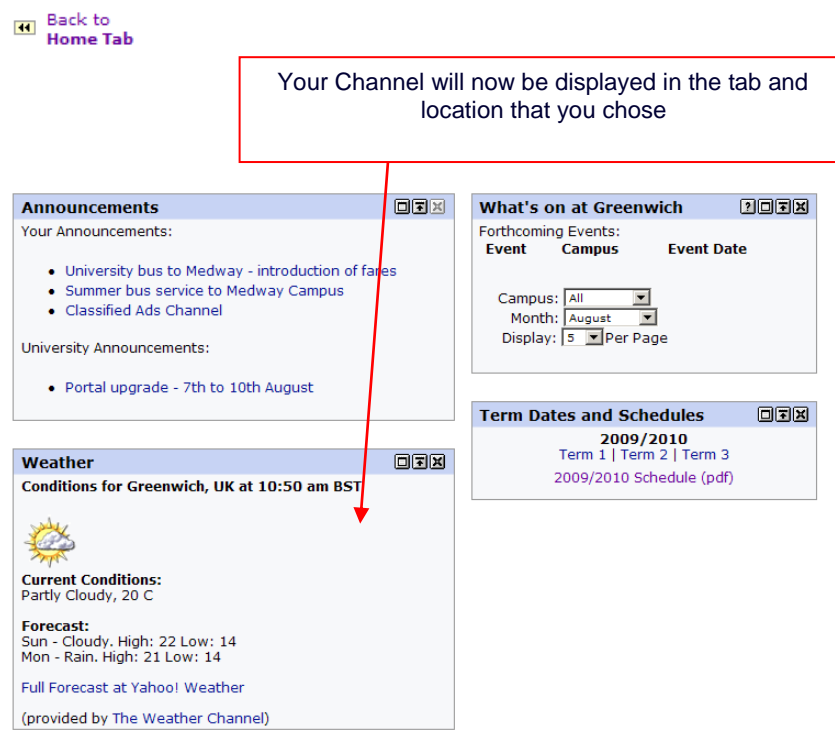
Portal Help Material

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.



Portal Help Material

[Back to top](#)

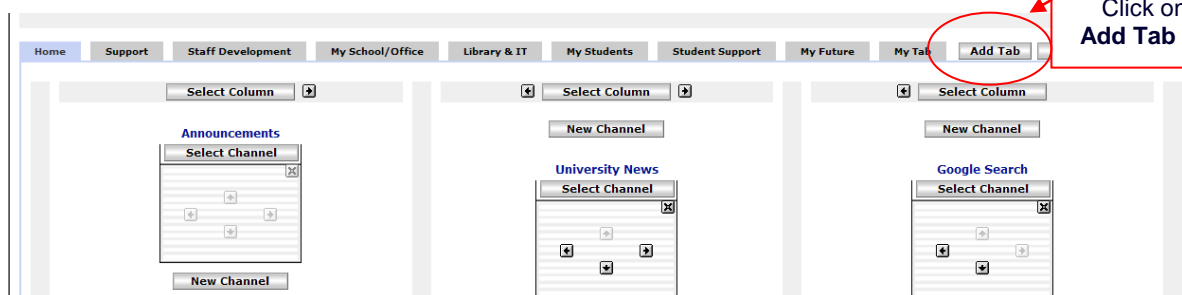
Adding a new Tab

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



Click "Customise Layout" link

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



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**

Manage Content

Steps for adding this new tab:

1. Name the tab:
2. Select the type:
 Traditional Framed - URL: (i.e. http://www.theInternet.com)
3. Select a position for the tab:
Home My School Library & Computing My Learning My Support My Future My Space
4. Submit the choices:

Cancel and return

1. Type the name for the tab here

2. Select the type

3. Select a position for the tab by clicking a radio button

4. Click Submit to add the Tab

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

[Back to top](#)

Portal Help Material

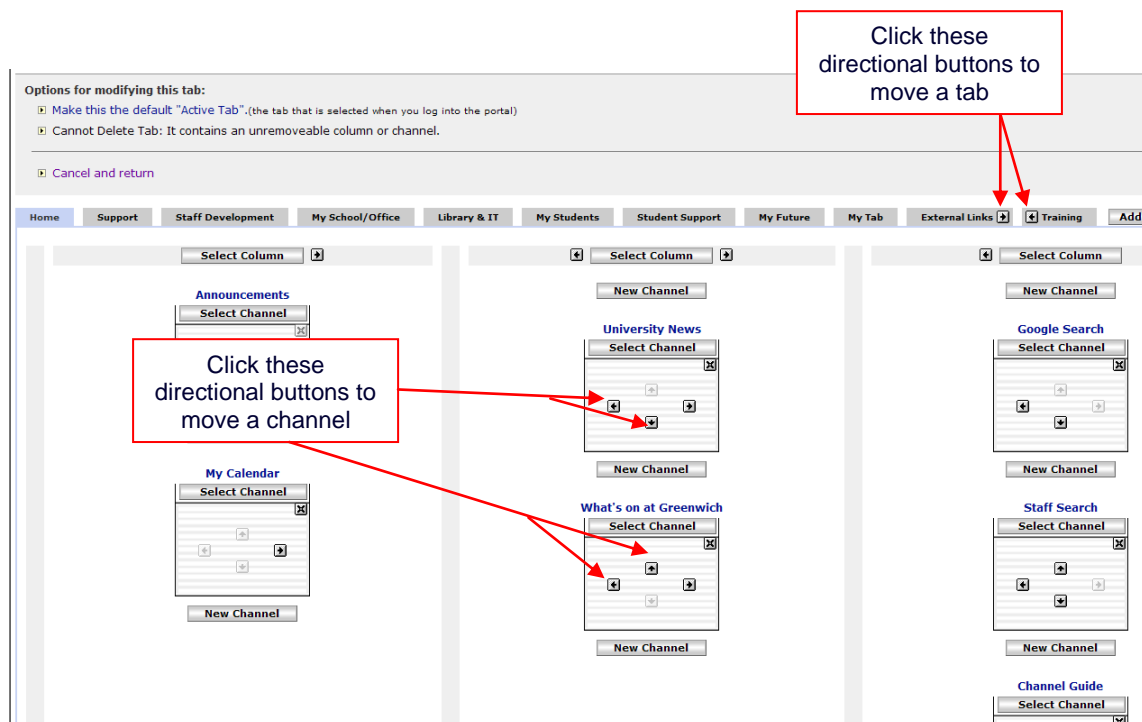
Moving a new Tab

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.

[Back to top](#)

Portal Help Material

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.
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.
4. If you are in the school of Architecture and Construction, Education or Health, you will have the option to change the timetable displayed.

[Back to top](#)