

Customizing the Portal

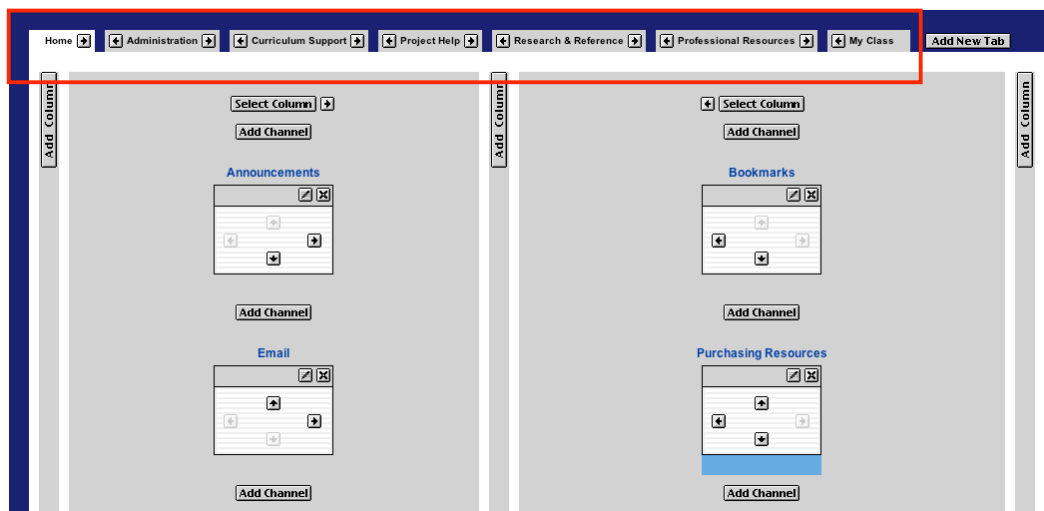
The portal can be customized by changing the content to your specific liking. Options include:

- Moving, renaming or creating navigation tabs
- Adding, deleting, or moving the content channels (boxes of content on each page)

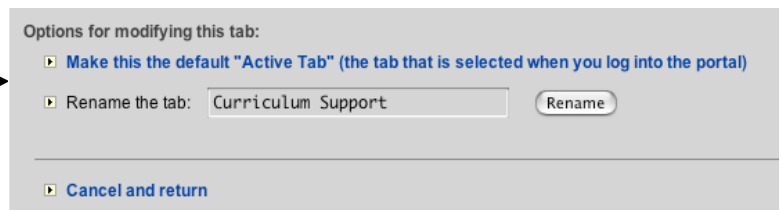
In order to customize the portal, click on the preferences link in the upper right hand corner below the username.



1. Moving, Renaming, Deleting or Creating Navigation Tabs:



- Change the order of the placement of the tabs by clicking on the left or right arrows on each of the tabs. Clicking on the right arrow of the **Home** tab would move that tab to the right of the Curriculum Support tab
- A tab can also be reordered or renamed by clicking directly on the tab, this brings up the following screen:
 - Make a tab the default tab by clicking on the link that says Make this the default..... By doing so, this tab will be the new opening screen that is shown when you log into ed1stop
 - Rename the tab by clicking in the dialog box on the second line and typing in the new name. Click on the **Rename** button to accept the new name

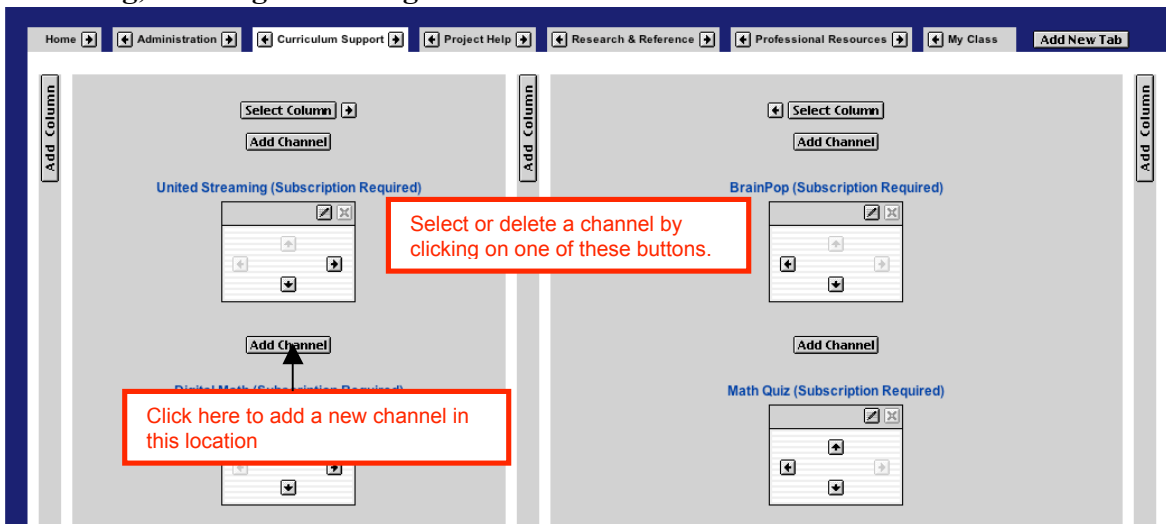


- The order of the tabs can also be changed in this area by clicking the left or right arrows on each of the tabs
- A new tab can be added by clicking on the **new tab button** and following the steps on the screen for adding a new tab
- Finally there is the option to delete a tab. Click on the link and the tab will be eliminated.



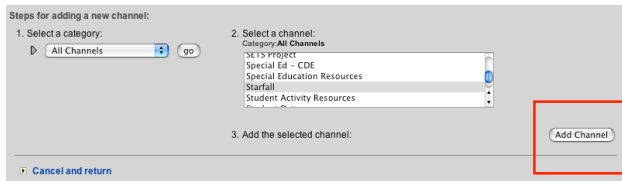
If a change has been made in error, the page can be reset to the original default settings by clicking on the **reset layout button** on the opening **Preferences Page**.

2. Adding, Deleting or Moving a Channel



Steps for adding a channel

- To add a channel, select the tab where you want to add a new channel
- Select the position for the channel by selecting any of the Add Channel buttons
- A new window appears, select what category to find the new channel (if you don't know just select All Channels), click the go button
- Second step, use the scroll bar to look for a channel, when you find the one you want to add,



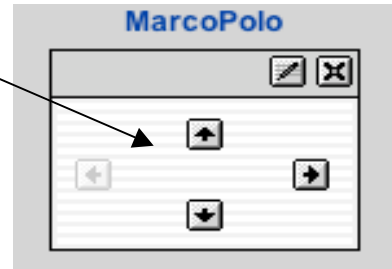
- select it
- Click the Add Channel button
- The new channel has just been added to the tab

Note: You may see some channels that are subscription based, if you add the channel to your portal, it will only work if you have paid for that subscription.

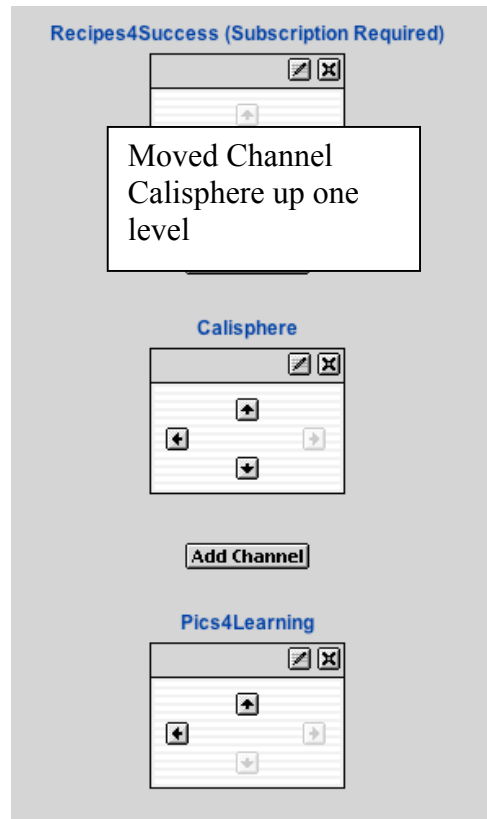
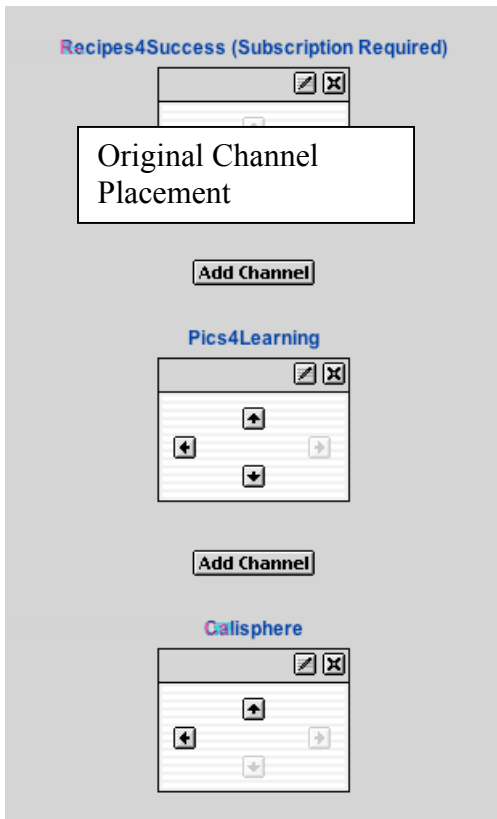
Moving Channels

To move a channel within the tab, use the directional arrows

There are 4 directional arrows in each channel – first select the channel and then clicking on any of the arrows will move that channel in that direction.



- a. The up and down arrows move the channel up or down within the column
- b. The left and right arrows move the channels from one column to the other column



- c. To delete a channel, click on the X in the top right corner of the channel, the channel will be removed

3. To return to ed1stop click on the blue arrow next to User Preferences, right below the ed1stop logo, do not use the Browser Back button



Note: Channels can also be deleted in the normal view by clicking the “X” button at the top right hand corner of each channel.

By following the above steps to add a channel, you can always put back any Channel that has been deleted.