

# College Portal Administration



## College Portal Administration V1.1

# College Portal Administration

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# College Portal Administration

## College Portal Administration Overview

This College Portal Administration guide is intended for college portal administrators who want to:

- Configure their college's theme (logo, name, background image and colors)
- Configure their college's portal communication and messaging

The *Tenant Admin* tab (as shown below) is the landing page for the college portal administrator following login.

**MyPath**  
CALIFORNIA COMMUNITY COLLEGES

Enter search terms

TENANT ADMIN SURVEY ADMIN SUPPORT TRAINING CCC RECOMMENDS MESSAGES HELP

CCCTC Demo College

**Tenant Portal Administration**

Portal Administration

- [Manage portlets](#)
- [Manage This Skin](#)

**Fragment Administration**

Fragment Administration

-- fragments -- Go

**Advisor Card Administration**

New Card

Title

Description

Why

What

Shown by Default ☐

Tasks

# College Portal Administration

Task 1

TitleThe title of the task

DescriptionThe description of the task

LinkThe link URL for this task

Open in new Window/Tab

Expected Duration (minutes)1

Disabled

CreateClear

Existing Cards

1. Explore Careers

Explore Careers

EditDelete

2. Apply for Admission

Apply for Admission

EditDelete

Admin Messaging

User(s):Student Name

Group(s):Group Name

Subject:Subject Line

B I S U : " < > [ ] \* \_ { } ~ ` ^ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾ À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý þ ÿ

Normal Size A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ \ ] ^ \_ ` a b c d e f g h i j k l m n o p q r s t u v w x y z 0 1 2 3 4 5 6 7 8 9 - . , ; ' " ! @ # \$ % & \* ~

body p

The SMS character and message counts are approximated, thus may show less than the actual.

SMS Character Count: 23Number of SMS: 1

Drafts: [Load] [Save]Templates: [Load] [Save]

ResetSend

Admin Messaging Log

Search terms

Download Unfiltered CSV

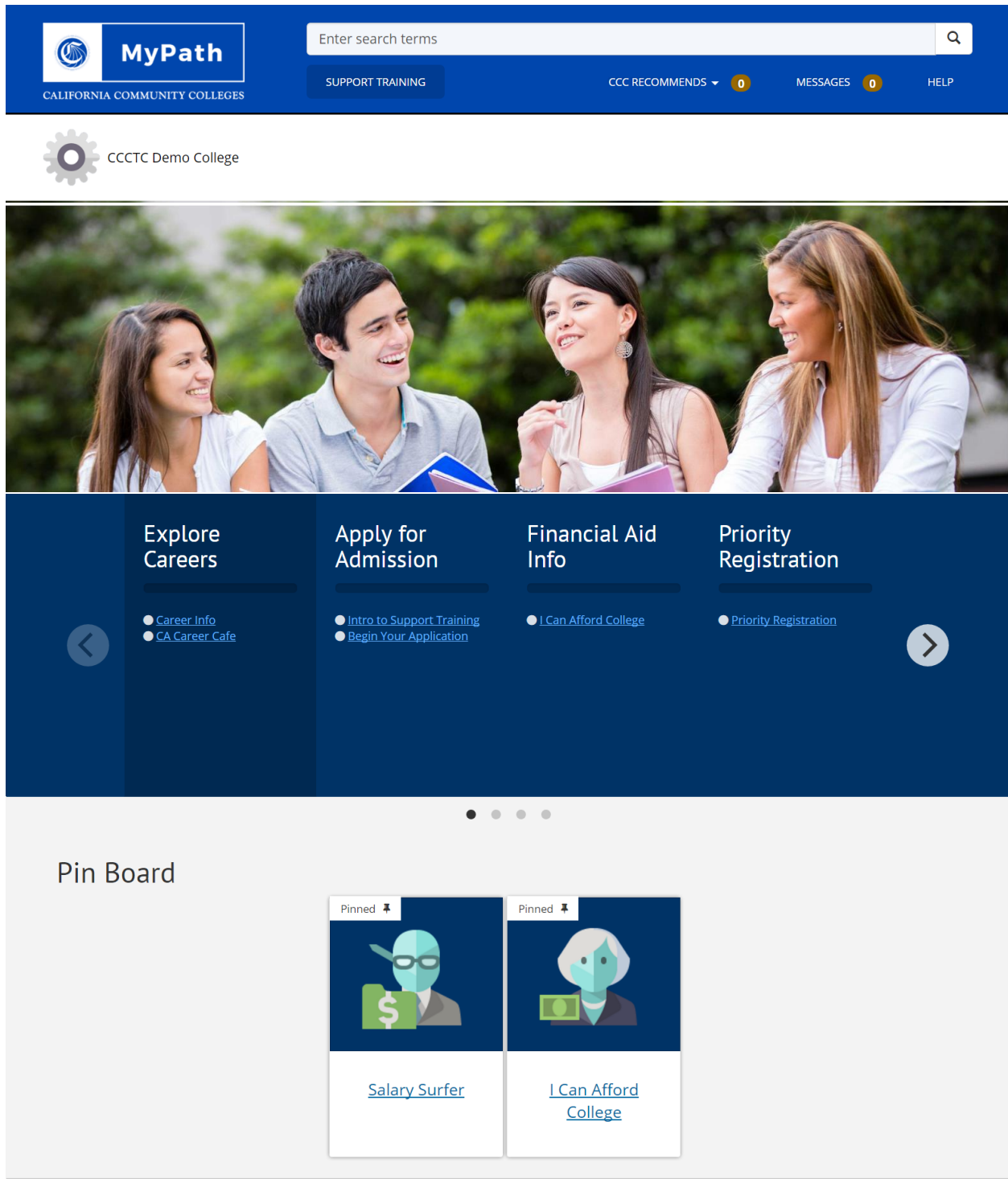
Date Time ▲Title ▼Source ▼UserId ▼

No results matching your query terms were found.

Behind the scenes, the CCC MyPath portal serves as the large container for each college's portal. Within each college portal the college administrator configures the look and feel and content on the Tenant Admin tab. Each of the panels in the Tenant Admin tab represent configuration "services" that are available to all colleges for this purpose.

# College Portal Administration

The college portal's end user, currently only students, sees a different view of the college's portal when they log in. The image below is an example of the college students' portal view.



# College Portal Administration



## Authenticating With College IdP

In order to be included in the California Community College Portal, your college or district needs to have an Identity Provider (IdP) set up. Your individual account must be associated as a Tenant Admin in the portal.

If your college/district does not have an IdP, please contact the California Community Colleges Technology Center to discuss your options.


# College Portal Administration

## Portal Basics

A portal is a web site that acts as a container for consolidating information and/or services from a variety of sources so that they appear as one cohesive site. The CCC MyPath portal contains individual and unique college or district portals within it. Each individual college portal contains built-in portlets within it for managing their portal. This includes the ability to create new portlets that display information or services to the college end- users.

Plainly put, portlets are:

- Web applications that accept client requests and respond with information
- Designed for uniformity
- Displayed to appear as one web page in the context of the portal

 **Note:** The portal supports custom portlets and/or connected web applications. One may be easier than the other to implement. The California Community Colleges Tech Center expects most colleges to begin using the portal with the built-in portlet features first.

An example of portlets includes the advisor cards (Explore Careers, Apply for Admission, Financial Aid Info, Priority Registration) that display within each unique college or district portal, as in the image above. The advisor cards are a built-in feature in the CCC portal that provide student-tailored information via links in each card.

College administrators and students both log in to their college/district portal via single sign on (SSO). Only the college administrator and its students (to whom it gives access via IdP authentication credentials) can access the college/district portal page. The required login credentials and authentication are explained in more detail here:

- [Authenticating With College IdP](#) on page 6.

## Portal Multi-Tenancy Features

Each college/district portal is contained by the larger CCC MyPath portal. Administrative access to each portal is restricted to the college portal administrator for that college. From a software application point of view, the CCC MyPath portal is one application that serves every college/district. In technical terms, each college or district portal is called a "tenant" of the CCC MyPath portal. As such, the larger portal supports what is referred to as "multi-tenancy."

Portal multi-tenancy means the following universal features are available for each individual college or district portal:

- A dedicated portion of the CCC MyPath portal
- Access to portal data (portlets) and basic functionality (login, searching, etc.)
- Portal page configuration (controlling what displays and how it looks)
- Portal page user management (i.e. which authenticated users see what)
- Software updates to the portal are applied for all college/district portals at once

## Delegated Administration

Each college/district portal is contained by the larger CCC MyPath portal. Administrative access to each college/district portal is restricted to the college portal administrator for that college. As a college portal

# College Portal Administration

administrator, you have access to the following functions:

- Administration
- Tenant Portal Administration
  - Manage Portlets
  - Manage this Skin
- Fragment Administration
- Advisor Card Administration
- Admin Messaging
- Admin Messaging Log
- Survey Administration
- Additional portlet access
  - CCC Help
  - Pinboard
  - Statistics

## Supported Roles and Source

Your "role" in the Portal is determined by your Identity Service Provider (IdP). Each college/district portal's administrator will define those roles as part of setting up their IdP. When first integrating with the CCC MyPath portal, your college/district will most likely include an IdP role for the college portal administrator and students. Later, your college/district may want to add one or more college staff IdP roles.

See [Authenticating With College IdP](#) on page 6.

## Basic Portal User Experience

The basic portal user experience depends on your role when you log into the college portal. The common portal experience includes searching, navigation, and linking to content. The college administrators customize the look and feel and content of their portal and configure which portlets display to students.

The college students log in to a college portal page and interact with each of the portlets.

## General Portal Navigation

These portal navigation items are the same no matter if you're the college portal admin or a student:

- Log into the portal. A header bar displays that includes the CCC MyPath logo next to a search bar.
- Enter a search term in the Search bar and click the Search icon retrieve search results. An auto-suggest feature displays common search options beneath the search window as you type. See Searching the Portal starting on page 9 for details.
- Click the CCC MyPath logo in the upper left corner from anywhere in the portal to return focus to the home screen.
- Scroll down the page to see more items.

## College Students

The portal acts as a "one-stop shop" for college students in terms of a hub for their college information. College students log in to the college's portal to:

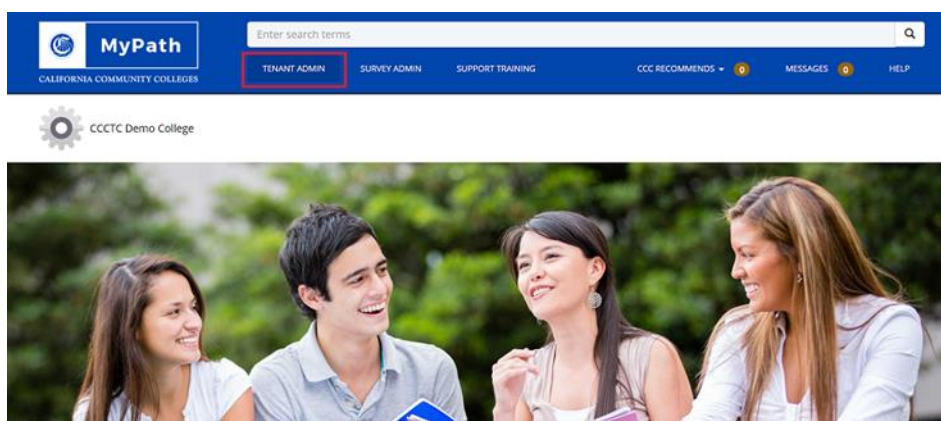


# College Portal Administration

- Get information they need for college success.
- Interact with recommended topics based on specific needs and interests, such a college directory, course catalog, or information on salaries for different graduates of specific programs. These topics may display as:
  - Static content portlets
  - Application Launcher portlets
  - Advisor Card portlets
  - Surveys
  - Messaging via portal messaging, email or SMS


## College Portal Administrators

The college portal administrator is the initial college user of the college portal. The portal administrator configures the look and feel and the content. The college portal administrator logs in and sees the same header bar and search bar as a student user.



However, the college portal administrator also sees:

- Clickable tabs beneath the search bar that let the administrator navigate through configuration portlets:
  - Tenant Admin tab
  - Survey Admin tab
- Any number of administration panels when you scroll down the page, used for creating:
  - Static content portlets
  - Application Launcher portlets
  - Advisor Card portlets
  - Messaging via portal messaging, email or SMS

 **Note:** You can use portlets to link to specific content. Some examples include a link to a third-party web site or application from an application launcher portlet.

## Searching the Portal


The Portal includes a universal Search bar at the top of the screen. Searches include auto-complete functionality so that suggested search options appear beneath the Search bar as you type.

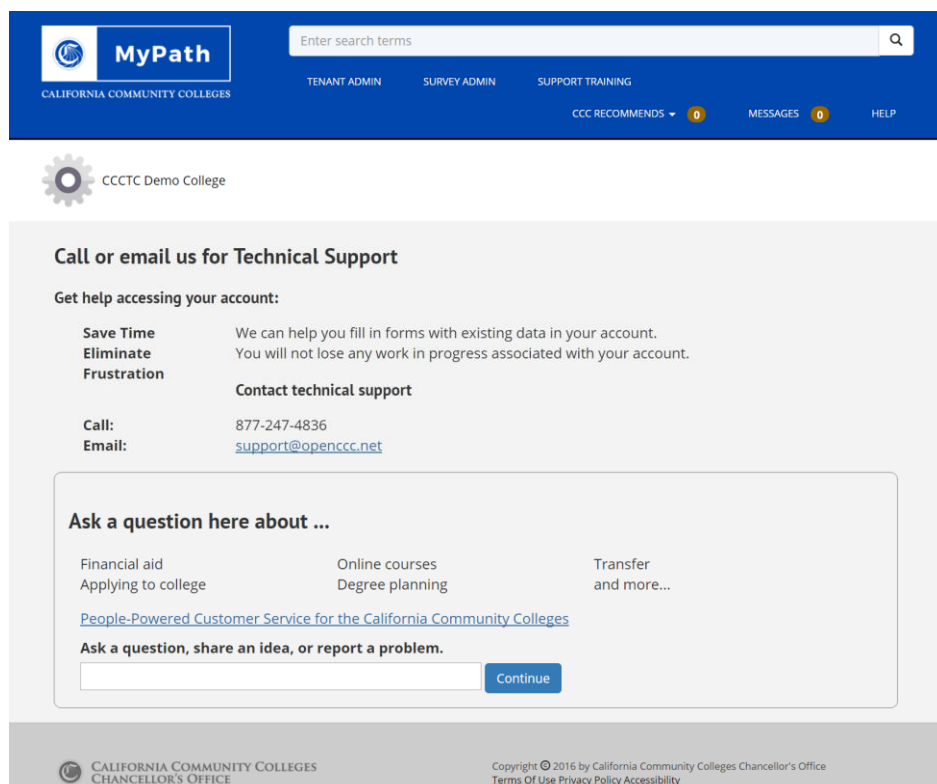
# College Portal Administration




To perform a search:

1. Click in the Search Bar and start typing your search term.
2. Select one of the displayed search suggestions to retrieve that search item.

 **Note:** Selecting either the second item in the image above (CCC Help) or the HELP link on the right side of the banner will display the CCCApply Helpdesk information.



 **Note:** When entering search terms, you do not have to select any of the auto-complete options. After typing your search term you can hit your keyboard's Tab key and then the Return key, or click the Search icon to the right of the search field to initiate the search.

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## Configuring the College Theme

You can configure your college portal's display by:

- Changing the background image and colors
- Branding it with your logo
- Branding it with your college name.

Use one of the links below to go through the steps of configuring your college theme.

- [Changing the College Header Background and Text Colors](#) on page 11.
- [Updating the College Portal Background Image](#) on page 12.
- [Changing the College Logo and College Name](#) on page 12.

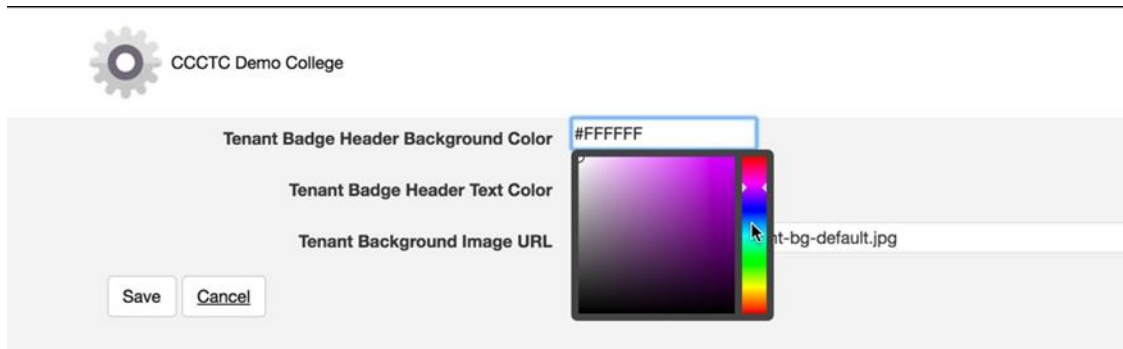
### Change the College Header Background and Text Colors



**Note:** Due to caching, it may take up to 15 minutes for changes to header and background colors to be seen by students.

Use the following steps to configure your college colors and background image.

1. Navigate to Tenant Admin tab -> Tenant Portal Administration panel -> Manage This Skin link to open the College Skin configuration screen.
2. Click the Tenant Badge Header Background Color field label text, or its associated color box, to open the colors palette.



3. Click and drag the white-triangle slider to display color shades in the larger square box to the left of the slider.

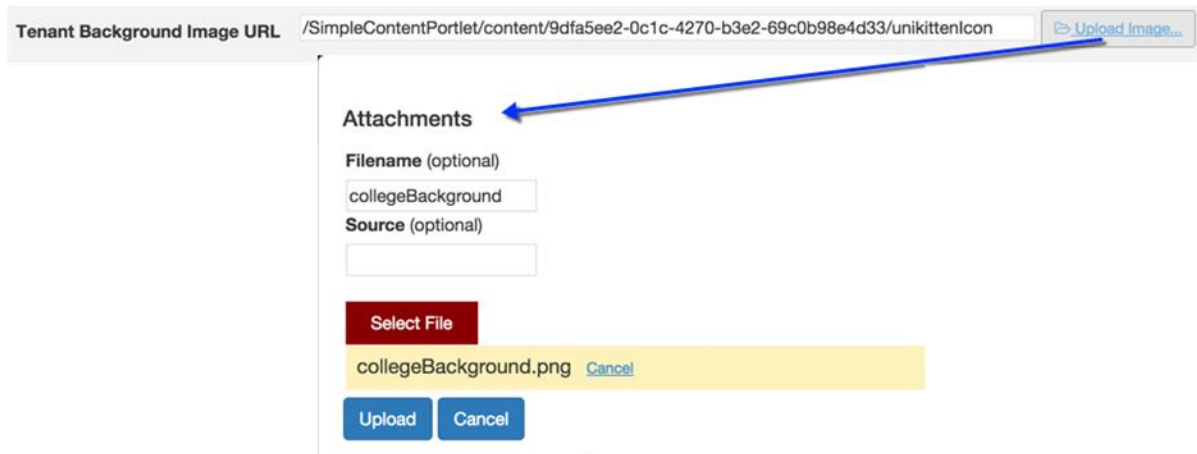


## College Portal Administration

4. Once the shade displays that you prefer, click in the square color box to select the color. The exact color selected appears in the Tenant Badge Header Background Color field with the color's hex code in white text.
5. Click anywhere on the screen outside the color box to close it.
6. Follow steps two and three above to change the Tenant Badge Header Text Color, if desired.
7. Click Save to save your changes. Your college portal display now appears with the colors you selected for the background or text.

## Updating the College Portal Background Image

1. Navigate to *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage This Skin* link to open the *College Skin* configuration screen.
2. To update your college portal's background image, click the *Upload Image* link next to the *Tenant Background Image URL* field to open the *Attachments* dialog box.



3. Enter the optional file name and source information in the *Filename* and *Source* fields, if desired.
4. Click **Select File** to open your operating system's file browser, and navigate to and select the image file you want to use as your college portal's background. The selected file name displays beneath the **Select File** button (collegeBackground.png in the example image above).
5. Click **Upload** to upload the image. The Attachments dialog box closes automatically once the file uploads successfully.
6. Click **Save** to save all your changes, close the *Manage This Skin* screen, and return to the *Tenant Admin* tab. with your new background image displayed.

## Changing the College Logo and College Name

Changing the college logo and college name occurs from the content editor. Use the following steps to add or update the college logo in and add or update the college name in your college portal:

1. Navigate to *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage Portlets* link.
2. Select the Edit button corresponding to the logo (Support Training Logo)

# College Portal Administration

Portlet Registry

[Register New Portlet](#) Search

**Filters**

State  Category

Viewing page 1. Showing records 1 to 4 of 4 items. 10 per page [Previous](#) [Next](#)

Name	Type	State	Edit	Delete
app-launcher	App Launcher	CREATED	<a href="#">Edit</a>	<a href="#">Delete</a>
Support Training Intro	Advanced CMS	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>
Support Training Logo	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>
Support Training Skin	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>

3. Select the Save and Configure button at the bottom of the page to see the *Content Editor* screen.

Edit Portlet

**Summary Information**

Portlet Title

Portlet Name

Portlet Functional Name

Portlet Description

**Controls**

Portlet Controls

- ☐ hasHelp
- ☐ editable
- ☒ configurable
- ☐ hasAbout

**Note:** This portlet supports rich configuration, you will be prompted to perform this configuration at the end of the publishing workflow.

[Advanced Options](#)

**Groups and Categories**

**Groups** [Edit Groups](#)

Support Training

**Categories** [Edit Categories](#)

Support Training Portlets

**Lifecycle Management**

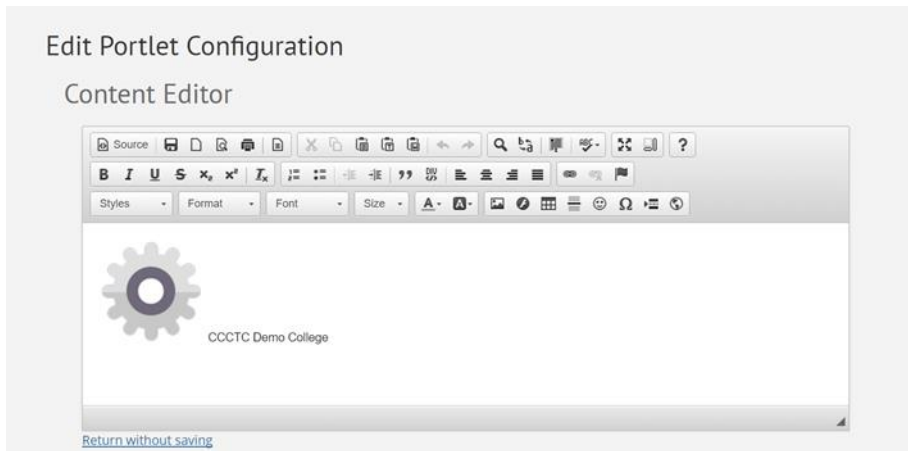
Option	State	Description
<input type="radio"/>	Created	Created
<input type="radio"/>	Approved	Reviewed and approved for production
<input checked="" type="radio"/>	Published	In production
<input type="radio"/>	Expired	Might need it later, but not using it now

**Automatic Expiration (optional)**

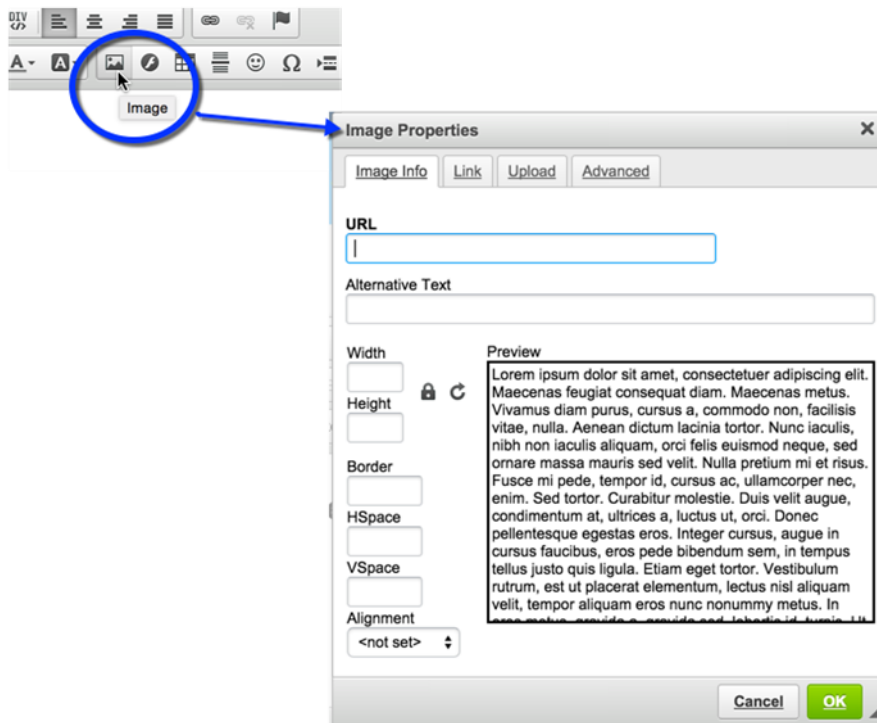
Option	Setting
Automatic Expiration Date and Time	<input type="text"/>

[Save and Configure](#) [Save](#) [Cancel](#)

# College Portal Administration

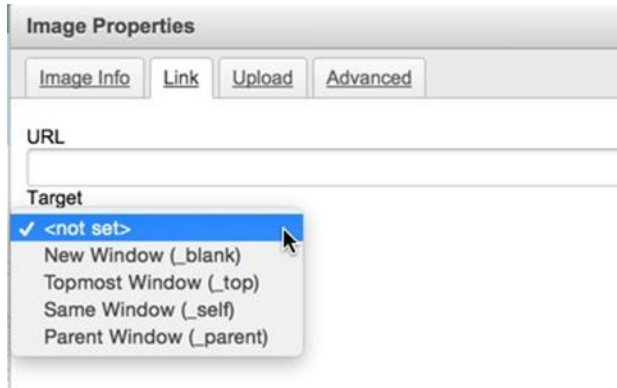


4. Delete the current logo (if a logo is present) by either clicking on the right side of the logo and hitting your keyboard's backspace key or by selecting the logo image and hitting the Delete key.
5. Click the image icon in the toolbar to open the *Image Properties* dialog box.

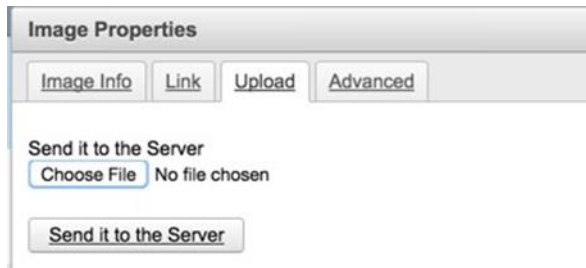


6. Update the logo in one of the following ways:
  - *Image Info* tab: enter the URL for your logo in the *URL* field, and any other logo/image configurations in the remaining fields.
  - *Link* tab: enter the URL for your logo in the *URL* field and select a value from the *Target* drop-down list.

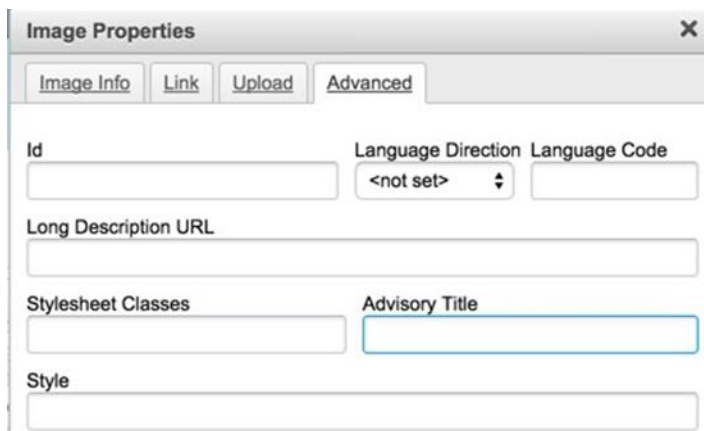
# College Portal Administration



- *Upload* tab: click the **Choose File** button to navigate and select a logo image from your local computer. Once selected, click the *Send it to the Server* link to send the logo image to the portal server.



- *Advanced* tab: enter values for your logo in the fields provided.



7. Click **OK** to save your new logo and return to the *Content Editor* screen with your new logo displayed.
8. Click anywhere in the text field and edit the current college name to the new name you want to display.
9. Use the editing tools inside the *Content Editor* screen to select the font, size, color, etc.
10. Click the Save icon to save your logo, close the *Content Editor* screen, and return to the *Tenant Admin* tab.



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## Content Management

The college portal administrator manages the content of their college's portal by creating portlets using a variety of built-in portlet tools. The portlets you can create include:

- Static content portlets
- Application launchers
- Surveys (with smart forms)
- Advisor cards (with notifications)

## Content Management Overview

The college portal administrator manages content by creating specific portlets and then adding or removing them for specified user groups, applying portlet expiration dates, etc. The steps to do all of this are included within the instructions for creating each of the different portlets:

- [Adding Static Content & Registering Portlets](#) on page 17
- [Adding Application Launchers](#) on page 22
- [Adding Surveys](#) on page 27
- [Adding Advisor Cards](#) on page 33

## Portlet Basics

Anything that you create or configure to display inside your college portal is considered a portlet. A portlet is basically a "container" for the thing you are creating or configuring to display.

College portal administrators determine which groups can have access to any given portlet as well as configuring active and inactive date ranges for portlets (portlet lifecycle).

## Portlet Lifecycle

The lifecycle for any portlet can be defined by the college administrator by selecting the options in the Lifecycle Management and optional Automatic Expiration sections. You control the status and viewability of any and all portlets for your college.

### Lifecycle Management

Option	State	Description
<input type="radio"/>	Created	Created
<input type="radio"/>	Approved	Reviewed and approved for production
<input checked="" type="radio"/>	Published	In production
<input type="radio"/>	Expired	Might need it later, but not using it now
<input type="radio"/>	Maintenance	Out of service; an administrator will place the portlet back into service when it is available

### Automatic Expiration (optional)

Option	Setting
Automatic Expiration Date and Time	<input type="text"/>



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Use the following steps to manage Portlet Lifecycle Management for existing portlets:

1. Navigate to Tenant Admin tab-> Portal Administration panel-> Manage portlets link to display the Portlet Registry screen.

**Portlet Registry**

[Register New Portlet](#) Search

**Filters**

State  Category

Viewing page 1. Showing records 1 to 7 of 7 items. 10 per page < Previous 1 Next >

Name	Type	State	Edit	Delete
CCCTC Demo College Portal Logo	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>
CCCTC Demo College Skin	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>
Educational App Launcher	App Launcher	CREATED	<a href="#">Edit</a>	<a href="#">Delete</a>
Is STEM for you?	Portlet	EXPIRED	<a href="#">Edit</a>	<a href="#">Delete</a>
Static Portlet	Portlet	CREATED	<a href="#">Edit</a>	<a href="#">Delete</a>
survey-admin-portlet	Portlet	CREATED	<a href="#">Edit</a>	<a href="#">Delete</a>
survey-portlet	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>

2. When you click the *Edit* link for a portlet the *Edit Portlet* screen will be displayed.
3. Scroll down to the *Lifecycle Management* section and click the *Option* radio button that corresponds to the portlet state of *Created*, *Approved*, *Published*, *Expired* or *Maintenance* as needed.
4. If you want to set an optional expiration date for the portlet (only available when *Approved* or *Published* is selected), scroll down to the *Automatic Expiration (optional)* section and click in the *Setting* field to display a pop-up calendar where you can choose an expiration date. After selecting the expiration date, drop-down menus will be displayed so you can select the time (hour, minutes, and period of the day (AM or PM)) the portlet will expire.

Option	Setting
Automatic Expiration Date and Time	02/02/2016 12 : 00 AM (Reset)

When the selected date and time are reached, the portlet will no longer display in the Portal and its state will automatically revert to the Option of Expired.

See:

- [Adding Static Content & Registering Portlets](#) on page 17
- [Adding Application Launchers](#) on page 22
- [Adding Surveys](#) on page 27
- [Adding Advisor Cards](#) on page 33

## Adding Static Content & Registering Portlets

Static content portlets contain simple content. To create a static content portlet, you must have permissions

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to access the Portlet Administration:

1. Navigate to Tenant Admin tab -> *Tenant Portal Administration* panel -> *Manage portlets* link to display the *Portlet Registry* screen.

The screenshot shows the 'Portlet Registry' interface. On the left, there's a 'Filters' section with a 'State' dropdown and a 'Category' button. A blue button labeled 'Register New Portlet' with a plus icon is visible. A blue arrow points from this button to a modal dialog titled 'Register New Portlet'. Inside the dialog, there's a 'Select Type' section with a table of options. The 'Advanced CMS' option is highlighted with a red box. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.

Option	Type	Description
<input type="radio"/>	Portlet	Adapter for JSR-168 and JSR-286 Portlets
<input type="radio"/>	App Launcher	Display a small portlet in the portal that describes and launches an external application
<input type="radio"/>	Advanced CMS	Displays configured HTML content.
<input type="radio"/>	CMS	Displays configured HTML content after performing validation.

2. Click the **Register New Portlet** button to display the *Register New Portlet* screen.
3. Select either the Advanced CMS or CMS radio button and click the Continue button to open the *Register New Portlet* configuration screen.



**Note:** The basic difference between these two options is that the "Advanced" CMS portlet allows the use of JavaScript and doesn't perform any security scanning. Meanwhile, the simple CMS portlet performs markup scanning to prevent invalid HTML and cross-site scripting vulnerabilities.

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## Register New Portlet

### Summary Information

Portlet Title ⓘ Career Information

Portlet Name ⓘ Career Information

Portlet Functional Name ⓘ career-information

Portlet Description ⓘ Career Info

**Note!** This portlet supports rich configuration, you will be prompted to perform this configuration at the end of the publishing workflow.

▼ [Advanced Options](#)

### Controls

Portlet Controls

- ☒ hasHelp
- ☒ editable
- ☒ configurable
- ☒ hasAbout

### Groups and Categories

**Groups** [Edit Groups](#) ⓘ

You should specify a group or no one will be able to view the portlet

**Categories** [Edit Categories](#) ⓘ

You must specify a category to be able to save

### Lifecycle Management

Option	State	Description
<a href="#">Save and Configure</a>	<a href="#">Save</a>	<a href="#">Back</a>

- In the Portlet Title field, delete the text and enter the name you want the static portlet to be called. This should populate the Portlet Name field and the Portlet Functional Name field at the same time. The Portlet Name field is the name that will appear in the Portlet Registry screen when you go to register a portlet.
- Select the appropriate Portlet Controls check boxes in the Controls field group.
- Click the Advanced Options link to display the Portlet Options, portlet.xml Preferences, Advanced CMS Settings, and Display Settings options. Select/enter values as appropriate.
- Within the Display Setting options, it is recommended to modify the Chrome Style option from default to no-chrome.

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[^ Advanced Options](#)

## Portlet Options

Portlet  
Timeout



## portlet.xml Preferences

Default preferences provided by the portlet's descriptor

Preferences	Values	Read-only (prevents user customization)
includejQuery	true	false
supportedLocales	en_US ja_JP sv_SE de_DE	false
cleanContent	true	false
searchResultsTitle	\${portlet.title}	false
imagesFilepathTemplate	portlets/\${PORTLET_FNAME}/items/media/images/\${FILENAME}	false

## Advanced CMS Settings

These settings are specific to this type of portlet.

Parameter	Value	Read-only (prevents user customization)
Clean Content	false ▾	

## Display Settings

These options influence how your Portlet is displayed within the portal

Parameter	Value
-----------	-------

## College Portal Administration

Display Icon URL ⓘ	<input type="text"/>
<a href="#">Available Icons</a>	
Display Mobile Icon URL ⓘ	<input type="text"/>
Alternative link in maximized view ⓘ	<input type="text"/>
Chrome Style ⓘ	<input type="text" value="no-chrome"/>
Hide in mobile theme ⓘ	<input type="text" value="false"/>
Hide portlet during impersonation ⓘ	<input type="text" value="false"/>
Hide portlet during impersonation ⓘ	<input type="text" value="false"/>
Quicklinks Index ⓘ	<input type="text"/>
Enable print portlet view ⓘ	<input type="text" value="false"/>
Disable Dynamic Title ⓘ	<input type="text" value="true"/>

8. Under the Groups and Categories section, click the Edit Groups button to add groups that can access this portlet. Click the Edit Categories button to select the category for the portlet. Click Save when done to save your changes and return to the Register New Portlet screen.

Groups and Categories

Groups

Edit Groups

CCCTC Demo College Administrators

CCCTC Demo College Members

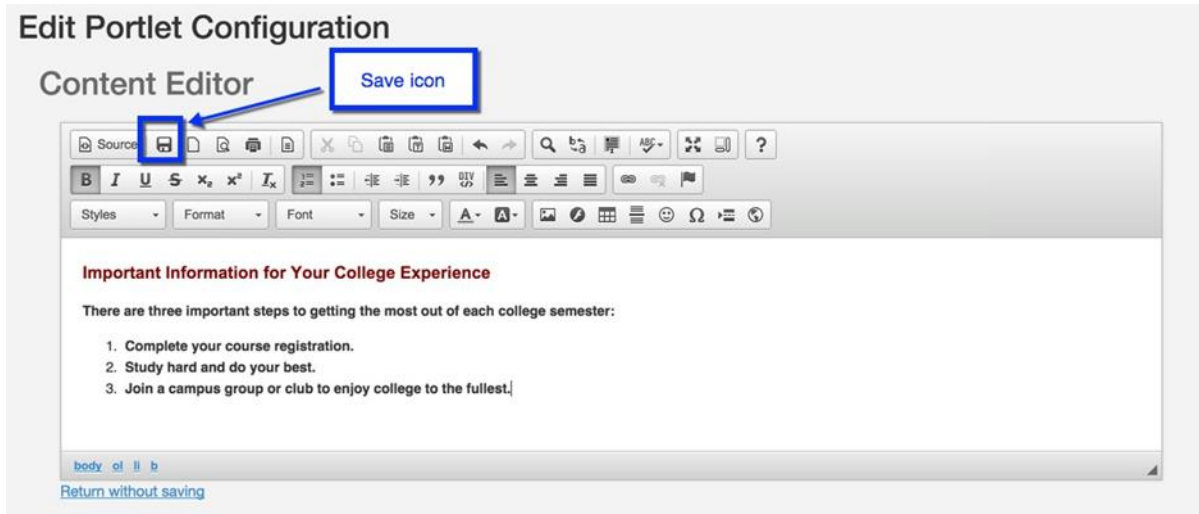
Categories

Edit Categories

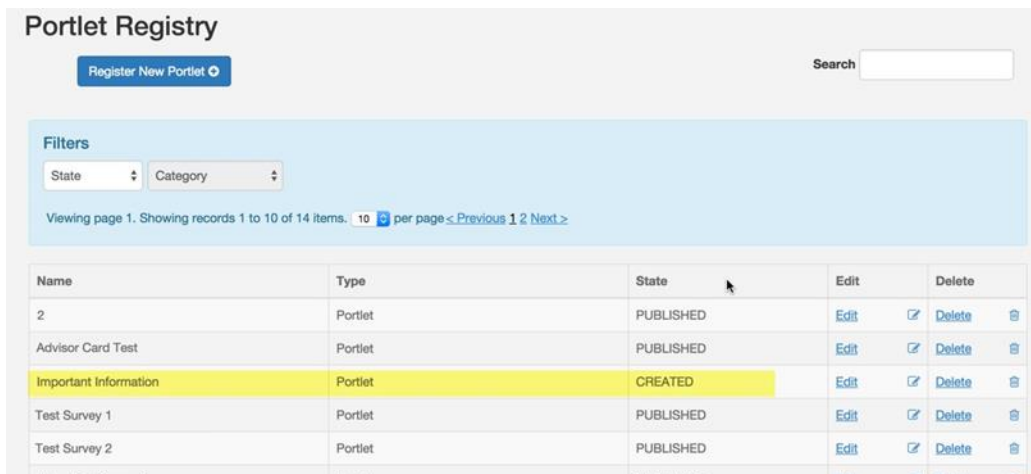
CCCTC Demo College Portlets

9. The life cycle of the portion can be modified as defined in the [Portlet Lifecycle](#) section on page 16.
10. Click **Save and Configure** to open the *Edit Portlet Configuration Content Editor* screen.

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11. Enter and format the content you want to display in the portlet.
12. Click the Save icon when finished to display the Portlet Registry screen where you will see your new static content portlet in the list.



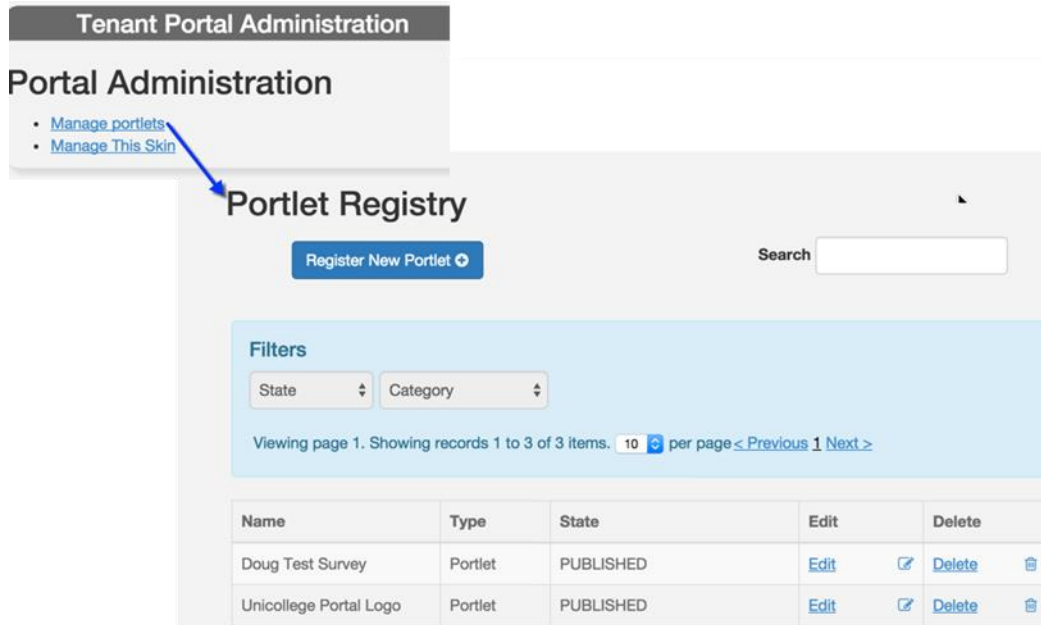
13. To publish the new portlet, follow the instructions for Fragment Administration at: Adding Content to a Tab on page 37.

## Adding App Launchers

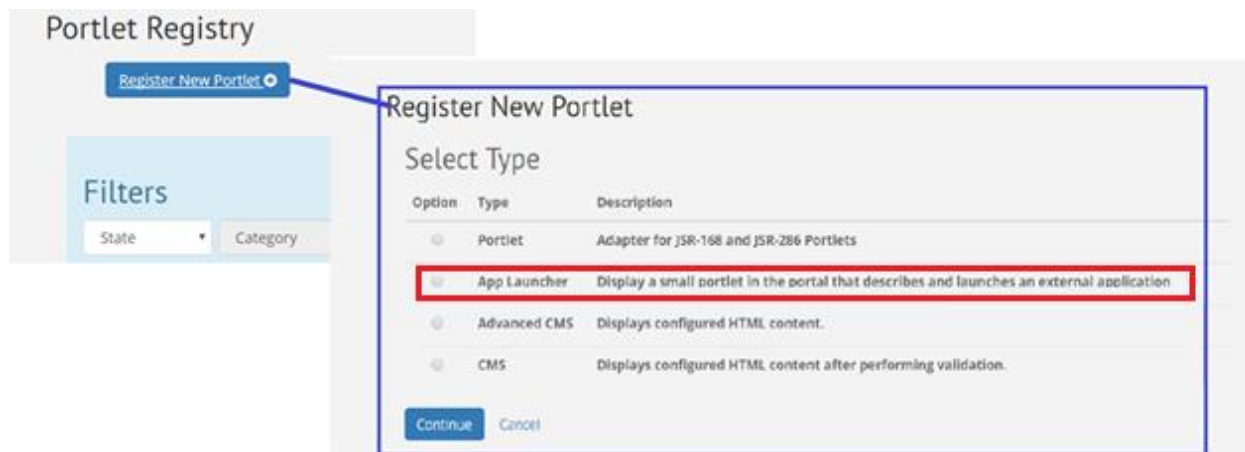
An app launcher is a portlet that launches an application in a detached window view. Use the following steps to create an application launcher that you can add to your portal:

1. Navigate to Tenant Admin tab -> *Tenant Portal Administration* panel -> *Manage portlets* link to display the *Portlet Registry* screen.

# College Portal Administration



2. Click the **Register New Portlet** button to display the *Register New Portlet* screen.




3. Select the *App Launcher* radio button and click **Continue** to display the *Summary Information* and *Controls* field groups.

The screenshot shows the 'Register New Portlet' screen with two sections: 'Summary Information' and 'Controls'. The 'Summary Information' section has four fields: 'Portlet Title' (Learning About Literature), 'Portlet Name' (Learning About Literature), 'Portlet Functional Name' (learning-about-literature), and 'Portlet Description' (Literature Learning App Launcher). The 'Controls' section has a 'Portlet Controls' section with four checkboxes: 'hasHelp' (checked), 'editable' (checked), 'configurable' (checked), and 'hasAbout' (checked).

Summary Information		Controls	
Portlet Title	<input type="text" value="Learning About Literature"/>	Portlet Controls	<input checked="" type="checkbox"/> hasHelp
Portlet Name	<input type="text" value="Learning About Literature"/>		<input checked="" type="checkbox"/> editable
Portlet Functional Name	<input type="text" value="learning-about-literature"/>		<input checked="" type="checkbox"/> configurable
Portlet Description	<input type="text" value="Literature Learning App Launcher"/>		<input checked="" type="checkbox"/> hasAbout

# College Portal Administration

4. Edit the value in the *Portlet Title* field to create the title for your App Launcher.  
 **Note:** As you type the *Portlet Title*, the *Portlet Name* and *Portlet Functional Name* fields auto-populate with the same name. The *Portlet Functional Name* repeats the title as a lower-case, hyphenated version of the portlet title.
5. Optional Step: Enter a value in the Portlet Description field. This is an optional field but the value you enter here can be used when searching for a portlet.
6. Select the Portlet Controls check boxes that apply to this application launcher portlet (hasHelp, editable, configurable, or hasAbout).
7. Click the Advanced Options link to expand and display the Portlet Options, read-only portlet.xml Preferences, and Display Settings configuration field groups.
8. Enter a timeout value in the Portlet Timeout field. The default value is 5000.

[^ Advanced Options](#)

## Portlet Options

Portlet Timeout ⓘ

9. In the *Display Settings* field group, click the *Chrome Style* drop-down list and select *no-chrome*. Enter or select values for the remaining *Display Settings* parameters fields as needed.

## Display Settings

These options influence how your Portlet is displayed within the portal

Parameter	Value
Display Icon URL ⓘ	<input type="text"/> <a href="#">Available Icons</a>
Display Mobile Icon URL ⓘ	<input type="text"/>
Alternative link in maximized view ⓘ	<input type="text"/>
Chrome Style ⓘ	<input type="text" value="no-chrome"/>
Hide in mobile theme ⓘ	<input type="text" value="false"/>
Hide portlet during impersonation ⓘ	<input type="text" value="false"/>
Quicklinks Index ⓘ	<input type="text"/>
Enable print portlet view ⓘ	<input type="text" value="false"/>
Disable Dynamic Title ⓘ	<input type="text" value="true"/>

10. Under the *Groups and Categories* section, click the **Edit Groups** button to display the *Select People and Groups* screen.



# College Portal Administration

**Groups and Categories**

**Groups** [Edit Groups](#)

- CCCTC Demo College Administrators
- CCCTC Demo College Members

**Categories** [Edit Categories](#)

- CCCTC Demo College Portlets

---

**Select People and Groups**

Who can add Learning About Literature to their layout

**CCCTC Demo College**

[Add to Selection](#)

People

No direct member people

Groups

- [CCCTC Demo College Administrators](#) [Remove from Selection](#)
- [CCCTC Demo College Members](#) [Add to Selection](#)

[Add Custom Group](#)

Please enter a name  [Go](#)

**Your Selections**

- ✓ CCCTC Demo College Administrators

[Save](#) [Cancel](#)

11. Click the **Add to Selection** button for each group that you want to access this app launcher.  
 **Note:** The **Add to Selection** button toggles to display as **Remove from Selection** after you click it to select that group. The selected group displays in the *Your Selections* field on the right after you select it.
12. Click **Save** when done to save your changes and return to the Register New Portlet screen.
13. Scroll down to view the *Groups and Categories* section again and click the **Edit Categories** button to display the *Select Categories* screen.

**Select Categories**

Which categories Learning About Literature belongs to

**CCCTC Demo College Portlets**

[Remove from Selection](#)

Categories

No Member sub-categories

Please enter a name  [Go](#)


**Your Selections**

- ✓ CCCTC Demo College Portlets

[Save](#) [Cancel](#)

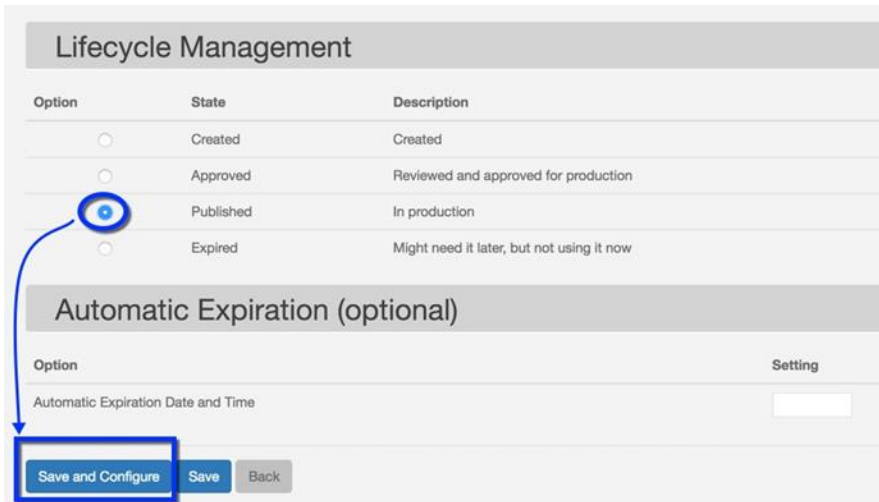
# College Portal Administration

14. Click the **Add to Selection** button for each of the categories in which you want the app launcher to be available.

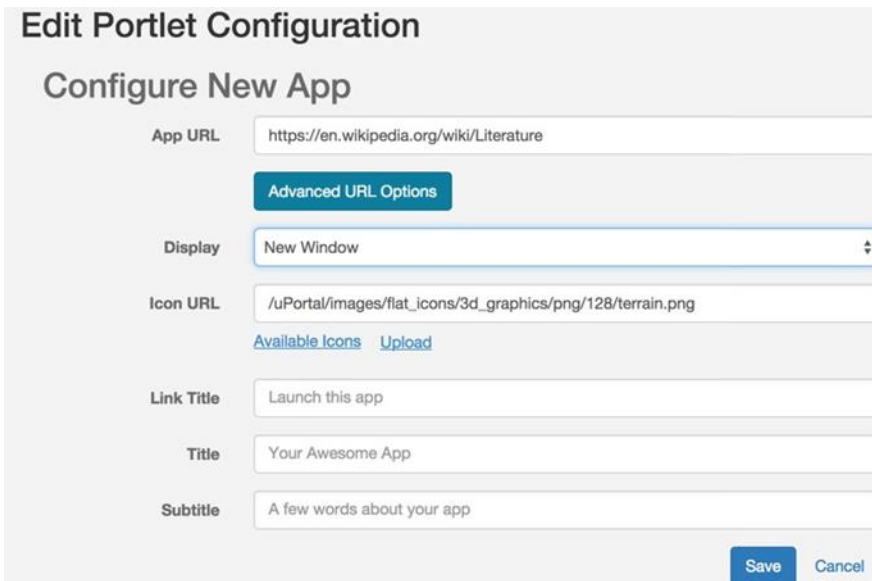
 **Note:** The **Add to Selection** button toggles to display as **Remove from Selection** after you click it to select that category. The selected category displays in the *Your Selections* field on the right after you select it.

15. Click **Save** when done to save your changes and return to the Register New Portlet screen.

16. Scroll down to the *Lifecycle Management* field group and select the *Published* radio button.



17. Click **Save and Configure** to save your app launcher portlet and display the *Edit Portlet Configuration* screen.



18. In the *Edit Portlet Configuration* screen, provide the following values:

- Enter a value for the *App URL*. You must include `https://` at the beginning of the URL.
- Click the **Advanced URL Options** button to display view-only information on Spring EL expression options.
- From the *Display* drop-down list, select the option for the app launcher window to open in the

# College Portal Administration

student's web browser:

- *Detached Window State*
  - *New Window*
  - *Same Window*
  - Choose an icon from the *Available Icons* link for the *Icon URL* field, or click the *Upload* link to upload an icon. This icon will display on the app launcher portlet.
  - Enter text in the *Link Title*, *Title*, and *Subtitle* fields.
19. Click **Save** to save your configuration and return to the *Portlet Registry* screen with your app launcher portlet displayed in the list of portlets.

Name	Type	State	Edit	Delete
Am Lit Survey	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>
CCCTC Demo College Portal Logo	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>
CCCTC Demo College Skin	Portlet	PUBLISHED	<a href="#">Edit</a>	<a href="#">Delete</a>

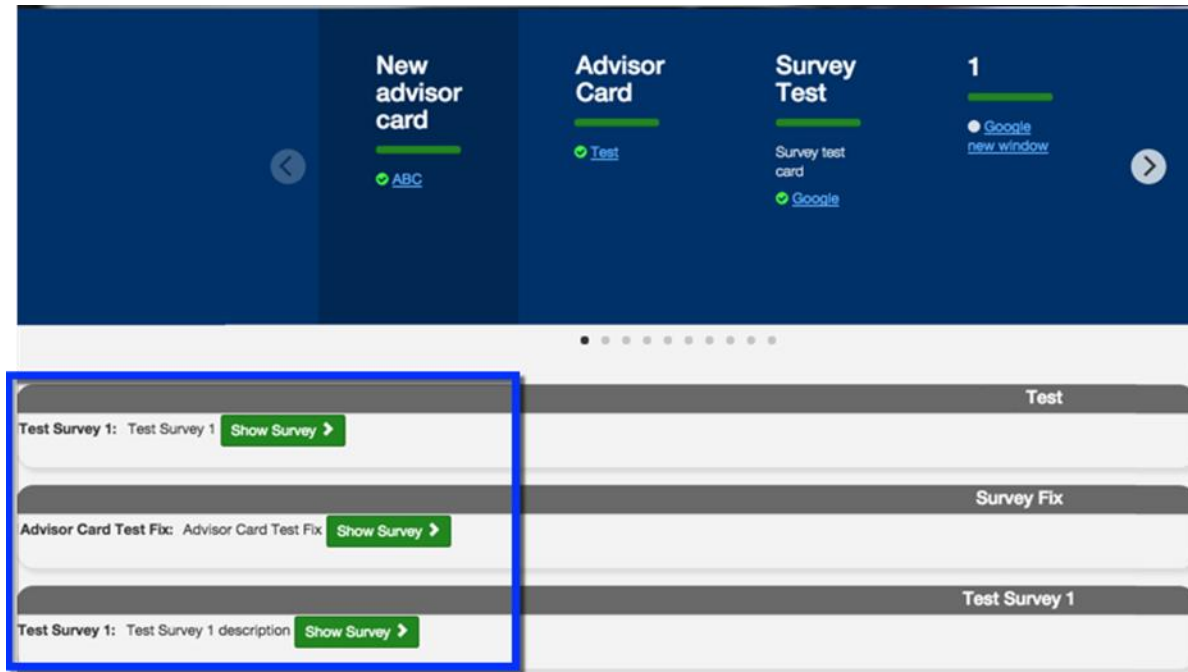
A green-highlighted message displays at the top of the screen confirming your registered app launcher and includes a *Manage DLM Fragments* link.

20. Click the *Manage DLM Fragments* link to open the *Fragment Administration* screen.
21. To add your new app launcher portlet to a tab, see: *Adding Content to a Tab* on page 37.

## Adding Surveys

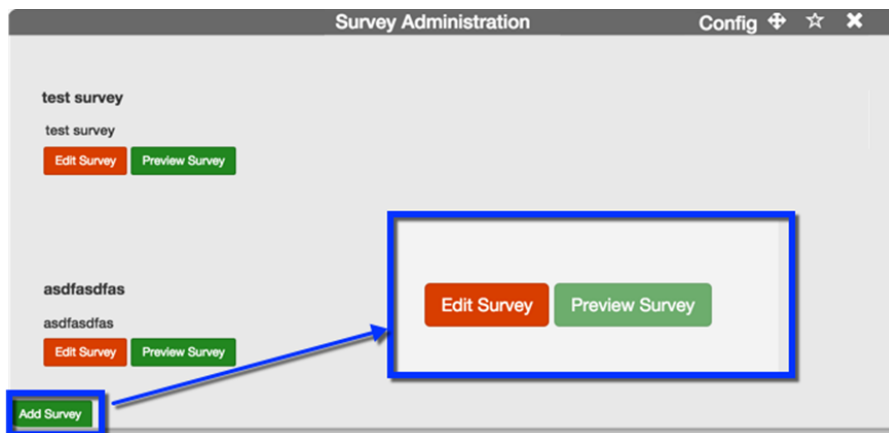
You can add surveys to the student portal to gather information from your student population. When you create and publish a survey it appears in the Student Portal below the Advisor Cards, as in the image below.


# College Portal Administration



Use the following steps to create a survey:

1. From Survey Admin tab -> **Add Survey** button at the lower left corner to create and display a new set of **Edit Survey** and **Preview Survey** buttons.




 **Note:** If you have a lot of previously-created surveys, you may need to scroll down to see the **Add Survey** button

2. Click the **Edit Survey** button to display the *Title*, *Description*, and *Unique Name* fields, as well as the **Add Question**, **Save Survey**, and **Publish Survey** buttons.
3. Enter values in the *Title*, *Description*, and *Unique Name* fields.

Write down or remember the *Unique Name* field value you enter as you will need it when you register your portlet in step 9f, below.

# College Portal Administration

The screenshot shows a form for creating a survey. At the top, there are two buttons: 'Edit Survey' (red) and 'Preview Survey' (green). Below these are three input fields: 'Title' with the value 'Your Learning Style', 'Description' with the value 'Your Learning Style', and 'Unique Name' with the value 'your-learning-style'. To the left of these fields is a green 'Add Question' button. At the bottom right, there are two buttons: 'Save Survey' (green) and 'Publish Survey' (red).

 **Note:** When you enter a value in the *Title* field, the *Description* field and *Unique Name* fields both automatically default to be the same value. The *Unique Name* value is a hyphenated version of the *Title* field value. You can edit all of these fields at will.

- Click the **Add Question** button to add a new, blank question at the end of the survey's field group.

The screenshot shows the 'Add Question' button (green) at the top left. Below it, there is a section for 'Question 1' with a dropdown menu showing 'Open Question 1'. To the right of the dropdown are two buttons: 'Delete Question' (red) and a green button with up and down arrows.

- Click the **Open Question 1** button to display the *Survey Administration Question* field group and enter information for the question and its answer.


The screenshot shows the 'Survey Administration' header. Below it, there is a 'Question' section with a 'Back to Surveys' button (blue). To the right is a 'Save Survey' button (green). The form contains four input fields: 'Question Text' (empty), 'Unique Name' (containing 'Unique Name'), 'Help Text' (containing 'Help'), and 'Allowed Answers' (containing '1'). At the bottom left, there is an 'Answers' label and an 'Add' button (green). At the bottom right, there is another 'Save Survey' button (green).

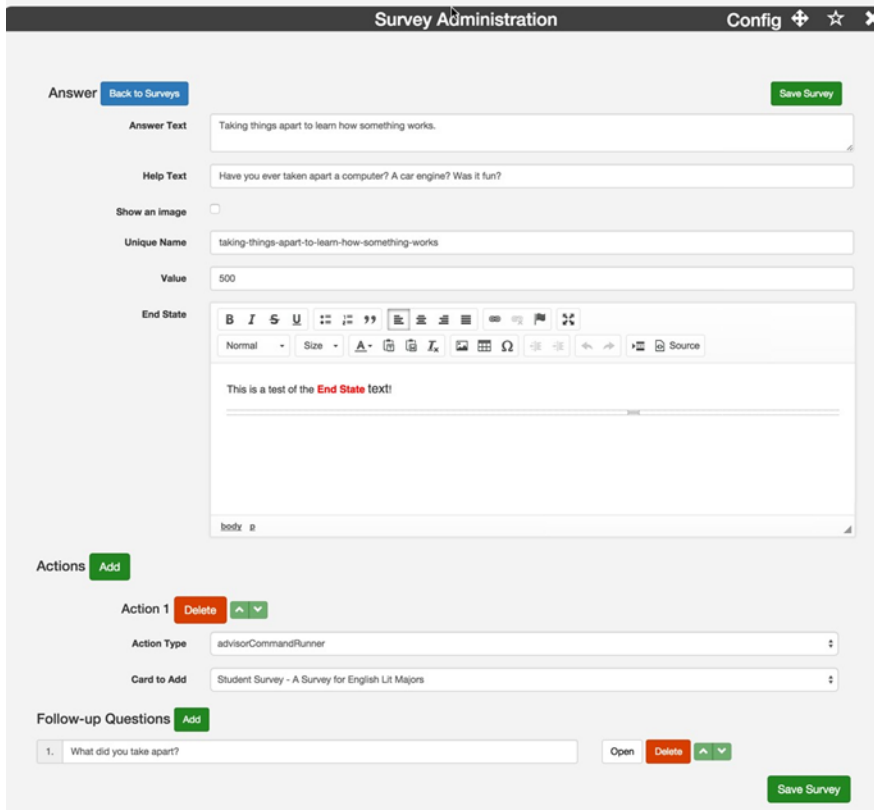
- Enter the survey question text in the *Question Text* field.
- Enter a unique name for the question in the *Unique Name* field.
- Enter the number of answers/responses allowed for the question in the *Allowed Answers* field.
- Click the **Add** button next to the Answers label to display an answer field.


The screenshot shows the 'Answers' section with an 'Add' button (green). Below it, there is a list of answers. The first answer is '1. Answer' in a text box. To the right of the text box are two buttons: 'Open' (blue) and 'Delete' (red).

- Enter the answer to the survey question in the *Answer* field.
- Click **Add** as many times as needed to add additional answers to the question.

# College Portal Administration

 **Note:** You can click **Delete** to delete any added answer that you later decide you do not want to include.




 **Note:** Actions allow you to configure an Advisor Card to be added to the student's portal, based on their response to the survey question.

6. When you complete the configuration for a survey answer, click **Save Survey** to save your changes.
7. Click **Back to Surveys** to return to the Surveys portlet where you can:
  - Click **Edit Survey** for your survey if you want to make any more changes (add more questions/answers, format any questions, etc.).
  - Click **Preview Survey** to see a preview of the survey you just created.

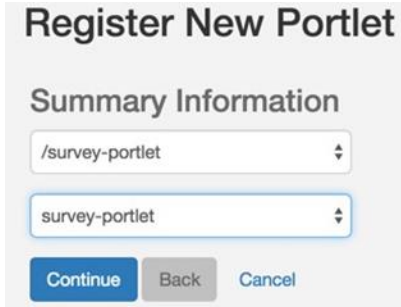


8. When your survey is complete and you are ready to publish it, click **Publish Survey**. You may see a pop-up dialog box that prompts you to confirm publication of the survey. The text (Published) appears after your survey title.

# College Portal Administration

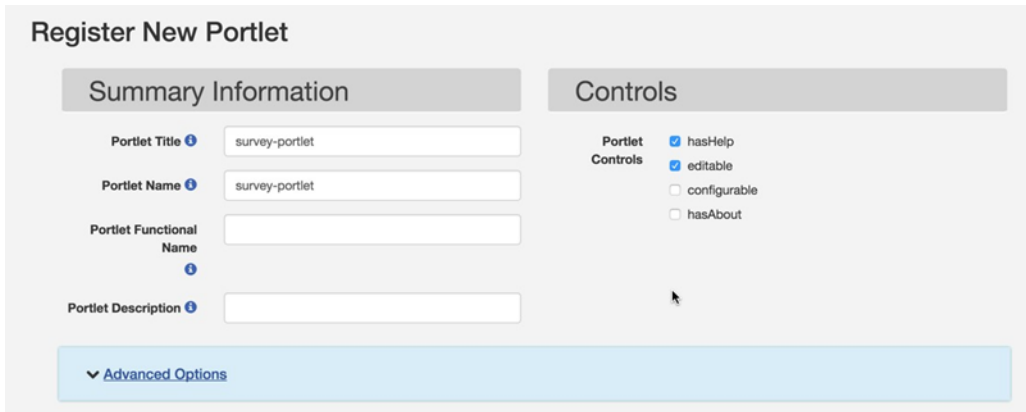
 **Note:** Once you publish a survey, all survey fields become protected and no additional changes can be made.

9. Once the survey has been completed, you must register it:
  - a. Register the survey portlet: *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Mange Portlets* link - > **Register New Portlet** button -> *Portlet* radio button and click the **Continue** button to open the Summary Information screen.
  - b. Select */survey-portlet* from the first drop-down list.
  - c. Select *survey-portlet* from the second drop-down list.



The screenshot shows the 'Register New Portlet' screen with the 'Summary Information' tab selected. It contains two dropdown menus. The first dropdown is labeled '/survey-portlet' and the second is labeled 'survey-portlet'. Below the dropdowns are three buttons: 'Continue' (highlighted in blue), 'Back', and 'Cancel'.

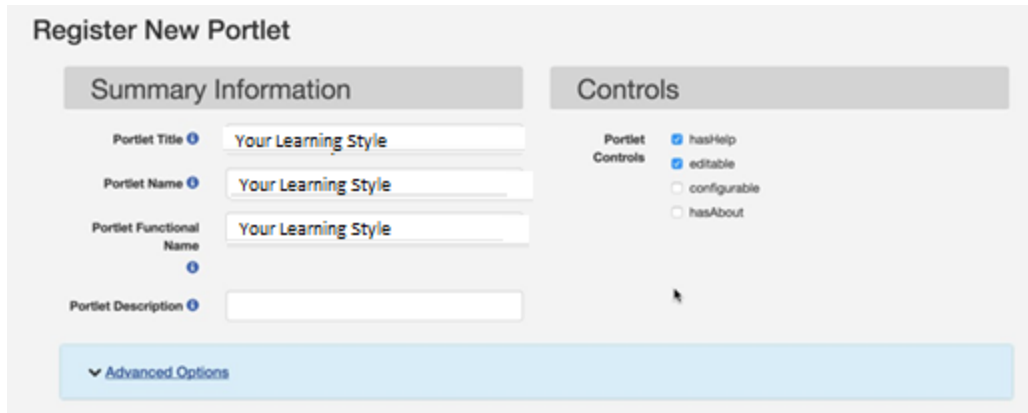
- d. Click **Continue** to display the Summary Information screen.



The screenshot shows the 'Register New Portlet' screen with the 'Summary Information' and 'Controls' tabs. The 'Summary Information' tab is active, showing four text input fields: 'Portlet Title' (auto-populated with 'survey-portlet'), 'Portlet Name' (auto-populated with 'survey-portlet'), 'Portlet Functional Name' (empty), and 'Portlet Description' (empty). The 'Controls' tab is also visible, showing four checkboxes: 'hasHelp' (checked), 'editable' (checked), 'configurable' (unchecked), and 'hasAbout' (unchecked). At the bottom, there is a blue button labeled 'Advanced Options'.

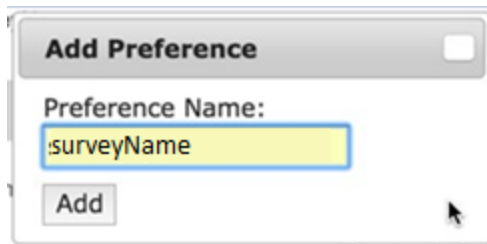
- e. The *Portlet Title* and *Portlet Name* field values are auto-populated by default. Overwrite these default values with a unique name. The Portlet Title and Portlet Name should generally be the same.
- f. Enter a value in the *Portlet Functional Name* field. The name of your survey is a good choice here.

# College Portal Administration



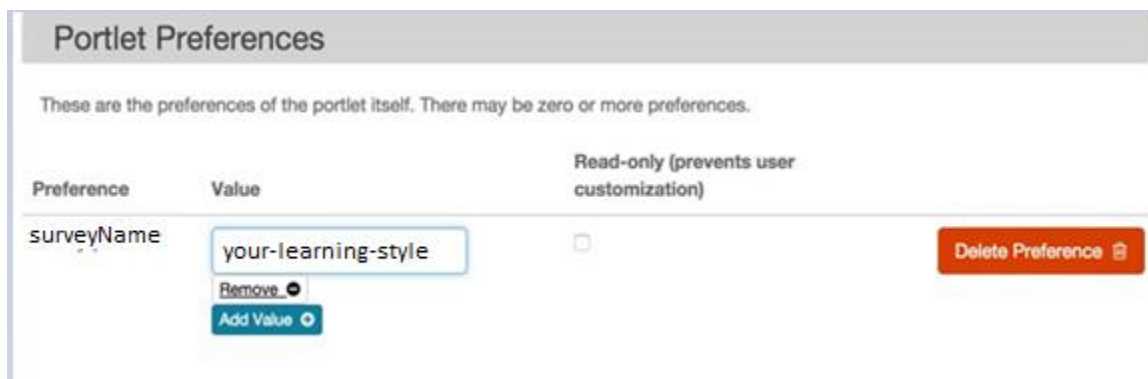
The 'Register New Portlet' form is divided into two main sections: 'Summary Information' and 'Controls'. In the 'Summary Information' section, there are four input fields: 'Portlet Title' (containing 'Your Learning Style'), 'Portlet Name' (containing 'Your Learning Style'), 'Portlet Functional Name' (containing 'Your Learning Style'), and 'Portlet Description' (empty). Below these fields is a blue button labeled 'Advanced Options'. The 'Controls' section contains a 'Portlet Controls' group with four checkboxes: 'hasHelp' (checked), 'editable' (checked), 'configurable' (unchecked), and 'hasAbout' (unchecked).

- g. The *Portlet Description* field is optional, but you can enter a value here that describes your survey portlet which may be helpful.
- h. Click the *Advanced Options* link -> **Add Preference** button to open the *Add Preference* dialog box.



The 'Add Preference' dialog box has a title bar with the text 'Add Preference' and a close button. Below the title bar, there is a label 'Preference Name:' followed by a text input field containing 'surveyName'. At the bottom of the dialog box is an 'Add' button.

- i. Enter *surveyName* in the *Preference Name* field and click **Add** to create a new Portlet Preference row.



The 'Portlet Preferences' section shows a table with the following structure:

Preference	Value	Read-only (prevents user customization)
surveyName	<input type="text" value="your-learning-style"/>	<input type="checkbox"/>

Below the 'Value' field for 'surveyName', there are two buttons: 'Remove' and 'Add Value'. To the right of the 'Read-only' checkbox, there is a red button labeled 'Delete Preference'.

- j. Enter the Unique Name value from step 3 above in the *Value* field.

**Note:** If you forgot the unique name you can find it by returning to the Survey Admin tab and clicking the **Edit Survey** button for your survey. The *Unique Name* field contains the value you need to enter in the *Value* field in the Portlet Preferences in the image above.

- k. Scroll down and click the **Edit Groups** and **Edit Categories** buttons to add groups and categories for the survey.
- l. Choose the *Lifecycle Management* option (*Created, Approved, Published, Expired* or

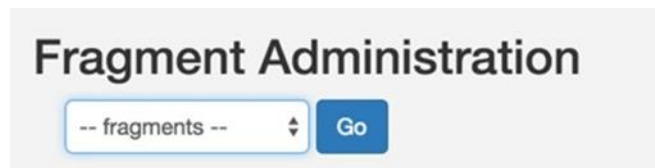


## College Portal Administration

- Maintenance*) for your survey and click **Save**.
- m. Once your survey portlet has been successfully registered, a success confirmation message displays along with a link to Manage DLM Fragments.

Portlet survey-portlet has been successfully registered. This portlet can be added to a layout using the [Manage DLM Fragments](#) page

10. Once you've registered your survey portlet you must use Manage DLM Fragments to make it available to students. See [Adding Content to a Tab](#) on page 39.



- a. Click the drop-down list and select the college group (i.e. Your college Students) and click **Go**. *Manage DLM Fragments* link to display the Fragment Administration options.
- b. Follow the instructions for *Adding Content to a Tab* in the link below to add the survey portlet to the student layout.

See the following next topics:

- [Adding Content to a Tab](#) on page 39
- [Adding Static Content & Registering Portlets](#) on page 17
- [Fragment Administration Vs. Personal Customization](#) on page 39

### Adding Smart Forms

For the California Community Colleges Student Portal V1.0, smart forms consist of an underlying framework for the Surveys portlets. For example, smart forms allow linking survey questions to specific responses and executing commands based on those responses, such as sending messages and adding tasks to advisor cards.

See [Adding Surveys](#) on page 27 for more information.

# College Portal Administration

## Adding Advisor Cards

Advisor Cards are tasks that display to students in the college portal beneath the background image. Once a student has completed a task, a green circle with a check will display next to the task, indicating that they finished the task.



Use the following steps to create a new Advisor Card:

# College Portal Administration

Advisor Card Administration

Config

## New Card

Title

New Ed Card

Description

Education

Why

Why

What

What

Shown by Default

☒

## Tasks

Add

Task 1

Title

Title of Task

Description

Description of this task: education

Link

<https://www.google.com>

Open in new Window/Tab

☒

Expected Duration (minutes)

10

Disabled

☐

Notifications

Add

Create


Clear

## Existing Cards


1. From the Tenant Admin tab -> *Advisor Card Administration* panel, in the *New Card* field group, enter up to 32 characters for an advisor card title in the required *Title* field. This title will appear at the title of your advisor card.
2. Enter up to 96 characters in the *Description* field. The description will display as the subtitle on the advisor card.
3. Enter up to 255 characters in the *Why* field.
4. Enter up to 255 characters in the *What* field.
5. Check the *Shown by default* check box if you want this advisor card to show by default.
6. Adding a task to your advisor card is required. Enter up to 36 characters for your advisor card's task in the *Title* field. The title will display as the link text that the student clicks to go to the URL entered in the next field.
7. Enter up to 120 characters for the task description in the *Description* field.
8. Enter up to 2000 characters for the advisor card's task URL in the *Link* field. This is the URL that the student will be directed to when they click the linked title entered in step 6, above.

# College Portal Administration

The screenshot shows the 'Task 1' form in the College Portal Administration interface. The 'Link' field is highlighted with a red box, and a dropdown menu is open showing search results for 'a'. The results include 'Pinboard', 'Reset My Layout', 'Portlet Administration', 'Statistics', 'Fragment Administration', 'CCC Notifications', 'Survey Administration', and 'AdvisorCards'. The 'Open in new Window/Tab' checkbox is checked. The 'Expected Duration (minutes)' field is set to 1. The 'Disabled' checkbox is unchecked. The 'Admin Messaging' section at the bottom has fields for 'User(s):' and 'Group(s):'.


 **Note:** As values are entered into the Link field, search results matching the entered values will be displayed for selection.

9. Check the *Open in new Window/Tab* check box if you want the link to open in a new web browser window or tab.

 **Note:** If you do not select the *Open in new Window/Tab* check box, the student will need to click their browser's back button to navigate back to the college portal after clicking the task link.

10. Enter the number of minutes you expect this task to take the student to complete in the *Expected Duration (minutes)* field. Or, you can increase or decrease the time by clicking the increment/decrement icon that appears at the end of the field when you hover over it. Select the *Disabled* check box if you want to disable this task.
11. Click the green **Add** button next to the **Tasks** heading to add another task below the last task.
12. Click the green **Up** and **Down** buttons on the far right to select the order in which the tasks are shown.
13. Click **Create** to create the new advisor card. Or, click **Clear** to clear all the field values you entered. The Advisor Card displays for the student group, which can be seen on your *College* tab.

# College Portal Administration

 **Note:** When a student clicks this link from their advisor card, a green check box will display indicating that they completed the task.

See the next section (Adding a Notification to an Advisor Card) for more information.

## Adding a Notification to an Advisor Card

Notifications for advisor cards are links that open notifications to the student. Use the following steps to create a notification for an advisor card.

1. From the *Advisor Card Administration* panel, either create a new advisor card or click **Edit** to edit an existing advisor card.
2. Click the **Add** button next to the Notification title

This displays the *Notification 1* field group.

The field group title changes to reflect each notification that you add to the advisor card (i.e. *Notification 1*, *Notification 2*, etc.).

3. Select a message type from the *Message* drop-down list.

4. If you don't see the message template that you would like to use, click the *Manage Messages* link to the right of the *Message* drop-down list to open the *Admin Messaging* tab.

# College Portal Administration

The screenshot shows a web-based message composition form. At the top, there are three input fields: 'User(s):' with 'Student Name' entered, 'Group(s):' with 'Group Name' entered, and 'Subject:' with 'Subject Line' entered. Below these is a rich text editor with a toolbar containing icons for bold, italic, strikethrough, underline, bulleted list, numbered list, link, unlink, and image. The editor's status bar at the bottom shows 'body', a warning that 'The SMS character and message counts are approximated, thus may show less than the actual.', 'SMS Character Count: 23', and 'Number of SMS: 1'. At the very bottom, there are links for 'Drafts: [Load] [Save]' and 'Templates: [Load] [Save]', along with 'Reset' and 'Send' buttons.

- a. Enter a subject for the message in the *Subject* field.
- b. Enter the message in the message field and apply formatting using the available tools as desired.
- c. Click the Save link for the templates.
- d. Select the Tenant Admin tab.
- e. Scroll down to the Advisor Card Administration portlet.
5. Click the Calendar icon in the *Begin Date* field to select a date you want this notification to begin. The default value is the current date.
6. Click the Calendar icon in the *End Date* field to select a date you want this notification to end.
7. Select the frequency of the notification from the *Schedule* drop-down list (day, week, month, year).
8. Click the green **Add** button to add another notification below the previous notification to add another one to the advisor card.
9. Click the green **Up** and **Down** buttons on the far right to select the order in which the notifications are sent.

# College Portal Administration

## Layout Management

In the College Portal, layout management refers to the setting up, editing, and display of the user interface. Layout elements include tabs, columns, and channels using the underlying framework of Distributed Layout Management, or DLM. DLM allows Portal administrators to configure layout management permissions to tenant administrators (College Admins).

A key concept in DLM is the "fragment." A fragment, in context of the Portal, is a layout element or piece that can be pushed out/merged into the larger end-user layout display. See [Fragment Administration Vs. Personal Customization](#) on page 37 for more information.

## Layout Management Overview

Layout management in your college portal involves configuring what content displays where and for which audience.

All the college portal content is provided in a "tab" structure that is itself a portlet. The content you provide to the end-users of your college portal will be added on a tab via portlets as well. In essence, you will be placing portlets within portlets.

The following sections will tell you how to use Fragment Administration to add and organize content on a tab.

## Fragment Administration vs. Personal Customization

College portal administrators customize the portal display using fragment administration. (Personal customization may become available at a later release of the CCC Portal.)

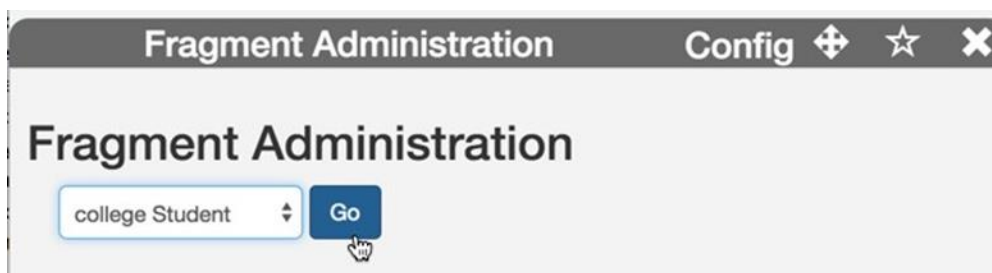
A fragment, in context of the Portal, is a layout element or piece (i.e. portlet) that can be pushed out/merged into the larger end-user layout display.

See the next section (Adding Content to a Tab) for more details.

## Adding Content to a Tab

Your college portal will have more than one tab available for displaying content to end users. Use the following steps to add content (portlet, app launchers, surveys, etc.) to your College tab that will appear to students.


1. From the *Tenant Admin* tab -> *Fragment Administration* panel, select a group to which you want to apply the fragment from the drop-down list and click **Go** to open the *DLM fragment administration* screen.



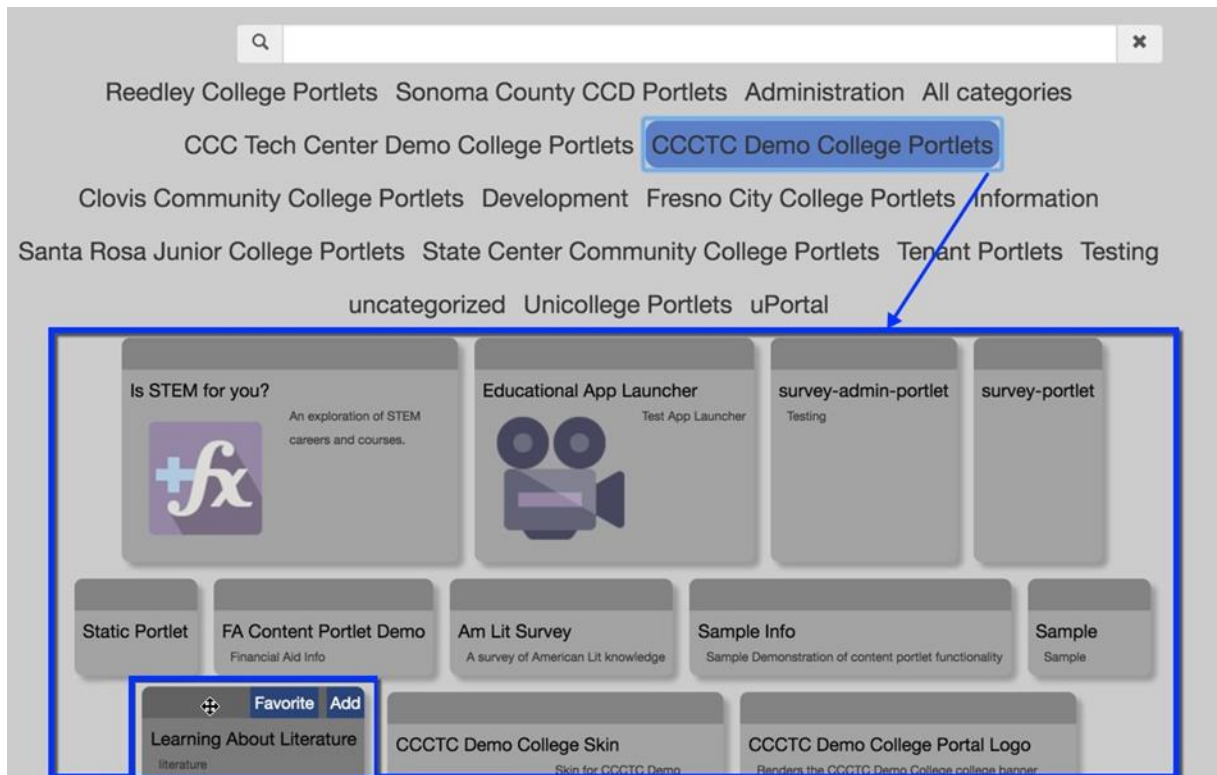
2. Click the Edit Content link (on the DLM fragment administration screen) to open the Tab

# College Portal Administration


Configuration panel.

 **Note:** Click the Pin icon to pin the *Tab Configuration* panel to the top of the browser window. This will make your next configuration steps easier.


3. From the *Tab Configuration* panel, click a Category to select it. The Category you selected for our portlet, app launcher, or survey is what you should select here. The Category's portlets appear.



4. Scroll down the page until you can see the section where you want the new portlet/app launcher/survey to appear.

 **Note:** If you have trouble scrolling down to see the available panels, zoom out to reduce your browser display so that items display smaller and you can see more application space.

5. Hover over the top left of the portlet/app launcher/survey option within the Category you selected so that *Favorites* and an *Add* links display. The mouse pointer should change to a diamond-shaped icon as in the image above.
6. Click and drag the portlet/app launcher/survey down to the panel/area where you want it to be added. Once you have dragged the portlet/app launcher/survey to the area where it is to be added, release the mouse.

 **Note:** You can also click the portlet/app launcher/survey's *Favorite* link to make it appear on the pin board for the selected tab. Or, click the *Add* link to make it appear in its own panel on the page.



## College Portal Administration

7. Click the *Done Editing* link to close the *Tab Configuration* panel and its Categories and return to the tab with the portlet/app launcher/survey you just added displays. From here you can edit permissions to the content.
8. Scroll back to the top of the screen and click **Exit** to leave the *Fragment Administration* screen. You may need to exit the Portal completely and log back in to see your changes.
9. Log back in to the Portal and click the college tab where you added the portlet/app launcher/survey.



# College Portal Administration

## Communications Service Administration

Communication Services Administration is the configuration of the generation and sending of messages to individuals and groups within the Portal.

### Communications Service Overview

Messages can be created and sent by College Administrators using two separate administration functions:

- Admin Messaging
  - One-time use messaging
  - Multi-use messages via templates
- Advisor Card Administration (notifications)

### Creating a One-Time Admin Message

Use the following steps to create an Admin Message that you plan to send only once.

User(s):

Group(s):

Subject:


Rich text editor toolbar: B I S U [List Icons] [Link Icon] [Text Color Icon]

body

The SMS character and message counts are approximated, thus may show less than the actual. SMS Character Count: 23 Number of SMS: 1

Drafts: [\[Load\]](#) [\[Save\]](#) Templates: [\[Load\]](#) [\[Save\]](#) [Reset](#) [Send](#)

1. From the *Tenant Admin* tab -> *Admin Messaging* panel, begin typing the name of either an individual in the *User(s)* field, or a group in the *Group(s)* field. These field contain autocomplete functionality and will attempt to provide the rest of the individual(s) or group(s) names as options in a drop-down list.
2. Enter a subject for the message in the *Subject* field.
3. Enter the message in the message field and apply formatting using the available tools as desired.
4. Click the **Send** button to send the message immediately or click the *Drafts: Save* link to save the message as a draft.

 **Note:** If a draft has already been saved, a list of current drafts display when you click the *Drafts: Load* link. To select a previously saved draft, click the *Drafts: Load* link to display the draft message information.

### Creating Message Templates For Multi-Use Admin Messaging


# College Portal Administration

College administrators can create message templates that can be saved for future use and reused at will.

The screenshot shows the 'Admin Messaging' interface. At the top, there's a header bar with 'Admin Messaging' and 'Config' with expand/collapse icons. Below the header, there are three input fields: 'User(s):' with 'Student Name', 'Group(s):' with 'Group Name', and 'Subject:' with 'Three tips for a successful semester'. Below these is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, indent, outdent, and other formatting options. The text area contains a message template with a bulleted list of study tips and three links. At the bottom, there's a status bar showing 'The SMS character and message counts are approximated, thus may show less than the actual.', 'SMS Character Count: 836', 'Number of SMS: 6', and buttons for 'Drafts: [Load] [Save]', 'Templates: [Load] [Save]', 'Reset', and 'Send'.

Use the following steps to create an admin messaging template:

1. From the *Tenant Admin* tab -> *Admin Messaging* panel, enter a subject for the message in the *Subject* field and leave the *User(s)* and *Group(s)* field blank. These last two fields will be filled in by you whenever you use the template.
2. Enter the text for your message in the message field and apply formatting using the available tools as desired.
3. Click the *Templates: [Save]* link to save the admin message as a template.

 **Note:** When you want to use and template you've saved, click the *Templates: [Load]* link to display the *Available Templates* dialog box. Click the **Load** button to display the message details for that template. From there, you can edit the message and/or send the message to individuals or groups.

The screenshot shows the 'Available Templates' dialog box. It has a title bar with a close button. The table lists four templates with their creation dates and times, and buttons to 'Load' or 'Delete' each one. At the bottom right is a 'Close' button.

Available Templates		
01/15/16 05:23 PM	Advisor Card Template	<button>Load</button> <button>Delete</button>
01/15/16 05:58 PM	Message-Portlet/Email/SMS	<button>Load</button> <button>Delete</button>
02/12/16 09:57 AM	Portlet/Only	<button>Load</button> <button>Delete</button>
02/12/16 10:11 AM	Three tips for a successful semester	<button>Load</button> <button>Delete</button>
<button>Close</button>		

# College Portal Administration

## Using Message Templates in the Student Services Portal

Message templates can be used to generate messages within the Portal's portlets, such as in surveys and advisor cards. For surveys, using the message templates functionality will be available in the next Portal release.

For advisor cards, you can use message templates by creating a Notification.

See the following links for more information:

- [Communications Service Overview](#) on page 42
- [Adding a Notification to an Advisor Card](#) on page 37


# College Portal Administration

## Sending Messages

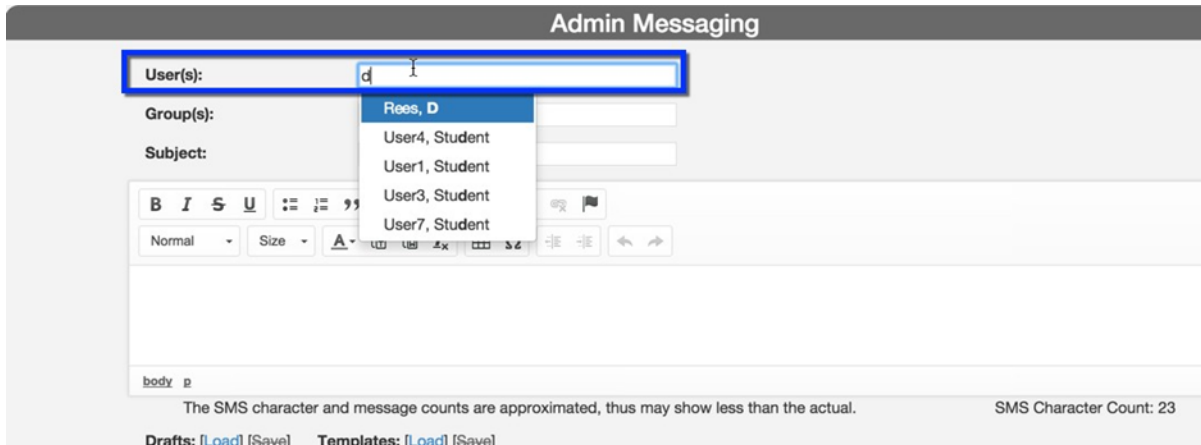
You can send messages to individuals and/or groups within the Portal for your California Community College using either the *Admin Messaging* panel on the *Tenant Admin* tab or as a notification from an Advisor Card.

### Sending Messages to Individuals

You can send messages to one or more Portal users at your California Community College using the following steps.

 **Note:** If you plan to send a message that has already been saved as a template to a group, then select the template first (*Templates: Load* link beneath the message field) and then use the steps below to add the user or users in the *User(s)* field.

1. From the *Tenant Admin* tab -> *Admin Messaging* panel, enter the name of the user or users in the *User(s)* field. Once you begin typing, group names display in the auto-suggest pop-up list.



2. Click a name to select it so that the full user name displays in a blue-shaded box below the *User(s)* field.




- The cursor remains in the *User(s)* field so you can start typing to select another group or groups from the auto-suggest pop-up list.
  - If you decide you want to remove one of the users you've selected, click the X icon to the right of the user name in the blue shaded box to remove it.
3. Create your message and then click **Send** to send it to the selected user(s). See [Creating a One-Time Admin Message](#) on page 42 for more information.

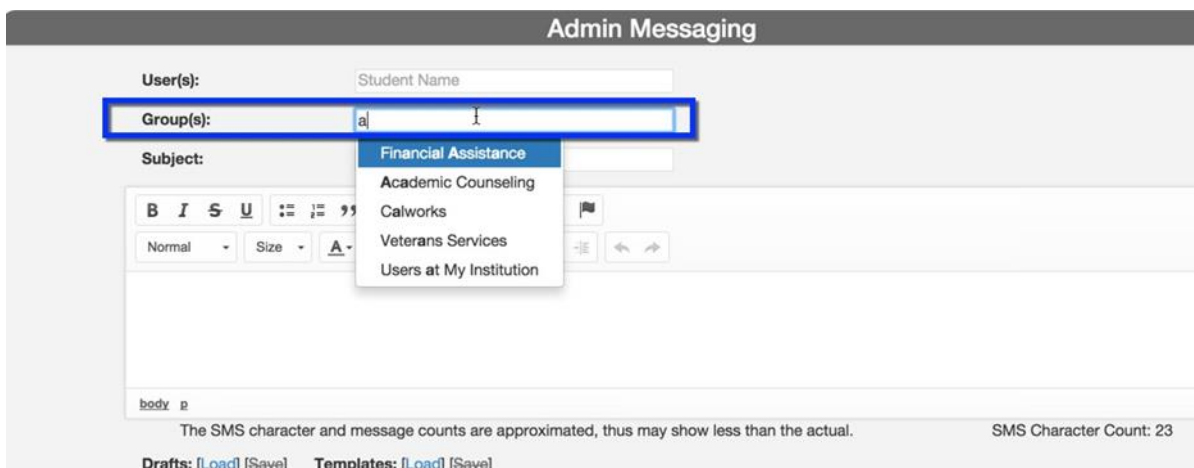
### Sending Messages to Groups

You can send messages to groups at your California Community College using the following steps:

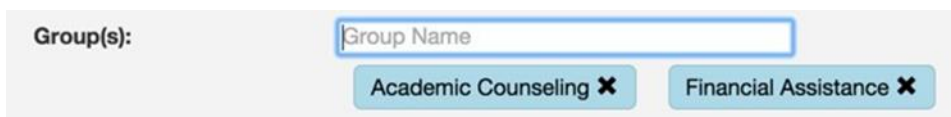
# College Portal Administration

 **Note:** If you plan to send a message that has already been saved as a template to a group, then select the template first (*Templates: Load* link beneath the message field) and then use the steps below to add the group or groups in the *Group(s)* field.

1. From the Tenant Admin tab -> Admin Messaging panel, enter the name of the group or groups in the Group(s) field. Once you begin typing, group names display in the auto-suggest pop-up list.



2. Clicking a name selects it so that the full group name displays in a blue-shaded box below the *Group(s)* field.



- The cursor remains in the Group(s) field so you can start typing to select another group or groups from the auto-suggest pop-up list.
  - If you decide you want to remove one of the groups you've selected, click the X icon to the right of the group name in the blue shaded box to remove it.
3. Create your message and then click **Send** to send it to the selected group(s). See [Creating a One-Time Admin Message](#) on page 42 for more information.

## **College Portal Administration**

### **Contact California Community Colleges Technology Center**

California Community College Technology Center: 877-247-4836

Email: [support@openccc.net](mailto:support@openccc.net)