

College Portal Administration



College Portal Administration V1.1

College Portal Administration

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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 SETTINGS HELP

CCCTC Demo College

Tenant Portal Administration

Portal Administration

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

Fragment Administration

Fragment Administration

-- fragments -- Go

Advisor Card Administration

New Card

Title

Description

Why

What

Shown by Default ☐

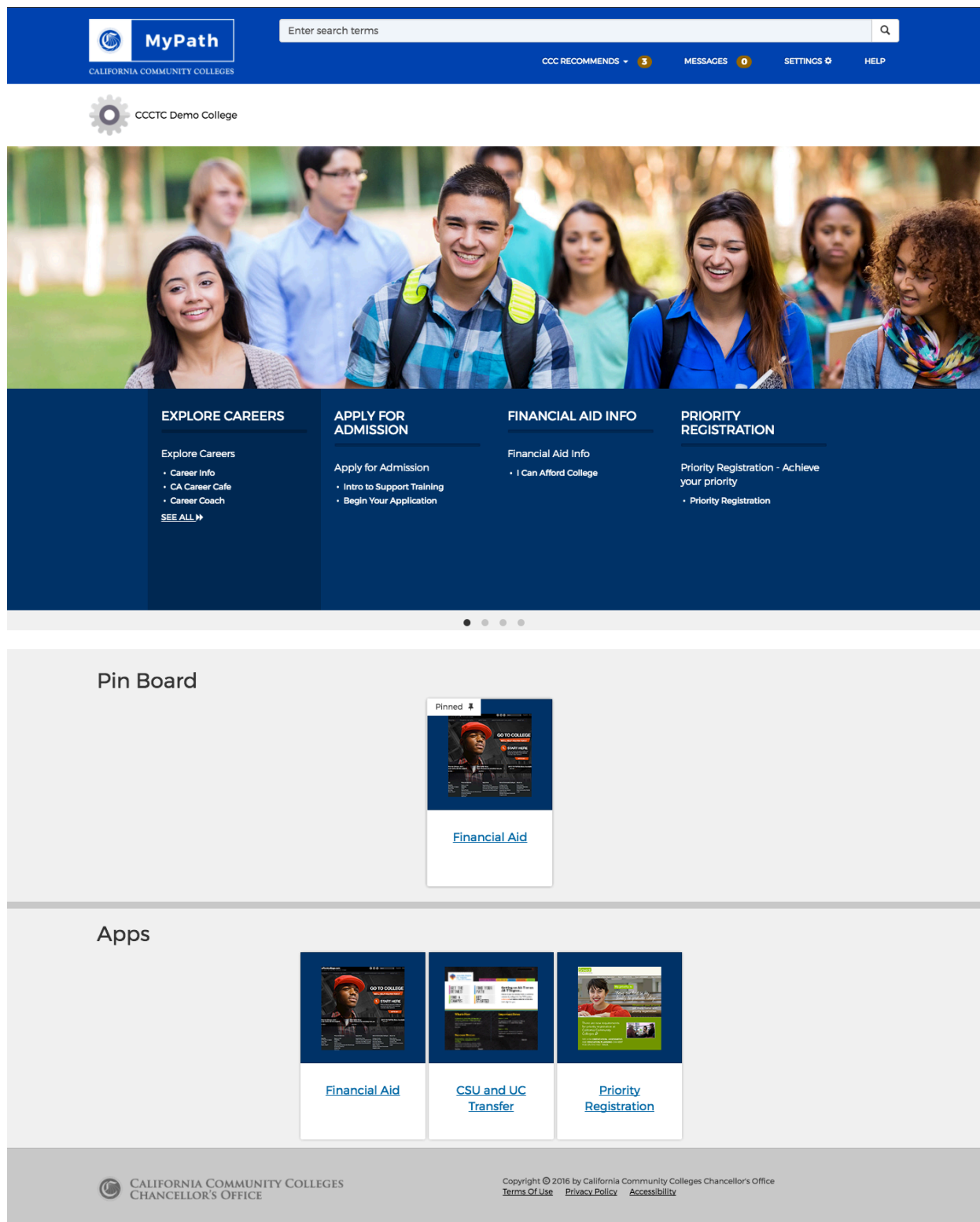
Tasks

[illegible]

5

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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.



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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. test


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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 7.

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 administrator, you have access to the following functions:

- Administration

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- 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 7.

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:

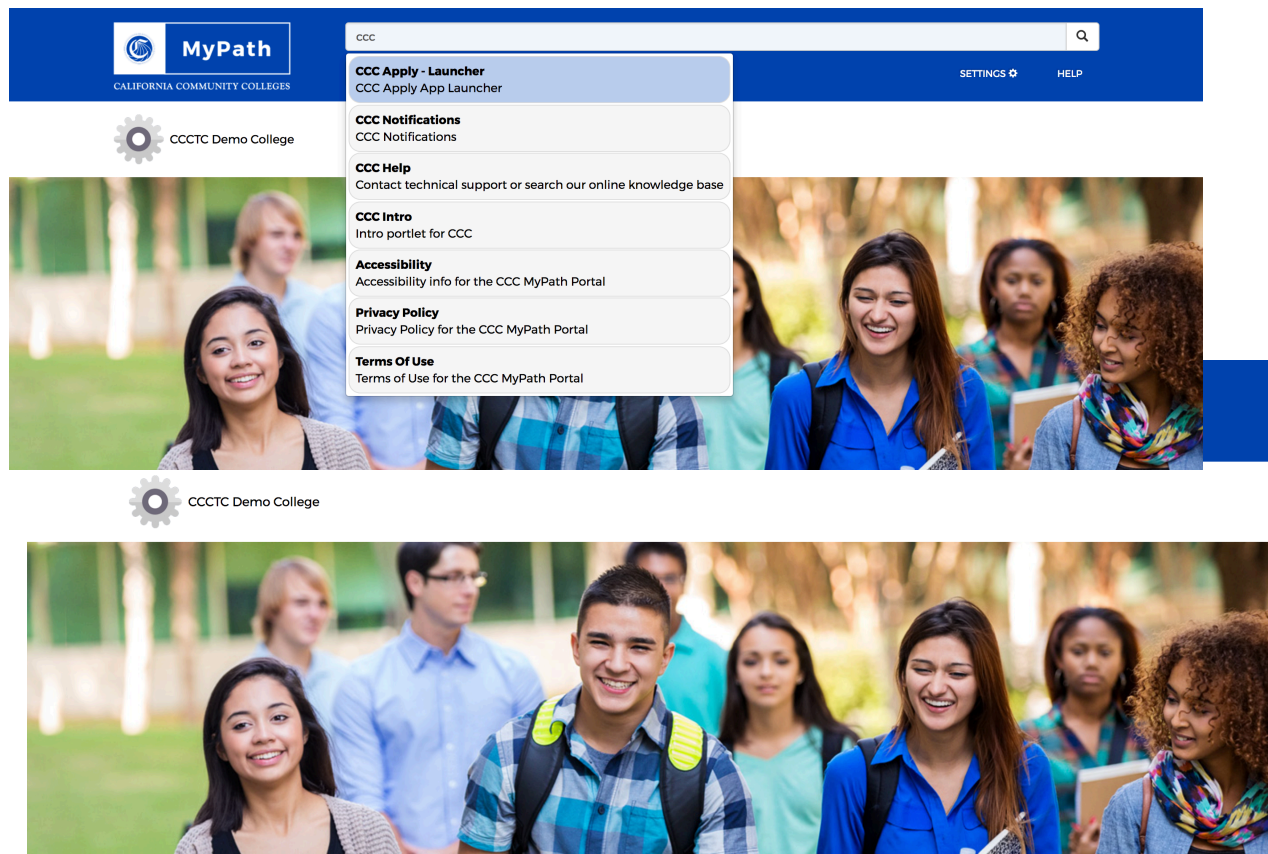
- Log into the portal. A header bar displays that includes the CCC MyPath logo next to a search bar.
- Enter a search term in the Search bar and click the Search icon retrieve search results. An auto-suggest feature displays common search options beneath the search window as you type. See Searching the 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:

- 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

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- 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.

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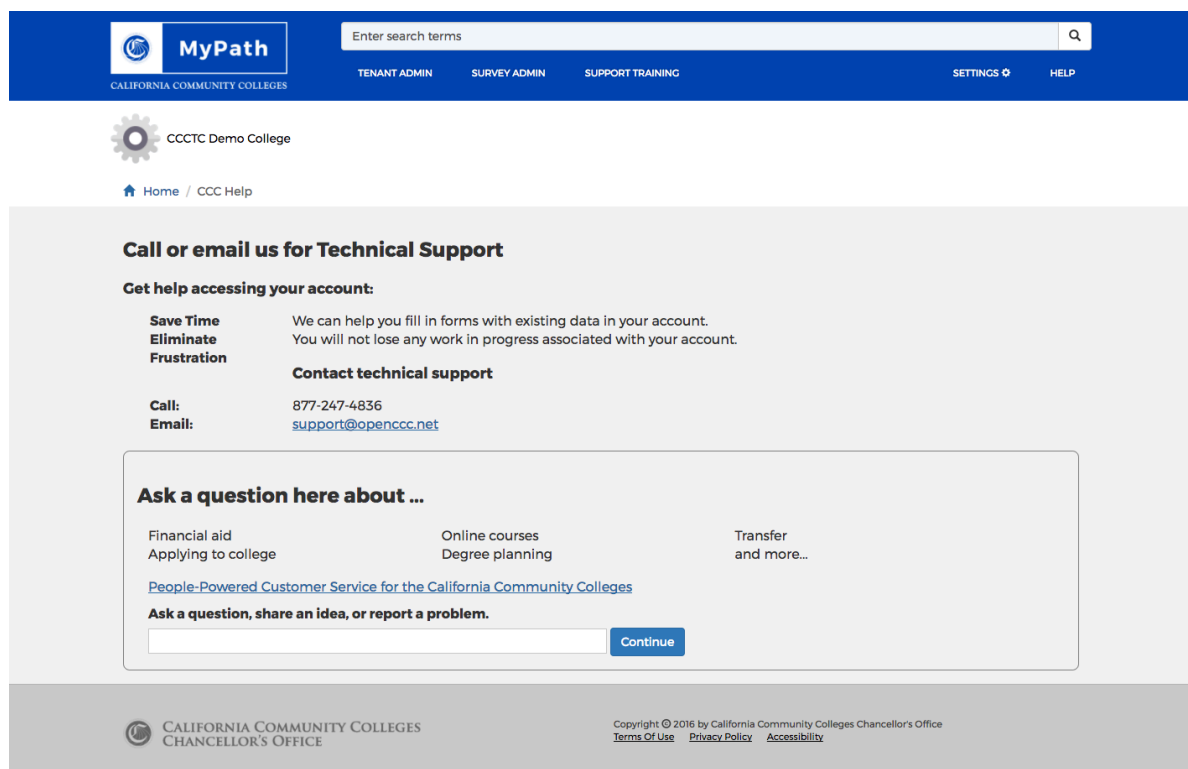
Searching the Portal

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.


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 third item in the image above (CCC Help) or the *HELP* link on the right side of the banner will display the CCCApply Helpdesk information



The screenshot displays the MyPath portal interface. At the top is a blue navigation bar with the MyPath logo, the text "CALIFORNIA COMMUNITY COLLEGES", and links for "TENANT ADMIN", "SURVEY ADMIN", "SUPPORT TRAINING", "SETTINGS", and "HELP". Below the navigation bar is a search bar with the placeholder text "Enter search terms" and a search icon. Below the search bar is a banner for "CCCTC Demo College" with a "Home / CCC Help" link. The main content area is titled "Call or email us for Technical Support" and includes a section "Get help accessing your account:" with the text "Save Time Eliminate Frustration" and "We can help you fill in forms with existing data in your account. You will not lose any work in progress associated with your account." Below this is a "Contact technical support" section with "Call: 877-247-4836" and "Email: support@openccc.net". There is also a section "Ask a question here about ..." with links for "Financial aid", "Applying to college", "Online courses", "Degree planning", "Transfer and more...", and "People-Powered Customer Service for the California Community Colleges". At the bottom of the main content area is a form with the text "Ask a question, share an idea, or report a problem." and a "Continue" button. The footer includes the "CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE" logo and text, and a copyright notice "Copyright © 2016 by California Community Colleges Chancellor's Office" with links for "Terms Of Use", "Privacy Policy", and "Accessibility".

 **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.
- Adding one or more rotating banner image(s).
- Branding it with your college name.

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

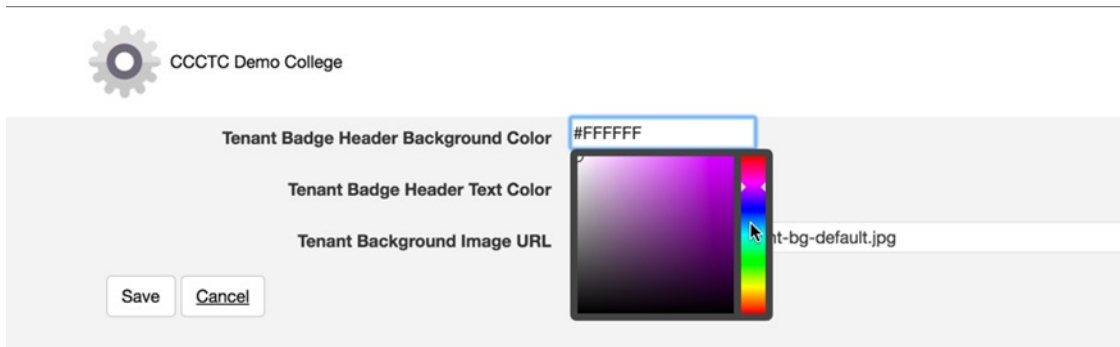
- [Changing the College Header Background and Text Colors](#) on page 12.
- [Updating the College Portal Background Image](#) on page 13.
- [Adding Slides to Rotating Banner](#) on page 13.
- [Changing the College Logo and College Name](#) on page 15.

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.

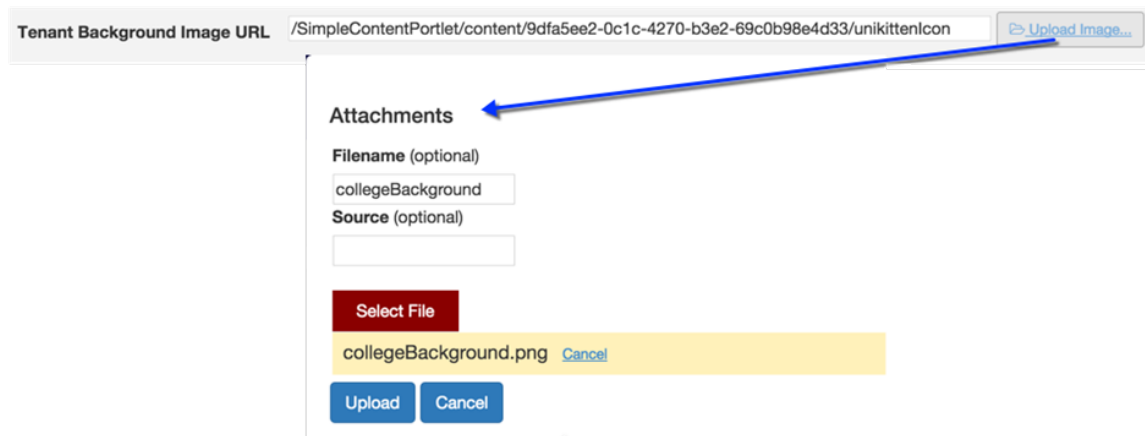


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4. Once the shade displays that you prefer, click in the square color box to select the color. The exact color selected appears in the *Tenant Badge Header Background Color* field with the color's hex code in white text.
5. Click anywhere on the screen 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.



The screenshot shows the 'Attachments' dialog box. At the top, there is a text field labeled 'Tenant Background Image URL' containing the path '/SimpleContentPortlet/content/9dfa5ee2-0c1c-4270-b3e2-69c0b98e4d33/unikittenlcon'. To the right of this field is a blue link labeled 'Upload Image...'. A blue arrow points from this link to the 'Attachments' section of the dialog. The 'Attachments' section has a title 'Attachments' and two optional fields: 'Filename (optional)' with the value 'collegeBackground' and 'Source (optional)' which is empty. Below these fields is a red 'Select File' button. Underneath the button, the filename 'collegeBackground.png' is displayed next to a 'Cancel' link. At the bottom of the dialog are two blue buttons: 'Upload' and 'Cancel'.

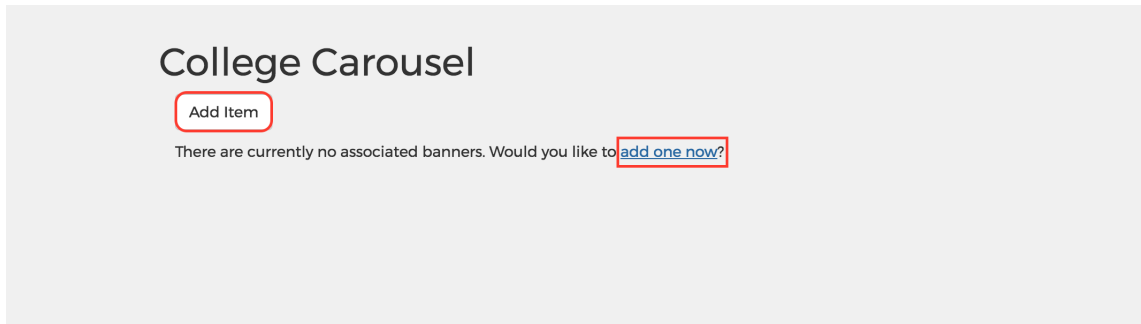
3. Enter the optional file name and source information in the *Filename* and *Source* fields, if desired.
4. Click **Select File** to open your operating system's file browser, and navigate to and select the image file you want to use as your college portal's background. The selected file name displays 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.

Adding Slides to Rotating Banner

Use the following steps to add, edit, or delete banner slides that rotate several images themed to your school:


1. Navigate to *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage Rotating Banners* link to display the *College Carousel* screen.

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 **Note:** If a slide already exist within the College Carousel, the *add one now* link will not be displayed.

2. Click on either the **Add Item** button or *add one now* link to display the *Add Carousel Image* dialog box.

 **Note:** The *Image*, *Link Target*, and *Link Title* fields display with red outlines and are required. When all three fields are populated the **Save** button is activated.

3. Click the **Choose File** button to navigate and select a slide image from your local computer.

 **Note:** Suggested image size is 350px high and a minimum of 1170px wide.

4. Enter up to 2000 characters for the slide's URL in the *Link Target* field. This is the URL that the student will be directed to when they click the on the image uploaded in step 3.

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

5. Enter up to 64 characters in the *Link Title* field.

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Note: The Link Title provides a clear text alternative of the image for screen reader users.

6. If the link is from an external site and you want it to open in a new tab, select the **New Window?** check box. If you are linking to a portlet within CCC MyPath portal, do not select the **New Window?** check box.
7. Leave the **NoFollow?** check box selected to instruct some search engines that the link should not influence the target's ranking in their search engine index. Clear the **NoFollow?** check box if you want your link to have a dofollow value.



Note: A dofollow value allows Google to rank your website.

8. The **Hide Overlay?** check box is cleared by default. Leave the **Hide Overlay?** check box cleared to display a transparent area over your image that contains text you enter in the *Content Editor* panel (step 10, below). Select the **Hide Overlay?** check box if you do not want the overlay to display.



Note: If no content is added in step 10 below, the overlay will not be displayed.

9. Click a Text Position radio button to make the text overlay display as **TOP**, **MIDDLE**, or **BOTTOM** relative to the image behind it. **BOTTOM** is selected by default.
10. Enter and format the content you want to display over the image using the *Content Editor* panel.
11. Click the **Save** button when finished to close the *Add Carousel Image* dialog box and display the newly created slide on the *College Carousel* screen. The Rotating Banner slide displays for the student group, which can be seen on your College tab.



Note: When a student clicks on the image within the Rotating Banner slide, they will be taken to the Link Target designated in step 4, above.

12. Click the **Add Item** button to add another slide to the right of the last slide.
13. Click either the **Left** arrow or **Right** arrow below an image to select the order in which the slides display.
14. Click the *trash icon* on the image to delete a slide from the carousel.
15. Click the *Home* link to return to the home screen and view your rotating banner slide display.

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)

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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	Edit	Delete
Support Training Intro	Advanced CMS	PUBLISHED	Edit	Delete
Support Training Logo	Portlet	PUBLISHED	Edit	Delete
Support Training Skin	Portlet	PUBLISHED	Edit	Delete

- Click 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

☐ hasHelp

☐ editable

☒ configurable

☐ hasAbout

Advanced Options

Groups and Categories

Groups [Edit Groups](#)

Categories [Edit Categories](#)

Lifecycle Management

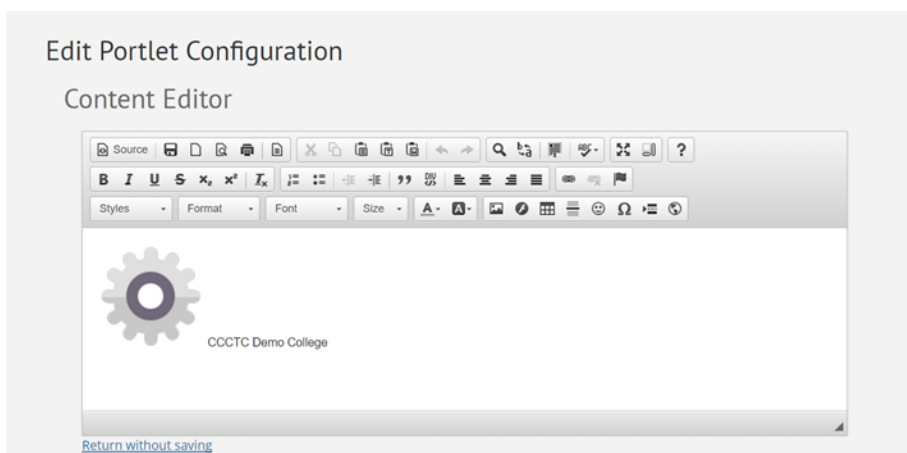
Option	State	Description
<input type="radio"/>	Created	Created
<input type="radio"/>	Approved	Reviewed and approved for production
<input checked="" type="radio"/>	Published	In production
<input type="radio"/>	Expired	Might need it later, but not using it now

Automatic Expiration (optional)

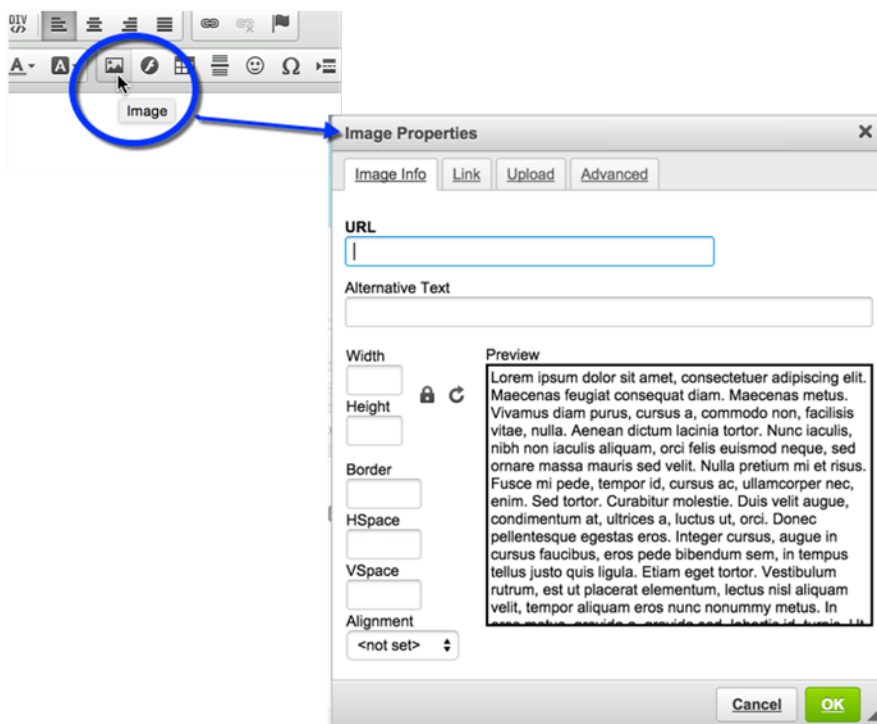
Option	Setting
Automatic Expiration Date and Time	<input type="text"/>

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

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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. Click the *Upload* tab.
7. 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** button to send the logo image to the portal server and display the *Image Info* tab.

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Image Properties

Image Info Link Upload Advanced

Send it to the Server

Choose File No file chosen

Send it to the Server

8. Click **OK** to save your new logo and return to the *Content Editor* screen with your new logo displayed.
9. Click anywhere in the text field and edit the current college name to the new name you want to display.
10. Use the editing tools inside the *Content Editor* screen to select the font size, color, format etc.
11. 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 20
- [Adding Application Launchers](#) on page 24
- [Adding Surveys](#) on page 30
- [Adding Advisor Cards](#) on page 38

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"/>

Save and ConfigureSaveCancel

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

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

Portlet Registry

[Register New Portlet](#)

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	Edit	Delete
CCCTC Demo College Skin	Portlet	PUBLISHED	Edit	Delete
Educational App Launcher	App Launcher	CREATED	Edit	Delete
Is STEM for you?	Portlet	EXPIRED	Edit	Delete
Static Portlet	Portlet	CREATED	Edit	Delete
survey-admin-portlet	Portlet	CREATED	Edit	Delete
survey-portlet	Portlet	PUBLISHED	Edit	Delete

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 list 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 19
- [Adding Application Launchers](#) on page 33
- [Adding Surveys](#) on page 39
- [Adding Advisor Cards](#) on page 47

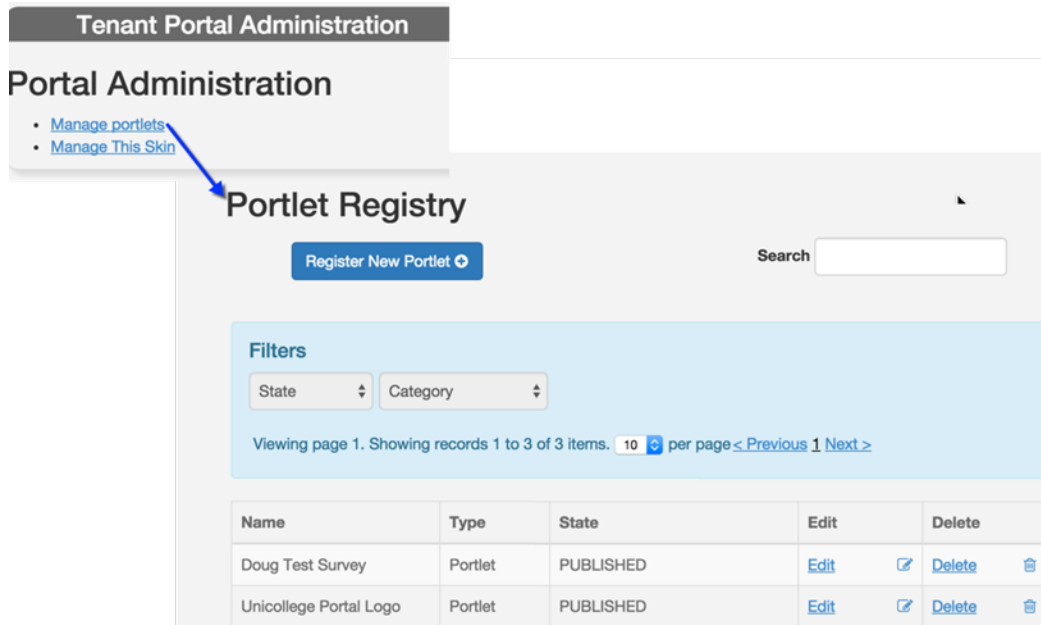
Adding Static Content & Registering Portlets

Static content portlets contain simple content. Use the following steps to create a content portlet that you can add to your portal::

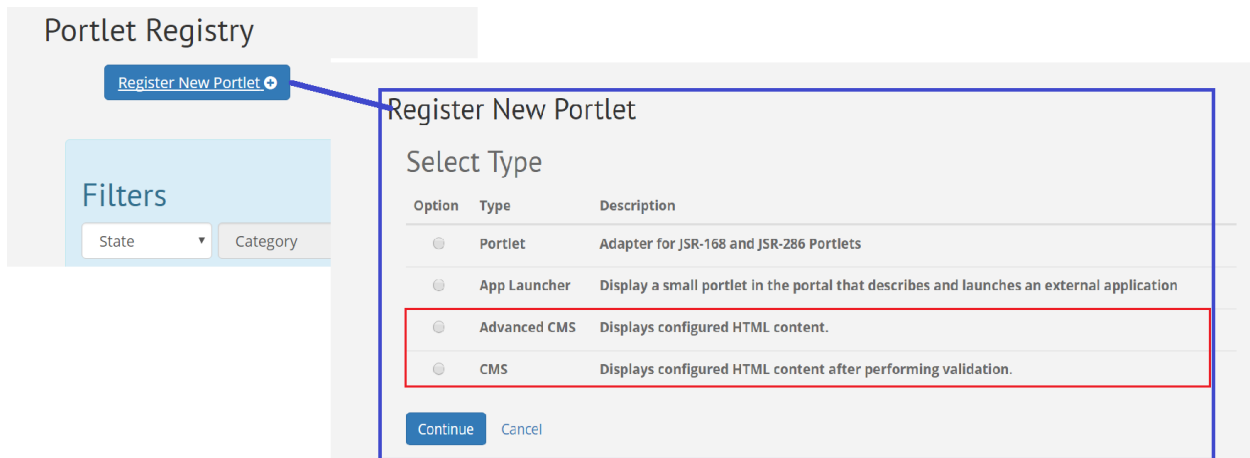
1. Navigate to *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage portlets* link to

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display the *Portlet Registry* screen.



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 display the *Summary Information* and *Controls* field groups.



Note: The *Advanced CMS* portlet allows the use of JavaScript and doesn't perform any security scanning. 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	Controls
Portlet Title ⓘ	Portlet Controls
<input type="text" value="Learning About Literature"/>	<input checked="" type="checkbox"/> hasHelp
Portlet Name ⓘ	<input checked="" type="checkbox"/> editable
<input type="text" value="Learning About Literature"/>	<input checked="" type="checkbox"/> configurable
Portlet Functional Name ⓘ	<input checked="" type="checkbox"/> hasAbout
<input type="text" value="learning-about-literature"/>	
Portlet Description ⓘ	
<input type="text" value="Literature Learning App Launcher"/>	

4. Edit the value in the Portlet Title field to create the title for your content portlet.

 **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*, *Advanced CMS Settings*, 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.

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Display Settings

These options influence how your Portlet is displayed within the portal

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

10. Scroll down to view the *Principals and Categories* section, click the **Edit Principals** button to display the *Select People and Groups* screen.

Principals and Categories

Principals

Edit Principals ⓘ


	Browse? ⓘ	Subscribe? ⓘ
Portal Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portal Developers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Support Training Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Categories


Edit Categories ⓘ

- Support Training Portlets

11. Click the **Add to Selection** button for each group that you want to access this content portlet.

 **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.

 Two different permissions govern users' access to portlets once they are published: **BROWSE** and **SUBSCRIBE**.

SUBSCRIBE grants ability to use, render, run, exercise the content.
BROWSE grants ability to find the content in the app directory, read about it.

13. Under the *Principals and Categories* section again, click the **Edit Categories** button to display the *Select Categories* screen.

College Portal Administration

Select Categories

Which categories Learning About Literature belongs to

CCCTC Demo College Portlets

Please enter a name


Categories

No Member sub-categories

Your Selections

✓ CCCTC Demo College Portlets

14. Click the **Add to Selection** button for each of the categories in which you want the content portlet 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.

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)

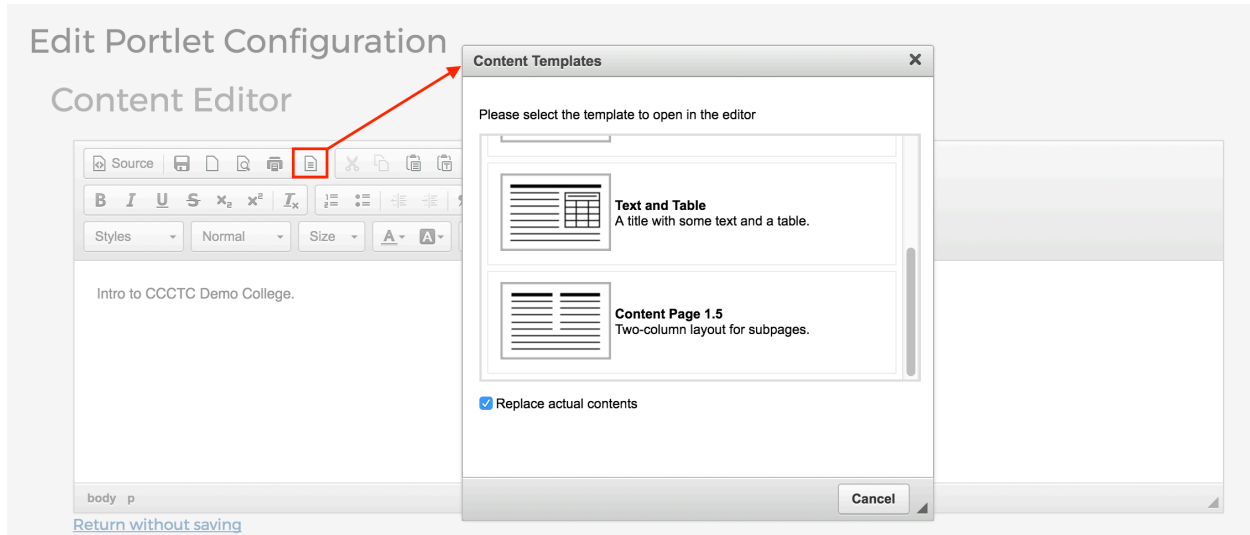
Option	Setting
Automatic Expiration Date and Time	<input type="text"/>


 **Note:** The life cycle of the portion can be modified as defined in the [Portlet Lifecycle](#) section on page 19.

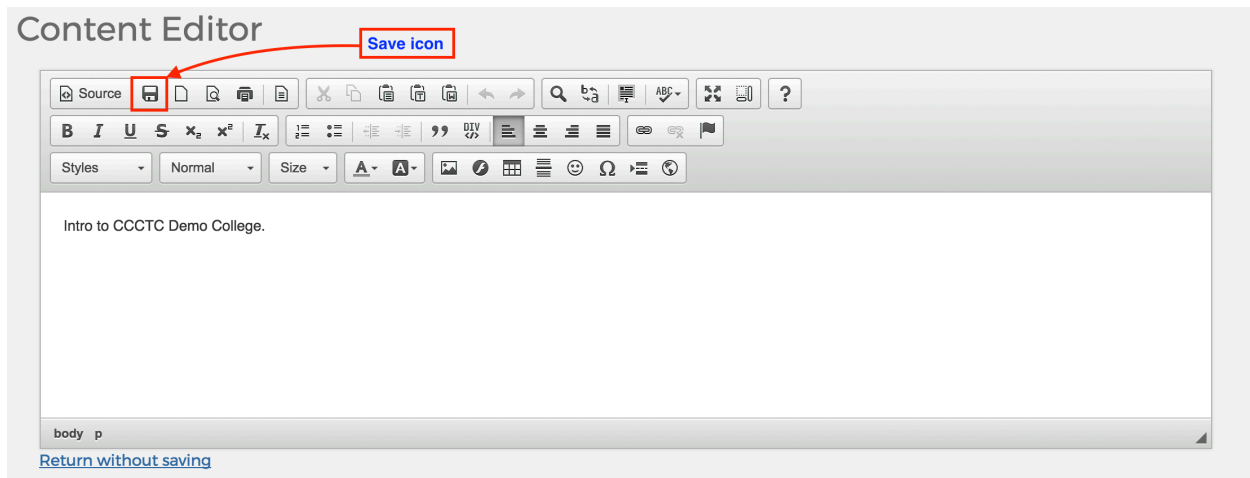
College Portal Administration

17. Click **Save and Configure** to save your content portlet and display the *Edit Portlet Configuration Content Editor* screen.
18. Enter and format the content you want to display in the portlet. If you are familiar with HTML, CSS, or Javascript, you may edit the portlet's code by clicking the Source button.

 **Note:** CKEditor won't always keep code entered into it from Source exact, so having a local copy is important.



 **Note:** The *Content Management* portlet comes with four templates. Click the Template icon to open the Content Templates dialog box and select the desired template.



19. Click the *Save* icon to save your configuration and return to the *Portlet Registry* screen with your new content portlet displayed in the list of portlets.

Portlet Getting Started has been successfully registered. This portlet can be added to a layout using the **Manage DLM Fragments** page

 **Note:** A green-highlighted message displays at the top of the screen confirming your

College Portal Administration

registered content portlet 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 content portlet to a tab, see: [Adding Content to a Tab](#) on page 52.


Adding an Image to a Content Portlet

Tenant Admins can upload banner style images from their hard drives that can be specified for use in content portlet. These images can be used for single or multiple content portlets.

1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Content Header Images* link to display the *Portlet Header Image Admin* screen.

Add Image: Choose File No file chosen Upload

2. Click the **Choose File** button to navigate and select an image from your local computer.

 **Note:** The Suggested image size is 350px high and a minimum of 1170px wide.

Add Image: Choose File students.jpg Upload


3. Click the **Upload** button to add the image to the Header Images section.

 Image uploaded successfully!

Header Images



[students.jpg](#)

 **Note:** Once an image has been uploaded, the *Portlet Name* drop-down list and *Assigned Header Image* drop-down list will be displayed in the *Portlet Header Assignment* section.

Portlet Header Assignment

Portlet Name Assigned Header Image Set

No Header Image

4. From the *Portlet Name* drop-down list, select the content portlet you want to add a header image to.
5. From the *Assigned Header Image* drop-down list, select the image you want assigned to the content portlet.

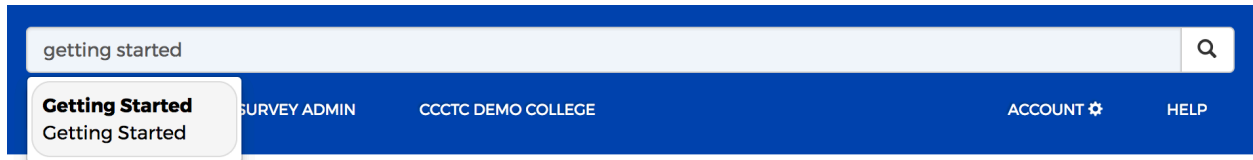
College Portal Administration

Portlet Name	Assigned Header Image	
Getting Started	students.jpg	Set

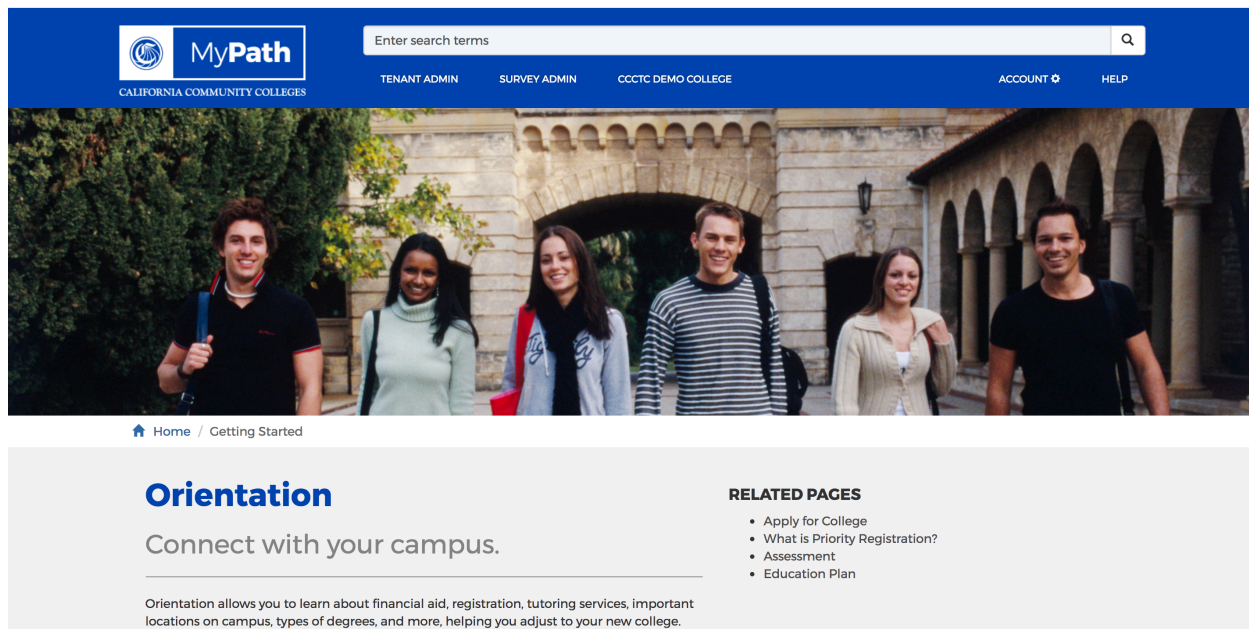
- Click the **Set** button to add the header image to the content portlet.




Note: After an image is assigned to a content portlet, the image will be displayed showing which content portlets are currently associated to it.



- Scroll to the top of the page, enter the name of the content portlet you attached the header image to, and select the portlet from the list.



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 **Note:** Header images associated with content portlets appear in the space between the bread crumb and the page header. Due to caching it may take up to 15 minutes for users to see changes made.

Editing an Image on a Content Portlet

Header images can be updated after one had been added to a content portlet.


1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Content Header Images* link to display the *Portlet Header Image Admin* screen.
2. From the *Portlet Name* drop-down list, select the content portlet you want to edit.

Portlet Name	Assigned Header Image
Getting Started	students.jpg

 **Note:** When you select a portlet from the *Portlet Name* drop-down list, the *Assigned Header Image* drop-down list is auto-populated with the header image associated with the portlet.

3. From the *Assigned Header Image* drop-down list, select the new image you want assigned to the content portlet.

Portlet Name	Assigned Header Image
Getting Started	ccc_banner_default.jpg

 **Note:** An option within the *Assigned Header Image* drop-down list is *No Header Image*. Selecting this option will remove a header image from the content portlet.

Portlet Name	Assigned Header Image
Getting Started	No Header Image

4. Click the **Set** button to update the header image to the content portlet.

Removing an Image from a Content Portlet

Header images previous added to a content portlet can be removed so that no image is in place after one had been added to a content portlet.

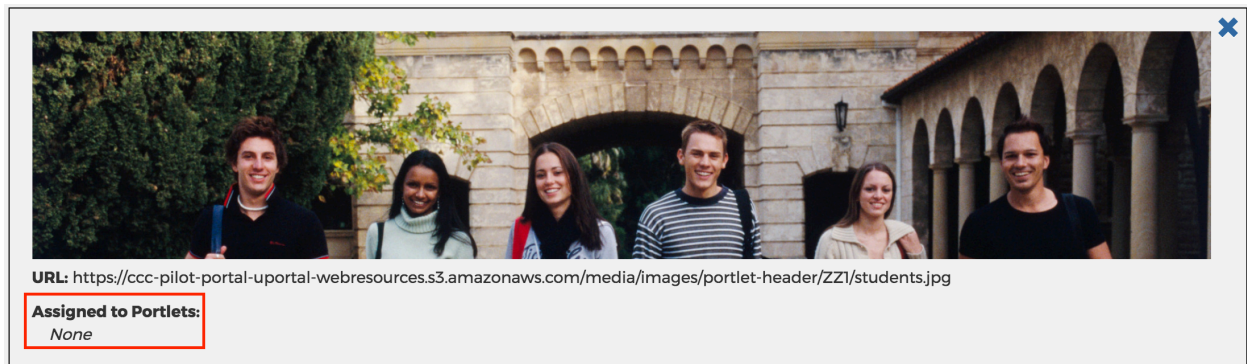
1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Content Header Images* link to display the *Portlet Header Image Admin* screen.
2. Click on the header image attached to the content portlet.

 **Note:** The image is displayed, listing the content portlets assigned to it.

College Portal Administration



3. Click the *trash* icon for the corresponding content portlet to remove the portlet from the image.



Deleting an image from the Portlets Header Image Administration

Images previously uploaded and not attached to a content portlet can be deleted from the *Portlet Header Image Administration* portlet.

1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Content Header Images* link to display the *Portlet Header Image Admin* screen.
2. Place the cursor over the image you want to delete. A trash icon appears in the top, right corner of the image.

Header Images



[students.jpg](#)


Add Image:

Choose File


No file chosen


Upload

College Portal Administration

 **Note:** A *trash* icon appears in the top, right corner of the image.

3. Click the trash icon to delete the image.

 **Note:** If the image is attached to one or more content portlets, all portlets associated to the image must be removed before it can be deleted. A list of portlets assigned to the image is display.

 All associated portlets to this item must be removed BEFORE it can be deleted.

Header Images



[students.jpg](#)

Add Image:

Choose File


No file chosen

Upload



URL: <https://ccc-ci-portal-uportal-webresources.s3.amazonaws.com/media/images/portlet-header/ZZ1/students.jpg>

Assigned to Portlets:

 Getting Started

4. Click the *trash* icon for each content portlet attached to the image.
5. Once all of the content portlets are removed, click the trash icon to delete the image.

Attaching a Documents to a Content Portlet

Tenant Admins can upload documents (.txt, .csv, .pdf, and .doc(x)) from their hard drives that can be attached to a content portlet and made available to students for download. These files can be used for single or multiple content portlets.

1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Public Documents* link to display the *Public Document List Admin* screen.

Add Document:

Choose File

No file chosen

Upload

2. Click the **Choose File** button to navigate and select a document from your local computer.

Add Document:

Choose File

Background-And-Introduction.pdf

Upload

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- Click the **Upload** button to add the document to the list of documents available to be attached to content portlets.

Document uploaded successfully!

Add Document:

Choose File

No file chosen

Upload

Q

Search terms

Quick Filters:

My Documents

.txt

.csv

.pdf

.doc(x)

List Size:


5

15

25

50

Uploaded ^	Filename v	Type v	UserId v	
11/6/17 1:29 PM	+ readme.txt	text/plain	pcollegeadmin@demo college.edu	
11/6/17 2:49 PM	+ Background-And-Introduction.pdf	application/pdf	pcollegeadmin@demo college.edu	

 **Note:** Once a document has been uploaded, the *Portlet Name* drop-down list and *Document to Assigned* drop-down list will be displayed in the *Attach Document to Portlet* section.

- From the *Portlet Name* drop-down list, select the content portlet you want to attach a document to.
- From the *Document to Assigned* drop-down list, select the document you want attached to the content portlet.

Portlet Name

Demo CMS Portlet

Portlet Details

Document to Assign

Background-And-Introduction.pdf


Set

- Click the **Set** button to attach the document to the content portlet.
- To attach another document to the content portlet, select a different document from the *Document to Assigned* drop-down list, and click on the **Set** button.

Removing a document from a Content Portlet

One or more documents previously added to content portlets can be removed.

- Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Public Documents* link to display the *Public Document List Admin* screen.
- From the *Portlet Name* drop-down list, select the content portlet you want to remove documents from.

 **Note:** After a content portlet is selected from the *Portlet Name* drop-down list, the *Portlet Details* link is displayed.

Portlet Name: Demo CMS Portlet

Attached Documents

Background-And-Introduction.pdf

Attach Document to Portlet

To see what files are already attached to a Portlet, select a portlet from the dropdown and click the Portlet Details link.

Portlet Name

Demo CMS Portlet

Portlet Details

Document to Assign

Background-And-Introduction.pdf

Set


College Portal Administration


3. Click the *Portlet Details* link to display the list of documents attached to the content portlet.
4. Within the *Attached Documents* sections, click the *delete* link of the corresponding document to be remove from the content portlet.
5. To remove additional documents from the content portlet, click the *delete* links of the corresponding documents you want to detach.

Deleting a document from the Public Document List Administration

Documents previously uploaded and not attached to a content portlet can be deleted from the *Public Document List Administration* portlet.

1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Public Documents* link to display the *Public Document List Admin* screen.
2. Click the *trash* icon for the corresponding document to remove from the list.

 **Note:** If the document is attached to one or more content portlets, all portlets associated to the document must be removed before it can be deleted. A list of portlets assigned to the document is displayed.


 All associated portlets to this document must be removed BEFORE it can be deleted.

Add Document: No file chosen

URL: <https://ccc-ci-services-file-manager-resources.s3.amazonaws.com/files/public/ZZ1/Background-And-Introduction.pdf>





File: Background-And-Introduction.pdf (application/pdf) — 57.13 kB

Uploaded: 11/6/17 2:49 PM

Assigned to Portlets:
 [Demo CMS Portlet](#)

Q Search terms

Quick Filters: [My Documents](#) [.txt](#) [.csv](#) [.pdf](#) [.doc\(x\)](#) List Size: [5](#) [15](#) [25](#) [50](#)

Uploaded ^	Filename v	Type v	Userid v	
11/6/17 2:49 PM	 Background-And-Introduction.pdf	application/pdf	pcollegeadmin@demo college.edu	
11/6/17 3:47 PM	 readme.txt	text/plain	pcollegeadmin@demo college.edu	


3. Click the *trash* icon for each content portlet attached to the document.


URL: <https://ccc-ci-services-file-manager-resources.s3.amazonaws.com/files/public/ZZ1/Background-And-Introduction.pdf>

File: Background-And-Introduction.pdf (application/pdf) — 57.13 kB

Uploaded: 11/6/17 2:49 PM

Assigned to Portlets:
None

 Delete Document

 **Note:** Once all of the associated content portlets are removed from the document, the **Delete Document** button will appear.

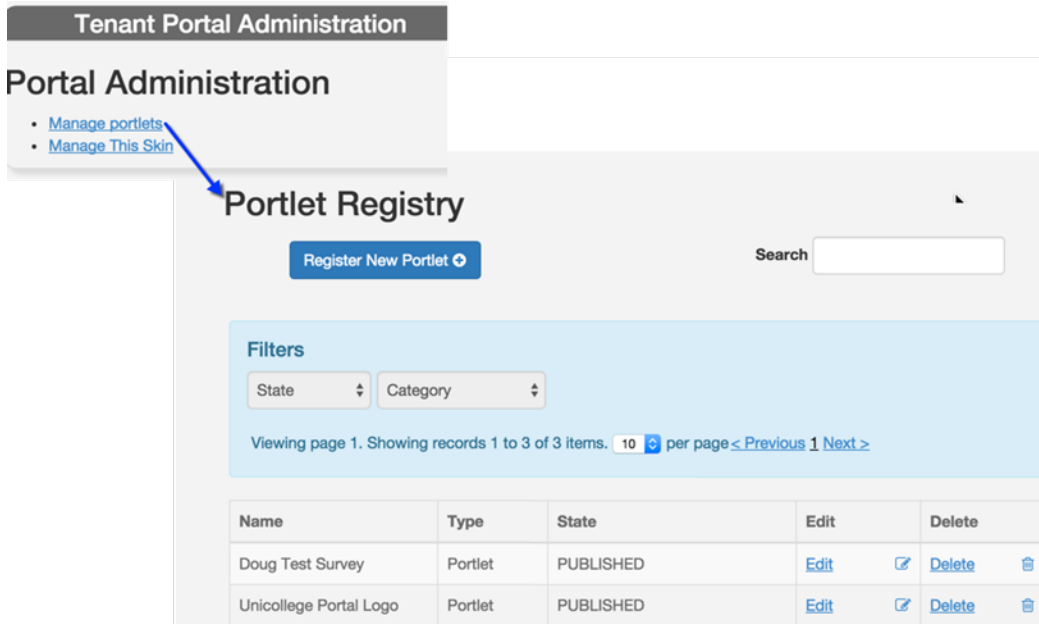
4. Click the Delete Document button.

College Portal Administration

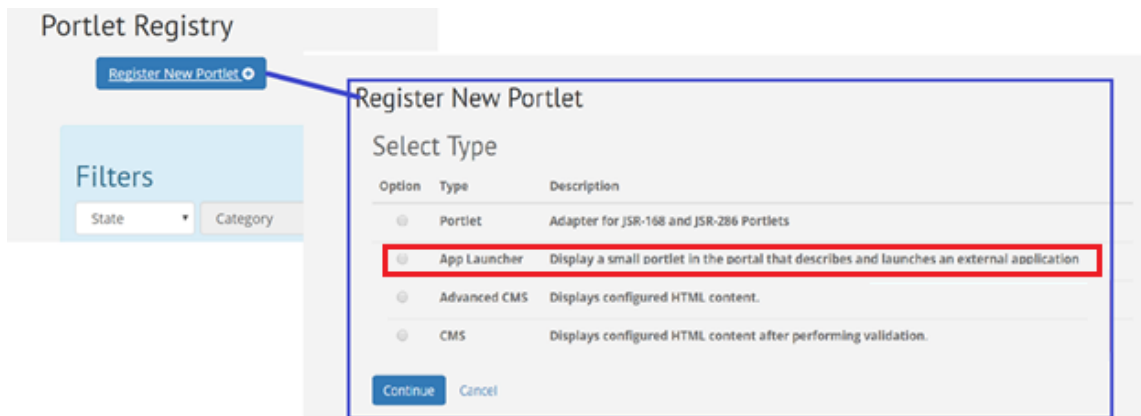
Adding App Launchers

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 -> *Portal Administration* panel -> *Manage portlets* link to display the *Portlet Registry* screen.



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



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

College Portal Administration

Register New Portlet

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

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 ⓘ	<input type="text" value="4500"/>
--------------------------	-----------------------------------

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.

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Display Settings

These options influence how your Portlet is displayed within the portal

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

10. Scroll down to view the *Principals and Categories* section, click the **Edit Principals** button to display the *Select People and Groups* screen.

Principals and Categories

Principals

Edit Principals ⓘ


	Browse? ⓘ	Subscribe? ⓘ
Portal Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portal Developers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Support Training Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Categories

Edit Categories ⓘ

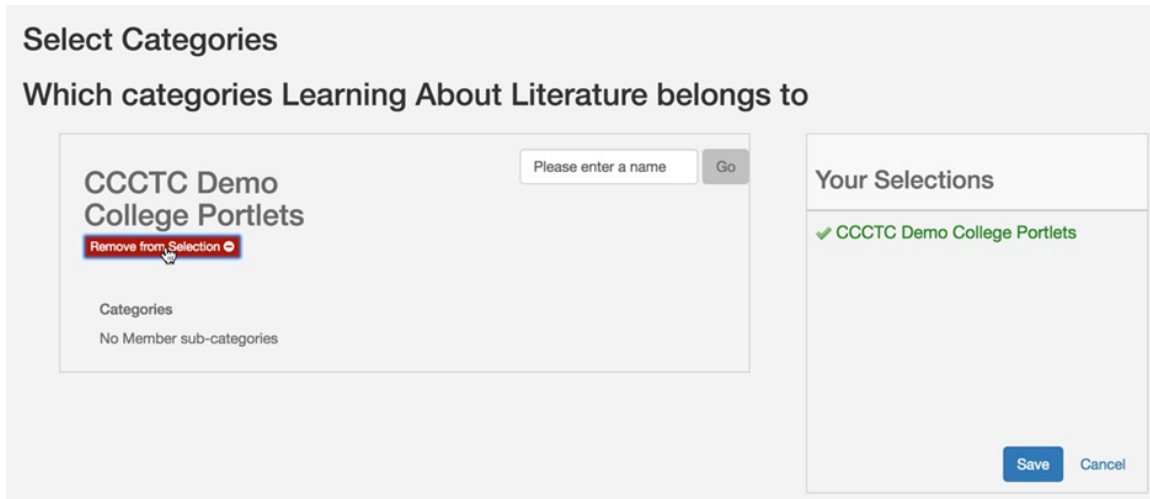
- Support Training Portlets

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. Under the *Principals and Categories* section again, click the **Edit Categories** button to display the *Select Categories* screen.

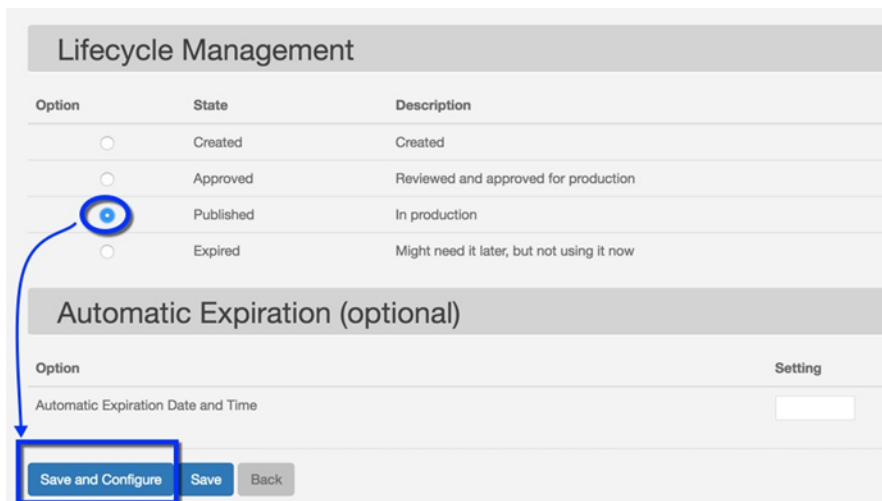
College Portal Administration




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.



 **Note:** The life cycle of the portion can be modified as defined in the [Portlet Lifecycle](#) section on page 19.

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

College Portal Administration

Edit Portlet Configuration

Configure New App

App URL:

[Advanced URL Options](#)

Display:

Icon URL:

[Available Icons](#) [Upload](#)

Link Title:


Title:

Subtitle:

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

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.

 **Note:** URLs can be set for App Launchers to pick up information about the user. Customized URLs going through the proxy can send the college's MIS Code as a parameter to an application. This can be done by appending `?cccMisCode=${user['cccMisCode']}?:'000'}` to the end of the URL. See the California Virtual Campus example below for more information:

App 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 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.

College Portal Administration

The screenshot shows the 'College Portal Administration' interface. At the top, there is a navigation bar with the 'CALIFORNIA COMMUNITY COLLEGES' logo and a search bar. Below the navigation bar, a green message box states: 'Portlet Learning About Literature has been successfully registered. This portlet can be added to a layout using the [Manage DLM Fragments](#) page'. The main section is titled 'Portlet Registry' and includes a 'Register New Portlet' button and a search bar. Below this is a 'Filters' section with dropdown menus for 'State' and 'Category'. A pagination bar indicates 'Viewing page 1. Showing records 1 to 10 of 12 items. 10 per page < Previous 1 2 Next >'. A table lists the registered portlets:

Name	Type	State	Edit	Delete
Am Lit Survey	Portlet	PUBLISHED	Edit	Delete
CCCTC Demo College Portal Logo	Portlet	PUBLISHED	Edit	Delete
CCCTC Demo College Skin	Portlet	PUBLISHED	Edit	Delete

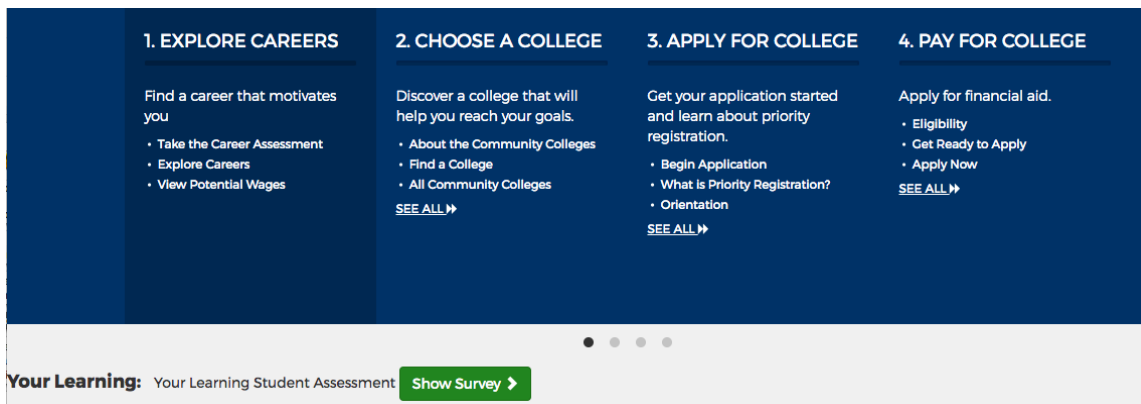
 **Note:** A green-highlighted message displays at the top of the screen confirming your registered app launcher and includes a *Manage DLM Fragments* link.

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 52.

College Portal Administration

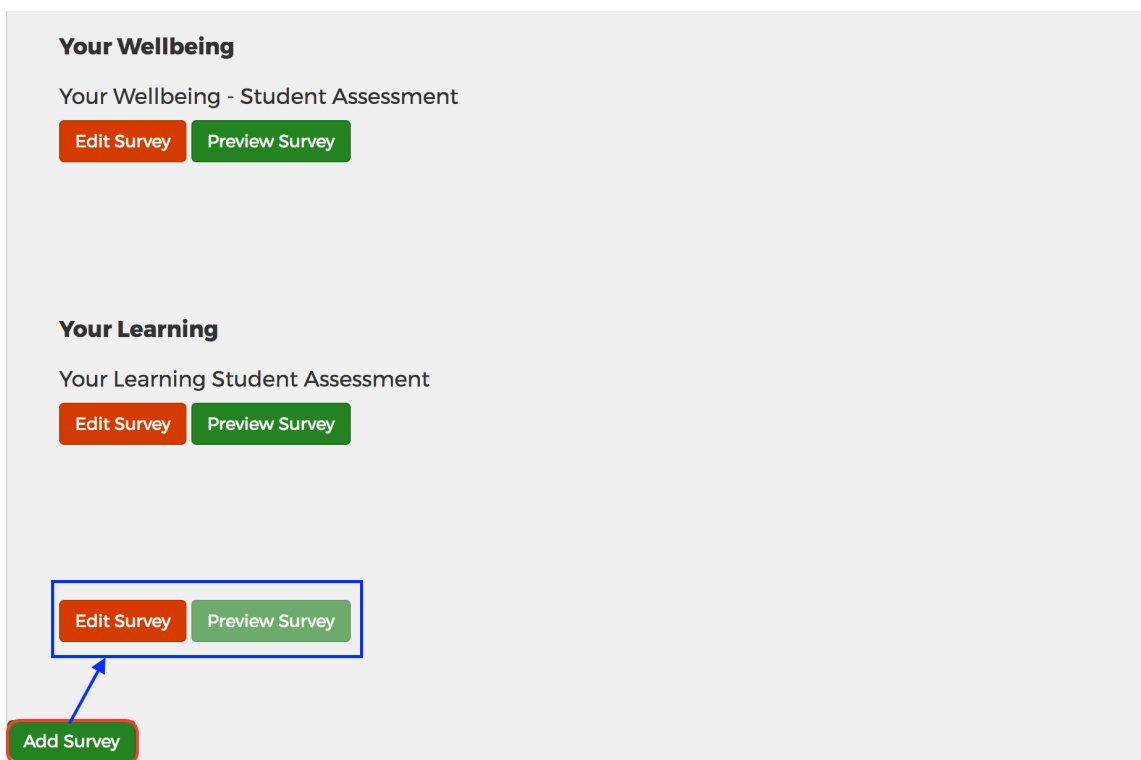
Adding Surveys


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.



Use the following steps to create an survey that you can add to your portal:


1. Navigate to *Survey Admin* tab -> **Add Survey** button to display a new set of **Edit Survey** and **Preview Survey** buttons.




 **Note:** Scroll down the *Survey Admin* tab to locate the **Add Survey** button in the bottom, left corner of the page.

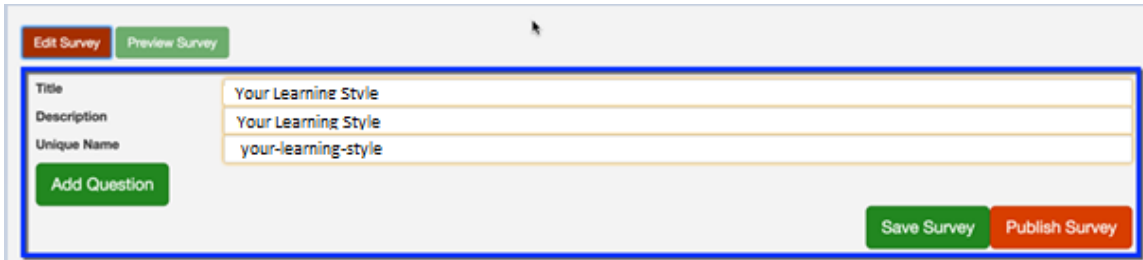
College Portal Administration


- 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.

 **Note:** The *Title*, *Description*, and *Unique Name* fields display with red outlines and are required. When all three fields are populated and a question is added, the **Save Survey** button is activated.

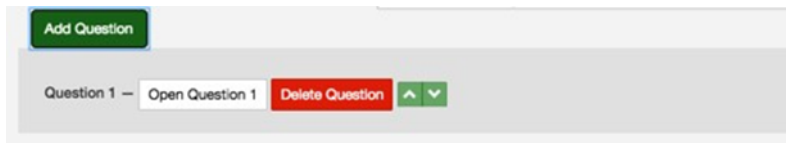
- Enter values in the *Title* field to create the title for your Survey.

 **Note:** As you type the *Title*, the *Description* and *Unique Name* fields auto-populate with the same name. The *Unique Name* repeats the title as a lower-case, hyphenated version of the survey title.

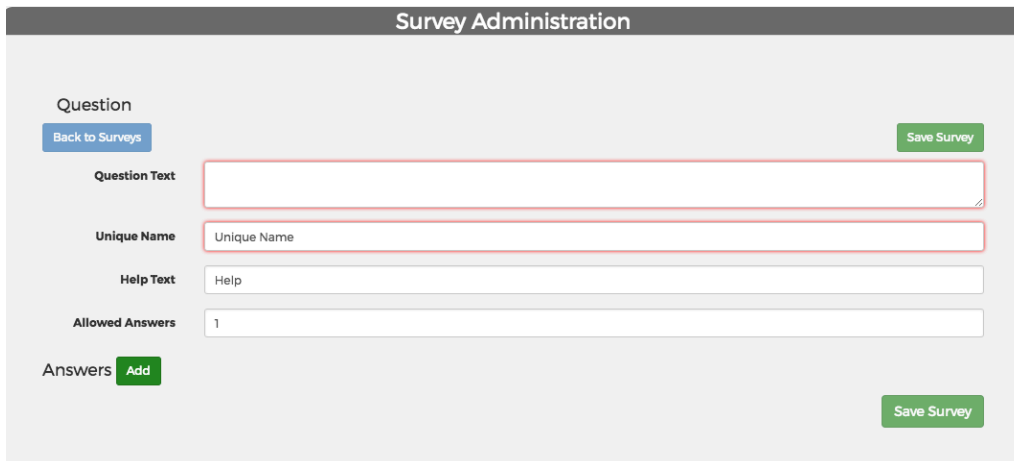


 **Note:** Record the value in the *Unique Name* field as you will need it when you register your portlet in step 12j, below.


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




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



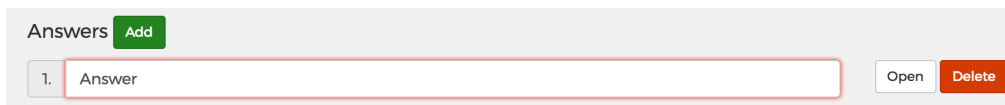
College Portal Administration


 **Note:** The *Question Text* and *Unique Name* fields display with red outlines and are required. When both fields are populated, the **Save Survey** button is activated.

- a. Enter the survey question text in the *Question Text* field.

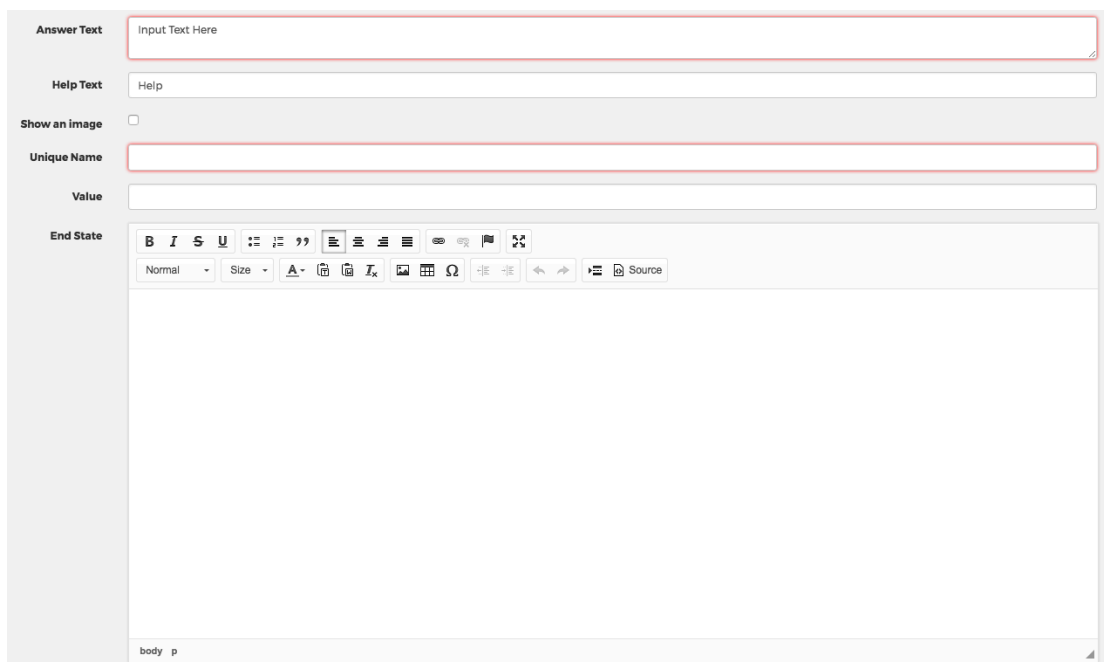
 **Note:** As you type the *Question Text*, the *Unique Name* fields auto-populate with the same name. The *Unique Name* repeats the title as a lower-case, hyphenated version of the survey title.

- b. Optional Step: Enter a value in the *Help Text* field. This is an optional field but the value you enter provide additional details/help displayed to the user's UI.
- c. Enter the number of answers/responses allowed for the question in the *Allowed Answers* field.
- d. Click the **Add** button next to the Answers label to display an *answer* field.



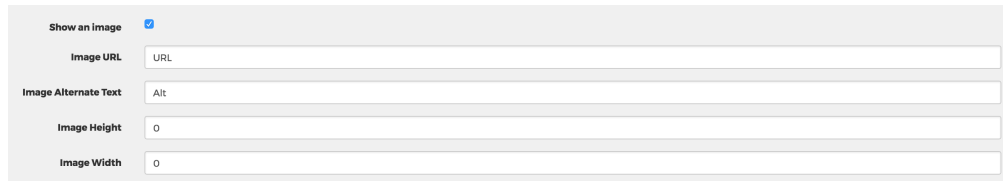
 **Note:** The *Answer* field display with red outlines and is required. When the field is populated, the **Save Survey** button is activated.

- e. Enter an answer to the survey question in the *Answer* field.
 - f. Click **Add** as many times as needed to add additional answers to the question.
 - g. Click the green **Up** and **Down** buttons on the far right to select the order in which the answers are shown.
 - h. Click the **Delete** button on the far right to delete a question.
6. Optional Step: Click the **Open** button on the far right of the *answer* field to display the *Survey Administration Answer* field group and enter information for the answer.



College Portal Administration


- a. Edit the *Answer Text* field if needed. The content entered in the *Answer* field from step 5e will appear in the *Answer Text* field.
- b. Enter a value in the *Help Text* field. This is an optional field but the value you enter provide additional details/help displayed in the users' UI.
- c. Select the *Show an image* checkbox to display the *Image URL* field, *Image Alternate Text* field, *Image Height* field, and *Image Width* field.




The screenshot shows a form with the following fields and controls:

- Show an image**: A checkbox that is checked.
- Image URL**: A text input field with the placeholder text "URL".
- Image Alternate Text**: A text input field with the placeholder text "Alt".
- Image Height**: A text input field with the placeholder text "0".
- Image Width**: A text input field with the placeholder text "0".

- d. Enter an image URL in the *Image URL* field to display the image next to the corresponding answer.
- e. Populate the *Image Alternate Text* field.

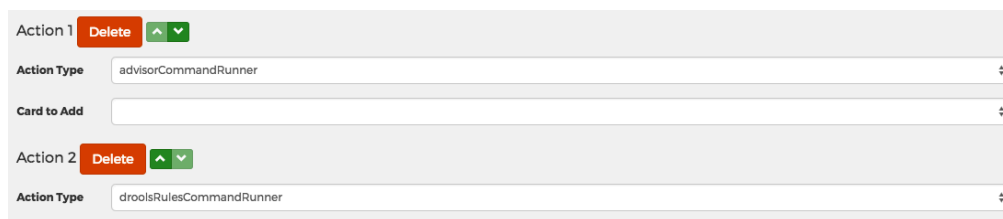
 **Note:** The *Image Alternate Text* provides a clear text alternative of the image for screen reader users.

- f. Enter a numeric value in the *Image Height* field for the image height.
- g. Enter a numeric value in the *Image Width* field for the image width.
- h. Edit the *Unique Name* field.

 **Note:** As you type the *Answer Text*, the *Unique Name* fields auto-populate with the same name. The *Unique Name* repeats the title as a lower-case, hyphenated version of the survey title.


- i. Enter and format the content you want displayed at the end of the survey to users who select this answer.

7. Optional Step: Click the **Add** button on the right of *Actions* to add an action and display the *Action Type* drop-down list.




The screenshot shows the Actions configuration panel with two actions:

- Action 1**: Includes a **Delete** button, up/down arrows, and a dropdown menu showing *advisorCommandRunner*.
- Card to Add**: A dropdown menu.
- Action 2**: Includes a **Delete** button, up/down arrows, and a dropdown menu showing *droolsRulesCommandRunner*.

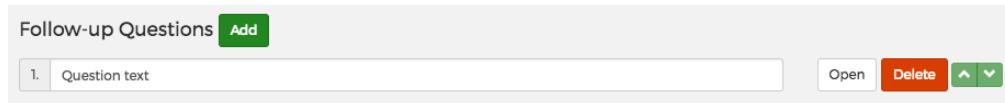
 **Note:** There are two Action Type, *advisorCommandRunner* and *droolsRulesCommandRunner*. *advisorCommandRunner* allow you to configure an Advisor Card to be added to the student's layout, based on their response to the survey question.


- a. Click **Add** as many times as needed to add additional actions to the answer.
- b. Click the green **Up** and **Down** buttons on the right to select the order in which the actions are organized,
- c. Click the **Delete** button on the right to remove an action.
- d. Select the *advisorCommandRunner* from the *Action Type* drop-down list to display the *Card to Add* drop-down list.
- e. Select the Advisor Card you want added to the student's layout if they select this answer.

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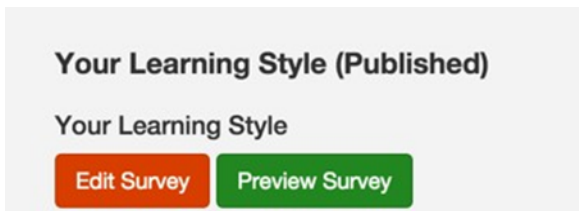
 **Note:** *droolsRulesCommandRunner* allow you to add a rule to be executed based on student's response to the survey question.

- f. Select *droolsRulesCommandRunner* from the *Action Type* drop-down list to add a rule.
8. Optional Step: Click the **Add** button on the right of Follow-up Question to display the *Question text* field.




 **Note:** The Follow-up Question are displayed based on student's response to the survey question.

- a. Click **Add** as many times as needed to add additional follow-up questions to the answer.
 - b. Click the green **Up** and **Down** buttons on the far right to select the order in which the follow-up questions are shown.
 - c. Click the **Delete** button on far right to delete a follow-up question.
 - d. Click the **Open** button to display the *Survey Administration Question* field group and enter information for the question and its answer.
9. When you complete the configuration for a survey answer, click **Save Survey** to save your changes.
 10. 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.

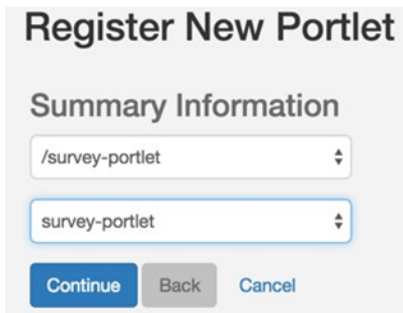


11. When your survey is complete and you are ready to publish it, click **Publish Survey**. You may see a pop-up dialog box that prompts you to confirm publication of the survey. The text (Published) appears after your survey title.

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

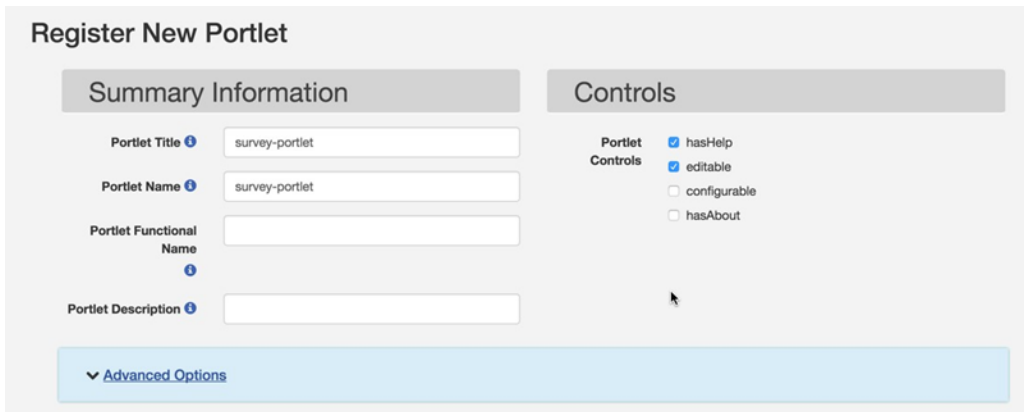
12. Once the survey has been completed, you must register it:
 - a. Register the survey portlet: *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage Portlets* link - > **Register New Portlet** button -> *Portlet* radio button and click the **Continue** button to open the Summary Information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

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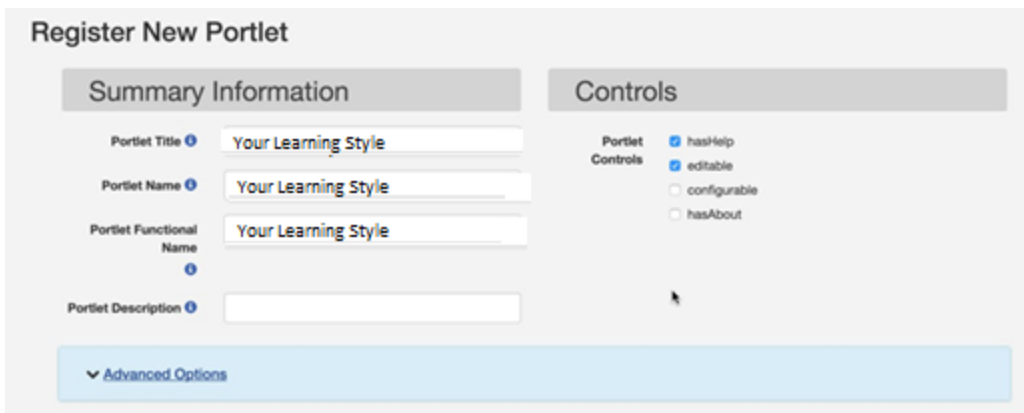
The image shows a web form titled "Register New Portlet". Under the "Summary Information" section, there are two dropdown menus. The first dropdown menu has the value "/survey-portlet" selected. The second dropdown menu has the value "survey-portlet" selected. Below the dropdowns are three buttons: "Continue" (highlighted in blue), "Back", and "Cancel".

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



The image shows a web form titled "Register New Portlet" with two main sections: "Summary Information" and "Controls". The "Summary Information" section contains four text input fields: "Portlet Title" (with "survey-portlet" entered), "Portlet Name" (with "survey-portlet" entered), "Portlet Functional Name" (empty), and "Portlet Description" (empty). The "Controls" section contains a "Portlet Controls" section with four checkboxes: "hasHelp" (checked), "editable" (checked), "configurable" (unchecked), and "hasAbout" (unchecked). At the bottom of the form is a blue button labeled "Advanced Options".

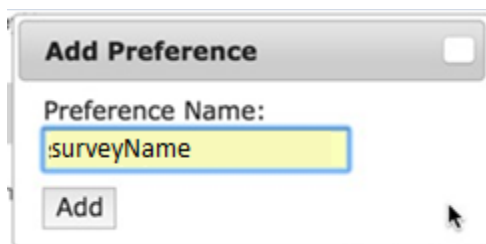
- e. The *Portlet Title* and *Portlet Name* field values are auto-populated by default. Overwrite these default values with a unique name. The Portlet Title and Portlet Name should generally be the same.
- f. Enter a value in the *Portlet Functional Name* field. The name of your survey is a good choice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



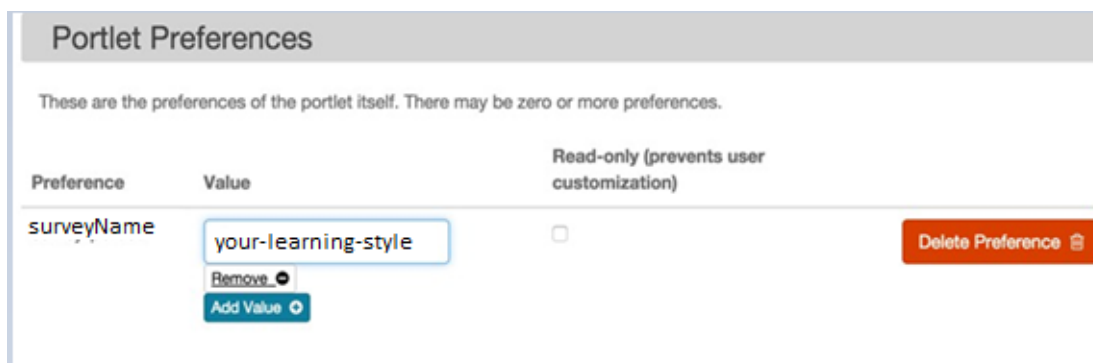
The image shows the same "Register New Portlet" form as before, but with updated values. In the "Summary Information" section, the "Portlet Title", "Portlet Name", and "Portlet Functional Name" fields all contain the text "Your Learning Style". The "Portlet Description" field remains empty. In the "Controls" section, the "hasHelp" and "editable" checkboxes are checked, while "configurable" and "hasAbout" are unchecked. The "Advanced Options" button is still at the bottom.

- 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.


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



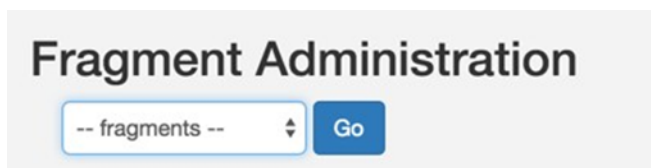
- j. Enter the Unique Name value from step 3 above in the *Value* field.

 **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 Principals** and **Edit Categories** buttons to add groups and categories for the survey.
- l. Choose the *Lifecycle Management* option (*Created*, *Approved*, *Published*, *Expired* or *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 52.



- 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.

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- 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 52
- [Adding Static Content & Registering Portlets](#) on page 20
- [Fragment Administration Vs. Personal Customization](#) on page 52

Adding Smart Forms

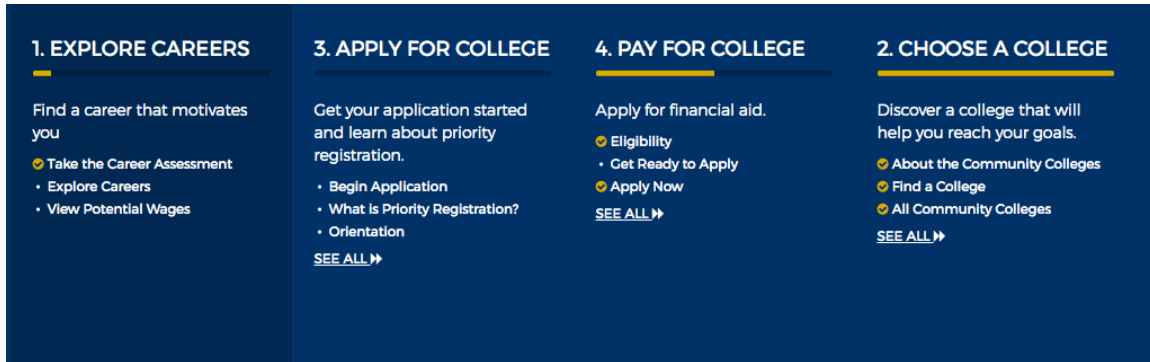
For the California Community Colleges Student Portal V1.0, smart forms consist of an underlying framework for the Surveys portlets. For example, smart forms allow linking survey questions to specific responses and executing commands based on those responses, such as sending messages and adding tasks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

See [Adding Surveys](#) on page 39 for more information.

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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 yellow circle with a check will display next to the task, indicating that they finished the task. Each task has a duration and as the tasks on a card are completed, a yellow status bar shows current state of completion.




Use the following steps to create a new Advisor Card:

1. From the *Tenant Admin* tab -> *Advisor Card Administration* panel -> *New Card* field group, enter up to 32 characters in the *Title* field. This title at the top of the advisor card.
2. Optional Step: Enter up to 96 characters in the *Description* field. The description will display as the subtitle on the advisor card.
3. Optional Step: Enter up to 255 characters in the *Why* field.
4. Optional Step: Enter up to 255 characters in the *What* field.
5. If you want the advisor card to immediate appear in your students' *Advisor Card* portlet, select the *Shown by default* checkbox.
6. Enter up to 36 characters in the task *Title* field.

 **Note:** The task title will display as a link to the URL entered in the task *Link* field in step 8, below.

7. Enter up to 120 characters in the task *Description* field.
8. Enter up to 2000 characters in the task *Link* field. This is the URL that the student will be taken to when they click the task title entered in step 6, above.

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

Task 1

Title Help

Description For assistance, please contact our help desk.

Link ccc h

Open in new Window/Tab ☒

Launch from dashboard ☒


Expected Duration (minutes) 1

Disabled ☐

Search Results:


- CCC Help
- Contact technical support or search our online knowledge base

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 **Note:** URLs can be set for Advisor Cards to pick up information about the user. Customized URLs going through the proxy can send the college's MIS Code as a parameter to an application. This can be done by appending `?cccMisCode=${user['cccMisCode']}?:'000'}` to the end of the URL. See the California Virtual Campus example below for more information:

Title	California Virtual Campus
Description	Your California Connection to Distance Education
Link	<code>http://cvc.edu?cccMisCode=\${user['cccMisCode']}?:'000'}</code>


9. Select 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. Select the *Launch from dashboard* check box if you want the link to open directly from the dashboard, without the student going to the drill-down view.

 **Note:** If you do not select the *Launch from dashboard* check box, the student is taken to the advisor card drill-down view when the task link is clicked.

11. Enter the number of minutes you expect this task to take the student to complete in the *Expected Duration (minutes)* field. You can increase or decrease the time by clicking the increment/decrement icon that appears at the end of the field.
12. Select the *Disabled* checkbox if you want to hide the task from the students' *Advisor Card* portlet.

 **Note:** If you do not select the *Launch from dashboard* check box, the student is taken to the advisor card drill-down view when the task link is clicked.

13. Click the green **Add** button next to the *Tasks* heading to add another task.
14. Click the green **Up** and **Down** buttons on the far right to select the order in which the tasks are shown.
15. Click the **Create** button to add the advisor card to the list of *Existing Cards*. Or, click **Clear** to delete all the field values you entered.

The *Advisor Card* portlet is displayed to the student group, which can be seen on your College tab. When a student clicks either the advisor card title link, they are taken to the drill-down view. The drill-down view is a focus view for the card. The advisor card's title, What (reason for the card), Why (objective of the card), and duration are displayed.

1. Explore Careers

WHAT Get information on careers that appeal to you	WHY Learn about career paths and opportunities to help you direct your studies.	HOW LONG 3 steps (65 minutes, 3 to go)
---	--	--

Step 1

Take the Career Assessment

Step 2

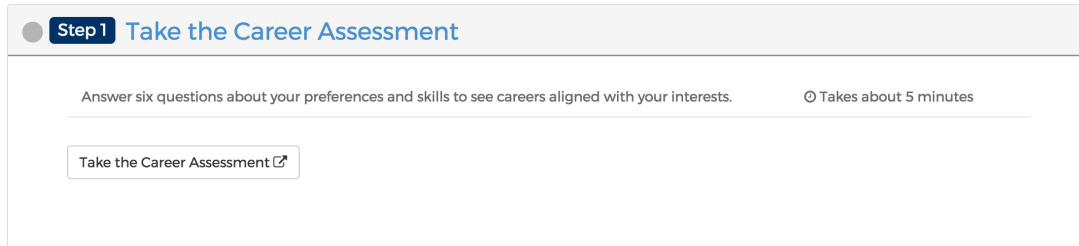
Explore Careers

Step 3

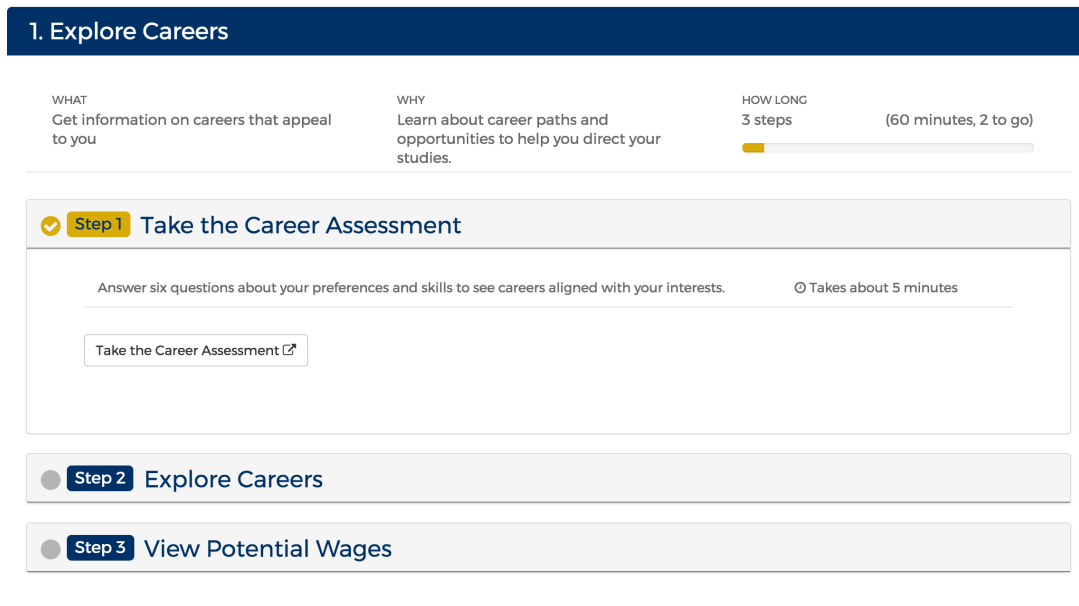
View Potential Wages

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Clicking a task title expands the task pane, displaying the description, duration, and link.



After a task link is clicked, a yellow check box is displayed, indicating the task is completed and the card's status bar is updated.

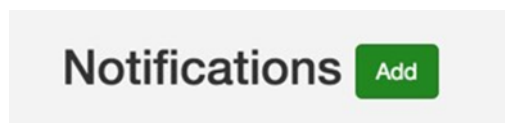


See the next section (Adding a Notification to an Advisor Card) for more information.


Adding a Notification to an Advisor Card

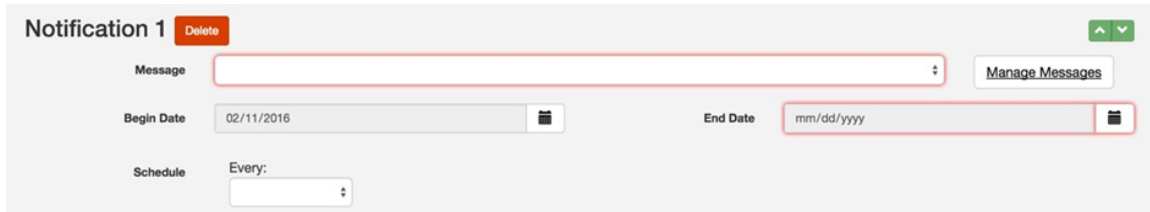
Notifications are scheduled messages sent to students who have not completed all of the tasks on an advisor card. Use the following steps to create a notification for an advisor card.

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




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 **Note:** This displays the *Notification 1* field group.



The screenshot shows the 'Notification 1' field group. It includes a 'Delete' button, a 'Message' drop-down menu, a 'Manage Messages' button, 'Begin Date' and 'End Date' fields with calendar icons, and a 'Schedule' section with an 'Every:' drop-down menu.

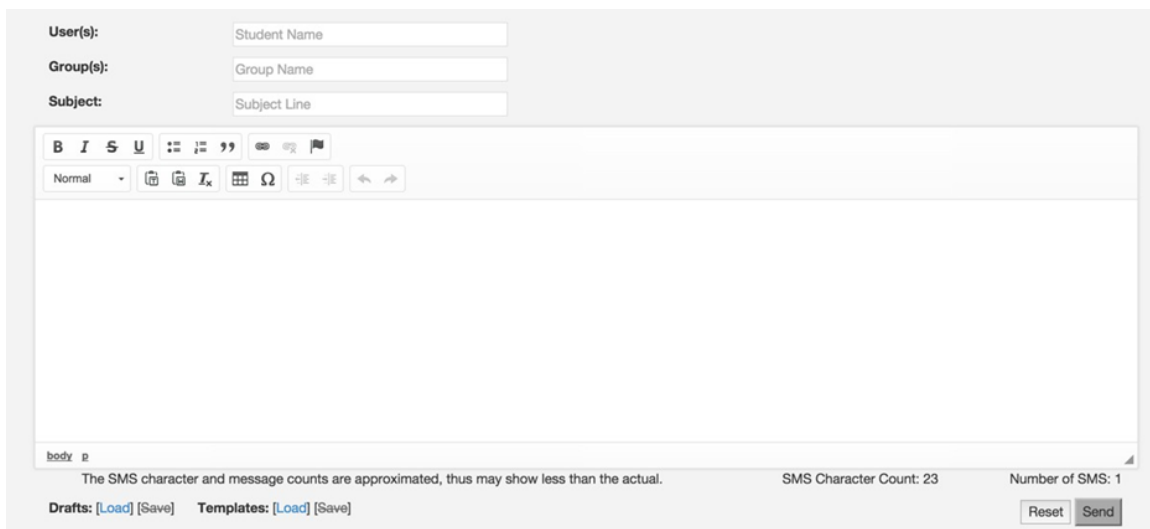
 **Note:** The field group title changes to reflect each notification that you add to the advisor card (i.e. *Notification 1*, *Notification 2*, etc.).

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



The screenshot shows the 'Message' drop-down menu open, displaying options: 'Advisor Card Template', 'Portlet/Only', and 'Message-Portlet/Email/SMS'. The 'Portlet/Only' option is selected and highlighted in blue.

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



The screenshot shows the 'Admin Messaging' portlet. It includes fields for 'User(s):', 'Group(s):', and 'Subject:'. Below these is a rich text editor with a toolbar containing various formatting options. At the bottom, there are links for 'Drafts: [Load] [Save]' and 'Templates: [Load] [Save]', along with 'Reset' and 'Send' buttons. A status bar at the bottom indicates 'SMS Character Count: 23' and 'Number of SMS: 1'.

- a. Enter up to 78 characters in the *Subject* field.
 - b. Enter and format the content of the message using the Rich Text Editor.
 - c. Click the Save link for the Templates.
 - d. Select the Tenant Admin tab.
 - e. Scroll down to the Advisor Card Administration portlet and the message template from the *Message* drop-down list
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 *Every* drop-down list (day, week, month, year).
 - a. If the Week is select, the *on* drop-down list appears. Select the day for the message to be sent from the *on* drop-down list (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday,

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- Saturday).
- b. If the Month is select, the *on the* drop-down list appears. Select the day for the message to be sent from the *on the* drop-down list (1st - 31st).
 - c. If the Year is select, the *on the* and *of* drop-down lists appear. Select the day from the *on the* drop-down list (1st - 31st) and the month from the *of* drop-down list (January - December) for the message to be sent.
8. Select the hour for the message to be sent from the *at Hour* drop-down list (0 - 23).
 9. Select the minute for the message to be sent from the *Minute* drop-down list (0, 5, 10, ..., 45, 50, 55).
 10. Click the green **Add** button to add another notification to the advisor card.
 11. 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 52 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 MyPath Portal.)

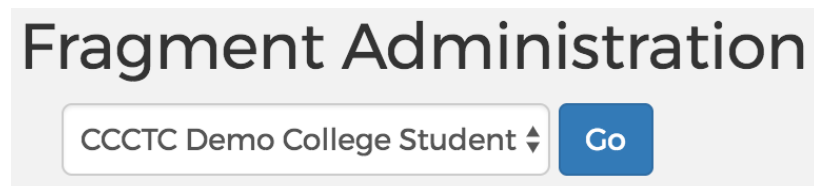
A fragment, in context of the Portal, is a layout element or piece (i.e. portlet) that can be pushed out/merged into the larger end-user layout display.

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.

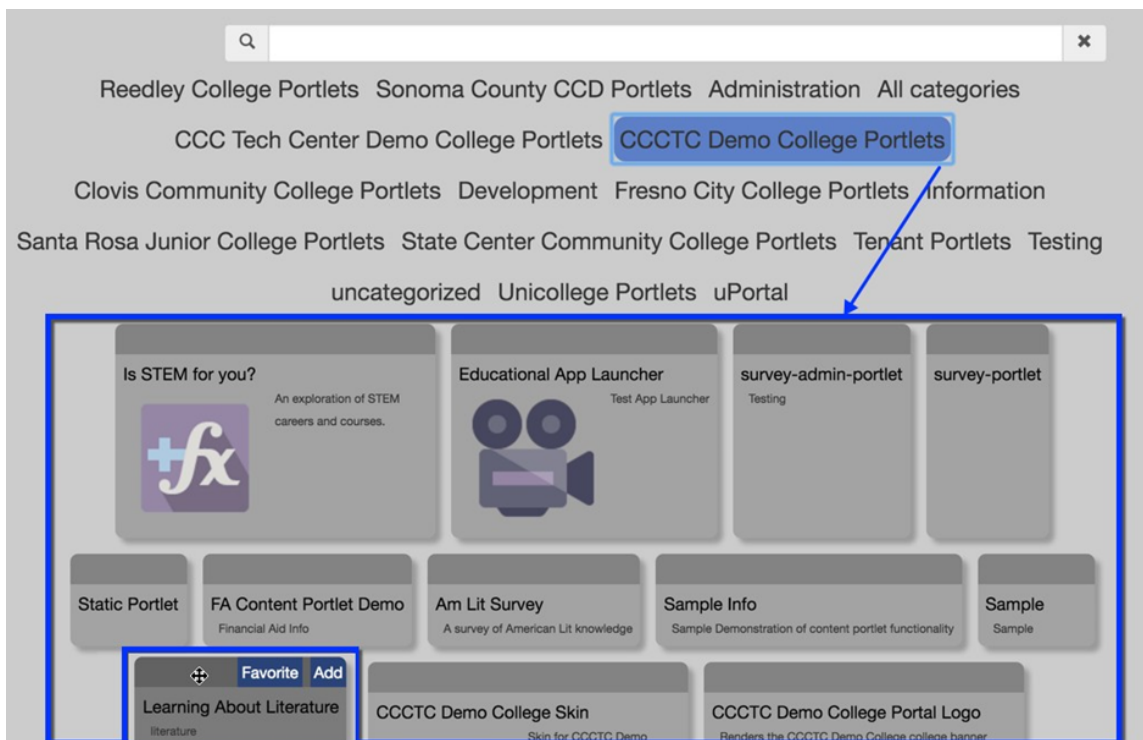


2. Click the *Edit Content* tab (on the DLM fragment administration screen) to open the *Tab Configuration* panel.


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 **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 display the portlets within it. The category you selected when creating the portlet is what you should select here.



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

 **Note:** You can also click the portlet's *Add* link to make it appear in its own panel on the page.

7. Click the *Done Editing* link to close the *Tab Configuration* panel and its Categories and return to the tab with the portlet you just added displays.
8. Scroll back to the top of the screen and click the **Exit** button to leave the *Fragment Administration* screen.
9. Click the *college* tab where you added the portlet to view the change.

College Portal Administration

Communications Service Administration

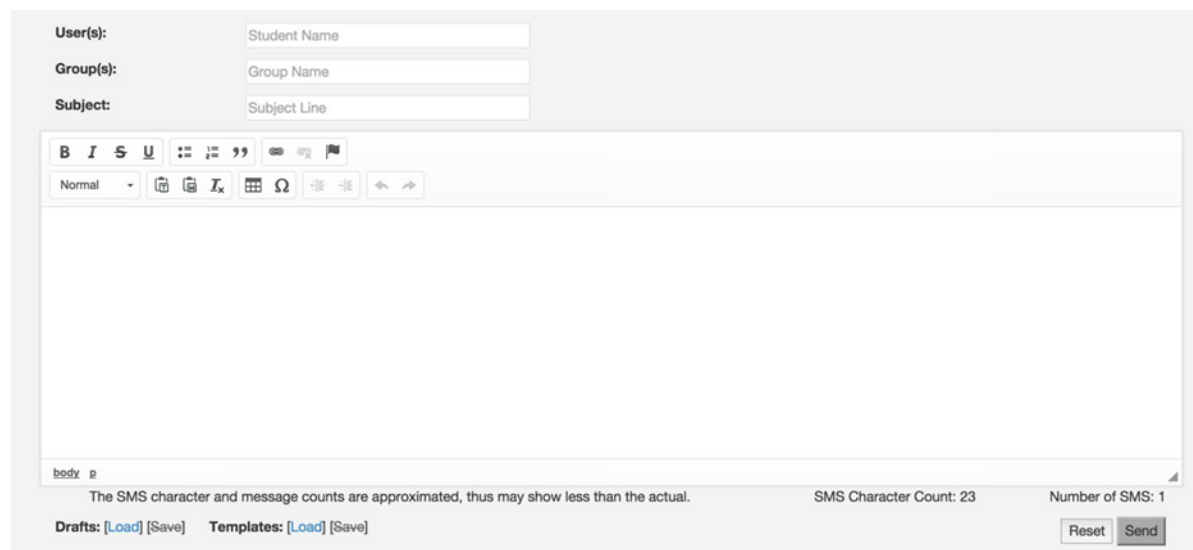
Communication Services Administration is the configuration of the generation and sending of messages to individuals and groups within the Portal.


Communications Service Overview


Messages, drafts, and templates can be created and sent by College Administrators using the Admin Messaging portlet.

Sending a Message

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

The screenshot shows a web form for sending a message. 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, underline, link, unlink, bulleted list, numbered list, quote, insert image, insert video, insert table, insert link, and insert unlink. The editor area is empty. At the bottom, there is a status bar with the text 'The SMS character and message counts are approximated, thus may show less than the actual.' followed by 'SMS Character Count: 23' and 'Number of SMS: 1'. On the left, there are links for 'Drafts: [Load] [Save]' and 'Templates: [Load] [Save]'. On the right, there are 'Reset' and 'Send' buttons.

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.
-  **Note:** As values are entered in *User(s)* or *Group(s)* fields, search results matching the entered values will be displayed for selection.
2. Select a user or group from the list to display the the last and first name of the recipient in a blue-shaded box below the *User(s)* field or name of the group recipient in a blue-shaded box below the *Group(s)* field.
3. Enter up to 78 characters in the *Subject* field.
4. Enter and format the content of the message using the *Rich Content Editor*.
5. Click the **Send** button to send the message immediately.

 **Note:** The *Subject* field, *Rich Content Editor*, and either the *User(s)* or *Group(s)* field are required to send a message . When all of the fields are populated the **Send** button is activated.


Saving a Message Draft to Send Later

College administrators can save a draft message that can be updated, deleted, or sent at a later date.

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Use the following steps to save an admin messaging draft:

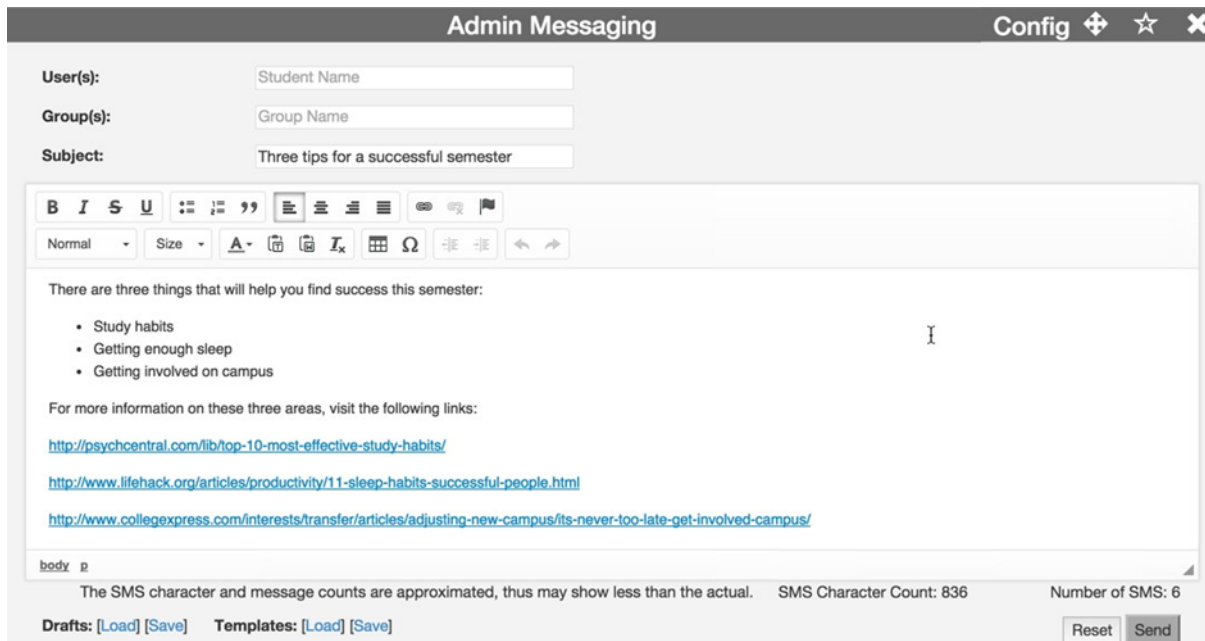
1. From the *Tenant Admin* tab -> *Admin Messaging* panel, begin typing the name of either an individual in the *User(s)* field, or a group in the *Group(s)* field.

 **Note:** Step 1 is an optional step. Only the *Subject* field and *Rich Content Editor* are required to save a draft . When both fields are populated the *Drafts: [Save]* link is activated.

2. Enter up to 78 characters in the *Subject* field.
3. Enter and format the content of the message using the *Rich Text Editor*.
4. Click the *Drafts: [Save]* link to save the message as a template.
5. Click the *Drafts: Load* link to display a dialog box listing the current drafts.
 - a. Click the **Load** button to close the dialog box and display the draft's content.
 - b. Click the **Delete** button to remove the draft from the list.
 - c. Click either the **Close** button or *close* icon to close the dialog box.

Creating Message Templates For Multi-Use Admin Messaging

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 title bar with 'Admin Messaging' and window controls. Below it, 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 fields is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, and list. The editor's content reads: 'There are three things that will help you find success this semester:' followed by a bulleted list: 'Study habits', 'Getting enough sleep', and 'Getting involved on campus'. Below the list, it says 'For more information on these three areas, visit the following links:' followed by three hyperlinks. At the bottom of the editor, 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', and 'Number of SMS: 6'. Below the status bar, there are links for 'Drafts: [Load] [Save]' and 'Templates: [Load] [Save]', along with 'Reset' and 'Send' buttons.

Use the following steps to create an admin messaging template:

1. From the *Tenant Admin* tab -> *Admin Messaging* panel, enter up to 78 characters in the *Subject* field.
2. Enter and format the content of the message using the *Rich Text Editor*.
3. Click the *Templates: [Save]* link to save the message as a template.

 **Note:** The *Subject* field and *Rich Content Editor* are required to save a template . When both fields are populated the *Templates: [Save]* link is activated.

4. Click the *Template: Load* link to display a dialog box listing the current templates.
 - a. Click the **Load** button to close the dialog box and display the template's content.

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- b. Click the **Delete** button to remove the template from the list.
- c. Click either the **Close** button or *close* icon to close the dialog box.

Available Templates

01/15/16
05:23 PM

Advisor Card Template

LoadDelete

01/15/16
05:58 PM

Message-Portlet/Email/SMS

LoadDelete

02/12/16
09:57 AM

Portlet/Only

LoadDelete

02/12/16
10:11 AM

Three tips for a successful semester

LoadDelete

Close

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:

- [Adding a Notification to an Advisor Card](#) on page 49

College Portal Administration


Sending Messages

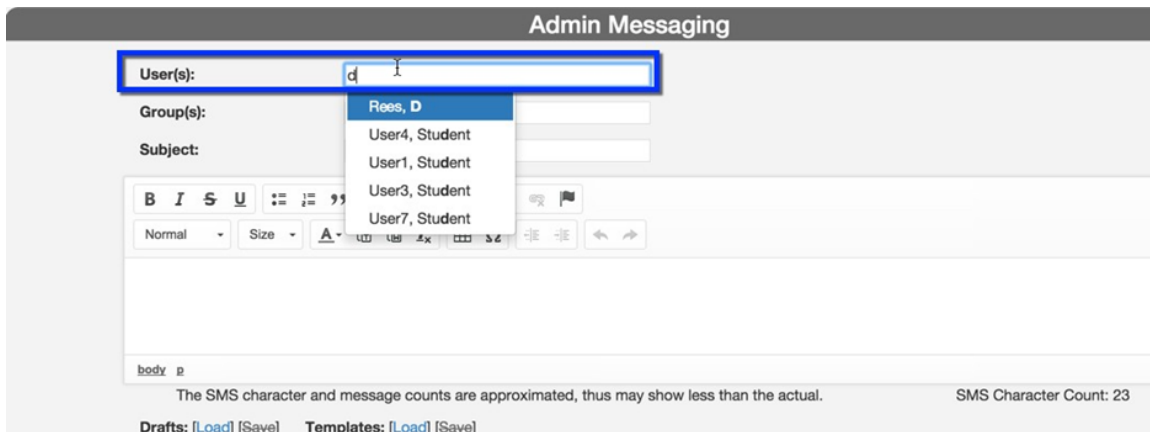
You can send messages to individuals and/or groups within the Portal for your California Community College using either the *Admin Messaging* panel on the *Tenant Admin* tab or as a notification from an Advisor Card.

Sending Template Messages to an Individual

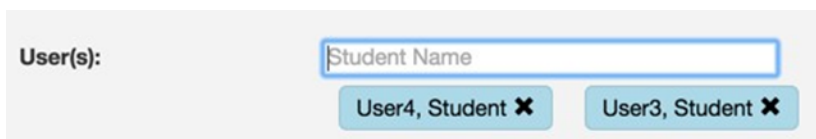
You can send a saved template to one or more Portal users at your California Community College using the following steps.

1. From the *Tenant Admin* tab -> *Admin Messaging* panel, click the *Template: Load* link to display a dialog box listing the current templates.
2. Click the **Load** button to close the dialog box and display the template's content.
3. Begin typing the name of either an individual in the *User(s)* field.

 **Note:** As values are entered in *User(s)* field, search results matching the entered values will be displayed for selection.



4. Select a user from the list to display the the last and first name of the recipient 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 user from the auto-suggest pop-up list.
 - Click the *X* icon to the right of the user's name in the blue shaded box to remove him or her from the list of recipients.
5. If you are satisfied with the *Subject* and *Content* of the message, click **Send** to send it to the selected user(s). See [Creating a One-Time Admin Message](#) on page 54 for more information.

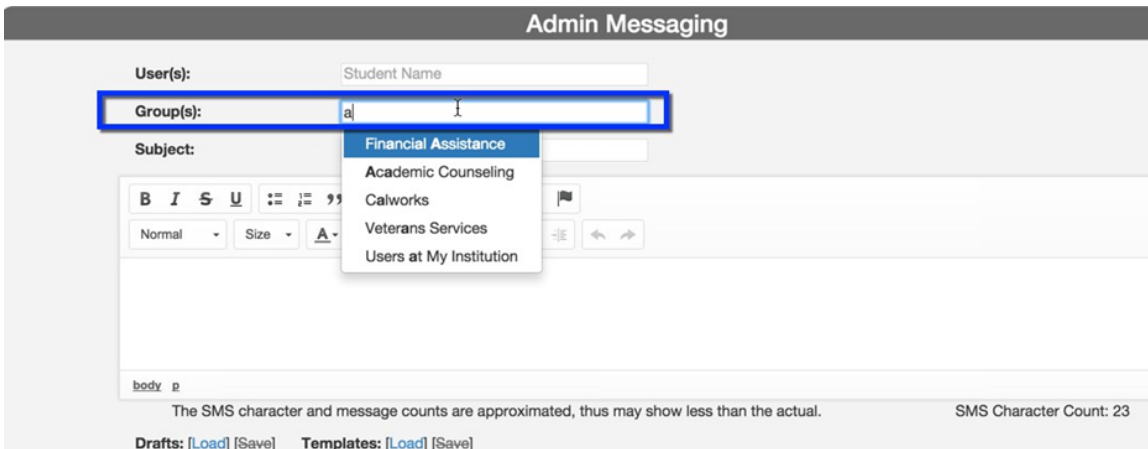
College Portal Administration

Sending Template Messages to Groups

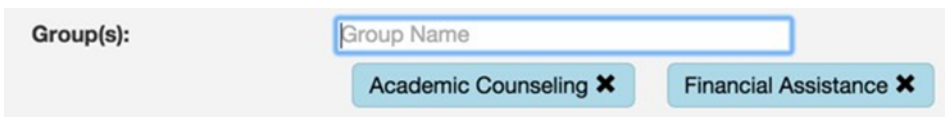
You can send messages to groups at your California Community College using the following steps:

 **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 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. From the *Tenant Admin* tab -> *Admin Messaging* panel, click the *Template: Load* link to display a dialog box listing the current templates.



3. 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 58 for more information.

College Portal Administration

Navigation Menu

The Navigation Menu, also known as the *Nav Menu* portlet, displays a list-style menu of links appearing in the header to all your college users. The *Nav Menu* is not enabled by default. Tenant Administrators can turn on the *Nav Menu* for their school and customize the content to fit their unique needs.

Publishing the Nav Menu Portlet

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



Note: The *Nav Menu* portlet for your specific college should appear within the *Portlet Registry* and be in **CREATED** state. Once you move the portlet into **PUBLISHED** state, it will appear in the header.

2. Click the *Edit* link for the *Nav Menu* portlet.

Name	Type	State	Edit	Delete
CCCTC Demo College Intro	Advanced CMS	PUBLISHED	Edit	Delete
CCCTC Demo College Logo	Portlet	PUBLISHED	Edit	Delete
CCCTC Demo College Nav Menu	Nav Menu	CREATED	Edit	Delete
CCCTC Demo College Skin	Portlet	PUBLISHED	Edit	Delete

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

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"/>

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

4. The Edit Portlet Configuration page is displayed. See [Adding Top Level Links](#) on page 60 and [Adding Dropdown Links](#) on page 61 for information on configuring your navigation menu link.

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Adding Top Level Links

If no menu items are added, the top-level menu can be configured as a link.

1. Click on the **New Dropdown** button to add a dropdown group.

Edit Portlet Configuration

Configure your navbar menus with the following configuration form.

To add a new dropdown group, use the "New Dropdown" button at the bottom of the page.

If no menu items are added, the top-level menu can be configured as a link. This input will be visible when there are no links for the menu item.

To add a link to an individual menu, use the "+" button at the bottom of each group.

To reorder or delete dropdown menus or individual menu items, use the up/down and delete buttons on the far right of each item.

To link directly to a portlet, the URL input fields serve as typeaheads for the possible values. Be warned that the permissions must allow users to render a portlet, otherwise they will see an error when they attempt to navigate.

New Dropdown

2. Enter up to 32 characters in the *Group Label* field.



Note: As you type the *Group Label*, the text to the right of Group 1 will auto-populate with the same name.

Group 1: "Veteran's Services"

Group Label	<input type="text" value="Veteran's Services"/>	URL	<input type="text" value="Target URL"/>	<input type="button" value="^"/> <input type="button" value="v"/>
--------------------	---	------------	---	---

3. Enter up to 2000 characters in the *URL* field. The content must be a valid URL (<http://site>, <https://site>) or link to an internal portlet.



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

Group 1: "Veteran's Services"

Group Label	<input type="text" value="Veteran's Services"/>	URL	<input type="text" value="vet"/>	<input type="button" value="^"/> <input type="button" value="v"/>
--------------------	---	------------	----------------------------------	---

Veteran's Services
Programs and services to meet the needs of student veterans.

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

Group 1: "Chancellor's Office"

Group Label	<input type="text" value="Chancellor's Office"/>	URL	<input type="text" value="http://californiacommunitycolleges.cccco.edu/Chancel"/>	<input type="button" value="^"/> <input type="button" value="v"/>
--------------------	--	------------	---	---

☐ **Open in new Window/Tab** ☒



Note: If you do not select the Open in new Window/Tab check box, the student will need to click

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their browser's back button to navigate back to the college portal after clicking the task link.

5. Click the **New Dropdown** button again to add another group below the last group.
6. Click the green **Up** and **Down** buttons on the far right to select the order in which the groups are shown.

Group 1: "Chancellor's Office"

Group Label: Chancellor's Office

URL: http://californiacommunitycolleges.cccco.edu/Chancel

Open in new Window/Tab: ☒

Group 2: "Veteran's Services"

Group Label: Veteran's Services

URL: /uPortal/p/cms-veterans-services/max/render.uP

Open in new Window/Tab: ☐

7. Check the red delete button (**trash icon**) on the far right to delete a group.
8. Click the **save** button to create the navigation menu link(s).

New Dropdown

save cancel

Adding Dropdown Links

1. Click on the **New Dropdown** button to add a dropdown group.

Edit Portlet Configuration

Configure your navbar menus with the following configuration form.

To add a new dropdown group, use the "New Dropdown" button at the bottom of the page.

If no menu items are added, the top-level menu can be configured as a link. This input will be visible when there are no links for the menu item.


To add a link to an individual menu, use the "+" button at the bottom of each group.

To reorder or delete dropdown menus or individual menu items, use the up/down and delete buttons on the far right of each item.

To link directly to a portlet, the URL input fields serve as typeaheads for the possible values. Be warned that the permissions must allow users to render a portlet, otherwise they will see an error when they attempt to navigate.

New Dropdown

2. Enter up to 32 characters in the *Group Label* field.

 **Note:** As you type the *Group Label*, the text to the right of Group 1 will auto-populate with the same name.

Group 1: "Veteran's Services"

Group Label: Veteran's Services

URL: Target URL


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- Click the green "+" button below the group to add an individual menu link. This displays the *Link Text* and *URL* fields.


Group 1: "Veteran's Services"

Group Label




Link Text




- Enter up to 32 characters in the *Link Text* field.
- Enter up to 2000 characters for the navigation menu's drop-down link URL in the URL field. This is the URL that the student will be directed to when they click the linked title entered in step 5, above.

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

Link Text



URL   

Veteran's Services
Programs and services to meet the needs of student veterans.




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

Link Text


URL   

Open in new Window/Tab ☐

Link Text




URL   

Open in new Window/Tab ☒

 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.




- Click the green "+" button again to add another individual menu link below the last link.
- Click the green **Up** and **Down** buttons on the far right menu items to select the order in which the links are shown.

Link Text

URL   

Open in new Window/Tab ☐

Link Text

URL   

Open in new Window/Tab ☒

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9. Check the red delete button (**trash icon**) on the far right to delete a menu link.
10. Click the **save** button to create the navigation menu link(s).

Contact California Community Colleges Technology Center

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Email: support@openccc.net