

College Portal Administration



College Portal Administration V1.3.1

College Portal Administration

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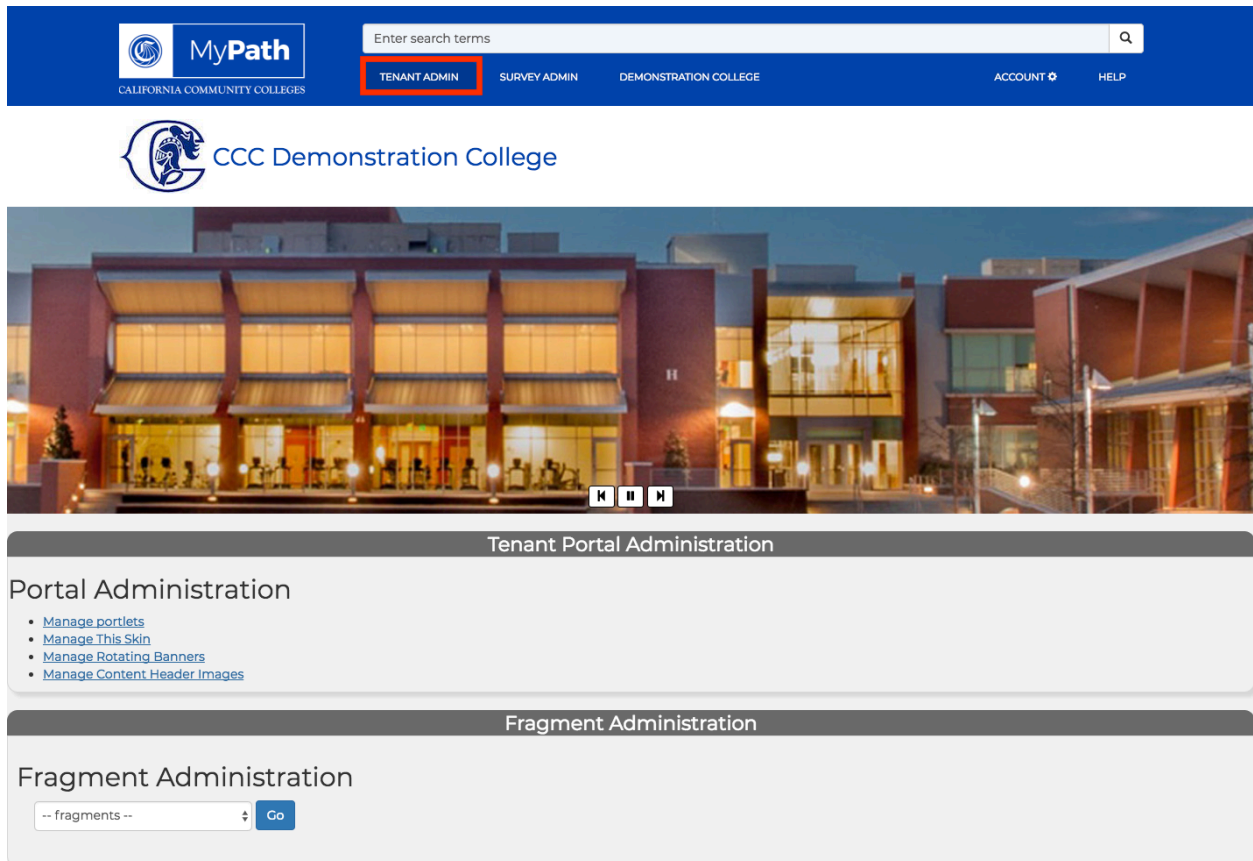
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College Portal Administration Overview

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

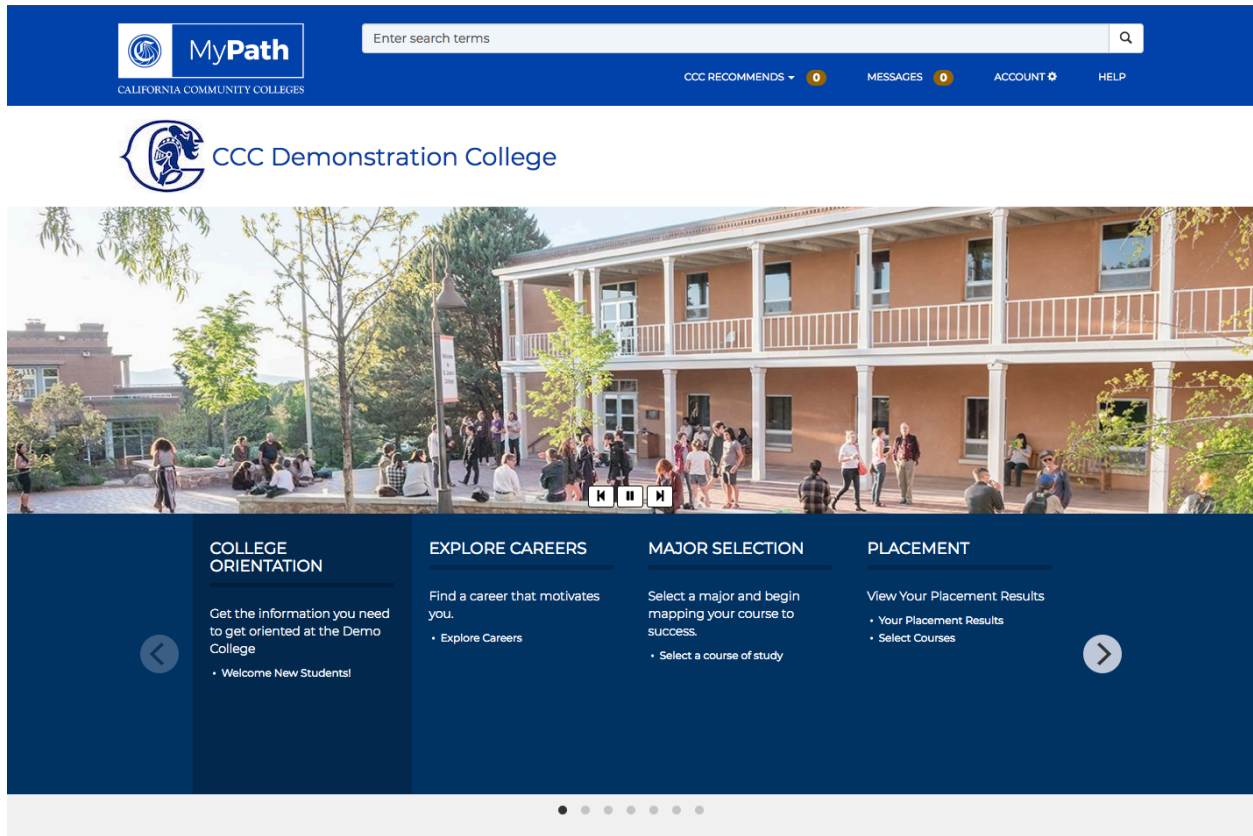
The *Tenant Admin* tab (as shown below) is the landing page for the college portal administrator following login.



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

College Portal Administration

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



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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.


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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 5.

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

College Portal Administration

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
- Tenant Portal Administration
 - Manage Portlets
 - Manage this Skin
 - Manage Rotating Banners
 - Manage Content Header Images
 - Manage Public Documents
- Fragment Administration
- Advisor Card Administration
- Admin Messaging
- Admin Messaging Log
- Survey Administration
- Additional portlet access
 - App Launchers
 - Content Portlets
 - Nav Menu

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 5.

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.

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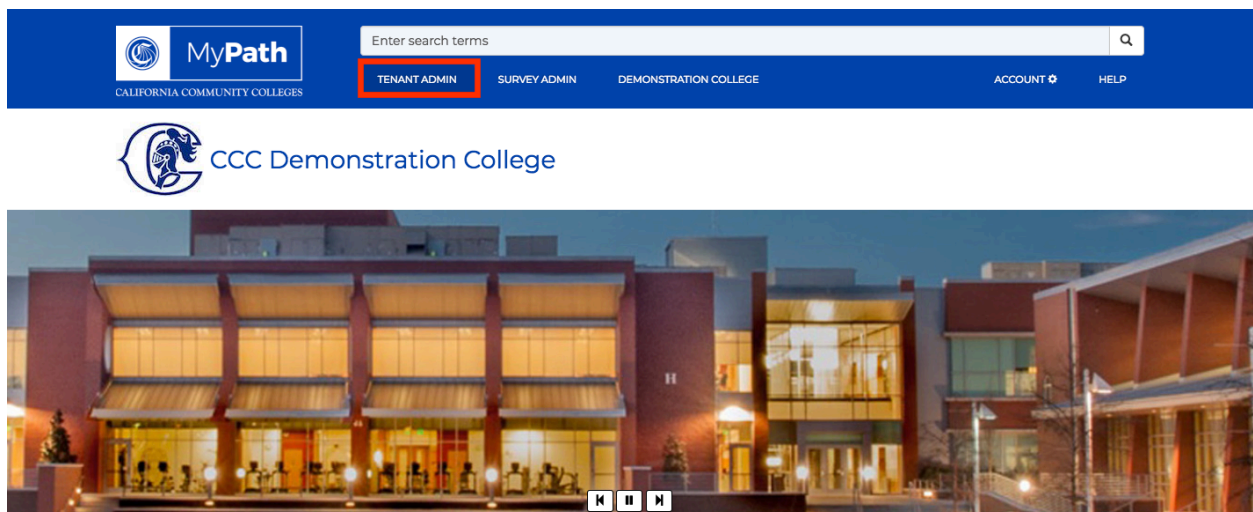
College Students

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
 - App Launcher portlets
 - Advisor Card portlets
 - Surveys
 - Messaging via portal messaging, email or SMS

College Portal Administrators

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



However, the college portal administrator also sees:

- Clickable tabs beneath the search bar that let the administrator navigate through configuration portlets:
 - Tenant Admin tab
 - Survey Admin tab
 - Any number of administration panels when you scroll down the page, used for creating:
 - Static content portlets
 - App 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 a App Launcher portlet.

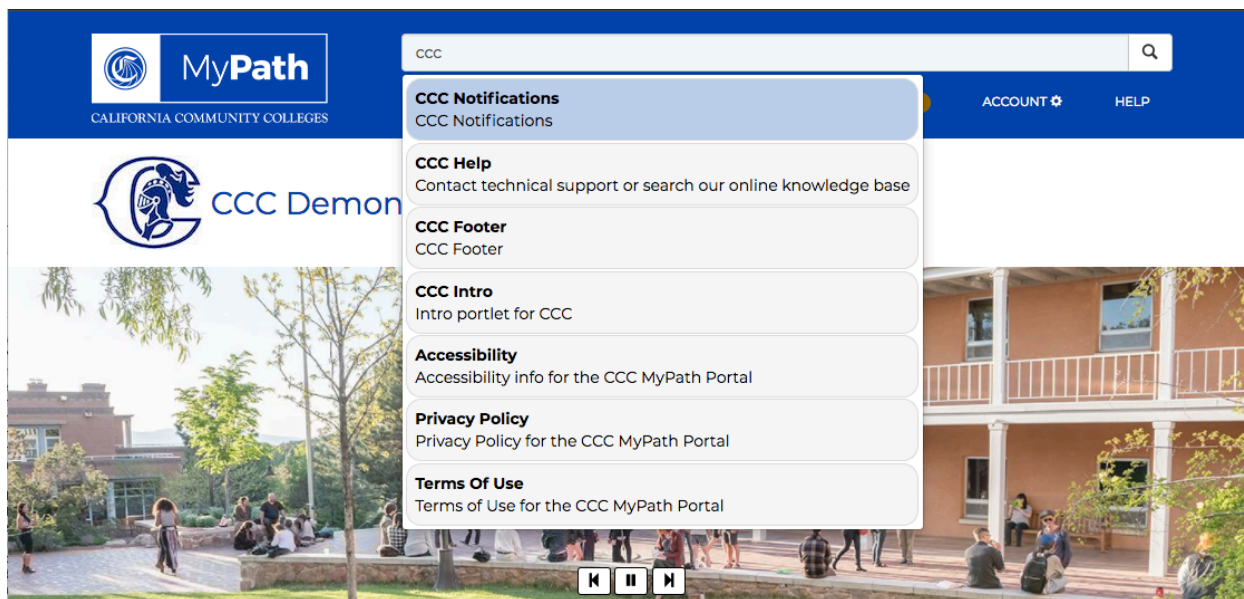
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Searching the Portal


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.

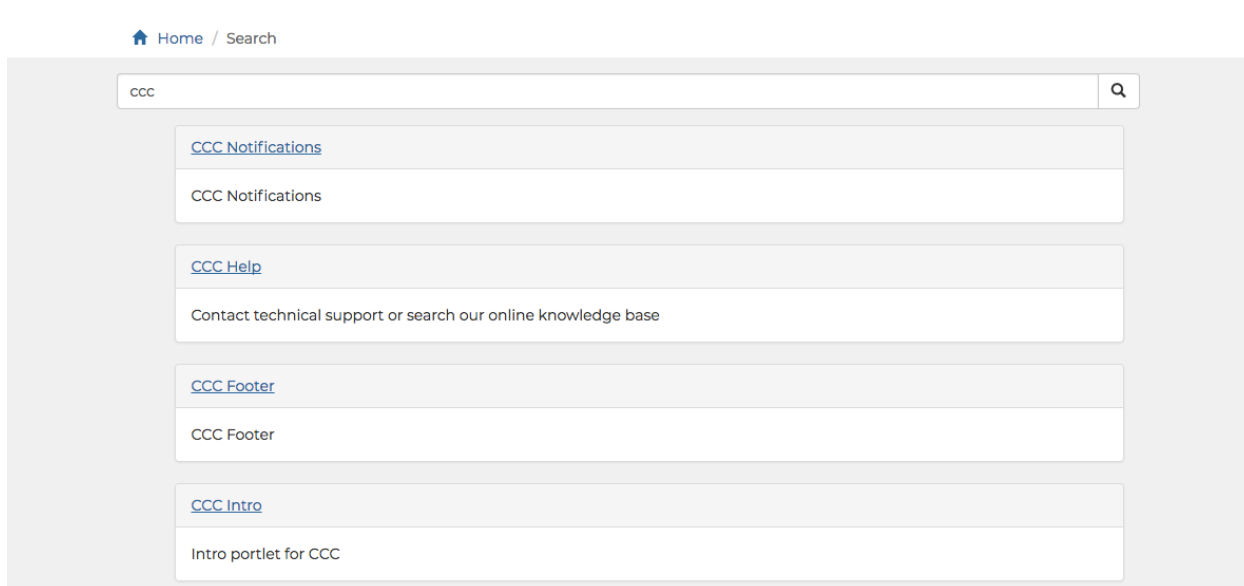
To perform a search:

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:** After typing your search term you can press the keyboard's *Tab* key and then the *Return* key, or click the *Search* icon to the right of the search field to display the search results on one page.



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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 11.
- [Updating the College Portal Background Image](#) on page 12.
- [Adding Slides to Rotating Banner](#) on page 13.
- [Changing the College Logo and College Name](#) on page 16.

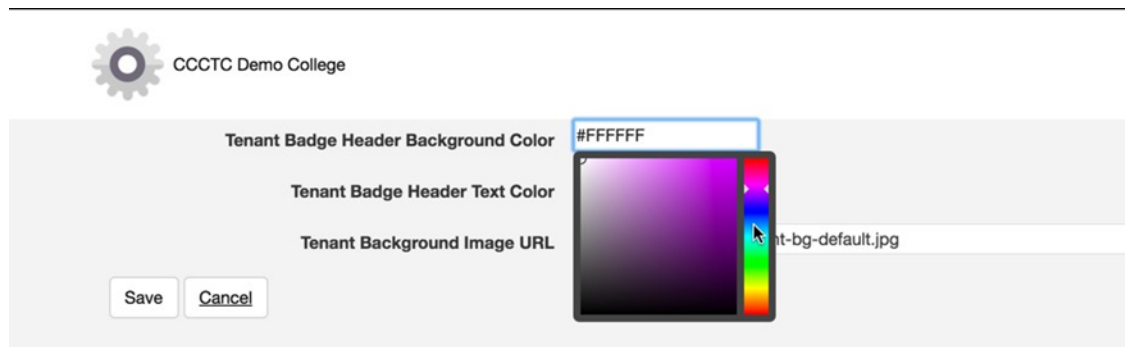
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Change the College Header Background and Text Colors

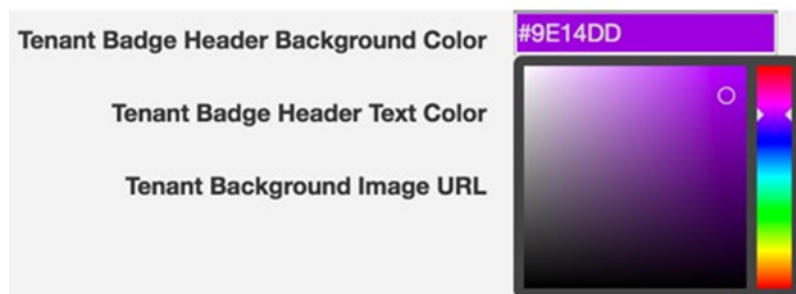
 **Note:** Due to caching, it may take up to 15 minutes for changes to header and background colors to be seen by students.

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.

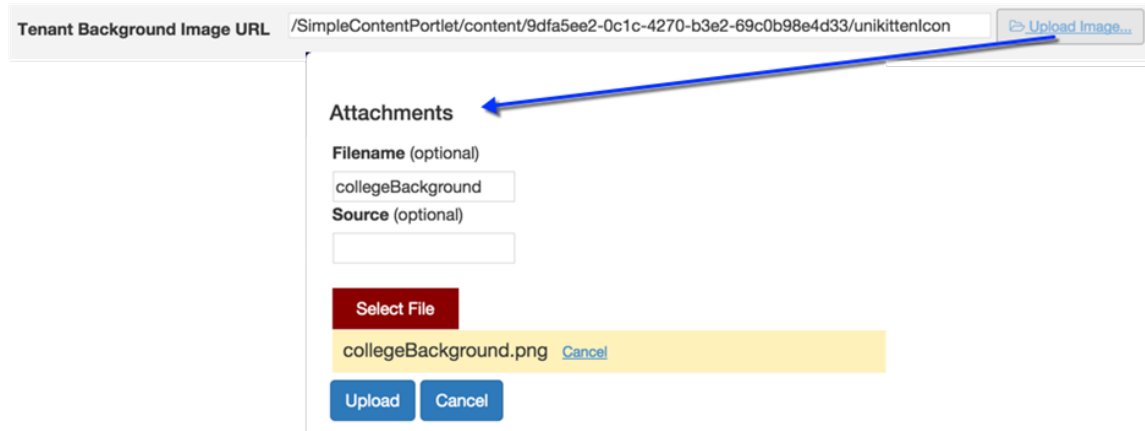


4. Once the shade displays that you prefer, click in the square color box to select the color. The exact color selected appears in the *Tenant Badge Header Background Color* field with the color's hex code in white text.
5. Click anywhere on the screen outside the color box to close it.
6. Follow steps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

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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/unikittenIcon'. To the right of this field is a blue button labeled 'Upload Image...'. A blue arrow points from this button to the 'Attachments' dialog box. The dialog box has a title bar 'Attachments'. Below the title bar, there are two optional fields: 'Filename (optional)' with the text 'collegeBackground' and 'Source (optional)' which is empty. Below these fields is a red button labeled 'Select File'. Underneath the 'Select File' button, the filename 'collegeBackground.png' is displayed, followed by a blue 'Cancel' link. At the bottom of the dialog box 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).



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

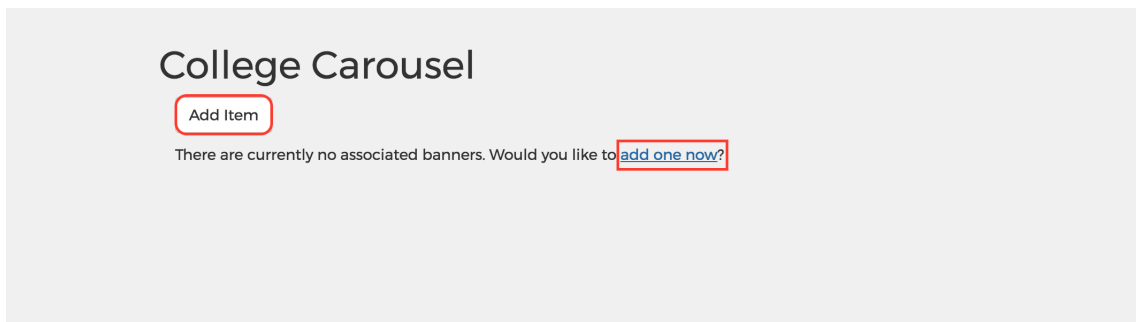
5. Click **Upload** to upload the image. The Attachments dialog box closes automatically once the file uploads successfully.
6. Click **Save** to save all your changes, close the *Manage This Skin* screen, and return to the *Tenant Admin* tab. with your new background image displayed.


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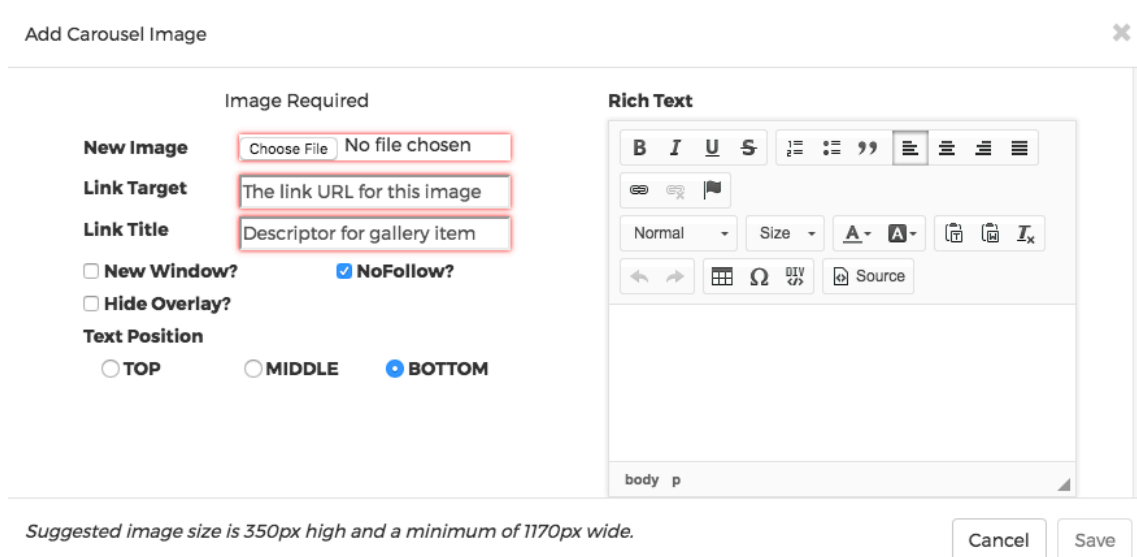
Adding Slides to Rotating Banner

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.
2. Click on either the **Add Item** button or *add one now* link to display the *Add Carousel Image* dialog box. If a slide already exist within the College Carousel, the *add one now* link will not be displayed.



 **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.

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Add Carousel Image ✕



New Image CollegeS...nts.jpg

Link Target

Link Title

CCC Apply - Launcher

CCC Notifications

CCC Help

CCC Footer

CCC Intro

☐ **New Window?**

☐ **Hide Overlay?**

Text Position

☐ TOP

Rich Text

B I U S **1= 2= 3= 4= 5= 6=** **” ” ” ” ” ”**


Normal **Size** **A-** **A+**

← → **Ω** **DIV** **Source**

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

 **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.

 **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 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.

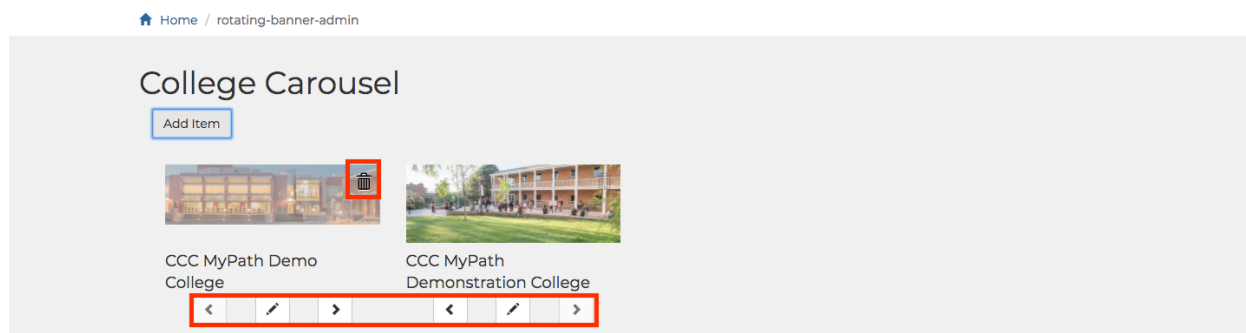
9. Click a Text Position radio button to make the text overlay display as **TOP**, **MIDDLE**, or **BOTTOM** relative to the image behind it. **BOTTOM** is selected by default.
10. Enter and format the content you want to display over the image using the *Content Editor* panel.
11. Click the **Save** 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.

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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 on the *pencil icon* below the image to open the *Edit Carousel Image* dialog box and make changes to the corresponding slide.
15. Click the *trash icon* on the image to delete a slide from the carousel.



Note: Click the *Home* link to return to the Tenant Admin screen and view the changes made to the rotating banner.

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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 (Demonstration College Logo)

Name	Type	State	Edit	Delete
Apply for E.O.P.S.	Advanced CMS	PUBLISHED	Edit	Delete
Association of Student Government	Advanced CMS	PUBLISHED	Edit	Delete
Demonstration College Intro	Advanced CMS	PUBLISHED	Edit	Delete
Demonstration College Logo	Portlet	PUBLISHED	Edit	Delete
Demonstration College Nav Menu	Nav Menu	CREATED	Edit	Delete
Demonstration College Skin	Portlet	PUBLISHED	Edit	Delete
EOPS Survey	Portlet	PUBLISHED	Edit	Delete
Explore Careers	Advanced CMS	PUBLISHED	Edit	Delete
Meet Your ASG	Advanced CMS	PUBLISHED	Edit	Delete
Select Courses	Advanced CMS	PUBLISHED	Edit	Delete

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

Automatic Expiration (optional)

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

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

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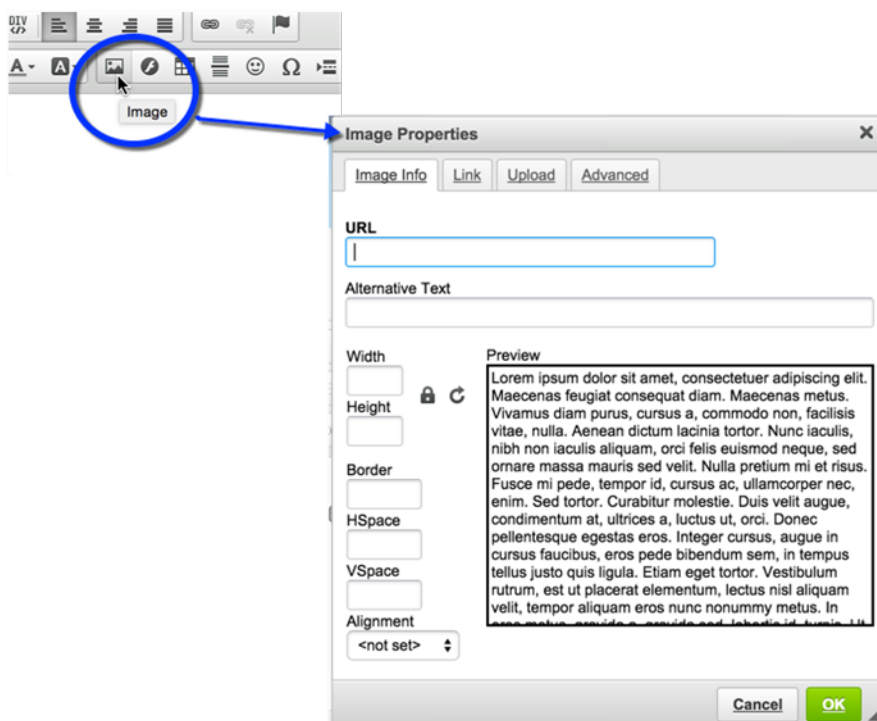
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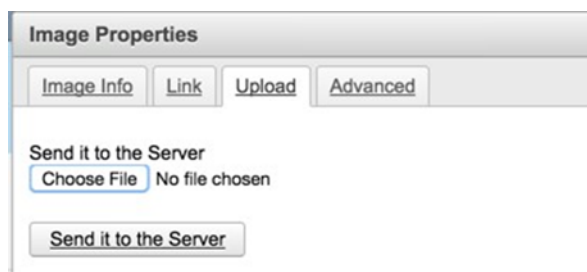
4. Delete the current logo (if a logo is present) by either clicking on the right side of the logo and hitting your keyboard's backspace key or by selecting the logo image and hitting the Delete key.

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- Click the image icon in the toolbar to open the *Image Properties* dialog box.



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



- Click **OK** to save your new logo and return to the *Content Editor* screen with your new logo displayed.
- Click anywhere in the text field and edit the current college name to the new name you want to display.
- Use the editing tools inside the *Content Editor* screen to select the font size, color, format etc.
- 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
- App 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 App 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

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

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

Lifecycle Management

Option	State	Description
<input checked="" type="radio"/>	Created	Created
<input type="radio"/>	Approved	Reviewed and approved for production
<input 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

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.

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"/>
<input type="button" value="Save and Configure"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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HELP

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Calendar: November 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5. 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.

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Automatic Expiration (optional)

Option	Setting
Automatic Expiration Date and Time	12/25/2017 12 : 00 AM Reset



Note: 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:

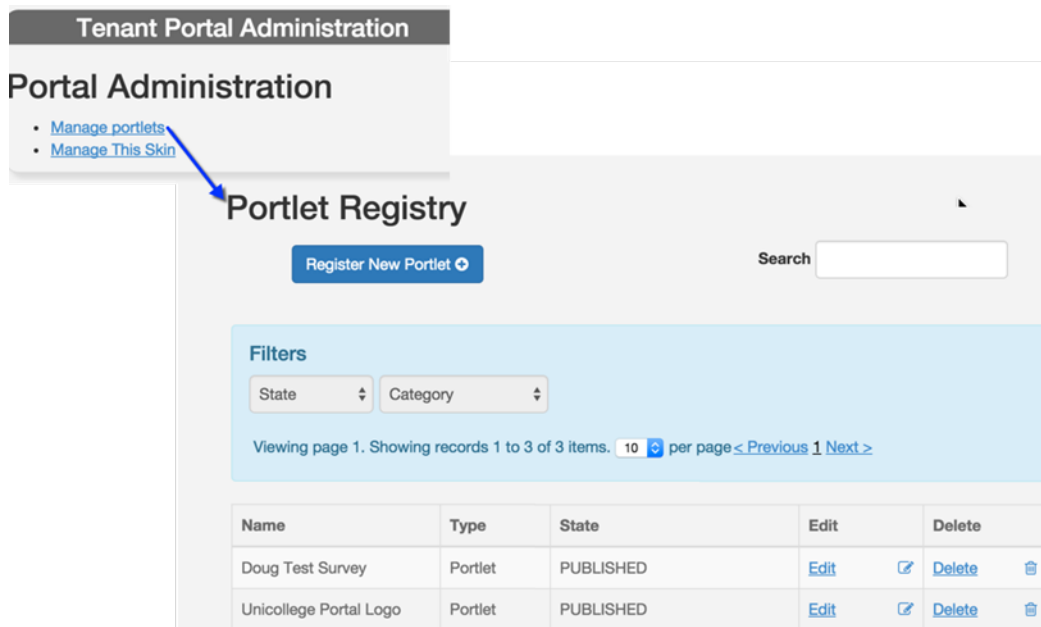
- [Adding Static Content & Registering Portlets](#) on page 21
- [Adding App launchers](#) on page 33
- [Adding Surveys](#) on page 39
- [Adding Advisor Cards](#) on page 47

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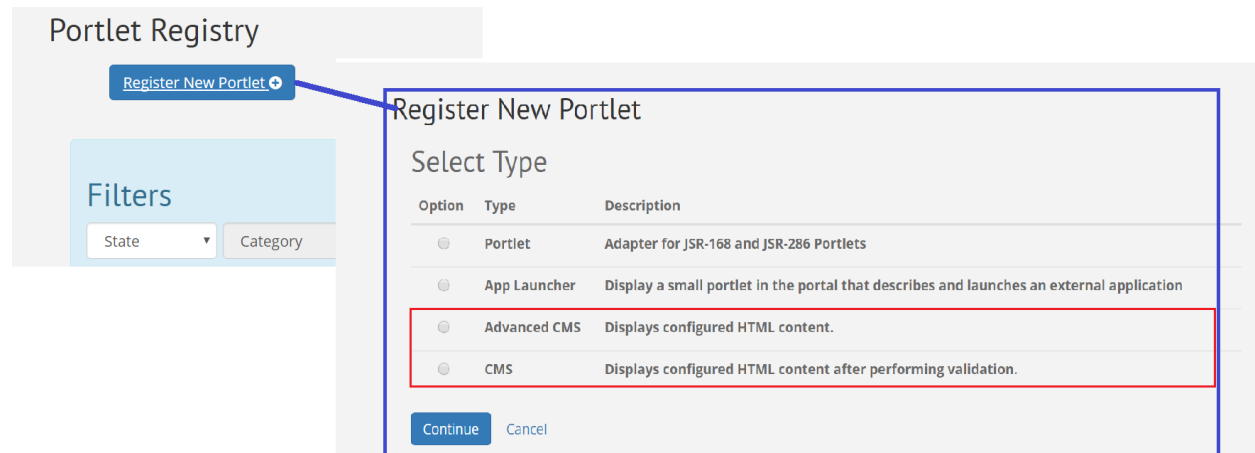
Adding Static Content & Registering Portlets

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

Summary Information

Portlet Title  Veterans Services

Portlet Name  Veterans Services

Portlet Functional Name  veterans-services

Portlet Description 

Controls

Portlet Controls

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

 **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 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.

▼ [Advanced Options](#)

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

Display Settings

These options influence how your Portlet is displayed within the portal

Parameter	Value
Display Icon URL 	<input type="text"/> 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

College Portal Administration

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

Principals and Categories

Principals

Edit Principals

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

Categories

Edit Categories

You must specify a category to be able to save

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

Demonstration College

Remove from Selection

Please enter a name

People

No direct member people

Groups

Demonstration College Administrators

Add to Selection

Demonstration College Members

Add to Selection

Demonstration College Fragment Owners

Add to Selection


Add Custom Group

Your Selections

✓ Demonstration College

Save

Cancel

 **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.

11. Click **Save** when done to save your changes and return to the *Register New Portlet* screen.
12. Select the appropriate checkbox permissions for each principal.


Principals

Edit Principals

Browse?

Subscribe?

Demonstration College	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstration College Tenant Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

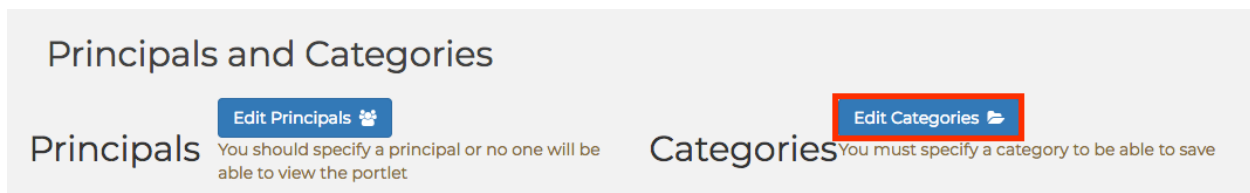
College Portal Administration

SUBSCRIBE grants ability to use, render, run, exercise the content.

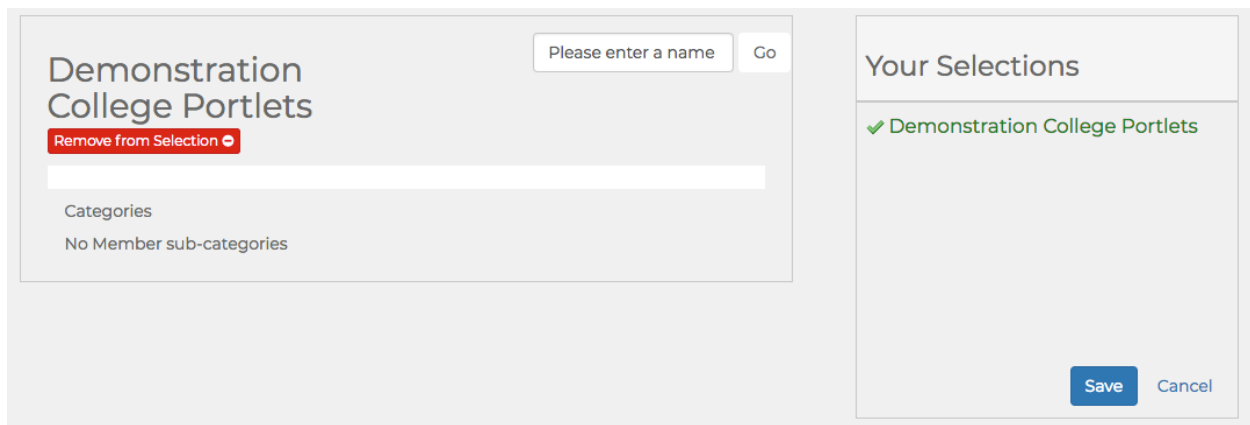
BROWSE grants ability to find the content in the user's search.


- Granting SUBSCRIBE and BROWSE yields a typical experience. Users can search and find the portlet, add it to their layout, and launch it.
- Granting SUBSCRIBE but not BROWSE grants ability to use portlet but suppresses it from searches. Useful for a portlet you want students to use, such as the Nav Menu, but not find in their searches.
- Granting BROWSE but not SUBSCRIBE grants ability to find the content, read about it, but not launch it or add it to your layout. This was intended to facilitate support and assistance use cases. Academic advisors might need to find, read about, see screenshots of, know the URL of, a portlet that summarizes a user's enrolled courses, say, even though those advisors do not themselves have courses.
- Denying both BROWSE and SUBSCRIBE makes the content totally unavailable to the user.

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




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.

 **Note:** The life cycle of the portion can be modified as defined in the [Portlet Lifecycle](#) section on page 18.

College Portal Administration

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"/>

17. Click **Save and Configure** to save your content portlet and display the *Edit Portlet Configuration Content Editor* screen.

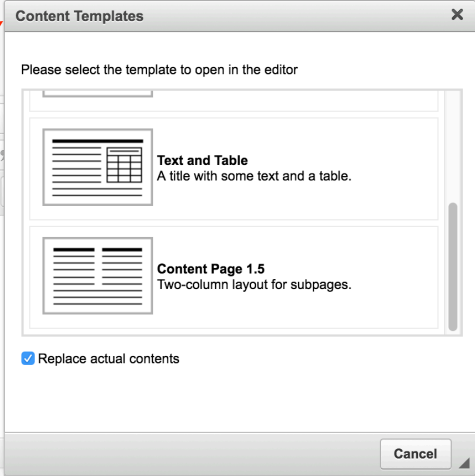
18. Enter and format the content you want to display in the portlet. If you are familiar with HTML, CSS, or Javascript, you may edit the portlet's code by clicking the Source button. To embed a video in your new content portlet, see:

- [Embed a Video into a Content Portlet](#) on page 28
- [Embed a Video with the OzPlayer Interface](#) on page 32

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

Edit Portlet Configuration


Content Editor

 A red arrow points from the 'Content Templates' dialog box to the 'Source' button in the CKEditor toolbar.

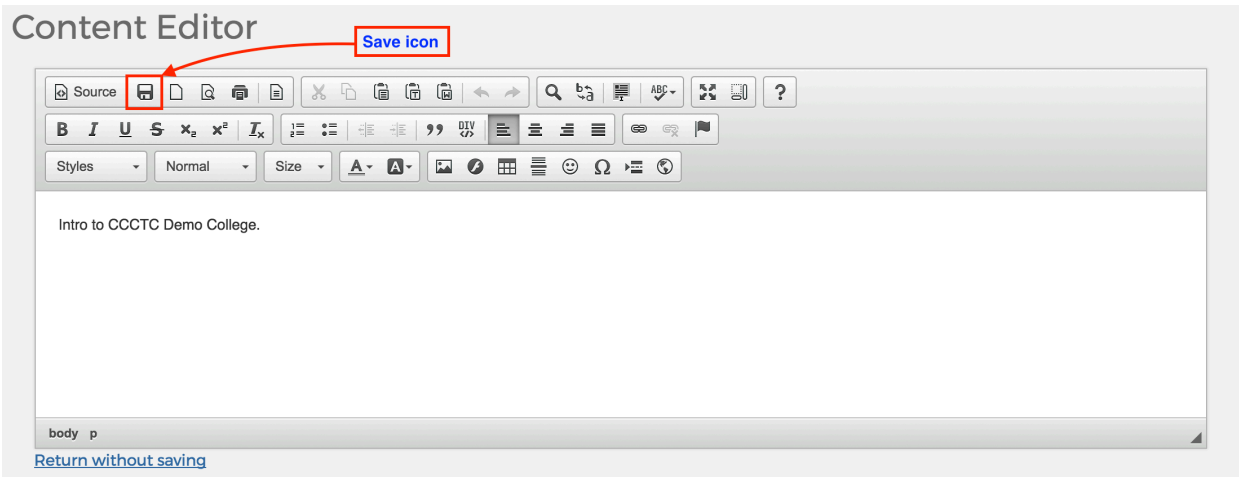
body p

[Return without saving](#)

College Portal Administration

 **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.



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

20. Click the *Manage DLM Fragments* link to open the *Fragment Administration* screen.



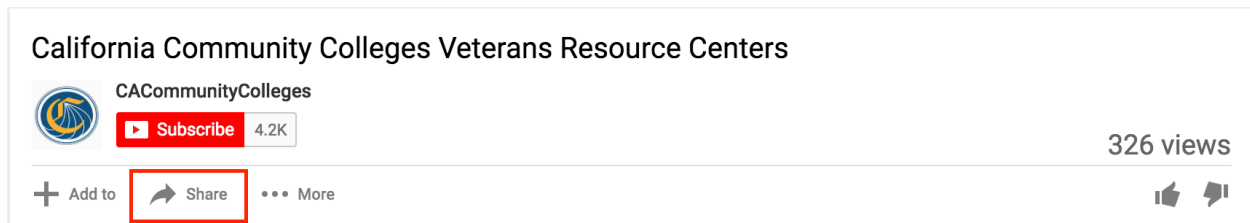
21. To add your new content portlet to a tab, see: [Adding Content to a Tab](#) on page 52.

College Portal Administration

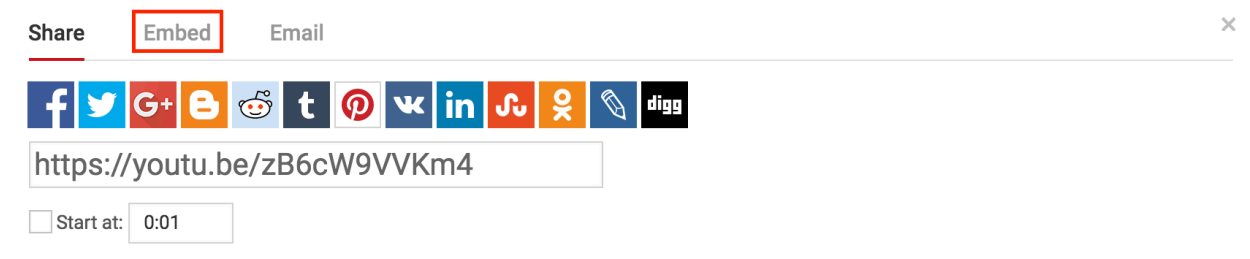
Embed a Video into a Content Portlet

Tenant Admins can embed videos hosted by other services into content portlets using the Iframely proxy service which supports YouTube and over 1800 other content providers. Before you embed a YouTube video into a content portlet, you must get the code from YouTube.

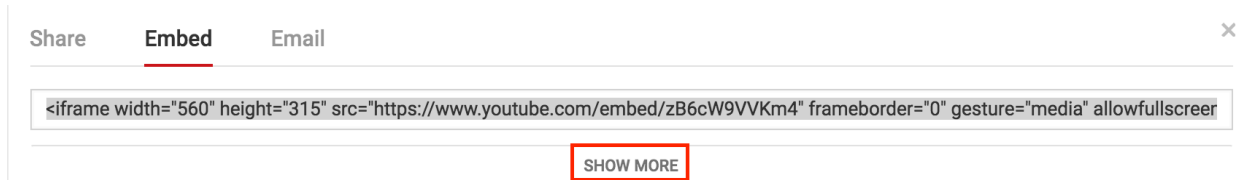
1. Go to YouTube and locate the video you want to embed into your content portlet.
2. Click the *Share* link below the video.



3. Click the *Embed* link to display the HTML code for embedding the video.



4. Click the *SHOW MORE* link to expand the video options



5. From the *Video size* drop-down list, select the size that will be displayed in the content portlet.



6. Optional Step: Unselect the *Show suggested videos when the video finishes* checkbox.

Note: If you select the *Show suggested videos when the video finishes* checkbox, unwanted or inappropriate suggestions may appear.

7. Copy the code from the *form* field and paste it in a text document.

College Portal Administration

Share

Embed

Email



```
<iframe width="560" height="315" src="https://www.youtube.com/embed/zB6cW9VVKm4?rel=0" frameborder="0" gesture="media" allowfull
```

Preview:



Once you have the code for you YouTube video, you can now embed the video into your content portlet.

8. Return to MyPath, click in the editor, and position the cursor where you want the video to be positioned.

Source

B *I* U **S** \times \times^2 \times^3

Styles

Normal

Size

Veterans Services

|

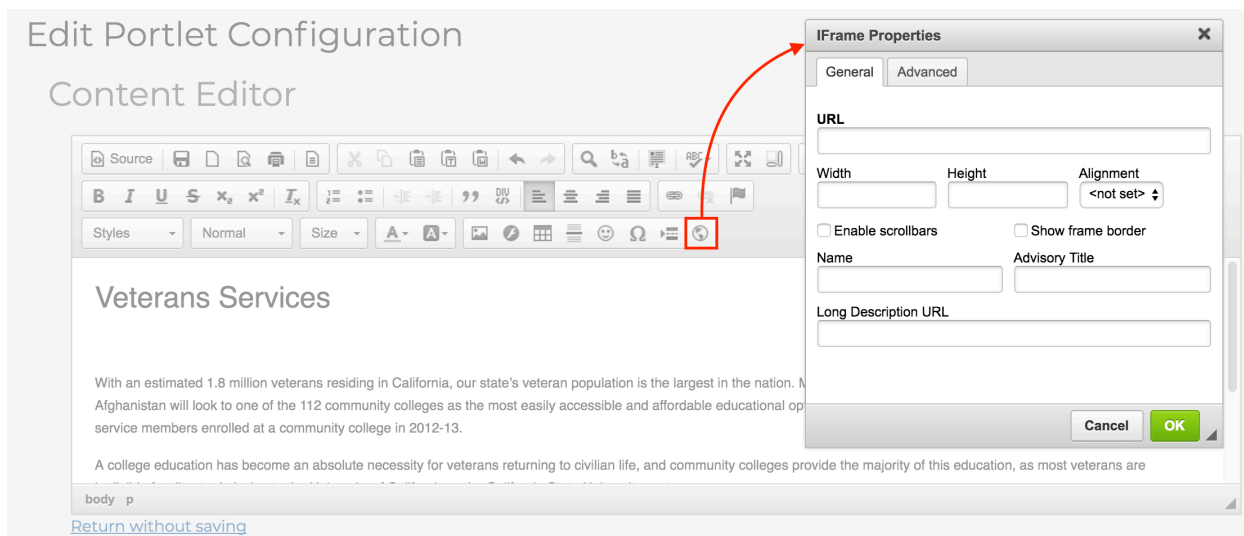
With an estimated 1.8 million veterans residing in California, our state's veteran population is the largest in the nation. Many of the increasing number of veterans returning from Iraq and Afghanistan will look to one of the 112 community colleges as the most easily accessible and affordable educational options available. In fact, more than 44,000 veterans and active duty service members enrolled at a community college in 2012-13.

A college education has become an absolute necessity for veterans returning to civilian life, and community colleges provide the majority of this education, as most veterans are ineligible for direct admission to the University of California or the California State University systems.

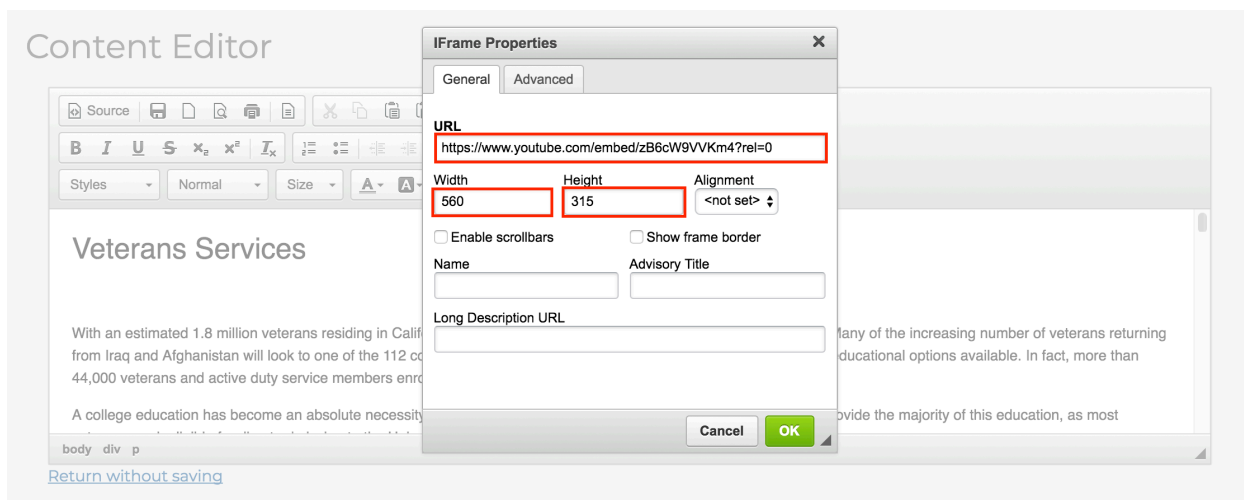
body p

College Portal Administration

- Click the *iFrame* icon to open the iFrame Properties dialog box.



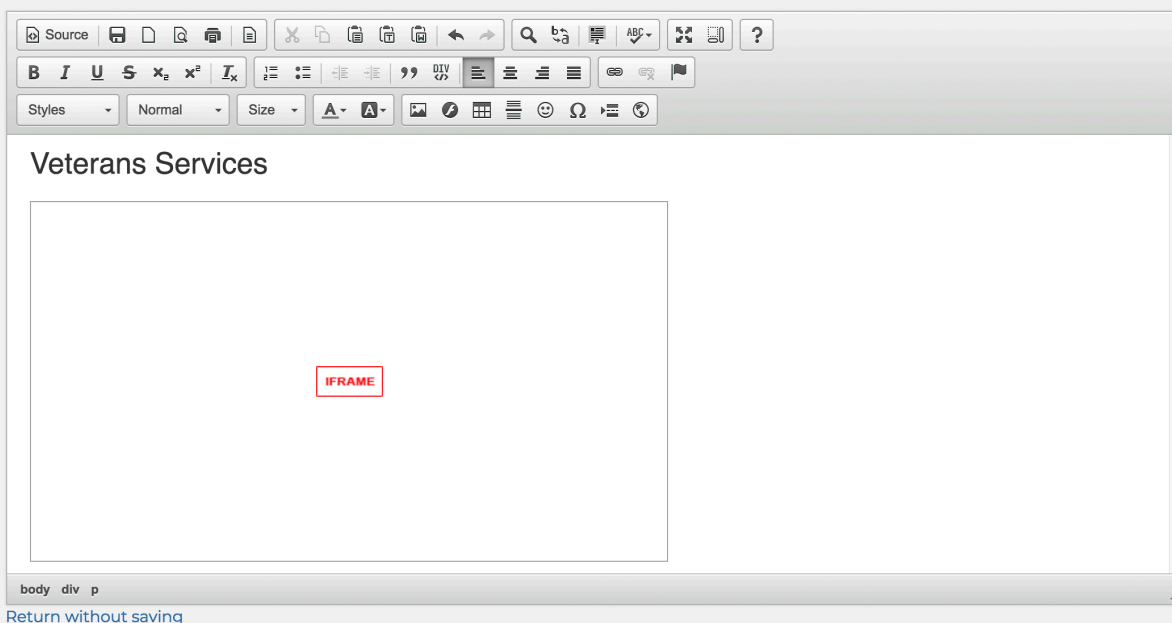
- Copy the width from the YouTube code collected in step 7 and paste it in the *Width* field.
- Copy the height from the YouTube code collected in step 7 and paste it in the *Height* field.
- Copy the URL from the YouTube code collected in step 7 and paste it in the *URL* field.




College Portal Administration


13. Click the **OK** button.

Content Editor



 **Note:** You will see a box containing a red box and IFRAME within it. It doesn't look like a video, but this is where the video will appear in the content portlet.

14. 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.

 **Note:** To view the content portlet with the embedded video, type the portlet's name in the Search field, and select the content portlet from the search results list.

Veterans Services



With an estimated 1.8 million veterans residing in California, our state's veteran population is the largest in the nation. Many of the increasing number of veterans returning from Iraq and Afghanistan will look to one of the 112 community colleges as the most easily accessible and affordable educational options available. In fact, more than 44,000 veterans and active duty service members enrolled at a community college in 2012-13.

A college education has become an absolute necessity for veterans returning to civilian life, and community colleges provide the majority of this education, as most veterans are ineligible for direct admission to the University of California or the California State University systems.

Our role is not limited to providing academic and career training for these returning veterans, but also to assist with the often-difficult adjustment many face when transitioning to life after military service, and particularly after combat deployment. Fortunately, many of our colleges recognized this need long ago and have shown themselves to be innovative leaders in providing a broad array of programs and services to meet the needs of student veterans. However, there is more work to be done as we attempt to replicate many of the most promising programs and practices in place in order to meet the needs of all student veterans attending any one of the 112 community colleges across the State.


College Portal Administration

Embed a Video with the OzPlayer Interface


The OzPlayer is an “overlay” that replaces the standard HTML5 media elements with accessible buttons and controls supporting a variety of assistive technologies as well as standard keyboard commands. The OzPlayer meets WCAG 2.0, Level AA requirements and supports the playback of local media content as well as YouTube and Vimeo Pro videos. The CCC Technology Center and CCC Accessibility Center have acquired a license for California Community Colleges to use at no cost for college and district websites and affiliated projects.

The Oz Player files can be sourced from a college's web server or the player content-delivery network (CDN). College domains must be whitelisted before they will function with the CDN solution.


1. Register your college domain at: https://docs.google.com/forms/d/e/1FAIpQLSfne5p_YXsKc4hbpFg_58Hy-OtYfcOsf7XXCDBI2zpJWDC-_A/viewform
 - a. Enter your first and last name in the *Name* field.
 - b. Enter your email address in the *Email address* field.
 - c. From the *School/District Affiliation* drop-down list, select your college.
 - d. Enter your college's website name in the *Please identify the College domain names you wish to register for the Oz Player CDN* field.
 - e. Select the appropriate radio button for the *Do you need the Oz Player source files to host on your local web server?* question.
 - f. Click the **Submit** button.

 **Note:** Approval can take up to 2 business days.


2. Once the college domain is approved, proceed to the OzPlayer Code Generator to create the appropriate code: <http://www.accessibilityoz.com/ozplayer/ozplayer-code-generator-commercial/>
 - a. Enter the video's URL in the *Video URL (required)* field.

 **Note:** All URLs must be complete, including the protocol (e.g., http or https).


- b. From the Video type drop-down list, select the appropriate type (i.e., YouTube or MP4).
- c. Optional Step: Enter a URL to an image in the *Poster URL* field.

 **Note:** If using YouTube as the source, leave blank.

- d. From the *Player color* drop-down list, select the preferred color of buttons for your version of the OzPlayer.
- e. Select the *Transcript open by default?* checkbox to have immediately display the Video Transcript dialog box.
- f. Enter the appropriate ISO language code in the *Languages* field.

 **Note:** If the captions are in English, leave the Language field as “en”.


- g. Enter a unique value in the *Video ID* field (e.g., videoName_date, etc.) if there will be more than one video per page.
- h. Enter the URL to the caption file in the *Captions (VTT) URL* field.

 **Note:** This is often easiest to upload your caption file to the server and then determine the full URL to the file. This must be a .VTT file.

- i. Optional Step: Enter the URL to the Transcript Extras in the *Transcript extras (VTT) URL*

College Portal Administration

field.

 **Note:** Transcript Extras file can be used to describe visual details, such as text shown on the screen, and to transcribe the spoken text of audio descriptions. This file will also have to be a .VTT file and synchronized with the original video.

- j. Click the Submit button. A text area will appear at the top of the page with the HTML code you need to insert in your page to make the video player appear and function.

Once the OzPlayer code has been developed, you can now add it to your content portlet.

3. Remove the following script from the OzPlayer code:

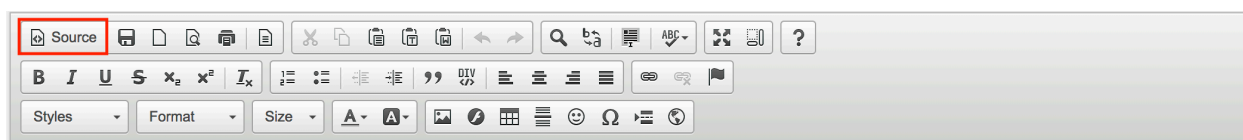
```
<script type="text/javascript" src="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-core/mediaelement.min.js"></script>
```

4. Verify the code is using version 3.0 and not 2.0. If needed, change the version to 3.0 for the following links and scripts in the code:

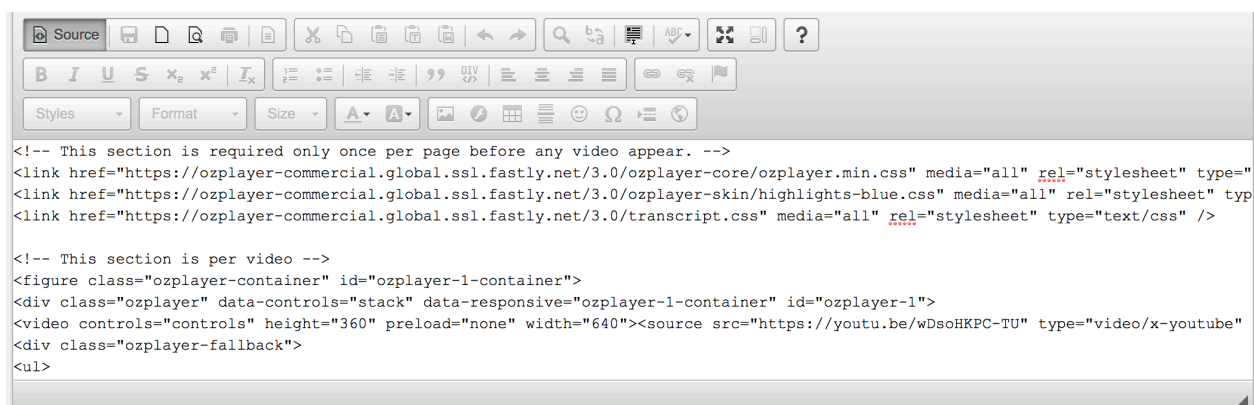
```
<link href="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-core/ozplayer.min.css" media="all" rel="stylesheet" type="text/css" />
<link href="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-skin/highlights-blue.css" media="all" rel="stylesheet" type="text/css" />
<link href="https://ozplayer-commercial.global.ssl.fastly.net/3.0/transcript.css" media="all" rel="stylesheet" type="text/css" />

<script type="text/javascript" src="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-core/ozplayer.min.js"></script>
<script type="text/javascript" src="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-lang/en.js"></script>
<script type="text/javascript" src="https://ozplayer-commercial.global.ssl.fastly.net/3.0/config.js"></script>
```

5. Return to MyPath and click the *Source* icon to switch from WYSIWYG mode to Source (HTML) mode.

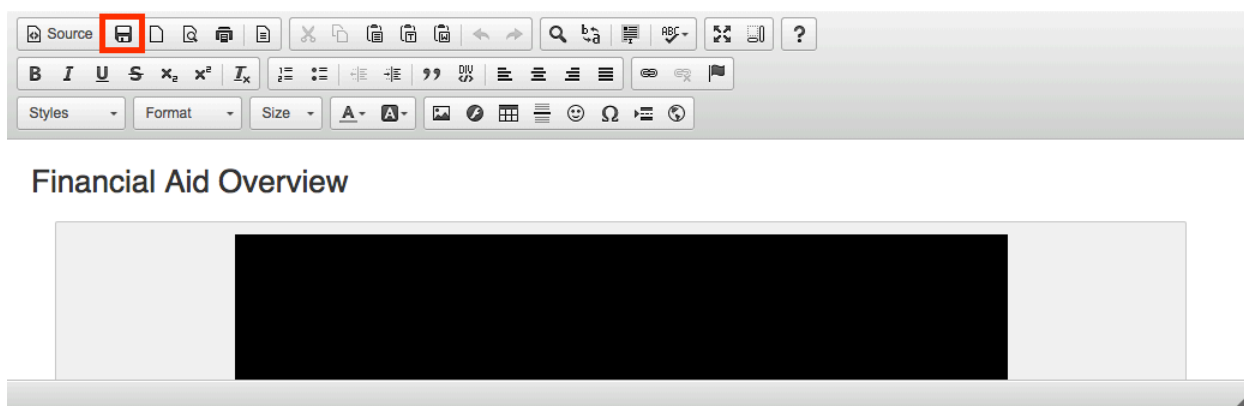


6. Copy the OzPlayer code created in step 2 with the edits made in steps 3 and 4, and paste it where you want the video to be positioned.




College Portal Administration

- Click the *Source* icon to switch from the Source (HTML) mode back to the WYIWYG mode.



- 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.

 **Note:** To view the content portlet and the embedded video with the OzPlayer interface, type the portlet's name in the Search field, and select the content portlet from the search results list

Financial Aid Overview



The staff in the Financial Aid Office is here to help you make college more affordable. Don't let financial barriers get in your way! We can help remove barriers and achieve your educational goals. Financial aid can be used for school fees, books, transportation, room and board, and more.

Applying for financial aid is a critical first step for all students who want access to higher education.

College Portal Administration

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

Add Image:

Choose File No file chosen

Upload


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

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

Add Image:

Choose File students.jpg

Upload

 **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

No Header Image

Set

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


Portlet Name

Getting Started

Assigned Header Image

students.jpg

Set

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

College Portal Administration



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

Assigned to Portlets:
Getting Started


- Go to the Search field at the top of the page, enter the name of the content portlet with attached the header image, and select the it from the list.

getting started

Getting Started
Getting Started


TENANT ADMIN SURVEY ADMIN CCCTC DEMO COLLEGE ACCOUNT HELP

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.



Enter search terms

TENANT ADMIN SURVEY ADMIN CCCTC DEMO COLLEGE ACCOUNT HELP



Home / Getting Started

Orientation

Connect with your campus.

Orientation allows you to learn about financial aid, registration, tutoring services, important locations on campus, types of degrees, and more, helping you adjust to your new college.

RELATED PAGES


- Apply for College
- What is Priority Registration?
- Assessment
- Education Plan

College Portal Administration


Editing an Image on a Content Portlet

Header images can be updated after one has 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.

 **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.


 **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.

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.

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



College Portal Administration

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

 **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/ZZI/students.jpg>

Assigned to Portlets:

 Getting Started

College Portal Administration

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.

College Portal Administration

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

3. 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.

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

Portlet Name Demo CMS Portlet v [Portlet Details](#)

Document to Assign Background-And-Introduction.pdf v Set


6. Click the **Set** button to attach the document to the content portlet.
7. 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.

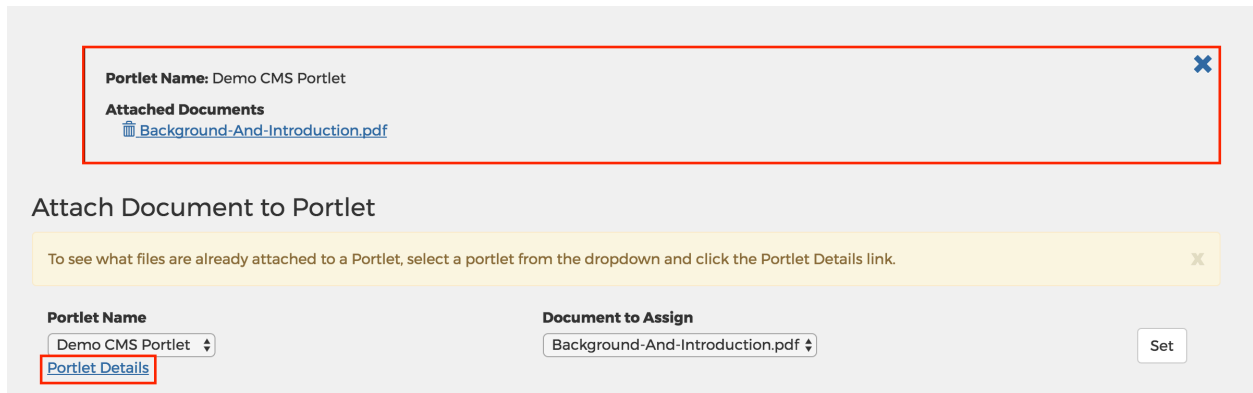
College Portal Administration

Removing a document from a Content Portlet

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


1. Navigate to *Tenant Admin* tab -> *Portal Administration* panel -> *Manage Public Documents* link to display the *Public Document List Admin* screen.
2. 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


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.


College Portal Administration

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 App 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.

The image shows two overlapping screenshots from a web application. The background screenshot is titled 'Portlet Registry' and features a 'Register New Portlet' button. A blue arrow points from this button to a foreground screenshot titled 'Register New Portlet'. This foreground screenshot shows a 'Select Type' section with a table of options. The 'App Launcher' option is highlighted with a red rectangle.

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

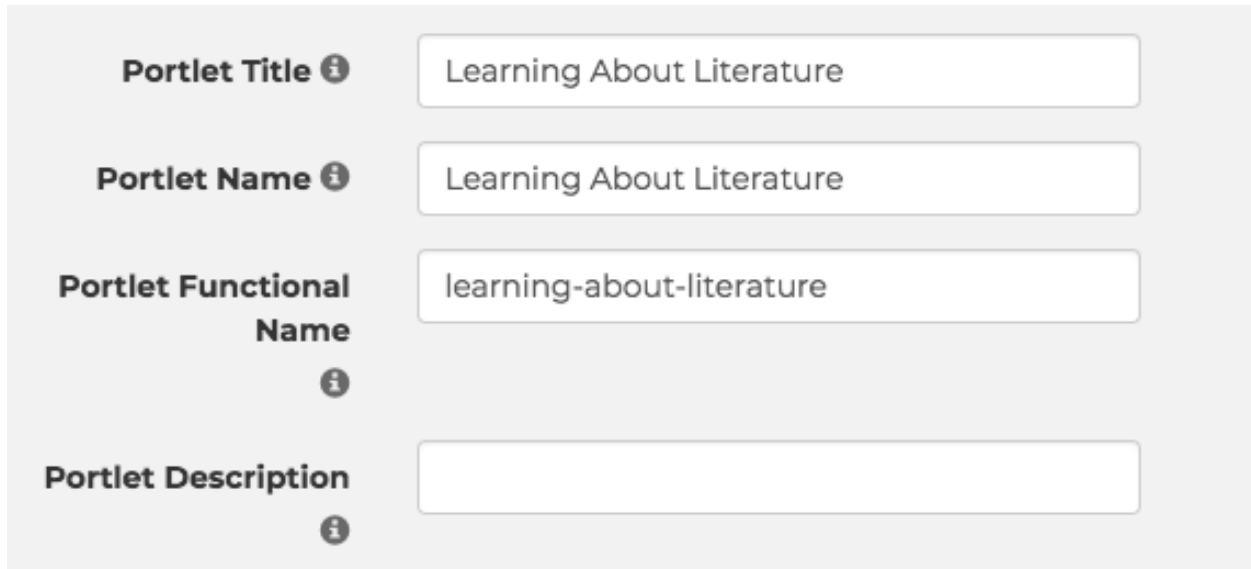
At the bottom of the 'Register New Portlet' screen are 'Continue' and 'Cancel' buttons.

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

The image shows two side-by-side sections of a form. The left section is titled 'Summary Information' and contains four input fields: 'Portlet Title' (with a value of 'app-launcher'), 'Portlet Name' (with a value of 'app-launcher'), 'Portlet Functional Name' (empty), and 'Portlet Description' (empty). Each field has an information icon. The right section is titled 'Controls' and contains a 'Portlet Controls' header followed by four checkboxes: 'hasHelp' (unchecked), 'editable' (unchecked), 'configurable' (checked), and 'hasAbout' (unchecked).

College Portal Administration

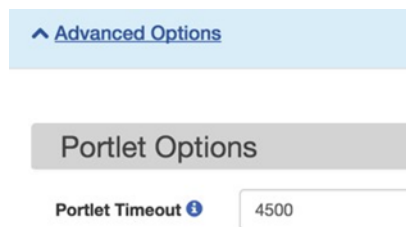
4. Edit the value in the *Portlet Title* field. This is the public name for the portlet. It is the text used in navigational menus and searches.



The screenshot shows a form with four input fields. The first three fields are labeled 'Portlet Title', 'Portlet Name', and 'Portlet Functional Name', each with an information icon. The 'Portlet Title' field contains 'Learning About Literature'. The 'Portlet Name' field also contains 'Learning About Literature'. The 'Portlet Functional Name' field contains 'learning-about-literature'. The 'Portlet Description' field is empty. Below the 'Portlet Description' field is another information icon.

 **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: Edit the *Portlet Name* field. This is the internal name for the portlet. This will only appear in admin tools.
6. Optional Step: Edit the *Portlet Functional Name* field. This is the unique name used internally to identify the portlet. This appears in the portlet URL.
7. Optional Step: Enter a value in the *Portlet Description* field. The description is visible on the value you enter here can be used when searching for a portlet.
8. Select the *Portlet Controls* check boxes that apply to this portlet (hasHelp, editable, configurable, or hasAbout).
9. Click the *Advanced Options* link to expand and display the *Portlet Options*, read-only *portlet.xml Preferences*, and *Display Settings* configuration field groups.
10. Enter a timeout value in the *Portlet Timeout* field. The default value is 5000.



The screenshot shows a blue button labeled 'Advanced Options' with an upward arrow. Below it is a grey header labeled 'Portlet Options'. Under this header is a field labeled 'Portlet Timeout' with an information icon, containing the value '4500'.

11. 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.

College Portal Administration

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

12. 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 ⓘ

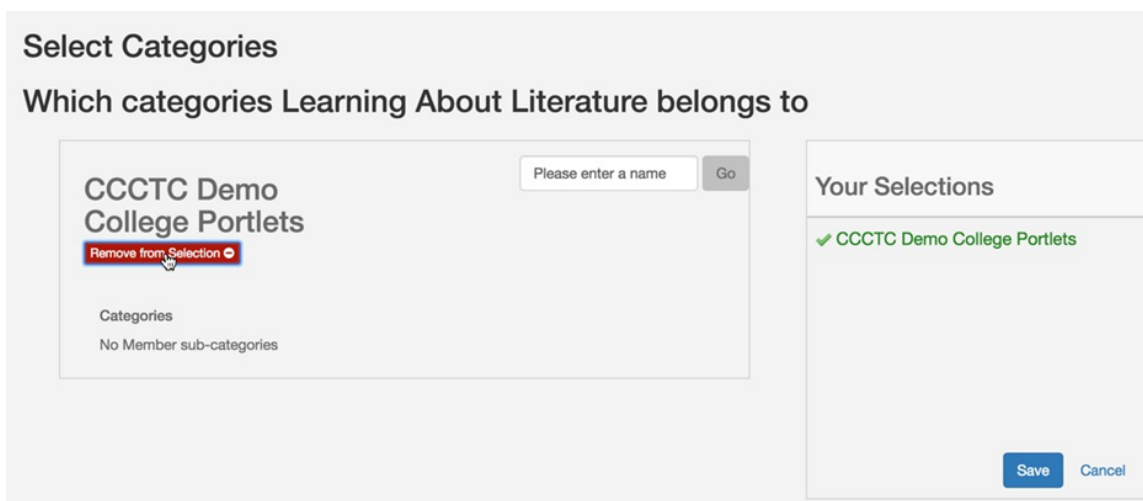
- Support Training Portlets

13. 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.

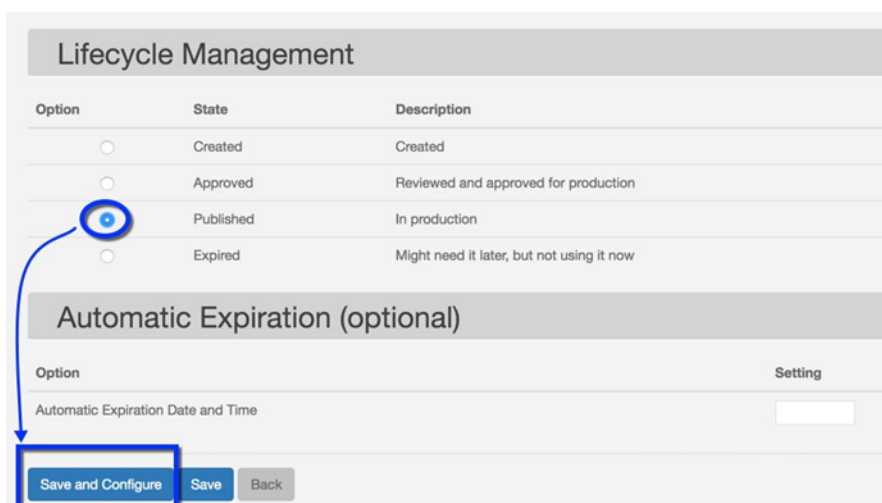
College Portal Administration




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 Launcher 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 dark blue header with the 'CALIFORNIA COMMUNITY COLLEGES' logo and a search bar. Below the header, a green message bar 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 dropdowns 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.

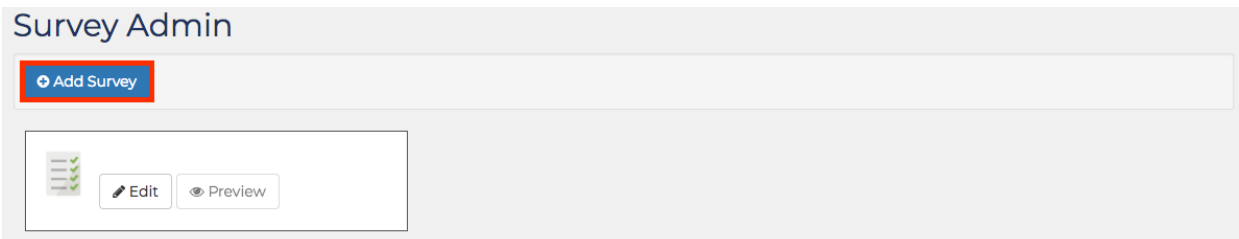
College Portal Administration


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.

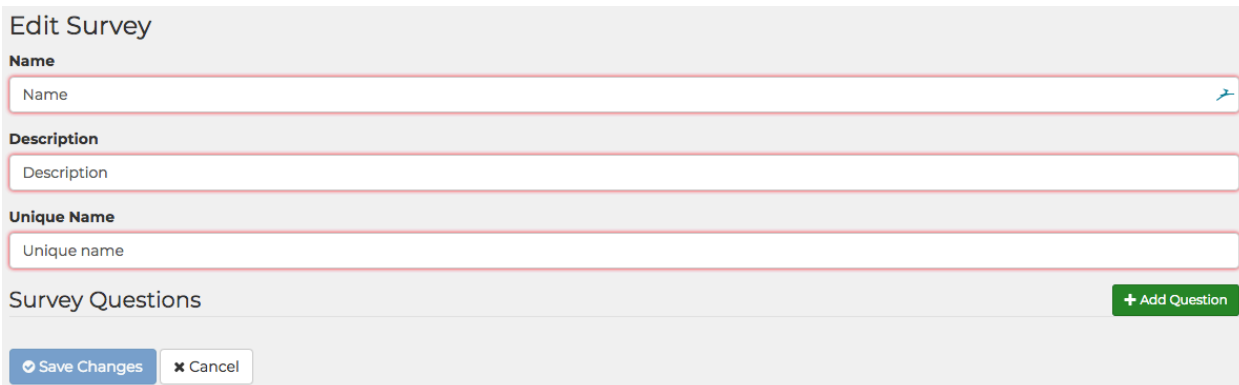
Use the following steps to create an survey that you can add to your portal:


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




 **Note:** The **Preview** button is deactivated until the Survey has been saved.

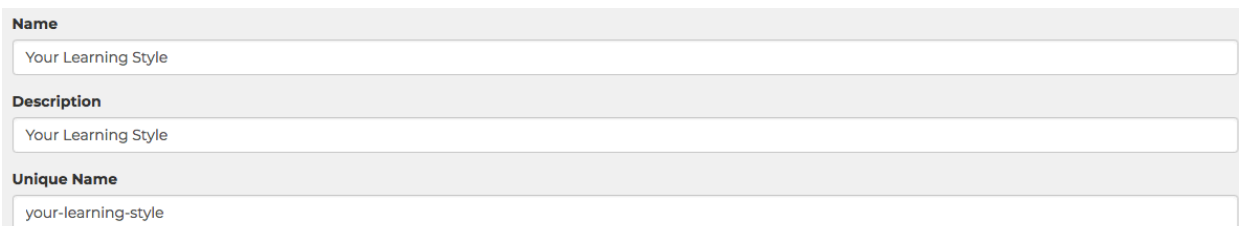
2. Click the **Edit** button to display the *Name*, *Description*, and *Unique Name* fields, as well as the **Add Question**, **Save Changes**, and **Cancel** buttons.




 **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 Changes** button is activated.

3. Enter values in the *Name* field to create the name for your Survey.

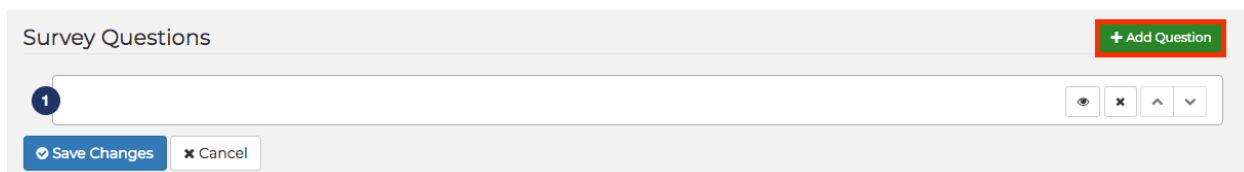
 **Note:** As you type the *Name*, the *Description* and *Unique Name* fields auto-populate with the same name. The *Unique Name* repeats the title as a lower-case, hyphenated version of the survey title.



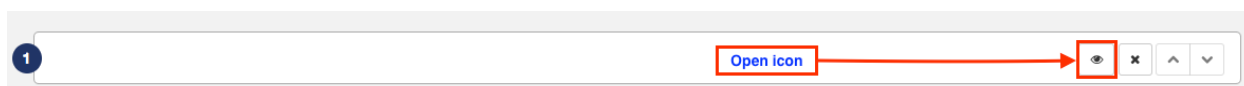
College Portal Administration


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

4. Click the **Add Question** button to add a new, blank question under the *Survey Questions* section.




5. Click the *Open* icon to display the *Survey Administration Question* field group and enter information for the question and its answer.



 **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.

College Portal Administration

- g. Click the green **Up** and **Down** buttons on the far right to select the order in which the answers are shown.

1.	Never	Open	Delete	▲ ▼
2.	Rarely	Open	Delete	▲ ▼
3.	Sometimes	Open	Delete	▲ ▼
4.	Usually	Open	Delete	▲ ▼

- h. Click the **Delete** button on the far right to delete the corresponding *answer* field.

1.	Never	Open	Delete	▲ ▼
2.	Rarely	Open	Delete	▲ ▼
3.	Sometimes	Open	Delete	▲ ▼
4.	Usually	Open	Delete	▲ ▼


6. Optional Step: Click the **Open** button to the right of the *answer* field to display the *Survey Administration Answer* field group and enter information for the answer.

1.	Never	Open	Delete	▲ ▼
----	-------	------	--------	-----

- a. Optional Step: Enter a value in the *Help Text* field. The value you enter provide additional details/help displayed in the users' UI.
- b. Optional Step: Select the *Show an image* checkbox to display the *Image URL* field, *Image Alternate Text* field, *Image Height* field, and *Image Width* field.

Show an image <input checked="" type="checkbox"/>	
Image URL	URL
Image Alternate Text	Alt
Image Height	
Image Width	

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

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

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


College Portal Administration

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

Actions **Add**

Action 1 **Delete** **Up** **Down**

Action Type

 **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.

Action Type

- Click **Add** as many times as needed to add additional actions to the answer.
- Click the green **Up** and **Down** buttons on the right to select the order in which the actions are organized.

Action 1 **Delete** **Up** **Down**

Action Type

Action 2 **Delete** **Up** **Down**


Action Type

- Click the **Delete** button on the right to remove an action.
- Select the *advisorCommandRunner* from the *Action Type* drop-down list to display the *Card to Add* drop-down list.

Action Type

Card to Add


- Select the Advisor Card from the *Card to Add* drop-down list you want added to the student's layout if they select this answer.
- Select *droolsRulesCommandRunner* from the *Action Type* drop-down list to add a rule.

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

8. Optional Step: Click the **Add** button on the right of Follow-up Question to display the *Question text* field.

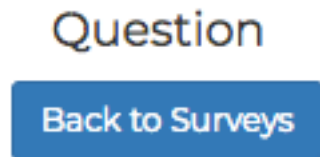
Follow-up Questions **Add**

1. **Open** **Delete** **Up** **Down**

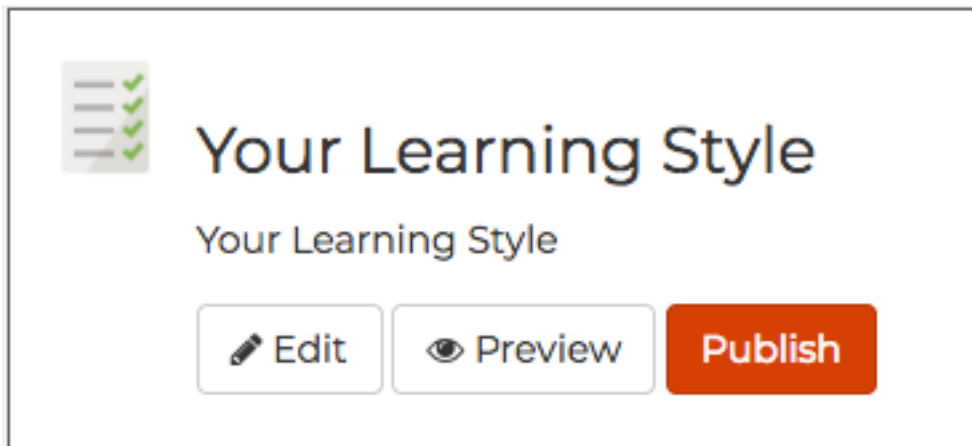
 **Note:** The Follow-up Question are displayed based on student's response to the survey question.

College Portal Administration


- 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** for your survey if you want to make any more changes (add more questions/answers, format any questions, etc.).
- Click **Preview** to see a preview of the survey you just created.

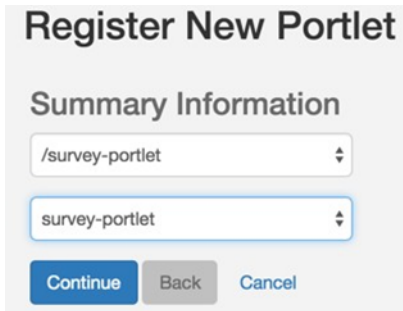


11. When your survey is complete and you are ready to publish it, click **Publish**. You may see a pop-up dialog box that prompts you to confirm publication of the survey. The text (Published) appears after your survey title.

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

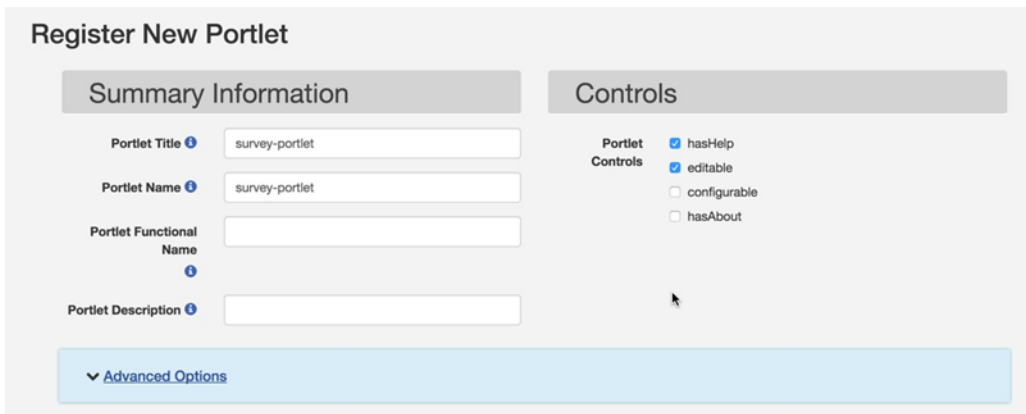
12. Once the survey has been completed, you must register it:
- a. Register the survey portlet: *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage Portlets* link -> **Register New Portlet** button -> *Portlet* radio button and click the **Continue** button to open the Summary Information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

College Portal Administration



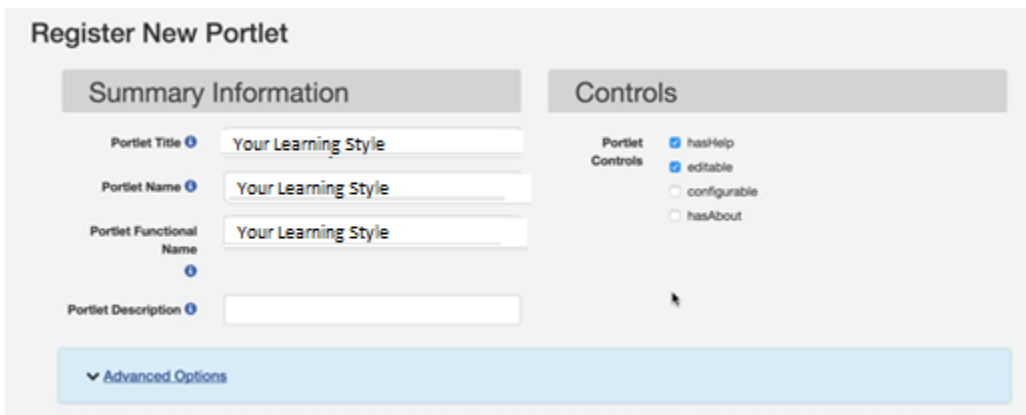
The image shows a web form titled "Register New Portlet". Under the heading "Summary Information", there are two dropdown menus. The first dropdown menu has the value "/survey-portlet" selected. The second dropdown menu has the value "survey-portlet" selected. At the bottom of the form, there are three 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". It is divided into two main sections: "Summary Information" and "Controls". The "Summary Information" section contains four text input fields: "Portlet Title" (with the value "survey-portlet"), "Portlet Name" (with the value "survey-portlet"), "Portlet Functional Name" (empty), and "Portlet Description" (empty). The "Controls" section contains a list of checkboxes: "hasHelp" (checked), "editable" (checked), "configurable" (unchecked), and "hasAbout" (unchecked). At the bottom of the form, there is a blue button labeled "Advanced Options".

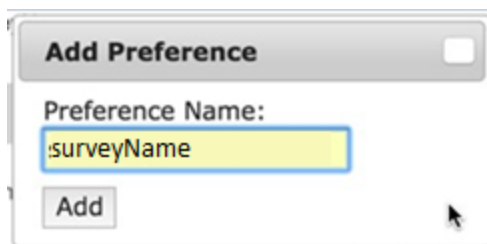
- e. The *Portlet Title* and *Portlet Name* field values are auto-populated by default. Overwrite these default values with a unique name. The Portlet Title and Portlet Name should generally be the same.
- f. Enter a value in the *Portlet Functional Name* field. The name of your survey is a good choice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



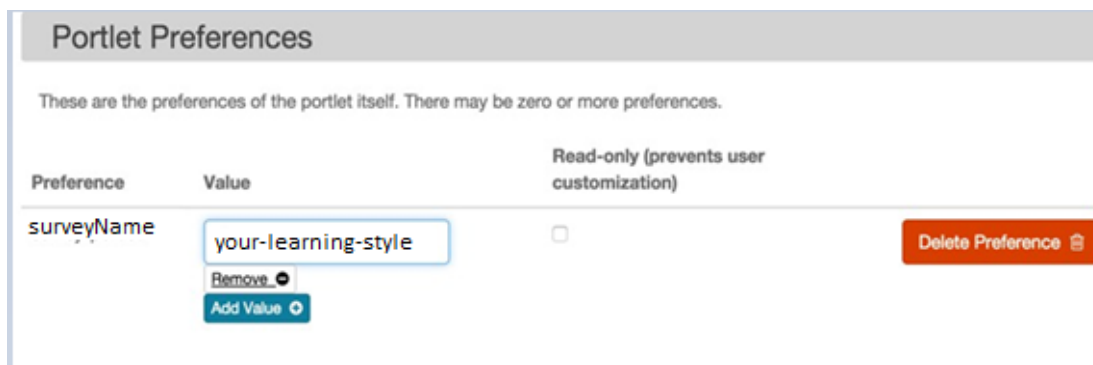
The image shows the same web form as before, but with updated values. In the "Summary Information" section, the "Portlet Title" field now contains "Your Learning Style", the "Portlet Name" field contains "Your Learning Style", and the "Portlet Functional Name" field also contains "Your Learning Style". The "Portlet Description" field remains empty. The "Controls" section remains the same, with "hasHelp" and "editable" checked, and "configurable" and "hasAbout" 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* dialogbox.


College Portal Administration



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



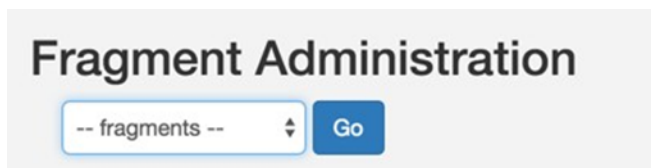
- j. Enter the Unique Name value from step 3 above in the *Value* field.

 **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.

College Portal Administration

- 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

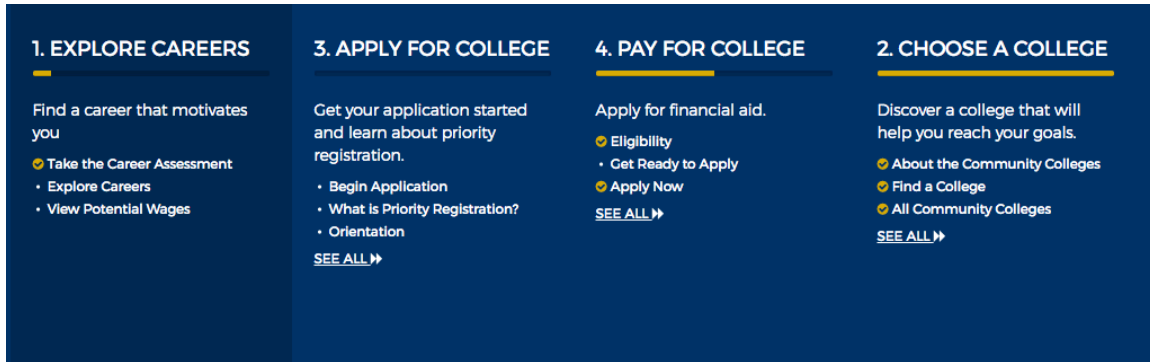
For the California Community Colleges Student Portal V1.0, smart forms consist of an underlying framework for the Surveys portlets. For example, smart forms allow linking survey questions to specific responses and executing commands based on those responses, such as sending messages and adding tasks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

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

College Portal Administration

Adding Advisor Cards

Advisor Cards are tasks that display to students in the college portal beneath the background image. Once a student has completed a task, a 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. Select one or more of the *notifications* check boxes to automatically send reminders to students who have unfinished Advisor Cards. (Tenant Admins can schedule single or multiple notifications per Advisor Card to be sent out at 24 hours, 48 hours, or 7 days.)

Notify student after incomplete for...

☐ 24 hours

☐ 48 hours

☐ 7 days

 **Note:** The first notification is triggered based on when the Advisor Card was assigned (first card displayed in the student's Advisor Card portlet). For Advisor Cards not appearing first in the student's portlet, notifications are triggered once all the tasks on the cards before it have been completed.

Below is the template of the message with the <advisor card name> a link returning the user to CCC MyPath:


Hi <student's first name><student's last name>,

<College Name> would like to remind you that there are some important tasks waiting for you at CCC MyPath!


Please come back and get started with <advisor card name>.

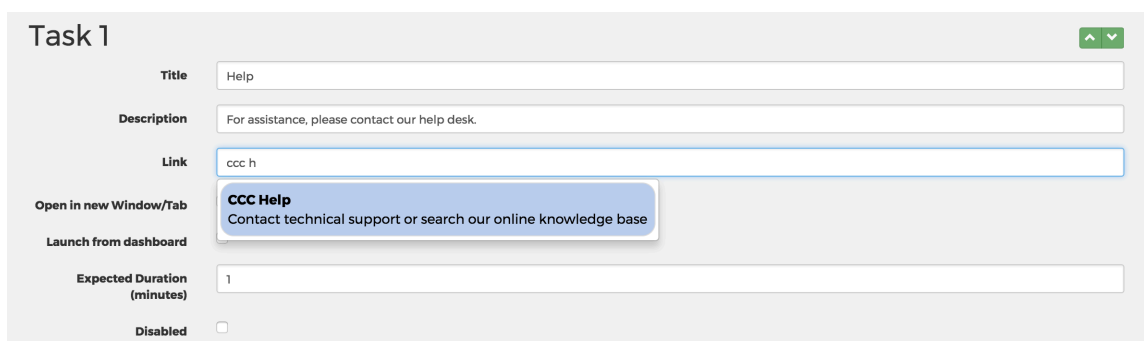
College Portal Administration

7. 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.

8. Enter up to 120 characters in the task *Description* field.
9. 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 ☐

CCC Help
Contact technical support or search our online knowledge base

 **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 http://cvc.edu?cccMisCode=\${user['cccMisCode']}?:'000'}

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.

College Portal Administration

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

● Step 1

Take the Career Assessment

● Step 2

Explore Careers

● Step 3

View Potential Wages

Clicking a task title

expands the task pane, displaying the description, duration, and link.

● Step 1

Take the Career Assessment

Answer six questions about your preferences and skills to see careers aligned with your interests. ⌚ Takes about 5 minutes

Take the Career Assessment ↗

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.

College Portal Administration

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 (60 minutes, 2 to go)
--------------------------------------------------------------	-------------------------------------------------------------------------------------------	--------------------------------------------------

✔ Step 1 Take the Career Assessment

Answer six questions about your preferences and skills to see careers aligned with your interests. ⌚ Takes about 5 minutes

Take the Career Assessment ↗

● Step 2 Explore Careers

● Step 3 View Potential Wages

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.

College Portal Administration

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 (portlets, 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.

Fragment Administration

CCCTC Demo College Student ▾

Go

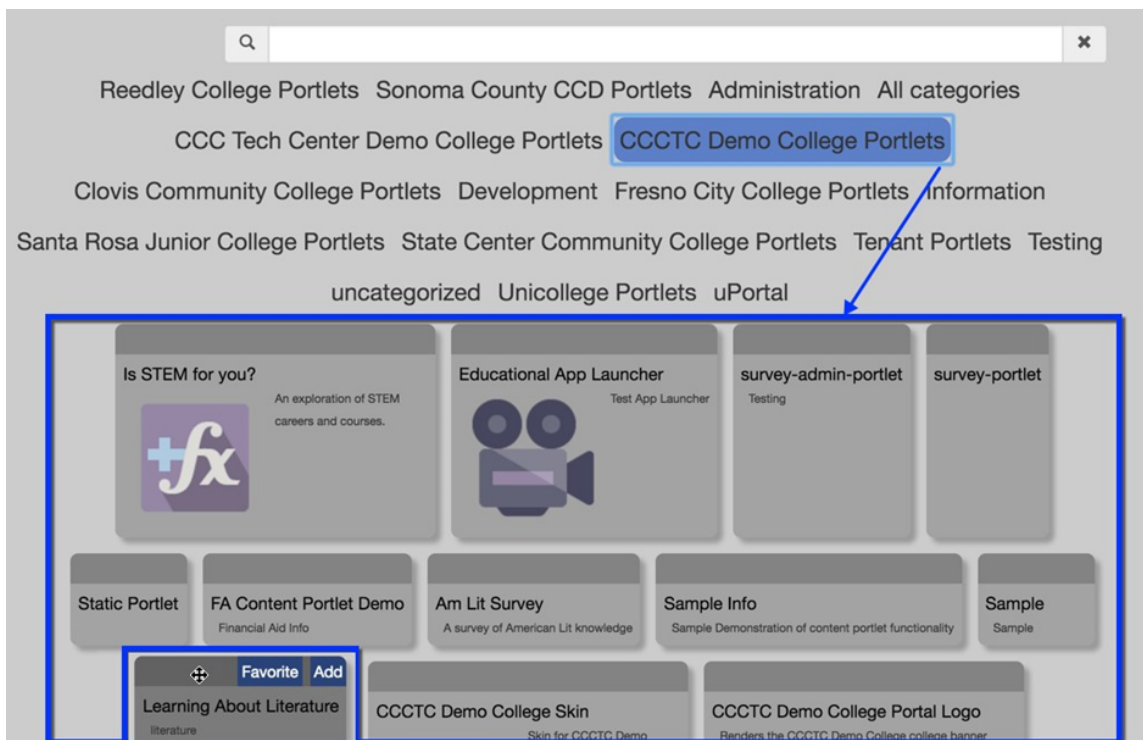
2. Click the *Edit Content* tab (on the DLM fragment administration screen) to open the *Tab Configuration* panel.




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

3. From the *Tab Configuration* panel, click a category to display the portlets within it. The category you selected when creating the portlet is what you should select here.

College Portal Administration



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 displays the Admin Messaging interface. 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 fields is a Rich Content Editor with a toolbar containing icons for bold, italic, strikethrough, underline, bulleted list, numbered list, quote, link, unlink, and image. The editor area is currently empty. At the bottom of the interface, there is a status bar showing 'The SMS character and message counts are approximated, thus may show less than the actual.', 'SMS Character Count: 23', and 'Number of SMS: 1'. There are also links for 'Drafts: [Load] [Save]' and 'Templates: [Load] [Save]', and '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.


College Portal Administration

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.

Use the following steps to save an admin messaging draft:

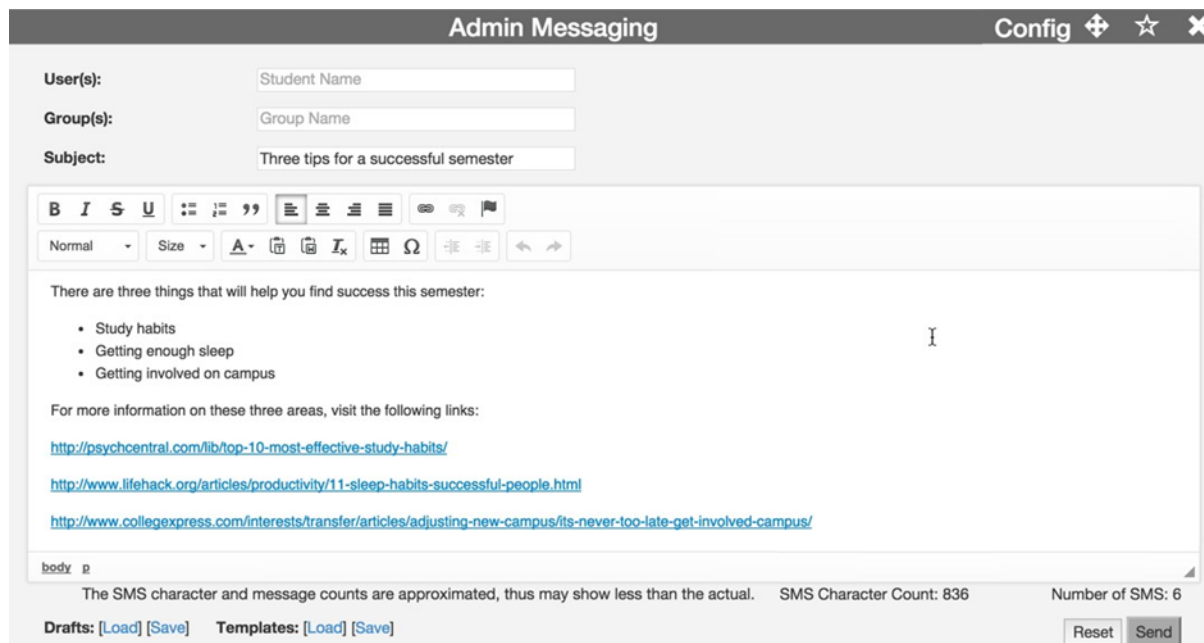
1. From the *Tenant Admin* tab -> *Admin Messaging* panel, begin typing the name of either an individual in the *User(s)* field, or a group in the *Group(s)* field.

 **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 displays the 'Admin Messaging' interface. At the top, there's a header bar with 'Admin Messaging' and 'Config' options. Below this, there are input fields for 'User(s):' (containing 'Student Name'), 'Group(s):' (containing 'Group Name'), and 'Subject:' (containing 'Three tips for a successful semester'). A rich text editor follows, showing a draft message. The message content includes a heading 'There are three things that will help you find success this semester:', a bulleted list of tips (Study habits, Getting enough sleep, Getting involved on campus), and a section for links with three URLs. At the bottom of the editor, it shows 'body p' and a status bar indicating 'The SMS character and message counts are approximated, thus may show less than the actual.' with '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.

College Portal Administration

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.
 - 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		Load	Delete
01/15/16 05:58 PM	Message-Portlet/Email/SMS		Load	Delete
02/12/16 09:57 AM	Portlet/Only		Load	Delete
02/12/16 10:11 AM	Three tips for a successful semester		Load	Delete
			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

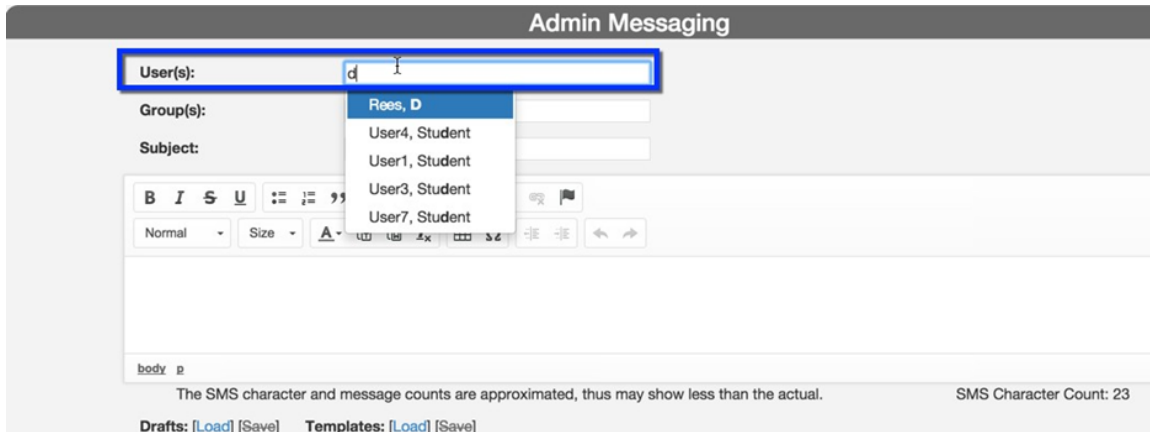
You can send messages to individuals and/or groups within the Portal for your California Community College using either the *Admin Messaging* panel on the *Tenant Admin* tab or as a notification from an Advisor Card.

Sending Template Messages to an Individual

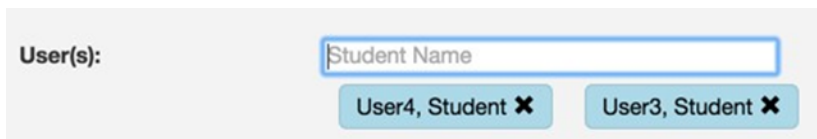
You can send a saved template to one or more Portal users at your California Community College using the following steps.

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.

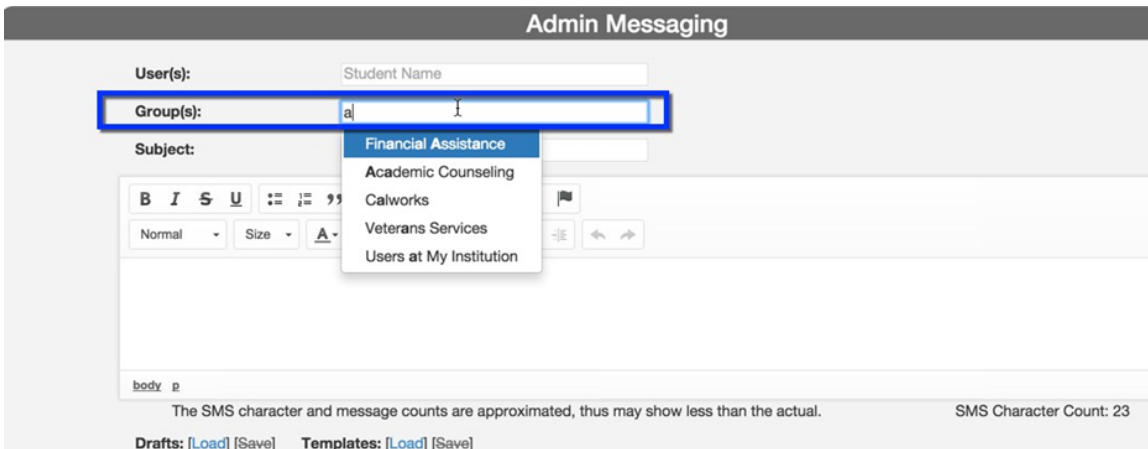
College Portal Administration

Sending Template Messages to Groups

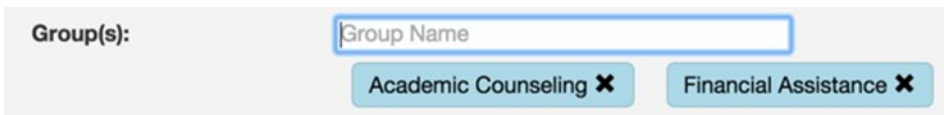
You can send messages to groups at your California Community College using the following steps:

 **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.
4. The Edit Portlet Configuration page is displayed. See [Adding Top Level Links](#) on page 60 and

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](#)

[Adding Dropdown Links](#) on page 61 for information on configuring your navigation menu link.

College Portal Administration

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"/>	 
-------------	-------------------------------------------------	-----	-----------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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"/>	 
-------------	-------------------------------------------------	-----	----------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------



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"

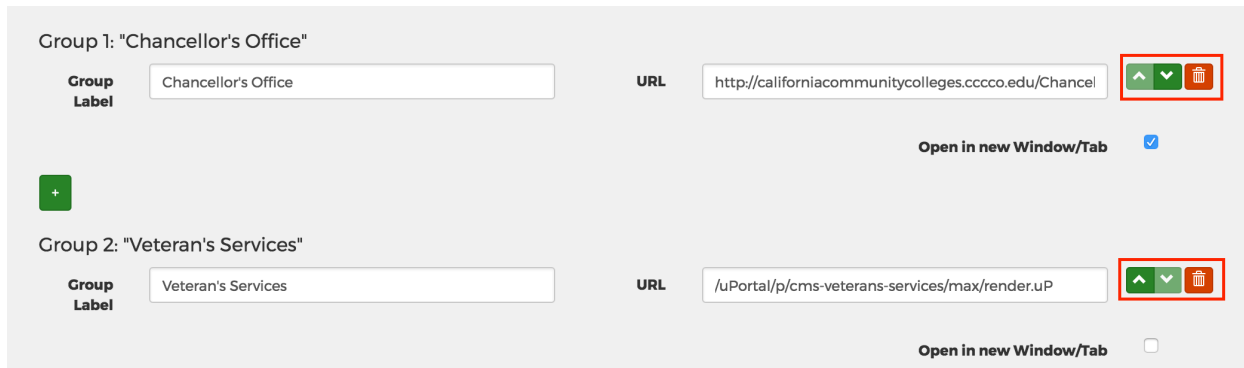
Group Label	<input type="text" value="Chancellor's Office"/>	URL	<input type="text" value="http://californiacommunitycolleges.cccco.edu/Chance"/>	 
-------------	--------------------------------------------------	-----	----------------------------------------------------------------------------------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

Open in new Window/Tab ☒

College Portal Administration

 **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.

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: ☒

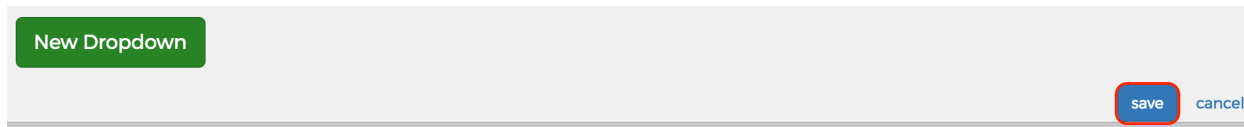
Group 2: "Veteran's Services"

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

College Portal Administration

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.

3. Click the green "+" button below the group to add an individual menu link. This displays the *Link*


Group 1: "Veteran's Services"

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

Text and *URL* fields.

Group 1: "Veteran's Services"

Group Label	<input type="text" value="Veteran's Services"/>
Link Text	<input type="text" value="Name"/>





4. Enter up to 32 characters in the *Link Text* field.

5. 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	<input type="text" value="Veteran's Services"/>	URL	<input type="text" value="vet"/>	  
		<div>Veteran's Services Programs and services to meet the needs of student veterans.</div>		



College Portal Administration

- 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	<input type="text" value="Veteran's Services"/>	URL	<input type="text" value="/uPortal/p/cms-veterans-services/max/render.uP"/>	<div><div>↑</div><div>↓</div><div>🗑️</div></div>
				<div>Open in new Window/Tab <input type="checkbox"/></div>
Link Text	<input type="text" value="Veteran's Benefits"/>	URL	<input type="text" value="http://www.military.com/education/money-for-schoc"/>	<div><div>↑</div><div>↓</div><div>🗑️</div></div>
				<div>Open in new Window/Tab <input checked="" type="checkbox"/></div>

📝 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	<input type="text" value="Veteran's Services"/>	URL	<input type="text" value="/uPortal/p/cms-veterans-services/max/render.uP"/>	<div><div>↑</div><div>↓</div><div>🗑️</div></div>
				<div>Open in new Window/Tab <input type="checkbox"/></div>
Link Text	<input type="text" value="Veteran's Benefits"/>	URL	<input type="text" value="http://www.military.com/education/money-for-schoc"/>	<div><div>↑</div><div>↓</div><div>🗑️</div></div>
				<div>Open in new Window/Tab <input checked="" type="checkbox"/></div>

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

College Portal Administration

Contact California Community Colleges Technology Center

California Community College Technology Center: 877-247-4836

Email: support@openccc.net