

# College Portal Administration



## College Portal Administration V1.3.5

# College Portal Administration

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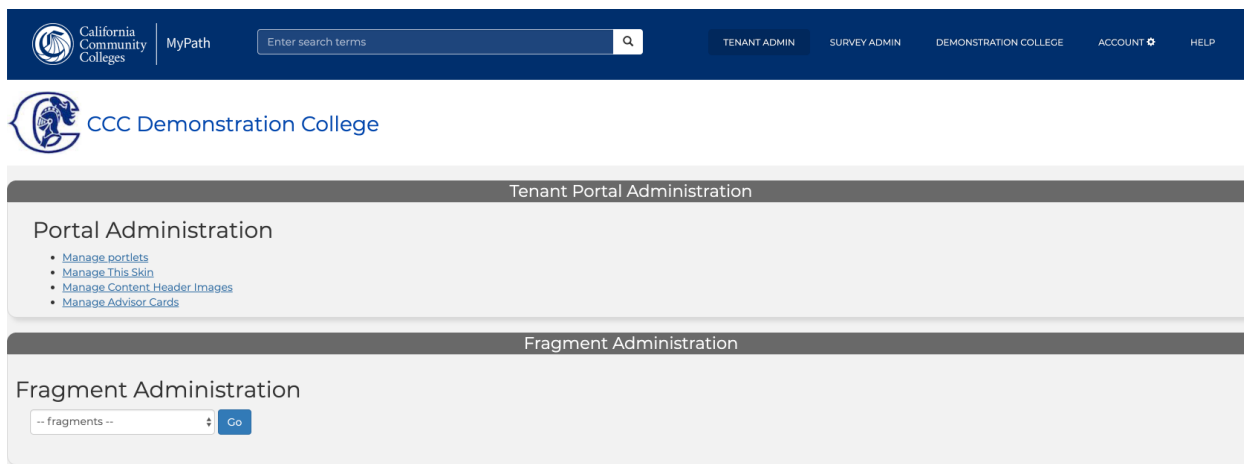
# College Portal Administration

## College Portal Administration Overview

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

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

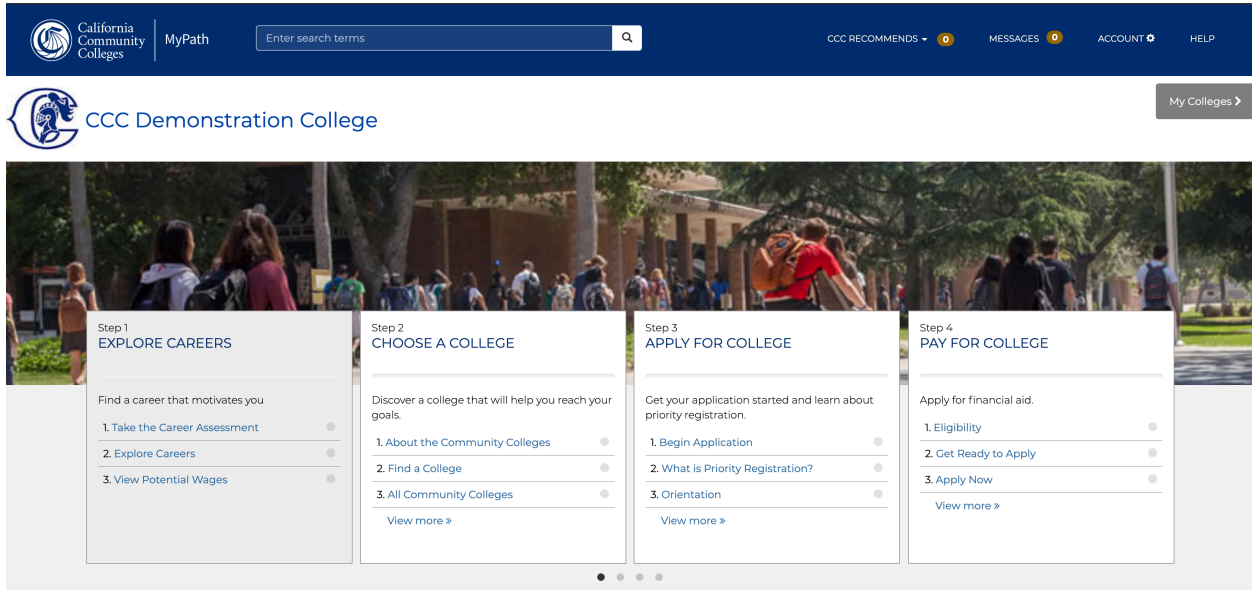
The *Tenant Admin* tab (as shown below) is the landing page for the college portal administrator following login.



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

# College Portal Administration

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





# **College Portal Administration**

## **Authenticating With College IdP**

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

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


# College Portal Administration

## Portal Basics

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

Plainly put, portlets are:

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

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

An example of portlets includes the advisor cards (Explore Careers, Choose A College, Apply For College, Pay For College) 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 Content Header Images
  - Manage Public Documents
- Fragment Administration
- Advisor Card Administration
- 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.

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

## General Portal Navigation

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

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

# College Portal Administration

## 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.

The screenshot shows the top navigation bar of the College Portal Administration interface. On the left, there is the California Community Colleges logo and the text "MyPath". In the center, there is a search bar with the placeholder text "Enter search terms" and a magnifying glass icon. To the right of the search bar, there are several navigation tabs: "TENANT ADMIN" (highlighted with a red box), "SURVEY ADMIN", "DEMONSTRATION COLLEGE", "ACCOUNT" (with a gear icon), and "HELP". Below the navigation bar, there is a logo for "CCC Demonstration College". The main content area is divided into two sections: "Tenant Portal Administration" and "Fragment Administration". The "Tenant Portal Administration" section contains a list of links: "Manage portlets", "Manage This Skin", "Manage Content Header Images", and "Manage Advisor Cards". The "Fragment Administration" section contains a dropdown menu with the text "-- fragments --" and a "Go" button.

However, the college portal administrator also sees:

- Clickable tabs right of 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
-  **Note:** You can use portlets to link to specific content. Some examples include a link to a third-party web site or application from an App Launcher portlet.

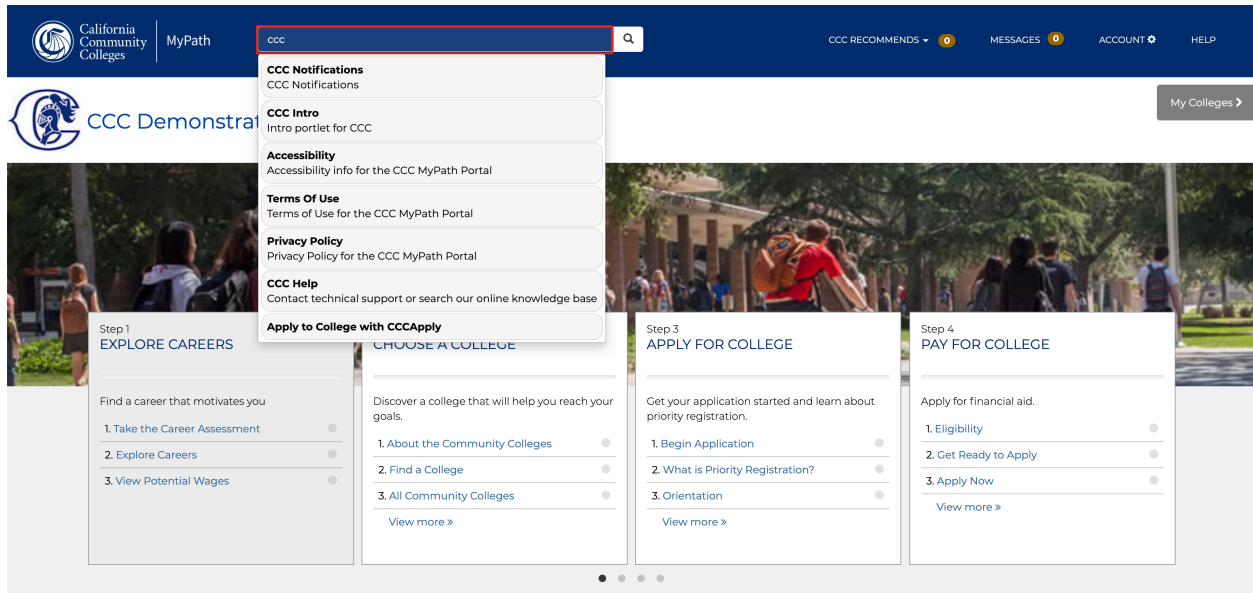
# College Portal Administration

## 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.

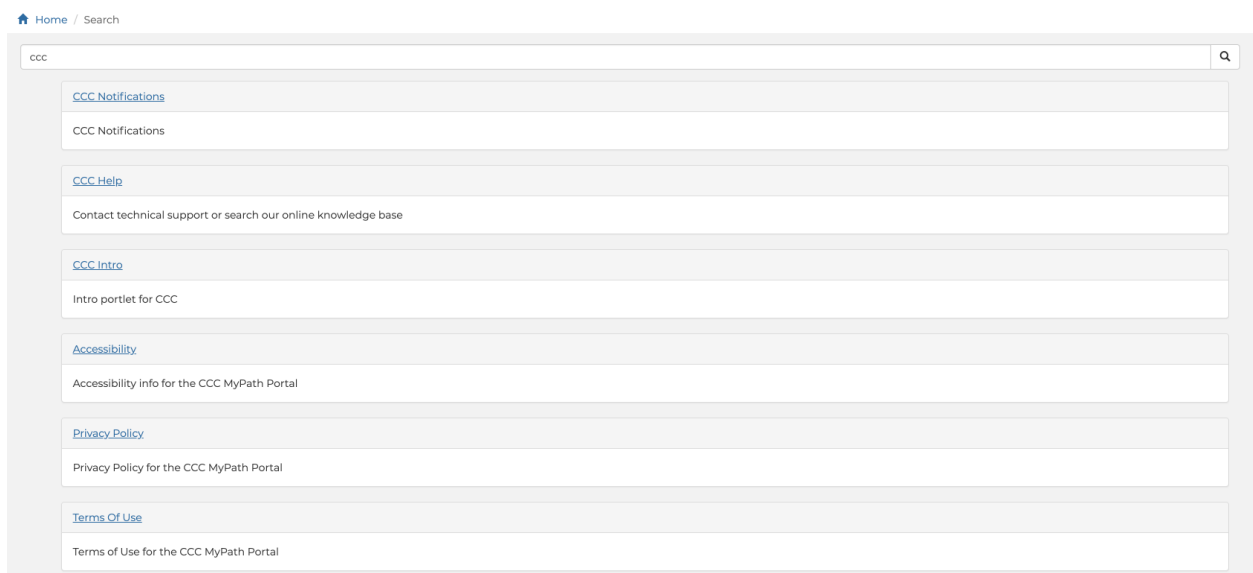
To perform a search:

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.



# College Portal Administration

## Configuring the College Theme

You can configure your college portal's display by:

- Changing the background image and colors.
- Branding it with your logo.
- Branding it with your college's content.

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

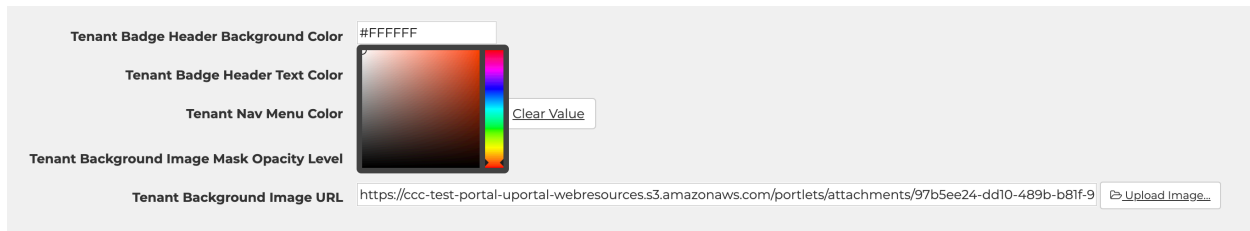
- [Updating the College Header Background/Text Colors and Nav Menu Color](#) on page 11.
- [Updating the College Portal Background Image](#) on page 13.
- [Updating the College Logo Image and Content](#) on page 15.

# College Portal Administration

## Updating the College Header Background/Text Colors and Nav Menu Color

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

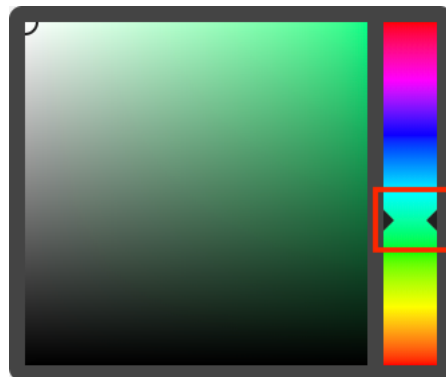
1. Navigate to *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage This Skin* link to open the *College Skin* configuration screen.
2. If you know the HEX color code, enter it into the *Tenant Badge Header Background Color* field and proceed to step 6. If you do not know the HEX color code you want to use proceed to step 3.
3. Click the *Tenant Badge Header Background Color* field label text, or its associated color box, to open the colors palette.



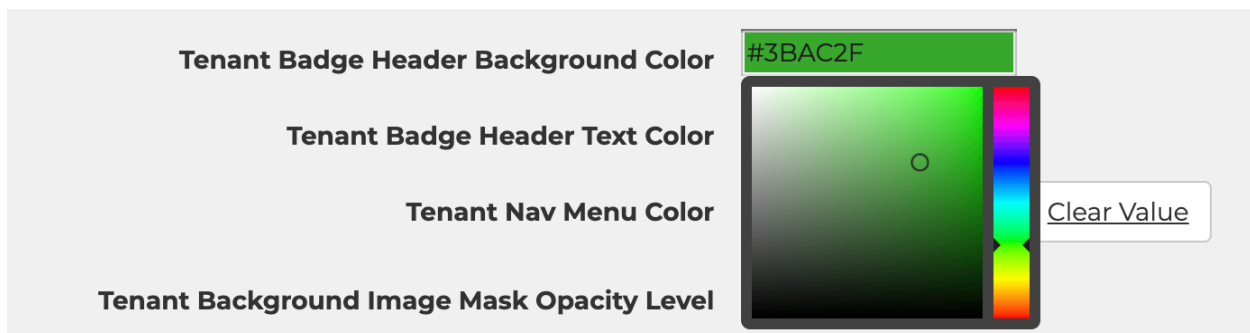
The screenshot shows the configuration interface for the Tenant Portal Administration. It includes the following fields and controls:

- Tenant Badge Header Background Color:** A text input field containing the hex code #FFFFFF.
- Tenant Badge Header Text Color:** A color selection box with a vertical color bar and a white triangle slider.
- Tenant Nav Menu Color:** A color selection box with a vertical color bar and a white triangle slider.
- Tenant Background Image Mask Opacity Level:** A text input field.
- Tenant Background Image URL:** A text input field containing the URL <https://ccc-test-portal-uportal-webresources.s3.amazonaws.com/portlets/attachments/97b5ee24-dd10-489b-b81f-9> and an **Upload Image...** button.

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



5. 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.




The screenshot shows the configuration interface after a color has been selected. The **Tenant Badge Header Background Color** field now displays the hex code #3BAC2F. The color selection box for this field is highlighted with a red border, and a white circle is visible in the center of the square color box, indicating the selected color. The other fields and controls remain the same as in the previous screenshot.

6. Click anywhere on the screen outside the color box to close it.

## College Portal Administration

7. Follow steps two and three above to change the *Tenant Badge Header Text Color* and or the *Tenant Nav Menu Color* if desired.
8. Click **Save** to save your changes. Your college portal display now appears with the colors you selected for the background or text.

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



# College Portal Administration

## 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.

Tenant Background Image URL /SimpleContentPortlet/content/9dfa5ee2-0c1c-4270-b3e2-69c0b98e4d33/unikittenIcon [Upload Image...](#)

**Attachments**

Filename (optional)  
collegeBackground


Source (optional)

Select File


collegeBackground.png [Cancel](#)

Upload 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.

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

# College Portal Administration

## Editing the College Portal Background Image Transparency Level

Colleges can add a mask to their Background Image and control the transparency level percentage.

1. Navigate to *Tenant Admin* tab -> *Tenant Portal Administration* panel -> *Manage This Skin* link to open the *College Skin* configuration screen.
2. Place the cursor over the Tenant Background Image Mask Opacity Level field and a number picker is displayed.

**Tenant Background Image Mask Opacity Level**























3. Click either the *up arrow* to increase the transparency level or *down arrow* to decrease it.
4. Click **Save** to save your changes.

# College Portal Administration

## Updating the College Logo Image and Content

Changing the college logo image and content can be done through a content editor. Use the following steps to add or update the college logo 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	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Association of Student Government	Advanced CMS	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Demonstration College Intro	Advanced CMS	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Demonstration College Logo	Portlet	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Demonstration College Nav Menu	Nav Menu	CREATED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Demonstration College Skin	Portlet	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
EOPS Survey	Portlet	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Explore Careers	Advanced CMS	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Meet Your ASG	Advanced CMS	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
Select Courses	Advanced CMS	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 

3. Click the **Save and Configure** button at the bottom of the page to see the *Content Editor* screen.
4. Delete the current logo (if a logo is present) by either clicking on the right side of the logo and

### Automatic Expiration (optional)

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

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

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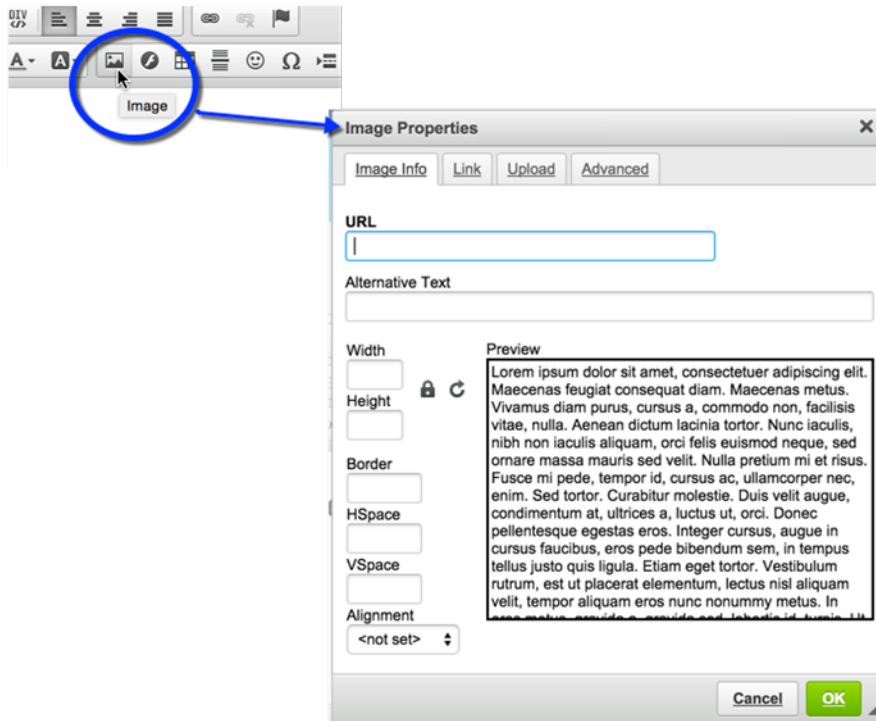
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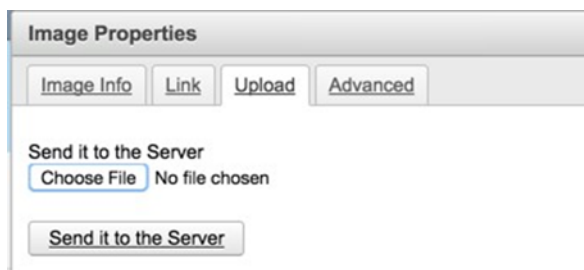
hitting your keyboard's backspace key or by selecting the logo image and hitting the Delete key.

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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.



- Populate the *Alternative Text* field with text describing the image.
- 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 content 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.

# College Portal Administration

## 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 44
- [Adding Surveys](#) on page 49
- [Adding Advisor Cards](#) on page 55

### 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.

The screenshot shows a configuration interface for portlet lifecycle management. It is divided into two main sections: "Lifecycle Management" and "Automatic Expiration (optional)".

**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"/>

At the bottom of the form, there are three buttons: "Save and Configure" (highlighted in blue), "Save", and "Cancel".

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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"/>

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		

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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 <a href="#">Reset</a>



**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:

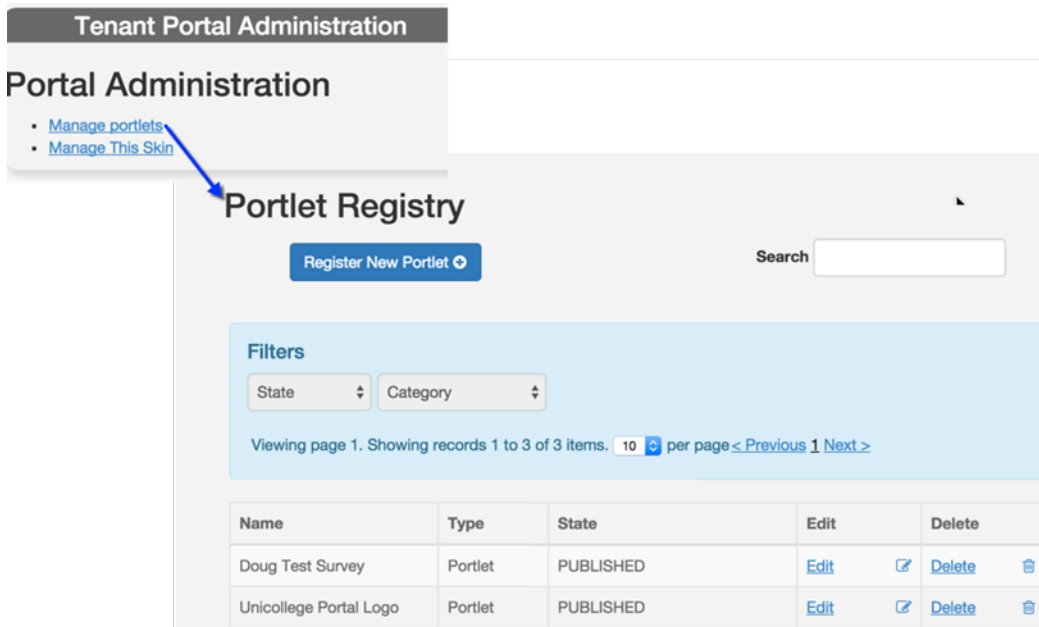
- [Adding Static Content & Registering Portlets](#) on page 20
- [Adding App launchers](#) on page 44
- [Adding Surveys](#) on page 49
- [Adding Advisor Cards](#) on page 55

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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 the *Advanced CMS* radio button and click the **Continue** button to display the *Summary Information* and *Controls* field groups.
4. Edit the value in the Portlet Title field to create the title for your content portlet.

The screenshot shows the 'Register New Portlet' form. It is divided into two main sections: 'Summary Information' and 'Controls'. In the 'Summary Information' section, the 'Portlet Title' field is highlighted with a red box and contains the text 'Veterans Services'. Below it, the 'Portlet Name' and 'Portlet Functional Name' fields are auto-populated with 'Veterans Services' and 'veterans-services' respectively. The 'Portlet Description' field is empty. In the 'Controls' section, there are four checkboxes: 'hasHelp' (unchecked), 'editable' (unchecked), 'configurable' (checked), and 'hasAbout' (unchecked).


 **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.



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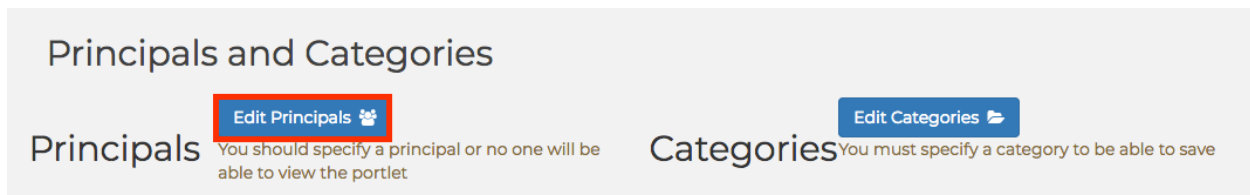
- Optional Step: Enter a value in the *Portlet Description* field. This is an optional field but the value you enter here can be used when searching for a portlet.
- Click the *Advanced Options* link to expand and display the *Principals and Categories* configuration field group.

▼ [Advanced Options](#)

 **Note:** Steps 7-10 are optional steps for editing the principals associated with the portlet. The default principals and their permissions are:

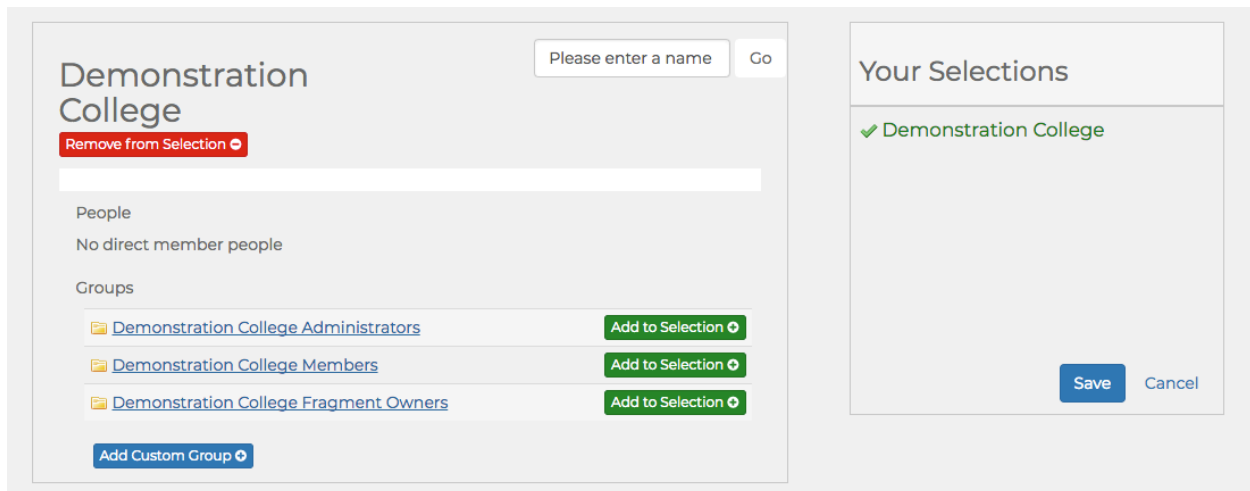
- *College Administrators* with Browse and Subscribe.
- *College Fragment Owners* with Browse and Subscribe.
- *College Members* with Browse and Subscribe.

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




The screenshot shows the 'Principals and Categories' configuration section. On the left, under 'Principals', there is a red-bordered button labeled 'Edit Principals' with a group icon. Below it, a note states: 'You should specify a principal or no one will be able to view the portlet'. On the right, under 'Categories', there is a blue button labeled 'Edit Categories' with a folder icon. Below it, a note states: 'You must specify a category to be able to save'.

- Click the **Add to Selection** button for each group that you want to access this content portlet or the **Remove from Selection** button to remove access for the corresponding group or groups.



The screenshot shows the 'Select People and Groups' screen for 'Demonstration College'. At the top, there is a search bar with the text 'Please enter a name' and a 'Go' button. Below the search bar, there is a red button labeled 'Remove from Selection'. The screen is divided into two main sections: 'People' and 'Groups'. Under 'People', it says 'No direct member people'. Under 'Groups', there are three entries: 'Demonstration College Administrators', 'Demonstration College Members', and 'Demonstration College Fragment Owners'. Each entry has a green 'Add to Selection' button. At the bottom left, there is a blue 'Add Custom Group' button. On the right side, there is a 'Your Selections' panel showing a green checkmark and the text 'Demonstration College'. At the bottom right of this panel, there are 'Save' and 'Cancel' buttons.


 **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.

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

# College Portal Administration

10. Select the appropriate checkbox permissions for each principal.

Principal	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.

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

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

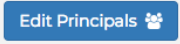
- Granting SUBSCRIBE and BROWSE yields a typical experience. Users can search and find the portlet, add it to their layout, and launch it.
- Granting SUBSCRIBE but not BROWSE grants ability to use portlet but suppresses it from searches. Useful for a portlet you want students to use, such as the Nav 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.


11. Click the *Advanced Options* link to expand and display the *Principals and Categories* configuration field group.

 **Note:** Steps 12-14 are optional steps for editing the categories associated with the portlet. The default category is *College Portlets*.

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

Principals and Categories


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

Categories  You must specify a category to be able to save

# College Portal Administration















13. Click the **Add to Selection** button for each of the categories in which you want the content portlet to be associated with or the **Remove from Selection** button to remove the corresponding category from the content portlet.

The screenshot shows a web interface for managing portlets. On the left, under the heading "Demonstration College Portlets", there is a red button labeled "Remove from Selection" with a minus icon. Below it is a search bar with the placeholder text "Please enter a name" and a "Go" button. Underneath the search bar, it says "Categories" and "No Member sub-categories". On the right, under the heading "Your Selections", there is a green checkmark icon followed by the text "Demonstration College Portlets". At the bottom right of the interface, there are two buttons: "Save" and "Cancel".

 **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.

14. Click **Save** when done to save your changes and return to the *Register New Portlet* screen.
15. Click the *Advanced Options* link to expand and display the *Display Settings* field group.
16. Scroll down to view the *Display Settings* field group, click the *Chrome Style* drop-down list and select *no-chrome*.

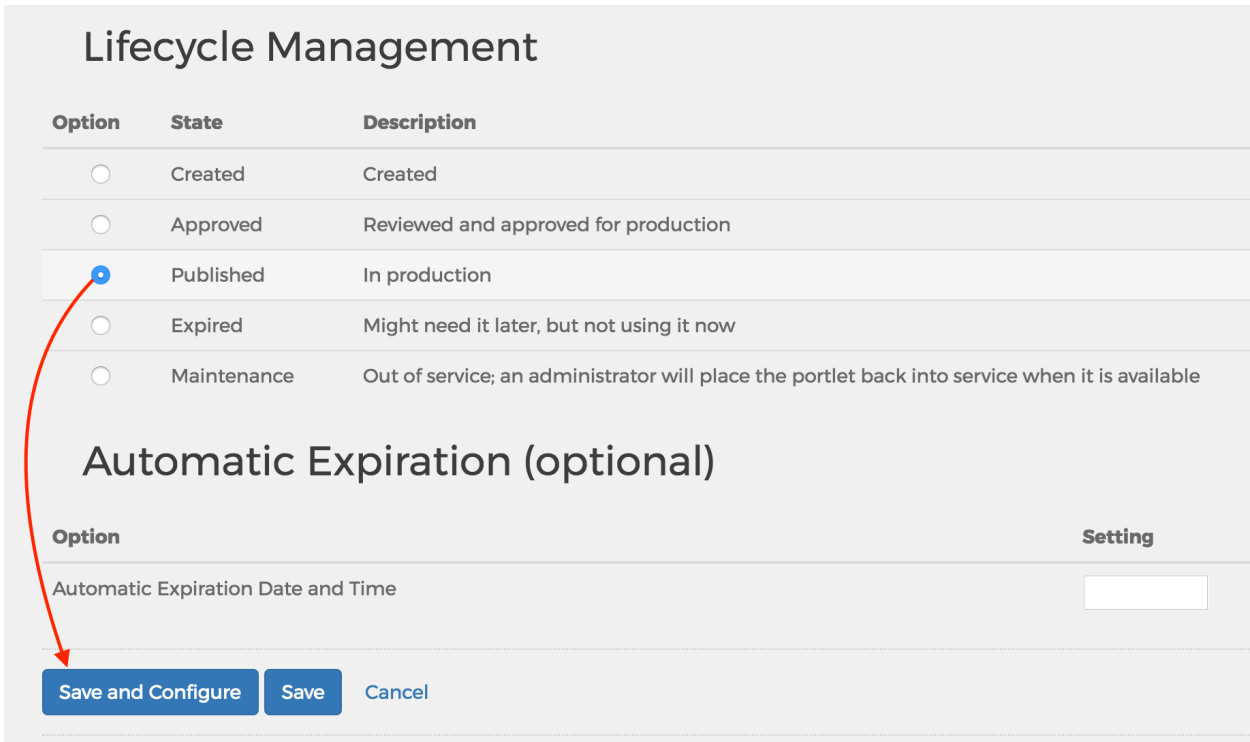
The screenshot shows the "Display Settings" field group. At the top, there is a header "Display Settings" and a sub-header "These options influence how your Portlet is displayed within the portal". Below this, there is a table with two columns: "Parameter" and "Value". The table contains the following rows:

Parameter	Value
Display Icon URL 	<input type="text"/> <a href="#">Available Icons</a>
Display Mobile Icon URL 	<input type="text"/>
Alternative link in maximized view 	<input type="text"/>
Chrome Style 	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 

The "Chrome Style" row is highlighted with a blue border.

# College Portal Administration

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




### Lifecycle Management

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

### Automatic Expiration (optional)

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

**Save and Configure** **Save** Cancel


 **Note:** The life cycle of the portlet can be modified as defined in the [Portlet Lifecycle](#) section on page 17.

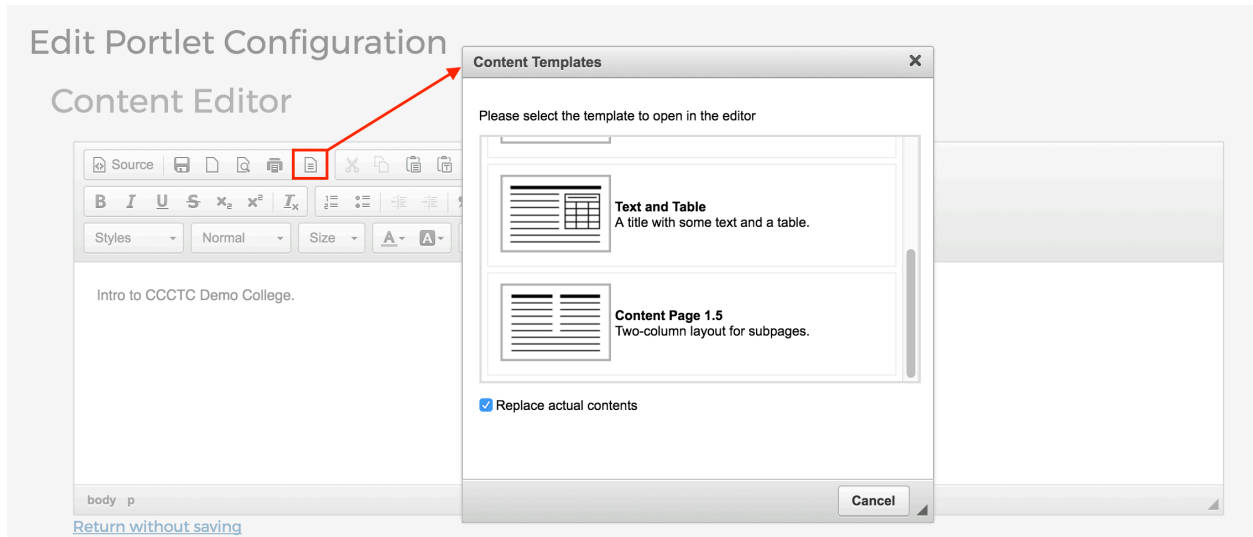
18. Click **Save and Configure** to save your content portlet and display the *Edit Portlet Configuration Content Editor* screen.


# College Portal Administration

19. 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:

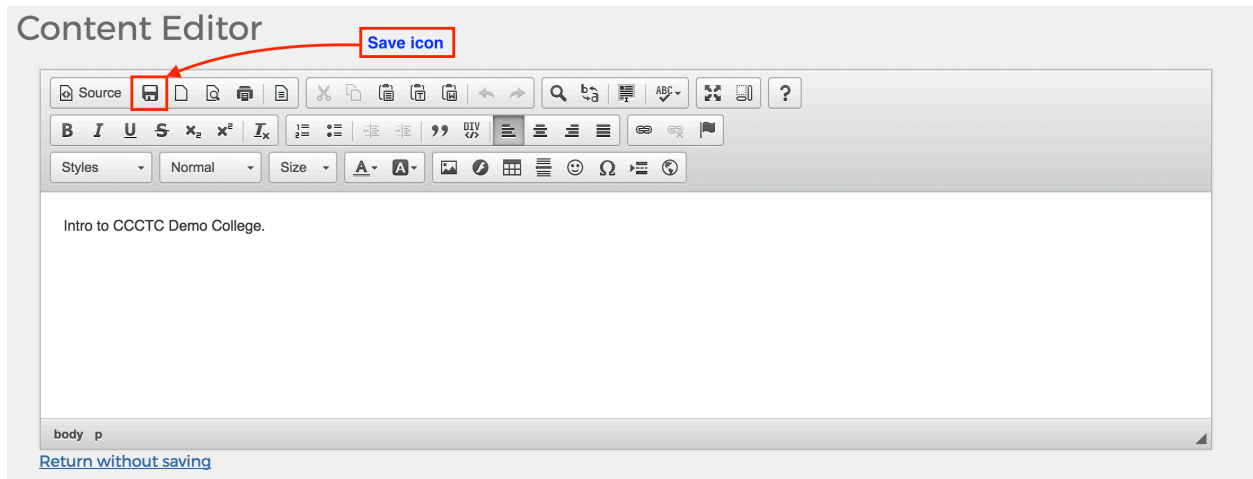
- [Embed a Video into a Content Portlet](#) on page 27
- [Embed a Video with the OzPlayer Interface](#) on page 31

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



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

20. 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.

# College Portal Administration

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

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

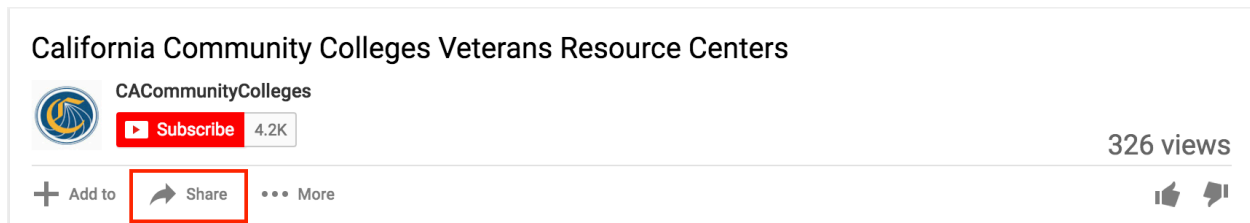
22. To add your new content portlet to a tab, see: [Adding Content to a Tab](#) on page 67.

# College Portal Administration

## Embed a Video into a Content Portlet

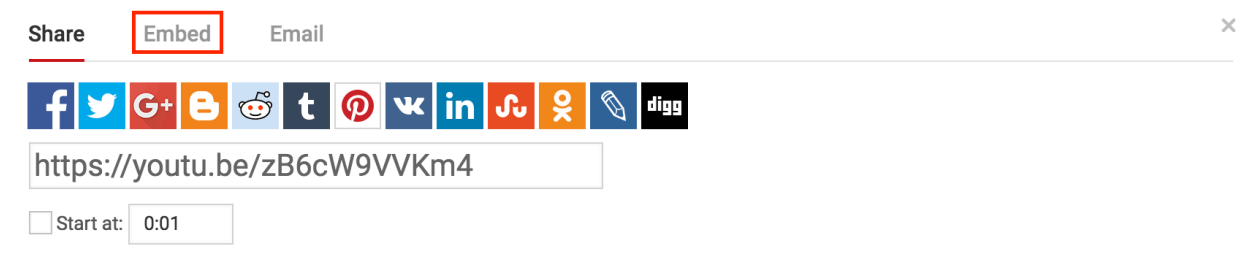
Tenant Admins can embed videos hosted by other services into content portlets using the iframely proxy service which supports YouTube and over 1800 other content providers. Before you embed a YouTube video into a content portlet, you must get the code from YouTube.

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



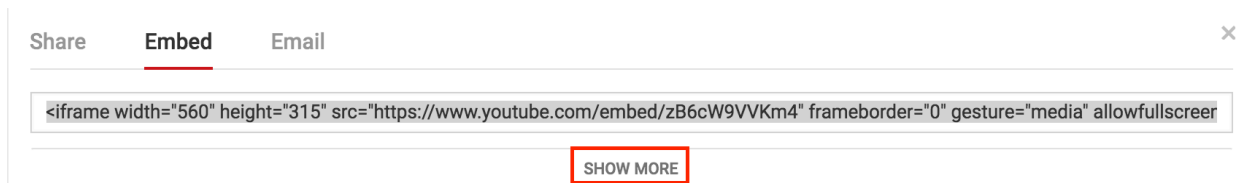
The screenshot shows the YouTube interface for a video titled "California Community Colleges Veterans Resource Centers". The channel name is "CACommunityColleges" with a "Subscribe" button and "4.2K" subscribers. The video has "326 views". Below the video player, there are buttons for "Add to", "Share" (highlighted with a red box), and "More". There are also thumbs up and thumbs down icons.

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



The screenshot shows the YouTube share and embed options menu. The "Embed" tab is selected and highlighted with a red box. Below the tabs are social media sharing icons for Facebook, Twitter, Google+, Email, Reddit, Tumblr, Pinterest, VK, LinkedIn, SoundCloud, Print, and Digg. A text input field contains the URL "https://youtu.be/zB6cW9VVKm4". There is a "Start at:" field with "0:01" selected.

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



The screenshot shows the YouTube embed code and options. The "Embed" tab is selected. The embed code is displayed in a text area: `<iframe width="560" height="315" src="https://www.youtube.com/embed/zB6cW9VVKm4" frameborder="0" gesture="media" allowfullscreen`. Below the code is a "SHOW MORE" button highlighted with a red box.

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



The screenshot shows the YouTube embed options. The "Video size:" dropdown is set to "560 x 315" and is highlighted with a red box. Below it are several checkboxes: "Show suggested videos when the video finishes" (unchecked and highlighted with a red box), "Show player controls" (checked), "Show video title and player actions" (checked), and "Enable privacy-enhanced mode [?]" (unchecked).

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


# College Portal Administration

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

Share **Embed** Email ×

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

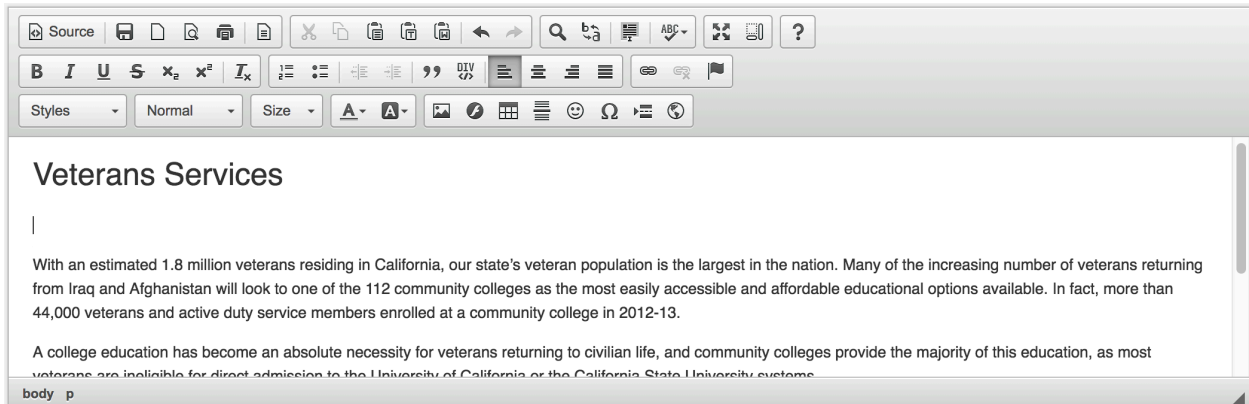
Preview:



The video player shows a man in a graduation cap and gown with a young child. The man is smiling and has his hand raised as if high-fiving the child. The child is also smiling. The video title is "California Community Colleges Veterans Resource Cent...".

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.

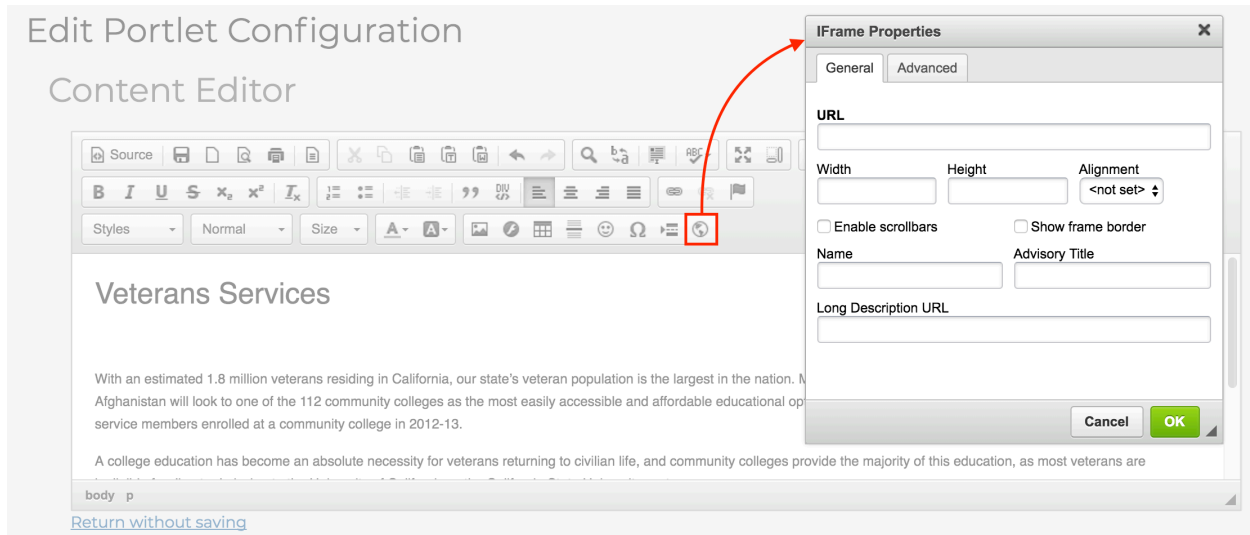


The screenshot shows a content editor interface. At the top is a toolbar with various icons for editing text and images. Below the toolbar is a text area with the heading "Veterans Services". The text in the area reads: "With an estimated 1.8 million veterans residing in California, our state's veteran 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."

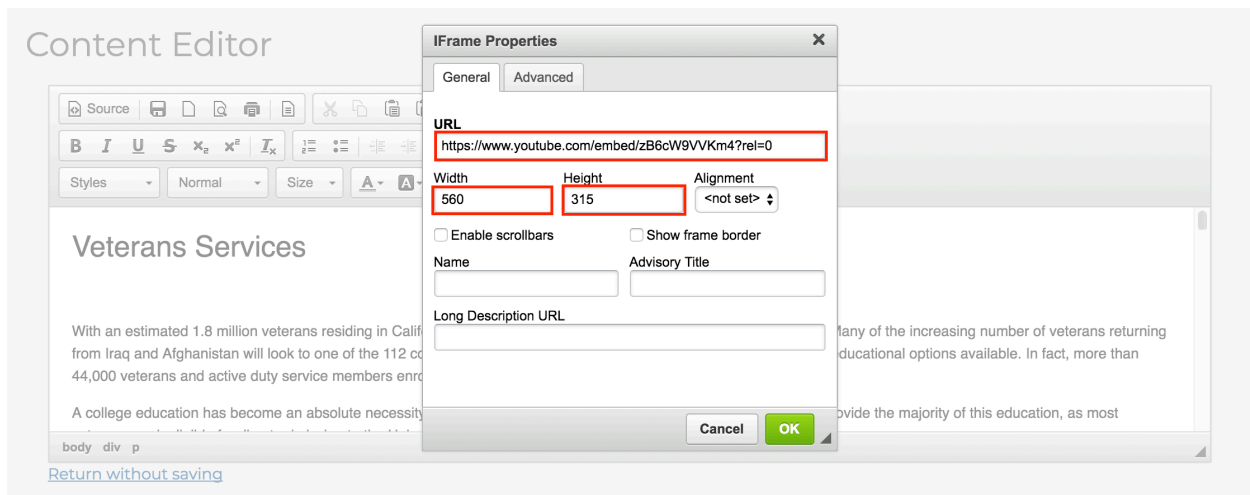


# College Portal Administration

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



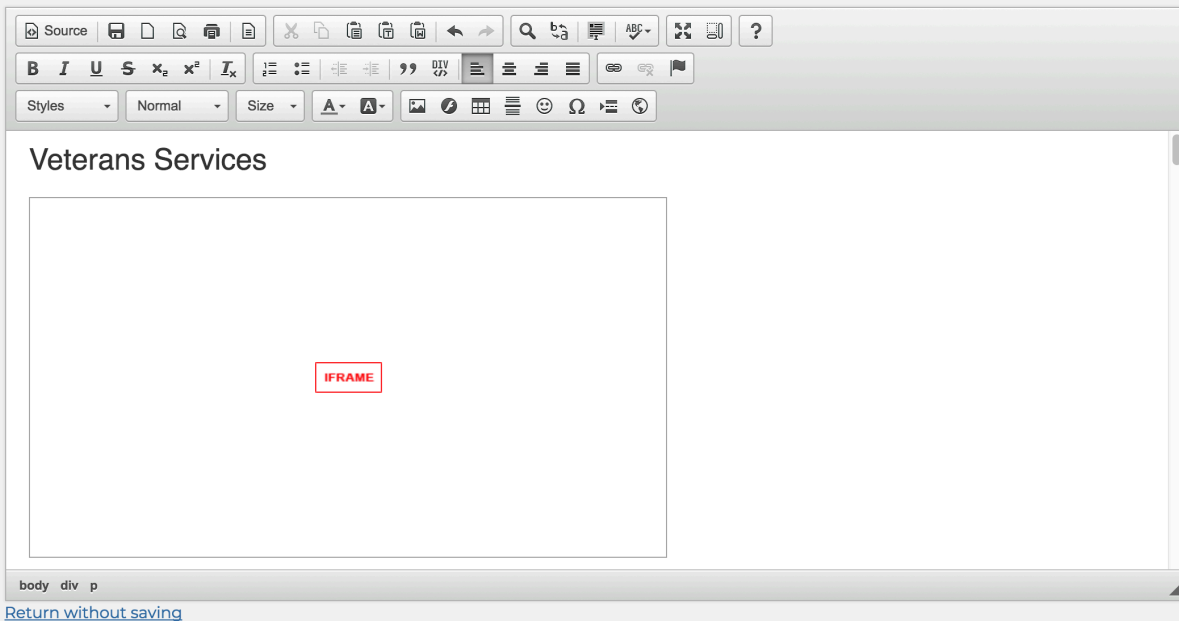
10. Copy the width from the YouTube code collected in step 7 and paste it in the *Width* field.
11. Copy the height from the YouTube code collected in step 7 and paste it in the *Height* field.
12. Copy the URL from the YouTube code collected in step 7 and paste it in the *URL* field.




# 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](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 to 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:

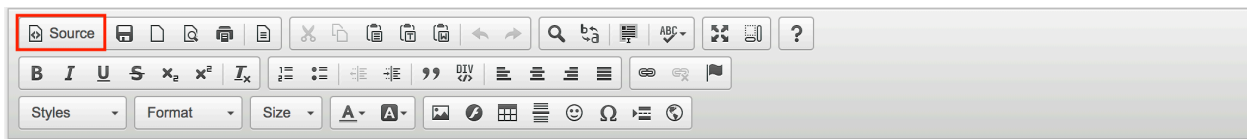
```
<script type="text/javascript" src="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-core/mediaelement.min.js"></script>
```

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:

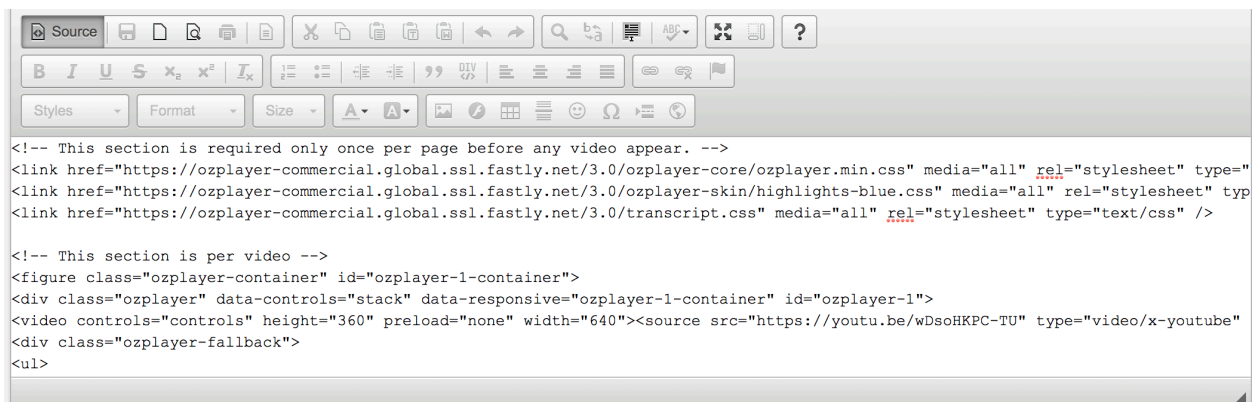
```
<link href="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-core/ozplayer.min.css" media="all" rel="stylesheet" type="text/css" />  
<link href="https://ozplayer-commercial.global.ssl.fastly.net/3.0/ozplayer-skin/highlights-blue.css" media="all" rel="stylesheet" type="text/css" />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

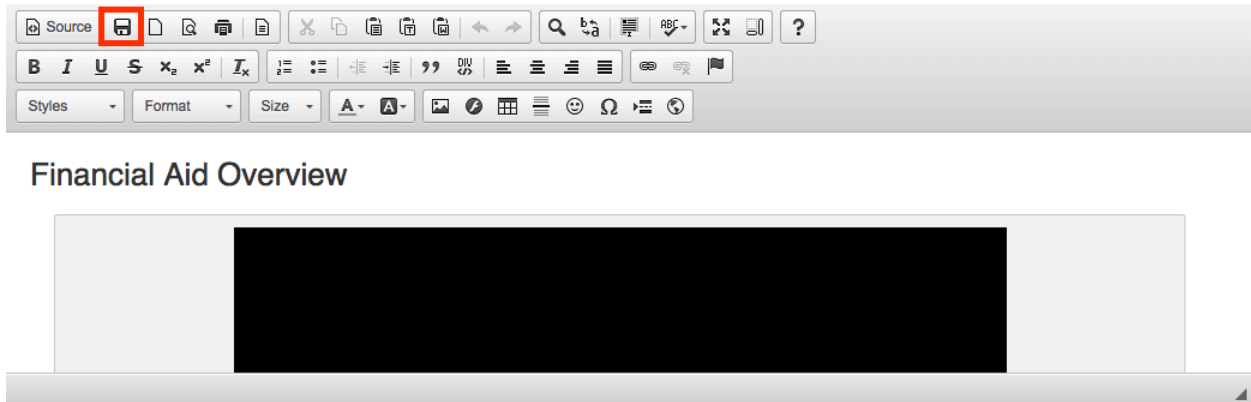


6. Copy the OzPlayer code created in step 2 with the edits made in steps 3 and 4, and paste it where you want the video to be positioned.




# College Portal Administration

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



8. 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


## Manage Content Header Image

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.

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

**Add Image:**  No file chosen

 **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:**  students.jpg


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

**Portlet Header Assignment**

<b>Portlet Name</b> <input type="text"/>	<b>Assigned Header Image</b> <input type="text" value="No Header Image"/>	<input type="button" value="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.

<b>Portlet Name</b> <input type="text" value="Getting Started"/>	<b>Assigned Header Image</b> <input type="text" value="students.jpg"/>	<input type="button" value="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

7. 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.


📌 **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.

# 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.




# College Portal Administration

## 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/ZZ1/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.
6. Click on the **Delete** button on the *Confirm Delete* confirmation modal.

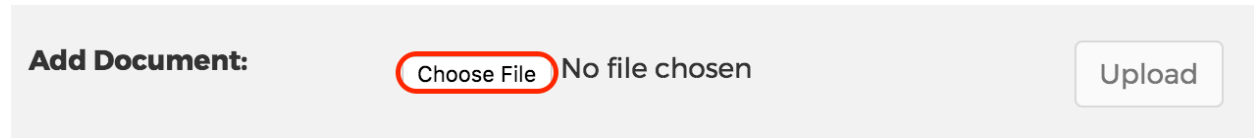
# College Portal Administration

## Manage Public Documents

Tenant Admins can upload documents (.jpg, .zip, .tar, .gif, .csv, .png, .txt, .pdf, .gz, .json, and .doc(x)) from their hard drives that can be attached to a content portlet or an advisor card task, and made available to students for download. These files can be used for single or multiple content portlets or advisor cards.

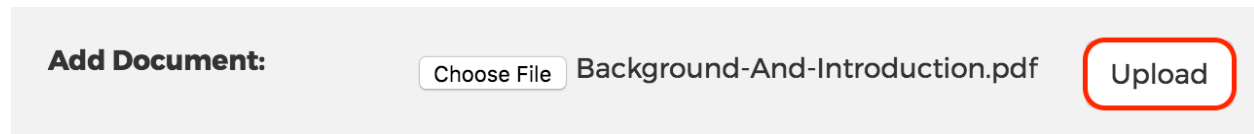
### Attaching a Documents to a Content Portlet

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



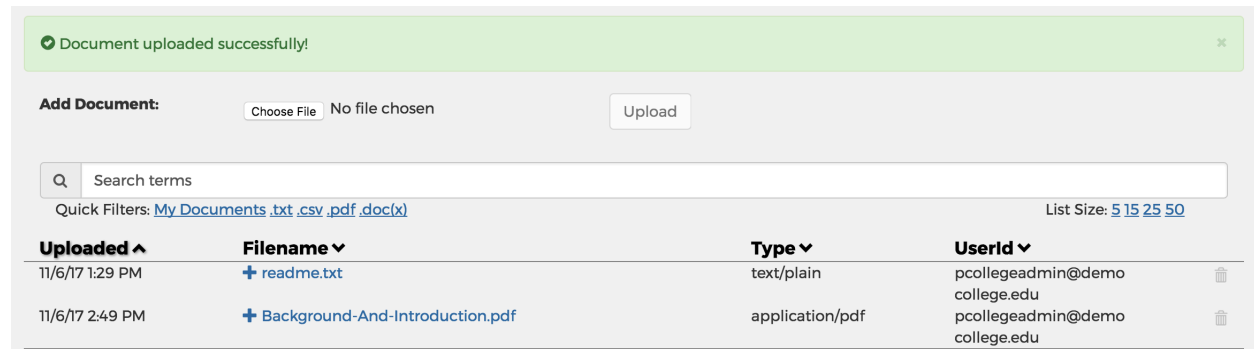
**Add Document:** Choose File No file chosen Upload

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

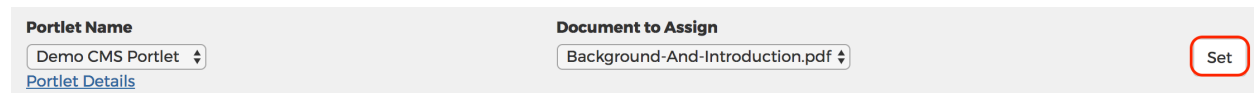
Search terms

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 Portlet Details

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

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

## College Portal Administration


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.

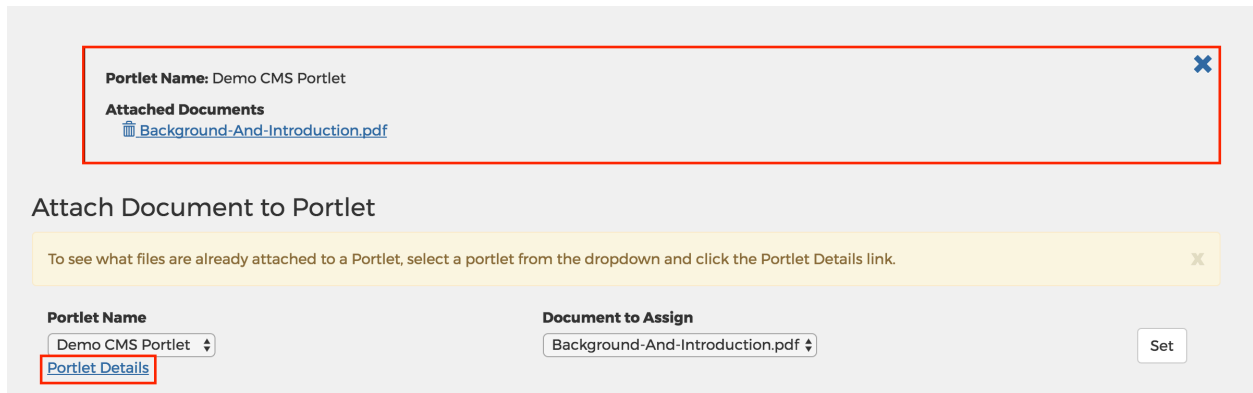
# College Portal Administration

## 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

**Document to Assign:** Background-And-Introduction.pdf

[Portlet Details](#)


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 removed 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 or an advisor card task 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 a content portlets, all 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. If a content portlet or multiple portlets are attached to the file you are trying to delete, 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



 **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.

File "Background-And-Introduction.pdf" is associated with at least one Advisor Card and cannot be deleted.

 **Note:** If the document is attached to an advisor card task, all associated tasks to the document must be removed before it can be deleted.

# College Portal Administration

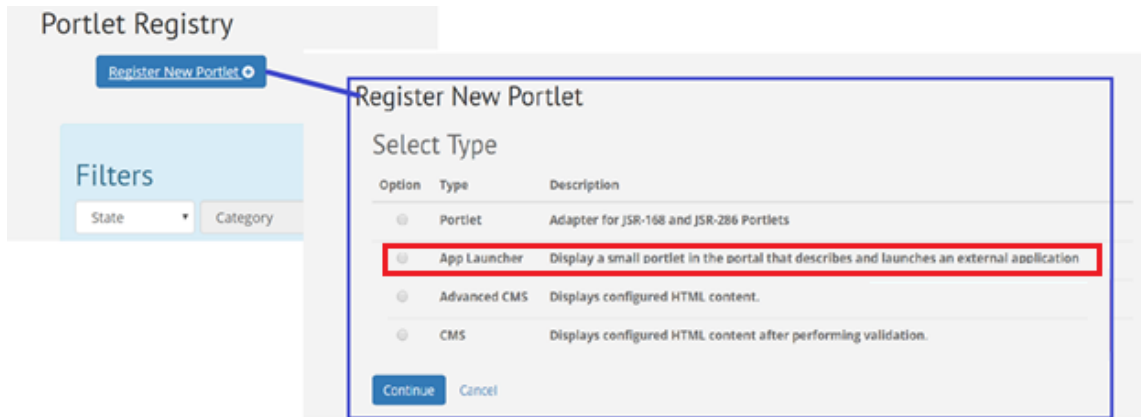
## App Launchers

An App Launcher is a portlet that launches an application in a detached window view.

### Adding App Launchers

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.



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

The screenshot shows the configuration screen for the 'App Launcher' portlet. It is divided into two main sections: 'Summary Information' and 'Controls'.

**Summary Information:**

- Portlet Title** (with an info icon):
- Portlet Name** (with an info icon):
- Portlet Functional Name** (with an info icon):
- Portlet Description** (with an info icon):

**Controls:**

**Portlet Controls:**

- hasHelp
- editable
- configurable
- hasAbout

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.




## College Portal Administration

<b>Portlet Title</b> ⓘ	<input type="text" value="Learning About Literature"/>
<b>Portlet Name</b> ⓘ	<input type="text" value="Learning About Literature"/>
<b>Portlet Functional Name</b> ⓘ	<input type="text" value="learning-about-literature"/>
<b>Portlet Description</b> ⓘ	<input type="text"/>


 **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.

- 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.
- Click the Advanced Options link to expand and display the Principals and Categories configuration field group.


 **Note:** Steps 7-10 are optional steps for editing the principals associated with the portlet. The default principals and their permissions are:

- *College Administrators* with Browse and Subscribe.
- *College Fragment Owners* with Browse and Subscribe.
- *College Members* with Browse and Subscribe.

- Under the *Principals and Categories* section again, click the **Edit Principals** button to display the *Select People and Groups* screen.
- Click the **Add to Selection** button for each group that you want to access this content portlet.

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

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

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

**SUBSCRIBE** grants ability to use, render, run, exercise the content.  
**BROWSE** grants ability to find the content in the user's search.


- Granting SUBSCRIBE and BROWSE yields a typical experience. Users can search and

# College Portal Administration


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.

11. Click the Advanced Options link to expand and display the Principals and Categories configuration field group.

 **Note:** Steps 12-14 are optional steps for editing the categories associated with the portlet. The default category is *College Portlets*.










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

14. Click **Save** when done to save your changes and return to the *Register New Portlet* screen.
15. Click the *Advanced Options* link to expand and display the *Display Settings* configuration field group.
16. Scroll down to the *Display Settings* field group, click the *Chrome Style* drop-down list and select *no-chrome*.


### Display Settings

These options influence how your Portlet is displayed within the portal

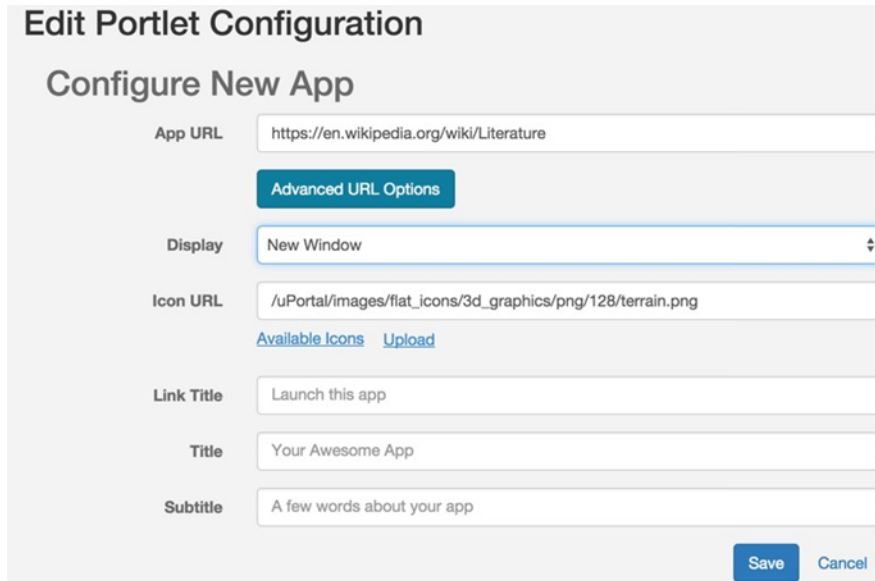
Parameter	Value
Display Icon URL 	<input type="text"/> <a href="#">Available Icons</a>
Display Mobile Icon URL 	<input type="text"/>
Alternative link in maximized view 	<input type="text"/>
Chrome Style 	no-chrome
Hide in mobile theme 	false
Hide portlet during impersonation 	false
Quicklinks Index 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

# College Portal Administration

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


 **Note:** The life cycle of the portlet can be modified as defined in the [Portlet Lifecycle](#) section on page 17.

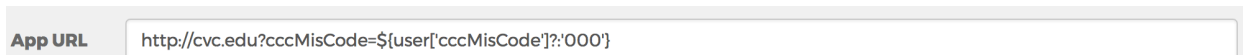
18. Click **Save and Configure** to save your App Launcher portlet and display the *Edit Portlet Configuration* screen.



19. 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:



- 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.

## College Portal Administration

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.

 **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 67.

# College Portal Administration

## Survey

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.

### Adding Surveys

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 the *Name*, *Description*, and *Unique Name* fields, as well as the **Add Question**, **Save Changes**, and **Cancel** buttons.

Edit Survey

**Name**

Name

**Description**


Description

**Unique Name**


Unique name

Survey Questions + Add Question

Save Changes Cancel

 **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.

2. 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.

**Name**


Your Learning Style

**Description**

Your Learning Style

**Unique Name**

your-learning-style

 **Note:** Record the value in the *Unique Name* field as you will need it when you register your portlet in step 14f, below.

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

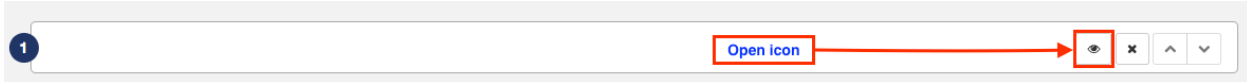
Survey Questions + Add Question

1

Save Changes Cancel & Exit

# College Portal Administration

5. Click the **Save Changes** button.
6. 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.

**Question Text**

**Unique Name**

**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.

Answers **Add**

1.

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

- e. Enter an answer to the survey question in the *answer* field.
- f. Click **Add** as many times as needed to add additional answers to the question.
- g. Click the green **Up** and **Down** buttons on the far right to select the order in which the answers are shown.

1. Never	Open Delete	↑ ↓
2. Rarely	Open Delete	↑ ↓
3. Sometimes	Open Delete	↑ ↓
4. Usually	Open Delete	↑ ↓

# College Portal Administration

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

1.	Never	Open	Delete	^ v
2.	Rarely	Open	Delete	^ v
3.	Sometimes	Open	Delete	^ v
4.	Usually	Open	Delete	^ v

7. Click the **Save Survey** button.

8. **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	^ v
----	-------	------	--------	-----

a. **Optional Step:** Survey answers can have attributes mapped to them so when a student selects this answer, the attribute is added to their profile. First select an option from the *Attribute to Map* drop-down list, then select a value from the *Value to Map* drop-down list.

Mapped Attribute: Academic Counseling/Advising  
True

Answer Text: Academic Counseling/Advising

**Note:** The *Answer Text* field is updated with the selection from the *Attribute to Map* drop-down list. You can manually update this field after the selection is made.

b. **Optional Step:** Enter a value in the *Help Text* field. The value you enter provide additional details/help displayed in the users' UI.

c. **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

Image URL: URL

Image Alternate Text: Alt

Image Height:

Image Width:

d. Enter an image URL in the *Image URL* field to display the image next to the corresponding answer.

e. **Optional Step:** Populate the *Image Alternate Text* field.

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

f. **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

9. 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** **^** **v**

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** **^** **v**

Action Type

Action 2 **Delete** **^** **v**


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.

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


Follow-up Questions **Add**

1.   **Delete** **^** **v**

 **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. Populate the *Question Text* field.
  - e. Click the **Save Survey** button.
  - f. Click the **Open** button to display the *Survey Administration Question* field group and enter information for the question and its answer.
11. When you complete the configuration for a survey answer, click **Save Survey** to save your changes.
12. 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.
13. 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.
14. Once the survey has been completed, you must register it:
- a. Register the survey portlet: *Tenant Admin* tab -> Tenant Portal Administration panel -> *Mange Portlets* link -> **Register New Portlet** button -> *Survey* radio button and click the **Continue** button to open the Summary Information screen.
  - b. 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.
  - c. Enter a value in the *Portlet Functional Name* field. The name of your survey is a good choice here.
  - d. The *Portlet Description* field is optional, but you can enter a value here that describes your survey portlet which may be helpful.
  - e. Click the *Advanced Options* link to display the *Survey Portlet Settings* section.
  - f. Enter the *Unique Name* value from step 3 above in the *Survey Unique Name/ID* field.

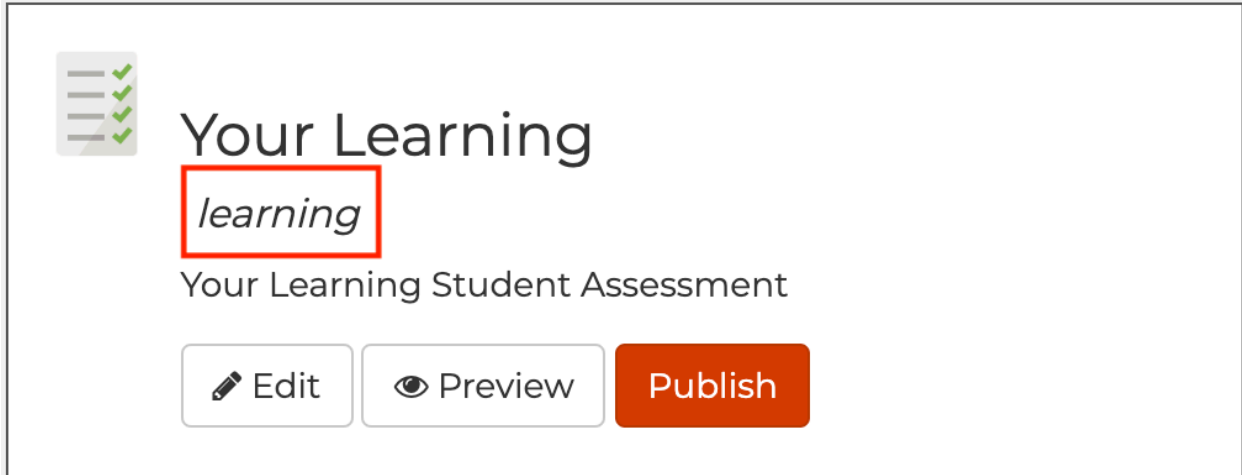
## Survey Portlet Settings

Survey Portlet configuration.

Parameter	Values	Read-only (prevents user customization)	Public (allows this preference to be queried/updated by API)
	Survey Unique Name/ID 	<input type="checkbox"/>	<input type="checkbox"/>

# College Portal Administration

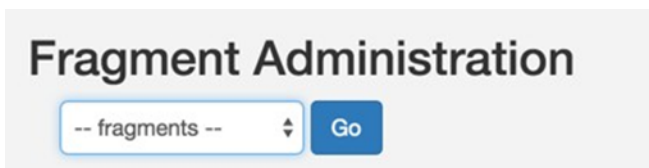
 **Note:** If you forgot the unique name you can find it by returning to the Survey Admin tab. It is listed in the middle of survey card in italics.



- g. Choose the *Lifecycle Management* option (*Created, Approved, Published, Expired or Maintenance*) for your survey and click **Save**.
- h. 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 67.



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

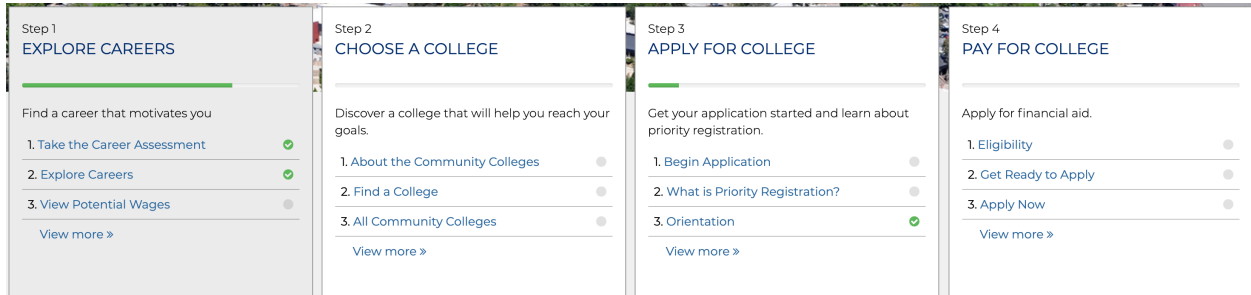
See the following next topics:

- [Adding Content to a Tab](#) on page 67
- [Adding Static Content & Registering Portlets](#) on page 20
- [Fragment Administration Vs. Personal Customization](#) on page 66

# College Portal Administration

## Advisor Cards

Advisor Cards are tasks that display to students in the college portal beneath the background image. Once a student has completed a task, a green circle with a check will display next to the task, indicating that they finished the task. Each task has a duration and as the tasks on a card are completed, a green status bar shows current state of completion.



## Adding Advisor Cards

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 immediately appear in your students' *Advisor Card* portlet, select the *Shown by default* check box.
6. Optional Step: 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 the Advisor Card's position (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>,

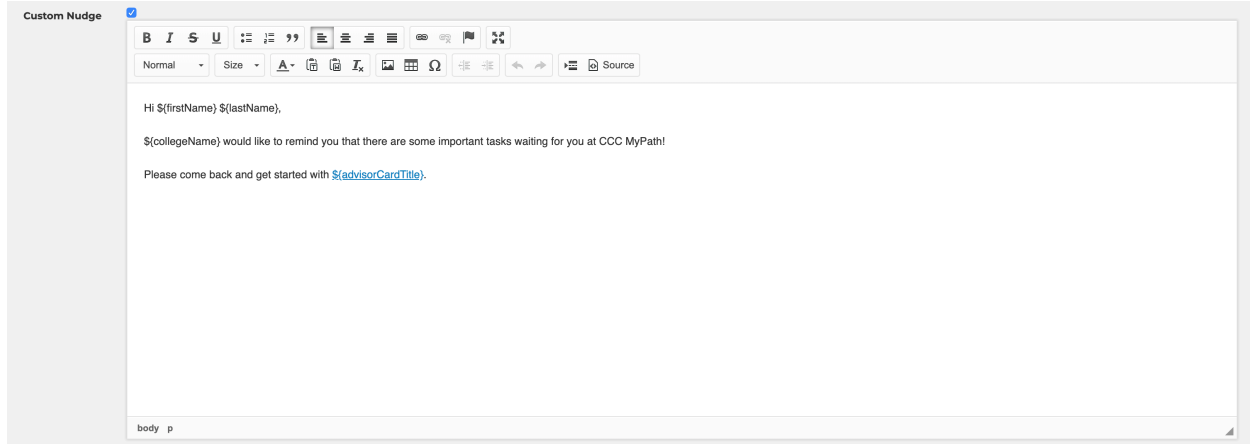
<College Name> would like to remind you that there are some important tasks waiting for you at CCC MyPath!

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


# College Portal Administration

- Optional Step if a notification is associated with the Advisor Card: Select the *Custom Nudge* check box to edit the notification message being sent for this card.

 **Note:** When the Custom Nudge is selected a content editor is opened displaying the default message.

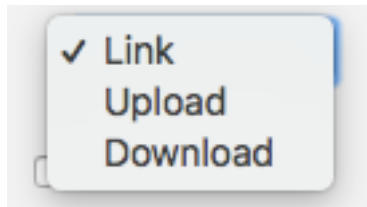


- Enter up to 36 characters in the task *Title* field.

 **Note:** The task title will display as a link to the URL entered in the task *Link* field in step 10, below.

- Enter up to 120 characters in the task *Description* field.
- Click the *Link* drop-down list and select the link type.

 **Note:** There are three Link Types: *Link*, *Upload* and *Download*.




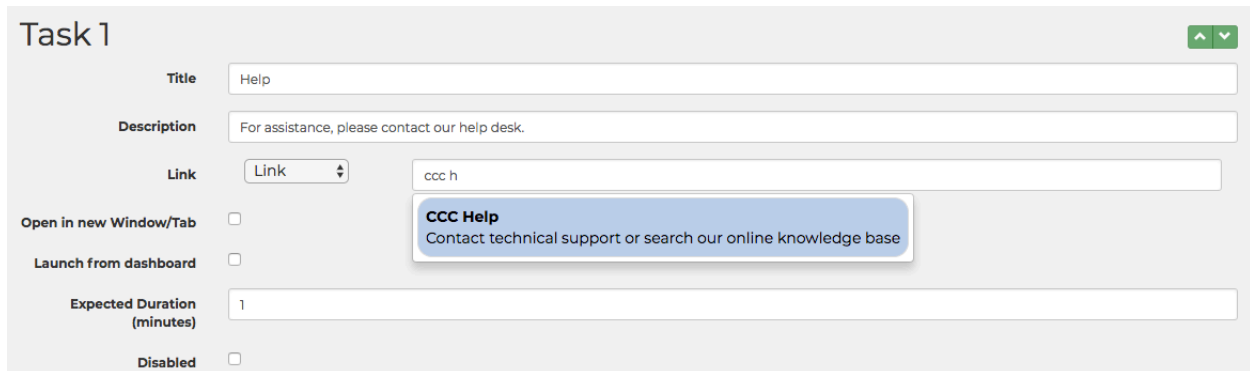
- A *Link* can connect to an external site or an internal portlet.
- *Upload* allows students to upload files to the instructor.
- *Download* provides the ability to upload a file that can be downloaded by students clicking on the task.

To add a *Link*:

- Select the *Link* option from the *Link* drop-down list. This is the default option in the Link drop-down list.
- 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 8, above.

# College Portal Administration

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




The screenshot shows the 'Task 1' configuration form. The 'Title' field contains 'Help'. The 'Description' field contains 'For assistance, please contact our help desk.' The 'Link' field has a dropdown menu set to 'Link' and a text input containing 'ccc h'. A search results dropdown is visible below the link field, showing 'CCC Help' with the subtext 'Contact technical support or search our online knowledge base'. The 'Open in new Window/Tab' and 'Launch from dashboard' checkboxes are unchecked. The 'Expected Duration (minutes)' field contains '1'. The 'Disabled' checkbox is unchecked.

See [Custom URLs](#) on page 76 on how to create customized links.

c. Continue to **step 11**.

To allow students to *Upload* a file:


a. Select the *Upload* option from the *Link* drop-down list.

 **Note:** Once the *Upload* option is selected, the *Open in new Window/Tab* and *Launch from dashboard* check boxes will be selected and hidden so the user cannot edit them.

b. Optional Step: Enter up to 64 characters in the *Category* field.




The screenshot shows the 'Task 1' configuration form. The 'Title' field contains 'Recommendation'. The 'Description' field contains 'Letter of Recommendation'. The 'Link' field has a dropdown menu set to 'Upload' and a text input containing '1st-Recommendation'. The 'Expected Duration (minutes)' field contains '10'. The 'Disabled' checkbox is unchecked.

 **Note:** The *category* you enter will be assigned to the document the student uploads. The field only accepts alphanumeric characters and dashes.

c. Continue to **step 13**.

To *Download* a file from the *Public Documents* portlet:

a. Select the *Download* option from the *Link* drop-down list.

 **Note:** Once the *Download* option is selected, the *Open in new Window/Tab* and *Launch from dashboard* check boxes will be selected and hidden so the user cannot edit them.

b. Click on the *Use a Public Document* drop-down to display the list of available documents.

# College Portal Administration

Task 1

Title: Enrollment

Description: Enrollment Form

Link: Download ▾


The link URL for this task:  Choose File No file chosen Upload

Expected Duration (minutes): 1

Disabled:

*Note: A dropdown menu is open showing "Use a Public Document" (checked) and "DualEnrollmentForm.pdf".*

- c. Select a document from the list by clicking on it.

 **Note:** Once the file is selected the *Download* field is populated with the path where the file is being stored in MyPath.

Task 1

Title: Enrollment

Description: Enrollment Form

Link: Download ▾

The link URL for this task:  Choose File No file chosen Upload

Expected Duration (minutes): 1


Disabled:

*Note: The URL "https://ccc-ci-services-file-manager-resources.s3.amazonaws.com/files/public/261/DualEnrollmentForm.pdf" and the file name "DualEnrollmentForm.pdf" are highlighted in red.*

- d. Continue to **step 13**.

To *Download* a file from your computer:

- a. Select the *Download* option from the *Link* drop-down list.

 **Note:** Once the *Download* option is selected, the *Open in new Window/Tab* and *Launch from dashboard* check boxes will be selected and hidden so the user cannot edit them.

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

Task 1

Title: Enrollment

Description: Enrollment Form


Link: Download ▾

The link URL for this task:  Choose File No file chosen Upload

Expected Duration (minutes): 1

Disabled:

*Note: The "Choose File" button is highlighted in red.*

 **Note:** Once a file has been selected the green **Upload** button to the right is activated.

Task 1

Title: Enrollment

Description: Enrollment Form

Link: Download ▾

The link URL for this task:  Choose File PubDocSelected Upload


Expected Duration (minutes): 1

Disabled:

*Note: The "Upload" button is highlighted in green.*

# College Portal Administration


c. Click the **Upload** button to add the file to the *Public Documents* portlet.

 **Note:** Once the file is selected the *Download* field is populated with the path where the file is being stored in MyPath.

d. Continue to **step 13**.

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

12. Select the *Launch from dashboard* check box if you want the link to open directly from the dashboard, without the student going to the modal view.

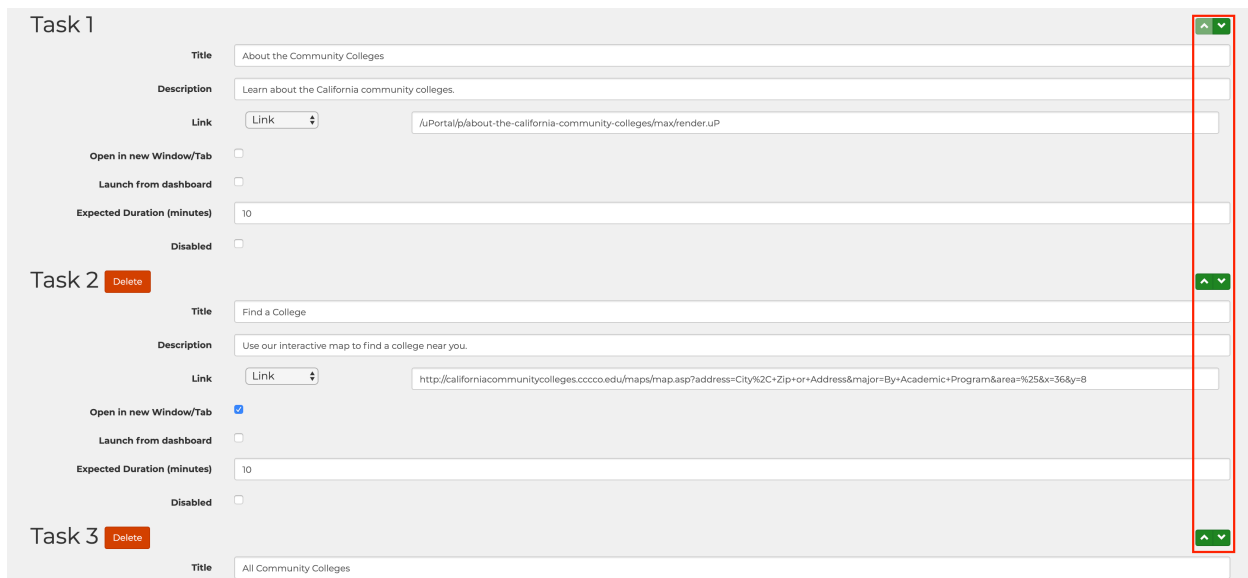
 **Note:** If you do not select the *Launch from dashboard* check box, the student is taken to the advisor card modal view when the task link is clicked.

13. 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.

14. Select the *Disabled* checkbox if you want to hide the task from the students' *Advisor Card* portlet.

15. Click the green **Add** button next to the *Tasks* heading to add another task.

16. Click the green **Up** or **Down** arrow on the far right of a task to move the corresponding task forward or back one position.



Task 1

Title: About the Community Colleges

Description: Learn about the California community colleges.

Link: /uPortal/p/about-the-california-community-colleges/max/fender.uP

Open in new Window/Tab:

Launch from dashboard:

Expected Duration (minutes): 10

Disabled:

Task 2 **Delete**

Title: Find a College

Description: Use our interactive map to find a college near you.

Link: http://californiacommunitycolleges.cccco.edu/maps/map.asp?address=City%2C+Zip+or+Address&major=By+Academic+Program&area=%25&x=36&y=8

Open in new Window/Tab:

Launch from dashboard:

Expected Duration (minutes): 10

Disabled:

Task 3 **Delete**

Title: All Community Colleges

17. 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.

# College Portal Administration

18. Click the green **Up** or **Down** arrow to the left of an advisor card to move the corresponding card forward or back one position.

Existing Cards

IT	▲ ▼	1. Explore Careers	Find a career that motivates you	Edit	Delete
IT	▲ ▼	2. Choose a College	Discover a college that will help you reach your goals.	Edit	Delete
IT	▲ ▼	3. Apply for College	Get your application started and learn about priority registration.	Edit	Delete
IT	▲ ▼	4. Pay for College	Apply for financial aid.	Edit	Delete
IT	▲ ▼	5. Academic Counseling and Advising	Academic Counseling	Edit	Delete
IT	▲ ▼	6. Intercollegiate Athletics	Intercollegiate Athletics	Edit	Delete
IT	▲ ▼	7. Intramural Athletics	Intramural Athletics	Edit	Delete

19. Place the cursor over the *white box with black arrows* for an advisor card, then right click and hold down to grab the corresponding card. Drag the card up or down and release the mouse click to drop it in the desired card position.

Existing Cards

IT	▲ ▼	1. Explore Careers	Find a career that motivates you	Edit	Delete
IT	▲ ▼	2. Choose a College	Discover a college that will help you reach your goals.	Edit	Delete
IT	▲ ▼	3. Apply for College	Get your application started and learn about priority registration.	Edit	Delete
IT	▲ ▼	4. Pay for College	Apply for financial aid.	Edit	Delete
IT	▲ ▼	5. Academic Counseling and Advising	Academic Counseling	Edit	Delete
IT	▲ ▼	6. Intercollegiate Athletics	Intercollegiate Athletics	Edit	Delete
IT	▲ ▼	7. Intramural Athletics	Intramural Athletics	Edit	Delete

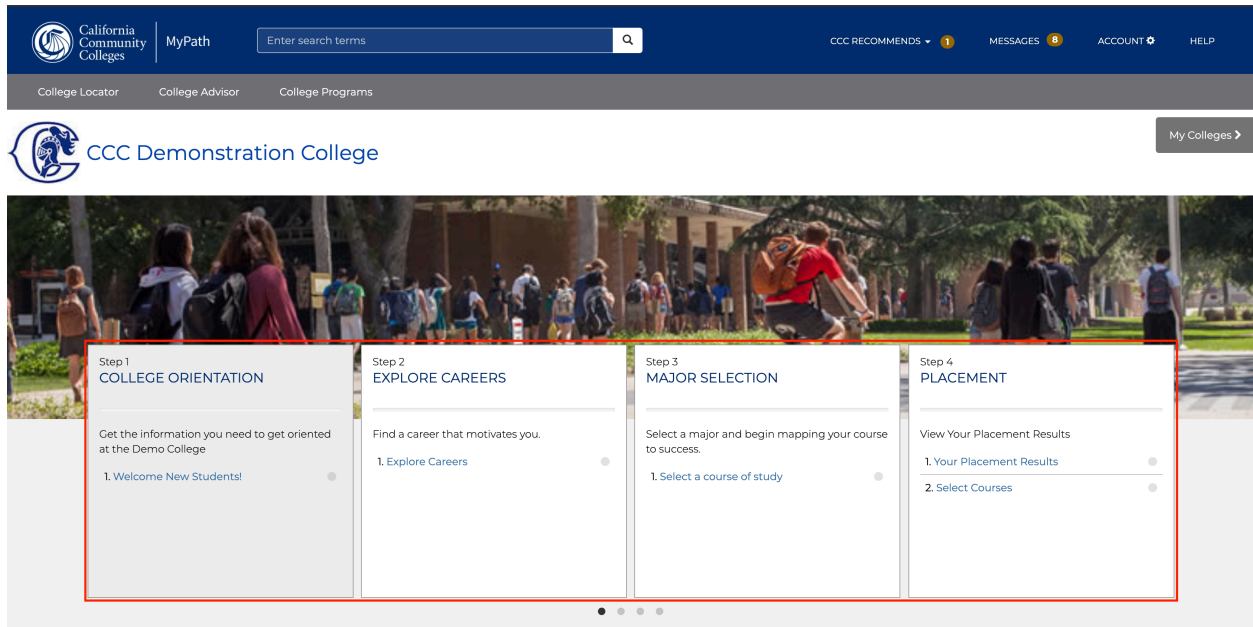
20. Click the **Edit** button on the far right to edit the content of the adjacent card.

21. Click the **Delete** button on the far right to remove the adjacent card from the list.

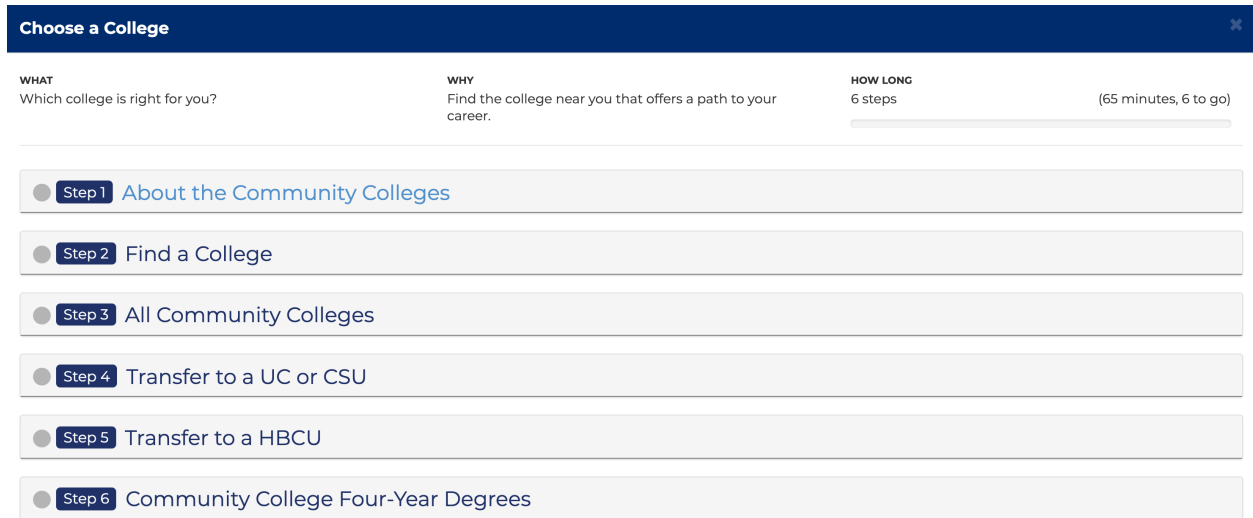


# College Portal Administration

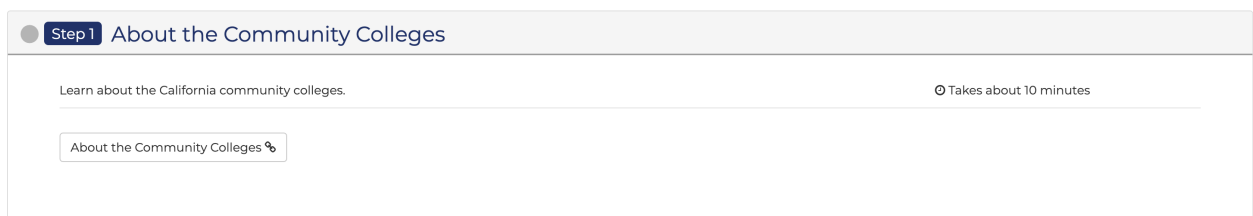
The dashboard view of the *Advisor Card* portlet is displayed to students when they log into MyPath. Tenant Admins can view the student layout on their College tab.



When a student clicks on either the *advisor card title* or a *Link* task on a card, they are taken to the focus view. The focus view opens the card in a modal. The advisor card's title, What (reason for the card), Why (objective of the card), and duration are displayed.



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



# College Portal Administration

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.

**Choose a College** [Close]

**WHAT**  
Which college is right for you?

**WHY**  
Find the college near you that offers a path to your career.

**HOW LONG**  
6 steps (55 minutes, 5 to go)


Step 1 **About the Community Colleges** ✓

Learn about the California community colleges. Takes about 10 minutes

About the Community Colleges

Step 2 Find a College

Step 3 All Community Colleges

 **Note:** Tenant administrators can choose to have an advisor card *Link* task open from the dashboard view. If the *Launch from dashboard* box is checked for a *Link* task, it will not take the student to the focus view when they click on the task title.

When a student clicks either a *Download* task or *Upload* task link while viewing the dashboard view of the *Advisor Card* portlet, a modal is opened.

**File Download** [Close]

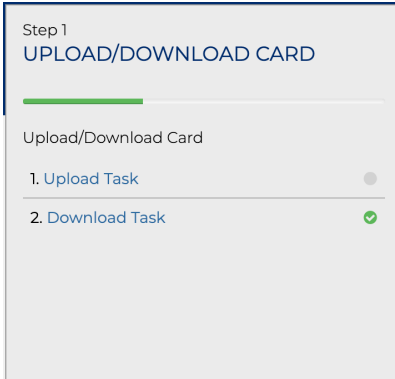
readme.txt  
6.00 bytes, TXT

Download

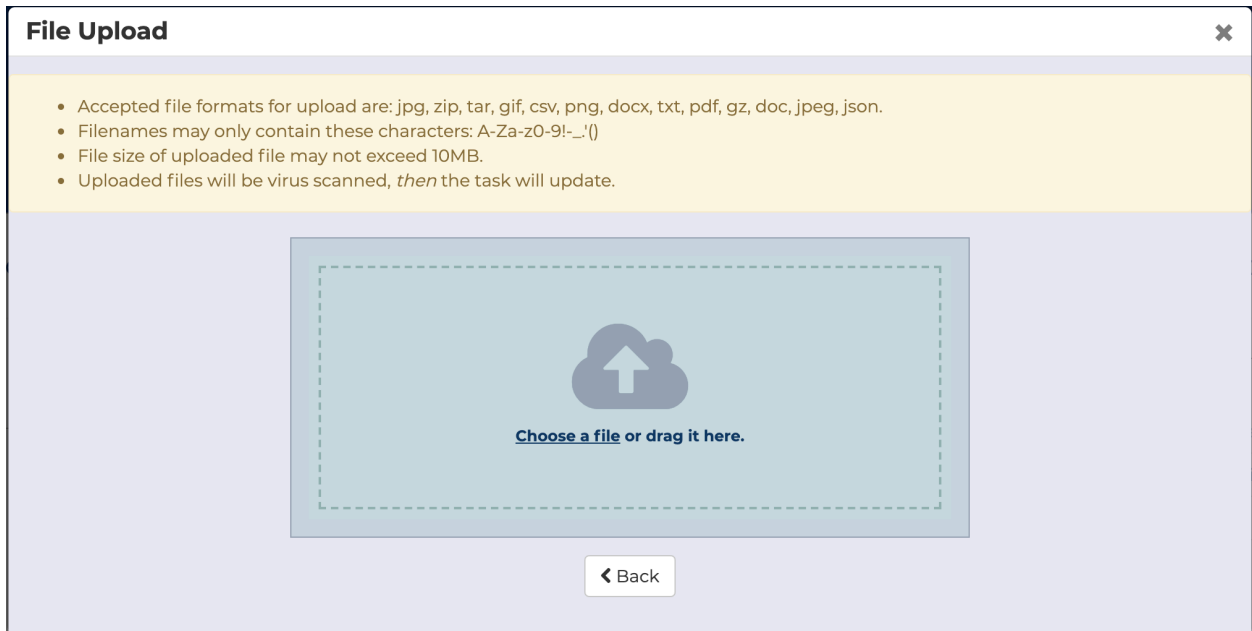
Back

# College Portal Administration

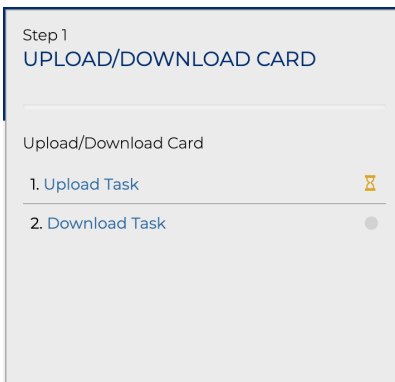
Clicking the **Download** button will download the file to your computer, close the modal, mark the task as complete and update the card's status bar.



Students can upload a file to an advisor card task by either clicking the Choose a file link or drag and drop the file into the modal.

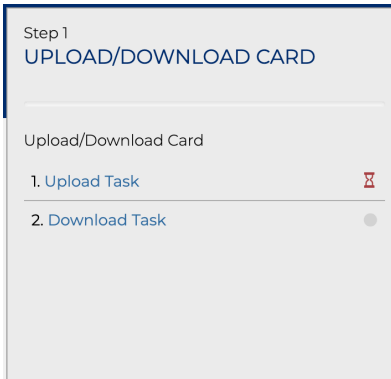


After a student uploads a file, they are informed it has been received and will be scanned for viruses. A yellow hourglass is displayed next to the task indicating *in progress* status.

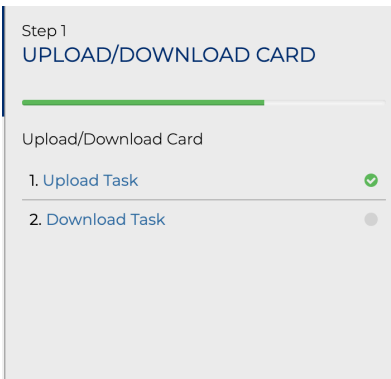


# College Portal Administration

If the downloaded file fails the virus scan, MyPath will notify the student a virus was found and a red hourglass is displayed next to the task indicating *file rejected* status.



If the downloaded file passes the virus scan, MyPath will notify the student the file had been accepted, mark the task as complete and update the card's status bar.



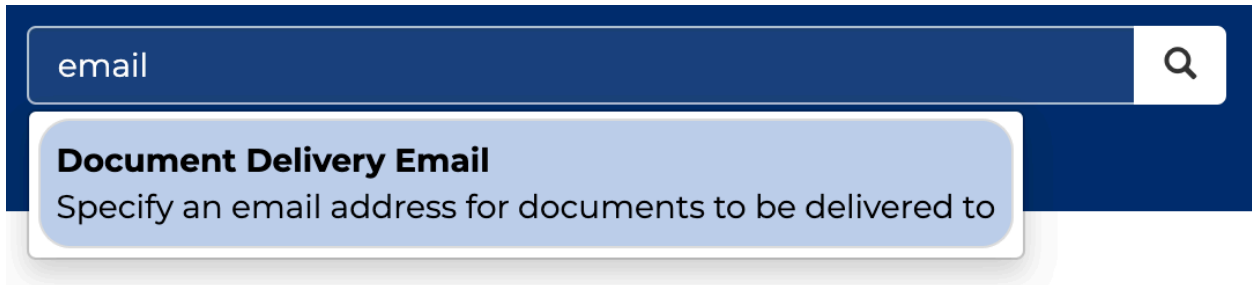
# College Portal Administration

## Document Delivery Email

When a student uploads a file for an advisor card task and it has passed the virus scan, an email is sent notifying the college of a new document being delivered. The email contains a link to WorkDocs where the college can view and download the document. Admins can specify the email address where these notifications are sent to.

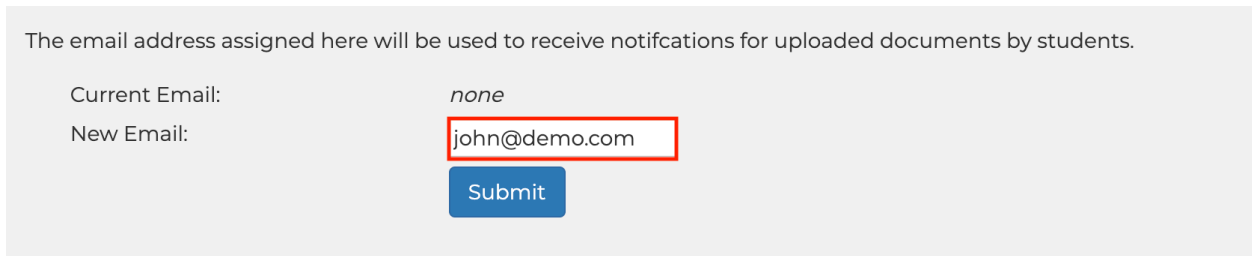
Use the following steps to add/edit the email used to receive notifications when a student has uploaded a document:

1. Enter email in *Search* field and select the *Document Delivery Email* option.



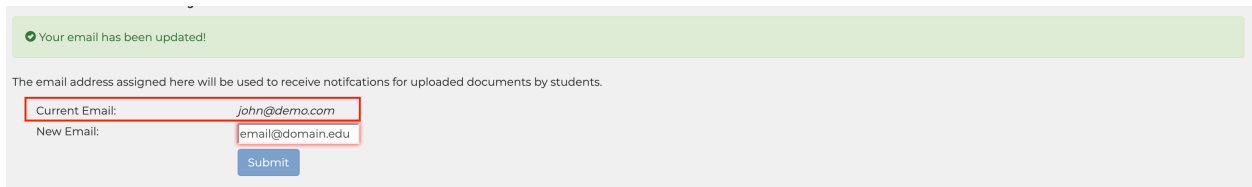
The screenshot shows a search bar with the word "email" entered. A magnifying glass icon is on the right. Below the search bar, a light blue rounded rectangle contains the text "Document Delivery Email" in bold, followed by "Specify an email address for documents to be delivered to".

2. In the *New Email* field, enter the email where the notifications will be sent to.




The screenshot shows a form with the following text: "The email address assigned here will be used to receive notifications for uploaded documents by students." Below this, there are two fields: "Current Email:" with the value "none" and "New Email:" with the value "john@demo.com" (highlighted with a red box). A blue "Submit" button is located below the "New Email" field.

3. Click the **Submit** button.



The screenshot shows a green confirmation message at the top: "Your email has been updated!". Below it, the same form as in the previous step is shown, but with the "Current Email:" field now containing "john@demo.com" (highlighted with a red box) and the "New Email:" field containing "email@domain.edu" (highlighted with a red box). The "Submit" button is still present.

 **Note:** After submitting the change a confirmation message will be displayed and the new email address will appear to the right of *Current Email*.

# College Portal Administration

## Layout Management

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

A key concept in DLM is the "fragment." A fragment, in context of the Portal, is a layout element or piece that can be pushed out/merged into the larger end-user layout display. See *Fragment Administration Vs. Personal Customization* below 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

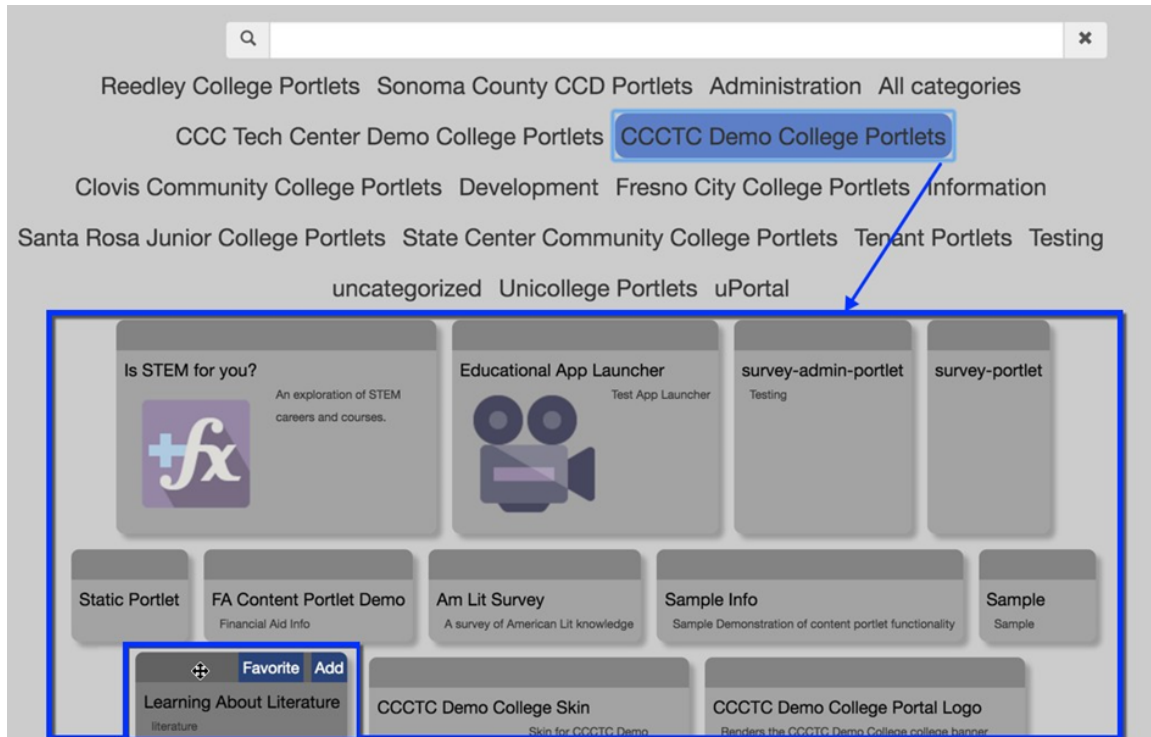
CCCTC Demo College Student ▾

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.



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.

## College Portal Administration

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

## 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 Navigation 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	<a href="#">Edit</a> 	<a href="#">Delete</a> 
CCCTC Demo College Logo	Portlet	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
CCCTC Demo College Nav Menu	Nav Menu	CREATED	<a href="#">Edit</a> 	<a href="#">Delete</a> 
CCCTC Demo College Skin	Portlet	PUBLISHED	<a href="#">Edit</a> 	<a href="#">Delete</a> 

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

### Lifecycle Management


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

### Automatic Expiration (optional)

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

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

4. Click the **Save and Configure** button.

 **Note:** The Edit Portlet Configuration page is displayed. See [Adding Top Level Links](#) on page 70 and [Adding Dropdown Links](#) on page 72 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"

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

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

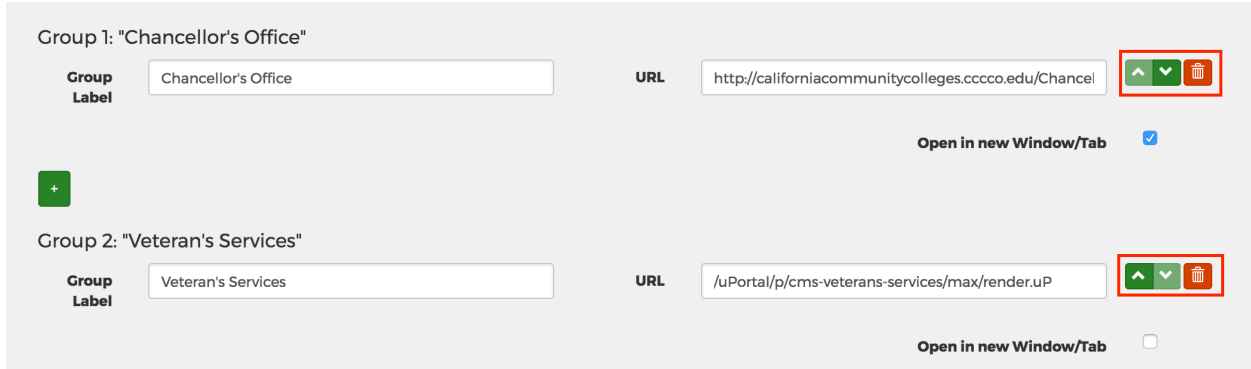
<b>Group Label</b>	<input type="text" value="Chancellor's Office"/>	<b>URL</b>	<input type="text" value="http://californiacommunitycolleges.cccco.edu/Chancel"/>	
--------------------	--	------------	---	--

**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:

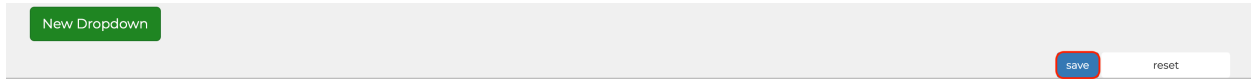
Group 2: "Veteran's Services"

Group Label: Veteran's Services

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

Open in new Window/Tab:

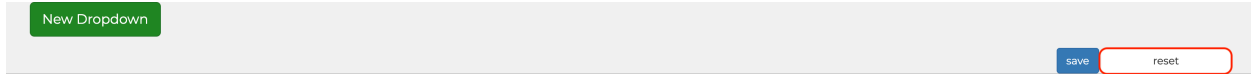
7. Check the red delete button (**trash icon**) on the far right to delete a group.
8. Click the **save** button to create the navigation menu link(s).



New Dropdown

save reset

9. Click the **reset** button to cancel your changes and return to the menu's original state.



New Dropdown

save reset

# 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.

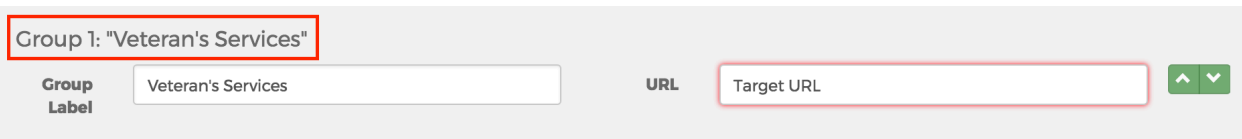
To link directly to a portlet, the URL input fields serve as typeaheads for the possible values. Be warned that the permissions must allow users to render a portlet, otherwise they will see an error when they attempt to navigate.

**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.

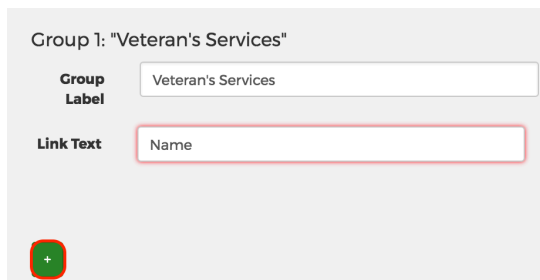
3. Click the green "+" button below the group to add an individual menu link. This displays the *Link*



Group 1: "Veteran's Services"

**Group Label**  **URL**   


*Text and URL fields.*




Group 1: "Veteran's Services"

**Group Label**


**Link Text**




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**  **URL**    


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









# College Portal Administration

6. 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"/>	  
				Open in new Window/Tab <input type="checkbox"/>
Link Text	<input type="text" value="Veteran's Benefits"/>	URL	<input type="text" value="http://www.military.com/education/money-for-schoc"/>	  
				Open in new Window/Tab <input checked="" type="checkbox"/>

 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.



7. Click the green "+" button again to add another individual menu link below the last link.
8. 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"/>	  
				Open in new Window/Tab <input type="checkbox"/>
Link Text	<input type="text" value="Veteran's Benefits"/>	URL	<input type="text" value="http://www.military.com/education/money-for-schoc"/>	  
				Open in new Window/Tab <input checked="" type="checkbox"/>

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

New Dropdown	 
--------------	---

11. Click the **reset** button to cancel your changes and return to the menu's original state.

New Dropdown	 
--------------	---

# College Portal Administration

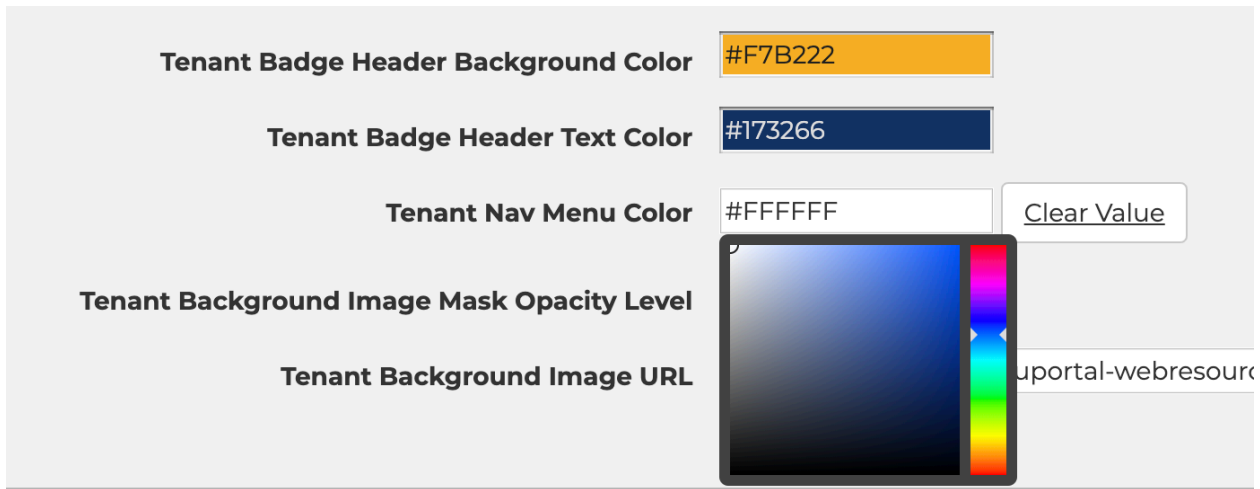
## Edit Navigation Menu Bar Color

To generate a sense of brand for the schools, the Navigation Menu bar color will now be displayed in a shade matching the color for the Tenant Badge Header Background color.

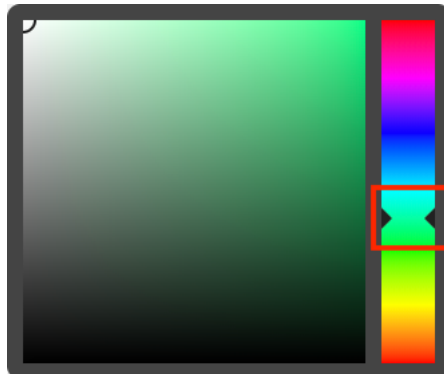


Tenant Administrators have the ability to adjust the Nav Menu bar color. Use the following steps to configure your Tenant Nav Menu Color.

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 Nav Menu 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.

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5. Click **Save** to save your changes. Your college portal display now appears with the colors you selected for the background or text.



 **Note:** Due to caching, it may take up to 15 minutes for changes to navigation menu color to be seen by students.

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## Custom URLs

### Dynamic URLs

Links on Advisor Cards, App Launcher, Navigation Menu, and Content Portlets can be configured 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 the following code to the end of a URL:

```
?cccMisCode=${user['cccMisCode']}?:'000'}
```

See the California Virtual Campus example below for more information:

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

### Static URLs

Static URLs have been created to redirect users from the MyPath application to other CCC applications. These URLs can be used by all colleges as links in Advisor Cards, App Launcher, Navigation Menu, and Content Portlets.

- **OpenCCC Apply:** /uPortal/api/redirectToOpenCccApply
- **California College Promise Grant:** /uPortal/api/redirectToOpenCccApply?altLocation=bog

For authenticated users, the proxy will sign them into the new application and remember the MIS code of the college the student came from. Once on the new application, a return link is provided to take the user back to the MyPath application.

See the Advisor Card link example below for more information:

<b>Title</b>	OpenCCC Apply
<b>Description</b>	Application to College
<b>Link</b>	<code>/uPortal/api/redirectToOpenCccApply</code>
<b>Open in new Window/Tab</b>	<input type="checkbox"/>
<b>Launch from dashboard</b>	<input checked="" type="checkbox"/>
<b>Expected Duration (minutes)</b>	60
<b>Disabled</b>	<input type="checkbox"/>



## **College Portal Administration**

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

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