**myUVM – How to: Channels**

**Step by Step Guide**

1. **Click the Content Layout link.**

   ![Content Layout](image)

   **Welcome**
   You are currently logged in.

   ![Tab Selection](image)

   **student**  **faculty**  **employee**  **admin**

   - **Registration**
   - **Main Menu**

   ![Adding a Channel](image)

2. **Select the tab you wish to add or remove a channel from by clicking the name of the tab** (in the example below we have selected the faculty tab). The tab you select should be highlighted blue.

   **Manage Content/Layout**

   **Options for modifying this tab:**
   - Make this the default "Active Tab" (the tab that is selected when you log into the portal)
   - Rename the tab: **faculty**
   - Cannot Delete Tab: It contains an unremovable column or channel.

   ![Tab Options](image)

   ![Column Selection](image)

   **student**  **faculty**

3. **Click New Channel where you would like to add a channel.**

   ![Channel Creation](image)
Channels are divided into categories in order that they may be located easily. If you are unsure of which category contains the channel you’d like to add you can choose **Select All** from the drop down menu.

**Manage Content/Layout**

**Warning:**

Steps for adding a new channel:
1. Select a category:
   - Applications
   - Auto-Published
   - Extras
   - Tools for Administrators
   - Tools for Employees
   - Tools for Faculty
   - Tools for Students
   - Select All

2. Select a channel:
   - School of Business Email (TC)
   - Student Financial Services (TC)
   - Site Map

3. Add the selected channel:

**Select the channel you wish to add and click Add Channel.**

You should now see your new channel in the layout view.
Moving a Channel

7 If you’d like to change the location of a channel you can do so using the arrows in the center of the channel. Simply click on the arrow pointing in the direction which you wish the channel to move.

School of Business Email (TC)

Select Channel

New Channel

If an arrow appears grayed out (like this       ) the channel cannot be moved in that direction. Please remember that some channels are locked in place and cannot be move in any direction.

8 Once you’re happy with the location of the channel, click Back to faculty Tab in the top left corner of the page.

Manage Content/Layout

Options for modifying Preferences:

9 The channel you added should now appear in its new location.
If you decide you’d like to remove a channel you may do so by clicking the button in the top right hand corner of any channel. Please remember that some channels cannot be deleted. If a channel cannot be removed the delete button will appear grayed out like this: 

![Grayed Out Delete Button]