myUVM – How to: Tabs

| Step by Step Guide |

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

   ![Content Layout](image)

   **Welcome**
   You are currently logged in.

   - student
   - faculty
   - employee

   - Registration
   - Main Menu
   - Add or Drop Classes

2. Select **Add Tab** from the top right hand side of layout view.

   ![Add Tab](image)

   - admin
   - help
   - Add Tab
   - Fragments
   - Column is unmovable
   - Select Column
   - Add Column

Creating Your Own Tab

There are two types of tabs you can create. **Traditional** tabs are divided into columns and are composed of different channels which you can add and delete. The faculty, student, and employee tabs are examples of how a traditional tab might look. **Framed** tabs allow you to see a complete webpage within the frame of the portal.

To create a **Framed** tab, continue to step three. To create a **Traditional** tab, skip to step seven.
3 Choose a name for your tab and select the type **Framed**.

**Steps for adding this new tab:**

1. Name the tab: **google**

2. Select the type:

   - Traditional
   - Framed - URL: **http://www.google.com**

   *(i.e. http://www.theInternet.com)*

**Enter the URL** of the website you’d like to appear.

4 Select where you’d like your tab to appear within the tab menu.

**Steps for adding this new tab:**

1. Name the tab: **google**

2. Select the type:

   - Traditional
   - Framed - URL: **http://www.google.com**

3. Select a position for the tab:

   - student
   - faculty
   - employee
   - admin
   - help

   *In the example above the new tab will appear to the left of the student tab. Like so:*

   ![Tab Example](image)

5 Click **Submit**.

**Steps for adding this new tab:**

1. Name the tab: **google**

2. Select the type:

   - Traditional
   - Framed - URL: **http://www.google.com**

3. Select a position for the tab:

   - student
   - faculty
   - employee
   - admin
   - help

4. Submit the choices: **Submit**

   ![Submit Button](image)

   *Cancel and return*
You should now see your new tab in the layout view.

To read about creating Traditional tabs continue to step seven. Otherwise, skip to step fifteen.

Choose a name for your tab and select the type Traditional.

1. Name the tab: news
2. Select the type:
   - Traditional
   - Framed - URL: http://www.theInternet.com

Select where you’d like your tab to appear within the tab menu.

3. Select a position for the tab:
   - student
   - faculty
   - employee
   - admin
   - help
   - google

In the example above the new tab will appear to the right of the employee tab. Like so:

Click Submit
10 You should now see your new tab in the layout view.

11 Once you’ve created your **Traditional** tab you can customize it by adding columns and channels to suit your needs. **Make sure your new tab is highlighted.** Then, click the **Add Column** button to add as many columns as you’d like to help you organize your content.

12 In the example below I’ve added three columns.

13 After you’ve added the desired number of columns set the width of each column by entering the percentage of the page you wish each to be. Make sure your percentages add up to 100%.

**Steps for adding this new column:**
1. Set Column Widths:
   - Column widths can be set as a percentage
   - 33% Column
   - 34% Column
   - 33% Column
2. Submit the choices: **Submit**
Click **Submit**.

Steps for adding this new column:

1. Set Column Widths:
   Column widths can be set as a percentage
   
   ![Column Widths](image)

2. Submit the choices

Once you click submit you will be automatically redirected from the content layout to the main portal. To add content to your new tab select **Content Layout** and then select **your new tab**.

Then add channels as desired. For help adding channels see the Step by Step guide: myUVM – **How to: Channels**

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

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Once you're happy with the location of the channel, click the **Back to** link in the top left corner of the page.

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Manage **Content/Layout**
The channel you added should now appear in its new location.

Framed:

Traditional:
It is possible to change which tab appears automatically when you log in. Select **Content Layout**.

1. Select the tab you wish to be your default tab.
2. Choose **Make this the default “Active Tab”**.
3. Click the **Back to** link in the top left corner of the page.

The next time you log in to the portal the tab you selected will appear first.
22 You can delete **tabs you created** by using content layout. Select **Content Layout**.

23 Select **the tab you wish to delete**.

24 Select **Delete this tab**.

**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:
- Change tab type:
  - Traditional
  - Framed - URL: (i.e. http://www)
- Delete this tab
Click the Back to link in the top left corner of the page.