9.2 Personalizing Fluid Tiles on Homepage

Purpose: Use this document as a reference to personalize fluid tiles on a homepage in ctcLink.

Audience: All Staff.

Fluid homepages appear when you log in to the system. Homepages consist of a collection of tiles and provide a convenient way to navigate around the system. Homepages can be organized and delivered with tile content appropriate for specific roles, such as employee or manager.

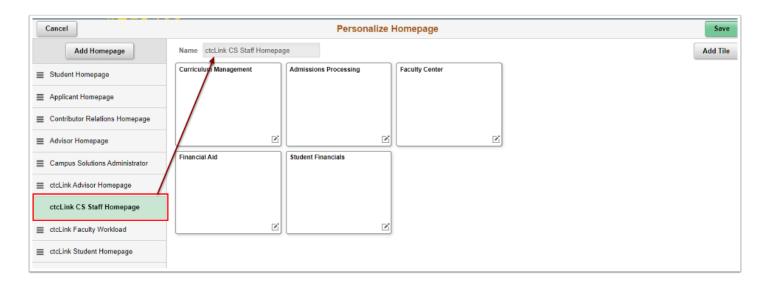
Personalizing Fluid Tiles on Homepage

Adding Tiles to a Homepage

- 1. From your homepage, select the vertical ellipsis (or activity list) in the upper-right corner of the screen.
- 2. Choose Personalize Homepage.



3. The **Personalize Homepage** page displays. All homepages are listed in the left-side vertical navigation. The name of the active homepage in which you add tiles to shows at the top of your screen.



4. To add a tile to the active homepage, select **Add Tile** in the upper-right corner of the page.

| | Personalize H | lomepage | |
|-------------------------------|-----------------------|----------------|---|
| Name ctcLink CS Staff Homepag | ge | | |
| Curriculum Management | Admissions Processing | Faculty Center | 1 |
| | | | |
| | | | |
| | | | |
| Ľ | Ľ | Z | |
| Financial Aid | Student Financials | | |
| | | | |
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5. In the center of your screen, an **Add Tile** pagelet appears. Search for or choose a tile from the available list.

| | | Personalize Homepage | Save |
|------|-------------------------------|--------------------------------------|----------|
| | Name ctcLink CS Staff Homepag | e | Add Tile |
| | Curriculum Management | Admissions Processing Faculty Center | |
| | | Add Tile × | |
| page | | Search | |
| | | People Soft Applications | |
| ator | Financial Aid | Update Manager > | |
| e | | Run Control Management > | |
| | Ľ | General Self Service > | |
| | | Student Self Service > | |
| | | Applicant Self Service > | |
| | | | |

- 6. Once you've made your selection, the tile will appear on the active homepage. To delete the tile, select the "X" in the upper-right corner of the tile.
- 7. To add additional tiles, select Add Tile.

| Cancel | | Personalize | Homepage | | Save |
|----------------------------------|------------------------------|-----------------------|------------------|----------------------------------|----------|
| Add Homepage | Name ctcLink CS Staff Homepa | ge | | | Add Tile |
| ≡ Student Homepage | Curriculum Management | Admissions Processing | Faculty Center | | |
| Applicant Homepage | | | | | |
| E Contributor Relations Homepage | | | | | |
| Advisor Homepage | Ľ | | | | |
| Campus Solutions Administrator | Financial Aid | Student Financials | Academic Records | Select the "X" to delete tile | |
| | | | | | |
| ctcLink CS Staff Homepage | | | | | |
| | | | Ľ | J | |
| ≡ ctcLink Student Homepage | | | | | |
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- 8. To move or copy the tile, select the edit icon in the lower-right corner of the tile.
- 9. A **Select Action** pagelet appears in the center of your screen--choose the desired action.

| | | Personal | ize Homepage | 3 |
|----------------------------|----------|------------------------|----------------|-----|
| Name ctcLink CS Staff Home | epage | | | |
| Curriculum Management | Admiss | ons Processing Sele | Faculty Center | ter |
| Financial Aid | Student | Move To Copy To | | > 2 |
| | <u>N</u> | | | |

10. If actions are complete, select **Save** in the upper-right corner of the page.

Adding a New Homepage

- 1. To add a new homepage, select **Add a New Homepage** on the **Personalize Homepage** page.
- 2. The **Add Homepage** box displays.

| Cancel | | Personalize Homepage | |
|--------------------------------|--------------------|---|----|
| Add Homepage | Name | | |
| ≣ Student Homepage | | | |
| | | Add Homepage Choose from available homepages | × |
| Applicant Homepage | \mathbf{i} | My Homepage | |
| Contributor Relations Homepage | $\mathbf{\lambda}$ | NAV TUITION CALC | |
| Advisor Homepage | | | |
| Campus Solutions Administrator | | | |
| | | | |
| | | | |
| | \mathbf{X} | Or create a new Homepage | - |
| | | Add New Homepage | dd |
| | | | |
| | | | |

3. Enter the name for your new homepage and select **Add**.

| Cancel | Personalize Homepage |
|--------------------------------|--|
| Add Homepage | Name |
| E Student Homepage | |
| ctcLink CS Staff Homepage | Add Homepage × Choose from available homepages |
| Applicant Homepage | My Homepage |
| Contributor Relations Homepage | NAV TUITION CALC |
| Advisor Homepage | NAV TOTION CALC |
| Campus Solutions Administrator | |
| ■ ctcLink Advisor Homepage | |
| ctcLink Faculty Workload | |
| | Or create a new Homepage |
| | My Daily Pages Add |
| | |
| | |

4. The new homepage displays as the active homepage.

| Cancel | Personalize Homepage | Save |
|----------------------------------|----------------------|----------|
| Add Homepage | Name My Daily Pages | Add Tile |
| Student Homepage | | |
| ■ ctcLink CS Staff Homepage | | |
| Applicant Homepage | | |
| ■ Contributor Relations Homepage | | |
| Advisor Homepage | | |
| E Campus Solutions Administrator | | |
| ■ ctcLink Advisor Homepage | | |
| | | |
| ≡ ctcLink Student Homepage | | |
| My Daily Pages | | |
| | | |

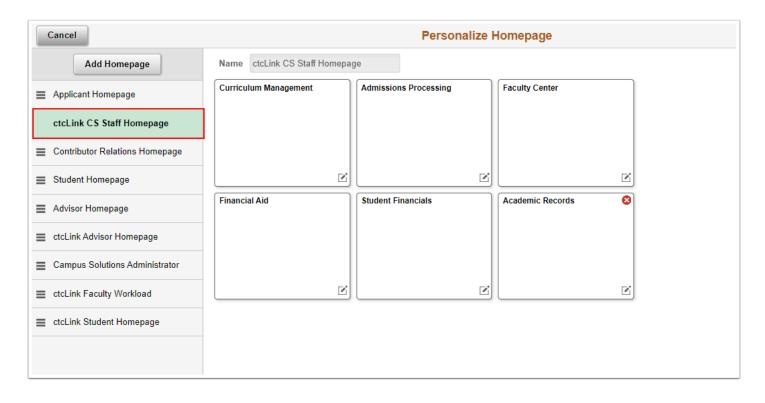
- 5. To add tiles, follow the steps in the <u>Adding a Tile to a Homepage</u> section.
- 6. Select **Save**.
- 7. Process complete.

Reordering Homepages

1. To reorder your homepages, select and drag the active homepage (signaled in green) to the desired location in the list of homepages on the **Personalize Homepage** page.

| Cancel | | Personalize I | Homepage | Save |
|----------------------------------|-------------------------------|-----------------------|------------------|----------|
| Add Homepage | Name ctcLink CS Staff Homepag | ge | | Add Tile |
| E Student Homepage | Curriculum Management | Admissions Processing | Faculty Center | |
| Applicant Homepage | | | | |
| ■ Contributor Relations Homepage | | | | |
| Advisor Homepage | Ľ | Ľ | [2 | i i |
| E Campus Solutions Administrator | Financial Aid | Student Financials | Academic Records | 3 |
| | | | | |
| ctcLink CS Staff Homepage | | | | |
| ctcLink Faculty Workload | Ľ | Ľ | | s |
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2. In this example, the ctcLink CS Staff Homepage was moved to the top of the list of homepages.



- 3. Select Save.
- 4. Process complete.