Customizing My Tab

University of Dayton - Porches/Banner Training

My Tab contains customizable links to UD resources and Internet sites and is much like a room in your house. As a homeowner, you get to decide what goes on the walls and how the furniture will be placed for maximum comfort and usability. The same is true when customizing My Tab. As a Porches user, you get to decide on its contents and placement of channels.

The Channel Showcase Tab

Before customizing My Tab, take a look at the Channel Showcase tab for channel ideas. The contents of this tab will periodically change to showcase a variety of new channel selections.

1. Open your web browser and sign on to Porches.
2. Go to the Front Porch tab.
3. Click on the Channel Showcase tab and review the latest channel selections.

Working with My Tab

1. Once you have signed on to Porches, click on the Layout button at the top of the Porches window.

2. Click on My Tab.
3. Click on a **New Channel** button. This determines where the new channel will be placed (above an existing channel or below and existing channel).

4. Click on the **Select a category** drop down list, select a category, and click on the **go** button.
5. Click on a channel from the Select a channel list and click on the Add Channel button.

6. Change the Maximum number of items to display (if desired) and click on the Finished button.

7. Click on the Back to link at the top of the porches window to exit out of the Manage Content/Layout window. You new channel will appear in the specified location.
Moving and Deleting a Channel

1. Open your web browser and sign on to Porches.

2. Go to the **Front Porch** tab.

3. Click on the **Layout** button at the top of the Porches window.

4. Click on **My Tab**.

5. To move a channel, click on the appropriate arrow button.
6. To **delete** (remove) a channel, click on the appropriate [x] button then click on the **OK** button.

   ![Windows Internet Explorer](image)

   Are you sure you want to remove this channel?

   ![OK Cancel]

8. Click on the **Back to** link at the top of the porches window to exit out of the Manage Content/Layout window.

   The channel will be removed from My Tab (if you deleted a channel) or it will be placed in a new location if you moved a channel.