



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.

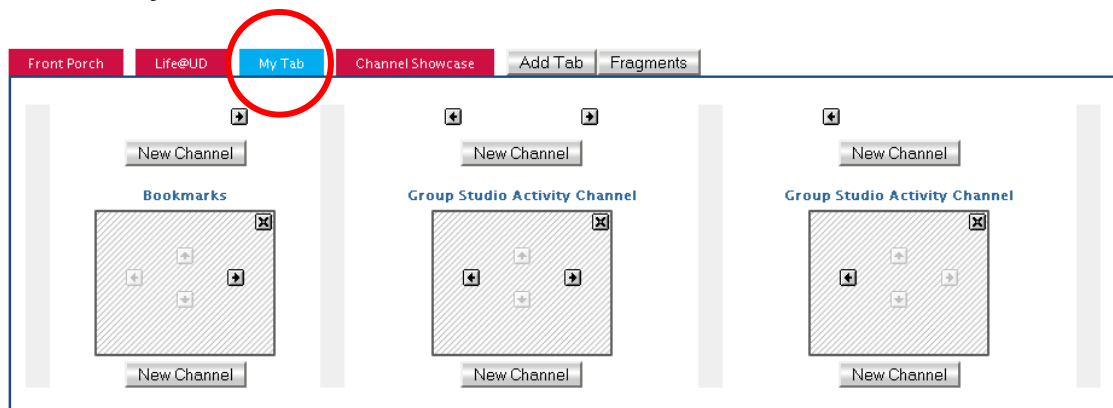
1. Open your web browser and sign on to Porches.
2. Go to the **Front Porch** tab.
3. Click on the **Channel Showcase** tab and review the latest channel selections.

Working with My Tab

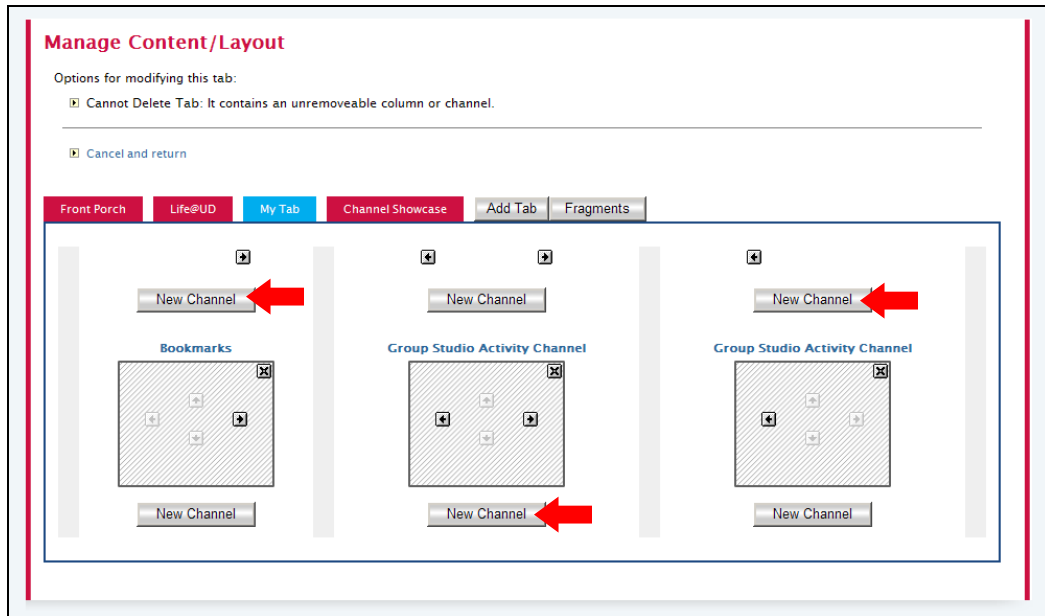
1. Once you have signed on to Porches, click on the **Layout** button at the top of the Porches window.



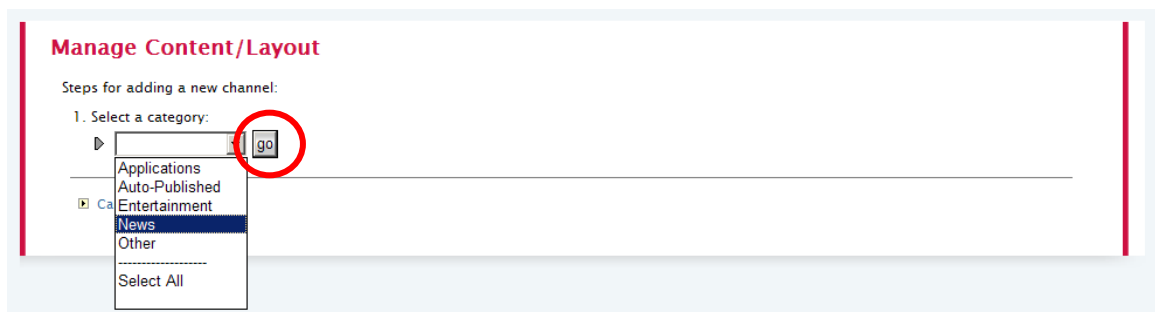
2. Click on **My Tab**.



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

Manage Content/Layout

Steps for adding a new channel:

1. Select a category:
▶ News [go]
- 1a. Select a subcategory:
Select a subcategory from "News".
- or -
Select a channel from step 2.
▶ - Select Subcategory - [go]
2. Select a channel:
Category: **News****
The Chronicle of Higher Education
TIME.com: Top Photoessays and Slideshows
WHIO TV - Local News
Word of the Day
** List does not include channels in subcategories
3. Add the selected channel:
Add Channel

[Cancel and return](#)

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

Manage Content/Layout

Channel Settings: The channel you have selected has settings which may be modified.

Help Channel Settings

2 Maximum number of items to display:
3

[You must logout for changes to take effect]

[Back](#) [Finished](#) [Cancel](#)

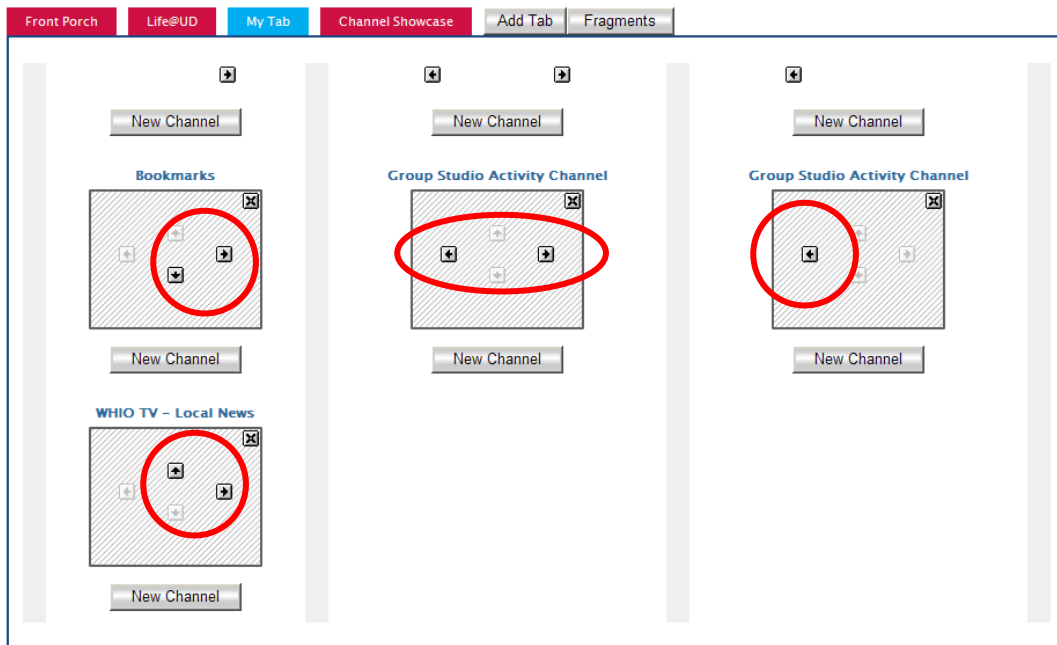
7. Click on the **Back to** link at the top of the porches window to exit out of the Manage Content/Layout window. Your new channel will appear in the specified location.


Moving and Deleting a Channel

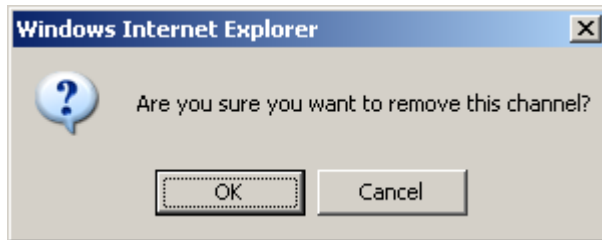
1. Open your web browser and sign on to Porches.
2. Go to the **Front Porch** tab.
3. Click on the **Layout** button at the top of the Porches window.



4. Click on **My Tab**.
5. To **move** a channel, click on the appropriate arrow button.



- To **delete** (remove) a channel, click on the appropriate  button then click on the **OK** button.



- 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.