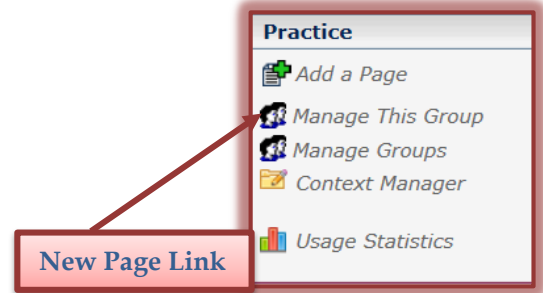


## ADD AND EDIT PAGES

### Add a Page

By default, a new group contains two pages: **Main Page** and **Group Collaboration**. Additional pages can be added to the group at any time. To create a new page, complete the steps below.

- ✦ Once the group has been created, click the **Clubs and Organizations** tab.
- ✦ The **Add a New Page** window will display (see illustration below).



### Add a New Page

in **Wanda Training**

What feature would you like on your new page? (If you're not sure, just pick one that sounds good and give it a try - it can't hurt to experiment!)

[Back to Wanda Training](#)

#### Essential features

These popular features are useful almost everywhere



#### Bookmarks

This lets you share a collection of links, either to other pages on the Portal or elsewhere on the internet.



#### Calendar

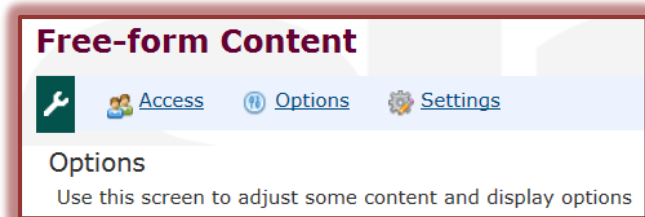
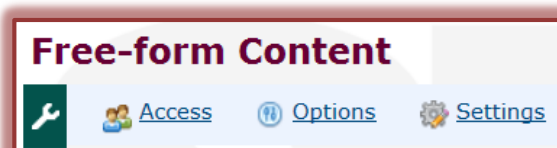
This lets you keep a calendar of events. You can also subscribe to calendars from other pages and see their events alongside yours. In a course you'll automatically see course sessions and assignment due dates.

- ✦ A list of Features, such as Bookmarks, Calendar, and Free Form Content will display.
- ✦ Select one of the Features from the list of options.
- ✦ The new page will display on the left side of the window above the **Add a Page** link (see illustration below).

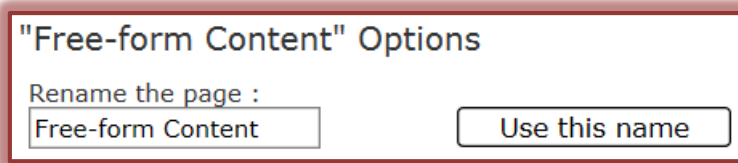


### Rename a Page

- ✦ Click the link for the page that is to be renamed.
- ✦ When the **Content** page displays, click the **Options** button (see illustration below left).



- ✦ The **Options** window will display (see illustration above right).
- ✦ Scroll down the page to locate the **Rename the page** area (see illustration on next page).
- ✦ Highlight the text under **Rename the page**.



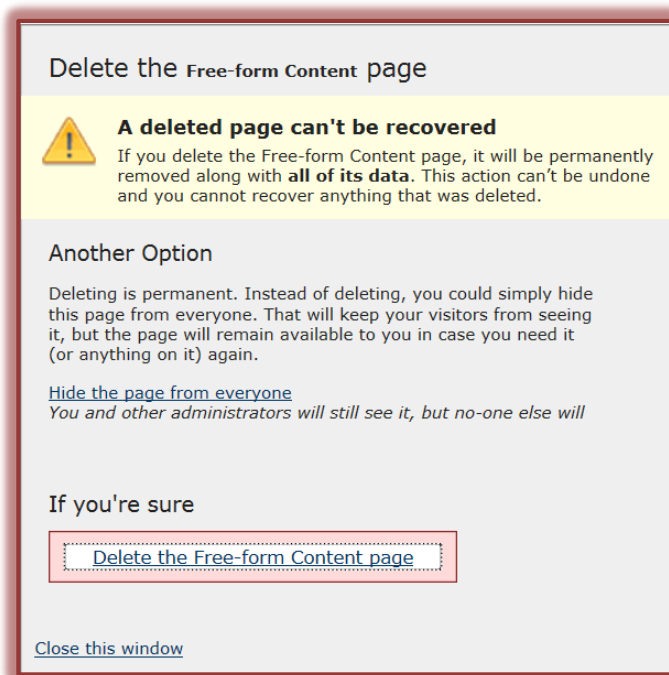
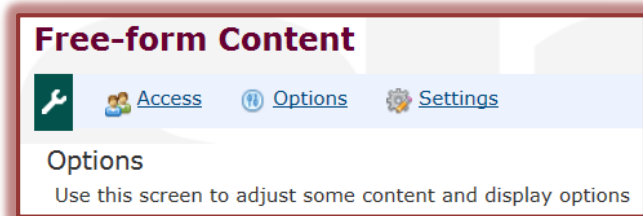
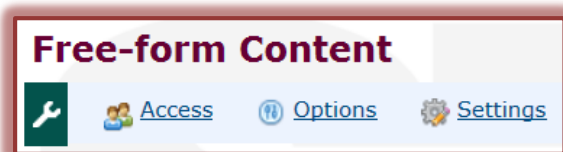
- ✦ Input a new name for the page.
- ✦ Click the **Use this name** button to save the name.

**NOTE:** When a page name is changed, any links that have been created to that page will be broken.

### Remove a Page

There are two ways that a page can be removed from a My Siena site. This section will describe each of these ways.

- ✦ Click the link for the page that is to be renamed.
- ✦ When the **Content** page displays, click the **Options** button.
- ✦ The **Options** window will display.
- ✦ Scroll down the page to locate the **Delete this page** button.
- ✦ Click the **Delete this page** button.
- ✦ The window shown in the illustration below will display.

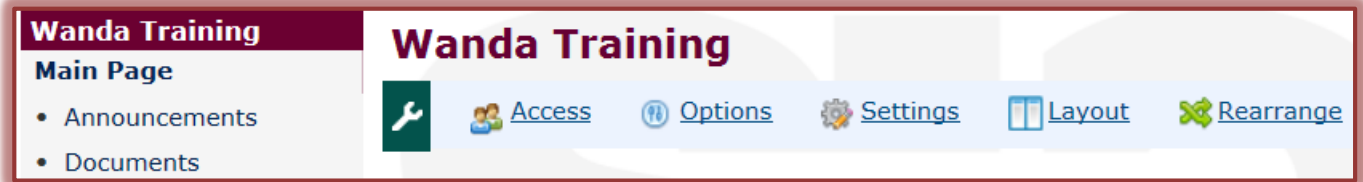


- ✦ Choose one of the options from this window.
- ✦ Click the **Close this window** button.

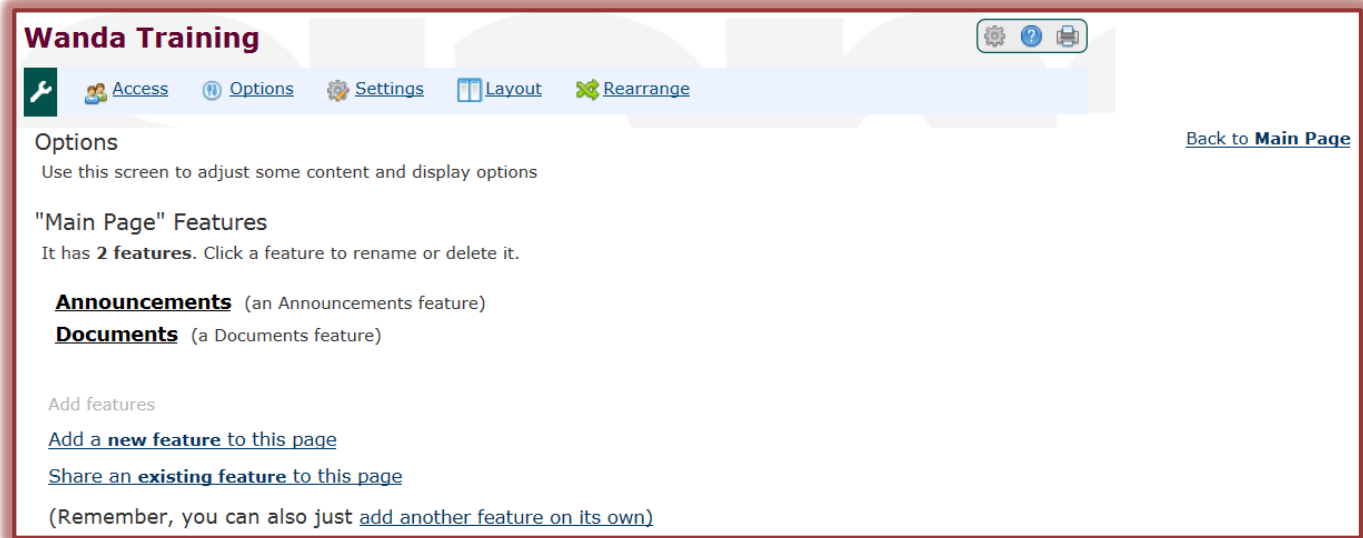
### Add Additional Features to Page

Each page under My Siena can display up to ten (10) features such as Documents. These features are used to add content to a page. How the content is entered, depends on which feature is being used. Once the features have been added to the page, the page layout can be changed. The default layout is one feature above another. When the layout is changed, the features can be displayed in columns. Also, the order of the features can be changed to make the layout more user friendly.

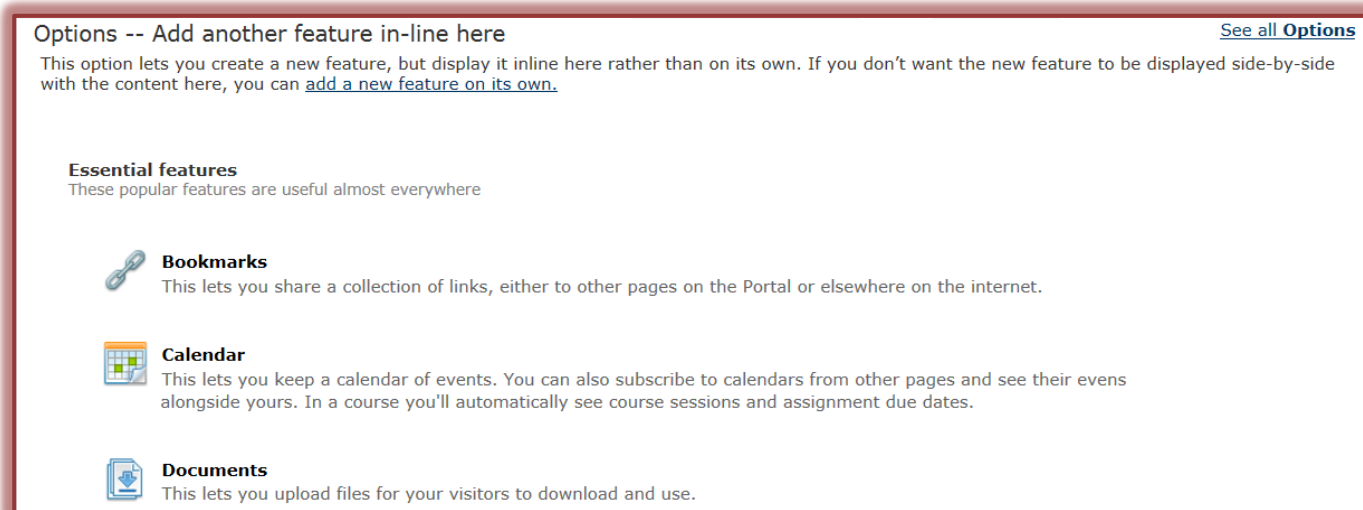
- ✦ Click the link for the page where the features are to be added.
- ✦ Click the **Options** link (see illustration below).



- ✦ The **Options Page** window will display (see illustration below).



- ✦ Click the **Add a new feature to this page** link.
- ✦ The **Options - Add another feature in-line here** page will appear.

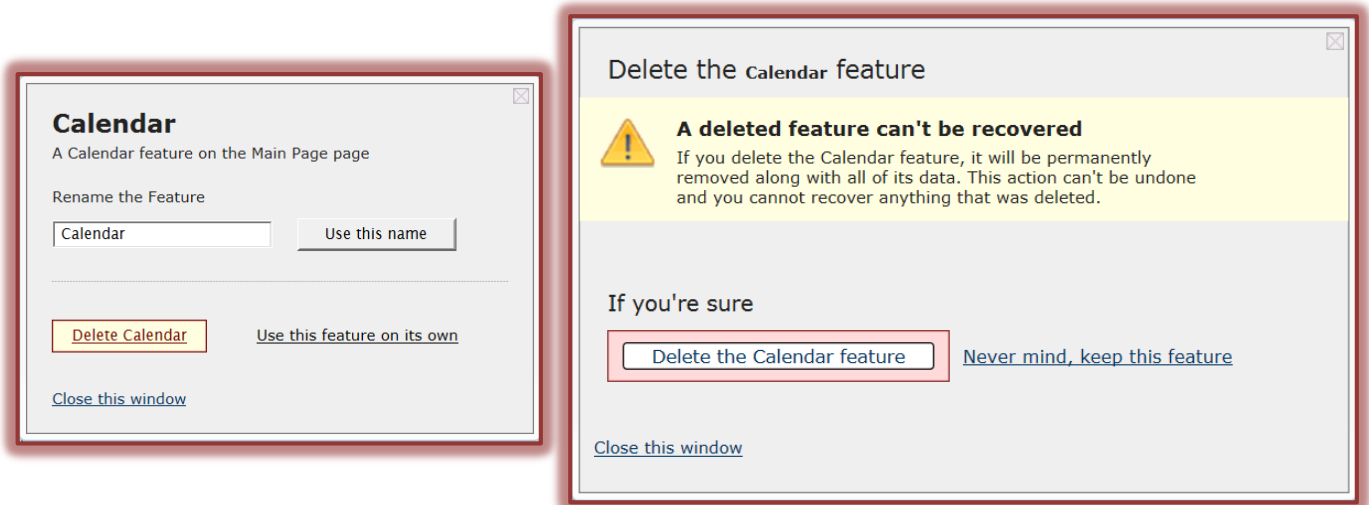


- ✦ Select one of the options under **Essential Features** or scroll down the page for links to **More Options**.
- ✦ Click the **Feature** to add it to the page.
- ✦ The **Options** page will re-appear with the **Feature** added to the list.

## Rename Feature

Once a Feature has been created, the name for the Feature can be changed.

- ✦ Click the **Feature** for which the name is to be changed.
- ✦ The **Feature** window will display.
- ✦ Highlight the text in the **Name** box.
- ✦ Input a new **Name** for the **Feature**.
- ✦ Click the **Use this name** button.
- ✦ Click the **Close this window** button to return to the **Options** page.



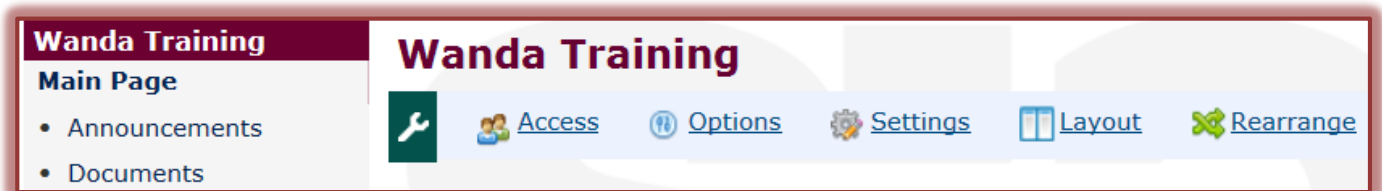
## Delete a Feature

- ✦ Select the **Feature** that is to be deleted.
- ✦ The **Feature** window will display (see illustration above).
- ✦ Click the **Delete Calendar** button.
- ✦ The window shown in the illustration below will appear.
- ✦ Click the **Delete the \_\_\_ Feature** button.

## Change Page Layout

Once the features have been added to a page, the layout of the page can be changed.




- ✦ Open the page for which the layout is to be changed.
- ✦ Click the **Layout** link (see illustration below).



- ✦ The **Layout** page will display (see illustration below).
- ✦ The default **Layout** is **One Column**.
- ✦ Click on one of the **Layouts**, such as **Side by Side** to select it.
- ✦ The items will still be in the previous **Layout**.

### Layout

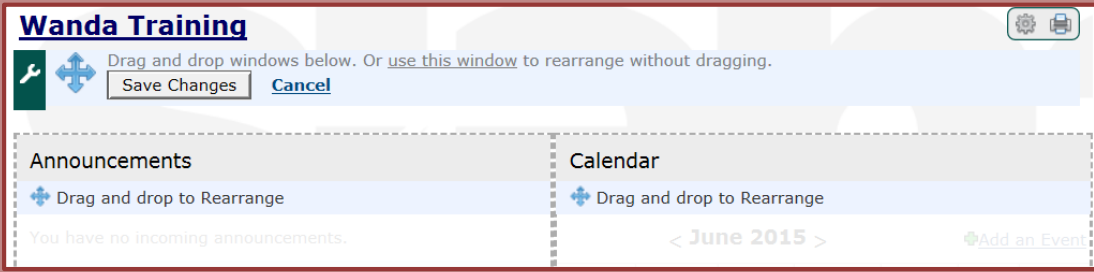
Choose the column layout you want to use on this page. Click a new layout to select it. To arrange your features within the page, use the [Rearrange](#) link. To add and remove features, use the [Options](#) page.

- 
**One Column** (Used now)  
 Features are stacked vertically in a single column.
- 
**Side by side with header**  
 Blog Side by Side, but with full-width header area across the top.
- 
**Side by side**  
 Features are arranged into two even columns.

**NOTE:** It is also possible to click the **Options** link and scroll down to **Main Page Layout** to change the layout of the page.

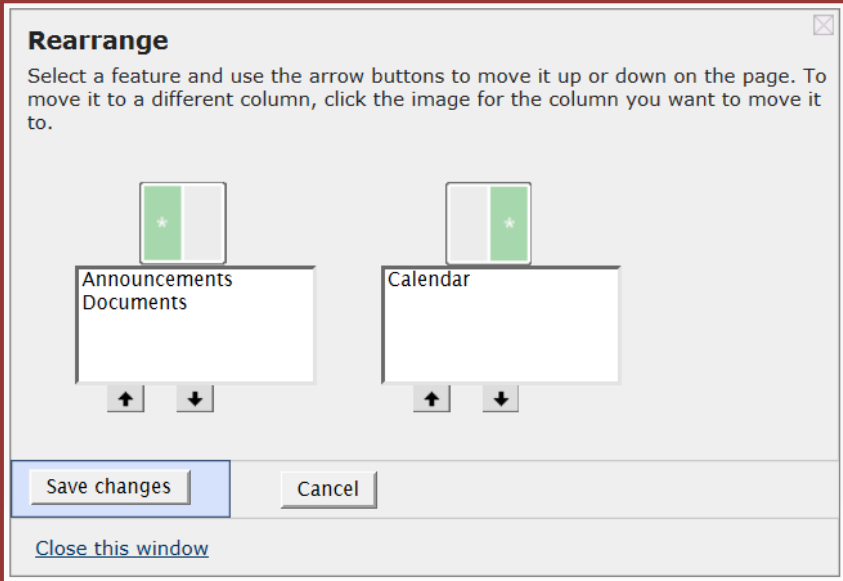
### Rearrange Features

- ✚ Click the **Rearrange** link.
- ✚ Click and drag the **Features** to move them to the desired location.



- ✚ Click the **Save Changes** button.

**NOTE:** It is also possible to click the **Options** link and scroll down to **Main Page Layout** to change the layout of the page.



**NOTE:** Instead of using Drag and Drop, you can click the **Use this window** link to open the **Rearrange** window (see illustration on previous page).

- ✦ Click the **Feature** that is to be moved.
- ✦ Click the **Green Box** at the top of the list into which the Feature is to be moved.
- ✦ Use the **Up** and **Down Arrows** to change the order of the items in the boxes.
- ✦ Click **Save Changes** once all the features have been moved.