Types of Features (formerly Portlets)

There are several different features available when working with My Siena. These features are used to add different types of content to a My Siena page. The table below describes the purpose of each of the Essential Features.

ESSENTIAL FEATURES

Feature	Description
Bookmarks	To add links to different areas of the Web or to other pages in My Siena, use this feature.
Calendar	This feature can be used for several purposes such as communicating internal or public events, communicating course events to students, communicating group events to other group members, or personal events management.
Documents	Use this feature when documents need to be added to a page. Word, Excel, PowerPoint and PDF are all acceptable file types. Each document is added as an attachment.
Forums	This feature is used as a discussion area for group participants. Message topics can be posted for all the members of the group to view and respond to. A threaded discussion can continue on the topic with each member providing input. The highest level of the forum is a category.
Free-form Content	This feature can be used to create custom content for the page. The name of the Free-form Feature can be changed. Images can be added using this feature, as well as text and headers.

MORE OPTIONS

Feature	Description
Learning Features	
Required Reading	To add a list of required readings for others, select this feature.
General Purpose Features	
Announcements	Users can view the announcement. Other users have the ability to post announcements. By clicking the Announcement link, it is possible to expand the text of the announcement.
Bulletin Boards	This feature can be used to post listings for viewers to read and respond to.
Task Manager	Users can add personal tasks that they are to complete or can assign tasks to others using this feature.
Campus Group Features	
Join this Group	This feature is used to join a campus group.
Administrative Features	
Browse Sub-sites	This feature is used to create a list of sub-sites for the page where it is placed.
Campus Groups Directory	Use this feature to create a list of Siena's Campus Groups.