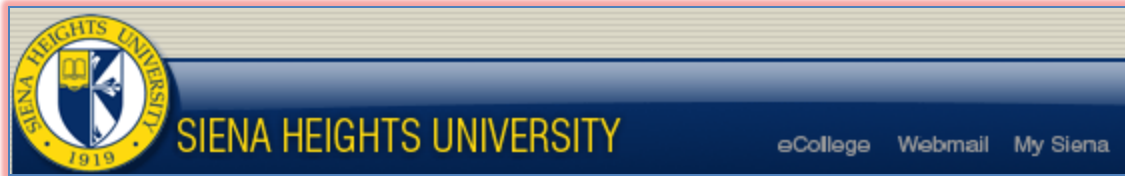


Adding Documents to the Teaching Faculty Assembly Pages

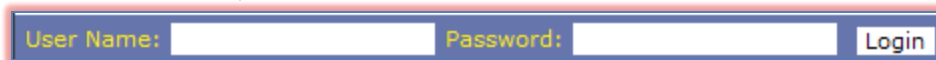
Word, Excel, PowerPoint, PDF, and other documents can be added to a page using the Documents portlet.

Opening the Page

- ✦ Open your Web browser. Your computer should open to the Siena Heights Web Site.
 - ✦ If it doesn't, input www.sienaheights.edu in the **Address** bar.
 - ✦ Your Web browser may display the My Siena page when you open the browser.
- ✦ In the Siena Web Page, click the **My Siena** link to display the **My Siena** page (see illustration below).



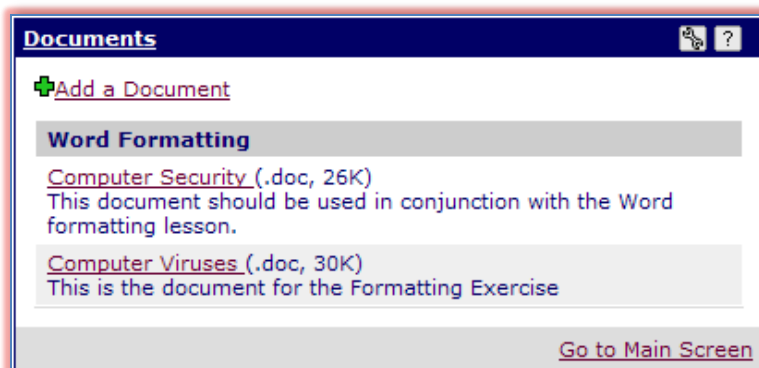
- ✦ In the upper left corner of the page, input your username and password in the appropriate boxes (see illustration below).



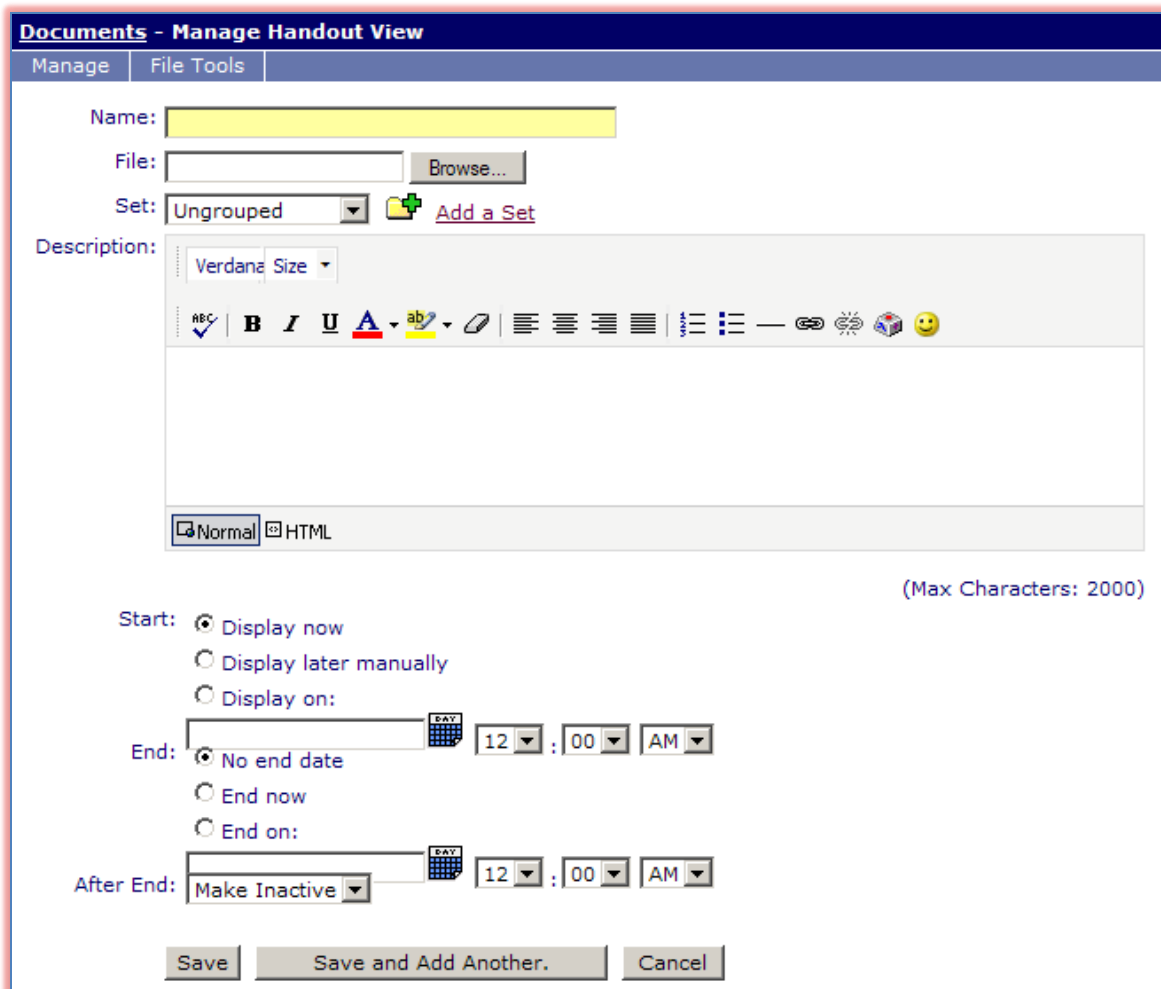
- ✦ Click the **Login** button.
- ✦ The **My Siena** page will display.
- ✦ On the right side of the window in the **Employee Tools** category under **My Tools**, click **The Faculty Assembly** link.

Adding Information to the Documents Portlet

- ✦ Click the link for the committee for which you are allowed to upload documents.
 - ✦ Each page has a **Custom Content** and a **Document Portlet**.
 - ✦ Each **Document Portlet** has restricted access.
 - ✦ The chair and the recorder for a particular committee are the only ones who can add or remove documents from the designated portlet.
- ✦ In the **Documents** portlet, click the **Add a Document** link (see illustration below).



- ✦ The **Documents - Manage Handout View** window will display (see illustration on next page).



Adding a New Set

Documents are grouped into categories called sets. The name of the set appears in the gray bar above each group of documents. It is not always necessary to add a new set to a portlet. When adding a document to the portlet, a set can also be selected from the Set list.

- ✦ Click the **Add a Set** link.
- ✦ The **Manage Set View** window will display.
- ✦ In the **Name** box, input the name for the set.
- ✦ Input a **Description**, if desired.
- ✦ Click the **Position** list arrow.
- ✦ Choose a location for the **Set**.
- ✦ Click **Save**.
- ✦ The **Manage Handout View** window will re-display.

Adding Documents

- ✦ In the **Name** box, input the name that is to display in the **Document** portlet.
- ✦ Click the **Browse** button to locate the document that is to be attached.
- ✦ The **Choose File** window will display.
- ✦ Click the **Look in** arrow to locate the folder where the document is stored, if necessary.

- ✦ Do one of the following:
 - ✦ Double-click on the document that is to be attached.
 - ✦ Click on the document that is to be attached and then click **Open**.
- ✦ The link for the document will appear in the **File** box.
- ✦ Click the **Set** button to select a grouping for this item. The default is **Ungrouped**.
- ✦ In the **Description** box, optionally explain what this document is for.
- ✦ In the **Start** area, choose one of the available options.
 - ✦ **Display Now** - The document will show just as soon as the **Save** button is clicked.
 - ✦ **Display Later Manually** - The document will be uploaded to the portlet, but will be hidden from anyone who does not have permission to manage documents. It will remain hidden until you indicate otherwise, by changing the display option manually.
 - ✦ **Display On** - This option allows you to decide the date and time when the document will display in the window.
- ✦ In the **End** area, choose one of the available options.
 - ✦ **No End Date** - The document will be displayed until it is removed from the page or the End option is changed.
 - ✦ **End Now** - When this option is selected, the document will not be displayed.
 - ✦ **End On** - This option allows you to decide the date and time when the document will not be displayed anymore.
- ✦ The **After End** option allows you to decide from the following two options.
 - ✦ **Inactive** - The document will be made unavailable on the page at the date and time specified in the **End Date** area.
 - ✦ **Delete** - The document will be deleted from the page at the date and time specified in the **End Date** area. **ONCE DELETED A DOCUMENT CANNOT BE RECOVERED.**
- ✦ Click the **Save** button to add a single document.
- ✦ To add more than one document, click the **Save and Add Another** button.