

## Types of Portlets

There are several different portlets available when working with My Siena. These portlets are used to add different types of content to a My Siena page. The table below describes the purpose of each of the most common portlets. This list is not exhaustive and is subject to change.

Portlet	Description
<b>Announcements</b>	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.
<b>Bookmarks</b>	To add links to different areas of the Web or to other pages in My Siena, use this portlet.
<b>Calendar</b>	This portlet 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.
<b>Campus Groups</b>	This portlet provides a list of the groups that a user belongs to. It is also possible to join a group using this portlet.
<b>Custom Content</b>	This portlet can be used to create custom content for the page. The name of the Custom Content portlet can be changed. Images can be added using this portlet, as well as text and headers.
<b>Documents</b>	Use this portlet 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.
<b>Forums</b>	This portlet 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.
<b>Join Group</b>	This portlet is used to join a campus group.
<b>My Files</b>	To access files in your folder on the network, click the My Files link in this portlet. A login dialog box will display. To log in, the username is sienanet\[your username]. The password is the same one that is used to log into My Siena or Webmail.
<b>Readings</b>	Instructors can add a list of journals, textbooks, or other readings to this portlet. The readings can be added to a set or listed alphabetically.
<b>Task Manager</b>	Users can add personal tasks that they are to complete or can assign tasks to others using this portlet.