
Adding a Channel in myCuesta

1. Click the **Content/Layout** link, at the upper left of the screen.
The Manage Content/Layout screen will appear.
2. Click on the tab where you wish to add a channel.



3. Click on the "Add Channel" button **Add Channel** where you want the channel to be placed.

On the Manage Content/Layout screen, step 1 (Select a category) of "Steps for adding a new channel" will appear.

Steps for adding a new channel:

1. Select a category:

A form element for selecting a category. It features a drop-down menu with the text '- Select Category -' and a 'go' button to its right.

4. Click the drop-down arrow to the right of "Select Category".

A list of categories will appear.

5. Click **"Select All"** (or another subcategory), then click the **Go** button.

On the Manage Content/Layout screen, steps 2 and 3 of "Steps for adding a new channel" will appear.

A screenshot of the '1. Select a category:' step. The drop-down menu is open, showing a list of categories: Select All, Applications, Auto-Published, Entertainment, News, Other, Research, Student Life, Teach/Advise, Work Life, and Select All. The 'Select All' option at the bottom is highlighted in blue. A 'go' button is visible to the right.

2. Select a channel:

Category: **All**


A list box containing various channel options. The options are: Academic Profile, Academic Services, Academic To-Do List, Admissions and Records, Advancement Campaign Progress, Advancement Prospects, Advancement Research, Advancement Schedule, Advisor Dashboard, and Alert-U. The list has a scroll bar on the right.

3. Add the selected channel: **Add Channel**

6. Click on the desired channel from the list under “Select a channel”.
7. Click the **Add Channel** button.

The Manage Content/Layout screen will re-appear.

8. Repeat steps 2-7 as desired.
9. When finished adding channels, click the “**back to ---- tab**” link, at the upper left of the screen.

For example:  back to
Home Tab

You'll be returned to the last displayed myCuesta tab.