Adding a Channel in myCuesta

1. If necessary, log into myCuesta.

2. Click the Content/Layout link, at the upper left of the screen.

   The Manage Content/Layout screen will appear, displaying a mock-up of myCuesta.

3. Click on the tab where you wish to add a channel.

4. Click on the "New Channel" button where you want the channel to be placed.

   The myCuesta mock-up will disappear, replaced by step 1 (Select a category) of “Steps for adding a new channel” will appear.

5. Click the drop-down arrow to the right of “Select Category”.

   A list of categories will appear.

6. Click “Select All” (or another subcategory), then click the Go button.

   Steps 2 and 3 of “Steps for adding a new channel” will appear.
7. Click on the desired channel from the list under “Select a channel”.

8. Click the **Add Channel** button.

   *The Manage Content/Layout screen will re-appear.*

9. Click the “**back to ---- tab**” link, at the upper left of the screen.

   For example: [back to Home Tab]

   *You’ll be returned to myCuesta.*