Guide for *mystark*state Navigation & Customization

The following guide provides detailed instructions for users to navigate within mystarkstate and customize the layout of mystarkstate. The guide is divided into sections that cover how to login and logout, navigate and search, use the channel management buttons, add, move, and delete channels, add and modify tabs, and how to revert to the default layout.

**Login and Logout**

To login to the mystarkstate portal, open a web browser and go to my.starkstate.edu. At the login page type in your **User Name** and **Password**. Click on the **Login** button (reference figure1).

Need to know your account information?

Students: View Getting started at http://www.starkstate.edu/content/getting-started

Faculty and staff: Use your Campus Network Account information.

Figure 1.

For assistance with logging into the mystarkstate portal, please contact Help Desk Services at Ext. 4357.

**IMPORTANT – Protect your private information**

When finished using mystarkstate, you should always log out. This prevents others from accessing your account, including financial aid, registration, and payroll information through any browser windows that may inadvertently be left open.

To log out of the system, locate and click the **Logout** icon in the top right corner (reference figure 2).

Figure 2.

The Logout window states that the system is logging you out (reference figure 3).
Wait until the process is complete. The web browser returns to the login page. You may access other Web pages or close the Web browser. *Note:* On campus, you are still logged into your campus network account when in a classroom or lab area.

**Navigate**

When first logging into the mystarkstate portal, you are directed to the mystarkstate *Home* page. The mystarkstate portal has various tabs and on each tab are various channels (reference figure 4). Click on any tab to view the channels.

**Search**

To search for content within a tab, you may use the standard *search this page* function by hitting the **CTRL** and **F** keys at the same time on the keyboard. Type the search criteria in the *Find:* text box. This function searches the current web page for the word(s) entered. The first instance of the word is highlighted in the webpage. Use the **Next** button to find the next instance of the word (reference figure 5).
Using the Channel Management Buttons

There are a number of buttons that are used to manage and interact with the channels. Named the channel management buttons, they appear in the top, right corner of each channel (reference figure 6).

Not all of the buttons are available on all channels due to some channel restrictions.

The following is a list of all the buttons that may be available in a channel:

- **Edit button:** Allows the settings related to that channel to be changed. Depending on the channel, the edit button will allow you to personalize the amount and types of content that are displayed in the channel.

- **Focus button:** Displays full-screen view for a channel. Use this button if you want to view this channel by itself. Return to the portal by clicking on the "Back to ... Tab" link.

- **Minimize / Maximize buttons:** Toggles between "Hidden" or "Displayed" views for channel content. When minimized, only the channel title and tool buttons will appear. When maximized, the channel contents are displayed.

- **Delete button:** Allows a channel to be removed from the tab. Once the channel has been removed from the tab, it will no longer be displayed on subsequent logins. To add this channel again later, using the "Content / Layout" link located in the upper-left portion of the screen, beneath the mystarkstate logo.

Add, Move and Delete a Channel

To add a channel to mystarkstate, click on the **Content Layout** link located in the upper left, under the mystarkstate logo (reference figure 7).

1. Click on the tab where the channel is to be added, as indicated in figure 8, step 1 below.
2. Select the corresponding column where the channel is to be placed, and click on the **New Channel** button as indicated in figure 8, step 2 below.
To search for available channels, click on the category name from the drop down menu, and click the **Go** button (reference figure 9).

Select and click on the channel name, and then click the **Add Channel** button (reference figure 10). The new channel appears in the *Manage Content/Layout* Screen.

To move a channel, find the channel on the tab. Click the arrow pointing in the direction to move the channel (reference figure 11). The up arrow will move the channel up, the down arrow will move it down, the left arrow will move it left, and the right arrow will move it down.

If a button is *inactive* (grayed out), the channel may not be moved in that direction (reference figure 12).
To delete a channel, click the X button in the top left corner (reference figure 13). A window appears asking to confirm the removal of the channel (reference figure 14). Click the OK button to remove the channel. **Please Note:** There are some channels that may not be deleted.

![Figure 13](image13.png)

![Figure 14](image14.png)

When finished, click on the "**Back to...**" link to return to the tab you were previously using (reference figure 15).

![Figure 15](image15.png)

**Add and Modify Tabs**

To modify tab properties or to add new tabs to the layout, access the *Manage Content/Layout* page. In the top left-hand corner of the page above the system tabs, locate and click the *Content/Layout* link (Reference figure 16).

![Figure 16](image16.png)

To add a tab, click on the Tab that is labeled *Add Tab* (Reference figure 17).

![Figure 17](image17.png)

1. Type in the name of the new tab (reference Figure 18).
2. Click on Traditional or Framed. A Traditional tab will have channels in it like the other channels are set up. A Framed tab will display the web page that is entered in the URL: box. Select the position of where the new tab is to be placed (reference figure 18).

3. Click on **Submit** (reference figure 18).

The options available for modifying tabs are as follows* (reference figure 19):

- Move the tab
- Rename the tab
- Changing the tab type
- Deleting the tab

*Please note that not all tabs will have these options.*

To move a tab, do the following:

1. Click on the tab that is to be moved.
2. Click on the arrow next to the name of the tab to move it over to the right or left one tab (reference figure 20).

When finished click on the **Back to ... Tab** link to go back to the tab you were at before you modified your content (reference figure 21).
Revert to Default Layout

To revert the layout to the original configuration of the tabs and channels in mystarstate, click on the Content Layout link located in the upper left under the mystarstate logo (reference figure 22).

Click on the Revert to default layout link (reference figure 23).

A warning displays prompting you to respond if you are sure you want to replace your layout with the default layout. Click the Yes button (reference figure 24).

When finished click on the Back to ... Tab link to go back to the tab you were at before you modified your content (reference figure 25).

This concludes this guide.