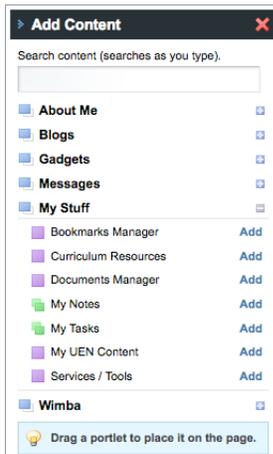


## ***Working with the Documents, Bookmarks and Polls Managers***



Before you can add Documents, Bookmarks, and Polls to your public page you must first go to the **Personal** page and add the **Bookmarks Manager**, **Documents Manager**, and **Polls Manager** using the **Add Content** link.

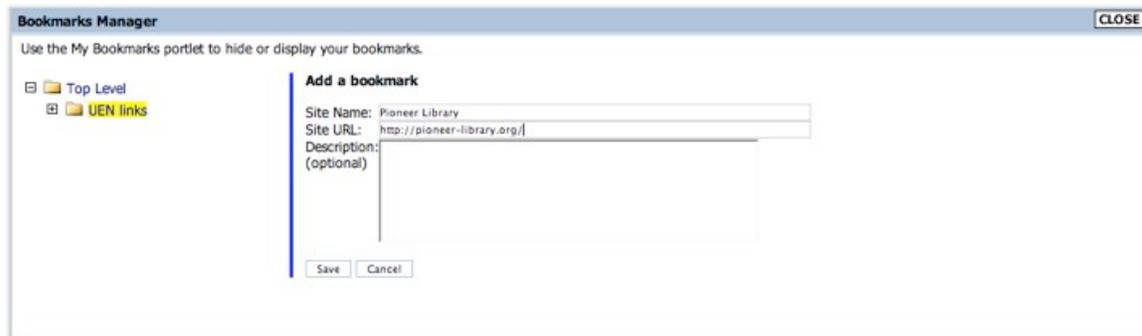
The *Bookmarks Manager* and the *Documents Manager* are located in the **My Stuff** section.

The *Polls Manager* is located in the **Gadget** section.

### ***Bookmarks Manager***

As you go into the **Bookmarks Manager** on the **Personal** page, you can add or edit links to web pages you want to display on your site. Click **Add a Bookmark** to add new links or click **Add a Folder** to create new folders for your links.

Organizing your bookmarks into folders will help you to keep track of different subjects or content areas. For example, I want to keep track of all my links related to UEN. I've made a folder called UEN Links and now I want to add my links to that folder. Select the



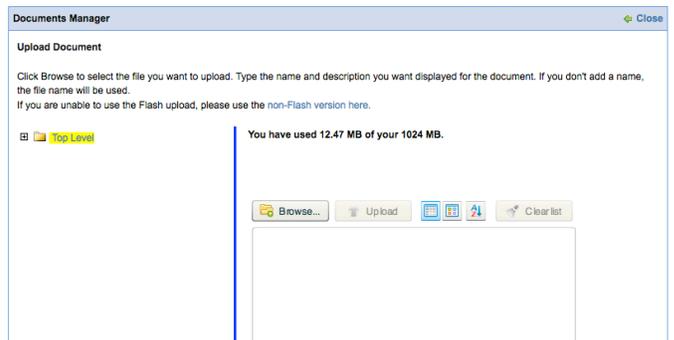
folder you want to add to new link to (it will highlight in yellow). Click **Add a Bookmark** and the new bookmark you create will be stored in the selected folder. By organizing your links into folders, it's easy to display the entire folder on your public page.



To Delete, Edit, or Move a link select the link and click on **Bookmark Actions**. You see a menu where you can select the appropriate action. The same menu will help you to Delete, Edit, or Move Folders as well. Click on **Folder Actions** for that menu.

## Documents Manager

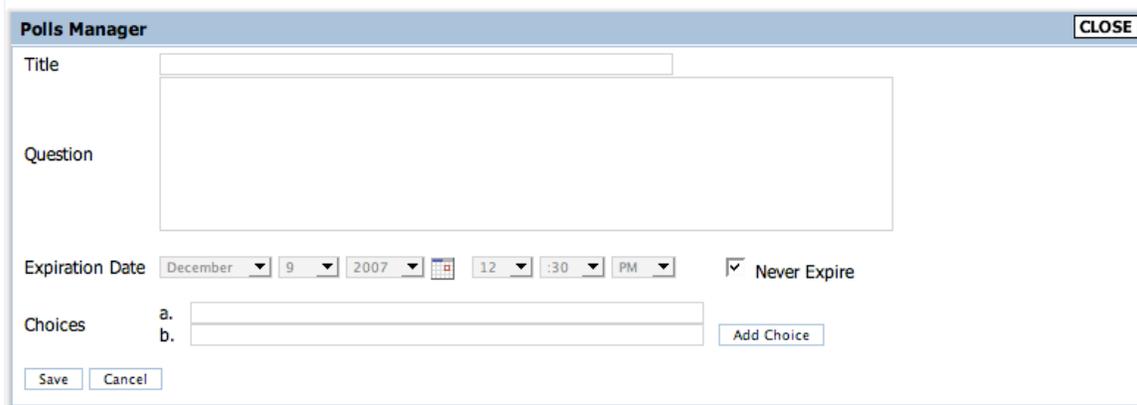
Use the **Documents Manager** to upload files to your pages. You can upload images, Word documents, Power Points, PDF files, and more. Premium users are allocated 1 gigabyte (GB), which is 1024 megabytes (MB), of document storage on this site, so you can't upload everything off your computer. Still, there's a lot of room for most of your important files. Click **Add a Document** to get started.



As with the Bookmarks Manager, you can create new folders (**Add a Folder**) to house your documents. Organize them based upon classes, unit, or subjects – it's up to you.



## *Polls Manager*

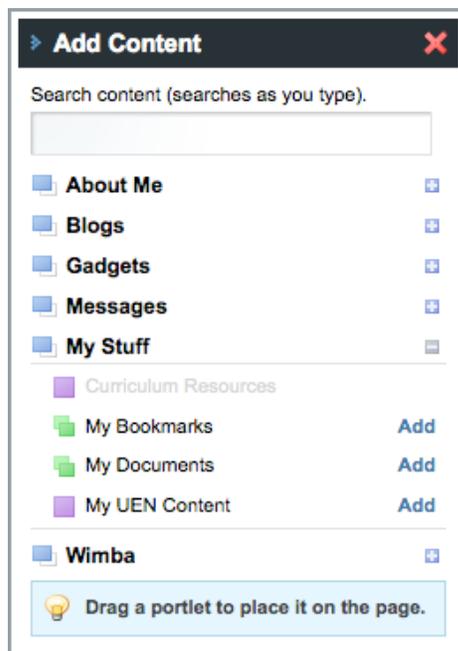


The screenshot shows a web form titled "Polls Manager" with a "CLOSE" button in the top right corner. The form contains the following fields and options:

- Title:** A single-line text input field.
- Question:** A large multi-line text area.
- Expiration Date:** A series of dropdown menus for month (December), day (9), year (2007), hour (12), and minute (:30), followed by a "PM" dropdown. A checkbox labeled "Never Expire" is checked.
- Choices:** Two text input fields labeled "a." and "b.". An "Add Choice" button is located to the right of the "b." field.
- Buttons:** "Save" and "Cancel" buttons are located at the bottom left of the form.

To create polls with the **Polls Manager**, click on **Add Question** and you'll see the above image. The polls are listed by **Title**, so be sure to fill out the form completely. If you need more than two possible answers, click **Add Choice** and you can continue to create alternatives. Click **Save**, then **Close** to continue.

## *Adding Content to the Public Page*



The screenshot shows a portlet titled "Add Content" with a search bar and a list of content categories. The categories and their associated actions are:

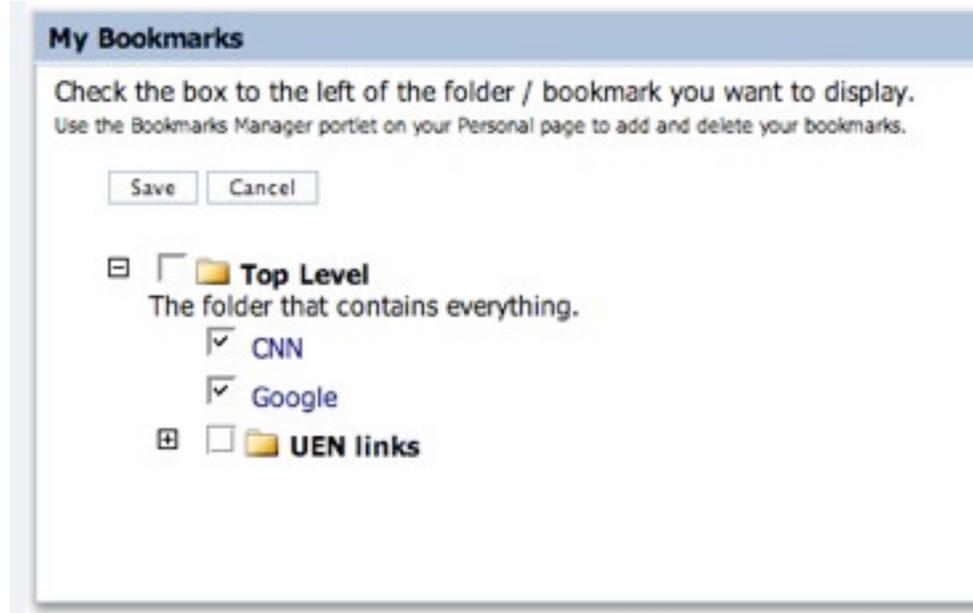
- About Me** (blue icon)
- Blogs** (blue icon)
- Gadgets** (blue icon)
- Messages** (blue icon)
- My Stuff** (blue icon)
- Curriculum Resources** (purple icon)
- My Bookmarks** (green icon) with an **Add** button
- My Documents** (green icon) with an **Add** button
- My UEN Content** (purple icon) with an **Add** button
- Wimba** (blue icon)

At the bottom of the portlet, there is a light blue box with a lightbulb icon and the text: "Drag a portlet to place it on the page."

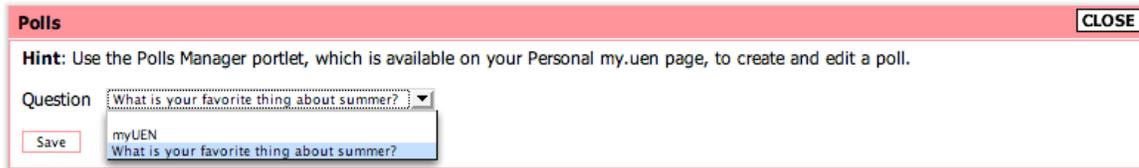
Once you've added links, documents, and polls to the appropriate manager you'll switch to the **Public** page to display the information. Now you'll add **My Bookmarks**, **My Documents**, and **Polls** full of your personal content.

**My Bookmarks** and **My Documents** are located in the **My Stuff** section of the **Add Content** on your **Public** page. You'll find the **Polls** in your Content under **Gadgets**.

You can add links or documents to individual pages. To do this, add the **My Bookmarks** and/or **My Documents** portlet to each individual page. Since you probably won't want to display all of your links or documents on



each page, select the edit icon to choose which information you want to share on a given page. Only the items with a check mark will display on the selected page. You choose whether you want one individual item or a whole folder to display.



Add your polls by clicking the edit button and selecting the question you want to display.

You'll need to repeat these steps to add content to any additional pages you create. Have fun and get to work!!

