

Creating a classroom web site just got easier.

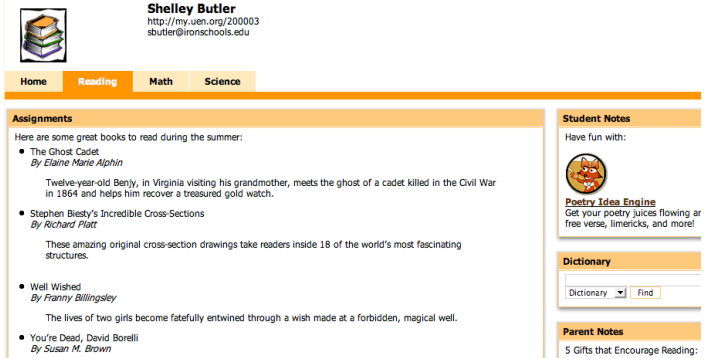
Public Page

Your Public my.uen page is a web site that you can "build" or customize to help you communicate with students, parents and the general public. You can:

- Post announcements and messages
- Share calendar events
- Create and customize multiple pages

You will see your public page URL at the top of the screen when you login.

e.g. <http://my.uen.org/12345>



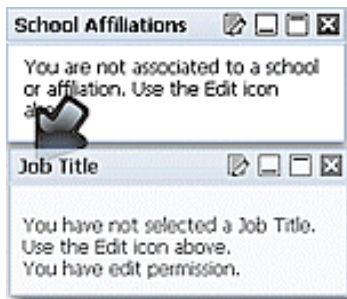
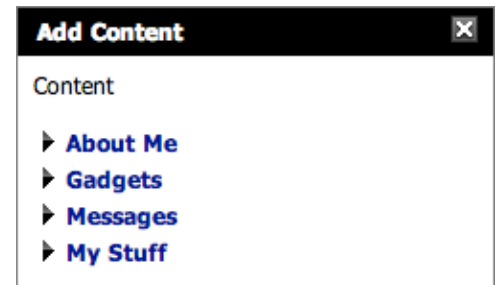
Easy to Customize

Every page / tab can be customized by:

- Adding portlets / gadgets
- Rearranging portlets
- Changing the page icon and color scheme
- Editing the Page Layout

Add Portlets / Gadgets

1. Use the "Add Page Content" link located in the upper right corner of your screen. This will open a small window with a list of available portlets organized into categories.
2. Choose a category, such as Gadgets, and use the "Add" button next to the portlet you would like displayed on your page.
3. When you are done, use the "X" in the upper right corner to close the "Add Page Content" window.

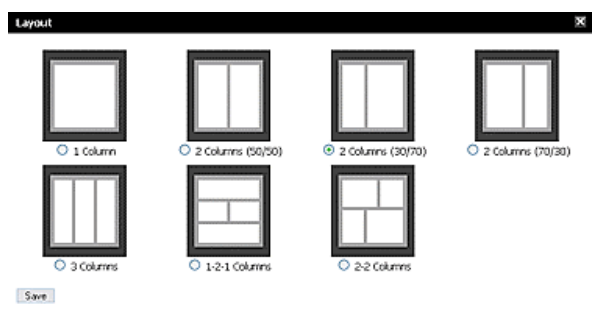
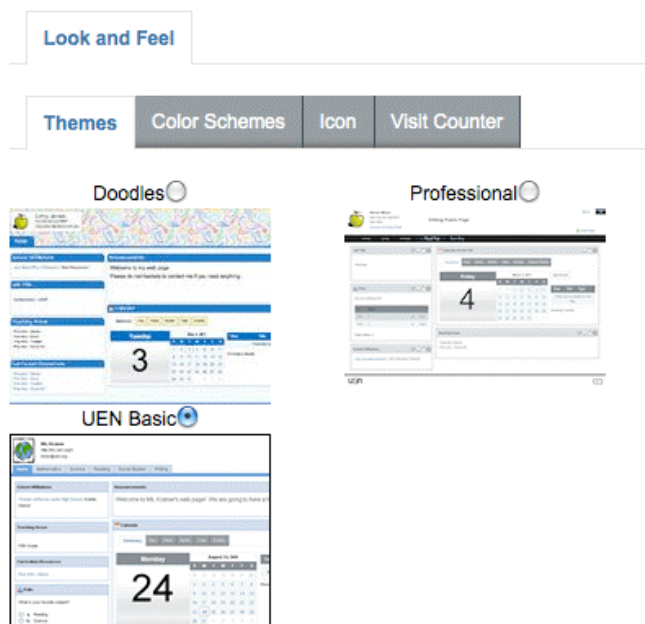


Rearrange Portlets

1. Run your mouse over the blue bar at the top of the portlet you wish to move.
2. When you see the crosshairs or a hand, click and drag the portlet to your preferred location. You will see a black arrow pointing to the spot that the portlet will be placed.
3. Release the mouse button when you arrive at the place on the screen where you want the portlet placed.

Change Page Theme, Color Scheme and Icon

1. Use the “Edit Page Look” link located in the upper right corner of your screen. This will open a window with a list of available themes, color schemes and icons.
2. Use the radio buttons next to the theme, color scheme and icon you would like for that page.
3. Use the “X” in the upper right corner to close the window.



Edit Page Layout

1. Use the “Edit Page Layout” link in the upper right hand corner of the screen.
2. Choose the layout option you would like for that page.
3. Use the “Save” button to close the layout window.

Personal Page

Your Personal my.uen page is a private web page that is for your eyes only. This is where you go to:

- View your Utah Educator Licensing information in CACTUS
- Access UEN's Tools, such as the Lesson Plan Tool and Rubric Tool
- Manage your bookmarks, documents, blogs and polls

You can customize your Personal page, however no one but you will see your Personal page.

Share your thoughts and suggestions with UEN by emailing resources@uen.org.