





# Customizing myLesley

## OVERVIEW

Pages such as the “my start page,” “my library” and “my services” contain customizable areas called modules, allowing for personalized viewing of information. Some modules, such as “My Announcement,” can be relocated but not removed.



At the top of each module are icons. Not all modules have all of the icons.

-  **Detach module:** Allows this module to launch in its own window
-  **Minimize module:** Allows this module to be collapsed
-  **Edit module:** Allows the content of this module to be edited
-  **Delete:** Allows this module to be removed from view  
It can be brought back by clicking on the modify content button

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# Customizing myLesley (continued)

## MODIFY CONTENT AND LAYOUT MODULE BUTTONS

Click here to customize the contents and layout of any page in myLesley that use modules.

Some modules, such as the "My Sticky Notes" can be made to appear on multiple pages at the same time; pages such as the my library tab.

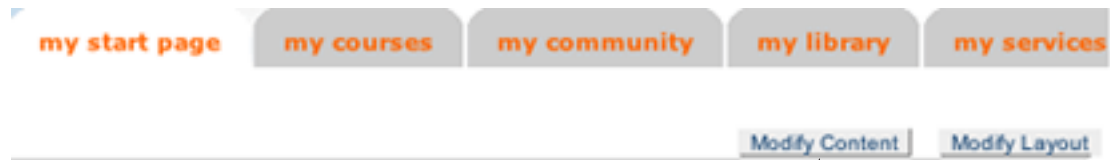


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## Customizing myLesley (continued)

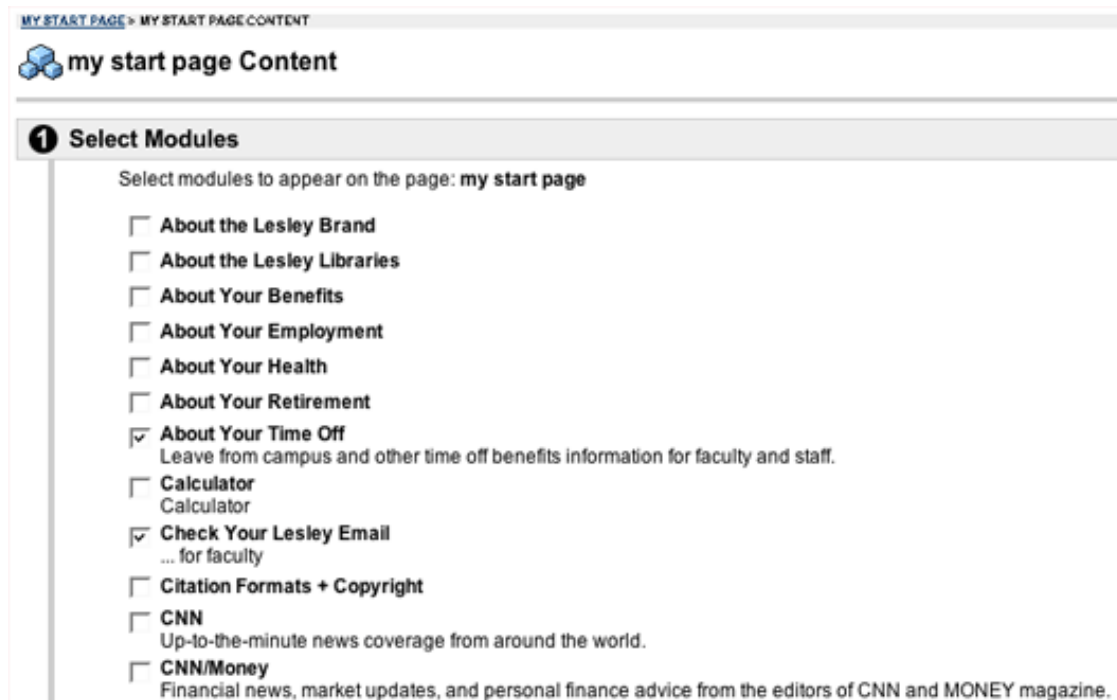
### MODIFY CONTENT

Select or remove the information on pages that contain modules.



1. Click the **Modify Content** button

The following page will appear.



2. Check the **boxes** for information you would like displayed on your start page and un-check those you would like removed.

NOTE: Boxes with Red Checks cannot be removed.

3. When complete click **Submit** at the bottom of the window.

# Customizing myLesley (continued)

## MODIFY LAYOUT

Change color scheme and the order of the modules.



1. Click the **Modify Layout** button

2. The “my start page Layout” page will appear. Click an item from either the right or left column and then use the arrows to place it where you prefer.

Move Down

Move to the Right

Move Up

Move to the Left

Personalize Theme:  
Click a **radio button** to choose a color scheme.

3. Click **Submit** →

## Customizing myLesley (continued)

### WEB BOOKMARKS: SHORTCUT TO CURRENT COURSES

The "My Web Bookmark" module is useful for holding web links that you use frequently. Also use this option to create links to your most current courses on the "my start page."

1. Go to the "my courses" tab.
2. Right click (PC) or Control click (Mac) on the link to the first course you wish to make a shortcut to and choose "copy shortcut" or "copy link location."
3. Go to the "my start page" tab.
4. Click the **Pencil** in the My Web Bookmarks Title Bar.



The "Customize My Web Bookmarks" screen will appear.

5. Type a name for this link in the "Name" field.
6. Click in the "External Link" field and paste the link you retrieved in Step 2, or add the link to an external website.

**Customize: My Web Bookmarks**

**1 Modify Module Text**

Open Links in New Window

Name	External Link
Lesley Online Email	https://email.lesley.edu/
Name	External Link
Demo Discussion Board Course	courses&url=/bin/common/course.pl?course_id=_26082_3
Name	External Link

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

7. Click **Submit**

To Paste:

- (On a PC) the Control and the V keys
- (On a Mac) the Apple and the V keys simultaneously.

MY START PAGE > CUSTOMIZE MY WEB BOOKMARKS

**Customize My Web Bookmarks**

The module has been successfully updated.

Friday, October 20, 2006 10:58:01 AM EDT

8. Click **OK**

Repeat these steps until all the current courses are in "My Web Bookmarks."