



QUICK REFERENCE GUIDE

What are the benefits?

- Access to services and information anytime, anywhere - 24/7
- One-stop location for everything saves time. No more digging!
- Targeted and customized information relevant to you.
- Seamless interface reduces logins.

Glossary of Terms:

Browser: a software application used to browse or view web sites over the internet, such as Internet Explorer, Netscape or Firefox.

Portal: a web site used as a "doorway" to access many other systems or services. MyYahoo is a popular portal.

Tab: a screen inside the portal. Tabs are accessed by clicking on what appears to be a file folder label at the top of the screen.

Channel: an individual container or "box" of information on a tab.

Navigation View: the standard web site view of myLongwood. This view is the default.

Design View: the graphical content management interface in myLongwood. Design view allows each person to customize his or her layout without affecting other users. The design view can be accessed by clicking the Content/Layout link.

Introduction:

myLongwood is a full-featured customizable web site presenting announcements, news, calendars, online groups and services for the Longwood University community. myLongwood services provide access to features such as personal information, student information, employee information, grading, registration and advising. Links to additional information and services are offered for ease of use and convenience.

Logging In:

Point your web browser to <http://my.longwood.edu>, enter your LancerNet ID and password, and click "login".

Hints: You will receive an error message if you type "www" before the address. Also, a list of supported browsers is available from the login help page. If your browser is not supported, you will receive a warning. To access the login help page, click on "Having problems logging in? Click here" from the login page.

Navigation:

Navigation in myLongwood is easy! Click on tab names to view myLongwood's default screens. Each tab contains channels within columns on the screen. A navigation toolbar on the upper right corner of your screen contains icons for your calendar, online groups, help center, and logout. In the upper left corner, a content/layout link allows you to customize your portal in design view.

Once you have logged in successfully, you will see your home tab. To change tabs, click on another tab name. To access your calendar, click on the "Calendar" icon in the navigation toolbar or click inside your calendar channel on your home tab. To access groups, click on the "Groups" icon in the navigation toolbar.

To navigate within channels, use the channel toolbar or click links inside the channel. This toolbar allows you to view the channel in full screen or minimize mode. You may also use the channel toolbar to remove a channel. Links to external resources will open in a new window.

Hints: Removing a channel with the channel toolbar is permanent. If you remove a channel, it can only be recovered by re-adding the channel using the content/layout manager.

Customization:

Columns: Columns can be added, removed or resized through the design view. You may access the design view by clicking on the Content/Layout link located in the upper left corner of your screen. To add a column, click on the "Add Column" button in your chosen location. To move a column, click the arrow pointing in the direction you want it to move. To edit, resize or remove a column, click the "Select Column" button.

Tabs: Custom tabs may be added to your layout through the design view. To add a tab, click on the "add new tab" button in the upper right corner. Tabs can be created in two modes: traditional and framed. Use traditional mode if you wish to add channels to a new tab. Use framed mode if you wish to add an entire web site or web page to your portal.

To move a tab, click the arrow next to the tab name that is pointing in the direction you want it to move. To edit or remove a tab, click on its name and select the appropriate option.

Hints: Some websites will not display properly in a framed tab. Frame breaking websites will point your browser away from myLongwood if added to a framed tab. Some tabs may not be deleted as well. Tabs that cannot be deleted do not have the "Delete Tab" button available in design view. Some tabs are locked and cannot be moved or edited. Locked tabs will not display arrows or editable properties.

Channels: To add a channel, click on the "Add Channel" button in design view where you want it to be located. Then select a category to view the available channels. To move a channel, click the arrow pointing in the direction you want it to move. To edit a channel (if applicable), click on the edit button within its channel toolbar in standard view. To remove a channel, click on the "X" button within its channel toolbar. Also, some channels can be customized, such as the Bookmarks channel (when added to a tab).

Hints: Some channels are locked and cannot be moved or deleted. Channels that cannot be deleted will appear with their "X" button grayed out so that it cannot be clicked.

Bookmarks: To customize your bookmarks, add the Bookmarks channel to the location of your choice using the content/layout link design view. Then, use the plus and minus buttons in the Bookmarks channel in navigation view to add new folders or links. To add a link into a folder, select the folder name using the radio button as you create links.

Calendar:

To access your calendar, click on the "Calendar" icon in the navigation toolbar on the upper right side of your screen or click inside your "My Calendar" channel on your home tab. The calendar application will open in a new window.

Use the tabs to navigate inside the calendar. To add an event, click on the "New Event" icon. To add a task, click on the "New Task" icon. The "Calendar Sets" tab allows you to view multiple calendars at the same time.

The "Calendars" tab allows you to view your currently subscribed calendars or to subscribe to a new calendar using the "Subscribe" icon. Additional calendar options can be set using the "Options" tab.

myLongwood Groups:

To access online groups, click on the "Groups" icon in the navigation toolbar on the upper right side of your screen. The "My Groups" tab shows groups to which you are subscribed. To subscribe to a new group, select the "Groups Index" tab and click on a group category folder to view the available groups.

To join the group, click on the group name, click "Join Group", and follow the on-screen instructions. When you have entered the group you will see the group homepage. Depending on your group leader's selections, a list of group features will appear on the left side of the group screen. Available group features are: Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, and Members. Group requests must be made by faculty or staff only. Therefore, requests for official student organizations should be submitted by the faculty/staff advisor.

Please visit www.longwood.edu/mylongwood for more info.

NEED MORE HELP?

Contact User Support Services:
helpdesk@longwood.edu
434.395.HELP / 434.395.4357

Published February 21, 2007
Longwood University Web Communications