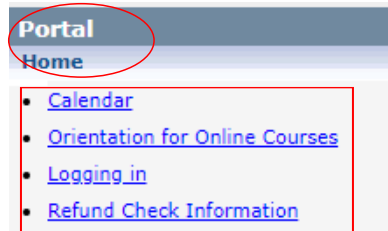


## Left Side of the Screen

One last look at the structure of the portal -

**STEP FIVE** - On the left side of the portal screen resides the sidebar or sidepane. Let's get a closer look at this area.



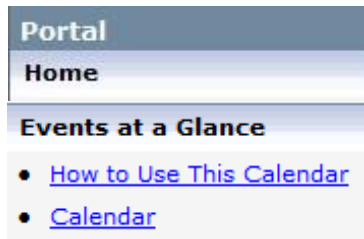
← The word Portal is a tab name – you are on the default tab for myANC.

The word Home is a page name. This tells you that within the default Portal tab you are on the page labeled “Home.”

← Under the Page name are portlet names. Portlets are the segmented areas on a page. This screenshot of the Home page has four portlets on it – Calendar, Orientation for Online Courses, Logging in, and Refund Check Information. You can click on the link name here in the side pane or just scroll around on the page to find the information in these portlets. Note: These portlets are always changing so check out what portlets are now available on the Home Tab.

Look under the portlet list on the Home page. Notice the words “Events at a Glance?” This is a link to another page under the Portal Tab. To see what portlets are available on the Events at a Glance page, click on the link to expand it. The Events at a Glance link will expand and the Home page will collapse.

Like this:



Notice how the Home page is now collapsed and only shows the page name where the Events at a Glance page is now expanded, displaying links to each portlet on its page.

As the information on the portal is changed and rearranged, this look will change with it! Don't be alarmed if you cannot find this exact snapshot in the current portal.

To review, take a look at the image below.



Can you find the name of the tab?

How many pages are on this tab? What are their names?

Which page is expanded?

Name the portlets listed under the expanded page.

Answers are: myANC News, 2 pages, What's Happening and Events at a Glance, In the expansion there are 4 portlet names - ANC - In the News, Announcements, Cell Messaging System and Quick Tip. Remember, these are ever-changing are provided as examples. The current system will not look like this example.

**Portal**

**Home**

- [ANC Messageboard](#)
- [Community Education Calendar](#)
- [ANC Events and Announcements](#)
- [Downloadable Helps](#)

**Events at a Glance**

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**Quick Links**

- [Online Student Information Booklet](#)
- [Transcript Request Form](#)
- [How to Log in to myANC and Find Your Courses](#)
- [How to Log in to Your School Email Account](#)
- [ANC School eMail LINK](#)
- [ANC Homepage LINK](#)

Under the Tab name, Page name and expanded Portlets list is a section called Quick Links. Let's take a look at this now.

The Quick Links section of the sidebar is available to you regardless of the myANC tab or page that you are on. It contains a quick and easy way to go to places that are commonly used. These links may refer to places within myANC and may refer to Internet places not within myANC.

In the list circled here, ANC Homepage Link takes you away from myANC and into our Internet homepage.

However, other Quick Links may open a document or portlet within the portal system.

All this structure is invisible to you since clicking on one of the Quick Links will take you to that place regardless of which system it is designed under.

### Sidebar Quick Links for Logged In Users

So far we have looked at links in the sidebar that are available to all viewers of myANC. However, once you log in to myANC, additional Quick Links appear.

**Quick Links**

- ⊕ **My Pages**

As a student, you will see the My Pages Quick Link. This is a personal section you get to use. You will find a calendar, announcement, bookmarks and other portlets already in

place ready for you to implement.

**Quick Links**

- ⊕ **My Courses**
- ⊕ **My Pages**

If you are currently enrolled in any courses you will see an additional Quick Link, My Courses. Expanding the My Courses link will always show current courses you are enrolled in.

The definition of the word "Current" for this link is the semester currently in session plus 15 days before and after the set term/semester dates.

Ready for a test? I'll let you off the hook this time and just ask you to go myANC ([www.myanc.anc.edu](http://www.myanc.anc.edu)) and investigate the left sidebar. Notice what changes as you move from tab to tab and what stays the same. Expand and collapse different pages on various tabs to see the effect in the sidebar. Find some of the portlet links showing in the sidebar on the tab pages. What changes in the sidebar when you are logged in?