Introduction to the Portal
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General Information

Purpose

This course introduces the University staff to the Spectrum portal and highlights some of its key features.

Audience

This course is designed for all University staff since all will be utilizing the Spectrum portal functions in some respect. Participants do not need to have an understanding of Banner for this training.

Learning Outcomes

On completion of this course, you will be able to:

- Understand what the Portal is and log into it
- Identify key features within the Portal, such as Tabs and Channels
- Customize your Portal pages
Chapter 1: What is the Spectrum Portal?

Spectrum is the University initiative to integrate administrative and educational functions campus-wide.

The Spectrum Portal

The Spectrum portal is an online tool that allows users to access many University systems from one location. In addition, the portal offers personalized content and individual customization.

The official Spectrum portal web site is http://spectrum.memphis.edu. Users may access the Portal anytime from any computer with an Internet connection.

You will log in to the portal with your University of Memphis Universal User Identification (UUID) and password. The UUID and password are required to enter the portal and are the same one used to login to the University e-mail and UMdrive accounts.

**NOTE:** The portal has a time out of one hour. This means that after being inactive for one hour the portal will prompt you with a message if you would like to continue. If you do not choose to continue you will be logged out. This is a security feature.

Logging in to the Spectrum Portal

1. Go to: http://spectrum.memphis.edu and enter your UUID and password.

   **NOTE:** The portal is case sensitive when typing in your information. Also, after ensuring you are typing in the correct information, if you have trouble, contact your local technical support provider or the ITD Helpdesk at 678-8888.

2. Click Login; the portal Welcome page will display.
Chapter 2: Tabs, Channels, and Columns

Section 1 – Introduction to Tabs, Channels, and Controls

Within the Welcome page you will see a series of “tabs” directly under your name. These **tabs** are generated based on the roles you hold at the University. For example, if you are a University faculty member, you have a **Faculty** tab, if you are an employee of the University, you have an **Employee** tab; students have a series of student tabs, etc...

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**Tabs**

Below are all of the current roles and default tabs for each of the established roles within the Spectrum portal.

<table>
<thead>
<tr>
<th>Role</th>
<th>Default Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Home, eCampus Resources, Advising*</td>
</tr>
<tr>
<td>Employee</td>
<td>Home, eCampus Resources, Employee, Finance</td>
</tr>
<tr>
<td>Faculty</td>
<td>Home, eCampus Resources, Faculty, eCampus</td>
</tr>
<tr>
<td>Former Employee</td>
<td>Home, eCampus Resources, Employee, Finance</td>
</tr>
<tr>
<td>Prospective Student</td>
<td>Home, eCampus Resources, Student, Account$, eCampus Student</td>
</tr>
<tr>
<td>Student</td>
<td>Home, eCampus Resources, Student, Account$, eCampus Student</td>
</tr>
<tr>
<td>Other manually-assigned roles</td>
<td>Specialized tabs as needed and assigned</td>
</tr>
</tbody>
</table>

*only visible if the user has Advisor role but NOT Faculty role*
Upon entering the portal, if you discover that not all of your appropriate tabs are there contact the ITD Helpdesk at 678-8888.

Remember, tabs displayed are based on role so not all tabs will appear for everyone.

Channels

Each tab is comprised of a series of “channels.” Channels contain information and often feature clickable hyperlinks to additional content. Each of the default tabs described above contains a predetermined set of channels appropriate to the employee role identified with that tab.

Below are all of the default channels for each tab*.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Default Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account$</td>
<td>Bursar – Fees, Payments, Disbursements &amp; Refunds; Tuition Estimator; Financial Aid Requirements; Financial Aid Awards; Financial Bookmarks; On-Campus Student Employment; Financial Aid Office; View My Financial Aid; Scholarship Office</td>
</tr>
<tr>
<td>Advising</td>
<td>Advising Forms; Advisor Dashboard; Course Catalog/Schedule; Banner Self-Service; Banner INB; My Banner</td>
</tr>
<tr>
<td>eCampus Faculty</td>
<td>eCourseware, UM Online, RODP, Campus Connections, Emerging Technology, Tools to Enhance Teaching, Learning Object/Open Courseware Repositories; eCampus; Best Practices; Intellectual Property</td>
</tr>
<tr>
<td>eCampus Resources</td>
<td>UMDrive; eCourseware; eLearn; Ask TOM; Library Links</td>
</tr>
<tr>
<td>eCampus Student</td>
<td>Prepare to Learn; Academic Integrity; eCourseware; eTools; Explore; Succeed; Help; eCampus Contacts</td>
</tr>
<tr>
<td>Employee</td>
<td>Time/Leave Reporting; Time Approval; Employment Details; Personal Information; Banner INB; Banner Reference Information; e~Print; Campus Work Requests; Safety Information; Bursar – Fees, Payments, Disbursements &amp; Refunds; Faculty and Staff Giving Program; Staff Links; Job Announcements</td>
</tr>
<tr>
<td>Finance</td>
<td>Finance – Banner Self Service; Banner INB; Banner Reference Information; e~Print; Requistions &amp; POs; Approval Alerts; My Banner; Financial Advisor</td>
</tr>
<tr>
<td>Home</td>
<td>Group Announcements; Campus Announcements; Spectrum Channel Information; Sticky Note; UMSearch; Ask TOM; Carpool Information; Bookmarks</td>
</tr>
<tr>
<td>Student</td>
<td>Registration; Important Dates; Schedule Planning; Registrar; Banner Self-Service; Registration Tools; SIRS Course Evaluations; SIRS Reports</td>
</tr>
</tbody>
</table>

*Due to the evolutionary nature of the portal, these defaults may be altered in the future.
Controls

Each channel contains controls in the upper-right corner. However, not all channels have the same controls.

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Pen Icon]</td>
<td>A pen icon denotes that the channel has editing controls.</td>
</tr>
<tr>
<td>![Window Icon]</td>
<td>A window icon represents viewing in Full Screen.</td>
</tr>
<tr>
<td>![Arrow Icon]</td>
<td>An arrow icon represents minimizing the channel.</td>
</tr>
<tr>
<td>![Active X Icon]</td>
<td>The active X icon indicates that you may close or remove the channel from the tab.</td>
</tr>
<tr>
<td>![Inactive X Icon]</td>
<td>The inactive X icon indicates a permanent channel that you may not close.</td>
</tr>
</tbody>
</table>

**Section 2 – Customizing Tabs**

1. Under the Spectrum logo, click the **Content/Layout** link.

   The Manage Content/Layout page will appear.
Adding Tabs

2. Near the middle of the screen, click the **Add New Tab** button. The steps for adding a new tab will appear.

3. Under **Steps for adding this new tab**: fill out the following:
   - **Name**
   - **Type**
     - Traditional – Channels can be added within this tab
     - Framed – a URL can be added within this type of tab and then readily available to you when in the portal
   - **Position** – select the existing tab you would like the new tab to appear after; for example, if you see Home and eCampus Resources and you select eCampus Resources, the new tab will appear directly in front of eCampus Resources.

4. Click **Submit**.

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**Manage Content/Layout**

Steps for adding this new tab:

1. Name the tab: New Tab
2. Select the type:
   - Traditional
   - Framed – URL
3. Select a position for the tab:
   - Home
   - eCampus Resources
4. Submit the choices: Submit

---
Editing and Removing Tabs

5. Within the Manage Content/Layout page, click on the name of the tab you want to delete. The Options for modifying this tab: screen will appear.

For example, if you would like to delete the New tab ...

![Manage Content/Layout](image)

6. On this screen, your options are:
   - **Rename** the tab (A)
     - Type the new name and click the Rename button.
   - **Change** the tab type (B)
     - Choose the new radio button and click the Change button.
   - **Delete** (C)
     - Click the Delete this tab link.

![Manage Content/Layout](image)
Moving Tabs

7. On the *Manage Content/Layout* page, to modify the horizontal position of a specific tab, click the arrows on that tab.

In the screen below, if you would like to move the *Employee* tab so it appears second from the left, you would click its left arrow once.

8. When finished, click the **back to** link under the Spectrum logo.

The portal will remember which tab you were on when you entered the *Manage Content/Layout* area.
In Class Exercise – Chapter 2.2

1. Add two Framed tabs to your portal. Be sure to add these to the end of your tab list.

2. Change one of your Framed tabs to a Traditional tab.

3. Rename the Traditional tab.

4. Move your Traditional tab one spot to the left.
Section 3 – Customizing Channels

5. Within the Manage Content/Layout page, select the tab you want to add a new channel by clicking on its name.

**Manage Content/Layout**

Options for modifying Preferences:

- **Tabs:** To add a tab, click the “Add New Tab” button. To move a tab, click the arrow pointing in the direction you want to move. To remove a tab, click on its name.
- **Channels:** To add a channel, click on the “Add Channel” button where you want it to be placed. To edit a channel, click on its name or the edit button within its colored bar.
- **Columns:** To add a column, click on the “Add Column” button where you want it to be placed. To edit, resize or remove a column, click its “Edit” button.

**REMEMBER:** Only Traditional tabs can have channels added to them. While you cannot tell which ones are or are not traditional just by looking at the links, you can tell once you click on the tab link.

In the lower portion of the page the difference is displayed (see the screen shots below)...

**Traditional** will show its channels:

**Framed** will show its URL:
Adding Channels

6. Locate the column and position where you want to add the channel, click the Add Channel button. The Steps for adding a new channel: screen will appear.

For the example below, the Traditional tab has five potential places for a channel to be added.

**NOTE:** You can only add one channel at a time; however, each Add Channel button below has been marked to show where it could be found.

7. Next to step 1, using the dropdown, select a category and click Go.

Steps 1a, 2, and 3 will appear.
8. Next to 1a (A), using the dropdown, select a subcategory if you would like, and then click Go and continue to step 2.

**OR**

Go directly to step 2 and highlight a channel (B), and then click the Add Channel button (C).

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**Manage Content/Layout**

Steps for adding a new channel:

1. Select a category:
   - Entertainment
   - Go

2. Select a channel:
   - Category: Entertainment
     - Campus Scene
     - Daily Business Cartoon
     - Nature podcasts
     - NPR - All Things Considered
     - NPR - Morning Edition
     - Project Gutenberg
     - Word of the Day

   **List does not include channels in subcategories**

3. Add the selected channel: Add Channel

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**Editing and Removing Channels**

All adjustments to channels, with the exception to moving them, can be done via the Controls.

Descriptions of the controls and the icons for them can be found on page 7.

Individual controls for each channel are found by going to the specific channel on the Manage Content/Layout page.

To the right, the controls for the New York Times channel are marked.
Moving Channels

9. To move a channel horizontally or vertically in the display, click the arrows within the channel icon.

**NOTE:** At times, arrows will appear grayed out and you will not be able to move a channel in a particular direction due to column restrictions.
In Class Exercise – Chapter 2.3

1. On your Traditional tab, add three channels.

2. Remove one of the channels.
Section 4 – Working with Columns

Adding Columns

3. Within the Manage Content/Layout page, select the tab you want to add a new channel to by clicking on its name.

4. Locate the position where you want to add the new column and click the Add Column button.

For the example below, the Traditional tab has three potential places for a column to be added.

**NOTE:** You can only add one column at a time; however, each Add Column button below has been marked to show where it could be found.

![Diagram showing column placement options]

The new column will be added to the right of the button you clicked.

Editing and Removing Columns

5. Within the column, click the Select Column button.

The Options for modifying this column: screen will appear.

![Diagram showing column options]

Questions? adminsys@memphis.edu

Updated: 03/05/2008
6. On this screen, your options are:

- **Set Column Widths** (A)
  - Enter column width information and click the **Save Widths** button

- **Delete** (B)
  - Click the **Delete this column** link.

![Manage Content/Layout](image)

**Moving Columns**

7. To move a column horizontally in the display, click the left or right arrows next to the **Select Column** button.

![Moving Columns](image)
In Class Exercise – Chapter 2.4

1. On your traditional tab, add two new columns.

2. Move the middle column so that it is now the furthest to the left.

3. Delete one of the columns.

4. Move one of your channels to a different column.
Chapter 3: Additional Portal Functionality

Section 1 – Announcements

On the Home tab all users will find two types of announcement channels: Group and Campus.

Neither of these channels can be deleted and are important resources. One example for the use of these channels would be in case of issues with the campus email system.

Group announcements are sent out based on organizational groups. An example of this type of announcement would be your supervisor using it to communicate important memos to your work group.

Campus announcements are those sent to all university faculty, staff, and students. An example of this would be information on how to sign up for the new TigerText emergency alert messaging.

Deleting Announcements

After reading announcements it is best to delete them. The reason for this is so new ones will more easily catch your attention. On the Home tab the date the announcement is posted is not displayed, but rather, just the announcement title.

1. Click on the announcement title; the announcements screen will appear.

2. In the upper right corner of the announcement, click the Delete link.
3. A confirmation message will pop up, click **OK**. The announcement will have been deleted.

<table>
<thead>
<tr>
<th>Campus Announcements</th>
</tr>
</thead>
<tbody>
<tr>
<td>You currently have no campus announcements</td>
</tr>
</tbody>
</table>

4. Click **back to Home tab** in upper left corner to get back to the **Home** tab.

**Section 2 – Other Portal Functions**

The Spectrum portal has a series of functions located in the top right of the screen, above the tab line. These functions are discussed below.

**e-mail**
- This button provides access to your University e-mail account.

**Datebook**
- The Datebook feature is a personal calendaring program which allows you to log personal events and appointments. Events which have been assigned to datebooks within the Group Studio (see next item) will be included on this datebook.
- The portal's Datebook feature is not to be confused with the calendar offered via Microsoft Outlook or with the University's Resource 25 software.

**Groups**
- Group Studio allows for the creation of academic, administrative, athletic, cultural, intramural, political, service, social, and technology-related groups. Portal users may request either public or private groups fitting any of these criteria (within University usage guidelines).
  - **Public groups** that are of general interest to students and faculty will be approved. These groups must not promote activities that are illegal or that violate the rights of others.
  - **Restricted groups** may be created only if they are associated with a sanctioned group or if the group leader has obtained permission.
Admin

- Users with administrative privileges within the portal may access them through this link.

Logout

- This allows you to securely end your portal session. Always use this function rather than just closing out of your browser window. It is best to click the Logout button then close your browser; in this order.

Help

- The Help button links to a comprehensive guide to using and customizing your University portal.
Appendix A: Spectrum Portal Quick Tips

- While using a campus computer, can enter into the address line “spectrum” and it will go directly to http://spectrum.memphis.edu

- When logging in to the Portal, be careful; it is case sensitive and using an uppercase letter when it should have been lowercase and vice versa will cause an error and it will not allow you to enter.

- The Portal has a time out of one hour. This means that after being inactive for one hour the portal will prompt you with a message if you would like to continue. If you do not choose to continue you will be logged out. This is a security feature.

- Only Traditional tabs can have Channels added to them. If you enter a Framed tab you will not have the tools to add any features to that tab.

- When adding Channels and Columns, you can only add one at a time even though more than one Add Channel or Add Column button will appear on the page.

- When moving Channels, at times, arrows will appear grayed out and you will not be able to move a channel in a particular direction due to column restrictions.

- On the Employee tab, when editing your addresses, be sure to always have one mailing address listed. The system will not check this for you. One mailing address MUST be included in your record at all times to ensure your pay check gets to you; even if you have direct deposit.