MyMCC Customization Quick Reference Guide

myMCC is a central source of information delivered to the MCC college community. It is delivered to you in a default layout, but you do have several options to make myMCC truly “your own”. There are some cases in which key Tabs and Channels of information on those tabs are locked or not customizable.

Editing User Preferences

- Click the My Account link in the top left of the screen to adjust user preferences.
- You can change your password, select your preferred locale or make privacy settings from this location.
- Click the Save Changes button to have your preferences saved to the system.
- Click the Back to Tab link in the top left of the screen to return to myMCC.
- Clicking the Cancel Button will return you to the main screen without changing any preferences.

Customizing Content

- Click the Content Layout link in the top left of your screen.
- In the Manage Content/Layout area you can make modifications to Tabs, Channels and Columns or revert to the default layout. The directions at the top of the screen will help you make modifications. The steps are also outlined within this document. If a button is grayed out, that particular modification is not available to you.
- To save your changes and return to the main screen click the Back to Tab link on the top left of the screen.

Adding Tabs

- Click the Content Layout link in the top left of your screen.
- Select the “Add Tab” Tab on the far right of the Manage Content Layout screen.
- Name the Tab.
- Select the Tab Type. A Traditional Tab is one that contains columns and channels set within those columns. A Framed Tab is one that allows you to fill the entire tab with the content of a specified URL.
- Select a Position for the Tab. Existing tabs are locked. A new Tab would be added to the far right.
- Click the Submit Button to add your new tab to the layout.

Modifying Tabs

- Click the Content Layout link in the top left of your screen.
- Select the Tab to Edit.
- At the top of the screen, you will see a list of options for modification of the Tab.
  - Make the tab the default “Active Tab”. The tab that you will see when you log into myMCC.
  - Rename the Tab by typing a new name and click the Rename Button.
  - Change the Tab type. A Traditional Tab is one that contains columns and channels set within those columns. A Framed Tab is one that allows you to fill the entire tab with the content of a specified URL.
  - Delete the Tab.

Moving Tabs

- Click the Content Layout link in the top left of your screen.
- You can change the Tabs location in the layout by clicking the directional arrows on the Tab. If a directional button is grayed out, movement in that direction is not available to you.
Working with Columns on a Tab

- Click the Content Layout link in the top left of your screen.
- Select the Tab you want to work with.

Adding Columns

- You can only modify columns on Tabs you have created. Click the Add Column button in the position you want the new column to appear. There is an Add Column button on both the left and right hand side of the screen.
- At the top of the screen you can then set column widths as a percentage of the total screen. Be sure to add the % sign after the value you type. Widths, as a percentage, should total 100% for all columns on the tab. The default setting for each column added is 100%.
- Choose the Submit button to save your settings.

Delete Columns

- Select the column you want to delete by clicking the Select Column button on the Tab.
- At the top of the screen click the Delete this column option.
- You will be prompted to confirm the Delete. Click OK.

Move Columns

- Select the column you want to move by clicking the Select Column button.
- Click the directional arrows on either side of the Select Column Button to move the column in that direction. If the directional buttons are grayed out, you are unable to move the column in that direction.

Working with Channels on a Tab

- Click the Content Layout link in the top left of your screen.
- Select the Tab you want to work with.

Adding (Subscribing To) Channels

myMCC is delivered to you with a standard set of channels organized on Tabs. There are more channels of information available to you. Channels may appear on more than one Tab! By adding channels you are making more information available to you through your single sign-on to myMCC.

- Click the New Channel Button in the column where you want to add the channel.
- At the top of the screen, select a category name to view available channels belonging to that category, or choose Select All from the drop down list to view all available channels.
- Click the Go Button.
- Select a channel from the resulting list.
- Click the Add Channel button on the far right of the screen to add the Channel to the Tab.
- Click Cancel and return to return to the Manage Content/Layout screen without adding a Channel.
- Click the Back to link in the upper left hand corner to see the new Channel on the Tab.

Moving Channels

- To change a channel’s location on the tab, click the directional arrows on the Channel you want to move. If some arrows are grayed out, you may not move the channel in that direction. Other channels on the Tab will automatically reposition themselves based upon the move you made.
Deleting Channels
You can remove channels from the Tab directly or from the Content Layout Area of myMCC.

- From the Tab, click the Remove Button from the top right corner of the Channel.
  or
- Click the Content/Layout link from the top left of the main screen to enter the Manage Content/Layout area.
  - Click the Delete Channel button on the upper right of the Channel.
  or
- Click the Select Channel button and then click the Delete this Channel button from the top of the screen.

Returning to Default View of a Tab

- Select the MyStuff Tab, the Banner Tab or a Tab you have created.
- Click the Content Layout Link on the upper left of your screen you will see a link “Revert to Default Layout”.
- Click “Revert to Default Layout”. Note: you will get one warning stating that you are about to replace the current layout with the default layout. These changes cannot be undone and in most cases will remove all Channels on the Tab.
- Click Yes if you want to proceed. Clicking Cancel will not make any changes to the Tab.