How to Post a Handout

You can add a myriad of file types to the Handouts Portlet in VikingWeb. The file types accepted include PDF, Word, Excel, PowerPoint, and WinZip. Click on the File Tools link to see a complete list. You may also contact Jerry Trammell at x2680 or Marla Gilreath at x 5848 with questions about additional file types.

1. Log into VikingWeb and go to the appropriate course.

2. The Handouts portlet is located in the right hand column. You may need to scroll down the page to see the portlet.

3. To quickly add a handout, **click Add a Handout.** (Skip to step 8.)

4. If you are adding handouts that need to be organized into different folders, **click the Handouts title.**

5. Click **Add a Set.**

6. Type the name of the Set. You can also add a description of the Set and position the set (first, etc). Click Save, Save and Add Another (if you want to add more sets), or Cancel.

How to Post a Handout

Handouts - Manage Set View

Manage | File Tools

Name:

Description:

Default Font ▾ | Size ▾ | B I U A ▾ ✏ ▾ ✐ | ≡ ≡ ≡ ≡ | ≣ ≣ — ∞ ✂ 🎲 🙂

Normal HTML

(Max Characters: 2000)

Position: First ▾

Save | Save and Add Another | Cancel

Note: By default, empty sets do not appear on the page. You can still add handouts to them. To make empty sets appear, click the wrench icon and check the box next to Show Empty Sets and click Save then click Exit.

Show Empty Sets:

☐ Show Empty Sets

Check to display sets that have n

Save

Exit

7. When are finished creating Sets, click Add a Handout.

➕ Add a Handout

➕ Add a Set

8. You will need to :
- Name the Handout
- Browse for the handout on your computer
- Choose a Set (if you have more than one) -Optional
- Write a description if you want. -Optional

Name:

File: Browse...

Set: Ungrouped ▾ Add a Set

Description: Default Font ▾ Size ▾ | ✏ | B I U A ▾ ✏ ▾ ✐ | ≡ ≡ ≡ ≡ | ≣ ≣ — ∞ ✂ 🎲 🙂

Normal HTML

(Max Characters: 2000)

9. You will then need to:
   - Choose an option for the Start Date.
   - Choose an option for the End Date.
   - Choose what action to take after the End Date. – Optional
   - Click Save, Save and Add Another (if you want to add more sets), or Cancel.

Start: ⊙ Display now
○ Display later manually
○ Display on:
[   ] [📅] [12 ▾] : [00 ▾] [AM ▾]

End: ⊙ No end date
○ End now
○ End on:
[   ] [📅] [12 ▾] : [00 ▾] [AM ▾]

After End: [Make Inactive ▾]

[Save] [Save and Add Another] [Cancel]

Reorder Handouts: 1. Click the pencil icon next to the Set name. 2. Type the correct order in the boxes that correspond to each handout. 3. Click Save.	**Unit 1** ➕ ✏️ ☐ Unit 1 Summary (.doc, 269k **Unit 1** ☐ [1] Unit 1 Summary
View Analytics: Next to each Handout in the list is an analytic that shows how many times a handout has been downloaded.	**Unit 1** ➕ ✏️ ☐ Unit 1 Summary (.doc, 269K, Downloaded:0 times)
Edit & Replace: 1. Click the pencil (edit) icon next to handout. 2. Browse for the replacement file and follow the prompts. You may need to logout and log back in to see the change.	✏️ - edit icon Current File: 07Raffle Entry Tickets.doc Replace With: [ ] [Browse…]

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with questions or comments.