

## Add a Portlet to a Page

At times, an instructor may need to add a portlet to an existing page. This document will explain how to add a portlet to a page.

1. Log in to VikingWeb and navigate to one of your courses.
2. Navigate to the page that you want to add a portlet to.
3. Click Edit Page



4. Click Content



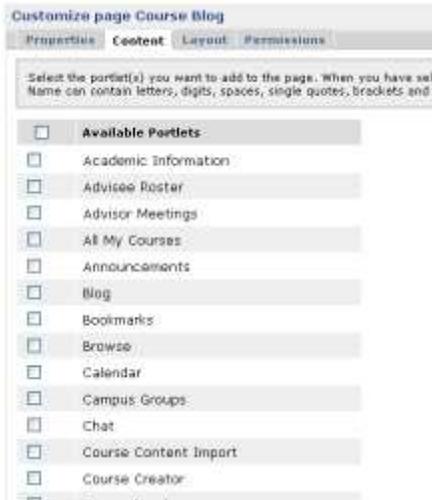
5. Click Add a Portlet.

You can also click Add custom content if you want to add a Custom Content Portlet. See the CIT Resource About This Course/Custom Content Portlet for more information about the Custom Content Portlet.



6. You will see a long list of available portlets. Check the box next to the portlets that you want to add. You can add up to ten portlets per page.

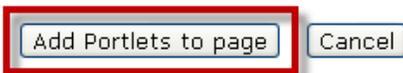
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7. After checking a box, you will have an opportunity to change the name of the portlet as it appears on your page.
8. Scroll down the page and click Add Portlets to page then scroll down again and click Exit.
9. You will be redirected to the previous page where you can see a list of the portlets you added.



Click Exit if you don't need to edit the layout of the page.



You can edit the Layout of the Page that you just added a portlet to.

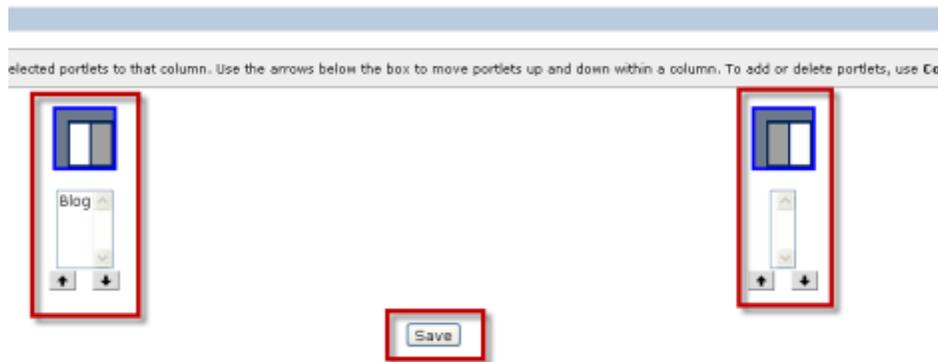
Layout – This is where you can change the layout of the new page and arrange the portlets that you have added.

CIT recommends leaving the columns set to the default of Two – Even.

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Underneath the column setting is an area where you can order portlets and arrange them in the two columns.



Highlight the name of the portlet that you want to change. Use the arrows to change the order in the column or click the image of the other column to move the portlet to that column.

Click Save to save the layout.

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with questions or comments.