

How to Add Your Name to the Navigation Section

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty to learn how to edit and the navigation section to change their name in the header.

Step 1: Click on the lock icon to unlock in the navigation to access the navigation section. (See image 1)



Image 1

Step 2: To access the “Settings” of the navigation section, click on the gear icon below the unlock icon and the “Section Settings” will open on the left of the browser window. (See image 2)

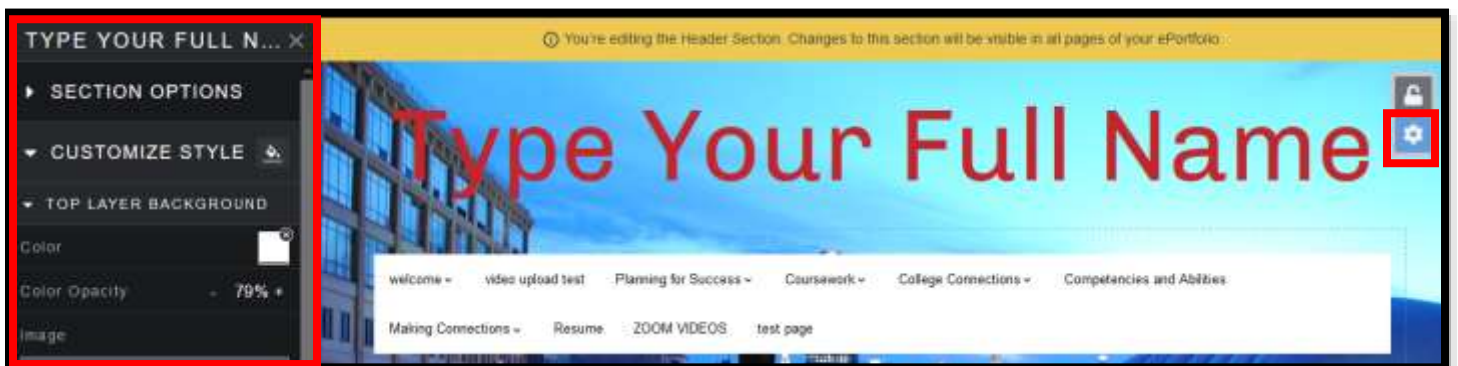


Image 2

Step 3: Click “Section Options.” From the drop-down menu, type your name in the text field and make sure the “Display Section Name” button is toggled on. You can also customize the font style, alignment and padding. Once finished, the sections settings title will change to your name. Click the “X” to close the window. (See Images 3 and 4)

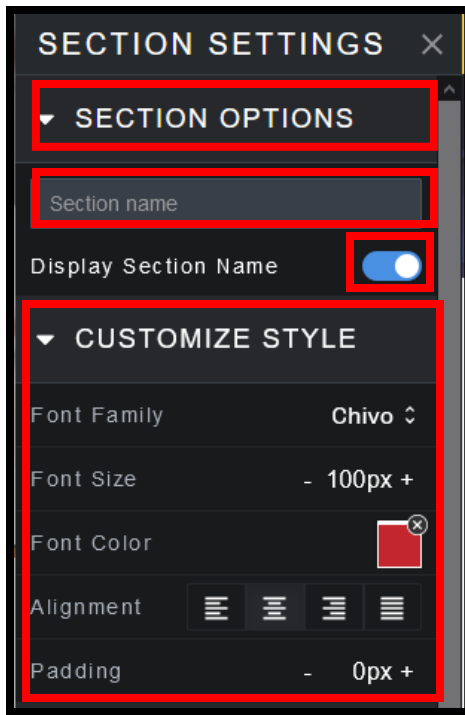


Image 3

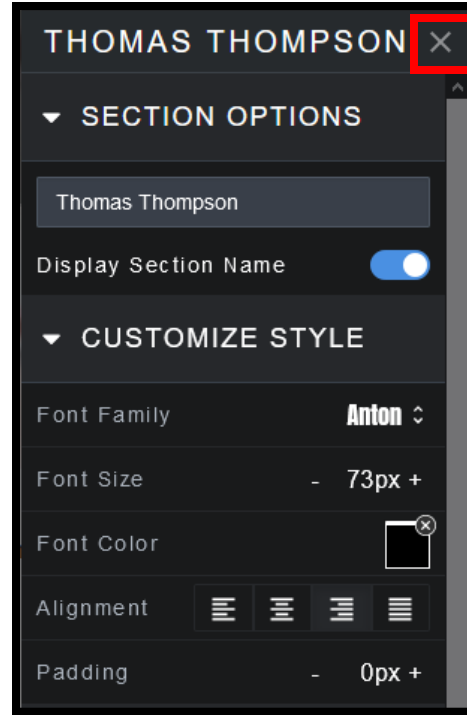


Image 4

Note: Delete the text or Toggle the “Display Section Name” button off if you do not want your name to show in the header of the navigation.

Step 4: After the changes have been made, click the “Unlock” icon to lock the navigation or click out of the navigation to automatically lock it. (See Images 5)

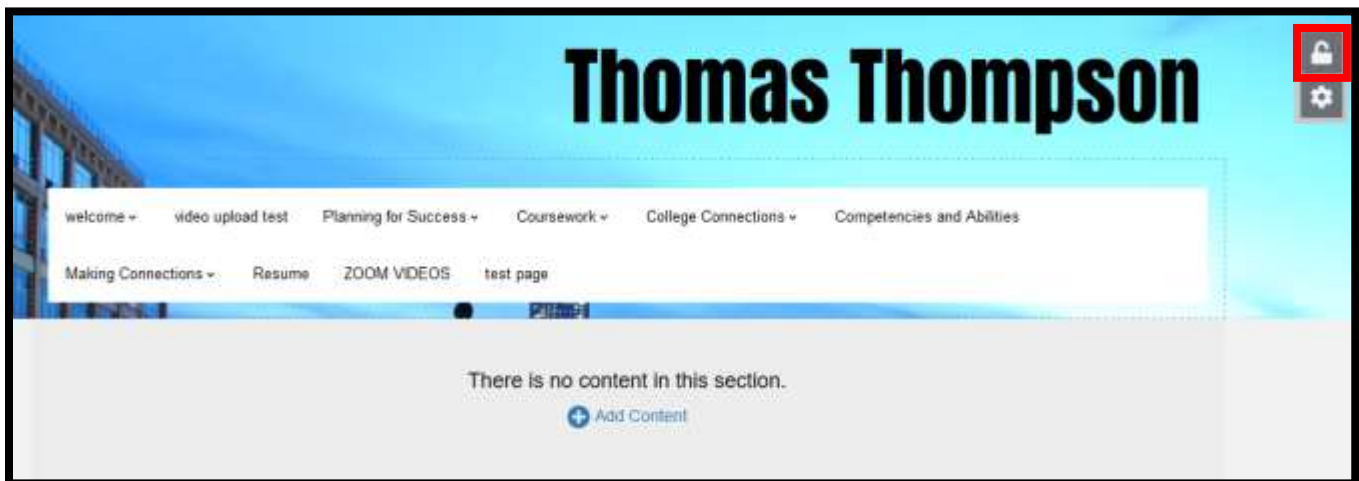


Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.