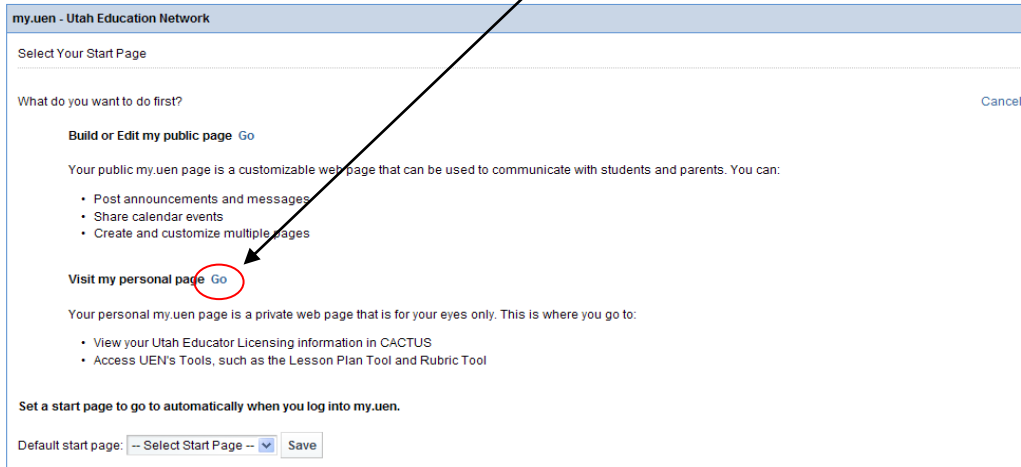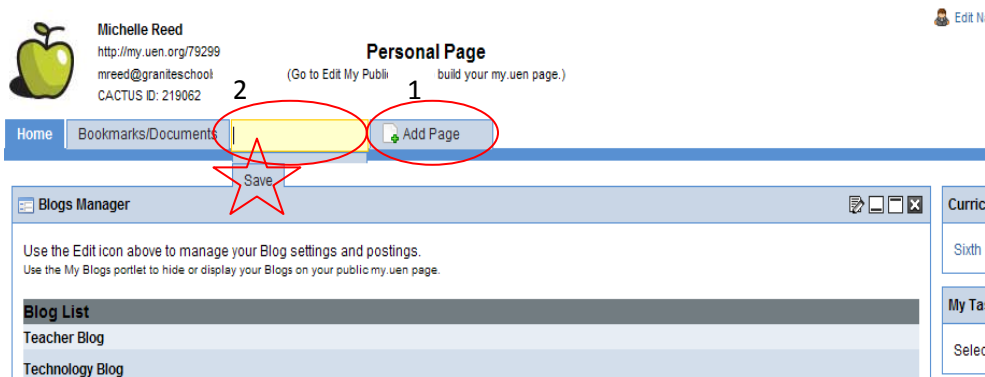# Adding Bookmarks to my.uen

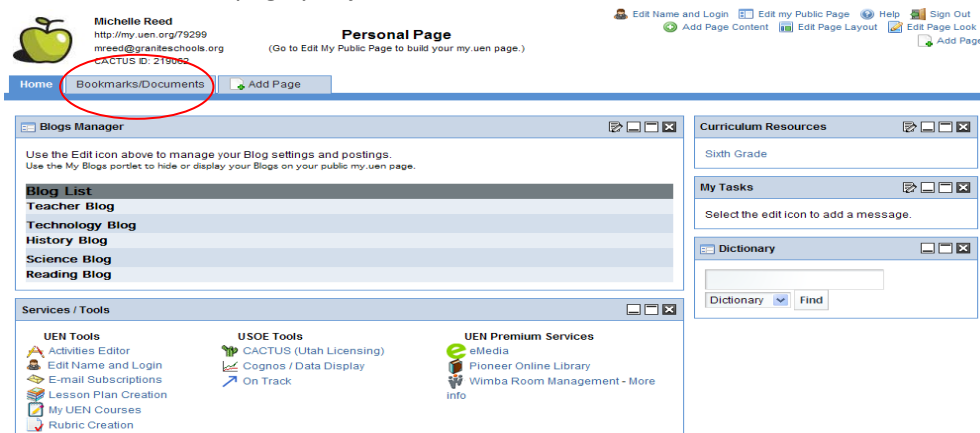1. Login to my.uen.org
2. Go to your personal page.

Add Bookmark Manager (this only needs to be done the first time)
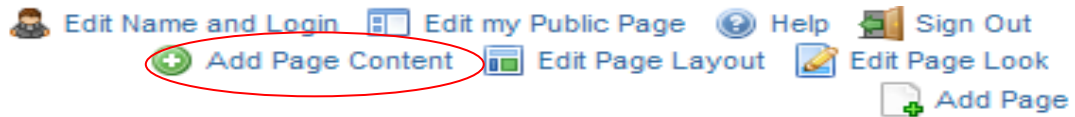
3. First we need to add a page to store our documents and bookmarks. Click on "Add Page," type in Bookmarks/Documents, and click on "Save."
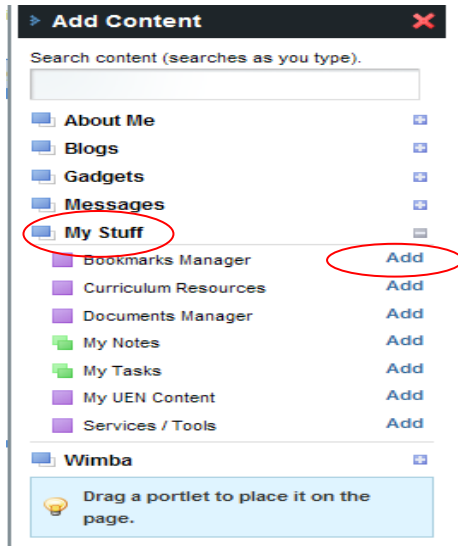

4. Double click on the page you just added

5. First we must add the Bookmark Manager. Click on "Add Page Content."

6. Click on the + next to "My Stuff" and click on "Add" next to Bookmark Manager.

Adding Folders For Bookmarks

1. Click on the edit button on the Bookmark Manager.
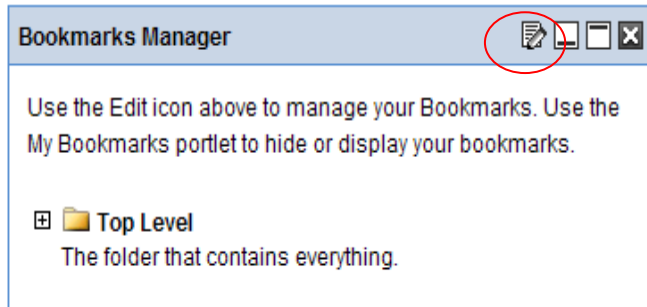
2. Click on "Add a Folder"

3. Type the name of the folder and press "Save."

4. You can add folders within folders.

5. Click on the folder you want to add a folder to (make sure the name of the folder is in the top corner). Click on "Add a folder" and follow the same steps. You now have a folder within a

folder.
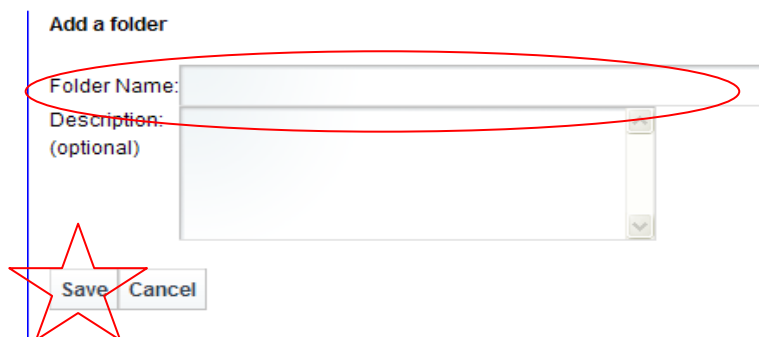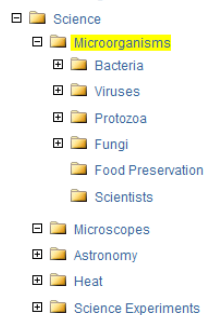
- Top Level
  - Ancient Egypt
    - Ancient Egyptian Food
  - Fast Finishers
  - Halloween
  - Pictures for Projects
  - Reading
  - Science
    - Microorganisms
    - Microscopes
    - Astronomy
    - Heat
    - Science Experiments
  - Social Studies
  - Spelling
  - Teacher Stuff
  - Thanksgiving
  - Typing

Science

Add a folder   Folder Actions ▼   Add a bookmark   Bookmark Actions ▼   Alphabetize

☐ **Select All Bookmarks**		
☐ Scientific Method	📝	🗑
☐ Conundrums	📝	🗑

Adding a Bookmark

1. To add a bookmark to a folder. Click on the folder that you want it in. Make sure it says the name of the folder in the top corner. Click on "Add a bookmark"
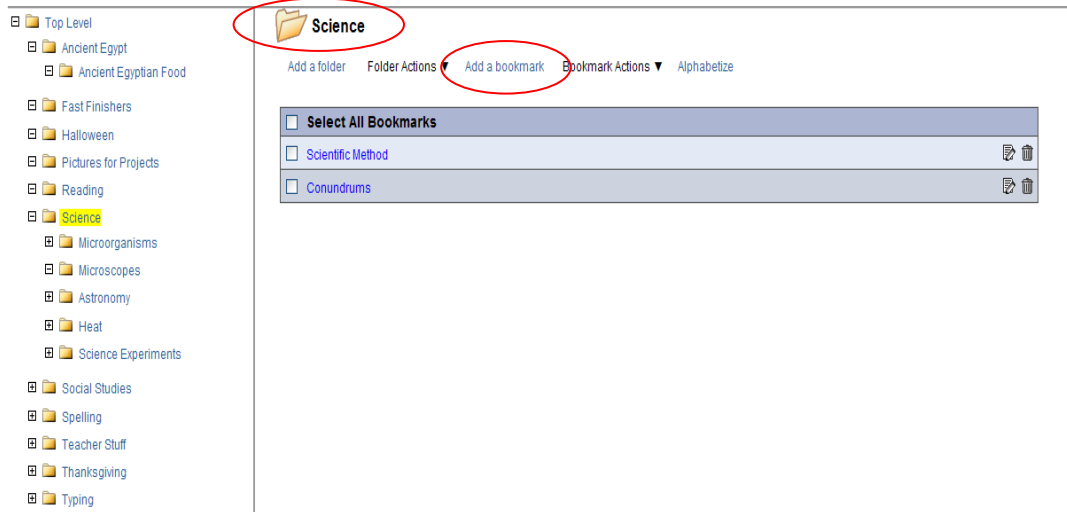
2. Open a new tab. Navigate to the site that you want to bookmark. Go to the address bar and copy (right click, copy OR CTRL+C) the address. After you have copied the address, click on the tab that has your name on it.

Click here to open a new tab

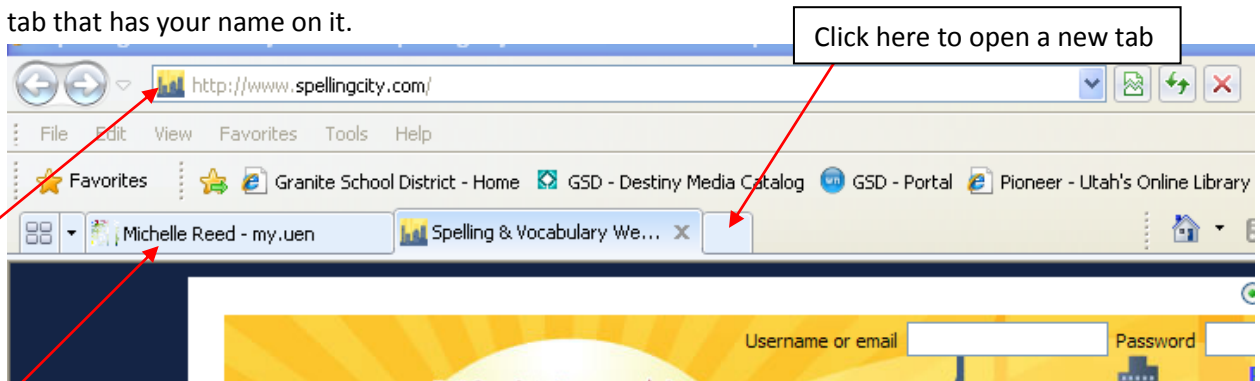

Address Bar

Tab with your name on it

3. The "Site Name" is what people will see. You can name the site whatever you want. On the line that says "Site URL" DELETE http:// and PASTE (Right click, paste OR ctrl+f) the website address here. If you want to write a short description, students will be able to see that description. SAVE

Add a bookmark

Site Name:

Site URL: http://

Description: (optional)

Delete http:// and PASTE website

Save Cancel

4. When you are done adding bookmarks, click on "Close."

Display Bookmarks on Your Public Page

5. To make your bookmarks visible on your public page you will need to follow these steps.
6. *First, you must add "My Bookmarks" to your public page. Click on the page that you want your bookmarks to appear on. (Add pages if necessary)*

7. Click on "Add Page Content" *If you are using the Doodles design press MENU first, then ADD PAGE CONTENT*

8. Click on the + next to "My Stuff" and click on "Add" next to My Bookmarks.

Add Content

Search content (searches as you type).

- About Me
- Blogs
- Gadgets
- Messages
  - Announcements — Add
  - Assignments — Add
  - Messages — Add
  - Parent Notes — Add
  - Student Notes — Add
- My Stuff
  - Curriculum Resources — Add
  - My Bookmarks — Add
  - My Documents — Add
  - My UEN Content — Add
- Wimba

Drag a portlet to place it on the page.
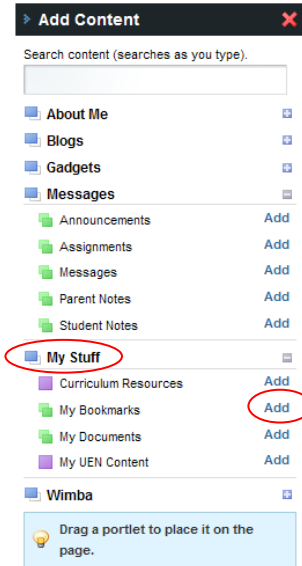
9. Click on the edit button on "My Bookmarks."

My Bookmarks

You have no Bookmarks set to be displayed. Use the Edit button above to change your display and hide options.
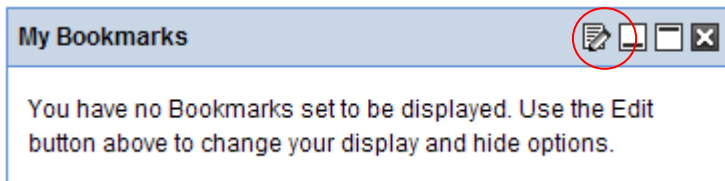
10. Click on the sites that you want to appear on that page. If you click the entire folder, everything in that folder will appear. If you just click on a few sites, only those will appear.

Save Cancel ☐ Display on public page as a list (no folders).

- ☐ Top Level
  The folder that contains everything.
  - ☐ 3D Optical Illusions
  - ☐ A Game A Day
    It's true - games do make you smarter!
  - ☐ Brain Den
    Brain Teasers and more
  - ☐ Christmas Around the World
    Learn about Christmas in different countries
  - ☐ Christmas Mahjong
  - ☐ Daily Astronomy Picture
    Check out the wonderful world of astronomy.
  - ☐ Disco Santa
  - ☐ Elf Clubhouse
  - ☐ Even More Christmas Game

- ☐ Ancient Egypt
- ☐ Fast Finishers
- ☐ Halloween
- ☐ Pictures for Projects
- ☐ Reading
- ☐ Science
- ☐ Social Studies
- ☐ Spelling
- ☐ Teacher Stuff
- ☐ Thanksgiving
- ☐ Typing
- ☐ UEN Buddies
- ☐ Writing
  - ☐ Training
    Teacher Training

11. Remember to save. If you see the green sign your save is successful and you may close. Your bookmarks are now visible on your website.

My Bookmarks   ⇐ Close

✔ You have successfully updated your preferences.

Check the box to the left of the folder / bookmark you want to display.
Use the Bookmarks Manager portlet on your Personal page to add and delete your bookmarks.

[Save] [Cancel]   ☐ Display on public page as a list (no folders).