Adding Documents to my.uen

1. Login to my.uen.org
2. Go to your personal page.
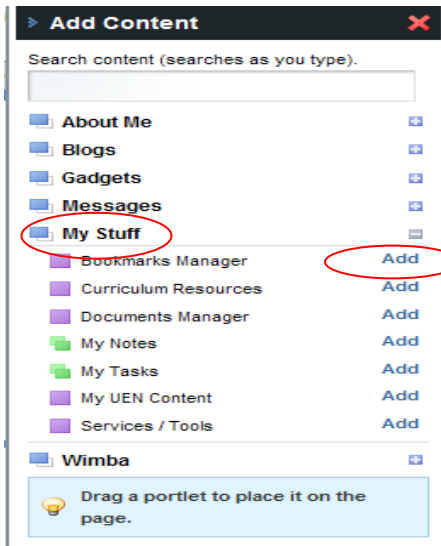
my.uen - Utah Education Network

Select Your Start Page

What do you want to do first?   Cancel

       Build or Edit my public page Go

       Your public my.uen page is a customizable web page that can be used to communicate with students and parents. You can:

          • Post announcements and messages
          • Share calendar events
          • Create and customize multiple pages

       Visit my personal page Go

       Your personal my.uen page is a private web page that is for your eyes only. This is where you go to:

          • View your Utah Educator Licensing information in CACTUS
          • Access UEN's Tools, such as the Lesson Plan Tool and Rubric Tool

       Set a start page to go to automatically when you log into my.uen.

       Default start page: -- Select Start Page -- ☑ Save

Add Document Manager (this only needs to be done the first time)

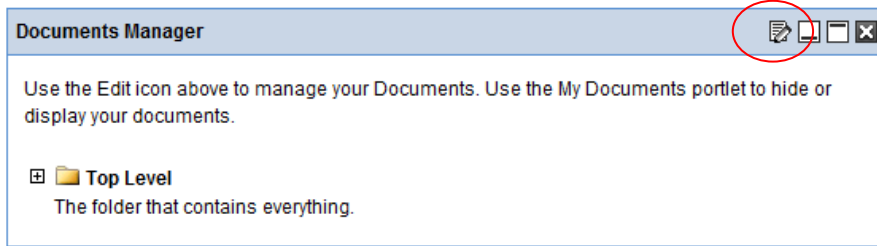3. First we must add the Bookmark Manager. Click on "Add Page Content."

      👤 Edit Name and Login   🔲 Edit my Public Page   ❓ Help   🚪 Sign Out

          ➕ Add Page Content   🔳 Edit Page Layout   📝 Edit Page Look

                                                   📄 Add Page
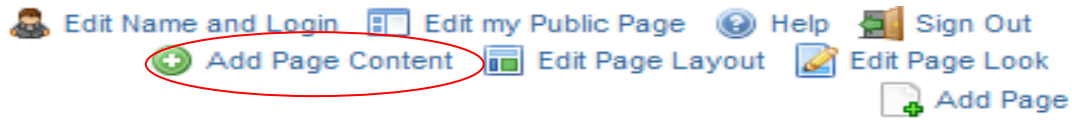
4. Click on the + next to "My Stuff" and click on "Add" next to Bookmark Manager.

❯ Add Content   ✖

Search content (searches as you type).

🔵 **About Me**	⊞
🔵 **Blogs**	⊞
🔵 **Gadgets**	⊞
🔵 **Messages**	⊞
🔵 **My Stuff**	⊟
🟪 Bookmarks Manager	Add
🟪 Curriculum Resources	Add
🟪 Documents Manager	Add
🟩 My Notes	Add
🟩 My Tasks	Add
🟪 My UEN Content	Add
🟪 Services / Tools	Add
🔵 **Wimba**	⊞

💡 Drag a portlet to place it on the page.

Adding Folders For Documents

1. Click on the edit button on the Document Manager.

Documents Manager

Use the Edit icon above to manage your Documents. Use the My Documents portlet to hide or display your documents.

⊞ 📁 **Top Level**
   The folder that contains everything.

2. Click on "Add a Folder"

📁 **Top Level**
   The folder that contains everything.

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

☐ **Select All Bookmarks**

☐ Free Rice 📝 🗑

☐ Daily Astronomy Picture 📝 🗑
   Check out the wonderful world of astronomy.

☐ Today in History 📝 🗑
   Find out what historical events took place on today's date

Brain Drops

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

Add a folder

Folder Name:
Description:
(optional)

Save Cancel
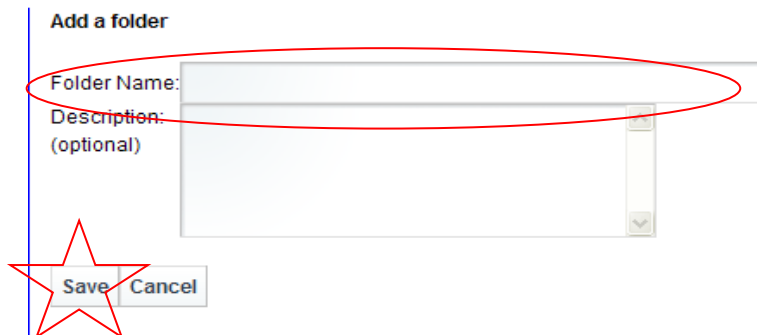
4. You can add folders within folders.

⊟ 📁 Science
   ⊟ 📁 Microorganisms
      ⊞ 📁 Bacteria
      ⊞ 📁 Viruses
      ⊞ 📁 Protozoa
      ⊞ 📁 Fungi
         📁 Food Preservation
         📁 Scientists
   ⊟ 📁 Microscopes
   ⊞ 📁 Astronomy
   ⊞ 📁 Heat
   ⊞ 📁 Science Experiments
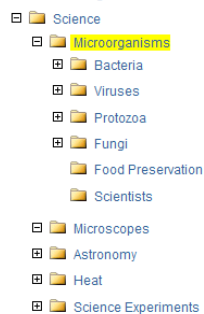
5. Click on the folder you want to add a folder to (make sure the name of the folder is in the top corner). Click on "Add a folder" and follow the same steps. You now have a folder within a

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
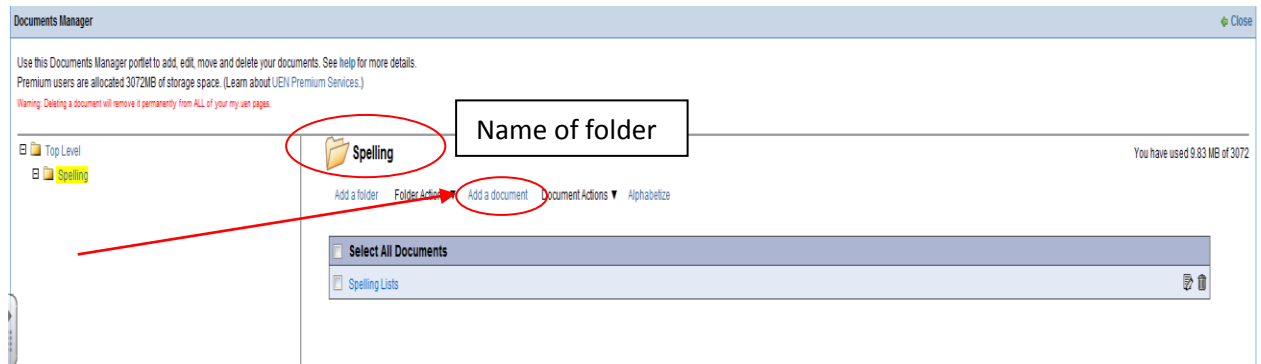 - Thanksgiving
  - Typing
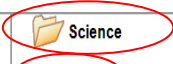
Science

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

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

Adding a Document

1. To add a document 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 document"

2. You can add several documents at once. Click on "Browse" and find the document(s) that you want to upload.
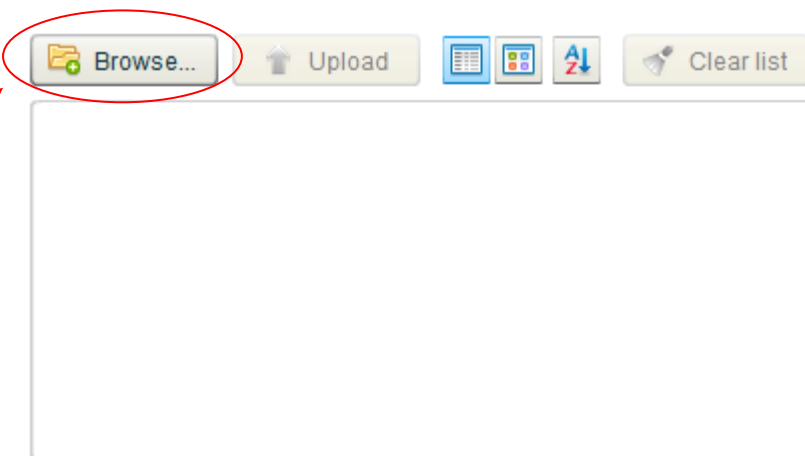
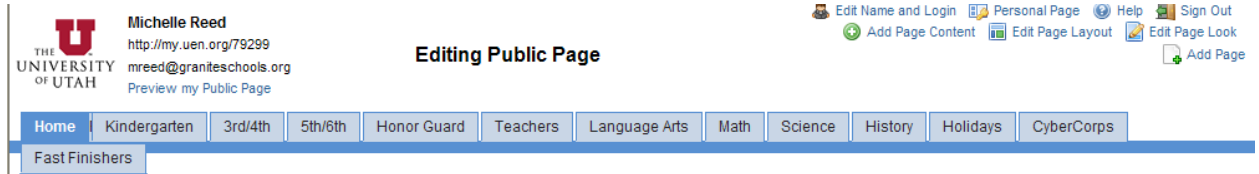3. Once you have added all of the documents that you want in that folder. Click on "Upload."
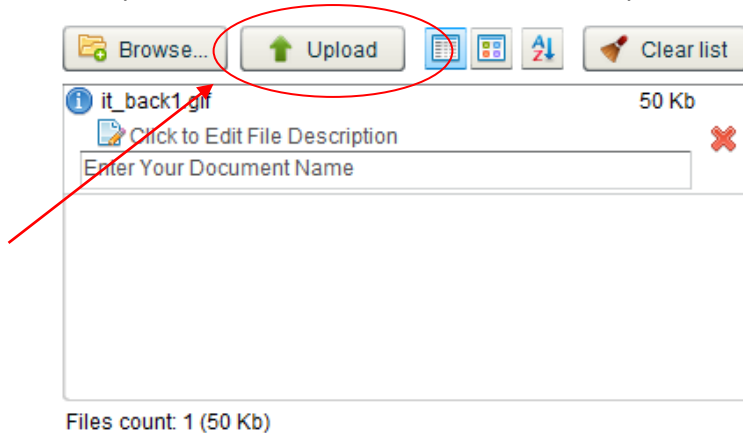
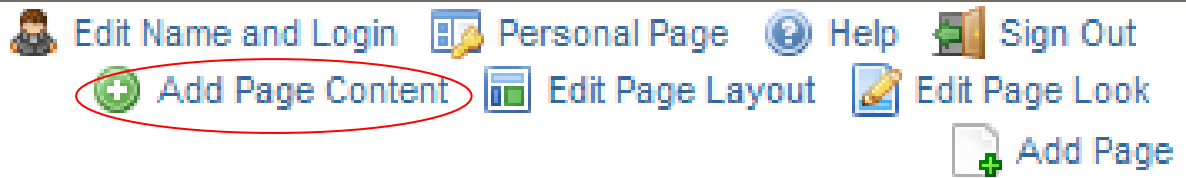4. When you have uploaded all of your documents, click "Close" on the document manager.
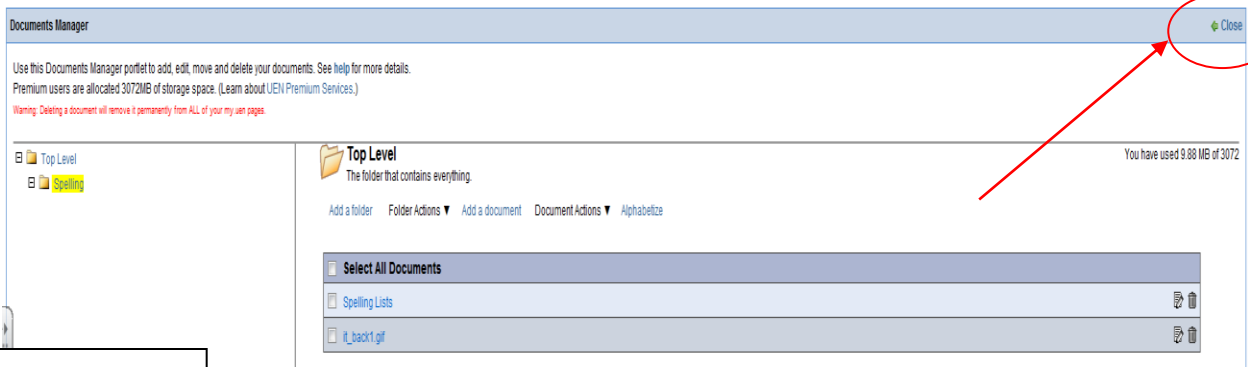
Delete http:// and PASTE website

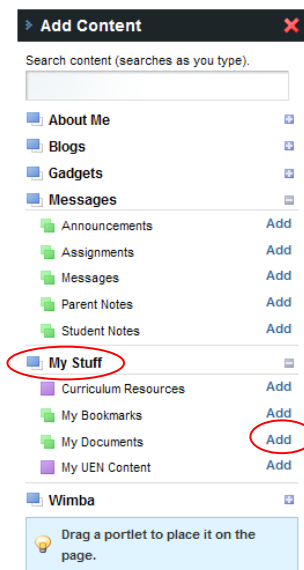# Display Documents on Your Public Page

5. To make your documents visible on your public page you will need to follow these steps.

6. *First, you must add "My Documents" to your public page. Click on the page that you want your documents to appear on. (Add pages if necessary)*
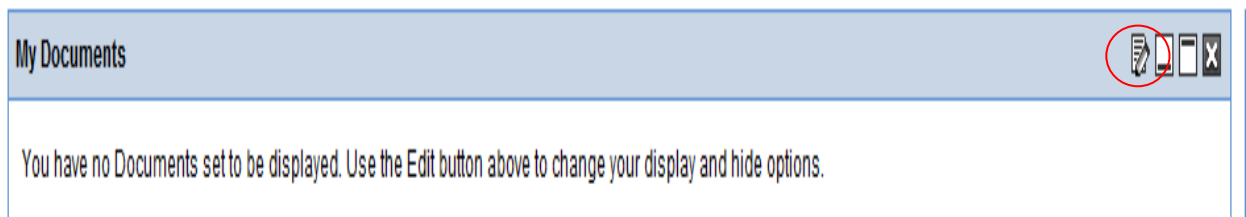

7. Click on "Add Page Content" *If you are using the Doodles design, press MENU first, then ADD PAGE CONTENT*
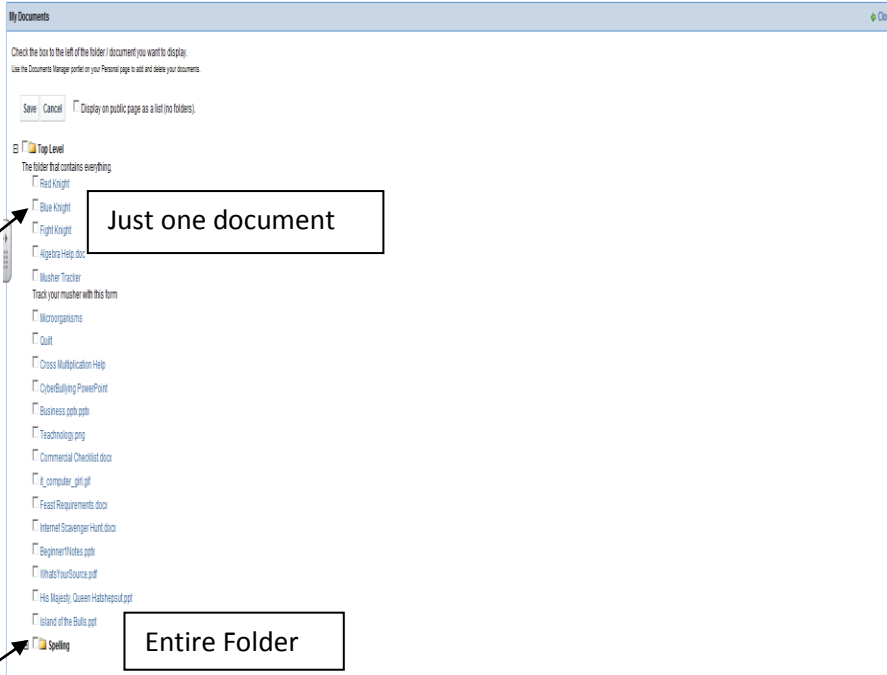

8. Click on the + next to "My Stuff" and click on "Add" next to My Documents.

9. Click on the edit button on "My Documents."

10. Click on the documents 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 documents, only those will appear.

Just one document

Entire Folder

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