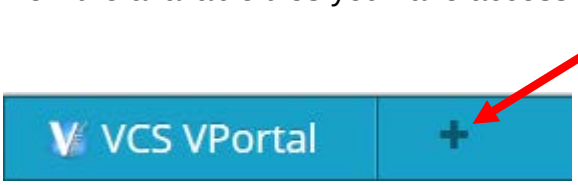
Updated VPortal Menu Options

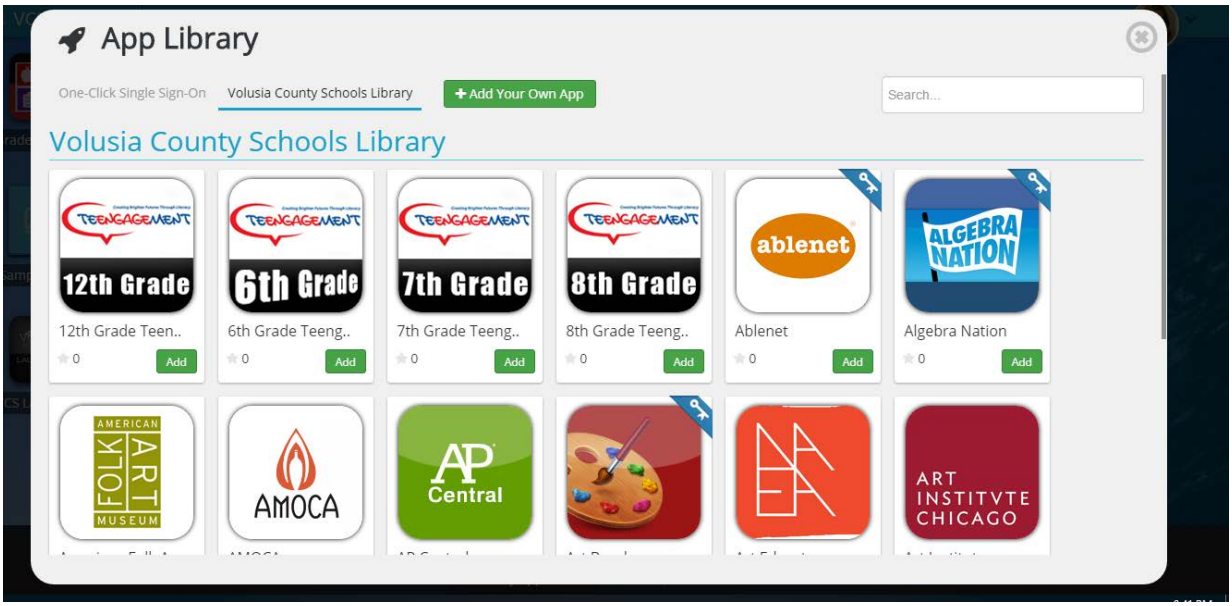
Please see the guide below for accessing the menu options in the updated VPortal.

Navigation Bar options

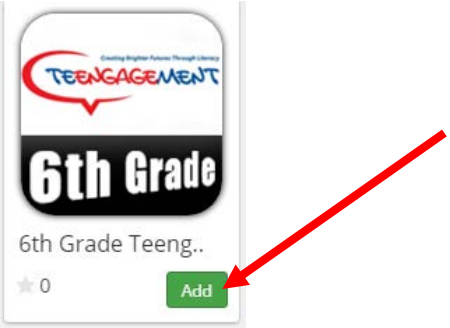
You'll notice on the left side, the plus "+" button. This is similar to the WebStore found in the old VPortal. This option can also be used to add an app/tile. Click the plus button to view the available tiles you have access to, to add on your VPortal homepage.



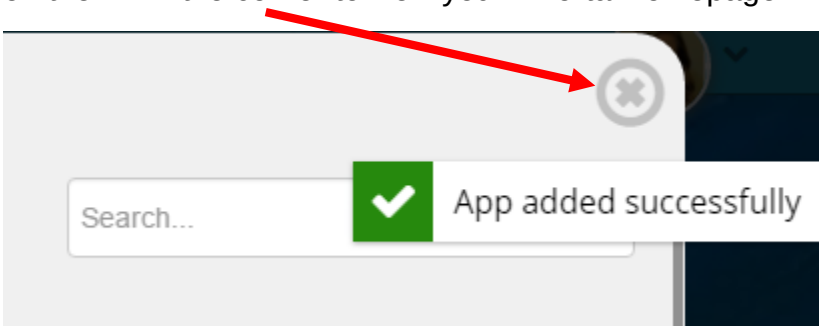
You'll see the option to download any app from the Volusia County Schools Library or add your own apps.



Once you've located a resource you wish to add, select the option to "Add" and your app will be placed on your VPortal homepage.

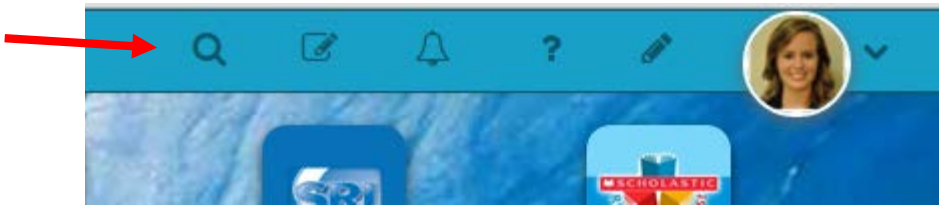


After adding the app, you'll see that it was loaded successfully. To exit the Library click on the "x" in the corner to view your VPortal homepage.

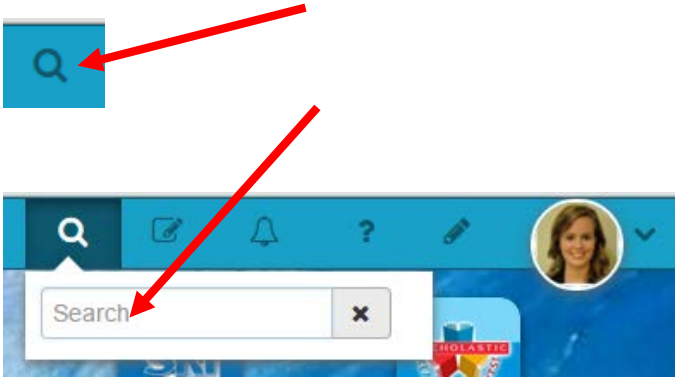


Other available options

You'll notice other updated VPortal options on the far right of the homepage.

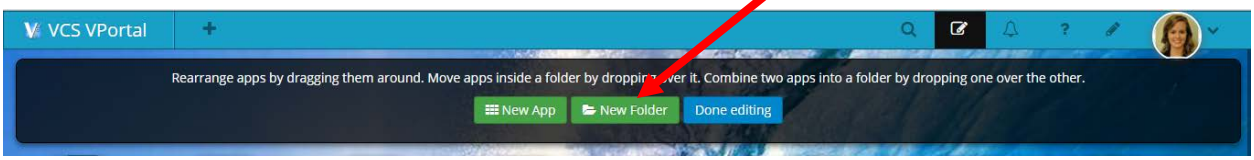


To search for an app or resource, click the magnifying glass.

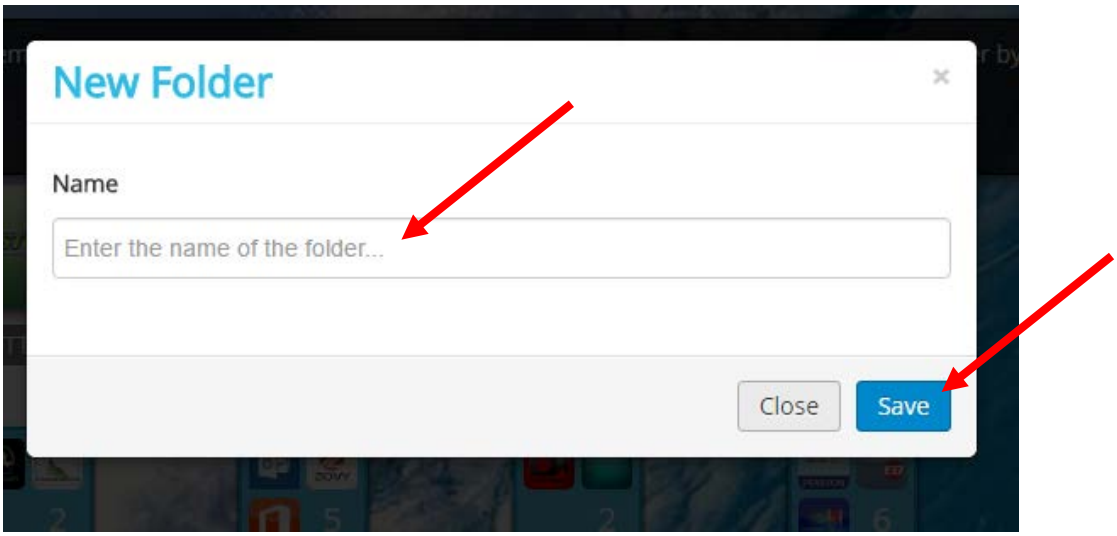


Use the Edit Mode option to make changes to the formatting of your VPortal homepage.

The Edit Mode allows a customer to add an app, create a personal folder or organize apps into specific folders.

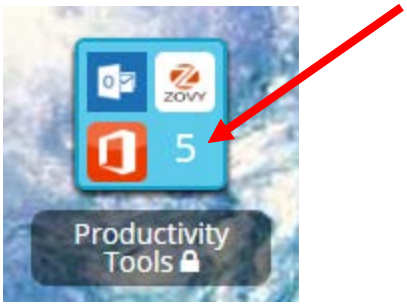


Select “New Folder” to create your own folder for apps. Name your personal folder(s) to help organize any apps you create or have in place on your VPortal homepage already.

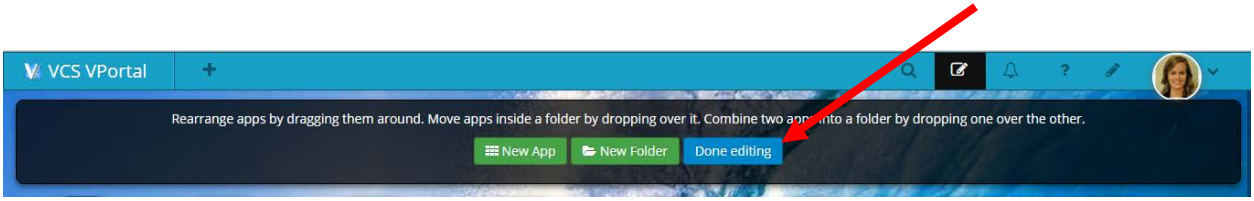


While in Edit Mode, if you'd like to drag apps into a folder, simply drag an app over the named folder. Additionally, you can combine two apps into a folder by dragging one over the other. *This feature borrows the same behavior customers may be familiar with when using their smartphones or tablets.*

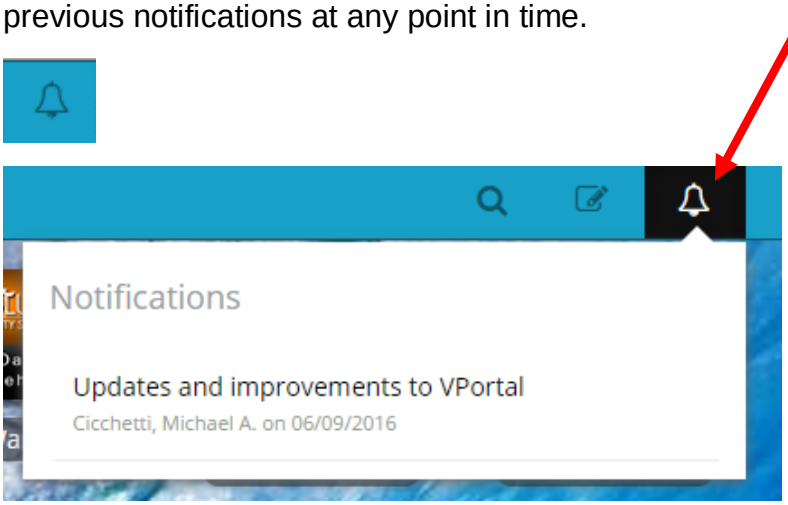
You'll notice that a small number is displayed for the number of apps located in a specific folder. The "Productivity Tools" folder below currently has 5 apps within that category.



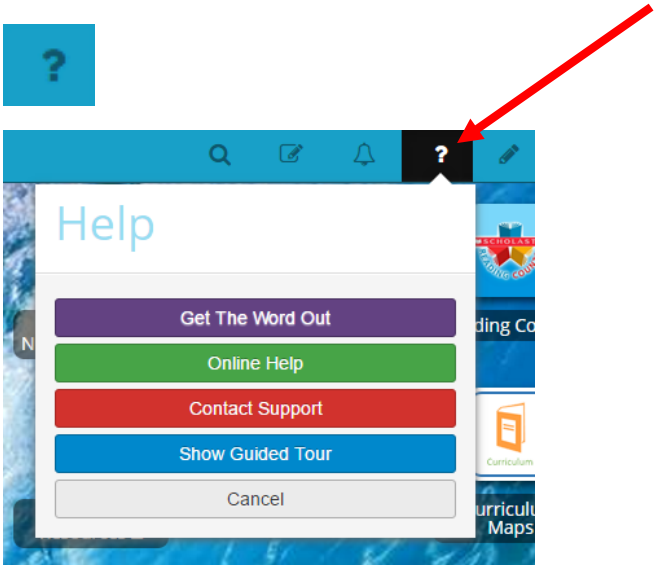
After making any necessary edits, click the "Done Editing" option to return to your VPortal homepage.



The Notifications in VPortal will display any important announcements. You can view previous notifications at any point in time.

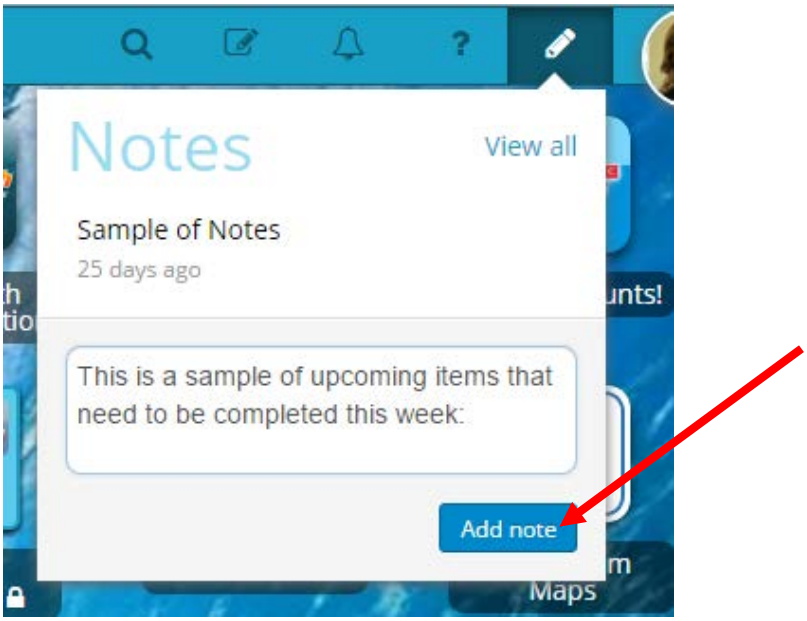


Click the question mark icon to access help resources for VPortal navigation.

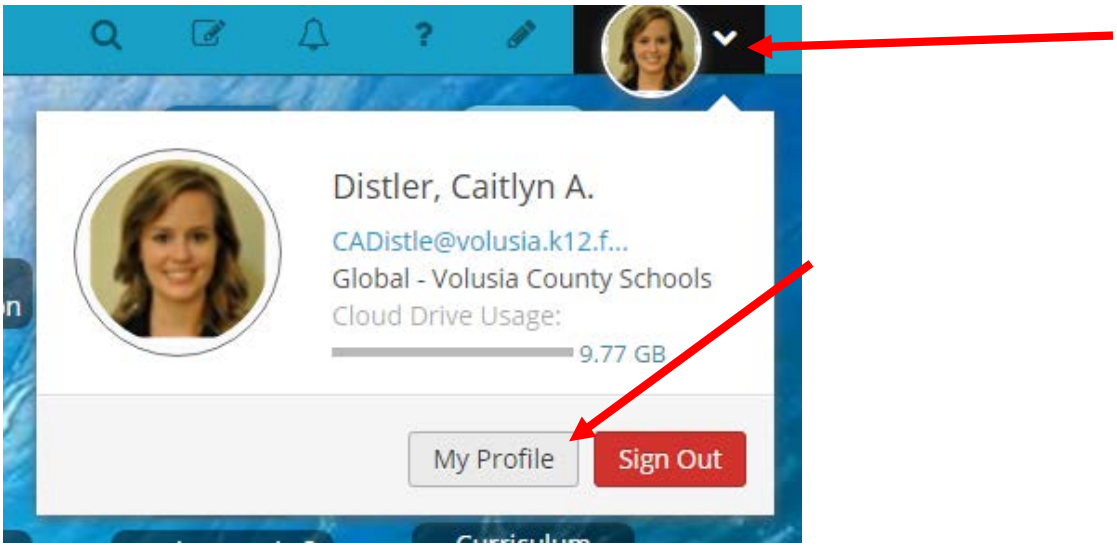


Click on the notes icon to create customized notes.

These notes can be used to create to-do lists, track tasks, or create helpful reminders.

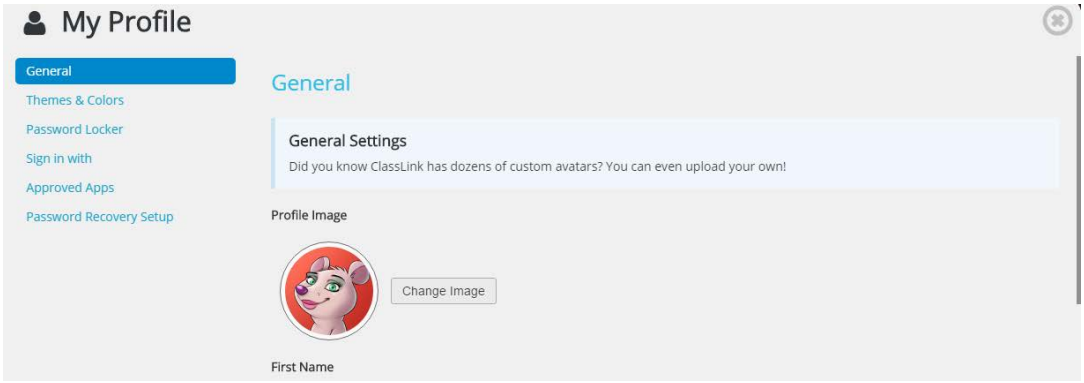


Customers can customize their profile by selecting their profile on the far right.

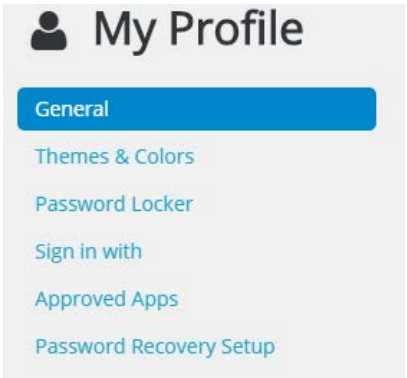


GENERAL SETTINGS

You can change your avatar by clicking change image on your profile settings. You can choose from our avatar choices or you can upload a cropped photo of yourself (shoulders and up is preferred).

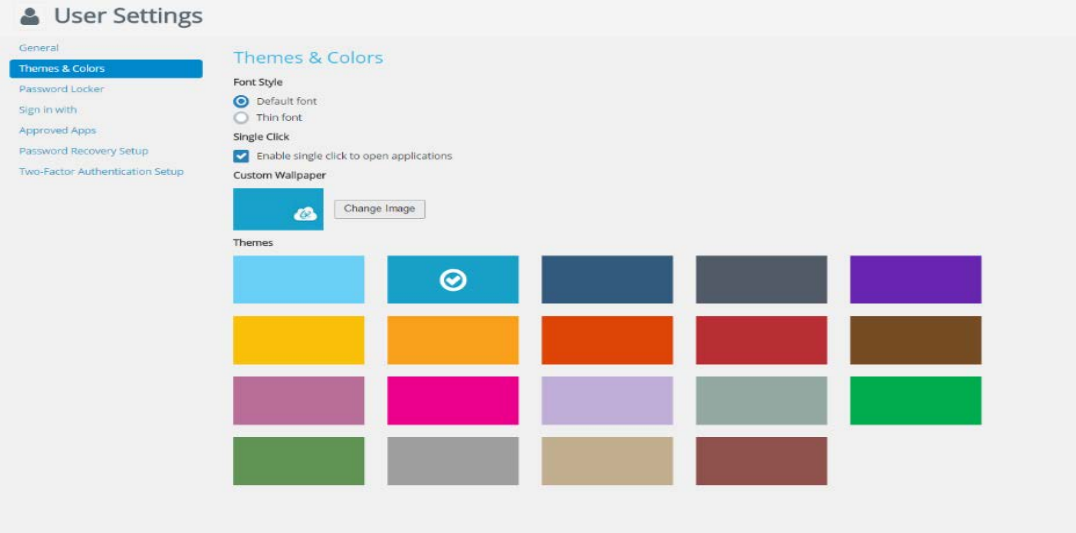


Other setting options include:



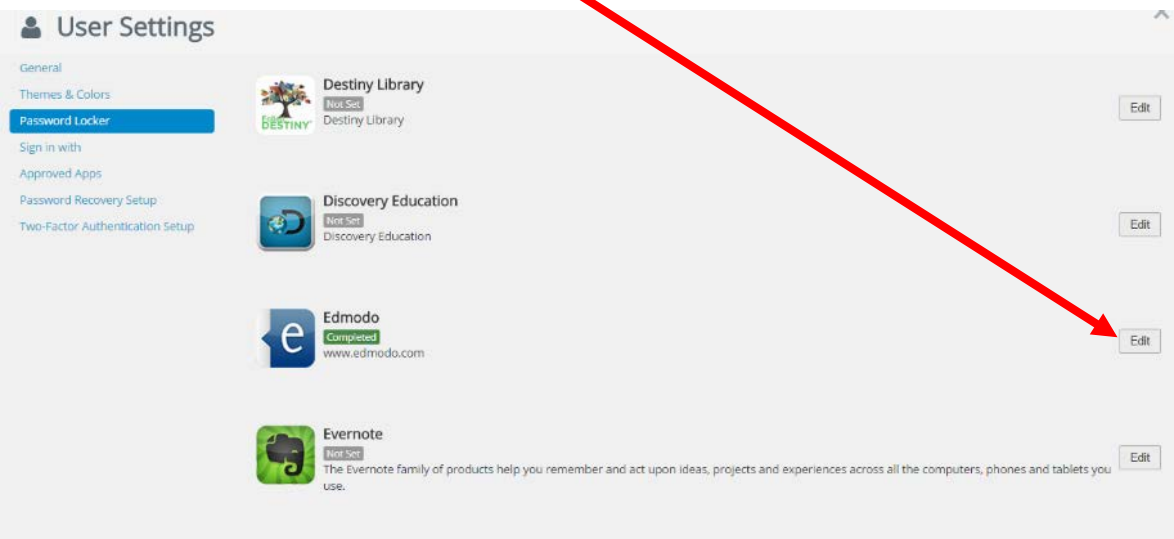
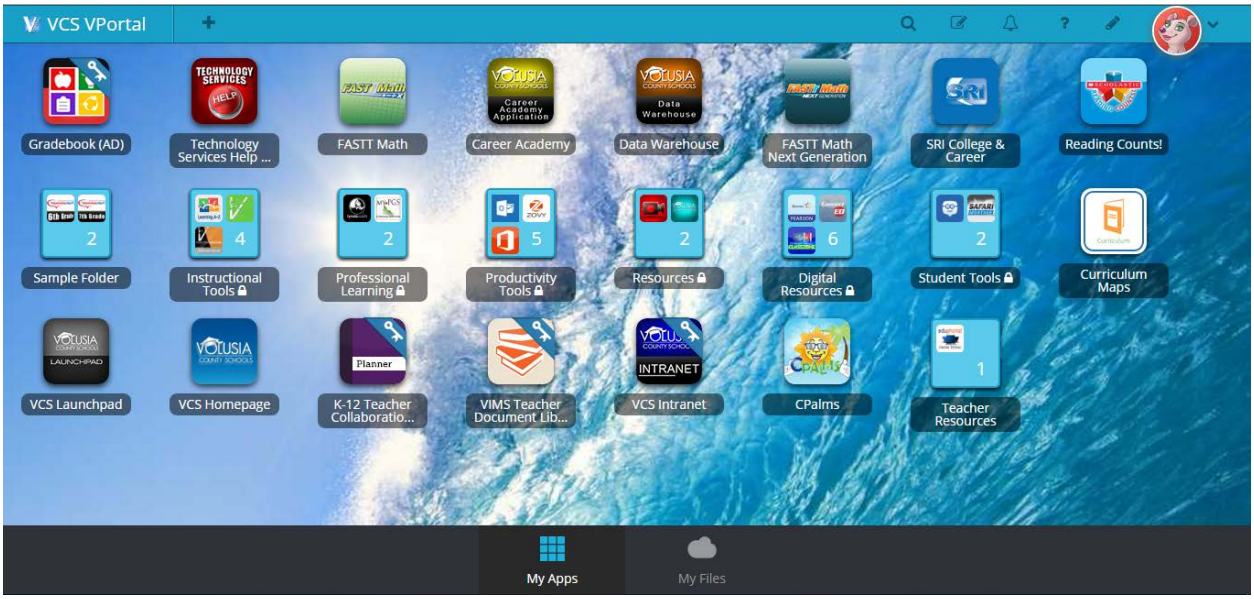
THEMES & COLORS

Select your wallpaper and theme color.



PASSWORD LOCKER

You can enter your log in information or edit log in information for applications by clicking “Edit” next to that application.



All menu options can be accessed from the VPortal homepage.