Adding the Course Section Maintenance Channel

1. Log into Flashline @ www.kent.edu

2. Click on Content Layout in the FlashLine banner underneath your name.

3. Select the tab where you would like to add the channel. Click it. Ex: My Action Items.
4. Click “New Channel” where you would like the Course Section Maintenance channel to be placed.

5. Select Category = “Tools”.

Manage Content/Layout

Steps for adding a new channel:

1. Select a category:
6. Click Go.

7. Select a channel = “Course Section Maintenance”.

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Steps for adding a new channel:

1. Select a category:
   - Tools
   - Go

   Cancel and return

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Steps for adding a new channel:

1. Select a category:
   - Tools
   - Go

2. Select a channel:
   - Bookmarks
   - Bookmarks Plus
   - Course Section Maintenance
   - CPU Connector Listing
   - Destination Kent State

3. Add the selected channel:

   Cancel and return

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8. Click Add Channel.

9. The Course Section Maintenance channel is now added to your selected tab.

10. Click <Back to My Action Items tab in the blue FlashLine banner to exit Manage Content/Layout and return to FlashLine.