

Description:

The page order tool allows you to order, rename, and hide the tools you choose in your site.

Key Concepts:

Add Page Order Tool
Reordering Site Tools
Renaming Site Tools
Show/Hide Site Tools
Add Tools
Remove Tools

Add Page Order Tool:

- Step 1:** Click [\[Site Info\]](#).
- Step 2:** Click [\[Edit Tools\]](#).
- Step 3:** Select Page Order Tool.
- Step 4:** Click [\[Continue\]](#) and then click [\[Finish\]](#).

Reordering Site Tools:

- Step 1:** In the menu bar of the site, click [\[Site info\]](#).
- Step 2:** Click [\[Page Order\]](#).
- Step 3:** Click on the tool name you wish to move and drag and drop it in the order you wish.
- Step 4:** Click [\[Save\]](#) once you have the desired tool order or [\[cancel\]](#) to leave the page and not save any changes. You may need to refresh your browser to view the changes.

Renaming Site Tools:

- Step 1:** In the menu bar of the site, click [\[Site info\]](#).
- Step 2:** Click [\[Page Order\]](#).
- Step 3:** Click the [\[Edit the following page\]](#) icon which looks like a piece of paper and pencil. Change the tool's name and click the green checkmark to accept your changes.

Step 4: Click [Save]. You may need to refresh your browser to view the changes.

Show / Hide Site Tools:

Step 1: In the menu bar of the site, click [Site info].

Step 2: Click [Page Order].

Step 3: Click the [Hide the following tool from normal users] icon, which looks like a light bulb. If the light bulb is yellow, then site participants can see the tool. If the light bulb is grey then the tool will be hidden from site participants.

Step 4: Click [Save].

Add Tools to Your Site:

Step 1: In the menu bar of the site, click [Site info].

Step 2: Click [Page Order].

Step 3: Click [Add pages to your site] and choose the tool you wish to add.

Step 4: Click the checkbox next to the tool you wish to add and click [Add Selected Tools].

Step 5: Drag the tool you added in the order you want it to display.

Step 6: Click [Save]. You may need to refresh your browser to view the changes.

Remove Tools from Your Site:

Step 1: In the menu bar of the site, click [Site info].

Step 2: Click [Page Order].

Step 3: Click the red [X] on the tool you wish to remove. Click [OK] when you are prompted if you are sure you want to remove the tool or [Cancel] to exit without removing the tool.

Step 4: Click [Save]. You may need to refresh your browser to view the changes.

For questions, contact ETC Support at 245.5566.

For the TRACS website home page, go to <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.