After logging on to http://myWSU.wichita.edu, you can customize the tabs, channels and columns that you have in your layout.

The following options are available to add or modify columns:

- Add a new column
- Move a column
- Delete a column

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**Add a New Column**

How to add columns on *myWSU*

Content/Layout

Click **Content/Layout** to access the Manage Content/Layout page.

The **Manage Content/Layout** page allows you to change aspects of your layout, such as adding tabs, moving or deleting columns.

Select Tab

Select the tab where you want to add a column.

Cancel and return

If the “modifying this tab” options display, select **Cancel and return**.

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Continued on next page
### Add a New Column, Continued

<table>
<thead>
<tr>
<th>Add Column</th>
<th>Click the Add Column button where you want the new column to appear.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Widths</td>
<td>Indicate the width of each column.</td>
</tr>
<tr>
<td></td>
<td>To evenly distribute two columns, widths of 50% are entered for each column.</td>
</tr>
<tr>
<td>Save/Submit</td>
<td>Click the Submit button.</td>
</tr>
<tr>
<td>Column Displays</td>
<td>You are returned to the layout page. The new column displays in the layout image.</td>
</tr>
</tbody>
</table>

### Moving Columns

<table>
<thead>
<tr>
<th>Arrow Button</th>
<th>How to move columns on myWSU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To move a channel horizontally, click the arrow button on either side of the Select Column button.</td>
</tr>
<tr>
<td>Column Moves</td>
<td>The column will move in the direction selected.</td>
</tr>
</tbody>
</table>
# Delete a Column

How to delete columns on *myWSU*

<table>
<thead>
<tr>
<th>Select Column</th>
<th>To delete a column, click the <strong>Select Column</strong> button.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Select Column" /></td>
<td><img src="image2.png" alt="Add Channel" /></td>
</tr>
</tbody>
</table>

**Caution:** Deleting a column will also delete any channels within that column.

**Click OK**

Click the **OK** button to confirm deletion of the channel.

![Are you sure you want to delete this column?](image3.png)

**Column is Removed**

The column is now removed from the layout image.

**Exiting Content/Layout**

Click the **back to** link to return to *myWSU*.

![Back to Student Resources Tab](image4.png)

Manage Content/Layout