


Adding the “My Notice board Tab” your I-Google homepage

Before you take these steps you may find it useful to sign up for a Google account first. You can visit the relevant support materials on the UsPaCe help website (www.uspace.org.uk/help)

1. In order to get your I-Google course tab go to www.uspace.org.uk/help/tabs.html
2. Add the base “My Noticeboard” tab to your page – you can click [here](#)
3. If you already have a Google account a page similar to the screenshot below will appear.
4. On the left hand side you can see all the gadgets that will be added. You should ensure all the check boxes by each gadget are checked – they should be automatically. Press the “**Add to Google Button**” on the right hand side

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Sticky Note ☰ ☱ ☲

Click in the sticky note to edit it.

My Community Login ☰ ☱ ☲

Username

Password



Google Docs ☰ ☱ ☲

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UsPaCe HELP - Look here if you get stuck ☰ ☱ ☲

- + [My Noticeboard](#)
- + [My Web Favourites](#)
- + [My Community Quickguides \(why should I use it\)](#)
- + [My Community Guides \(how to use it\)](#)
- + [Google Docs \(Group Work\)](#)



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You must configure a username

5. Once you have added the tab it should look a bit like the example above.
6. Next you need to add your course calendar. **Pick your course from the list on the [My Noticeboard page](#)** This gives you a feed from your tutor’s Calendar giving a list of important dates and deadlines.

My Noticeboard I-Google Tab + Gadgets

1. Add the noticeboard tab here - 
2. Add the calendar gadget for your course to your page by clicking from the list below.
3. Pick and choose any additional gadgets from below or off the Google website.



MY NOTICEBOARD



JUST STARTING OUT?

If you are looking for your I-Google tab for your course [click here!](#)

Course Calendar Gadgets (Click to add to your page)

City College Plymouth

- YR1 FD Archeology
- YR2 FD Archeology
- YR1 FD Software Development
- YR2 FD Software Development
- YR1 Strenth Conditioning and Sport Coaching
- YR2 Strenth Conditioning and Sport Coaching
- FD Sports Therapy (1A)
- FD Sports Therapy (1B)
- YR1 FD Public Services
- YR2 FD Public Services
- Public Services (Neighbourhood Management Branch)
- FD Business and IT
- Business Suite of Foundation Degrees



Cornwall College

- FD Health and Community Studies
- FD Housing with Support
- FD Lean Manufacturing

We're here to help!



If you are really stuck and can't find help on here drop Rob an email at:
rob@uspace.org.uk

Other Gadgets

City College Plymouth Moodle



7. There are a couple of other gadgets you may want to add to your page too – There are moodle gadgets you can add which allow you to quickly get into your college system from your homepage. You may also like to add the feedback gadget which lets you give us feedback quickly and easily.

What the gadgets do...

- **Sticky Note** gadget. This can be used quickly and easily to make notes which are saved automatically.
- **“My Community” Login** gadget. This provides a quick and easy way to get to My Community.
- You will also find a **University of Plymouth** gadget which allows you to quickly get to email and library services.
- **Intute** is a service that allows you to search for documents you may like to use for research. Simply type your search term into the gadget and it will take you to the results!!
- The **Del.icio.us Bookmarks** gadget. You will need to enter your username here for it to work but it provides a quick link to all your bookmarks.
- **Google Docs** gadget. This will display the most recently edited or used documents. There are more support materials available [here](#) about using Google Docs to create or share Word and PowerPoint Documents online.
- **Days Until** gadget. You can use this to add simple reminders by putting a name for the reminder then adding the date then press the ADD button.
- **USPaCe Support Materials** gadget. This will enable you to quickly access help if you get stuck.