Creating/Deleting Folders and Bookmarks in the My Bookmarks Channel

In the My Bookmarks channel in onCampus, folders and bookmarks can easily be created and/or deleted. New folders can be placed within existing folders or be placed in a new top level folder. New bookmarks can be placed inside existing folders or can stand alone. This factsheet explains how folders and bookmarks can be created and/or deleted within this channel.

1. To create a new folder in the My Bookmarks channel, click on the icon of a folder with a preceding plus sign. This is located on the bottom row of the channel.

2. The Add New Folder dialog box will appear. You can choose between adding a New Top Level Folder or adding a new folder under one of the existing folders. In this example we are creating a New Top Level Folder. Under Folder Name, at the bottom of the dialog box enter a folder name. Click on the Add button.
3. A new folder with your new assigned name will appear under My Bookmarks.

4. To add a new bookmark within an existing folder, click on the left most icon, with a plus sign preceding it. This represents creating a new bookmark.

5. The Add New Bookmark dialog box will appear. Click on the radio button next to the folder in which you would like to add the bookmark. In this example we are clicking on the radio button next to the My Useful Links folder we just created. Fill in the information on the bottom of the dialog page for Bookmark Title, URL and Description. Here we have entered information for Symantec Antivirus. Click on the Add button.
6. The Symantec Web Site bookmark appears under My Useful Links.

7. To delete an existing folder, click on the folder icon with a preceding minus sign.

8. The Delete Folders dialog box will open giving you the option to check one or more folders you would like deleted. After selecting the folder(s) to delete, click on the Delete button.

9. The folder(s) will now be deleted. Similarly you could delete bookmarks by selecting the bookmark icon with the preceding minus sign. When the Delete Bookmarks dialog box appears, select the bookmark(s) to delete. Check boxes will appear next to each bookmark, just as they did for each folder. Click the Delete button.

You are now ready to create/delete folders and bookmarks in the Bookmark channel!