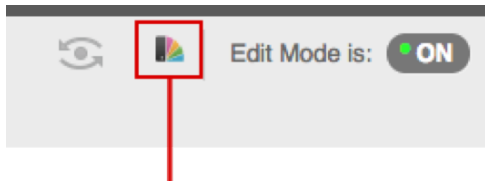


## Faculty Themes and Menu Templates in UTSONline

You can apply a faculty theme to improve the look of your subject site in one very easy step. You do not need to alter your menu structure as well but each faculty has a preferred menu structure to make the student experience more uniform and consistent. The steps below will assist you with applying both themes and menu templates but you can also visit the LX.Lab on any week day between 11 am and 1 pm for some assistance.

### Applying a colour scheme and banner

1. First, let's apply a faculty theme. You can try them all in turn. To start, make sure edit mode is **ON** and then access the theme drop down menu



2. Select a faculty theme and observe the change in the site. You may need to refresh the browser if a banner does not appear immediately. You should see the colour scheme and banner change with each choice you make. Try out the themes for each faculty represented at your table.
3. For the purposes of our current activity choose the theme for **Business** before moving to the next step.

### Applying a faculty menu structure

This task involves moving all the existing menu items into a more relevant location in a recommended faculty template structure and to remove duplicate content areas once they are empty. Please note that this is also an opportunity to remove old unwanted content. Now that subject sites are copied for each new session, you will always have a version of old content in case you need it [since it will be in the original site that was used for copying]. So have confidence that you can delete all the clutter that may have accumulated in your site!

1. To get started, access **Subject Management->Customisation->Teaching Style**
2. Under **Select Subject Structure** click on the schema for **your preferred faculty** from the left hand side of the panel. You might see your site menu highlight with a different colour and the proposed menu structure will be displayed in a window on the right.
3. Select **Use This Structure** and tick the box next to **Include content examples** if you wish to include some dummy content. This is optional depending upon the content already in the site.
4. Click **Submit** and you will be asked to confirm your decision to add a subject structure. Click **OK**. You will now see that a structure has been imposed at the top of the left menu for your site. If any items have the same name, their content will be preserved i.e. all existing menu items have been moved below the new structure, unless they have the same name as a new item.
5. Now you need to move existing content into your new logical structure and this is where you may need a little assistance. If unsure, make a time to visit a Drop-In session in the LX.Lab.