

Athena Stories: Editing a Story: Organize Tab

Last Modified on 03/08/2021 9:01 am CST

NOTE: If you are looking to activate or deactivate an already created item [click here](#).

This article is for editing the Organize tab of the Stories app in Athena.

1. Drag over from left to right the appropriate units for this story.

NOTE: The topmost selected unit is designated as the primary unit and will determine navigation, URL, etc. (e.g. if you are in College of Business, make sure College of Business is at the top.) You can also put any associated units underneath. Selecting a primary unit is required for the story to display in any public listings.

2. (Optional) Select the appropriate keywords and categories for this story.

Organize Tags

The screenshot displays the 'Organize Tags' interface. It is divided into two main sections: 'Units' and 'Keywords and Categories'.

Units Section:

- Units List:** A scrollable list of units including: Activities, Involvement and Leadership; Administration and Finance; Administrative Support + Knowledge Center; Admissions; Advising, Retention + Career Center; Affirmative Action; American Indian Studies; Army ROTC; Art + Design; and Asian American + Asian Studies.
- Selected Items:** A pane on the right showing 'Sustainability' as the selected unit.

Keywords and Categories Section:

- Categories List:** A scrollable list of categories including: Academic Advising; Academics; Achievements; Athletics; Barron County; Blugold Success; Budget; Business; Campus Life; and Certificate Programs.
- Keywords List:** A scrollable list of keywords including: Academic Department Associate; academic skills center; addiction; advising; alumni; alumni profiles; Alumni Room Events; announcement; application process; and arabic.

3. Click **Save**.

NOTE: Saving changes in the Organize tab will apply changes directly to the story. No draft will be created.

4. Proceed to the **Events** tab.

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.

