When you log into sakai.luc.edu you will be in a private file repository area called My Workspace. Tabs across the top of the display represent course and project sites to which you have access.

The **Message of the Day** contains timely announcements from the Sakai system administrator, such as course site availability, and instructor and student enrollments.

**Calendar, Recent Announcements**, and **Message Center Notifications** areas in My Workspace gather and display information from all of your sites.
Profile

When you click on **Profile** in the left menu, you will be on the default Profile page. On this page, you can use the Edit button that appears when you mouse over each category of information to enter your contact information, your department and position, and social networking URLs. You can upload a profile picture using the **Pictures** link at the top of the page.

The **Connections** feature lets you share Profile information, such as your contact information, social networking URLs, and your other Connections with others on Sakai. You can view the profile of a Connection by clicking on that person’s profile picture on the left side of the **My Profile** page.

You can request a Connection by clicking on the **Search** button and entering an email address; an email will be sent to the person you searched for. Acceptance of the request is required to create the Connection.

View all of your Connections and any Connection requests by clicking on the **Connections** button. Send a message to any of your Connections using the **Messages** link. Use the **Privacy** link to control who sees your Profile information. Modify your email notification settings for Connections under **Preferences**.

![My Workspace: Profile](image)

- **Upload pictures**
- **Change your profile**
- **Connections, connection requests**
- **Request a connection**
- **Who can see your profile**
- **Send a message to a connection**
- **Modify email notification**

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Membership

The Membership tool in My Workspace lists all sites in which you are enrolled and any sites that are available for you to join. To join a site listed as joinable, click on the Join link under the name of the site; the site will now be listed under your current sites. You can unjoin a site by selecting the box to the left of the site name and then clicking the Unjoin button.

Schedule

The Schedule tool can be used for your own personal schedule items. To add an event:

1. Click the Schedule link in the left tools menu.
2. Click the Add button at the top of the page.
3. Fill in the form with event name and select start date and time, and duration.
4. Enter event description.
5. Select frequency, e.g. once, weekly, Mon/Wed/Friday.
6. Select event type, e.g. cancellation, exam, special event.
7. Click the Save Event button at the bottom of the form
Resources

The Resources tool is your personal file repository. Using the Add menu, you can create folders, upload files, add Web Links, and create HTML pages.

Use the Actions menu to reorder and remove files, as well as copy and move files from your Workspace area to any of your Sakai sites.

Note: For more information on copying and moving Resources, please visit Editing Resources in Sakai.
Announcements

While your Homepage in My Workspace shows announcements from all of your sites from the last 10 days, the **Announcements** tool in the left tool menu displays announcements from the last 365 days.

You can reorder your announcements by subject or date by clicking on the title for the column in the heading bar.

By default, only 10 announcements are shown at a time. You can use the controls on the right side of the screen, above the announcements, to navigate through your announcements. To show the next 10 announcements, click the “>” button; to show the previous 10 announcements, click the “<” button.

Worksite Setup

The **Worksite Setup** tool lists all of the sites to which you belong, and functions as a mirror of the **Site Info** tool in any selected site. To go to Site Info for any site in the list, click in the box to the left of the site name, then click the **Edit** button at the top of the Worksite Setup page.

Clicking on a Worksite title will take you to the Home page for that site. Worksite Setup is only available in your Workspace, while the Site Info tool can be found in each of your sites.
Preferences

Customize Tabs

Reorder tabs using the arrows on the left side of the “My Active Sites” box, and choose how many tabs to display in the “Tabs displayed” box.

Hide tabs by using the single right arrow to move a selected site from “My Active Sites” to “My Hidden Sites.” Use the single left arrow to unhide tabs by moving them from “My Hidden Sites” to “My Active Sites.” The double right arrows will move all sites from Active to Hidden; the double left arrows will move all sites from Hidden to Active.

Click the Update Preferences button to save your changes.

Notifications

On the Notifications page, instructors and students choose whether they would like to receive low priority notifications separately, once a day in an email summary, or never for a number of tools like Announcements, Resources and Drop Box, and Syllabus items.

Instructors can override a student’s choice to not receive Notifications by choosing High Priority when an item is sent.

Time Zone and Language

Select your local time zone for tools such as Schedule. Select your language preference on the Language tab to affect all of your sites; instructors can override student choices in courses.