Tabs across the top of the display represent sites in Sakai. The **My Workspace** site is your private work area within Sakai. Only YOU have access to My Workspace. Any additional tabs displaying across the top of the page represent Sakai sites to which you have access. These sites will be either course sites in which you are enrolled as a student, or project sites in which you are a member. As you select different tabs, the left-hand menu will change to correspond to the tools available in that site.

If you have more courses or projects than you see listed in the tabs at the top of your display, click on the **More Sites** tab on the right to view all sites.

**My Workspace**

Upon login, you will be taken to your private My Workspace tab. Here you will find a Sakai Message of the Day with general information for all Loyola users. Other areas include the Calendar, Recent...
Display or Layout of Sakai

**Announcements, Message Center, and menu.** Click on the tabs at the top of the page to navigate to your different courses.

**Preferences**

Use the **Preferences** tool under your My Workspace tab to reorder or hide course tabs. You may also update your course notifications and set your preferences for emails about site updates.