

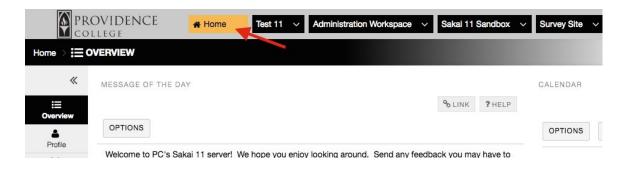
## **Storing Items to Home Site**

http://Sakai.Providence.edu SakaiHelp@Providence.edu www.Providence.edu/ITDP

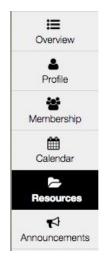
## Storing Items to the Home Site:

Instead of individually adding course materials to course sections, you can store them all in "My Workspace", which is a private Sakai site for your own storage purposes. If you would like to organize your course resources in this manner, follow these instructions.

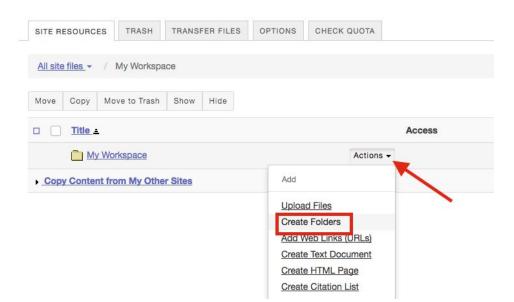
## 1. Go to "Home".



2. Click on the "Resources" tool in the left hand navigation menu.



3. Click on the button labeled "Actions" and select "Create Folders" from the dropdown menu.



4. Give the folder a name, and then click "Create Folders Now".

Create Folders	
Location: / My Workspac	
Create as many folders as	you like! If you change your mind about needing one of yo
Folder Name	ENL 101
dd Another Folder	
Create Folders Now Ca	ncel

5. Now you have a folder created for your course, and you will need to "Edit Details" to make it accessible from your other course sites. Click the "Action" button to the right of the new folder, and then then select "Edit Details".

□ <u>Title</u> _	Access
My Workspace	Actions -
ENL 101	Actions - Entire site
Copy Content from My Other Sites	Add
	Upload Files Create Folders Add Web Links (URLs) Create Text Document Create HTML Page Create Citation List
	<u>Copy</u>
	Edit Details Compress to ZIP Archive

6. Check off "This folder and its contents are publically viewable". Copy the hyperlink for the file, and click "Update".

older Details	ts contents are publicly viewable.
reated by	Shonna M Ryan
reated	May 1, 2017 1:43 pm
ast changed by	Shonna M Ryan
ast changed	May 1, 2017 1:43 pm
/eb address (URL)	Select URL (for copying) Open   Short URL
	https://newsakai.providence.edu/access/content/user/sry an13/ENL%20101/
Optional properties	
Learning Object Me	tadata

7. Now you can copy this hyperlink into any of your other courses and it will reflect any updates make to that folder on the other courses as well (added/removed files, add hyperlinks, etc.) In the Resources tool click the "Action" button to the right on the folder you wish to store the hyperlink to. From the dropdown menu select "Add Web Links".

SITE RESOURCES TRASH TRANSF	ER FILES PERMISS	SIONS OPTIONS	CHECK QUOTA	
All site files - / Test 11 Resources				
Move Copy Move to Trash Show	Hide			
Title =	Access	Cri	eated By	
Test 11 Resources	F	Actions -		
Week One	F	Actions Entire sit	te Sh	onna M Ryan
Copy Content from My Other Sites	Add			
	Upload Files Create Folders			
	Add Web Links (UF Create Text Docum Create HTML Page	nent		
	Create Citation List			

8. Paste the folder's URL where it says "Web Address" and give the link a name where it says "Website Name". When you are done click "Add Web Links Now" and you have now established a link to that course folder.

Add Web Links (URLs)
Location: / Sakai 11 Sandbox
Add as many web links (URLs) as you like. If you change your mind about needing one of
Web Address (URL)
https://newsakai.providence.edu/access/content/user/sryan13/ENL%20101/
Website Name
ENL 101 Course Resources
Add details for this item
Email Notification
None - No notification
Add Web Links Now Cancel