Storing Items to Home Site

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.
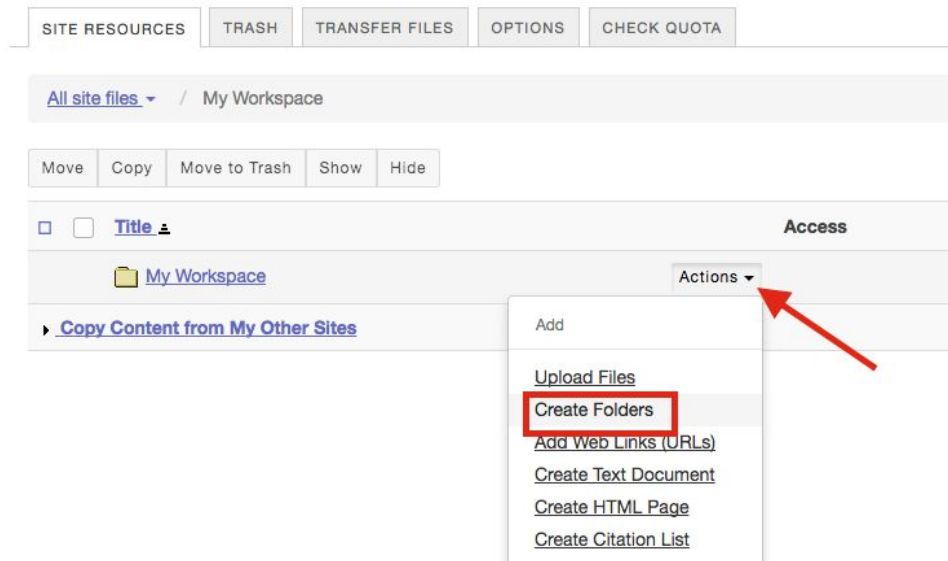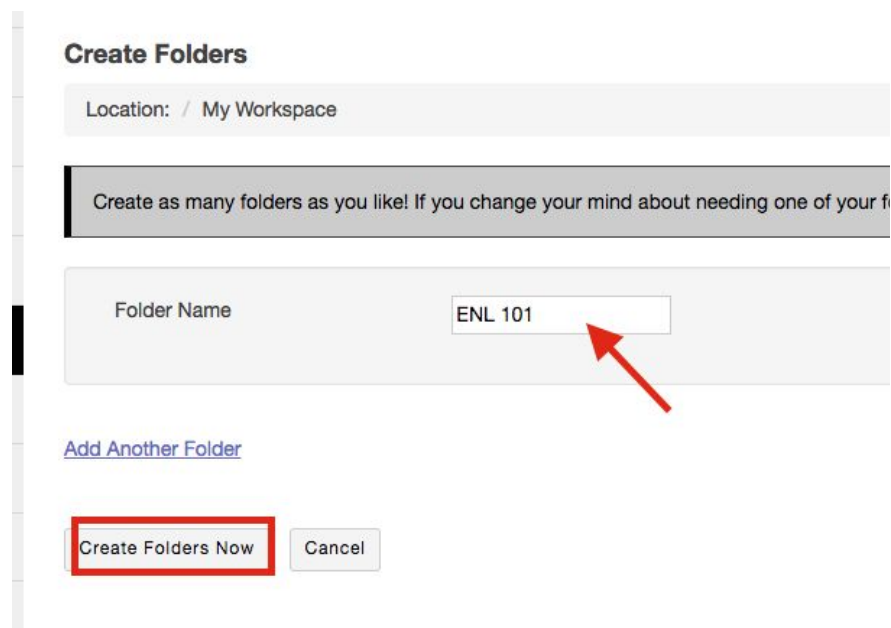
1. Go to "Home".
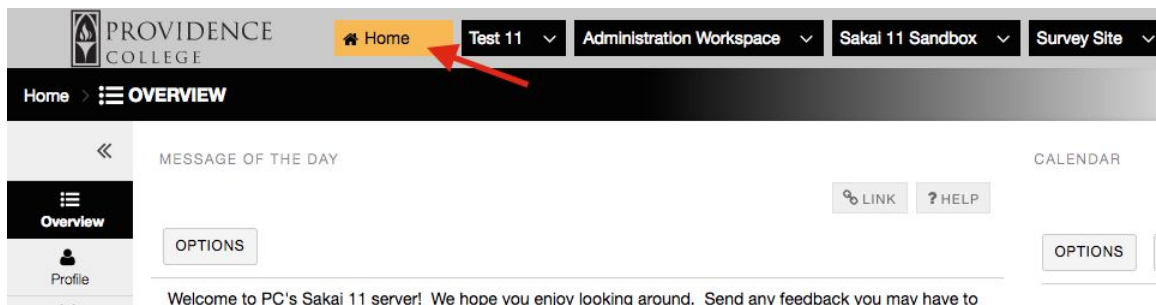
2. Click on the "Resources" tool in the left hand navigation menu.
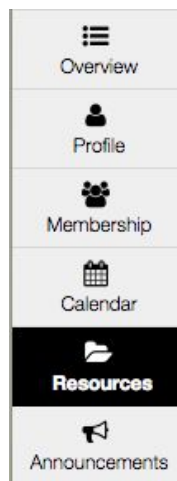
3. Click on the button labeled "Actions" and select "Create Folders" from the dropdown menu.

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

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".
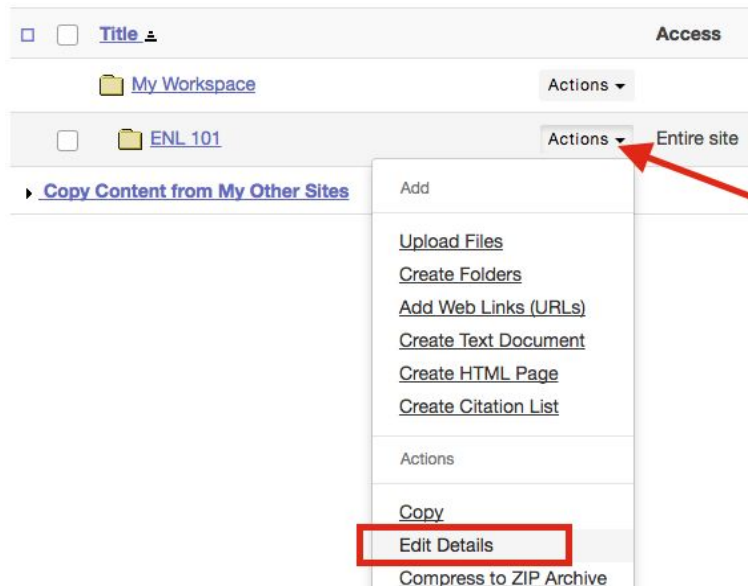
6. Check off "This folder and its contents are publically viewable". Copy the hyperlink for the file, and click "Update".
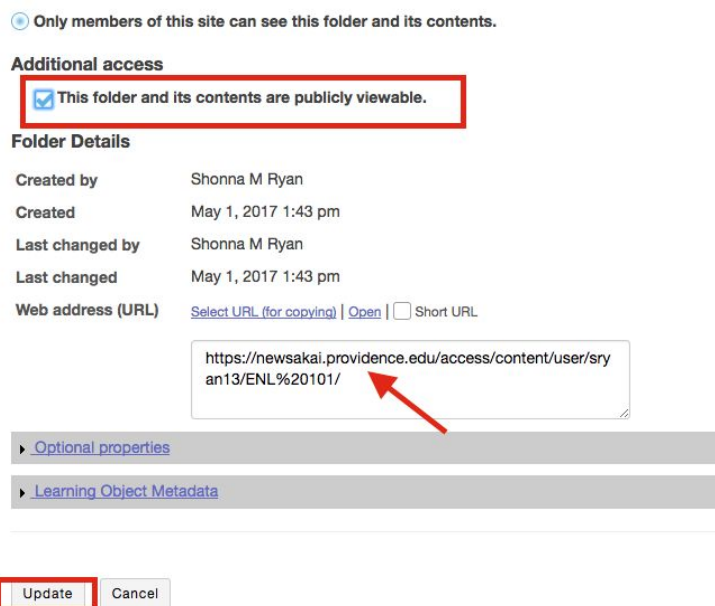
7. Now you can copy this hyperlink into any of your other courses and it will reflect any updates make to that folder on the other courses as well (added/removed files, add hyperlinks, etc.) In the Resources tool click the "Action" button to the right on the folder you wish to store the hyperlink to. From the dropdown menu select "Add Web Links".
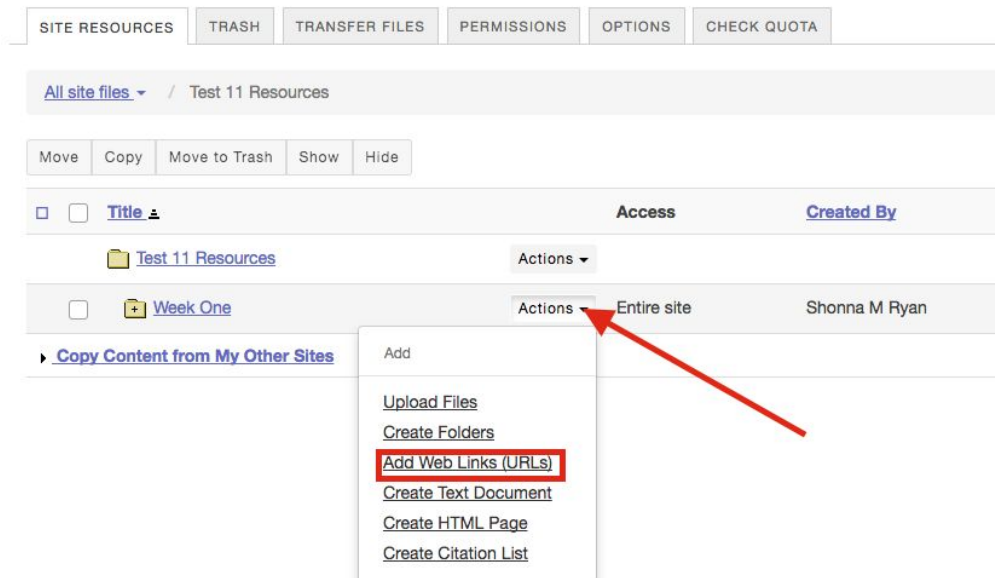
8. Paste the folder's URL where it says "Web Address" and give the link a name where it says "Website Name". When you are done click "Add Web Links Now" and you have now established a link to that course folder.