Sakai 12: Home & Site Navigation
Student User Guide
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What is Home?
When you log in to Sakai, you will immediately see your Home area, or your individual workspace in the system. Your Home displays the Message of the Day as well as course announcements, calendar, and message notifications. You will also see links to account utilities, enrolled courses, and other system-wide resources.

Home Navigation and Display
Home consists of the following navigation and display elements:

1. Site Navigation across the top
2. The Tool Menu on the left
3. The Message of the Day
4. Home: Calendar
5. Home: Information Display
6. Home: Recent Announcements
7. Home: Message Center Notifications

The Home area of Sakai is designed to give you an overview of what is happening in your courses, and provide access to your individual account information and preferences.
What is Site Navigation?

Site Navigation
The Site Navigation across the top of the screen allows you to access all of the Sakai sites in which you are enrolled. You may also return to Home at any time by clicking on the Home button on the far left.

Jump to site tools
You may click on the down arrows next to each site name to expand the Tool Menu for that site. Selecting a tool from that list will take you directly to that area of the selected site.

Currently selected site
The currently selected site will appear highlighted in a different color in the navigation bar.
Sites drawer
The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines. If you have many active sites, clicking on the Sites icon will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites). If you have the appropriate permissions, you may also create sites from this location.

Note: Inactive or Archived sites will not display in the Sites drawer. You can access inactive sites from the Membership or Worksite Setup tools.

Favoriting Sites
Click on the star icon (Add to Favorites) next to a site in the list to make it a favorite. This will add it to your persistent navigation buttons at the top of the screen.

Reload to view new navigation buttons
When you exit the Sites drawer, you will be prompted to Reload in order to view your newly selected favorites.

All of your selected favorites will appear in the navigation bar

Organizing favorites
To organize your favorites, go to Sites and select the Organize Favorites tab.

Drag and drop to reorder
The order in which sites are listed here determines the order in which the buttons appear in the top navigation.

Note: The Home button is fixed and always appears in the same location.

Unfavoriting a site
To remove a site from your favorites, click on the star icon (Remove from favorites) to remove it from the top navigation. You can do this from either the Organize Favorites tab or the Sites tab.
Reload to view current selections. 
You will be prompted to Reload if you made any changes to favorite sites or site order.

Automatically add new sites
If you would like new sites to be automatically added to your Favorites when you are enrolled, keep the default On selection in the Organize Favorites tab. If you prefer to manually add new sites, select Off instead.

Logging out of the system
You may log out of the system by clicking on the user name and profile photo in the top navigation bar and selecting Log Out from the drop-down menu.