

# How do I navigate within a site?

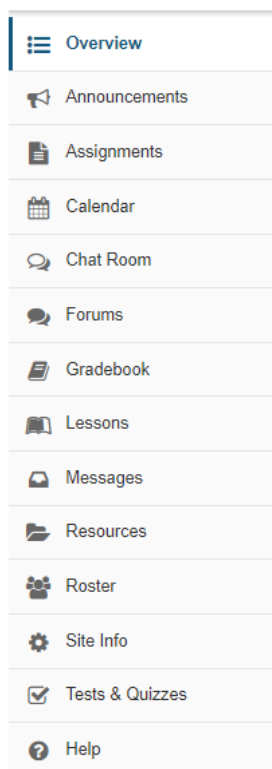
It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

## Currently selected site.



The currently selected site will appear highlighted in a different color in the site navigation bar.

## The Tool Menu.

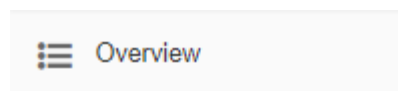


The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site. The currently selected tool is highlighted in a different

background color than the rest of the Tool Menu and with a solid colored line showing along the left border of the item.

Click the tool's name to go to the corresponding tool.

## The Overview page.



**Overview** on the Tool Menu takes you to the primary landing page for the site you're in. Overview pages can contain a list of recent announcements, recent message or forum discussions, calendar posts and other selected resources for that specific site.

## Resetting a tool.

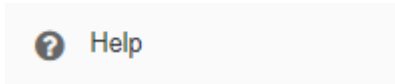
A screenshot of the Sakai Calendar tool interface. The 'Calendar' tool menu item is highlighted with a red box. The main content area shows the 'Calendar by Month' view for November 2017. The calendar grid shows dates from 29 to 2. The 'Calendar' tool menu item is also highlighted with a red box. The interface includes a top navigation bar with 'Sakai' logo, 'View Site As:' dropdown, and 'Instructor' profile. The left sidebar contains a list of tools: Overview, Announcements, Assignments, Calendar, Chat Room, Forums, Gradebook, Lessons, Messages, Resources, Roster, Site Info, Tests &amp; Quizzes, and Help. The main content area has a 'Calendar by Month' section with a 'View' dropdown set to 'Calendar by Month'. Below this is a 'November 2017' header with navigation buttons for '&lt; Previous Month', 'Today', and 'Next Month &gt;'. There are also links for 'Printable Version' and 'Set as Default View'. The calendar grid shows dates from 29 to 2. The 'Calendar' tool menu item is highlighted with a red box.

When you're using a tool, clicking on the tool's name in either the Tool Menu or the content frame takes you back to the first page of that tool and resets the tool to the landing page for the tool.

## Online help.

You can get help by clicking **Help** in the Tool Menu. You can also get contextual help by clicking the **Help** link within the tool content frame.

## Help in the Tool Menu.



## Contextual help for a given tool.

