

SAKAI 11 ADMINISTRATOR GUIDE

Table of Contents

Admin Site Perms	6
What is the Admin Site Perms tool?.....	7
How do I add site role permissions for all sites?.....	8
How do I remove site role permissions for all sites?	10
Aliases	12
What are Aliases?	13
Become User	14
What is Become User?	15
How do I log in as another user?.....	16
How do I view user info?	17
Delegated Access	19
What is Delegated Access?	20
How do I let a non-admin manage delegated access?	22
How do I let a non-admin manage shopping period access?	25
How do I delegate site access to a user?	28
How do I edit user permissions in Delegated Access?	33
How do I remove user permissions in Delegated Access?.....	35
How do I search users in Delegated Access?	37
How do I access a site via delegated access?	40
How do I set a shopping period?.....	43
Email Templates.....	46
What is the Email Templates tool?	47
How do I edit an email template?	49
How do I add a new email template?	51
External Tools.....	54
What are External Tools?.....	55
How do I make an LTI 1.1 tool available to site owners?	56
How do I add an LTI tool to a site as an admin?.....	64
Job Scheduler	67
What is the Job Scheduler?.....	68

How do I view the event log?	69
How do I filter events?	70
How do I view jobs?	72
How do I schedule a new job?	73
How do I delete a job?	79
How do I view running jobs?	81
Memory	82
What is the admin Memory tool?	83
How do I view Memory Status?	84
How do I locate maxed out caches?	86
How do I reset all caches?	88
How do I evict expired members?	89
Message Bundle Manager	90
What is the Message Bundle Manager tool?	91
How do I find the number of modified messages in the system?	92
How do I search system messages?	93
How do I view system messages by module?	96
How do I customize a default system message?	99
How do I view and edit modified messages in the system?	102
Online	104
What is the Online tool?	105
How do I view active servers?	106
How do I view user locations?	107
How do I view active sessions?	108
How do I refresh location, session, and server data?	110
PA System	111
What is the PA System?	112
How do I create a banner system message?	113
How do I edit a banner system message?	116
How do I delete a banner system message?	120
How do I create a popup system message?	123
How do I edit an existing popup system message?	126

How do I delete a popup system message?	130
Permissions and Roles	133
What are Permissions and Roles?	134
How do I change participant roles within a site?	136
Realms.....	138
What are Realms?	139
How do I search Realms?	141
How do I modify an existing role within a Realm?	143
How do I create a new, or custom role within a Realm?	147
Resources	152
What Resources are specific to admin users?	153
Search.....	155
Search Administration	156
Site Archive	159
What is the Site Archive tool?	160
How do I export/archive an individual site?.....	161
How do I batch export or archive multiple sites?.....	165
How do I download archive files?.....	169
How do I import an individual site archive?.....	171
How do I batch import multiple site archives?	175
Sites	178
What is the Sites tool?	179
How do I search for a site using the Sites tool?.....	180
How do I edit a site using the Sites tool?	182
How do I Soft Delete a site from the Sites tool?	185
How do I add a stealthed tool to a site?	188
Sitestats Admin	196
What is Sitestats Admin?	197
How do I view reports for a specific site?.....	198
How do I create predefined reports available throughout the system?	201
How do I view server-wide reports?	204

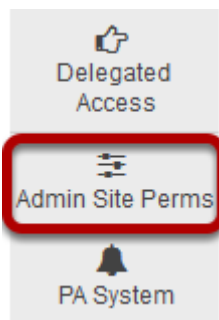
Users.....	206
What is the Users tool?	207
How do I add a new account?	208
How do I create multiple new user accounts by importing a file?	210
How do I search for a user account?	214
How do I edit a user account?	216
How do I disable a user account?	219
How do I remove a user account?.....	222
User Membership	226
What is User Membership?	227
How do I search for an account in User Membership?	228
How do I filter search results in User Membership?	232
How do I make a user active in multiple sites?.....	236
Worksite Setup	243
What is Worksite Setup?.....	244
How does Worksite Setup differ for admin users?	245
How do I restore a softly deleted site?	246
How do I Hard Delete a site?	249

Admin Site Perms

What is the Admin Site Perms tool?

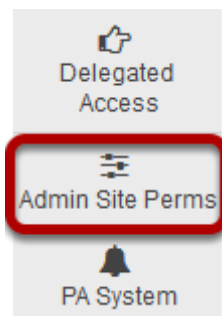
The Admin Site Perms tool allows admin users to add or remove permissions across all sites for specified roles. If you would like to modify the permissions for existing roles in your instance, this tool makes it easy to implement the change system-wide.

To access this tool, select Admin Site Perms from the Tool Menu in the Administration Workspace.



How do I add site role permissions for all sites?

Go to Admin Site Perms.



Select the **Admin Site Perms** tool from the Tool Menu in the Administration Workspace.

Select the site type, role, and permissions to be added.

Control Site Role Permissions for all sites

This will add or remove the selected permissions in all sites of the types selected and all roles selected. You must select at least one permission, a site type, and one role to do an update. This can be somewhat slow when updating a very large number of sites and will do the processing in a separate process.

Add PermissionsRemove Permissions

Site Types
Select the site types to change the permissions in

☒ course
☐ project

Site Roles
Select the roles to apply the permission changes to

☐ CIG Coordinator
☐ CIG Participant
☐ Evaluator
☐ Instructor
☐ Reviewer
☐ Student
☒ Teaching Assistant
☐ access
☐ maintain

☐ Internal users
☐ Provided users

☐ All Staff
☐ All Students
☐ All Users

☐ Anyone (including non-logged in)
☐ Logged in users

Permissions
Select the permissions to add or remove

☐ alias.add
☐ alias.del
☐ alias.upd
☐ annnc.all.groups
☐ annnc.delete.any
☐ annnc.delete.own
☐ annnc.new
☐ annnc.read
☐ annnc.read.drafts
☐ annnc.revise.any
☐ annnc.revise.own
☐ asn.all.groups
☐ asn.delete
☐ asn.grade
☒ asn.new
☐ asn.read
☐ asn.receive.notifications
☐ asn.revise
☐ asn.share.drafts
☐ asn.submit
☒ assessment.createAssessment
☐ assessment.deleteAssessment.any
☐ assessment.deleteAssessment.own
☒ assessment.editAssessment.any
☐ assessment.editAssessment.own
☐ assessment.gradeAssessment.any
☐ assessment.gradeAssessment.own
☐ assessment.publishAssessment.any
☐ assessment.publishAssessment.own
☐ assessment.questionpool.copy.own
☐ assessment.questionpool.create
☐ assessment.questionpool.delete.own

Note: You must select at least one site type, role, and permission.

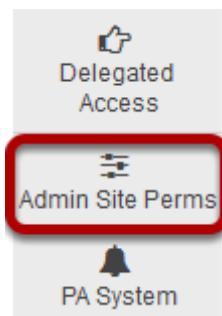
Click Add Permissions.



Scroll to the bottom of the page and click the **Add Permissions** button to save your changes.

How do I remove site role permissions for all sites?

Go to Admin Site Perms.



Select the **Admin Site Perms** tool from the Tool Menu in the Administration Workspace.

Select the site type, role, and permissions to be removed.

Control Site Role Permissions for all sites

This will add or remove the selected permissions in all sites of the types selected and all roles selected. You must select at least one permission, a site type, and one role to do an update. This can be somewhat slow when updating a very large number of sites and will do the processing in a separate process.

Add Permissions **Remove Permissions**

Site Types
Select the site types to change the permissions in

☒ course
☐ project

Site Roles
Select the roles to apply the permission changes to

☐ CIG Coordinator
☐ CIG Participant
☐ Evaluator
☐ Instructor
☐ Reviewer
☐ Student
☒ Teaching Assistant
☐ access
☐ maintain

☐ Internal users
☐ Provided users

☐ All Staff
☐ All Students
☐ All Users

☐ Anyone (including non-logged in)
☐ Logged in users

Permissions
Select the permissions to add or remove

☐ alias.add
☐ alias.del
☐ alias.upd
☐ annnc.all.groups
☐ annnc.delete.any
☐ annnc.delete.own
☐ annnc.new
☐ annnc.read
☐ annnc.read.drafts
☐ annnc.revise.any
☐ annnc.revise.own
☐ asn.all.groups
☐ asn.delete
☐ asn.grade
☒ asn.new
☐ asn.read
☐ asn.receive.notifications
☐ asn.revise
☐ asn.share.drafts
☐ asn.submit
☒ assessment.createAssessment
☐ assessment.deleteAssessment.any
☐ assessment.deleteAssessment.own
☒ assessment.editAssessment.any
☐ assessment.editAssessment.own
☐ assessment.gradeAssessment.any
☐ assessment.gradeAssessment.own
☐ assessment.publishAssessment.any
☐ assessment.publishAssessment.own
☐ assessment.questionpool.copy.own
☐ assessment.questionpool.create
☐ assessment.questionpool.delete.own

Note: You must select at least one site type, role, and permission.

Click Remove Permissions.



Scroll to the bottom of the page and click the **Remove Permissions** button to save your changes.

Aliases

What are Aliases?

The Alias service supports the mapping of alias strings to a target. This is useful when things like sites have a long, cryptic name (such as a GUID).

For example, a Sakai alias can be used instead of the site id when emailing to the site **test@sakai.edu** rather than **6ade75f9-aeef-4338-80ae-62e391045975@sakai.edu**.

It can also be used in place of the site id for access URLs, such as **/access/content/group/test** instead of **/access/content/group/6ade75f9-aeef-4338-80ae-62e391045975**.

The Aliases admin tool provides methods to get the target of aliases in the system, create new ones, edit them and delete them.

To access this tool, select Aliases from the Tool Menu in the Administration Workspace.



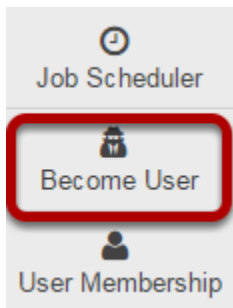
Become User

What is Become User?

The Become User tool is an administrative tool to allow a user to log in as another user without needing a password. Logging in as another user is useful for support situations, since you'll be able to see the system from the point of view of that user.

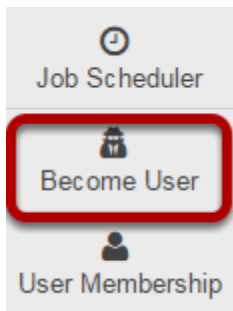
When you log out after using the Become User tool to impersonate/masquerade as a user, you will automatically revert back to your admin account.

To access this tool, select Become User from the Tool Menu in the Administration Workspace.



How do I log in as another user?

Go to the **Become User** tool.



Select **Become User** in the Administration Workspace Tool Menu.

Enter a user id and click **Become user**.

Enter a user id below and click "Become user" to login as that user.

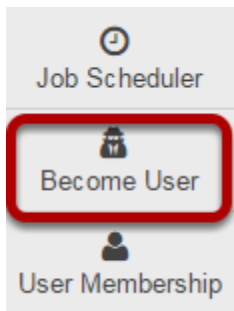
User Id:

Become user View user info

Enter the user id for the user you would like to log in as, and then click the **Become user** button.

How do I view user info?

Go to the **Become User** tool.



Select **Become User** in the Administration Workspace Tool Menu.

Enter a user id and click **View user info**.

Enter a user id below and click "Become user" to login as that user.

User Id:

Enter the user id for the user you would like to log in as, and then click the **View user info** button.

User info will be displayed.

Enter a user id below and click "Become user" to login as that user.

User Information

Name: Demo Student
Email: demostudent01@university.edu
User Id: student01
Internal Id: 34c7c699-3bd0-4588-b1b7-bed565622b11
Type: registered
Created: Mar 30, 2016 5:19 pm

User Id:

Become user

View user info

The user's name, email, user id, internal id, type, and account creation date will be displayed.

Delegated Access

What is Delegated Access?

The delegated access tool controls both delegating access to users outside of the site membership realm as well as setting up and controlling site shopping period information. It is most easily described by breaking it down into two related functions: “Delegated Access” and “Shopping Period.”

Delegated Access:

The delegated access tool has five primary functions:

1. Provide a friendly interface for administrators to delegated user access to specific sites or department levels.
2. Provide a friendly interface for administrators to delegated shopping period admin privileges for users at the site or departments level.
3. Provide a friendly interface for delegated users to view, search and access their delegated sites.
4. Provide a friendly interface for delegated shopping period admins to adjust shopping period data within their scope of privileges.
5. Allow a user, that has been granted access to sites, to use the direct URL for the site to access it.

The delegated access tool allows administrators to search for users and delegate site, role, and shopping period admin access. It also allows you to select specific tools the user should not have access to.

The easiest way to think of how the tool works is liking it to the Role Swap feature in Sakai. Instead of just swapping the role, you can specify the realm and role the user will receive for that particular site or node in the hierarchy. All child nodes will inherit the parent settings unless overridden.

Shopping Period:

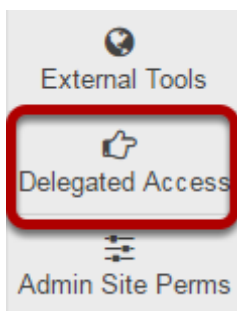
The shopping period tool is just a special use case of the Delegated Access Tool from the perspective of shopping consumer. In another words, it treats the .anon or .auth role as a delegated user and then can determine what role that user will inherit when he or she enters a site. There are three user cases that the shopping period section handles:

1. **Administrator:** When a user that has been granted shopping period administrative privileges goes into the delegated access tool, they will see a link for “Shopping Period Admin”. Here they can modify what role a .anon or .auth (public/logged in) user will

inherit when they enter. They can also choose which tools are open as well as the open and close date for the shopping period for that site or department.

2. **Instructor:** If you enable the instructor to override shopping settings, then the instructor will have an interface in the "Site Info" tool under the link "Manage Access" where he/she can modify their course's shopping settings. This allows an instructor to opt in or out of the shopping period.
3. **Shopper:** When a user that wants to shop for a particular site goes to the Shopping Period tool, they will see a node structure and a search box to look for a particular site they want to test out. This tool, for example, can be added to Sakai's !Gateway site so unauthorized users can view it. When the user finds the site they want, they just click the link and go to the site.

To access this tool, select Delegated Access from the Tool Menu in the Administration Workspace.

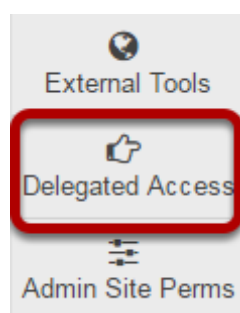


You may also see the Delegated Access tool in the MyWorkspace Tool Menu if it has been added to your user account.

How do I let a non-admin manage delegated access?

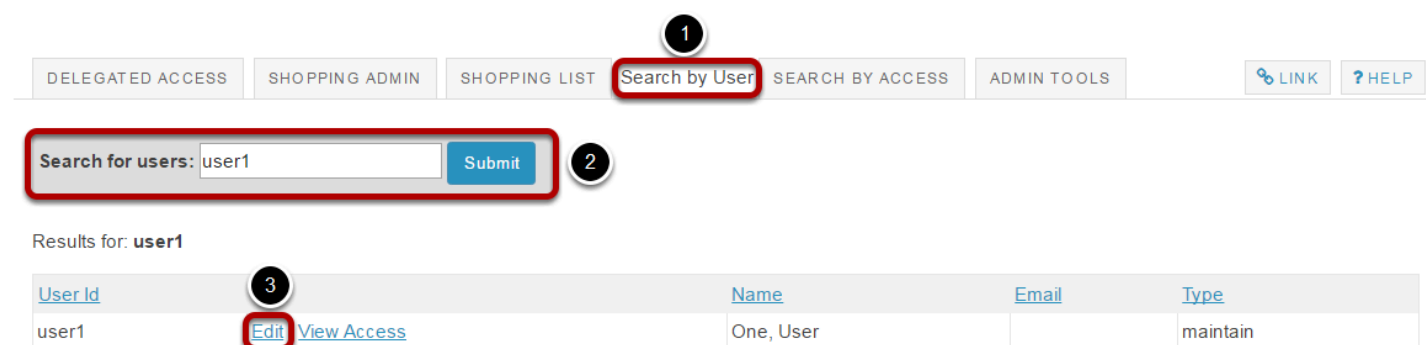
You may want to let a non-admin user manage delegated access for other users. To do so, you can add this capability to the Delegated Access tool you make available in the non-admin user's My Workspace.

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu in the Administration Workspace.

Find and select user



1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit** (or hit "enter" key).
3. Click the **Edit** link for the user.

*Tip: You can also search for a user by clicking the **Search by Access** button. See [How do I search users in Delegated Access?](#)*

Expand hierarchy nodes.

[Expand All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DEPT1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

Save

Cancel

If you want to provide the user with admin capability for all hierarchy nodes, you can skip this step. Otherwise, click the **Expand All Nodes** link (or click the root node). Continue expanding nodes to access the appropriate node.

Note: Settings you select for a node will apply to all its "child" (lower-level) nodes, but not to any other nodes at the same level in the hierarchy. You can always override settings that a lower-level node inherits from a higher node.

Set admin capability.

[Collapse All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

For a particular node, check **Access Admin**.

Save settings



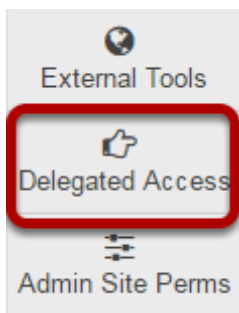
Click **Save**. A "Successfully saved" message displays.

If the user has no previous delegated access permissions enabled, the *Delegated Access* tool gets added to the user's My Workspace. In the tool, the user will see *Search by User* and *Search by Access* buttons for managing delegated access for other users.

How do I let a non-admin manage shopping period access?

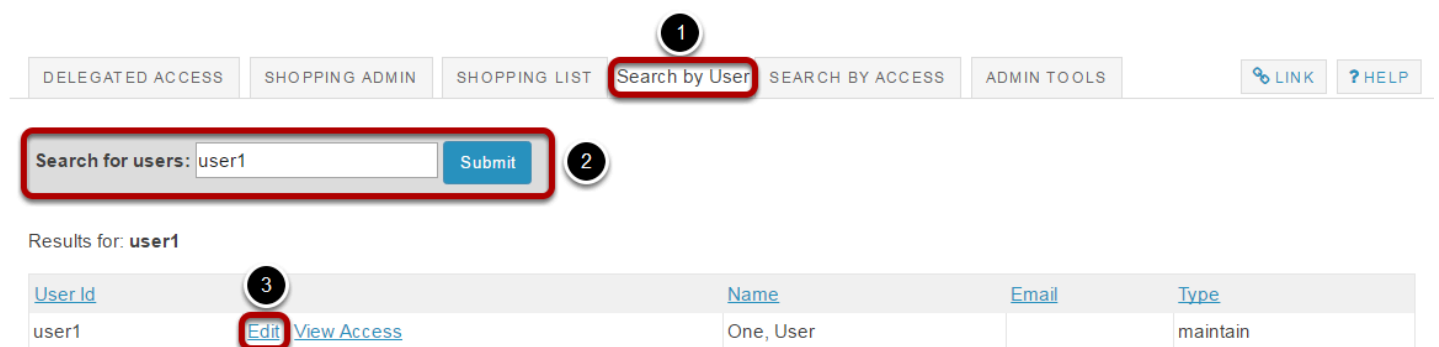
You may want to let a non-admin user manage shopping period access for other users. To do so, you can add this capability to the Delegated Access tool you make available in the non-admin user's My Workspace.

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu of the Administration Workspace or in your own My Workspace site.

Find and select user



1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit** (or hit "enter" key).
3. Click the **Edit** link for the user.

*Tip: You can also search for a user by clicking the **Search by Access** button. See [How do I search users in Delegated Access?](#)*

Expand hierarchy nodes.

[Expand All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DEPT1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

Save

Cancel

If you want to provide the user with admin capability for all hierarchy nodes, you can skip this step. Otherwise, click the **Expand All Nodes** link (or click the root node). Continue expanding nodes to access the appropriate node.

Note: Settings you select for a node will apply to all its "child" (lower-level) nodes, but not to any other nodes at the same level in the hierarchy. You can always override settings that a lower-level node inherits from a higher node.

Set shopping admin capability.

[Collapse All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MEDICINE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

For a particular node, check **Shopping Admin**.

Save settings.

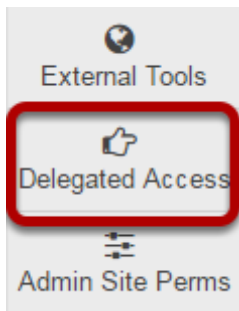


Click **Save**. A "Successfully saved" message displays.

If the user has no previous delegated access permissions enabled, the *Delegated Access* tool gets added to the user's My Workspace. In the tool, the user will see *Shopping Admin* and *Shopping List* buttons for managing shopping period access for other users.

How do I delegate site access to a user?

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu of the Administration Workspace or in your own My Workspace site.

Find and select user

A screenshot of the 'Delegated Access' tool interface. At the top, there is a horizontal menu with several tabs: 'DELEGATED ACCESS', 'SHOPPING ADMIN', 'SHOPPING LIST', 'Search by User', 'SEARCH BY ACCESS', and 'ADMIN TOOLS'. The 'Search by User' tab is selected and highlighted with a red box, with a circled '1' above it. Below the menu, there is a search form with the label 'Search for users:', a text input field containing 'user1', and a 'Submit' button. The search form is highlighted with a red box, with a circled '2' to its right. Below the search form, the text 'Results for: user1' is displayed. Underneath, there is a table with four columns: 'User Id', 'Name', 'Email', and 'Type'. The first row of the table contains the values 'user1', 'One, User', an empty cell, and 'maintain'. The 'Edit' link in the first row is highlighted with a red box, with a circled '3' above it. The 'View Access' link is also visible next to the 'Edit' link.

User Id	Name	Email	Type
user1	One, User		maintain

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit** (or hit "enter" key).
3. Click the **Edit** link for the user.

*Tip: You can also search for a user by clicking the **Search by Access** button. See [How do I search users in Delegated Access?](#)*

Expand hierarchy nodes.

[Collapse All Nodes](#)

Filter By: Hierarchy Level:

Choose One ▼

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

Save

Cancel

If you want to provide the user with admin capability for all hierarchy nodes, you can skip this step. Otherwise, click the **Expand All Nodes** link (or click the root node). Continue expanding nodes to access the appropriate node.

Note: Settings you select for a node will apply to all its "child" (lower-level) nodes, but not to any other nodes at the same level in the hierarchy. You can always override settings that a lower-level node inherits from a higher node.

Set access and role

[Collapse All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose One	Restricted Tools	Advanced
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose One	Inherited	Inherited
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

Save

Cancel

Choose One

.anon

.auth

.default

access (site.template)

access (site.user)

Administrator

Alumni

CIG Coordinator

CIG Participant

Evaluator

Faculty

Guest

Instructor (site.template.course)

Instructor (site.template.iti)

Learner

maintain (site.helper)

maintain (site.template)

maintain (site.user)

Member

For a particular node:

1. Check **Site Access**.
2. Select a role from the *User Becomes* menu. The user will have the permissions for the selected role when accessing sites.

Set tool restrictions. (Optional)

[Expand All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty	Restricted Tools	Advanced
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Teaching Assistant	Restricted Tools	Advanced

Save

Cancel

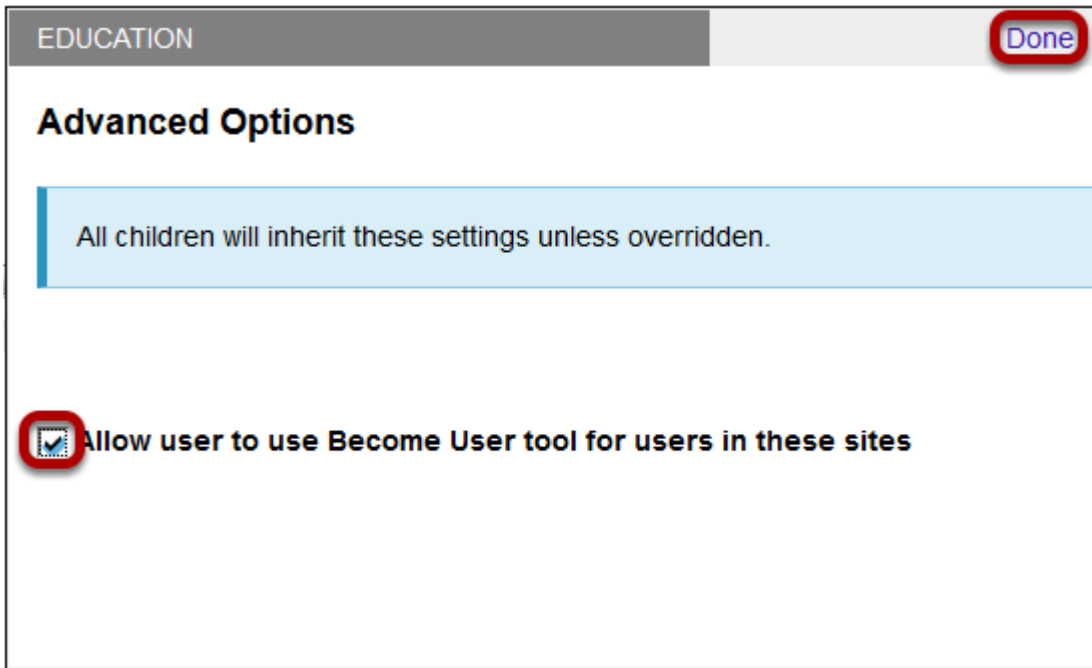
If you would like to restrict access to specific tools within a node or site, click **Restricted Tools**.

Select the tool/s you want to restrict, then click Done.

Add Become User tool. (Optional)

If you would like to enable access to the *Become User* tool, click **Advanced**.

Enable Become User tool, then click Done.



In the window that displays, enable the **Allow user to use Become User tool for users in the these sites** setting. Then, click **Done**. The Become User tool will be added to the user's system landing page.

Note: The Become User tool will only function for the sites to which the user has been granted access.

Save settings

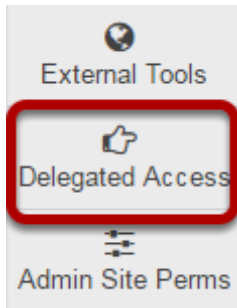


Click **Save**. A "Successfully saved" message displays.

If the user has no previous delegated access permissions enabled, the *Delegated Access* tool gets added to the user's My Workspace, along with *Become User* if you also enabled access to that tool.

How do I edit user permissions in Delegated Access?

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu of the Administration Workspace or in your own My Workspace site.

Find and select user

A screenshot of the 'Delegated Access' tool interface. At the top, there is a navigation bar with tabs: 'DELEGATED ACCESS', 'SHOPPING ADMIN', 'SHOPPING LIST', 'Search by User' (highlighted with a red rectangle and a circled '1'), 'SEARCH BY ACCESS', and 'ADMIN TOOLS'. Below the navigation bar, there is a search form with a text input field containing 'user1' and a 'Submit' button (highlighted with a red rectangle and a circled '2'). Below the search form, it says 'Results for: user1'. At the bottom, there is a table with columns: 'User Id', 'Name', 'Email', and 'Type'. The first row contains 'user1', 'One, User', an empty cell, and 'maintain'. The 'Edit' link under 'user1' is highlighted with a red rectangle and a circled '3'.

User Id	Name	Email	Type
user1	One, User		maintain

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit** (or hit "enter" key).
3. Click the **Edit** link for the user.

*Tip: You can also search for a user by clicking the **Search by Access** button. See [How do I search users in Delegated Access?](#)*

Expand hierarchy nodes.

[Collapse All Nodes](#)

Filter By: Hierarchy Level:

Choose One

Filter

Clear

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
QA01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
MUSIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DEPT1	<input type="checkbox"/>		<input type="checkbox"/>		Inherited	Inherited
SUBJ1	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Instructor (site.template.course)	Restricted Tools	Advanced
SUBJ2	<input type="checkbox"/>		<input type="checkbox"/>		Inherited	Inherited
SUBJ3	<input type="checkbox"/>		<input type="checkbox"/>		Inherited	Inherited
DEPT2	<input type="checkbox"/>		<input type="checkbox"/>		Inherited	Inherited
DEPT3	<input type="checkbox"/>		<input type="checkbox"/>		Inherited	Inherited

Save

Cancel

If you want to edit user permissions that apply to all sites in your Sakai instance, you can skip this step. Otherwise, click the **Expand All Nodes** link (or click the root node). Continue expanding nodes to access the appropriate node(s).

Note: Settings you select for a node will apply to all its "child" (lower-level) nodes, but not to any other nodes at the same level in the hierarchy. You can always override settings that a lower-level node inherits from a higher node.

Edit permissions.

For the appropriate node(s), make changes as appropriate.

Save changes.

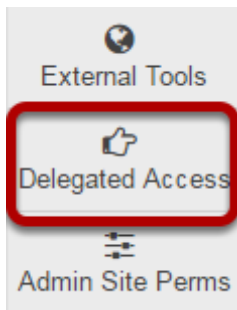
Save

Cancel

Click **Save**. A "Successfully saved" message displays.

How do I remove user permissions in Delegated Access?

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu of the Administration Workspace or in your own My Workspace site.

Find and select user

A screenshot of the 'Delegated Access' tool interface. At the top, there is a navigation bar with tabs: 'DELEGATED ACCESS', 'SHOPPING ADMIN', 'SHOPPING LIST', 'Search by User', 'SEARCH BY ACCESS', and 'ADMIN TOOLS'. The 'Search by User' tab is selected and highlighted with a red box, with a circled '1' above it. Below the tabs, there is a search form with a text input field containing 'user1' and a 'Submit' button. The search form is highlighted with a red box, with a circled '2' to its right. Below the search form, it says 'Results for: user1'. There is a table with four columns: 'User Id', 'Name', 'Email', and 'Type'. The first row contains 'user1', 'One, User', an empty cell, and 'maintain'. The 'View Access' link in the 'User Id' column is highlighted with a red box, with a circled '3' above it.

User Id	Name	Email	Type
user1	One, User		maintain

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit** (or hit "enter" key).
3. Click the **View Access** link for the user.

*Tip: You can also search for a user by clicking the **Search by Access** button. See [How do I search users in Delegated Access?](#)*

Remove permissions

User One [Edit](#) [Remove All Permissions](#)

Type	Access	Restricted Tools	Level	Hierarchy	
Access	!site.template.course:instructor		Subject	-QA01 -MUSIC ---DEPT1 ---SUBJ1	Remove
Shopping Admin			School	-QA01 -MUSIC	Remove
Shopping Admin			Subject	-QA01 -MUSIC ---DEPT1 ---SUBJ1	Remove
Access Admin			School	-QA01 -MUSIC	Remove

Click **Remove All Permissions** to remove access permissions for all hierarchy nodes.

Or, click the **Remove** link for a particular hierarchy node to remove access permissions for that node.

Confirm removal

Are you sure you want to remove all permissions for this user?

OK

Cancel

You will see a dialog box confirming the permission(s) removal.

If you don't want a dialog box to display for subsequent permission removals, check the box for **Prevent this page from creating additional dialogs**.

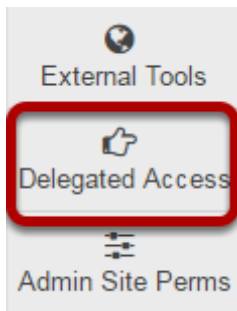
To continue with removal, click the **OK** button.

How do I search users in Delegated Access?

In the Delegated Access tool, you can search for any user in your Sakai instance, so you can then add, edit, or remove access permissions for a particular user. There are two ways to search for users:

- **Search by user**--search by user name or user ID
- **Search by hierarchy**--search all users by access permissions for particular hierarchy nodes

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu of the Administration Workspace or in your own My Workspace site.

Search by user.

A screenshot of the 'Delegated Access' tool interface. At the top, there is a navigation bar with tabs: 'DELEGATED ACCESS', 'SHOPPING ADMIN', 'SHOPPING LIST', 'Search by User' (annotated with a red box and a circled '1'), 'SEARCH BY ACCESS', and 'ADMIN TOOLS'. Below the navigation bar, there is a search form with the label 'Search for users:', a text input field containing 'user1', and a 'Submit' button (annotated with a red box and a circled '2'). Below the search form, it says 'Results for: user1'. At the bottom, there is a table with columns: 'User Id', 'Name', 'Email', and 'Type'.

User Id	Name	Email	Type
user1	One, User		maintain

1. Click the **Search by User** button.
2. Enter a user name, user ID, or email address. Click **Submit Query** or hit "enter" key.

*Tip: Alternatively, click the **Search by Access** button and then select **user id**. Enter the user ID (user name will not yield results). Click **Submit Query** or hit the "enter" key.*

View user settings.

User One [Edit](#) | [Remove All Permissions](#)

Type	Access	Restricted Tools	Level	Hierarchy	
Access	!site.template.course:Teaching Assistant		School	--QA01 --MUSIC	Remove
Shopping Admin			School	--QA01 --EDUCATION	Remove
Access Admin			School	--QA01 --EDUCATION	Remove

To view all access settings for a user you have searched for, click the **View Access** link for that user.

Search by hierarchy.

The screenshot shows the Sakai 11 search interface. At the top, there are tabs: DELEGATED ACCESS, SHOPPING ADMIN, SHOPPING LIST, SEARCH BY USER, Search by Access (highlighted with a red box and a circled 1), and ADMIN TOOLS. Below the tabs is a search bar. On the left, it says 'Search by' followed by two radio buttons: 'hierarchy' (selected, highlighted with a red box and a circled 2) and 'user id'. To the right of the radio buttons are three dropdown menus: 'EDUCATION' (highlighted with a red box and a circled 3), 'DEPT2', and an empty dropdown. To the right of the dropdowns is a checkbox labeled 'Include lower levels' which is checked. On the far right is a blue button labeled 'Submit Query' (highlighted with a red box and a circled 4).

1. Click **Search by Access**.
2. Select **hierarchy** (default selection).
3. Drill down to specific hierarchy node levels, as appropriate. With each hierarchy node you select, another menu displays for selecting that node's "child" nodes. Check the box for **Include lower levels** to view all child nodes for a particular node.
4. Click **Submit Query**.

View access by hierarchy

Search by ☒ hierarchy ☐ user id EDUCATION DEPT2 ☒ Include lower levels

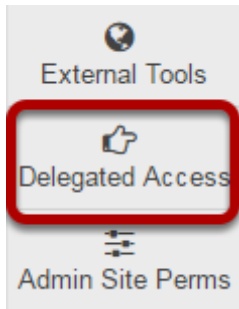
1	2	3	4	5	6	7	8
User Id	Name	Type	Access	Restricted Tools	Level	Hierarchy	
admin	Administrator, Sakai	Access			QA01	--QA01	View Access Edit Remove
admin	Administrator, Sakai	Shopping Admin			QA01	--QA01	View Access Edit Remove
admin	Administrator, Sakai	Access Admin			QA01	--QA01	View Access Edit Remove
user1	One, User	Shopping Admin			School	--QA01 --EDUCATION	View Access Edit Remove
user1	One, User	Access Admin			School	--QA01 --EDUCATION	View Access Edit Remove

Your search results will include the following information:

1. User ID
2. User name
3. Type of access permission (Access Admin, Shopping Admin, Site Access)
4. Site role when accessing site
5. Restricted tools when accessing site
6. Hierarchy node level for access permission
7. All parent hierarchy nodes
8. Links for viewing, editing, removing access permissions

How do I access a site via delegated access?

Go to Delegated Access tool.



Select **Delegated Access** from the Tool Menu of the Administration Workspace or in your own My Workspace site.

*Tip: If you are already in the Delegated Access tool, click the **Delegated Access** button in the menu bar.*

Find site.

You can find a site in two ways:

1. Search by site, user, or term
2. Expand hierarchy nodes

Search for the site.

Search Sites

Site:

User: ☒ Instructor ☐ Member

Term: ▼

School: ▼

Department: ▼

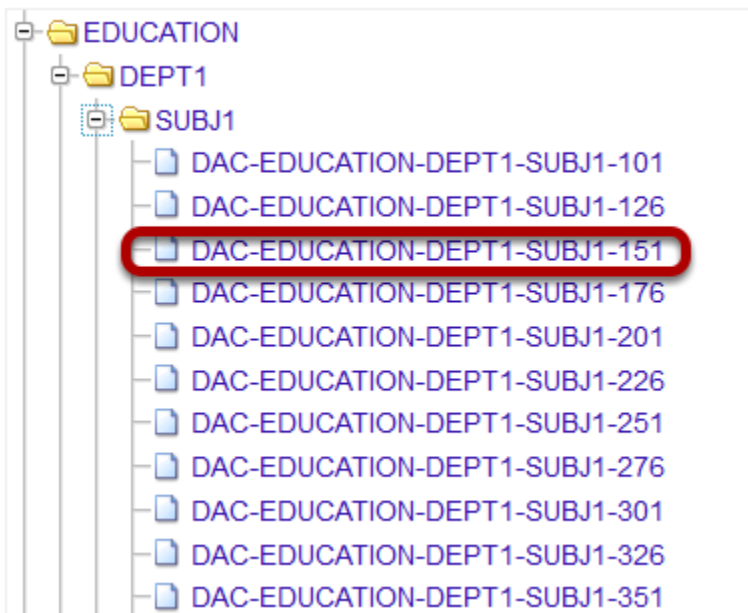
Subject: ▼

- +  EDUCATION
- +  MEDICINE
- +  MUSIC

If you have a large number of sites, you may want to search for the specific site. You may search by site, user, term, school, department, or subject.

After providing search information for the desired site, click **Submit Query**.

Expand hierarchy nodes.



You may also expand the appropriate hierarchy nodes to locate the site in the list manually.

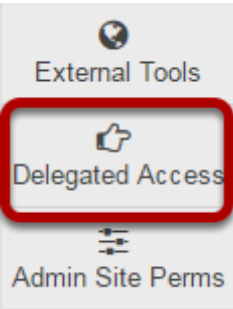
Access site

Once you have found the appropriate site, click on it. The site will open in a new tab/window.

Note: The tools and capabilities available to you in a site will depend on how your particular delegated access has been configured. For more information, see [How do I delegate site access to a user?](#)

How do I set a shopping period?

Go to Delegated Access tool



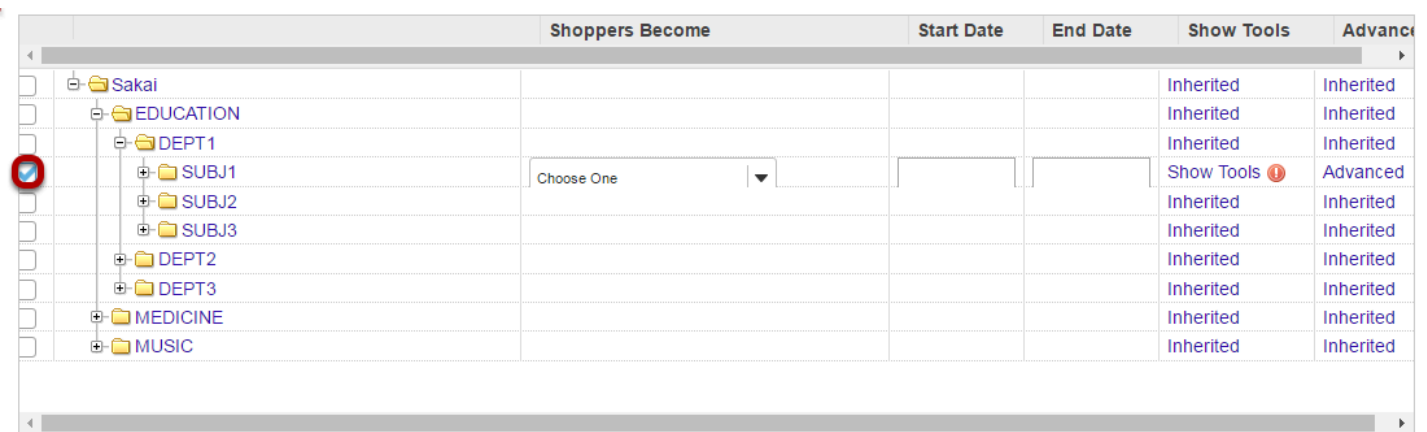
Select the **Delegated Access** too from the Tool Menu in the Administration Workspace or in your own My Workspace site.

Go to shopping period settings



Click the **Shopping Admin** button.

Select hierarchy nodes



Click on the root node and continue expanding nodes to select the appropriate node(s) and/or site(s). If you want to configure a single shopping period for all sites in your Sakai instance, you can skip this step.

Important Notes:

- Settings you select for a node will apply to all its "child" (lower-level) nodes, but not to any other nodes at the same level in the hierarchy. You can always override settings that a lower-level node inherits from a higher node.
- While you can select multiple nodes and sites, you will have to configure a shopping period for each node/site separately.
- Keep in mind that you can only choose a single site role for a particular node. Be sure to confirm that all sites in a node include the role you select.

Set shopping role and duration

	Shoppers Become	Start Date	End Date	Show Tools	Advanced
Sakai				Inherited	Inherited
EDUCATION				Inherited	Inherited
DEPT1				Inherited	Inherited
SUBJ1	Guest	04/10/2016	04/30/2016	Show Tools ⓘ	Advanced
SUBJ2				Inherited	Inherited
SUBJ3				Inherited	Inherited
DEPT2				Inherited	Inherited
DEPT3				Inherited	Inherited
MEDICINE				Inherited	Inherited
MUSIC				Inherited	Inherited

1. Choose site role for shoppers.
2. Provide start/end date.

Set tool access

	Shoppers Become	Start Date	End Date	Show Tools	Advanced
Sakai				Inherited	Inherited
EDUCATION				Inherited	Inherited
DEPT1				Inherited	Inherited
SUBJ1	Guest	04/10/2016	04/30/2016	Show Tools ⓘ	Advanced
SUBJ2				Inherited	Inherited
SUBJ3				Inherited	Inherited
DEPT2				Inherited	Inherited
DEPT3				Inherited	Inherited
MEDICINE				Inherited	Inherited
MUSIC				Inherited	Inherited

Legend

- Hierarchy Node
- Site
- ▲ Inactive
- Instructor Edited

SUBJ1

3 Done

Choose Tools to Show

Choosing a tool in the list will show the tool for this user. This node and all children will inherit this list. A child can overwrite this list by it's own tools to show.

2

Public	Logged In	Tool
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account
<input type="checkbox"/>	<input type="checkbox"/>	Account Validator
<input type="checkbox"/>	<input type="checkbox"/>	Add Gradebook Items

1. Click the **Show Tools** link for the shopping period.
2. Select the appropriate tool(s) for non-authorized ("Public") and/or authorized ("Logged In") users.
3. Click **Done**.

Set advanced options

The screenshot shows the 'Shoppers Become' table with columns: Shoppers Become, Start Date, End Date, Show Tools, and Advanced. The table lists various hierarchy nodes like Sakai, EDUCATION, DEPT1, SUBJ1, SUBJ2, SUBJ3, DEPT2, DEPT3, MEDICINE, and MUSIC. The 'Show Tools' column for SUBJ1 shows 'Show Tools' and 'Advanced' (circled in red with a '1' callout). The 'Advanced' link is highlighted. Below the table are 'Save' and 'Cancel' buttons and a 'Legend' box.

The 'Advanced Options' dialog for SUBJ1 is open, showing 'Advanced Options' and 'Instructor Settings'. The 'Advanced Options' section states: 'All children will inherit these settings unless overridden.' The 'Instructor Settings' section has two options: 'Disable Instructor Override' (circled in red with a '2' callout) and 'Disable "Public" option' (circled in red with a '3' callout). The 'Done' button is circled in red with a '4' callout.

Optionally, set advanced options for the shopping period.

1. Click the **Advanced** link for the shopping period.
2. Select **Disable Instructor Override** to prevent a site maintainer from overriding shopping period access for a site.
3. Select **Disable "Public" option** to prevent a site maintainer from making a site public.
4. Click **Done**.

Save your work



Once you have configured all settings, click **Save**.

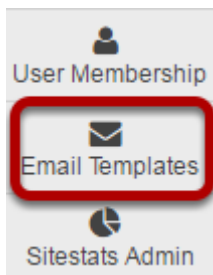
Email Templates

What is the Email Templates tool?

The Email Templates tool is an administrative tool for providing localized and internationalized email templates for Sakai Applications. It allows admin users to create customized email notifications for users in their local instance.

For example, if your institution has modified the name of Sakai to a different local system name (i.e. CTools, T-Square, etc.) you may modify the existing email templates to use your local system name and inform users about institution-specific resources.

Go to the Email Templates tool.



Select the **Email Templates** tool from the Administration Workspace Tool Menu.

View existing template keys and locales.

NEW TEMPLATE			LINK	HELP
1	template key	2	locale	edit
	acknowledge.passwordReset		default	edit
	polls.notifyDeletedOption		default	edit
	polls.notifyDeletedOption		zh_CN	edit
	profile2.connectionConfirm		default	edit
	profile2.connectionConfirm		es_ES	edit
	profile2.connectionConfirm		sv_SE	edit
	profile2.connectionConfirm		zh_CN	edit
	profile2.connectionRequest		default	edit
	profile2.connectionRequest		es_ES	edit

A listing of all existing template keys and locales will be displayed.

1. The **template key** is typically defined by the tools that have email templates in the system. You may see multiple template keys for different locales.
2. The **locale** of a template typically refers to the language, or language+region, of the message. It may also refer to a custom local instance.

Example Custom Template

UCT

sitemange.notifyAddedParticipant

subject:

`${productionSiteName} Site Notification: ${siteName}`

Body:

Dear \${userName},

You have been added to the following \${localSakaiName} site:
\${siteName}
by \${currentUserName} (\${currentUserEmail}).

To go to [this](#) site, login to \${localSakaiName} at [\\${localSakaiUrl}](#) with your username ([\\${userId}](#)) and password.

You can then access the site by clicking on the site name, which appears as a tab in a row across the top part of the page, or by clicking on "My Active Sites" on the top right.

If you cannot login to \${localSakaiName}, please see <http://vula.uct.ac.za/password/> for details on how to reset your password.

If you have any further questions about \${localSakaiName} or how to access [this](#) site, please feel free to contact the \${localSakaiName} helpdesk by replying to [this](#) email or emailing help@vula.uct.ac.za.

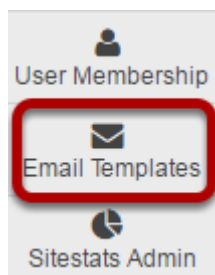
Online help is also available by clicking on the Help link in any page.

Regards
The Vula Team, University of Cape Town

The image above shows an example of a custom template. To view this example and others on Confluence, go to: <https://confluence.sakaiproject.org/display/ETS/example+templates>

How do I edit an email template?

Go to the Email Templates tool.



Select the **Email Templates** tool from the Administration Workspace Tool Menu.

Select the Edit link for the template you would like to modify.

NEW TEMPLATE

[LINK](#)

[? HELP](#)

template key	locale	edit
acknowledge.passwordReset	default	edit
polls.notifyDeletedOption	default	edit
polls.notifyDeletedOption	zh_CN	edit
profile2.connectionConfirm	default	edit
profile2.connectionConfirm	es_ES	edit
profile2.connectionConfirm	sv_SE	edit

Edit the template as needed.

Edit acknowledge.passwordReset (default) email template

Edit the suggested text for the email template. Please note when sending the email the key values will be substituted with actual values. You may use these values in your email template.

`${localSakaiName}` - the local title of the Course Management System (e.g., Sakai, CamTools, CTools)
`${localSakaiURL}` - the URL of the Course Management System
`${localSupportMail}` - the email address for the Course Management System support
`${currentUserEmail}` - current user's email address
`${currentUserFirstName}` - current user's first name
`${currentUserLastName}` - current user's last name
`${currentUserDisplayName}` - current user's display name
`${currentUserDisplayId}` - current user's user id

Subject:

From:

Key:

Locale:

Plain Text:

Your password for \${localSakaiName} has been changed successfully. If you did not change your password, please contact \${emailSupport}

HTML Text:

Save Changes

2

1. Edit the email template as needed.
2. Click the **Save Changes** button to save your modifications.

Note: The following values may be substituted for real values in the system:

`${localSakaiName}` - the local title of the Course Management System (e.g., CamTools, CTools)

`${currentUserEmail}` - current user's email address

`${currentUserFirstName}` - current user's first name

`${currentUserLastName}` - current user's last name

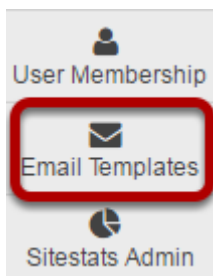
`${currentUserDisplayName}` - current user's display name

`${currentUserDisplayId}` - current user's user id

How do I add a new email template?

Note: Tools must already be configured to use the template service in order to be added here. You may add additional templates for existing keys using this tool. However, adding new template keys to the system would require custom code development.

Go to the Email Templates tool.



Select the **Email Templates** tool from the Administration Workspace Tool Menu.

Click New template.

[NEW TEMPLATE](#)[LINK](#)[HELP](#)

template key	locale	edit
acknowledge.passwordReset	default	edit
polls.notifyDeletedOption	default	edit
polls.notifyDeletedOption	zh_CN	edit
profile2.connectionConfirm	default	edit

Enter template information into the fields provided and Save.

New email template

Edit the suggested text for the email template. Please note when sending the email the key values will be substituted with actual values. You may use these values in your email template.

`${localSakaiName}` - the local title of the Course Management System (e.g., Sakai, CamTools, CTools)
`${localSakaiURL}` - the URL of the Course Management System
`${localSupportMail}` - the email address for the Course Management System support
`${currentUserEmail}` - current user's email address
`${currentUserFirstName}` - current user's first name
`${currentUserLastName}` - current user's last name
`${currentUserDisplayName}` - current user's display name
`${currentUserUserId}` - current user's user id

- 1 Subject:
- 2 From:
- 3 Key:
- 4 Locale:
- 5 Plain Text:
- 6 HTML Text:
- 7

Enter the email template information into the blank text fields provided.

1. The **Subject** will be the subject line of the email message received by end users.
2. The **From** line will indicate the sender of the email message.
3. The **Key** is one of the template keys already defined in the system. View the list of existing templates to see the current keys available.
4. The **Locale** typically indicates the language of the system. This is usually a two-letter code for a language, or sometimes the extended syntax for a language+region. Refer to the list of standard W3C language tags at the following link for more information: <http://www.w3.org/International/articles/language-tags/>
5. The **Plain Text** field is where you enter the text of your message.
6. You may also provide an **HTML Text** version of the message if desired. This allows you to include additional formatting for the body of the message.
7. Click **Save Changes** when complete.

Note: Remember that you may use the following items to substitute for real values in the system:

`${localSakaiName}` - the local title of the Course Management System (e.g., CamTools, CTools)

`${currentUserEmail}` - current user's email address

`${currentUserFirstName}` - current user's first name

`${currentUserLastName}` - current user's last name

`${currentUserDisplayName}` - current user's display name

`${currentUserDisplayId}` - current user's user id

External Tools

What are External Tools?

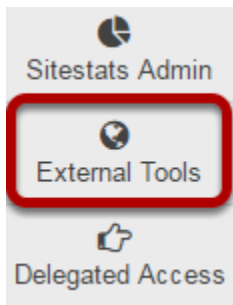
If you're a functional administrator, External Tools lets you configure integration with an external solution that utilizes [LTI](#), an independent standard for web-based applications developed by [IMS](#). You can integrate solutions that are compliant with either of the following LTI standards:

- [LTI 1.1](#)
- [LTI 2.0](#)

You can make the external tool available in a specific site or in all sites. Site owners add the tool via Manage Tools or External Tools in [Site Info](#).

External Tools lets you determine tool configuration options for site owners. You may provide no options, so site owners can only add the external tool. Or, you may allow site owners to change a variety of parameters, such as the tool name that displays in a site's Tool Menu or the tool's frame height.

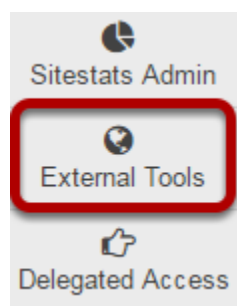
To access this tool, select External Tools from the Tool Menu of the Administration Workspace.



How do I make an LTI 1.1 tool available to site owners?

Note: Configuration of an external tool requires information unique to the external solution being integrated. In addition, integration with a solution from a third-party vendor may require an account with that vendor. Be sure to confirm all necessary information for an external solution before configuration.

Go to External Tools.



Select **External Tools** from the Tool Menu in the Administration Workspace.

View Installed Tools.

INSTALLED TOOLS

TOOL LINKS

LTI 2.X INSTALLATION

[LINK](#) [HELP](#)

[Install LTI 1.1 Tool](#)

Below are the external tools that have been added to the system. Select the "Edit" link to revise the launch settings. Select the "Add External Tool to System" link to make additional external tools available.

Title	URL	Site ID	Uses	Action
Search by Title	Search by URL	Search by Site ID	Search by Usage	
Attendance	https://maristcollege.meets.cirqlive.com/lti.exe		0	Edit / Delete

If you have a key and secret, you must first install the tool using this screen, and then to launch the tool, you need to create a tool configuration for the tool. You can test launch your tool and get a URL for your tool from the tool configuration screen.

Click **Installed Tools**. If any external tools have been configured and made available in your Sakai instance, you'll see them listed.

Install LTI 1.1 tool.



Click **Install LTI 1.1 Tool**. The *External Tool* page displays.

Configure LTI tool

On the *External Tool* page, select settings and provide information as appropriate.

Site ID

External Tool

Site Id (Leave blank to make tool available in all sites)

Enter the appropriate site ID in the **Site Id** field if you want the external tool to be available ONLY in that site. If you want the external tool to be available in all sites, be sure to leave this field blank.

Name/description

1 *Tool Title (Above the tool)

Allow tool title to be changed

☒ Do not allow

☐ Allow

Choose a custom icon (leave empty to use the default icon)

2

*Button Text (Text in tool menu)

3

Allow button text to be changed

☒ Do not allow

☐ Allow

Description

4

1. Enter text in the **Tool Title** field. When users access the tool in a site, this text displays at the top of the frame. (Choose **Allow** to let site owners edit this information.)
2. (Optional) Select a custom icon from the drop-down menu.
3. Enter text in the **Button Text** field. When users access the tool in a site, they'll see this text in the Tool Menu. (Choose **Allow** to let site owners edit this information.)
4. Enter text in the **Description** field. This description will display to site owners when they select the tool via Site Info.

Status/visibility

1 Tool Status

☒ Enabled

☐ Disabled

2 Tool Visibility

☒ Visible

☐ Stealthed

1. For tool status, select **Enabled** or **Disabled**. Enabled means that it is available for use in the system. Disabled means it is not available for use.
2. For tool visibility, select **Visible** or **Stealthed**. Visible means that site owners can select it from Site Info > Manage Tools to add it to a site. Stealthed means that it does not appear in Site Info > Manage Tools and only admin users can add it to a site.

Launch settings

1 *Launch URL

Allow launch URL to be changed

☒ Do not allow

☐ Allow

2 Launch Key

Allow launch key to be changed

☒ Do not allow

☐ Allow

3 Launch Secret

Allow launch secret to be changed

☒ Do not allow

☐ Allow

Note: The following settings are unique to each external solution. If the solution being integrated is from a third-party vendor, the vendor typically provides this information.

1. Enter the URL in the **Launch URL*** field.
2. Enter the LTI key in the **Launch Key*** field.
3. Enter the LTI secret in the **Launch Secret*** field.

*Click **Allow** to let site owners edit this information.

Frame height

Frame Height

Allow frame height to be changed

☒ Do not allow

☐ Allow

To specify a height for the tool frame in a site, enter a value (in pixels) in the **Frame Height** field. Click **Allow** to let site owners edit this value.

Privacy settings/services

Privacy Settings:

☐ Send User Names to External Tool

☐ Send Email Addresses to External Tool

Services:

☐ Allow External Tool to return grades

☐ Provide Roster to External Tool

☐ Allow External Tool to store setting data

Determine the site information you want provided to the external solution, and whether the solution will return grades for Gradebook integration. Select settings as appropriate.

Content Item Selection launches.

Indicate the following types of Content Item Selection launches this tool can handle. Not all tools can handle Content Item Selection launches. If you enable a tool which is not capable of responding to a particular request, it will likely fail when you try to use it.

- ☐ Allow the tool to be launched as a link (this is typically true for most tools)
- ☐ Allow external tool to configure itself (the tool must support the IMS Content-Item message)
- ☐ Allow the tool to provide a common cartridge (usually to be imported into a tool like Lessons)
- ☐ Allow the tool to provide a file (usually as part of a file picker)
- ☐ Allow the tool to be used from the rich content editor to select content
- ☐ Allow the tool to be one of the assessment types

Select the ways in which you would like this tool to be able to launch within a site.

Popup/debug

Launch in Popup

- ☒ **Never launch in Popup**
- ☐ **Always launch in Popup**
- ☐ **Allow popup to be changed**

Debug Launch

- ☒ **Never launch in debug mode**
- ☐ **Always launch in debug mode**
- ☐ **Allow debug mode to be changed**

Choose how the external solution displays when it launches.

- Click **Never launch in Popup** if you want it to display in a frame within the site.
- Click **Always launch in Popup** if you want it to display in a separate popup window or new browser tab/window.

Click **Allow popup to be changed** to let site owners edit this setting.

Choose whether debug data will display to site owners when the external solution launches. Click **Allow debug mode to be changed** to let site owners edit this setting.

Custom parameters

Custom Parameters (key=value on separate lines)



☐ Allow additional custom parameters

Provide additional parameters in the **Custom Parameters** field, as appropriate. A parameter should be in the following format:

key=value

Be sure to list each parameter on a separate line. Click **Allow additional custom parameters** to let site owners enter more parameters.

Splash screen

Splash Screen (If this is non-blank it is shown before the tool is launched)



Enter text in the **Splash Screen** field, as appropriate. This text will display to all users before the external tool launches.

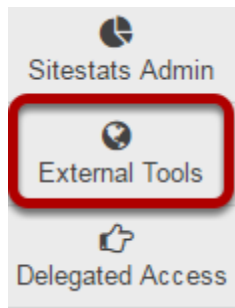
Save your work



Click the **Save** button. You'll see the external tool listed with other external tools available in the system.

How do I add an LTI tool to a site as an admin?

Go to External Tools.



Select the **External Tools** link from the Tool Menu in the Administration Workspace.

Click Tool Links.



Click the Create Tool Link.



Below are the external tools that have links within a site. One installed tool may have many links. Select "Edit" to revise the settings for a particular link. Select the "Create Tool Link" to add a new link.

No Tool Link Found

If you have a url, key, and secret you need to install a new tool, and then come back and place that tool to be launched in this screen.

Note: All tool links need to have a non-null SITE_ID in order to be launched.

Select a tool from the drop-down list.

Create Tool Link

*** Select Tool**

☐ Add Site Link

Note: Only previously installed tools will appear in this list. If the LTI tool you would like to add does not show up in the list, you need to install the LTI 1.1 or LTI 2.x tool first.

Enter the site information and save.

Create Tool Link

*** Select Tool**

Attendance play

*** Site ID**

1

Choose a custom icon (leave empty to use the default icon)

2

Resource Handler

3

4 ☒ Add Site Link

5

Note: All tool links need to have a non-null SITE_ID in order to be launched.

1. The **Site ID** is required.
2. (Optional) Select a **Custom Icon** for the tool.
3. (Optional) Specify a **Resource Handler** for the tool.
4. (Optional) Check the box to **Add Site Link**. This will place a link to the tool in the destination site's Tool Menu.

5. Click **Save** to save your settings.

View tool links to sites.

INSTALLED TOOLS

TOOL LINKS

LTI 2.X INSTALLATION

LINK

HELP

Create Tool Link

Below are the external tools that have links within a site. One installed tool may have many links. Select "Edit" to revise the settings for a particular link. Select the "Create Tool Link" to add a new link.

Title	URL	Site ID	Action
Search by Title	Search by URL	Search by Site ID	
Attendance		DAC-EDUCATION-DEPT1-SUBJ1-126	Edit / Delete

If you have a url, key, and secret you need to install a new tool, and then come back and place that tool to be launched in this screen.

Note: All tool links need to have a non-null SITE_ID in order to be launched.

Once you have added the tool link, you will see it in the list of tool links to sites in the system. One tool may have many links if it has been added to several sites.

Job Scheduler

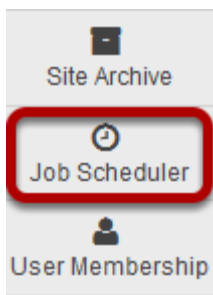
What is the Job Scheduler?

The Job Scheduler tool (or Quartz) in Sakai is a full-featured, open source job scheduling system that can be integrated with, or used along side virtually any J2EE or J2SE application - from the smallest stand-alone application to the largest e-commerce system. Quartz can be used to create simple or complex schedules for executing tens, hundreds, or even tens-of-thousands of jobs; jobs whose tasks are defined as standard Java components or EJBs. The Quartz Job Scheduler includes many enterprise-class features, such as JTA transactions and clustering.

For more information on creating custom jobs, please visit the Confluence wiki:

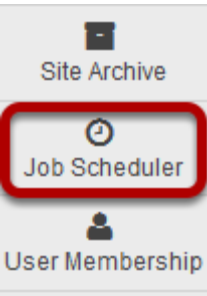
<https://confluence.sakaiproject.org/display/BOOT/Quartz+in+Sakai>

To access this tool, select Job Scheduler from the Tool Menu in the Administration Workspace.




How do I view the event log?

Go to the Job Scheduler tool.



Select the **Job Scheduler** tool from the Tool Menu in the Administration Workspace.

Viewing the event log.



[LINK](#) [HELP](#)

VIEW ALL EVENTS

JOBS

RUNNING JOBS

Event Log

[Filter Events](#)

Viewing 1 to 100 of 668 events

|<

<

Show 100

>

>|

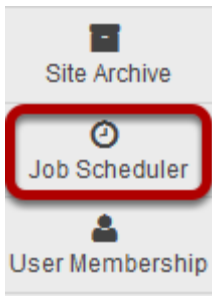
Job Name:	Event type	Timestamps	Message:	Server
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	4/20/16 2:39:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 2:39:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	4/20/16 2:37:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 2:37:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	4/20/16 2:35:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 2:35:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	4/20/16 2:33:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 2:33:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	4/20/16 2:31:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 2:31:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	4/20/16 2:29:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 2:29:43 PM	Trigger complete	ip-172-31-6-159

The landing page for the tool takes you to a view showing **All Events**.

Note: If you would like to view only events logged from a current date range, you may [Filter Events](#) by date.

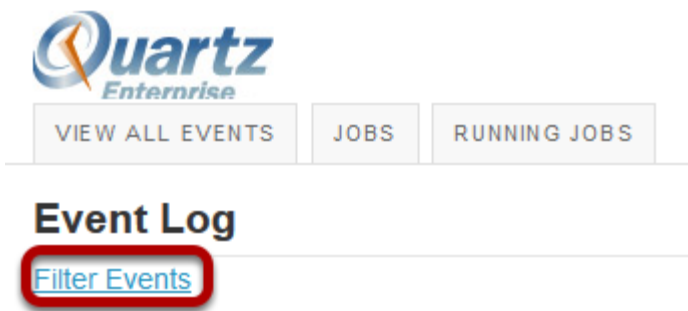
How do I filter events?

Go to the Job Scheduler tool.



Select the **Job Scheduler** tool from the Tool Menu in the Administration Workspace.

Click Filter Events.



Set the desired filters.



Trigger Event Filters

To filter the events shown in the event log fill in the form below and click "Set Filters". All filters will be reset and the entire log will be shown if you click "Clear Filters".

Event Dates

Set the beginning and ending date of the events to show. Events will be filtered before or after midnight of the dates you select.

Events Before Date

mm/dd/yyyy 04/18/2016

Events After Date

mm/dd/yyyy 04/20/2016

Jobs

Select the specific jobs for which you would like to see events.

Event Log Purge

Event Types

Select the event types you would like to see.

- ☒ FIRED
- ☒ COMPLETE
- ☒ INFO
- ☒ DEBUG
- ☒ ERROR

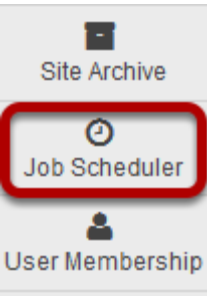
Set Event Filters Clear Event Filters

Choose the filters you would like to apply in order to limit your view of the event log to the desired items. You may filter events by date, job, or type.

Click the **Set Event Filters** button after you have entered your criteria to save and apply the filter.

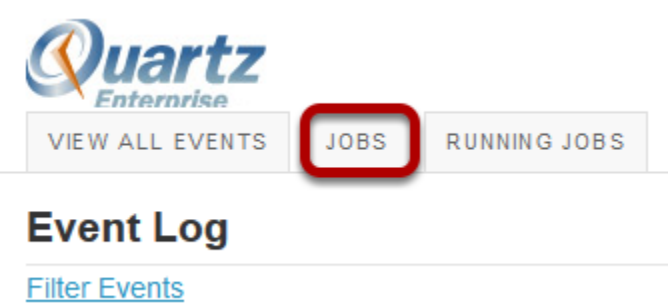
How do I view jobs?

Go to the Job Scheduler tool.

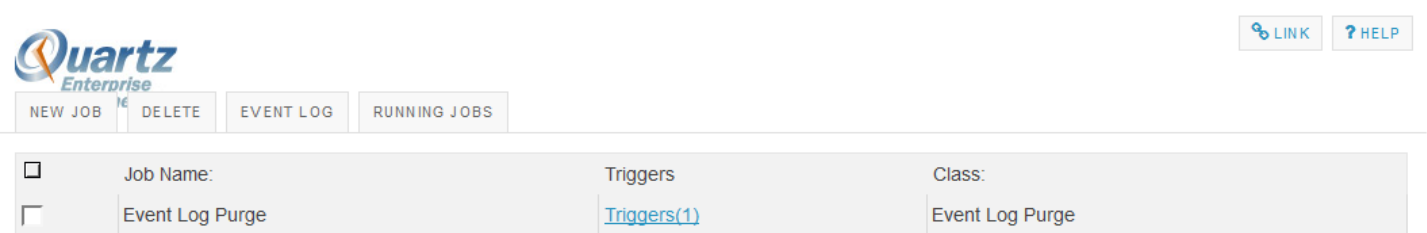


Select the **Job Scheduler** tool from the Tool Menu in the Administration Workspace.

Click the Jobs button.

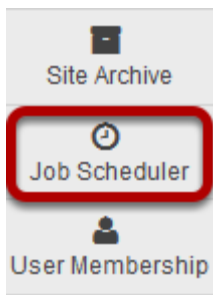


View the list of currently scheduled jobs.



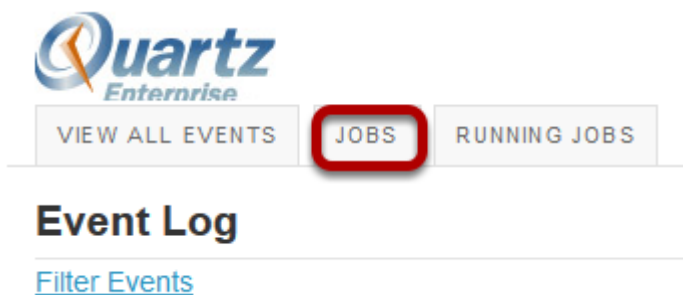
How do I schedule a new job?

Go to the Job Scheduler tool.

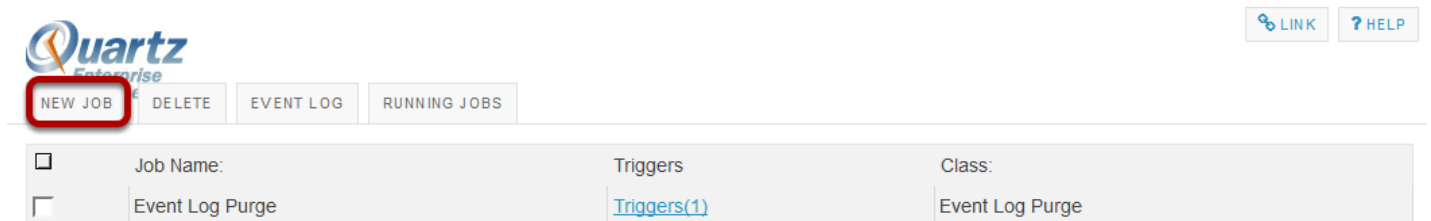


Select the **Job Scheduler** tool from the Tool Menu in the Administration Workspace.

Click the Jobs button.



Click the New Job button.



Give the job a name.



Create Job

Job Name:

Type:

Post

Cancel


Select the job type from the drop-down menu.



Create Job

Job Name:

Type:

- 
- Account Validation Job
 - Auto Submit Assessments Job
 - Backfill roles from templates
 - Backfill tool into sites
 - Check Validation Job
 - Check content in DB/Filesystem.
 - Configurable Job Test
 - Content Cleanup of deleted files
 - Course Site Publish**
 - Course Site Removal
 - Create sites, users and content for testing.
 - Dashboard Aggregate Job
 - Dashboard Check Admin Configuration Changes Job
 - Dashboard Check Availability Job
 - Dashboard Expire Purge Job
 - Dashboard Repeat Event Job
 - Dashboard Synchronize Dashboard Link Users with Site Users Job
 - Delegated Access Shopping Period Job
 - Delegated Access Site Hierarchy Job
 - Event Log Purge

Post

Click Post.



Create Job

Job Name: Course Site Publish - Summer 2016

Type: Course Site Publish

Post

Cancel

Select the Triggers link to add a trigger.



[LINK](#)

[HELP](#)

NEW JOB

DELETE

EVENT LOG

RUNNING JOBS

<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Course Site Publish - Summer 2016	Triggers(0)	Course Site Publish
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge

Click Run Job Now to run the job manually.



Currently editing triggers for job: Course Site Publish - Summer 2016

NEW TRIGGER

RUN JOB NOW

RETURN TO JOBS

Click Run Now to confirm.



Run Job Now Confirmation: Course Site Publish - Summer 2016

Are you sure you would like to run the job now?

Or, to automate the job, click New Trigger.



Currently editing triggers for job: Course Site Publish - Summer 2016

Enter a Trigger Name and Cron Expression.



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

A cron expression is a string comprised of 6 or 7 fields separated by white space. Fields can contain any of the allowed values, along with various combinations of the allowed special characters for that field. The fields are as follows:

Field Name Mandatory Allowed Values Allowed Special Characters

Seconds YES 0-59 , - * /

Minutes YES 0-59 , - * /

Hours YES 0-23 , - * /

Day of month YES 1-31 , - * ? / L W

Month YES 1-12 or JAN-DEC , - * /

Day of week YES 1-7 or SUN-SAT , - * ? / L #

Year NO empty, 1970-2099 , - * /

So cron expressions can be as simple as this: * * * * ? *

or more complex, like this: 0/5 14,18,3-39,52 * ? JAN,MAR,SEP MON-FRI 2002-2010

For more information on cron expressions, see [How do I create cron expressions?](#)

Click Post.



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

View the list of triggers for that job.



[LINK](#) [HELP](#)

Currently editing triggers for job: Course Site Publish - Summer 2016

[NEW TRIGGER](#) [DELETE](#) [RUN JOB NOW](#) [RETURN TO JOBS](#)

<input type="checkbox"/>	Trigger Name:	Cron Expression:	Next Run:
<input type="checkbox"/>	Nightly Course Publish Trigger	0 0 0 * * ? *	4/21/16 12:00:00 AM

You will see a list of triggers for the current job, along with an indication of when it is next scheduled to run.

You may add additional triggers if desired.

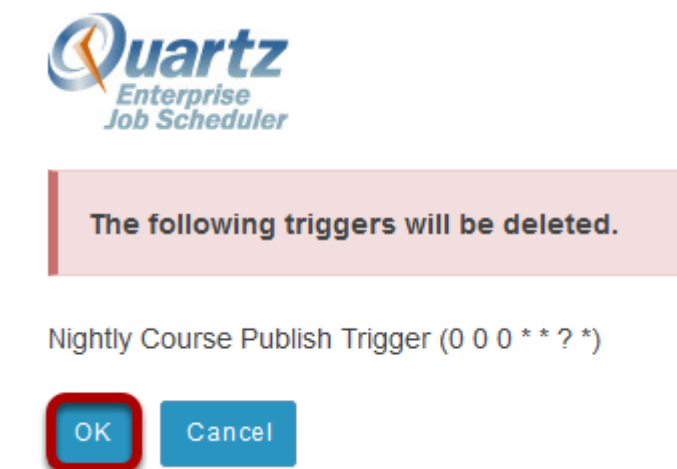
Deleting a trigger.



The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top left is the Quartz logo. At the top right are 'LINK' and 'HELP' buttons. Below the logo, it says 'Currently editing triggers for job: Course Site Publish - Summer 2016'. There are four buttons: 'NEW TRIGGER', 'DELETE' (highlighted with a red box), 'RUN JOB NOW', and 'RETURN TO JOBS'. Below these buttons is a table with three columns: 'Trigger Name:', 'Cron Expression:', and 'Next Run:'. The first row has a checkbox (checked), 'Nightly Course Publish Trigger', '0 0 0 * * ? *', and '4/21/16 12:00:00 AM'.

To remove an existing trigger, select the check box next to the item and then click the **Delete** button.

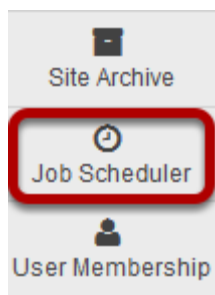
Click OK to confirm the deletion.



The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top left is the Quartz logo. Below the logo is a red box with the text 'The following triggers will be deleted.' Below this box is the text 'Nightly Course Publish Trigger (0 0 0 * * ? *)'. At the bottom are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

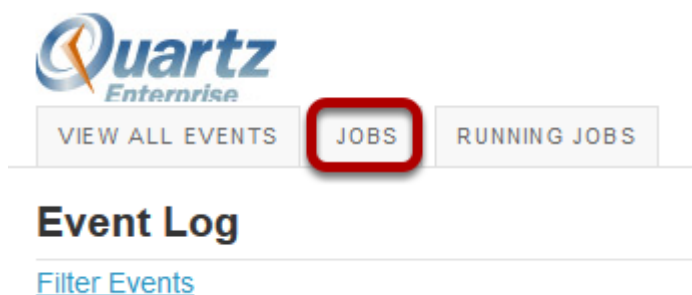
How do I delete a job?

Go to the Job Scheduler tool.



Select the **Job Scheduler** tool from the Tool Menu in the Administration Workspace.

Click the Jobs button.



Select the job you want to remove and click Delete.

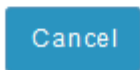


Click OK to confirm the deletion.



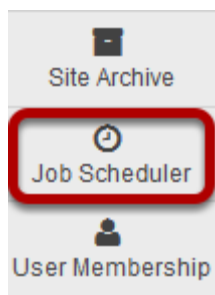
The following jobs (and associated triggers) will be deleted.

Course Site Publish - Summer 2016



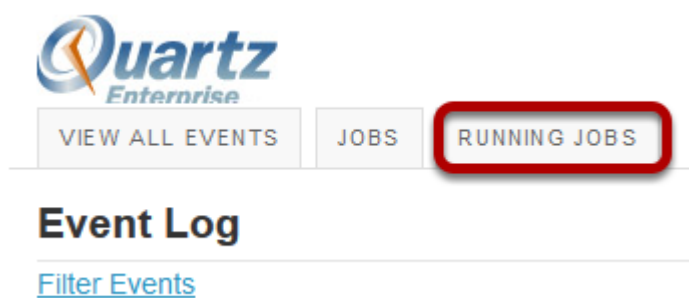
How do I view running jobs?

Go to the Job Scheduler tool.

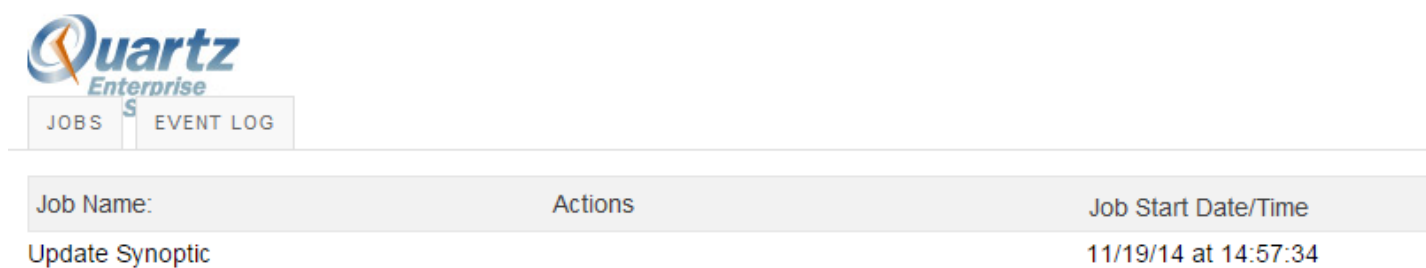


Select the **Job Scheduler** tool from the Tool Menu in the Administration Workspace.

Click the Running Jobs button.



View the list of currently running jobs.

A screenshot of the Quartz Enterprise interface showing the list of currently running jobs. The interface includes the Quartz Enterprise logo and a tabbed menu with 'JOBS' and 'EVENT LOG'. The 'JOBS' tab is active. Below the menu is a table with three columns: 'Job Name:', 'Actions', and 'Job Start Date/Time'. The table contains one row with the job name 'Update Synoptic' and the start date/time '11/19/14 at 14:57:34'.

Job Name:	Actions	Job Start Date/Time
Update Synoptic		11/19/14 at 14:57:34

Memory

What is the admin Memory tool?

The admin Memory tool allows administrators to view cache sizes in order to better optimize performance.

Sakai's default cache sizes and expiration settings are conservative and most likely need to be adjusted at large institutions.

All caches should be adjustable in Sakai 10.0+ with a simple modification to the sakai.properties file.

Adjust the caching of users especially if you use the JLDAP provider. This example will cache up to 50k users for up to half a day each:

- `memory.org.sakaiproject.user.api.UserDirectoryService.callCache=timeToLiveSeconds=43400,timeToLiveDays=1`

Adjust the realm/role group cache to retain items in the cache for two hours:

- `memory.org.sakaiproject.authz.impl.DbAuthzGroupService.realmRoleGroupCache=timeToLiveSeconds=7200,timeToLiveDays=1`

The user/site cache keeps track of the sites associated with the user:

- `memory.org.sakaiproject.site.api.SiteService.userSiteCache=timeToLiveSeconds=86400,timeToLiveDays=1`

The security service cache retains information about permission requests (e.g., can user xxxx do asn.submit in /site/abc):

- `memory.org.sakaiproject.authz.api.SecurityService.cache=timeToLiveSeconds=86400,timeToLiveDays=1`

To access this tool, select Memory from the Tool Menu in the Administration Workspace.



How do I view Memory Status?

Go to the Memory tool



Select the **Memory** tool from the Tool Menu of the Administration Workspace.

Click Status.

Memory

Available Memory: 132886536

Reset All Caches

Evict Expired Members

Status

The memory report will display.

Memory

** Memory report

freeMemory: 112105360 totalMemory: 959971328 maxMemory: 959971328

org.hibernate.cache.StandardQueryCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.hibernate.cache.UpdateTimestampsCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.api.SecurityService.cache Ehcache: count:498 hits:61412 misses:1608 hit%:97
org.sakaiproject.authz.api.SecurityService.contentCache Ehcache: count:68 hits:201 misses:97 hit%:67
org.sakaiproject.authz.api.SecurityService.superCache Ehcache: count:14 hits:145059 misses:69 hit%:99
org.sakaiproject.authz.impl.DbAuthzGroupService.authzUserGroupIdsCache Ehcache: count:1 hits:9 misses:1 hit%:90
org.sakaiproject.authz.impl.DbAuthzGroupService.maintainRolesCache Ehcache: count:1 hits:0 misses:0 hit%:0
org.sakaiproject.authz.impl.DbAuthzGroupService.realmRoleGroupCache Ehcache: count:46 hits:3461 misses:162 hit%:95
org.sakaiproject.calendar.cache Ehcache: count:46 hits:630 misses:27 hit%:95
org.sakaiproject.citation.api.SearchManager.metasearchSessionManagerCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.citation.api.SearchManager.sessionContextCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.component.app.messageforums.ui.DiscussionForumManagerImpl.allowedFunctionsCache Ehcache: count:2 hits:0 misses:2 hit%:0
org.sakaiproject.component.app.messageforums.ui.UIPermissionsManagerImpl.userGroupMembershipCache Ehcache: count:2 hits:2 misses:0 hit%:100
org.sakaiproject.dash.cache Ehcache: count:14 hits:995 misses:185 hit%:84
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_REALM_PROPERTY Ehcache: count:46 hits:3461 misses:162 hit%:95
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_GROUP_PROPERTY Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PAGE_PROPERTY Ehcache: count:1251 hits:68 misses:10074 hit%:1
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PROPERTY Ehcache: count:129 hits:549 misses:822 hit%:40
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_USER_PROPERTY Ehcache: count:13 hits:2 misses:60 hit%:3
org.sakaiproject.delegatedaccess.logic.ProjectLogic.hierarchySearchCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.nodeCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedAuthToolsCache Ehcache: count:0 hits:0 misses:5 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedPublicToolsCache Ehcache: count:0 hits:0 misses:5 hit%:0
org.sakaiproject.event.api.ActivityService.userActivityCache Ehcache: count:9 hits:0 misses:0 hit%:0
org.sakaiproject.event.api.UsageSessionService.recentUserRefresh Ehcache: count:12 hits:17 misses:44 hit%:27
org.sakaiproject.gradebookng.cache.notifications Ehcache: count:0 hits:0 misses:0 hit%:0

How do I locate maxed out caches?

A maxed-out cache will have a count value of 10000 or 100000. Look for these values in the Status area of the Memory tool.

Go to the Memory tool



Select the **Memory** tool from the Tool Menu of the Administration Workspace.

Click Status.

Memory

Available Memory: 388076008

Reset All Caches

Evict Expired Members

Status

Look for a count value of 10000 or 100000.

Memory

** Memory report

freeMemory: 370530912 totalMemory: 959971328 maxMemory: 959971328

```
org.hibernate.cache.StandardQueryCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.hibernate.cache.UpdateTimestampsCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.api.SecurityService.cache Ehcache: count:498 hits:61412 misses:1608 hit%:97
org.sakaiproject.authz.api.SecurityService.contentCache Ehcache: count:68 hits:201 misses:97 hit%:67
org.sakaiproject.authz.api.SecurityService.superCache Ehcache: count:14 hits:145324 misses:69 hit%:99
org.sakaiproject.authz.impl.DbAuthzGroupService.authzUserGroupIdsCache Ehcache: count:1 hits:9 misses:1 hit%:90
org.sakaiproject.authz.impl.DbAuthzGroupService.maintainRolesCache Ehcache: count:1 hits:0 misses:0 hit%:0
org.sakaiproject.authz.impl.DbAuthzGroupService.realmRoleGroupCache Ehcache: count:46 hits:3461 misses:162 hit%:95
org.sakaiproject.calendar.cache Ehcache: count:46 hits:630 misses:27 hit%:95
org.sakaiproject.citation.api.SearchManager.metasearchSessionManagerCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.citation.api.SearchManager.sessionContextCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.component.app.messageforums.ui.DiscussionForumManagerImpl.allowedFunctionsCache Ehcache: count:2 hits:0 misses:2 hit%:0
org.sakaiproject.component.app.messageforums.ui.UIPermissionsManagerImpl.userGroupMembershipCache Ehcache: count:2 hits:2 misses:2 hit%:50
org.sakaiproject.dash.cache Ehcache: count:14 hits:995 misses:185 hit%:84
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_REALM_PROPERTY Ehcache: count:46 hits:3461 misses:162 hit%:95
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_GROUP_PROPERTY Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PAGE_PROPERTY Ehcache: count:1251 hits:68 misses:10074 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PROPERTY Ehcache: count:129 hits:549 misses:822 hit%:40
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_USER_PROPERTY Ehcache: count:13 hits:2 misses:60 hit%:3
org.sakaiproject.delegatedaccess.logic.ProjectLogic.hierarchySearchCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.nodeCache Ehcache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedAuthToolsCache Ehcache: count:0 hits:0 misses:5 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedPublicToolsCache Ehcache: count:0 hits:0 misses:5 hit%:0
org.sakaiproject.event.api.ActivityService.userActivityCache Ehcache: count:9 hits:0 misses:0 hit%:0
org.sakaiproject.event.api.UserService.refreshUserRefresh Ehcache: count:12 hits:17 misses:11 hit%:27
```

How do I reset all caches?

Go to the Memory tool



Select the **Memory** tool from the Tool Menu of the Administration Workspace.

Click Reset All Caches.

Memory

Available Memory: 287099944

Reset All Caches

Evict Expired Members

Status

How do I evict expired members?

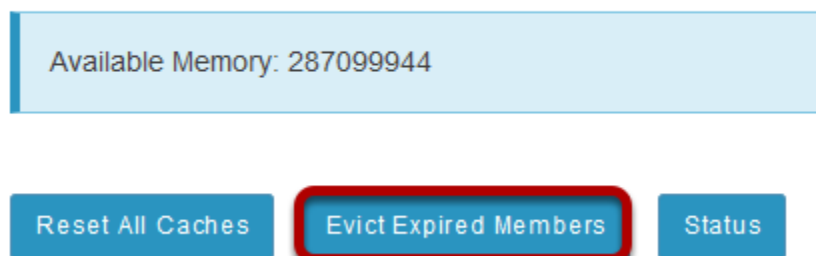
Go to the Memory tool



Select the **Memory** tool from the Tool Menu of the Administration Workspace.

Click Evict Expired Members.

Memory

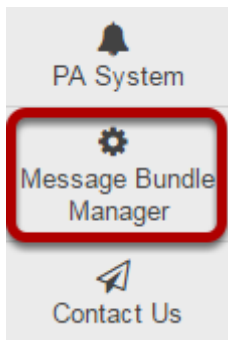


Message Bundle Manager

What is the Message Bundle Manager tool?

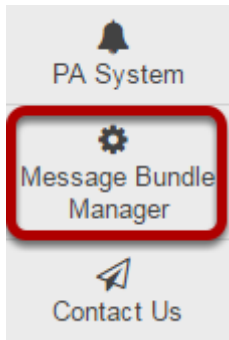
With the Message Bundle Manager, Sakai Administrators can find and edit system message properties, which define UI text for Sakai components in various languages.

To access this tool, go to Message Bundle Manager from the Tool Menu in the Administration Workspace.



How do I find the number of modified messages in the system?

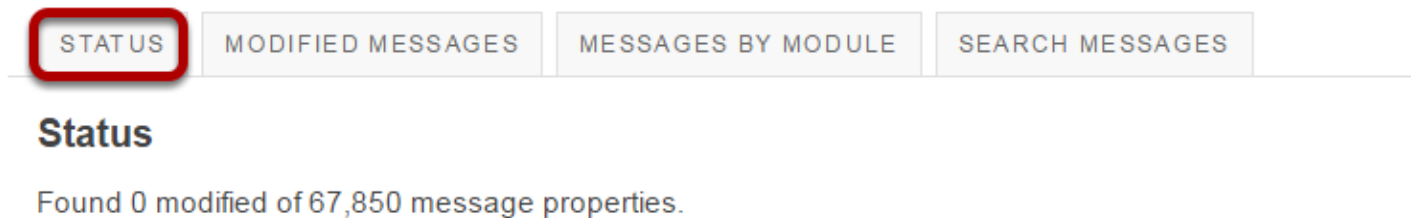
Go to Message Bundle Manager.



Select the **Message Bundle Manager** tool from the Tool Menu in the Administration Workspace.

Note: If you do not see the Message Bundle Manager tool in the menu, you may need to add it. See [How do I add a stealthed tool to a site?](#) for more information on adding a tool to the site.

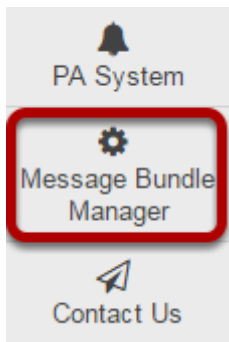
View Status.



The **Status** tab (which is also the landing page for the tool) will display the current number of modified messages as well as the total number of message properties in the system.

How do I search system messages?

Go to Message Bundle Manager.



Select the **Message Bundle Manager** tool from the Tool Menu in the Administration Workspace.

Note: If you do not see the Message Bundle Manager tool in the menu, you may need to add it. See [How do I add a stealthed tool to a site?](#) for more information on adding a tool to the site.

Click Search Messages.



Enter search text.

Search Messages

Enter text Select a Locale

Please enter the text to search for in the provided field.

Select language.

Search Messages

Enter text

Select a Locale

ar ▼

Search

Please enter the text to search for in the provided field.

ar

de_DE

en_US

es_ES

es_MX

hi_IN

ru_RU

zh_CN

Click the Search button.

Search Messages

Enter text

Select a Locale

en_US ▼

Search

Please enter the text to search for in the provided field.

View search results.

Search Messages

Enter text

Select a Locale

en_US ▼

Search

Show

10 ▼

 entries

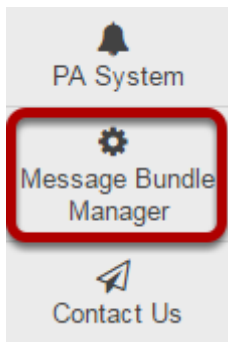
Filter Results:

	Id	Module Name	Property Name	Value	Default Value	Locale
Edit	526	sakai-help	username		Username	en_US
Edit	1707	sakai-site-manage-tool	man.authoriz		Authorizer's username:	en_US
Edit	1735	sakai-site-manage-tool	nscourse.look_up_an_username		Look up an username in the campus directory	en_US
Edit	1752	sakai-site-manage-tool	chrol.uniq		Username	en_US
Edit	1850	sakai-site-manage-tool	java.authoriz		The site request authorization email has been sent successfully to username	en_US
Edit	1927	sakai-site-manage-tool	java.thesiteemail		The site request authorization email could not be sent to username	en_US
Edit	2232	sakai-site-manage-tool	java.username		is not a valid username.	en_US
Edit	2349	sakai-site-manage-tool	man.notverify		At this time we cannot verify you are the instructor of record, please enter the username of a person that can verify you can create this site (e.g. department head, previous semester instructor). An email requesting authorization will be sent to this person. If there are multiple instructors for the course, please separate the usernames with comma signs.	en_US
Edit	2377	sakai-site-manage-tool	java.guest		Please enter username(s) or guest email address(es) to add to this site	en_US

All items matching your search criteria will be displayed.

How do I view system messages by module?

Go to Message Bundle Manager.



Select the **Message Bundle Manager** tool from the Tool Menu in the Administration Workspace.

Note: If you do not see the Message Bundle Manager tool in the menu, you may need to add it. See [How do I add a stealthed tool to a site?](#) for more information on adding a tool to the site.

Click Messages by Module.



Select the module.

Messages by Module

Select a Module Select a Locale

Please select a module and a locale from the drop down lists above, and then click Filter.

- dav
- FCKEditor file connector
- feedback-tool
- messageforums
- podcasts
- portal
- profile2
- sakai-access
- sakai-accountvalidator
- sakai-adminsiteperms
- sakai-alias-tool
- sakai-announcement-tool
- sakai-archive-tool
- sakai-assignment-tool
- sakai-authz-helper-tool
- sakai-calendar-tool
- sakai-chat-tool
- sakai-citation-tools
- sakai-content-tools
- sakai-emailtemplateservice

[Gateway Accessibility Information](#)

Powered by Sakai

Copyright 2003-2016 The Sakai Foundation

Build Info:

Server Time:

Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

Select the language.

Messages by Module

Select a Module Select a Locale

Please select a module and a locale from the drop down lists above, and then click Filter.

- ar
- de_DE
- en_US
- es_ES
- es_MX
- hi_IN
- ru_RU
- zh_CN

Click Filter.

Messages by Module

Select a Module Select a Locale

Please select a module and a locale from the drop down lists above, and then click Filter.

View module messages.

Messages by Module

Select a Module Select a Locale

Show entries Filter Results:

	Id	Module Name	Property Name	Value	Default Value	Locale
Edit	65382	dav	folder		[Folder]	en_US
Edit	65383	dav	error_setting_header_values		Error setting header values	en_US
Edit	65384	dav	up_one_level		Up one level	en_US
Edit	65385	dav	contents_of_id		Contents of {0}	en_US
Edit	65386	dav	resource_not_exists		This resource does not exist	en_US
Edit	65387	dav	empty_resource		Empty resource	en_US
Edit	65388	dav	permission_to_view		View permissions	en_US

Showing 1 to 7 of 7 entries ◀ Previous Next ▶

All system messages for that module will be displayed.

Filter results.

Messages by Module

Select a Module Select a Locale

Show entries Filter Results:

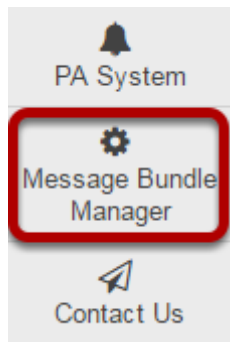
	Id	Module Name	Property Name	Value	Default Value	Locale
Edit	65386	dav	resource_not_exists		This resource does not exist	en_US
Edit	65387	dav	empty_resource		Empty resource	en_US

Showing 1 to 2 of 2 entries (filtered from 7 total entries) ◀ Previous Next ▶

If desired, you may filter the results further by entering a keyword into the **Filter Results** field. This will display items containing your keyword within this module.

How do I customize a default system message?

Go to Message Bundle Manager.



Select the **Message Bundle Manager** tool from the Tool Menu in the Administration Workspace.

Note: If you do not see the Message Bundle Manager tool in the menu, you may need to add it. See [How do I add a stealthed tool to a site?](#) for more information on adding a tool to the site.

Locate the message that you would like to customize.

1 Search Messages

Enter text Select a Locale

Show entries Filter Results:

	Id	Module Name	Property Name	Value	Default Value	Locale
<input type="button" value="Edit"/>	526	sakai-help	username		Username	en_US
<input type="button" value="Edit"/>	1707	sakai-site-manage-tool	man.authoriz		Authorizer's username:	en_US
<input type="button" value="Edit"/>	1735	sakai-site-manage-tool	nscourse.look_up_an_username		Look up an username in the campus directory	en_US

2 Messages by Module

Select a Module Select a Locale

Show entries Filter Results:

	Id	Module Name	Property Name	Value	Default Value	Locale
<input type="button" value="Edit"/>	1697	sakai-site-manage-tool	man.please		Please enter additional comments that may help us authorize your site request.	en_US
<input type="button" value="Edit"/>	1707	sakai-site-manage-tool	man.authoriz		Authorizer's username:	en_US

You may locate the default message by:

1. Searching for the message. (See [How do I search system messages?](#) for more information.)
2. Viewing messages by module. (See [How do I view system messages by module?](#) for more information.)

Click Edit.

	Id	Module Name	Property Name	Value	Default Value	Locale
Edit	526	sakai-help	username		Username	en_US
Edit	1707	sakai-site-manage-tool	man.authoriz		Authorizer's username:	en_US
Edit	1735	sakai-site-manage-tool	nscourse.look_up_an_username		Look up an username in the campus directory	en_US

Enter your custom text into the Value field.

Edit Message

Id	1707
Module Name	sakai-site-manage-tool
Base Name	sitesetupgeneric
Property Name	man.authoriz
Locale	en_US
Default Value	Authorizer's username:
Value	<input type="text" value="Instructor's NetID"/>

Click Save.

The modified message information will be displayed.

Modified Messages

Show 10 entries

Filter Results:

[CSV](#)

	Id	Module Name	Property Name	Value	Default Value	Locale
Edit	1707	sakai-site-manage-tool	man.authoriz	Instructor's NetID	Authorizer's username:	en_US

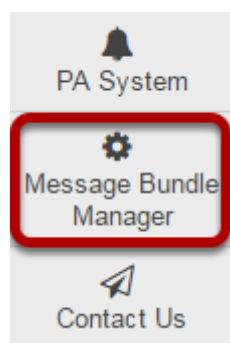
Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

Notice that the text in the Value field is now different than the text in the Default Value field.

How do I view and edit modified messages in the system?

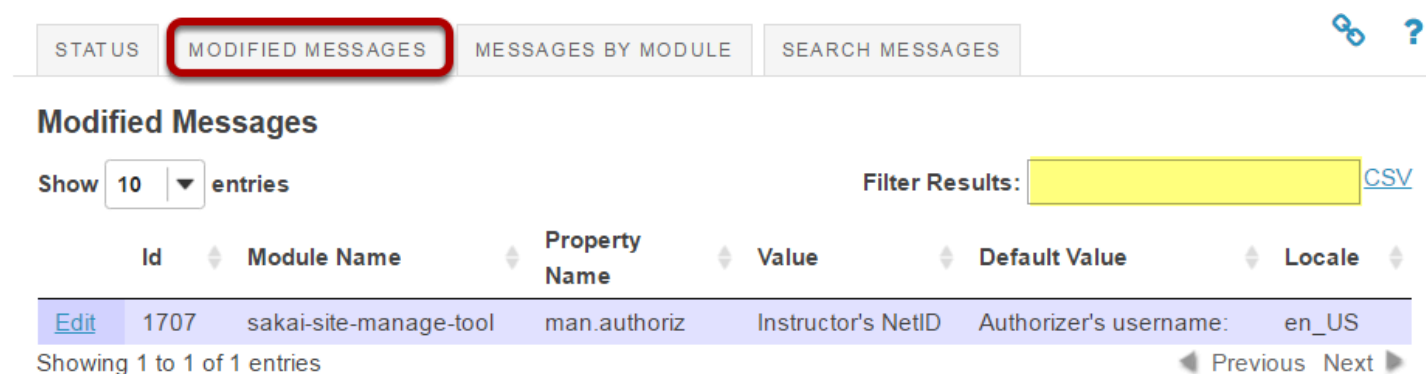
Go to Message Bundle Manager.



Select the **Message Bundle Manager** tool from the Tool Menu in the Administration Workspace.

Note: If you do not see the Message Bundle Manager tool in the menu, you may need to add it. See [How do I add a stealthed tool to a site?](#) for more information on adding a tool to the site.

Click Modified Messages.

A screenshot of the 'Message Bundle Manager' web interface. At the top, there are four tabs: 'STATUS', 'MODIFIED MESSAGES' (highlighted with a red box), 'MESSAGES BY MODULE', and 'SEARCH MESSAGES'. To the right of the tabs are two icons: a link icon and a help icon. Below the tabs, the heading 'Modified Messages' is displayed. Under this heading, there is a 'Show' dropdown set to '10' and the text 'entries'. To the right is a 'Filter Results:' label followed by a yellow input field and a 'CSV' link. Below this is a table with the following columns: 'Id', 'Module Name', 'Property Name', 'Value', 'Default Value', and 'Locale'. The table contains one row with the following data: '1707', 'sakai-site-manage-tool', 'man.authoriz', 'Instructor's NetID', 'Authorizer's username:', and 'en_US'. To the left of the first cell of this row is an 'Edit' link. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous Next' navigation links.

Id	Module Name	Property Name	Value	Default Value	Locale
Edit 1707	sakai-site-manage-tool	man.authoriz	Instructor's NetID	Authorizer's username:	en_US

All modified messages in the system will display.

*Tip: If there are a large number of messages, remember that you can enter text into the **Filter Results** field to narrow down the results and help locate a specific message.*

Click Edit.

Id	Module Name	Property Name	Value	Default Value	Locale
Edit	1707	sakai-site-manage-tool	man.authoriz	Instructor's NetID	Authorizer's username: en_US

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

Make your changes to the text in the Value field.

Edit Message

Id	1707
Module Name	sakai-site-manage-tool
Base Name	sitesetupgeneric
Property Name	man.authoriz
Locale	en_US
Default Value	Authorizer's username:
Value	<input type="text" value="Instructor's UserID"/>

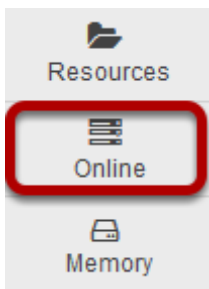
Click Save.

Online

What is the Online tool?

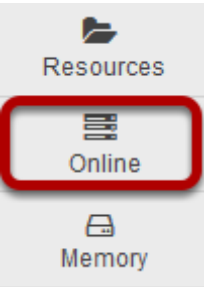
The Online admin tool provides information on currently running servers and sessions, as well as user IP address and browser information.

To access this tool, select Online from the Tool Menu of the Administration Workspace.



How do I view active servers?

Go to the Online tool.



Select the **Online** tool from the Tool Menu of the Administration Workspace.

View active servers.

LOCATIONS

SESSIONS

SERVERS

AUTO REFRESH

REFRESH

LINK

HELP

Active Servers

Total sessions: 2

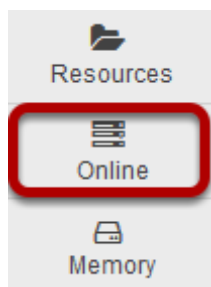
Server Id	Sessions	Status
qa01-sakai-1460102314102	2	RUNNING <div>Stop new sessions</div>

The landing page of this tool will display the current list of active servers and the number of sessions connected to each server.

*Note: You may also click on the **Server** tab to view this information if you are in a different tab.*

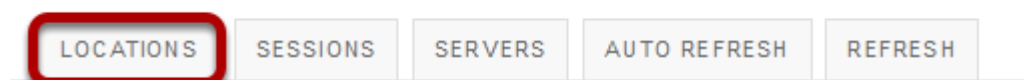
How do I view user locations?

Go to the Online tool.




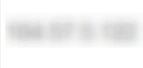


Select the **Online** tool from the Tool Menu of the Administration Workspace.

Click Locations.



View the locations of current users.

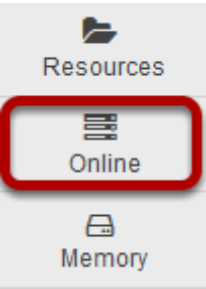
Users present

1	at location: !admin-610				
	admin	3f0188d2-3bfa-48cb-a3ce-a1a3fc07af2b		Mozilla/5.0 (Windows NT 6.1; WOW64; rv:45.0) Gecko/20100101 Firefox/45.0	Apr 8, 2016 4:24 pm
1	at location: !admin-presence				
	admin	3f0188d2-3bfa-48cb-a3ce-a1a3fc07af2b		Mozilla/5.0 (Windows NT 6.1; WOW64; rv:45.0) Gecko/20100101 Firefox/45.0	Apr 8, 2016 4:24 pm
1	at location: a8f07925-b5e0-45c1-8390-02d2f1ac524e-presence				
		d383c892-8fb6-4974-bc39-880305975180		Mozilla/5.0 (Windows NT 6.1; WOW64; rv:45.0) Gecko/20100101 Firefox/45.0	Apr 8, 2016 4:29 pm

You will see a list of the current users online, along with their IP addresses, browser information, and the date and time of their connection.

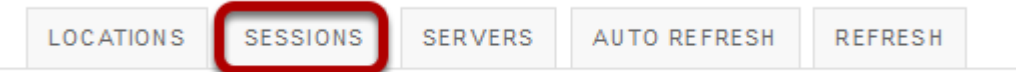
How do I view active sessions?

Go to the Online tool.



Select the **Online** tool from the Tool Menu of the Administration Workspace.

Click Sessions.



View a list of active sessions.

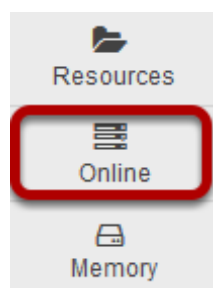
Active Sessions

Total sessions: 2	
2 on: qa01-sakai-1460102314102	
1	Session Id: 3f0188d2-3bfa-48cb-a3ce-a1a3fc07af2b
	User Id: admin
	IP Address: 194.27.5.100.22
	Agent Type: Mozilla/5.0 (Windows NT 6.1; WOW64; rv:45.0) Gecko/20100101 Firefox/45.0
	Started: Apr 8, 2016 4:24 pm
2	Session Id: d383c892-8fb6-4974-bc39-880305975180
	User Id: [REDACTED]
	IP Address: 194.27.5.100.22
	Agent Type: Mozilla/5.0 (Windows NT 6.1; WOW64; rv:45.0) Gecko/20100101 Firefox/45.0
	Started: Apr 8, 2016 4:29 pm

You will see a list of all sessions currently connected.

How do I refresh location, session, and server data?

Go to the Online tool.



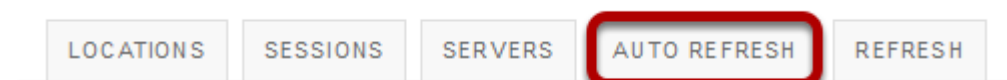
Select the **Online** tool from the Tool Menu of the Administration Workspace.

Click Refresh.



You may click the **Refresh** button to manually refresh the data displayed on screen. Manual refresh is the default setting.

Or, click Auto Refresh to refresh automatically.



If you select the **Auto Refresh** option, your screen should refresh automatically every few seconds.

PA System

What is the PA System?

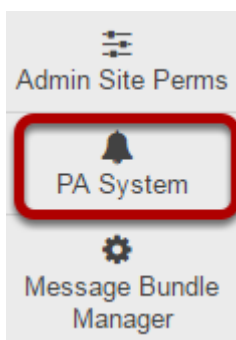
The PA System tool provides system administrators with the ability to deliver customizable system-wide or targeted alerts to users in their Sakai instance. These alerts may take the form of dismissible, rich-text popup alerts or simple text banners, color-coded by alert priority. All alerts are centrally managed through the PA System tool within the Sakai Admin Workspace and can also be controlled via a set of RESTful APIs.

Popup alerts are modal windows that users see upon logging into the system. These popups may be temporarily or permanently dismissed by the user. The content of these alerts allow for rich HTML content/formatting.

Banner alerts, similar to notification banners in mobile operating systems, appear at the top of the user interface and are designed for delivering simple and concise information to users. These alerts can be pushed to all users or a targeted subset of users. Furthermore, banner alerts can be delivered on all servers of a Sakai instance or to only selected servers. There are three different types of banners in the PA System, color-coded by alert priority:

- Blue (Low priority) - can be dismissed by the user
- Yellow (Medium priority) - can be hidden (minimized) by the user
- Red (High priority) - can be neither dismissed nor hidden by the user

To access this tool, select PA System from the Tool Menu in the Administration Workspace.

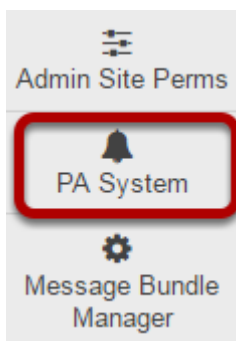


How do I create a banner system message?

Banner alerts, similar to notification banners in mobile operating systems, appear at the top of the user interface and are designed for delivering simple and concise information to users. These alerts can be pushed to all users or a targeted subset of users. Furthermore, banner alerts can be delivered on all servers of a Sakai instance or to only selected servers. There are three different types of banners in the PA System, color-coded by alert priority:

- Blue (Low priority) - can be dismissed by the user
- Yellow (Medium priority) - can be hidden (minimized) by the user
- Red (High priority) - can be neither dismissed nor hidden by the user

Go to PA System.



Select the **PA System** tool from the Tool Menu in the Administration Workspace.

Click Create Banner.

Banners

Create Banner

Message	Type	Active	From	Until
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Popups

Download TemplatesCreate Popup

Description	Active	From	Until
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Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Enter the banner information.

The screenshot shows a web form for configuring a banner. It includes the following elements:

- 1 Message:** A text input field containing "System Restart Scheduled for 5AM Friday April 22".
- 2 Type:** A dropdown menu showing "High - Cannot be dismissed by user". Below it is a note: "Note: When a user dismisses a 'Medium' alert, a small 'Show System Alerts' button will remain at the top of their screen. Clicking on this button will cause all active Medium alerts to reappear for the user."
- 3 Active:** A checkbox that is checked.
- 4 Start Time:** A date and time input field showing "04/17/2016 12:00 am".
- 5 End Time:** A date and time input field showing "04/22/2016 04:55 am".
- 6 Hosts:** An empty text input field.
- 7:** Two buttons at the bottom: "Save Banner" and "Cancel".

1. **Message:** This is the text that will display in the banner across the top of the screen.
2. **Type:** Choose the type of priority for the message. High priority messages display in red and cannot be hidden or dismissed by users. Medium priority message display in green and can be hidden by users. Low priority message display in blue and can be dismissed by users.
3. **Active:** Check this box to indicate that the banner message is active. This may be used as an alternative to setting start and end dates if you plan to enable/disable the message manually.
4. **Start Time:** This is the date and time when the banner message becomes visible to users.
5. **End Time:** This is the date and time when the banner message is no longer displayed to users.
6. **Hosts:** If you would like to limit the banner message to specific servers, you may enter the host information here.
7. When you have entered all of the message information, click **Save Banner** to save your changes.

View banner message.

System Restart Scheduled for 5AM Friday April 22

SakaiAdministration WorkspaceSitesSakaiAdmin

SakaiAdministration WorkspacePA System

<<

Home

Users

Aliases

Sites

Realms

Worksite Setup

Announcements

Resources

Online

Banner Created

LINKHELP

Create Banner

Banners

Message	Type	Active	From	Until	
System Restart Scheduled for 5AM Friday April 22	High	true	Apr 17, 2016 12:00 am	Apr 22, 2016 4:55 am	Edit

Popups

Download TemplatesCreate Popup

Description	Active	From	Until
-------------	--------	------	-------

Timezone Check

Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.

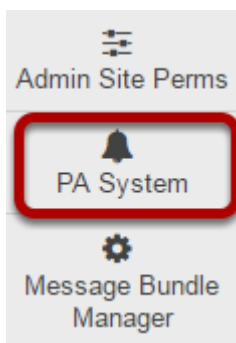
When active, the banner message will display at the top of the screen, as shown in the image above.

How do I edit a banner system message?

Banner alerts, similar to notification banners in mobile operating systems, appear at the top of the user interface and are designed for delivering simple and concise information to users. These alerts can be pushed to all users or a targeted subset of users. Furthermore, banner alerts can be delivered on all servers of a Sakai instance or to only selected servers. There are three different types of banners in the PA System, color-coded by alert priority:

- Blue (Low priority) - can be dismissed by the user
- Yellow (Medium priority) - can be hidden (minimized) by the user
- Red (High priority) - can be neither dismissed nor hidden by the user

Go to PA System.




Select the **PA System** tool from the Tool Menu in the Administration Workspace.

View existing banners.

[LINK](#) [? HELP](#)
[Create Banner](#)

Banners

Message	Type	Active	From	Until	
System Restart Scheduled for 5AM Friday April 22	High	true	Apr 17, 2016 12:00 am	Apr 22, 2016 4:55 am	Edit 

[Download Templates](#) [Create Popup](#)

Popups

Description	Active	From	Until
-------------	--------	------	-------


Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Click Edit for the banner message you want to modify.

[LINK](#) [? HELP](#)
[Create Banner](#)

Banners

Message	Type	Active	From	Until	
System Restart Scheduled for 5AM Friday April 22	High	true	Apr 17, 2016 12:00 am	Apr 22, 2016 4:55 am	Edit 

[Download Templates](#) [Create Popup](#)

Popups

Description	Active	From	Until
-------------	--------	------	-------

Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Edit the message information as needed, and then save.

The screenshot shows a form for editing banner messages. It includes the following elements:

- 1 Message:** A text input field containing "System Restart Scheduled for 5AM Sunday April 24".
- 2 Type:** A dropdown menu showing "High - Cannot be dismissed by user". Below it is a note: "Note: When a user dismisses a 'Medium' alert, a small 'Show System Alerts' button will remain at the top of their screen. Clicking on this button will cause all active Medium alerts to reappear for the user."
- 3 Active:** A checkbox that is checked.
- 4 Start Time:** A date and time input field showing "04/17/2016 12:00 am".
- 5 End Time:** A date and time input field showing "04/24/2016 04:55 am".
- 6 Hosts:** An empty text input field.
- 7:** Two buttons at the bottom: "Save Banner" and "Cancel".

1. **Message:** This is the text that will display in the banner across the top of the screen.
2. **Type:** Choose the type of priority for the message. High priority messages display in red and cannot be hidden or dismissed by users. Medium priority message display in green and can be hidden by users. Low priority message display in blue and can be dismissed by users.
3. **Active:** Check this box to indicate that the banner message is active. This may be used as an alternative to setting start and end dates if you plan to enable/disable the message manually.
4. **Start Time:** This is the date and time when the banner message becomes visible to users.
5. **End Time:** This is the date and time when the banner message is not longer displayed to users.
6. **Hosts:** If you would like to limit the banner message to specific servers, you may enter the host information here.
7. When you have entered all of the message information, click **Save Banner** to save your changes.

View banner message.

System Restart Scheduled for 5AM Sunday April 24

SakaiAdministration WorkspaceSitesSakaiAdmin

SakaiAdministration WorkspacePA System

<<

Home

Users

Aliases

Sites

Realms

Worksite Setup

Announcements

Resources

Online

Banner Updated

LINKHELP

Create Banner

Banners

Message	Type	Active	From	Until	
System Restart Scheduled for 5AM Sunday April 24	High	true	Apr 17, 2016 12:00 am	Apr 24, 2016 4:55 am	Edit

Popups

Download Templates

Create Popup

Description	Active	From	Until
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Timezone Check

Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.

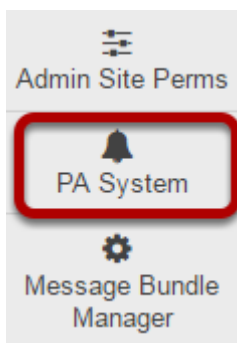
When active, the banner message will display at the top of the screen, as shown in the image above.

How do I delete a banner system message?

Banner alerts, similar to notification banners in mobile operating systems, appear at the top of the user interface and are designed for delivering simple and concise information to users. These alerts can be pushed to all users or a targeted subset of users. Furthermore, banner alerts can be delivered on all servers of a Sakai instance or to only selected servers. There are three different types of banners in the PA System, color-coded by alert priority:

- Blue (Low priority) - can be dismissed by the user
- Yellow (Medium priority) - can be hidden (minimized) by the user
- Red (High priority) - can be neither dismissed nor hidden by the user

Go to PA System.




Select the **PA System** tool from the Tool Menu in the Administration Workspace.

View existing banners.

[LINK](#) [? HELP](#)
[Create Banner](#)

Banners

Message	Type	Active	From	Until	
System Restart Scheduled for 5AM Friday April 22	High	true	Apr 17, 2016 12:00 am	Apr 22, 2016 4:55 am	Edit 

[Download Templates](#) [Create Popup](#)

Popups

Description	Active	From	Until
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Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Click the trashcan icon (Delete) for the banner message you want to delete.

[LINK](#) [? HELP](#)
[Create Banner](#)

Banners

Message	Type	Active	From	Until	
System Restart Scheduled for 5AM Friday April 22	High	true	Apr 17, 2016 12:00 am	Apr 22, 2016 4:55 am	Edit 

[Download Templates](#) [Create Popup](#)

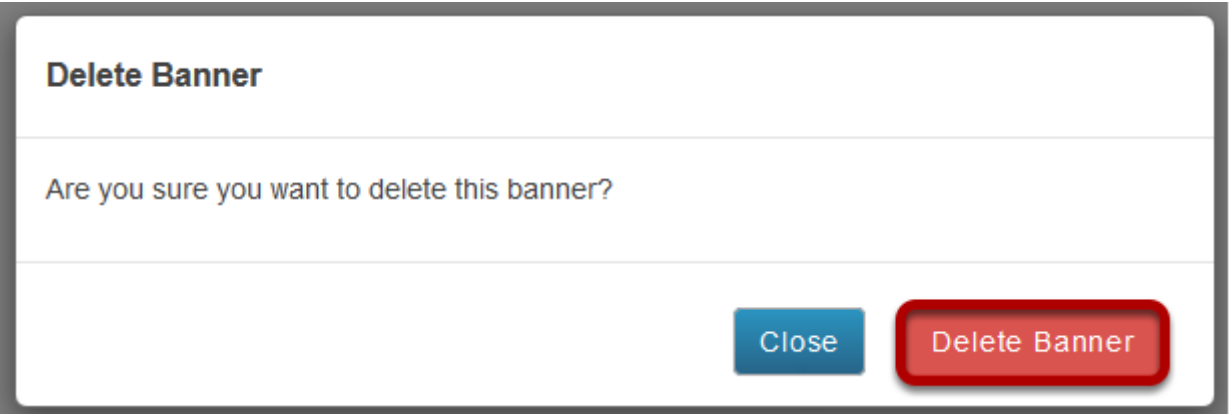
Popups

Description	Active	From	Until
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Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Click Delete Banner to confirm the deletion.



The banner will be deleted and a confirmation message will be displayed.

Banner Deleted

Banners

Create Banner

Message	Type	Active	From	Until
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Popups

Download Templates

Create Popup

Description	Active	From	Until
-------------	--------	------	-------

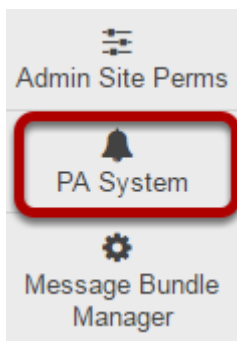
Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

How do I create a popup system message?

Popup alerts are modal windows that users see upon logging into the system. These popups may be temporarily or permanently dismissed by the user. The content of these alerts allow for rich HTML content/formatting.

Go to PA System.



Select the **PA System** tool from the Tool Menu in the Administration Workspace.

Click Create Popup.

Banners

Create Banner

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups

Download Templates

Create Popup

Description	Active	From	Until
-------------	--------	------	-------

Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Enter the popup information.

1 **Description** Sample Popup Message

2 **Template** Browse... centered_image.html

3 **Start Time** 04/17/2016 12:00 am

4 **End Time** 04/23/2016 12:00 am

5 **Distribution**

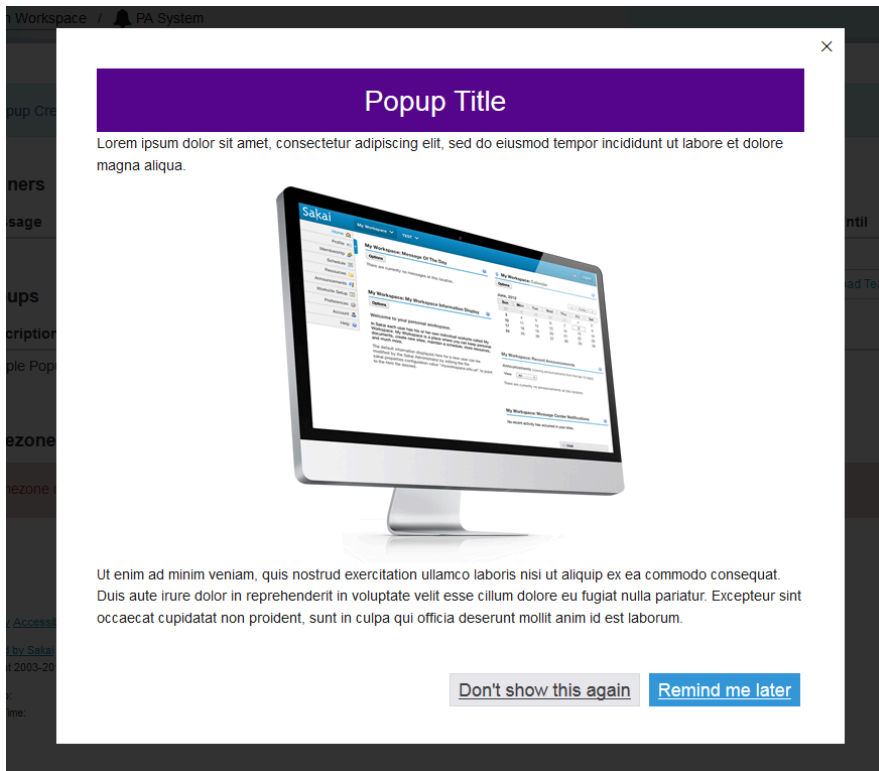
☒ Show this campaign to everyone

☐ Show this campaign to selected users

6 **Save Popup** **Cancel**

1. **Description:** This is the description of your popup message as shown in the PA System message list.
2. **Template:** Click **Browse** to locate and select the file containing your popup message content. *(Note: Several sample templates are provided for you if you click Download Templates from the PA System landing page.)*
3. **Start Time:** This is the time and date when your popup will be visible to users.
4. **End Time:** This is the time and date when you popup will no longer be available to users.
5. **Distribution:** You may choose to **Show this campaign to everyone** or **Show this campaign to selected users**. If you choose selected users, you may enter the comma separated userids for selected users in the text field below.
6. Click **Save Popup** to save your changes.

View the popup message.



When active, the popup message will display to users as shown in the image above.


Admin users may also click the Preview button to preview a popup message.

Popup Created

Banners [Create Banner](#)

Message	Type	Active	From	Until
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Popups [Download Templates](#) [Create Popup](#)

Description	Active	From	Until	
Sample Popup Message		Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	Preview Edit 

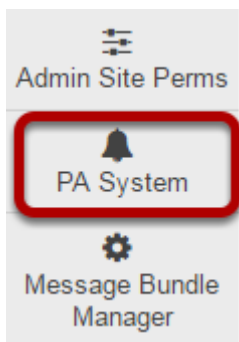
Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

How do I edit an existing popup system message?

Popup alerts are modal windows that users see upon logging into the system. These popups may be temporarily or permanently dismissed by the user. The content of these alerts allow for rich HTML content/formatting.

Go to PA System.



Select the **PA System** tool from the Tool Menu in the Administration Workspace.

View existing popup messages.

Banners

Create Banner

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups

Download Templates

Create Popup

Description	Active	From	Until	
Sample Popup Message		Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	<div>PreviewEdit</div>

Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Click Edit for the popup you want to modify.

Banners

Create Banner

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups

Download Templates>Create Popup

Description	Active	From	Until	
Sample Popup Message		Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	PreviewEdit

Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Edit the popup information as needed, then save.

1

Description

Sample Popup Message

2

Template

Browse... centered_image - edited.html

3

Start Time

04/17/2016 12:00 am

4

End Time

04/23/2016 12:00 am

5

Distribution

☒ Show this campaign to everyone
☐ Show this campaign to selected users

6

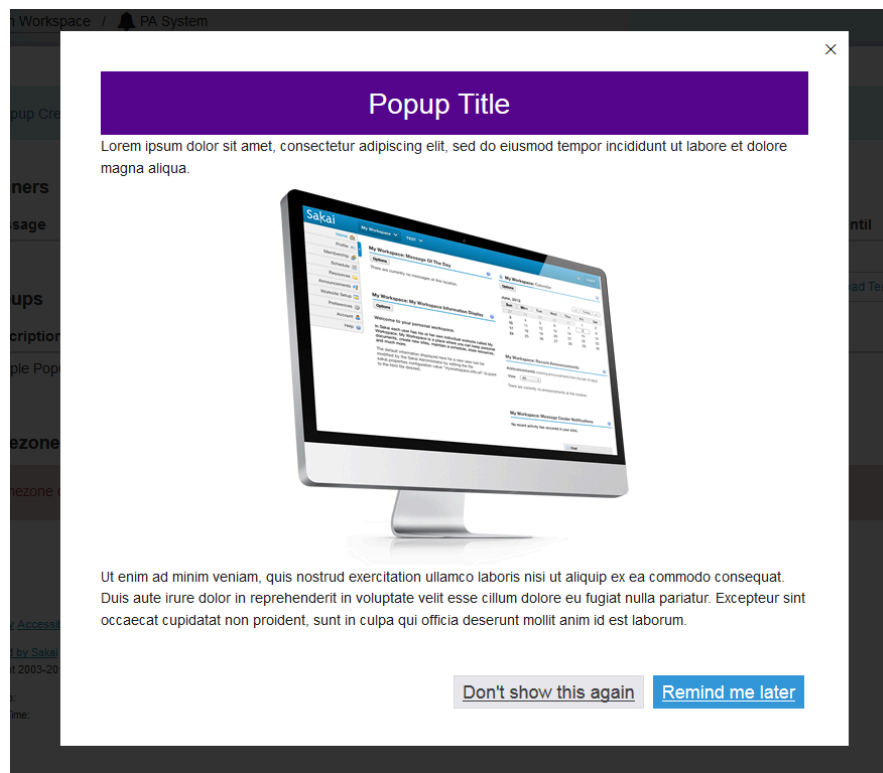
Save Popup

Cancel

- Description:** This is the description of your popup message as shown in the PA System message list.
- Template:** Click **Browse** to locate and select the file containing your popup message content. (Note: Several sample templates are provided for you if you click Download Templates from the PA System landing page.)
- Start Time:** This is the time and date when your popup will be visible to users.
- End Time:** This is the time and date when you popup will no longer be available to users.
- Distribution:** You may choose to **Show this campaign to everyone** or **Show this campaign to selected users**. If you choose selected users, you may enter the comma separated userids for selected users in the text field below.
- Click **Save Popup** to save your changes.

Note: Remember that you will need to make your changes to the html template file before uploading the edited version. Popup message content cannot be edited online via the PA System tool.

View the popup message.



When active, the popup message will display to users as shown in the image above.

Admin users may also click the Preview button to preview a popup message.

Popup Created

Banners

Create Banner

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups

Download Templates

Create Popup

Description	Active	From	Until	
Sample Popup Message		Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	<div>PreviewEdit</div>

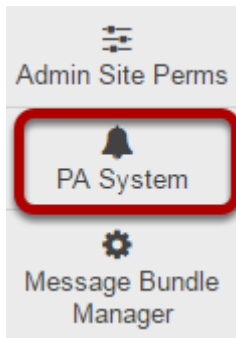
Timezone Check

Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.

How do I delete a popup system message?

Popup alerts are modal windows that users see upon logging into the system. These popups may be temporarily or permanently dismissed by the user. The content of these alerts allow for rich HTML content/formatting.

Go to PA System.



Select the **PA System** tool from the Tool Menu in the Administration Workspace.

View existing popup messages.

Banners

Create Banner

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups

Download Templates

Create Popup

Description	Active	From	Until	
Sample Popup Message		Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	<div>PreviewEditDelete</div>

Timezone Check


Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Click the trashcan icon (Delete) for the popup you want to delete.

Banners[Create Banner](#)

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups[Download Templates](#)[Create Popup](#)

Description	Active	From	Until	
Sample Popup Message		Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	Preview Edit 

Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Click Delete Popup to confirm deletion.

Delete Popup

Are you sure you want to delete this popup?

[Close](#)[Delete Popup](#)

The popup message will be deleted and a confirmation message will display.

Popup Deleted

Banners

Create Banner

Message	Type	Active	From	Until
---------	------	--------	------	-------

Popups

Download Templates

Create Popup

Description	Active	From	Until
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Timezone Check

Timezone checking is **disabled**. Set `pasystem.timezone-check=true` in your properties file to activate it.

Permissions and Roles

What are Permissions and Roles?

Permissions

Permissions allow users to access certain features of a course or project site, depending on their roles, and on the decisions made by the site owner and the system administrator.

Roles

Roles are collections of permissions. Some roles allow users to simply access or read content, while other roles allow for advanced changes, such as adding participants, editing the site's content, and changing permissions for other roles.

When you create a worksite, or when one is created for you, you have the role with the most permissions and the broadest level of access. You can choose (within the limits established by the system administrator) which tools or functions (e.g., Forums, Schedule, Resources) you want the site to have. For many of these tools or functions, you can set permissions that allow or prevent users from seeing or performing certain tasks, depending on their roles.

Roles may vary in name, depending on the application. However, in general, the creator of a project site, or the instructor of a course site, has full permissions, and can add or delete content within a worksite.

A user who joins an existing site has a more limited role. The permissions of this role allow for interaction in the site (e.g., creating Chat messages), but do not allow for advanced tasks (e.g., uploading files into Resources or creating assignments).

However, each implementation of the application will be different. System administrators can decide during implementation which roles to install, and which permissions these roles will have.

Some things to remember:

- The availability of a tool in a worksite depends on the particular implementation of the system administrator. If you have broad rights to a worksite, and find that a tool is not available through Site Info, consult your administrator.
- The Resources and Drop Box tools share the same permissions set. You can modify them in the Resources tool.
- Default roles have default permissions. These defaults can be edited on the system level by the system administrator, and on the worksite level by anyone with full permissions to the site.
- All users are assigned the broadest role in their respective My Workspaces to give them editing control.

Default participant roles

The following default roles are available in course and project sites:

Course sites

- **Instructor:** Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site.
- **Teaching Assistant:** Teaching Assistants can read, add, and revise most content in their sections.
- **Student:** Students can read content, and add content to a site where appropriate.

Project sites

- **Maintain:** The Maintain role has full permissions throughout the site, including the ability to publish the site and set its global access. The Maintain role can read, revise, delete, and add both content and participants to a site.
- **Access:** The Access role can read content and add content to a site where appropriate.

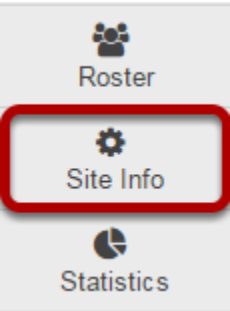
Custom roles

Many institutions create custom roles with specific sets of permissions for their local systems. Custom roles must be created by a system administrator using the Realms tool.

How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Go to Site Info.



Select the **Site Info** link in the Tool Menu of your site.

Change the role from the drop-down menu in the list of enrolled participants.

DAC-EDUCATION-DEPT1-SUBJ1-126 Participant List (# 6)

Viewing 1 - 6 of 6 items

|< < show 200 items per page > >|

[Printable Version](#)

Name	Id	Credits	Role	Status	Remove?
Professor, Demo (demoprofessor)			Instructor	Active	<input type="checkbox"/>
student01 (student01)			Student	Active	<input type="checkbox"/>
student02 (student02)			Student	Active	<input type="checkbox"/>
student03 (student03)			Student	Active	<input type="checkbox"/>
student05 (student05)			Student	Active	<input type="checkbox"/>
Test, DA (datest)			<div>1<div>InstructorInstructorStudentTeaching Assistant</div></div>	Active	<input type="checkbox"/>

Update Participants

 2

Below your site's information, you will see its participant list.

1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under "Role".
2. Click **Update Participants** to save your change.

Realms

What are Realms?

Realms are a combination of roles and permissions for a site. Every Sakai site has its own unique realm. When a new site is created, it is based on a template site and copies the roles and permissions from the template. Modifications to roles and permissions within a template realm will affect all new sites created from that template. However, once created, an individual, non-template site's realm can be modified to create custom roles and/or permissions within that specific realm, independent of the original template. Realms can be viewed and modified using the administrative Realms tool.

Site Template Realms

Depending on the type of site being created, one of the following templates is used.

- If the site is a user workspace, the template used is **!site.user**.
- If the site is not a user workspace, and has a type configured, the template used will be **!site.template.<type>** where <type> is the site type (e.g. **!site.template.course**, **!site.template.project**, etc.).
- If there is no site type defined, the default template is **!site.template**.

User Template Realms

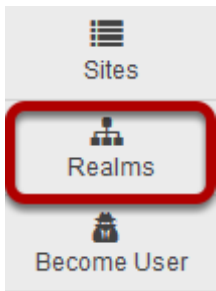
User accounts are also based on realms.

- **!user.template.<usertype>**, this realm depends on the user type. Do not confuse this with the user's role.
- **!user.template**

Site Helper Template

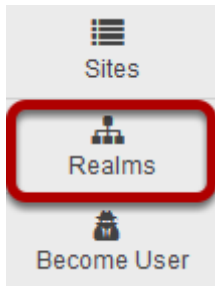
The **!site.helper** template can be used to force permissions on a role for all existing sites. This is useful if you have need to add new roles or change role permissions in all sites after many sites have been created.

To access this tool, select Realms from the Tool Menu in the Administration Workspace.



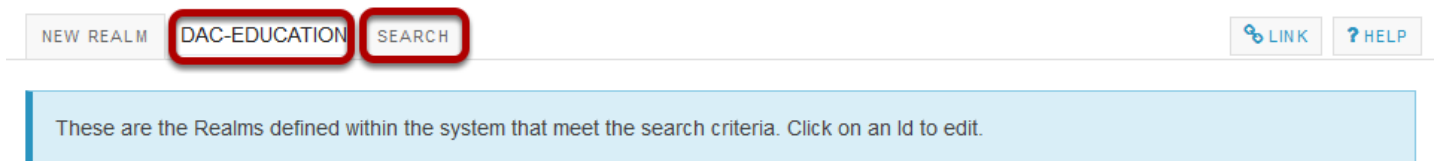
How do I search Realms?

Go to Realms.



Select the **Realms** tool from the Tool Menu of the Administration Workspace.

Enter the site id for the site you are looking for and click Search.



Tip: You can locate the site id of a course or project site by using the admin Sites tool to search for the site and view/edit its details, or by accessing the site and copying the site id from the URL displayed in your web browser. The site id is the string of characters displayed just after the /site/ portion of the URL.

For example, in the following URL, the site id is shown in bold: <http://qa3-us.sakaiproject.org:8086/portal/site/DAC-EDUCATION-DEPT1-SUBJ1-101>

Your search results will display.

NEW REALM

DAC-EDUCATION-

SEARCH

CLEAR SEARCH

LINK

HELP

These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 1 of 1 results.

|<

<

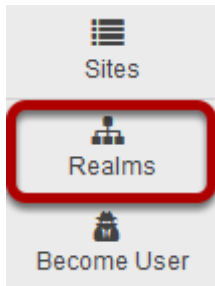
show 20 items... ▼

>

>|

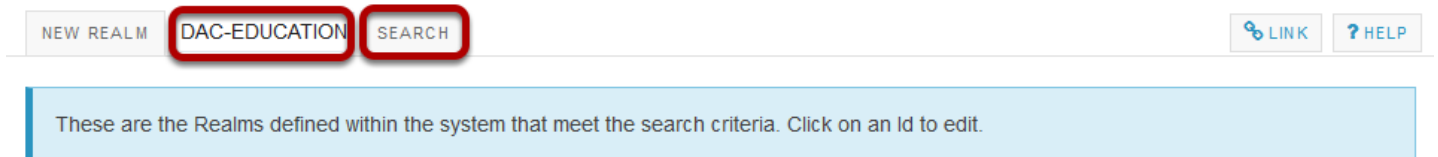
How do I modify an existing role within a Realm?

Go to Realms.



Select the **Realms** tool from the Tool Menu of the Administration Workspace.

Search and locate the site you want to edit.



Tip: You can locate the site id of a course or project site by using the admin Sites tool to search for the site and view/edit its details, or by accessing the site and copying the site id from the URL displayed in your web browser. The site id is the string of characters displayed just after the /site/ portion of the URL.

For example, in the following URL, the site id is shown in bold: <http://qa3-us.sakaiproject.org:8086/portal/site/DAC-EDUCATION-DEPT1-SUBJ1-101>

Click on the realm id.

NEW REALM

DAC-EDUCATION-

SEARCH

CLEAR SEARCH

LINK

HELP

These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 1 of 1 results.

|<

<

show 20 items...

>

>|

Realm Id	Provider Id	Maintain Role
/site/DAC-EDUCATION-DEPT1-SUBJ1-101		Instructor

Click on the role id for the role you want to modify.

REMOVE REALM

ADD ROLE

GRANT ABILITY

SAVE AS

LINK

HELP

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101) Created: Feb 1, 2016 1:19 pm by DA Test (dates) DAC-EDUCATION-DEPT1-SUBJ1-101: Review and modify this Realm's information.

Realm

Realm Id: /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Provider Id:

Maintain Role: Instructor

Complete the Realm Edit

Save Cancel

Users

These are the Roles granted to individual users in this Realm. Click on an Id to edit.

User Id	Role	active	From Provider
student04	Student	✓	
student02	Student	✓	
student03	Student	✓	
demooprofessor	Instructor	✓	
datest	Instructor	✓	
student01	Student	✓	

Complete the Realm Edit

Save Cancel

Roles

These are the Roles defined within this Realm. Click on an Id to edit.

Role Id	Description
Instructor	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Library Assistant	Can read, add, and revise most content in their sections.

Complete the Realm Edit

Save Cancel

Select the desired permissions.

REMOVE ROLECOPY ROLE...

LINKHELP

Set the Functions for this Role.

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Used for

Site: DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101) Created: Feb 1, 2016 1:19 pm by DA Test (latest)
DAC-EDUCATION-DEPT1-SUBJ1-101

Role

Role Id: Teaching Assistant

Description: Can read, add, and rev

Should this role be limited to the group provider only? ☐ yes ☒ no

Functions

☐ alias.add

☐ alias.del

☐ alias.upd

☐ annc.all.groups

☐ annc.delete.any

☐ annc.delete.own

☐ annc.new

☒ annc.read

☐ annc.read.drafts

☐ annc.revise.any

☐ annc.revise.own

☐ asn.all.groups

☐ asn.delete

☐ asn.grade

☐ asn.new

☒ asn.read

☐ asn.receive.notifications

☐ asn.revise

☐ asn.share.drafts

☐ asn.submit

☐ assessment.createAssessment

☐ assessment.deleteAssessment.any

☐ assessment.deleteAssessment.own

You will see a long list of permissions. This list represents all of the different permissions available to users in the system.

Check the box next to the permissions you want that role to have, and deselect any permissions that you wish to remove from that role.

Scroll down and Save.

- ☐ user.add
- ☐ user.del
- ☐ user.upd.any
- ☐ user.upd.own
- ☐ user.upd.own.email
- ☐ user.upd.own.name
- ☐ user.upd.own.passwd
- ☐ user.upd.own.type
- ☐ usermembership.view

Continue Editing

Done

Complete the Realm Edit

Save

Cancel

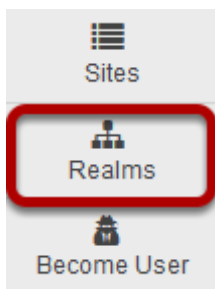
After you have made all of your permission selections, scroll down to the bottom of the page and click **Save**.

Tip: If you need to edit additional roles within this realm, select the Done button instead to return to the realm detail page and edit other roles before saving your changes to the realm.

How do I create a new, or custom role within a Realm?

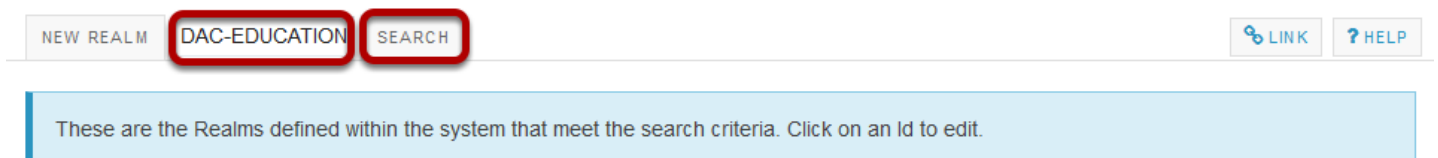
When adding a new role to a realm, it is often easiest to copy an existing role that is similar to the one you want to create, and then add or remove the permissions as required.

Go to Realms.



Select the **Realms** tool from the Tool Menu of the Administration Workspace.

Search and locate the site you want to edit.



Tip: You can locate the site id of a course or project site by using the admin Sites tool to search for the site and view/edit its details, or by accessing the site and copying the site id from the URL displayed in your web browser. The site id is the string of characters displayed just after the /site/ portion of the URL.

For example, in the following URL, the site id is shown in bold: <http://qa3-us.sakaiproject.org:8086/portal/site/DAC-EDUCATION-DEPT1-SUBJ1-101>

Click on the realm id.

NEW REALM

DAC-EDUCATION-

SEARCH

CLEAR SEARCH

LINK

HELP

These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 1 of 1 results.

|<

<

show 20 items...

>

>|

Realm Id	Provider Id	Maintain Role
/site/DAC-EDUCATION-DEPT1-SUBJ1-101		Instructor

Click on the role id for the role you want to modify.

REMOVE REALM

ADD ROLE

GRANT ABILITY

SAVE AS

LINK

HELP

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101) Created: Feb 1, 2016 1:19 pm by DA Test (dates) DAC-EDUCATION-DEPT1-SUBJ1-101: Review and modify this Realm's information.

Realm

Realm Id: /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Provider Id:

Maintain Role: Instructor

Complete the Realm Edit

Save Cancel

Users

These are the Roles granted to individual users in this Realm. Click on an Id to edit.

User Id	Role	active	From Provider
student04	Student	✓	
student02	Student	✓	
student03	Student	✓	
demooprofessor	Instructor	✓	
datest	Instructor	✓	
student01	Student	✓	

Complete the Realm Edit

Save Cancel

Roles

These are the Roles defined within this Realm. Click on an Id to edit.

Role Id	Description
administrator	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Teaching Assistant	Can read, add, and revise most content in their sections.

Complete the Realm Edit

Save Cancel

Click Copy Role.



Enter a role id for the new role and Save.

Copy Role

Enter a new Role id to create a new role that is a copy of the selected Role.

Role

* Role Id:



Click on the role id for the new role.

REMOVE REALM

ADD ROLE

GRANT ABILITY

SAVE AS

LINK

HELP

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101) Created: Feb 1, 2016 1:19 pm by DA Test (datest) DAC-EDUCATION-DEPT1-SUBJ1-101. Review and modify this Realm's information.

Realm

Realm Id: /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Provider Id:

Maintain Role:

Complete the Realm Edit

Save

Cancel

Users

These are the Roles granted to individual users in this Realm. Click on an id to edit.

User Id	Role	active	From Provider
student04	Student	✓	
student02	Student	✓	
student03	Student	✓	
demoprofessor	Instructor	✓	
datest	Instructor	✓	
student01	Student	✓	

Complete the Realm Edit

Save

Cancel

Roles

These are the Roles defined within this Realm. Click on an id to edit.

Role Id	Description
Instructor	Can read, revise, delete and add both content and participants to a site.
Student	Can read content, and add content to a site where appropriate.
Teaching Assistant	Can read, add, and revise most content in their sections.
guest instructor	Can read, revise, delete and add both content and participants to a site.

Complete the Realm Edit

Save

Cancel

Select the desired permissions.

REMOVE ROLE

COPY ROLE...

LINK

HELP

Set the Functions for this Role.

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-101

Used for

Site: DAC-EDUCATION-DEPT1-SUBJ1-101 (DAC-EDUCATION-DEPT1-SUBJ1-101) Created: Feb 1, 2016 1:19 pm by DA Test (datest) DAC-EDUCATION-DEPT1-SUBJ1-101

Role

Role Id: guest instructor

Description:

Should this role be limited to the group provider only? ☐ yes ☒ no

Functions

☐ alias.add

☐ alias.del

☐ alias.upd

☒ annnc.all.groups

☒ annnc.delete.any

☒ annnc.delete.own

☒ annnc.new

☒ annnc.read

☒ annnc.read.drafts

☒ annnc.revise.any

☒ annnc.revise.own

☒ asn.all.groups

☒ asn.delete

☒ asn.grade

☒ asn.new

☒ asn.read

☒ asn.receive.notifications

☒ asn.revise

☐ asn.share.drafts

☒ asn.submit

You will see a long list of permissions. This list represents all of the different permissions available to users in the system.

Check the box next to the permissions you want that role to have, and deselect any permissions that you wish to remove from that role.

Scroll down and Save.

- ☐ user.add
- ☐ user.del
- ☐ user.upd.any
- ☐ user.upd.own
- ☐ user.upd.own.email
- ☐ user.upd.own.name
- ☐ user.upd.own.passwd
- ☐ user.upd.own.type
- ☐ usermembership.view

Continue Editing

Done

Complete the Realm Edit

Save

Cancel

After you have made all of your permission selections, scroll down to the bottom of the page and click **Save**.

Tip: If you need to edit additional roles within this realm, select the Done button instead to return to the realm detail page and edit other roles before saving your changes to the realm.

Resources

What Resources are specific to admin users?

The Resources tool within the Administration Workspace functions the same way as the Resources tool in other sites. However, within the Administration Workspace, Resources also provides access to files and directories in the system that non-admin users do not see.

Go to Resources.

Select **Resources** from the Tool Menu in the Administration Workspace.

View available directories.

SITE RESOURCES TRASH TRANSFER FILES Jump to Resource LINK HELP

[All site files](#) / root

Show Hide Display Columns

<input checked="" type="checkbox"/> Title	Access	Created By	Modified	Size
root Actions				
1 attachment Actions	Public	Sakai Administrator	Mar 31, 2002 7:00 pm	0 items
2 group Actions	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	4 items
3 group-user Actions	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	0 items
4 private Actions	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	1 item
5 public Actions	Public	Sakai Administrator	Mar 31, 2002 7:00 pm	0 items
6 user Actions	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	13 items

[Copy Content from My Other Sites](#)

Admin users may browse any of the following folders to view files on the system:

1. The **attachment** directory contains files uploaded within individual sites as part of a message attachment, a quiz, etc.
2. The **group** directory contains files uploaded to the Resources tool within individual sites. Sub-directories within this folder are named with the title of the site.
3. The **group-user** directory contains all of the folders and files associate with the Drop Box tool in individual sites.

4. The **private** directory contains files uploaded to the Profile tool (i.e. users' Photo Gallery or Profile Images).
5. The **public** directory contains files which can be viewed by all users in the system. Admin users should place files in this location if they wish to share them with all users in the system - for example, images to be used in Message of the Day notifications.
6. The **user** directory contains files uploaded to individual users' My Workspace sites.

Search

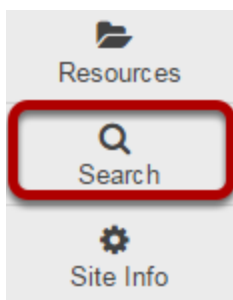
Search Administration

Note: To complete the procedures in this document, you need to be assigned a role that has the necessary permissions.

Admin users are allowed to administer all aspects of the search engine. These users are allowed access to the administration page of the Search Tool. This page gives these users access to parts of the Search Engine which is used by the Search Tool.

The Administration page shows information about the indexing worker threads in the server cluster, and their state. It also shows information concerning the current index queue.

Go to Search.



Select the **Search** tool from the Tool Menu of your site.

Note: You must be logged in as an admin user to access the admin Search options.

View Search administration information.

1

Last loaded at Tue Apr 19 13:07:12 EDT 2016 in 1.461085632197E9

Being indexed by ip-172-31-6-159 expected to finish before ip-172-31-6-159

Index contains 120 documents and 0 pending

2

Master Control Records

ContextOperationCurrent StatusLast Update

3

Site Control Records

ContextOperationCurrent StatusLast Update

4

Indexer Workers

Worker Thread	Due Before	Status
ip-172-31-6-159(ip-172-31-6-159)Tue Apr 19 13:08:12 EDT 2016idle. Index Size: 0.0 GB Refresh Time: 106ms Flush Time: 948ms Merge Time: 0ms		

5

Segments

Segment Name	SizeLast update
Index Segment Info is not implemented	

1. The first block of information informs you when the index was last loaded by the Index Searcher on the cluster node you are connected to. It also informs you of current index activity, which may be none if no indexing is being performed, or a indexer thread id and an expected time of completion if there is an index operation in progress. The final information item in this block is the state of the index and the index queue.
2. **Master Control Records** informs you of the state of any global commands in the index queue.
3. **Site Control Records** informs you of the state of any work site control records in the index queue. This will include commands from sites other than the ones that you maintain.
4. **Index Workers** provides a list of all indexer threads in the Sakai cluster. In this list is the ID of the thread, the last time a heartbeat was received, and the current state of the thread, either idle or running. If the thread its ID will be present in the first information block with an estimated time of completion.
5. Finally there is a block of information about the search index segments that are used by the search engine to store its state.

Index Queue

The index queue is a queue of indexing commands that are enacted upon by search indexer threads. These commands take 3 forms.

1. Global commands that control the whole search engine.
2. Site wide commands that control the search engine in the context of the current site.
3. Document commands that inform the search engine of items to be added or removed from the index.

Global Commands (Rebuild Whole Index, Refresh Whole Index, Remove Lock)

Only instance administrators are allowed to perform Global operations. These operations are, rebuild, refresh and release lock.

- **Rebuild Whole Index** deletes the entire index, and requests that all tools in the system resubmit all content to the search engine for re-indexing. This operation should only be performed with caution, since a large site may take several hours to complete this operation.
- **Refresh Whole Index** is only slightly more drastic as it takes all the content known to the search engine, and refreshed the index. While this command is being enacted upon by the indexer threads, the search index will still contain all of the content.
- **Remove Lock** should only be issued if the operator is certain that the indexer thread that is supposed to be performing the current index operation has died. This should almost never be necessary, as each indexer thread emits a heartbeat to the cluster that conforms its health. If any indexer thread that has not emitted a heartbeat, or has become overdue has a writer lock on the index, it will have that lock removed by one of the other indexer threads, which will allow one of the other indexer threads to recover the indexing operation.

Site Commands (Rebuild Site Index, Refresh Site Index)

Site administrators or maintainers are allowed to issues refresh and rebuild commands against the site which they maintain.

- **Rebuild Site Index** deletes the index for the current site only, and requests that all tools in the site resubmit all content to the search engine for re-indexing. If you have a large site, this operation may take some time.
- **Refresh Site Index** takes all the content in the current site only and refreshes the index for that site. While this command is being enacted upon by the indexer threads, the search index will still contain all of the site content.

Refresh Status

This command will refresh the page to give you an update on the status of the engine.

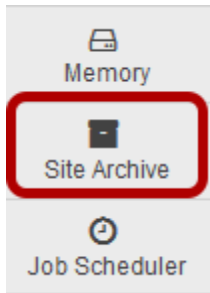
Site Archive

What is the Site Archive tool?

The Site Archive tool allows admin users to "back up" or archive sites within the system, as well as import sites from existing archives. The archives created via Site Archive may be kept for institutional records, or used for transferring a site from one Sakai instance to another.

Note: The archive file contains all site content, but does NOT contain user data such as student activity, messages, assignment submissions, forum posts, etc.

To access this tool, go to Site Archive from the Tool Menu in the Administration Workspace.

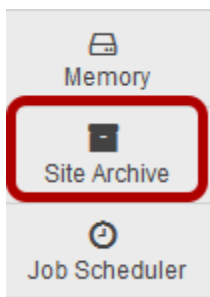


How do I export/archive an individual site?

Exporting or archiving a site will create folder containing archive files which can be used for offline data retention or for transfer to another instance of Sakai. By default, site archives are placed on the file server in the following location: \$CATALINA_HOME/sakai/archive/

Note: Exporting/archiving a site copies all of the site content into an archive file, but does NOT copy user data.

Go to Site Archive.



Select the **Site Archive** tool from Tool Menu in the Administration Workspace.

In the Export from site field, enter the site id.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip ☐

Import

file

to site

Check the Zip box to create a zipped archive file for download.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip ☒

Archive

Import

file

to site

Import

Click Archive.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

DAC-EDUCATION-DEPT1-SUBJ1-101

Zip ☐

Archive

Import

file

to site



Import

Archive progress will be displayed.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

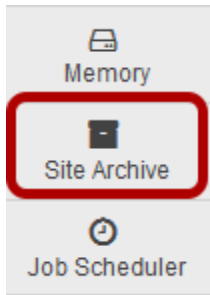
 

Archive and Import (single site)

Alert: Archiving tools and contents of site DAC-EDUCATION-DEPT1-SUBJ1-101 :
archiving syllabus context /DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving syllabus: (7) syllabys items archived successfully.
archiving messageforum context /DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving messageforum: (1) messageforum DF items archived successfully.
archiving email channel /mailarchive/channel/DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving Wiki Pages for DAC-EDUCATION-DEPT1-SUBJ1-101
archiving: Completed 0 pages and 0 versions
archiving poll context /DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving collection: /group/DAC-EDUCATION-DEPT1-SUBJ1-101/
archiving resource: /group/DAC-EDUCATION-DEPT1-SUBJ1-101/3Penguins.jpg body in file: ed083b1c-0cd2-491a-a2e3-0396914c2c1a
archiving basicliti DAC-EDUCATION-DEPT1-SUBJ1-101
archiving basicliti (0) tools archived
archiving web context /DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving web: (2) web content items archived successfully.
archiving samigo
archiving announcement channel /announcement/channel/DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving calendar /calendar/calendar/DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving assignment context /DAC-EDUCATION-DEPT1-SUBJ1-101/main.
archiving 3 LessonBuilder instances.
archiving chat: empty chat room archived.
archiving Site: DAC-EDUCATION-DEPT1-SUBJ1-101
archiving the users for Site: DAC-EDUCATION-DEPT1-SUBJ1-101

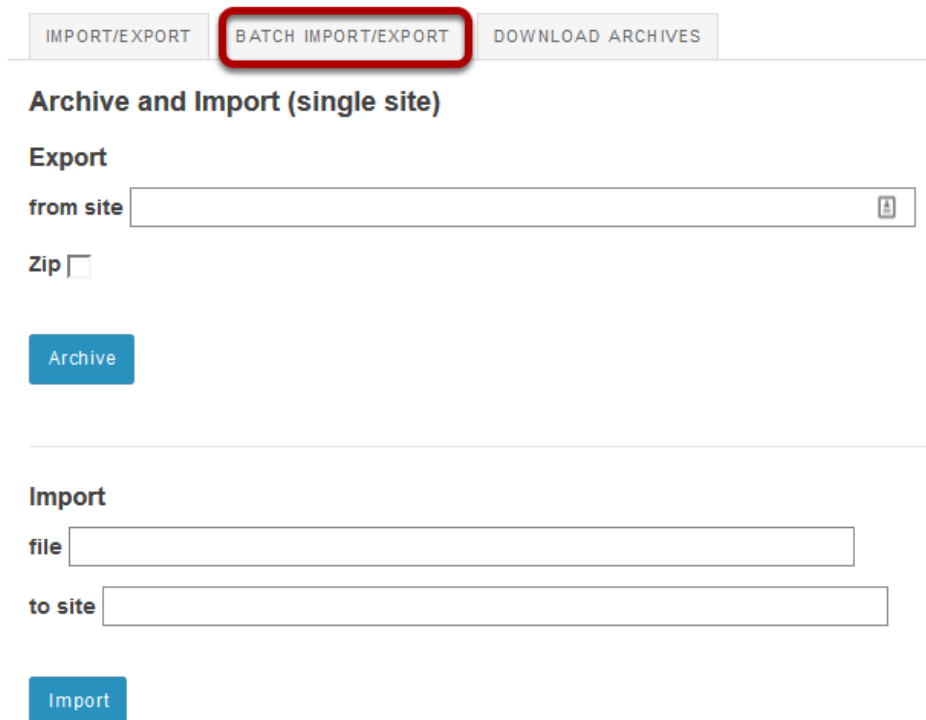
How do I batch export or archive multiple sites?

Go to Site Archive.



Select the **Site Archive** tool from Tool Menu in the Administration Workspace.

Click Batch Import/Export.

The interface shows three tabs: 'IMPORT/EXPORT', 'BATCH IMPORT/EXPORT' (highlighted with a red box), and 'DOWNLOAD ARCHIVES'. Below the tabs, the section 'Archive and Import (single site)' contains an 'Export' subsection with a 'from site' dropdown menu, a 'Zip' checkbox, and an 'Archive' button. The 'Import' subsection has 'file' and 'to site' input fields and an 'Import' button.

IMPORT/EXPORT **BATCH IMPORT/EXPORT** DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip ☐

Archive

Import

file

to site

Import

Select a term from the drop-down menu.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

Select a term

Archive

Fall 2016

Fall 2016

Summer 2016

Spring 2016

Winter 2016

Import from file

Batch import file

Browse...

No file selected.

Import

The term drop-down menu will be populated with the existing terms in your instance of Sakai. Click on the term you wish to archive to select it.

Click Archive.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

Select a term Summer 2016 ▼

Archive

Import from file

Batch import file

Browse... No file selected.

Import

Confirm the list of sites to be archived.

Confirm batch archive

The following sites were found matching term: **Summer 2016**. Click 'Archive these sites' to begin archiving.

ABCD 123 OL5 Summer 2016 (fe6a47b0-1b4c-4c93-af3a-b57bf77005b1)
Demo 1 (812c7dfc-f785-4fee-9f0c-a4e02701e57c)
Discussion 1 SMPL101 (b5d52d3c-9ae0-4095-b7b4-b4a82782caef)
Discussion 1 SMPL101 (65c867c9-21e7-484f-b34c-8302e57b67dc)
Discussion 1 SMPL101 (430117e8-5848-4a7a-a90f-cd558aa31f0f)
Discussion 2 SMPL101 (b7337c81-bc86-40e0-99de-6ed3b24ac855)
Discussion 2 SMPL102 (44a21ba0-80ad-4518-881b-0efe37c9bab9)
Discussion 3 SMPL202 (29eba80c-0f53-4e6b-87c2-184689d71b2e)
Discussion 6 SMPL202 (a00bc975-e4e5-4425-8f07-411f05227b67)
Duke_Heather_Assignments (322d7f0e-d0d-45d7-80d5-ac93322fb76c)
Duke_Resources_test (e3fed3b-15e2-46ee-9f67-f2a4bf8683dd)
Home Teresa Duke (e1c7d0c5-3fec-481c-8fb0-130f8c8d834c)
Resources test (a063dfa6-372f-4a28-ac85-3ab4ee7b8b1d)
SAMIGO2 (bfe44cca-c803-45d9-a9e0-39e5b6435276)
Sample Course (a3845e3a-e90d-4039-a826-c0cd40c4d3a9)
SMPL101 Summer 2016 (1d680b06-caa3-459b-afdf-549fc1c08de4)
SMPL202 Summer 2016 (0b556e12-59cf-48c3-9a53-1228cd06aa07)
SMPL202 Summer 2016 (60f2d617-6d3a-41f3-b727-f1a33a8d9255)
Statistics-NotreDame (0959ded8-b327-4b60-b23c-977cca3d2af0)
SUB001 001 003 Summer 2016 (45e28f13-b0db-4ae2-91dc-c3619a0b28ba)
T&QMorphCHROME (8b712ae9-odoc-4b19-b819-1939bdf111c9)

Archive these sites

Cancel

You will see a list of all sites from the selected term. If this list is correct, click **Archive these** sites to create the site archives.

You will see a progress indicator as site archives are created.


IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term



 Archiving 21 sites for term: **Summer 2016**. 0% complete.

Import from file

Batch import file

Browse...

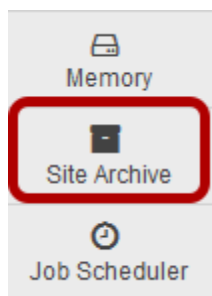
 No file selected.

Import

Note: Depending on the number and size of the sites you have selected for archiving, this process may take a while.

How do I download archive files?

Go to Site Archive.



Select the **Site Archive** tool from Tool Menu in the Administration Workspace.

Click Download Archives.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip ☐

Archive

Import

file

to site

Import

Click on the site archive you want to download.

Download archives

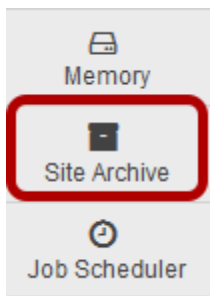
Site details	Date archived	Size	Hash (SHA-1)
Demo 1 (8f2c7dfc-f785-4fee-9f0c-a4e02701e57c)	2016-04-14 15:29:45	9 KB	da39a3ee5e6b4b0d3255bfef95601890afd80709
SMPL101 Summer 2016 (1d680b06-caa3-459b-adfd-549fc1c08de4)	2016-04-14 15:30:32	33 KB	30ff734769a22ba5810d778812496d54e93f07b3
Discussion 1 SMPL101 (b5d52d3c-9ae0-4095-b7b4-b4a82782caef)	2016-04-14 15:29:45	83 KB	b2daf3acd166ec41b6ce4ca98afcecaa1338f452
Duke_Heather_Assignments (3228d7fc-ed0d-45d7-80d5-ac93322fb76c)	2016-04-14 15:30:18	148 KB	a166a9efccd455308ca8b1d720d8c33894e7bbfe
Discussion 6 SMPL202 (a00bc975-e4e5-4425-8f07-411f05227b67)	2016-04-14 15:30:17	9 KB	da39a3ee5e6b4b0d3255bfef95601890afd80709

Note: Site archives must be downloaded individually.

How do I import an individual site archive?

A site archive may be imported via the Site Archive tool in the Administration Workspace, or into an existing site via Worksite Setup.

Importing an archive via Site Archive.



Select the **Site Archive** tool from the Tool Menu in the Administration Workspace.

Enter the import information and Import.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip ☐

Archive

Import

1

file

2

to site

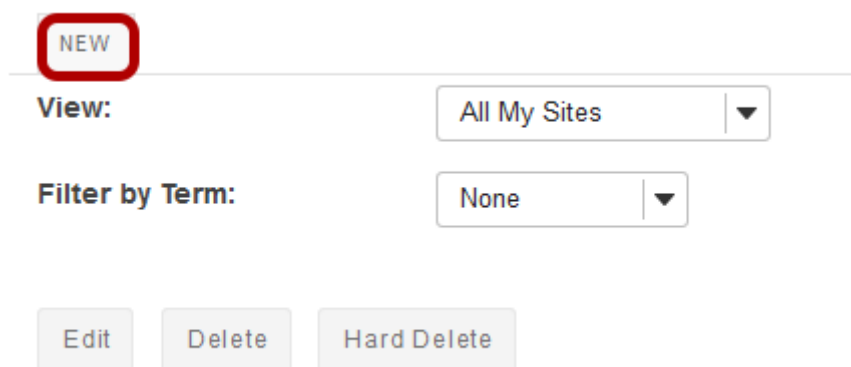
3

1. Enter the top level directory name for the archive directory on the server. This should be the **siteid-archive**.
2. Enter the site id for the destination site where the archive content will be copied. If the destination site id does not exist, a new site with the specified id will be created.
3. Click **Import**.

Importing an archive via Worksite Setup

Select the **Worksite Setup** tool from the Tool Menu in either the Administration Workspace or My Workspace.

Click New.



The screenshot shows the 'Worksite Setup' interface. At the top left, there is a button labeled 'NEW' which is highlighted with a red rectangular box. Below this, there are two dropdown menus. The first is labeled 'View:' and has 'All My Sites' selected. The second is labeled 'Filter by Term:' and has 'None' selected. At the bottom of the interface, there are three buttons: 'Edit', 'Delete', and 'Hard Delete'.

Select Create site from archive.

Create Site

A site can be created in a number of different ways:

☐ Build your own site

This is for experienced users and lets site owners add individual site tools.

☒ Create site from archive

This allows you to use an existing site archive as a base for your new site, content from the archive will be added to the new site.

Content from the site archive will be imported into the new site.

* New site type

* New site term

You can add or remove tools from either type of site at any time.

Continue

Cancel

Follow the series of prompts to create a new site.

After the last step in the site creation process, you will have the opportunity to upload an archive.

Click Choose File to browse for and select the archive file.

Upload archive

Content from the site archive will be imported into the new site.

* Choose archive

No file selected.

Upload archive

Back

Cancel

Click Upload archive.

Upload archive

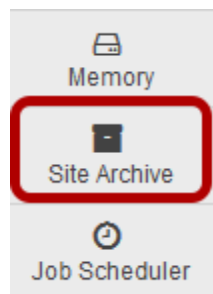
Content from the site archive will be imported into the new site.

*** Choose archive**

example-archive-file.zip

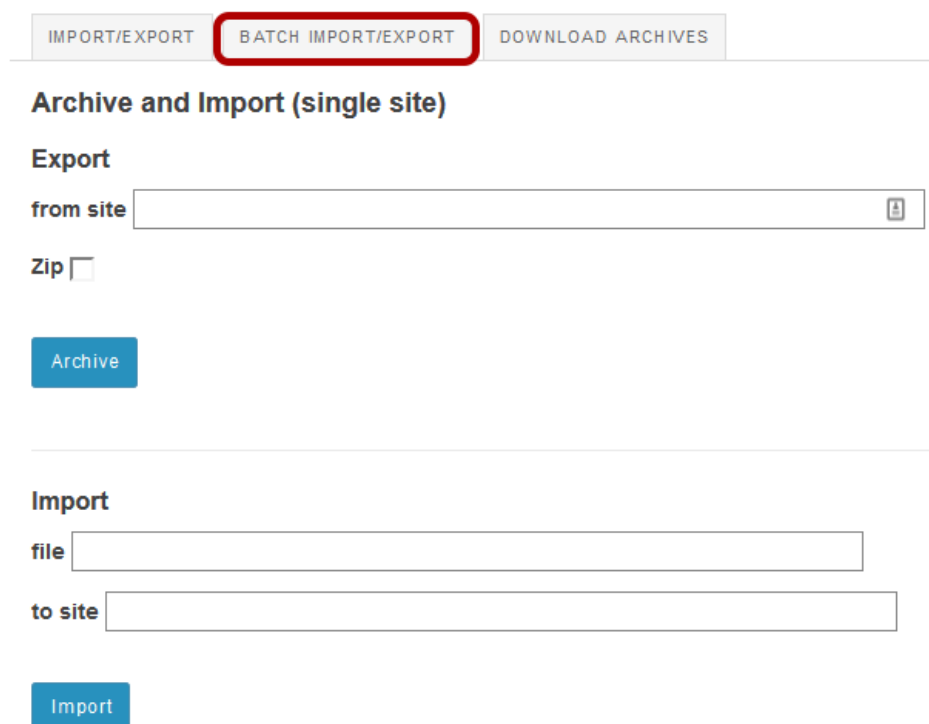
How do I batch import multiple site archives?

Go to Site Archive



Select the **Site Archive** tool from the Tool Menu in the Administration Workspace.

Select Batch Import/Export.

A screenshot of the 'Site Archive' tool interface. At the top, there are three tabs: 'IMPORT/EXPORT', 'BATCH IMPORT/EXPORT' (which is selected and highlighted with a red box), and 'DOWNLOAD ARCHIVES'. Below the tabs, the section is titled 'Archive and Import (single site)'. Under the 'Export' heading, there is a 'from site' dropdown menu, a 'Zip' checkbox, and an 'Archive' button. Under the 'Import' heading, there are 'file' and 'to site' input fields, and an 'Import' button.

Click Browse to locate your batch import file.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

Select a term ▼

Import from file

Batch import file

No file selected.

Once you have selected the batch import file, click Import.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

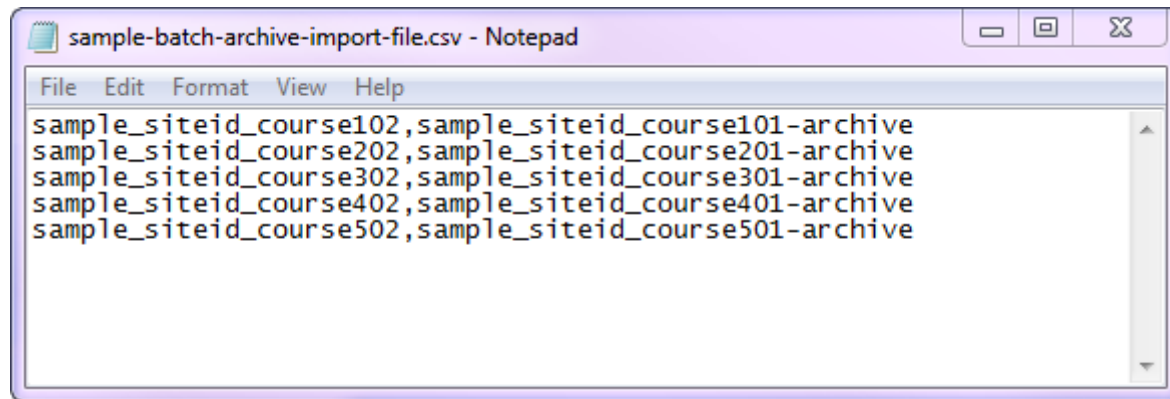
Select a term ▼

Import from file

Batch import file

sample-batch-archive-import-file.csv

Import file format.



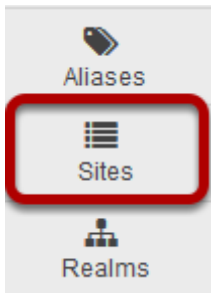
Your import file should list the target site id followed by a comma and then the archive id in the siteid-archive format, one archive per line.

Sites

What is the Sites tool?

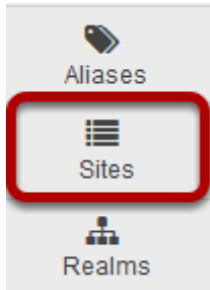
The Sites tool allows admin users to create, modify, delete, and search for course, project, and workspace sites.

To access this tool, select Sites from the Tool Menu in the Administration Workspace.




How do I search for a site using the Sites tool?

Go to the Sites tool.



Select the **Sites** tool from the Tool Menu of the Administration Workspace.

Enter your search criteria.

A screenshot of the Sites search interface. It features a horizontal bar with several elements: a 'NEW SITE' button, an empty text input field, a 'SEARCH' button, another empty text input field, a 'SITE ID' button, a third empty text input field, and a 'USER ID' button. The first empty input field and the 'SEARCH' button are highlighted with red rectangular borders.

You may search for sites by keyword, site id, or user id (for workspace sites). Once you have entered your criteria, click on the appropriate **Search**, **Site ID**, or **User ID** button to view matching results.

View search results.

NEW SITE

demo

SEARCH

CLEAR SEARCH

SITE ID

USER ID

LINK

HELP

Sites

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 2 of 2 results.


|<

<

show 20 items...

>

>|

Site Id	Title	Published	Joinable?	Type	Description, URLs
8f2c7dfc-f785-4fee-9f0c-a4e02701e57c	Demo 1	✓		course	<div>Description:</div> <div>Este es un sitio para hacer pruebas</div> <div>Created:</div> <div>Mär 18, 2016 8:57 am Sakai Administrator</div>
6447c52d-0e66-458d-a7fb-eafaad4080f4	Demo Poetry 101	✓		course	<div>Description:</div> <div>Survey of world poetry</div> <div></div>

All sites matching your criteria will be displayed in a list.

How do I edit a site using the Sites tool?

Once a site has been created, you can edit any of the site information with the exception of the site id. The site id cannot be changed via the Sites tool once the site has been created.

Go to Sites.



Select the **Sites** tool from the Tool Menu of the Administration Workspace.

Locate the site you want to edit.

NEW SITE DAC-EDUCATION SEARCH CLEAR SEARCH SITE ID USER ID LINK HELP

Sites

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 20 of 179 results.

|< < show 20 items... > >|

Site Id	Title	Published	Joinable?	Type	Description, URLs
DAC-EDUCATION-DEPT1-SUBJ1-101	DAC-EDUCATION-DEPT1-SUBJ1-101	✓		course	<div>Short Description:</div> <div>DAC-EDUCATION-DEPT1-SUBJ1-101</div> <div>Description:</div> <div>DAC-EDUCATION-DEPT1-SUBJ1-101</div> <div>Created:</div> <div>Feb 1, 2016 1:19 pm DA Test</div>

Use the Search function to find the site you want to modify.

Click on the site id of the site.

NEW SITE

DAC-EDUCATION

SEARCH

CLEAR SEARCH

SITE ID

USER ID

LINK

HELP

Sites

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 20 of 179 results.

|<

<

show 20 items...

>

>|

Site Id	Title	Published	Joinable?	Type	Description, URLs
DAC-EDUCATION-DEPT1-SUBJ1-101	DAC-EDUCATION-DEPT1-SUBJ1-101	✓		course	<div>Short Description:</div> <div>DAC-EDUCATION-DEPT1-SUBJ1-101</div> <div>Description:</div> <div>DAC-EDUCATION-DEPT1-SUBJ1-101</div> <div>Created:</div> <div>Feb 1, 2016 1:19 pm DA Test</div>

Edit the site information and Save.

REVIEW SITE

SAVE AS

LINK

HELP

EDIT: Site: DAC-EDUCATION-DEPT1-SUBJ1-101

Review and modify this site's information

Site

Site ID: DAC-EDUCATION-DEPT1-SUBJ1-101

1 Title: DAC-EDUCATION-DEPT1-SUBJ1-101

2 Site URL: http://ipg01-sakai.merit.edu/0000portal/site/

3 Type: course

4 Short Description: DAC-EDUCATION-DEPT1-SUBJ1-101

5 Description: DAC-EDUCATION-DEPT1-SUBJ1-101

6 Published: ☒ unpublished ☐ published

7 Enroll Disabled: ☐ yes ☒ no

8 Joinable?: ☐ yes ☒ no

9 Allow to assign to parents: ☐

10 Website icon URL:

11 Website logo URL:

12 Site:

13 Public View?: ☐ yes ☒ no

14 Content Page Group: ☒ yes ☐ no

Info

Created by: DA Test

Created: Feb 1, 2016 1:19 pm

Modified By: Denis Prokofiev

Modified: Apr 6, 2016 10:37 pm

Enroll Disabled on:

Properties

Subject: SUBJ1

sections_administrators_maintained: yes

School: EDUCATION

Year: Summer 2016

sections_students_enrolling_allowed: yes

sections_students_registration_allowed: yes

valueparent-id: 4782420-764-604-0

Department: DEPT1

Continue Editing

15 Application Overview

16 Application Overview

17 Application Overview

Complete the Site Edit

18 Save

19 Cancel

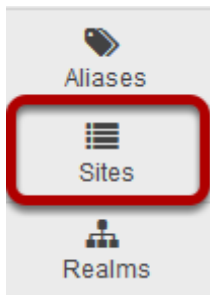
You may edit any of the following information for the existing site.

1. **Title:** Edit the title for the site. The title is what users will see in the courses tabs and when the site is listed in Worksite Setup.
2. **Site URL Alias:** You may enter or edit a site alias if you choose. This alias is typically a friendlier name for the site which can be more easily typed or distributed as a site URL.
3. **Type:** You may edit **course** or **project** in this field to indicate the type of site. However, please note that changing the type of site after it has been created will not change the default roles for site participants.
4. **Short Description:** Enter or edit a short description for the site.
5. **Description:** Enter or edit a longer description for the site. You may use the Rich Text Editor here to format the text of the description and/or add images or links. This description is what users will see when they first enter the course on the home page of the site. It is also visible when users search the server for sites to join.
6. **Published:** Select either **published** or **unpublished** to indicate the status of the site.
7. **Softly Deleted:** Select **yes** or **no** to indicate whether or not this site has been softly deleted.
8. **Joinable:** Select **yes** or **no** to indicate if this site is joinable.
9. **Role to assign to joiners:** If your site is joinable, you may assign a role for joiners (e.g. student).
10. **Worksite Icon URL:** If you enter the URL for an image file, this image will be displayed within the site, just above the Tool Menu. Note that this image should be publicly available, so that all users accessing the site will have permission to view the image.
11. **Worksite Info URL:** If you enter a URL for a web page, this page will be displayed in the site instead of the Description information entered above. (This URL may also be modified within the site by editing the Site Information Display.)
12. **Skin:** If you would like to apply a specific color scheme to this site that is different from the default skin or theme, enter the name of the skin here. (Skins must already be configured on the server in order to use this option.) If you leave this field blank, the default skin for your instance will be applied to the site.
13. **Public View:** Select **yes** or **no** to indicate if this site is viewable to the public without a login.
14. **Custom Page Order:** Select **yes** or **no** to indicate if this site has a custom page order for Tool Menu items.
15. **Properties:** Click on the **Properties** button to configure site properties, such as the academic term.
16. **Pages:** Click on the **Pages** button to select pages or course tools that you would like to add to the site.
17. **Groups:** Click on the **Groups** button to create or edit groups for this site.
18. **Save:** Click **Save** when you have finished entering information to create the new site.

How do I Soft Delete a site from the Sites tool?

Soft Delete is the default deletion method, and can be done from either the Sites tool in the Administration Workspace, or the [Worksite Setup tool](#) for users with deletion permissions.

Go to Sites.



Select the **Sites** tool from the Tool Menu in the Administration Workspace.

Locate the site you want to soft delete.

NEW SITE SITE ID USER ID

Sites 1 2

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 2 of 2 results.

|< < show 20 items... > >|

Site Id	Title	Published	Joinable?	Type	Description, URLs
8f2c7dfc-f785-4fee-9f0c-a4e02701e57c 3	Demo 1	✓		course	<div>Description:</div> <div>Este es un sitio para hacer pruebas</div> <div>Created:</div> <div>Mar 18, 2016 8:57 am Sakai Administrator</div>

1. Enter a search term, such as the site title.
2. Click **Search**.
3. Click on the site id in the search results to go to the detail page for that site.

Site

Site Id: 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c

Title: Demo 1

Site URL Alias: http://qa01-sakai.marist.edu:8080/portal/site/

Type: course

Short Description:

Description:

Este es un sitio para hacer pruebas

Published: ☐ unpublished ☒ published

Softly Deleted: yes ☐ no

Joinable?: ☐ yes ☒ no

Scroll down and click Save.

sections_externally_maintained:	<input type="text" value="true"/>
contact-name:	<input type="text" value="Sakai Administrator"/>
term:	<input type="text" value="Summer 2016"/>
locale_string:	<input type="text" value="es_ES"/>
term_eid:	<input type="text" value="Summer 2016"/>
sections_student_switching_allowed:	<input type="text" value="false"/>
sections_student_registration_allowed:	<input type="text" value="false"/>

Continue Editing

[Add/Edit Properties](#)

[Add/Edit pages](#)

[Add/Edit groups](#)

Complete the Site Edit

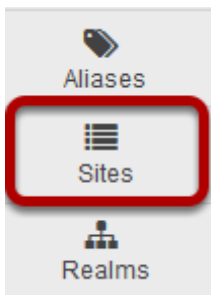
[Save](#)

[Cancel](#)

How do I add a stealthed tool to a site?

Stealthed tools are tools which are available in your instance, but are hidden from non-admin users when they select which tools they want to use in a site. In order to add a stealthed tool to a site, the admin user needs to manually add the stealthed tool via the Sites tool.

Go to Sites.



Select the **Sites** tool from the Tool Menu of the Administration Workspace.

Locate the site where you would like to add the stealthed tool.

NEW SITE

demo

SEARCH

CLEAR SEARCH

SITE ID

USER ID

LINK

HELP

Sites

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 2 of 2 results.

|<

<

show 20 items... ▼

>

>|

Site Id	Title	Published	Joinable?	Type	Description, URLs
8f2c7dfc-f785-4fee-9f0c-a4e02701e57c	Demo 1	✓		course	<div>Description:</div> <div>Este es un sitio para hacer pruebas</div> <div>Created:</div> <div>Mar 18, 2016 8:57 am Sakai Administrator</div>

Use the Search function to find the site you want to modify.

Click on the site id of the site.

NEW SITE

demo

SEARCH

CLEAR SEARCH

SITE ID

USER ID

LINK

HELP

Sites

These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.

You are viewing 1 - 2 of 2 results.

|<

<

show 20 items...

>

>|

Site Id	Title	Published	Joinable?	Type	Description, URLs
8f2c7dfc-f785-4fee-9f0c-a4e02701e57c	Demo 1	✓		course	<div>Description:</div> <div>Este es un sitio para hacer pruebas</div> <div>Created:</div> <div>Mar 18, 2016 8:57 am Sakai Administrator</div>

Click Add/Edit Pages.

Properties

sections_externally_maintained:

true

contact-name:

Sakai Administrator

term:

Summer 2016

locale_string:

es_ES

term_eid:

Summer 2016

sections_student_switching_allowed:

false

sections_student_registration_allowed:

false

Continue Editing

Add/Edit Properties

Add/Edit pages

Add/Edit groups

Complete the Site Edit

Save

Cancel

Scroll down toward the bottom of the site editing screen and select the **Pages** button.

Click New Page.

NEW PAGE

LINK ? HELP

Edit: Site 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c

These are the Pages defined in this Site. Click on one to edit. Use the up and down arrows to re-arrange.

	Page Id	Title	Description
▼	43a3c039-53d4-45b6-af62-62f3cf5f139a	Home	Layout: Double Column Layout Features: sakai.iframe.site sakai.synoptic.announcement
▲ ▼	25665474-8930-46f4-bc85-d8cddcc1bf1	Announcements	Layout: Single Column Layout Features: sakai.announcements
▲	49b0f8b5-d148-44cf-8663-a1f356a30142	Site Info	Layout: Single Column Layout Features: sakai.siteinfo

Continue Editing

Done

Complete the Site Edit

Save Cancel

You will see a listing of pages, or tools, currently active in the Tool Menu of the site. Click **New Page** to add another tool to this list.

Enter a Title.

Edit: Site 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c / Page b5cb3af3-ac63-4d83-8c02-33477f4ce300

Review and modify this Page's information.

Page

Page Id: b5cb3af3-ac63-4d83-8c02-33477f4ce300

* Title:

Layout: ☒ Single Column Layout
☐ Double Column Layout

Popup? ☐ yes ☒ no

Custom Title? ☐ yes ☒ no

Properties

new:

Add/Edit Properties

Properties

Continue Editing

Done Tools

Complete the Site Edit

Save Cancel

Enter a **title** for the stealthed tool. The title you enter here is what will appear in the Tool Menu of the site once it has been added. You may also select the radio button for **yes** or **no** to indicate whether this is a custom title, or the default tool title.

Click Tools.

Edit: Site 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c / Page b5cb3af3-ac63-4d83-8c02-33477f4ce300

Review and modify this Page's information.

Page

Page Id: b5cb3af3-ac63-4d83-8c02-33477f4ce300

* Title: Delegated Access

Layout: ☒ Single Column Layout
☐ Double Column Layout

Popup? ☐ yes ☒ no

Custom Title? ☐ yes ☒ no

Properties

new: true

Add/Edit Properties

Properties

Continue Editing

Done Tools

Complete the Site Edit

Save Cancel

Click New Tool.

NEW TOOL



Edit: Site 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c / Page b5cb3af3-ac63-4d83-8c02-33477f4ce300

There are no tools defined in this page. Click the 'New Tool' button to add a tool.

Continue Editing

Done

Complete the Site Edit

Save Cancel

Select the stealthed tool to be added.

Edit: Site 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c / Page b5cb3af3-ac63-4d83-8c02-33477f4ce300
/ Tool 86157feb-c3b6-4b14-ac4d-8508947e9385

Review and modify this Tool's information.

Tool Feature

Tool Id: sakai.delegatedaccess

Features:

- ☐ Account (sakai.singleuser)
- ☐ Account Validator (sakai.accountvalidator)
- ☐ Admin Site Perms (sakai.adminsiteperms)
- ☐ Administrator Preferences (sakai.admin.prefs)
- ☐ Aliases (sakai.aliases)
- ☐ AnnotatedUrl (sakai.iframe.annotatedurl)
- ☐ Announcements (sakai.announcements)
- ☐ Assignments (sakai.assignment.grades)
- ☐ Become User (sakai.su)
- ☐ Calendar (sakai.schedule)
- ☐ Calendar (sakai.summary.calendar)
- ☐ Chat Room (sakai.chat)
- ☐ Contact Us (sakai.feedback)
- ☐ Dashboard (sakai.dashboard)
- ☒ Delegated Access (sakai.delegatedaccess)
- ☐ Drop Box (sakai.dropbox)
- ☐ Email (sakai.mailtool)
- ☐ Email Archive (sakai.mailbox)
- ☐ Email template administration (sakai.emailtemplateservice)
- ☐ External Tool (sakai.basicIti)
- ☐ External Tools (sakai.basicIti.admin)
- ☐ Forums (sakai.forums)

You will see a long list of all the tools available in the system. Locate the one you want to add in the list and click the radio button to select it.

Scroll down to the bottom of the page and Save.

☐ Users (sakai.users)

☐ Web Content (sakai.iframe)

☐ Web Portlet (sakai.web.168)

☐ Wiki (sakai.rwiki)

☐ Workspace Setup (sakai.sitesetup)

☐ OAuth Admin (sakai.oauth.admin)

Tool Configuration

Title:

LayoutHints

(row, col 0 based):

Configuration

Properties

Add/Edit Properties

Properties

Continue Editing

Done

Complete the Site Edit

Save

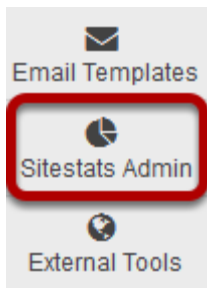
Cancel

Sitestats Admin

What is Sitestats Admin?

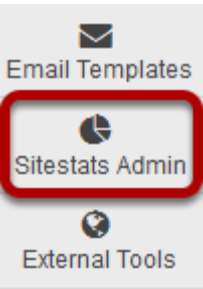
The Sitestats Admin tool allows admin users to access the Statistics reports for any site in the system without having to enter the site itself. Sitestats Admin also allows admins to display server-wide reports and to save custom reports which are available for instructors within all sites in the Statistics tool.

To access this tool, go to Sitestats Admin in the Tool Menu of the Administration Workspace.



How do I view reports for a specific site?

Go to Sitestats Admin.



Select the **Sitestats Admin** tool from the Tool Menu in the Administration Workspace.

Locate the site you want to view.

ALL SITES ADMIN REPORTS SERVER-WIDE REPORTS [LINK](#) [HELP](#)

All sites

Search sites for title to access site specific statistics

Type: All

Search: education **Search** Clear

Viewing 1 to 20 of 180 items

|< < Show 20 > >|

Title	Type	Status
DAC-EDUCATION-DEPT1-SUBJ1-101	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-126	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-151	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-176	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-201	course	Unpublished
DAC-EDUCATION-DEPT1-SUBJ1-226	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-251	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-276	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-301	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-326	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-351	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-376	course	Published

Enter a search term and click **Search** to locate the site you want to view.

All sites matching your criteria will be displayed.

Click on the title of the site.

ALL SITESADMIN REPORTSSERVER-WIDE REPORTS

LINKHELP

All sites

Search sites for title to access site specific statistics

Type: All

Search: educationSearchClear

Viewing 1 to 20 of 180 items

|<<Show 20>>|

Title	Type	Status
DAC-EDUCATION-DEPT1-SUBJ1-101	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-126	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-151	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-176	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-201	course	Unpublished
DAC-EDUCATION-DEPT1-SUBJ1-226	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-251	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-276	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-301	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-326	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-351	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-376	course	Published

The site's Statistics will display.

ALL SITESADMIN REPORTSSERVER-WIDE REPORTS

LINKHELP

DAC-EDUCATION-DEPT1-SUBJ1-101OVERVIEWREPORTSPREFERENCES

Overview

Visits

12

3

6

350%

350%

Visits

Users who have visited site

Site Members

Members who have visited site

Members who have not visited site

Activity

37

Lessons59%

demoprofessor65%

Events

Most active tool

Most active user

Resources

1

1100%

3Penguins.jpg

demoprofessor

Files

Files opened

Most opened file

User who has opened the most files

Lesson Pages

3

4133%

Lessons

demoprofessor

Pages

Pages read

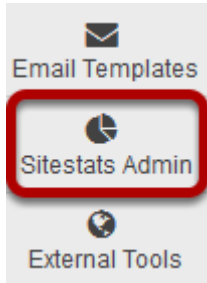
Most read page

User who has read the most pages

From this view, you may run any reports within the site the same way an instructor/maintain user would run reports within an individual site. See [What is the Statistics tool?](#) for more information on how to run reports.

How do I create predefined reports available throughout the system?

Go to Sitestats Admin.



Select the **Sitestats Admin** tool from the Tool Menu in the Administration Workspace.

Click Admin Reports.



Under Reports, click Add.


ALL SITES

ADMIN REPORTS

SERVER-WIDE REPORTS


Admin Reports

My reports Private reports, available for this site only.

 [Add](#)

No reports defined.

Reports Predefined reports, available for all sites.

 [Add](#)

No reports defined.

Enter the report information.

ALL SITES

ADMIN REPORTS

SERVER-WIDE REPORTS

New report

- Report** Specify report title and description (required when saving/editing the report).

Title:

Description:
- What?** Select activity to report.

Activity:
- When?** Select time period to report.

Period:
- Who?** Select users to report.

Users:
- How?** Specify how results should be presented.

Totals by:

Sort by: ☐ Specify sorting field
 ☒ Ascending?

Number of results: ☐ Limit to:

Presentation:
-

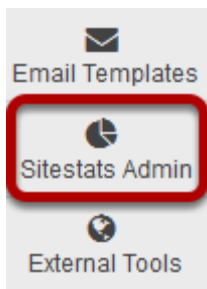
Set up your report by entering the following information:

1. Enter a **Title** and **Description** for your report.
2. Choose **What** to report on. This option allows to configure the type of activity to report. You can choose to report on Visits, Events, or Resources.
3. Choose **When** to report on. This option allows to configure the time period to report.
4. Choose **Who** to report on. This option allows to configure the users to report.
5. Choose **How** to display the report. This option allows to configure how the report will be presented. Totals by: Defines how to group report data (eg, selecting "User" + "Date" will present a report grouped by user and date). Multiple fields can be selected pressing the CTRL (for disjoint selection) or ALT (for range selection) keys while clicking with the mouse.
6. Click **Save Report**.

This report will now appear within the Statistics tool for all sites on the system. Individual users may run it within their own sites if they choose.

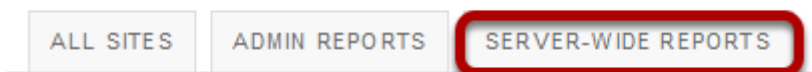
How do I view server-wide reports?

Go to Sitestats Admin.

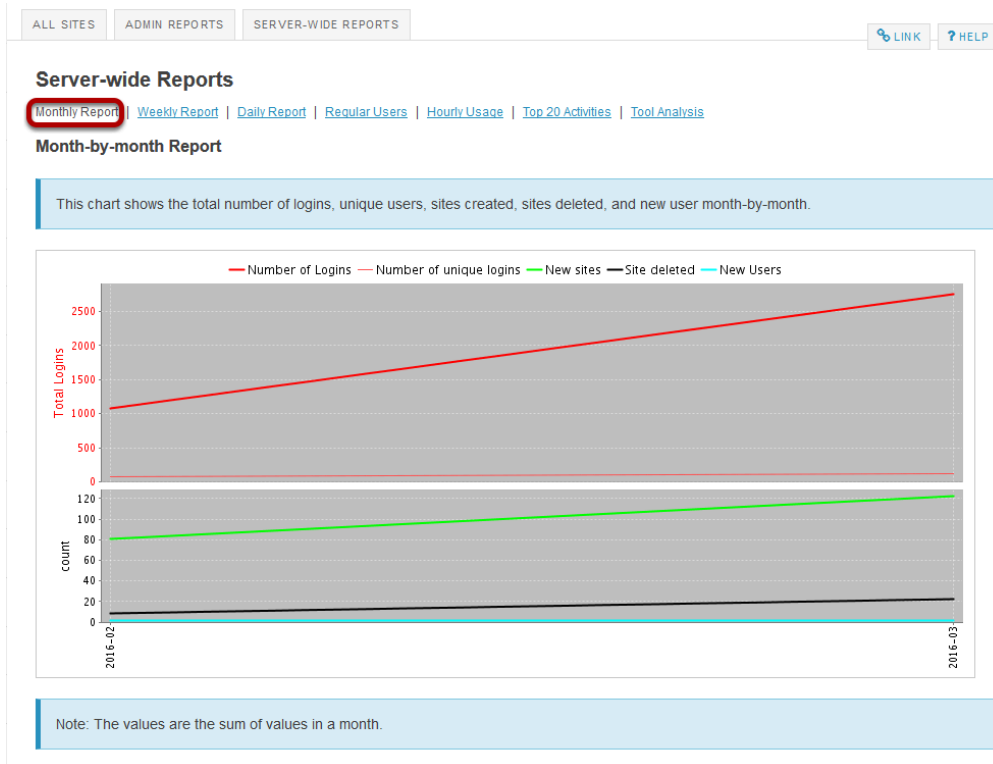


Select the **Sitestats Admin** tool from the Tool Menu in the Administration Workspace.

Click **Server-wide Reports**.



Select the type of report you want to view.



Choose the type of report by clicking one of the links provided and your selected report will display.

You may choose to view:

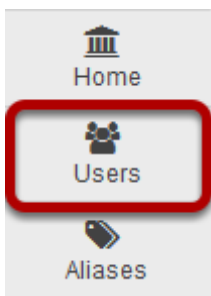
- Monthly Report
- Weekly Report
- Daily Report
- Regular Users
- Hourly Usage
- Top 20 Activities
- Tool Analysis

Users

What is the Users tool?

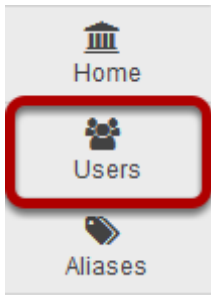
The Users tool allows administrators to manually create new user accounts in Sakai, search for existing user accounts in the system, and view or update user account information, such as user id, name, email, user type, and password.

To access this tool, select Users from the Administration Workspace Tool Menu.



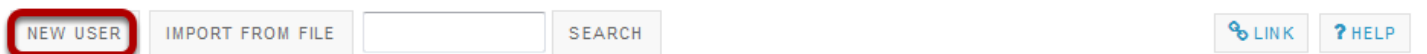
How do I add a new account?

Go to Users.



Select the **Users** tool from the Tool Menu in the Administration Workspace.

Click New User.



Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

Enter the user information and then save.

Account Details

Create Account

* Indicates a required field.

* User Id demo4

First Name Demo

Last Name User4

Email demo4@university.edu

Create New Password

Verify New Password

✓ Passwords match

Type guest ▼

Disable User | Disable

Cancel Changes Save Details

Enter the following user information:

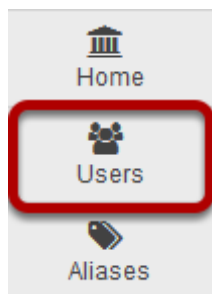
- User Id (required)
- First Name
- Last Name
- Email
- Create New Password
- Verify New Password
- Type

Once all of the information has been entered, click **Save Details** to save the information and add the account.

Note: User Ids must be unique. If you attempt to add a new user that has the same user id as an existing user, you will receive an error.

How do I create multiple new user accounts by importing a file?

Go to Users.



Select the **Users** tool from the Tool Menu in the Administration Workspace.

Click Import from file.



Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

Click Import a file.

Import from file

Select a CSV file containing the details of the you users you wish to create.

File requirements

Include the following headings: user id,first name,last name,email,password,type.

Column headings must match EXACTLY the list above. They do not need to be in the same order.

Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.

You can also add other columns and these will be stored as user properties, as long as the headings do not clash with the main set above. It can be any arbitrary data.

Import a file

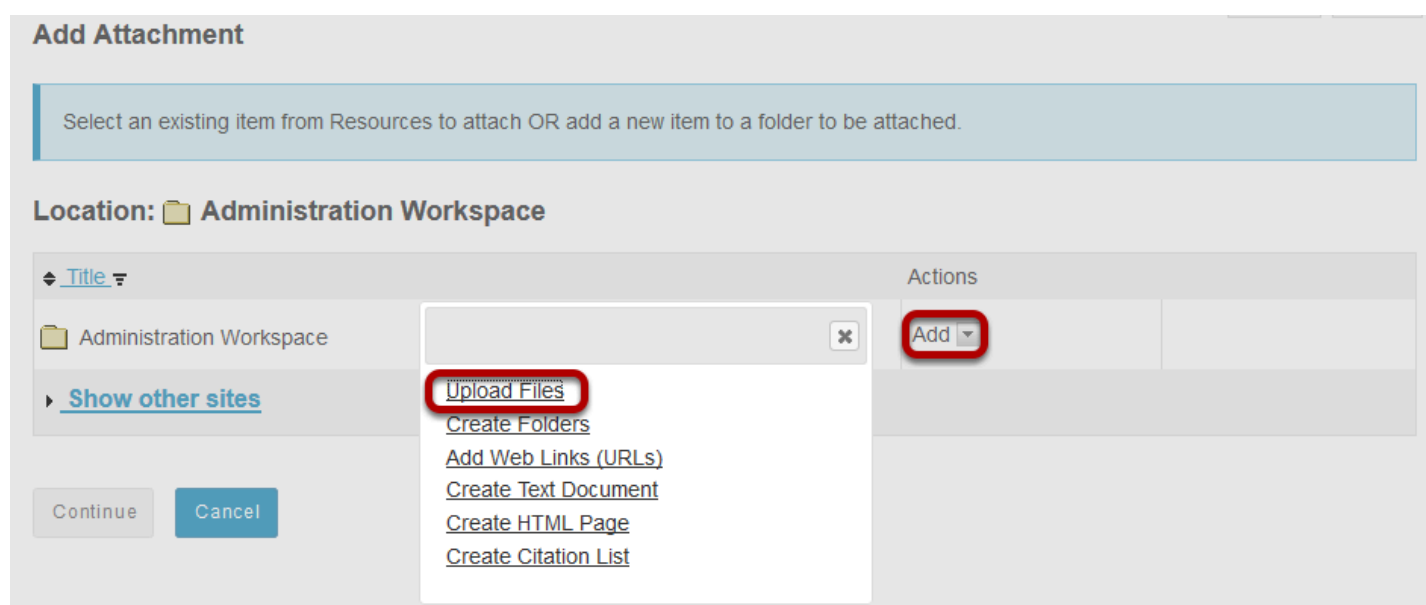
Cancel

Click the **Import a file** button to browse for and select a properly formatted CSV file containing the user account information for the users you would like to create.

Please note the following file requirements when preparing your CSV file.

- Include the following headings: user id, first name, last name, email, password, type.
- Column headings must match EXACTLY the list above. They do not need to be in the same order.
- Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.
- You can also add other columns and these will be stored as user properties, as long as the headings do not clash with the main set above. It can be any arbitrary data.

Upload your file.



If the import file has not been previously uploaded to Resources, click **Add** and then **Upload Files** to upload a new item.

Locate the file to upload, then click Continue.

Upload Files

Location: / Administration Workspace

0.5 KB

demo-accou...

[Remove file](#)

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 20 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this web site. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Continue

Cancel

You may drag and drop your file or click in the drag and drop area to browse for the file to be uploaded. Click **Continue** to upload the file.

Select the import file.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location: Administration Workspace

Title	Actions
Administration Workspace	Add
demo-accounts.csv	Select
Show other sites	

Continue

Cancel

Click the **Select** link for the file containing the user information you wish to import.

Click Continue.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
demo-accounts.csv	Remove

Location: Administration Workspace

Title	Actions
Administration Workspace	
demo-accounts.csv	
Show other sites	

Continue

Cancel

Preview and confirm the user information.

Import from file

Select a CSV file containing the details of the you users you wish to create.

File requirements

Include the following headings: user id,first name,last name,email,password,type.
Column headings must match EXACTLY the list above. They do not need to be in the same order.
Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.
You can also add other columns and these will be stored as user properties, as long as the headings do not clash with the main set above. It can be any arbitrary data.

The following data was found in the uploaded file. If this is correct, click 'Continue'.

Note that any users that already exist will be skipped and their original records left untouched.

User Id	First Name	Last Name	Email	Password	Type	Properties
student01	student01			XXXX	registered	
student02	student02			XXXX	registered	
student03	student03			XXXX	registered	
student04	student04			XXXX	registered	
student05	student05			XXXX	registered	
student06	student06			XXXX	registered	
student07	student07			XXXX	registered	
student08	student08			XXXX	registered	
student09	student09			XXXX	registered	
student10	student10			XXXX	registered	
demoinstructor	demoinstructor			XXXX	maintain	

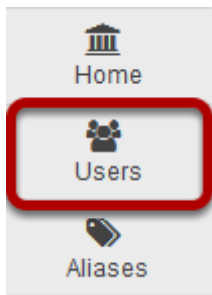
Continue

Cancel

The information for each new user will be displayed. If everything looks correct, click **Continue** to proceed and add the accounts.

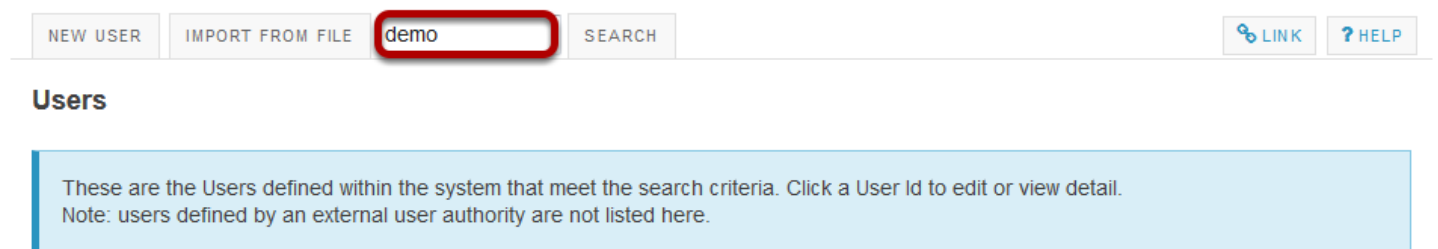
How do I search for a user account?

Go to Users.



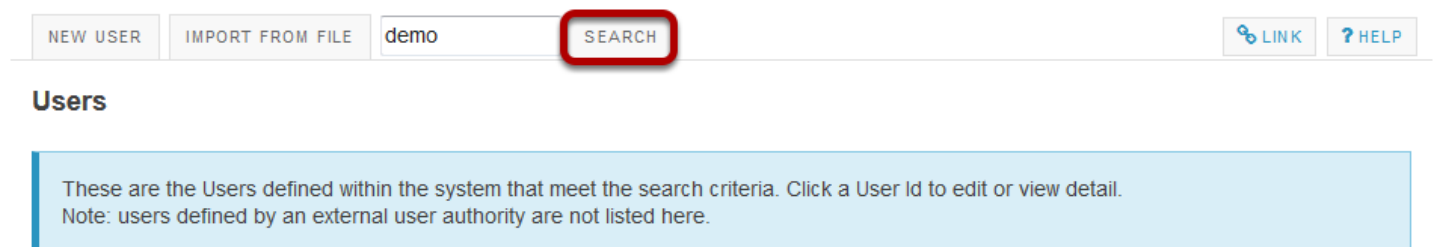
Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.



Enter a search term to locate the account you are looking for. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.



Search results will display.

[NEW USER](#) [IMPORT FROM FILE](#) [SEARCH](#) [CLEAR SEARCH](#) [LINK](#) [HELP](#)

Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

You are viewing 1 - 1 of 1 results.

[|<](#) [<](#) [>](#) [>|](#)

User Id	Name	Email	Type	Internal Id
demoprofessor	Professor, Demo		maintain	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

All internal accounts meeting the search criteria will be displayed.

Note: Users defined by an external user authority (e.g. LDAP, etc.) are not listed here.

Click on an individual user id to view that user's details.

Account Details

Edit Account

* Indicates a required field.

User Id

First Name

Last Name

Email

Create New Password

Verify New Password

Type

Disable User

☐ Disable

Created By

Sakai Administrator

Created

Mar 2, 2016 4:47 pm

Modified By

Sakai Administrator

Modified

Mar 3, 2016 3:15 pm

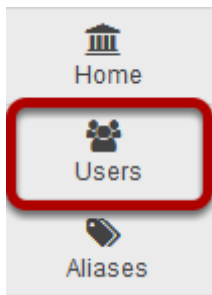
Internal Id

6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

[Cancel Changes](#) [Update Details](#)

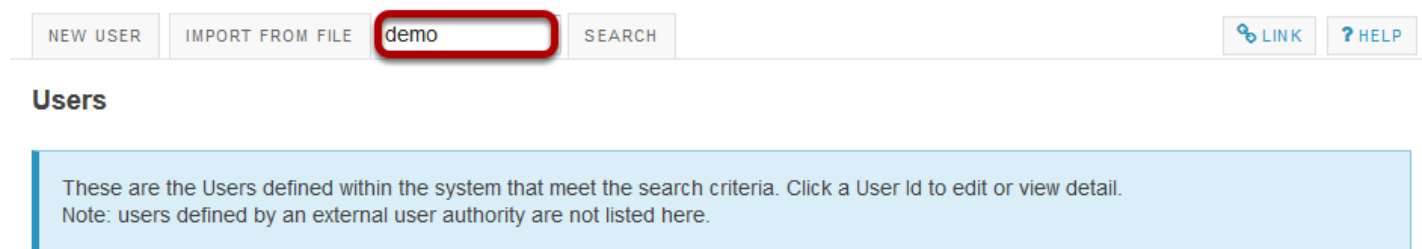
How do I edit a user account?

Go to Users.



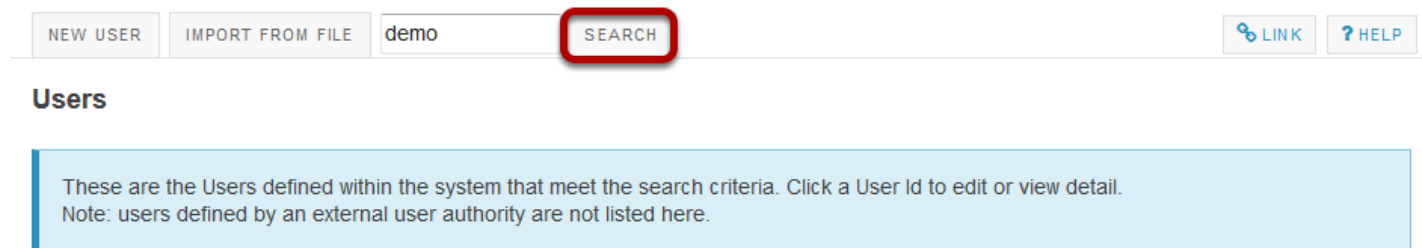
Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.



Enter a search term to locate the account you are looking for. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.



Search results will display.

NEW USER

IMPORT FROM FILE

demo

SEARCH

CLEAR SEARCH

LINK

HELP

Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

You are viewing 1 - 1 of 1 results.

|<

<

show 20 items....

>

>|

User Id	Name	Email	Type	Internal Id
demoprofessor	Professor, Demo		maintain	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

All internal accounts meeting the search criteria will be displayed.

Note: Users defined by an external user authority (e.g. LDAP, etc.) are not listed here.

Click on an individual user id to view and edit that user's details.

Account Details

Edit Account

* Indicates a required field.

User Id	<input type="text" value="demoprofessor"/>
First Name	<input type="text" value="Demo"/>
Last Name	<input type="text" value="Professor"/>
Email	<input type="text"/>
Create New Password	<input type="password"/>
Verify New Password	<input type="password"/>
Type	<input type="text" value="maintain"/>

Disable User ☐ Disable

Created By Sakai Administrator

Created Mar 2, 2016 4:47 pm

Modified By Sakai Administrator

Modified Mar 3, 2016 3:15 pm

Internal Id 6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

From this screen, you may edit or update any of the following fields:

- User Id
- First Name
- Last Name
- Email
- Create New Password
- Verify Password
- Type

Note: To keep the existing password, leave both password fields blank.

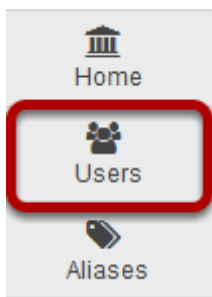
When you are finished editing, click **Update Details** to save the changes.

How do I disable a user account?

Disabling a user account blocks that user from being able to access the system. However, the user's data and activity are still retained in the system.

Note: Disabling an account is often preferable to removing a user account, as removing an account deletes all the user data for that user, including any grades, resources, and other user-related files or activity.

Go to Users.



Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

Enter a search term to locate the account you are looking for. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.

NEW USER

IMPORT FROM FILE

demo

SEARCH

LINK

HELP

Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

Search results will display.

NEW USER

IMPORT FROM FILE

demo

SEARCH

CLEAR SEARCH

LINK

HELP

Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

You are viewing 1 - 1 of 1 results.

|<

<

show 20 items....

>

>|

User Id	Name	Email	Type	Internal Id
demoprofessor	Professor, Demo		maintain	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

All internal accounts meeting the search criteria will be displayed.

Note: Users defined by an external user authority (e.g. LDAP, etc.) are not listed here.

Click on an individual user id to view and edit that user's details.

Account Details

Edit Account

* Indicates a required field.

User Id

First Name

Last Name

Email

Create New Password

Verify New Password

Type

Disable User ☒ Disable

Created By Sakai Administrator

Created Mar 2, 2016 4:47 pm

Modified By Sakai Administrator

Modified Mar 3, 2016 3:15 pm

Internal Id 6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

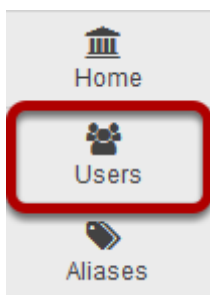
Check the box next to **Disable**, then click **Update Details** to save the change.

How do I remove a user account?

Removing an account deletes all the user data for that user, including any grades, resources, and other user-related files or activity. This option should be used with caution, as it will delete all information associated with the account!

Note: You may want to disable the user instead. Disabling a user account blocks that user from being able to access the system. However, the user's data and activity are still retained in the system.

Go to Users.



Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

Enter a search term to locate the account you are looking for. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.

NEW USER

IMPORT FROM FILE

demo

SEARCH

LINK

HELP

Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

Search results will display.

NEW USER

IMPORT FROM FILE

demo

SEARCH

CLEAR SEARCH

LINK

HELP

Users

These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.
Note: users defined by an external user authority are not listed here.

You are viewing 1 - 1 of 1 results.

|<

<

show 20 items....

>

>|

User Id	Name	Email	Type	Internal Id
demoprofessor	Professor, Demo		maintain	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

All internal accounts meeting the search criteria will be displayed.

Note: Users defined by an external user authority (e.g. LDAP, etc.) are not listed here.

Click on an individual user id to view and edit that user's details.

REMOVE USER

Account Details

Edit Account

* Indicates a required field.

User Id

demoprofessor

First Name

Demo

Last Name

Professor

Email

Create New Password

Verify New Password

Type

maintain

Disable User

☐ Disable

Created By

Sakai Administrator

Created

Mar 2, 2016 4:47 pm

Modified By

Sakai Administrator

Modified

Mar 3, 2016 3:15 pm

Internal Id

6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

Cancel Changes

Update Details

Click Remove User.

REMOVE USER

Account Details

Edit Account

* Indicates a required field.

User Id

demoprofessor

First Name

Demo

Last Name

Professor

Email

Create New Password

Verify New Password

Type

maintain

Disable User

☐ Disable

Created By

Sakai Administrator

Created

Mar 2, 2016 4:47 pm

Modified By

Sakai Administrator

Modified

Mar 3, 2016 3:15 pm

Internal Id

6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

Cancel Changes

Update Details

Click Remove to confirm deletion.

Remove User

demoprofessor will be unenrolled from 9 sites and permanently deleted from the system. Are you sure you want to proceed?

User Id	Name	Email	Internal Id
demoprofessor	Demo Professor		6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

Remove

Cancel

You will be prompted to confirm the removal of the user account. If you are sure you want to delete the user, click **Remove**.

User Membership

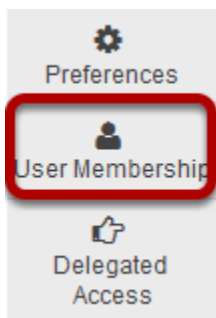
What is User Membership?

The User Membership tool allows you to find site and group membership information about Sakai users.

By default, this tool is only available to administrators. However, tool access may be granted to other users if desired.

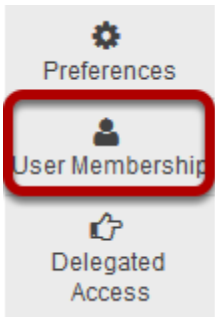
The User Membership tool is available by default in the Administration Workspace. If you would like to add it to other sites, you must do so manually using the Sites tool in the Administration Workspace.

To access this tool, select User Membership from the Tool Menu in the Administration Workspace.



How do I search for an account in User Membership?

Go to User Membership.



Select the **User Membership** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

Users

Select a user from the search results to get site and group membership.

User Type: ▼

User Authority: ▼

Enter a search term into the field provided. You may search for a full or partial name, user ID, or email address.

Note: If desired, you may also filter your search using the User Type or User Authority drop-down menus.

Click Search.

Users

Select a user from the search results to get site and group membership.

User Type: All

User Authority: All

demo

Search

View search results.

Users

Select a user from the search results to get site and group membership.

User Type: All

User Authority: All

demo

Search

Clear search

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoprofessor	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	Demo Professor		maintain	Internal	Mar 2, 2016	Mar 3, 2016

Export CSV

Export Excel

All matching users will be displayed in the search results.

Click on a User ID to see site and group membership for that user.

Users

Select a user from the search results to get site and group membership.

User Type:

User Authority:

demo

Search

Clear search

Viewing 1 to 1 of 1 users

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoprofessor	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	Demo Professor		maintain	Internal	Mar 2, 2016	Mar 3, 2016

Export CSV

Export Excel

View the selected user's membership.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

	Site	Groups	Type	Term	Role	Site status	User status
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Active
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Active
<input type="checkbox"/>	Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/>	Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/>	Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/>	Education Program Site		course	Spring 2016	Instructor	Published	Active
<input type="checkbox"/>	Sample Course		course	Summer 2016	Instructor	Published	Active

Actions

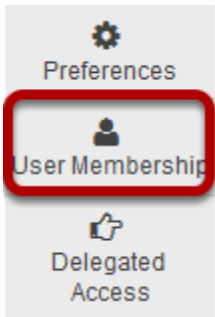
Back to user list

This detail view will display all of the sites in which the user is enrolled. The type, term, and published/unpublished site status are shown, as well as the user's role and status within each site.

Note: Clicking on the title of a site will take you into that site.

How do I filter search results in User Membership?

Go to User Membership.



Select the **User Membership** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

Users

Select a user from the search results to get site and group membership.

User Type: ▼

User Authority: ▼

Enter a search term into the field provided. You may search for a full or partial name, user id, or email address.

Filter search by User Type.

You may filter your search to show only a specified user type if desired.

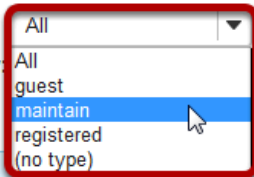
Select the User Type from the drop-down menu.

Users

Select a user from the search results to get site and group membership.

User Type:

User Authority:

A screenshot of a web interface showing a search form. The 'User Type' dropdown menu is open, displaying a list of options: 'All', 'guest', 'maintain', 'registered', and '(no type)'. The 'maintain' option is highlighted in blue, and a mouse cursor is pointing at it. The entire dropdown menu is enclosed in a red rectangular box. To the right of the dropdown is a text input field containing 'demo' and a blue 'Search' button.

- All
- guest
- maintain**
- registered
- (no type)

demo

Search

From the User Type drop-down menu, select the type of user for which you would like to limit the search results. The list displayed in the drop-down menu will include any user types that currently exist in your instance. In this example, we have selected "maintain" as the user type.

Click Search.

Users

Select a user from the search results to get site and group membership.

User Type:

maintain

User Authority:

All

demo

Search

View search results.

Users

Select a user from the search results to get site and group membership.

User Type: maintain

User Authority: All

demo

Search

Clear search

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoprofessor	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	Demo Professor		maintain	Internal	Mar 2, 2016	Mar 3, 2016

Export CSV

Export Excel

The filtered search results will display. In this example the results show all users matching the search criteria with the user type of faculty.

Filter search by User Authority.

The User Authority filter allows you to filter your search to show only internal or external accounts. Internal accounts are created and authenticated directly in Sakai. External account are created and authenticated via an external system such as LDAP, Active Directory, etc.

Select the User Authority from the drop-down menu.

Users

Select a user from the search results to get site and group membership.

User Type: All

User Authority: Internal

instructor

Search

Clear search

Internal

All

External

From the User Authority drop-down menu, select the type of account for which you would like to limit the search results, either Internal or External. In this example, we will select Internal.

Click Search.

Users

Select a user from the search results to get site and group membership.

User Type:

All

User Authority:

Internal

instructor

Search

Clear search

View search results.

Users

Select a user from the search results to get site and group membership.

User Type:

All

User Authority:

Internal

instructor

Search

Clear search

Viewing 1 to 14 of 14 users

|<

<

Show 20

>

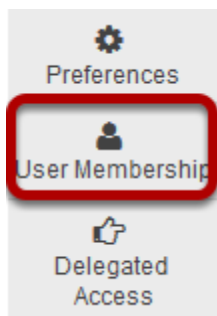
>|

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
instructor02	d4f3df4b-3e44-4bc5-8bd0-fa3bef081b32	instructor02		maintain	Internal	Feb 10, 2016	Feb 10, 2016
instructor03	95350b0e-ed7f-444e-a925-029686c7957f	instructor03		maintain	Internal	Feb 10, 2016	Feb 10, 2016
instructor04	cc68b38f-3f51-41ff-812e-157966321fd9	instructor04		maintain	Internal	Feb 10, 2016	Feb 10, 2016
instructor05	711946ad-0cb6-4ef0-916b-871fec4fc10d	instructor05		maintain	Internal	Feb 10, 2016	Feb 10, 2016
instructor06	9a761b51-bf6b-4f7c-8579-545d3a48deb6	instructor06		maintain	Internal	Feb 10, 2016	Feb 10, 2016
instructor07	82cf62f8-9e4d-4add-a2ee-fa647d8b23c6	instructor07		maintain	Internal	Feb 10, 2016	Feb 10, 2016

The filtered search results will display. In this example the results show all users matching the search criteria with an internally authenticated account.

How do I make a user active in multiple sites?

Go to User Membership.



Select the **User Membership** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

Users

Select a user from the search results to get site and group membership.

User Type: ▼

User Authority: ▼

Enter a search term into the field provided. You may search for a full or partial name, user ID, or email address.

Note: If desired, you may also filter your search using the User Type or User Authority drop-down menus.

Click Search.

Users

Select a user from the search results to get site and group membership.

User Type: All

User Authority: All

demo

Search

View search results.

Users

Select a user from the search results to get site and group membership.

User Type: All

User Authority: All

demo

Search

Clear search

Viewing 1 to 1 of 1 users

|<

<

Show 20

>

>|

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoprofessor	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	Demo Professor		maintain	Internal	Mar 2, 2016	Mar 3, 2016

Export CSV

Export Excel

All matching users will be displayed in the search results.

Click on a User ID to see site and group membership for that user.

Users

Select a user from the search results to get site and group membership.

User Type:

All

User Authority:

All

demo

Search

Clear search

Viewing 1 to 1 of 1 users

|<

<

Show 20

>

>|

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoprofessor	6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	Demo Professor		maintain	Internal	Mar 2, 2016	Mar 3, 2016

Export CSV

Export Excel

View the selected user's membership.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

Site	Groups	Type	Term	Role	Site status	User status
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Inactive
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Inactive
<input type="checkbox"/> Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/> Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/> Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/> Education Program Site		course	Spring 2016	Instructor	Published	Inactive
<input type="checkbox"/> Sample Course		course	Summer 2016	Instructor	Published	Inactive

Actions

Back to user list

This detail view will display all of the sites in which the user is enrolled. The type, term, and published/unpublished site status are shown, as well as the user's role and status within each site.


Note: Clicking on the title of a site will take you into that site.

Click Actions.

Membership (demoprofessor)

Site and group membership for the selected user.

▸ Actions

	Site 	Groups	Type	Term	Role	Site status	User status
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Inactive
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Inactive
<input type="checkbox"/>	Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/>	Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/>	Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Inactive
<input type="checkbox"/>	Education Program Site		course	Spring 2016	Instructor	Published	Inactive
<input type="checkbox"/>	Sample Course		course	Summer 2016	Instructor	Published	Inactive

▸ Actions

Back to user list

This detail view will display all of the sites in which the user is enrolled. The type, term, and published/unpublished site status are shown, as well as the user's role and status within each site.

Note: Clicking on the title of a site will take you into that site.

Select some or all of the user's enrolled sites.

Membership (demoprofessor)

Site and group membership for the selected user.

▼ Actions

Select All

Deselect All

Invert Selection

Set Selected to Inactive

Set Selected to Active

Export Selected to CSV

Export Selected to Excel

Site	Groups	Type	Term	Role	Site status	User status
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Inactive
<input checked="" type="checkbox"/> Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Education Program Site		course	Spring 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Sample Course		course	Summer 2016	Instructor	Published	Inactive

► Actions

Back to user list

You may select all or some of the user's sites by using the **Select All** link in the Actions menu, or by checking the boxes next to the sites in which you want to make the user active.

Click Set Selected to Inactive in the Actions menu.

Membership (demoprofessor)

Site and group membership for the selected user.

▼ Actions

Select All

Deselect All

Invert Selection

Set Selected to Inactive

Set Selected to Active

Export Selected to CSV

Export Selected to Excel

Site	Groups	Type	Term	Role	Site status	User status
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Inactive
<input checked="" type="checkbox"/> Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Education Program Site		course	Spring 2016	Instructor	Published	Inactive
<input checked="" type="checkbox"/> Sample Course		course	Summer 2016	Instructor	Published	Inactive

► Actions

Back to user list

View user's current status.

Membership (demoprofessor)

Site and group membership for the selected user.

► Actions

Site	Groups	Type	Term	Role	Site status	User status
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Active
<input type="checkbox"/> DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Active
<input type="checkbox"/> Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/> Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/> Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Active
<input type="checkbox"/> Education Program Site		course	Spring 2016	Instructor	Published	Active
<input type="checkbox"/> Sample Course		course	Summer 2016	Instructor	Published	Active

► Actions

Back to user list

Sakai 11 Administrator Guide

Page 241

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Notice that the user's status is now "active" in the specified sites.

Worksite Setup

What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the [Site Info](#) tool; Worksite Setup is available through Home, whereas Site Info is available in each site.

If you don't have the appropriate permissions, you will only see the information about the site published by the site owner in Worksite Setup.

To access this tool, click Worksite Setup from the Tool Menu in My Workspace.



How does Worksite Setup differ for admin users?

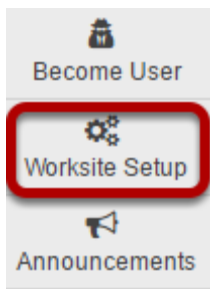
Unlike most users who only see sites in which they are currently enrolled when they go to WorkSite Setup, admin users will be able to view and search for all sites in the system via Worksite Setup. Admin users may also access any site in the system by clicking on the worksite title displayed in Worksite Setup.

Worksite Setup is the preferred tool for creating new sites manually. When creating a new site in Worksite Setup, users are guided through the process of selecting the site type, selecting the term and section. Also, the default set of tools in the site will automatically be enabled. While admin users may also create sites manually from the Sites tool, it is recommended that manual site creation be done via Worksite Setup.

In addition, admin users have access to the [Hard Delete](#) feature via Worksite Setup.

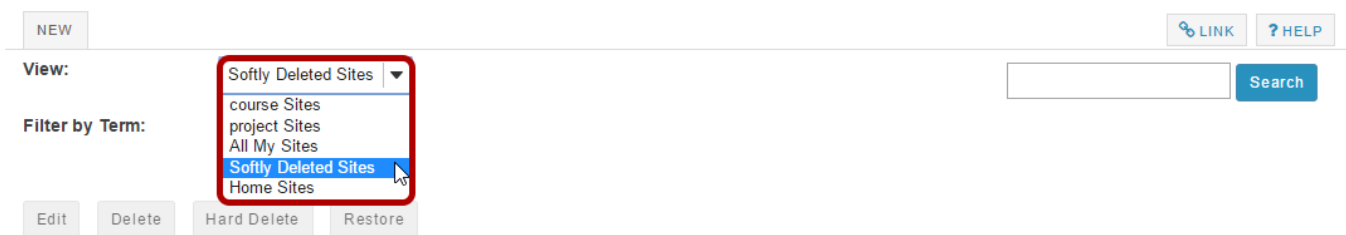
How do I restore a softly deleted site?

Go to Worksite Setup.



Select the **Worksite Setup** tool from the Tool Menu.

From the View drop-down menu, select Softly Deleted Sites.



All sites marked for deletion will be displayed.

NEW

LINKHELP

View:

Softly Deleted Sites

Search

Filter by Term:

None

Edit

Delete

Hard Delete

Restore

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 6 of 6 items

<

show 20 items per page

>

<input type="checkbox"/>	Worksite Title		Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-176		course	datest		Softly Deleted	Feb 1, 2016 1:19 pm
<input type="checkbox"/>	Discussion 1 SMPL101		course	faculty	Spring 2016	Softly Deleted	Feb 24, 2016 2:34 pm
<input type="checkbox"/>	template.course		course	admin		Softly Deleted	Mar 1, 2016 11:17 am
<input type="checkbox"/>	template.course		course	admin		Softly Deleted	May 6, 2016 4:56 pm
<input type="checkbox"/>	Test Course Site New		course	admin	Summer 2016	Softly Deleted	Jul 27, 2016 9:04 am
<input type="checkbox"/>	tit		project	instructor01		Softly Deleted	Jul 12, 2016 5:56 am

Edit

Delete

Hard Delete

Restore

Click the Hard **Delete** button located at the top or the bottom of the screen.

*Note: If you do not want to permanently delete the site and all of its files and data, you may choose the **Delete** button instead to perform a [soft delete](#).*

Select the site you want to restore, then click Restore.

NEW

LINKHELP

View:

Softly Deleted Sites

Search

Filter by Term:

None

Edit

Delete

Hard Delete

Restore

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 6 of 6 items

<

show 20 items per page

>

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status	Creation Date
<input checked="" type="checkbox"/>	DAC-EDUCATION-DEPT1-SUBJ1-176	course	datest		Softly Deleted	Feb 1, 2016 1:19 pm
<input type="checkbox"/>	Discussion 1 SMPL101	course	faculty	Spring 2016	Softly Deleted	Feb 24, 2016 2:34 pm
<input type="checkbox"/>	template.course	course	admin		Softly Deleted	Mar 1, 2016 11:17 am
<input type="checkbox"/>	template.course	course	admin		Softly Deleted	May 6, 2016 4:56 pm
<input type="checkbox"/>	Test Course Site New	course	admin	Summer 2016	Softly Deleted	Jul 27, 2016 9:04 am
<input type="checkbox"/>	tit	project	instructor01		Softly Deleted	Jul 12, 2016 5:56 am

Edit

Delete

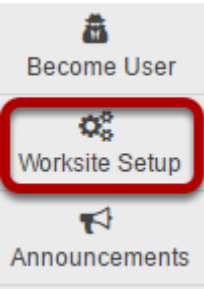
Hard Delete

Restore

How do I Hard Delete a site?

Hard deleting a site will completely remove the site and all of its files and data from the system. Typically, only admin users have permission to perform a hard delete.

Go to Worksite Setup.



Select the **Worksite Setup** tool from the Tool Menu in the Administration Workspace or Home.

Locate and select the site or sites you want to permanently delete.

NEW

View:

All My Sites

Filter by Term:

None

DAC-MUSIC-DEPT1-SUBJ1-476

Search

Clear Search

1

2

Edit

Delete

Hard Delete

1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of "site_type_all".

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 1 of 1 items

<

show 20 items per page

>

3

Worksite Title

Type

Creator

Term

Status

Creation Date

☒

DAC-MUSIC-DEPT1-SUBJ1-476

course

datest

Published

Apr 19, 2016 3:30 am

Edit

Delete

Hard Delete

Sakai 11 Administrator Guide

Page 249

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Find the site or sites you want to delete by performing a search. For example:

1. Enter a search term, such as the site title.
2. Click **Search**.
3. Check the box next to the site or sites you would like to delete.

Click Hard Delete.

The screenshot shows the Sakai 11 site management interface. At the top, there's a search bar with the text 'DAC-MUSIC-DEPT1-SUBJ1-476' and buttons for 'Search' and 'Clear Search'. Below the search bar, there are buttons for 'Edit', 'Delete', and 'Hard Delete', with 'Hard Delete' highlighted with a red box. A message box states: '1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of "site_type_all".' Below this, a table lists the search results. The table has columns: 'Worksite Title', 'Type', 'Creator', 'Term', 'Status', and 'Creation Date'. The first row shows 'DAC-MUSIC-DEPT1-SUBJ1-476' with type 'course', creator 'datest', status 'Published', and creation date 'Apr 19, 2016 3:30 am'. Below the table, there are buttons for 'Edit', 'Delete', and 'Hard Delete', with 'Hard Delete' highlighted with a red box.

NEW

View: All My Sites

Filter by Term: None

DAC-MUSIC-DEPT1-SUBJ1-476 Search Clear Search

LINK ? HELP

Edit Delete **Hard Delete**

1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of "site_type_all".

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 1 of 1 items

< show 20 items per page >

<input type="checkbox"/> Worksite Title	Type	Creator	Term	Status	Creation Date
<input checked="" type="checkbox"/> DAC-MUSIC-DEPT1-SUBJ1-476	course	datest		Published	Apr 19, 2016 3:30 am

Edit Delete **Hard Delete**

Click the Hard **Delete** button located at the top or the bottom of the screen.

*Note: If you do not want to permanently delete the site and all of its files and data, you may choose the **Delete** button instead to perform a [soft delete](#).*

Click Hard Delete again to confirm deletion.

Removing Site...

Deleting a site removes the entire site's content and is not recoverable - no one else will be able to access the deleted site. If you are trying to remove yourself from the site, use the Membership tool in your My Workspace to unjoin the site.

NOTE: You chose Hard Delete so these sites will have their tool content purged from the system.

You have selected the following site for removal:

DAC-MUSIC-DEPT1-SUBJ1-476

Hard delete

Cancel

Note: This action will purge the site and all of its data from the system. Once purged, the data is not recoverable.