

SAKAI 10 ADMINISTRATOR GUIDE

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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.



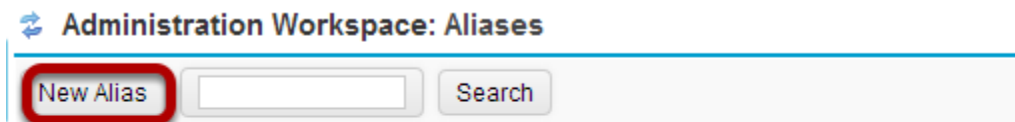
How do I add an alias?

Aliases may be added in several ways: using the Aliases tool, when creating or editing a site in Sites, or when adding the Email Archive tool. All existing aliases in the system will appear listed in the Aliases tool, regardless of how they were added.

Adding an alias from the Aliases tool.

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

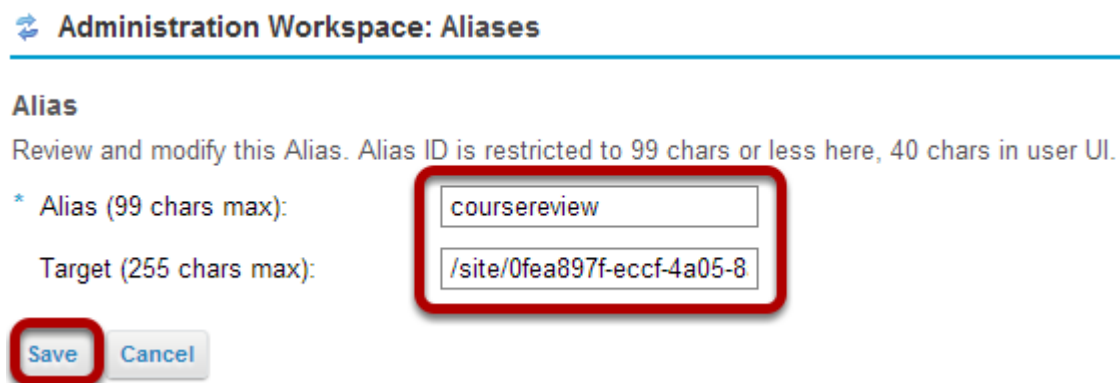
Click New Alias.



Aliases

These are the Aliases defined within the system. Click an Alias Id to edit or view detail.

Enter the alias and its target.



Enter the alias you would like to create, as well as the target site for which it will be used. Then click **Save**.

For example, to create an alias named coursereview for a site with a site id of 0a8d9b18-c5b1-4a0a-aeaf-41235f68f101, you would enter:

- Alias = coursereview
- Target = /site/0a8d9b18-c5b1-4a0a-aeaf-41235f68f101

Creating an alias from the Sites tool.

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

Select a site to edit.

Administration Workspace: Sites

New Site

Search

Site ID

User ID

Sites

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

<

<

show 20 items...

>

>

Site Id

Title

Published

Joinable?

Type

Description, URLs

3b0ab702-ff7e-4b60-b766-d63b629f3fec

1

✓

✓

project

Created:

Mar 10, 2014 5:22 pm Sakai Administrator

Select either **New site** or click on the site id link for an existing site to edit.

Enter the alias.

Administration Workspace: Sites

Remove Site

Save As

Edit: Site 0fea897f-eccf-4a05-8a61-2fab3700e574

Review and modify this Site's information.

Site

Site Id:

0fea897f-eccf-4a05-8a61-2fab3700e574

Title:

Course Review Project

Site URL Alias

https://qa10.longsight.com/portal/site/

coursereview

Type:

project

Short Description:

Description:

Source

Cut

Paste

Undo

Redo

Bold

Italic

Underline

Strikethrough

Text Color

Background Color

Link

Unlink

Image

Table

List

Indent

Outdent

Find

Replace

Spell Check

Help

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🚩

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🖼️

🏠

🕒

📅

☺️

Ω

Σ

Styles

Format

Font

Size

A-

A+

↻

📄

Word Count : 0

When creating or editing a site, you have the option to enter an alias in the Site URL Alias field provided.

Creating an email alias for the Email Archive tool within a site.

When the Email Archive tool is added to a site, the site manager is prompted to enter an alias that will serve as the email archive address.

Go to Site Info.

Select the **Site Info** tool from the Tool Menu within your site.

Click Edit Tools.

Course Review Project: Site Info

Edit Site Information **Edit Tools** Page Order Add Participants Manage Groups Link to Parent Site External Tools Manage Access Duplicate Site Import from Site

Import from Archive File User Audit Log

Course Review Project

Site URL: <https://qa10.longsight.com/portal/site/coursereview>

Site contact and email: Sakai Administrator

Available to: Site participants only

Modification date: Jan 29, 2014 4:14 pm

Modified by: Administrator, Sakai

Display in public site list: No ([Tell me more...](#))

Creation date: Jan 27, 2014 11:17 am

Course Review Project Participant List (# 1)

Viewing 1 - 1 of 1 items

show 200 items per page

[Printable Version](#)

Name	Role	Status	Remove?
Instructor, Demo (professor)	maintain	Active	<input type="checkbox"/>

[Update Participants](#)

Last updated Jan 27, 2014 11:19 AM EST

Select the Email Archive tool.

Course Review Project: Site Info

Project Site Tools

Choose tools to include on your site...

General

9

☒ Home
For viewing recent announcements, discussion, and chat items.

☒ Announcements
For posting current, time-critical information

☐ Assignments
For posting, submitting and grading assignment(s) online

☐ Chat Room
For real-time conversations in written form

☐ Delegated Access
Delegate access for users based on a site hierarchy

☐ Drop Box
For private file sharing between instructor and student

☐ Email
Send mail to select participants in your site.

☒ Email Archive
For viewing email sent to the site

☐ External Tool
Launch external tools using IMS Learning Tools Interoperability.

☒ Forums
Display forums and topics of a particular site

Selected tools

Home

Announcements

Email Archive

Forums

Messages

Polls

Resources

Schedule

Site Info

Scroll down and click Continue.

Continue

Cancel

Enter the email alias and click Continue.

Course Review Project: Site Info

Customize tool instances

Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the Options menu for each tool instance.

Email Archive

* Site email address @localhost

Continue

Back

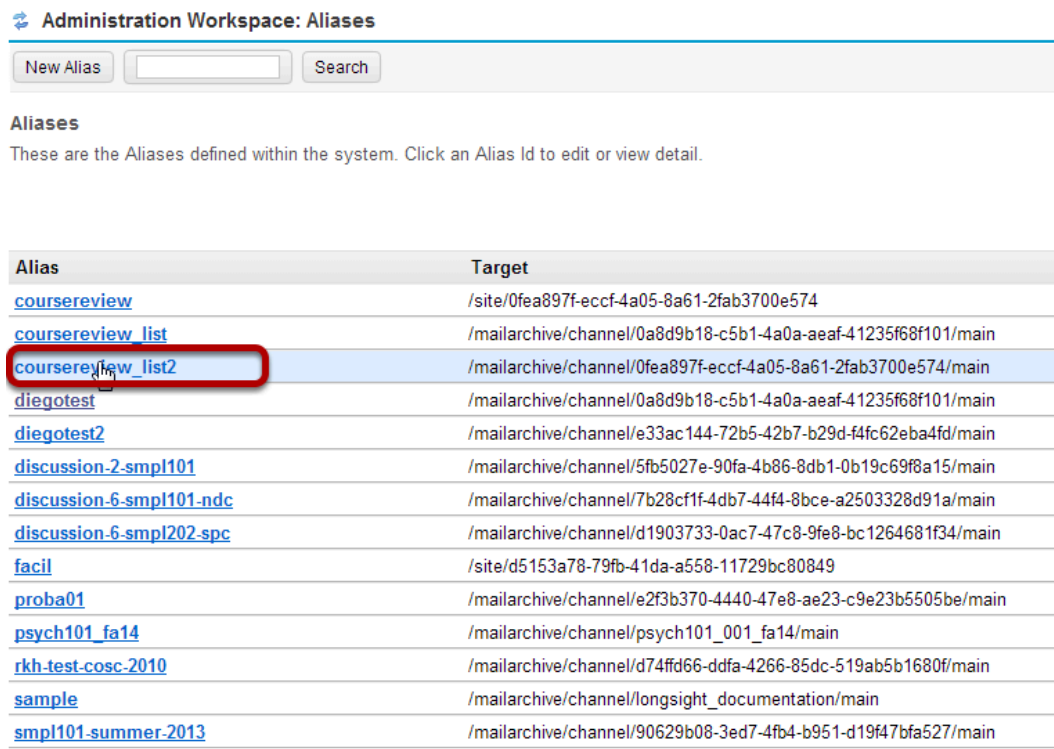
Cancel

How do I delete an alias?

Go to the Aliases tool.

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

Click on the alias you would like delete.

The screenshot shows the 'Administration Workspace: Aliases' interface. At the top, there is a header bar with a 'New Alias' button, a search input field, and a 'Search' button. Below this, the title 'Aliases' is followed by a descriptive sentence: 'These are the Aliases defined within the system. Click an Alias Id to edit or view detail.' A table lists various aliases and their targets. The alias 'coursereview_list2' is highlighted with a red rectangular box, indicating it is the selected item for deletion.

Alias	Target
coursereview	/site/0fea897f-eccf-4a05-8a61-2fab3700e574
coursereview_list	/mailarchive/channel/0a8d9b18-c5b1-4a0a-aeaf-41235f68f101/main
coursereview_list2	/mailarchive/channel/0fea897f-eccf-4a05-8a61-2fab3700e574/main
diegotest	/mailarchive/channel/0a8d9b18-c5b1-4a0a-aeaf-41235f68f101/main
diegotest2	/mailarchive/channel/e33ac144-72b5-42b7-b29d-f4fc62eba4fd/main
discussion-2-smpl101	/mailarchive/channel/5fb5027e-90fa-4b86-8db1-0b19c69f8a15/main
discussion-6-smpl101-ndc	/mailarchive/channel/7b28cf1f-4db7-44f4-8bce-a2503328d91a/main
discussion-6-smpl202-spc	/mailarchive/channel/d1903733-0ac7-47c8-9fe8-bc1264681f34/main
facil	/site/d5153a78-79fb-41da-a558-11729bc80849
proba01	/mailarchive/channel/e2f3b370-4440-47e8-ae23-c9e23b5505be/main
psych101_fa14	/mailarchive/channel/psych101_001_fa14/main
rkh-test-cosc-2010	/mailarchive/channel/d74ffd66-ddfa-4266-85dc-519ab5b1680f/main
sample	/mailarchive/channel/longsight_documentation/main
smpl101-summer-2013	/mailarchive/channel/90629b08-3ed7-4fb4-b951-d19f47bfa527/main

Click Remove Alias.

Administration Workspace: Aliases

Remove Alias

Alias

Review and modify this Alias. Alias ID is restricted to 99 chars or less here, 40 chars in user UI.

Alias (99 chars max): courserereview_list2
Target (255 chars max): /mailarchive/channel/0fea8
Created By: Sakai Administrator
Created: Jan 29, 2014 4:32 pm
Modified By: Sakai Administrator
Modified: Jan 29, 2014 4:32 pm

Save


Cancel

Confirm alias removal.

Administration Workspace: Aliases



Remove Alias

 Are you sure you want to remove the following Alias:

Alias	Target
courserereview_list2	/mailarchive/channel/0fea897f-eccf-4a05-8a61-2fab3700e574/main

Remove

Cancel

Click **Remove** again when prompted to confirm the deletion of the alias.

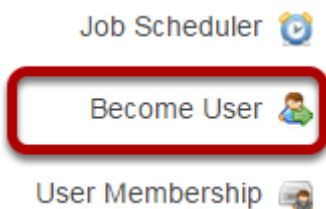
Become User

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.

To revert yourself back to the user account you started out in, you must logout and log back in using your account credentials.

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

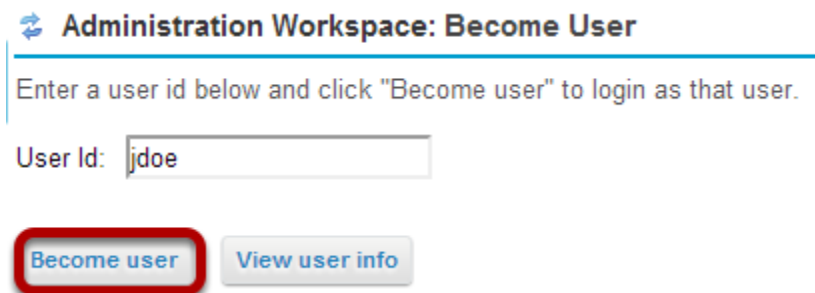


How do I log in as another user?

Go to the Become User tool.

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

Enter a user id and click Become user.



The screenshot shows the 'Administration Workspace: Become User' tool interface. At the top, there is a blue header bar with a double-headed arrow icon and the text 'Administration Workspace: Become User'. Below the header, a blue line separates it from the main content area. The main content area contains the instruction 'Enter a user id below and click "Become user" to login as that user.' followed by a text input field labeled 'User Id:' containing the text 'jdoe'. Below the input field, there are two buttons: 'Become user' (highlighted with a red rounded rectangle) and '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.

Administration Workspace: 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 **View user info** button.

User info will be displayed.

Administration Workspace: Become User

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

User Information

Name: Jane Doe
Email: jdoe@myschool.edu
User Id: jdoe
Internal Id: 9cc006d0-13cc-4335-adfc-5c99d057c145
Type: registered
Created: Jan 27, 2014 10:20 am

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:

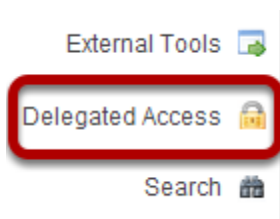
The shopping period tool is just a special use case of the Delegated Access Tool from the perspective of shopping consumer. In another words, it treats the .anon or .auth role as a delegated user and then can determine what role that user will inherit when he or she enters a site. There are three user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



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

The screenshot shows the 'Delegated Access' tool interface. At the top, there are four buttons: 'Delegated Access', 'Shopping Admin', 'Shopping List', and 'Search by User'. The 'Search by User' button is circled with a '1'. Below these buttons is a search bar with the text 'Search for users:' followed by an input field containing 'user1'. The input field is circled with a '2'. To the right of the input field is a 'Submit Query' button. Below the search bar, it says 'Results for: user1'. Underneath, there is a table with a header 'User Id' and one row containing 'user1'. To the right of 'user1' are two links: 'Edit' and 'View Access'. The 'Edit' link is circled with a '3'.

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit Query** (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.

Edit Permission for: Joe Smith ⓘ

[Expand All Nodes](#)

	Access Admin
10.x on HSQLDB	<input type="checkbox"/>
EDUCATION	<input type="checkbox"/>
MEDICINE	<input type="checkbox"/>
MUSIC	<input type="checkbox"/>
DEPT1	<input type="checkbox"/>
SUBJ1	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-101	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-126	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-151	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-176	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-201	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-226	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-251	<input type="checkbox"/>

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.

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.

The screenshot shows the 'Delegated Access' tool interface. At the top, there are four tabs: 'Delegated Access', 'Shopping Admin', 'Shopping List', and 'Search by User'. The 'Search by User' tab is selected and marked with a circled '1'. Below the tabs, there is a search bar labeled 'Search for users:' containing the text 'user1'. To the right of the search bar is a 'Submit Query' button, marked with a circled '2'. Below the search bar, it says 'Results for: user1'. Underneath, there is a table with a header 'User Id' and one row containing 'user1'. To the right of 'user1' are two links: 'Edit' and 'View Access'. The 'Edit' link is marked with a circled '3'.

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit Query** (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.

Edit Permission for: Joe Smith ⓘ

[Expand All Nodes](#)

	Access Admin	Shopping Admin
10.x on HSQLDB	<input type="checkbox"/>	<input type="checkbox"/>
EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>
MEDICINE	<input type="checkbox"/>	<input type="checkbox"/>
MUSIC	<input type="checkbox"/>	<input type="checkbox"/>
DEPT1	<input type="checkbox"/>	<input type="checkbox"/>
SUBJ1	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-101	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-126	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-151	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-176	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-201	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-226	<input type="checkbox"/>	<input type="checkbox"/>
DAC-MUSIC-DEPT1-SUBJ1-251	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

If you want to provide the user with shopping 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.

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.

The screenshot shows the 'Delegated Access' tool interface. At the top, there are four buttons: 'Delegated Access', 'Shopping Admin', 'Shopping List', and 'Search by User'. The 'Search by User' button is highlighted with a circled '1'. Below these buttons is a search bar with the text 'Search for users:' followed by an input field containing 'user1'. To the right of the input field is a 'Submit Query' button, which is highlighted with a circled '2'. Below the search bar, it says 'Results for: user1'. Underneath, there is a table with a header 'User Id' and one row containing 'user1'. To the right of 'user1' are two links: 'Edit' and 'View Access'. The 'Edit' link is highlighted with a circled '3'.

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit Query** (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.

Edit Permission for: Joe Smith ⓘ

[Expand All Nodes](#)

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
10.x on HSQLDB	<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 checked="" type="checkbox"/>	Choose One ▾	Restricted Too	Advanced
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-SUBJ1-101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1-126	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1-151	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1-176	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1-201	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1-226	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited
DAC-MUSIC-DEPT1-SUBJ1-251	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inherited	Inherited

[Save](#) [Cancel](#)

If you want the user to have the same access settings for 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.

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

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

Optionally, restrict access to specific tools.

1. Click **Restricted Tools**. In the window that displays, select the appropriate tool(s).
2. Click **Done**.

Add Become User tool

Optionally, enable access to the *Become User* tool. The tool will be added to the user's My Workspace.

1. Click **Advanced**.
2. In the window that displays, enable the setting.
3. Click **Done**.

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



In the Administration Workspace or in your own My Workspace site, click **Delegated Access** in the Tool Menu.

Find and select user.

A screenshot of the 'Delegated Access' tool interface. At the top, there are four buttons: 'Delegated Access', 'Shopping Admin', 'Shopping List', and 'Search by User'. The 'Search by User' button is circled with a black circle containing the number '1'. Below these buttons is a search bar with the text 'Search for users:' followed by an input field containing 'user1'. To the right of the input field is a button labeled 'Submit Query', which is circled with a black circle containing the number '2'. Below the search bar, it says 'Results for: user1'. Underneath, there is a table with a header 'User Id' and one row containing 'user1'. To the right of 'user1' is a link labeled 'Edit', which is circled with a black circle containing the number '3'. Next to the 'Edit' link is another link labeled 'View Access'.

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit Query** (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.

Edit Permission for: Joe Smith ⓘ

[Expand All Nodes](#)

	Access Admin	Shopping Admin	Site Access	User Becomes	Restricted Tools	Advanced
10.x on HSQLDB	<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 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 Too	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

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.

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.

The screenshot shows the 'Delegated Access' tool interface. At the top, there are four buttons: 'Delegated Access', 'Shopping Admin', 'Shopping List', and 'Search by User'. The 'Search by User' button is circled with a '1'. Below these buttons is a search bar labeled 'Search for users:' containing the text 'user1'. To the right of the search bar is a 'Submit Query' button, which is circled with a '2'. Below the search bar, it says 'Results for: user1'. Underneath, there is a table with one row containing 'user1'. To the right of 'user1' are two links: 'Edit' and 'View Access'. The 'Edit' link is circled with a '3'.

1. Click the **Search by User** button*
2. Enter the user name or user ID and click **Submit Query** (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?](#)*

Remove permissions

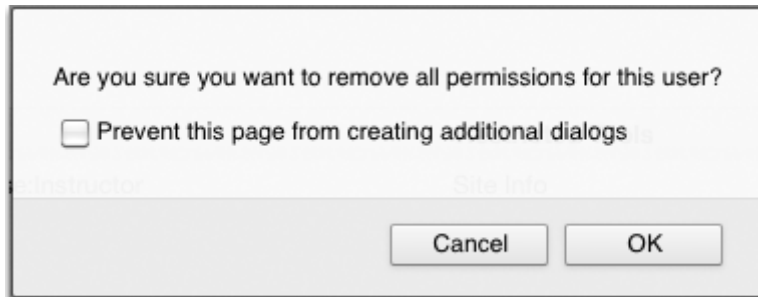
The screenshot shows the user permissions for 'Joe Smith'. At the top, there are two links: 'Edit' and 'Remove All Permissions'. The 'Remove All Permissions' link is circled in red. Below this is a table with the following columns: Type, Access, Restricted Tools, Level, Hierarchy, and a 'Remove' button. The first row has 'Access' as Type, '!site.template.course:Instructor' as Access, 'Site Info' as Restricted Tools, 'Subject' as Level, and '|-10.x on HSQLDB |--MUSIC |---DEPT1 |----SUBJ1' as Hierarchy. The 'Remove' button for this row is circled in red. The second row has 'Shopping Admin' as Type, 'School' as Level, and '|-10.x on HSQLDB |--MUSIC' as Hierarchy. The 'Remove' button for this row is also circled in red.

Type	Access	Restricted Tools	Level	Hierarchy	
Access	!site.template.course:Instructor	Site Info	Subject	-10.x on HSQLDB --MUSIC ---DEPT1 ----SUBJ1	Remove
Shopping Admin			School	-10.x on HSQLDB --MUSIC	Remove

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

Click the **Remove** link for a particular hierarchy node to remove access permissions for that node.

Confirm removal



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.

The screenshot shows the 'Delegated Access' tool interface. At the top, there are four buttons: 'Delegated Access', 'Shopping Admin', 'Shopping List', and 'Search by User'. The 'Search by User' button is highlighted with a circled '1'. Below these buttons is a search bar with the text 'Search for users:' followed by an input field containing 'user1'. To the right of the input field is a 'Submit Query' button, which is highlighted with a circled '2'. Below the search bar, the text 'Results for: user1' is displayed. Underneath, there is a table with a header 'User Id' and a single row containing 'user1'. To the right of 'user1' are two links: 'Edit' and 'View Access'.

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.

Joe Smith [Edit](#) | [Remove All Permissions](#)

Type	Access	Restricted Tools	Level	Hierarchy
Access	!site.template.course:Teaching Assistant		Subject	-10.x on HSQLDB Remove --MUSIC ---DEPT1 ----SUBJ1
Shopping Admin			Department	-10.x on HSQLDB Remove --MUSIC ---DEPT1
Shopping Admin			School	-10.x on HSQLDB Remove --MUSIC

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 a search interface with the following elements:

- 1**: A button labeled "Search by Access" in the top navigation bar.
- 2**: A radio button labeled "hierarchy" in the "Search by" section.
- 3**: A dropdown menu showing "DEPT1" in the hierarchy selection area.
- 4**: A button labeled "Submit Query" at the end of the search form.

Other visible elements include buttons for "Delegated Access", "Shopping Admin", "Shopping List", "Search by User", "Admin Tools", and a checkbox for "Include lower levels".

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 <input checked="" type="radio"/> hierarchy <input type="radio"/> user id MUSIC DEPT1 <input type="text"/> <input checked="" type="checkbox"/> Include lower levels Submit Query							
1	2	3	4	5	6	7	8
User Id	Name	Type	Access	Restricted Tools	Level	Hierarchy	
user1	Smith, Joe	Shopping Admin			School	-10.x on HSQldb --MUSIC	View Access Edit Remove
user2	Doe, Janet	Access	!site.template.course:Teaching Assistant		Subject	-10.x on HSQldb --MUSIC ---DEPT1 ----SUBJ2	View Access Edit Remove
user1	Smith, Joe	Access	!site.template.course:Instructor	Site Info	Subject	-10.x on HSQldb --MUSIC ---DEPT1 ----SUBJ1	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.

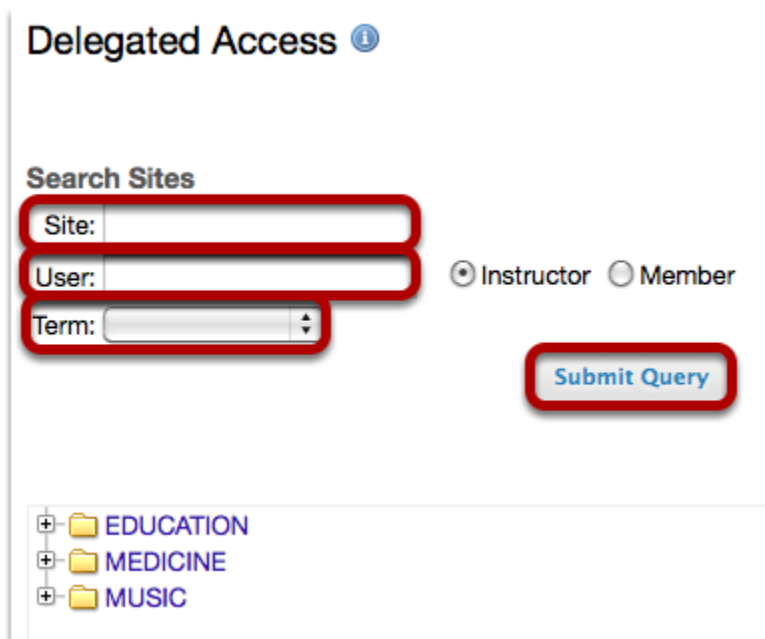
*Tip: If you are already in the Delegated Access tool, click the **Delegated Access** button in the menu bar.*

Find site.

You can find a site in two ways:

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

Search by site, user, or term.



The screenshot shows the 'Delegated Access' tool interface. At the top, there's a title 'Delegated Access' with an information icon. Below it, the 'Search Sites' section contains three input fields: 'Site:', 'User:', and 'Term:'. The 'Site:' and 'User:' fields are highlighted with red boxes. To the right of these fields are two radio buttons: 'Instructor' (selected) and 'Member'. Below the radio buttons is a 'Submit Query' button, also highlighted with a red box. At the bottom, there's a list of hierarchy nodes: 'EDUCATION', 'MEDICINE', and 'MUSIC', each preceded by a plus icon in a square box.

Search by site: enter all or part of site title in *Site* field.

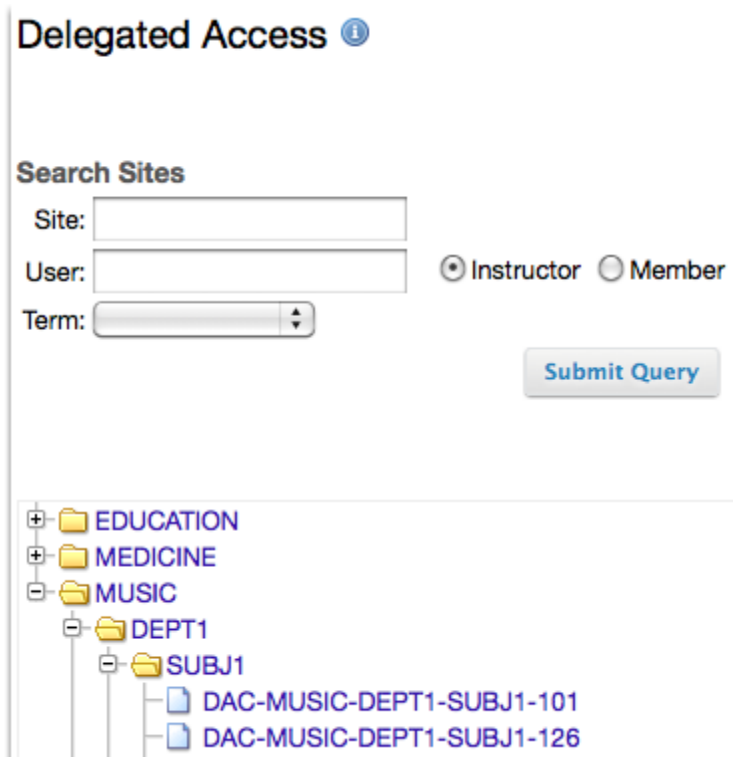
Search by user: enter user name or ID in *User* field.

- Select **Instructor** to find all sites in which the user has a role with *site.upd* permission enabled.
- Select **Member** to find all sites to which the user belongs, regardless of role/permissions.

Search by term: select from the *Term* menu.

After providing search information, click **Submit Query**.

Expand hierarchy nodes.



The screenshot shows a web interface titled "Delegated Access" with an information icon. Below the title is a "Search Sites" section containing three input fields: "Site:", "User:", and "Term:". To the right of the "User:" field are two radio buttons labeled "Instructor" (selected) and "Member". A "Submit Query" button is located to the right of the "Term:" field. Below the search section is a tree view of hierarchy nodes. The nodes are: "EDUCATION" (expanded), "MEDICINE" (expanded), "MUSIC" (expanded), "DEPT1" (expanded), "SUBJ1" (expanded), and two leaf nodes: "DAC-MUSIC-DEPT1-SUBJ1-101" and "DAC-MUSIC-DEPT1-SUBJ1-126".

Expand the appropriate hierarchy nodes to find the site.

Access site

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

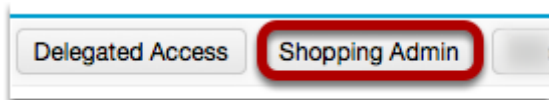
Note: The tools and capabilities available to you in a site will depend on how your particular delegated access has been configured. For more information, see [How do I delegate site access to a user?](#)

How do I set a shopping period?

Go to Delegated Access tool

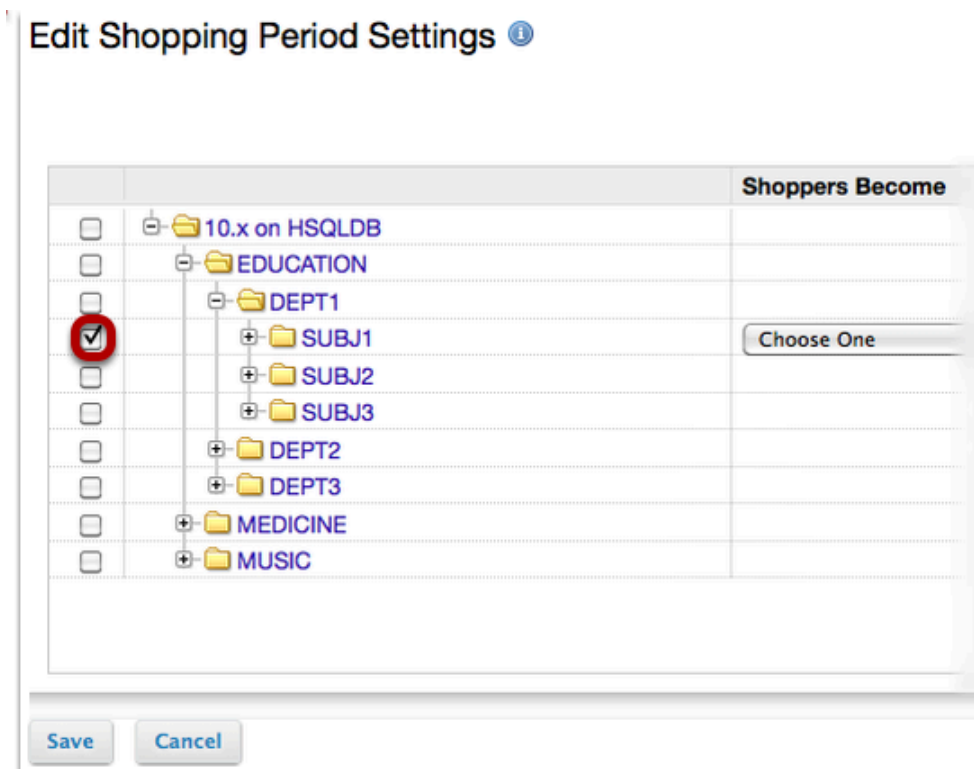
Select the **Delegated Access** too from the Tool Menu in the Administration Workspace or in your own My Workspace site.

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
1 Guest	2	

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

Set tool access

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

☐ Account
☐ Account Validator
☐ Add Gradebook Items
☐ Admin Site Perms
☐ Administrator Preferences
☐ Aliases
☐ AnnotatedUrl
☐ Announcements

Start Date	End Date	Show Tools
		Inherited
		Inherited
		Inherited
	1	Show Tools
		Inherited
		Inherited
		Inherited
		Inherited
		Inherited

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

SUBJ1 **4** **Done**

Advanced Options
All children will inherit these settings unless overridden.

2 **Instructor Settings**

3 **8** ☐ **Disable Instructor Override**

☐ **Disable "Public" option**

Start Date	End Date	Show Tools	Advanced
		Inherited	Inherited
		Inherited	Inherited
		Inherited	Inherited
		Show Tools ⓘ	Advanced
		Inherited	Inherited
		Inherited	Inherited
		Inherited	Inherited
		Inherited	Inherited
		Inherited	Inherited
		Inherited	Inherited

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**.

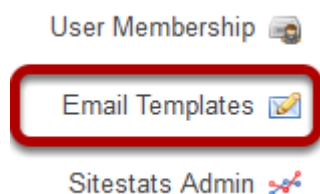
Email Templates

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.

Administration Workspace: Email Templates

New template

template key 1	locale 2	edit
profile2.connectionConfirm	default	edit
profile2.connectionConfirm	sv_SE	edit
profile2.connectionConfirm	zh_CN	edit
profile2.connectionRequest	default	edit
profile2.connectionRequest	sv_SE	edit
profile2.connectionRequest	zh_CN	edit
profile2.messageNew	default	edit
profile2.messageNew	sv_SE	edit
profile2.messageNew	zh_CN	edit
profile2.messageReply	default	edit
profile2.messageReply	sv_SE	edit
profile2.messageReply	zh_CN	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 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.

Administration Workspace: Email Templates

New template

template key	locale	edit
profile2.connectionConfirm	default	edit
profile2.connectionConfirm	sv_SE	edit
profile2.connectionConfirm	zh_CN	edit
profile2.connectionRequest	default	edit
profile2.connectionRequest	sv_SE	edit
profile2.connectionRequest	zh_CN	edit
profile2.messageNew	default	edit

Edit the template as needed.

Administration Workspace: Email Templates

Edit profile2.connectionConfirm (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.

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

Subject: `$senderDisplayName` confirmed your connection request on `$localSakaiName`

From:

Key: `profile2.connectionConfirm`

Locale: `default`

`$senderDisplayName` confirmed your connection request on `$localSakaiName`

To view `$senderDisplayName`'s profile, follow the url below:
`$connectionLink`

This automatic notification message was sent by `$localSakaiName` (`$localSakaiUrl`)
Control what email notifications you receive from connections at My Workspace > `$toolName` > Preferences

Plain Text:

HTML Text:

`$senderDisplayName` confirmed your connection request on `$localSakaiName`

<p>

To view `$senderDisplayName`'s profile, follow the url below:

 `$connectionLink`

<p>

 This automatic notification message was sent by `$localSakaiName` (`$localSakaiUrl`)

 Control what email notifications you receive from connections at My Workspace > `$toolName` > Preferences

<p>

Save Changes

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.

Administration Workspace: Email Templates

New template

template key	locale	edit
profile2.connectionConfirm	default	edit
profile2.connectionConfirm	sv_SE	edit
profile2.connectionConfirm	zh_CN	edit
profile2.connectionRequest	default	edit

Enter template information into the fields provided and Save.

Administration Workspace: Email Templates

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

1 Subject:
2 From:
3 Key:
4 Locale:

5

Text

HTML

6

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. Click **Save** 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?

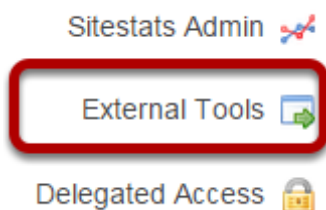
If you're a functional administrator, External Tools lets you configure integration with an external solution that utilizes [LTI](#), an independent standard for web-based applications developed by [IMS](#). You can integrate solutions that are compliant with either of the following LTI standards:

- [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 "Edit 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.



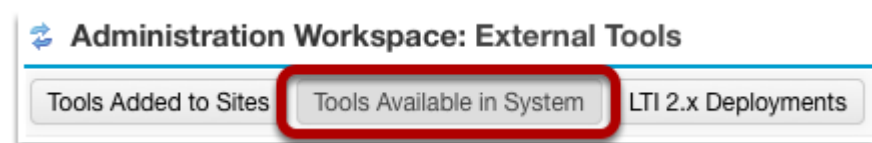
How do I make an LTI 1.1 tool available to site owners?

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.

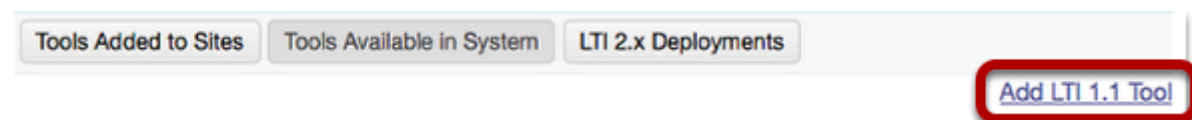
Select **External Tools** from the Tool Menu in the Administration Workspace.

Access Available Tools.



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

Add LTI tool.



Click **Add 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

2 *Button Text (Text in tool menu)

Allow button text to be changed

☒ Do not allow

☐ Allow

3 Description

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.
2. Enter text in the **Button Text*** field. When users access the tool in a site, they'll see this text in the Tool Menu.
3. Enter text in the **Description** field. This description will display to site owners when they select the tool via Site Info.

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

Status/visibility

1 Tool Status

☒ Enabled

☐ Disabled

2 Tool Visibility

☒ Visible

☐ Stealthed

1. For tool status, select **Enabled** or **Disabled**.
2. For tool visibility, select **Visible** or **Stealthed**.

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

☐ Allow External Tool to access Lessons API

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.

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.

Job Scheduler

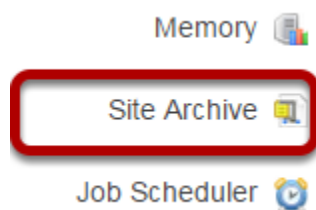
What is the Job Scheduler?

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.

Administration Workspace: Job Scheduler

 [View Today's Events](#) [Jobs](#) [Running Jobs](#)

Event Log
[Filter Events](#)

Viewing 1 to 100 of 10100 events

[<](#) [<](#) [Show 100](#) [>](#) [>](#)

Job Name:	Event type	Timestamps	Message:	Server
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	11/19/14 3:00:53 PM	Trigger complete	qa3-us
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	11/19/14 3:00:53 PM	Trigger fired	qa3-us
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	11/19/14 2:58:53 PM	Trigger complete	qa3-us
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	11/19/14 2:58:53 PM	Trigger fired	qa3-us
Update Synoptic	COMPLETE	11/19/14 2:57:45 PM	Trigger complete	qa3-us
Update Synoptic	FIRE	11/19/14 2:57:34 PM	Trigger fired	qa3-us
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	11/19/14 2:56:53 PM	Trigger complete	qa3-us
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRE	11/19/14 2:56:53 PM	Trigger fired	qa3-us
Event Log Purge	COMPLETE	11/19/14 2:56:24 PM	Trigger complete	qa3-us
Event Log Purge	FIRE	11/19/14 2:56:24 PM	Trigger fired	qa3-us
Profile 2 Kudos Calculator	COMPLETE	11/19/14 2:56:01 PM	Trigger complete	qa3-us
Profile 2 Kudos Calculator	FIRE	11/19/14 2:56:01 PM	Trigger fired	qa3-us

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

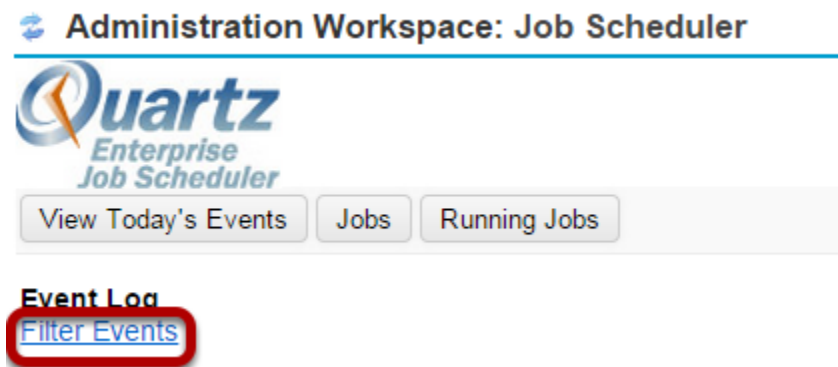
If you would like to view only events logged from the current date, you may click on the **View Today's Events** button.

How do I filter events?

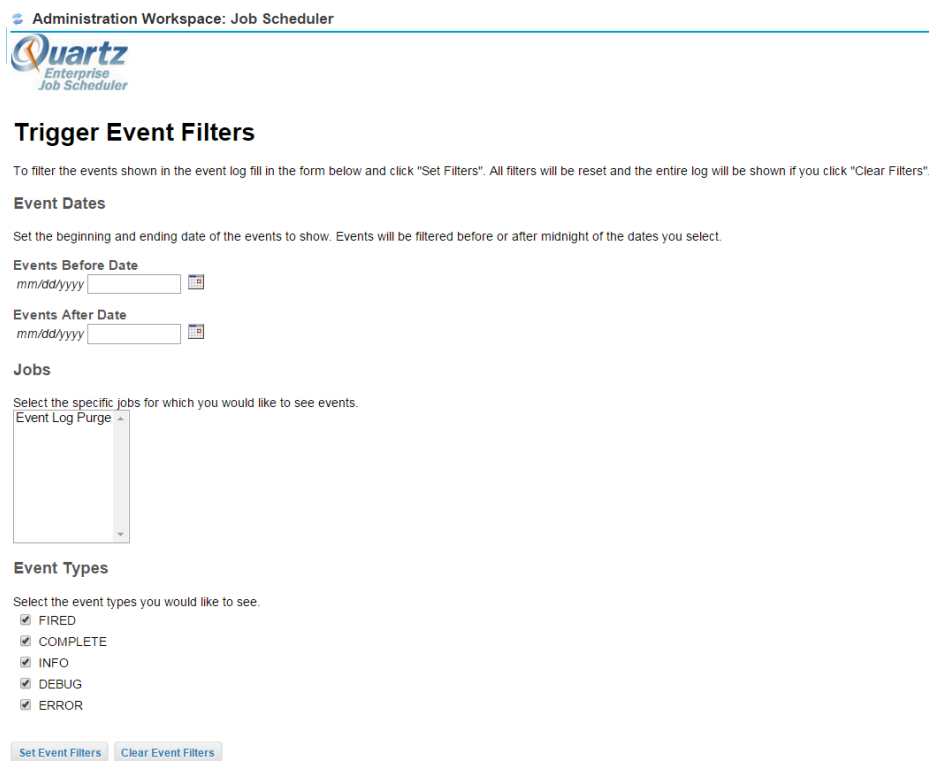
Go to the Job Scheduler tool.

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

Click Filter Events.



Set the desired filters.



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.

Administration Workspace: Job Scheduler



View Today's Events **Jobs** Running Jobs

Event Log
[Filter Events](#)

View the list of currently scheduled jobs.

Administration Workspace: Job Scheduler



New Job Delete Event Log Running Jobs

<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge

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.

Administration Workspace: Job Scheduler



View Today's Events **Jobs** Running Jobs

Event Log

[Filter Events](#)

Click the New Job button.

Administration Workspace: Job Scheduler



New Job Delete Event Log Running Jobs

<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge

Give the job a name.

Administration Workspace: Job Scheduler



Create Job

Job Name: Profile 2 Kudos Calculator

Type: Account Validation Job

Post

Cancel

Select the job type from the drop-down menu.

Administration Workspace: Job Scheduler



Create Job

Job Name: Profile 2 Kudos Calculator

Type:

- Account Validation Job
- Account Validation Job
- Auto Submit Assessments Job
- Check Validation Job
- Content Cleanup of deleted files
- Data Warehouse Update
- Delegated Access Shopping Period Job
- Delegated Access Site Hierarchy Job
- Event Log Purge
- Expunge softly deleted sites
- Fix Public Syllabus Attachments Job
- Profile2 Kudos Calculator
- Section Metadata Sync Job
- Sign-up Auto Reminder Notification
- SiteStats Event Aggregator
- SiteStats old SST_PREFS table conversion
- Update Metaobj Schema Hashes
- Update Synoptic Message Counts Job

Post

Cancel

Click Post.

Administration Workspace: Job Scheduler



Create Job

Job Name:

Type:



Select the Triggers link to add a trigger.

Administration Workspace: Job Scheduler



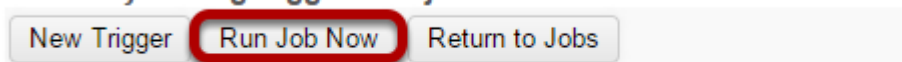
New Job	Delete	Event Log	Running Jobs
<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge
<input type="checkbox"/>	Profile 2 Kudos Calculator	Triggers(0)	Account Validation Job

Click Run Job Now to run the job manually.

Administration Workspace: Job Scheduler



Currently editing triggers for job: Profile 2 Kudos Calculator



Click Run Now to confirm.


Administration Workspace: Job Scheduler



Run Job Now Confirmation: Profile 2 Kudos Calculator
Are you sure you would like to run the job now?

Or, to automate the job, click New Trigger.


Administration Workspace: Job Scheduler



Currently editing triggers for job: Profile 2 Kudos Calculator

Enter a name and Cron expression and click Post.

Administration Workspace: Job Scheduler



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

View the list of triggers for that job.

Administration Workspace: Job Scheduler



Currently editing triggers for job: Profile 2 Kudos Calculator

[New Trigger](#) [Delete](#) [Run Job Now](#) [Return to Jobs](#)

<input type="checkbox"/>	Trigger Name:	Cron Expression:	Next Run:
<input type="checkbox"/>	Daily Profile2 Kudos Calculation	0 0 12 * * ?	11/20/14 12:00:00 PM

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.

Administration Workspace: Job Scheduler



Currently editing triggers for job: Profile 2 Kudos Calculator

[New Trigger](#) [Delete](#) [Run Job Now](#) [Return to Jobs](#)

<input type="checkbox"/>	Trigger Name:	Cron Expression:	Next Run:
<input checked="" type="checkbox"/>	Daily Profile2 Kudos Calculation	0 0 12 * * ?	11/20/14 12:00:00 PM

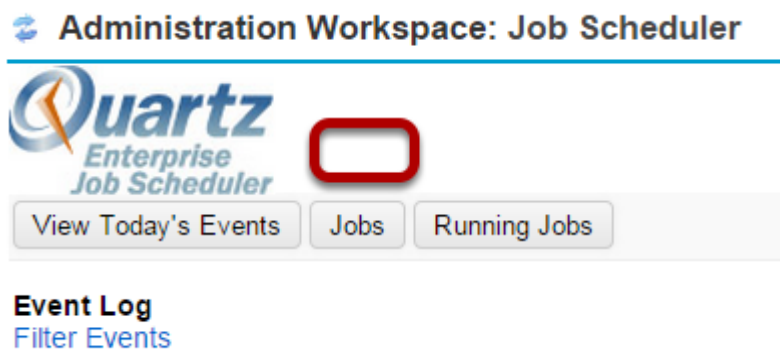
To remove an existing trigger, select the check box next to the item and then click the **Delete** button.

How do I delete a job?

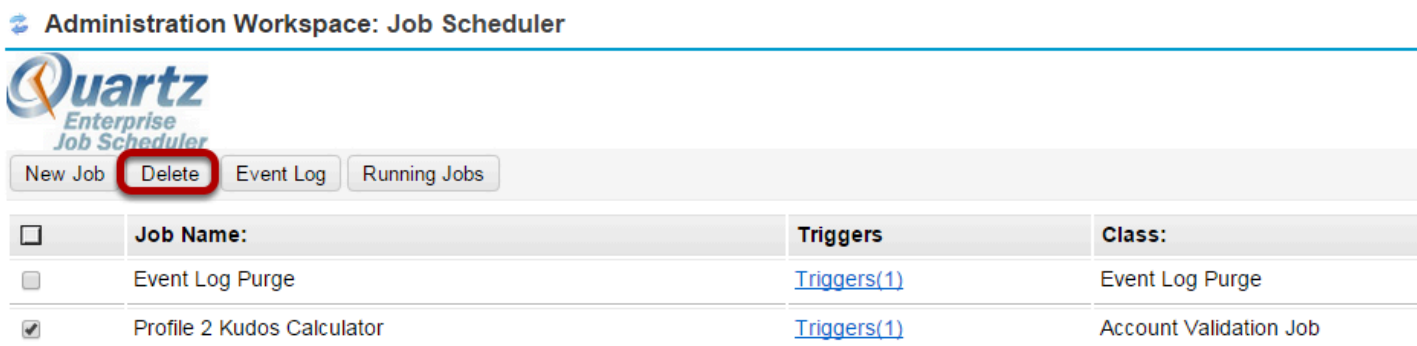
Go to the Job Scheduler tool.

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.

 Administration Workspace: Job Scheduler



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

Profile 2 Kudos Calculator



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.

Administration Workspace: Job Scheduler



View Today's Events

Jobs

Running Jobs

Event Log

[Filter Events](#)

View the list of currently running jobs.

Administration Workspace: Job Scheduler



Jobs

Event Log

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

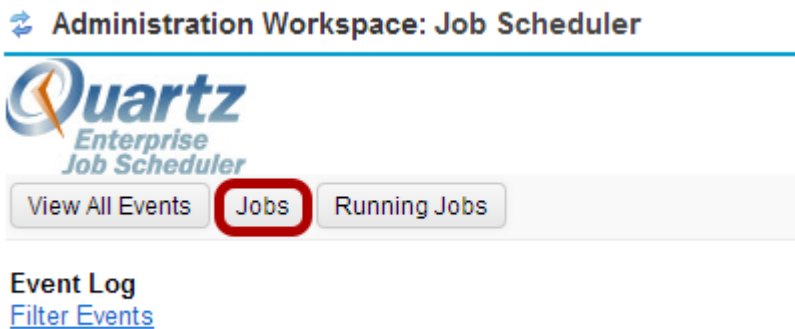
How do I purge softly deleted sites?

Softly deleted sites are no longer accessible to users, but their files and tool content still remain on the server. To completely remove these sites and all of their data from the system, the administrator may run a Quartz job to expunge softly deleted sites.

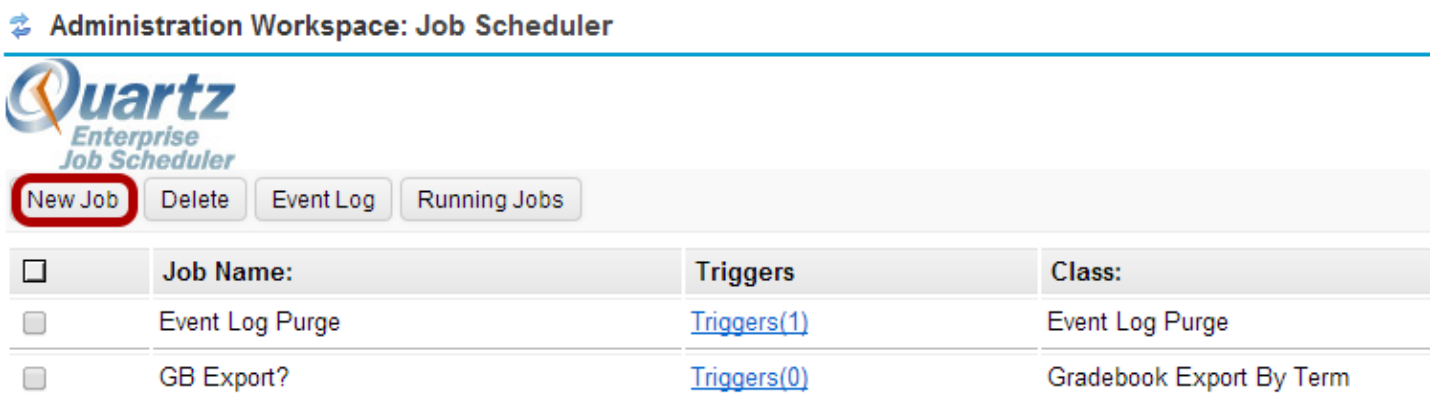
Go to Job Scheduler.

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

Click Jobs.



Click New Job.



Give your new job a name.

Administration Workspace: Job Scheduler



Create Job

Job Name:

Type:

In this example, we have named the job "Purge Soft Deletes."

Select Expunge Softly Deleted Sites from the Type drop-down menu.

Administration Workspace: Job Scheduler



Create Job

Job Name:

Type:

- Account Validation Job
- Account Validation Job
- Auto Submit Assessments Job
- Check Validation Job
- Consolidated Notifications
- Content Cleanup of deleted files
- Data Warehouse Update
- Delegated Access Shopping Period Job
- Delegated Access Site Hierarchy Job
- Event Log Purge
- Expunge softly deleted sites**
- Fix Public Syllabus Attachments Job
- Gradebook Export By Term
- Group Membership Sync
- Profile2 Kudos Calculator
- Section Metadata Sync Job
- Sign-up Auto Reminder Notification
- SiteStats Event Aggregator
- SiteStats old SST_PREFS table conversion
- Update Metaobj Schema Hashes
- Update Synoptic Message Counts Job

Click Post.

Administration Workspace: Job Scheduler



Create Job

Job Name:

Type:

Click on the Triggers link for the job.

Administration Workspace: Job Scheduler



<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge
<input type="checkbox"/>	GB Export?	Triggers(0)	Gradebook Export By Term
<input type="checkbox"/>	Purge Soft Deletes	Triggers(0)	Expunge softly deleted sites

Click Run Job Now.

Administration Workspace: Job Scheduler



Currently editing triggers for job: Purge Soft Deletes

This will immediately begin the job to purge any softly deleted sites in the system.

Click Run Now again to confirm.

Administration Workspace: Job Scheduler



Run Job Now Confirmation: Purge Soft Deletes
Are you sure you would like to run the job now?

Run Now Cancel

Click on Event Log to view the log.

Administration Workspace: Job Scheduler




New Job Delete Event Log Running Jobs

<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge
<input type="checkbox"/>	GB Export?	Triggers(0)	Gradebook Export By Term
<input type="checkbox"/>	Purge Soft Deletes	Triggers(0)	Expunge softly deleted sites

Notice that the Purge Soft Deletes job will be listed as fired and completed.

Administration Workspace: Job Scheduler

 Quartz Enterprise Job Scheduler

View Today's Events Jobs Running Jobs


Event Log
[Filter Events](#)

Viewing 1 to 100 of 10845 events

Job Name:	Event type	Timestamps	Message:	Server
Purge Soft Deletes	COMPLETE	8/8/14 1:33:34 PM	Trigger complete	qa-dev_217
Purge Soft Deletes	FIRED	8/8/14 1:33:34 PM	Trigger fired	qa-dev_217
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	8/8/14 1:33:12 PM	Trigger complete	qa-dev_217
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	8/8/14 1:33:12 PM	Trigger fired	qa-dev_217
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	8/8/14 1:31:12 PM	Trigger complete	qa-dev_217
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	8/8/14 1:31:12 PM	Trigger fired	qa-dev_217
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	8/8/14 1:29:12 PM	Trigger complete	qa-dev_217
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	8/8/14 1:29:12 PM	Trigger fired	qa-dev_217

Or, click New Trigger.

Administration Workspace: Job Scheduler

 Quartz Enterprise Job Scheduler

Currently editing triggers for job: Purge Soft Deletes

New Trigger Run Job Now Return to Jobs

If you prefer to purge the softly deleted sites on a schedule, rather than by running the job manually, click the **New Trigger** button to add a trigger for the job scheduler.

Enter a Trigger Name and Cron Expression.

Administration Workspace: Job Scheduler



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

Post

Cancel

Click Post.

Administration Workspace: Job Scheduler



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

Post

Cancel

The new trigger for this job will be displayed.

Administration Workspace: Job Scheduler



Currently editing triggers for job: Purge Soft Deletes

[New Trigger](#) [Delete](#) [Run Job Now](#) [Return to Jobs](#)

<input type="checkbox"/>	Trigger Name:	Cron Expression:	Next Run:
<input type="checkbox"/>	Nightly soft delete purge	0 0 0 * * ? *	8/9/14 12:00:00 AM

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`

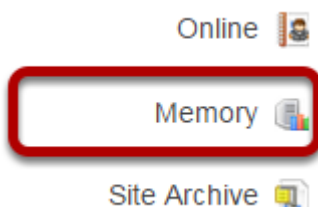
The user/site cache keeps track of the sites associated with the user:

- `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.

Administration Workspace: Memory

Memory

Available Memory: 115699256

Reset All Caches

Evict Expired Members

Status

The memory report will display.

Administration Workspace: Memory

Memory

```
** Memory report
freeMemory: 71860800 totalMemory: 868745216 maxMemory: 933953536

org.hibernate.cache.StandardQueryCache: count:0 hits:0 misses:0 hit%:0
org.hibernate.cache.UpdateTimestampsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.alias.api.AliasService.callCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.alias.api.AliasService.targetCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.api.SecurityService.cache: count:1 hits:283 misses:2 hit%:99
org.sakaiproject.authz.impl.DbAuthzGroupService.authzUserGroupIdsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.impl.DbAuthzGroupService.maintainRolesCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.impl.DbAuthzGroupService.realmRoleGroupCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.citation.api.SearchManager.metasearchSessionManagerCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.citation.api.SearchManager.sessionContextCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_ALIAS_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_REALM_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_GROUP_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PAGE_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PROPERTY: count:34 hits:1 misses:35 hit%:2
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_USER_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.nodeCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedAuthToolsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedPublicToolsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.event.api.ActivityService.userActivityCache: count:1 hits:0 misses:0 hit%:0
org.sakaiproject.event.api.UsageSessionService.recentUserRefresh: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.service.AssignmentEntity.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.service.BltEntity.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.service.LessonBuilderAccessService.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.service.LessonsAccess.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.service.LessonsGradeInfoProvider.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.service.SamigoEntity.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.beans.SimplePageBean.groupCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.beans.SimplePageBean.resourceCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuilder.tool.producers.ShowPageProducer.url.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.news.api.NewsService.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.connections: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.kudos: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.preferences: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.privacy: 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.

Administration Workspace: Memory

Memory


Available Memory: 115699256


Reset All Caches

Evict Expired Members

Status

Look for a count value of 10000 or 100000.

 Administration Workspace: Memory



Memory

```
** Memory report
freeMemory: 71860800 totalMemory: 868745216 maxMemory: 933953536

org.hibernate.cache.StandardQueryCache: count:0 hits:0 misses:0 hit%:0
org.hibernate.cache.UpdateTimestampsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.alias.api.AliasService.callCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.alias.api.AliasService.targetCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.api.SecurityService.cache: count:1 hits:283 misses:2 hit%:99
org.sakaiproject.authz.impl.DbAuthzGroupService.authzUserGroupIdsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.impl.DbAuthzGroupService.maintainRolesCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.authz.impl.DbAuthzGroupService.realmRoleGroupCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.citation.api.SearchManager.metasearchSessionManagerCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.citation.api.SearchManager.sessionContextCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_ALIAS_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_REALM_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_GROUP_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PAGE_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_SITE_PROPERTY: count:34 hits:1 misses:35 hit%:2
org.sakaiproject.db.BaseDbFlatStorage.SAKAI_USER_PROPERTY: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.nodeCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedAuthToolsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.delegatedaccess.logic.ProjectLogic.restrictedPublicToolsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.event.api.ActivityService.userActivityCache: count:1 hits:0 misses:0 hit%:0
org.sakaiproject.event.api.UsageSessionService.recentUserRefresh: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.service.AssignmentEntity.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.service.BltiEntity.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.service.LessonBuilderAccessService.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.service.LessonsAccess.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.service.LessonsGradeInfoProvider.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.service.SamigoEntity.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.tool.beans.SimplePageBean.groupCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.tool.beans.SimplePageBean.resourceCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.lessonbuildertool.tool.producers.ShowPageProducer.url.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.news.api.NewsService.cache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.connections: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.kudos: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.preferences: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.profile2.cache.privacy: count:0 hits:0 misses:0 hit%:0
```

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.

Administration Workspace: Memory

Memory

Available Memory: 115699256

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.

Administration Workspace: Memory

Memory

Available Memory: 115699256

Reset All Caches

Evict Expired Members

Status

MOTD/Announcements

What is the admin Announcements tool or Message of the Day (MOTD)?

In the Home area of My Workspace, you will see announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements to inform users about upcoming events or important information.

System administrators access the MOTD functions using the Announcements tool in the Administration Workspace.

View the MOTD.

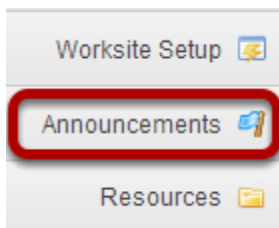
The screenshot shows the Sakai 10 user interface. The top navigation bar includes 'Sakai', 'My Workspace', 'PSYCH 400 001 SU14', 'Course Review Project', 'More Sites', and a 'Logout' button. The left sidebar contains a 'Tool Menu' with items: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is divided into several sections. The 'My Workspace: Message Of The Day' section is highlighted with a red box and contains the text 'Welcome to Sakai 10'. Below it is the 'My Workspace: My Workspace Information Display' section. To the right, there is a 'My Workspace: Calendar' section showing a calendar for April 2014. Below the calendar is the 'My Workspace: Recent Announcements' section, which displays a table of announcements. At the bottom right, there is a 'My Workspace: Message Center Notifications' section.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Subject	Saved By
Week 2	Demo Instructor
Welcome	Demo Instructor

Site	New Messages	New in Forums
PSYCH 400 001 SU14	none	1
PSYCH 101 001 FA14	none	none

To access this tool, select Announcements from the Tool Menu in the Administration Workspace. (Admin users only)

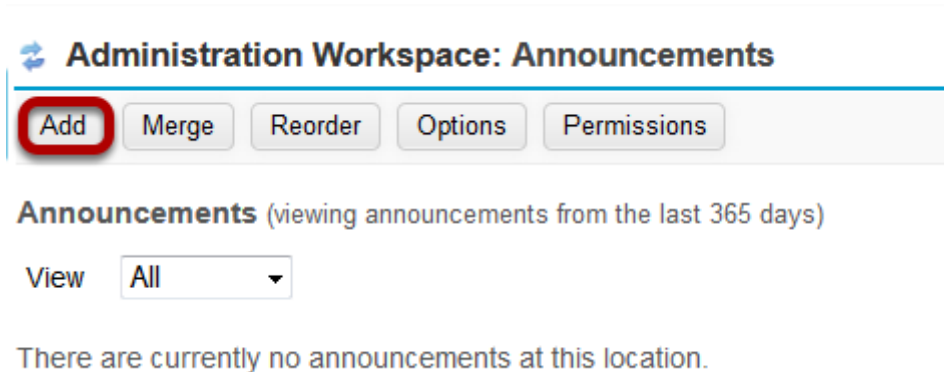


How do I add an MOTD announcement?

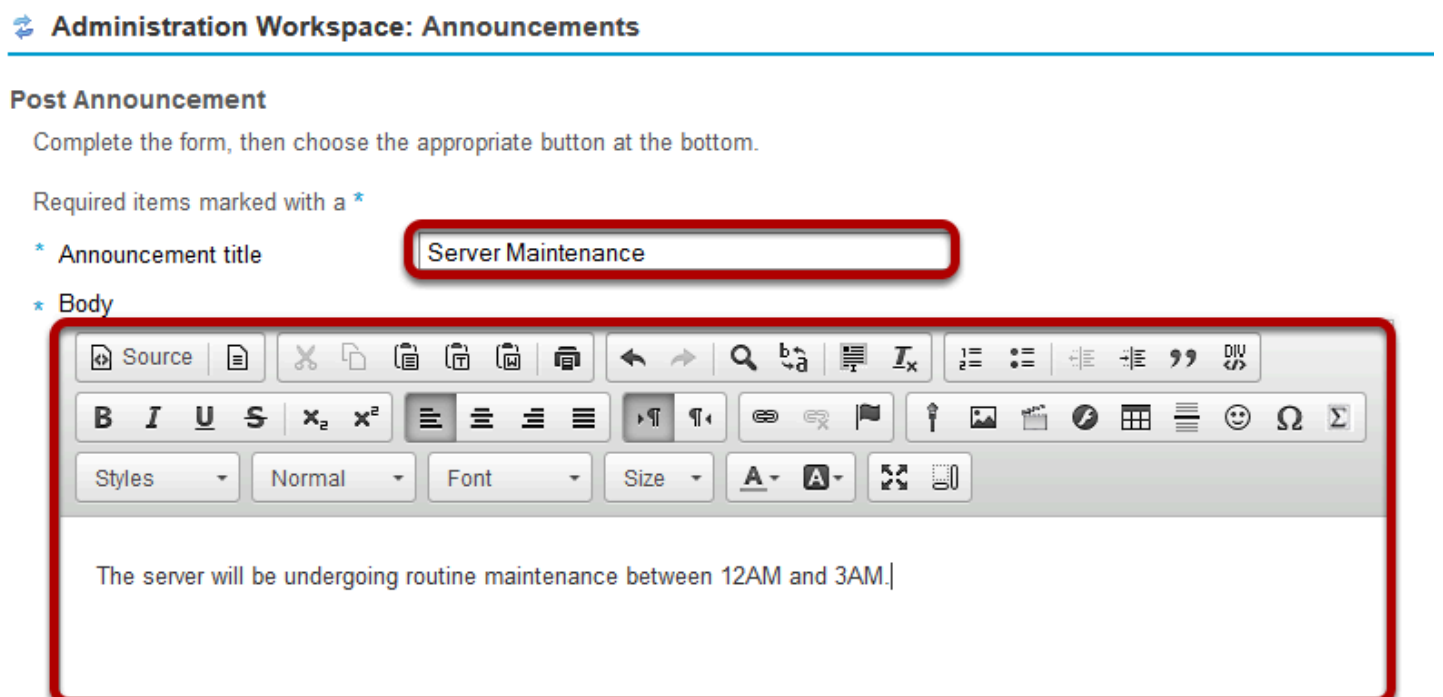
Go to Announcements.

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

Click Add.



Title your announcement and add content.



Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

Access.

Access

- ☒ This announcement is **publicly viewable**

By default, all MOTD announcements are publicly viewable. This option cannot be changed.

Select when the announcement will be displayed.

Availability

- ☒ Show - (**Post** and display this announcement immediately)
☐ Hide - (**Draft mode** - Do not display this announcement at this time)
☐ Specify Dates - (**Choose when** this announcement will be displayed)

By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

Select availability dates. (Optional)

Availability

- ☐ Show - (**Post** and display this announcement immediately)
☐ Hide - (**Draft mode** - Do not display this announcement at this time)
☒ Specify Dates - (**Choose when** this announcement will be displayed)

☒ Beginning

Date:

02/04/2014 08:45 am



☒ Ending

Date:

02/11/2014 08:45 am



If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** and/or **Ending** and click the calendar icon to insert the properly formatted date and time when the announcement will begin and/or end.

Use calendar icon to insert date and time.

ily members of this site can see this announcement
is a
spla
Su Mo Tu We Th Fr Sa only.
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28
Time 08:45 am
Hour
Minute
Now Done
02/04/2014 08:45 am
Ending

Click the date on the calendar, and use the sliders to select the time. Then click **Done**.

Add attachments. (Optional)

Attachments

No Attachments Yet

Add Attachments

Click the **Add Attachments** button.

Note: Remember that if you include any attachments, the item must be in a publicly accessible location in order for users to be able to view the attachment. See [What Resources are specific to admin users?](#) for more information.

Click Post Announcement.

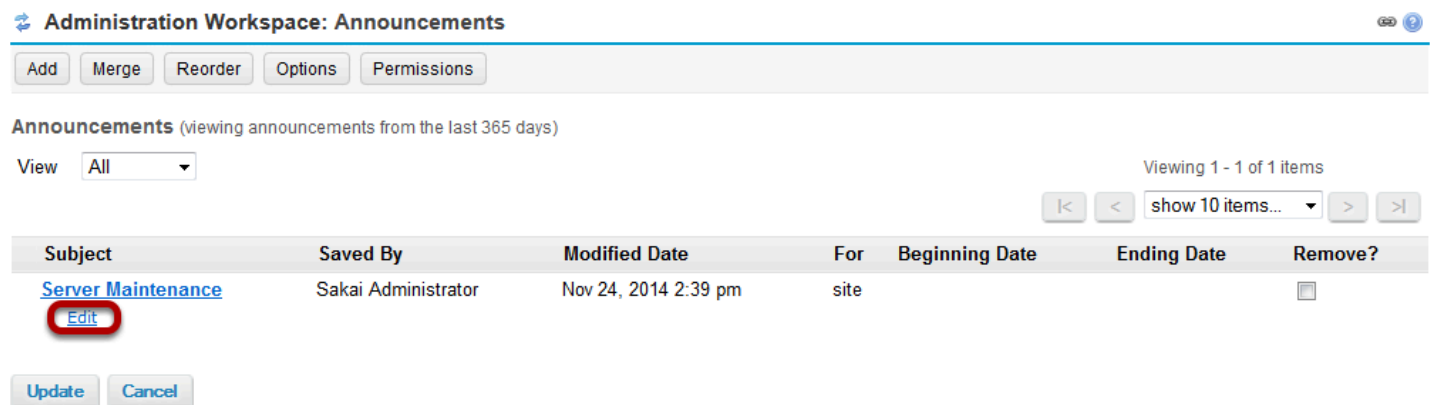


How do I edit an MOTD announcement?

Go to Announcements.

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

Click Edit.



Administration Workspace: Announcements

Add Merge Reorder Options Permissions

Announcements (viewing announcements from the last 365 days)

View All

Viewing 1 - 1 of 1 items

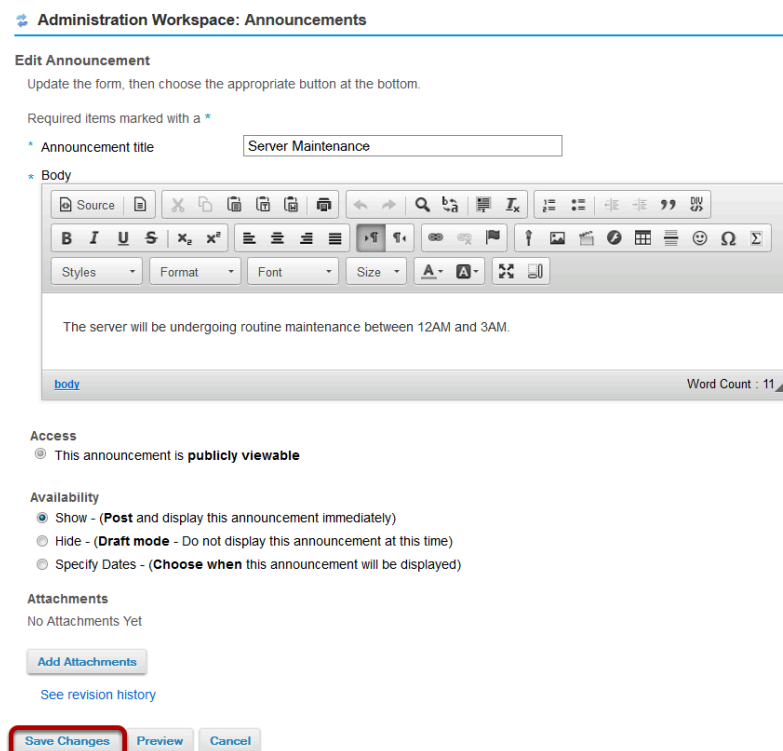
Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance	Sakai Administrator	Nov 24, 2014 2:39 pm	site			

[Edit](#)

Update Cancel

Click the **Edit** link below the announcement you want to modify.

Edit the announcement at click Save Changes.



Administration Workspace: Announcements

Edit Announcement

Update the form, then choose the appropriate button at the bottom.

Required items marked with a *

* Announcement title

* Body

The server will be undergoing routine maintenance between 12AM and 3AM.

body Word Count : 11

Access

☒ This announcement is **publicly viewable**

Availability

☒ Show - (**Post** and display this announcement immediately)

☐ Hide - (**Draft mode** - Do not display this announcement at this time)

☐ Specify Dates - (**Choose when** this announcement will be displayed)

Attachments

No Attachments Yet

[Add Attachments](#)

[See revision history](#)

[Save Changes](#) [Preview](#) [Cancel](#)

How do I delete an MOTD announcement?

Go to Announcements.

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

Select the announcement.

Administration Workspace: Announcements

AddMergeReorderOptionsPermissions

Announcements (viewing announcements from the last 365 days)

ViewAll

Viewing 1 - 1 of 1 items

|<<>>|

show 10 items...

>>>

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance Edit	Sakai Administrator	Nov 24, 2014 2:39 pm	site			<input checked="" type="checkbox"/>

Update

Cancel

Select the check box in the **"Remove?"** column for the announcement you would like to delete.

Click Update.

Administration Workspace: Announcements

AddMergeReorderOptionsPermissions

Announcements (viewing announcements from the last 365 days)

ViewAll

Viewing 1 - 1 of 1 items

|<<>>|

show 10 items...

>>>

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance Edit	Sakai Administrator	Nov 24, 2014 2:39 pm	site			<input type="checkbox"/>

Update

Cancel

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Click Remove.

Administration Workspace: Announcements

Deleting announcements...

Are you sure you want to delete the following announcements?

Subject	Saved By	Modified Date	For
Server Maintenance	Sakai Administrator	Nov 24, 2014 2:39 pm	site

Remove

Cancel

Click the **Remove** button to confirm deletion.

How do I merge MOTD announcements?

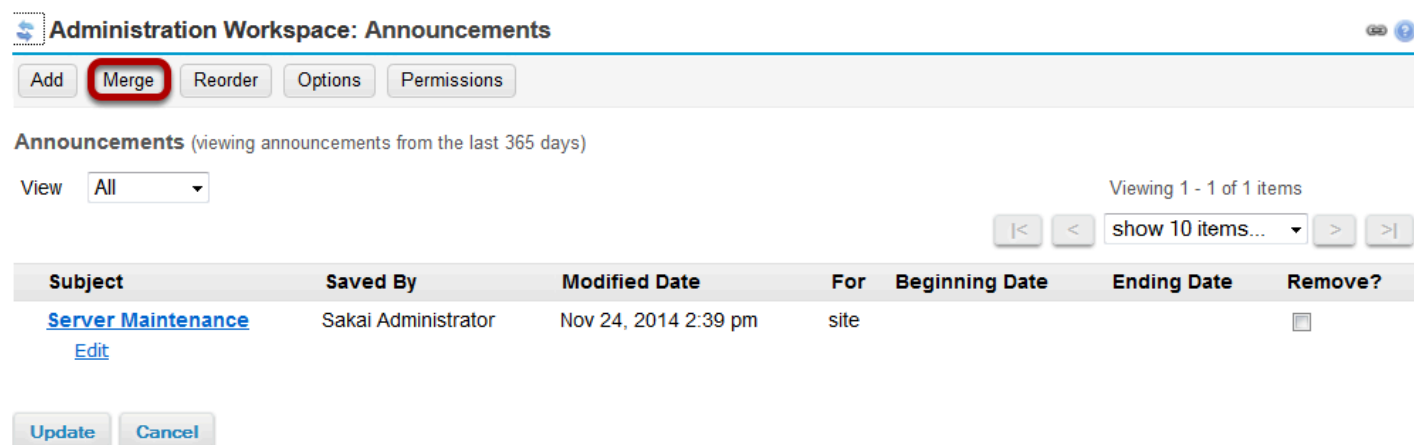
The function to merge announcements allows for a central site to push out announcements from other courses. For example, a Nursing Program includes twenty different courses. However, the system admin could choose to push announcements out to all users in the system from those twenty courses using the MOTD Announcements tool. Announcements that are merged into the MOTD Announcements area cannot be edited from this location. They must be edited from within the course or project site where they were originally created.

Note: To set up the Merge, the system admin must be enrolled as an instructor in the course or project sites to be merged.

Go to Announcements.

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

Click Merge.



Administration Workspace: Announcements


Add **Merge** Reorder Options Permissions

Announcements (viewing announcements from the last 365 days)

View All

Viewing 1 - 1 of 1 items

[<] [<] show 10 items... [>] [>]

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance Edit	Sakai Administrator	Nov 24, 2014 2:39 pm	site			

[Update](#) [Cancel](#)

Select the course to merge from.

Administration Workspace: Announcements

Show Announcements from Another Site

Select what announcements you want to merge into this site.

Site	Show Announcements
1 (3b0ab702-ff7e-4b60-b766-d63b629f3fec)	<input type="checkbox"/>
Discussion 1 SMPL202 (83596984-e77b-4288-ac90-61fcea9212c1)	<input type="checkbox"/>
Documentation (18ecca0e-63fd-4051-91c7-885745a38f7e)	<input checked="" type="checkbox"/>
PageOrder Helper (62873527-9e4c-44ac-9b2c-43f0310ae0c0)	<input type="checkbox"/>
SMPL101 Spring 2014 (d4577b9a-1465-4cf1-83f1-dfafbfdef449)	<input type="checkbox"/>
TESTING SITE (3d44d8e2-6de6-43a9-90e2-4e0076a8eb02)	<input type="checkbox"/>
Test Site (mynewsite)	<input type="checkbox"/>
Teste_123 (teste_123)	<input type="checkbox"/>
mercury site (mercury)	<input type="checkbox"/>
worksite (worksite_testing)	<input type="checkbox"/>

Save

Cancel

Check the box beside the course from which this course will draw its Announcements, and then click **Save**.

How do I reorder MOTD announcements?

Go to Announcements.

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

Click Reorder.

Administration Workspace: Announcements

Add

Merge

Reorder

Options

Permissions

Announcements

(viewing announcements from the last 365 days)

View

All

Viewing 1 - 2 of 2 items

|<

<

show 10 items...

>

>|

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Registration Deadline Edit	Sakai Administrator	Nov 24, 2014 2:59 pm	site			<input type="checkbox"/>
Server Maintenance Edit	Sakai Administrator	Nov 24, 2014 2:39 pm	site			<input type="checkbox"/>

Update

Cancel

Drag and drop to re-order announcements.

Administration Workspace: Announcements

Back to Announcements

Reorder Announcements

To reorder, drag and drop list items and then click Update.

Undo last | Undo all

Sort by subject

 |

Sort by author

 |

Sort by modified date

Server Maintenance

Registration Deadline	Sakai Administrator	Nov 24, 2014 2:59 pm
Server Maintenance	Sakai Administrator	Nov 24, 2014 2:39 pm

Update

Cancel

The announcement that you have selected will be green until it is dropped in its new location. It will turn blue for a few seconds before it reverts to the default gray color.

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Auto-Sort Options.

Administration Workspace: Announcements

[Back to Announcements](#)

Reorder Announcements

To reorder, drag and drop list items and then click Update.

Undo  Undo all 

[Sort by subject](#) | [Sort by author](#) | [Sort by modified date !\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\)](#)

Server Maintenance	Sakai Administrator	Nov 24, 2014 2:39 pm
Registration Deadline	Sakai Administrator	Nov 24, 2014 2:59 pm

[Update](#)


[Cancel](#)


There are also three options that allow you to auto-sort the Announcements:

1. Sort by subject - orders the announcements in alphabetical order according to the subject line
2. Sort by author - orders the announcements in alphabetical order according to the person who created the announcement
3. Sort by modified date - orders the announcements in order based the creation (or most recent modification) date.

When you click the link, an arrow icon appears beside it showing if the list is sorted smallest to largest, or largest to smallest. In the above illustration, the announcements are sorted by date, with the most recent at the top and the oldest at the bottom. If the link is clicked again, the arrow will icon points down showing that the oldest announcements are at the top and the newest ones are at the bottom of the list.

Click Update.

 Administration Workspace: Announcements




Back to Announcements

Reorder Announcements

To reorder, drag and drop list items and then click Update.

[Undo last](#) | [Undo all](#)

[Sort by subject](#) | [Sort by author](#) | [Sort by modified date](#) 

Server Maintenance	Sakai Administrator	Nov 24, 2014 2:39 pm
Registration Deadline	Sakai Administrator	Nov 24, 2014 2:59 pm

Update

Cancel

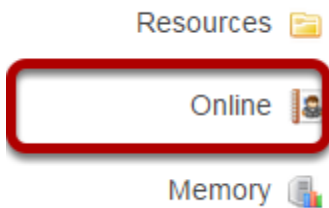
Once you have placed the announcements into the desired order, click the **Update** button to save.

Online

What is the Online tool?

The Online tool is an administrator tool designed to display information about users, locations, and sessions currently connected to servers in your instance of Sakai.

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.

 **Administration Workspace: Online**

Locations

Sessions

Servers

Auto Refresh

Refresh

Active Servers
Total sessions: 1

Server Id	Sessions
qa3-us-1404150949721	1

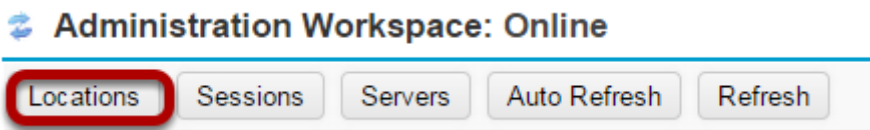
The landing page of this tool will display the current list of active servers and the number of sessions connected to each server.

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.

Administration Workspace: Online

Locations

Sessions

Servers

Auto Refresh

Refresh

Users present

1 at location: !admin-610 : location: !admin-610				
admin	a34d2426-c8d2-48a6-99e2-f294b01c2a49	192.168.0.1	Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/38.0.2125.111 Safari/537.36	Nov 19, 2014 7:04 pm
1 at location: !admin-presence : location: !admin-presence				
admin	a34d2426-c8d2-48a6-99e2-f294b01c2a49	192.168.0.1	Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/38.0.2125.111 Safari/537.36	Nov 19, 2014 7:04 pm

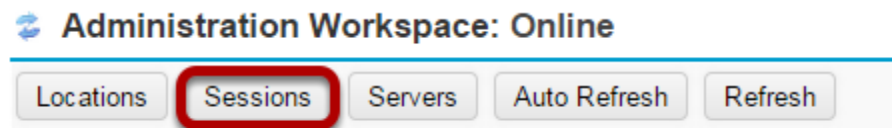
You will see a list of the current users online, along with their IP addresses, browser information, and the date and time of their connection.

How do I view active sessions?

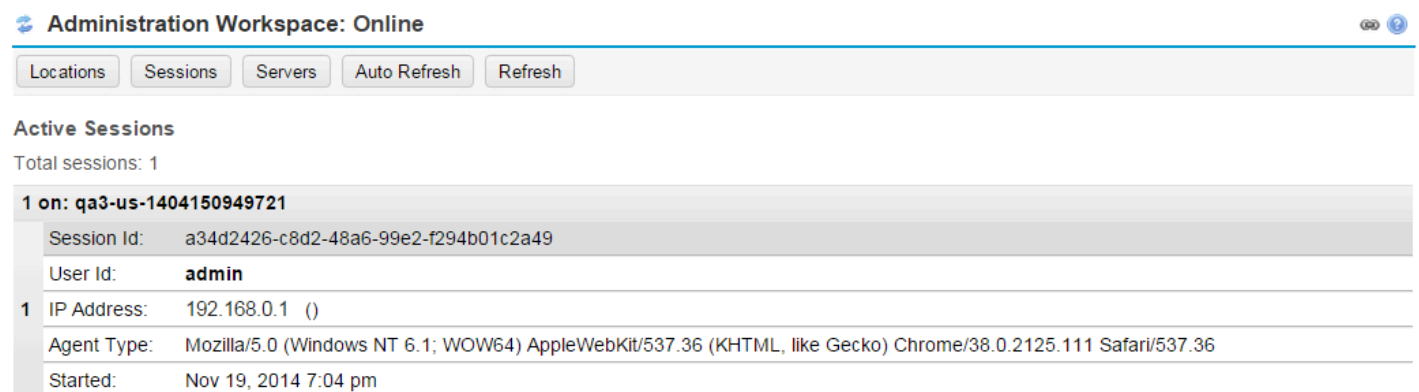
Go to the Online tool.

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

Click Sessions.



View a list of active sessions.



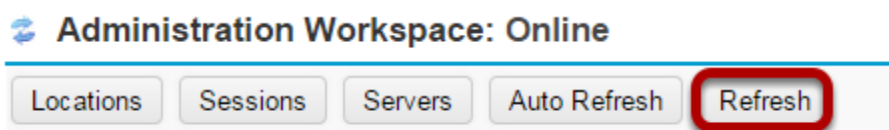
You will see a list of all sessions currently connected.

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

Go to the Online tool.

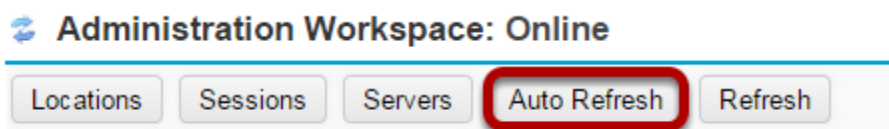
Select the **Online** tool from the Tool Menu of the Administration Workspace.

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.

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.

Click Site Info in the Tool Menu of the relevant site.

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

PSYCH 400 001 SU14 Participant List (# 6) Viewing 1 - 6 of 6 items show 200 items per page

[Printable Version](#)

Name	Id	Credits	Role	Status	Remove?
Instructor, Demo (professor)			Instructor	Active	<input type="checkbox"/>
Student, Fifth (demostudent05)			Student	Active	<input type="checkbox"/>
Student, First (demostudent01)			Student	Active	<input type="checkbox"/>
Student, Fourth (demostudent04)			Student	Active	<input type="checkbox"/>
Student, Second (demostudent02)			Student	Active	<input type="checkbox"/>
Student, Third (demostudent03)			Student	Active	<input type="checkbox"/>

1 **2**

[Update Participants](#)

Last updated Feb 14, 2014 2:47 PM EST

Role Descriptions

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.

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

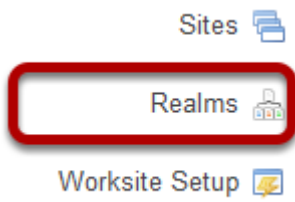
User accounts are also based on realms.

- **!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.

Administration Workspace: Realms

New Realm

DAC-EDUCATION-I

Search

Clear Search

These are the Realms defined within the system that meet the search criteria. Click on an Id 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-SUBJ1-151>

Your search results will display.

Administration Workspace: Realms

New Realm

DAC-EDUCATION-I

Search

Clear Search

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-SUBJ1-151		maintain

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.


Administration Workspace: Realms

These are the Realms defined within the system that meet the search criteria. Click on an Id 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-SUBJ1-151>

Click on the realm id.

 Administration Workspace: Realms

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.

Realm Id	Provider Id	Maintain Role
/site/DAC-EDUCATION-DEPT1-SUBJ1-151		maintain

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

Administration Workspace: Realms

Remove Realm

Add Role

Grant Ability

Save As

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-151

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151) Created: Jan 22, 2014 11:43 am by DA Test (datest) <p>DAC-EDUCATION-DEPT1-SUBJ1-1...: Review and modify this Realm's information.

Realm

Realm Id:

/site/DAC-EDUCATION-DEPT1-SUBJ1-151

Provider Id:

Maintain Role:

maintain

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
datest	maintain	✓	

Complete the Realm Edit

Save

Cancel

Roles

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

Role Id	Description
access	
maintain	

Complete the Realm Edit

Save

Cancel

Select the desired permissions.

Administration Workspace: Realms

Remove Role

Copy Role...

Set the Functions for this Role.

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-151

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151) Created: Jan 22, 2014 11:43 am by DA Test (datest) <p>DAC-EDUCATION-DEPT1-SUBJ1-1...

Role

Role Id:

access

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

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.

 Administration Workspace: Realms

These are the Realms defined within the system that meet the search criteria. Click on an Id 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-SUBJ1-151>

Click on the realm id.

Administration Workspace: Realms

New Realm

DAC-EDUCATION-I

Search

Clear Search

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-SUBJ1-151		maintain

Click on the role id that you want to copy.

Administration Workspace: Realms

Remove Realm

Add Role

Grant Ability

Save As

Edit: Realm [/site/DAC-EDUCATION-DEPT1-SUBJ1-151](#)

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151) Created: Jan 22, 2014 11:43 am by DA Test (datest) <p>DAC-EDUCATION-DEPT1-SUBJ1-1...: Review and modify this Realm's information.

Realm

Realm Id: /site/DAC-EDUCATION-DEPT1-SUBJ1-151

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
datest	maintain	✓	

Complete the Realm Edit

Save

Cancel

Roles

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

Role Id	Description
@access	
maintain	

Complete the Realm Edit

Save

Cancel

Click Copy Role.

Administration Workspace: Realms

Remove Role

Copy Role...

Enter a role id for the new role and Save.

Administration Workspace: Realms

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.

Administration Workspace: Realms

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-151

Used for Site: DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151) Created: Jan 22, 2014 11:43 am by DA Test (datest) <p>DAC-EDUCATION-DEPT1-SUBJ1-1.... Review and modify this Realm's information.

Realm

Realm Id: /site/DAC-EDUCATION-DEPT1-SUBJ1-151

Provider Id:

Maintain Role:

Complete the Realm Edit

Users

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

User Id	Role	active	From Provider
datest	maintain	✓	

Complete the Realm Edit

Roles

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

Role Id	Description
access	
maintain	
newrole	

Complete the Realm Edit

Select the desired permissions for the new role.

Administration Workspace: Realms

GO

Remove Role

Copy Role...

Set the Functions for this Role.

Edit: Realm /site/DAC-EDUCATION-DEPT1-SUBJ1-151

Used for

Site: DAC-EDUCATION-DEPT1-SUBJ1-151 (DAC-EDUCATION-DEPT1-SUBJ1-151) Created: Jan 22, 2014 11:43 am by DA Test (datest) <p>DAC-EDUCATION-DEPT1-SUBJ1-1...

Role

Role Id:

newrole

Description:

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

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.

Admin 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.

Administration Workspace: Resources

Site Resources Upload-Download Multiple Resources

Location: root

Show Hide

	Title	Access	Created By	Modified	Size
	root				
1	attachment	Public	Sakai Administrator	Mar 31, 2002 7:00 pm	43 items
2	group	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	106 items
3	group-user	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	25 items
4	private	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	2 items
5	public	Public	Sakai Administrator	Mar 31, 2002 7:00 pm	1 item
6	user	Entire site	Sakai Administrator	Mar 31, 2002 7:00 pm	173 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.

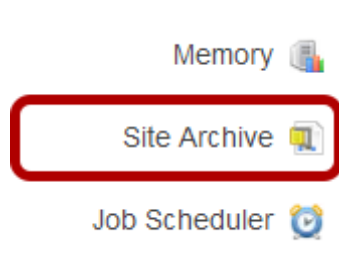
Site Archive

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, assignments, 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.

 Administration Workspace: Site Archive

Batch Export/Import

Archive and Import

Export

from site

DAC-EDUCATION-DEPT1-SUBJ1-151

Archive


Import

file

to site

Import

Click Archive.

 Administration Workspace: Site Archive

Batch Export/Import

Archive and Import

Export

from site

DAC-EDUCATION-DEPT1-SUBJ1-151

Archive

Import

file

to site

Import

How do I import an individual site archive?

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

Go to Site Archive.

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

Enter the import information and Import.

Administration Workspace: Site Archive

Batch Export/Import

Archive and Import

Export

from site

Archive

Import

file

to site

1 DAC-EDUCATION-DEPT1-SUBJ1-151-archive

2 DAC-EDUCATION-DEPT1-SUBJ1-351

Import 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**.

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.

Administration Workspace: Site Archive

Import/Export **Batch Import/Export** Download archives

Archive and Import (single site)

Export

from site

[Archive](#)

Import

file

to site

[Import](#)

Select a term from the drop-down menu.

Administration Workspace: Site Archive

Import/Export

Batch Import/Export

Download archives

Archive and Import (batch)

Export by term

Select a term

Archive

Study Abroad Summer 2010
Study Abroad Summer 2010
Spring Semester 2010
January Study Abroad 2010
January Interim 2010

Import from file

Batch import file

Choose File

No file chosen

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.

Administration Workspace: Site Archive

Import/Export

Batch Import/Export

Download archives

Archive and Import (batch)

Export by term

Select a term

Study Abroad Summer 2010 ▼

Archive

Import from file

Batch import file

Choose File

No file chosen

Import

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.

 Administration Workspace: Sites

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.


 Administration Workspace: Sites 

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 29 results.

Site Id	Title	Published	Joinable?	Type	Description, URLs
bbc77ca3-76f0-4e70-8c7f-55be2dd55ad3	CourseTest 2	✓		course	Created: Jun 18, 2014 1:42 pm 
62a760f4-f6c6-4892-83d0-e27318d769cb	Dupe Test 2	✓		course	Description: chrome testing here with links resource forum assn assessment Created: Mar 26, 2014 12:14 pm 
0d11aef4-04eb-4768-89c0-fb2de5058c34	Local Test 1	✓		project	Description: 111 Created: Mar 10, 2014 11:06 am Sakai Administrator
d77412ca-64ce-4504-8bd0-725b0246cft1	Project Test	✓		project	Created: Jun 13, 2014 2:22 pm 
d9c0a74d-22bc-44f9-bc57-15cabe76bcd1	Project Test 2	✓		project	Created: Jun 18, 2014 1:53 pm 



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

How do I add a site using the Sites tool?

Note: While it is possible to create new sites from the Sites tool, it is not the preferred way of manually creating sites because it does not automatically add tools to the site. The preferred method for manually adding new sites is using the Worksite Setup tool.

Go to Sites.

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

Click New Site.



Enter the site information and Save.

The image shows the 'Edit Site' form in the 'Administration Workspace: Sites' tool. The form is titled 'Edit Site' and 'Review and modify this Site's information.' It contains several sections with numbered callouts: 1. Site ID: A text input field. 2. Title: A text input field. 3. Site URL Alias: A text input field. 4. Type: A dropdown menu. 5. Short Description: A text input field. 6. Description: A rich text editor with a toolbar and a 'Word Count' display. 7. Published: Radio buttons for 'unpublished' and 'published'. 8. Softly Deleted: Radio buttons for 'yes' and 'no'. 9. Joinable?: Radio buttons for 'yes' and 'no'. 10. Role to assign to joiners: A dropdown menu. 11. Worksite Icon URL: A text input field. 12. Worksite Info URL: A text input field. 13. Skin: A dropdown menu. 14. Public View?: Radio buttons for 'yes' and 'no'. 15. Custom Page Order?: Radio buttons for 'yes' and 'no'. 16. Properties: A button. 17. Pages: A button. 18. Groups: A button. 19. Save: A button. The form also includes links for 'Continue Editing', 'Add/Edit Properties', 'Add/Edit pages', 'Add/Edit groups', and 'Complete the Site Edit'.

Enter the following information for your new site:

1. **Site Id:** Enter a site id for the new site. This id must be unique and should not contain spaces or special characters. (Hyphens and underscores are acceptable.)
2. **Title:** Enter a title for the site. The title is what users will see in the courses tabs and when the site is listed in Worksite Setup.
3. **Site URL Alias:** (Optional) You may enter 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.
4. **Type:** Enter either **course** or **project** in this field to indicate the type of site you are creating. If you leave this field blank, it will default to a project site.
5. **Short Description:** (Optional) Enter a short description for the site.
6. **Description:** (Optional) Enter 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.
7. **Published:** Select either **published** or **unpublished** to indicate the status of the site.
8. **Softly Deleted:** Select **yes** or **no** to indicate whether or not this site has been softly deleted.
9. **Joinable:** Select **yes** or **no** to indicate if this site is joinable.
10. **Role to assign to joiners:** (Optional) If your site is joinable, you may assign a role for joiners (e.g. student).
11. **Worksite Icon URL:** (Optional) 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.
12. **Worksite Info URL:** (Optional) 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.)
13. **Skin:** (Optional) 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.
14. **Public View:** Select **yes** or **no** to indicate if this site is viewable to the public without a login.
15. **Custom Page Order:** Select **yes** or **no** to indicate if this site has a custom page order for Tool Menu items.
16. **Properties:** Click on the **Properties** button to configure site properties, such as the academic term.
17. **Pages:** Click on the **Pages** button to select pages or course tools that you would like to add to the site.
18. **Groups:** Click on the **Groups** button to create or edit groups for this site.
19. **Save:** Click **Save** when you have finished entering information to create the new site.

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.

Administration Workspace: Sites

New Site

DAC-EDUCATION-DEPT1-SUBJ1-151

Search

Clear Search

Site ID

User ID

Sites

These are the Sites 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...

>

>>

Site Id	Title	Published	Joinable?	Type	Description, URLs
DAC-EDUCATION-DEPT1-SUBJ1-151	DAC-EDUCATION-DEPT1-SUBJ1-151	✓		course	Short Description: DAC-EDUCATION-DEPT1-SUBJ1-151 Description: DAC-EDUCATION-DEPT1-SUBJ1-151 Created: Jan 22, 2014 11:43 am DA Test

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

Click on the site id of the site.

Administration Workspace: Sites

New Site DAC-EDUCATION-DEPT1 Search Clear Search Site ID User ID

Sites

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

You are viewing 1 - 1 of 1 results.

Site Id	Title	Published	Joinable?	Type	Description, URLs
DAC-EDUCATION-DEPT1-SUBJ1-151	DAC-EDUCATION-DEPT1-SUBJ1-151	✓		course	Short Description: DAC-EDUCATION-DEPT1-SUBJ1-151 Description: DAC-EDUCATION-DEPT1-SUBJ1-151 Created: Jan 22, 2014 11:43 am DA Test

Edit the site information and Save.

Edit: Site DAC-EDUCATION-DEPT1-SUBJ1-151
Review and modify this Site's information.

Site Id: DAC-EDUCATION-DEPT1-SUBJ1-151
Title: DAC-EDUCATION-DEPT1
Site URL Alias: http://qa3-us.sakaiproject.org:8080/portal/site/
Type: course
Short Description: DAC-EDUCATION-DEPT1-SUBJ1-151
Description: DAC-EDUCATION-DEPT1-SUBJ1-151
Published: ☐ unpublished ☒ published
Softly Deleted: ☐ yes ☒ no
Joinable?: ☐ yes ☒ no
Role to assign to joiners:
Worksite Icon URL:
Worksite Info URL:
Skin:
Public View?: ☐ yes ☒ no
Custom Page Order?: ☐ yes ☒ no
Info
Created by: DA Test
Created: Jan 22, 2014 11:43 am
Modified by: DA Test
Modified: Jan 22, 2014 11:43 am
Softly Deleted on:
Properties
Subject: SUBJ1
School: EDUCATION
Department: DEPT1
Continue Editing
Add/Edit Properties
Add/Edit pages
Add/Edit groups
Complete the Site Edit
Save Cancel

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

- 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.
- 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.

The screenshot shows the 'Administration Workspace: Sites' interface. At the top, there is a search bar with the text 'edd0003' entered and a 'Search' button. Below the search bar, the text 'Sites' is displayed, followed by 'These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.' A table of search results is shown, with one result: 'edd0003'. The table has columns: Site Id, Title, Published, Joinable?, Type, and Description, URLs. The 'Site Id' column contains the value 'edd0003', which is highlighted with a red box. The 'Title' column contains 'EDD0003'. The 'Published' column contains a checkmark. The 'Joinable?' column is empty. The 'Type' column contains 'course'. The 'Description, URLs' column contains 'Created: Aug 8, 2014 11:14 am Sakai Administrator'. The 'Site Id' is also highlighted with a red box and a circled '3'.

Site Id	Title	Published	Joinable?	Type	Description, URLs
edd0003	EDD0003	✓		course	Created: Aug 8, 2014 11:14 am Sakai Administrator

Find the site you want to delete by performing a search. For example:

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.

Select the Yes radio button next to Softly Deleted.

Administration Workspace: Sites

Remove Site Save As

Edit: Site fd034477-edc6-488a-b20b-ca23142a9cc2

Review and modify this Site's information.

Site

Site Id: fd034477-edc6-488a-b20b-ca23142a9cc2

Title: EDD0003

Site URL Alias: https://qa.dev.longisght.com/portal/site/

Type: course

Short Description:

Description:

Published: ☐ unpublished ☒ published

Softly Deleted: ☒ yes ☐ no

Joinable?: ☐ yes ☒ no

Role to assign to joiners:

Scroll down and click Save.

Softly Deleted on:

Properties

sections_externally_maintained: true

original-site-id: a4b2dc39-2233-41b6-9ce7

term: Fall 2014

term_eid: F20

sections_student_switching_allowed: false

sections_student_registration_allowed: false

Continue Editing

Add/Edit Properties

Properties

Add/Edit pages

Pages

Add/Edit groups

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.

Administration Workspace: Sites

New Site

Sites

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

You are viewing 1 - 1 of 1 results.

Site Id	Title	Published	Joinable?	Type	Description, URLs
DAC-EDUCATION-DEPT1-SUBJ1-151	DAC-EDUCATION-DEPT1-SUBJ1-151	✓		course	Short Description: DAC-EDUCATION-DEPT1-SUBJ1-151 Description: DAC-EDUCATION-DEPT1-SUBJ1-151 Created: Jan 22, 2014 11:43 am DA Test

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

Click on the site id of the site.

Administration Workspace: Sites

New Site

DAC-EDUCATION-I

Search

Clear Search

Site ID

User ID

Sites

These are the Sites 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...

>

>

Site Id	Title	Published	Joinable?	Type	Description, URLs
DAC-EDUCATION-DEPT1-SUBJ1-151	DAC-EDUCATION-DEPT1-SUBJ1-151	✓		course	<div>Short Description: DAC-EDUCATION-DEPT1-SUBJ1-151</div> <div>Description: DAC-EDUCATION-DEPT1-SUBJ1-151</div> <div>Created: Jan 22, 2014 11:43 am DA Test</div>

Click Pages.

Properties

Subject:

SUBJ1

sections_externally_maintained:

true

School:

EDUCATION

sections_student_switching_allowed:

false

sections_student_registration_allowed:

false

Department:

DEPT1

Continue Editing

Add/Edit Properties

Properties

Add/Edit pages

Pages

Add/Edit groups

Groups

Complete the Site Edit

Save

Cancel

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

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Click New Page.

Administration Workspace: Sites

New Page

Edit: Site DAC-EDUCATION-DEPT1-SUBJ1-151

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
▼	6e126700-7ab3-4ebf-b82e-58d64b6f5025	Tests & Quizzes	Layout: Single Column Layout Features: sakai.samigo
▲ ▼	5e571386-e722-403e-99fe-2f29cab0cf60	Assignments	Layout: Single Column Layout Features: sakai.assignment.grades
▲ ▼	24fbb597-5077-4c66-bf23-f996b277f21d	Forums	Layout: Single Column Layout Features: sakai.forums
▲ ▼	c7af9808-5242-4bcb-af76-5c803bd583c2	Messages	Layout: Single Column Layout

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.

Administration Workspace: Sites

Edit: Site DAC-EDUCATION-DEPT1-SUBJ1-151 / Page d5922024-b2aa-439b-9ec6-37f22d2bebb5

Review and modify this Page's information.

Page

Page Id: d5922024-b2aa-439b-9ec6-37f22d2bebb5

* Title: Delegated AccessLayout:

☒ Single Column Layout

☐ Double Column Layout

Popup?

☐ yes

☒ no

Custom Title?

☐ yes

☒ no

Properties

Add/Edit Properties

Properties

Continue Editing

DoneTools

Complete the Site Edit

SaveCancel


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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.

 Administration Workspace: Sites

Edit: Site DAC-EDUCATION-DEPT1-SUBJ1-151 / Page d5922024-b2aa-439b-9ec6-37f22d2bebb5

Review and modify this Page's information.

Page

Page Id: d5922024-b2aa-439b-9ec6-37f22d2bebb5

* Title:

Layout: ☒ Single Column Layout ☐ Double Column Layout

Popup? ☐ yes ☒ no

Custom Title? ☐ yes ☒ no


Properties

Add/Edit Properties

Continue Editing

Complete the Site Edit

Click New Tool.

 Administration Workspace: Sites

Edit: Site DAC-EDUCATION-DEPT1-SUBJ1-151 / Page d5922024-b2aa-439b-9ec6-37f22d2bebb5

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

Continue Editing

Complete the Site Edit

Select the stealthed tool to be added.

Administration Workspace: Sites

Remove Tool

Edit: Site DAC-EDUCATION-DEPT1-SUBJ1-151 / Page d5922024-b2aa-439b-9ec6-37f22d2bebb5 / Tool b8310fb9-29cb-4848-a108-ea233165cd36

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.summary.calendar)
- ☐ Chat Room (sakai.chat)
- ☒ Delegated Access (sakai.delegatedaccess)
- ☐ Design and Publish (osp.synoptic.design.publish)
- ☐ Drop Box (sakai.dropbox)
- ☐ Email (sakai.mailtool)
- ☐ Email Archive (sakai.mailbox)
- ☐ Email template administration (sakai.emailtemplateservice)
- ☐ Evaluations (osp.evaluation)
- ☐ Exposed OSP Matrix (osp.exposedmatrix)
- ☐ Exposed OSP Wizard (osp.exposedwizard)
- ☐ External Tool (sakai.basiclti)
- ☐ External Tools (sakai.basiclti.admin)
- ☐ Forms (sakai.metaobj)
- ☐ 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.

- ☐ User Membership (sakai.usermembership)
- ☐ Users (sakai.users)
- ☐ Web Content (sakai.iframe)
- ☐ Web Portlet (sakai.web.168)
- ☐ Wiki (sakai.rwiki)
- ☐ Wizards (osp.wizard)
- ☐ Worksite Setup (sakai.sitesetup)

Tool Configuration

Title:

LayoutHints

(row, col 0 based):

Configuration

Properties

Add/Edit Properties

[Properties](#)

Continue Editing

[Done](#)

Complete the Site Edit

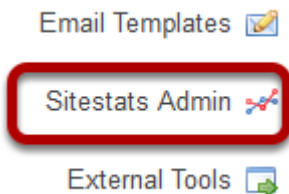
[Save](#) [Cancel](#)

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.

Administration Workspace: Sitestats Admin

All sites

Admin Reports

Server-wide Reports

All sites

Search sites for title to access site specific statistics

Type:

All

Search:

education

Search

Clear

Viewing 1 to 10 of 178 items

<

<

Show 10

>

>

Title	Type	Status
DAC-EDUCATION-DEPT1-SUBJ1-151	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-176	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-201	course	Published
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.

Administration Workspace: Sitestats Admin

All sites

Admin Reports

Server-wide Reports

All sites

Search sites for title to access site specific statistics

Type: All

Search: education

Search

Clear

Viewing 1 to 10 of 178 items

<<

<

Show 10

>

>>

Title	Type	Status
DAC-EDUCATION-DEPT1-SUBJ1-151	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-176	course	Published
DAC-EDUCATION-DEPT1-SUBJ1-201	course	Published
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.

Administration Workspace: Sitestats Admin

All sites

Admin Reports

Server-wide Reports

DAC-EDUCATION-DEPT1-SUBJ1-151

Overview

Reports

Preferences

Overview

Visits

Show more

0

Visits

0

Users who have visited site

1

Site Members

0

0%

Members who have visited site

1

100%

Members who have not visited site

Activity

Show more

0

Events

-

0%

Most active tool

-

0%

Most active user

Resources

Show more

0

Files

0

0%

Files opened

-

Most opened file

-

User who has opened the most files

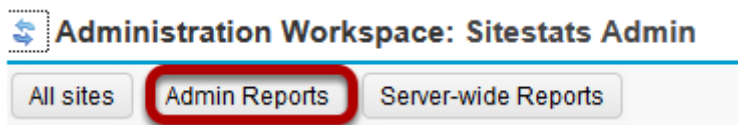
From this view, you may run any reports within the site the same way an instructor/maintain user would run reports within an individual site. See [What is the Statistics tool?](#) for more information on how to run reports.

How do I create predefined reports available throughout the system?

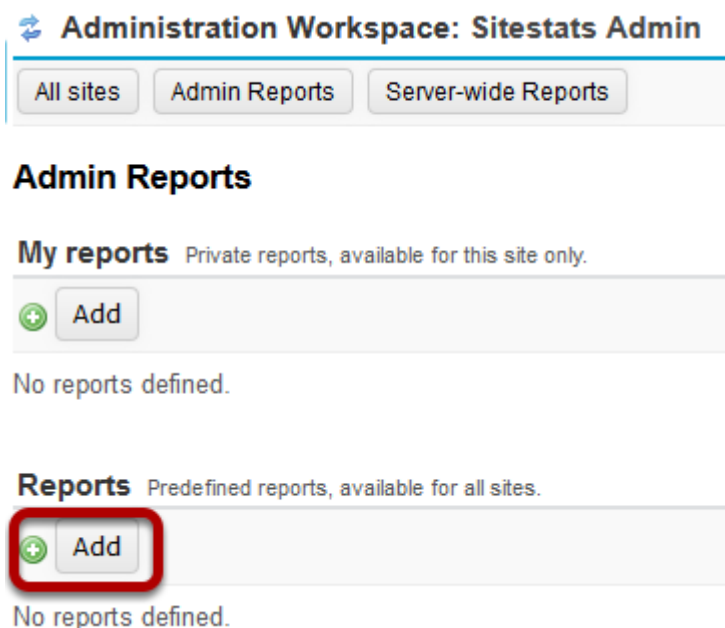
Go to Sitestats Admin.

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

Click Admin Reports.



Under Reports, click Add.



Enter the report information.

New report

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

Title:

Description:

2 **What?** Select activity to report.

Activity:

3 **When?** Select time period to report.

Period:

4 **Who?** Select users to report.

Users:

5 **How?** Specify how results should be presented.

Totals by:

Sort by: ☐ Specify sorting field
 ☒ Ascending?

Number of results: ☐ Limit to:

Presentation:

6

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**.

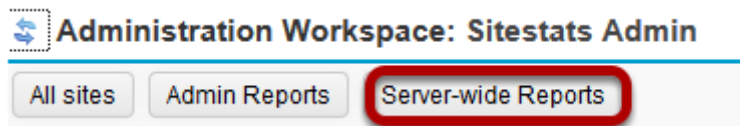
This report will now appear within the Statistics tool for all sites on the system. Individual users may run it within their own sites if they choose.

How do I view server-wide reports?

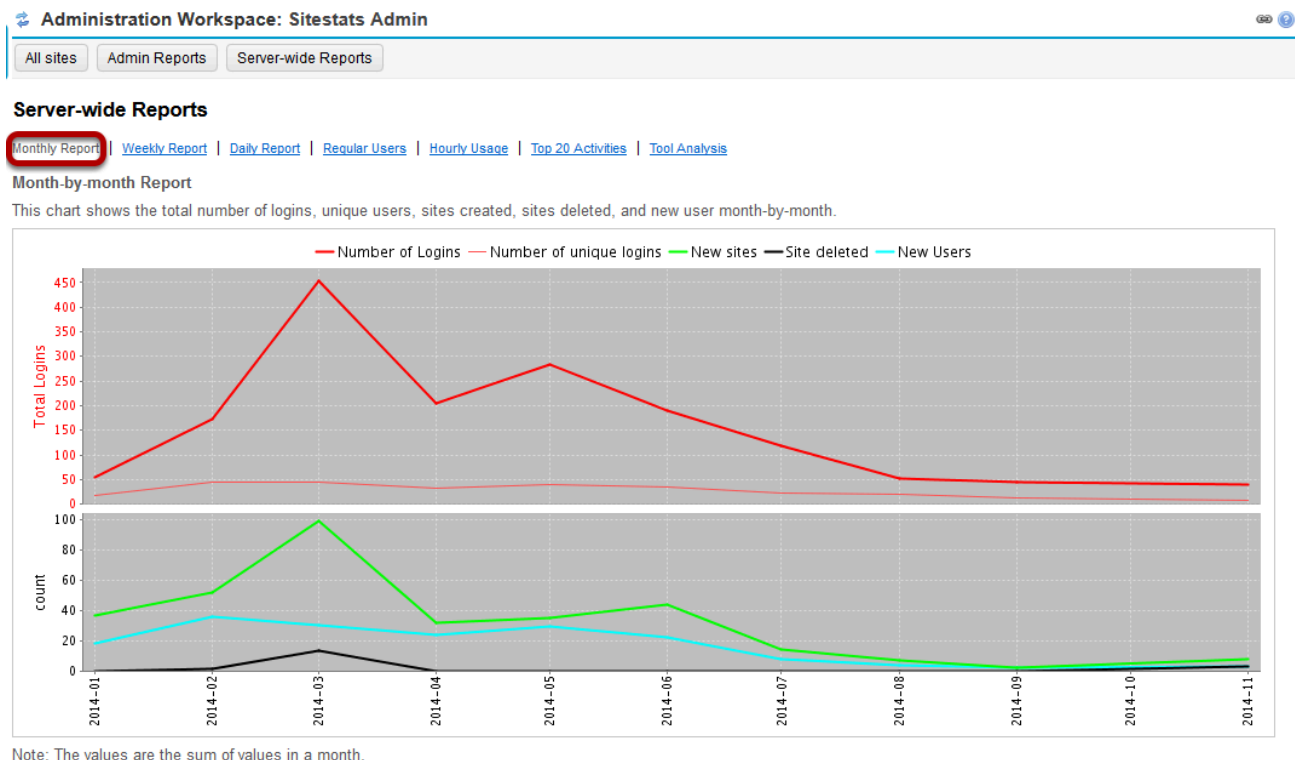
Go to Sitestats Admin.

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

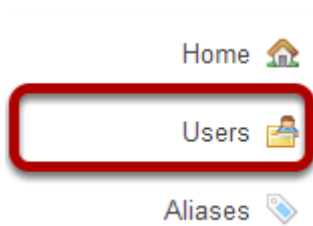
- Hourly Usage
- Top 20 Activities
- Tool Analysis

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.


 Administration Workspace: Users

New User Import from file Search

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.

 Administration Workspace: Users

Account Details

Create Account

* Indicates a required field.

* User Id

First Name

Last Name

Email

Create New Password

Verify New Password

☒ Passwords match

Type

Disable User ☐ Disable

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.

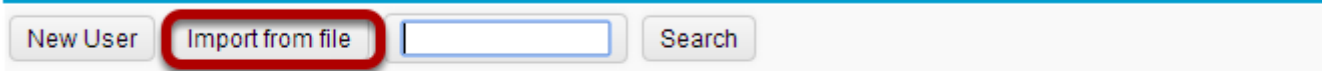
How do I create multiple new user accounts by importing a file?

Go to Users.

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

Click Import from file.

Administration Workspace: Users



New User **Import from file** Search

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.

Administration Workspace: Users

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 an 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.

Administration Workspace: Users

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

Location: **Administration Workspace Resources**

Title	Actions
Administration Workspace	Add
einstein.jpg	Upload Files
user-import-file.csv	Create Folders
	Add Web Links (URLs)
	New Form Item
	Create HTML Page
	Create Text Document
	Create Citation List

Continue Cancel

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

Select the import file.

Administration Workspace: Users

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

Location: **Administration Workspace Resources**

Title	Actions
Administration Workspace	Add
einstein.jpg	Select
user-import-file.csv	Select

Continue Cancel

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

Click Continue.


Administration Workspace: Users

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?


 user-import-file.csv


Remove


Location:  Administration Workspace Resources

Title

Actions

 Administration Workspace

 einstein.jpg

 user-import-file.csv

Show other sites

Continue

Cancel

Preview and confirm the user information.

Administration Workspace: Users

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
demo1						last name = User1 password = pw1234 email = demo1@myschool.edu first name = Demo type = student
demo2						last name = User2 password = pw5678 email = demo2@myschool.edu first name = Demo type = faculty
demo3						last name = User3 password = pw9101 email = demo3@myschool.edu first name = Demo type = guest

Continue

Cancel



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

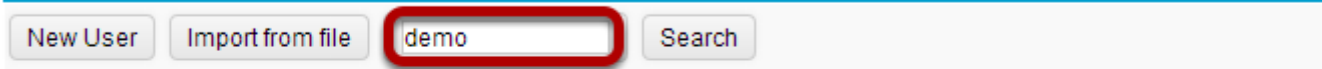
How do I search for a user account?

Go to Users.

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

Enter a search term.

Administration Workspace: Users



New User Import from file demo Search

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 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.

Administration Workspace: Users



New User Import from file demo Search

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.

Administration Workspace: Users

New User Import from file demo Search Clear Search

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 - 16 of 16 results.

< < show 20 items.... > >

User Id	Name	Email	Type	Internal Id
demo1	Demo1, Student	jdom@apus.edu	registered	b557f5d0-2cd9-4073-a551-68cda8596d1b
demo2	Demo2, Student	jdom@apus.edu	registered	9a0adb23-b8db-4583-8a2a-af3fe1723b33
demo3	Demo3, Student	jdom@apus.edu	registered	7231d77d-65b6-40a0-98cd-01008cfbdcc5
demo4	Demo4, Student	jdom@apus.edu	registered	65c78478-ee41-4aa3-8811-e929a2ae0e40
demo5	Demo5, Student	jdom@apus.edu	registered	4698177d-5f73-45e9-a8ac-176207d32b6b
demo6	Demo6, Student	jdom@apus.edu	registered	91ca19f7-abca-4f1e-87e4-f2dd0b14f83c
demo7	Demo7, Student	jdom@apus.edu	registered	2ad55885-9b82-4683-b47c-ac5a7b8b0f42
demo8	Demo8, Student	demo8@myschool.edu	student	45beeea4-61d3-4f74-92da-6efa25f6e179
demoinstructor	Instructor, Demo			1b3004c8-ff44-4058-ae3d-578ed0a1eac1
professor	Instructor, Demo	professor@myschool.edu	faculty	48dbacb1-0470-4012-aaf3-7cd5d3840c50
demostudent05	Student, Fifth	demostudent05@longsight.com		ff144f30-dd7b-48ec-9730-4c445519a43d
demostudent01	Student, First	demostudent01@longsight.com		6cfdc667-4dd9-4374-a967-3ea223507c59
demostudent04	Student, Fourth	demostudent04@longsight.com		0d98b0b5-91bf-4dff-a866-420f4fa70ada
demostudent02	Student, Second	demostudent02@myschool.edu		e36ab779-c784-4486-980a-08d89f672b80
demostudent06	Student, Sixth			e986306d-c3c9-4829-bf25-32b9b9455659
demostudent03	Student, Third	demostudent03@longsight.com		3b437485-bbfa-4ea6-8127-b30034b20a1f

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

demo8

First Name

Student

Last Name

Demo8

Email

demo8@myschool.edu

Create New Password

Verify New Password

Type

student

Disable User

☐ Disable

Created By

Sakai Administrator

Created

Jul 17, 2014 12:05 pm

Modified By

Sakai Administrator

Modified

Jul 17, 2014 12:06 pm

Internal Id

45beeea4-61d3-4f74-92da-6efa25f6e179

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.

Administration Workspace: Users



New User Import from file demo Search

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 a search term to locate the account you would like to edit. 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.

Administration Workspace: Users



New User Import from file demo Search

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.

Administration Workspace: Users

New User Import from file Search Clear Search

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 - 16 of 16 results.

< < show 20 items.... > >

User Id	Name	Email	Type	Internal Id
demo1	Demo1, Student	jdom@apus.edu	registered	b557f5d0-2cd9-4073-a551-68cda8596d1b
demo2	Demo2, Student	jdom@apus.edu	registered	9a0adb23-b8db-4583-8a2a-af3fe1723b33
demo3	Demo3, Student	jdom@apus.edu	registered	7231d77d-65b6-40a0-98cd-01008cfbdcc5
demo4	Demo4, Student	jdom@apus.edu	registered	65c78478-ee41-4aa3-8811-e929a2ae0e40
demo5	Demo5, Student	jdom@apus.edu	registered	4698177d-5f73-45e9-a8ac-176207d32b6b
demo6	Demo6, Student	jdom@apus.edu	registered	91ca19f7-abca-4f1e-87e4-f2dd0b14f83c
demo7	Demo7, Student	jdom@apus.edu	registered	2ad55885-9b82-4683-b47c-ac5a7b8b0f42
demo8	Demo8, Student	demo8@myschool.edu	student	45beeea4-61d3-4f74-92da-6efa25f6e179
demoinstructor	Instructor, Demo			1b3004c8-ff44-4058-ae3d-578ed0a1eac1
professor	Instructor, Demo	professor@myschool.edu	faculty	48dbacb1-0470-4012-aaf3-7cd5d3840c50
demostudent05	Student, Fifth	demostudent05@longsight.com		ff144f30-dd7b-48ec-9730-4c445519a43d
demostudent01	Student, First	demostudent01@longsight.com		6cfdc667-4dd9-4374-a967-3ea223507c59
demostudent04	Student, Fourth	demostudent04@longsight.com		0d98b0b5-91bf-4dff-a866-420f4fa70ada
demostudent02	Student, Second	demostudent02@myschool.edu		e36ab779-c784-4486-980a-08d89f672b80
demostudent06	Student, Sixth			e986306d-c3c9-4829-bf25-32b9b9455659
demostudent03	Student, Third	demostudent03@longsight.com		3b437485-bbfa-4ea6-8127-b30034b20a1f

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="demo8"/>
First Name	<input type="text" value="Student"/>
Last Name	<input type="text" value="Demo8"/>
Email	<input type="text" value="demo8@myschool.edu"/>
Create New Password	<input type="password"/>
Verify New Password	<input type="password"/>
Type	<input type="text" value="student"/>

Disable User ☐ Disable

Created By Sakai Administrator

Created Jul 17, 2014 12:05 pm

Modified By Sakai Administrator

Modified Jul 17, 2014 12:06 pm

Internal Id 45beeea4-61d3-4f74-92da-6efa25f6e179

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.

Administration Workspace: Users



New User Import from file Search

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 a search term to locate the account you would like to edit. 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.

Administration Workspace: Users



New User Import from file **Search**

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.

Administration Workspace: Users

New User Import from file Search Clear Search

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 - 16 of 16 results.

< < show 20 items.... > >

User Id	Name	Email	Type	Internal Id
demo1	Demo1, Student	jdom@apus.edu	registered	b557f5d0-2cd9-4073-a551-68cda8596d1b
demo2	Demo2, Student	jdom@apus.edu	registered	9a0adb23-b8db-4583-8a2a-af3fe1723b33
demo3	Demo3, Student	jdom@apus.edu	registered	7231d77d-65b6-40a0-98cd-01008cfbdcc5
demo4	Demo4, Student	jdom@apus.edu	registered	65c78478-ee41-4aa3-8811-e929a2ae0e40
demo5	Demo5, Student	jdom@apus.edu	registered	4698177d-5f73-45e9-a8ac-176207d32b6b
demo6	Demo6, Student	jdom@apus.edu	registered	91ca19f7-abca-4f1e-87e4-f2dd0b14f83c
demo7	Demo7, Student	jdom@apus.edu	registered	2ad55885-9b82-4683-b47c-ac5a7b8b0f42
demo8	Demo8, Student	demo8@myschool.edu	student	45beeea4-61d3-4f74-92da-6efa25f6e179
demoinstructor	Instructor, Demo			1b3004c8-ff44-4058-ae3d-578ed0a1eac1
professor	Instructor, Demo	professor@myschool.edu	faculty	48dbacb1-0470-4012-aaf3-7cd5d3840c50
demostudent05	Student, Fifth	demostudent05@longsight.com		ff144f30-dd7b-48ec-9730-4c445519a43d
demostudent01	Student, First	demostudent01@longsight.com		6cfdc667-4dd9-4374-a967-3ea223507c59
demostudent04	Student, Fourth	demostudent04@longsight.com		0d98b0b5-91bf-4dff-a866-420f4fa70ada
demostudent02	Student, Second	demostudent02@myschool.edu		e36ab779-c784-4486-980a-08d89f672b80
demostudent06	Student, Sixth			e986306d-c3c9-4829-bf25-32b9b9455659
demostudent03	Student, Third	demostudent03@longsight.com		3b437485-bbfa-4ea6-8127-b30034b20a1f

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

demo8

First Name

Student

Last Name

Demo8

Email

demo8@myschool.edu

Create New Password

Verify New Password

Type

student

Disable User

☒ Disable

Created By

Sakai Administrator

Created

Jul 17, 2014 12:05 pm

Modified By

Sakai Administrator

Modified

Jul 17, 2014 12:06 pm

Internal Id

45beeea4-61d3-4f74-92da-6efa25f6e179

Cancel Changes

Update Details

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.

Administration Workspace: Users

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 a search term to locate the account you would like to edit. 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.

Administration Workspace: Users

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.

Administration Workspace: Users

New User Import from file Search Clear Search

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 - 16 of 16 results.

< < show 20 items.... > >

User Id	Name	Email	Type	Internal Id
demo1	Demo1, Student	jdom@apus.edu	registered	b557f5d0-2cd9-4073-a551-68cda8596d1b
demo2	Demo2, Student	jdom@apus.edu	registered	9a0adb23-b8db-4583-8a2a-af3fe1723b33
demo3	Demo3, Student	jdom@apus.edu	registered	7231d77d-65b6-40a0-98cd-01008cfbdcc5
demo4	Demo4, Student	jdom@apus.edu	registered	65c78478-ee41-4aa3-8811-e929a2ae0e40
demo5	Demo5, Student	jdom@apus.edu	registered	4698177d-5f73-45e9-a8ac-176207d32b6b
demo6	Demo6, Student	jdom@apus.edu	registered	91ca19f7-abca-4f1e-87e4-f2dd0b14f83c
demo7	Demo7, Student	jdom@apus.edu	registered	2ad55885-9b82-4683-b47c-ac5a7b8b0f42
demo8	Demo8, Student	demo8@myschool.edu	student	45beeea4-61d3-4f74-92da-6efa25f6e179
demoinstructor	Instructor, Demo			1b3004c8-ff44-4058-ae3d-578ed0a1eac1
professor	Instructor, Demo	professor@myschool.edu	faculty	48dbacb1-0470-4012-aaf3-7cd5d3840c50
demostudent05	Student, Fifth	demostudent05@longsight.com		ff144f30-dd7b-48ec-9730-4c445519a43d
demostudent01	Student, First	demostudent01@longsight.com		6cfdc667-4dd9-4374-a967-3ea223507c59
demostudent04	Student, Fourth	demostudent04@longsight.com		0d98b0b5-91bf-4dff-a866-420f4fa70ada
demostudent02	Student, Second	demostudent02@myschool.edu		e36ab779-c784-4486-980a-08d89f672b80
demostudent06	Student, Sixth			e986306d-c3c9-4829-bf25-32b9b9455659
demostudent03	Student, Third	demostudent03@longsight.com		3b437485-bbfa-4ea6-8127-b30034b20a1f

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 Remove User.

Administration Workspace: Users

Remove User

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 Jul 17, 2014 12:05 pm

Modified By Sakai Administrator

Modified Jul 17, 2014 12:06 pm

Internal Id 45beeea4-61d3-4f74-92da-6efa25f6e179

Click Remove to confirm deletion.

Administration Workspace: Users

Remove User

ⓘ Are you sure you want to remove the following user:

User Id	Name	Email	Internal Id
demo8	Student Demo8	demo8@myschool.edu	45beeea4-61d3-4f74-92da-6efa25f6e179

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

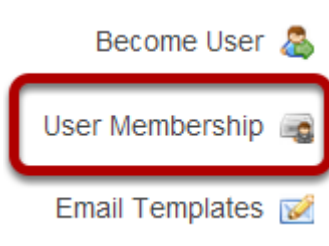
What is User Membership?

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.

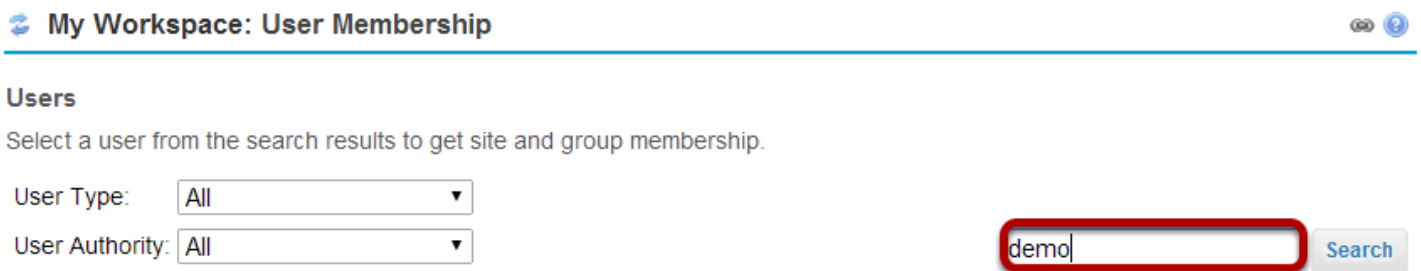


How do I search for an account in User Membership?

Go to User Membership.

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

Enter a search term.



My Workspace: User Membership

Users

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

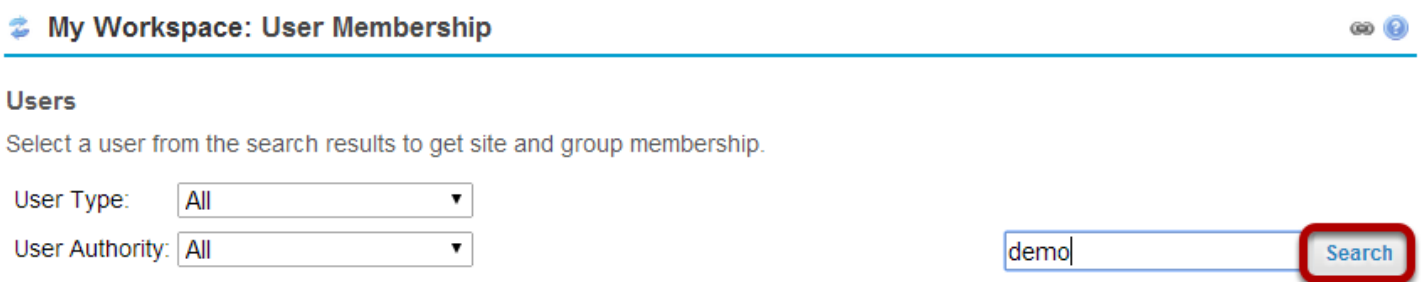
User Type:

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.



My Workspace: User Membership


Users



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

User Type:

User Authority:

View search results.

 My Workspace: User Membership

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 16 of 16 users

<<

<

Show 20

>

>>

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoinstructor	1b3004c8-ff44-4058-ae3d-578ed0a1eac1	Demo Instructor			Internal	Apr 12, 2014	Apr 12, 2014
professor	48dbacb1-0470-4012-aaf3-7cd5d3840c50	Demo Instructor	professor@myschool.edu	faculty	Internal	Jan 27, 2014	Jul 10, 2014
demostudent05	ff144f30-dd7b-48ec-9730-4c445519a43d	Fifth Student	demostudent05@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent01	6cfdc667-4dd9-4374-a967-3ea223507c59	First Student	demostudent01@longsight.com		Internal	Dec 12, 2013	Jan 27, 2014
demostudent04	0d98b0b5-91bf-4dff-a866-420f4fa70ada	Fourth Student	demostudent04@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent02	e36ab779-c784-4486-980a-08d89f672b80	Second Student	demostudent02@myschool.edu		Internal	Jan 27, 2014	Mar 4, 2014
demostudent06	e986306d-c3c9-4829-bf25-32b9b9455659	Sixth Student			Internal	Mar 4, 2014	Mar 4, 2014

All matching users will be displayed in the search results.

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

My Workspace: User Membership




Users

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

User Type:

User Authority:


Viewing 1 to 16 of 16 users

User ID	Internal User ID	Name 	Email	Type	Authority	Created On	Modified On
demoinstructor	1b3004c8-ff44-4058-ae3d-578ed0a1eac1	Demo Instructor			Internal	Apr 12, 2014	Apr 12, 2014
professor	48dbacb1-0470-4012-aaf3-7cd5d3840c50	Demo Instructor	professor@myschool.edu	faculty	Internal	Jan 27, 2014	Jul 10, 2014
demostudent05	ff144f30-dd7b-48ec-9730-4c445519a43d	Fifth Student	demostudent05@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent01	6cfdc667-4dd9-4374-a967-3ea223507c59	First Student	demostudent01@longsight.com		Internal	Dec 12, 2013	Jan 27, 2014
demostudent04	0d98b0b5-91bf-4dff-a866-420f4fa70ada	Fourth Student	demostudent04@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent02	e36ab779-c784-4486-980a-08d89f672b80	Second Student	demostudent02@myschool.edu		Internal	Jan 27, 2014	Mar 4, 2014
demostudent06	e986306d-c3c9-4829-bf25-32b9b9455659	Sixth Student			Internal	Mar 4, 2014	Mar 4, 2014

View the selected user's membership.

Membership (professor)

Site and group membership for selected user.

Site 	Groups	Type	Term	Role	Site status	User status
Course Review Project		project		maintain	Published	Active
OCE101 001 SU14		course	Summer 2014	Instructor	Published	Active
PSYCH 101 001 FA12		course	Fall 2012	Instructor	Unpublished	Active
PSYCH 101 001 FA13		course	Fall 2013	Instructor	Unpublished	Active
PSYCH 101 001 FA14		course	Fall 2014	Instructor	Published	Active
PSYCH 200 001 FA14		course	Fall 2014	Instructor	Unpublished	Active
PSYCH 300 001 SU14		course	Summer 2014	Instructor	Published	Active
PSYCH 400 001 SU12		course	Summer 2012	Instructor	Unpublished	Active
PSYCH 400 001 SU13		course	Summer 2013	Instructor	Unpublished	Active
PSYCH 400 001 SU14		course	Summer 2014	Instructor	Published	Active
Psychology Program Site		project		maintain	Published	Active
SMPL101 Spring 2013		course	Spring 2013	Instructor	Published	Active

[Back to user list](#)

[Export CSV](#)

[Export Excel](#)

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.

 **My Workspace: User Membership**  

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.

 **Administration Workspace: User Membership**  

Users



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

User Type:

User Authority:

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 "faculty" as the user type.

Click Search.


 

Users



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

User Type:

User Authority:



View search results.


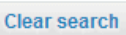
 

Users





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


User Type:



User Authority:

Viewing 1 to 1 of 1 users

User ID	Internal User ID	Name 	Email	Type	Authority	Created On	Modified On
professor	48dbacb1-0470-4012-aaf3-7cd5d3840c50	Demo Instructor	professor@myschool.edu	faculty	Internal	Jan 27, 2014	Jul 10, 2014

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.

Administration Workspace: User Membership



Users

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

User Type:

User Authority:

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.

Administration Workspace: User Membership



Users

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

User Type:

User Authority:

View search results.

Administration Workspace: User Membership



Users

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

User Type:

User Authority:

Viewing 1 to 16 of 16 users

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoinstructor	1b3004c8-ff44-4058-ae3d-578ed0a1eac1	Demo Instructor			Internal	Apr 12, 2014	Apr 12, 2014
professor	48dbacb1-0470-4012-aaf3-7cd5d3840c50	Demo Instructor	professor@myschool.edu	faculty	Internal	Jan 27, 2014	Jul 10, 2014
demostudent05	ff144f30-dd7b-48ec-9730-4c445519a43d	Fifth Student	demostudent05@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent01	6cfdc667-4dd9-4374-a967-3ea223507c59	First Student	demostudent01@longsight.com		Internal	Dec 12, 2013	Jan 27, 2014
demostudent04	0d98b0b5-91bf-4dff-a866-420f4fa70ada	Fourth Student	demostudent04@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent02	e36ab779-c784-4486-980a-08d89f672b80	Second Student	demostudent02@myschool.edu		Internal	Jan 27, 2014	Mar 4, 2014
demostudent06	e986306d-c3c9-4829-bf25-32b9b9455659	Sixth Student			Internal	Mar 4, 2014	Mar 4, 2014

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 export search results from User Membership?

Go to User Membership.

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

Exporting a list of users matching your search criteria.

Perform a search.

See [How do I search for an account in User Membership?](#) for more information on searching.

Click Export CSV or Export Excel.

My Workspace: User Membership

Users

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

User Type:

User Authority:

Viewing 1 to 16 of 16 users

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
demoInstructor	1b3004c8-ff44-4058-ae3d-578ed0a1eac1	Demo Instructor			Internal	Apr 12, 2014	Apr 12, 2014
professor	48dbacb1-0470-4012-aaf3-7cd5d3840c50	Demo Instructor	professor@myschool.edu	faculty	Internal	Jan 27, 2014	Jul 10, 2014
demostudent05	ff144f30-dd7b-48ec-9730-4c445519a43d	Fifth Student	demostudent05@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent01	6cfdc667-4dd9-4374-a967-3ea223507c59	First Student	demostudent01@longsight.com		Internal	Dec 12, 2013	Jan 27, 2014
demostudent04	0d98b0b5-91bf-4dff-a866-420f4fa70ada	Fourth Student	demostudent04@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent02	e36ab779-c784-4486-980a-08d89f672b80	Second Student	demostudent02@myschool.edu		Internal	Jan 27, 2014	Mar 4, 2014
demostudent06	e986306d-c3c9-4829-bf25-32b9b9455659	Sixth Student			Internal	Mar 4, 2014	Mar 4, 2014
demo1	b557f5d0-2cd9-4073-a551-68cda8596d1b	Student Demo1	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo2	9a0adb23-b8db-4583-8a2a-af3fe1723b33	Student Demo2	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo3	7231d77d-65b6-40a0-98cd-01008cfbdc5	Student Demo3	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo4	65c78478-ee41-4aa3-8811-e929a2ae0e40	Student Demo4	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo5	4698177d-5f73-45e9-a8ac-176207d32b6b	Student Demo5	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo6	91ca19f7-abca-4f1e-87e4-f2dd0b14f83c	Student Demo6	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo7	2ad55885-9b82-4683-b47c-ac5a7b8b0f42	Student Demo7	jdom@apus.edu	registered	Internal	Jan 28, 2014	Jan 28, 2014
demo8	45beee4-61d3-4f74-92da-6efa25f6e179	Student Demo8	demo8@myschool.edu	student	Internal	Jul 17, 2014	Jul 17, 2014
demostudent03	3b437485-bbfa-4ea6-8127-b30034b20a1f	Third Student	demostudent03@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014

Scroll down to the bottom of the search results and click **Export CSV** or **Export Excel** to download a copy of the results in your preferred file format.




Exporting site and group membership for an individual

user.

Perform a search.

See [How do I search for an account in User Membership?](#) for more information on searching.

Click on the User ID to for the user in question.

 **My Workspace: User Membership**  


Users

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

User Type:

User Authority:


Viewing 1 to 16 of 16 users

User ID	Internal User ID	Name 	Email	Type	Authority	Created On	Modified On
demoinstructor	1b3004c8-ff44-4058-ae3d-578ed0a1eac1	Demo Instructor			Internal	Apr 12, 2014	Apr 12, 2014
professor	48dbacb1-0470-4012-aaf3-7cd5d3840c50	Demo Instructor	professor@myschool.edu	faculty	Internal	Jan 27, 2014	Jul 10, 2014
demostudent05	ff144f30-dd7b-48ec-9730-4c445519a43d	Fifth Student	demostudent05@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent01	6cfdc667-4dd9-4374-a967-3ea223507c59	First Student	demostudent01@longsight.com		Internal	Dec 12, 2013	Jan 27, 2014
demostudent04	0d98b0b5-91bf-4dff-a866-420f4fa70ada	Fourth Student	demostudent04@longsight.com		Internal	Jan 27, 2014	Jan 27, 2014
demostudent02	e36ab779-c784-4486-980a-08d89f672b80	Second Student	demostudent02@myschool.edu		Internal	Jan 27, 2014	Mar 4, 2014
demostudent06	e986306d-c3c9-4829-bf25-32b9b9455659	Sixth Student			Internal	Mar 4, 2014	Mar 4, 2014

Click Export CSV or Export Excel.

Membership (professor)

Site and group membership for selected user.

Site 	Groups	Type	Term	Role	Site status	User status
Course Review Project		project		maintain	Published	Active
OCE101 001 SU14		course	Summer 2014	Instructor	Published	Active
PSYCH 101 001 FA12		course	Fall 2012	Instructor	Unpublished	Active
PSYCH 101 001 FA13		course	Fall 2013	Instructor	Unpublished	Active
PSYCH 101 001 FA14		course	Fall 2014	Instructor	Published	Active
PSYCH 200 001 FA14		course	Fall 2014	Instructor	Unpublished	Active
PSYCH 300 001 SU14		course	Summer 2014	Instructor	Published	Active
PSYCH 400 001 SU12		course	Summer 2012	Instructor	Unpublished	Active
PSYCH 400 001 SU13		course	Summer 2013	Instructor	Unpublished	Active
PSYCH 400 001 SU14		course	Summer 2014	Instructor	Published	Active
Psychology Program Site		project		maintain	Published	Active
SMPL101 Spring 2013		course	Spring 2013	Instructor	Published	Active

[Back to user list](#)

[Export CSV](#)

[Export Excel](#)

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.

Scroll down to the bottom of the user's membership information and click **Export CSV** or **Export Excel** to download a copy of the information in your preferred file format.

Worksite Setup

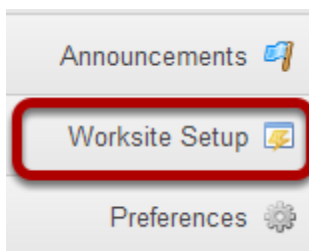
What is Worksite Setup?

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 My Workspace, 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.

How do I define the default set of tools added to site on site creation?

The default tool suite (i.e. the tools added to a site on creation) is specified in the file toolOrder.xml file (located in the ../apache-tomcatxxx/sakai folder).

See the extract from toolOrder.xml file for course sites below:

```
<toolOrder><category name="course">
<tool id="sakai.iframe.site"/>
<tool id="sakai.synoptic.chat"/>
<tool id="sakai.synoptic.announcement"/>
<tool id="home" selected="true"/>
<tool id="sakai.announcements" selected="true"/>
<tool id="sakai.schedule"/>
<tool id="sakai.syllabus"/>
<tool id="sakai.resources" selected="true"/>
<tool id="sakai.melete"/>
<tool id="sakai.podcasts"/>
<tool id="edia.sakai.maps"/>
<tool id="sakai.presentation"/>
<tool id="osp.glossary"/>
<tool id="sakai.rwiki"/><tool id="sakai.poll"/>
<tool id="sakai.messagecenter"/>
<tool id="sakai.forums"/>
<tool id="sakai.qna"/>
<tool id="sakai.blogwow"/>
<tool id="sakai.messages"/>
```

```
<tool id="sakai.discussion"/>
<tool id="sakai.mailbox"/>
<tool id="sakai.chat" selected="true"/>
<tool id="sakai.dropbox"/>
<tool id="sakai.assignment.grades" selected="true"/>
<tool id="sakai.samigo"/>
<tool id="sakai.mneme"/>
<tool id="sakai.gradebook.tool"/>
<tool id="sakai.postem"/>
<tool id="sakai.news"/>
<tool id="sakai.iframe"/>
<tool id="sakai.sections"/>
<tool id="sakai.site.roster" selected="true"/>
<tool id="sakai.search" selected="true"/>
<tool id="sakai.siteinfo" selected="true" required="true"/>
</category><category name="project">
```

The tools which include **selected="true"** will be selected by default when the person creating the site is on the **Site Info > Edit Tools > Course Site Tools** screen.

The tools which include **required="true"**, such as Site Info, are mandatory tools. The user will not be able to de-select them on the **Site Info > Edit Tools > Course Site Tools** screen.

If your instance of Sakai uses different site types (project, collaboration etc.), each site type can its own section in the toolOrder file.

How are sites deleted?

When you delete a site in Sakai, there are two different types of deletion: Soft Delete and Hard Delete.

[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. Soft Delete removes the site but leaves site data intact in the database and file system. There is also job that administrative users may run in the Job Scheduler tool to purge any softly deleted sites in the system.

[Hard Delete](#) is an option for permanently removing both the site and all of its data from the system. This option can be done in the Worksite Setup tool for users with deletion permissions (typically admins only). Hard Delete is used when an institution wants to free up space on the server by completely removing old site files and data.

How do I Soft Delete a site from Worksite Setup?

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 Worksite Setup.

Select the **Worksite Setup** tool from the Tool Menu in your site.

Locate and select the site or sites you want to soft delete.

The screenshot shows the 'Administration Workspace: Worksite Setup' interface. At the top, there are buttons for 'New', 'Edit', 'Delete', and 'Hard Delete'. Below these, there are dropdown menus for 'View: All My Sites' and 'Filter by Term: None'. A search bar contains the text 'edd0003', and a 'Search' button is highlighted with a red box and a circled '2'. A 'Clear Search' button is also present. Below the search bar, a message states: '1 site was found that matched your search for edd0003 in the view of "site_type_all"'. Below this message, there is a table with the following columns: 'Worksite Title', 'Type', 'Creator', 'Term', 'Status', and 'Creation Date'. The first row of the table is highlighted in light blue and contains the following data: 'EDD0003', 'course', 'admin', 'Fall 2014', 'Published', and 'Aug 8, 2014 11:14 am'. A red box and a circled '1' highlight the checkbox next to the 'EDD0003' site title. A circled '3' highlights the checkbox. Below the table, there is a 'show 20 items per page' dropdown menu.

Worksite Title	Type	Creator	Term	Status	Creation Date
<input checked="" type="checkbox"/> EDD0003	course	admin	Fall 2014	Published	Aug 8, 2014 11:14 am

Find the site 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 the Delete button.

Administration Workspace: Worksite Setup

New Edit **Delete** Hard Delete

View: All My Sites Search edd0003 Clear Search

Filter by Term: None

1 site was found that matched your search for edd0003 in the view of "site_type_all". Viewing 1 - 1 of 1 items

Check box(es) to take action on a site. Click column title to sort. show 20 items per page

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status	Creation Date
<input checked="" type="checkbox"/>	EDD0003	course	admin	Fall 2014	Published	Aug 8, 2014 11:14 am

Note: Make sure you do NOT click on th Hard Delete, as that option will permanently delete the site and all of its files and data.

Click Remove to confirm deletion.

Administration Workspace: Worksite Setup

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.

You have selected the following site for removal:

EDD0003

Remove Cancel

How do I Hard Delete a site?

Hard Delete is an option for permanently removing both the site and all of its data from the system. This option can be done in the Worksite Setup tool for users with deletion permissions (typically admins only). Hard Delete is used when an institution wants to free up space on the server by completely removing old site files and data.

Go to Worksite Setup.

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

Check the box next to the site or sites you want to permanently delete.

Administration Workspace: Worksite Setup

New Edit Delete Hard Delete

View: All My Sites Filter by Term: None Search

Viewing 1 - 12 of 12 items

Check box(es) to take action on a site. Click column title to sort.

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	Administration Workspace		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	Citations Admin	project	admin		Published	Jul 25, 2014 3:57 pm
<input checked="" type="checkbox"/>	EDD0001	course	admin	Fall 2014	Unpublished	Aug 7, 2014 9:51 am
<input type="checkbox"/>	EDD0002	course	admin	Fall 2014	Published	Aug 7, 2014 9:53 am
<input checked="" type="checkbox"/>	EDD0003	course	admin	Fall 2014	Published	Aug 8, 2014 11:14 am
<input type="checkbox"/>	Gateway		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	Invalid URL		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	mercury site		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	My Workspace		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	Portfolio Admin	portfolioAdmin	admin		Published	Jul 25, 2014 3:57 pm
<input type="checkbox"/>	Site Unavailable		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	worksite		admin		Unpublished	Jul 25, 2014 3:56 pm

Note: You may need to search for the site first, if it does not already display in the list of sites shown on this screen.

Click Hard Delete.

Administration Workspace: Worksite Setup

New

Edit

Delete

Hard Delete

View: All My Sites

Filter by Term: None

Search

Viewing 1 - 12 of 12 items

< show 20 items per page >

Check box(es) to take action on a site. Click column title to sort.

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	Administration Workspace		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	Citations Admin	project	admin		Published	Jul 25, 2014 3:57 pm
<input checked="" type="checkbox"/>	EDD0001	course	admin	Fall 2014	Unpublished	Aug 7, 2014 9:51 am
<input type="checkbox"/>	EDD0002	course	admin	Fall 2014	Published	Aug 7, 2014 9:53 am
<input checked="" type="checkbox"/>	EDD0003	course	admin	Fall 2014	Published	Aug 8, 2014 11:14 am
<input type="checkbox"/>	Gateway		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	Invalid URL		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	mercury site		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	My Workspace		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	Portfolio Admin	portfolioAdmin	admin		Published	Jul 25, 2014 3:57 pm
<input type="checkbox"/>	Site Unavailable		admin		Published	Jul 25, 2014 3:56 pm
<input type="checkbox"/>	worksite		admin		Unpublished	Jul 25, 2014 3:56 pm

Click Hard Delete again to confirm deletion.

Administration Workspace: Worksite Setup

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 sites for removal:

EDD0001

EDD0003

Hard delete

Cancel