SAKAI 10 ADMINISTRATOR GUIDE

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Aliases

What are Aliases?

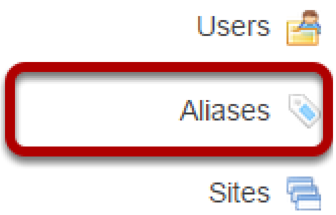
The Alias service supports the mapping of alias strings to a target. This is useful when things like sites have a long, cryptic name (such as a GUID).

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.



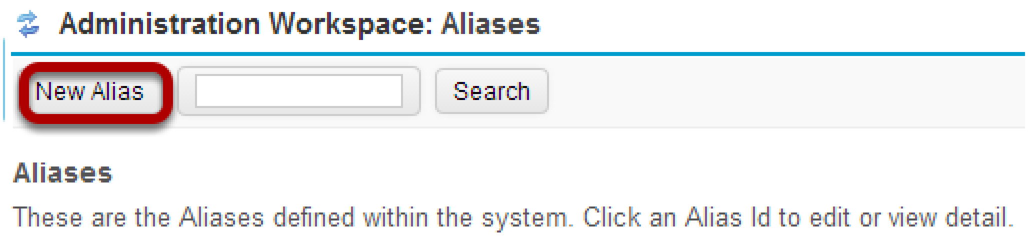
How do I add an alias?

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.

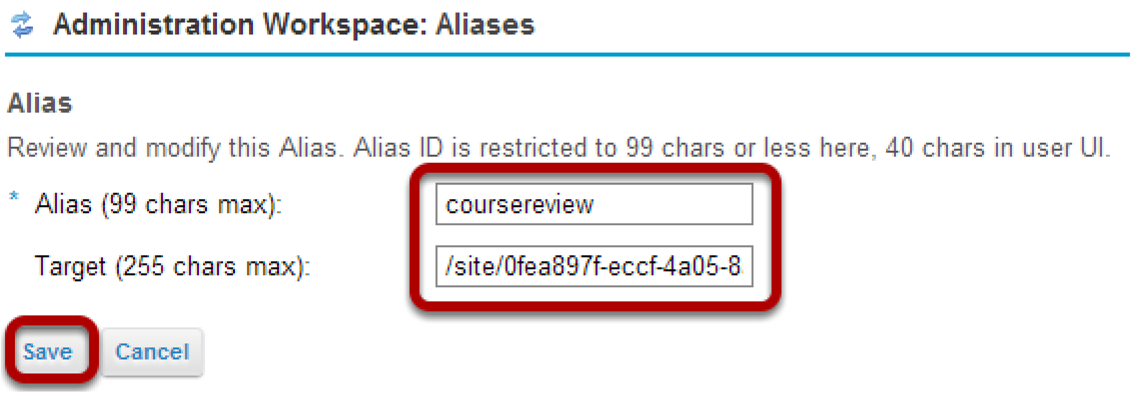
Adding an alias from the Aliases tool.

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

Click New Alias.



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

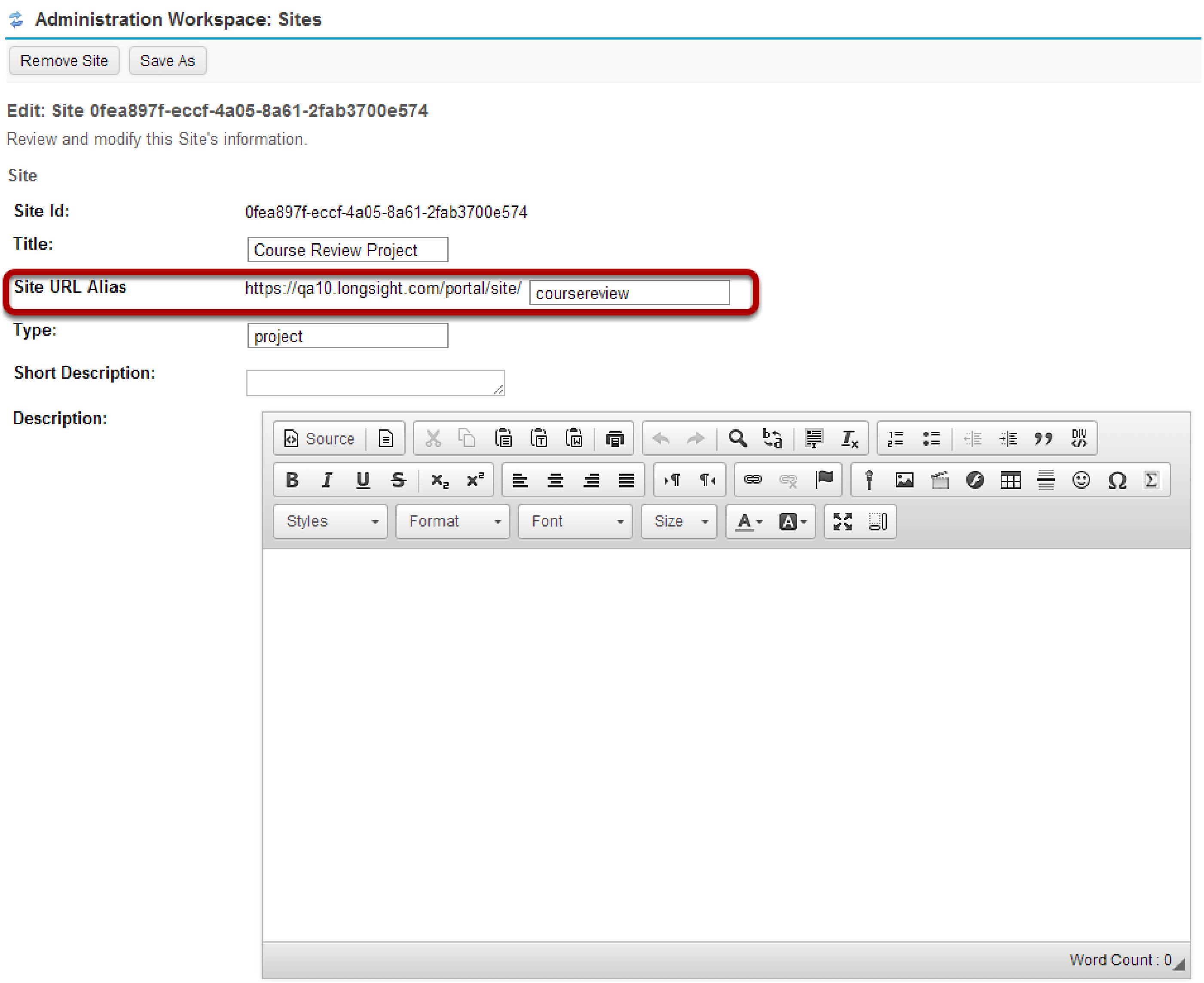
Creating an alias from the Sites tool.

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

Select a site to edit.

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

Enter the alias.



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

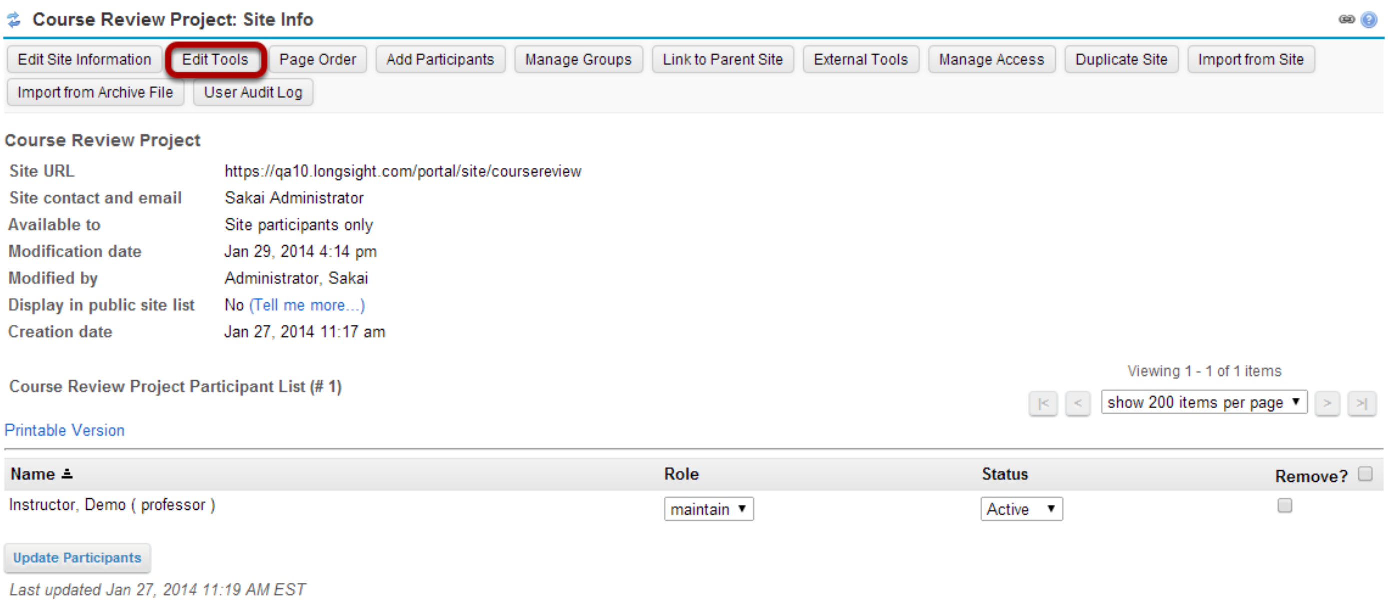
Creating an email alias for the Email Archive tool within a site.

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.

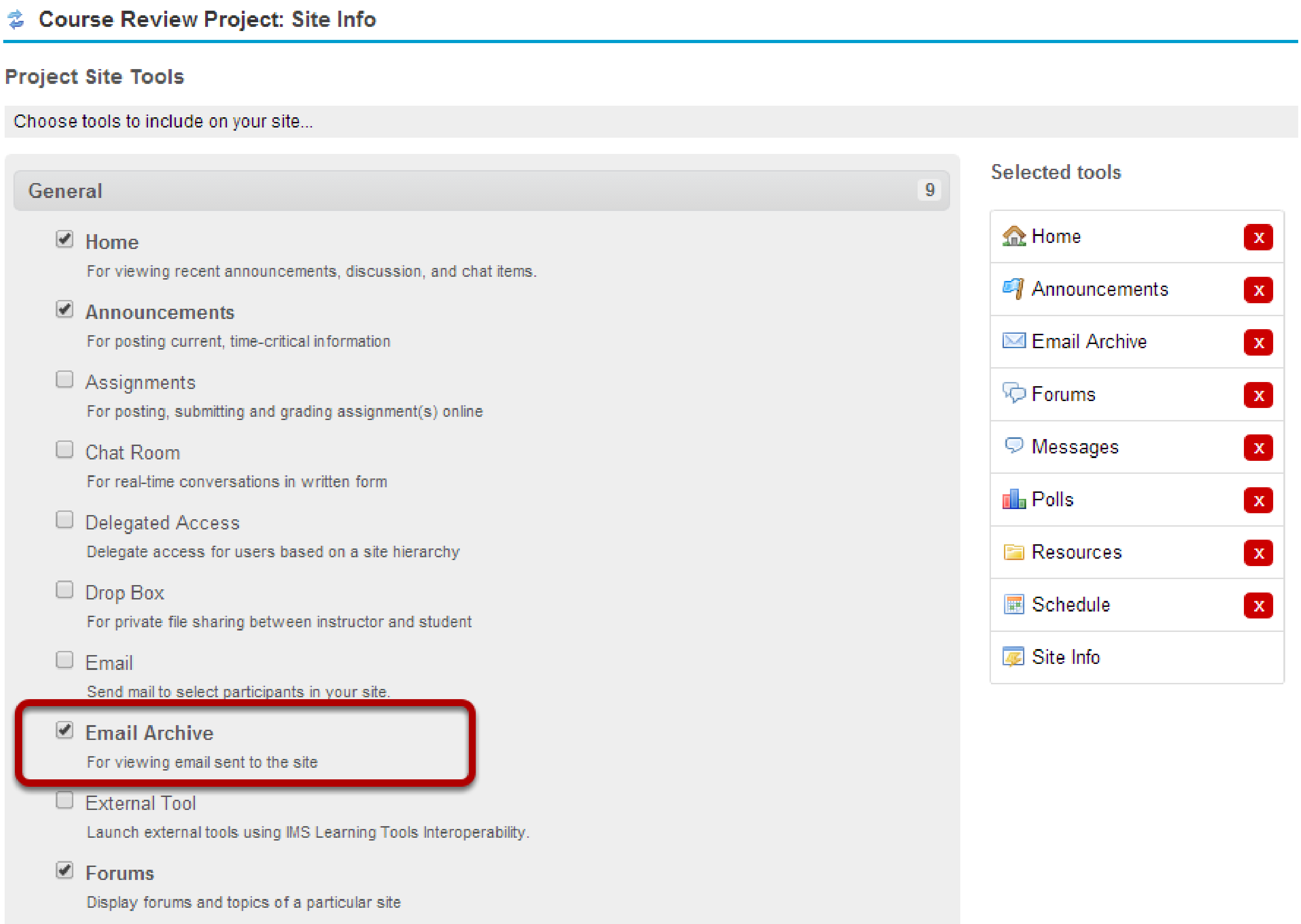
Go to Site Info.

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

Click Edit Tools.

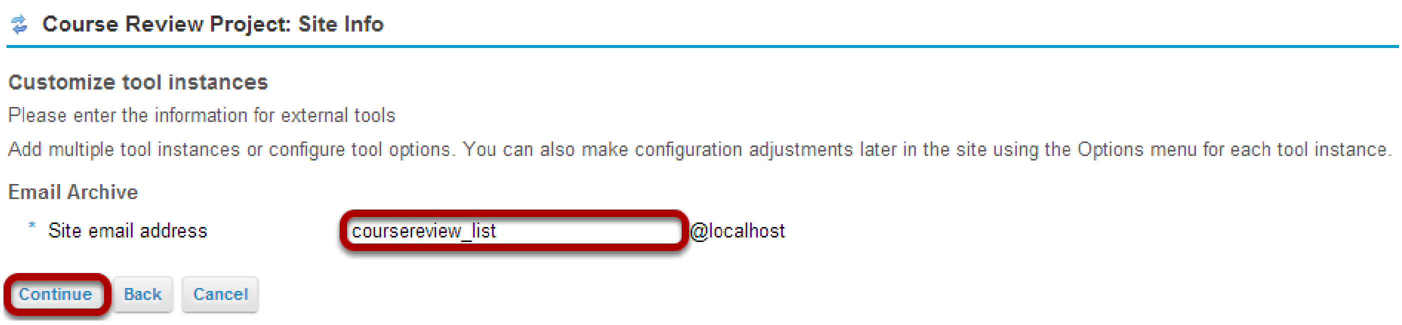


Select the Email Archive tool.



Scroll down and click Continue.

Enter the email alias and click Continue.

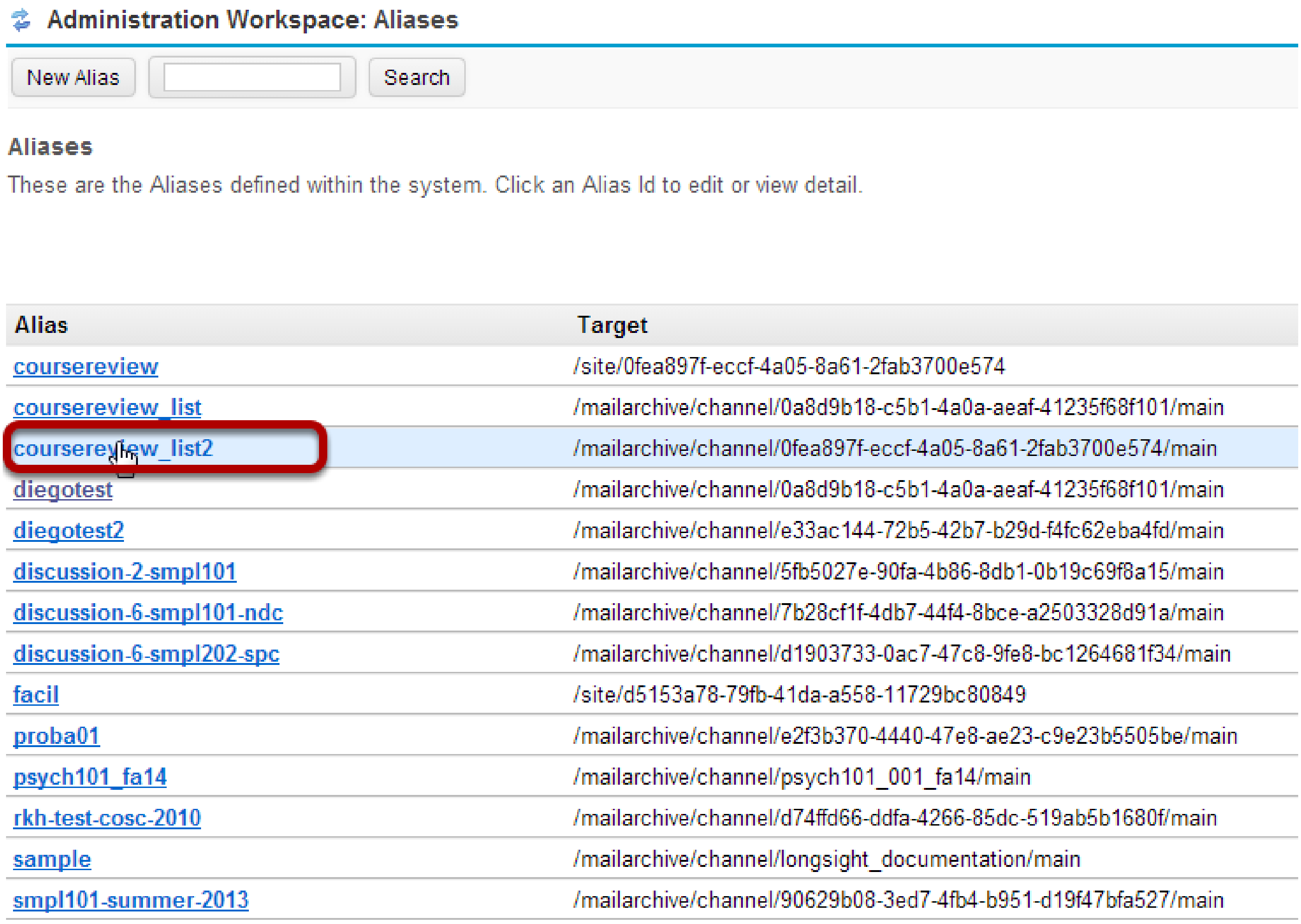


How do I delete an alias?

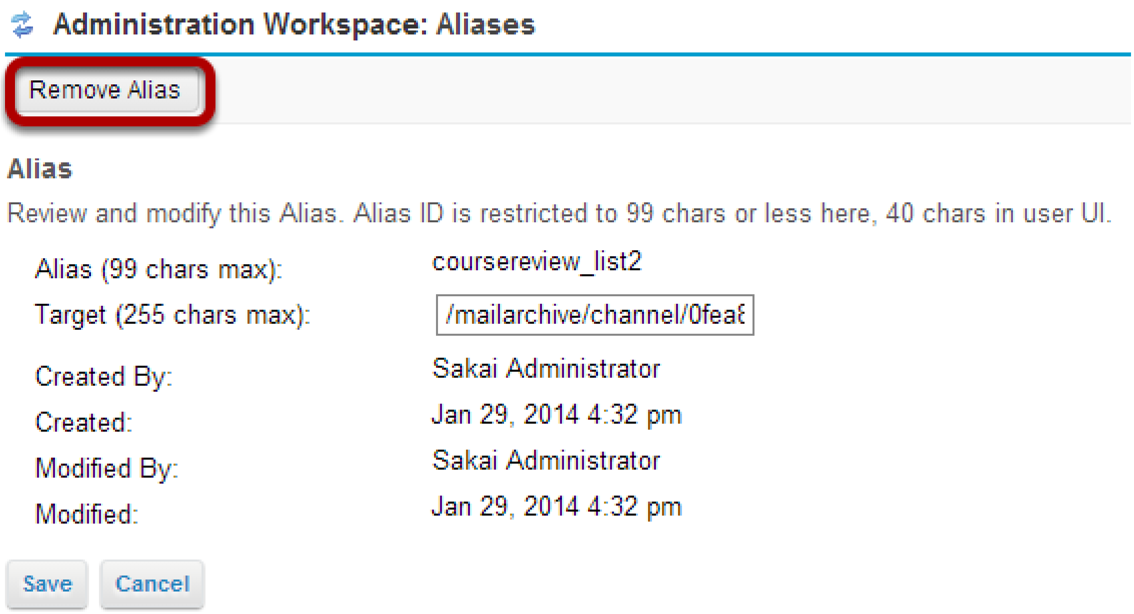
Go to the Aliases tool.

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

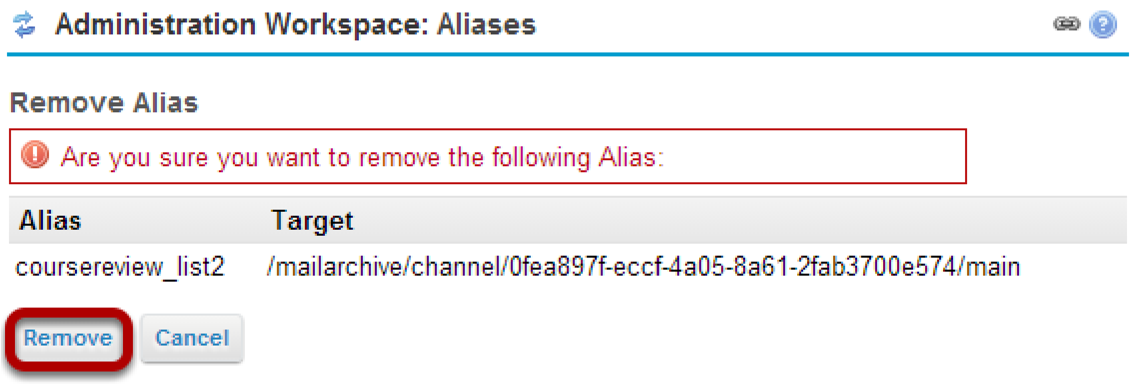
Click on the alias you would like delete.



Click Remove Alias.



Confirm alias removal.



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

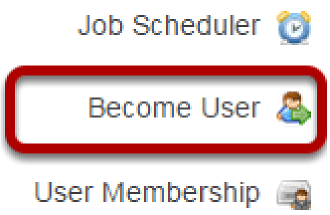
Become User

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.

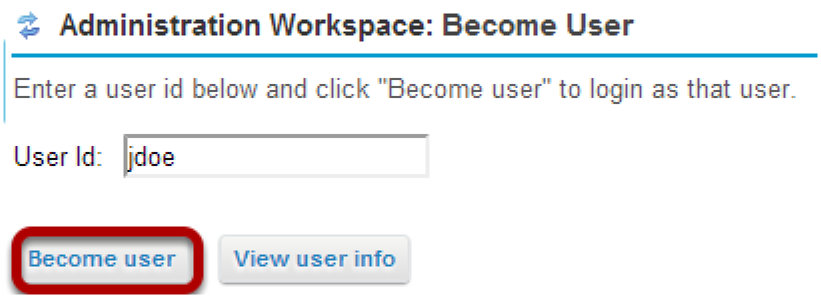


How do I log in as another user?

Go to the Become User tool.

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

Enter a user id and click Become user.



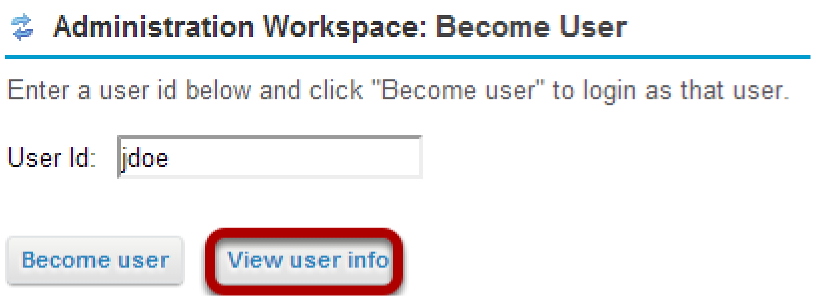
Enter the user id for the user you would like to log in as, and then click the **Become user** button.

How do I view user info?

Go to the Become User tool.

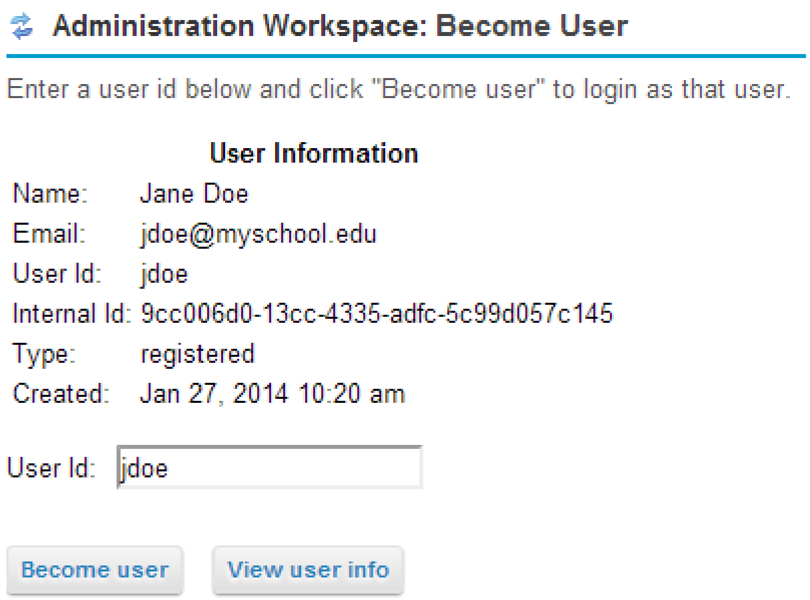
Select **Become User** in the Administration Workspace Tool Menu.

Enter a user id and click View user info.



Enter 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.



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.

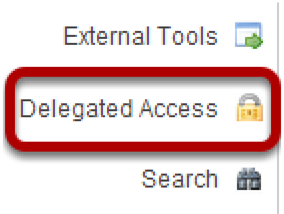
Shopping Period:

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.



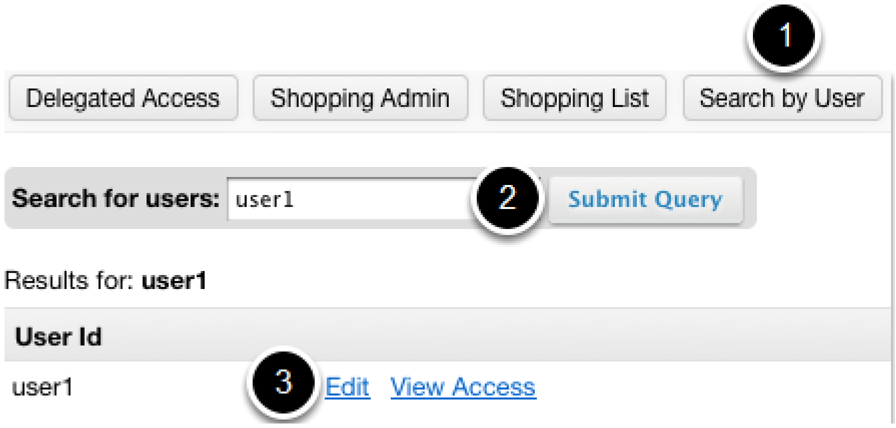
How do I let a non-admin manage delegated access?

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.

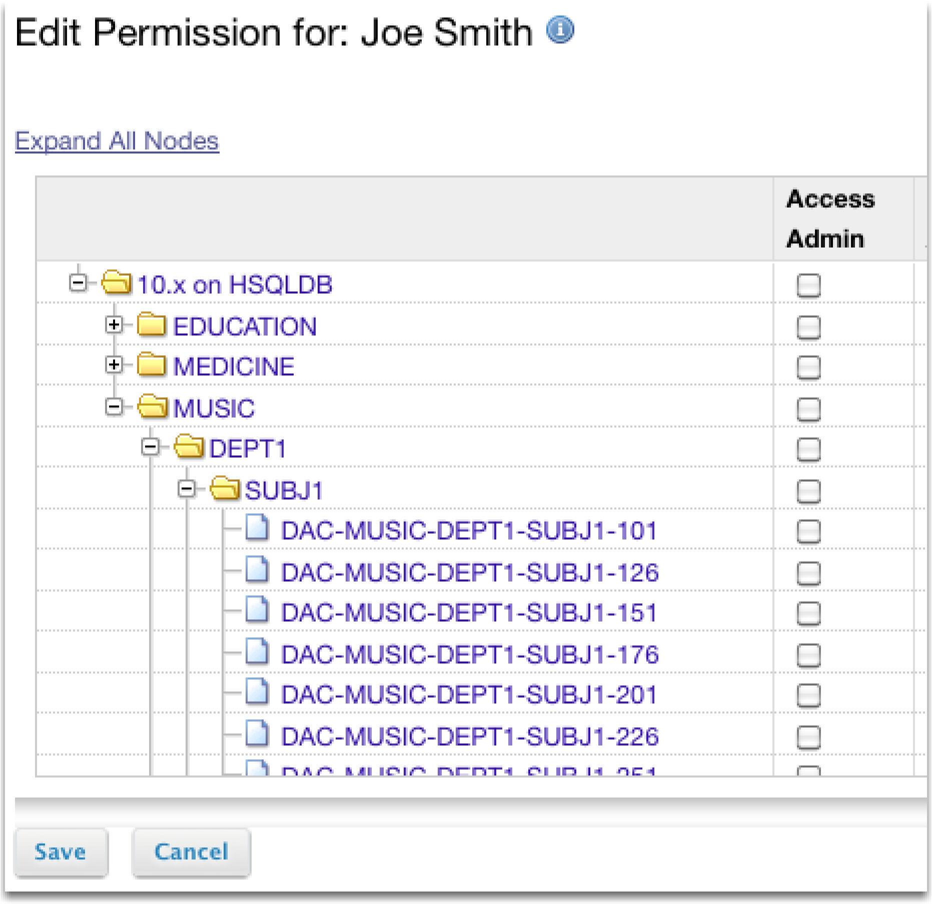
Find and select user



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 <u>How do I search users in Delegated Access?</u>*

Expand hierarchy nodes.



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.

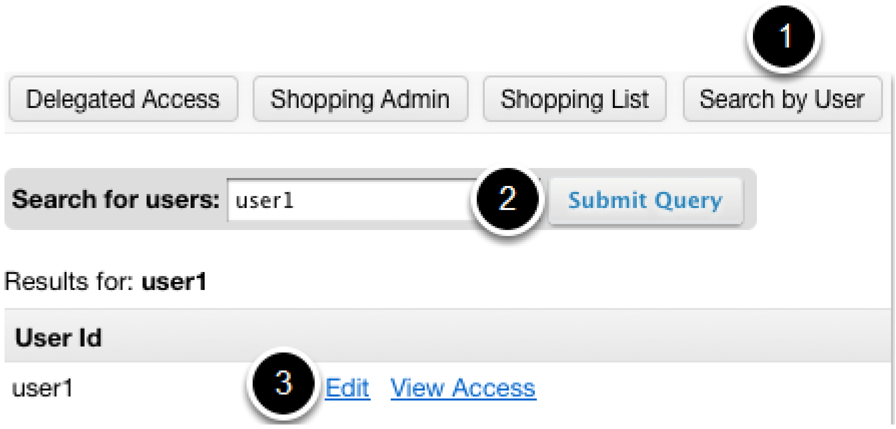
How do I let a non-admin manage shopping period access?

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.

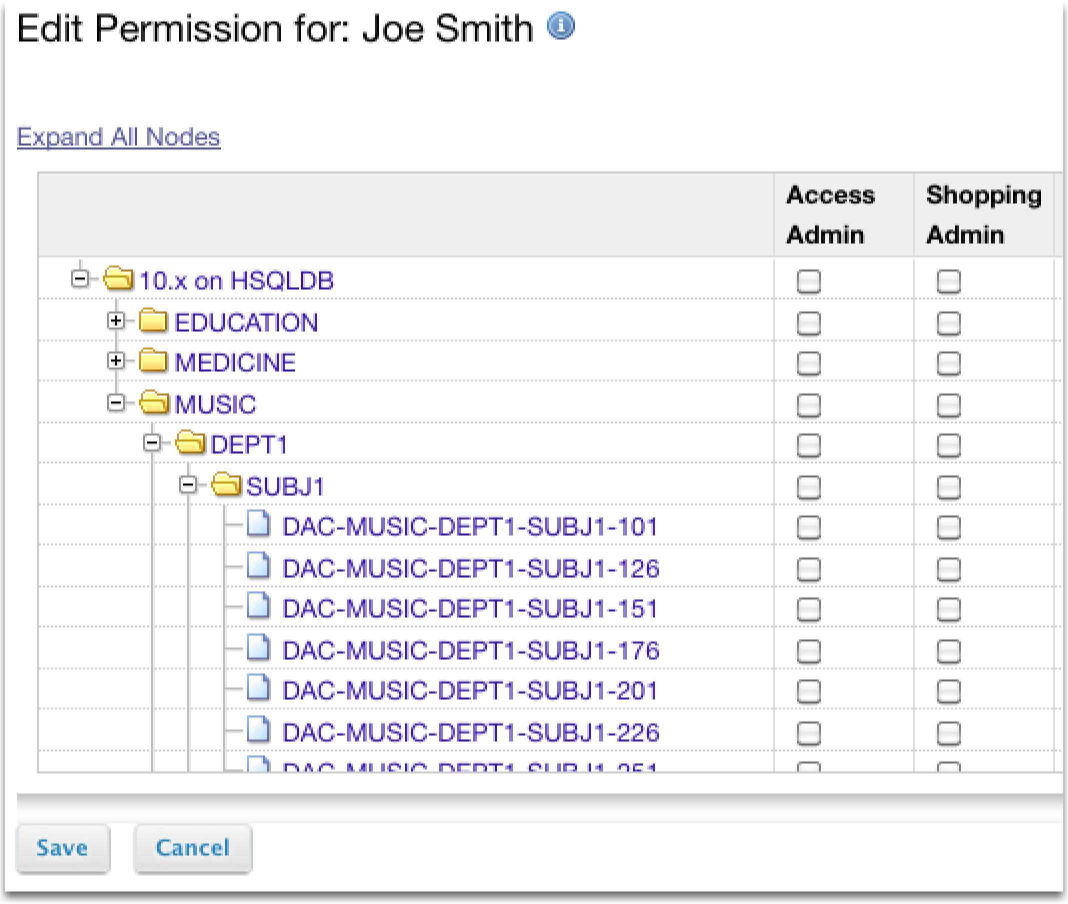
Find and select user.



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 <ins>How do I search users in Delegated Access?</ins>*

Expand hierarchy nodes.



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.

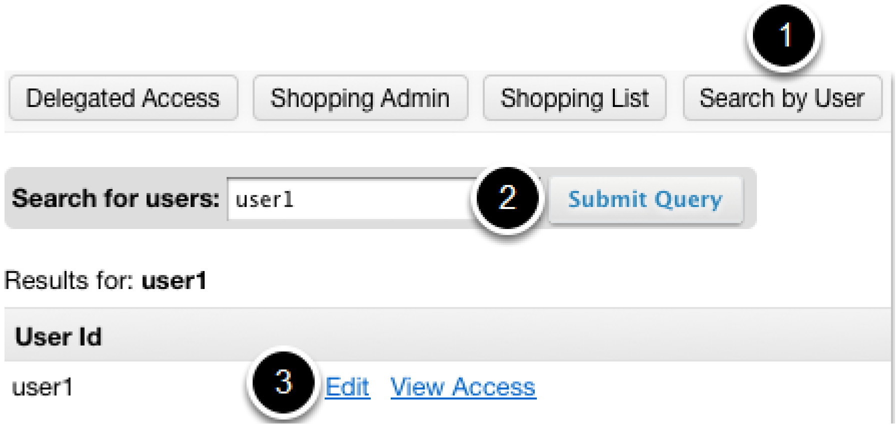
If the user has no previous delegated access permissions enabled, the *Delegated Access* tool gets added to the user's My Workspace. In the tool, the user will see *Shopping Admin* and *Shopping List* buttons for managing shopping period access for other users.

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.

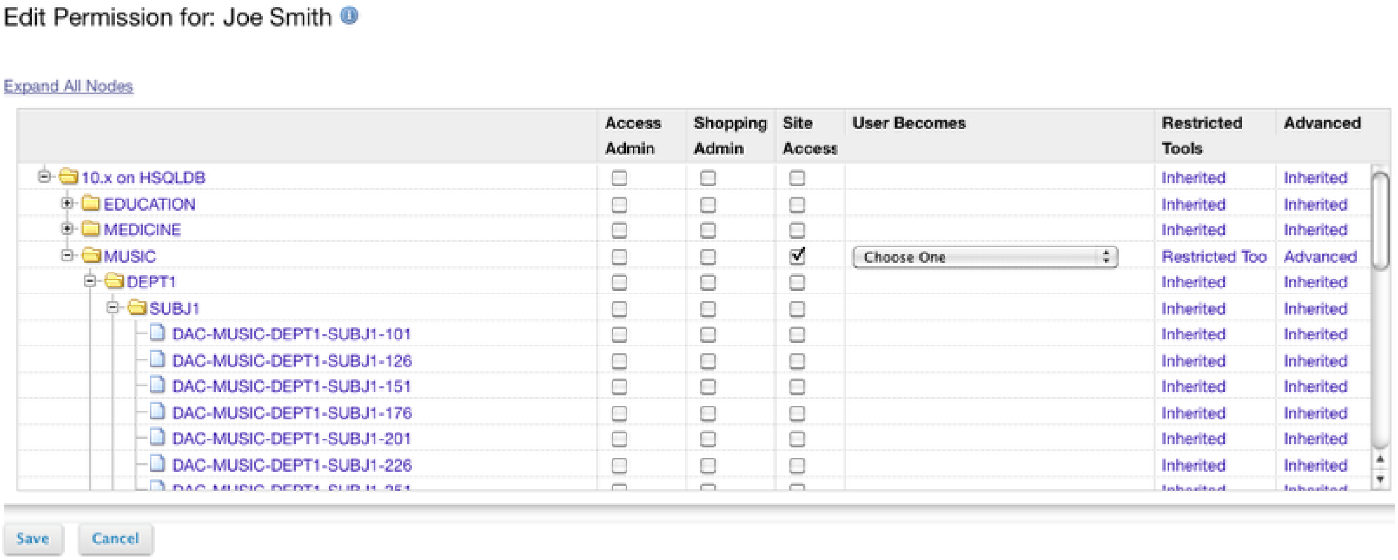
Find and select user.



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.



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.

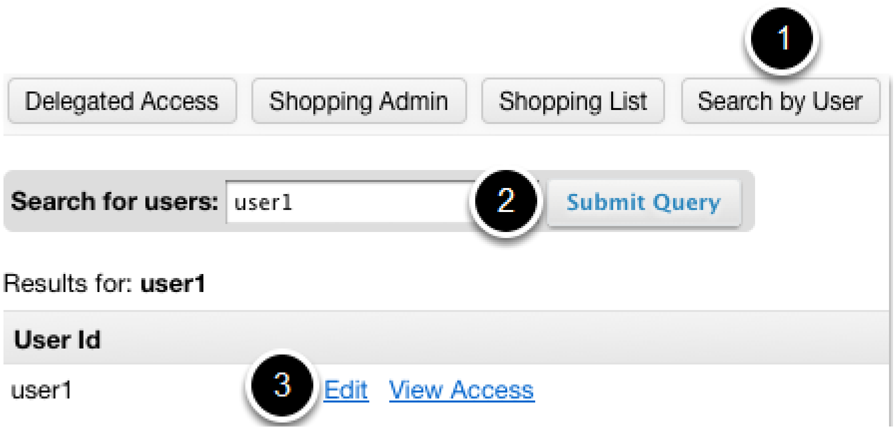
If the user has no previous delegated access permissions enabled, the *Delegated Access* tool gets added to the user's My Workspace, along with *Become User* if you also enabled access to that tool.

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.

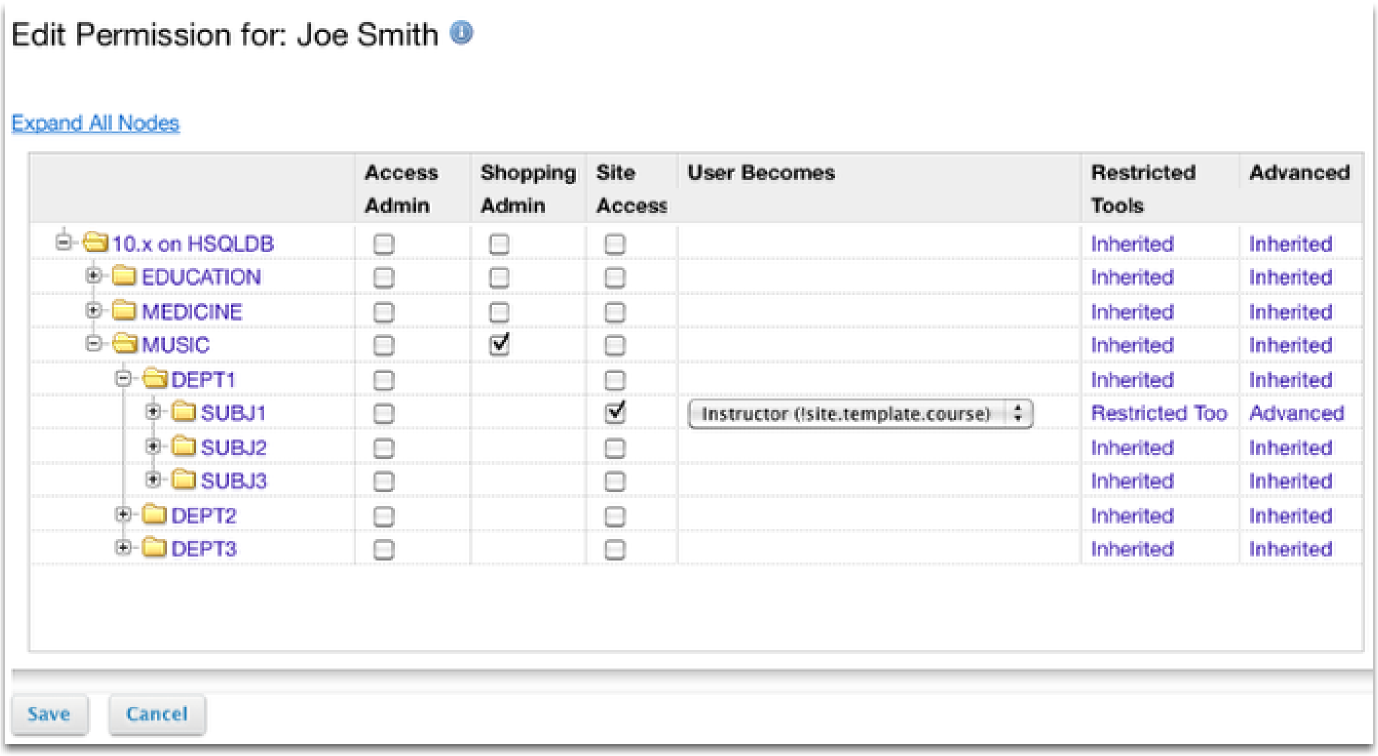
Find and select user.



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.



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.

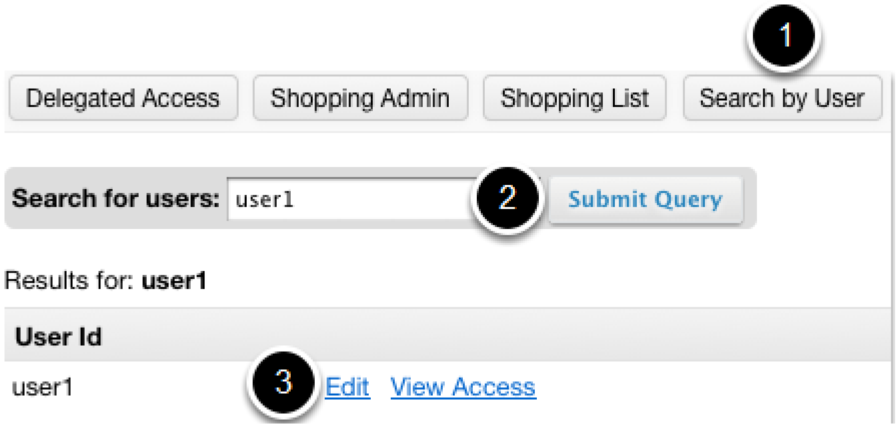
Click **Save**. A "Successfully saved" message displays.

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.

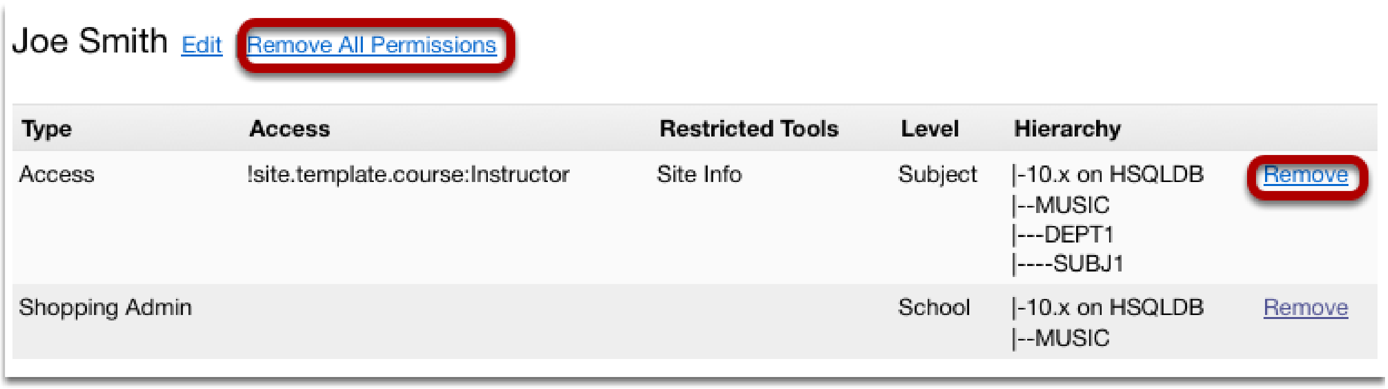
Find and select user.



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



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:

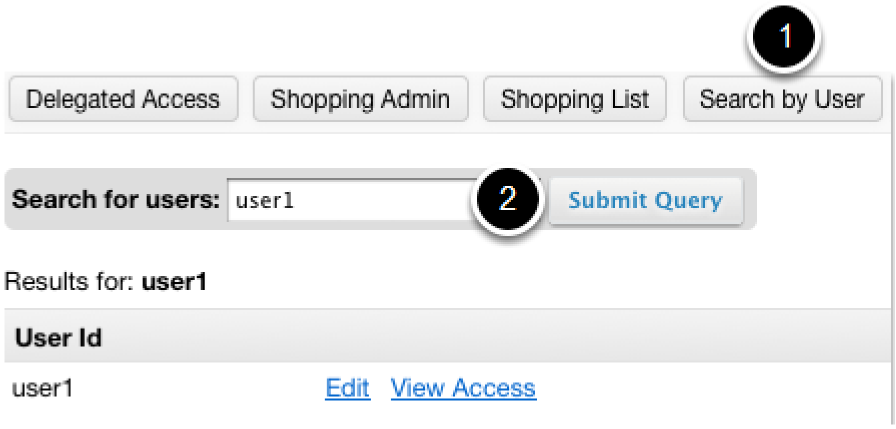
• **Search by user**--search by user name or user ID

• **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.

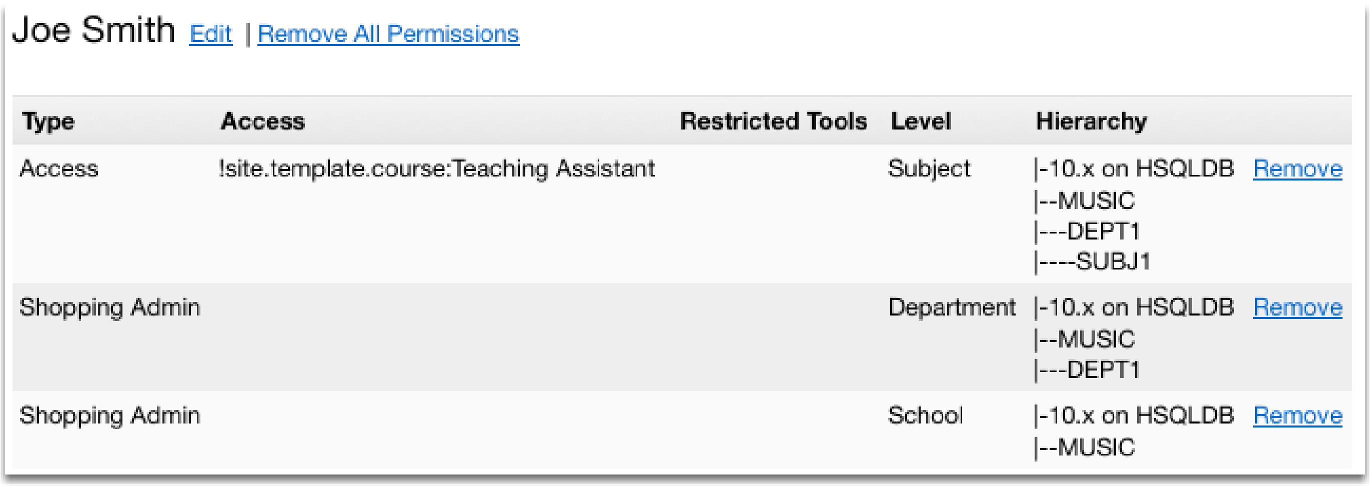
Search by user.



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.

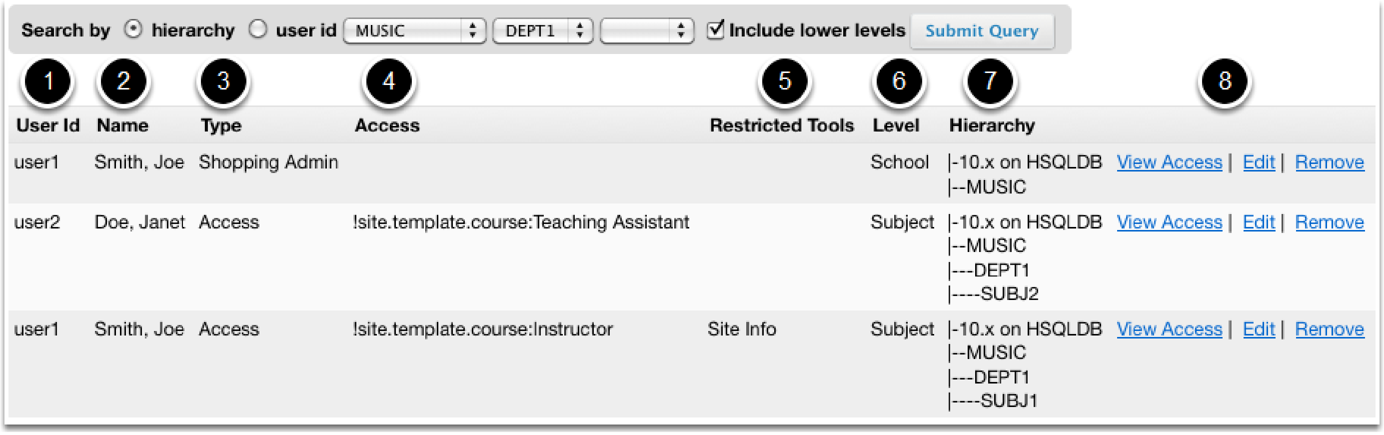


To view all access settings for a user you have searched for, click the **View Access** link for that user.

Search by hierarchy.

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



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.

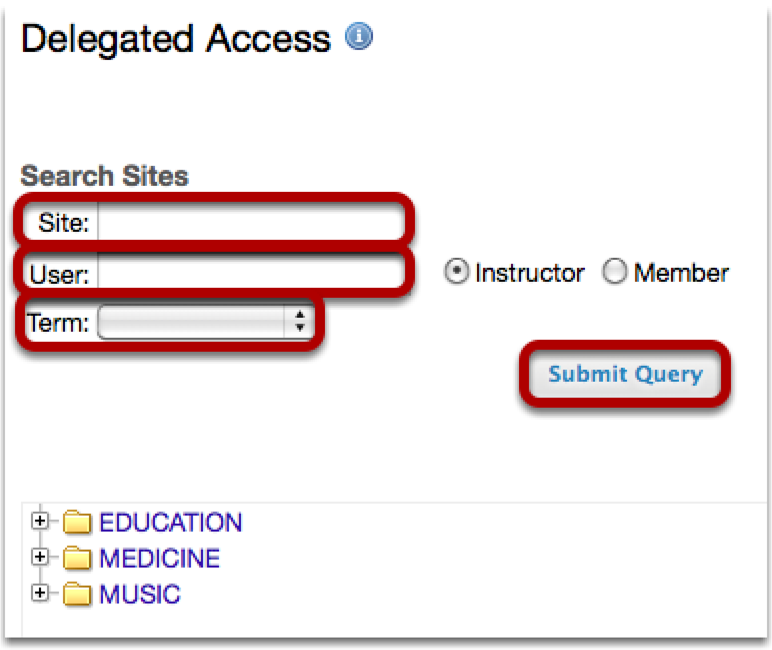
*Tip: If you are already in the Delegated Access tool, click the **Delegated Access** button in the menu bar.*

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.



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

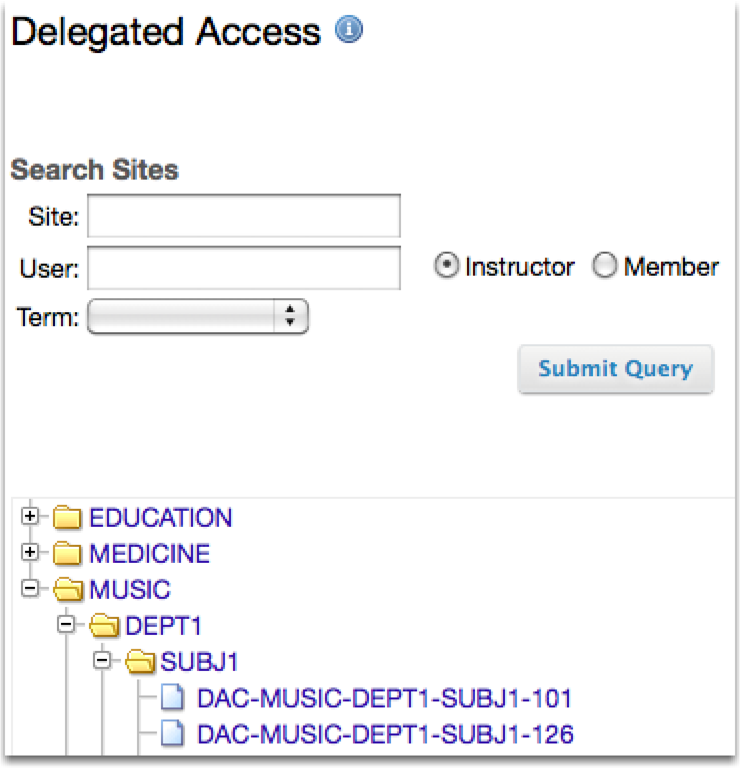
Search by user: enter user name or ID in *User* field.

- 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.



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?

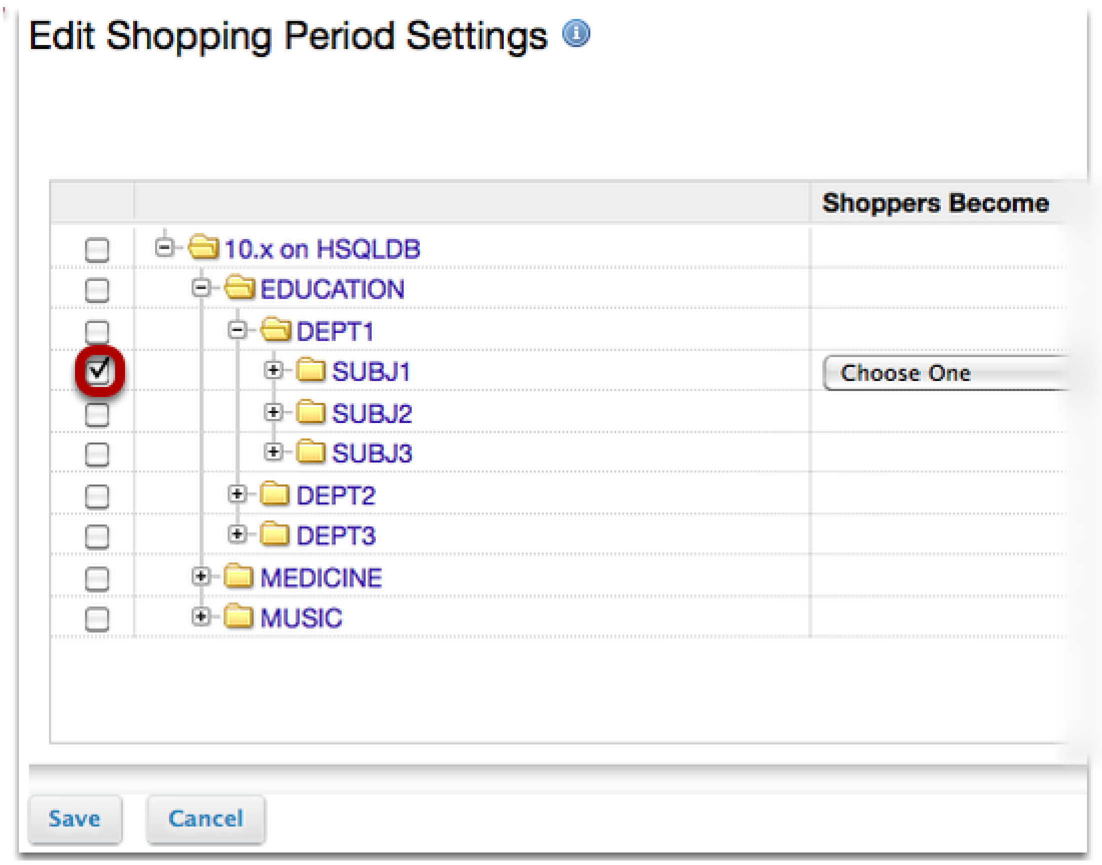
Go to Delegated Access tool

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

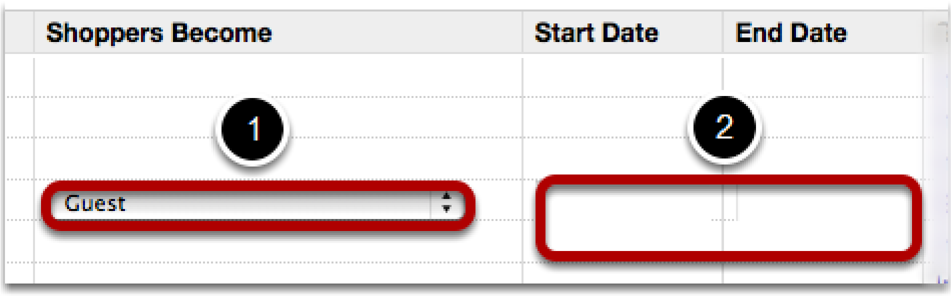


Click on the root node and continue expanding nodes to select the appropriate node(s) and/or site(s). If you want to configure a single shopping period for all sites in your Sakai instance, you can skip this step.

Important Notes:

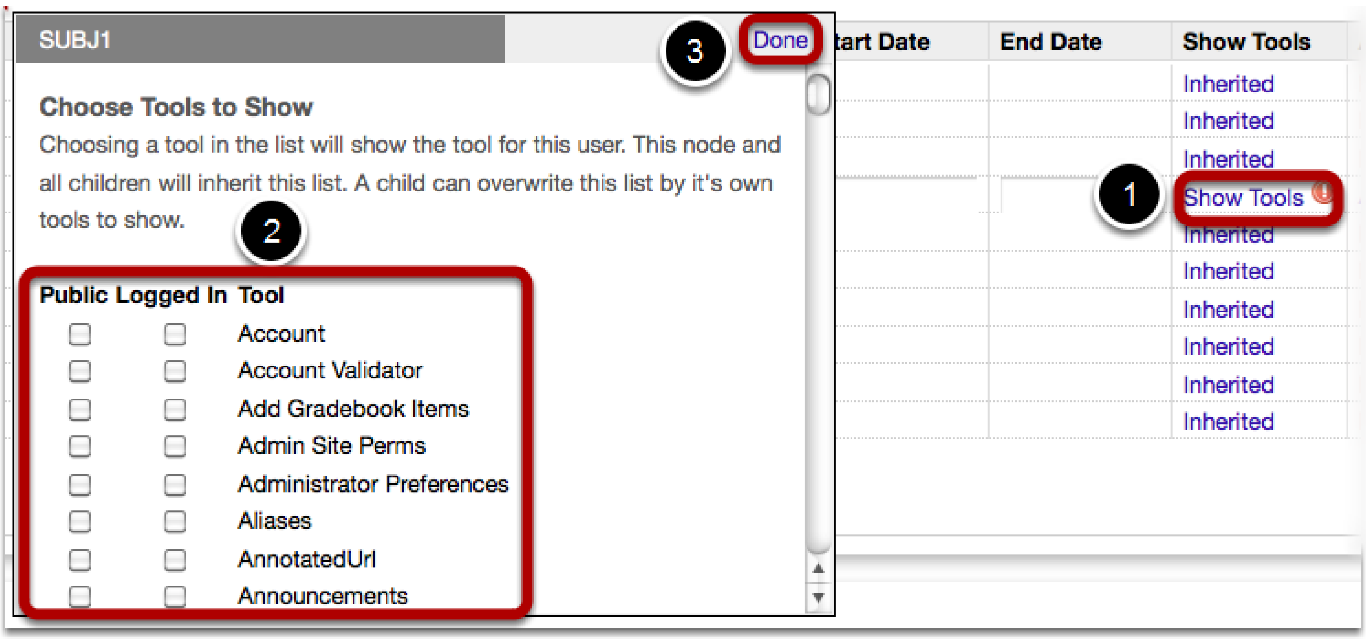
- Settings you select for a node will apply to all its "child" (lower-level) nodes, but not to any other nodes at the same level in the hierarchy. You can always override settings that a lower-level node inherits from a higher node.
- While you can select multiple nodes and sites, you will have to configure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



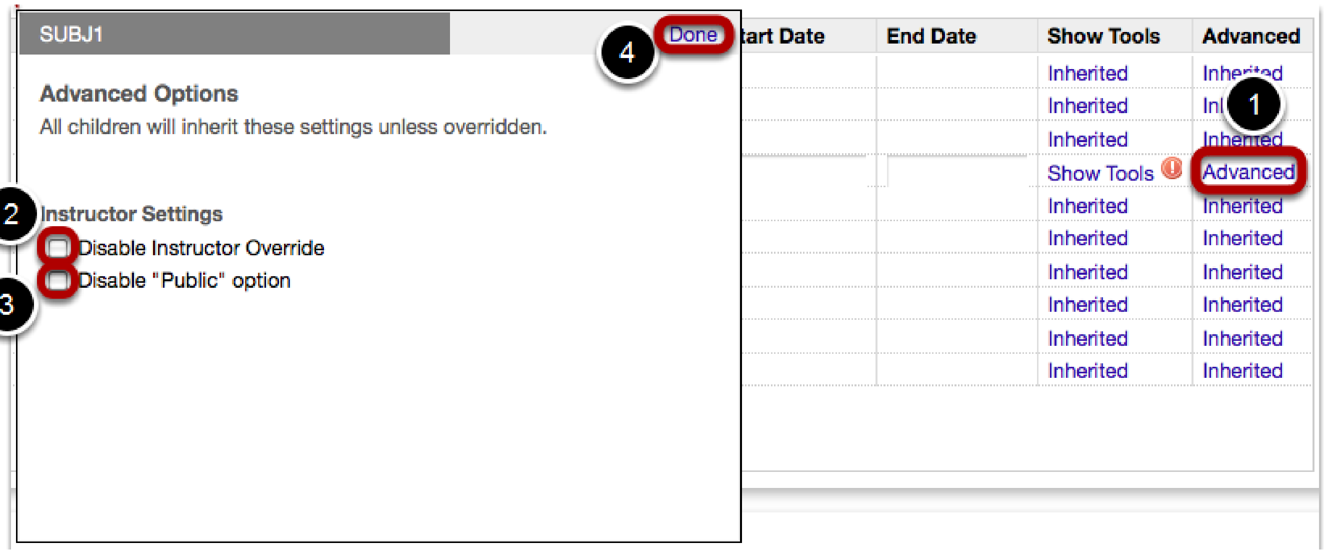
1. Choose site role for shoppers.
2. Provide start/end date.

Set tool access



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



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**.

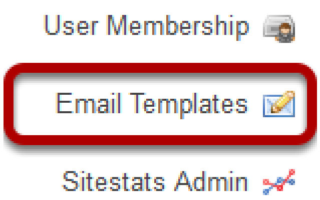
Email Templates

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.

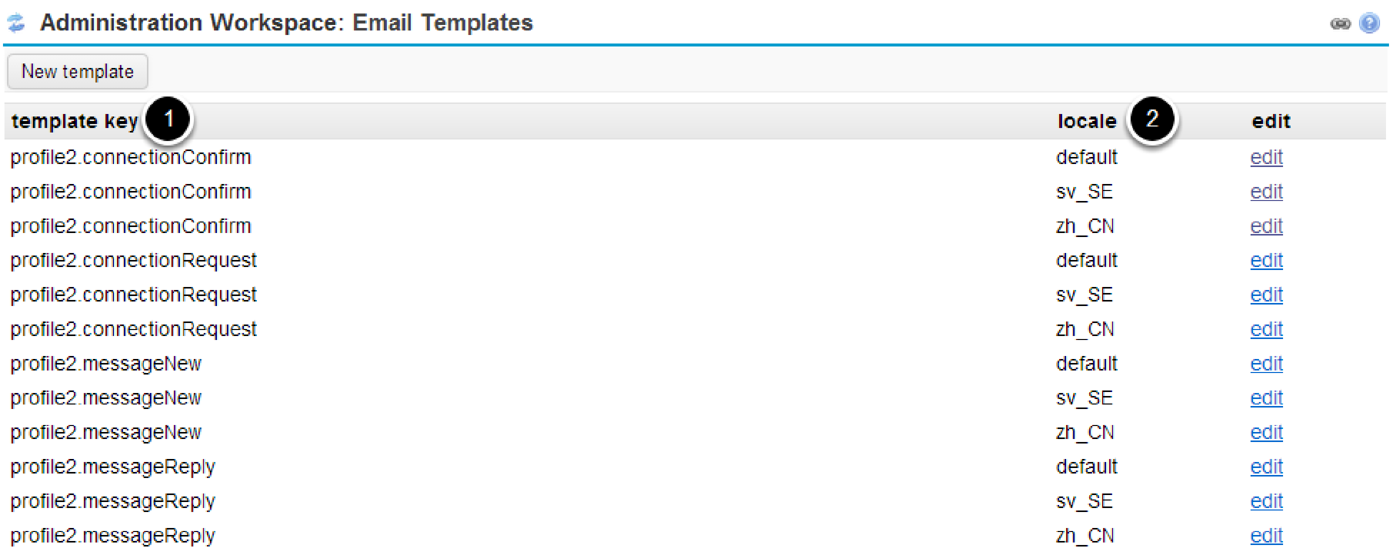
For example, if your institution has modified the name of Sakai to a different local system name (i.e. CTools, T-Square, etc.) you may modify the existing email templates to use your local system name and inform users about institution-specific resources.

Go to the Email Templates tool.



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

View existing template keys and locales.



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
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 ${localSakaiUrl} with your username (${userEid}) 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
```

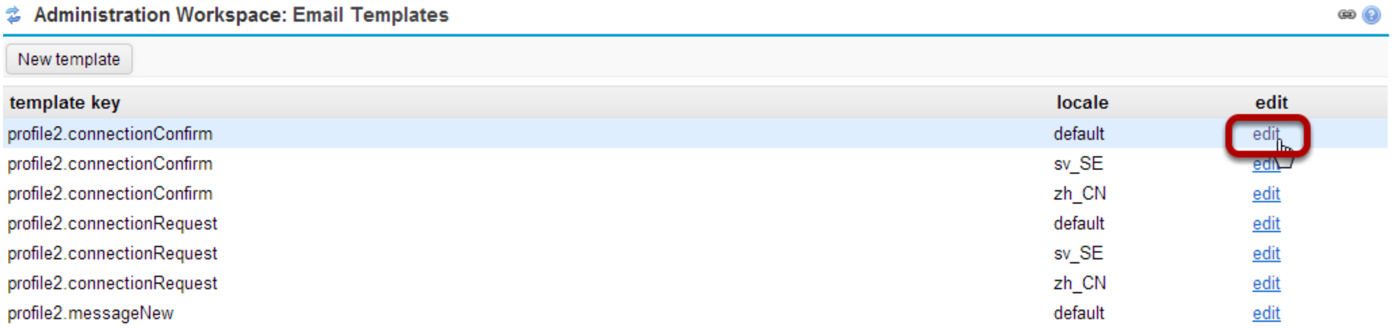
The image above shows an example of a custom template. To view this example and others on Confluence, go to: https://confluence.sakaiproject.org/display/ETS/example+templates

How do I edit an email template?

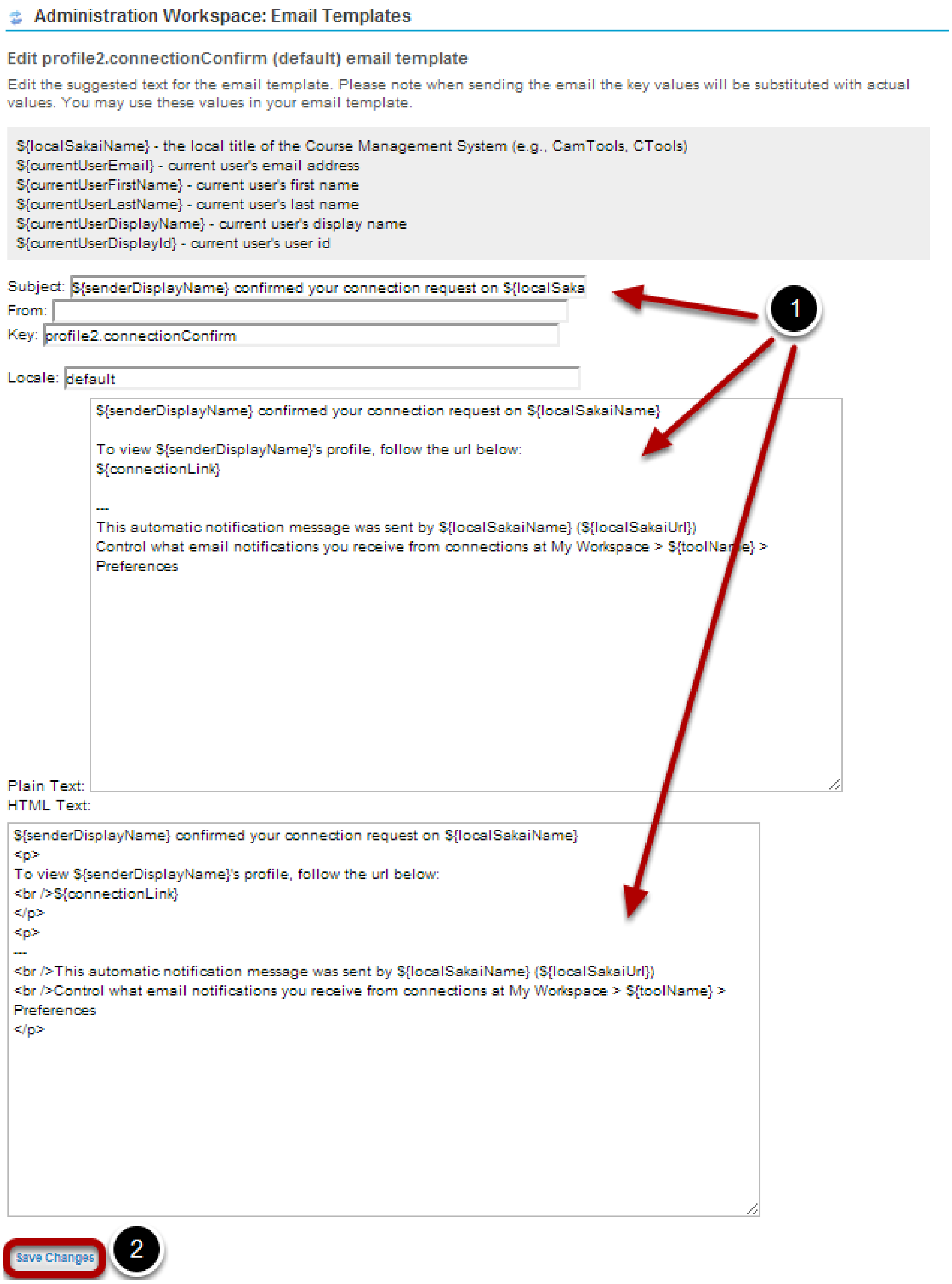
Go to the Email Templates tool.

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

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



Edit the template as needed.



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

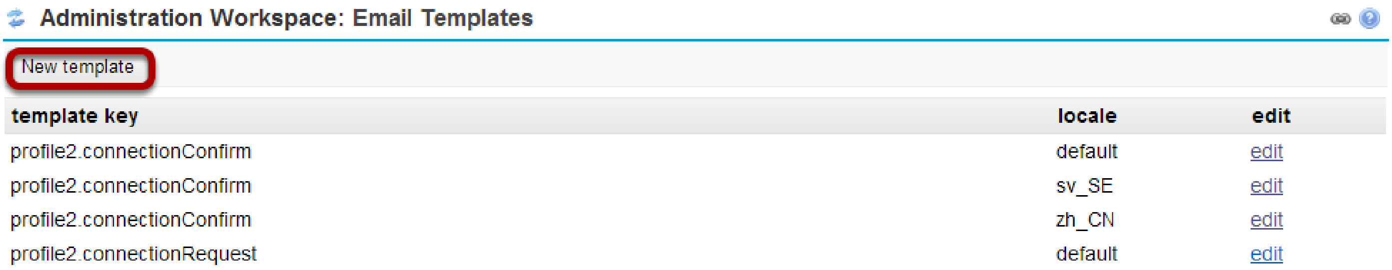
How do I add a new email template?

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.

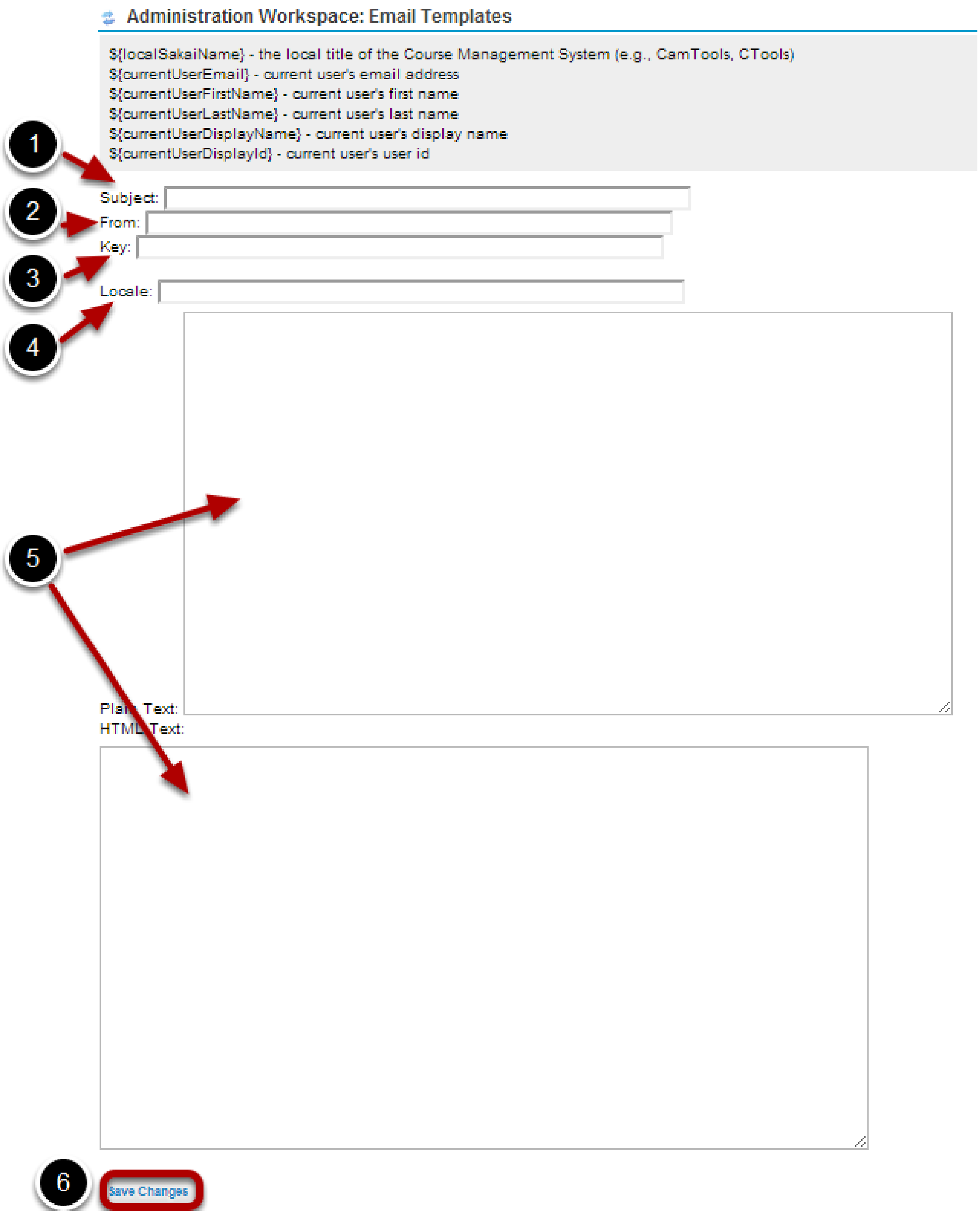
Go to the Email Templates tool.

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

Click New template.



Enter template information into the fields provided and Save.



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?

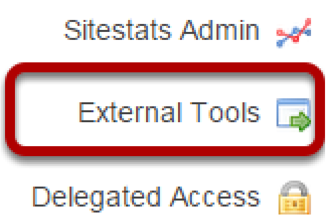
If you're a functional administrator, External Tools lets you configure integration with an external solution that utilizes LTI, an independent standard for web-based applications developed by IMS. You can integrate solutions that are compliant with either of the following LTI standards:

- 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.

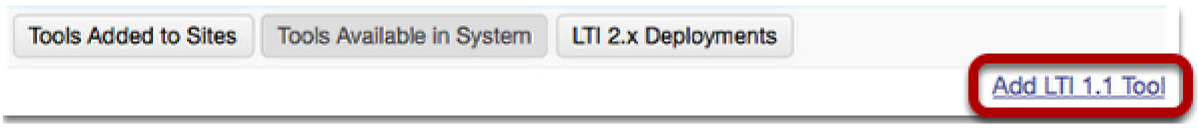
Go to External Tools.

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.

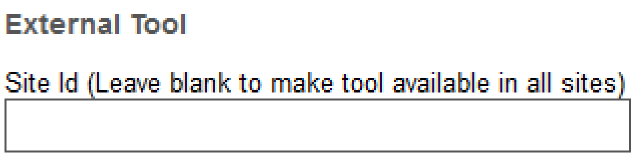


Click **Add LTI 1.1 Tool**. The *External Tool* page displays.

Configure LTI tool

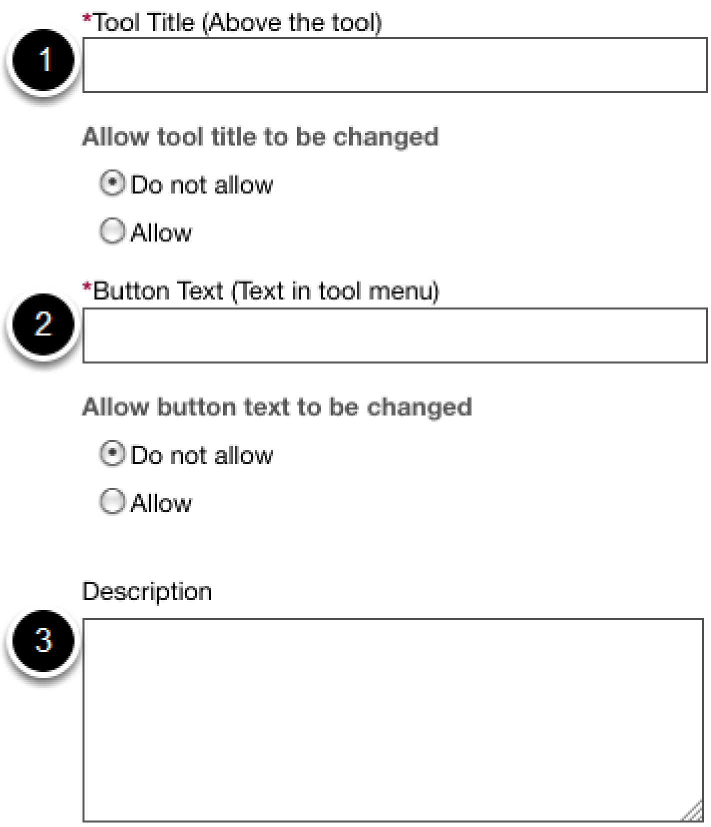
On the *External Tool* page, select settings and provide information as appropriate.

Site ID



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.

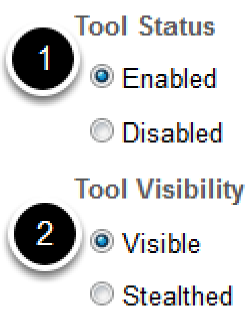
Name/description



1. 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.

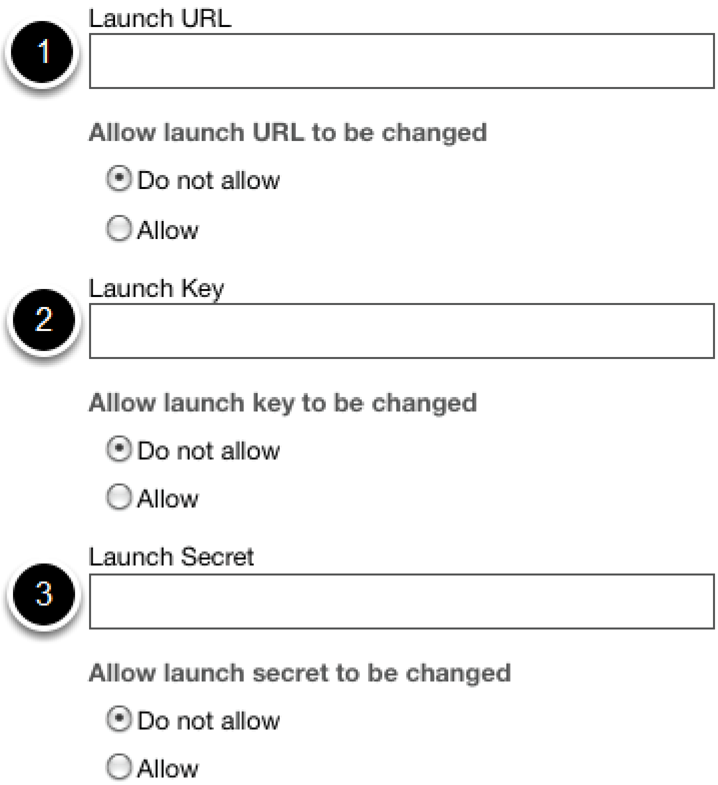
*Click **Allow** to let site owners edit this information.

Status/visibility



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

Launch settings

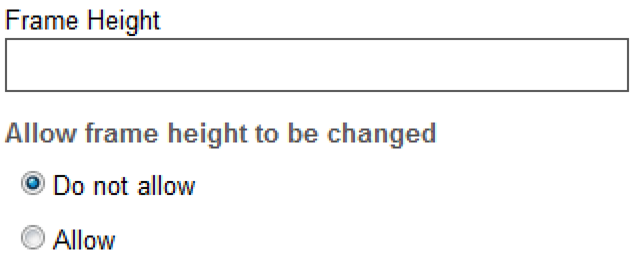


Note: The following settings are unique to each external solution. If the solution being integrated is from a third-party vendor, the vendor typically provides this information.

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.

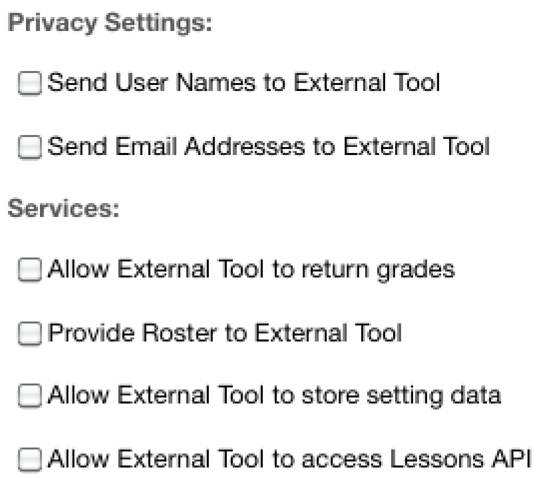
*Click **Allow** to let site owners edit this information.

Frame height



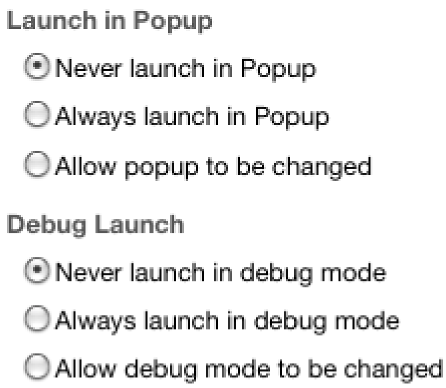
To specify a height for the tool frame in a site, enter a value (in pixels) in the **Frame Height** field. Click **Allow** to let site owners edit this value.

Privacy settings/services



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



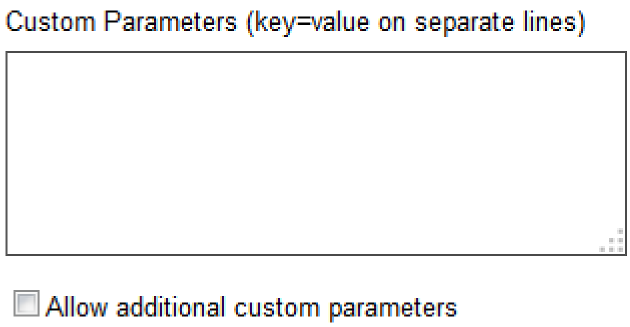
Choose how the external solution displays when it launches.

- 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

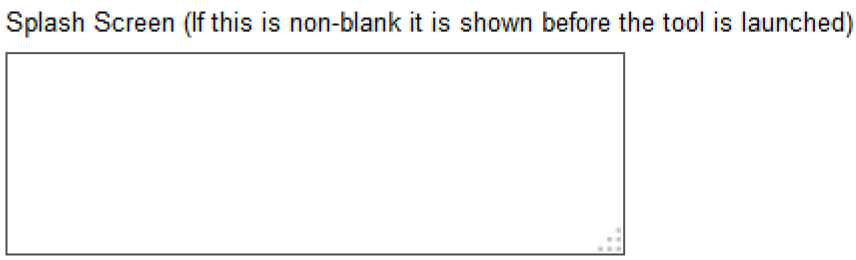


Provide additional parameters in the **Custom Parameters** field, as appropriate. A parameter should be in the following format:

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



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.

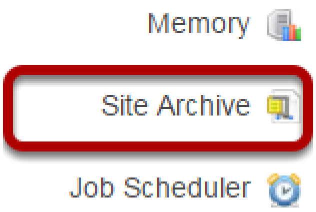
Job Scheduler

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.

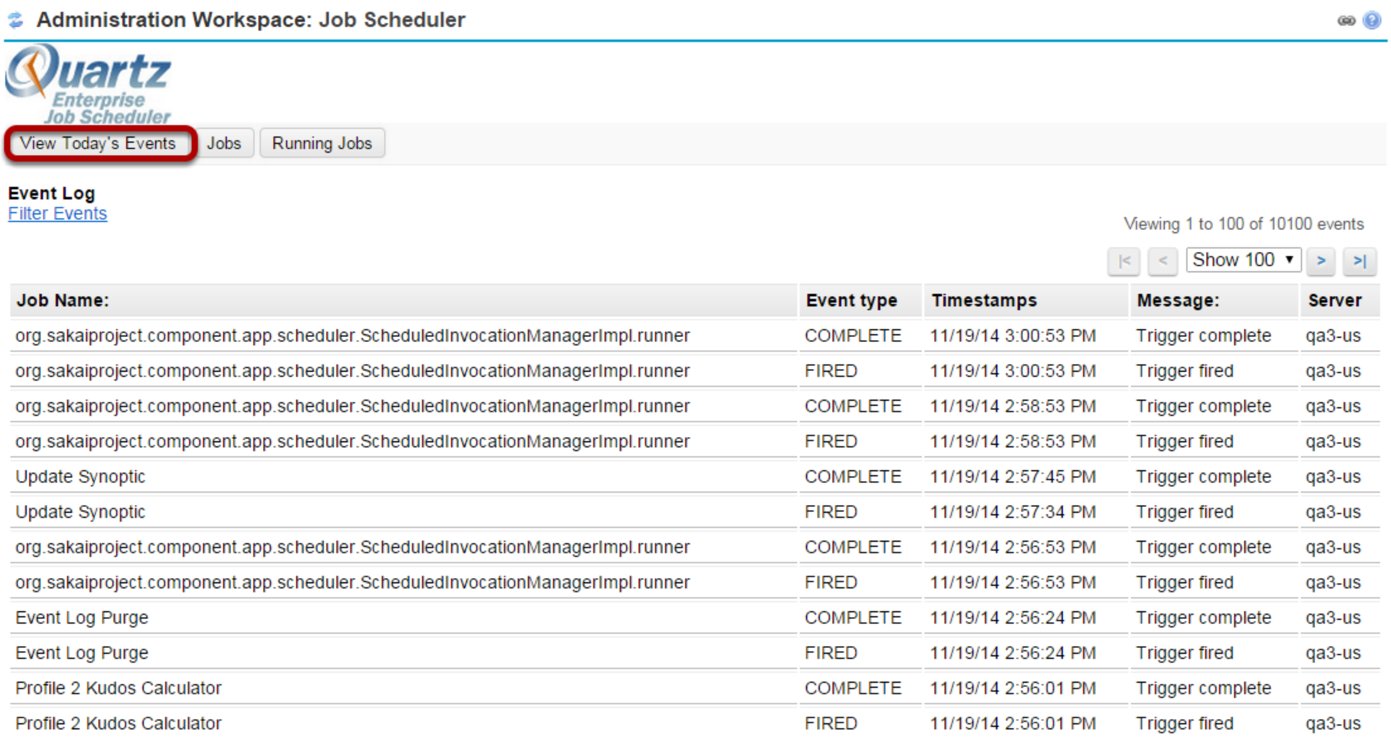


How do I view the event log?

Go to the Job Scheduler tool.

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

Viewing the event log.



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

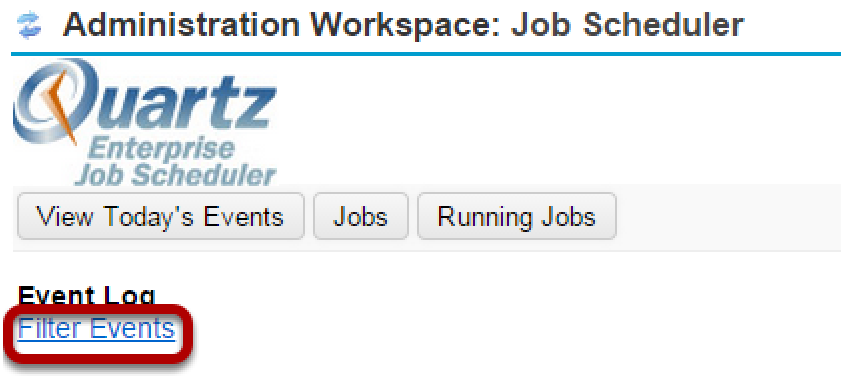
If you would like to view only events logged from the current date, you may click on the **View Today's Events** button.

How do I filter events?

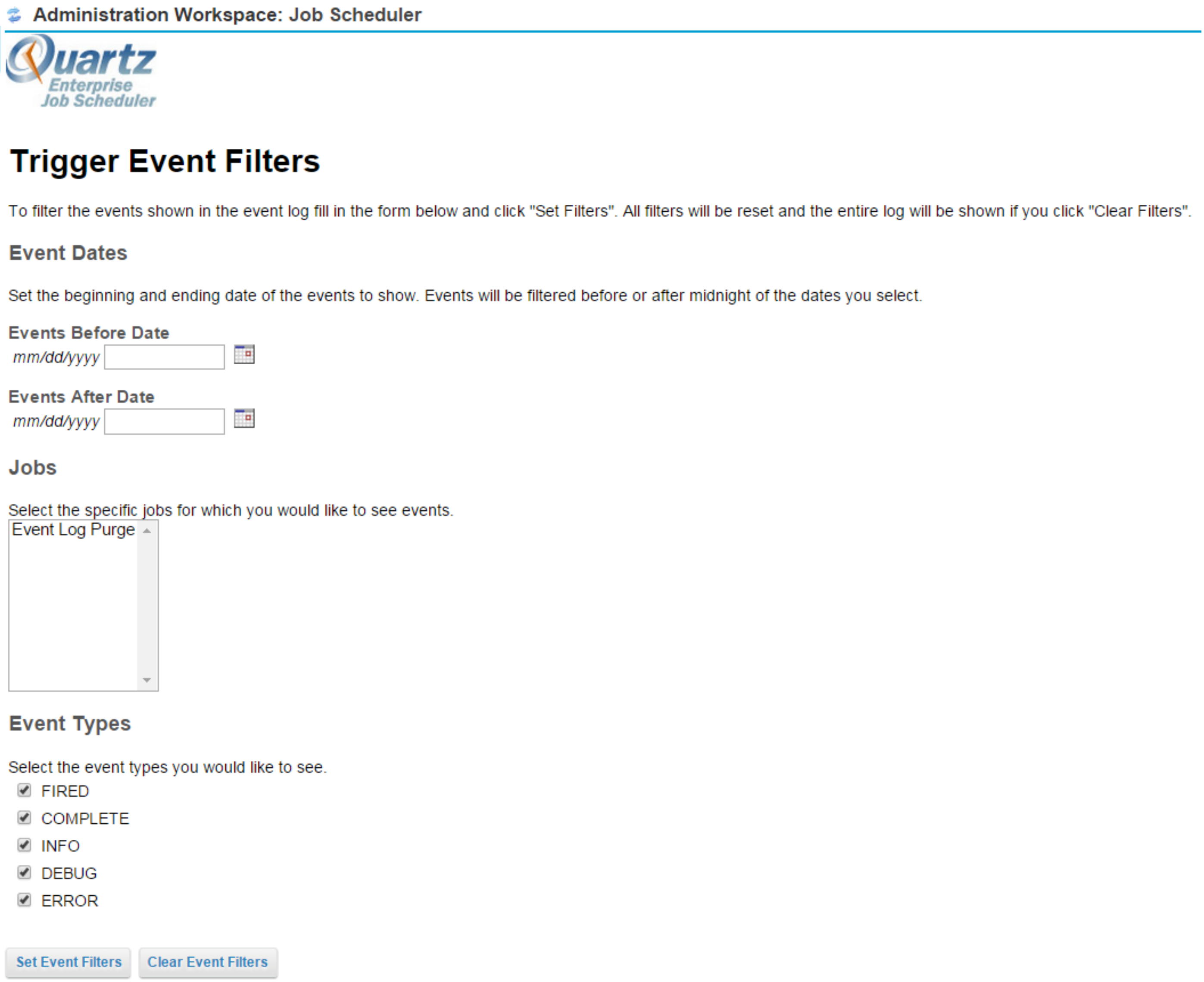
Go to the Job Scheduler tool.

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.

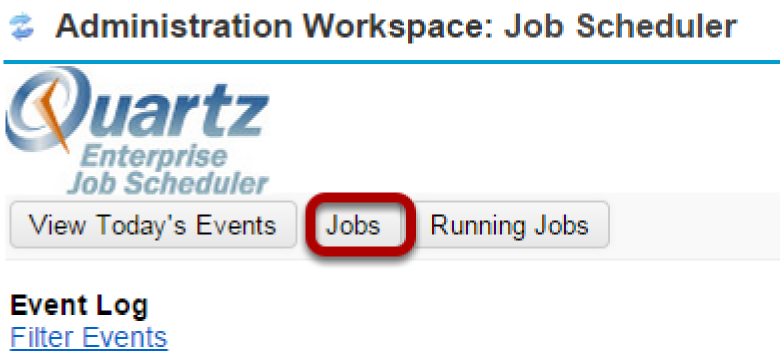
Click the **Set Event Filters** button after you have entered your criteria to save and apply the filter.

How do I view jobs?

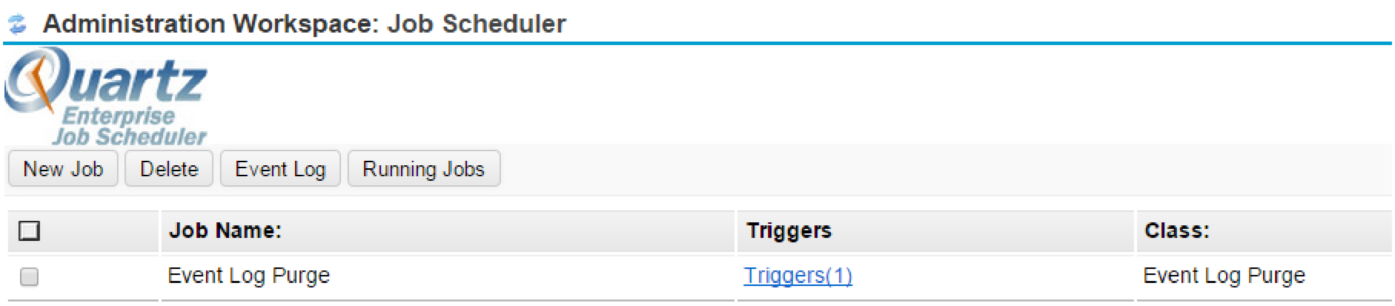
Go to the Job Scheduler tool.

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

Click the Jobs button.



View the list of currently scheduled jobs.

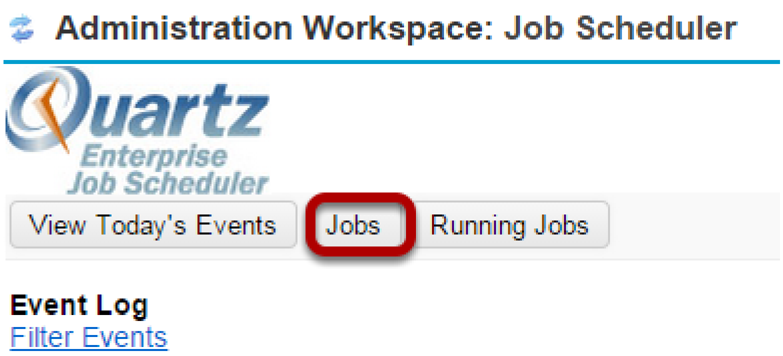


How do I schedule a new job?

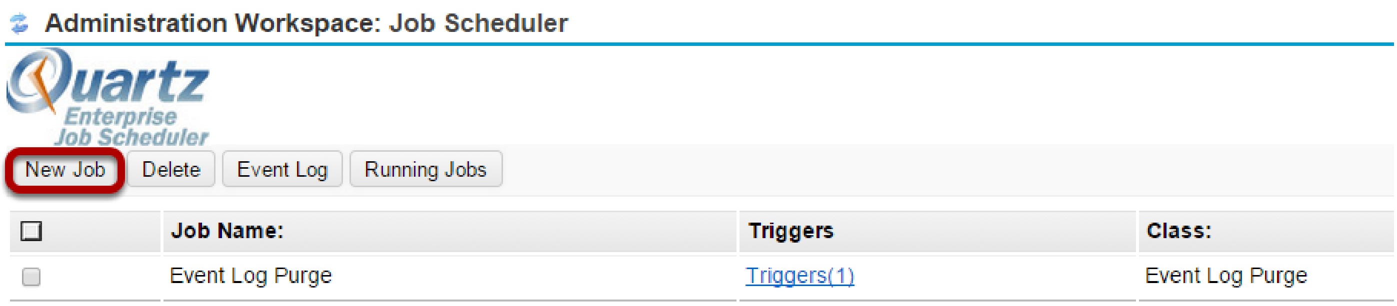
Go to the Job Scheduler tool.

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

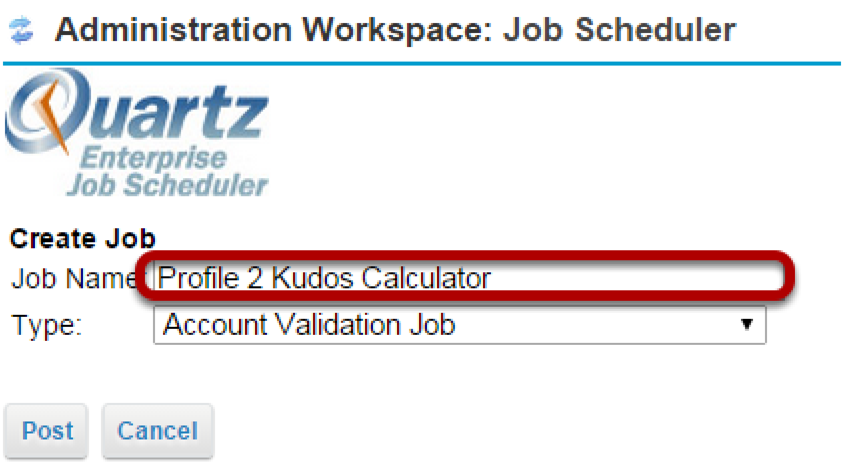
Click the Jobs button.



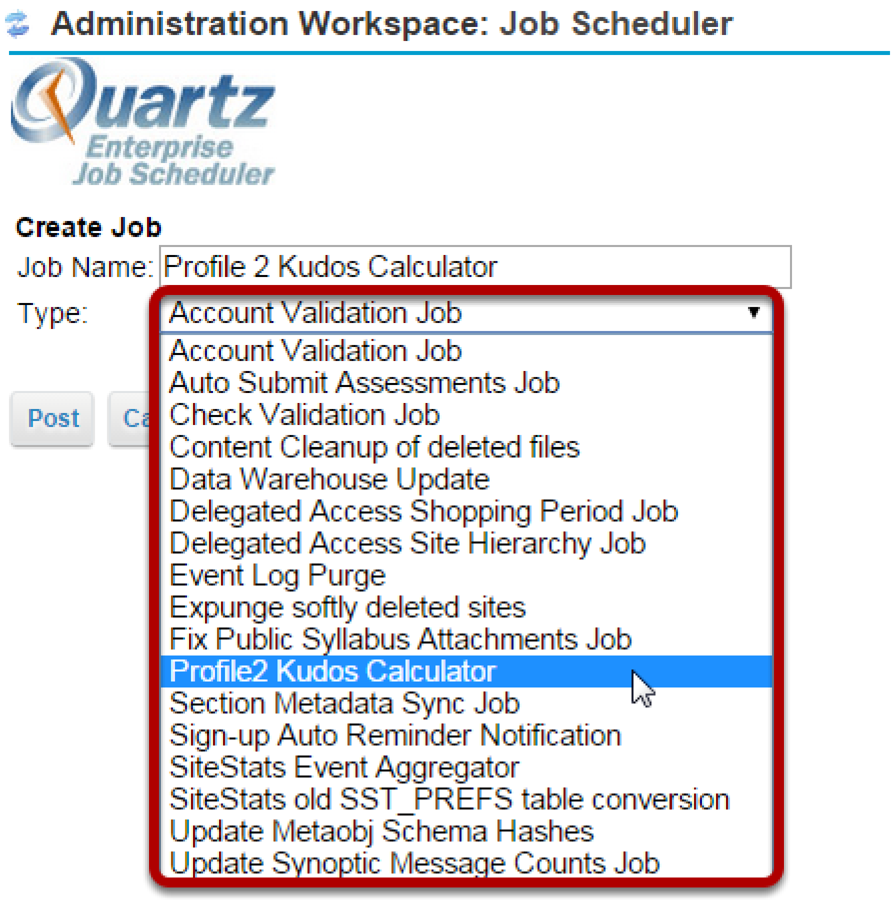
Click the New Job button.



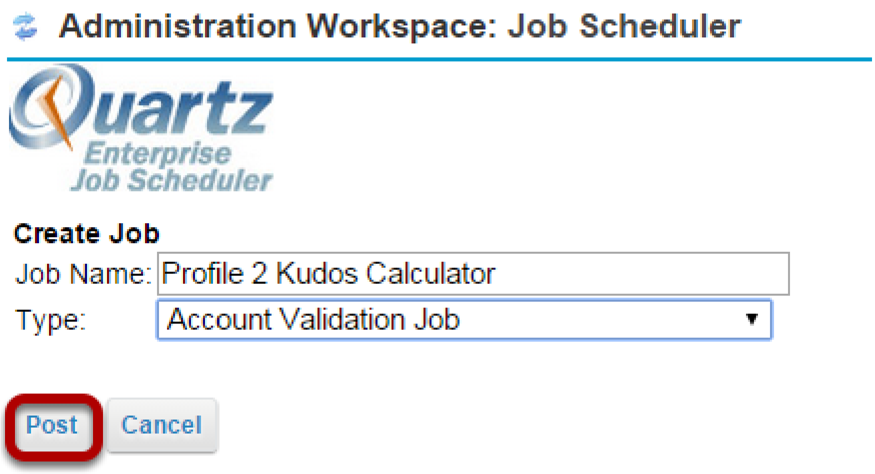
Give the job a name.



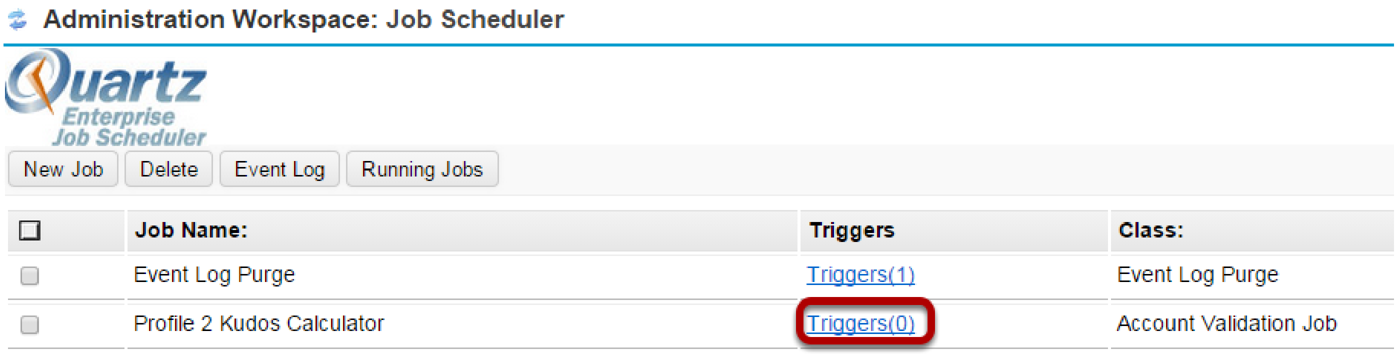
Select the job type from the drop-down menu.



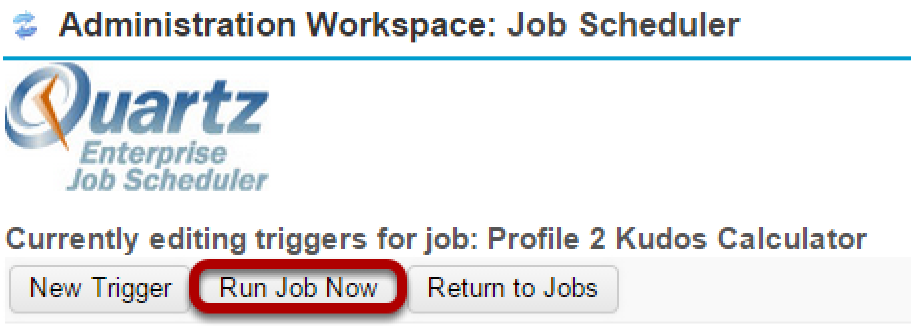
Click Post.



Select the Triggers link to add a trigger.

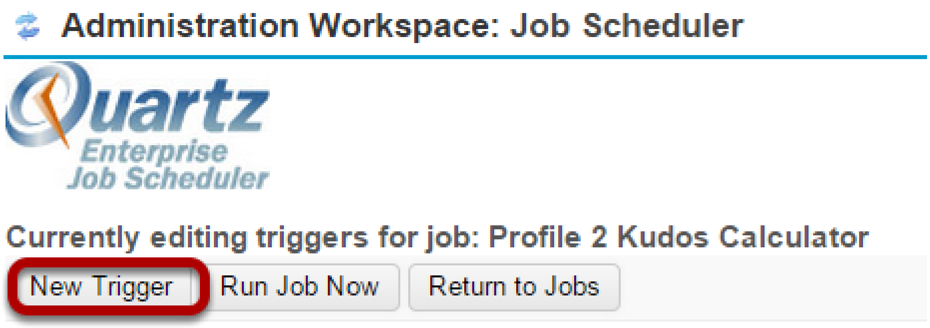


Click Run Job Now to run the job manually.

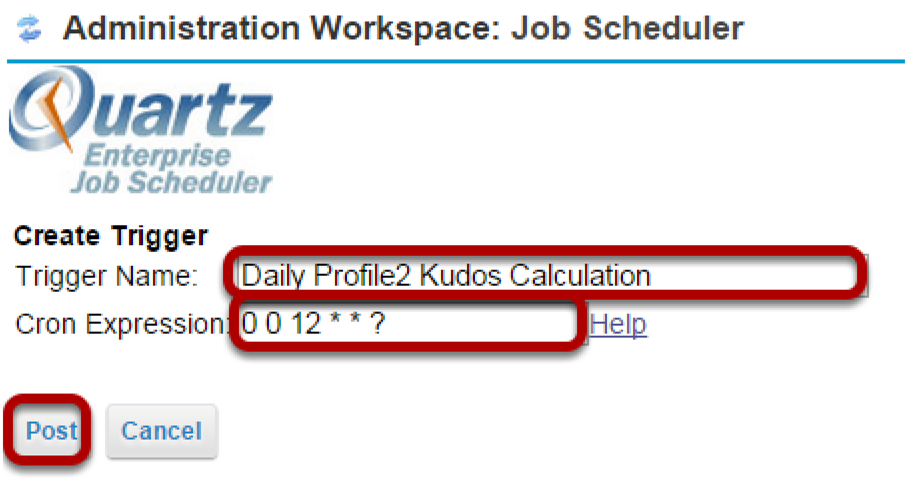


Click Run Now to confirm.

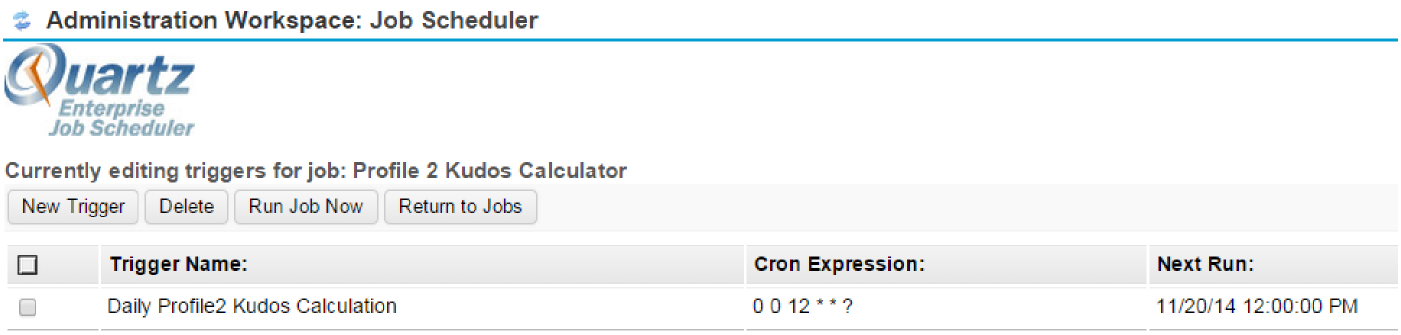
Or, to automate the job, click New Trigger.



Enter a name and Cron expression and click Post.



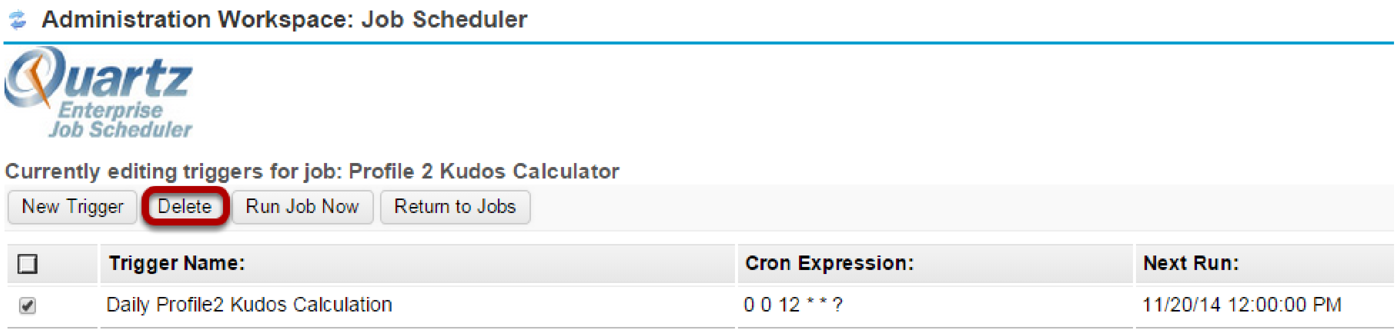
View the list of triggers for that job.



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.



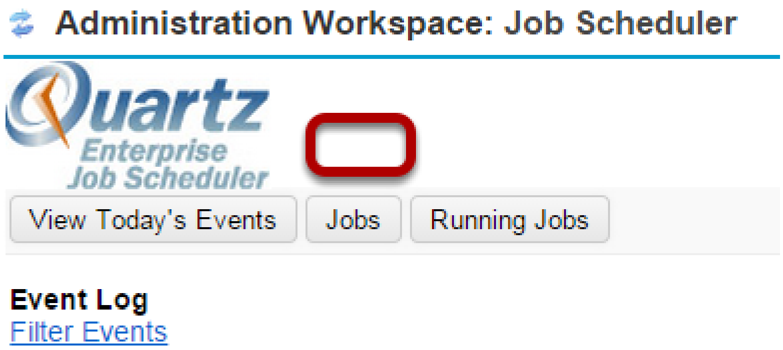
To remove an existing trigger, select the check box next to the item and then click the **Delete** button.

How do I delete a job?

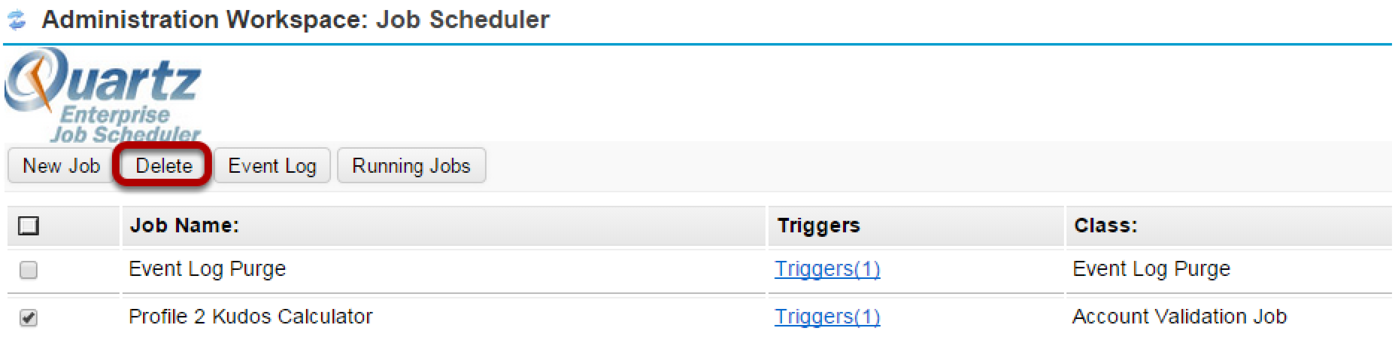
Go to the Job Scheduler tool.

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

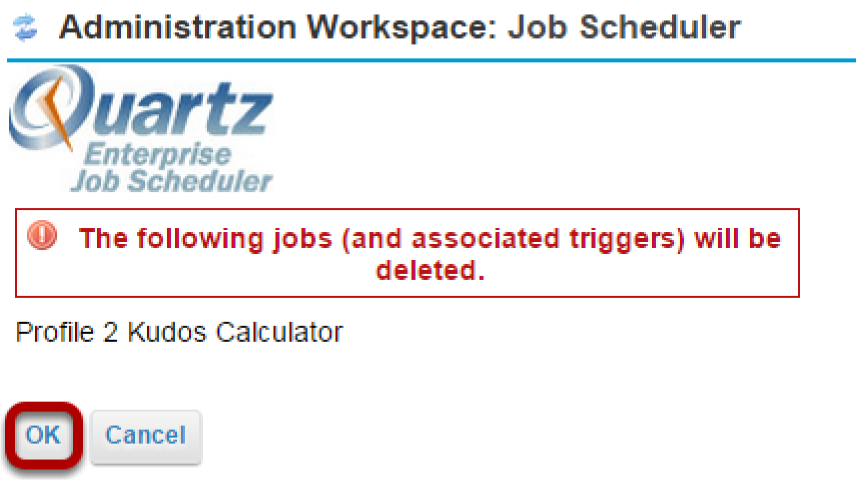
Click the Jobs button.



Select the job you want to remove and click Delete.



Click OK to confirm the deletion.

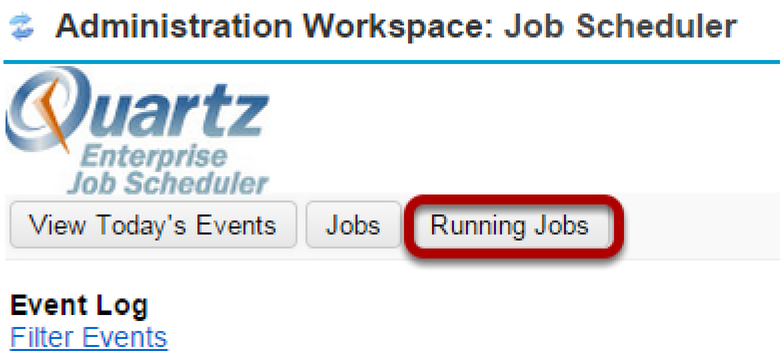


How do I view running jobs?

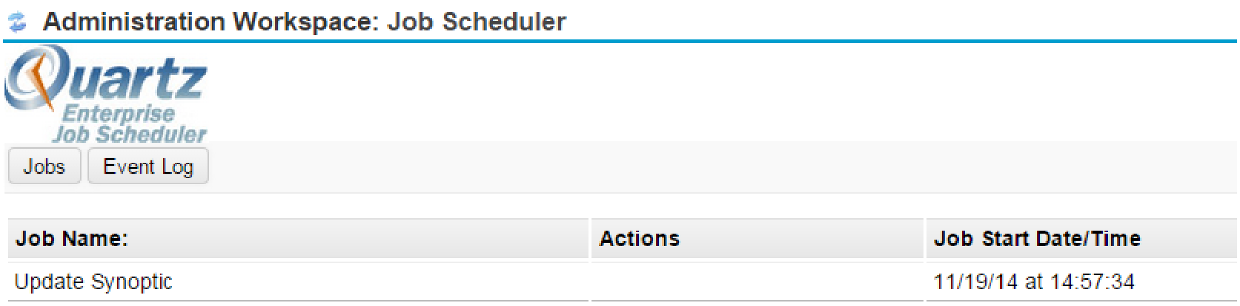
Go to the Job Scheduler tool.

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

Click the Running Jobs button.



View the list of currently running jobs.



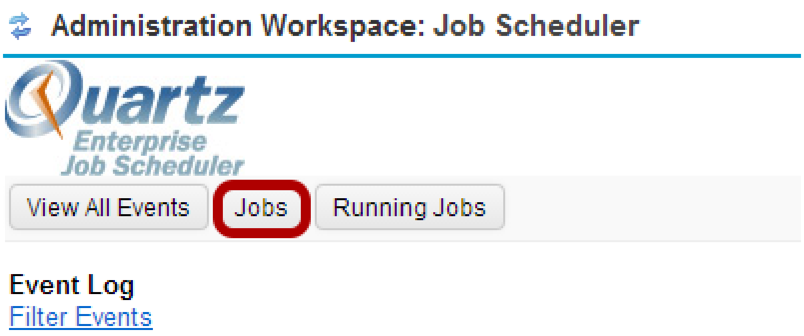
How do I purge softly deleted sites?

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.

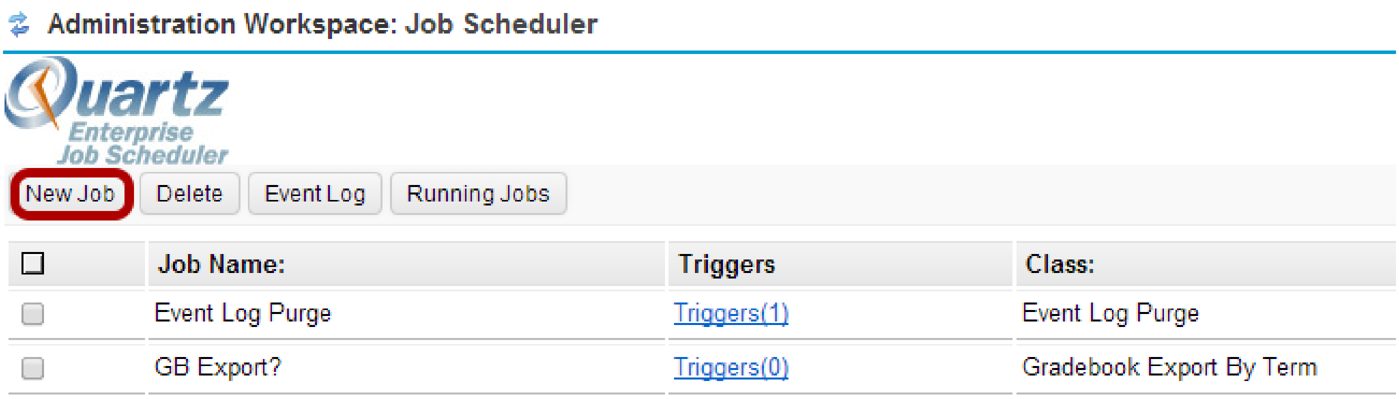
Go to Job Scheduler.

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

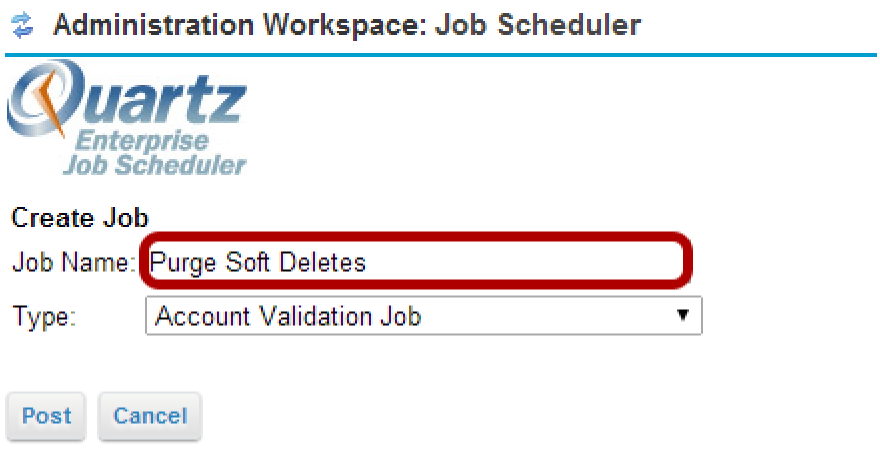
Click Jobs.



Click New Job.

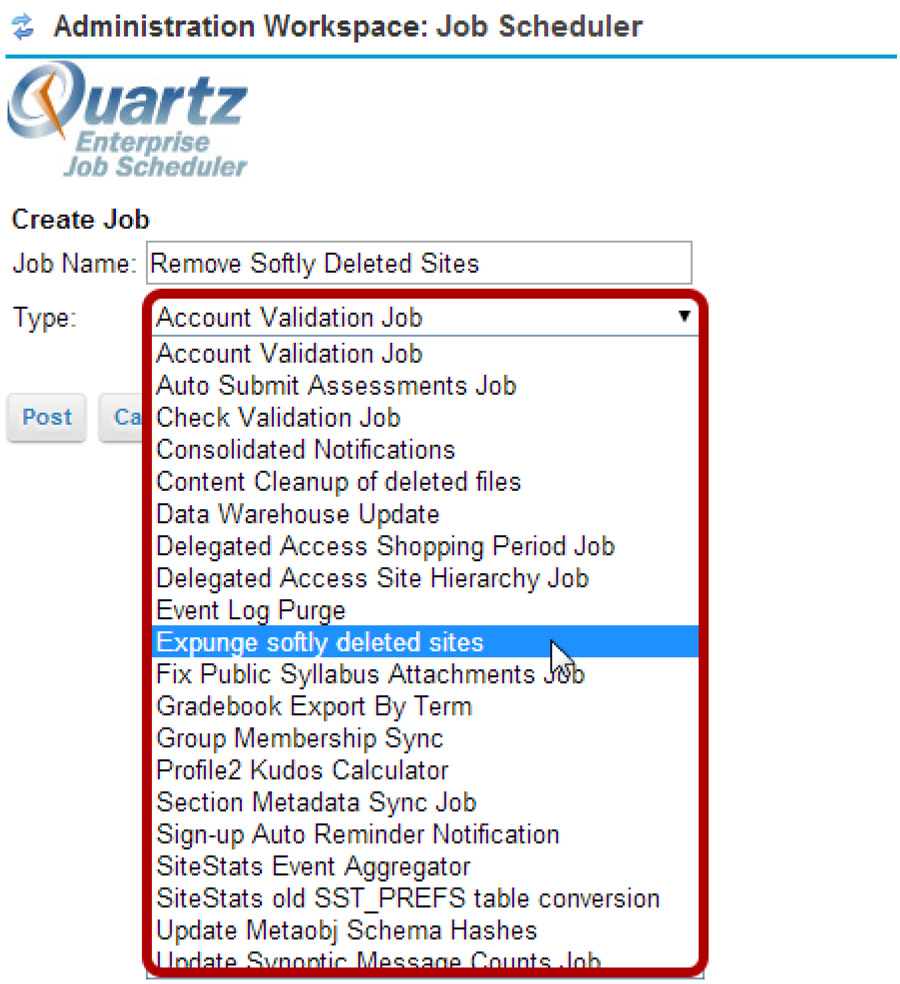


Give your new job a name.

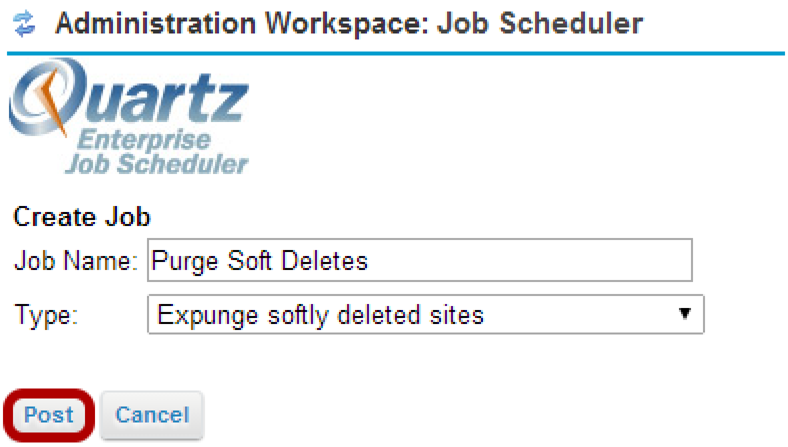


In this example, we have named the job "Purge Soft Deletes."

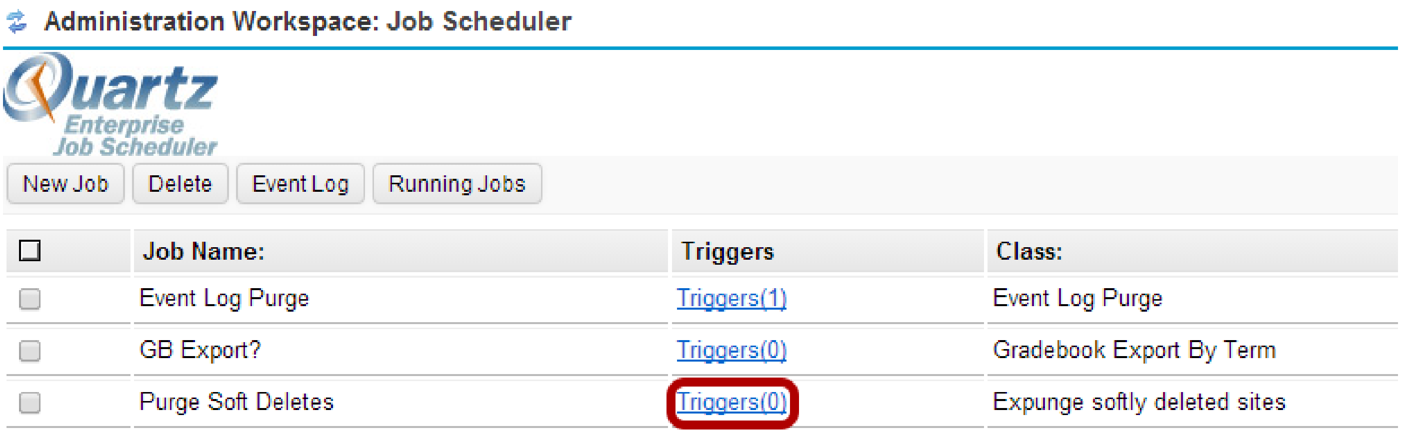
Select Expunge Softly Deleted Sites from the Type drop-down menu.



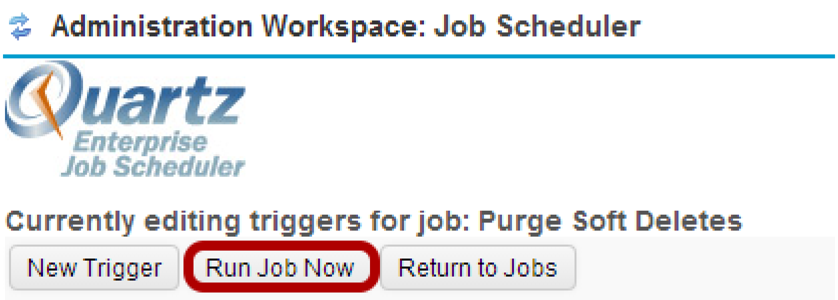
Click Post.



Click on the Triggers link for the job.

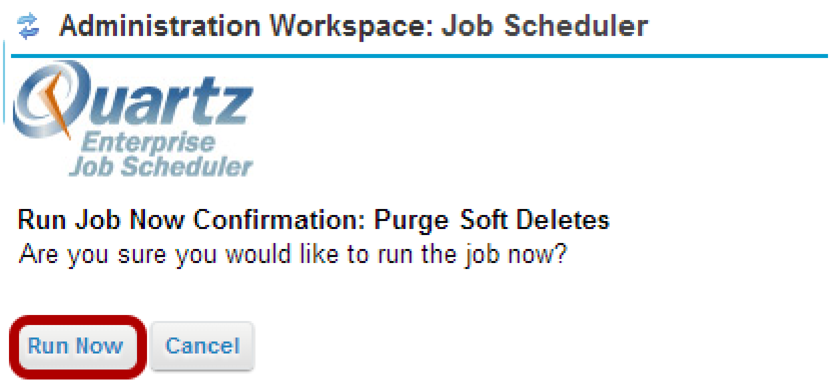


Click Run Job Now.

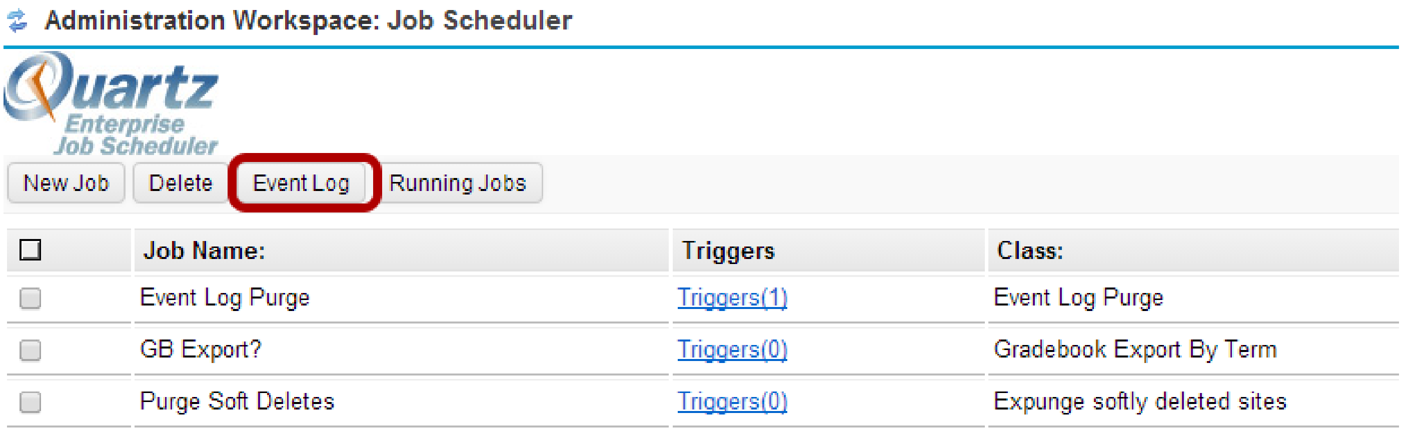


This will immediately begin the job to purge any softly deleted sites in the system.

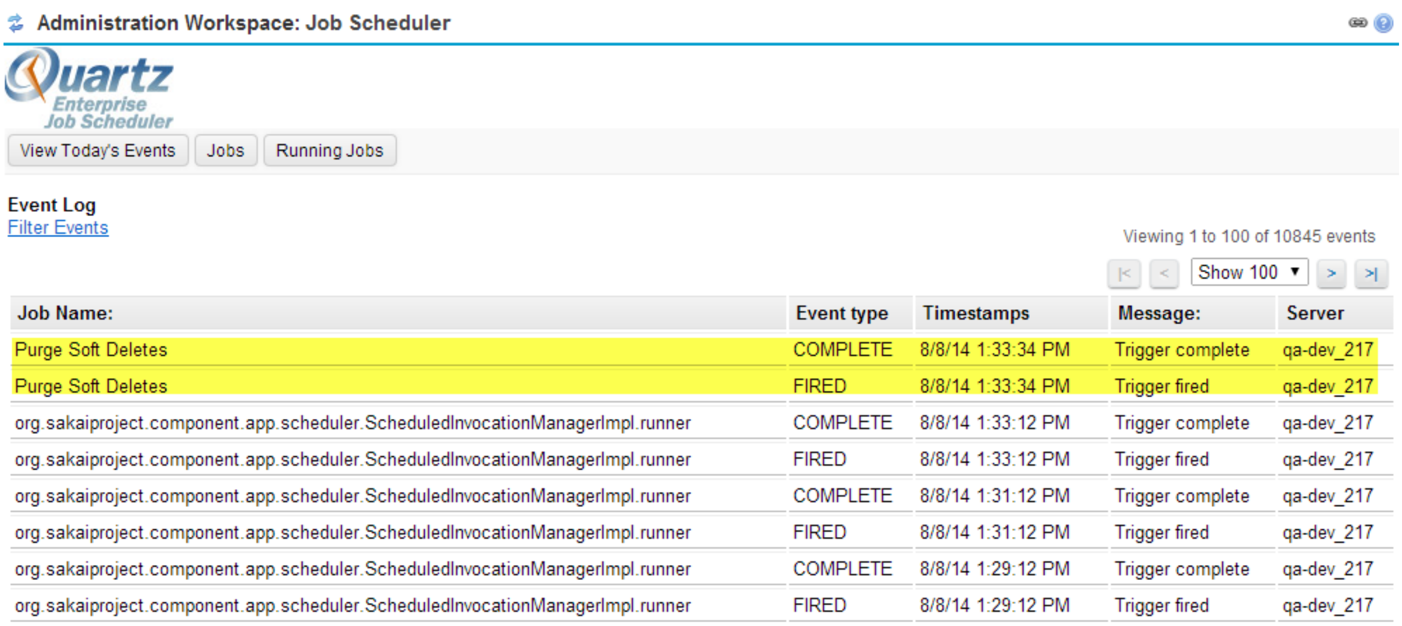
Click Run Now again to confirm.



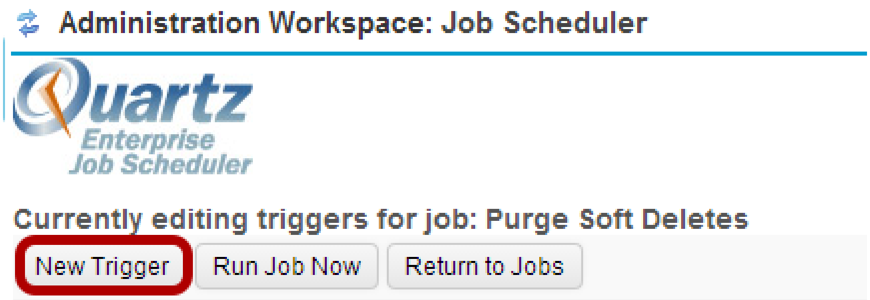
Click on Event Log to view the log.



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

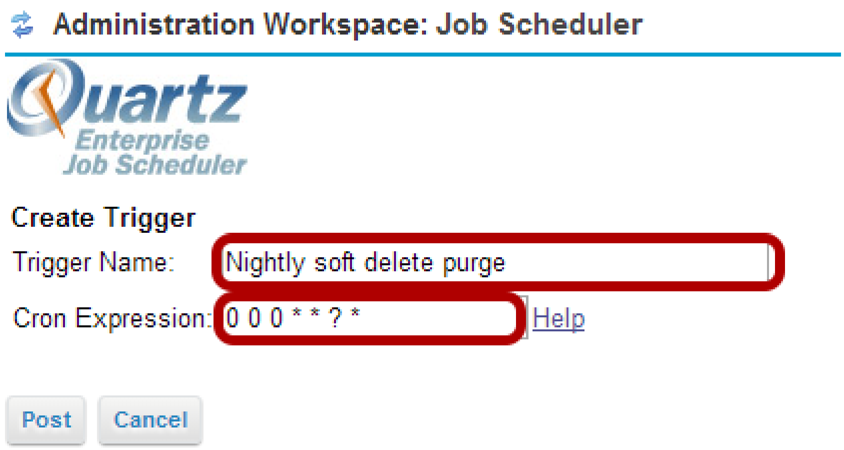


Or, click New Trigger.

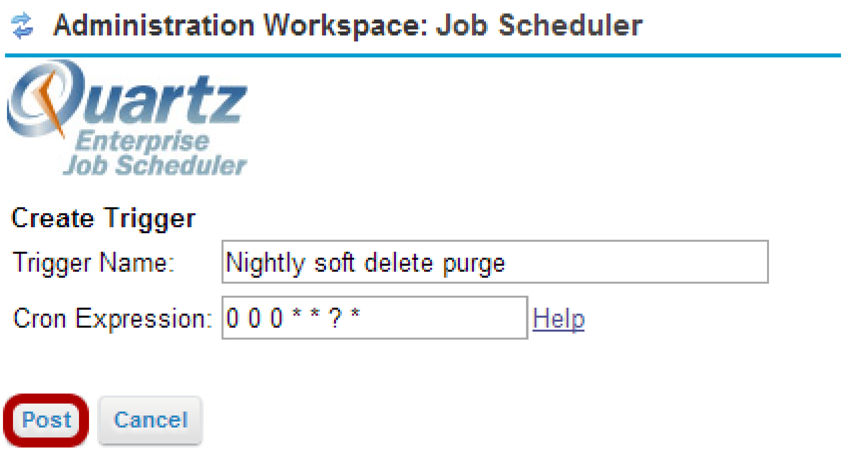


If you prefer to purge the softly deleted sites on a schedule, rather than by running the job manually, click the **New Trigger** button to add a trigger for the job scheduler.

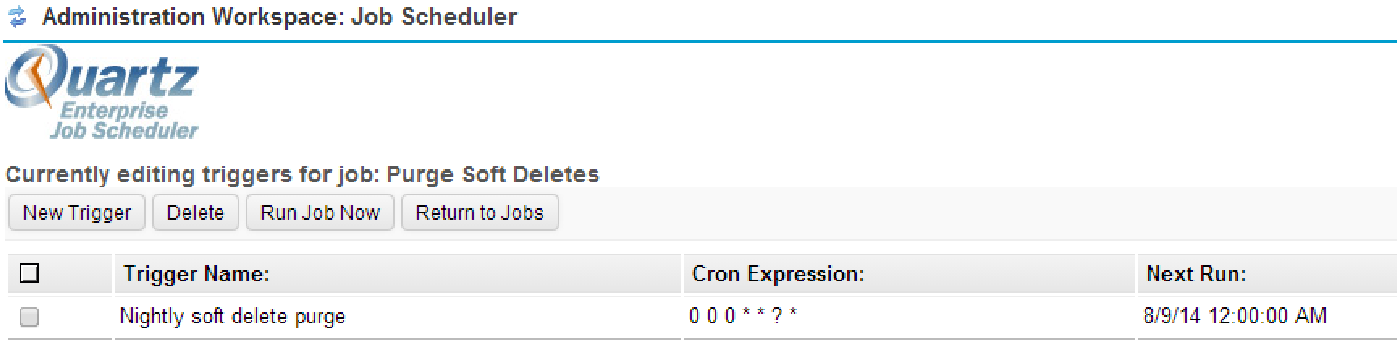
Enter a Trigger Name and Cron Expression.



Click Post.



The new trigger for this job will be displayed.



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,tim

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

- memory.org.sakaiproject.authz.impl.DbAuthzGroupService.realmRoleGroupCache=timeToLiveSec

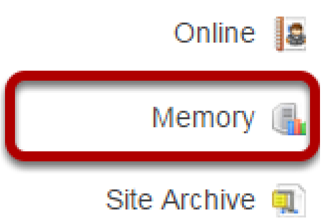
The user/site cache keeps track of the sites associated with the user:

- memory.org.sakaiproject.site.api.SiteService.userSiteCache=timeToLiveSeconds=86400,timeToIdl

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,timeToIdleS

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

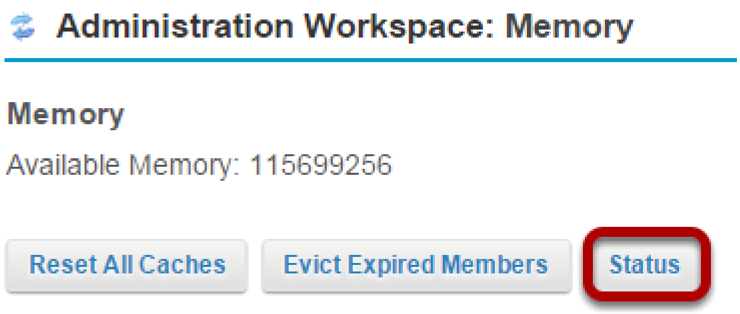


How do I view Memory Status?

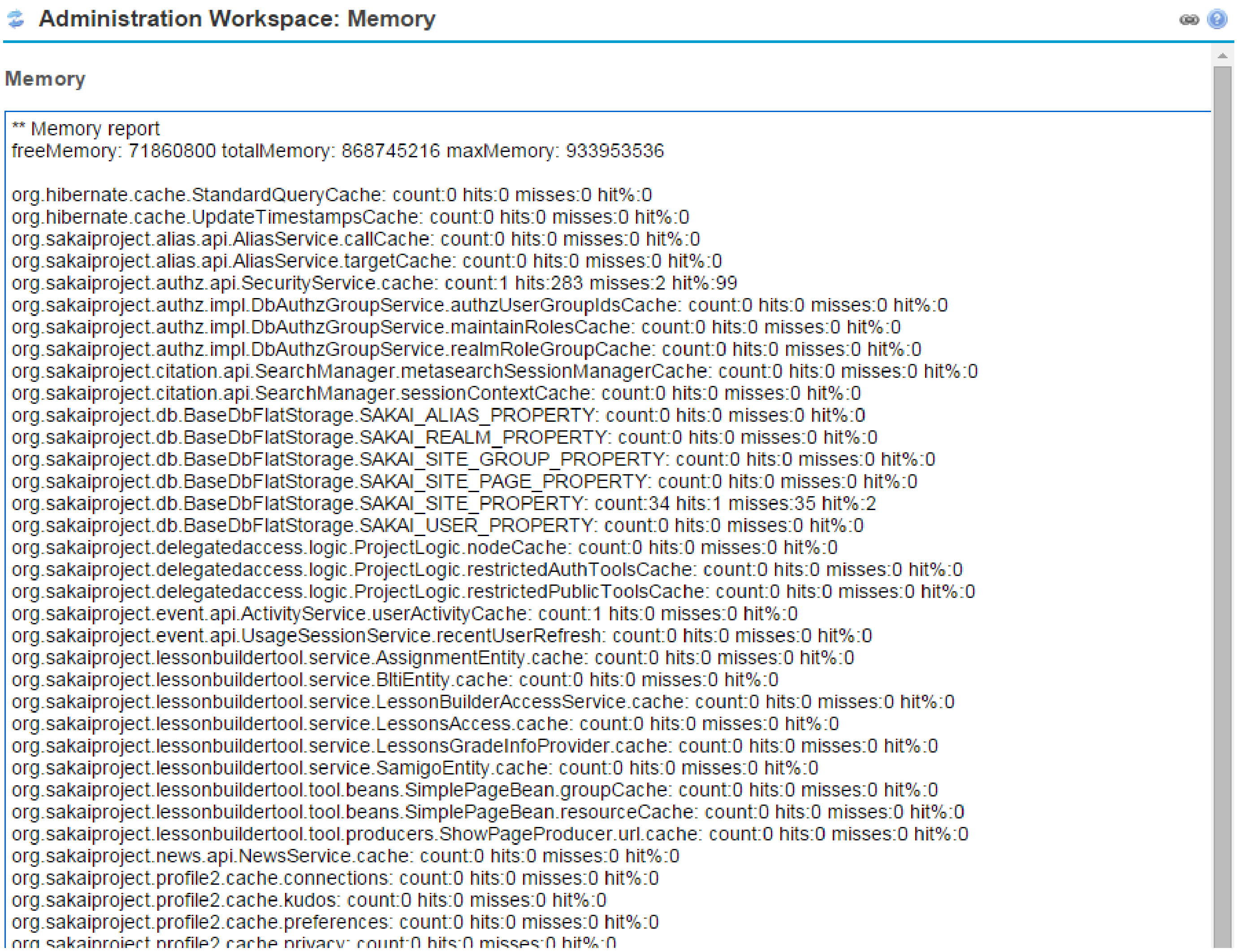
Go to the Memory tool

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

Click Status.



The memory report will display.



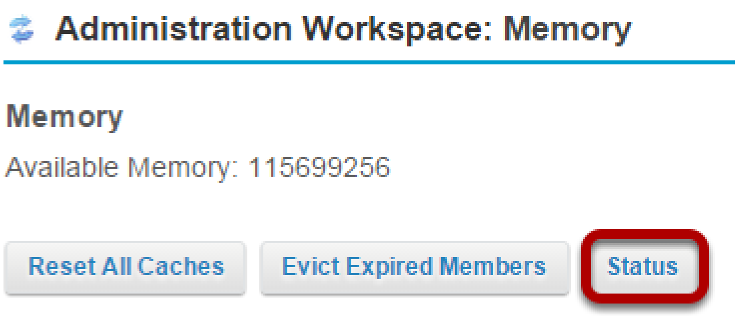
How do I locate maxed out caches?

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.

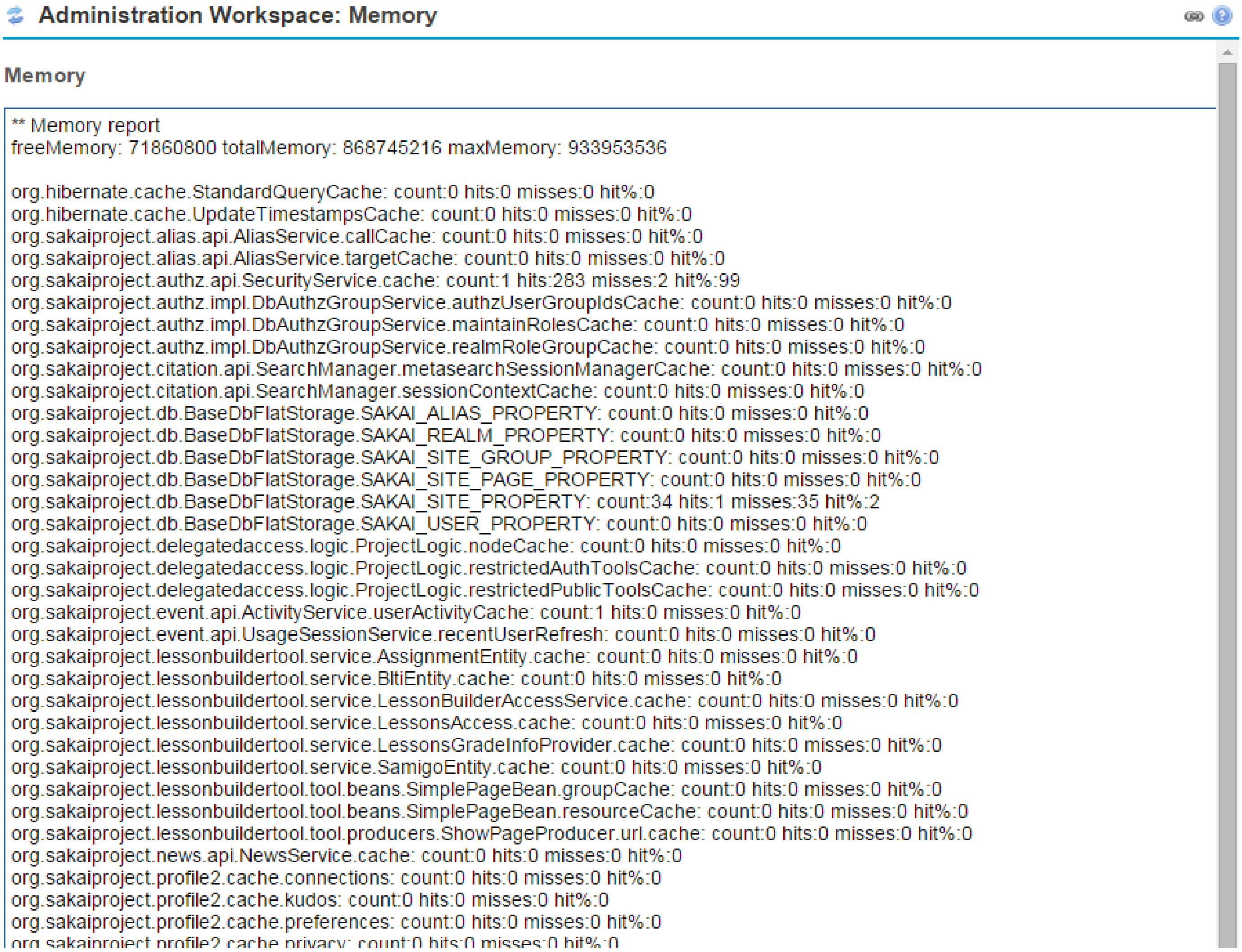
Go to the Memory tool

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

Click Status.



Look for a count value of 10000 or 100000.



Administration Workspace: Memory

Memory

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

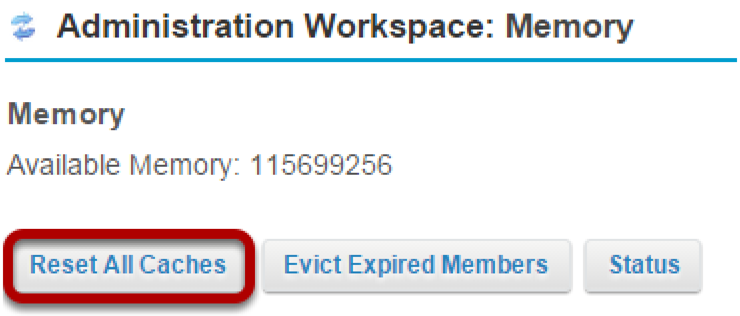
org.hibernate.cache.StandardQueryCache: count:0 hits:0 misses:0 hit%:0
org.hibernate.cache.UpdateTimestampsCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.alias.api.AliasService.callCache: count:0 hits:0 misses:0 hit%:0
org.sakaiproject.alias.api.AliasService.targetCache: count:0 hits:0 misses:0 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.

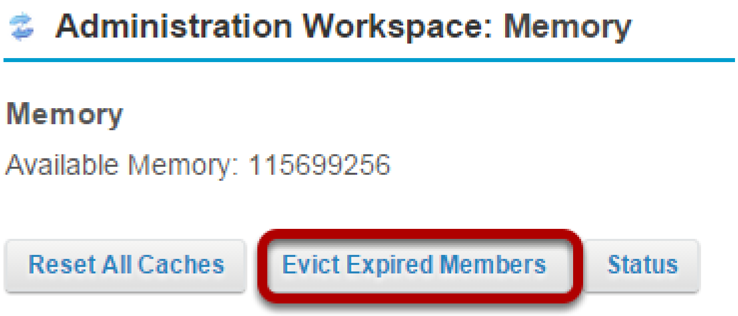


How do I evict expired members?

Go to the Memory tool

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

Click Evict Expired Members.



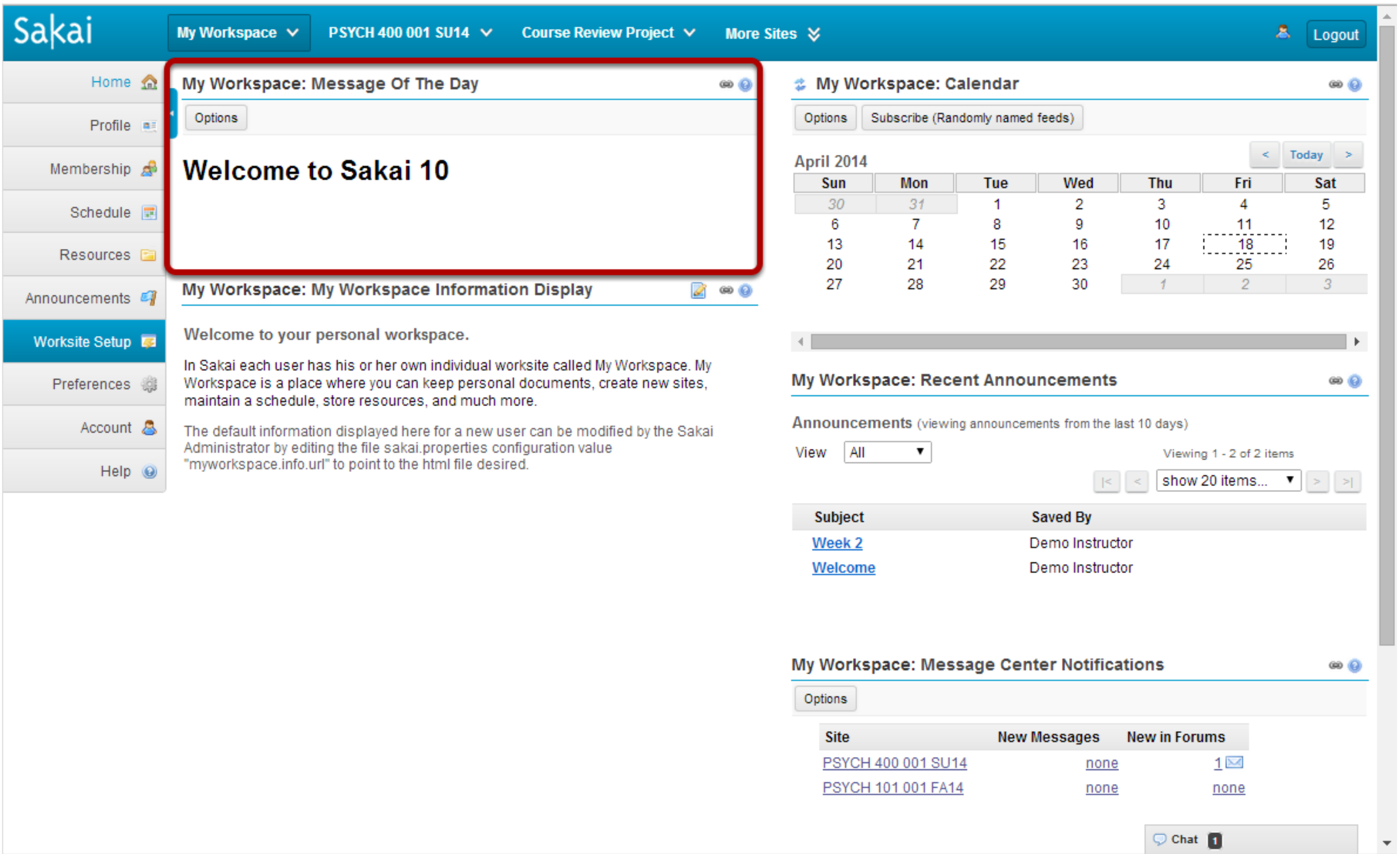
MOTD/Announcements

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

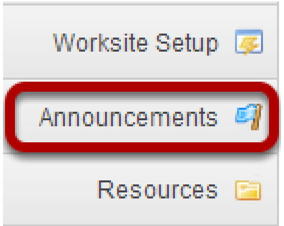
In the Home area of My Workspace, you will see announcements from your system administrator under "Message of the Day" (MOTD). The MOTD is typically used for system-wide announcements to inform users about upcoming events or important information.

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

View the MOTD.



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

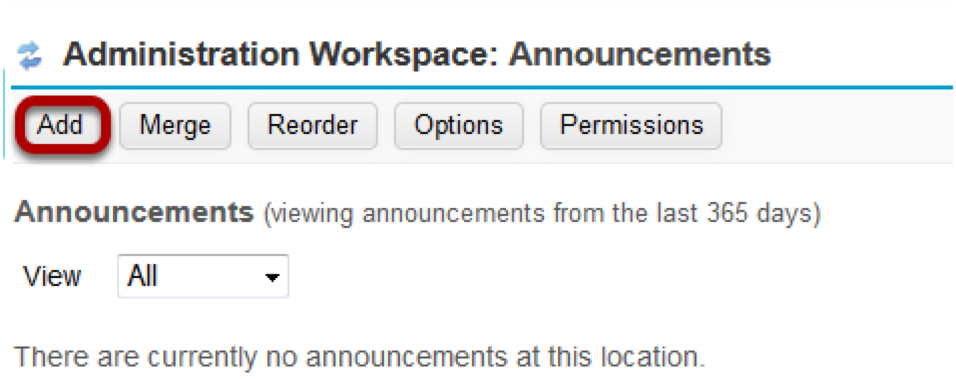


How do I add an MOTD announcement?

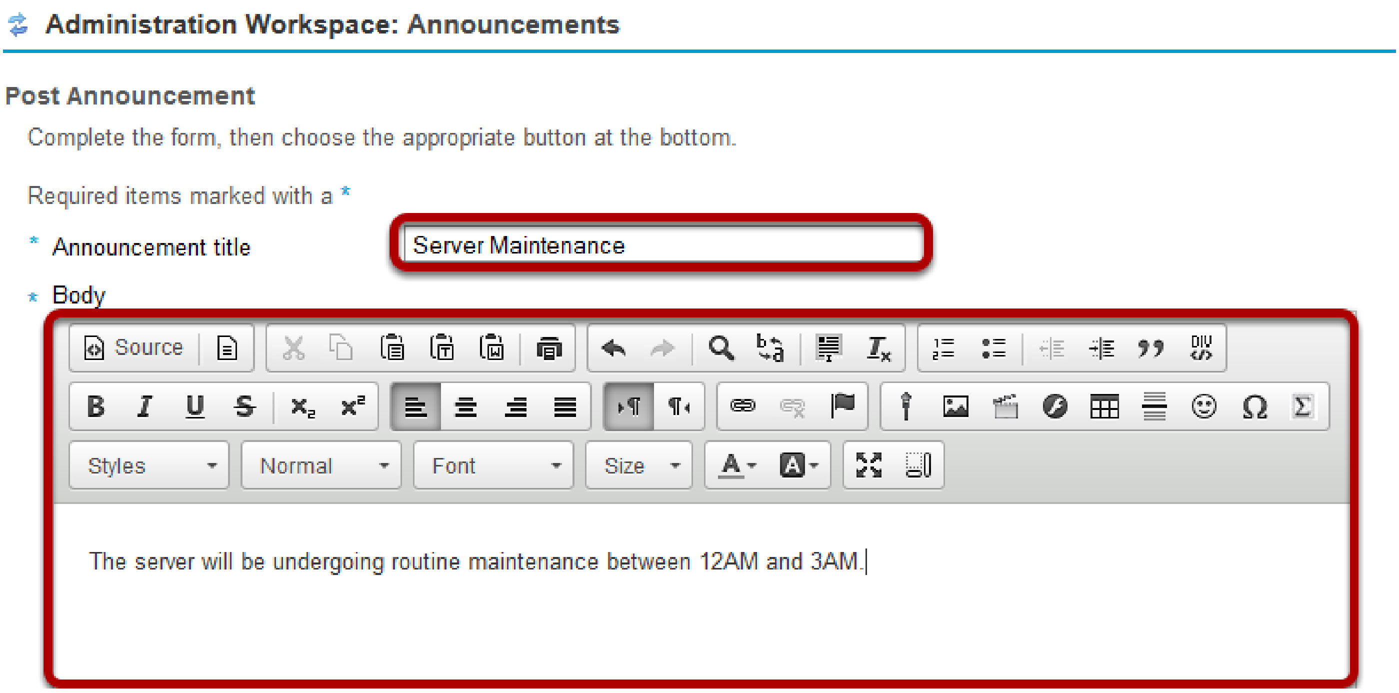
Go to Announcements.

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

Click Add.

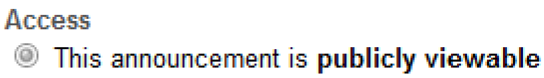


Title your announcement and add content.



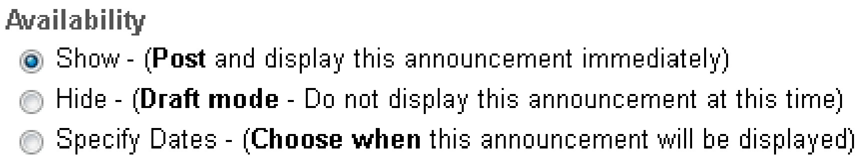
Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

Access.



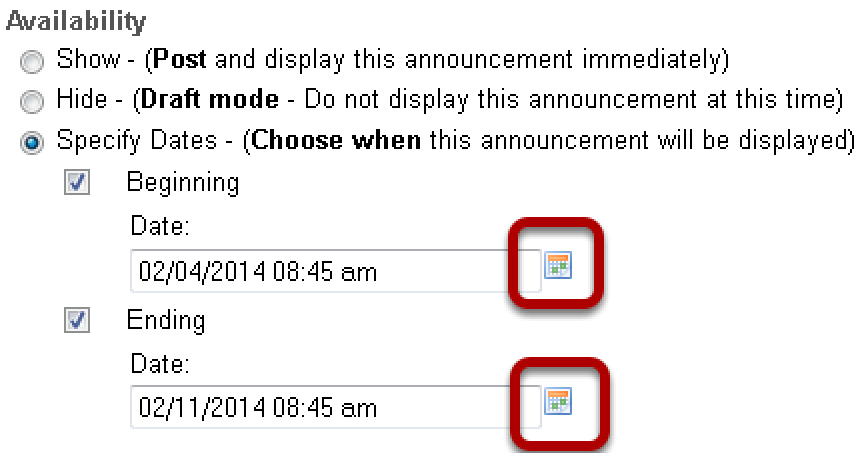
By default, all MOTD announcements are publicly viewable. This option cannot be changed.

Select when the announcement will be displayed.



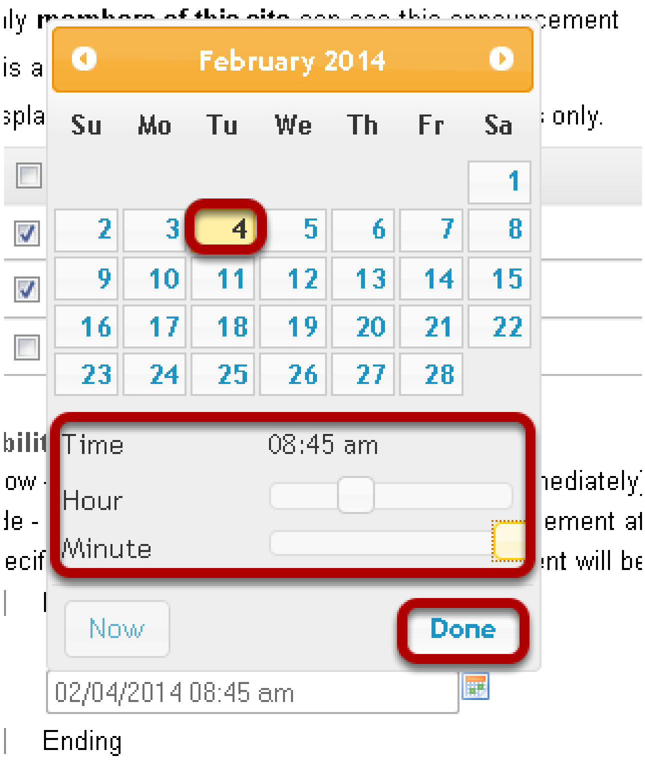
By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

Select availability dates. (Optional)



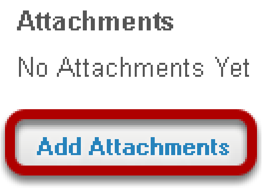
If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** and/or **Ending** and click the calendar icon to insert the properly formatted date and time when the announcement will begin and/or end.

Use calendar icon to insert date and time.



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

Add attachments. (Optional)



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.

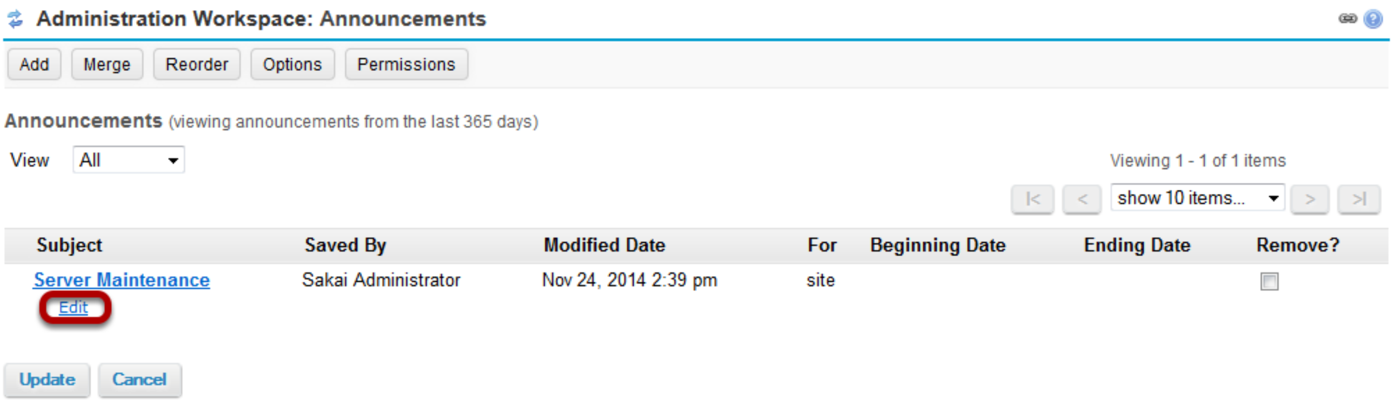
Click Post Announcement.

How do I edit an MOTD announcement?

Go to Announcements.

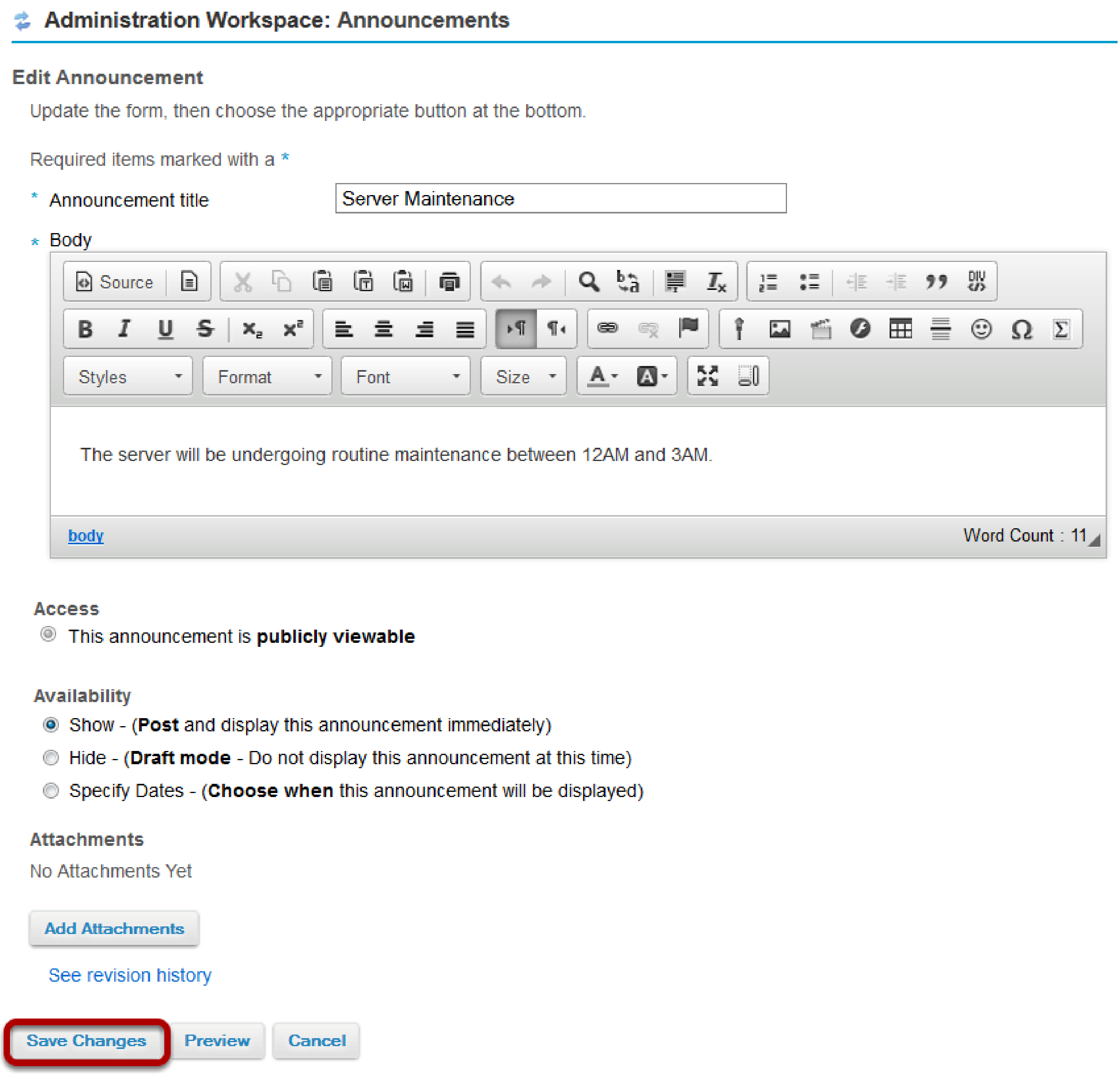
Select the **Announcements** tool from the Tool Menu of the Administration Workspace.

Click Edit.



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

Edit the announcement at click Save Changes.

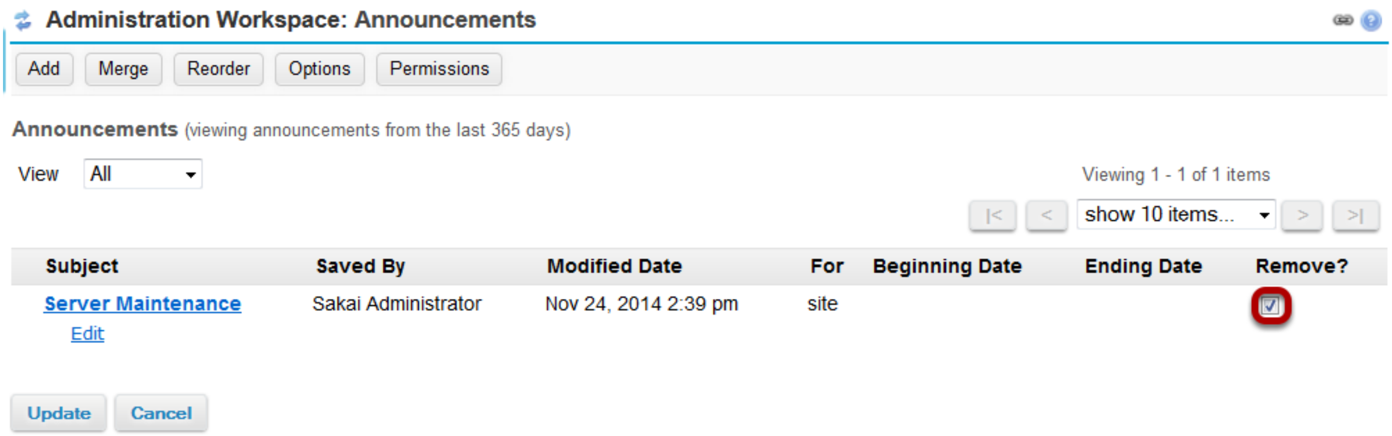


How do I delete an MOTD announcement?

Go to Announcements.

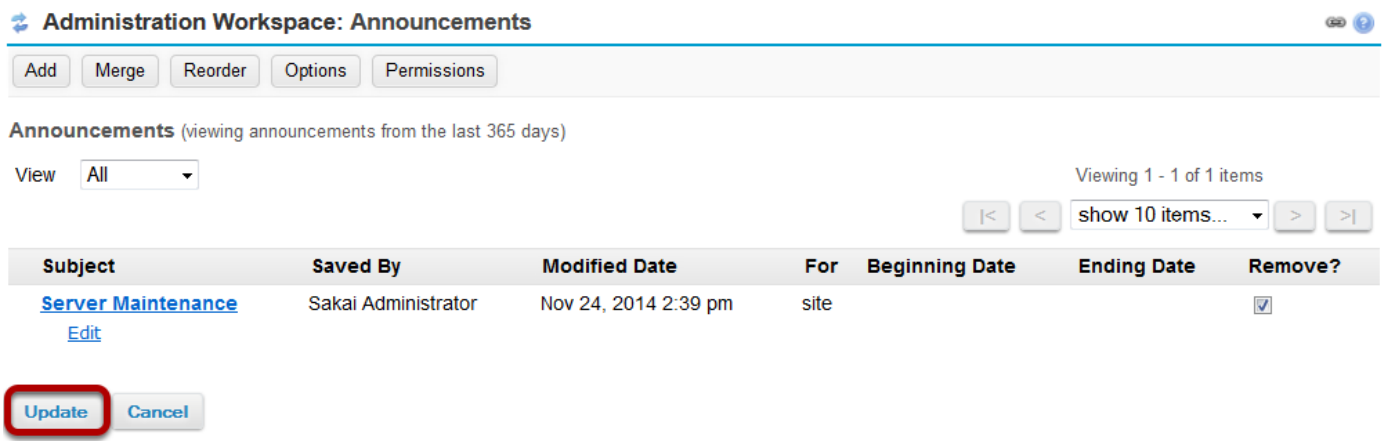
Select the **Announcements** tool from the Tool Menu in the Administration Workspace.

Select the announcement.

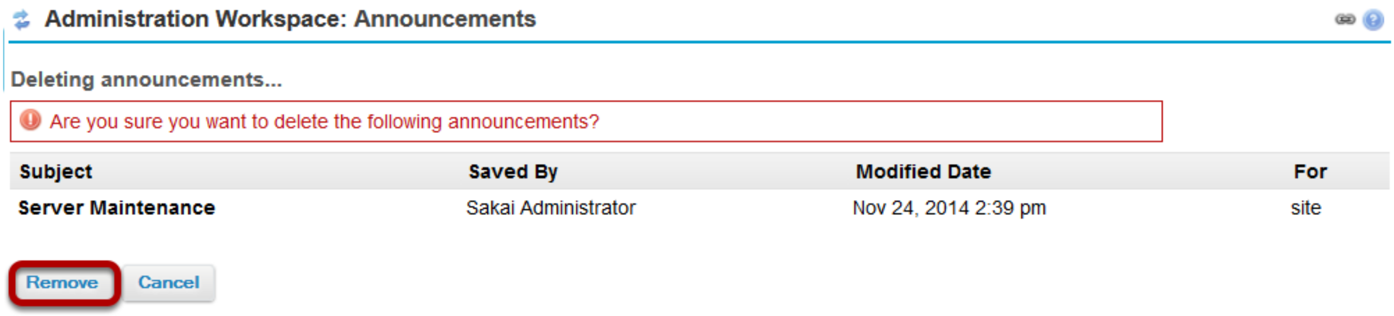


Select the check box in the **"Remove?"** column for the announcement you would like to delete.

Click Update.



Click Remove.



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

How do I merge MOTD announcements?

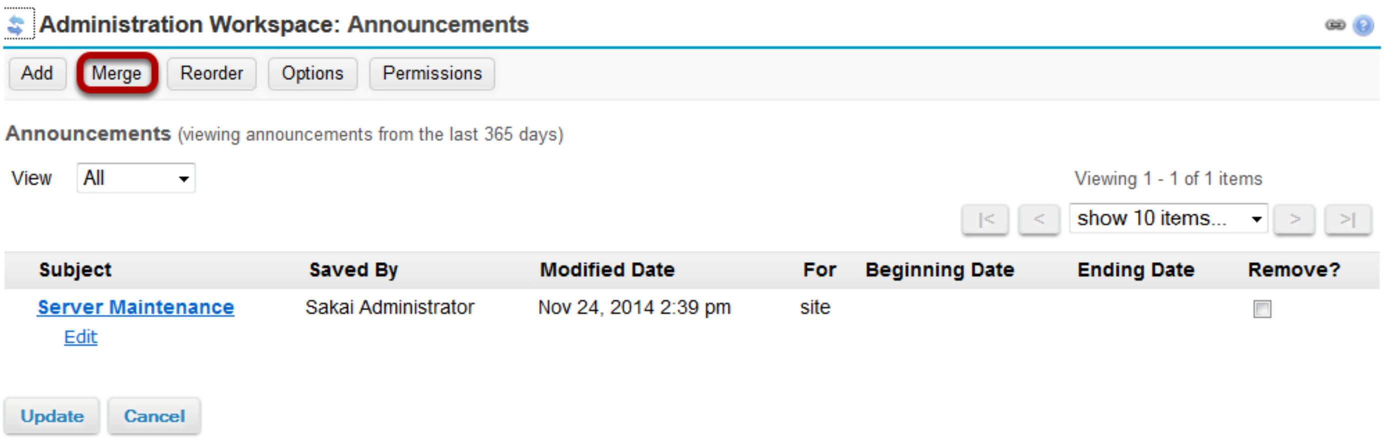
The function to merge announcements allows for a central site to push out announcements from other courses. For example, a Nursing Program includes twenty different courses. However, the system admin could choose to push announcements out to all users in the system from those twenty courses using the MOTD Annoucements 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.

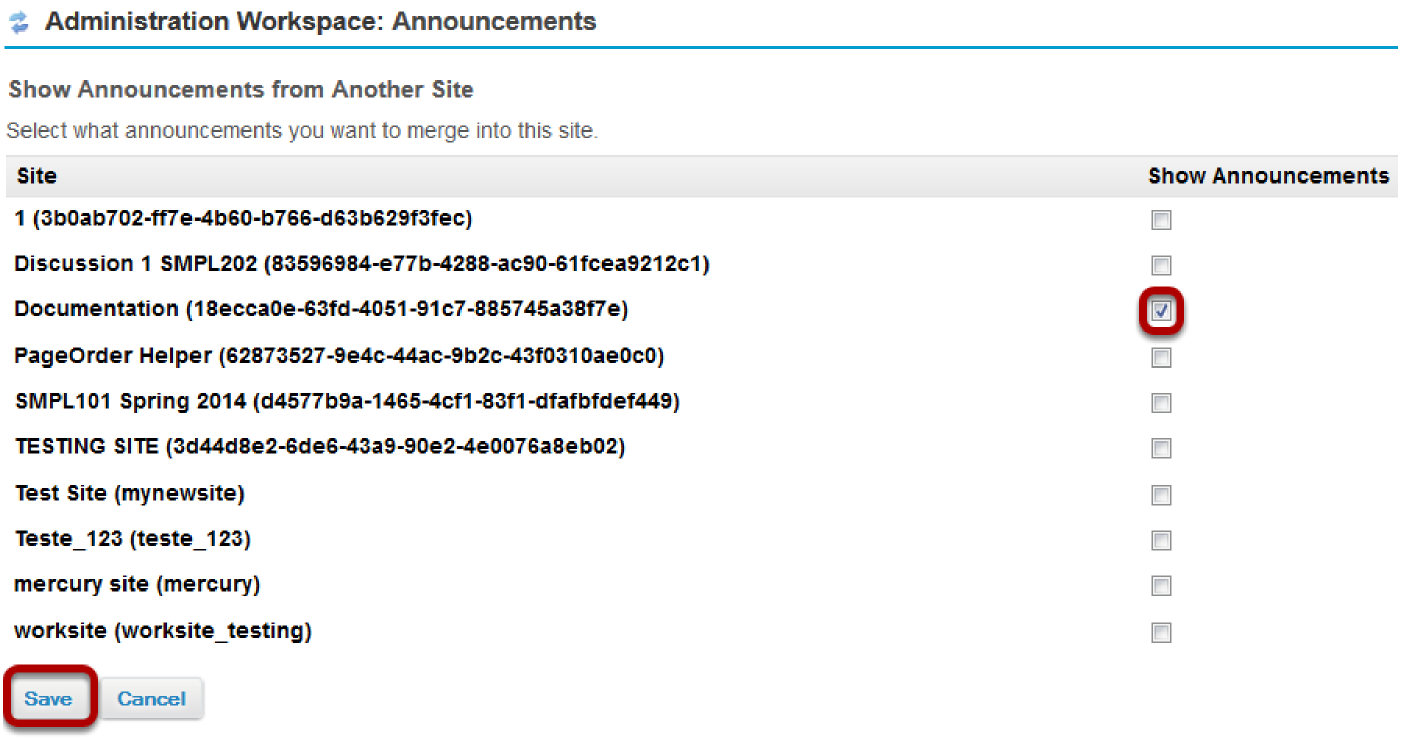
Go to Announcements.

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

Click Merge.



Select the course to merge from.



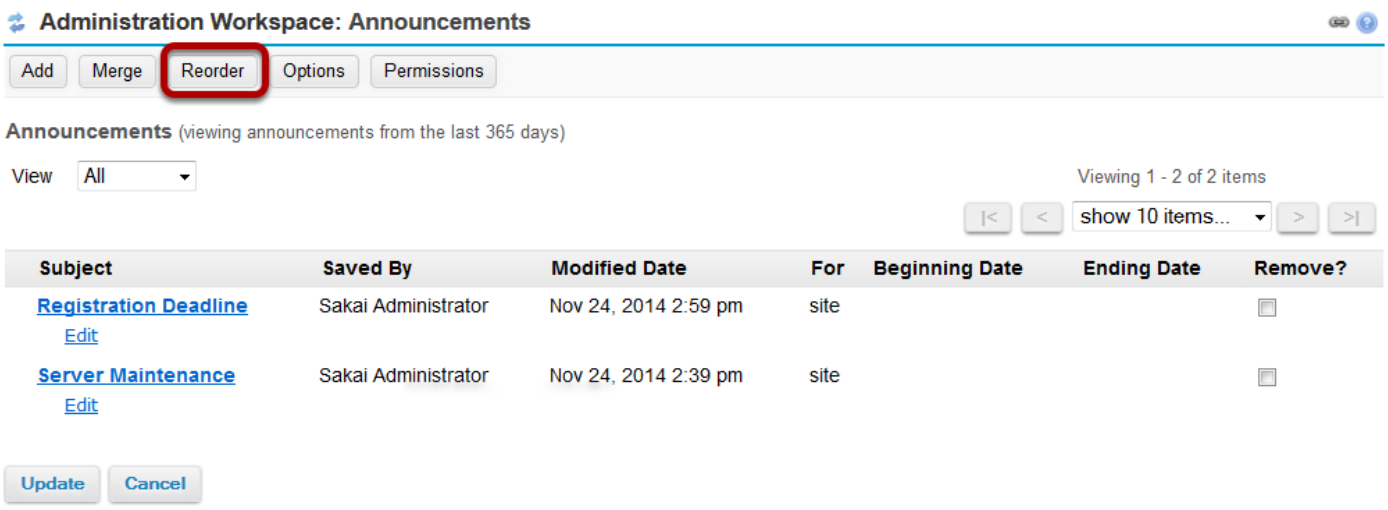
Check the box beside the course from which this course will draw its Announcements, and then click **Save**.

How do I reorder MOTD announcements?

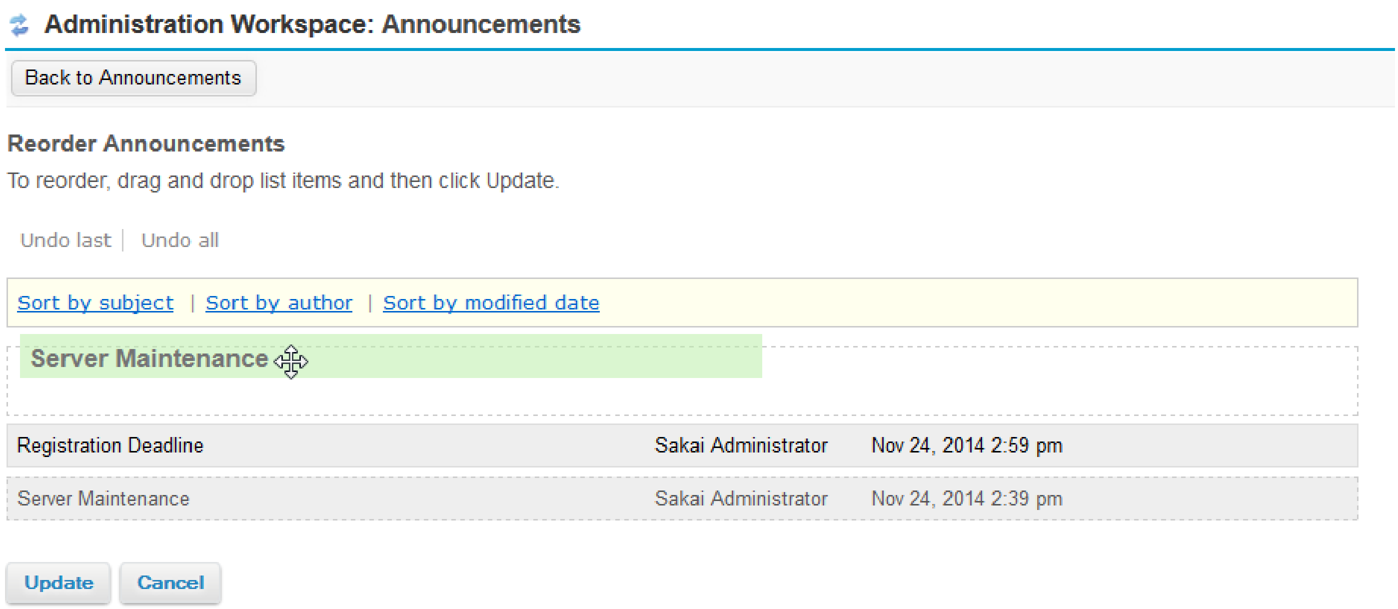
Go to Announcements.

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

Click Reorder.

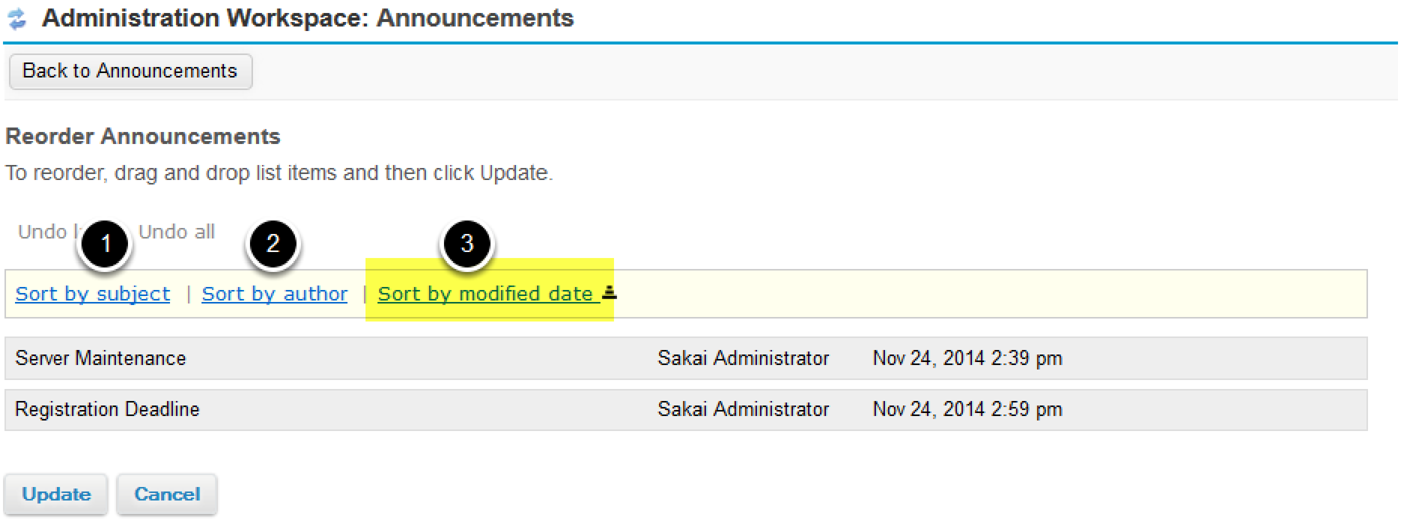


Drag and drop to re-order announcements.



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.

Auto-Sort Options.

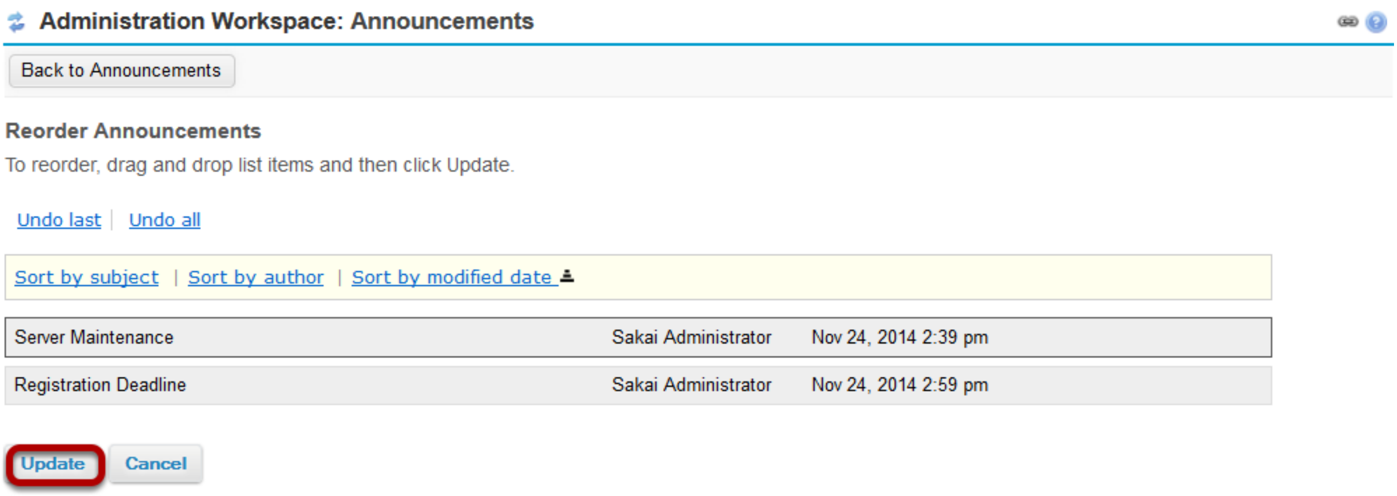


There are also three options that allow you to auto-sort the Announcements:

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.

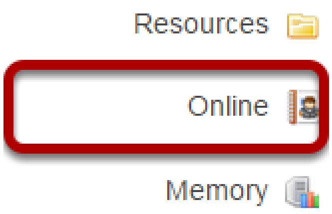


Once you have placed the announcements into the desired order, click the **Update** button to save.

Online

What is the Online tool?

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

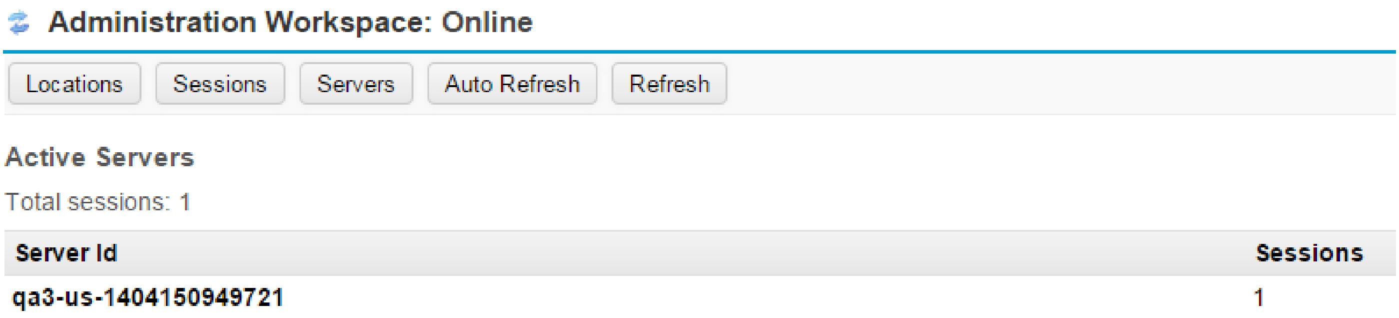


How do I view active servers?

Go to the Online tool.

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

View active servers.



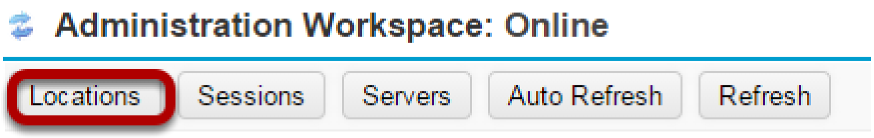
The landing page of this tool will display the current list of active servers and the number of sessions connected to each server.

How do I view user locations?

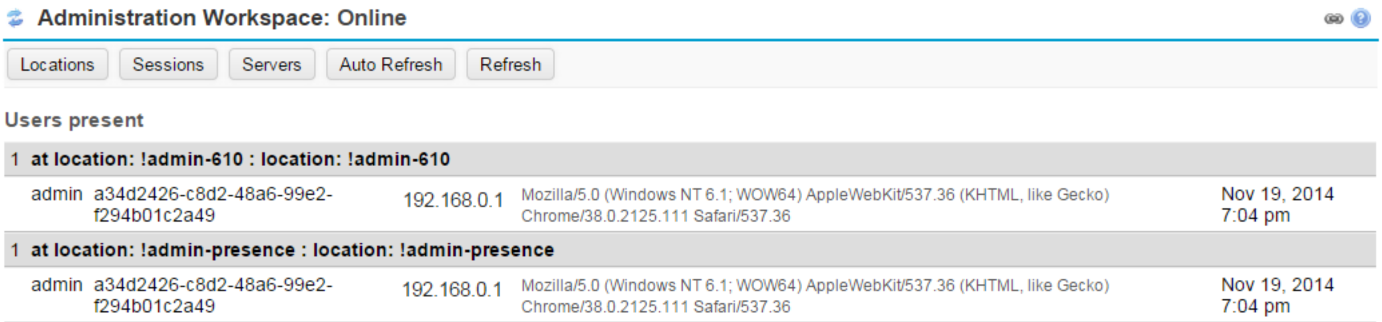
Go to the Online tool.

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

Click Locations.



View the locations of current users.



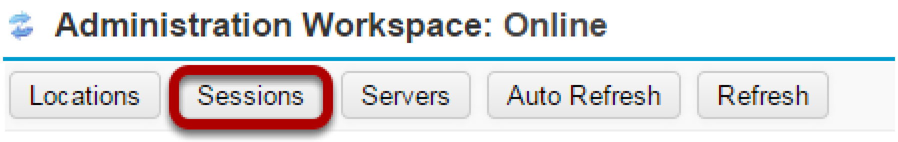
You will see a list of the current users online, along with their IP addresses, browser information, and the date and time of their connection.

How do I view active sessions?

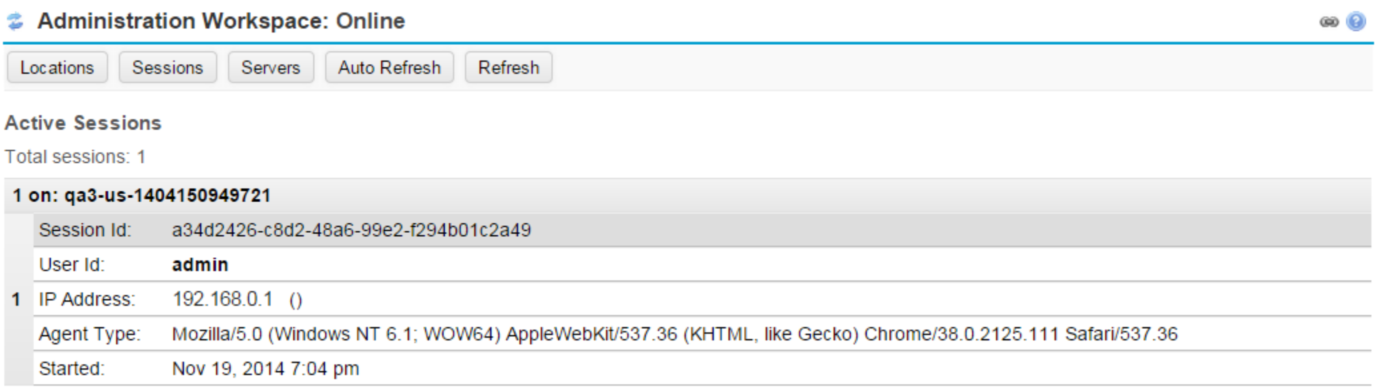
Go to the Online tool.

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

Click Sessions.



View a list of active sessions.



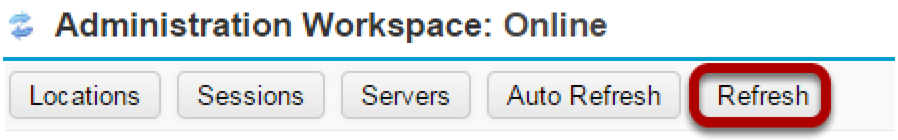
You will see a list of all sessions currently connected.

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

Go to the Online tool.

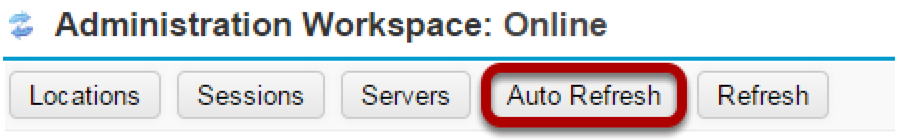
Select the **Online** tool from the Tool Menu of the Administration Workspace.

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.

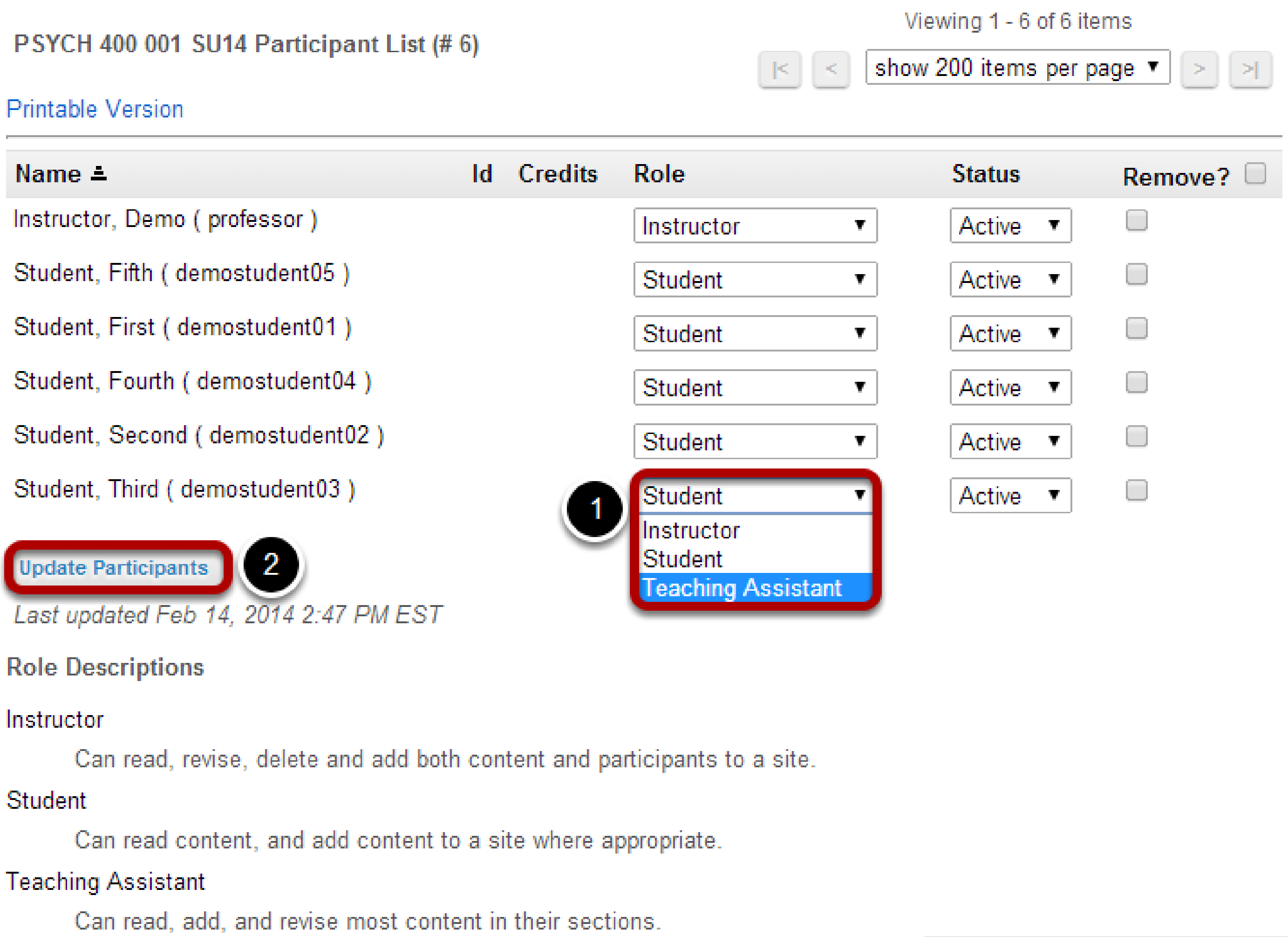
Many institutions create custom roles with specific sets of permissions for their local systems. Custom roles must be created by a system administrator using the Realms tool.

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.



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

Site Template Realms

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

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

User Template Realms

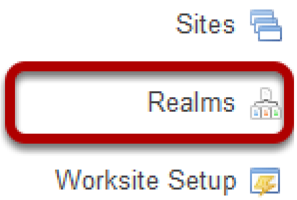
User accounts are also based on realms.

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

Site Helper Template

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

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

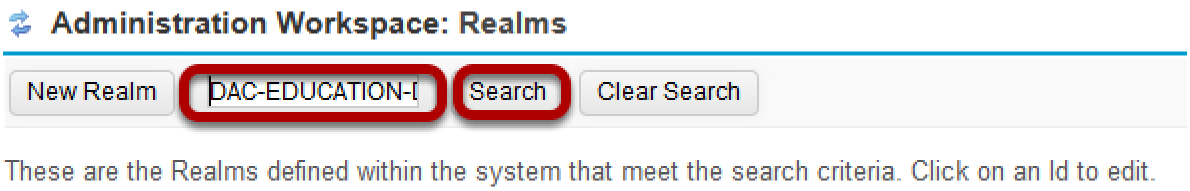


How do I search Realms?

Go to Realms.

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

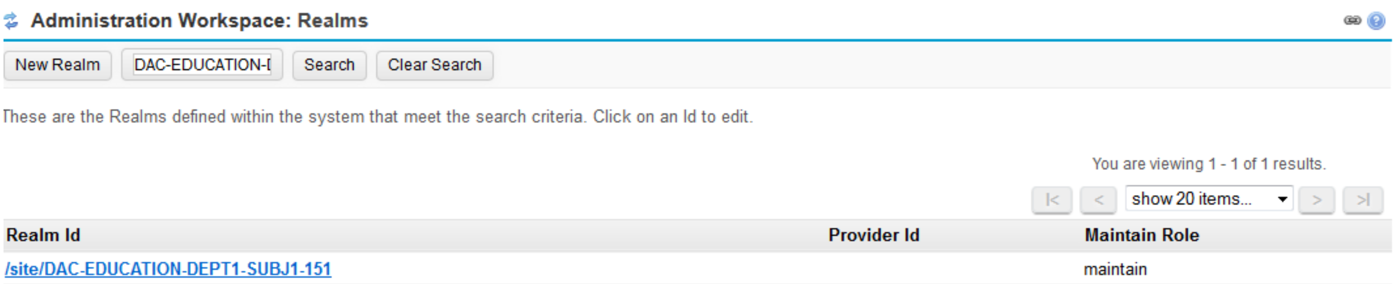
Enter the site id for the site you are looking for and click Search.



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

*For example, in the following URL, the site id is shown in bold: http://qa3-us.sakaiproject.org:8086/portal/site/**DAC-EDUCATION-DEPT1-SUBJ1-151***

Your search results will display.

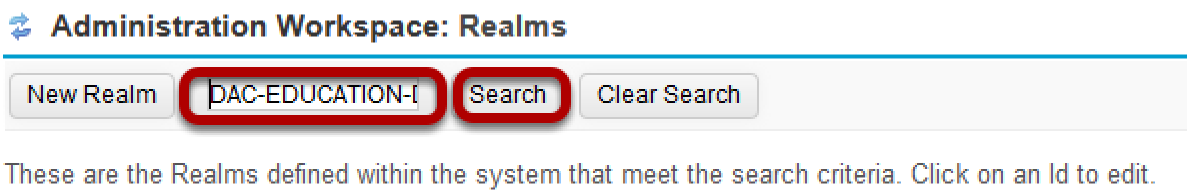


How do I modify an existing role within a Realm?

Go to Realms.

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

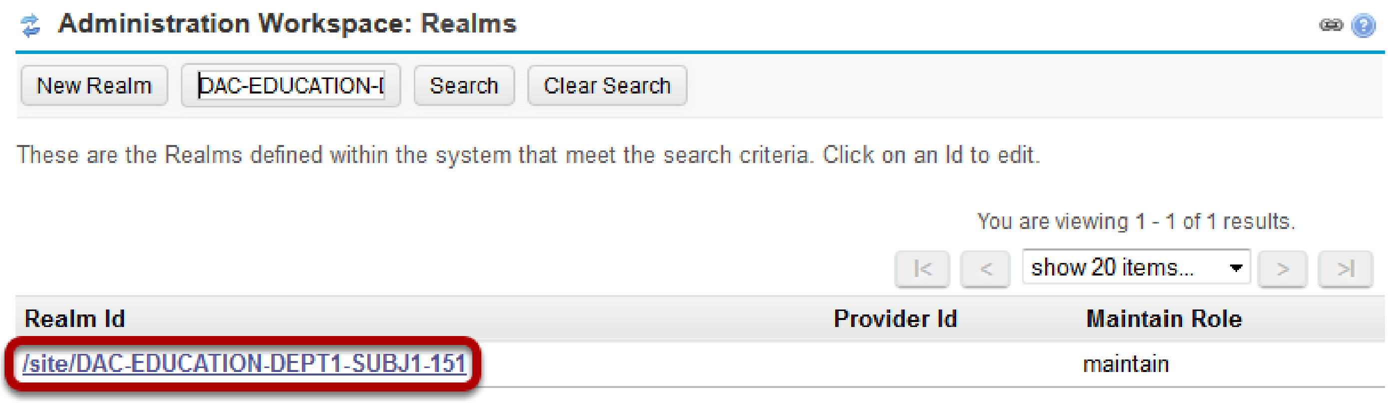
Search and locate the site you want to edit.



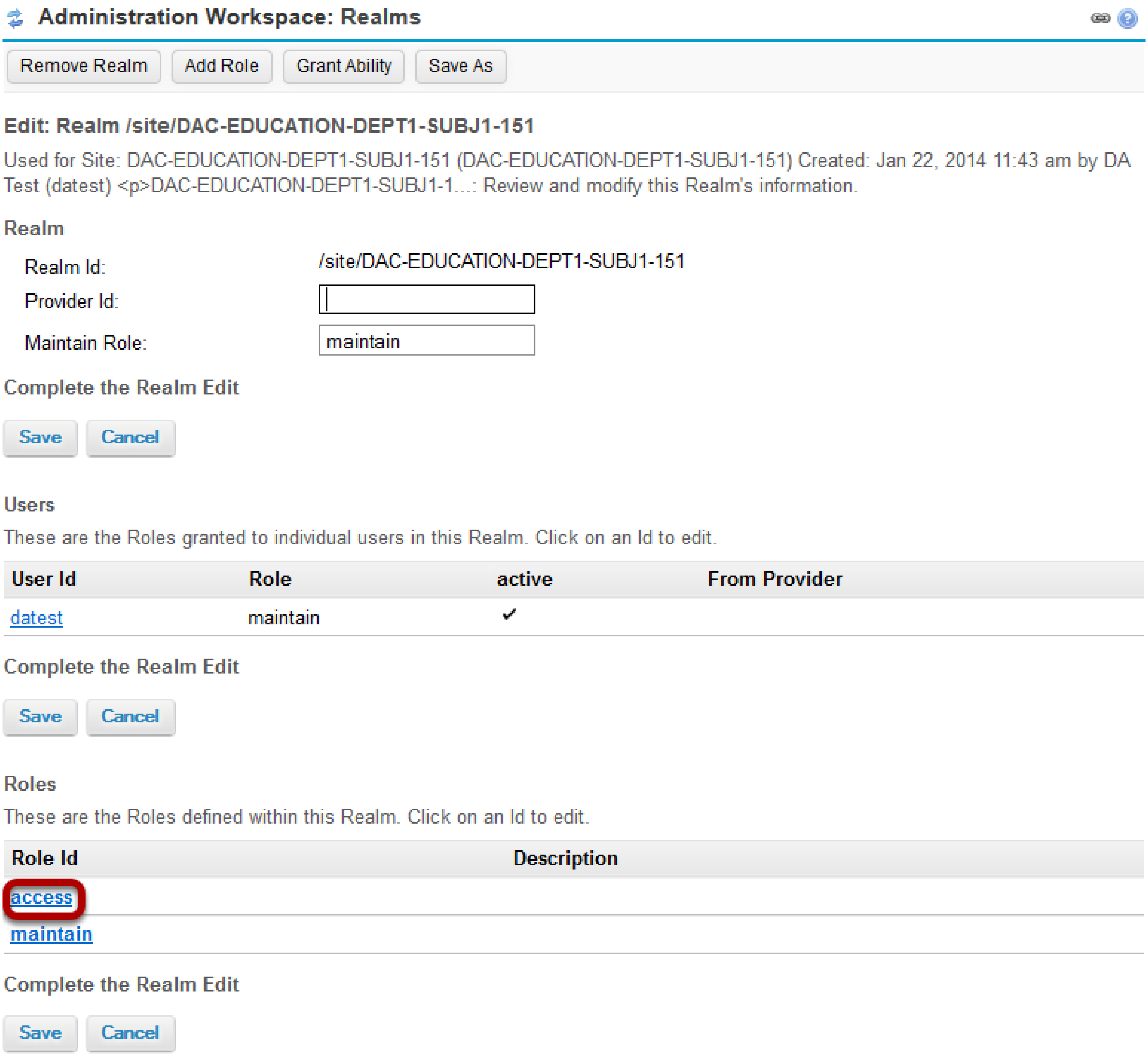
Tip: You can locate the site id of a course or project site by using the admin Sites tool to search for the site and view/edit its details, or by accessing the site and copying the site id from the URL displayed in your web browser. The site id is the string of characters displayed just after the /site/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

*For example, in the following URL, the site id is shown in bold: http://qa3-us.sakaiproject.org:8086/portal/site/**DAC-EDUCATION-DEPT1-SUBJ1-151***

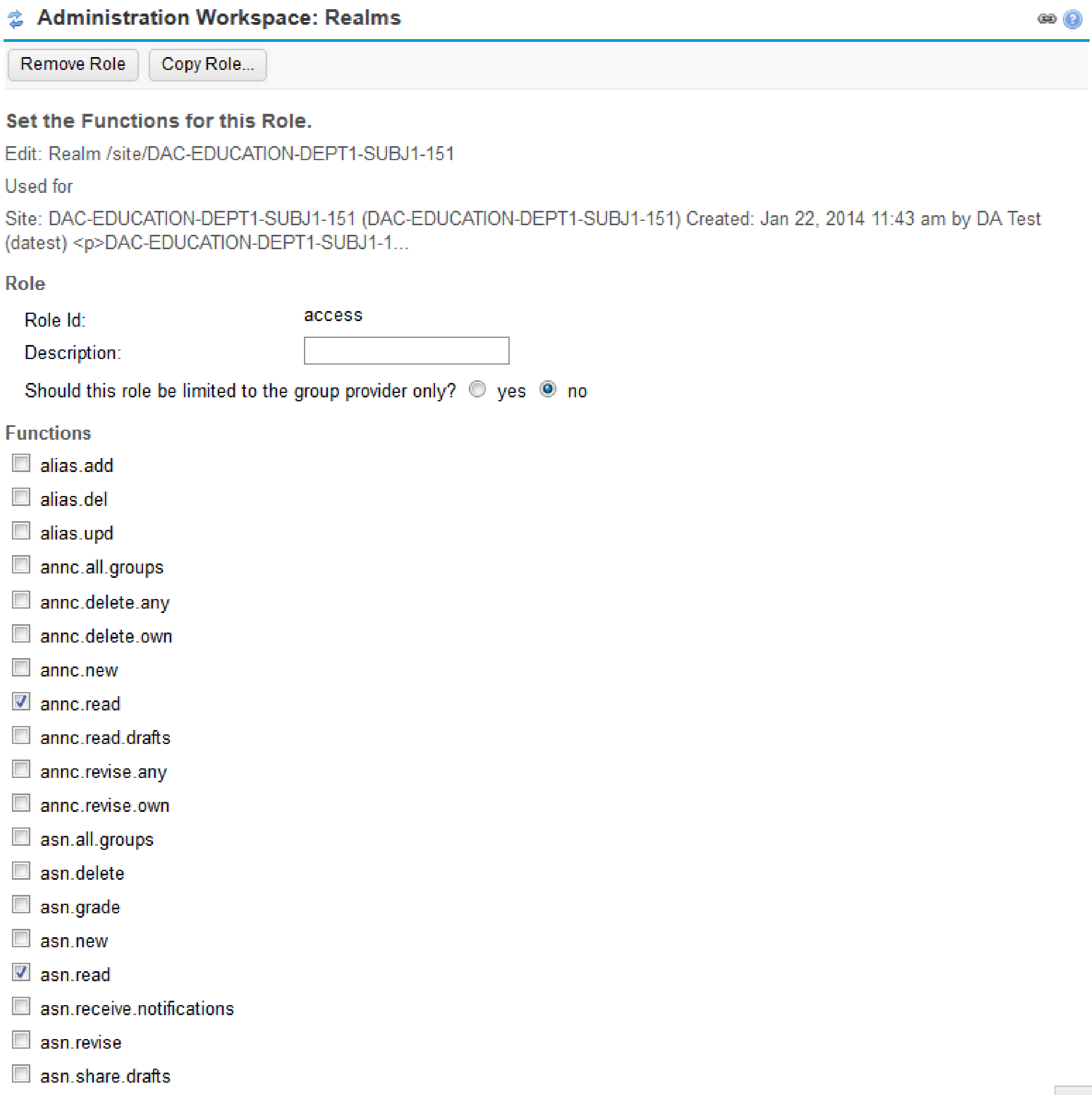
Click on the realm id.



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



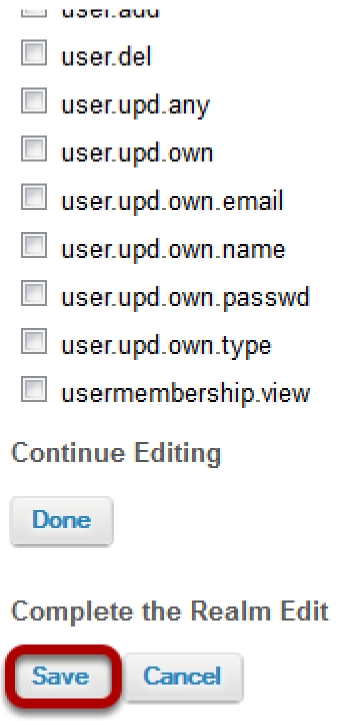
Select the desired permissions.



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.



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

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

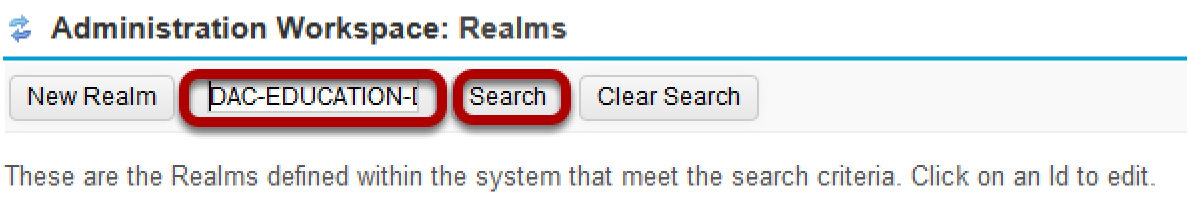
How do I create a new, or custom role within a Realm?

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

Go to Realms.

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

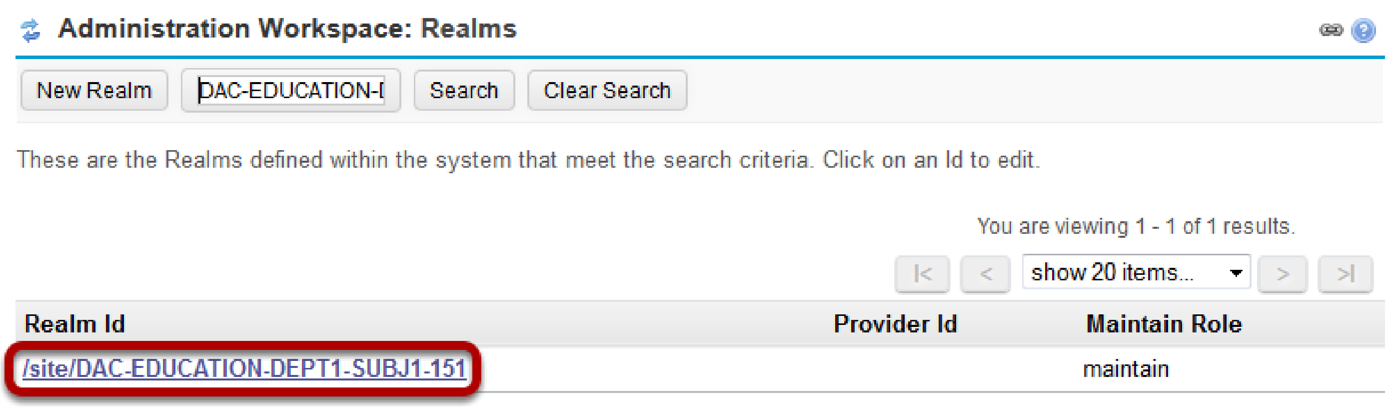
Search and locate the site you want to edit.



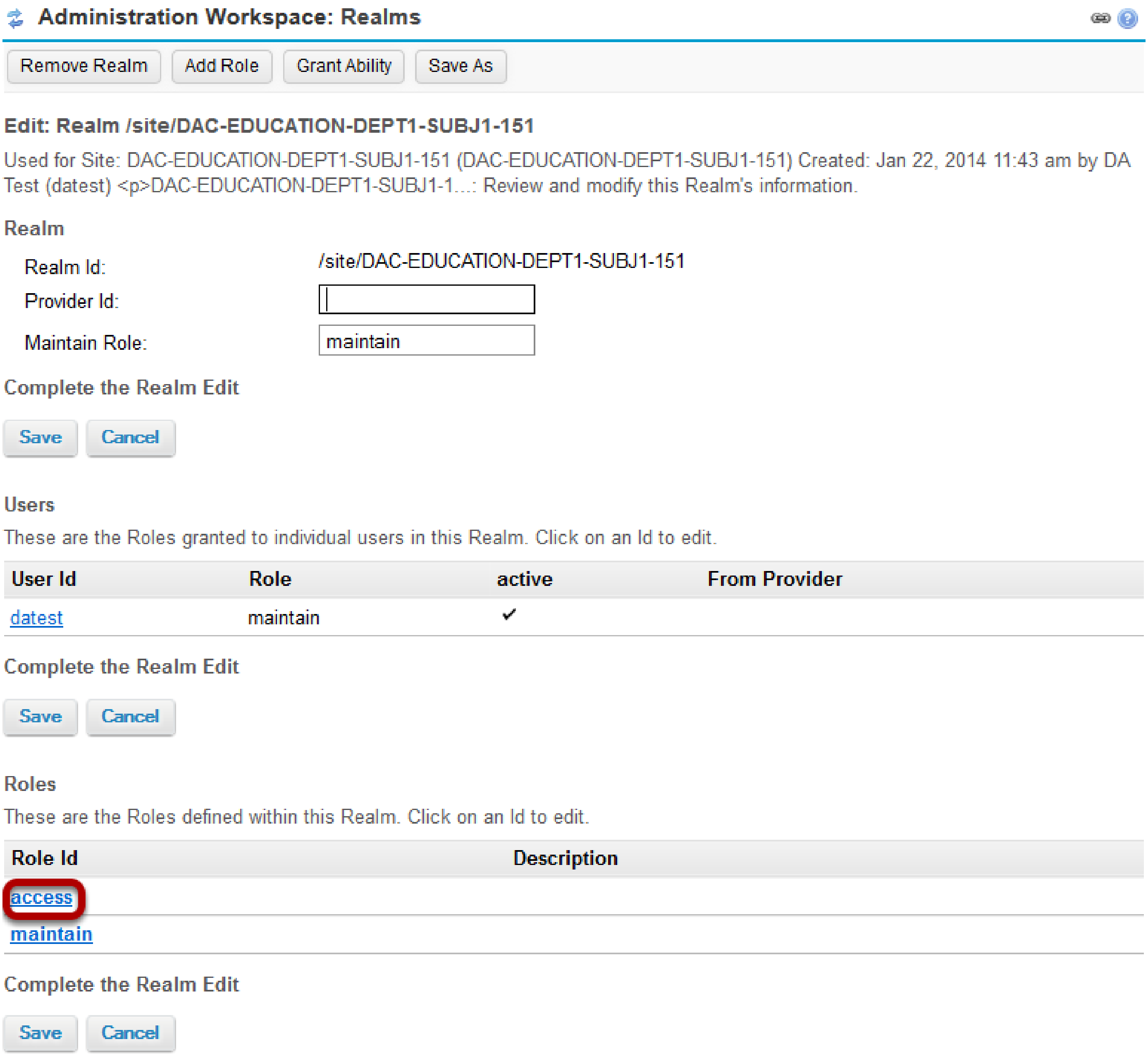
Tip: You can locate the site id of a course or project site by using the admin Sites tool to search for the site and view/edit its details, or by accessing the site and copying the site id from the URL displayed in your web browser. The site id is the string of characters displayed just after the /site/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

*For example, in the following URL, the site id is shown in bold: http://qa3-us.sakaiproject.org:8086/portal/site/**DAC-EDUCATION-DEPT1-SUBJ1-151***

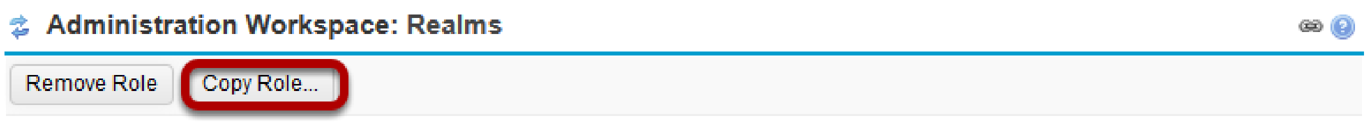
Click on the realm id.



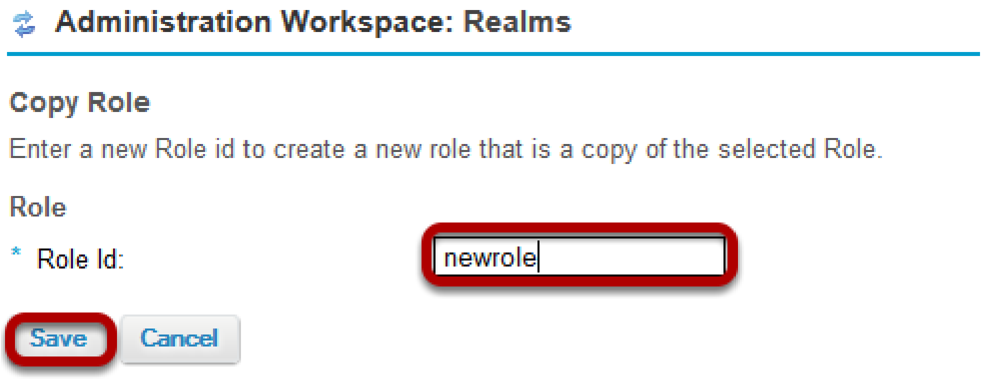
Click on the role id that you want to copy.



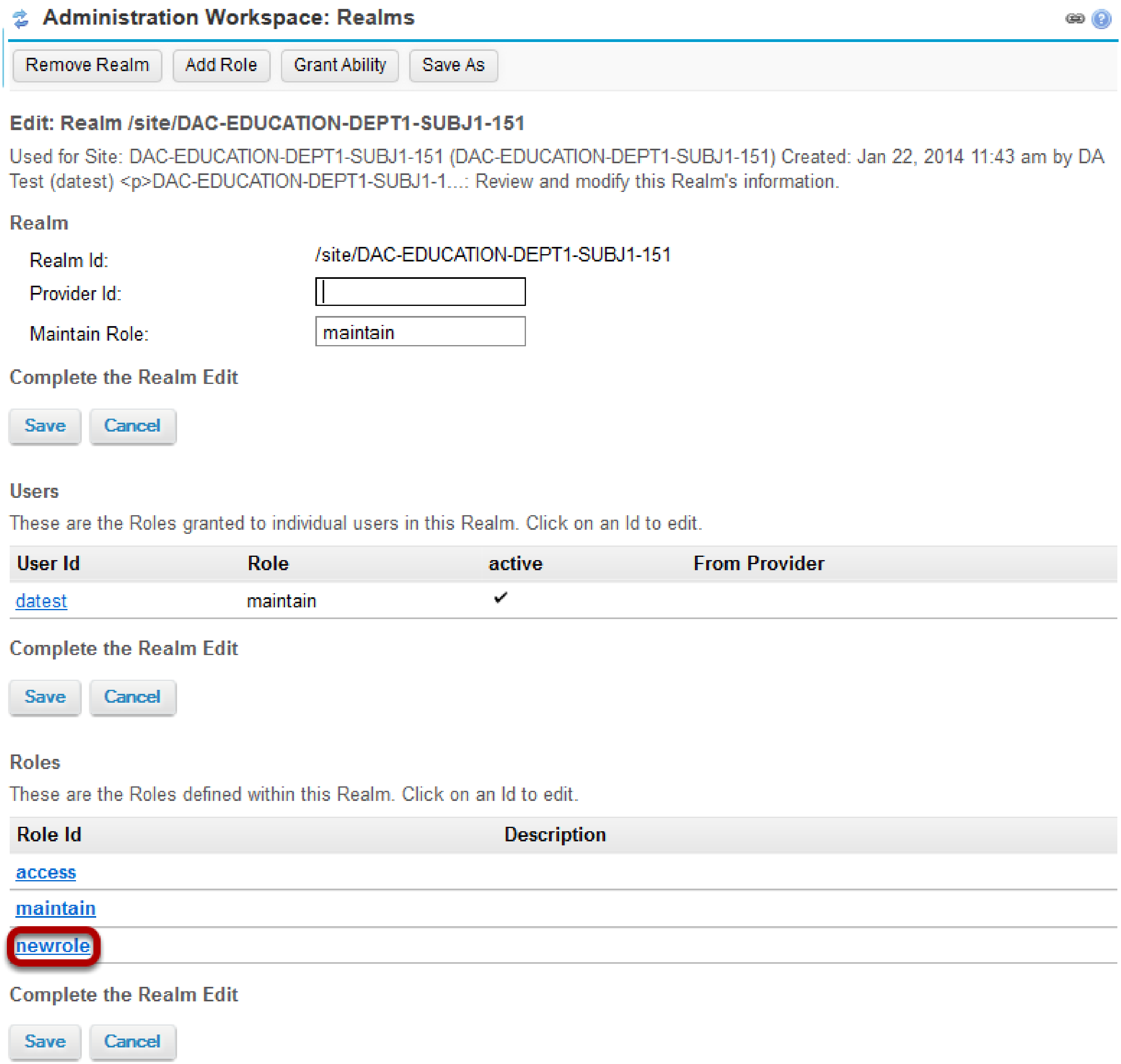
Click Copy Role.



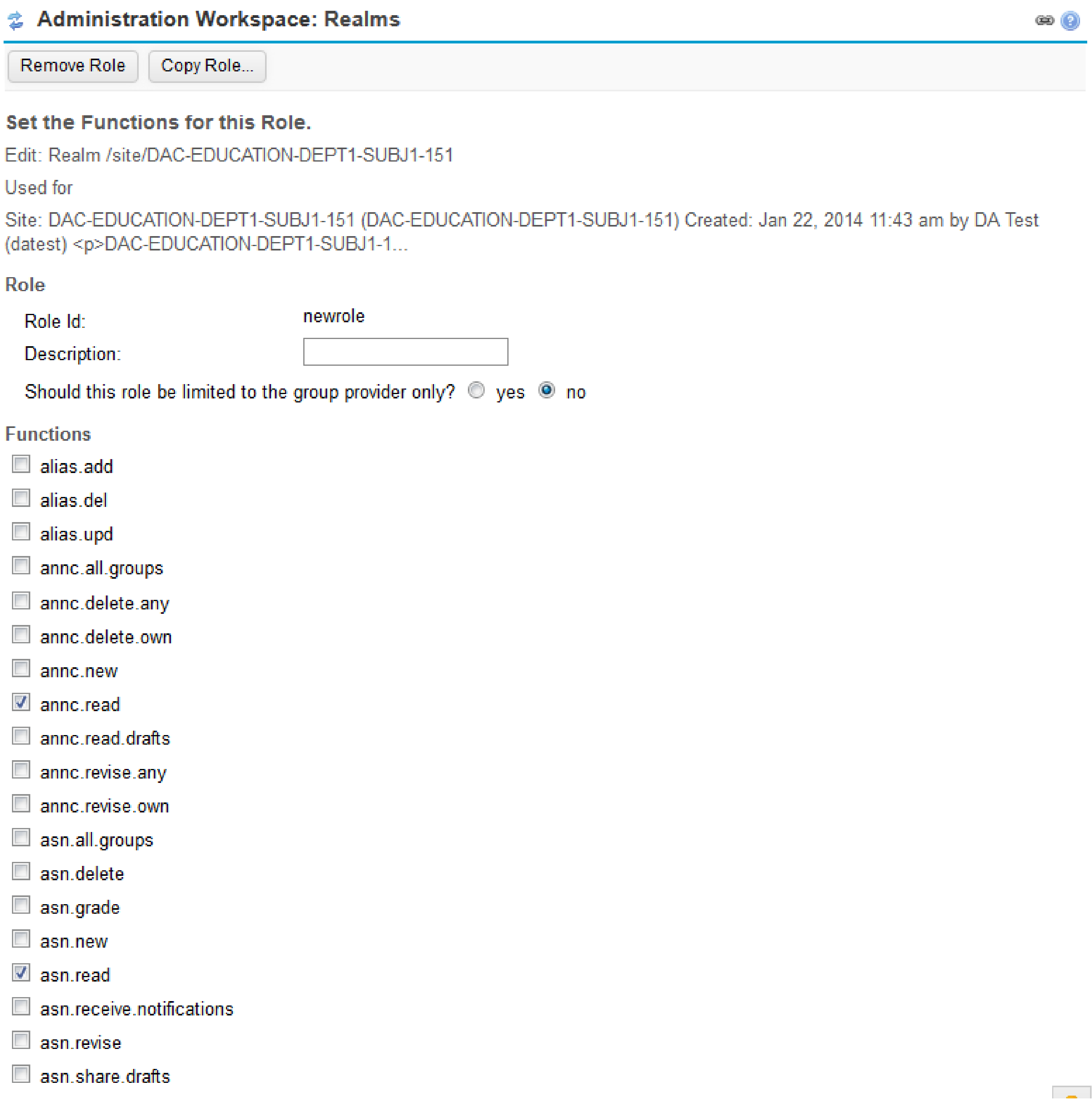
Enter a role id for the new role and Save.



Click on the role id for the new role.



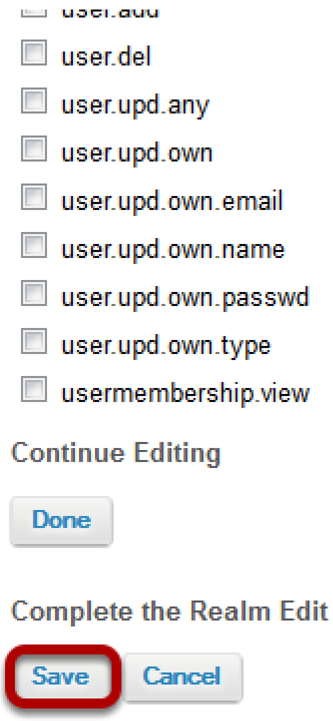
Select the desired permissions for the new role.



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.



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

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

Resources

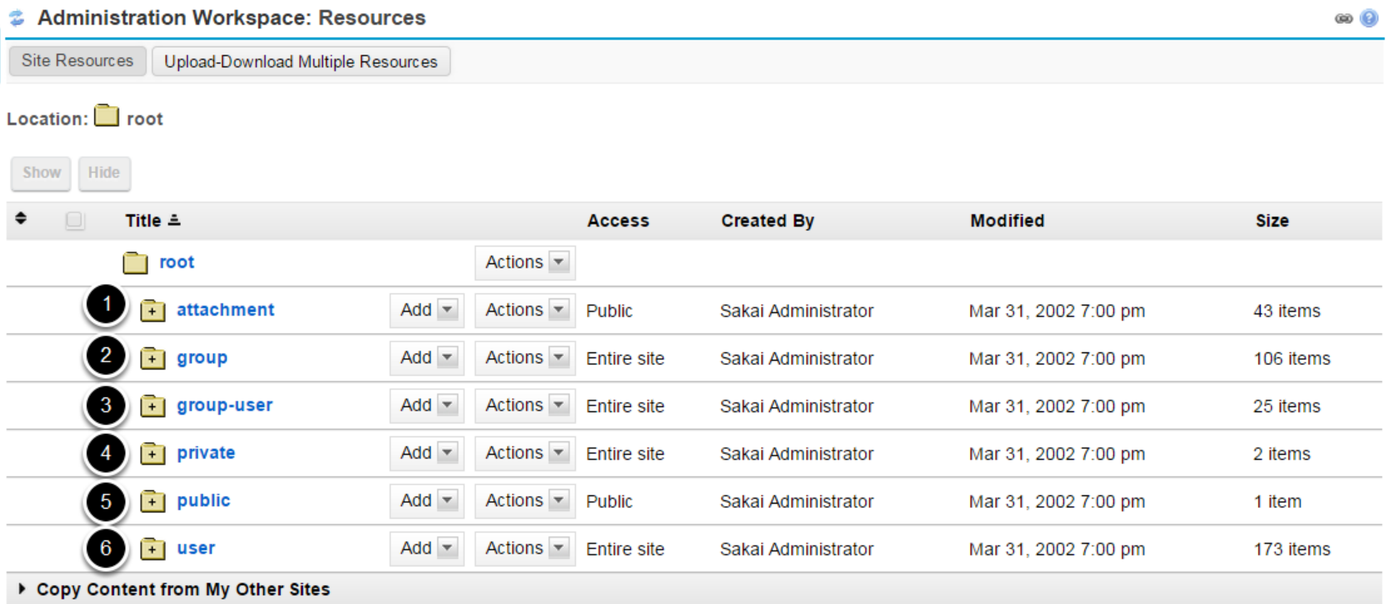
What Resources are specific to admin users?

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

Go to Resources.

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

View available directories.



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.

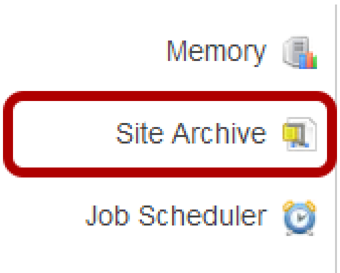
Site Archive

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?

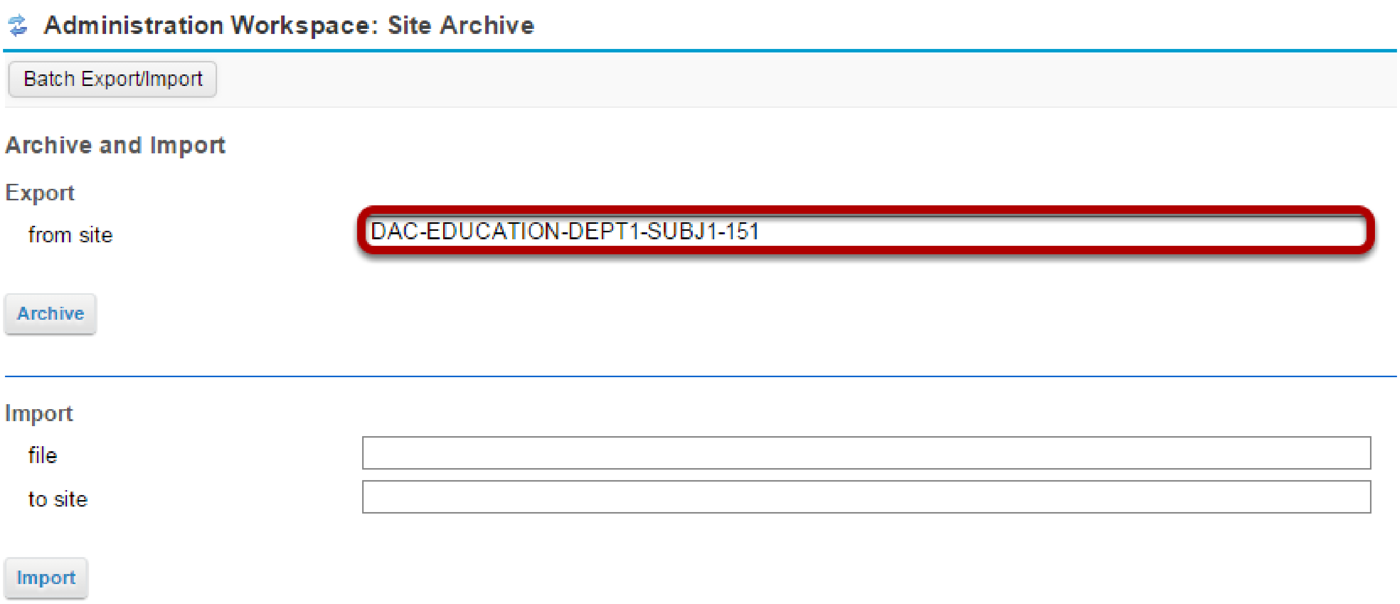
Exporting or archiving a site will create folder containing archive files which can be used for offline data retention or for transfer to another instance of Sakai. By default, site archives are placed on the file server in the following location: $CATALINA_HOME/sakai/archive/

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

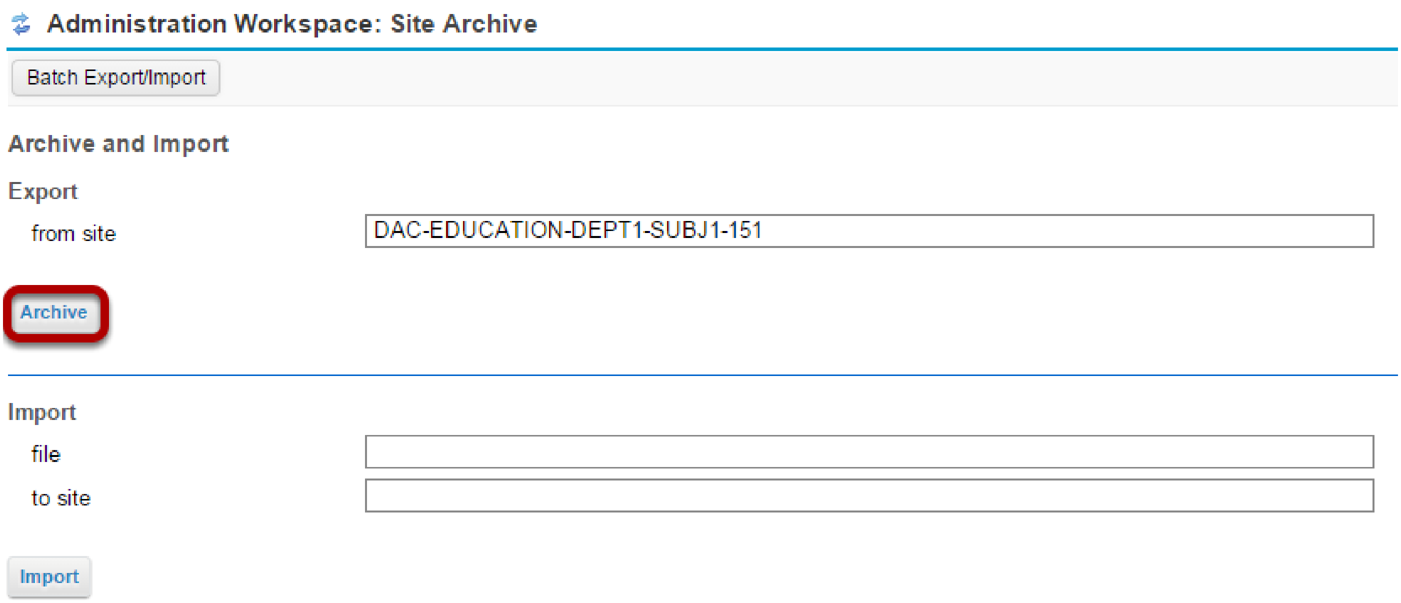
Go to Site Archive.

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

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



Click Archive.



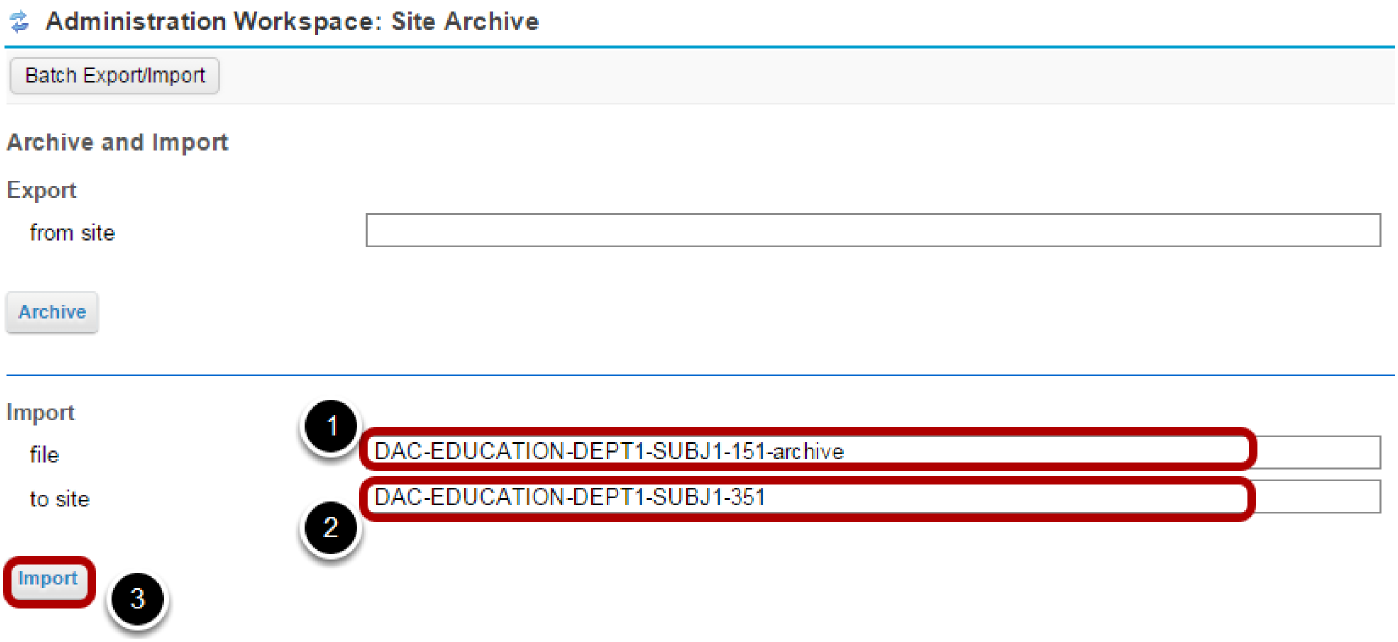
How do I import an individual site archive?

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.



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**.

Sites

What is the Sites tool?

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

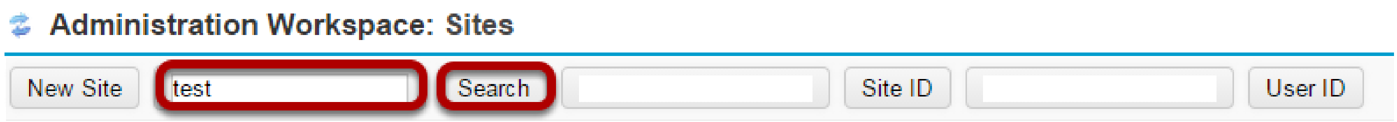
To access this tool, select Sites from the Tool Menu in the Administration Workspace.

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

Go to the Sites tool.

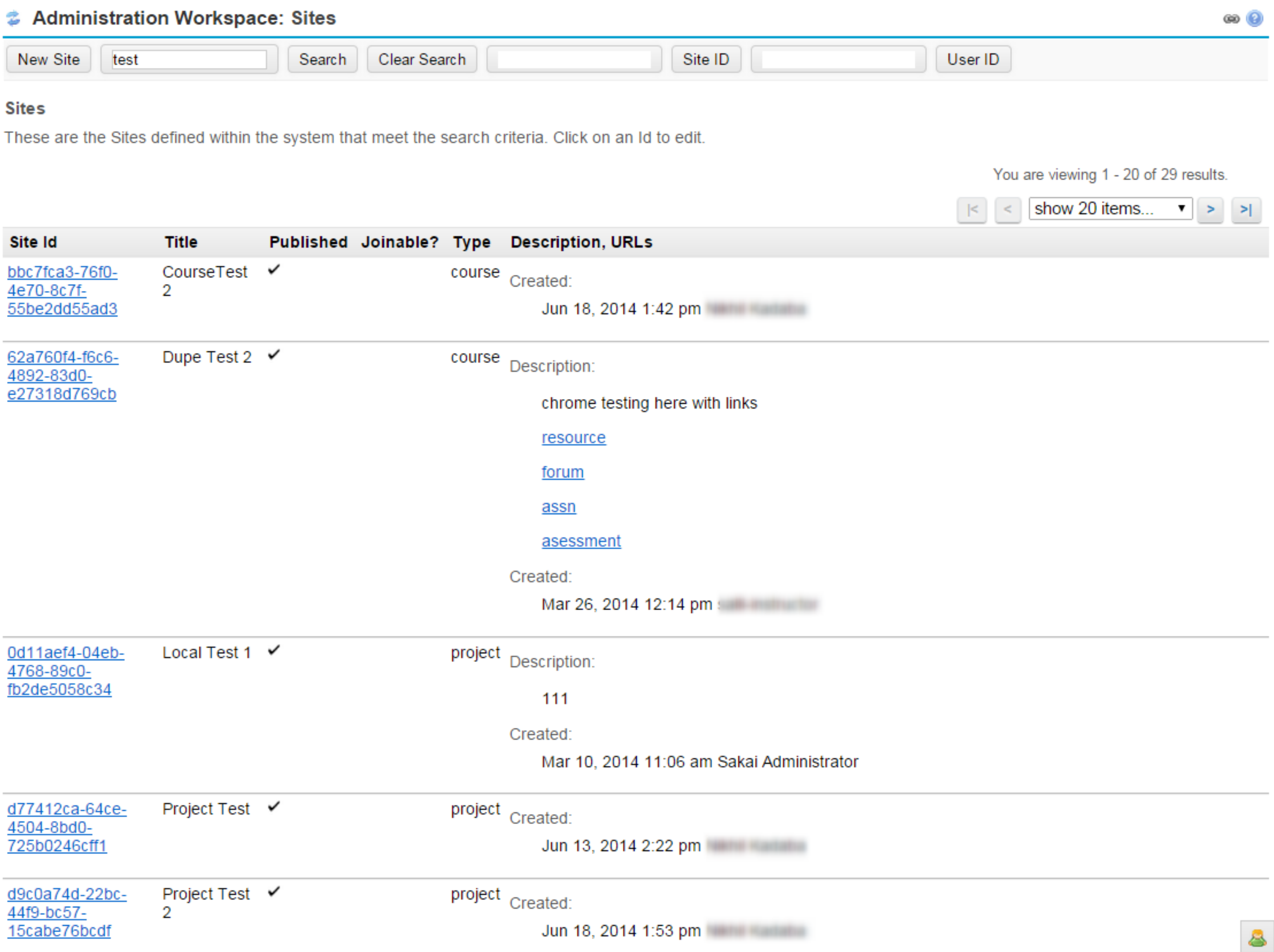
Select the **Sites** tool from the Tool Menu of the Administration Workspace.

Enter your search criteria.



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.



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

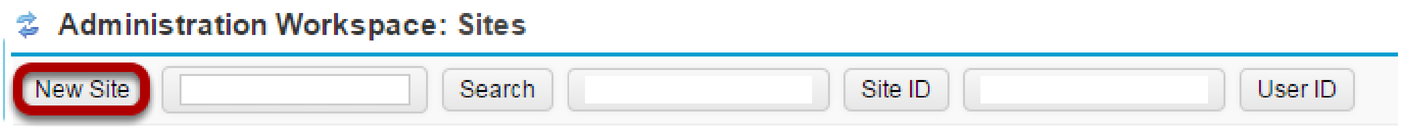
How do I add a site using the Sites tool?

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.

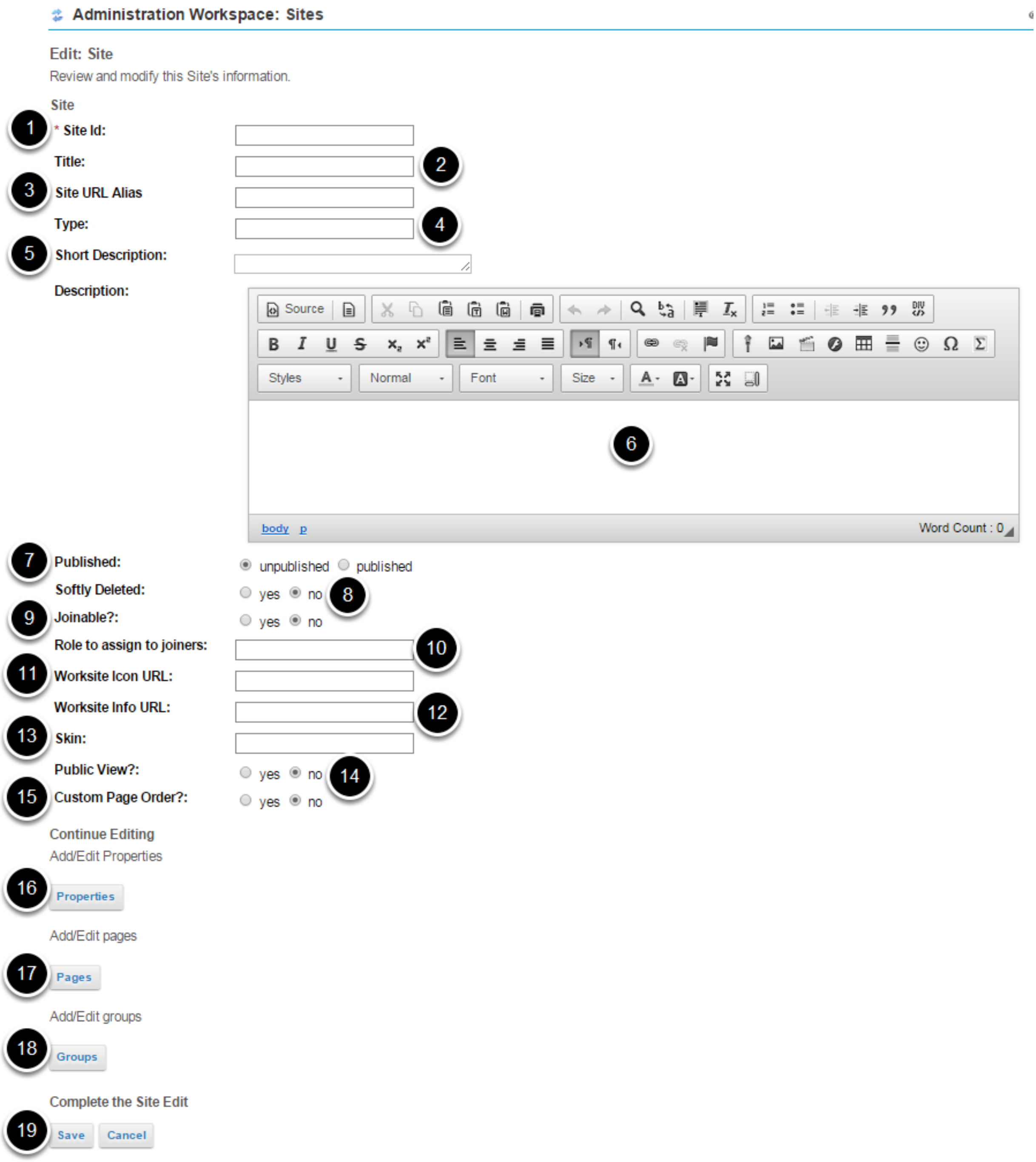
Go to Sites.

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

Click New Site.



Enter the site information and Save.



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.

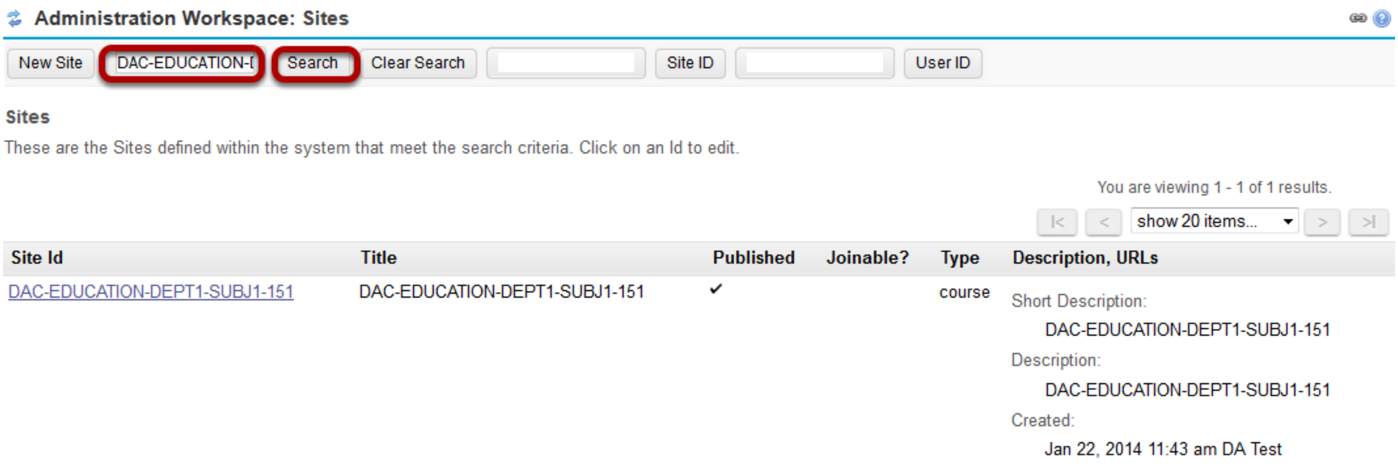
How do I edit a site using the Sites tool?

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.

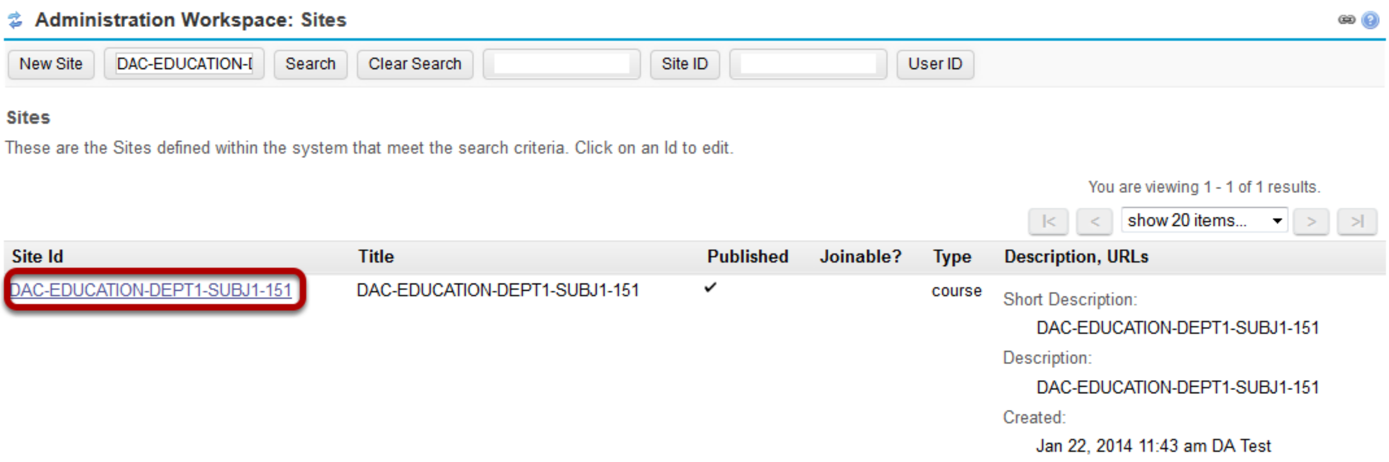
Select the **Sites** tool from the Tool Menu of the Administration Workspace.

Locate the site you want to edit.

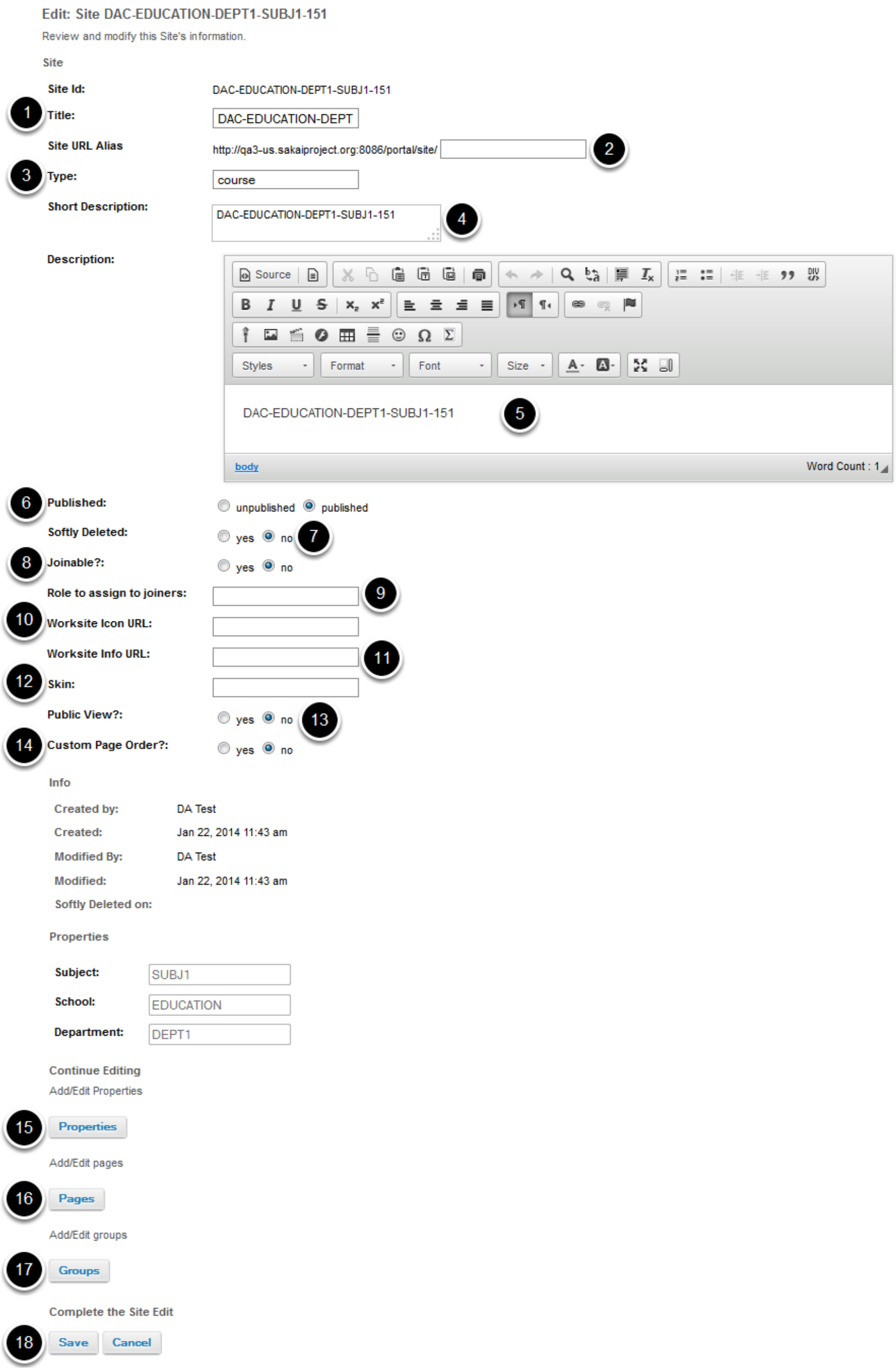


Use the Search function to find the site you want to modify.

Click on the site id of the site.



Edit the site information and Save.



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

1. **Title**: Edit the title for the site. The title is what users will see in the courses tabs and when the site is listed in Worksite Setup.
2. **Site URL Alias**: You may enter or edit a site alias if you choose. This alias is typically a friendlier name for the site which can be more easily typed or distributed as a site URL.
3. **Type**: You may edit **course** or **project** in this field to indicate the type of site. However, please note that changing the type of site after it has been created will not change the default roles for site participants.
4. **Short Description**: Enter or edit a short description for the site.

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

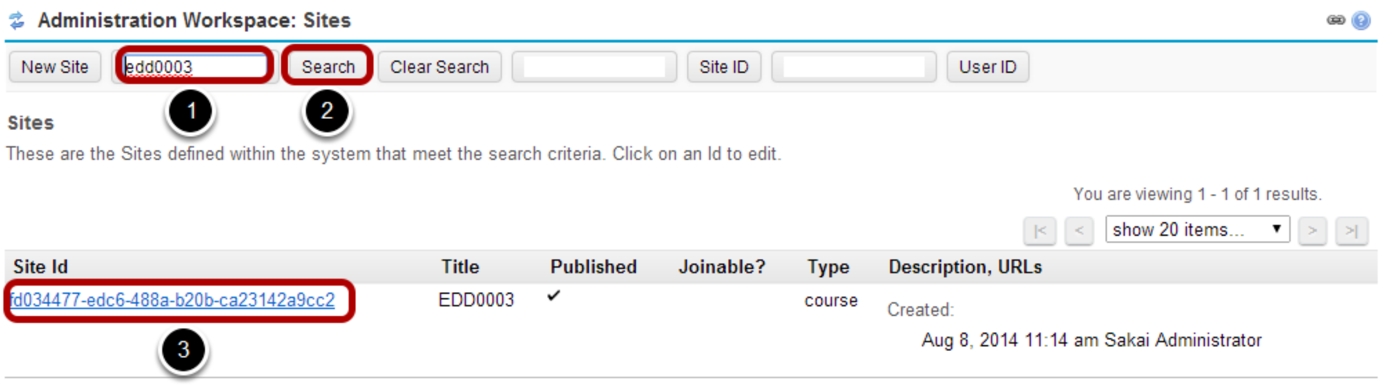
How do I Soft Delete a site from the Sites tool?

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

Go to Sites.

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

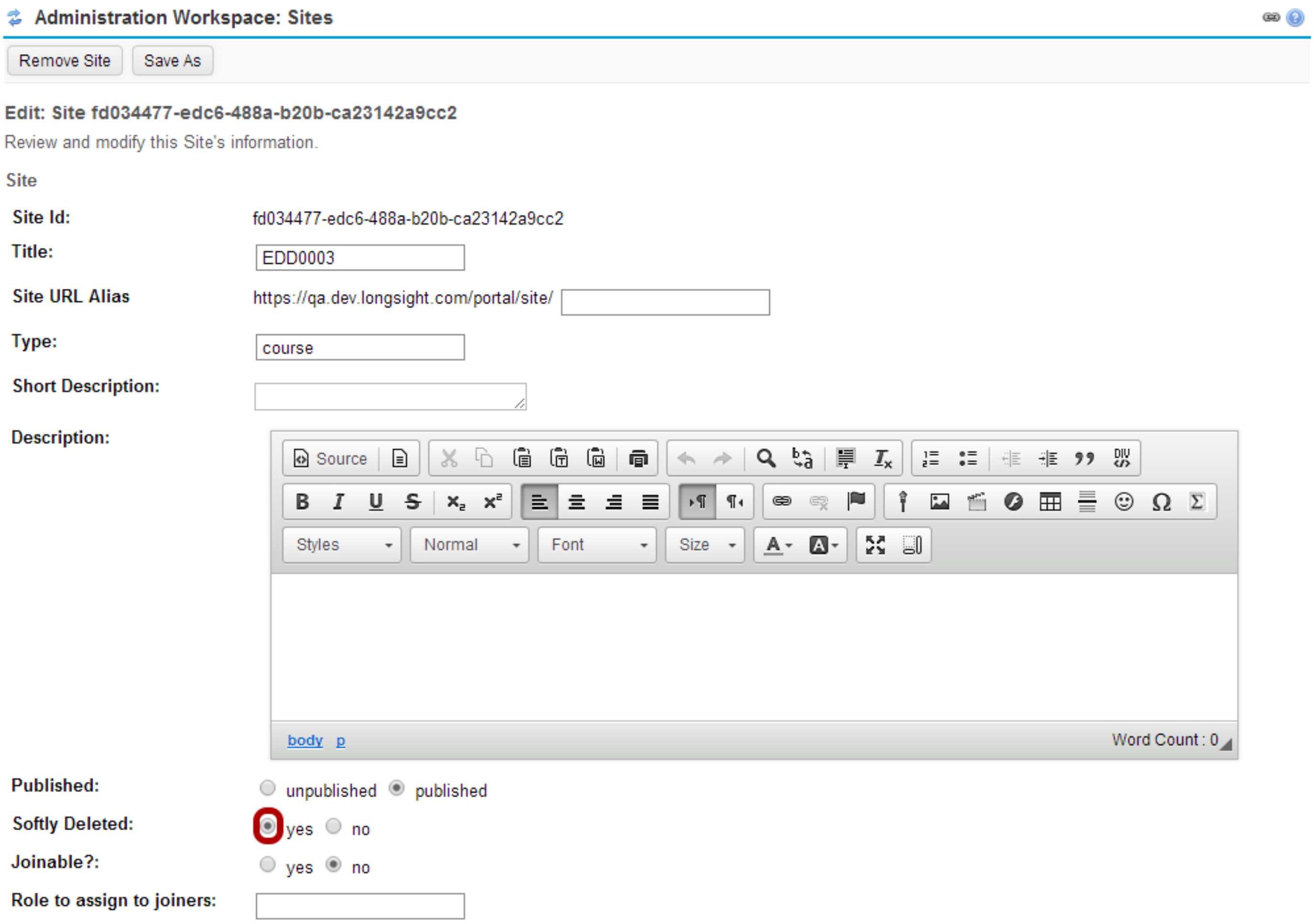
Locate the site you want to soft delete.



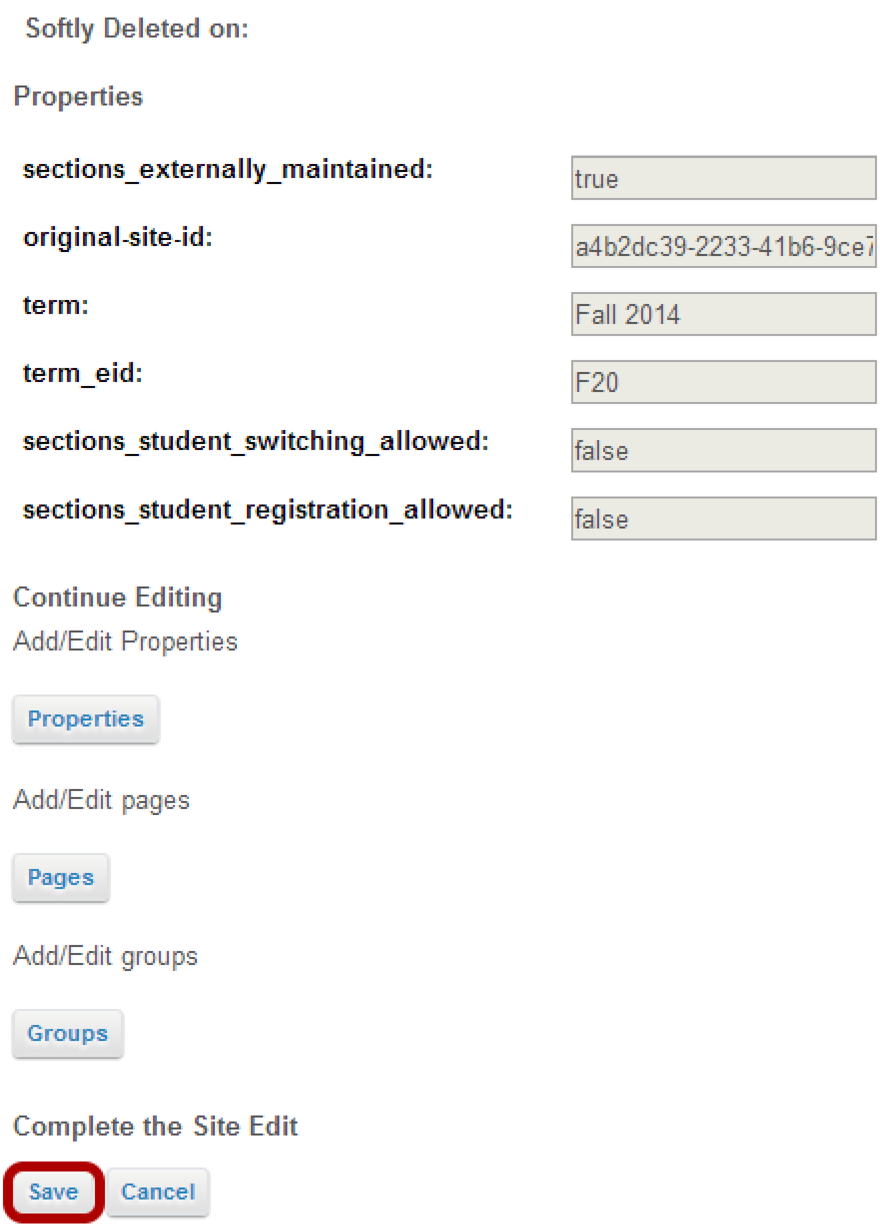
Find the site you want to delete be performing a search. For example:

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.



Scroll down and click Save.



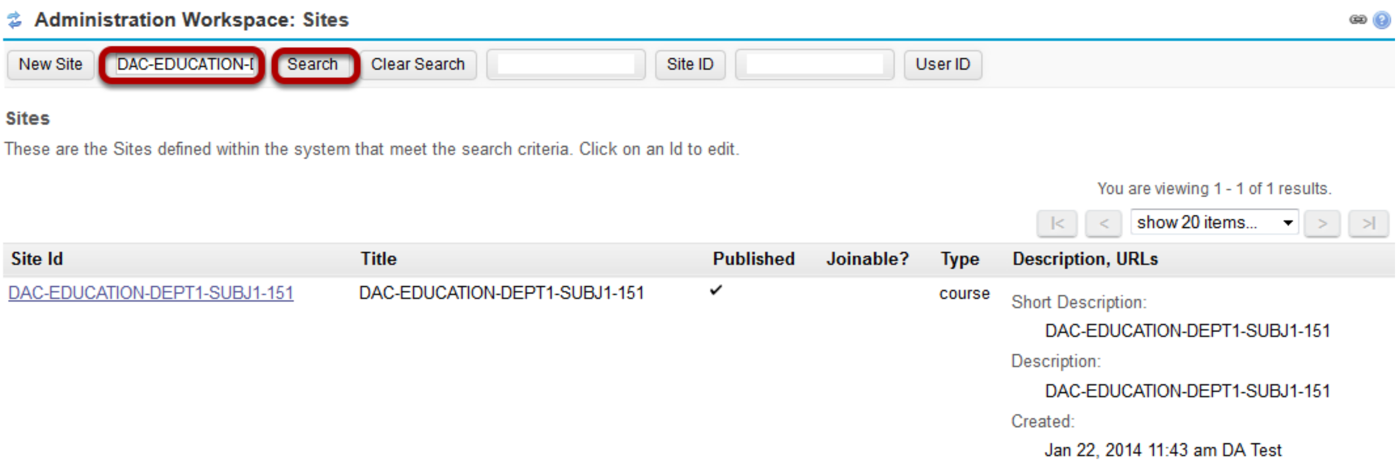
How do I add a stealthed tool to a site?

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.

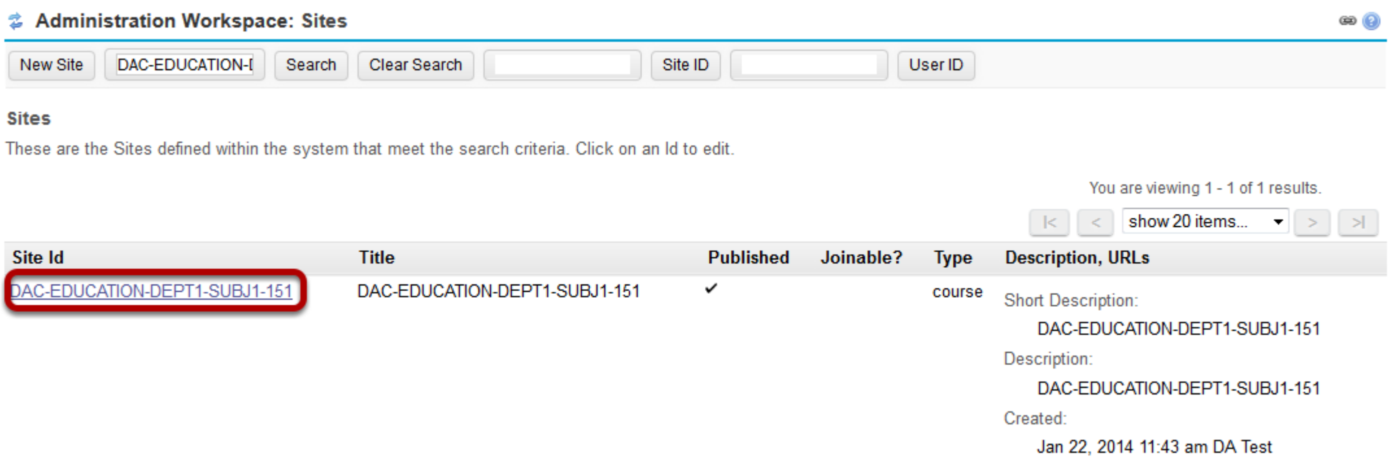
Select the **Sites** tool from the Tool Menu of the Administration Workspace.

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

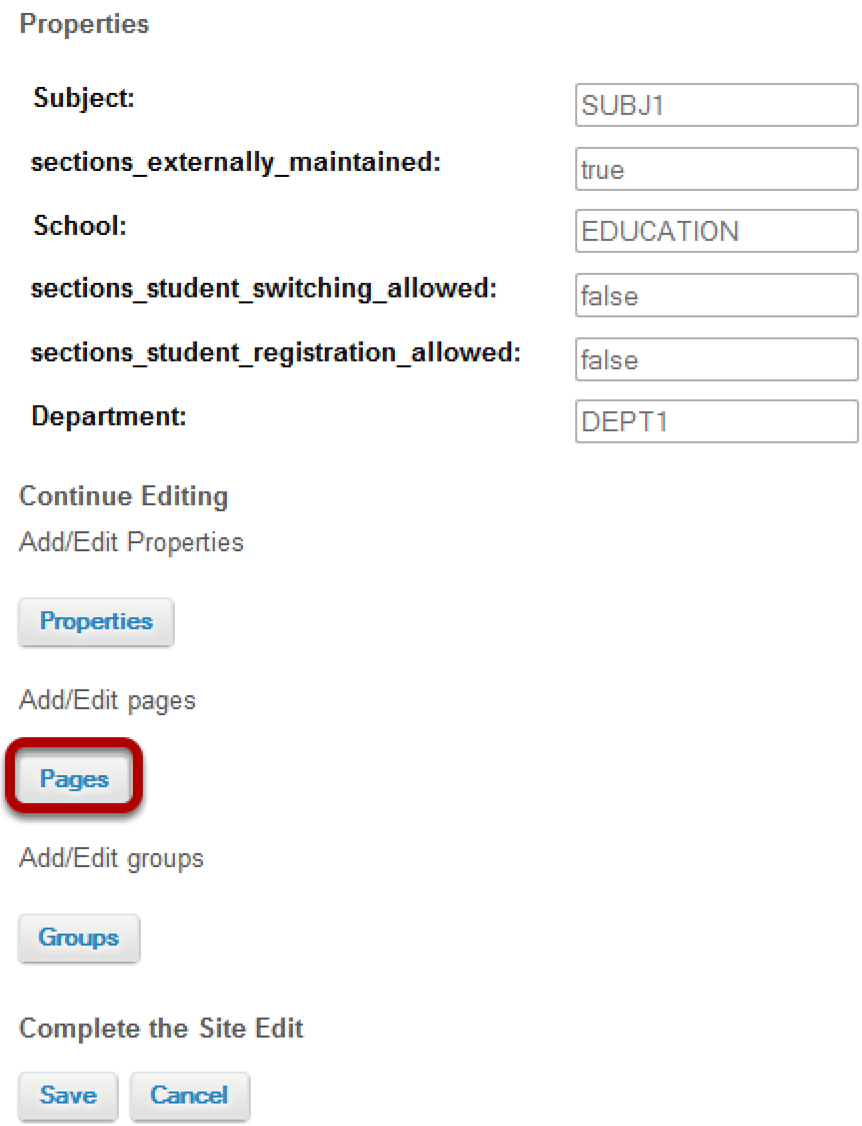


Use the Search function to find the site you want to modify.

Click on the site id of the site.

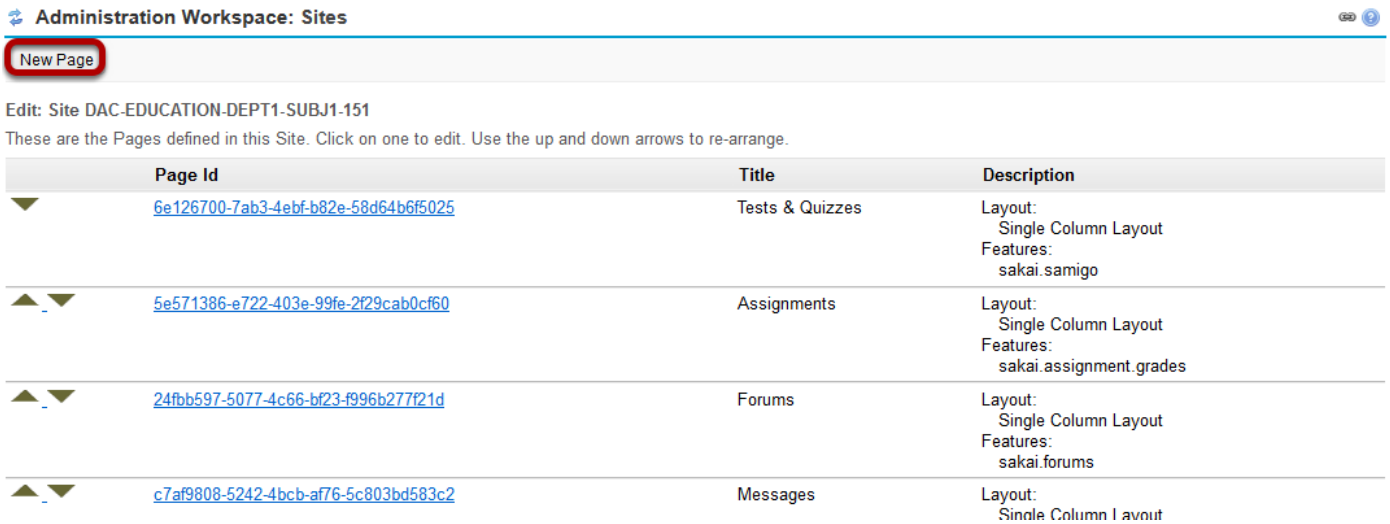


Click Pages.



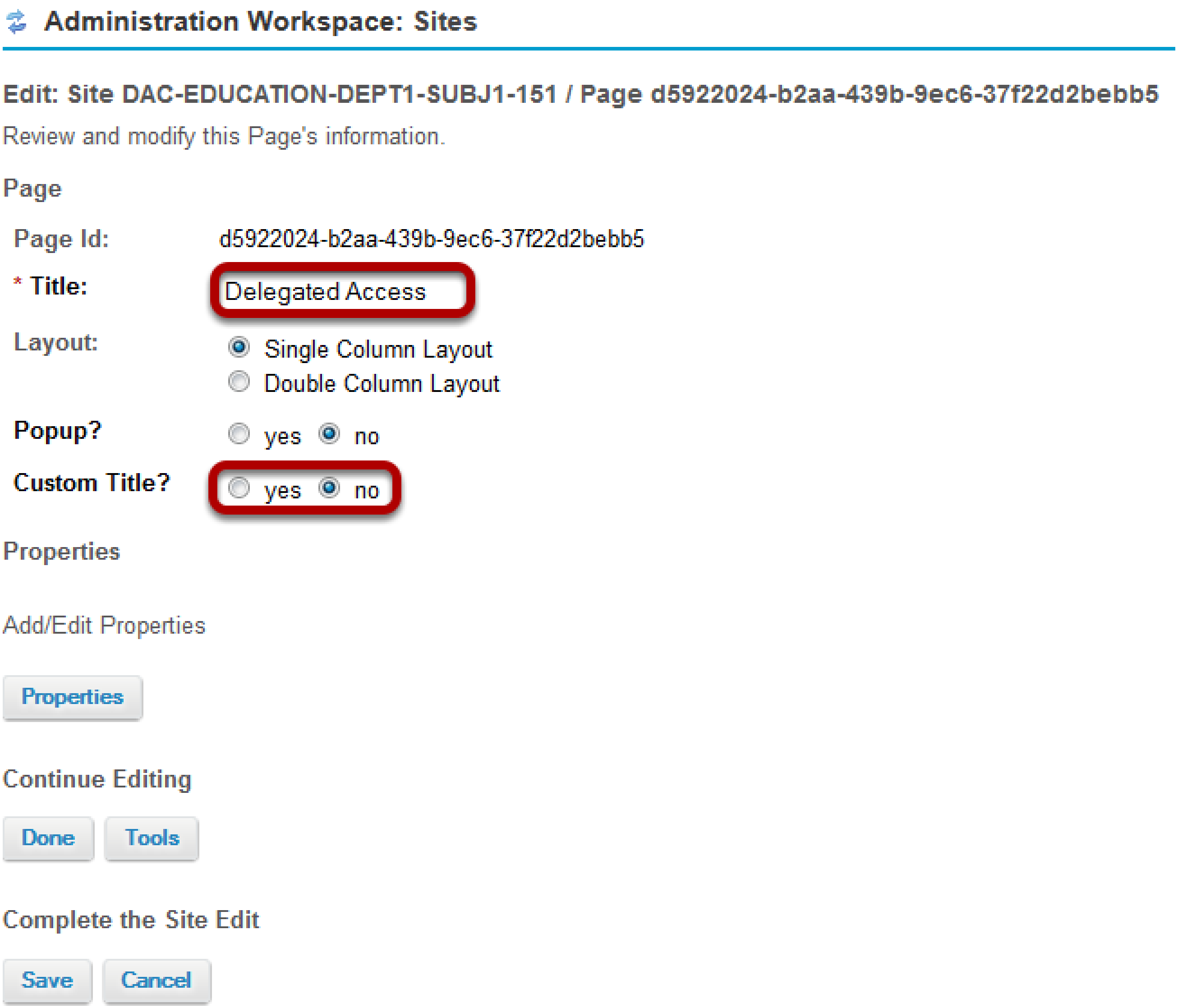
Scroll down toward the bottom of the site editing screen and select the **Pages** button.

Click New Page.



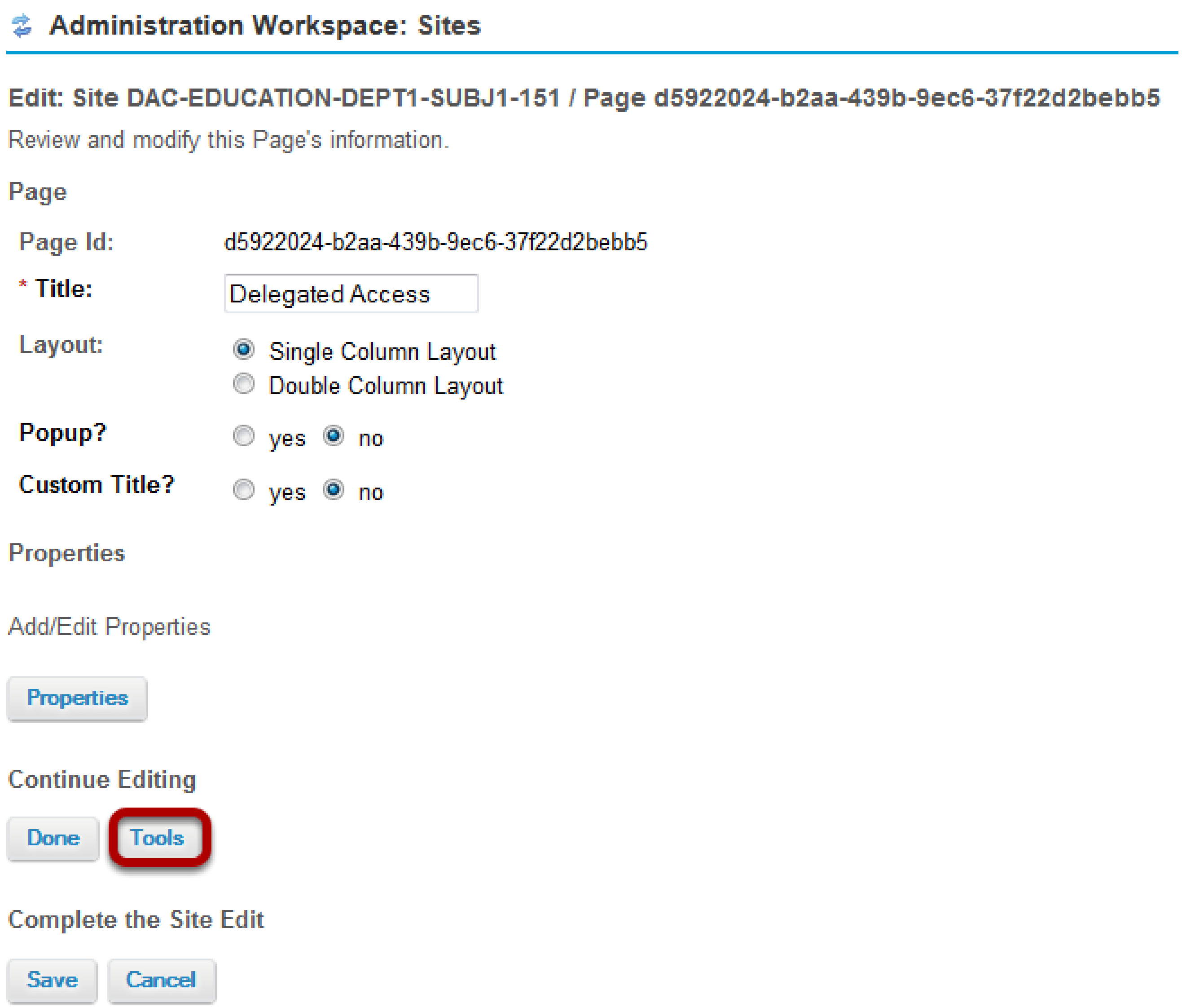
You will see a listing of pages, or tools, currently active in the Tool Menu of the site. Click **New Page** to add another tool to this list.

Enter a Title.

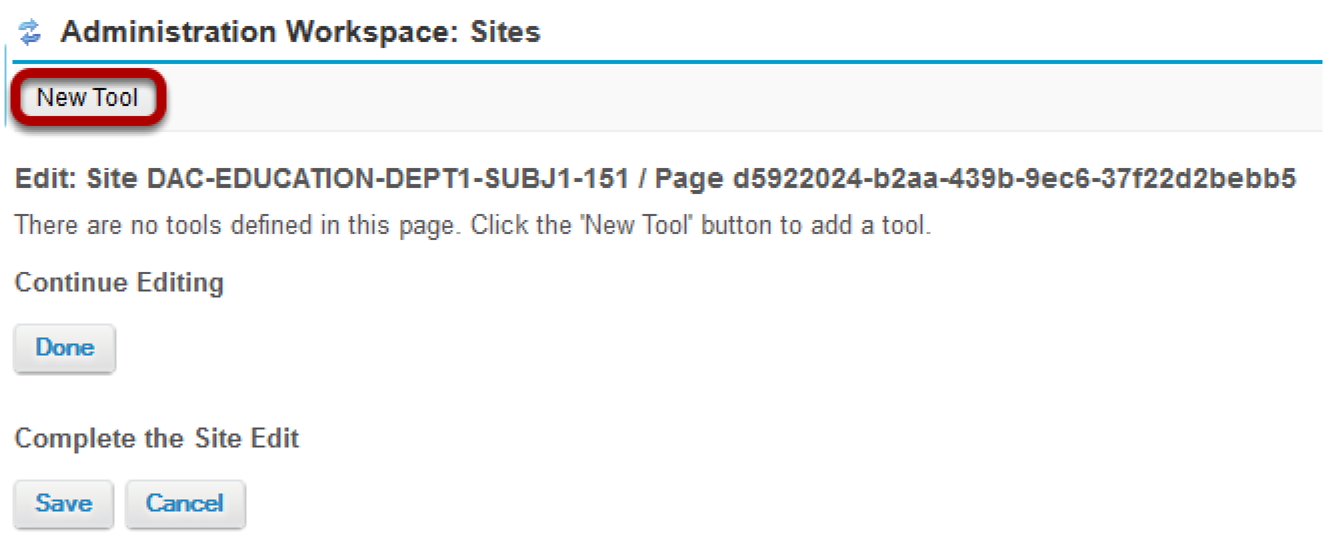


Enter a **title** for the stealthed tool. The title you enter here is what will appear in the Tool Menu of the site once it has been added. You may also select the radio button for **yes** or **no** to indicate whether this is a custom title, or the default tool title.

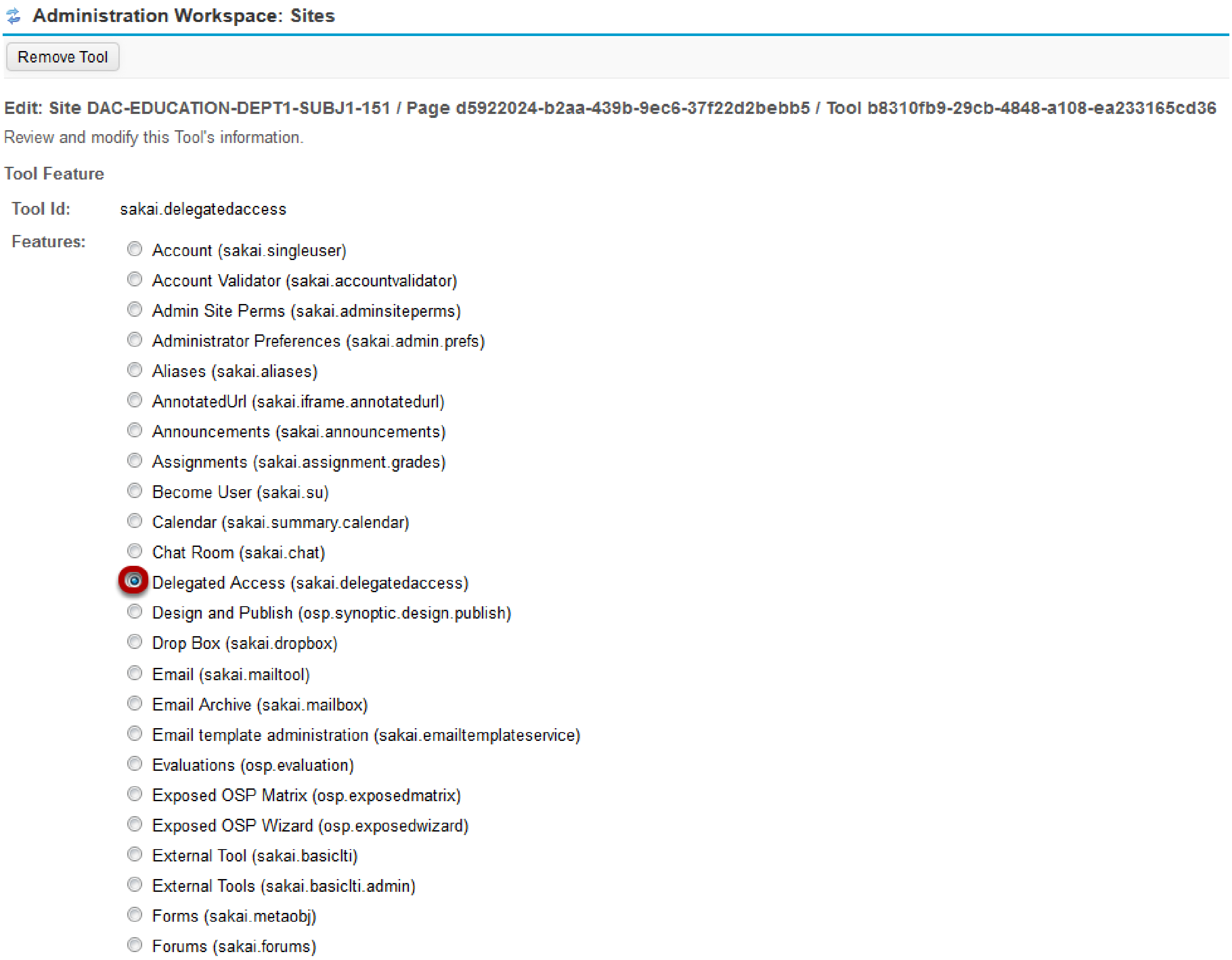
Click Tools.



Click New Tool.

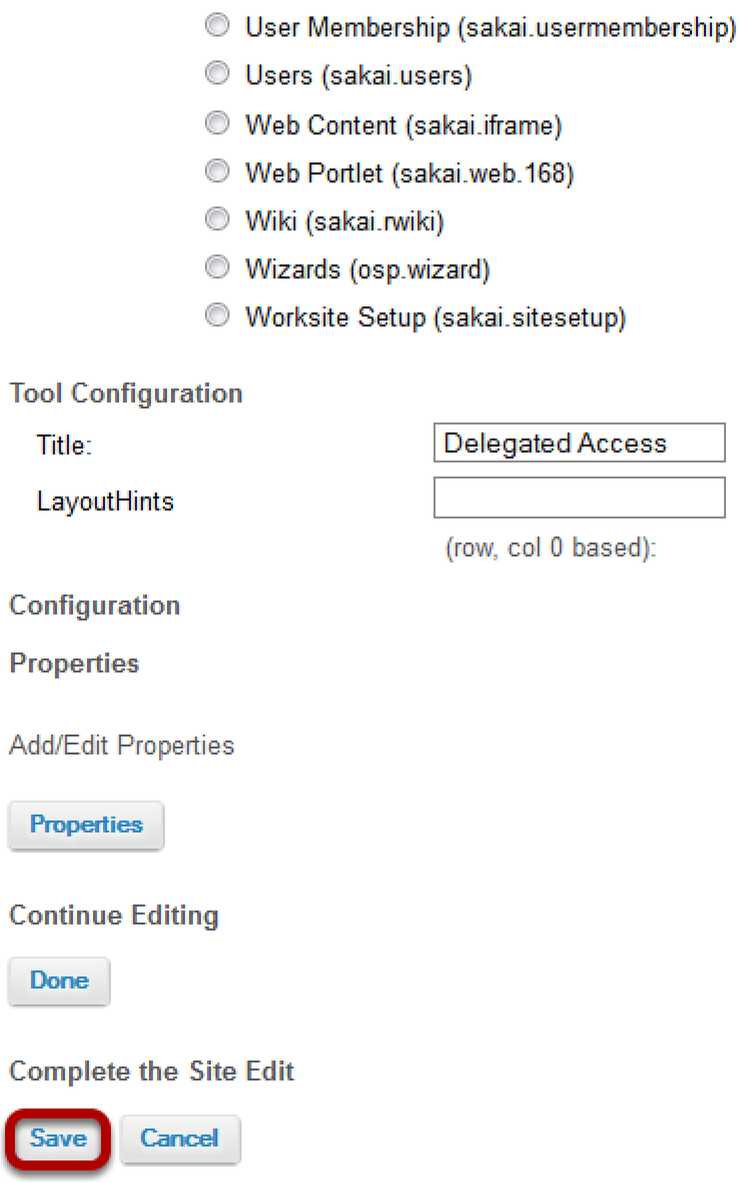


Select the stealthed tool to be added.



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.

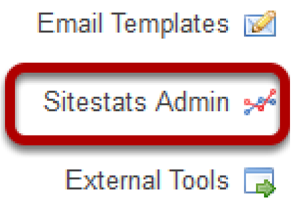


Sitestats Admin

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.

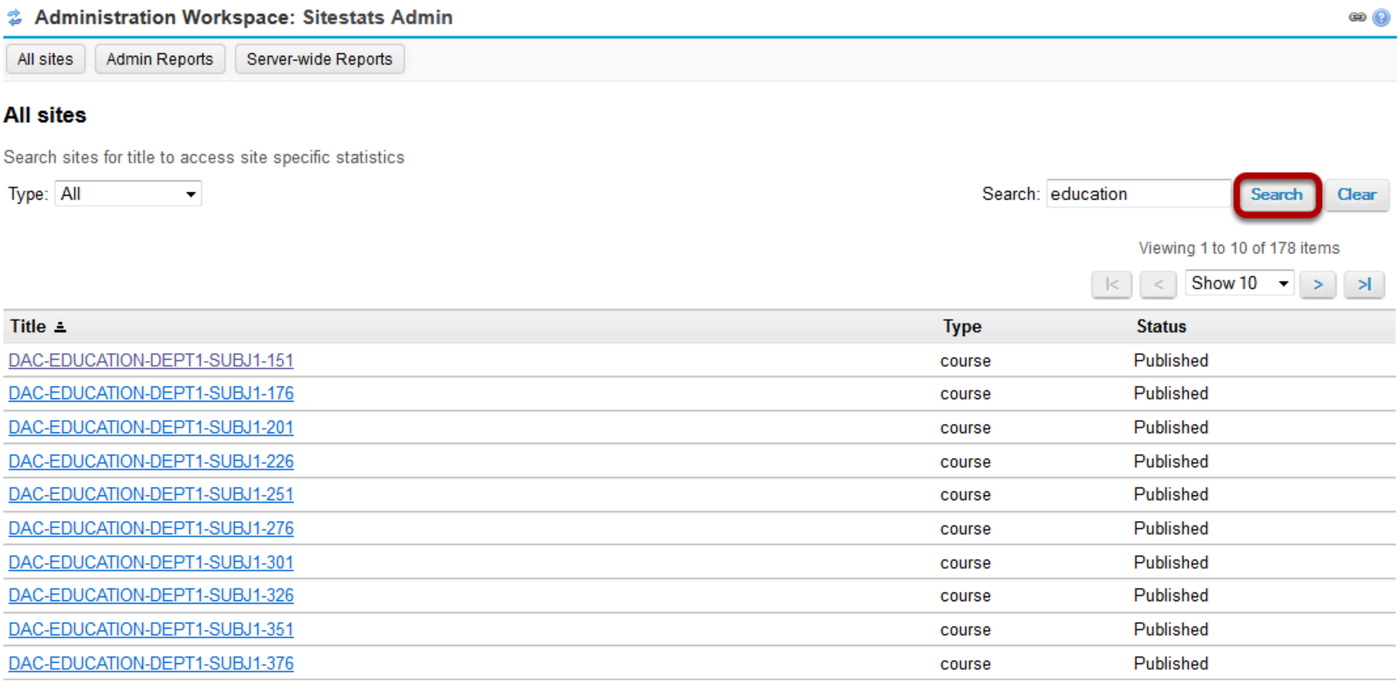


How do I view reports for a specific site?

Go to Sitestats Admin.

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

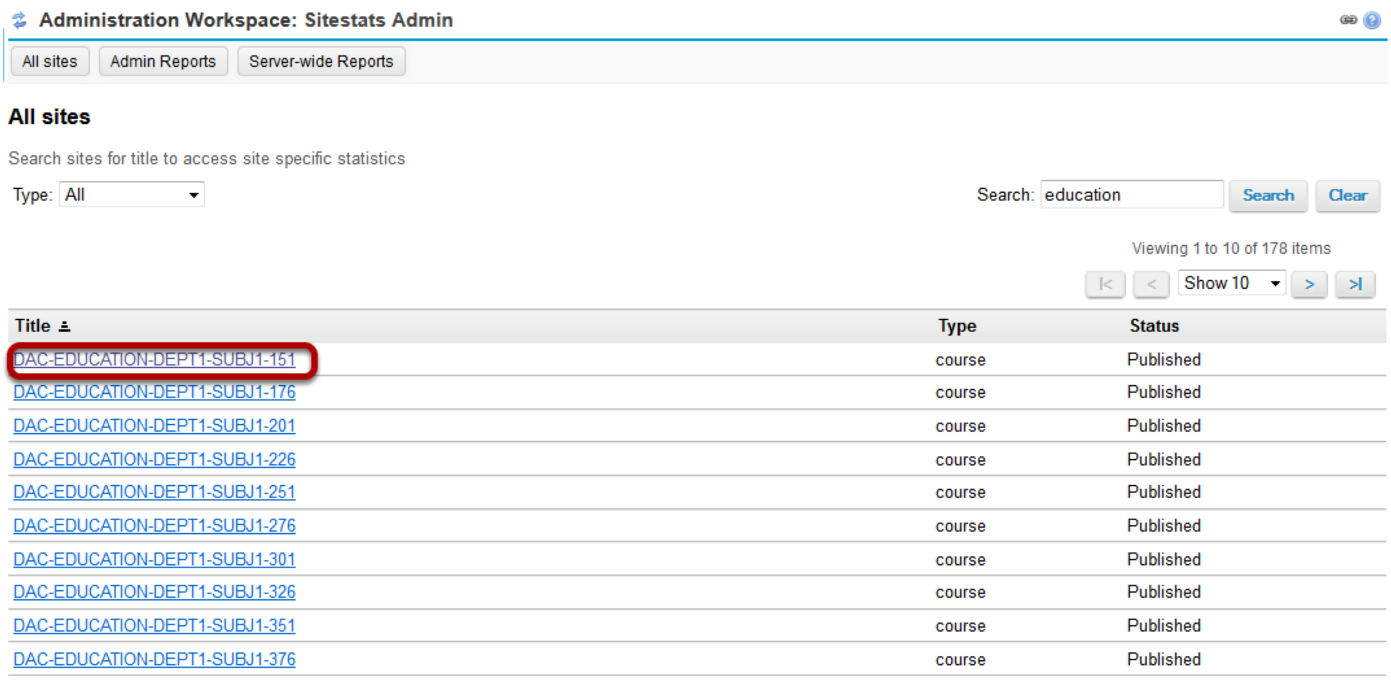
Locate the site you want to view.



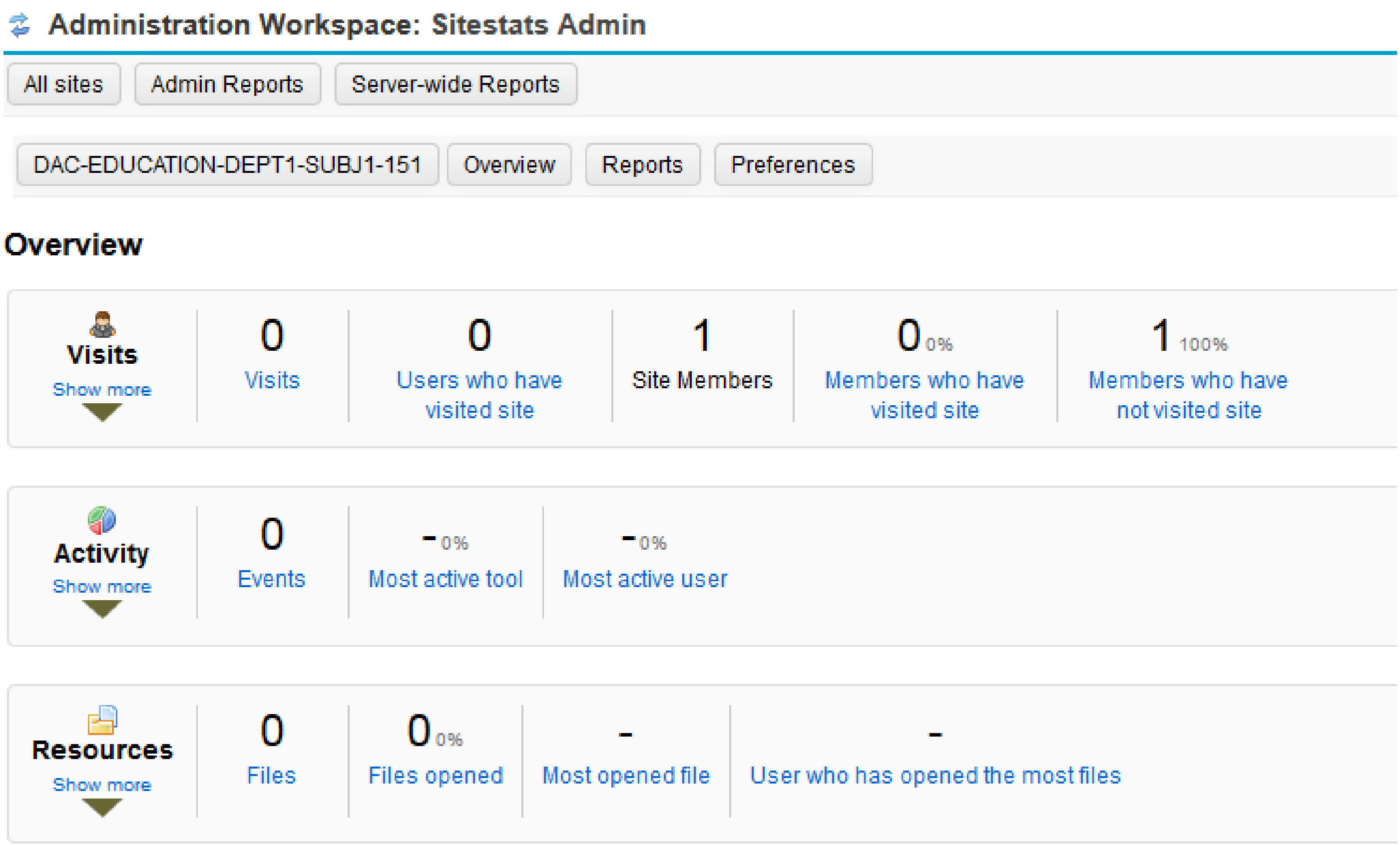
Enter a search term and click **Search** to locate the site you want to view.

All sites matching your criteria will be displayed.

Click on the title of the site.



The site's Statistics will display.



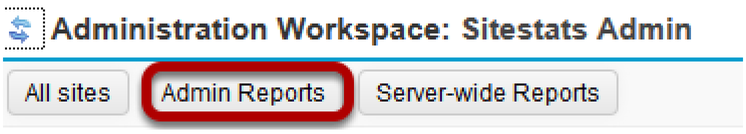
From this view, you may run any reports within the site the same way an instructor/maintain user would run reports within an individual site. See What is the Statistics tool? for more information on how to run reports.

How do I create predefined reports available throughout the system?

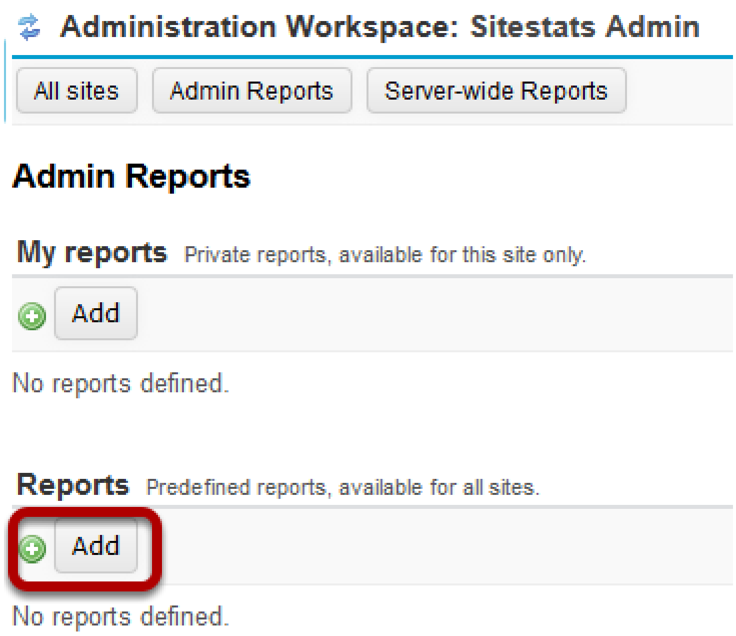
Go to Sitestats Admin.

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

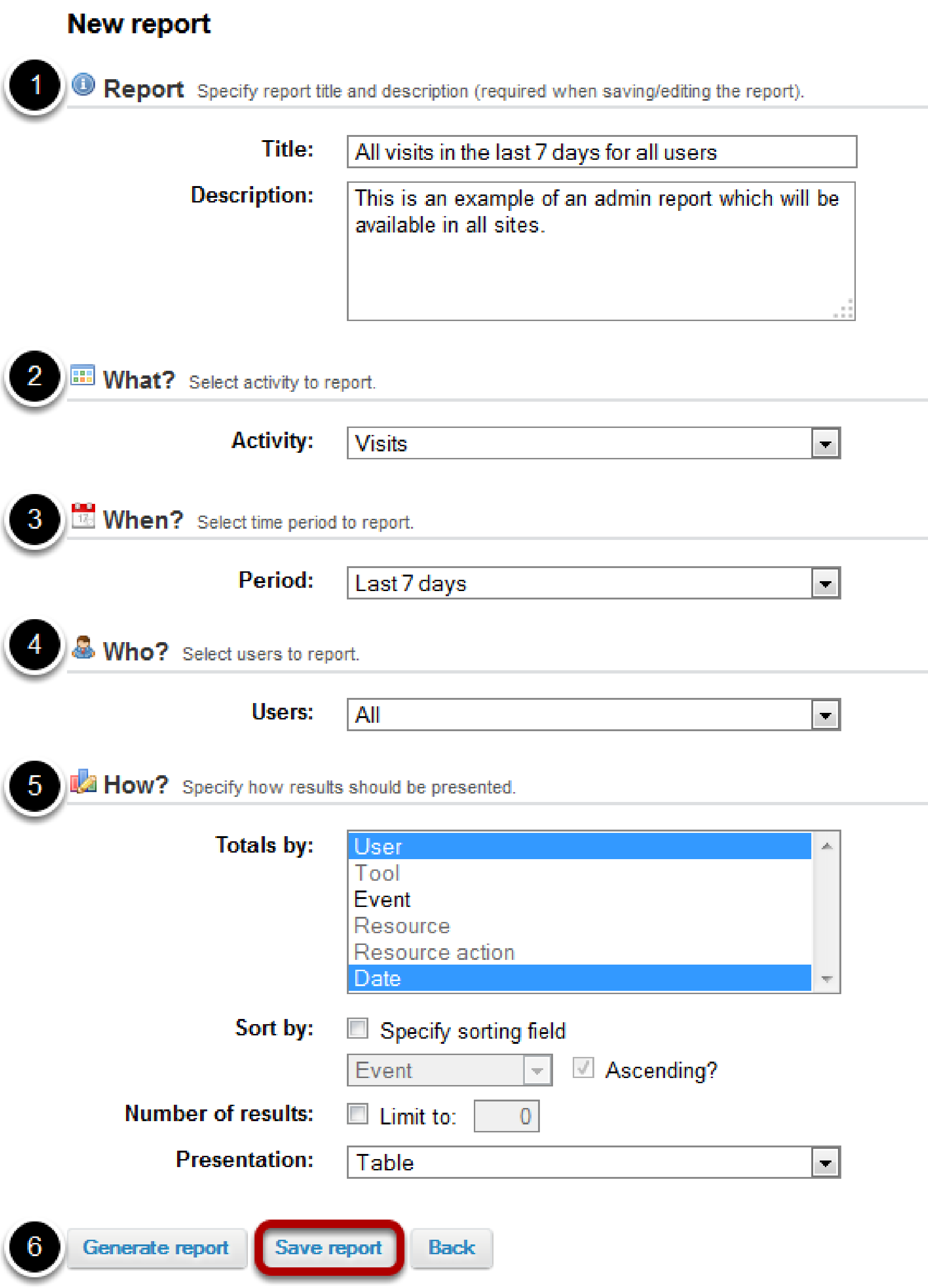
Click Admin Reports.



Under Reports, click Add.



Enter the report information.



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**.

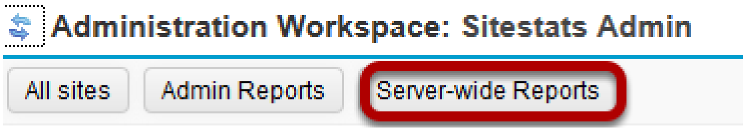
This report will now appear within the Statistics tool for all sites on the system. Individual users may run it within their own sites if they choose.

How do I view server-wide reports?

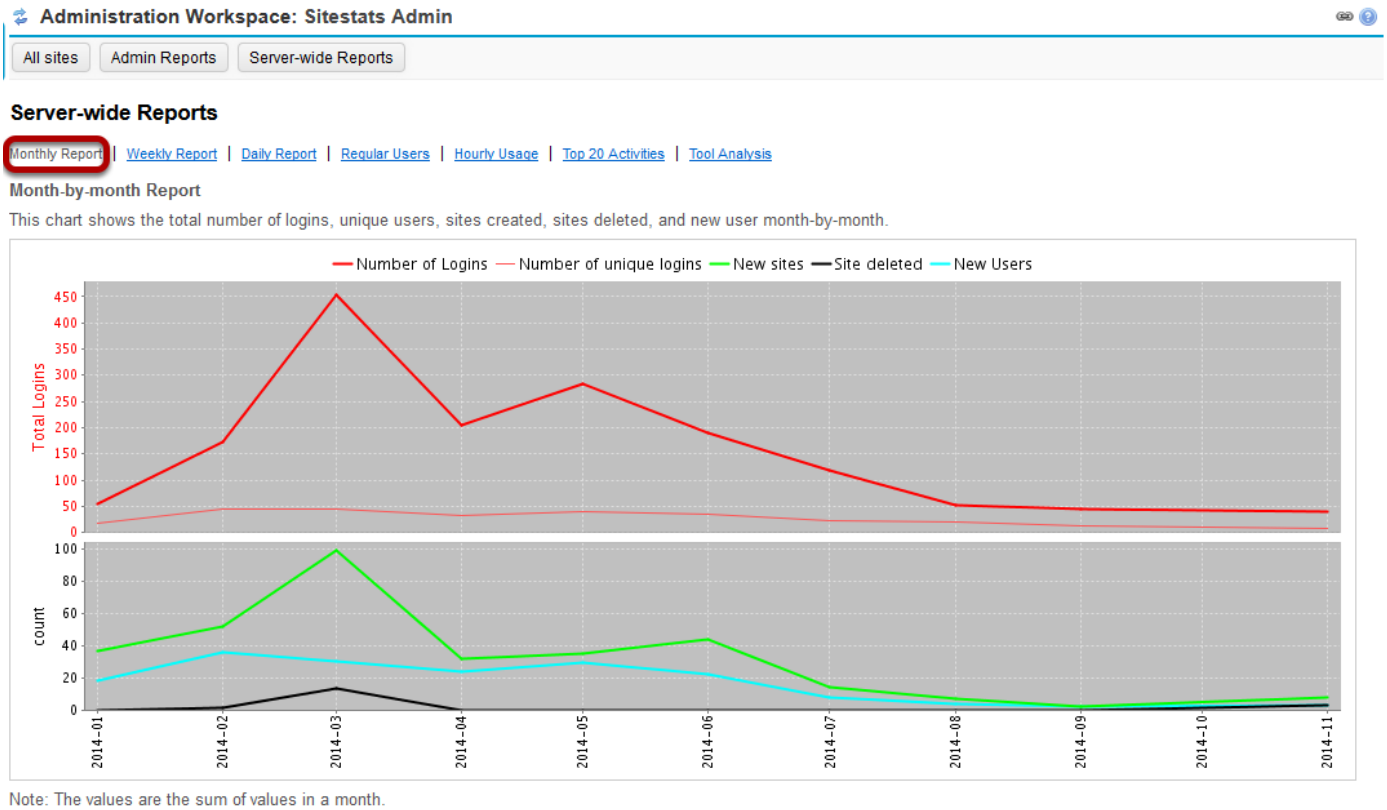
Go to Sitestats Admin.

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

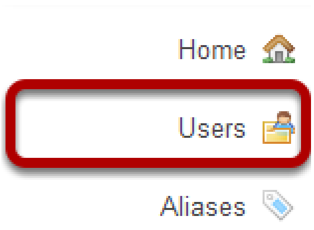
- Tool Analysis

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.

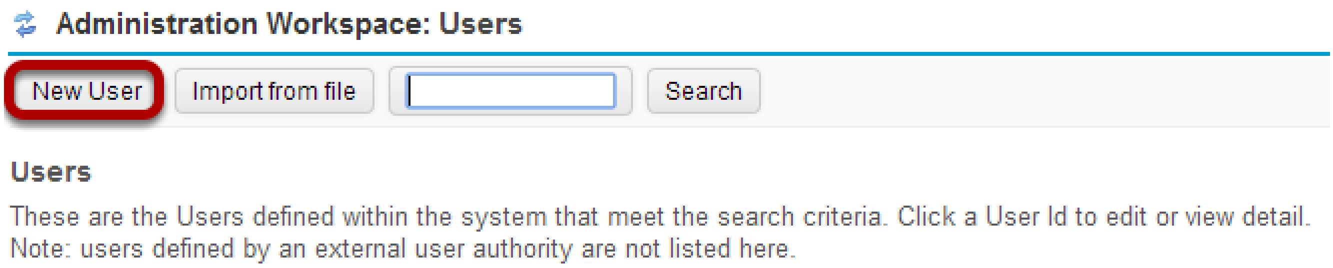


How do I add a new account?

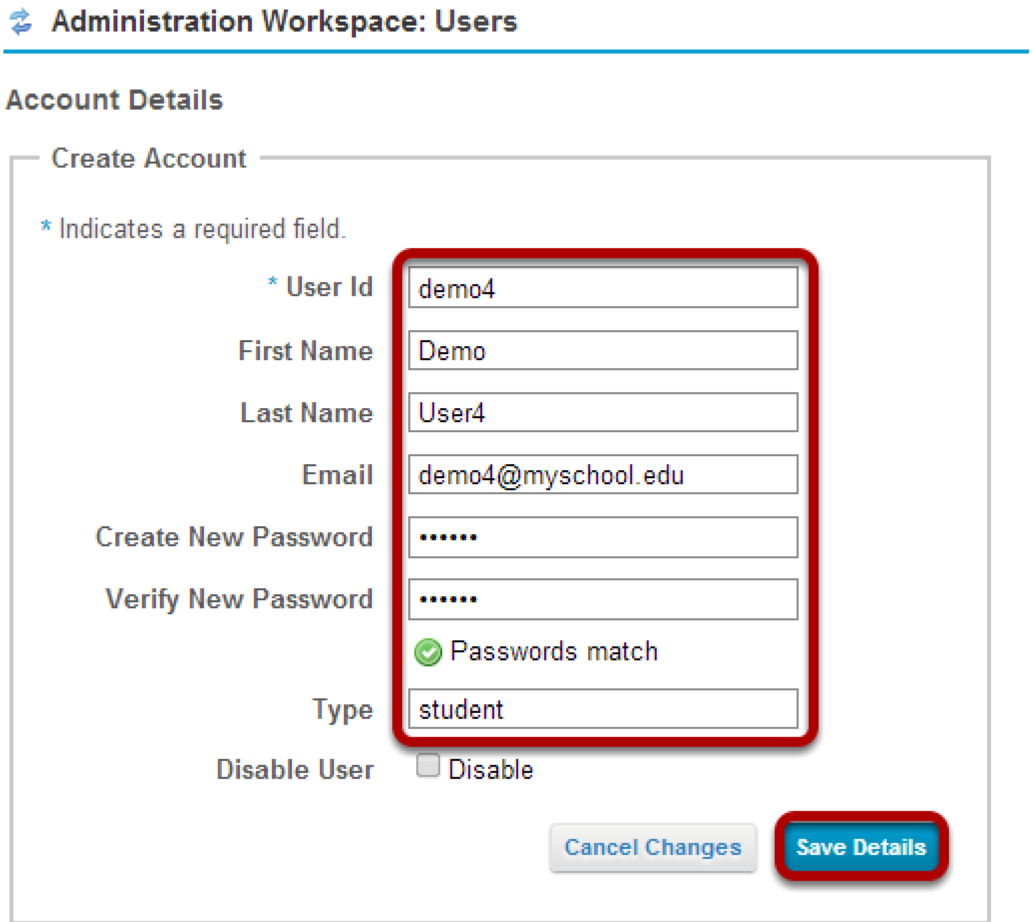
Go to Users.

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

Click New User.



Enter the user information and then save.



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.

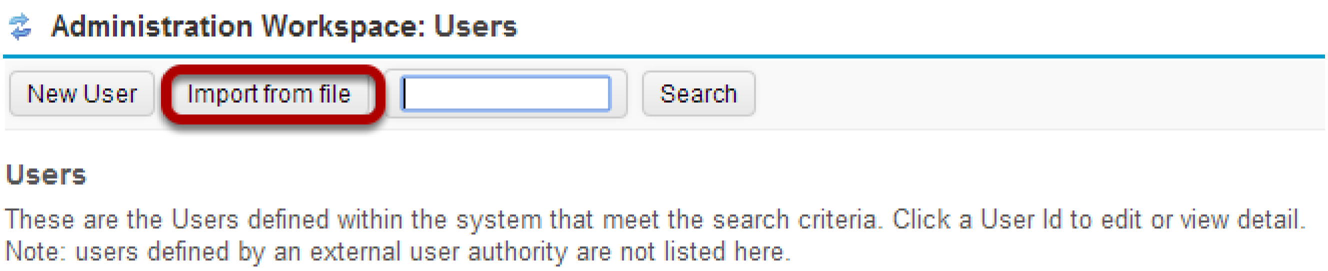
Note: User Ids must be unique. If you attempt to add a new user that has the same user id as an existing user, you will receive an error.

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

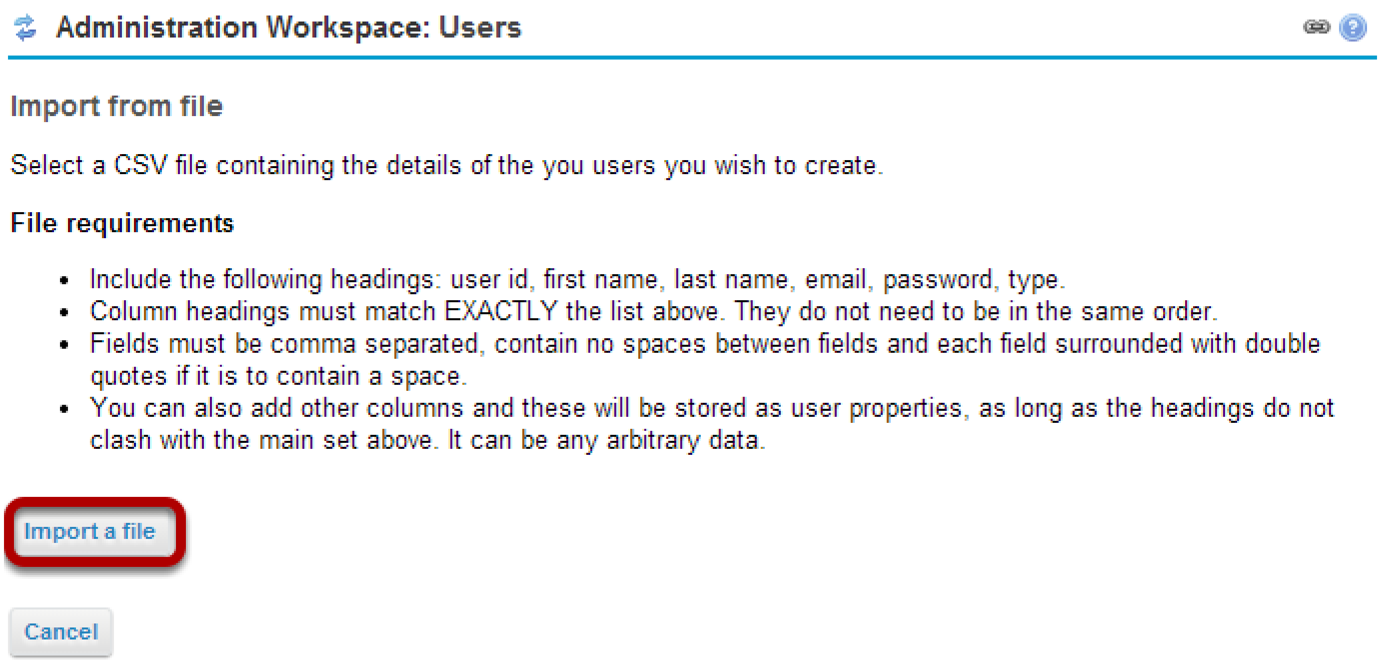
Go to Users.

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

Click Import from file.



Click Import a file.



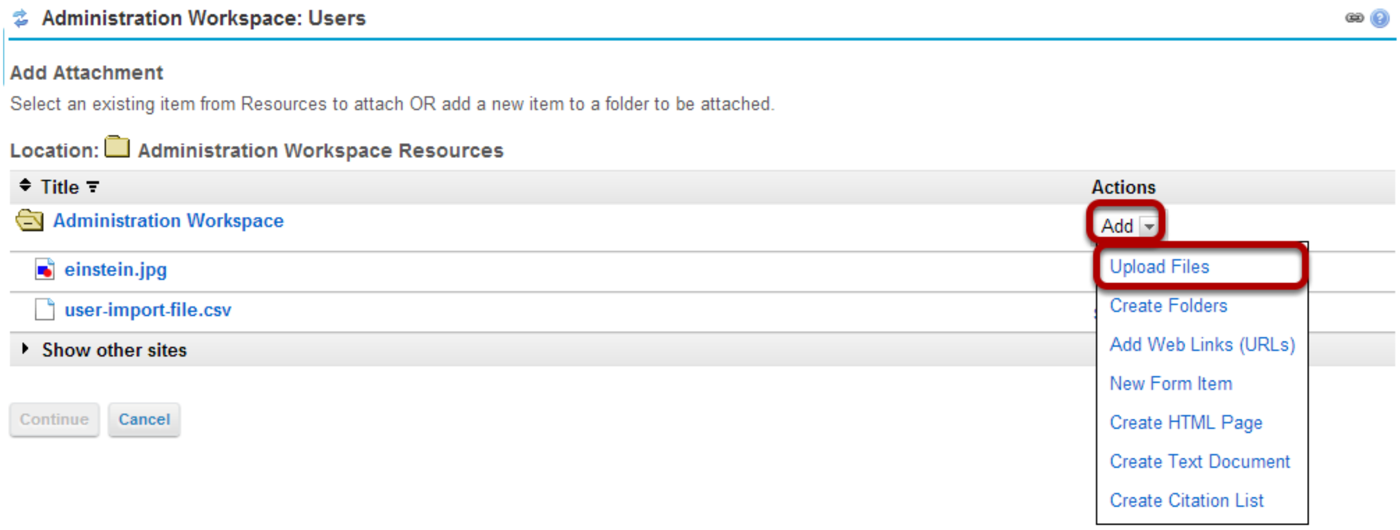
Click the **Import a file** button to browse for an select a properly formatted CSV file containing the user account information for the users you would like to create.

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.

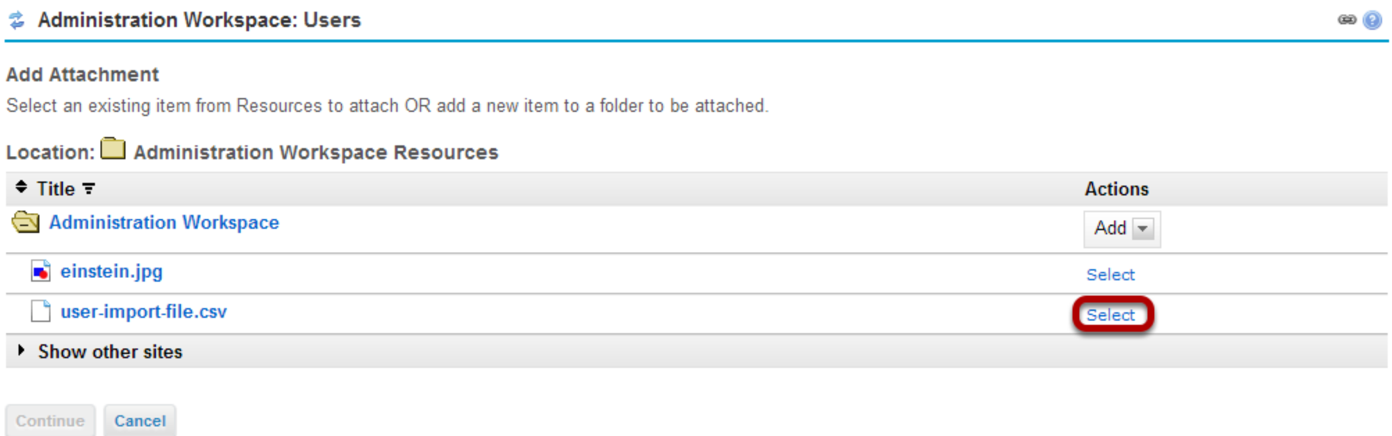
- Fields must be comma separated, contain no spaces between fields and each field surrounded with double quotes if it is to contain a space.
- You can also add other columns and these will be stored as user properties, as long as the headings do not clash with the main set above. It can be any arbitrary data.

Upload your file.



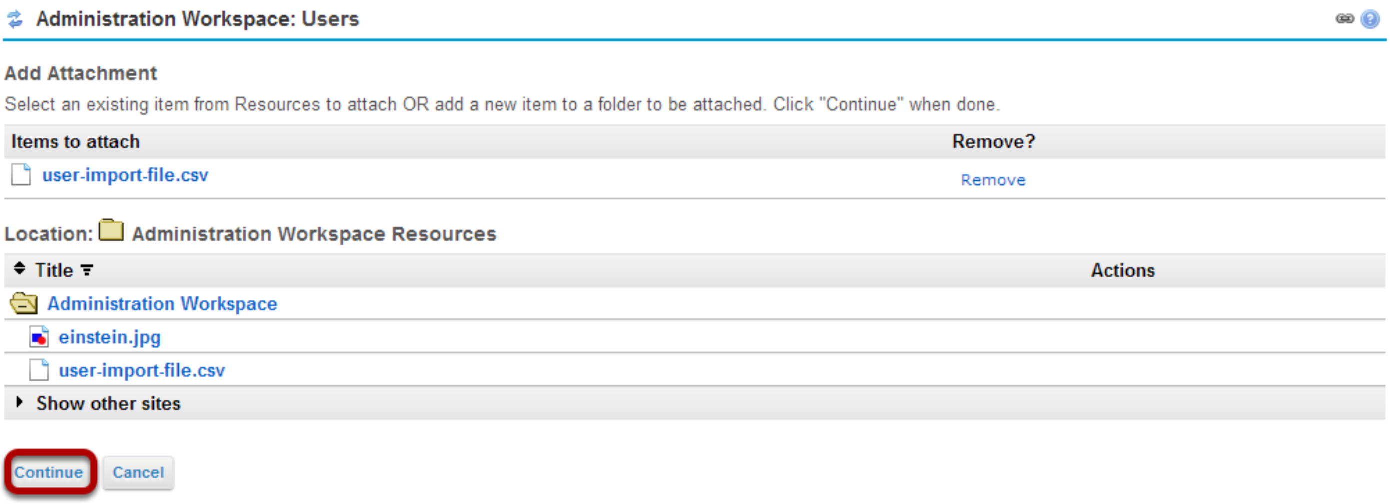
If the import file has not been previously uploaded to Resources, click **Add** and then **Upload Files** to upload a new item.

Select the import file.

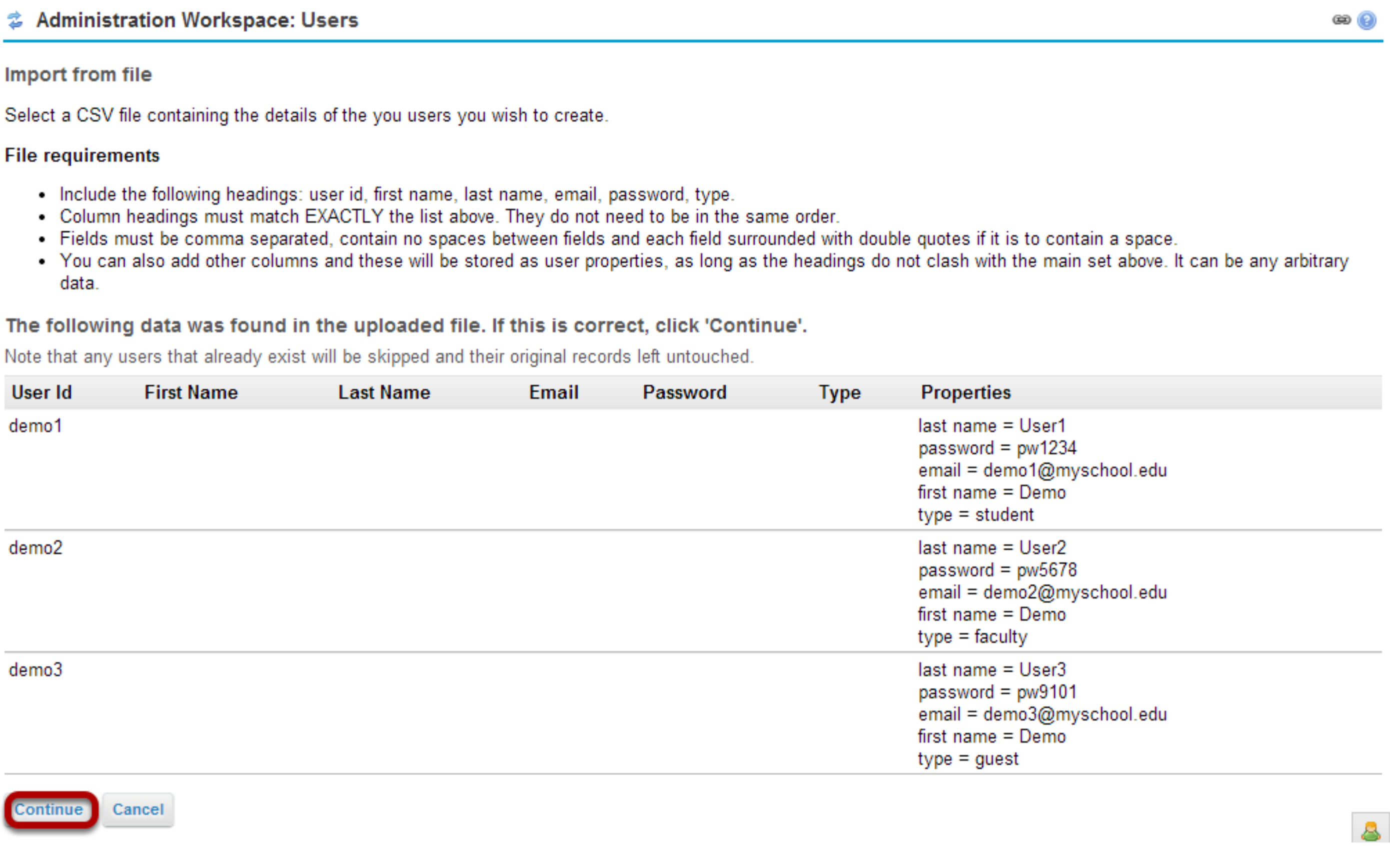


Click the **Select** link for the file containing the user information you wish to import.

Click Continue.



Preview and confirm the user information.



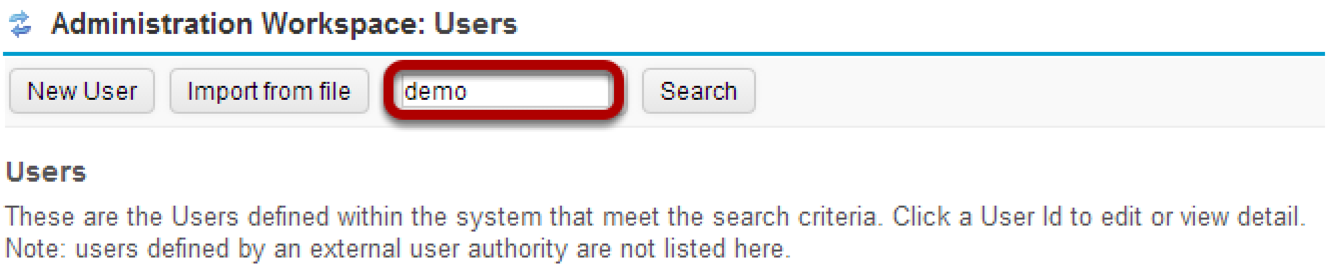
The information for each new user will be displayed. If everything looks correct, click **Continue** to proceed and add the accounts.

How do I search for a user account?

Go to Users.

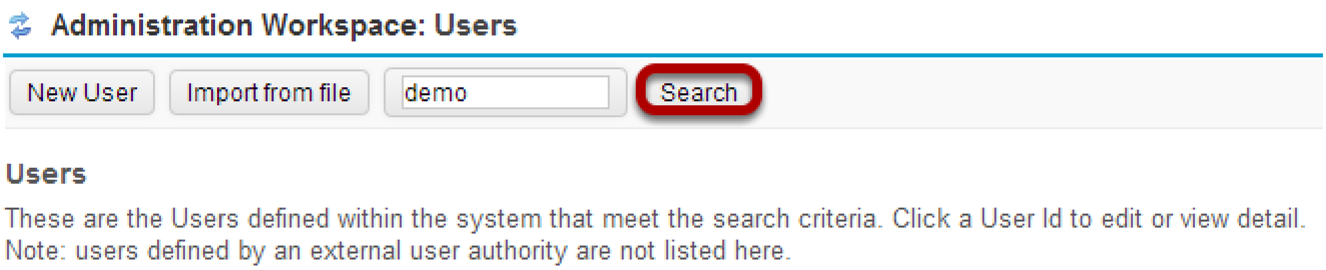
Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

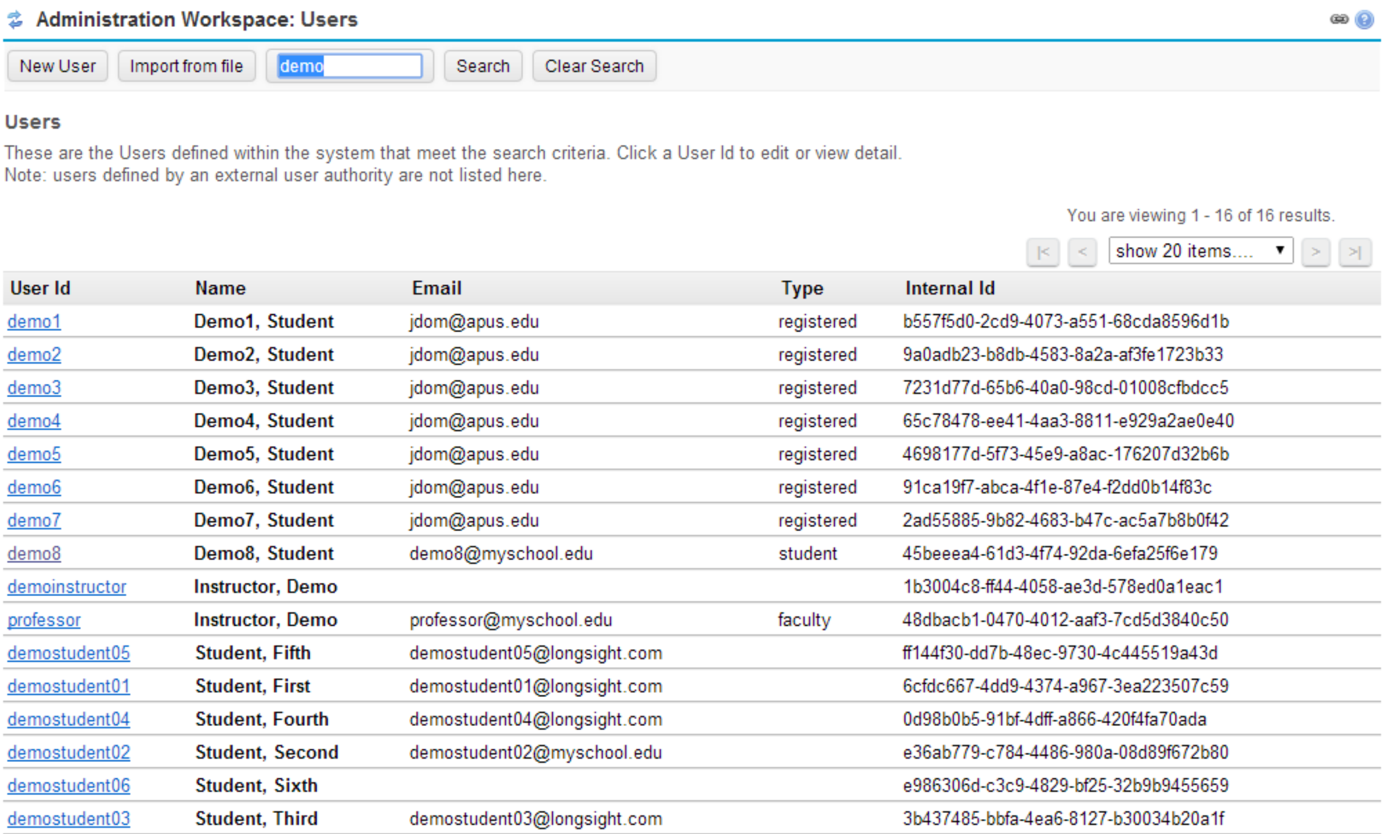


Enter a search term to locate the account you are looking for. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.



Search results will display.


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.

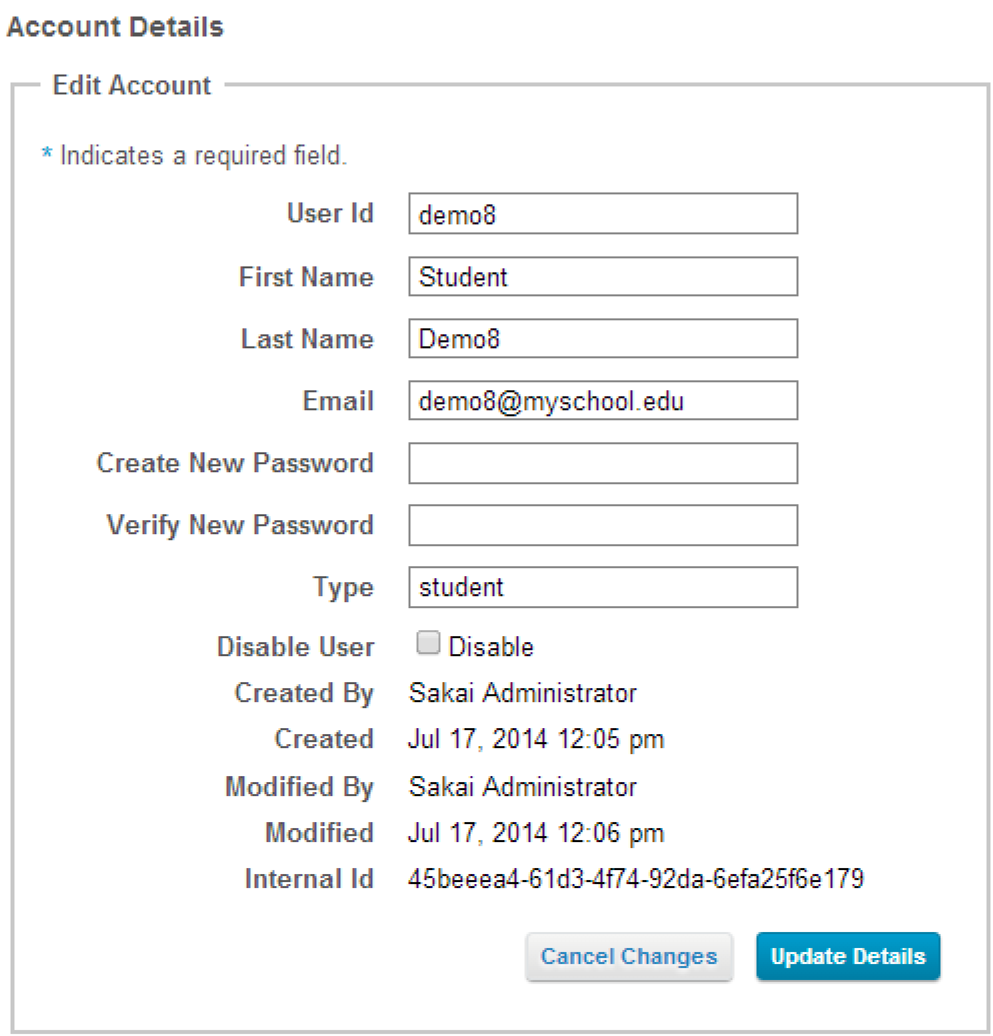
show 20 items....

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.

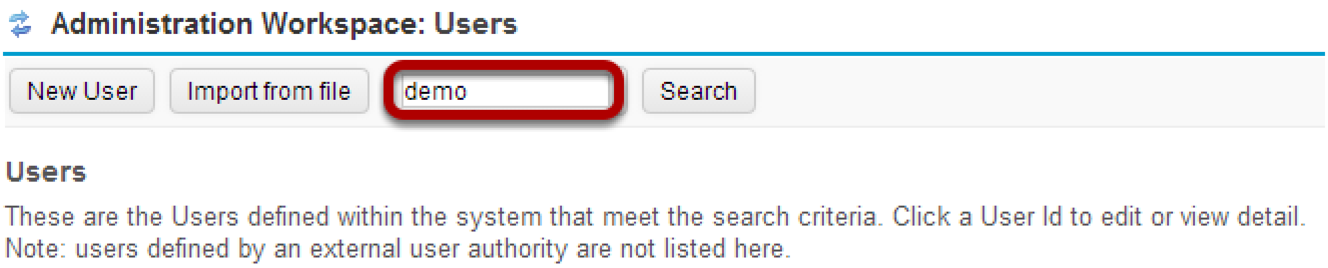


How do I edit a user account?

Go to Users.

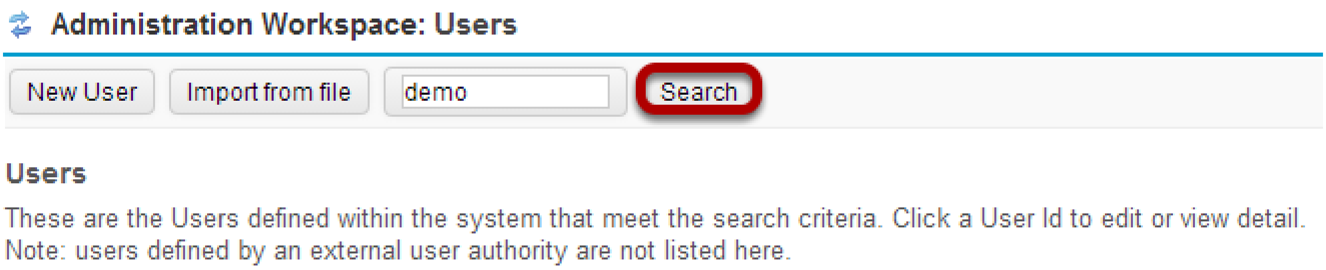
Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

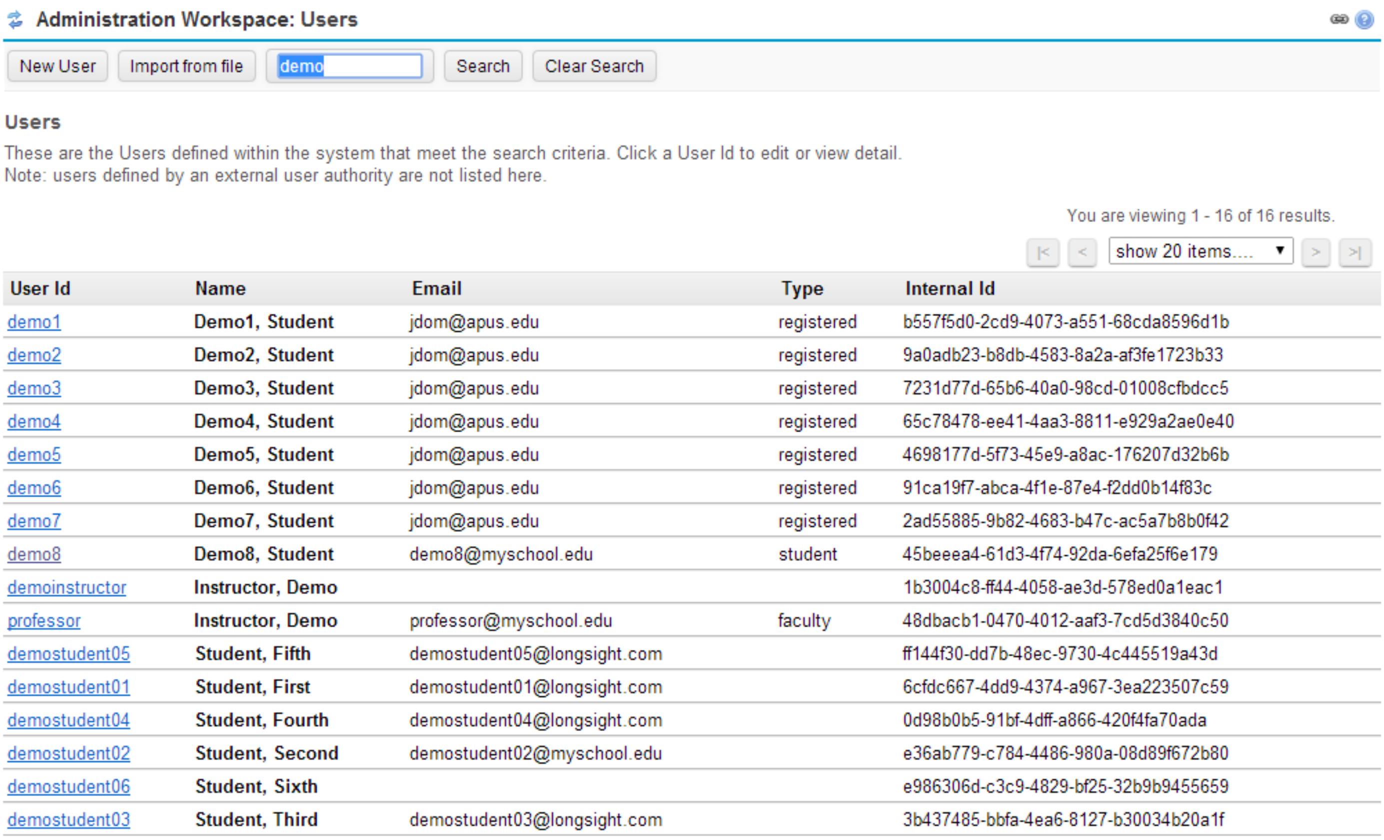


Enter a search term to locate the account you would like to edit. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.



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.
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You are viewing 1 - 16 of 16 results.

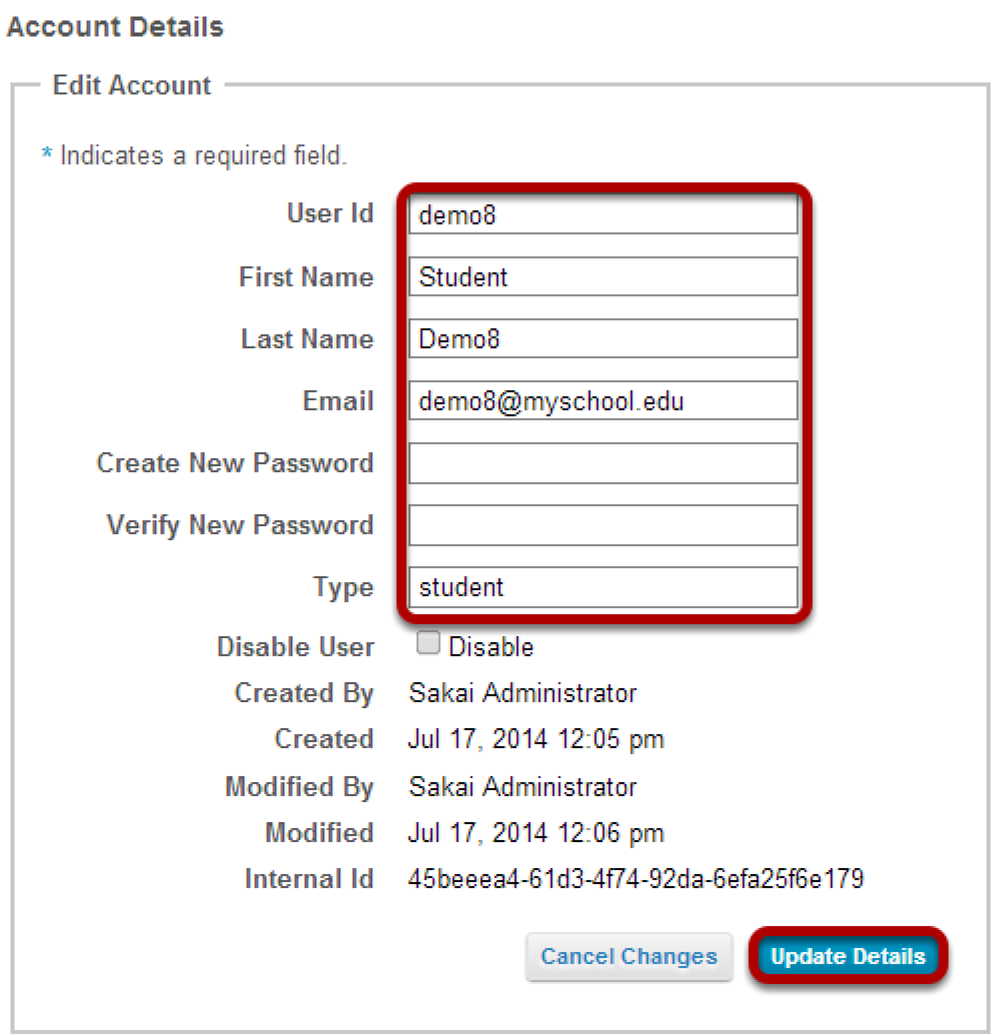
show 20 items....

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.



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

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

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

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

How do I disable a user account?

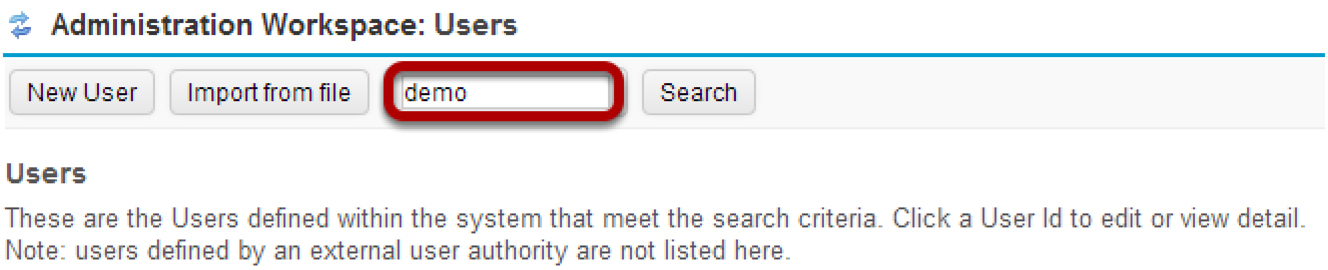
Disabling a user account blocks that user from being able to access the system. However, the user's data and activity are still retained in the system.

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

Go to Users.

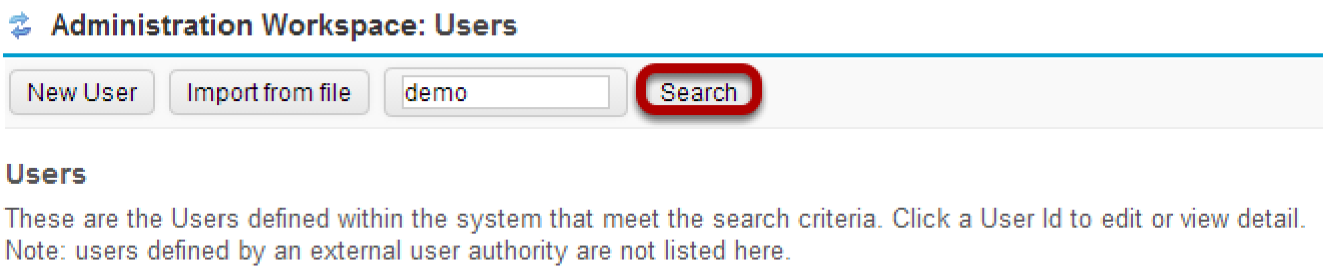
Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

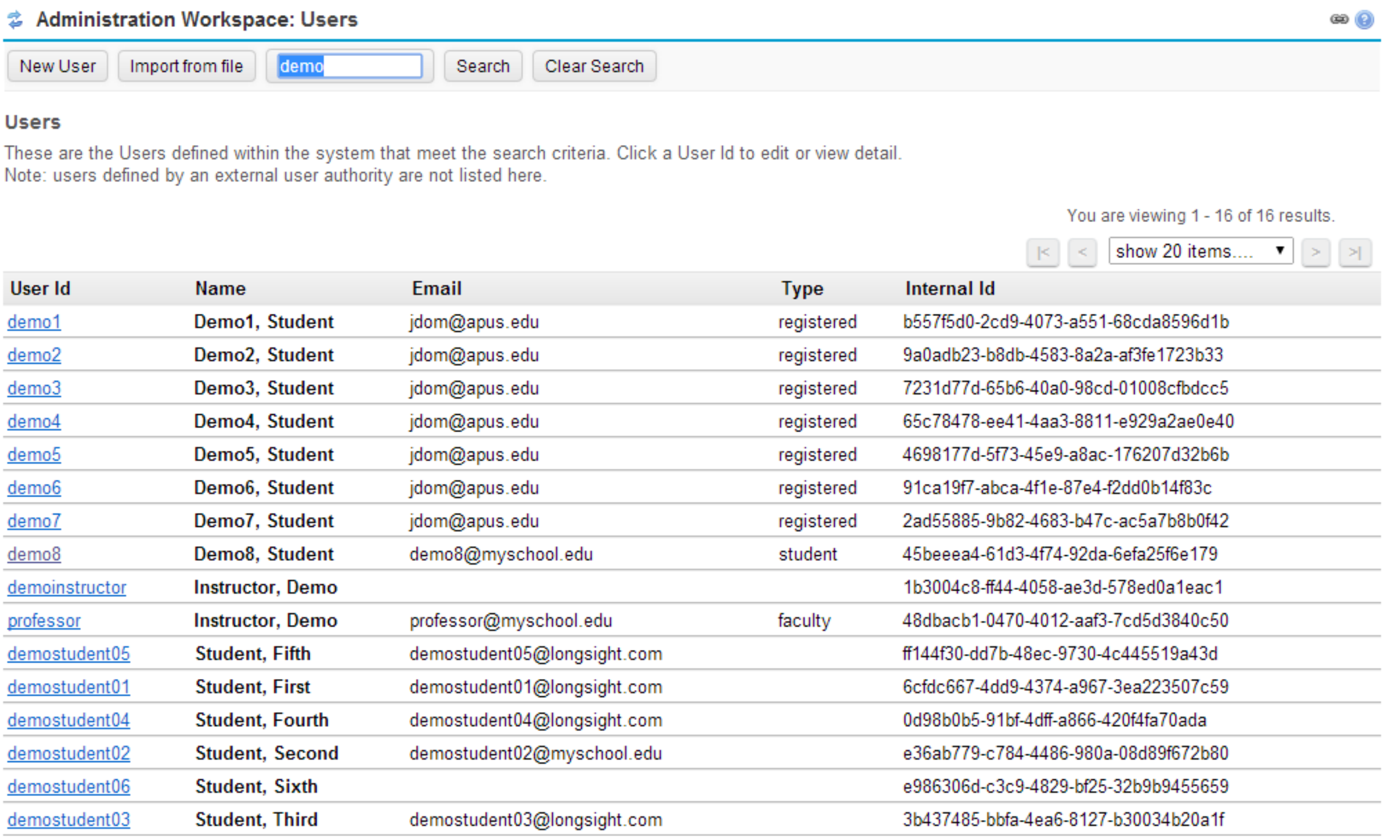


Enter a search term to locate the account you would like to edit. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.



Search results will display.



Administration Workspace: Users

New User | Import from file | demo | Search | Clear Search

Users

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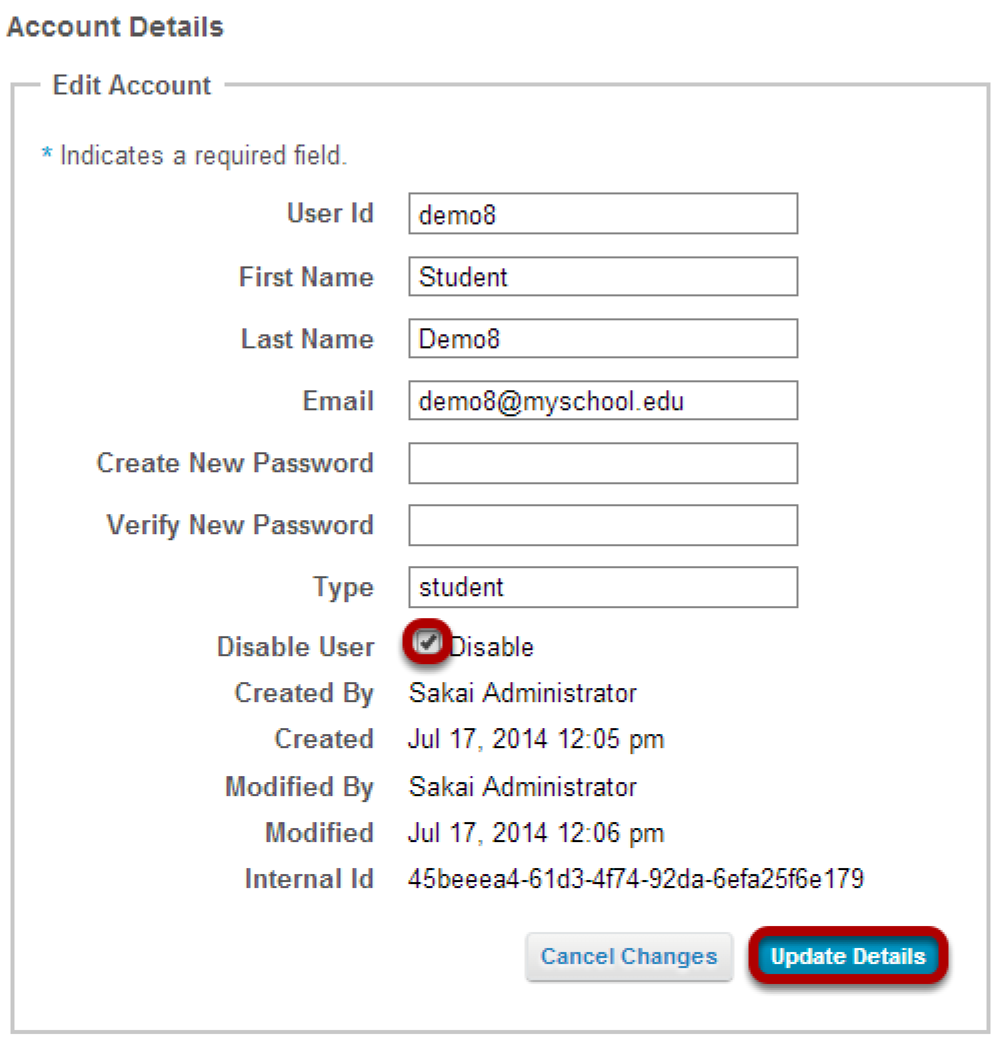
show 20 items....

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.



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

How do I remove a user account?

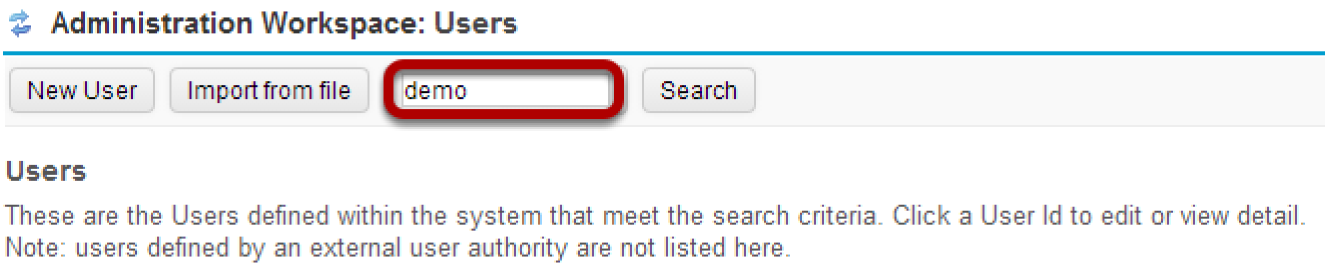
Removing an account deletes all the user data for that user, including any grades, resources, and other user-related files or activity. This option should be used with caution, as it will delete all information associated with the account!

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

Go to Users.

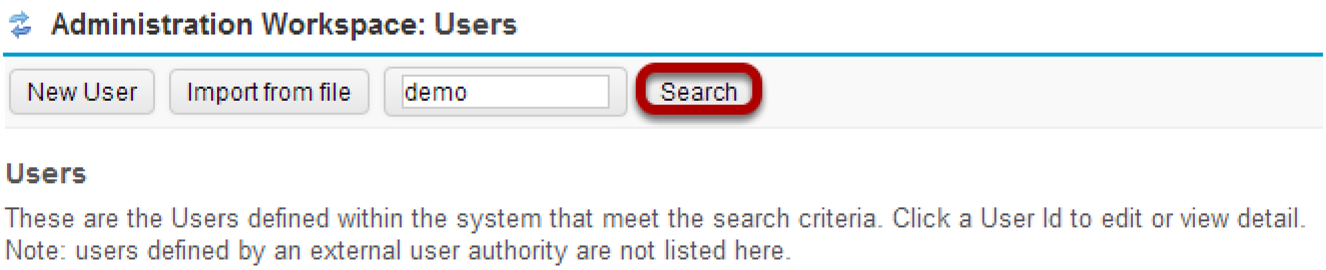
Select the **Users** tool from the Tool Menu in the Administration Workspace.

Enter a search term.

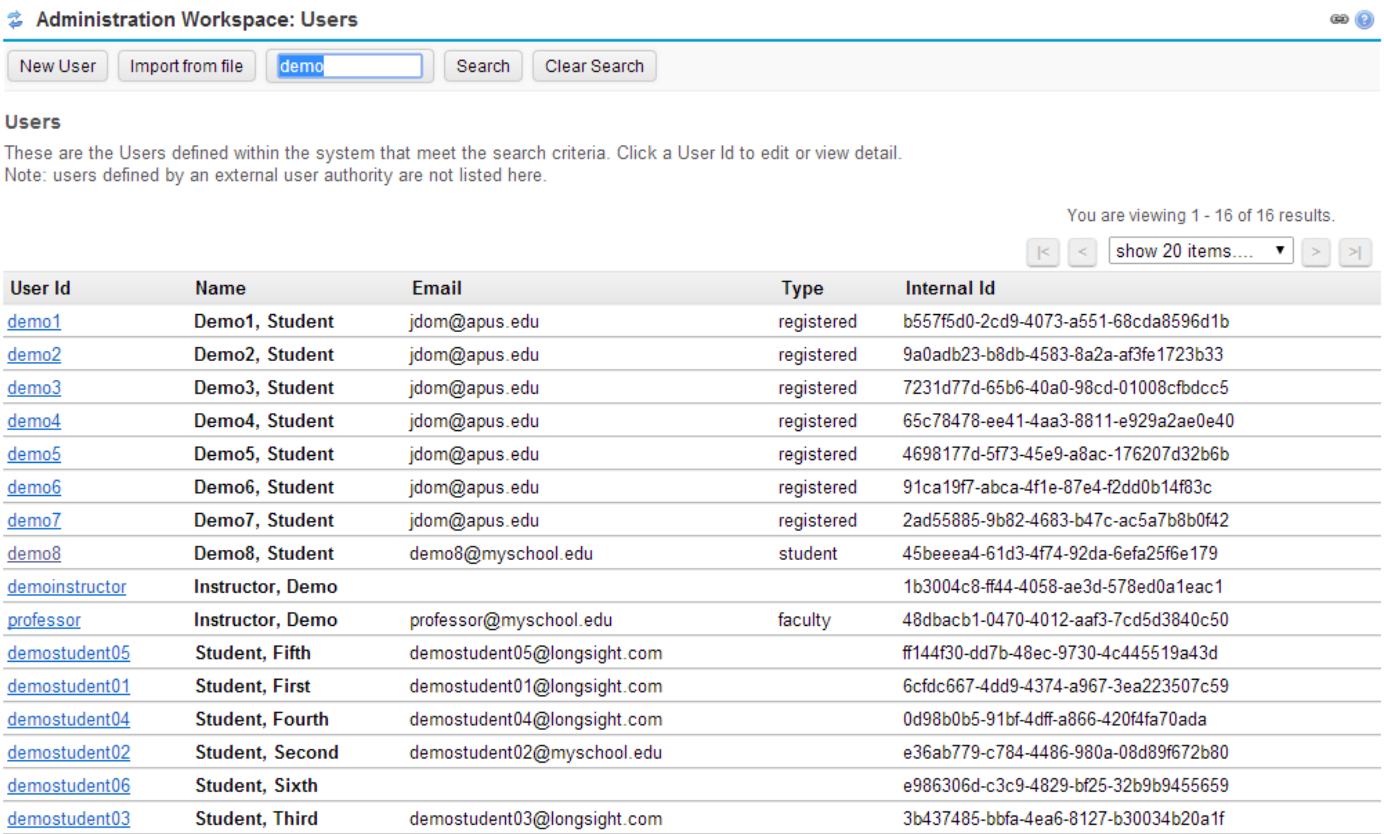


Enter a search term to locate the account you would like to edit. You may search by a full or partial string of characters which appears in the user id, name, or email fields of a user's account.

Click Search.



Search results will display.

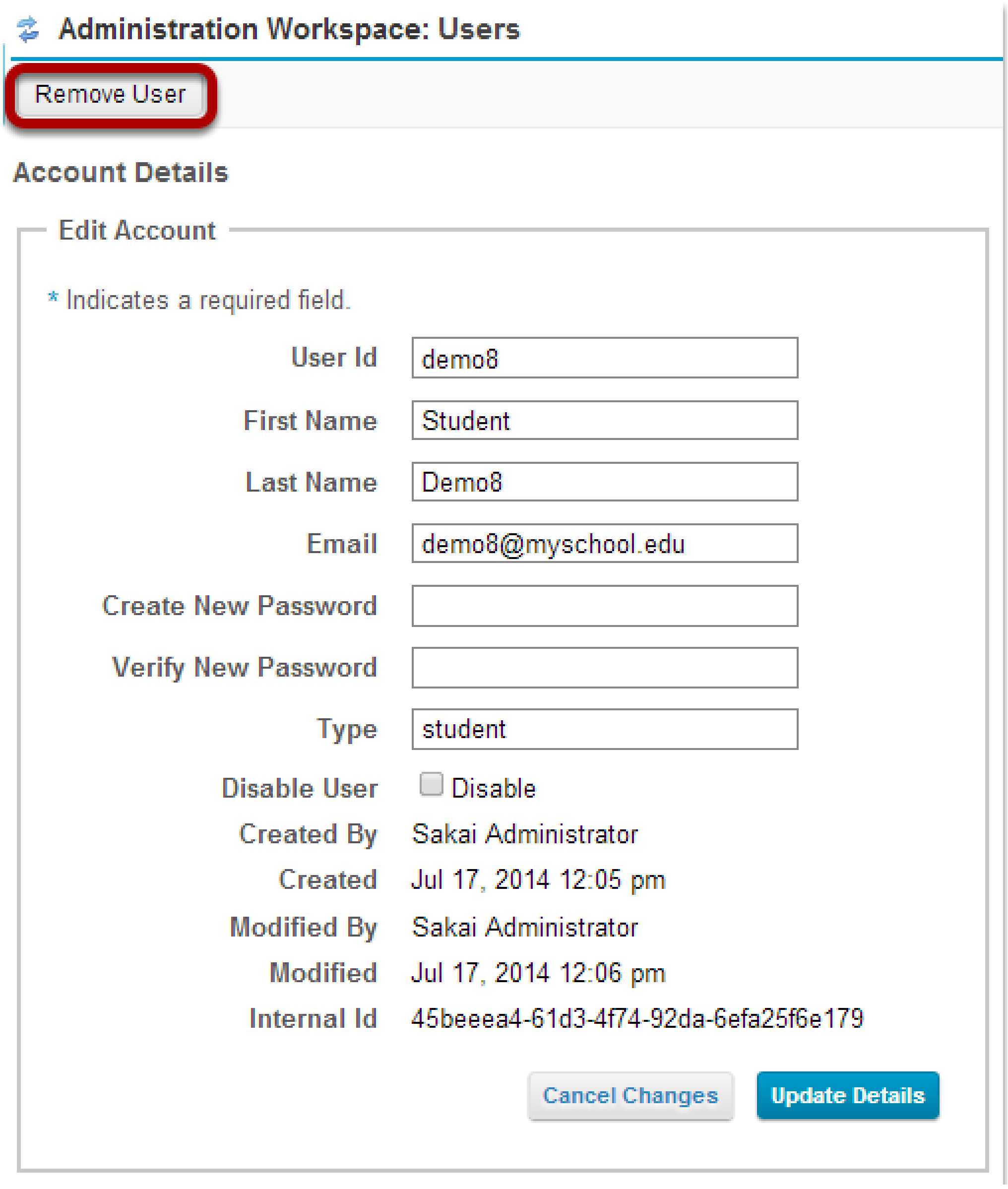


User Id	Name	Email	Type	Internal Id
demo1	Demo1, Student	jdom@apus.edu	registered	b557f5d0-2cd9-4073-a551-68cda8596d1b
demo2	Demo2, Student	jdom@apus.edu	registered	9a0adb23-b8db-4583-8a2a-af3fe1723b33
demo3	Demo3, Student	jdom@apus.edu	registered	7231d77d-65b6-40a0-98cd-01008cfbdcc5
demo4	Demo4, Student	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

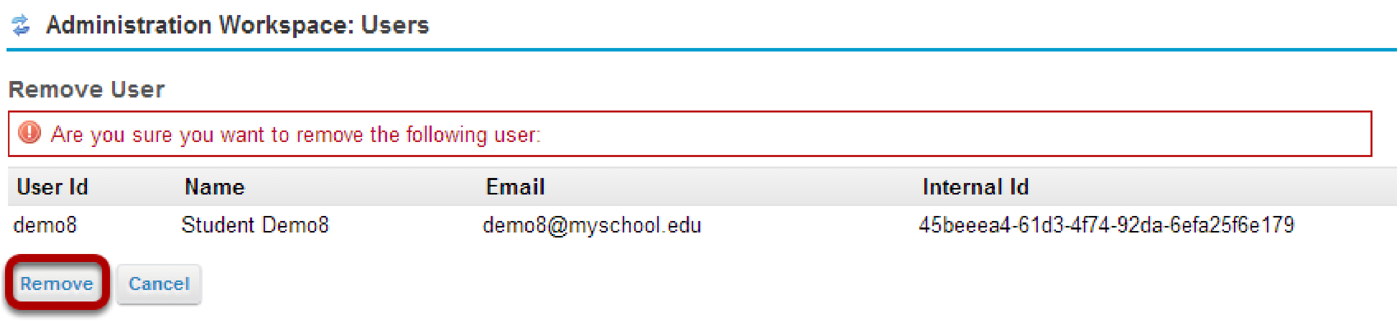
All internal accounts meeting the search criteria will be displayed.

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

Click Remove User.



Click Remove to confirm deletion.



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

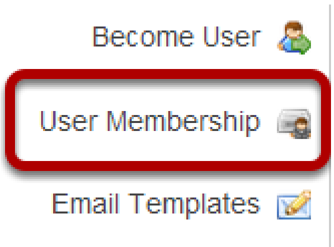
What is User Membership?

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.

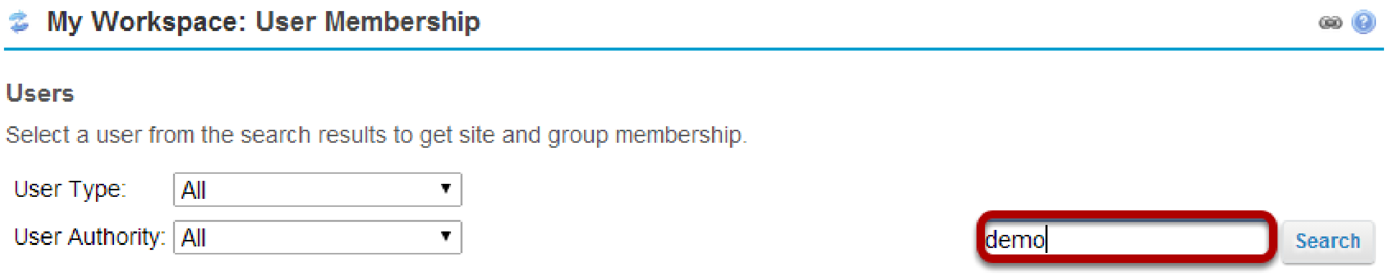


How do I search for an account in User Membership?

Go to User Membership.

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

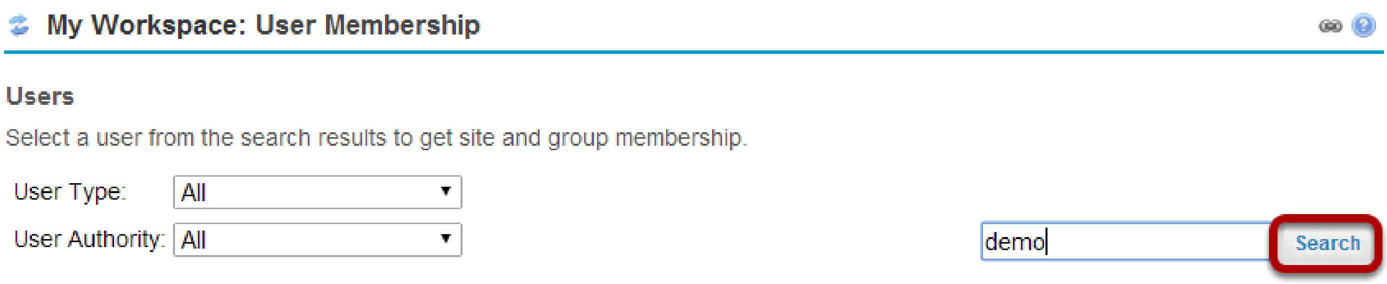
Enter a search term.



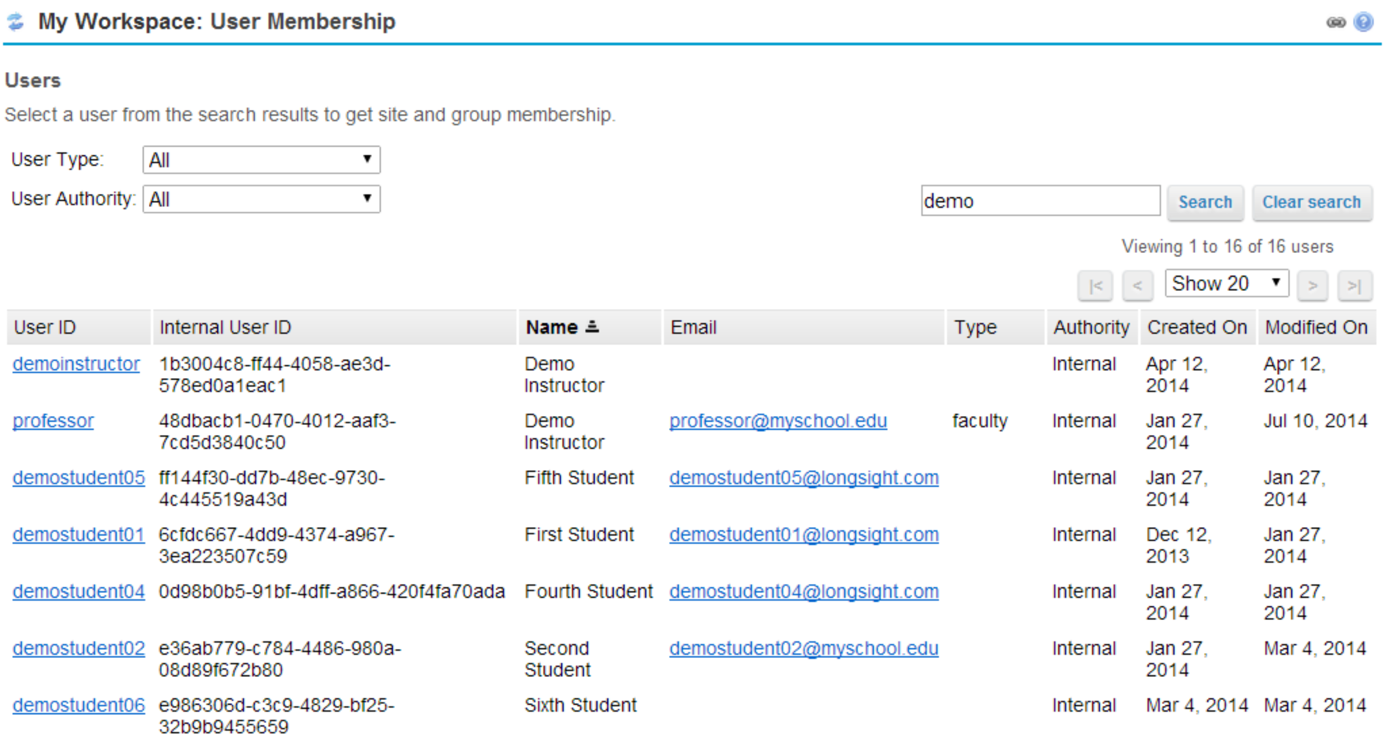
Enter a search term into the field provided. You may search for a full or partial name, user ID, or email address.

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

Click Search.

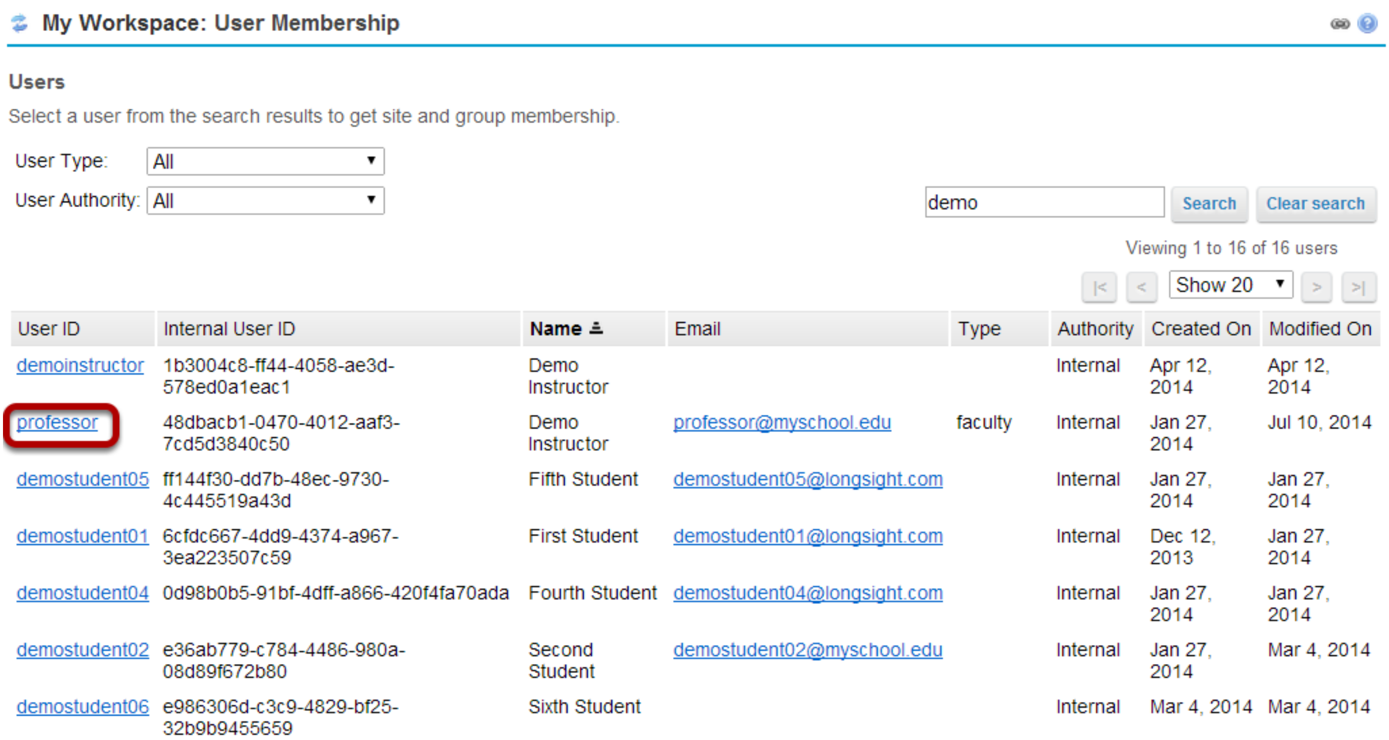


View search results.



All matching users will be displayed in the search results.

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



View the selected user's membership.

My Workspace: User 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.

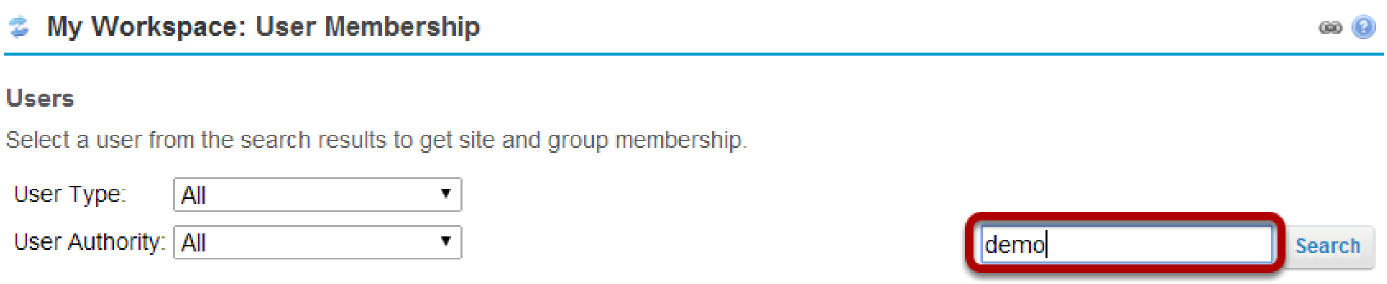
Note: Clicking on the title of a site will take you into that site.

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.

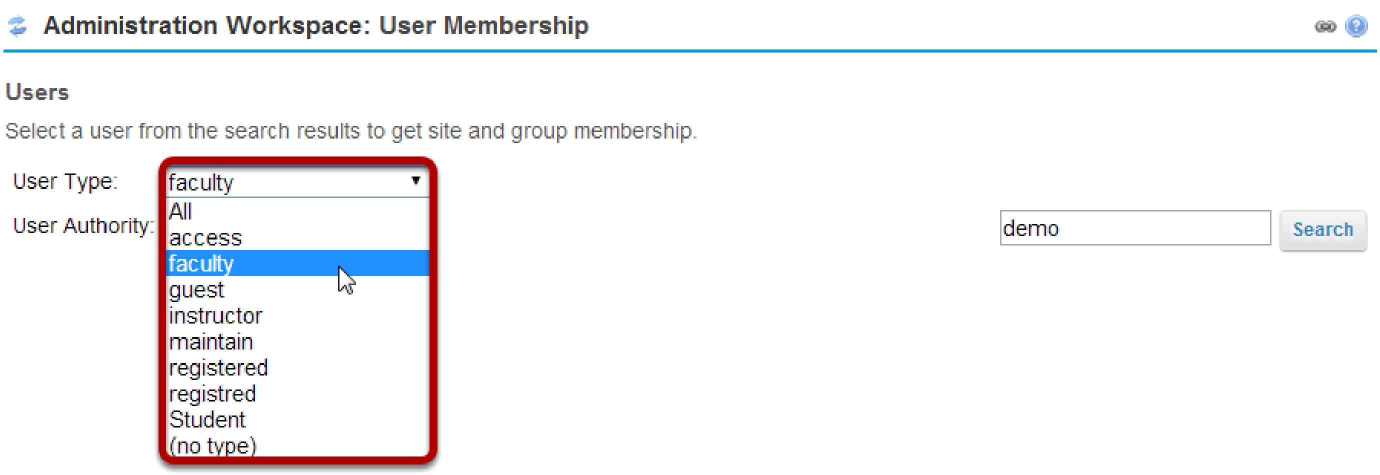


Enter a search term into the field provided. You may search for a full or partial name, user id, or email address.

Filter search by User Type.

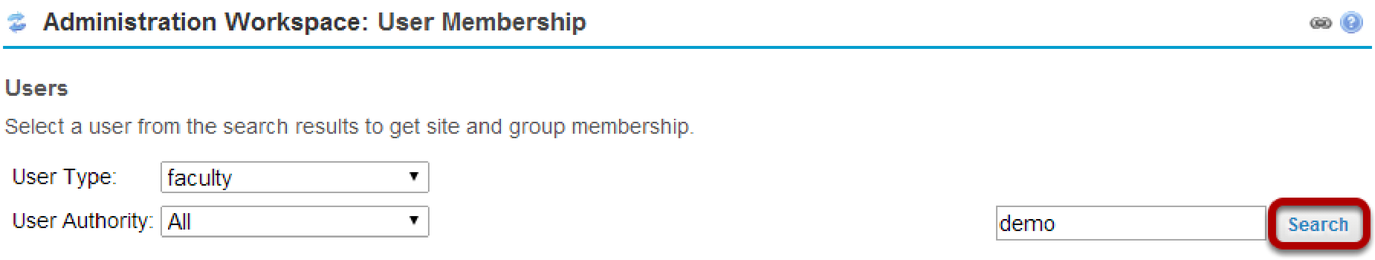
You may filter your search to show only a specified user type if desired.

Select the User Type from the drop-down menu.

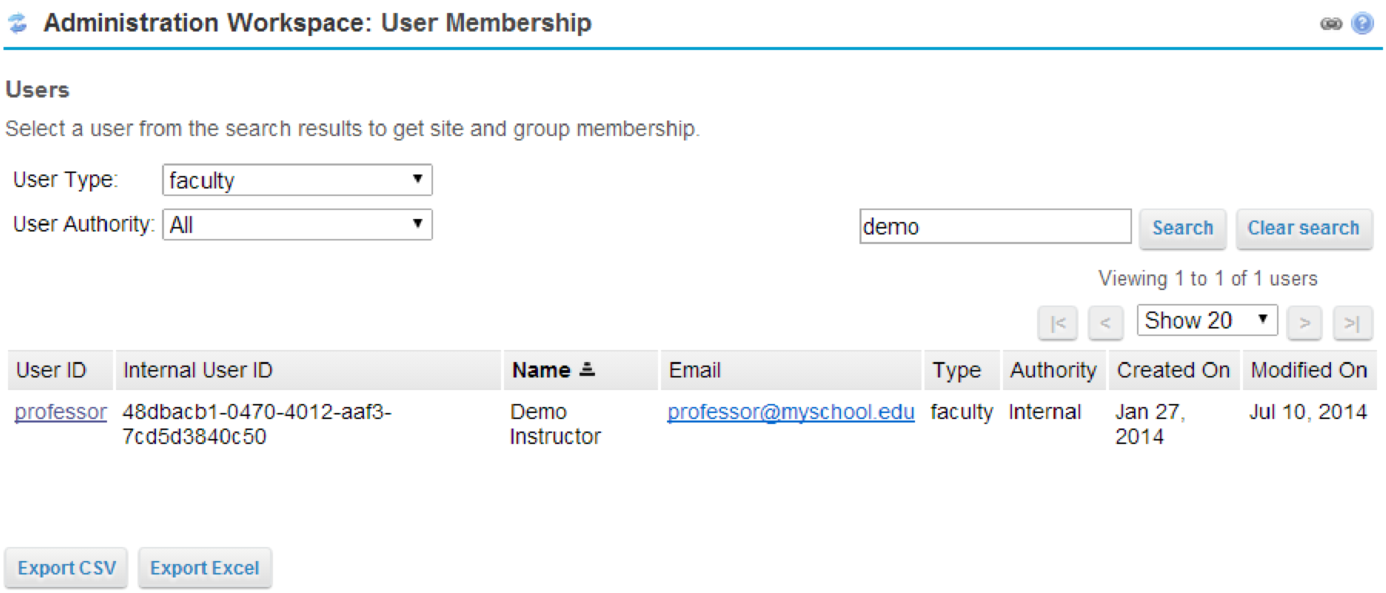


From the User Type drop-down menu, select the type of user for which you would like to limit the search results. The list displayed in the drop-down menu will include any user types that currently exist in your instance. In this example, we have selected "faculty" as the user type.

Click Search.



View search results.

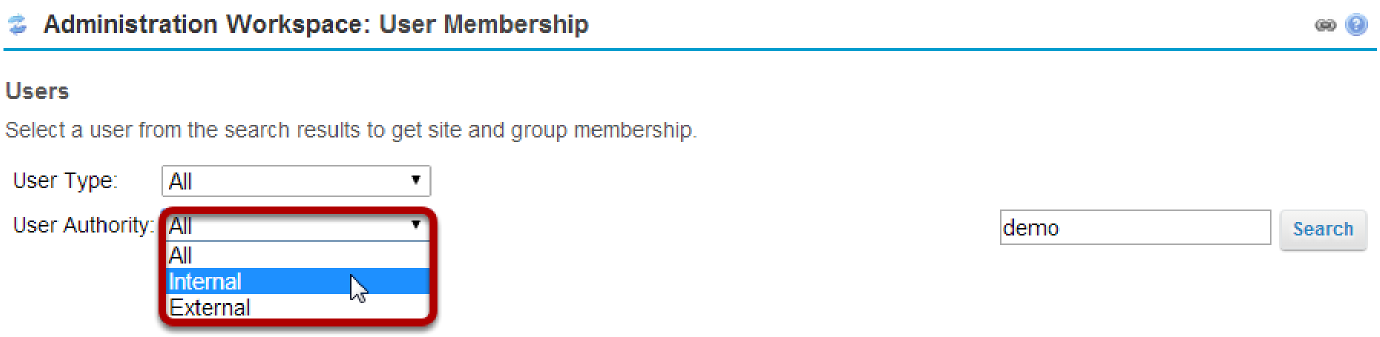


The filtered search results will display. In this example the results show all users matching the search criteria with the user type of faculty.

Filter search by User Authority.

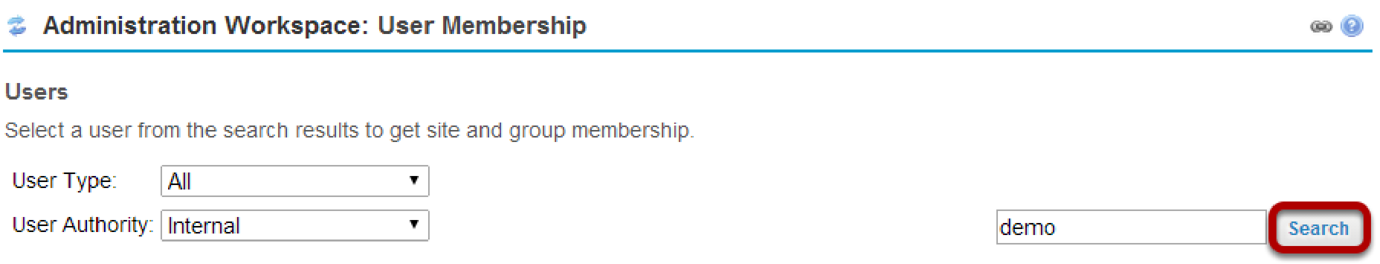
The User Authority filter allows you to filter your search to show only internal or external accounts. Internal accounts are created and authenticated directly in Sakai. External account are created and authenticated via an external system such as LDAP, Active Directory, etc.

Select the User Authority from the drop-down menu.

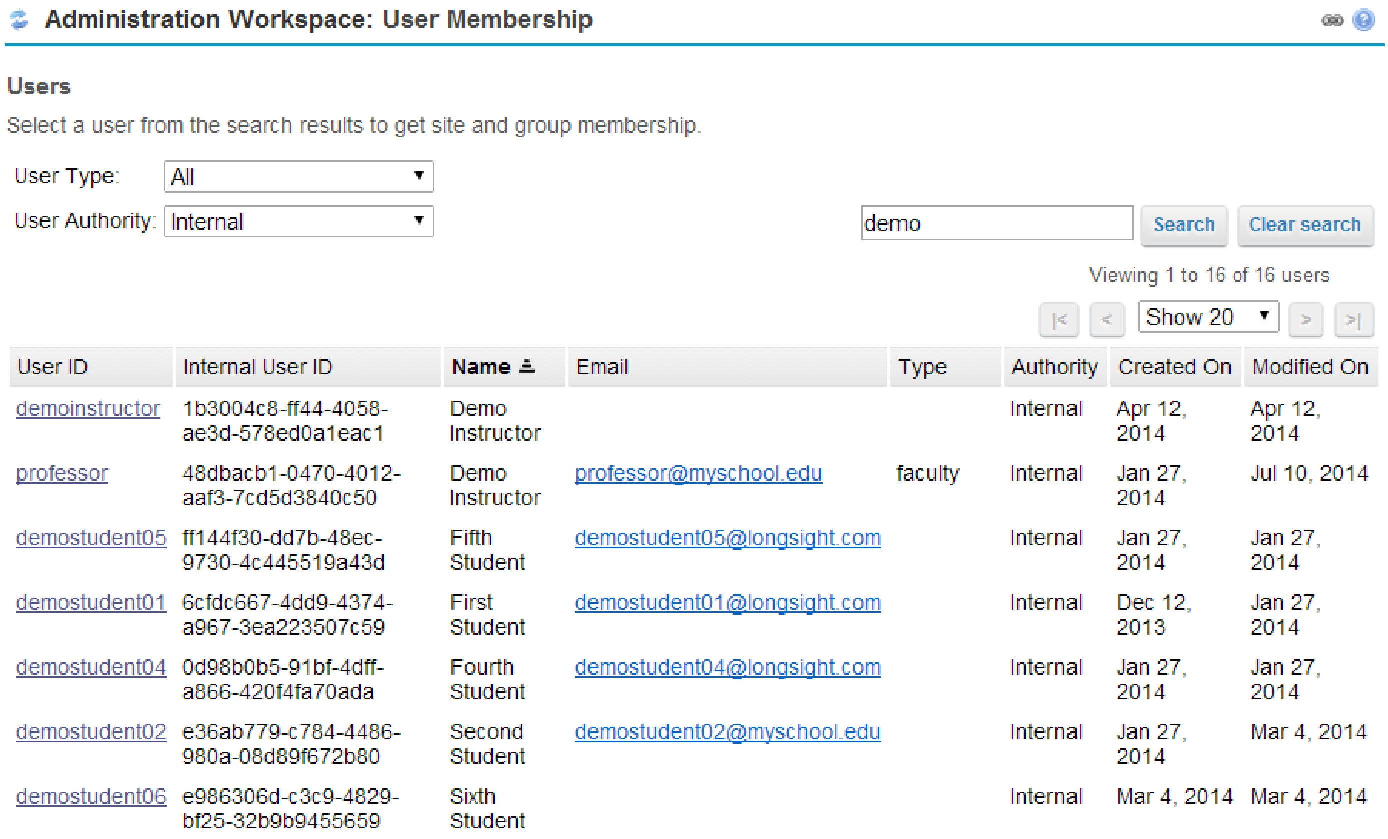


From the User Authority drop-down menu, select the type of account for which you would like to limit the search results, either Internal or External. In this example, we will select Internal.

Click Search.



View search results.



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.

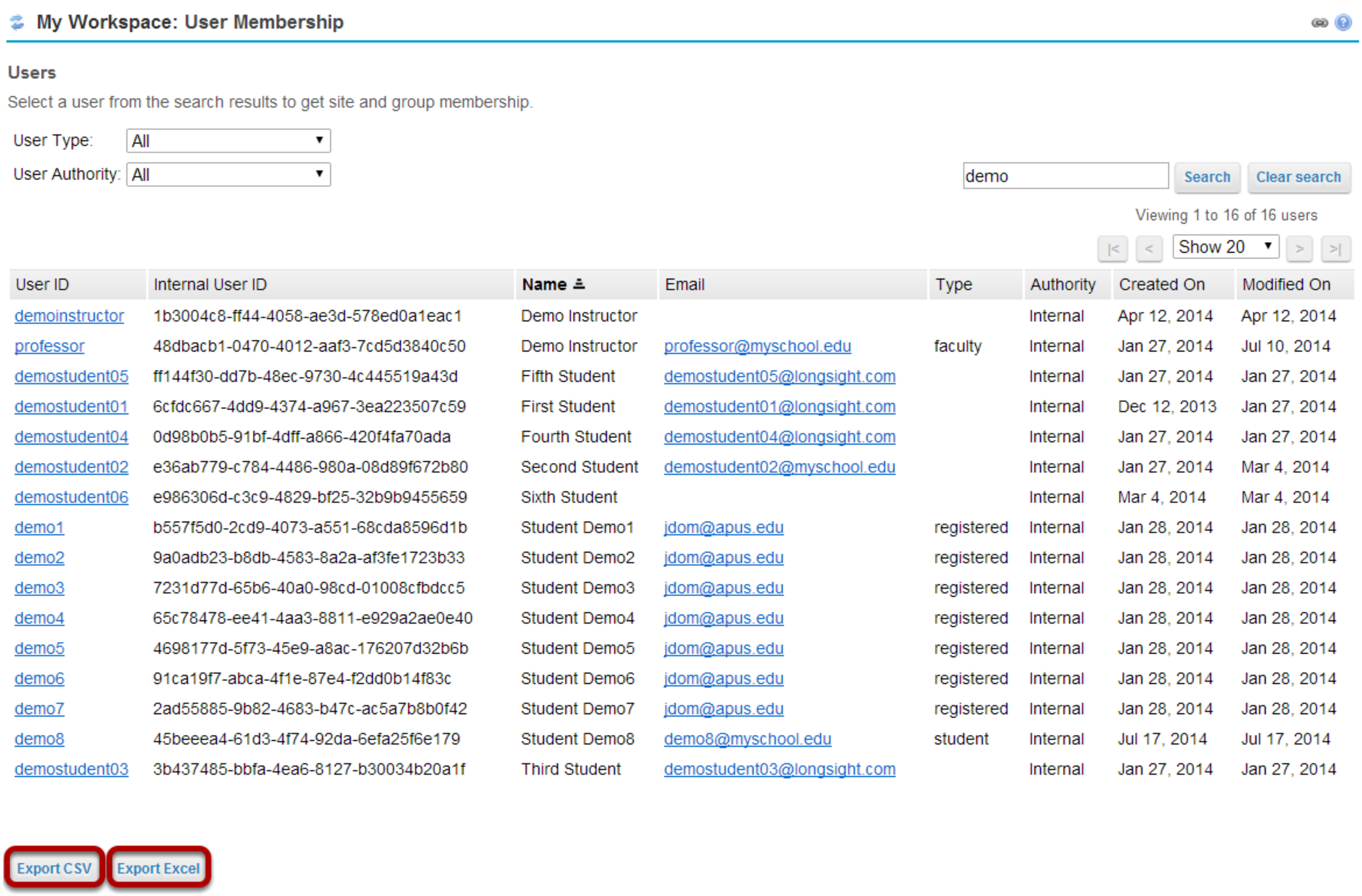
Select the **User Membership** tool from the Tool Menu in the Administration Workspace.

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.



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-01008cfbdcc5	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	45beeea4-61d3-4f74-92da-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

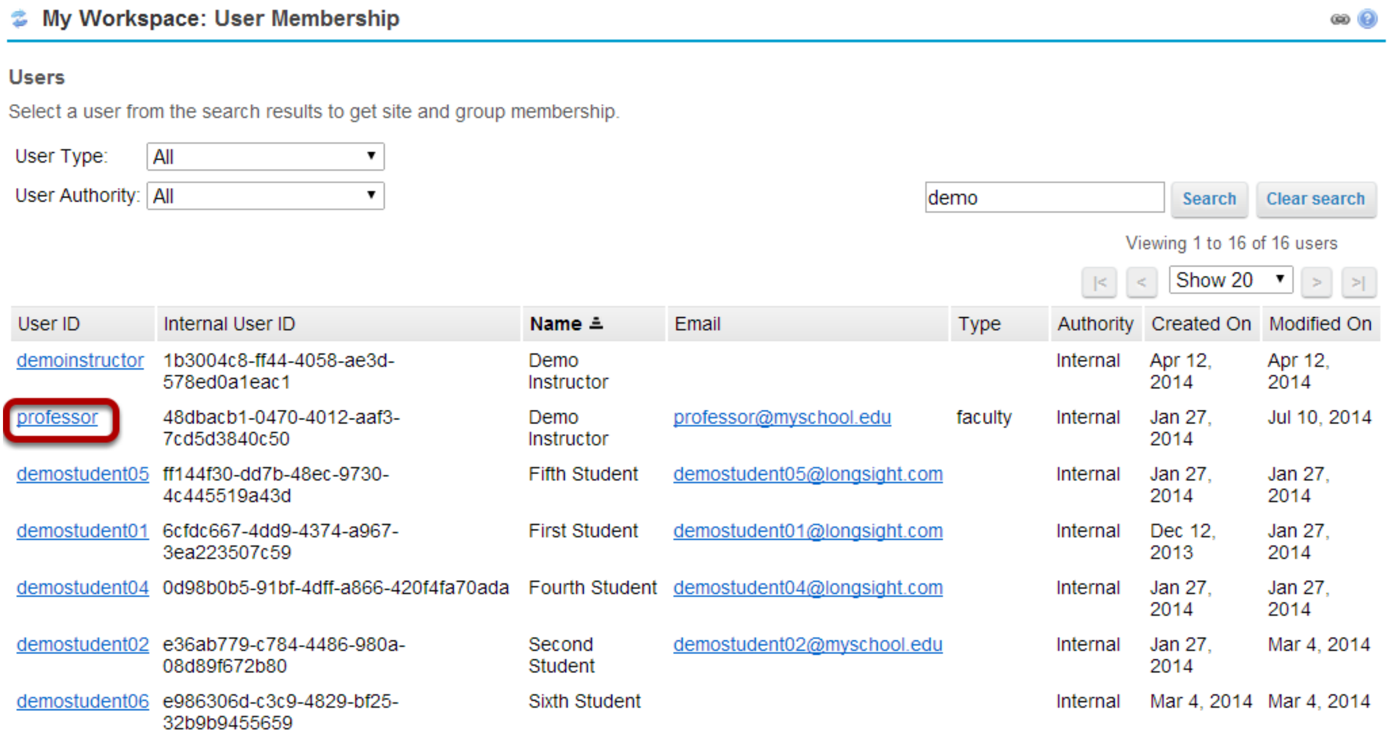
Scroll down to the bottom of the search results and click **Export CSV** or **Export Excel** to download a copy of the results in your preferred file format.

Exporting site and group membership for an individual user.

Perform a search.

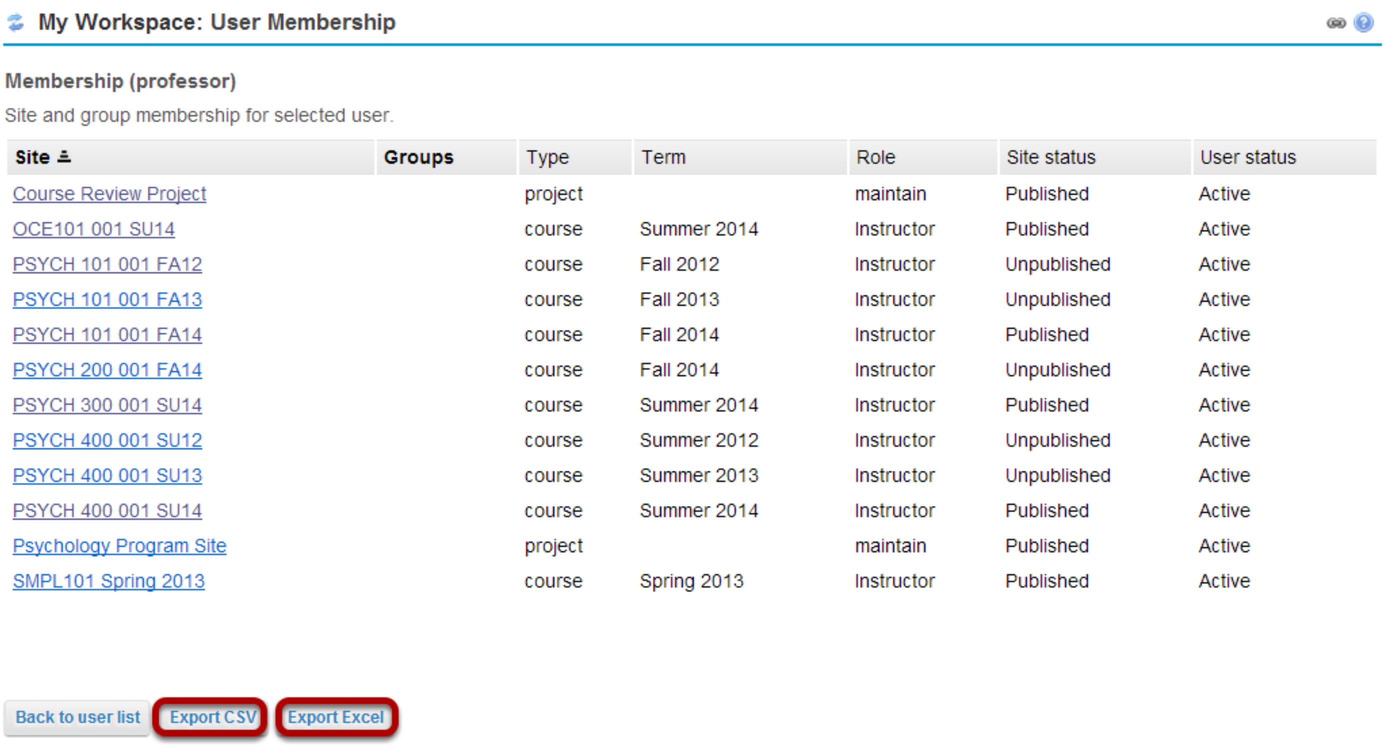
See How do I search for an account in User Membership? for more information on searching.

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



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.



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

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

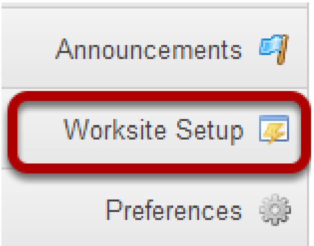
What is Worksite Setup?

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.

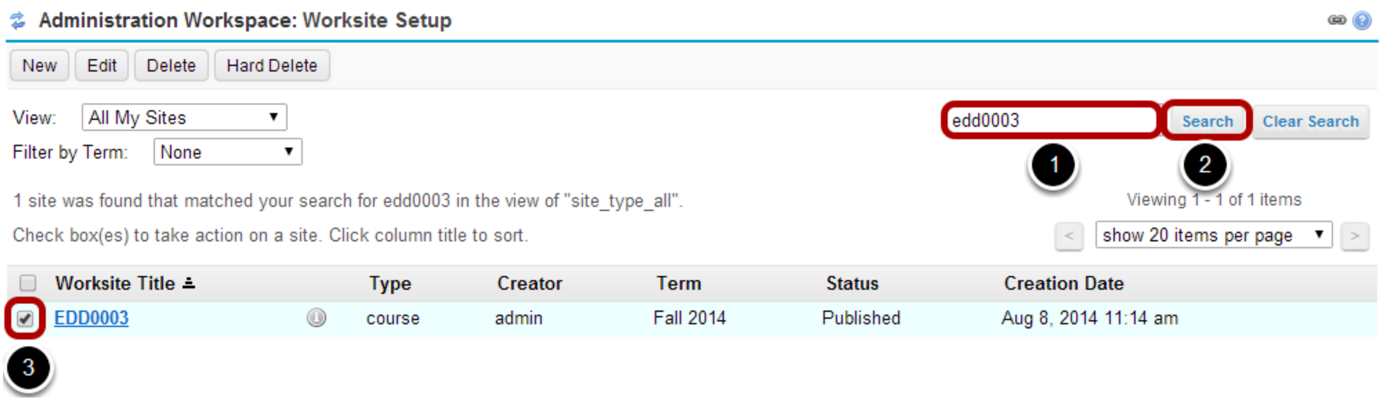
How do I Soft Delete a site from Worksite Setup?

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.

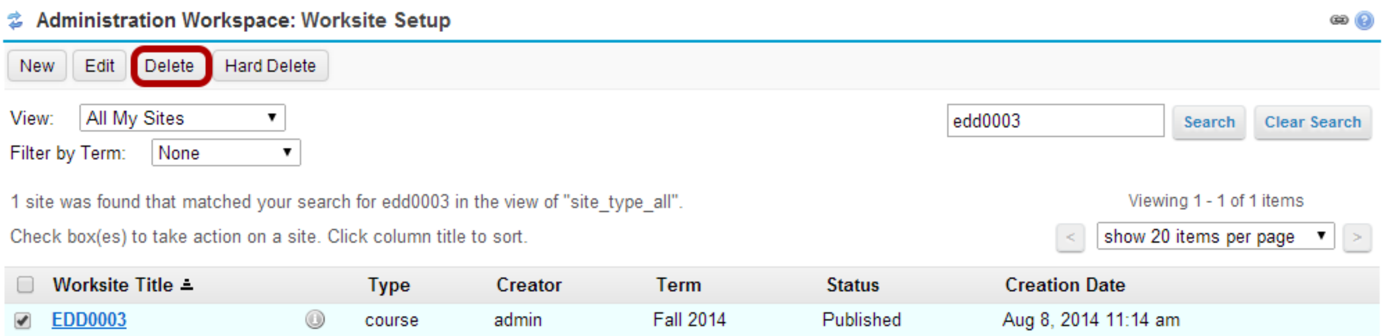
Locate and select the site or sites you want to soft delete.



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

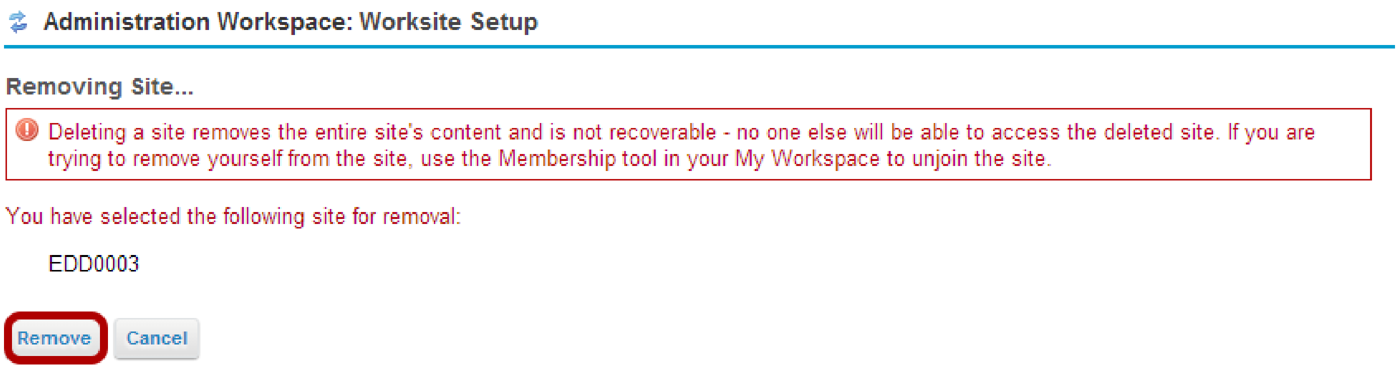
1. Enter a search term, such as the site title.
2. Click **Search**.
3. Check the box next to the site or sites you would like to delete.

Click the Delete button.



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.

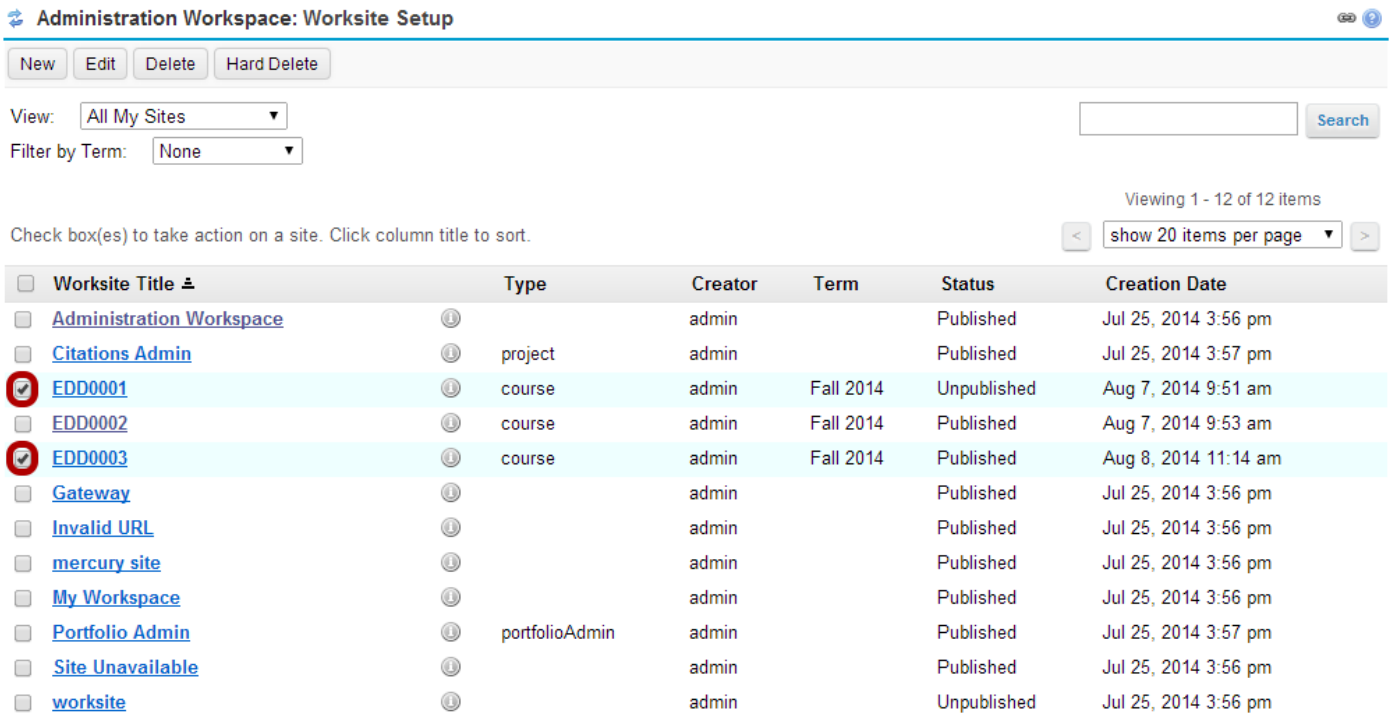


How do I Hard Delete a site?

Go to Worksite Setup.

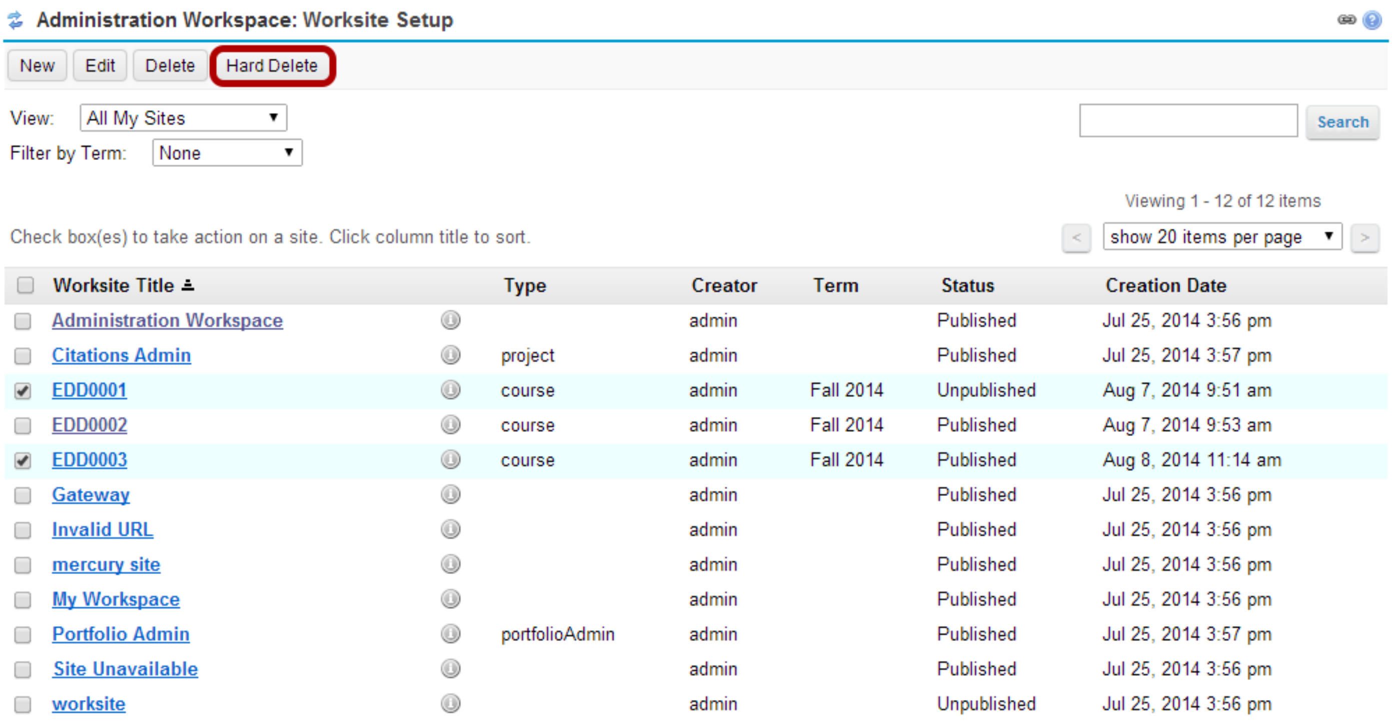
Select the **Worksite Setup** tool from the Tool Menu in the Administration Workspace or My Workspace.

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



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.



Click Hard Delete again to confirm deletion.