

SAKAI 11

ADMINISTRATOR GUIDE

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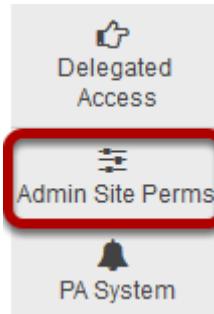
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Admin Site Perms

What is the Admin Site Perms tool?

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

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



How do I add site role permissions for all sites?

Go to Admin Site Perms.

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

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

Control Site Role Permissions for all sites

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

Add Permissions Remove Permissions

Site Types
Select the site types to change the permissions in

course
 project

Site Roles
Select the roles to apply the permission changes to

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

Internal users
 Provided users

All Staff
 All Students
 All Users

Anyone (including non-logged in)
 Logged in users

Permissions
Select the permissions to add or remove

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

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

Click Add Permissions.

Add Permissions

Remove Permissions

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

How do I remove site role permissions for all sites?

Go to Admin Site Perms.

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

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

Control Site Role Permissions for all sites

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

The screenshot shows the 'Control Site Role Permissions for all sites' interface. At the top are two buttons: 'Add Permissions' (disabled) and 'Remove Permissions'. Below them are two sections: 'Site Types' and 'Site Roles' on the left, and a large list of permissions on the right.

Site Types:
Select the site types to change the permissions in
 course
 project

Site Roles:
Select the roles to apply the permission changes to
 CIG Coordinator
 CIG Participant
 Evaluator
 Instructor
 Reviewer
 Student
 Teaching Assistant
 access
 maintain

 Internal users
 Provided users

 All Staff
 All Students
 All Users

 Anyone (including non-logged in)
 Logged in users

Permissions:
Select the permissions to add or remove
 alias.add
 alias.del
 alias.upd
 annc.all.groups
 annc.delete.any
 annc.delete.own
 annc.new
 annc.read
 annc.read.drafts
 annc.revise.any
 annc.revise.own
 asn.all.groups
 asn.delete
 asn.grade
 asn.new
 asn.read
 asn.receive.notifications
 asn.revise
 asn.share.drafts
 asn.submit
 assessment.createAssessment
 assessment.deleteAssessment.any
 assessment.deleteAssessment.own
 assessment.editAssessment.any
 assessment.editAssessment.own
 assessment.gradeAssessment.any
 assessment.gradeAssessment.own
 assessment.publishAssessment.any
 assessment.publishAssessment.own
 assessment.questionpool.copy.own
 assessment.questionpool.create
 assessment.questionpool.delete.own

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

Click Remove Permissions.



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

Aliases

What are Aliases?

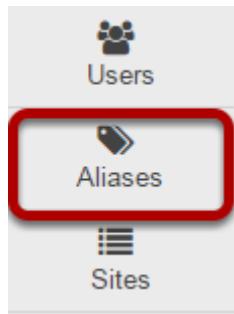
The Alias service supports the mapping of alias strings to a target. This is useful when things like sites have a long, cryptic name (such as a GUID).

For example, a Sakai alias can be used instead of the site id when emailing to the site test@sakai.edu rather than 6ade75f9-aeeef-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-aeeef-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.

The screenshot shows the Aliases tool interface. At the top, there is a search bar with a red box around the "NEW ALIAS" button. To the right of the search bar are "SEARCH", "LINK", and "HELP" buttons. Below the search bar, the word "Aliases" is displayed. A message box states: "These are the Aliases defined within the system. Click an Alias Id to edit or view detail." Below this message, there are navigation buttons: '<', '<|', 'show 20 items...', '|>', and '|>'. A large blue box at the bottom contains the text "No aliases are defined."

Enter the alias and its target.

Alias

The screenshot shows the "Alias" creation dialog. A message box says: "Review and modify this Alias. Alias ID is restricted to 99 chars or less here, 40 chars in user UI." Below this, there are two input fields: one for "Alias (99 chars max)" containing "coursereview" and another for "Target (255 chars max)" containing "/site/f85b8cef-8ce6-4a47-914f-d1729ca0bf74". Both fields have red boxes around them. At the bottom are "Save" and "Cancel" buttons, with "Save" being highlighted with a red box.

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 f85b8cef-8ce6-4a47-914f-d1729ca0bf74, 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.

The screenshot shows the Sakai Administration Workspace with the 'Sites' tool selected. At the top, there is a header bar with several buttons: 'NEW SITE' (highlighted with a red box), 'SEARCH' (with input field 'f85b8cef-8ce6-4a47-9'), 'SITE ID' (with input field 'f85b8cef-8ce6-4a47-9'), 'CLEAR SEARCH', and two help links ('LINK' and 'HELP'). Below the header is a section titled 'Sites' containing a message: 'These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.' A message below it says 'You are viewing 1 - 1 of 1 results.' At the bottom of this section are navigation buttons: '<' (disabled), '<', 'show 20 items...', '>', and '>'. The main content area displays a table of sites. The columns are: Site Id, Title, Published, Joinable?, Type, and Description, URLs. One row is visible, corresponding to the site with ID 'f85b8cef-8ce6-4a47-914f-d1729ca0bf74'. The row contains the following data: 'Course Review' (Title), checked (Published), checked (Joinable?), 'project' (Type), and a 'Created:' field with the value 'Mar 30, 2016 4:34 pm Sakai Administrator'.

Site Id	Title	Published	Joinable?	Type	Description, URLs
f85b8cef-8ce6-4a47-914f-d1729ca0bf74	Course Review	✓	✓	project	Created: Mar 30, 2016 4:34 pm Sakai Administrator

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

Enter the alias.

The screenshot shows the 'Edit: Site' interface. At the top, there are buttons for 'REMOVE SITE', 'SAVE AS', 'LINK', and 'HELP'. Below that, the title 'Edit: Site f85b8cef-8ce6-4a47-914f-d1729ca0bf74' is displayed. A message box says 'Review and modify this Site's information.' The 'Site' section contains fields for 'Site Id' (f85b8cef-8ce6-4a47-914f-d1729ca0bf74), 'Title' (Course Review), 'Site URL Alias' (https://qa11-mysql.nightly.sakaiproject.org/portal/site/coursereview), 'Type' (project), 'Short Description' (empty), and 'Description' (a rich text editor). The 'Site URL Alias' field is highlighted with a red box.

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 Manage Tools.

The screenshot shows the 'Site Info' tool menu. It includes buttons for 'EDIT SITE INFORMATION', 'MANAGE TOOLS' (which is highlighted with a red box), 'TOOL ORDER', 'ADD PARTICIPANTS', 'EDIT CLASS ROSTER(S)', 'MANAGE GROUPS', 'LINK TO PARENT SITE', 'EXTERNAL TOOLS', 'MANAGE ACCESS', 'DUPLICATE SITE', 'IMPORT FROM SITE', 'IMPORT FROM ARCHIVE FILE', and 'USER AUDIT LOG'.

Select the Email Archive tool.

Course Site Tools

Choose tools to include on your site...

General	19
<input checked="" type="checkbox"/> Home	For viewing recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/> Announcements	For posting current, time-critical information
<input checked="" type="checkbox"/> Assignments	For posting, submitting and grading assignment(s) online
<input checked="" type="checkbox"/> Calendar	For posting and viewing deadlines, events, etc.
<input type="checkbox"/> Chat Room	For real-time conversations in written form
<input type="checkbox"/> Contact Us	A site content and functionality reporting tool.
<input type="checkbox"/> Dashboard	Unified My Workspace display of recent announcements, resources, assignments, calendar events, etc.
<input type="checkbox"/> Drop Box	For private file sharing between instructor and student
<input checked="" type="checkbox"/> Email	Send mail to select participants in your site.
<input checked="" type="checkbox"/> Email Archive	For viewing email sent to the site
<input type="checkbox"/> External Tool	Launch external tools using IMS Learning Tools Interoperability.

Selected tools	Remove
<input type="checkbox"/> Home	
<input type="checkbox"/> Announcements	
<input type="checkbox"/> Assignments	
<input type="checkbox"/> Calendar	
<input type="checkbox"/> Email	
<input type="checkbox"/> Email Archive	
<input type="checkbox"/> Forums	
<input type="checkbox"/> Gradebook	
<input type="checkbox"/> GradebookNG	
<input type="checkbox"/> Lessons	
<input type="checkbox"/> Messages	
<input type="checkbox"/> News	
<input type="checkbox"/> Podcasts	
<input type="checkbox"/> Resources	
<input type="checkbox"/> Search	
<input type="checkbox"/> Site Info	
<input type="checkbox"/> Tests & Quizzes	
<input type="checkbox"/> Lecture Notes	
<input type="checkbox"/> Sakai Project	

Scroll down and click Continue.



Enter the email alias and click Continue.

 LINK  HELP

Customize tool instances

Please enter the information for external tools

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

Email Archive

* Site email address @qa01-sakai.marist.edu

Continue

Back

Cancel

How do I delete an alias?

Go to the Aliases tool.

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

Click on the alias you would like delete.

The screenshot shows the 'Aliases' tool interface. At the top, there are buttons for 'NEW ALIAS', 'SEARCH', and links for 'LINK' and 'HELP'. Below the header, a section titled 'Aliases' contains a message: 'These are the Aliases defined within the system. Click an Alias Id to edit or view detail.' A message below it says 'You are viewing 1 - 5 of 5 results.' There are navigation buttons for page navigation and a dropdown for item count. The main table lists five aliases:

Alias	Target
coursereview	/site/f85b8cef-8ce6-4a47-914f-d1729ca0bf74
edu101	/site/DAC-EDUCATION-DEPT1-SUBJ1-101
edu126	/site/DAC-EDUCATION-DEPT1-SUBJ1-126
edu151	/site/DAC-EDUCATION-DEPT1-SUBJ1-151
mercury	/site/mercury

Click Remove Alias.

The screenshot shows the 'Remove Alias' dialog box. At the top, there is a red box around the 'REMOVE ALIAS' button. Below it, a section titled 'Alias' contains a message: 'Review and modify this Alias. Alias ID is restricted to 99 chars or less here, 40 chars in user UI.' The alias details are listed:

Alias (99 chars max): mercury
Target (255 chars max): /site/mercury
Created By: Sakai Administrator
Created: Mar 30, 2016 5:14 pm
Modified By: Sakai Administrator
Modified: Mar 30, 2016 5:14 pm

At the bottom are 'Save' and 'Cancel' buttons.

Confirm alias removal.

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

Remove Alias

Are you sure you want to remove the following Alias:

Alias	Target
mercury	/site/mercury

Remove

Cancel

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

Announcements (or Message of the Day)

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

On the Gateway login page and in the Home user landing page upon login, you will see announcements from your system administrator displayed as the "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 on Gateway login page.

The screenshot shows the Sakai Gateway login interface. At the top, there is a navigation bar with the Sakai logo, user id input field ('User'), password input field ('Password'), and a 'Log In' button. Below the navigation bar, the URL 'Sakai / Gateway / Welcome' is visible. On the left, a vertical sidebar menu includes links for Welcome, About, Features, Site Browser, Training, Acknowledgements, New Account, and Reset Password. The main content area has a red border around the top section. Inside this section, the title 'MESSAGE OF THE DAY' is at the top left, followed by the heading 'Welcome to Sakai 11'. To the right are 'LINK' and 'HELP' buttons. Below this, a 'WELCOME!' message is displayed, followed by another 'Welcome to Sakai' heading and a detailed welcome message. A blue callout box at the bottom contains a note about modifying the MOTD via configuration. The entire page has a clean, modern design with a light blue header and white background for the main content.

MESSAGE OF THE DAY

Welcome to Sakai 11

LINK HELP

WELCOME!

Welcome to Sakai

Welcome to the Sakai Demo. The Demo configuration was created as a way to let you get an instance of Sakai up and running quickly and easily. For more information about installing a Sakai solution appropriate for production needs please read the readme files, and visit the Sakai website at sakaiproject.org, and the Sakai Developer's site at collab.sakaiproject.org.

The information displayed here can be modified by the Sakai Administrator by editing the file `sakai.properties` configuration value "server.info.url" to point to the html file desired.

View the MOTD in Home.

The screenshot shows the Sakai 11 Home page. On the left is a vertical sidebar with icons for Dashboard, Home (which is selected), Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area has a header "MESSAGE OF THE DAY" with "OPTIONS", "LINK", and "HELP" buttons. Below this is a large box containing the text "Welcome to Sakai 11". A red box highlights this "Welcome" box. Further down is a "MY WORKSPACE INFORMATION DISPLAY" section with "EDIT", "LINK", and "HELP" buttons. To the right is a "CALENDAR" section for March 2016, showing dates from 28 to 31. Below the calendar is a "RECENT ANNOUNCEMENTS" section with a "View All" button and a message stating "There are currently no announcements at this location".

MESSAGE OF THE DAY

OPTIONS

Welcome to Sakai 11

MY WORKSPACE INFORMATION DISPLAY

EDIT

CALENDAR

OPTIONS

March 2016

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

RECENT ANNOUNCEMENTS

View All

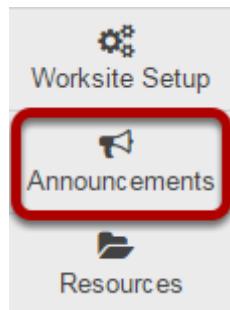
There are currently no announcements at this location.

View the MOTD in Dashboard.

The screenshot shows the Sakai 11 dashboard. At the top, there's a navigation bar with 'Sakai' and 'Dashboard' selected. Below the navigation is a sidebar with links like Home, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area has a yellow header 'Welcome to Sakai 11'. Below it is a section titled 'Assignments & Events' with tabs for Upcoming, Starred, Hidden, and Past. It says 'You have no upcoming items.' There's also a 'Recent Activity' section with tabs for Updates, Starred, and Hidden, stating 'You have no recent items.' At the bottom, there are links for 'Gateway Accessibility Information', 'The Sakai Project', 'Powered by Sakai', copyright information, and build/server info.

Note: The Dashboard tool may be hidden/stealthed in your instance of Sakai.

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

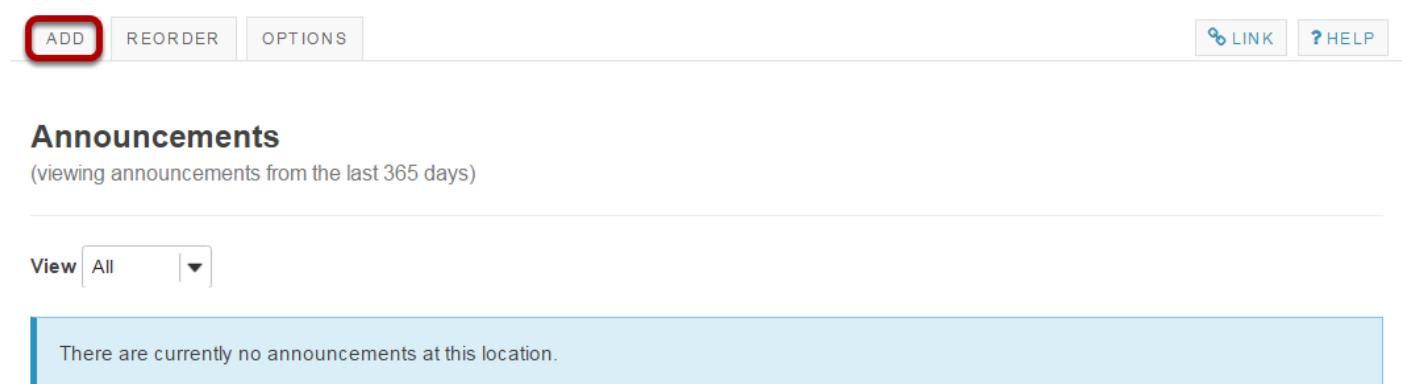


How do I add an MOTD announcement?

Go to Announcements.

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

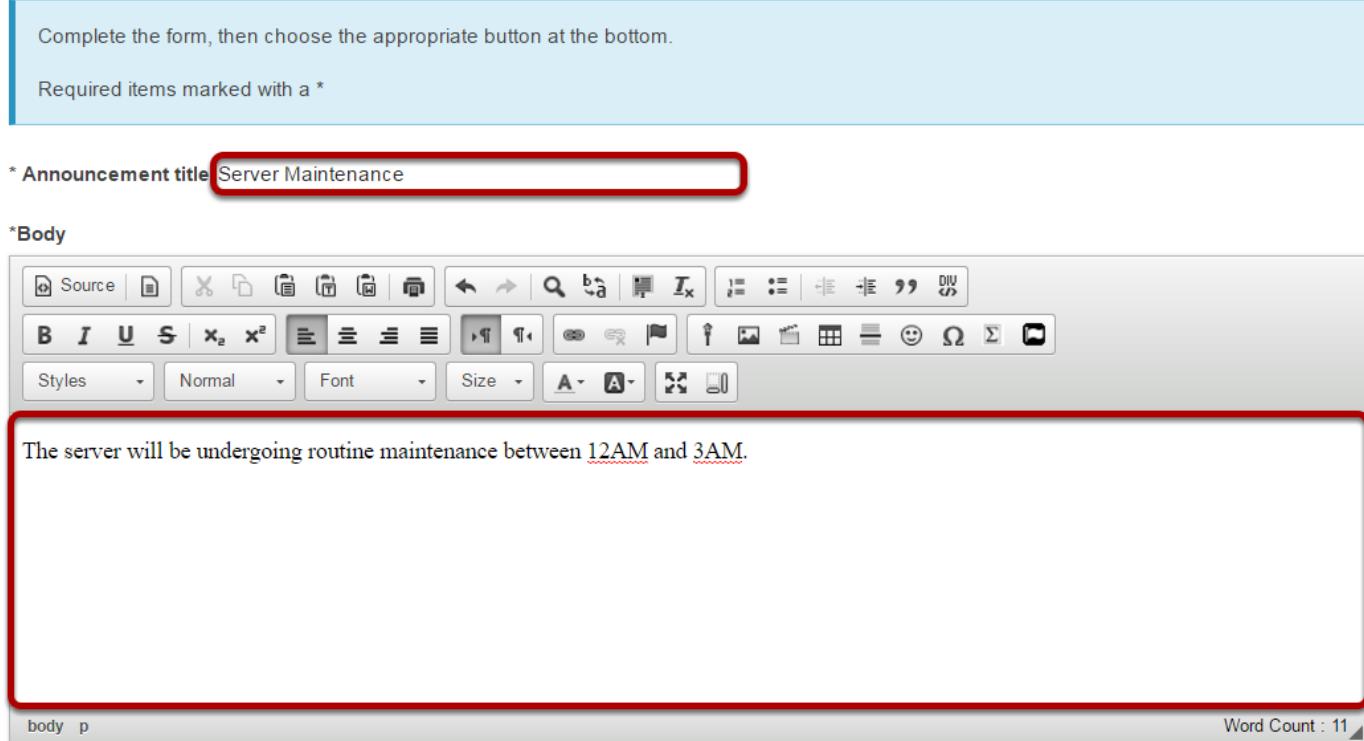
Click Add.



The screenshot shows the 'Announcements' tool interface. At the top, there are buttons for 'ADD' (highlighted with a red box), 'REORDER', and 'OPTIONS'. To the right are links for 'LINK' and 'HELP'. Below the buttons, the title 'Announcements' is displayed with the subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown menu is set to 'All'. A message box states 'There are currently no announcements at this location.'

Title your announcement and add content.

Post Announcement



The screenshot shows a rich text editor interface. It includes a note to 'Complete the form, then choose the appropriate button at the bottom.' and a reminder that 'Required items marked with a *'. The 'Announcement title' field contains 'Server Maintenance' (marked with a red box). The 'Body' section contains the text 'The server will be undergoing routine maintenance between 12AM and 3AM.'. The bottom status bar shows 'body p' and 'Word Count : 11'.

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

Access.

Access

- This announcement is publicly viewable

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

Select when the announcement will be displayed.

Availability

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

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

Select availability dates. (Optional)

Availability

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

Beginning Date: 

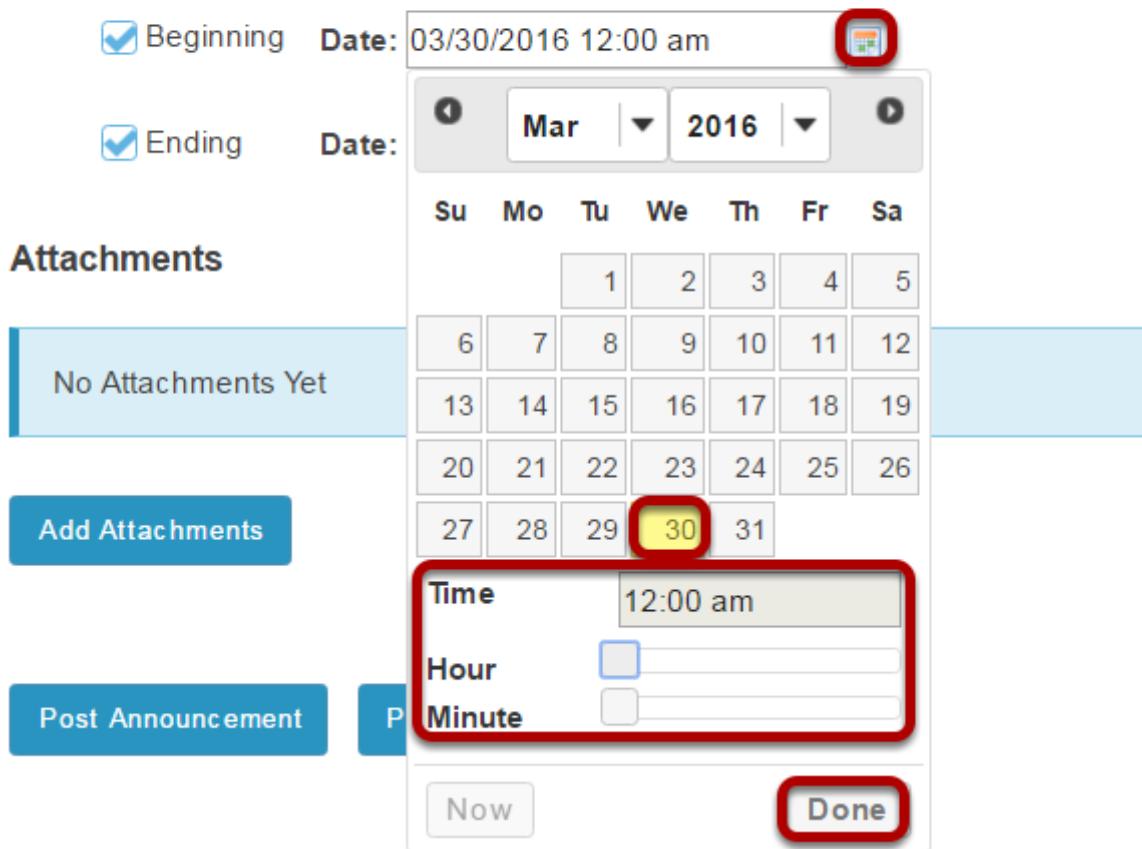
Ending Date: 

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.

Availability

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



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

Add attachments. (Optional)

Attachments

No Attachments Yet

Add Attachments

Click the **Add Attachments** button.

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

Click Post Announcement.



How do I edit an MOTD announcement?

Go to Announcements.

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

Click Edit.

The screenshot shows the 'Announcements' tool interface. At the top, there are buttons for ADD, REORDER, and OPTIONS, along with links for LINK and HELP. Below this is a section titled 'Announcements' with the subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown menu is set to 'All'. A message box indicates 'Viewing 1 - 1 of 1 items'. The main list area shows one item: 'Server Maintenance' saved by 'Sakai Administrator' on 'Mar 30, 2016 5:46 pm' for 'public' with 'Beginning Date' 'Mar 30, 2016 12:00 am' and 'Ending Date' 'Apr 6, 2016 5:25 pm'. An 'Edit' link is highlighted with a red box. At the bottom are 'Update' and 'Cancel' buttons.

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance Edit	Sakai Administrator	Mar 30, 2016 5:46 pm	public	Mar 30, 2016 12:00 am	Apr 6, 2016 5:25 pm	<input type="checkbox"/>

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

Edit the announcement.

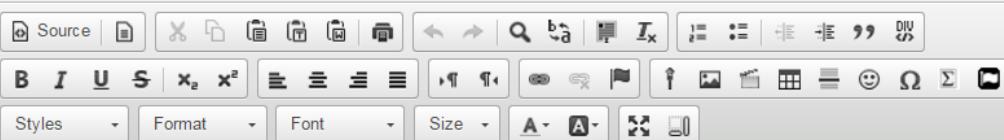
Edit Announcement

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

Required items marked with a *

* Announcement title

*Body



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

Access

This announcement is publicly viewable

Availability

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

Beginning Date:

Ending Date:

Attachments

No Attachments Yet

[Add Attachments](#)

(Optional) View Revision History.

See revision history		
Date revised	Notification setting	Availability setting
Mar 30, 2016 5:46 pm	Low priority	

Save Changes **Preview** **Cancel**

If you would like to see information about previous revisions of this announcement, click the **See revision history** link.

Click Save Changes.



When you have finished your edits, click the **Save Changes** button to save your work.

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.

The screenshot shows the 'Announcements' tool interface. At the top, there are buttons for ADD, REORDER, OPTIONS, LINK, and HELP. Below that, a title says 'Announcements (viewing announcements from the last 365 days)'. A 'View' dropdown is set to 'All'. A message box says 'Viewing 1 - 1 of 1 items'. Below is a table with one row. The table has columns: Subject, Saved By, Modified Date, For, Beginning Date, Ending Date, and Remove?. The first column contains 'Server Maintenance'. The 'Saved By' column shows 'Sakai Administrator'. The 'Modified Date' column shows 'Mar 30, 2016 5:54 pm'. The 'For' column shows 'public'. The 'Beginning Date' column shows 'Mar 30, 2016 5:50 pm'. The 'Ending Date' column shows 'Apr 6, 2016 5:50 pm'. The 'Remove?' column contains a checked checkbox. At the bottom are 'Update' and 'Cancel' buttons.

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance Edit	Sakai Administrator	Mar 30, 2016 5:54 pm	public	Mar 30, 2016 5:50 pm	Apr 6, 2016 5:50 pm	<input checked="" type="checkbox"/>

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

Click Update.

ADD REORDER OPTIONS

LINK HELP

Announcements

(viewing announcements from the last 365 days)

View All ▾

Viewing 1 - 1 of 1 items

|< < show 10 items... ▾ > >|

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Server Maintenance Edit	Sakai Administrator	Mar 30, 2016 5:54 pm	public	Mar 30, 2016 5:50 pm	Apr 6, 2016 5:50 pm	<input checked="" type="checkbox"/>

Update **Cancel**

Click Remove.

LINK HELP

Deleting announcements...

Are you sure you want to delete the following announcements?

Subject	Saved By	Modified Date	For
Server Maintenance	Sakai Administrator	Mar 30, 2016 5:50 pm	public

Remove **Cancel**

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

How do I reorder MOTD announcements?

Go to Announcements.

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

Click Reorder.

The screenshot shows the 'Announcements' tool interface. At the top, there are buttons for 'ADD', 'REORDER' (which is highlighted with a red box), and 'OPTIONS'. To the right are 'LINK' and 'HELP?' buttons. Below the buttons, the title 'Announcements' is displayed with the subtitle '(viewing announcements from the last 365 days)'. A 'View' dropdown menu is set to 'All'. A message box indicates 'Viewing 1 - 2 of 2 items'. Below this, there is a navigation bar with icons for back, forward, and search, followed by a 'show 10 items...' dropdown. The main content area displays a table with two rows of announcements:

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Registration Deadline Edit	Sakai Administrator	Mar 30, 2016 6:04 pm	public			<input type="checkbox"/>
Server Maintenance Edit	Sakai Administrator	Mar 30, 2016 6:04 pm	public			<input type="checkbox"/>

At the bottom left are 'Update' and 'Cancel' buttons.

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Registration Deadline Edit	Sakai Administrator	Mar 30, 2016 6:04 pm	public			<input type="checkbox"/>
Server Maintenance Edit	Sakai Administrator	Mar 30, 2016 6:04 pm	public			<input type="checkbox"/>

Drag and drop to re-order announcements.

Reorder Announcements

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

Undo last | Undo all

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

Server Maintenance		
Registration Deadline	Sakai Administrator	Mar 30, 2016 6:04 pm
Server Maintenance	Sakai Administrator	Mar 30, 2016 6:04 pm

Update **Cancel**

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

Auto-Sort Options.

Reorder Announcements

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

Undo last | Undo all

1 **2** **3** **4** **5**

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

Registration Deadline	Sakai Administrator	Mar 30, 2016 6:04 pm
Server Maintenance	Sakai Administrator	Mar 30, 2016 6:04 pm

Update **Cancel**

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

1. Sort by subject - orders the announcements in alphabetical order according to the subject line
2. Sort by author - orders the announcements in alphabetical order according to the author of the announcement
3. Sort by beginning date - orders the announcements by their beginning date (for announcement which specify specific dates)
4. Sort by ending date - orders the announcements by their ending date (for announcement which specify specific dates)

5. Sort by modified date - orders the announcements in order based the creation (or most recent modification) date.

When you click the columns heading link, an 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 subject in A - Z order. If the subject heading is clicked again, the icon will point down showing that sort order has changed to Z - A.

Click Update.

Reorder Announcements

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

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

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

Server Maintenance	Sakai Administrator	Mar 30, 2016 6:04 pm
--------------------	---------------------	----------------------

Registration Deadline	Sakai Administrator	Mar 30, 2016 6:04 pm
-----------------------	---------------------	----------------------

Update

Cancel

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

How do I configure MOTD announcement options?

Go to Announcements.

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

Click Options.

The screenshot shows the 'Announcements' tool interface. At the top, there are buttons for ADD, REORDER, and OPTIONS (which is highlighted with a red box). To the right are links for LINK and HELP. Below the header, it says 'Announcements (viewing announcements from the last 365 days)'. A 'View' dropdown is set to 'All'. A message box indicates 'Viewing 1 - 2 of 2 items'. Navigation buttons include '<', '< |', 'show 10 items...', '| >', and '>|'. The main area displays a table of announcements:

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Registration Deadline Edit	Sakai Administrator	Mar 30, 2016 6:04 pm	public			<input type="checkbox"/>
Server Maintenance Edit	Sakai Administrator	Mar 30, 2016 6:04 pm	public			<input type="checkbox"/>

At the bottom are 'Update' and 'Cancel' buttons.

Display options.

Display Options

- Sortable table view
- Sortable table view with announcement body
- List view with announcement body

Characters in body

These display options control the table/list view settings for the admin user when editing announcements.

RSS Feed Options.

RSS Feed Options *public announcements only*

RSS Alias (40
chars max)

RSS URL

<https://qa11-mysql.nightly.sakaiproject.org/access/announcement/rss/motd.rss>

If you would like to subscribe to an RSS feed containing all the public announcements for this site, you may use the URL listed here to subscribe. You may also specify an RSS Alias to make the URL easier to remember.

Display Limits.

Display Limits

Number of days in
the past

Number of
announcements

The display limits entered here control the default display limits for all users in the system. Individual users may override the default settings if they choose.

Click Update.

Update

Cancel

Once you have completed your option settings, click the **Update** button to save.

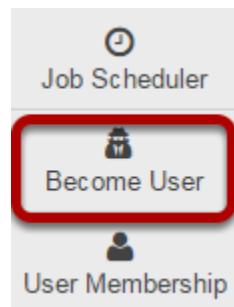
Become User

What is Become User?

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

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

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



How do I log in as another user?

Go to the Become User tool.

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

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

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

User Id:

Become user **View user info**

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

How do I view user info?

Go to the Become User tool.

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

Enter a user id and click View user info.

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

User Id:

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

User info will be displayed.

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

User Information

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

User Id:

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

Delegated Access

What is Delegated Access?

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

Delegated Access:

The delegated access tool has five primary functions:

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

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

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

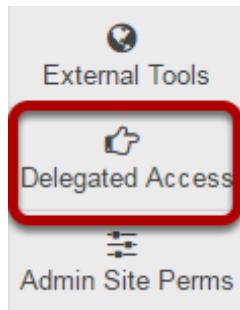
Shopping Period:

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

1. **Administrator:** When a user that has been granted shopping period administrative privileges goes into the delegated access tool, they will see a link for "Shopping Period Admin". Here they can modify what role a .anon or .auth (public/logged in) user will inherit when they enter. They can also choose which tools are open as well as the open and close date for the shopping period for that site or department.
2. **Instructor:** If you enable the instructor to override shopping settings, then the instructor will have an interface in the "Site Info" tool under the link "Manage Access" where he/she can modify their course's shopping settings. This allows an instructor to opt in or out of the shopping period.
3. **Shopper:** When a user that wants to shop for a particular site goes to the Shopping Period tool, they will see a node structure and a search box to look for a particular site they want to test out. This tool, for example, can be added to Sakai's !Gateway site so unauthorized

users can view it. When the user finds the site they want, they just click the link and go to the site.

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



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

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

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

Go to Delegated Access tool.

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

Find and select user

The screenshot shows the Delegated Access tool interface. At the top, there is a navigation bar with tabs: DELEGATED ACCESS, SHOPPING ADMIN, SHOPPING LIST, Search by User (which is highlighted with a red box and has a circled '1' above it), SEARCH BY ACCESS, ADMIN TOOLS, and two links (LINK and HELP). Below the navigation bar is a search form with a text input field containing 'user1' and a blue 'Submit' button. A circled '2' is placed next to the search form. The results section below the search form displays a table with one row. The table columns are labeled 'User Id', 'Name', 'Email', and 'Type'. The single row contains 'user1' in the 'User Id' column, 'One, User' in the 'Name' column, an empty field in the 'Email' column, and 'maintain' in the 'Type' column. A circled '3' is placed next to the 'Edit' link in the 'User Id' column of the first row.

User Id	Name	Email	Type
user1	One, User		maintain

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

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

Expand hierarchy nodes.

The screenshot shows a hierarchical tree structure on the left with nodes like QA01, EDUCATION, MEDICINE, and MUSIC. To the right of the tree are four columns: Access Admin, Shopping Admin, Site Access, and User Becomes. The 'Access Admin' column contains checkboxes. The 'Site Access' column contains checkboxes. The 'User Becomes' column contains checkboxes. The 'Restricted Tools' and 'Advanced' columns show the status 'Inherited' for all rows. At the bottom are 'Save' and 'Cancel' buttons.

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

Save Cancel

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

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

Set admin capability.

The screenshot shows a hierarchical tree structure on the left with nodes like QA01, EDUCATION, MEDICINE, and MUSIC. To the right of the tree are four columns: Access Admin, Shopping Admin, Site Access, and User Becomes. The 'Access Admin' column contains checkboxes. The 'Site Access' column contains checkboxes. The 'User Becomes' column contains checkboxes. The 'Restricted Tools' and 'Advanced' columns show the status 'Inherited' for all rows. A checkbox is checked in the 'Access Admin' column for the 'MUSIC' node. At the bottom are 'Save' and 'Cancel' buttons.

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

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

Save settings



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

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

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

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

Go to Delegated Access tool.

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

Find and select user

The screenshot shows the Delegated Access tool interface. At the top, there is a navigation bar with tabs: DELEGATED ACCESS, SHOPPING ADMIN, SHOPPING LIST, Search by User (which is highlighted with a red box and has a circled '1' above it), SEARCH BY ACCESS, ADMIN TOOLS, and two links at the far right. Below the navigation bar is a search form with a 'Search for users:' input field containing 'user1', a 'Submit' button, and a circled '2'. The main area displays search results for 'user1'. A table header row includes columns for User Id, Name, Email, and Type. Below the header, one result is shown: user1, One, User, and maintain. The 'Edit' link in the User Id column is highlighted with a red box and circled '3'.

User Id	Name	Email	Type
user1	One, User		maintain

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

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

Expand hierarchy nodes.

[Expand All Nodes](#) Filter By: Hierarchy Level: Choose One ▾

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

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

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

Set shopping admin capability.

[Collapse All Nodes](#) Filter By: Hierarchy Level: Choose One ▾

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

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

Save settings.



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

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

How do I delegate site access to a user?

Go to Delegated Access tool.

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

Find and select user

The screenshot shows the 'DELEGATED ACCESS' tool interface. At the top, there are several tabs: 'DELEGATED ACCESS', 'SHOPPING ADMIN', 'SHOPPING LIST', 'Search by User' (which is highlighted with a red box and has a circled '1' above it), 'SEARCH BY ACCESS', 'ADMIN TOOLS', and two links 'LINK' and 'HELP'. Below these tabs is a search bar labeled 'Search for users: user1' with a 'Submit' button. A circled '2' is placed next to the search bar. The results for 'user1' are displayed in a table. The table has columns: 'User Id' (with 'user1' listed), 'Name' (with 'One, User'), 'Email' (empty), and 'Type' (with 'maintain'). There are 'Edit' and 'View Access' links for each user entry. A circled '3' is placed next to the 'Edit' link for the first user row.

User Id	Name	Email	Type
user1	One, User		maintain

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

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

Expand hierarchy nodes.

[Collapse All Nodes](#) Filter By: Hierarchy Level: Choose One [Filter](#) [Clear](#)

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

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

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

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

Set access and role

[Collapse All Nodes](#) Filter By: Hierarchy Level: Choose One [Filter](#) [Clear](#)

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

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

Choose One
.anon
.auth
.default
access (!site.template)
access (!site.user)
Administrator
Alumni
CIG Coordinator
CIG Participant
Evaluator
Faculty
Guest
Instructor (!site.template.course)
Instructor (!site.template.lti)
Learner
maintain (!site.helper)
maintain (!site.template)
maintain (!site.user)
Member

For a particular node:

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

Set tool restrictions. (Optional)

[Expand All Nodes](#)

Filter By: Hierarchy Level: Choose One ▾ Filter Clear

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

Save Cancel

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

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

EDUCATION Done

Choose Tools to Restrict

Choosing a tool in the list will hide the tool for this user. This node and all children will inherit this list. A child can overwrite this list by selecting its own restricted tools list.

<input type="checkbox"/>	Account
<input type="checkbox"/>	Account Validator
<input checked="" type="checkbox"/>	Add Gradebook Items
<input type="checkbox"/>	Admin Site Perms

Add Become User tool. (Optional)

The screenshot shows a table with columns: Access, Shopping, Site, User Becomes, Restricted Tools, and Advanced. The 'User Becomes' column contains dropdown menus for Faculty and Teaching Assistant. The 'Advanced' column for the EDUCATION site is circled in red.

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

Save Cancel

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

Enable Become User tool, then click Done.

The window has a title bar 'EDUCATION' and a 'Done' button. The main area is titled 'Advanced Options' and contains a note: 'All children will inherit these settings unless overridden.' Below is a checkbox labeled 'Allow user to use Become User tool for users in these sites' which is checked and circled in red.

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

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

Save settings



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

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

How do I edit user permissions in Delegated Access?

Go to Delegated Access tool.

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

Find and select user

The screenshot shows the Delegated Access tool interface. At the top, there is a navigation bar with tabs: DELEGATED ACCESS, SHOPPING ADMIN, SHOPPING LIST, SEARCH BY ACCESS, and ADMIN TOOLS. A red circle labeled '1' highlights the 'SEARCH BY ACCESS' tab. Below the navigation bar is a search form with a red border. It contains a text input field labeled 'Search for users:' with the value 'user1', a blue 'Submit' button, and a red circle labeled '2' next to it. Below the search form, the text 'Results for: user1' is displayed. A table follows, with a red circle labeled '3' next to the 'Edit' link in the first row. The table has columns: User Id, Name, Email, and Type. The first row shows 'user1' in the User Id column, 'One, User' in the Name column, an empty Email column, and 'maintain' in the Type column. The 'Edit' link in the User Id column is also highlighted with a red box.

User Id	Name	Email	Type
user1	One, User		maintain

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

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

Expand hierarchy nodes.

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

Save Cancel

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

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

Edit permissions.

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

Save changes.



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

How do I remove user permissions in Delegated Access?

Go to Delegated Access tool.

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

Find and select user

The screenshot shows the Delegated Access tool interface. At the top, there are several tabs: DELEGATED ACCESS (highlighted with a red box and a circled '1'), SHOPPING ADMIN, SHOPPING LIST, SEARCH BY ACCESS, and ADMIN TOOLS. Below the tabs is a search bar labeled 'Search for users: user1' with a 'Submit' button. A circled '2' is next to the search bar. The results section starts with 'Results for: user1'. It displays a table with columns: User Id, Name, Email, and Type. The first row shows 'user1' with 'One, User' in the Name column, an empty Email column, and 'maintain' in the Type column. There are 'Edit' and 'View Access' links for each user. A circled '3' is next to the 'View Access' link for 'user1'.

User Id	Name	Email	Type
user1	One, User		maintain

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

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

Remove permissions

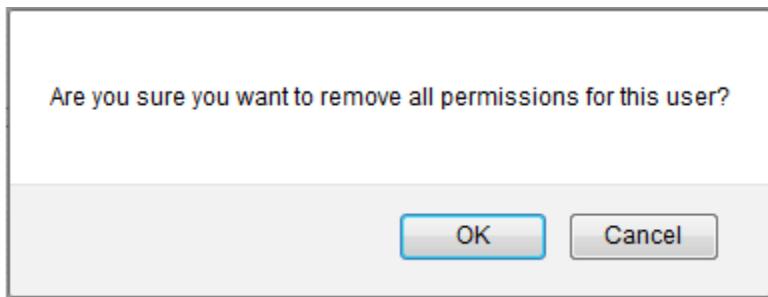
User One [Edit](#) [Remove All Permissions](#)

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

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

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

Confirm removal



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

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

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

How do I search users in Delegated Access?

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

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

Go to Delegated Access tool.

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

Search by user.

The screenshot shows the Delegated Access tool interface. At the top, there is a navigation bar with tabs: DELEGATED ACCESS, SHOPPING ADMIN, SHOPPING LIST, Search by User (which is highlighted with a red box and has a circled '1' above it), SEARCH BY ACCESS, and ADMIN TOOLS. To the right of the tabs are two buttons: a magnifying glass icon labeled 'LINK' and a question mark icon labeled 'HELP'. Below the navigation bar, there is a search form with a text input field containing 'user1' and a blue 'Submit' button. A circled '2' is placed next to this form. Below the search form, the text 'Results for: user1' is displayed. A table follows, showing search results for 'user1'. The table has columns: User Id, Name, Email, and Type. One row is shown, with 'user1' in the User Id column, 'One, User' in the Name column, an empty Email column, and 'maintain' in the Type column. There are also 'Edit' and 'View Access' links under the User Id column.

User Id	Name	Email	Type
user1	One, User		maintain

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

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

View user settings.

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

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

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

Search by hierarchy.

The screenshot shows a search interface with the following elements:

- Step 1:** A red box highlights the "Search by Access" button.
- Step 2:** A red box highlights the "hierarchy" radio button in the "Search by" section.
- Step 3:** A red box highlights the dropdown menus for "EDUCATION", "DEPT2", and "DEPT3".
- Step 4:** A red box highlights the "Submit Query" button.

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

The screenshot shows a search results table with the following columns: User Id, Name, Type, Access, Restricted Tools, Level, and Hierarchy. The rows show various user access configurations. Step numbers 1 through 8 are overlaid on the table headers and columns.

User Id	Name	Type	Access	Restricted Tools	Level	Hierarchy
admin	Administrator, Sakai	Access			QA01	-QA01
admin	Administrator, Sakai	Shopping Admin			QA01	-QA01
admin	Administrator, Sakai	Access Admin			QA01	-QA01
user1	One, User	Shopping Admin			School	-QA01 --EDUCATION
user1	One, User	Access Admin			School	-QA01 --EDUCATION

Your search results will include the following information:

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

How do I access a site via delegated access?

Go to Delegated Access tool.

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

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

Find site.

You can find a site in two ways:

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

Search for the site.

Search Sites

Site:	<input type="text"/>
User:	<input type="text"/>
Term:	<input type="text"/>
School:	<input type="text"/>
Department:	<input type="text"/>
Subject:	<input type="text"/>

Instructor Member

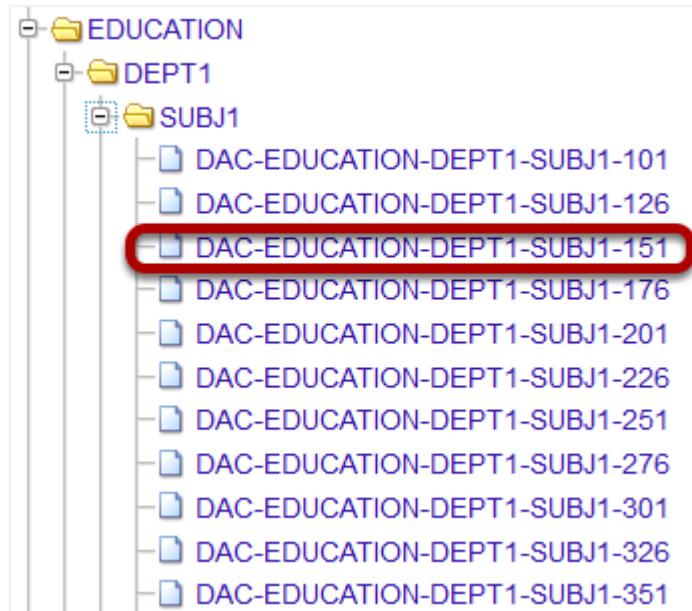
Submit Query



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

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

Expand hierarchy nodes.



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

Access site

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

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

How do I set a shopping period?

Go to Delegated Access tool

Select the **Delegated Access** tool 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

A screenshot of the "Shopping Admin" interface. On the left is a tree view of hierarchy nodes under the root "Sakai". Nodes include "EDUCATION" (expanded, showing "DEPT1" which further expands to "SUBJ1", "SUBJ2", and "SUBJ3"), "MEDICINE", and "MUSIC". To the right of the tree are several configuration columns: "Shoppers Become" (containing a dropdown menu "Choose One" with a red circle around it), "Start Date", "End Date", "Show Tools" (with a red circle around the "Advanced" link), and "Advanced". The "Advanced" column contains links for each node, such as "Inherited", "Inherited", "Inherited", "Show Tools ⓘ Advanced", "Inherited", "Inherited", "Inherited", "Inherited", "Inherited", "Inherited", "Inherited", "Inherited", and "Inherited".

	Shoppers Become	Start Date	End Date	Show Tools	Advanced
Sakai	Choose One			Inherited	Inherited
EDUCATION				Inherited	Inherited
DEPT1				Inherited	Inherited
SUBJ1				Show Tools ⓘ Advanced	Advanced
SUBJ2				Inherited	Inherited
SUBJ3				Inherited	Inherited
DEPT2				Inherited	Inherited
DEPT3				Inherited	Inherited
MEDICINE				Inherited	Inherited
MUSIC				Inherited	Inherited

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

Important Notes:

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

Set shopping role and duration

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

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

Set tool access

Save Cancel

Legend

- Hierarchy Node
- Site
- Inactive
- Instructor Edited

Shoppers Become

Start Date End Date Show Tools Advanced

Sakai EDUCATION DEPT1 SUBJ1 SUBJ2 SUBJ3 DEPT2 DEPT3 MEDICINE MUSIC

Guest 04/10/2016 04/30/2016 Show Tools ⓘ Advanced

SUBJ1

Choose Tools to Show

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

2

Public Logged In Tool

Account

Account Validator

Add Gradebook Items

3 Done

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

Set advanced options

The screenshot shows the Sakai administrator interface. On the left, there's a tree view of site structures under 'Sakai'. A node named 'SUBJ1' under 'EDUCATION' has a checked checkbox next to it. To the right, there's a table for a shopping period named 'Shoppers Become'. The table includes columns for 'Start Date' (04/10/2016) and 'End Date' (04/30/2016). The 'Advanced' link in the last row of the table is circled in red and labeled '1'. A modal window titled 'SUBJ1 Advanced Options' is open. It contains a message: 'All children will inherit these settings unless overridden.' Below this, under 'Instructor Settings', are two checkboxes: 'Disable Instructor Override' (circled in red and labeled '2') and 'Disable "Public" option' (circled in red and labeled '3'). In the top right corner of the modal, there's a 'Done' button circled in red and labeled '4'.

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**.

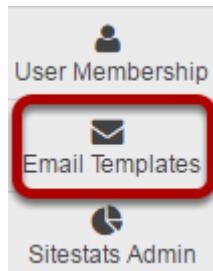
Email Templates

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.

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

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

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

Example Custom Template

UCT

sitemange.notifyAddedParticipant

subject:

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

Body:

Dear \${userName},

You have been added to the following \${localSakaiName} site:

 \${siteName}

 by \${currentUserName} (\${currentUserEmail}).

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



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

Edit the template as needed.

Edit acknowledge.passwordReset (default) email template

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

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

Subject: \${localSakaiName}: Your password has been changed successfully

From:

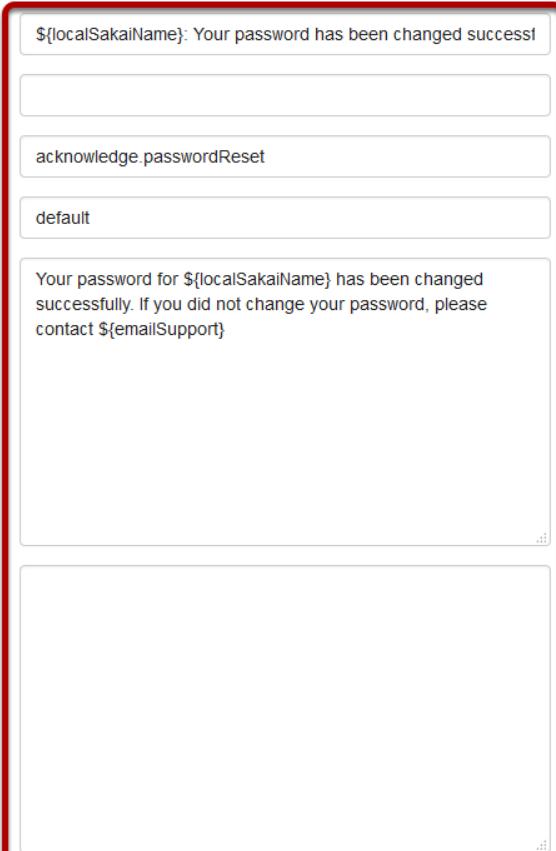
Key: acknowledge.passwordReset

Locale: default

Plain Text:

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

HTML Text:



Save Changes

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

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

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

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

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

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

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

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

How do I add a new email template?

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

Go to the Email Templates tool.

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

Click New template.



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

Enter template information into the fields provided and Save.

New email template

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

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

<p>1 Subject:</p> <p>2 From:</p> <p>3 Key:</p> <p>4 Locale:</p> <p>5 Plain Text:</p> <p>6 HTML Text:</p>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <input type="text"/>
--	---

Save Changes

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

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

6. You may also provide an **HTML Text** version of the message if desired. This allows you to include additional formatting for the body of the message.
7. Click **Save Changes** when complete.

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

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

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

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

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

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

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

External Tools

What are External Tools?

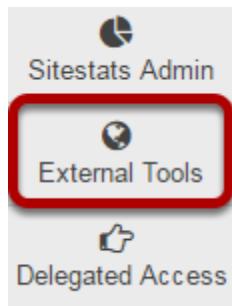
If you're a functional administrator, External Tools lets you configure integration with an external solution that utilizes [LTI](#), an independent standard for web-based applications developed by [IMS](#). You can integrate solutions that are compliant with either of the following LTI standards:

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

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

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

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



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

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

Go to External Tools.

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

View Installed Tools.

The screenshot shows the Sakai Administration Workspace with the 'External Tools' menu selected. The top navigation bar includes links for 'INSTALLED TOOLS' (which is highlighted with a red box), 'TOOL LINKS', 'LTI 2.X INSTALLATION', 'LINK', and 'HELP'. Below the navigation is a button labeled 'Install LTI 1.1 Tool'.

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

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

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

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

Install LTI 1.1 tool.

The screenshot shows the Sakai Administration Workspace with the 'External Tools' menu selected. The top navigation bar includes links for 'INSTALLED TOOLS', 'TOOL LINKS', 'LTI 2.X INSTALLATION', 'LINK' (which is highlighted with a red box), and 'HELP'. Below the navigation is a button labeled 'Install LTI 1.1 Tool'.

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

Configure LTI tool

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

Site ID

External Tool

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

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

Name/description

*Tool Title (Above the tool)

1

Allow tool title to be changed

Do not allow

Allow

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

2



*Button Text (Text in tool menu)

3

Allow button text to be changed

Do not allow

Allow

Description

4

1. Enter text in the **Tool Title** field. When users access the tool in a site, this text displays at the top of the frame. (Choose **Allow** to let site owners edit this information.)

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

Status/visibility



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

Launch settings

1 ***Launch URL**

Allow launch URL to be changed
 Do not allow
 Allow

2 **Launch Key**

Allow launch key to be changed
 Do not allow
 Allow

3 **Launch Secret**

Allow launch secret to be changed
 Do not allow
 Allow

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

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

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

Frame height

Frame Height

Allow frame height to be changed

- Do not allow
 Allow

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

Privacy settings/services

Privacy Settings:

- Send User Names to External Tool
 Send Email Addresses to External Tool

Services:

- Allow External Tool to return grades
 Provide Roster to External Tool
 Allow External Tool to store setting data

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

Content Item Selection launches.

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

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

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

Popup/debug

Launch in Popup

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

Debug Launch

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

Choose how the external solution displays when it launches.

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

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

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

Custom parameters

Custom Parameters (key=value on separate lines)

Allow additional custom parameters

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

key=value

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

Splash screen

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

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

Save your work



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

How do I view currently installed LTI 1.1 tools in the system?

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

Go to External Tools.

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

View Installed Tools.

The screenshot shows the Sakai Administration Workspace. At the top, there is a navigation bar with three tabs: "INSTALLED TOOLS" (which is highlighted with a red box), "TOOL LINKS", and "LTI 2.X INSTALLATION". To the right of the tabs are three buttons: "LINK", "HELP", and "Install LTI 1.1 Tool".

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

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

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

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

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

Go to External Tools.

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

Click Tool Links.



Click the Create Tool Link.



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

No Tool Link Found

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

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

Select a tool from the drop-down list.

The screenshot shows a "Create Tool Link" dialog box. At the top, it says "Create Tool Link". Below that is a label "Select Tool" with a red asterisk. A dropdown menu is open, showing the text "----- select one -----" with a red border around it. Below the dropdown is a checkbox labeled "Add Site Link". At the bottom are two buttons: "Save" and "Cancel".

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

Enter the site information and save.

Create Tool Link

* Select Tool
Attendance

Attendance play

* Site ID
1 DAC-EDUCATION-DEPT1-SUBJ1-126

Choose a custom icon (leave empty to use the default icon)
2

Resource Handler
3

4 Add Site Link

5 Save Cancel

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

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

View tool links to sites.



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

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

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

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

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

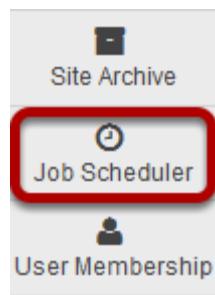
Job Scheduler

What is the Job Scheduler?

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

For more information on creating custom jobs, please visit the Confluence wiki:
<https://confluence.sakaiproject.org/display/BOOT/Quartz+in+Sakai>

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



How do I view the event log?

Go to the Job Scheduler tool.

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

Viewing the event log.

The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top, there is a navigation bar with the Quartz logo, a 'LINK' button, and a 'HELP' button. Below the navigation bar, there are three tabs: 'VIEW ALL EVENTS' (which is highlighted with a red box), 'JOBS', and 'RUNNING JOBS'. The main content area is titled 'Event Log' and contains a sub-section titled 'Filter Events'. Below this, it says 'Viewing 1 to 100 of 668 events'. There are navigation buttons for page selection: '<', '< >', 'Show 100', and '>|'. The main table displays event logs with columns: 'Job Name', 'Event type', 'Timestamps', 'Message', and 'Server'. The data in the table is as follows:

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

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

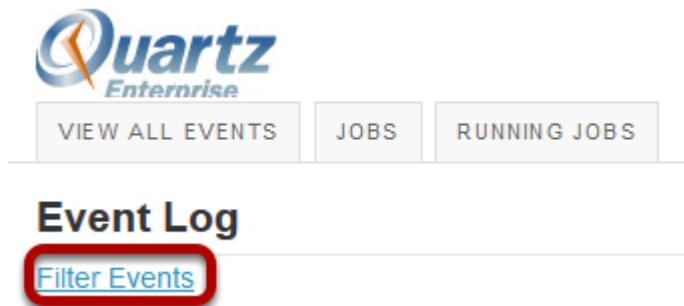
Note: If you would like to view only events logged from a current date range, you may [Filter Events by date](#).

How do I filter events?

Go to the Job Scheduler tool.

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

Click Filter Events.



Set the desired filters.



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

Trigger Event Filters

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

Event Dates

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

Events Before Date

mm/dd/yyyy

Events After Date

mm/dd/yyyy

Jobs

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

Event Log Purge

Event Types

Select the event types you would like to see.

- FIRED
- COMPLETE
- INFO
- DEBUG
- ERROR

[Set Event Filters](#)

[Clear Event Filters](#)

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

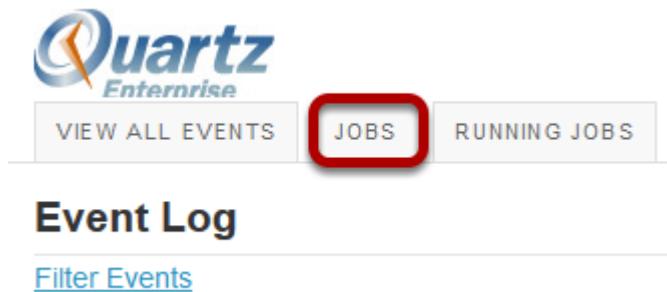
Click the **Set Event Filters** button after you have entered your criteria to save and apply the filter.

How do I view jobs?

Go to the Job Scheduler tool.

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

Click the Jobs button.



View the list of currently scheduled jobs.

The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top, there is a navigation bar with four buttons: 'NEW JOB', 'DELETE', 'EVENT LOG', and 'RUNNING JOBS'. On the right side of the header, there are two links: 'LINK' and 'HELP'. Below the navigation bar, a table displays two scheduled jobs. The first job has a checkbox next to it, a 'Job Name:' field containing 'Triggers', and a 'Class:' field containing 'Event Log Purge'. The second job also has a checkbox, a 'Job Name:' field containing 'Triggers(1)', and a 'Class:' field containing 'Event Log Purge'.

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

How do I schedule a new job?

Go to the Job Scheduler tool.

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

Click the Jobs button.

The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top, there is a navigation bar with three tabs: 'VIEW ALL EVENTS', 'JOBS' (which is highlighted with a red box), and 'RUNNING JOBS'. Below the navigation bar, the page title is 'Event Log' and there is a link 'Filter Events'.

Click the New Job button.

The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top, there is a navigation bar with four buttons: 'NEW JOB' (highlighted with a red box), 'DELETE', 'EVENT LOG', and 'RUNNING JOBS'. Below the navigation bar, there are input fields for 'Job Name' (containing 'Course Site Publish - Summer 2016'), 'Triggers' (containing 'Triggers(1)'), and 'Class' (containing 'Event Log Purge').

Give the job a name.

The screenshot shows the 'Create Job' dialog box. It has fields for 'Job Name' (containing 'Course Site Publish - Summer 2016'), 'Type' (containing 'Account Validation Job'), and buttons for 'Post' and 'Cancel'. The 'Job Name' field is highlighted with a red box.

Select the job type from the drop-down menu.

The screenshot shows the 'Create Job' page of the Quartz Enterprise Job Scheduler. At the top, there is a logo for 'Quartz Enterprise Job Scheduler'. Below the logo, the page title 'Create Job' is displayed. There are two input fields: 'Job Name' containing 'Course Site Publish - Summer 2016' and 'Type' which is currently empty. A blue button labeled 'Post' is located to the left of the 'Type' field. To the right of the 'Type' field is a dropdown menu with a red border around it. The dropdown menu lists various job types, with 'Course Site Publish' highlighted by a blue selection bar and a cursor icon pointing at it. Other listed job types include 'Account Validation Job', 'Auto Submit Assessments Job', 'Backfill roles from templates', 'Backfill tool into sites', 'Check Validation Job', 'Check content in DB/Filesystem.', 'Configurable Job Test', 'Content Cleanup of deleted files', 'Course Site Removal', 'Create sites, users and content for testing.', 'Dashboard Aggregate Job', 'Dashboard Check Admin Configuration Changes Job', 'Dashboard Check Availability Job', 'Dashboard Expire Purge Job', 'Dashboard Repeat Event Job', 'Dashboard Synchronize Dashboard Link Users with Site Users Job', 'Delegated Access Shopping Period Job', 'Delegated Access Site Hierarchy Job', and 'Event Log Purge'.

Click Post.

The screenshot shows the 'Create Job' page of the Quartz Enterprise Job Scheduler. The 'Job Name' field contains 'Course Site Publish - Summer 2016'. The 'Type' field now displays 'Course Site Publish', indicating the selection made in the previous step. The blue 'Post' button is highlighted with a red oval, while the 'Cancel' button is not highlighted. The rest of the interface remains the same as the previous screenshot.

Select the Triggers link to add a trigger.

Job Name:	Triggers	Class:
Course Site Publish - Summer 2016	Triggers(0)	Course Site Publish
Event Log Purge	Triggers(1)	Event Log Purge

Click Run Job Now to run the job manually.

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

NEW TRIGGER RUN JOB NOW RETURN TO JOBS

Click Run Now to confirm.

Run Job Now Confirmation: Course Site Publish - Summer 2016

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

Run Now Cancel

Or, to automate the job, click New Trigger.

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

NEW TRIGGER RUN JOB NOW RETURN TO JOBS

Enter a Trigger Name and Cron Expression.



Create Trigger

Trigger Name:	Nightly Course Publish Trigger
Cron Expression:	0 0 0 * * ? *

[Help](#)[Post](#)[Cancel](#)

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

Field Name Mandatory Allowed Values Allowed Special Characters

Seconds YES 0-59 , - * /

Minutes YES 0-59 , - * /

Hours YES 0-23 , - * /

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

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

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

Year NO empty, 1970-2099 , - * /

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

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

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

Click Post.



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

Post **Cancel**

View the list of triggers for that job.



Currently editing triggers for job: Course Site Publish - Summer 2016			
NEW TRIGGER		DELETE	RUN JOB NOW
RETURN TO JOBS			
<input type="checkbox"/>	Trigger Name:	Cron Expression:	Next Run:
<input checked="" type="checkbox"/>	Nightly Course Publish Trigger	0 0 0 * * ? *	4/21/16 12:00:00 AM

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

You may add additional triggers if desired.

Deleting a trigger.



Currently editing triggers for job: Course Site Publish - Summer 2016			
NEW TRIGGER		DELETE	RUN JOB NOW
RETURN TO JOBS			
<input type="checkbox"/>	Trigger Name:	Cron Expression:	Next Run:
<input checked="" type="checkbox"/>	Nightly Course Publish Trigger	0 0 0 * * ? *	4/21/16 12:00:00 AM

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

Click OK to confirm the deletion.



The following triggers will be deleted.

Nightly Course Publish Trigger (0 0 0 * * ? *)

OK

Cancel

How do I create cron expressions?

For more information about cron expressions, go to: <http://www.quartz-scheduler.org/documentation/quartz-2.1.x/tutorials/crontrigger.html>

Introduction

cron is a UNIX tool that has been around for a long time, so its scheduling capabilities are powerful and proven. The CronTrigger class is based on the scheduling capabilities of cron.

CronTrigger uses “cron expressions”, which are able to create firing schedules such as: “At 8:00am every Monday through Friday” or “At 1:30am every last Friday of the month”.

Format

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

Field Name	Mandatory	Allowed Values	Allowed Special Characters
------------	-----------	----------------	----------------------------

Seconds	YES	0-59	, - * /
---------	-----	------	---------

Minutes	YES	0-59	, - * /
---------	-----	------	---------

Hours	YES	0-23	, - * /
-------	-----	------	---------

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

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

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

Year	NO	empty, 1970-2099	, - * /
------	----	------------------	---------

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

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

Special characters

* (“all values”) - used to select all values within a field. For example, “*” in the minute field means “every minute”.

? (“no specific value”) - useful when you need to specify something in one of the two fields in which the character is allowed, but not the other. For example, if I want my trigger to fire on a particular day of the month (say, the 10th), but don’t care what day of the week that happens to be,

I would put "10" in the day-of-month field, and "?" in the day-of-week field. See the examples below for clarification.

-- used to specify ranges. For example, "10-12" in the hour field means "the hours 10, 11 and 12".

, - used to specify additional values. For example, "MON,WED,FRI" in the day-of-week field means "the days Monday, Wednesday, and Friday".

/ - used to specify increments. For example, "0/15" in the seconds field means "the seconds 0, 15, 30, and 45". And "5/15" in the seconds field means "the seconds 5, 20, 35, and 50". You can also specify '/' after the " character - in this case " is equivalent to having '0' before the '/'. '1/3' in the day-of-month field means "fire every 3 days starting on the first day of the month".

L ("last") - has different meaning in each of the two fields in which it is allowed. For example, the value "L" in the day-of-month field means "the last day of the month" - day 31 for January, day 28 for February on non-leap years. If used in the day-of-week field by itself, it simply means "7" or "SAT". But if used in the day-of-week field after another value, it means "the last xxx day of the month" - for example "6L" means "the last friday of the month". You can also specify an offset from the last day of the month, such as "L-3" which would mean the third-to-last day of the calendar month. When using the 'L' option, it is important not to specify lists, or ranges of values, as you'll get confusing/unexpected results.

W ("weekday") - used to specify the weekday (Monday-Friday) nearest the given day. As an example, if you were to specify "15W" as the value for the day-of-month field, the meaning is: "the nearest weekday to the 15th of the month". So if the 15th is a Saturday, the trigger will fire on Friday the 14th. If the 15th is a Sunday, the trigger will fire on Monday the 16th. If the 15th is a Tuesday, then it will fire on Tuesday the 15th. However if you specify "1W" as the value for day-of-month, and the 1st is a Saturday, the trigger will fire on Monday the 3rd, as it will not 'jump' over the boundary of a month's days. The 'W' character can only be specified when the day-of-month is a single day, not a range or list of days.

The 'L' and 'W' characters can also be combined in the day-of-month field to yield 'LW', which translates to **"last weekday of the month"**.

- used to specify "the nth" XXX day of the month. For example, the value of "6#3" in the day-of-week field means "the third Friday of the month" (day 6 = Friday and "#3" = the 3rd one in the month). Other examples: "2#1" = the first Monday of the month and "4#5" = the fifth Wednesday of the month. Note that if you specify "#5" and there is not 5 of the given day-of-week in the month, then no firing will occur that month.

The legal characters and the names of months and days of the week are not case sensitive. MON is the same as mon.

Examples

Here are some full examples:

Expression **Meaning**

0 0 12 * * ? Fire at 12pm (noon) every day

0 15 10 * * ? 2005 Fire at 10:15am every day during the year 2005

0 * 14 * * ? Fire every minute starting at 2pm and ending at 2:59pm, every day

0 0/5 14 * * ? Fire every 5 minutes starting at 2pm and ending at 2:55pm, every day

0 0/5 14,18 * * ? Fire every 5 minutes starting at 2pm and ending at 2:55pm, AND fire every 5 minutes starting at 6pm and ending at 6:55pm, every day

0 0-5 14 * * ? Fire every minute starting at 2pm and ending at 2:05pm, every day

0 10,44 14 ? 3 WED Fire at 2:10pm and at 2:44pm every Wednesday in the month of March.

0 15 10 ? * MON-FRI Fire at 10:15am every Monday, Tuesday, Wednesday, Thursday and Friday

0 15 10 15 * ? Fire at 10:15am on the 15th day of every month

0 15 10 L * ? Fire at 10:15am on the last day of every month

0 15 10 L-2 * ? Fire at 10:15am on the 2nd-to-last last day of every month

0 11 11 11 11 ? Fire every November 11th at 11:11am.

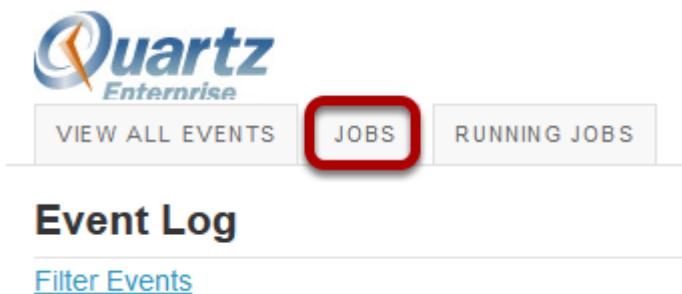
Pay attention to the effects of '?' and '*' in the day-of-week and day-of-month fields!

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.

The screenshot shows the Quartz Enterprise Job Scheduler interface. At the top, there is a logo for 'Quartz Enterprise'. Below the logo, there are four buttons: 'NEW JOB', 'DELETE' (which is highlighted with a red box), 'EVENT LOG', and 'RUNNING JOBS'. Below these buttons is a table listing jobs. The table has three columns: 'Job Name:', 'Triggers', and 'Class'. There are three rows in the table:

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

Click OK to confirm the deletion.

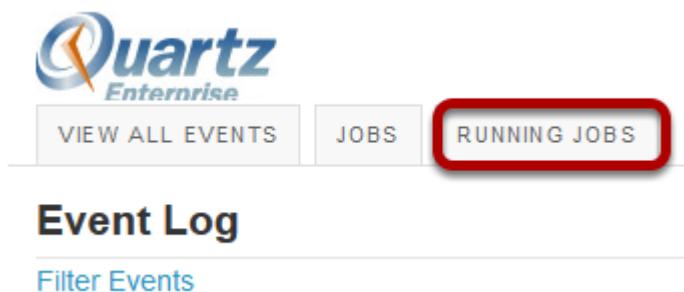


How do I view running jobs?

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.

Quartz Enterprise		
JOBS	EVENT LOG	
Job Name: Update Synoptic	Actions	Job Start Date/Time
		11/19/14 at 14:57:34

How do I purge softly deleted sites?

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

Go to Job Scheduler.

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

Click Jobs.

The screenshot shows the Quartz Enterprise interface. At the top, there is a navigation bar with three tabs: 'VIEW ALL EVENTS', 'JOBS' (which is highlighted with a red box), and 'RUNNING JOBS'. Below the navigation bar, the page title is 'Event Log' and there is a link labeled 'Filter Events'.

Click New Job.

The screenshot shows the Quartz Enterprise interface. At the top, there is a navigation bar with four buttons: 'NEW JOB' (highlighted with a red box), 'DELETE', 'EVENT LOG', and 'RUNNING JOBS'. Below the navigation bar, there is a table listing five jobs:

Job Name:	Triggers	Class:
Course Site Publish - Summer 2016	Triggers(1)	Course Site Publish
Update Synoptic	Triggers(0)	Update Synoptic Message Counts Job
Event Log Purge	Triggers(1)	Event Log Purge
Auto-submit	Triggers(0)	Auto Submit Assessments Job

Give your new job a name.



Create Job

Job Name:

Type: ▼

Post

Cancel

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

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



Create Job

Job Name:

Type: ▼

Post

- Backfill tool into sites
- Check Validation Job
- Check content in DB/Filesystem.
- Configurable Job Test
- Content Cleanup of deleted files
- Course Site Publish
- Course Site Removal
- Create sites, users and content for testing.
- Dashboard Aggregate Job
- Dashboard Check Admin Configuration Changes Job
- Dashboard Check Availability Job
- Dashboard Expire Purge Job
- Dashboard Repeat Event Job
- Dashboard Synchronize Dashboard Link Users with Site Users Job
- Delegated Access Shopping Period Job
- Delegated Access Site Hierarchy Job
- Event Log Purge
- Expunge softly deleted sites
- Fix Public Syllabus Attachments Job
- ITI Addition Reporting

Click Post.



Create Job

Job Name: Purge Soft Deletes

Type: Expunge softly deleted sites

Post **Cancel**

The 'Post' button is highlighted with a red oval.

Click on the Triggers link for the job.

A screenshot of the Quartz interface showing a list of jobs. The 'RUNNING JOBS' tab is selected. A red box highlights the 'Triggers(0)' link for the 'Purge Soft Deletes' job.

<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Course Site Publish - Summer 2016	Triggers(1)	Course Site Publish
<input type="checkbox"/>	Update Synoptic	Triggers(0)	Update Synoptic Message Counts Job
<input type="checkbox"/>	Purge Soft Deletes	Triggers(0)	Expunge softly deleted sites
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge
<input type="checkbox"/>	Auto-submit	Triggers(0)	Auto Submit Assessments Job

Click Run Job Now.



Currently editing triggers for job: Purge Soft Deletes

[NEW TRIGGER](#)

RUN JOB NOW

A red box highlights the 'RUN JOB NOW' button.

[RETURN TO JOBS](#)

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

Click Run Now again to confirm.



Run Job Now Confirmation: Purge Soft Deletes

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

Run Now

Cancel

Click on Event Log to view the log.

A screenshot of the Quartz Enterprise Job Scheduler interface. At the top, there's a navigation bar with links for "LINK" and "HELP". Below the navigation bar, there's a toolbar with buttons for "NEW JOB", "DELETE", "EVENT LOG" (which is highlighted with a red box), and "RUNNING JOBS". The main area is a table listing jobs. Each row contains a checkbox, a job name, its triggers, and its class.

<input type="checkbox"/>	Job Name:	Triggers	Class:
<input type="checkbox"/>	Course Site Publish - Summer 2016	Triggers(1)	Course Site Publish
<input type="checkbox"/>	Update Synoptic	Triggers(0)	Update Synoptic Message Counts Job
<input type="checkbox"/>	Purge Soft Deletes	Triggers(0)	Expunge softly deleted sites
<input type="checkbox"/>	Event Log Purge	Triggers(1)	Event Log Purge
<input type="checkbox"/>	Auto-submit	Triggers(0)	Auto Submit Assessments Job

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

Job Name:	Event type	Timestamps	Message:	Server
Purge Soft Deletes	FIRED	4/20/16 3:38:41 PM	Trigger fired	ip-172-31-6-159
Purge Soft Deletes	COMPLETE	4/20/16 3:38:41 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	4/20/16 3:37:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 3:37:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	4/20/16 3:35:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 3:35:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	4/20/16 3:33:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 3:33:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	4/20/16 3:31:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 3:31:43 PM	Trigger complete	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	FIRED	4/20/16 3:29:43 PM	Trigger fired	ip-172-31-6-159
org.sakaiproject.component.app.scheduler.ScheduledInvocationManagerImpl.runner	COMPLETE	4/20/16 3:29:43 PM	Trigger complete	ip-172-31-6-159
Auto-submit	COMPLETE	4/20/16 3:29:06 PM	Trigger complete	ip-172-31-6-159
Auto-submit	FIRED	4/20/16 3:29:05 PM	Trigger fired	ip-172-31-6-159

Or, click New Trigger.



Currently editing triggers for job: Purge Soft Deletes

NEW TRIGGER

RUN JOB NOW

RETURN TO JOBS

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

Enter a Trigger Name and Cron Expression.



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

[Post](#) [Cancel](#)

Click Post.



Create Trigger

Trigger Name:

Cron Expression: [Help](#)

[Post](#) [Cancel](#)

The new trigger for this job will be displayed.



LINK HELP

Currently editing triggers for job: Purge Soft Deletes

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

<input type="checkbox"/> Trigger Name:	<input type="text" value="Nightly soft delete purge"/>	Cron Expression:	<input type="text" value="0 0 0 * * ? *"/>	Next Run:	<input type="text" value="4/21/16 12:00:00 AM"/>
--	--	------------------	--	-----------	--

Memory

What is the admin Memory tool?

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

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

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

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

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

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

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

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

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

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,timeToLiveSeconds=86400`

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

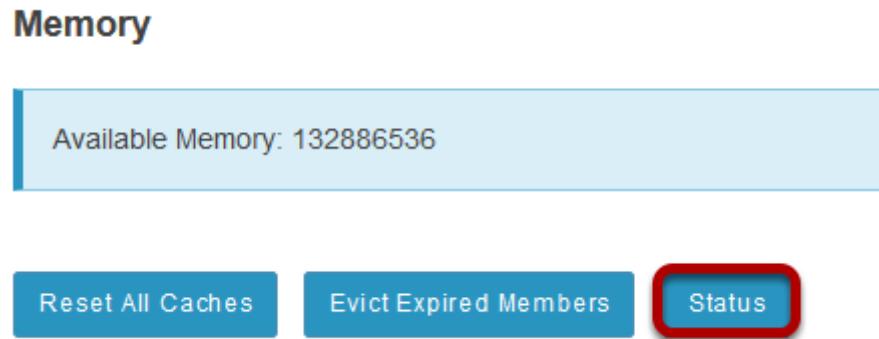


How do I view Memory Status?

Go to the Memory tool

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

Click Status.



The memory report will display.

Memory

```
** Memory report
freeMemory: 112105360 totalMemory: 959971328 maxMemory: 959971328

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

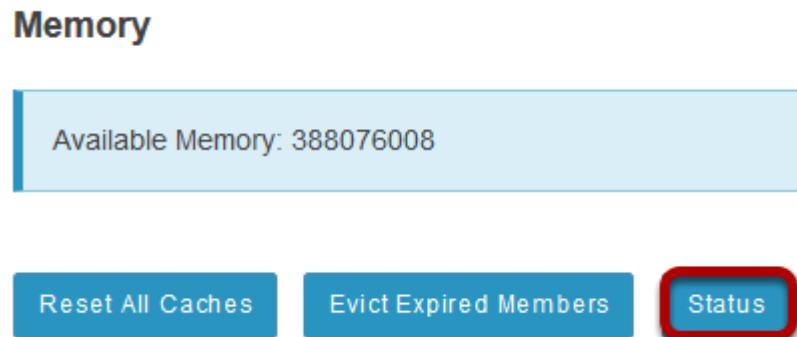
How do I locate maxed out caches?

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

Go to the Memory tool

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

Click Status.



Look for a count value of 10000 or 100000.

Memory

```
** Memory report
freeMemory: 370530912 totalMemory: 959971328 maxMemory: 959971328

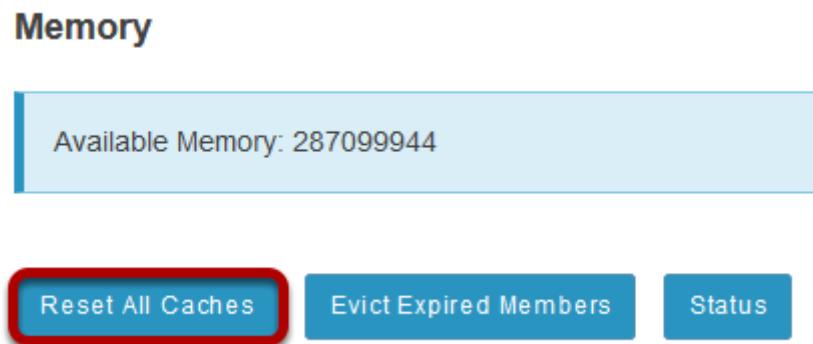
org.hibernate.cache.StandardQueryCache Ehcache: count:0 hits:0 misses:0 hit%.0
org.hibernate.cache.UpdateTimestampsCache Ehcache: count:0 hits:0 misses:0 hit%.0
org.sakaiproject.authz.api.SecurityService.cache Ehcache: count:498 hits:61412 misses:1608 hit%:97
org.sakaiproject.authz.api.SecurityService.contentCache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

How do I reset all caches?

Go to the Memory tool

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

Click Reset All Caches.

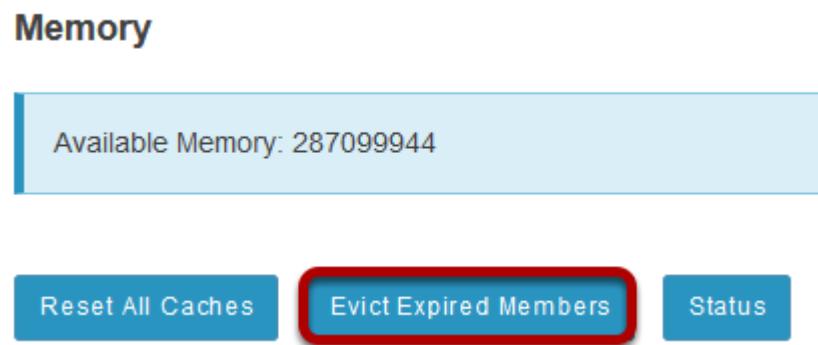


How do I evict expired members?

Go to the Memory tool

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

Click Evict Expired Members.

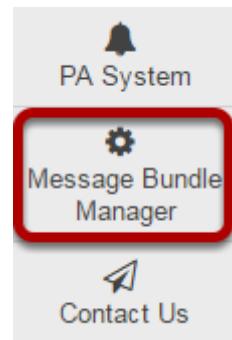


Message Bundle Manager

What is the Message Bundle Manager tool?

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

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



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

Go to Message Bundle Manager.

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

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

View Status.



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

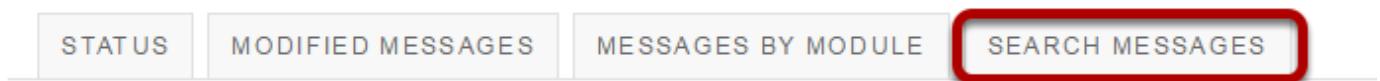
How do I search system messages?

Go to Message Bundle Manager.

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

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

Click Search Messages.



Enter search text.

Search Messages

Enter text Select a Locale ar ▾

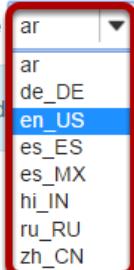
Please enter the text to search for in the provided field.

Select language.

Search Messages

Enter text Select a Locale ar ▾

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



Click the Search button.

Search Messages

Enter text Select a Locale en_US ▾

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

View search results.

Search Messages

Enter text Select a Locale

Show 10 ▾ entries

Filter Results:

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

All items matching your search criteria will be displayed.

How do I view system messages by module?

Go to Message Bundle Manager.

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

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

Click Messages by Module.



Select the module.

Messages by Module

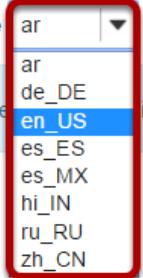
A screenshot of the 'Select a Module' dropdown menu. The menu is a list of Sakai modules, with 'dav' currently selected and highlighted with a red box. Other visible options include 'FCKeditor file connector', 'feedback-tool', 'messageforums', 'podcasts', 'portal', 'profile2', 'sakai-access', 'sakai-accountvalidator', 'sakai-adminsiteperms', 'sakai-alias-tool', 'sakai-announcement-tool', 'sakai-archive-tool', 'sakai-assignment-tool', 'sakai-authz-helper-tool', 'sakai-calendar-tool', 'sakai-chat-tool', 'sakai-citation-tools', 'sakai-content-tools', and 'sakai-emailtemplateservice'. To the left of the dropdown, there is a message 'Please select a module' and a link 'Gateway Accessibility'. To the right, there is a message 'down lists above, and then click Filter.' and a note about Sakai copyrights.

Select the language.

Messages by Module

Select a Module **dav** | Select a Locale **en_US** | Filter

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



Click Filter.

Messages by Module

Select a Module **dav** | Select a Locale **en_US** | **Filter**

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

View module messages.

Messages by Module

Select a Module **dav** | Select a Locale **en_US** | Filter

Show **10** entries Filter Results:

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

Showing 1 to 7 of 7 entries [Previous](#) [Next](#)

All system messages for that module will be displayed.

Filter results.

Messages by Module

Select a Module	dav	Select a Locale	en_US	Filter
Show 10 entries		Filter Results: resource		
Id	Module Name	Property Name	Value	Default Value
Edit	65386	dav	resource_not_exists	This resource does not exist
Edit	65387	dav	empty_resource	Empty resource

Showing 1 to 2 of 2 entries (filtered from 7 total entries) [Previous](#) [Next](#)

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

How do I customize a default system message?

Go to Message Bundle Manager.

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

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

Locate the message that you would like to customize.

1 **Search Messages**

Enter text Select a Locale Search

Show 10 entries Filter Results:

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

2 **Messages by Module**

Select a Module Select a Locale Filter

Show 10 entries Filter Results: authoriz

ID	Module Name	Property Name	Value	Default Value	Locale
1697	sakai-site-manage-tool	man.please		Please enter additional comments that may help us authorize your site request.	en_US
1707	sakai-site-manage-tool	man.authoriz		Authorizer's username:	en_US

You may locate the default message by:

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

Click Edit.

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

Enter your custom text into the Value field.

Edit Message

Id 1707

Module Name sakai-site-manage-tool

Base Name sitesetupgeneric

Property Name man.authoriz

Locale en_US

Default Value Authorizer's username:

Value Instructor's NetID

Click Save.



The modified message information will be displayed.

Modified Messages

Show 10 entries

Filter Results: [CSV](#)

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

Showing 1 to 1 of 1 entries

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

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

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

Go to Message Bundle Manager.

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

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

Click Modified Messages.

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

All modified messages in the system will display.

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

Click Edit.

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

Make your changes to the text in the Value field.

Edit Message

Id 1707

Module Name sakai-site-manage-tool

Base Name sitesetupgeneric

Property Name man.authoriz

Locale en_US

Default Value Authorizer's username:

Value Instructor's UserID

Click Save.

Save

Revert

How do I delete a modified message and revert back to the default value?

Go to Message Bundle Manager.

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

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

Click Modified Messages.

The screenshot shows the 'Modified Messages' tab highlighted with a red box. The interface includes a toolbar with 'STATUS', 'MODIFIED MESSAGES' (highlighted), 'MESSAGES BY MODULE', 'SEARCH MESSAGES', and help icons. Below the toolbar, there's a search bar labeled 'Filter Results' with a yellow background and a 'CSV' link. A table lists one modified message entry:

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

Showing 1 to 1 of 1 entries

All modified messages in the system will display.

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

Click Edit.

The screenshot shows the 'Modified Messages' table with the 'Edit' button for the first row circled in red. The table columns are: Id, Module Name, Property Name, Value, Default Value, and Locale. The single entry is identical to the one in the previous screenshot.

Click Revert.

Edit Message

Id 1707

Module Name sakai-site-manage-tool

Base Name sitesetupgeneric

Property Name man.authoriz

Locale en_US

Default Value Authorizer's username:

Value

Instructor's UserID

Save

Revert

The modified message will be deleted.

Modified Messages

Show 10 entries

Filter Results:

[CSV](#)

Id	Module Name	Property Name	Value	Default Value	Locale
-----------	--------------------	----------------------	--------------	----------------------	---------------

No data available in table

Showing 0 to 0 of 0 entries

◀ Previous Next ▶

Online

What is the Online tool?

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

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



How do I view active servers?

Go to the Online tool.

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

View active servers.

The screenshot shows the 'Active Servers' page. At the top, there are tabs: LOCATIONS, SESSIONS, SERVERS (which is highlighted with a red box), AUTO REFRESH, and REFRESH. To the right are LINK and HELP buttons. Below the tabs, it says 'Active Servers' and 'Total sessions: 2'. A table lists one server entry:

Server Id	Sessions	Status
qa01-sakai-1460102314102	2	RUNNING Stop new sessions

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

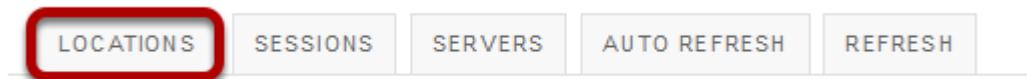
*Note: You may also click on the **Server** tab to view this information if you are in a different tab.*

How do I view user locations?

Go to the Online tool.

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

Click Locations.



View the locations of current users.

Users present

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

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

How do I view active sessions?

Go to the Online tool.

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

Click Sessions.



View a list of active sessions.

Active Sessions

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

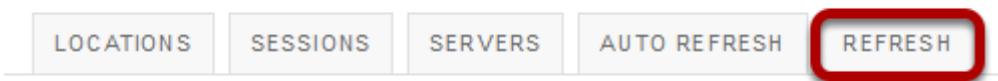
You will see a list of all sessions currently connected.

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

Go to the Online tool.

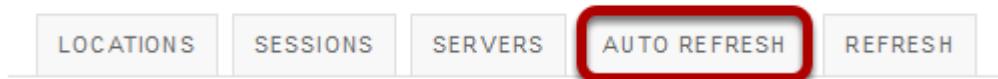
Select the **Online** tool from the Tool Menu of the Administration Workspace.

Click Refresh.



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

Or, click Auto Refresh to refresh automatically.



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

PA System

What is the PA System?

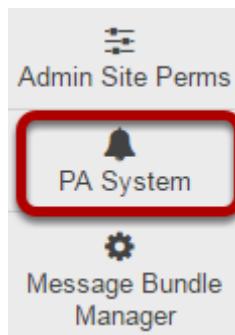
The PA System tool provides system administrators with the ability to deliver customizable system-wide or targeted alerts to users in their Sakai instance. These alerts may take the form of dismissible, rich-text popup alerts or simple text banners, color-coded by alert priority. All alerts are centrally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

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

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

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

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



How do I create a banner system message?

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

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

Go to PA System.

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

Click Create Banner.

The screenshot shows the PA System interface. At the top right is a red button labeled "Create Banner". Below it is a table for "Banners" with columns: Message, Type, Active, From, Until. A "Create Popup" button is located to the right of the "Popups" section, which also has a "Download Templates" button. A "Timezone Check" section at the bottom contains a note about timezone checking being disabled.

Banners				
Message	Type	Active	From	Until

Popups			
Description	Active	From	Until

Timezone Check

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

Enter the banner information.

1	Message	System Restart Scheduled for 5AM Friday April 22
2	Type	High - Cannot be dismissed by user
Note: When a user dismisses a "Medium" alert, a small "Show System Alerts" button will remain at the top of their screen. Clicking on this button will cause all active Medium alerts to reappear for the user.		
3	Active	<input checked="" type="checkbox"/>
4	Start Time	04/17/2016 12:00 am
5	End Time	04/22/2016 04:55 am
6	Hosts	
7	Save Banner	Cancel

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

View banner message.

The screenshot shows the Sakai Administration Workspace with the PA System selected. A banner message 'System Restart Scheduled for 5AM Friday April 22' is displayed at the top. The main area shows a table of banners with one entry: 'System Restart Scheduled for 5AM Friday April 22' (Type: High, Active: true, From: Apr 17, 2016 12:00 am, Until: Apr 22, 2016 4:55 am). Below it is a table for popups with one entry: 'Description' (Active, From, Until). A note about Timezone Check is present, stating 'Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.'

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

Description	Active	From	Until

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

How do I edit a banner system message?

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

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

Go to PA System.

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

View existing banners.

The screenshot shows the PA System tool interface. At the top right are three buttons: a magnifying glass labeled 'LINK', a question mark labeled 'HELP', and a blue button labeled 'Create Banner'. Below this is a section titled 'Banners' with a table. The table has columns for 'Message', 'Type', 'Active', 'From', and 'Until'. One row is shown: 'System Restart Scheduled for 5AM Friday April 22', 'High', 'true', 'Apr 17, 2016 12:00 am', and 'Apr 22, 2016 4:55 am'. To the right of this row are 'Edit' and 'Delete' buttons. Below the banner section is a 'Popups' section with a table having columns for 'Description', 'Active', 'From', and 'Until'. A 'Download Templates' button and a 'Create Popup' button are located to the right of this table. At the bottom left is a 'Timezone Check' section with a note: 'Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.' The entire interface has a light gray background with some pink highlights around the 'Timezone Check' section.

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

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

Click Edit for the banner message you want to modify.

Banners

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

Popups

Description	Active	From	Until

Timezone Check

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

Edit the message information as needed, and then save.

1 Message System Restart Scheduled for 5AM Sunday April 24

2 Type High - Cannot be dismissed by user

Note: When a user dismisses a "Medium" alert, a small "Show System Alerts" button will remain at the top of their screen. Clicking on this button will cause all active Medium alerts to reappear for the user.

3 Active

4 Start Time 04/17/2016 12:00 am

5 End Time 04/24/2016 04:55 am

6 Hosts

7 Save Banner Cancel

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

View banner message.

The screenshot shows the Sakai Administration Workspace interface. At the top, there is a red banner with a warning icon and the text "System Restart Scheduled for 5AM Sunday April 24". Below the banner, the page title is "Administration Workspace / PA System". On the left, there is a vertical sidebar with icons for Home, Users, Aliases, Sites, Realms, Worksite Setup, Announcements, Resources, and Online. The main content area has a header "Banner Updated" with "LINK" and "HELP" buttons. A "Banners" section lists a single entry: "System Restart Scheduled for 5AM Sunday April 24" (Type: High, Active: true, From: Apr 17, 2016 12:00 am, Until: Apr 24, 2016 4:55 am) with "Edit" and "Delete" buttons. Below it is a "Popups" section with a "Create Popup" button. A "Timezone Check" section contains the message: "Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it." with a "Download Templates" button.

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

How do I delete a banner system message?

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

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

Go to PA System.

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

View existing banners.

The screenshot shows the PA System tool interface. At the top right are three buttons: a magnifying glass labeled 'LINK', a question mark labeled 'HELP', and a blue button labeled 'Create Banner'. Below these are two sections: 'Banners' and 'Popups'. The 'Banners' section has a table with columns: Message, Type, Active, From, and Until. One row is shown: 'System Restart Scheduled for 5AM Friday April 22' (Type: High, Active: true, From: Apr 17, 2016 12:00 am, Until: Apr 22, 2016 4:55 am). To the right of the table are 'Edit' and 'Delete' buttons. The 'Popups' section has a table with columns: Description, Active, From, and Until. It is currently empty. At the bottom left is a 'Timezone Check' section with a note: 'Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.' Below this note is a pink horizontal bar.

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

Description	Active	From	Until

Timezone Check

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

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

Banners

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

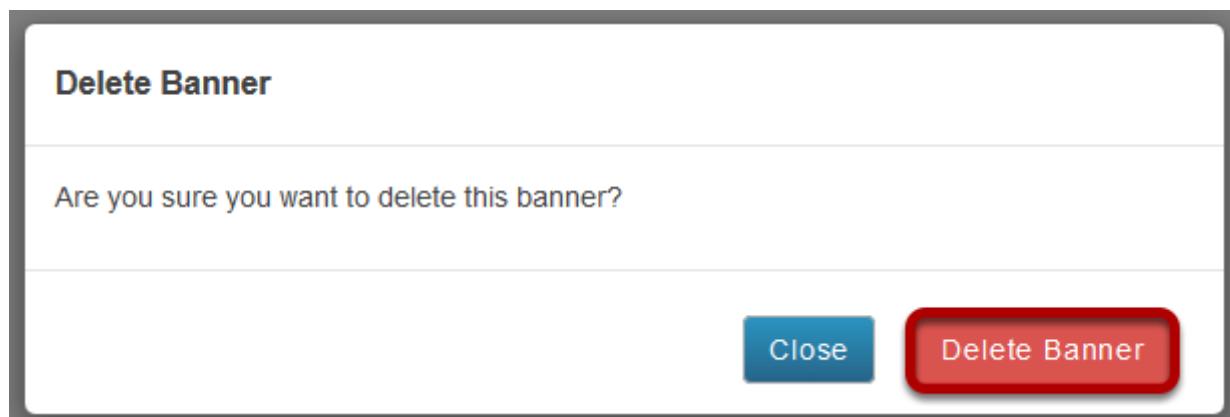
Popups

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

Timezone Check

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

Click Delete Banner to confirm the deletion.



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

Banners

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

Popups

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

Timezone Check

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

How do I create a popup system message?

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

Go to PA System.

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

Click Create Popup.

The screenshot shows the PA System interface with two main sections: 'Banners' and 'Popups'. The 'Popups' section is active, displaying a table with columns for 'Description', 'Active', 'From', and 'Until'. A red box highlights the 'Create Popup' button in the top right corner of this section. Below the table, a 'Timezone Check' box contains a note about disabling timezone checking.

Popups				
Description	Active	From	Until	
				Download Templates Create Popup

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

Enter the popup information.

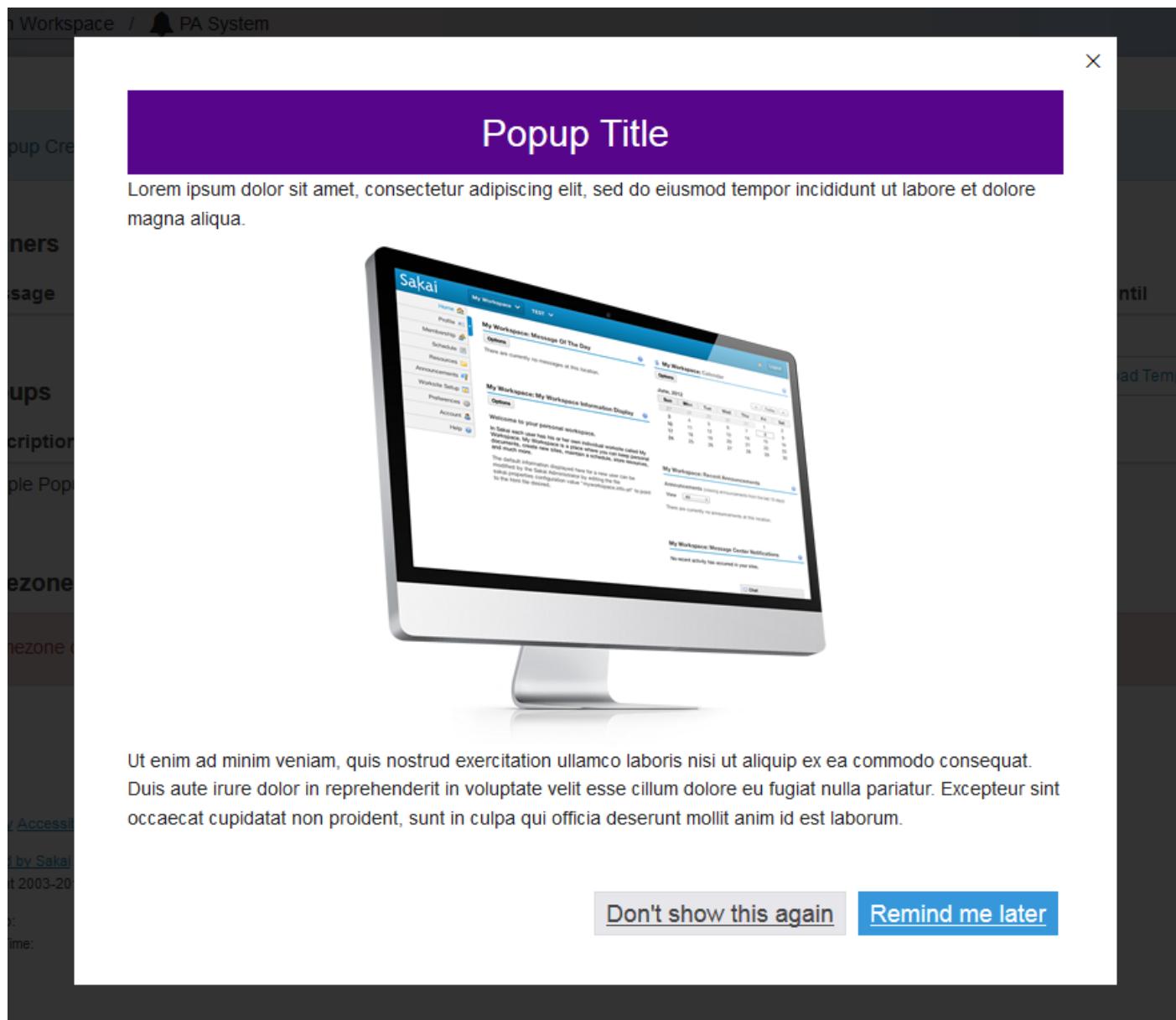
The 'Create Popup' dialog box is shown with six numbered steps:

- 1 Description: Sample Popup Message
- 2 Template: Browse... centered_image.html
- 3 Start Time: 04/17/2016 12:00 am
- 4 End Time: 04/23/2016 12:00 am
- 5 Distribution:
 Show this campaign to everyone
 Show this campaign to selected users
- 6 Save Popup

1. **Description:** This is the description of your popup message as shown in the PA System message list.
2. **Template:** Click **Browse** to locate and select the file containing your popup message content. (*Note: Several sample templates are provided for you if you click Download Templates from the PA System landing page.*)
3. **Start Time:** This is the time and date when your popup will be visible to users.

4. **End Time:** This is the time and date when your popup will no longer be available to users.
5. **Distribution:** You may choose to **Show this campaign to everyone** or **Show this campaign to selected users**. If you choose selected users, you may enter the comma separated userids for selected users in the text field below.
6. Click **Save Popup** to save your changes.

View the popup message.



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

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

Popup Created

Banners

Message	Type	Active	From	Until	
					Create Banner

Popups

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

Timezone Check

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

How do I edit an existing popup system message?

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

Go to PA System.

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

View existing popup messages.

The screenshot shows the PA System interface with the 'Popups' tab selected. It displays a table with columns: Description, Active, From, Until, Preview, Edit, and Delete. A single row is present with the following data: Sample Popup Message, Active, Apr 17, 2016 12:00 am, Apr 23, 2016 12:00 am, a preview link, an edit link (circled in red), and a delete link. Below the table, a 'Timezone Check' section contains a note: 'Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.'

Popups					Download Templates	Create Popup
Description	Active	From	Until	Preview	Edit	Delete
Sample Popup Message	Active	Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	Preview	Edit	Delete

Timezone Check

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

Click Edit for the popup you want to modify.

The screenshot shows the PA System interface with the 'Popups' tab selected. It displays a table with columns: Description, Active, From, Until, Preview, Edit, and Delete. A single row is present with the following data: Sample Popup Message, Active, Apr 17, 2016 12:00 am, Apr 23, 2016 12:00 am, a preview link, an edit link (circled in red), and a delete link. Below the table, a 'Timezone Check' section contains a note: 'Timezone checking is disabled. Set pasystem.timezone-check=true in your properties file to activate it.'

Popups					Download Templates	Create Popup
Description	Active	From	Until	Preview	Edit	Delete
Sample Popup Message	Active	Apr 17, 2016 12:00 am	Apr 23, 2016 12:00 am	Preview	Edit	Delete

Timezone Check

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

Edit the popup information as needed, then save.

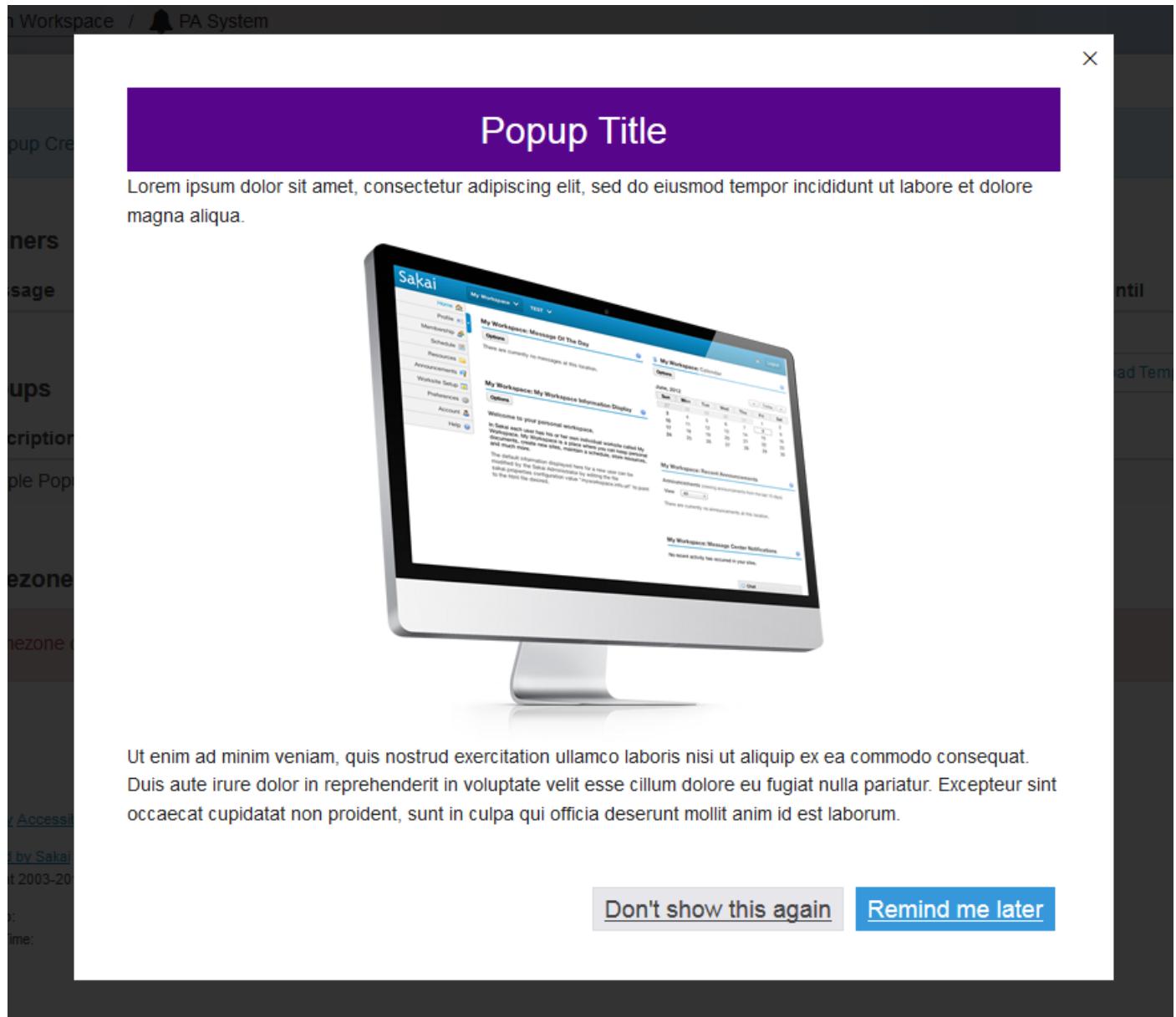
The screenshot shows a configuration dialog for a popup message. It includes the following fields:

- 1 Description:** Sample Popup Message
- 2 Template:** Browse... centered_image - edited.html
- 3 Start Time:** 04/17/2016 12:00 am
- 4 End Time:** 04/23/2016 12:00 am
- 5 Distribution:**
 - Show this campaign to everyone
 - Show this campaign to selected usersA text input field for userids is present but empty.
- 6 Save Popup** (highlighted in blue)
- Cancel**

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

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

View the popup message.



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

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

Popup Created

Banners

Message	Type	Active	From	Until	
					Create Banner

Popups

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

Timezone Check

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

How do I delete a popup system message?

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

Go to PA System.

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

View existing popup messages.

Banners					Create Banner
Message	Type	Active	From	Until	

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

Timezone Check

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

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

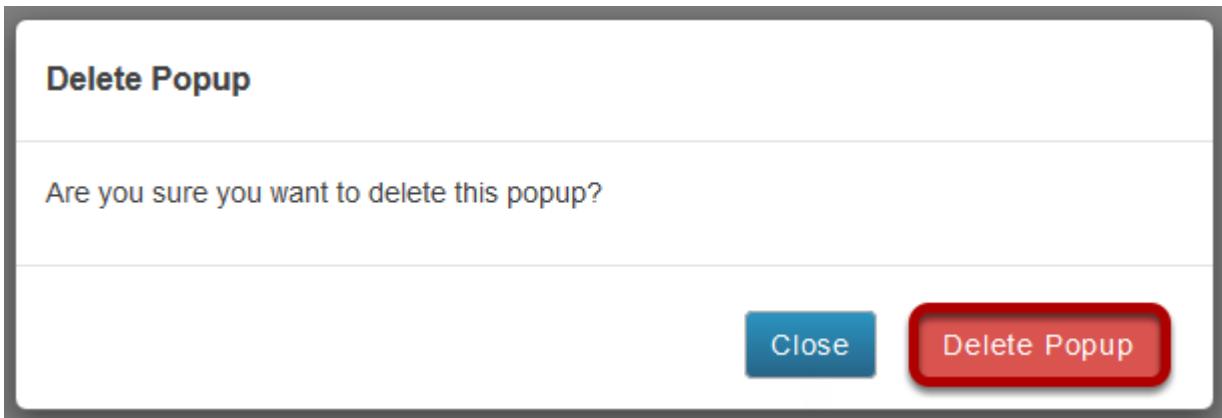
Banners					Create Banner
Message	Type	Active	From	Until	

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

Timezone Check

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

Click Delete Popup to confirm deletion.



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

Popup Deleted

Banners					Create Banner
Message	Type	Active	From	Until	

Popups					Download Templates	Create Popup
Description	Active	From	Until			

Timezone Check

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

Permissions and Roles

What are Permissions and Roles?

Permissions

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

Roles

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

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

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

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

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

Some things to remember:

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

Default participant roles

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

Course sites

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

Project sites

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

Custom roles

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

How do I change participant roles within a site?

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

Go to Site Info.

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

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

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

The screenshot shows a participant list for site 'DAC-EDUCATION-DEPT1-SUBJ1-126'. The list includes columns for Name, Id, Credits, Role, Status, and Remove?.

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

A dropdown menu is open over the 'Role' field for the last row ('Test, DA'). The menu options are: Instructor, Student, and Teaching Assistant. The 'Teaching Assistant' option is highlighted with a blue background and a red border.

At the bottom left, there is a red box around the 'Update Participants' button, and a circled number '2' next to it.

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

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

Realms

What are Realms?

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

Site Template Realms

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

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

User Template Realms

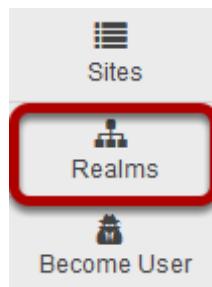
User accounts are also based on realms.

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

Site Helper Template

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

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



How do I search Realms?

Go to Realms.

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

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

The screenshot shows a search interface for 'Realms'. At the top, there are buttons for 'NEW REALM' (disabled), 'DAC-EDUCATION' (highlighted with a red box), and 'SEARCH'. To the right are 'LINK' and 'HELP' buttons. Below the search bar, a message box contains the text: 'These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.' The search term 'DAC-EDUCATION' is entered into the search field.

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

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

Your search results will display.

The screenshot shows the search results for 'Realms'. At the top, there are buttons for 'NEW REALM', 'DAC-EDUCATION' (highlighted with a red box), 'SEARCH', and 'CLEAR SEARCH'. To the right are 'LINK' and 'HELP' buttons. Below the search bar, a message box contains the text: 'These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.' Another message box below it says: 'You are viewing 1 - 1 of 1 results.' At the bottom, there is a navigation bar with icons for first, previous, next, last, and a dropdown menu set to 'show 20 items...'. A table displays the search results:

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

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.

The screenshot shows a search interface for 'Realms'. At the top, there are buttons for 'NEW REALM', 'DAC-EDUCATION' (which is highlighted with a red box), and 'SEARCH'. To the right are 'LINK' and 'HELP' buttons. Below the buttons is a search bar containing the text 'DRAFT'. Underneath the search bar, a message says 'These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.' A single result is listed: 'DRAFT (1)'.

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

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

Click on the realm id.

The screenshot shows the detailed view for the selected site ID. At the top, there are buttons for 'NEW REALM', 'DRAFT' (highlighted with a red box), 'SEARCH', and 'CLEAR SEARCH'. To the right are 'LINK' and 'HELP' buttons. Below the buttons is a message 'These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.' A message below it says 'You are viewing 1 - 1 of 1 results.' At the bottom, there is a navigation bar with icons for first, previous, next, last, and a dropdown menu set to 'show 20 items...'. The main area displays a table with three columns: 'Realm Id', 'Provider Id', and 'Maintain Role'. One row is visible, showing 'DRAFT (1)' in the Realm Id column, an empty Provider Id column, and 'Instructor' in the Maintain Role column.

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

REMOVE REALM ADD ROLE GRANT ABILITY SAVE AS [LINK](#) [HELP](#)

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

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

Realm

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

Provider Id:

Maintain Role: Instructor

Complete the Realm Edit

Save **Cancel**

Users

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

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

Complete the Realm Edit

Save **Cancel**

Roles

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

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

Complete the Realm Edit

Save **Cancel**

Select the desired permissions.

REMOVE ROLE COPY ROLE... [LINK](#) [HELP](#)

Set the Functions for this Role.

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

Used for

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

Role

Role Id: Teaching Assistant

Description: Can read, add, and re

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

Functions

- alias.add
- alias.del
- alias.upd
- anncc.all.groups
- anncc.delete.any
- anncc.delete.own
- anncc.new
- anncc.read
- anncc.read.drafts
- anncc.revise.any
- anncc.revise.own
- asn.all.groups
- asn.delete
- asn.grade
- asn.new
- asn.read
- asn.receive.notifications
- asn.revise
- asn.share.drafts
- asn.submit
- assessment.createAssessment
- assessment.deleteAssessment.any
- assessment.deleteAssessment.own

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

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

Scroll down and Save.

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

Continue Editing

Done

Complete the Realm Edit

Save

Cancel

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

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

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

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

Go to Realms.

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

Search and locate the site you want to edit.

The screenshot shows a search interface for realms. At the top, there are buttons for 'NEW REALM', 'DAC-EDUCATION' (which is highlighted with a red box), and 'SEARCH'. To the right are 'LINK' and 'HELP' buttons. Below the buttons, a message says: 'These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.' A single search result is listed: 'DAC-EDUCATION'.

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

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

Click on the realm id.

The screenshot shows a detailed view of the selected realm 'DAC-EDUCATION'. At the top, there are buttons for 'NEW REALM', 'DAC-EDUCATION' (disabled), 'SEARCH', and 'CLEAR SEARCH'. To the right are 'LINK' and 'HELP' buttons. Below the buttons, a message says: 'These are the Realms defined within the system that meet the search criteria. Click on an Id to edit.' A message below that says: 'You are viewing 1 - 1 of 1 results.' At the bottom, there is a navigation bar with icons for first, previous, next, last, and a dropdown menu set to 'show 20 items...'. The main area displays a table with three columns: 'Realm Id', 'Provider Id', and 'Maintain Role'. The table contains one row with the value '/site/DAC-EDUCATION-DEPT1-SUBJ1-101' in the 'Realm Id' column, an empty cell in the 'Provider Id' column, and 'Instructor' in the 'Maintain Role' column. The 'Realm Id' cell is highlighted with a red box.

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

REMOVE REALM ADD ROLE GRANT ABILITY SAVE AS [LINK](#) [HELP](#)

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

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

Realm

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

Provider Id:

Maintain Role: Instructor

Complete the Realm Edit

Save **Cancel**

Users

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

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

Complete the Realm Edit

Save **Cancel**

Roles

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

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

Complete the Realm Edit

Save **Cancel**

Click Copy Role.



Enter a role id for the new role and Save.

Copy Role

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

Role

* **Role Id:** guest instructor

Save

Cancel

Click on the role id for the new role.

REMOVE REALM ADD ROLE GRANT ABILITY SAVE AS [LINK](#) [HELP](#)

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

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

Realm

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

Provider Id:

Maintain Role: Instructor

Complete the Realm Edit

Save **Cancel**

Users

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

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

Complete the Realm Edit

Save **Cancel**

Roles

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

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

Complete the Realm Edit

Save **Cancel**

Select the desired permissions.

REMOVE ROLE COPY ROLE...  

Set the Functions for this Role.

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

Used for

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

Role
Role Id: guest instructor
Description: Can read, revise, delete
Should this role be limited to the group provider only? yes no

Functions

- alias.add
- alias.del
- alias.upd
- anncc.all.groups
- anncc.delete.any
- anncc.delete.own
- anncc.new
- anncc.read
- anncc.read.drafts
- anncc.revise.any
- anncc.revise.own
- asn.all.groups
- asn.delete
- asn.grade
- asn.new
- asn.read
- asn.receive.notifications
- asn.revise
- asn.share.drafts
- asn.submit

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

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

Scroll down and Save.

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

Continue Editing

Done

Complete the Realm Edit

Save

Cancel

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

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

Resources

What Resources are specific to admin users?

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

Go to Resources.

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

View available directories.

The screenshot shows the 'SITE RESOURCES' tab selected in the top navigation bar. Below the header, there are buttons for 'LINK' and 'HELP'. The main area displays a list of directories under the 'root' folder. The columns are labeled: Title, Access, Created By, Modified, and Size. The 'Title' column is sorted by number (1-6). The 'Access' column shows 'Public' or 'Entire site' for most entries. The 'Created By' and 'Modified' columns show 'Mar 31, 2002 7:00 pm' for all entries. The 'Size' column indicates the number of items: 0 items for attachment, group, group-user, public, and user; and 1 item for private. Each entry has an 'Actions' button. A link at the bottom left says 'Copy Content from My Other Sites'.

1	attachment	Actions	Sakai Administrator	Mar 31, 2002 7:00 pm	0 items
2	group	Actions	Sakai Administrator	Mar 31, 2002 7:00 pm	4 items
3	group-user	Actions	Sakai Administrator	Mar 31, 2002 7:00 pm	0 items
4	private	Actions	Sakai Administrator	Mar 31, 2002 7:00 pm	1 item
5	public	Actions	Sakai Administrator	Mar 31, 2002 7:00 pm	0 items
6	user	Actions	Sakai Administrator	Mar 31, 2002 7:00 pm	13 items
▶ Copy Content from My Other Sites					

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

1. The **attachment** directory contains files uploaded within individual sites as part of a message attachment, a quiz, etc.
2. The **group** directory contains files uploaded to the Resources tool within individual sites. Sub-directories within this folder are named with the title of the site.
3. The **group-user** directory contains all of the folders and files associate with the Drop Box tool in individual sites.
4. The **private** directory contains files uploaded to the Profile tool (i.e. users' Photo Gallery or Profile Images).
5. The **public** directory contains files which can be viewed by all users in the system. Admin users should place files in this location if they wish to share them with all users in the system - for example, images to be used in Message of the Day notifications.
6. The **user** directory contains files uploaded to individual users' My Workspace sites.

Search

Search Administration

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

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

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

Go to Search.

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

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

View Search administration information.

1	Last loaded at Tue Apr 19 13:07:12 EDT 2016 in 1.461085632197E9 Being indexed by ip-172-31-6-159 expected to finish before ip-172-31-6-159 Index contains 120 documents and 0 pending
2	Master Control Records ContextOperationCurrent StatusLast Update
3	Site Control Records ContextOperationCurrent StatusLast Update
4	Indexer Workers Worker Thread Due Before Status ip-172-31-6-159(ip-172-31-6-159)Tue Apr 19 13:08:12 EDT 2016idle. Index Size: 0.0 GB Refresh Time: 106ms Flush Time: 948ms Merge Time: 0ms
5	Segments Segment Name SizeLast update Index Segment Info is not implemented

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

Index Queue

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

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

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

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

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

Site Commands (Rebuild Site Index, Refresh Site Index)

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

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

Refresh Status

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

Site Archive

What is the Site Archive tool?

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

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

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



How do I export/archive an individual site?

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

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

Go to Site Archive.

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

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

The screenshot shows the Sakai Site Archive tool interface. At the top, there are three tabs: IMPORT/EXPORT, BATCH IMPORT/EXPORT, and DOWNLOAD ARCHIVES. Below the tabs, the title "Archive and Import (single site)" is displayed. Under the "Export" section, the "from site" field contains the value "DAC-EDUCATION-DEPT1-SUBJ1-101", which is highlighted with a red border. There is also a "Zip" checkbox. A blue "Archive" button is located below the export section. In the "Import" section, there are fields for "file" and "to site", both of which are currently empty. A blue "Import" button is located below the import section.

IMPORT/EXPORT BATCH IMPORT/EXPORT DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip

Import

file

to site

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

IMPORT/EXPORT	BATCH IMPORT/EXPORT	DOWNLOAD ARCHIVES
---------------	---------------------	-------------------

Archive and Import (single site)

Export

from site 

Zip 

Archive

Import

file

to site

Import

Click Archive.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site 

Zip

 Archive

Import

file

to site

 Import

Archive progress will be displayed.

[IMPORT/EXPORT](#)[BATCH IMPORT/EXPORT](#)[DOWNLOAD ARCHIVES](#)

Archive and Import (single site)

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

How do I batch export or archive multiple sites?

Go to Site Archive.

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

Click Batch Import/Export.

The screenshot shows the Site Archive tool interface. At the top, there are three tabs: "IMPORT/EXPORT", "BATCH IMPORT/EXPORT" (which is highlighted with a red box), and "DOWNLOAD ARCHIVES". Below the tabs, there are two main sections: "Archive and Import (single site)" and "Batch Import/Export".

Archive and Import (single site)

Export

from site

Zip

Import

file

to site

Select a term from the drop-down menu.

IMPORT/EXPORT BATCH IMPORT/EXPORT DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

Select a term 

- Fall 2016
- Summer 2016**
- Spring 2016
- Winter 2016

Import from file

Batch import file

No file selected.

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

Click Archive.

IMPORT/EXPORT BATCH IMPORT/EXPORT DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

Select a term Summer 2016 | ▼

Archive

Import from file

Batch import file

Browse... No file selected.

Import

Confirm the list of sites to be archived.

Confirm batch archive

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

ABCD 123 OL5 Summer 2016 (fe6a47b0-1b40-4c93-af3a-b57bf77005b1)
Demo 1 (8f2c7dfo-f785-4fee-9f0c-a4e02701e57c)
Discussion 1 SMPL101 (b5d52d30-9ae0-4095-b7b4-b4a82782caef)
Discussion 1 SMPL101 (65c867c9-21e7-484f-b340-8302e57b67dc)
Discussion 1 SMPL101 (430117e6-5848-4a7a-a90f-cd558aa31f0f)
Discussion 2 SMPL101 (b7337c81-bc96-40e0-99de-6ed3b24ac655)
Discussion 2 SMPL102 (44a21ba0-80ad-4518-881b-0efe37c9bab9)
Discussion 3 SMPL202 (29eba60c-0f53-4e6b-87c2-184689d71b2e)
Discussion 6 SMPL202 (a00bc975-e4e5-4425-8f07-411f05227b67)
Duke_Heather_Assignments (3228d7f0-ed0d-45d7-80d5-ac93322fb76c)
Duke_Resources_test (e3fedab3b-15e2-46ee-9f67-f2a4bf8663dd)
Home Teresa Duke (e1c7d0c5-3fec-481c-8fb0-130f8c6d834c)
Resources test (a063cfa6-372f-4a28-ac85-3ab4ee7b6b1d)
SAMIGO2 (bfe44cca-c803-45d9-a9e0-39e5b6435276)
Sample Course (a3845e3a-e90d-4039-a828-c0cd40c4d3a9)
SMPL101 Summer 2016 (1d680b06-caa3-459b-adfd-549fc1c08de4)
SMPL202 Summer 2016 (0b556e12-59cf-48c3-9a53-1226cdc6aa07)
SMPL202 Summer 2016 (60f2d617-6d3a-41f3-b727-f1a33a8d9255)
Statistics-NotreDame (0959dec8-b327-4b60-b230-977cca3d2af6)
SUB001 001 003 Summer 2016 (45e28f13-b0db-4ce2-91d0-c3619a0b28ba)
T&QMorphCHROME (8b712ae9-cd00-4b19-b819-1939bdf111c9)

Archive these sites

Cancel

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

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

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

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

Import from file

Batch import file

No file selected.

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

How do I download archive files?

Go to Site Archive.

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

Click Download Archives.

The screenshot shows the 'Archive and Import (single site)' section of the Site Archive tool. At the top, there are three buttons: 'IMPORT/EXPORT', 'BATCH IMPORT/EXPORT', and 'DOWNLOAD ARCHIVES', with 'DOWNLOAD ARCHIVES' highlighted by a red box. Below this, the 'Export' section includes fields for 'from site' (with a browse icon) and 'Zip' (with a checked checkbox). A blue 'Archive' button is present. The 'Import' section includes fields for 'file' and 'to site', both with browse icons. A blue 'Import' button is located below these import fields.

IMPORT/EXPORT BATCH IMPORT/EXPORT DOWNLOAD ARCHIVES

Archive and Import (single site)

Export

from site

Zip

Import

file

to site

Click on the site archive you want to download.

Download archives

Site details	Date archived	Size	Hash (SHA-1)
Demo 1 (8f2c7dfc-f785-4fee-9f0c-a4e02701e57c)	2016-04-14 15:29:45	9 KB	da39a3ee5e6b4b0d3255bfef95601890afd80709
SMPL101 Summer 2016 (1d680b06-caa3-459b-adfd-549fc1c08de4)	2016-04-14 15:30:32	33 KB	30ff734769a22ba5810d778812496d54e93f07b3
Discussion 1 SMPL101 (b5d52d3c-9ae0-4095-b7b4-b4a82782caef)	2016-04-14 15:29:45	83 KB	b2daf3acd166ec41b6ce4ca98afcecaa1338f452
Duke_Heather_Assignments (3228d7fc-ed0d-45d7-80d5-ac93322fb76c)	2016-04-14 15:30:18	148 KB	a166a9efcccd455308ca8b1d720d8c33894e7bbfe
Discussion 6 SMPL202 (a00bc975-e4e5-4425-8f07-411f05227b67)	2016-04-14 15:30:17	9 KB	da39a3ee5e6b4b0d3255bfef95601890afd80709

Note: Site archives must be downloaded individually.

How do I import an individual site archive?

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

Importing an archive via Site Archive.

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

Enter the import information and Import.

The screenshot shows the Site Archive tool interface. At the top, there are three tabs: IMPORT/EXPORT (selected), BATCH IMPORT/EXPORT, and DOWNLOAD ARCHIVES. Below the tabs, the title "Archive and Import (single site)" is displayed. Under the "Export" section, there is a "from site" input field with a browse icon. A "Zip" checkbox is also present. A blue "Archive" button is located below the export section. The "Import" section follows, featuring three numbered steps: 1. "file" followed by a redacted file path; 2. "to site" followed by a redacted site ID; and 3. An "Import" button, which is highlighted with a red box. Step 3 is also highlighted with a red box.

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

Importing an archive via Worksite Setup

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

Click New.

NEW

View: All My Sites ▾

Filter by Term: None ▾

Edit Delete Hard Delete

Select Create site from archive.

Create Site

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

Build your own site

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

Create site from archive

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

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

* New site type course site ▾

* New site term Spring 2016 ▾

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

Continue

Cancel

Follow the series of prompts to create a new site.

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

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

Upload archive

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

* Choose archive

No file selected.

Click Upload archive.

Upload archive

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

* Choose archive

example-archive-file.zip

How do I batch import multiple site archives?

Go to Site Archive

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

Select Batch Import/Export.

The screenshot shows the 'Batch Import/Export' tab highlighted with a red box. Below it, there are sections for 'Archive and Import (single site)' and 'Import'.

Archive and Import (single site)

Export

from site

Zip

Import

file

to site

Click Browse to locate your batch import file.

IMPORT/EXPORT

BATCH IMPORT/EXPORT

DOWNLOAD ARCHIVES

Archive and Import (batch)

Export by term

Select a term

Fall 2016



Archive

Import from file

Batch import file

Browse...

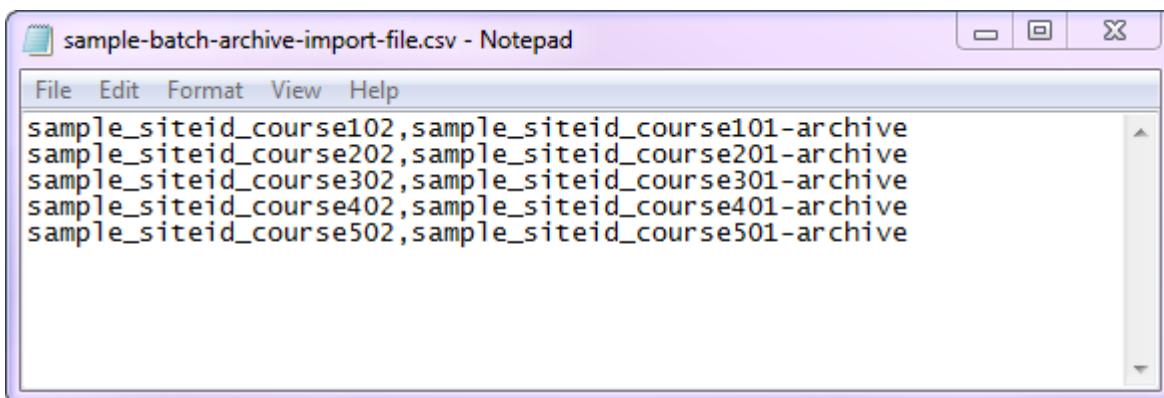
No file selected.

Import

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

The screenshot shows the 'Archive and Import (batch)' section of the Sakai Import/Export interface. At the top, there are three tabs: 'IMPORT/EXPORT', 'BATCH IMPORT/EXPORT' (which is selected), and 'DOWNLOAD ARCHIVES'. Below the tabs, the title 'Archive and Import (batch)' is displayed. Underneath it, the sub-section 'Export by term' is shown with a dropdown menu set to 'Fall 2016'. A blue 'Archive' button is located below this section. A horizontal line separates this from the 'Import from file' section. In the 'Import from file' section, the sub-section 'Batch import file' is shown with a 'Browse...' button followed by the file name 'sample-batch-archive-import-file.csv'. A red box highlights the blue 'Import' button below the file selection area.

Import file format.



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

Sites

What is the Sites tool?

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

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



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

Go to the Sites tool.

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

Enter your search criteria.

The image shows a horizontal row of four input fields. From left to right: 1. A button labeled "NEW SITE". 2. An empty input field with a red rectangular border around it. 3. A button labeled "SEARCH" with a red rectangular border around it. 4. An empty input field. 5. A button labeled "SITE ID". 6. An empty input field. 7. A button labeled "USER ID".

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

View search results.

NEW SITE SEARCH SITE ID USER ID

Sites

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

You are viewing 1 - 2 of 2 results.

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

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

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.

Edit: Site

Review and modify this Site's information.

Site

1 * Site Id:

2 Title:

3 Site URL Alias:

4 Type:

5 Short Description:

6 Description:
A detailed view of a rich text editor toolbar with various icons for bold, italic, underline, alignment, lists, and other document formats.

7 Published: unpublished published

8 Softly Deleted: yes no

9 Joinable?: yes no

10 Role to assign to joiners:

11 Worksite Icon URL:

12 Worksite Info URL:

13 Skin:

14 Public View?: yes no

15 Custom Page Order?: yes no

[Continue Editing](#)

16 [Add/Edit Properties](#)

17 [Add/Edit pages](#)

18 [Add/Edit groups](#)

[Complete the Site Edit](#)

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

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.

The screenshot shows the Sakai Administration Workspace with the 'Sites' tool selected. At the top, there is a navigation bar with buttons for 'NEW SITE', a search input field containing 'DAC-EDUCATION', a 'SEARCH' button, 'CLEAR SEARCH', 'SITE ID', 'USER ID', and links for 'LINK' and 'HELP'. Below the navigation bar, the page title is 'Sites'. A message box states: 'These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.' Another message box below it says: 'You are viewing 1 - 20 of 179 results.' At the bottom left, there are navigation buttons for 'show 20 items...' and arrows. The main content area is a table with columns: Site Id, Title, Published, Joinable?, Type, and Description, URLs. One row is highlighted, showing the Site Id 'DAC-EDUCATION-DEPT1-SUBJ1-101', Title 'DAC-EDUCATION-DEPT1-SUBJ1-101', Published status (checked), Type 'course', and a detailed description box containing 'Short Description: DAC-EDUCATION-DEPT1-SUBJ1-101', 'Description: DAC-EDUCATION-DEPT1-SUBJ1-101', and 'Created: Feb 1, 2016 1:19 pm DA Test'.

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

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

Click on the site id of the site.

Sites

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

You are viewing 1 - 20 of 179 results.

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

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

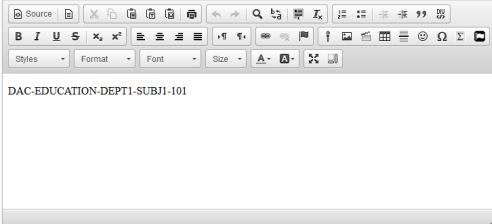
Edit the site information and Save.

REMOVE SITE SAVE AS [LINK](#) [HELP](#)

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

Review and modify this Site's information.

Site

Site Id: DAC-EDUCATION-DEPT1-SUBJ1-101
1 Title: DAC-EDUCATION-DEPT1-SUBJ1-101
2 Site URL Alias: http://qa01-sakai.marist.edu:8080/portal/sites/
3 Type: course
4 Short Description: DAC-EDUCATION-DEPT1-SUBJ1-101
5 Description:


DAC-EDUCATION-DEPT1-SUBJ1-101

6 Published: unpublished published
7 Softly Deleted: yes no
8 Joinable?: yes no
9 Role to assign to joiners:
10 Worksite Icon URL:
11 Worksite Info URL:
12 Skin:
13 Public View?: yes no
14 Custom Page Order?: yes no

Info

Created by: DA Test
Created: Feb 1, 2016 1:19 pm
Modified By: Demo Professor
Modified: Apr 4, 2016 12:37 pm
Softly Deleted on:

Properties

Subject: SUBJ1
sectionsEXTERNALLY_maintained: true
School: EDUCATION
term: Summer 2016
sectionsSTUDENT_switching_allowed: false
sectionsSTUDENT_registration_allowed: false
sakai:parent-id: e1fb2420-7fe4-40d3-8
Department: DEPT1

[Continue Editing](#)

15 [Add/Edit Properties](#)
16 [Add/Edit pages](#)
17 [Add/Edit groups](#)

Complete the Site Edit

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

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

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

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

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

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

Go to Sites.

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

Locate the site you want to soft delete.

The screenshot shows the Sakai Administration Workspace with the 'Sites' tool selected. At the top, there is a search bar with fields for 'NEW SITE', 'demo' (highlighted with a red box), 'SEARCH' (highlighted with a red box), 'CLEAR SEARCH', 'SITE ID', 'USER ID', and links for 'LINK' and 'HELP'. Below the search bar, the word 'Sites' is followed by two numbered circles: '1' under the search bar and '2' next to the search button. A large blue box contains the message: 'These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.' Another blue box below it says: 'You are viewing 1 - 2 of 2 results.' At the bottom, there are navigation buttons for page numbers and a dropdown for 'show 20 items...'. The main table lists sites with columns for Site Id, Title, Published, Joinable?, Type, and Description, URLs. The first site listed is 'Demo 1' (Site Id: 8f2c7dfc-f785-4fee-9f0c-a4e02701e57c, highlighted with a red box), which is a 'course' type site. Its details are shown in a blue box: 'Description: Este es un sitio para hacer pruebas', 'Created: Mar 18, 2016 8:57 am Sakai Administrator', and 'Last Modified: Mar 18, 2016 8:57 am Sakai Administrator'. A third numbered circle '3' is located near the Site Id of the first row.

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

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

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

Select the Yes radio button next to Softly Deleted.

Site

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

Title: Demo 1

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

Type: course

Short Description:

Description:

Este es un sitio para hacer pruebas

Published: unpublished published

Softly Deleted: yes no

Joinable?: yes no

Scroll down and click Save.

sections_externally_maintained:	true
contact-name:	Sakai Administrator
term:	Summer 2016
locale_string:	es_ES
term_eid:	Summer 2016
sections_student_switching_allowed:	false
sections_student_registration_allowed:	false

Continue Editing

Add/Edit Properties

Add/Edit pages

Add/Edit groups

Complete the Site Edit

Save

Cancel

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.

The screenshot shows the 'Sites' tool interface. At the top, there is a search bar with the word 'demo' and a red box around the 'SEARCH' button. Below the search bar, the word 'Sites' is displayed in bold. A message box says 'These are the Sites defined within the system that meet the search criteria. Click on an Id to edit.' Another message box below it says 'You are viewing 1 - 2 of 2 results.' At the bottom, there is a table with columns: Site Id, Title, Published, Joinable?, Type, and Description, URLs. One row is visible, showing Site Id '8f2c7dfc-f785-4fee-9f0c-a4e02701e57c', Title 'Demo 1', Published checked, Joinable? checked, Type 'course', and Description 'Este es un sitio para hacer pruebas'. There are also 'Created:' and 'Mar 18, 2016 8:57 am Sakai Administrator' fields. Navigation buttons like '<', '>', and 'show 20 items...' are at the bottom left.

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

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

Click on the site id of the site.

NEW SITE demo SEARCH CLEAR SEARCH SITE ID USER ID [LINK](#) [HELP](#)

Sites

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

You are viewing 1 - 2 of 2 results.

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

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

Click Add/Edit Pages.

Properties

sections_externally_maintained:	true
contact-name:	Sakai Administrator
term:	Summer 2016
locale_string:	es_ES
term_eid:	Summer 2016
sections_student_switching_allowed:	false
sections_student_registration_allowed:	false

Continue Editing

Add/Edit Properties

Add/Edit pages

Add/Edit groups

Complete the Site Edit

Save

Cancel

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

Click New Page.

[NEW PAGE](#)

[LINK](#)

[HELP](#)

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

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

Page Id	Title	Description
43a3c039-53d4-45b6-af62-62f3cf5f139a	Home	Layout: Double Column Layout Features: sakai.iframe.site sakai.synoptic.announcement
25665474-8930-46f4-bc85-d8cdddcc1bf1	Announcements	Layout: Single Column Layout Features: sakai.announcements
49b0f8b5-d148-44cf-8663-a1f356a30142	Site Info	Layout: Single Column Layout Features: sakai.siteinfo

[Continue Editing](#)

[Done](#)

[Complete the Site Edit](#)

[Save](#)

[Cancel](#)

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

Enter a Title.

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

Review and modify this Page's information.

Page

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

* Title: Delegated Access

Layout: Single Column Layout

Double Column Layout

Popup? yes no

Custom Title? yes no

Properties

new: true

Add/Edit Properties

Properties

Continue Editing

Done

Tools

Complete the Site Edit

Save

Cancel

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

Click Tools.

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

Review and modify this Page's information.

Page

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

* Title: Delegated Access

Layout: Single Column Layout

Double Column Layout

Popup? yes no

Custom Title? yes no

Properties

new: true

Add/Edit Properties

Properties

Continue Editing

Done

Tools

Complete the Site Edit

Save

Cancel

Click New Tool.

NEW TOOL



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

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

Continue Editing

Done

Complete the Site Edit

Save

Cancel

Select the stealthed tool to be added.

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

Review and modify this Tool's information.

Tool Feature

Tool Id: sakai.delegatedaccess

Features:

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

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

Scroll down to the bottom of the page and Save.

- Users (sakai.users)
- Web Content (sakai.iframe)
- Web Portlet (sakai.web.168)
- Wiki (sakai.rwiki)
- Worksite Setup (sakai.sitesetup)
- oAuth Admin (sakai.oauth.admin)

Tool Configuration

Title:

LayoutHints

(row, col 0 based):

Configuration

Properties

Add/Edit Properties

Properties

Continue Editing

Done

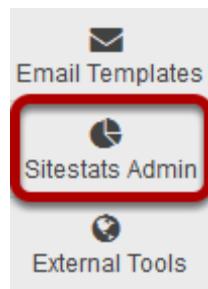
Complete the Site Edit

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.

The screenshot shows the Sitestats Admin interface. At the top, there are three tabs: ALL SITES, ADMIN REPORTS, and SERVER-WIDE REPORTS. To the right of the tabs are two links: a blue 'LINK' button and a grey 'HELP' button. Below the tabs, the title 'All sites' is displayed. A search bar contains the text 'education'. A red box highlights the 'Search' button, which is blue with white text. Next to it is a 'Clear' button. Below the search bar, a message says 'Search sites for title to access site specific statistics'. The main area displays a table of search results. The table has three columns: 'Title' (with a sorting icon), 'Type', and 'Status'. There are 180 items listed, with 'Viewing 1 to 20 of 180 items' indicated at the top right of the table. Navigation buttons for page selection are also present. The table rows show various course titles like 'DAC-EDUCATION-DEPT1-SUBJ1-101' through 'DAC-EDUCATION-DEPT1-SUBJ1-376', all categorized as 'course' and marked as 'Published'.

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

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

All sites matching your criteria will be displayed.

Click on the title of the site.

ALL SITES ADMIN REPORTS SERVER-WIDE REPORTS

LINK HELP

All sites

Search sites for title to access site specific statistics

Type: All ▾

Search: education

Viewing 1 to 20 of 180 items

| < < Show 20 > > |

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

The site's Statistics will display.

ALL SITES ADMIN REPORTS SERVER-WIDE REPORTS
DAC-EDUCATION-DEPT1-SUBJ1-101 OVERVIEW REPORTS PREFERENCES

LINK HELP

Overview

Visits Show more ▾	12 Visits	3 Users who have visited site	6 Members	3 50% Members who have visited site	3 50% Members who have not visited site
-----------------------	-----------	-------------------------------	-----------	-------------------------------------	---

Activity Show more ▾	37 Events	Lessons 59%	demoprofessor 65%
		Most active tool	Most active user

Resources Show more ▾	1 Files	1 100% Files opened	3Penguins.jpg Most opened file	demoprofessor User who has opened the most files
--------------------------	---------	---------------------	--------------------------------	--

Lesson Pages Show more ▾	3 Pages	4 133% Pages read	Lessons	demoprofessor User who has read the most pages
-----------------------------	---------	-------------------	---------	--

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

How do I create predefined reports available throughout the system?

Go to Sitestats Admin.

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

Click Admin Reports.



Under Reports, click Add.



Admin Reports

My reports Private reports, available for this site only.

 [Add](#)

No reports defined.

Reports Predefined reports, available for all sites.

 [Add](#)

No reports defined.

Enter the report information.

ALL SITES ADMIN REPORTS SERVER-WIDE REPORTS

New report

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

Title: All visits in the last 7 days for all users

Description: This is an example of an admin report which will be available in all sites

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

Activity: Visits

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

Period: Last 7 days

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

Users: All

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

Totals by: User
Tool
Event
Resource
Resource action
Date

Sort by: Specify sorting field
Event Ascending?

Number of results: Limit to: 0

Presentation: Table

6 **Generate report** **Save report** **Back**

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.

ALL SITES ADMIN REPORTS SERVER-WIDE REPORTS

Server-wide Reports

[Monthly Report](#) | [Weekly Report](#) | [Daily Report](#) | [Regular Users](#) | [Hourly Usage](#) | [Top 20 Activities](#) | [Tool Analysis](#)

Month-by-month Report

This chart shows the total number of logins, unique users, sites created, sites deleted, and new user month-by-month.

The chart displays five data series:

- Number of Logins (Red line): Starts around 1100 in Feb and rises to about 2600 in Mar.
- Number of unique logins (Light Red line): Remains relatively flat near 100.
- New sites (Green line): Starts around 80 in Feb and rises to about 120 in Mar.
- Site deleted (Black line): Remains flat at approximately 10.
- New Users (Cyan line): Remains flat at approximately 10.

Total Logins
Number of unique logins
New sites
Site deleted
New Users

Note: The values are the sum of values in a month.

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.

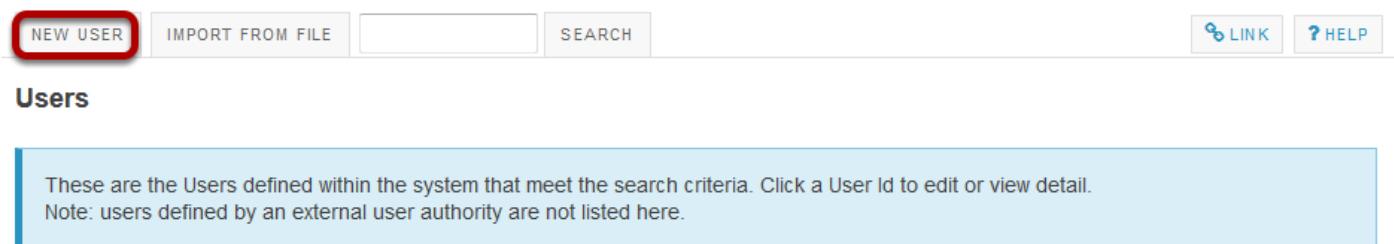


How do I add a new account?

Go to Users.

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

Click New User.



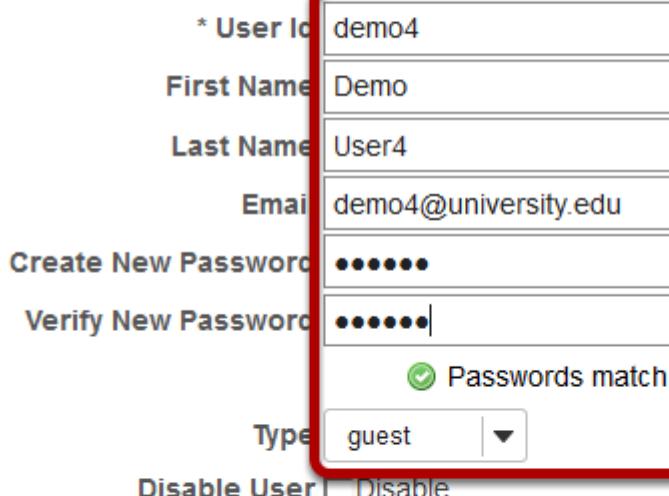
The screenshot shows the 'Users' tool interface. At the top, there are several buttons: 'NEW USER' (highlighted with a red box), 'IMPORT FROM FILE', 'SEARCH', and links for 'LINK' and 'HELP'. Below the buttons, the word 'Users' is displayed. A message box contains the text: 'These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail. Note: users defined by an external user authority are not listed here.'

Enter the user information and then save.

Account Details

Create Account

* Indicates a required field.



The form fields are as follows:

- * User Id: demo4
- First Name: Demo
- Last Name: User4
- Email: demo4@university.edu
- Create New Password: (represented by five dots)
- Verify New Password: (represented by six dots)
- Type: guest (with a dropdown arrow)

A green checkmark icon next to the password fields indicates "Passwords match".

[Cancel Changes](#)

[Save Details](#)

Enter the following user information:

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

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

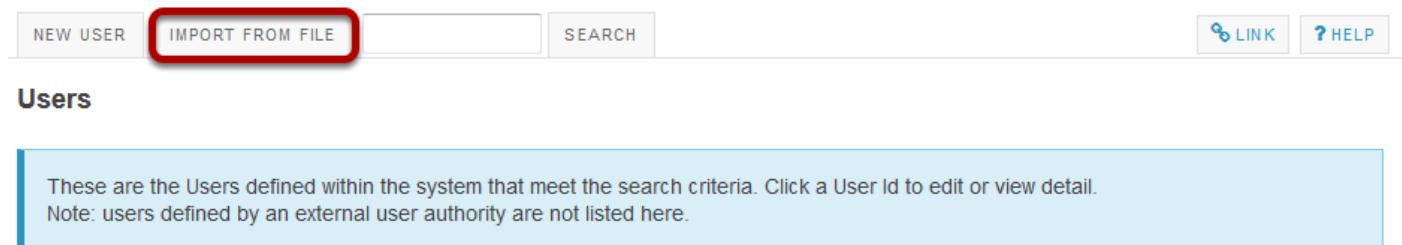
Note: User Ids must be unique. If you attempt to add a new user that has the same user id as an existing user, you will receive an error.

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

Go to Users.

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

Click Import from file.



The screenshot shows the 'Users' tool interface. At the top, there are several buttons: 'NEW USER', 'IMPORT FROM FILE' (which is highlighted with a red box), 'SEARCH', and 'LINK' and 'HELP' buttons. Below the buttons, the word 'Users' is displayed. A message box contains the text: 'These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail. Note: users defined by an external user authority are not listed here.'

Click Import a file.

Import from file

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

File requirements

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

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

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

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

Import a file

Cancel

Click the **Import a file** button to browse for 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.

Add Attachment

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

Location: Administration Workspace

Actions

[Add](#) (highlighted with a red box)

[Upload Files](#) (highlighted with a red box)

[Create Folders](#)

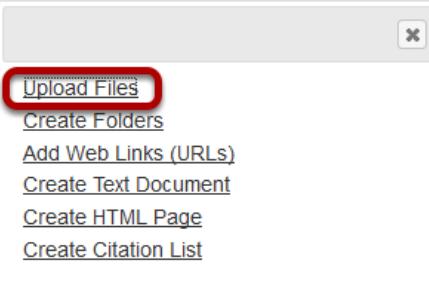
[Add Web Links \(URLs\)](#)

[Create Text Document](#)

[Create HTML Page](#)

[Create Citation List](#)

[Continue](#) [Cancel](#)



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

Locate the file to upload, then click Continue.

Upload Files

Location: / Administration Workspace

0.5 KB

demo-accou...

[Remove file](#)



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

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

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

[Continue](#) [Cancel](#)

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

Select the import file.

Add Attachment

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

Location: Administration Workspace

◆ Title	Actions
Administration Workspace	Add <input type="button" value="▼"/>
demo-accounts.csv	Select
Show other sites	

[Continue](#)

[Cancel](#)

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

Click Continue.

Add Attachment

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

Items to attach	Remove?
demo-accounts.csv	Remove

Location: Administration Workspace

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

[Continue](#)

[Cancel](#)

Preview and confirm the user information.

Import from file

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

File requirements

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

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

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

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

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

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

User Id	First Name	Last Name	Email	Password	Type	Properties
student01	student01			[REDACTED]	registered	
student02	student02			[REDACTED]	registered	
student03	student03			[REDACTED]	registered	
student04	student04			[REDACTED]	registered	
student05	student05			[REDACTED]	registered	
student06	student06			[REDACTED]	registered	
student07	student07			[REDACTED]	registered	
student08	student08			[REDACTED]	registered	
student09	student09			[REDACTED]	registered	
student10	student10			[REDACTED]	registered	
demostructor	demostructor			[REDACTED]	maintain	

Continue

Cancel

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

How do I search for a user account?

Go to Users.

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

Enter a search term.

The screenshot shows a horizontal toolbar with several buttons: 'NEW USER', 'IMPORT FROM FILE', a search input field containing 'demo' (which is highlighted with a red box), a 'SEARCH' button, and two links: 'LINK' and 'HELP'.

Users

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

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.

The screenshot shows a horizontal toolbar with several buttons: 'NEW USER', 'IMPORT FROM FILE', a search input field containing 'demo', and a 'SEARCH' button (which is highlighted with a red box). To the right are 'LINK' and 'HELP' links.

Users

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

Search results will display.

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

Users

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

You are viewing 1 - 1 of 1 results.

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

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

All internal accounts meeting the search criteria will be displayed.

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

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

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	
Create New Password	
Verify New Password	
Type	maintain ▾
Disable User	<input type="checkbox"/> Disable
Created By Sakai Administrator	
Created Mar 2, 2016 4:47 pm	
Modified By Sakai Administrator	
Modified Mar 3, 2016 3:15 pm	
Internal Id 6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	

[Cancel Changes](#)

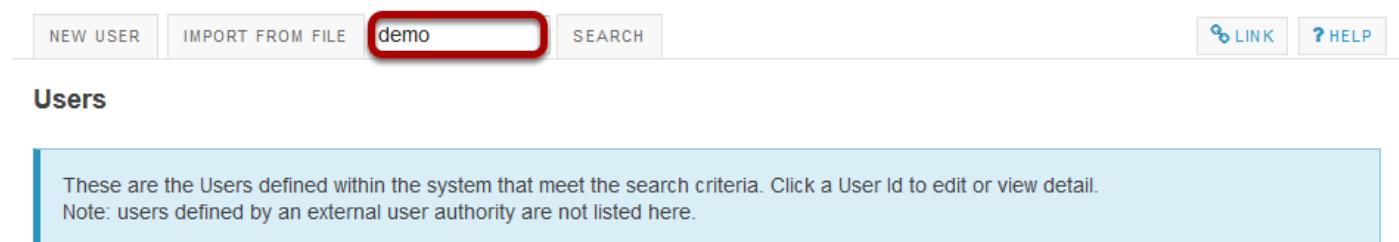
[Update Details](#)

How do I edit a user account?

Go to Users.

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

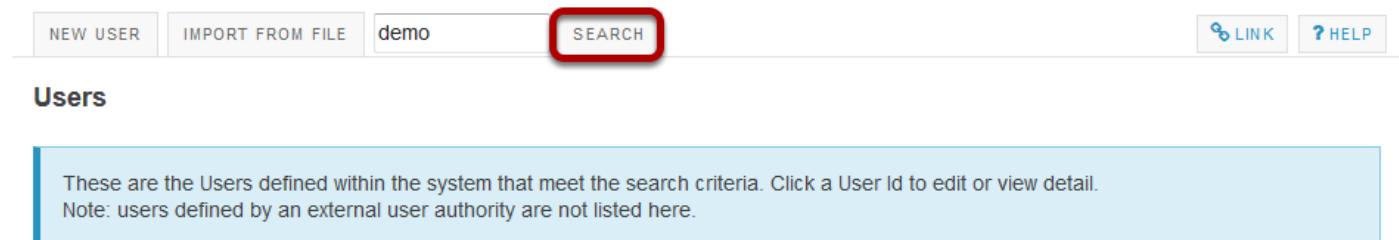
Enter a search term.



The screenshot shows the 'Users' tool interface. At the top, there are several buttons: 'NEW USER', 'IMPORT FROM FILE', a search input field containing 'demo' (which is highlighted with a red box), 'SEARCH', and two links: 'LINK' and 'HELP'. Below the buttons, the word 'Users' is displayed. A blue box contains the following text: 'These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.' and 'Note: users defined by an external user authority are not listed here.'

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

Click Search.



The screenshot shows the 'Users' tool interface after the 'SEARCH' button has been clicked. The search input field now contains 'demo'. The rest of the interface is identical to the previous screenshot, including the blue note box at the bottom.

Search results will display.

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

Users

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

You are viewing 1 - 1 of 1 results.

|< < show 20 items.... ▾ > >|

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

All internal accounts meeting the search criteria will be displayed.

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

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

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	
Create New Password	
Verify New Password	
Type	maintain ▾

Disable User | Disable

Created By Sakai Administrator
Created Mar 2, 2016 4:47 pm
Modified By Sakai Administrator
Modified Mar 3, 2016 3:15 pm
Internal Id 6ea7d1c1-c40f-4e5a-973f-d2bf337b041d

Cancel Changes **Update Details**

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.

The screenshot shows the 'Users' tool interface. At the top, there are several buttons: 'NEW USER', 'IMPORT FROM FILE', a search input field containing 'demo' which is highlighted with a red rectangle, a 'SEARCH' button, and two links: 'LINK' and 'HELP'. Below these buttons, the word 'Users' is displayed in bold. A blue box contains the following text: 'These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.' and 'Note: users defined by an external user authority are not listed here.'

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

Click Search.

The screenshot shows the 'Users' tool interface after the 'SEARCH' button has been clicked. The search input field now contains 'demo'. The rest of the interface is identical to the previous screenshot, including the search results message and the 'LINK' and 'HELP' links.

Search results will display.

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

Users

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

You are viewing 1 - 1 of 1 results.

|< < show 20 items.... ▾ > >|

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

All internal accounts meeting the search criteria will be displayed.

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

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

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	
Create New Password	
Verify New Password	
Type	maintain ▾
Disable User	<input checked="" type="checkbox"/> Disable
Created By Sakai Administrator	
Created Mar 2, 2016 4:47 pm	
Modified By Sakai Administrator	
Modified Mar 3, 2016 3:15 pm	
Internal Id 6ea7d1c1-c40f-4e5a-973f-d2bf337b041d	

[Cancel Changes](#)

[Update Details](#)

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.

The screenshot shows the 'Users' tool interface. At the top, there are several buttons: 'NEW USER', 'IMPORT FROM FILE', a search input field containing 'demo' (which is highlighted with a red box), 'SEARCH', and two links labeled 'LINK' and 'HELP'. Below these buttons, the word 'Users' is displayed in bold. A blue box contains the following text: 'These are the Users defined within the system that meet the search criteria. Click a User Id to edit or view detail.' and 'Note: users defined by an external user authority are not listed here.'

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

Click Search.

The screenshot shows the 'Users' tool interface after the 'SEARCH' button has been clicked. The search input field now contains 'demo'. The rest of the interface is identical to the previous screenshot, including the 'LINK' and 'HELP' buttons, the 'Users' heading, and the note about external user authorities.

Search results will display.

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

Users

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

You are viewing 1 - 1 of 1 results.

|< < show 20 items.... ▾ > >|

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

All internal accounts meeting the search criteria will be displayed.

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

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

[REMOVE USER](#)

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	
Create New Password	
Verify New Password	
Type	maintain ▾

Disable User Disable

Created By Sakai Administrator
Created Mar 2, 2016 4:47 pm

Modified By Sakai Administrator
Modified Mar 3, 2016 3:15 pm

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

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

Click Remove User.

REMOVE USER

Account Details

Edit Account

* Indicates a required field.

User Id	demoprofessor
First Name	Demo
Last Name	Professor
Email	
Create New Password	
Verify New Password	
Type	maintain ▾

Disable User Disable

Created By Sakai Administrator
Created Mar 2, 2016 4:47 pm

Modified By Sakai Administrator
Modified Mar 3, 2016 3:15 pm

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

Cancel Changes **Update Details**

Click Remove to confirm deletion.

Remove User

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

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

Remove

Cancel

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

User Membership

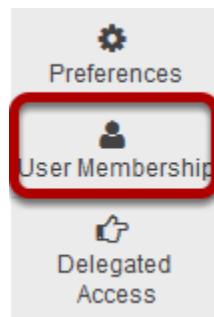
What is User Membership?

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

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

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

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



How do I search for an account in User Membership?

Go to User Membership.

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

Enter a search term.

Users

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

User Type: User Authority:

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

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

Click Search.

Users

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

User Type: User Authority:

View search results.

Users

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

User Type: All User Authority: All Search Clear search

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

Export CSV Export Excel

All matching users will be displayed in the search results.

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

Users

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

User Type: All User Authority: All Search Clear search

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

Export CSV Export Excel

View the selected user's membership.

Membership (demoprofessor)

Site and group membership for the selected user.

▶ Actions

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

▶ Actions

[Back to user list](#)

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

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

How do I filter search results in User Membership?

Go to User Membership.

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

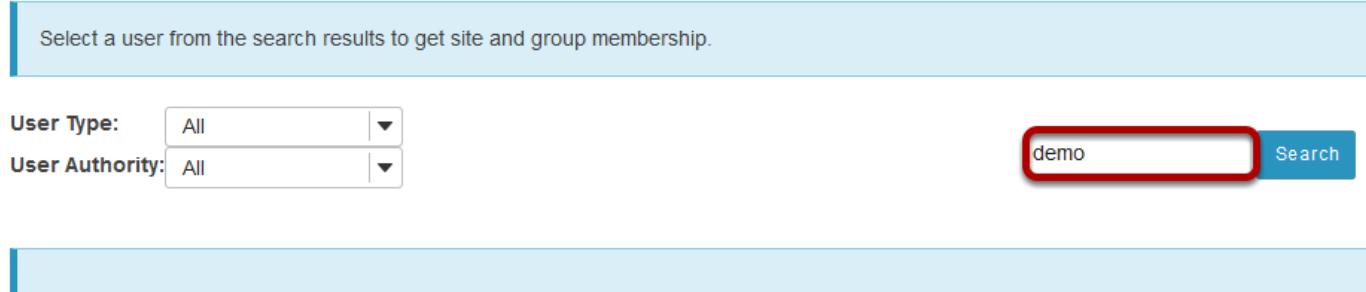
Enter a search term.

Users

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

User Type: All ▾
User Authority: All ▾

demo Search



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

Filter search by User Type.

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

Select the User Type from the drop-down menu.

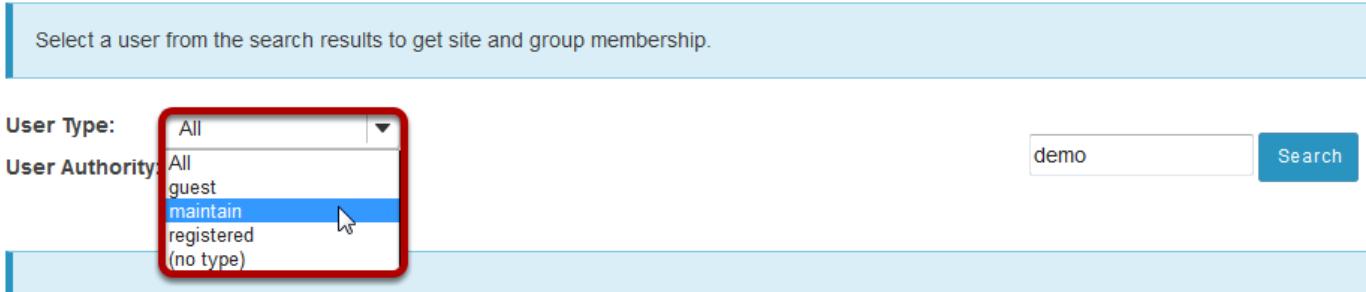
Users

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

User Type: All ▾
User Authority: All ▾

guest
maintain registered (no type)

demo Search



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

Click Search.

Users

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

User Type: maintain ▼
User Authority: All ▼

demo

View search results.

Users

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

User Type: maintain ▼
User Authority: All ▼

demo

Viewing 1 to 1 of 1 users

|< < Show 20 ▼ > >|

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

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

Filter search by User Authority.

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

Select the User Authority from the drop-down menu.

Users

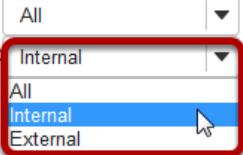
Select a user from the search results to get site and group membership.

User Type: All

User Authority: Internal

All
Internal
External

instructor



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

Click Search.

Users

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

User Type: All

User Authority: Internal

instructor



View search results.

Users

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

User Type:

User Authority:

instructor

Viewing 1 to 14 of 14 users

|< < Show 20 > >|

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

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

How do I 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.

Users

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

User Type: ▼
User Authority: ▼

Viewing 1 to 9 of 9 users

|< < Show 20 ▼ > >|

User ID	Internal User ID	Name	Email	Type	Authority	Created On	Modified On
student01	e013abe7-55f5-42d8-8231-539f2b1f889d	student01		registered	Internal	Feb 10, 2016	Apr 18, 2016
student02	373405d5-a296-43a0-9040-968c53a265c2	student02		registered	Internal	Feb 10, 2016	Apr 18, 2016
student03	45906258-1928-4b38-a378-3c818bf03498	student03		registered	Internal	Feb 10, 2016	Feb 10, 2016
student04	1971a693-a627-4f58-8525-1542699c9472	student04		registered	Internal	Feb 10, 2016	Feb 10, 2016
student05	b236dd65-bd5e-419e-9514-f9fa31d00106	student05		registered	Internal	Feb 10, 2016	Mar 21, 2016
student06	2e831779-3132-4072-ae08-a2c654401b9a	student06		registered	Internal	Feb 10, 2016	Feb 10, 2016
student07	0d6add67-135e-4750-8502-9ad22a8643fd	student07		registered	Internal	Feb 10, 2016	Feb 10, 2016
student08	47bba148-b27f-4e69-bad9-b2c3f20b4be1	student08		registered	Internal	Feb 10, 2016	Feb 10, 2016
student09	5bfbe42d-abc4-4080-bb7c-d2a32d328445	student09		registered	Internal	Feb 10, 2016	Feb 10, 2016

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.

Users

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

User Type: All
User Authority: All

demo

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

Click Export CSV or Export Excel.

Users

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

User Type: All
User Authority: All

demo

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

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.

How do I make a user inactive in multiple sites?

Go to User Membership.

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

Enter a search term.

Users

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

User Type: All ▾
User Authority: All ▾

demo Search

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

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

Click Search.

Users

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

User Type: All ▾
User Authority: All ▾

demo Search

View search results.

Users

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

User Type: All User Authority: All Search Clear search

demo

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

Export CSV Export Excel

All matching users will be displayed in the search results.

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

Users

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

User Type: All User Authority: All Search Clear search

demo

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

Export CSV Export Excel

Click Actions.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

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

Actions

[Back to user list](#)

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

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

Select some or all of the user's enrolled sites.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

[Select All](#) [Set Selected to Inactive](#) [Export Selected to CSV](#)
[Deselect All](#) [Set Selected to Active](#) [Export Selected to Excel](#)
[Invert Selection](#)

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

Actions

[Back to user list](#)

You may select all or some of the user's sites by using the **Select All** link in the Actions menu, or by checking the boxes next to the sites in which you want to make the user inactive.

Click Set Selected to Inactive in the Actions menu.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

[Select All](#)[Set Selected to Inactive](#)[Export Selected to CSV](#)[Deselect All](#)[Set Selected to Active](#)[Export Selected to Excel](#)[Invert Selection](#)

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

Actions

[Back to user list](#)

View user's current status.

Membership (demoprofessor)

Site and group membership for the selected user.

▶ Actions

Site	Groups	Type	Term	Role	Site status	User status
DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Inactive
DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Inactive
DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Inactive
DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Inactive
Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Inactive
Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Inactive
Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Inactive
Education Program Site		course	Spring 2016	Instructor	Published	Inactive
Sample Course		course	Summer 2016	Instructor	Published	Inactive

▶ Actions

[Back to user list](#)

Notice that the user's status is now "inactive" in the specified sites.

How do I make a user active in multiple sites?

Go to User Membership.

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

Enter a search term.

Users

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

User Type: All ▾
User Authority: All ▾

demo Search

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

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

Click Search.

Users

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

User Type: All ▾
User Authority: All ▾

demo Search

View search results.

Users

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

User Type: All
User Authority: All

demo

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

All matching users will be displayed in the search results.

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

Users

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

User Type: All
User Authority: All

demo

Viewing 1 to 1 of 1 users

|< < Show 20 > >|

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

View the selected user's membership.

Membership (demoprofessor)

Site and group membership for the selected user.

▶ Actions

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

▶ Actions

[Back to user list](#)

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

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

Click Actions.

Membership (demoprofessor)

Site and group membership for the selected user.						
Actions						
<u>Site</u>	Groups	Type	Term	Role	Site status	User status
DAC-EDUCATION-DEPT1-SUBJ1-101		course	Summer 2016	Instructor	Published	Inactive
DAC-EDUCATION-DEPT1-SUBJ1-126		course	Summer 2016	Instructor	Published	Inactive
DAC-EDUCATION-DEPT1-SUBJ1-151		course	Fall 2016	Instructor	Published	Inactive
DAC-EDUCATION-DEPT1-SUBJ1-201		course	Fall 2016	Instructor	Unpublished	Inactive
Discussion 1 SMPL101		course	Summer 2016	Instructor	Published	Inactive
Discussion 2 SMPL102		course	Summer 2016	Instructor	Published	Inactive
Discussion 3 SMPL202		course	Summer 2016	Instructor	Published	Inactive
Education Program Site		course	Spring 2016	Instructor	Published	Inactive
Sample Course		course	Summer 2016	Instructor	Published	Inactive

[Actions](#)

[Back to user list](#)

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

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

Select some or all of the user's enrolled sites.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

[Select All](#) [Set Selected to Inactive](#) [Export Selected to CSV](#)
[Deselect All](#) [Set Selected to Active](#) [Export Selected to Excel](#)
[Invert Selection](#)

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

Actions

[Back to user list](#)

You may select all or some of the user's sites by using the **Select All** link in the Actions menu, or by checking the boxes next to the sites in which you want to make the user active.

Click Set Selected to Inactive in the Actions menu.

Membership (demoprofessor)

Site and group membership for the selected user.

Actions

[Select All](#) [Set Selected to Inactive](#) [Export Selected to CSV](#)
[Deselect All](#) [Set Selected to Active](#)  [Export Selected to Excel](#)
[Invert Selection](#)

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

Actions

[Back to user list](#)

View user's current status.

Membership (demoprofessor)

Site and group membership for the selected user.

▶ Actions

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

▶ Actions

[Back to user list](#)

Notice that the user's status is now "active" in the specified sites.

Worksite Setup

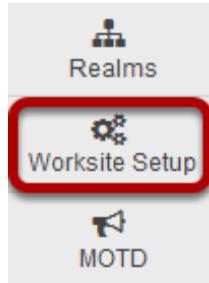
What is Worksite Setup?

The Worksite Setup tool provides information about the sites to which you currently belong or may join. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Worksite Setup tool.

Many of the functions of the Worksite Setup tool mirror those of the [Site Info](#) tool; Worksite Setup is available through 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.

In addition, admin users have access to the [Hard Delete](#) feature 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 sample extract from the 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.delete"/>

<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 a job that administrative users may run in the Job Scheduler tool to purge any softly deleted sites in the system.

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

How do I Soft Delete a site from Worksite Setup?

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

Go to Worksite Setup.

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

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

The screenshot shows the 'Worksite Setup' tool interface. At the top, there are buttons for 'NEW', 'LINK', and 'HELP'. Below that, there are dropdown menus for 'View:' (set to 'All My Sites') and 'Filter by Term:' (set to 'None'). A search bar contains the text 'DAC-MUSIC-DEPT1-SUBJ1-476' with a red box around it, and a 'Search' button next to it. Below the search bar are two numbered circles: '1' and '2'. A message box at the bottom left says '1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of "site_type_all".' A note below the message says 'Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.' The main table has a header row with columns: 'Worksite Title', 'Type', 'Creator', 'Term', 'Status', and 'Creation Date'. The data row shows a checked checkbox next to 'DAC-MUSIC-DEPT1-SUBJ1-476', and details: Type 'course', Creator 'datest', Status 'Published', and Creation Date 'Apr 19, 2016 3:30 am'. At the bottom of the table are buttons for 'Edit', 'Delete', and 'Hard Delete'.

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

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

Click the Delete button.

The screenshot shows a search results page for a site titled "DAC-MUSIC-DEPT1-SUBJ1-476". The search bar at the top has "All My Sites" selected. Below the search bar are buttons for "Edit", "Delete" (which is highlighted with a red box), and "Hard Delete". A message box states "1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of \"site_type_all\"." Below this, a table lists the site details: Worksite Title (DAC-MUSIC-DEPT1-SUBJ1-476), Type (course), Creator (datest), Term (empty), Status (Published), and Creation Date (Apr 19, 2016 3:30 am). At the bottom of the table are the same "Edit", "Delete" (highlighted with a red box), and "Hard Delete" buttons.

Click the **Delete** button located at the top or the bottom of the screen.

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 Mark for deletion to confirm site removal.

Softly Deleting Site...

This site will be 'softly deleted' but will remain accessible to you via the "View softly deleted Sites" option in the Worksite Setup tool which is found in My Workspace. It will eventually be purged as per the schedule set by your System Administrator.
Participants will no longer be able to access the site, however the contents of the site will be preserved and you can restore access to the site at any time before it is purged.

You have selected the following site for soft deletion:

DAC-MUSIC-DEPT1-SUBJ1-476

Mark for deletion **Cancel**

How do I Hard Delete a site?

Hard deleting a site will completely remove the site and all of its files and data from the system. Typically, only admin users have permission to perform a hard delete.

Go to Worksite Setup.

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

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

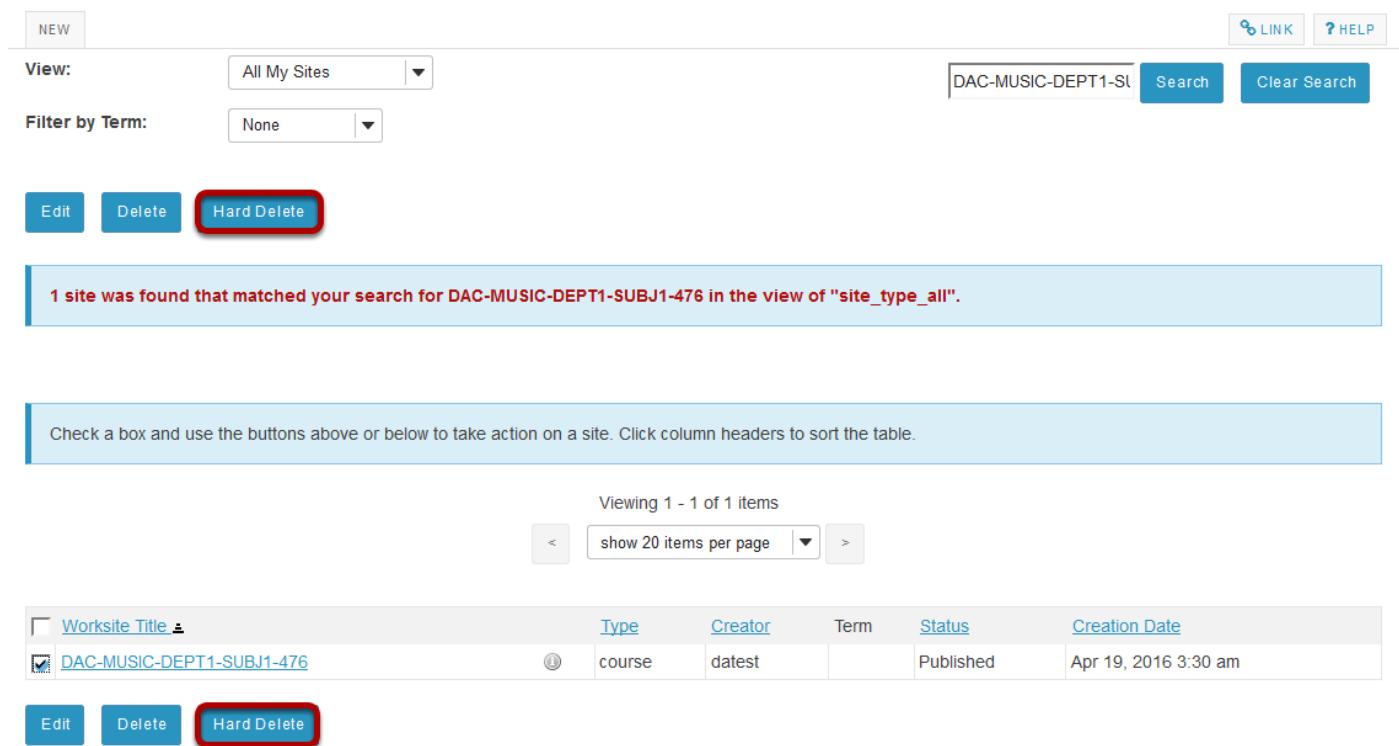
The screenshot shows the 'Worksite Setup' tool interface. At the top, there are buttons for 'NEW', 'LINK', and 'HELP'. Below that, a search bar contains the text 'DAC-MUSIC-DEPT1-SUBJ1-476' with a red box around it. To the right of the search bar are 'Search' and 'Clear Search' buttons. Numbered circles 1 and 2 point to the search bar and the 'Search' button respectively. Below the search bar are buttons for 'Edit', 'Delete', and 'Hard Delete'. A message box at the bottom left says '1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of "site_type_all".' A note below the table says 'Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.' The table itself has a header row with columns: '3', 'Worksite Title', 'Type', 'Creator', 'Term', 'Status', and 'Creation Date'. A single row of data is shown: '3', 'DAC-MUSIC-DEPT1-SUBJ1-476', 'course', 'datest', 'Published', and 'Apr 19, 2016 3:30 am'. The 'Worksite Title' cell has a red box around it. Numbered circle 3 points to the 'Worksite Title' column header. Below the table are buttons for 'Edit', 'Delete', and 'Hard Delete'.

3	Worksite Title	Type	Creator	Term	Status	Creation Date
3	DAC-MUSIC-DEPT1-SUBJ1-476	course	datest		Published	Apr 19, 2016 3:30 am

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

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

Click Hard Delete.



View: All My Sites

Filter by Term: None

DAC-MUSIC-DEPT1-SI Search Clear Search

Edit Delete Hard Delete

1 site was found that matched your search for DAC-MUSIC-DEPT1-SUBJ1-476 in the view of "site_type_all".

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 1 of 1 items

show 20 items per page

Worksite Title	Type	Creator	Term	Status	Creation Date
DAC-MUSIC-DEPT1-SUBJ1-476	course	datest		Published	Apr 19, 2016 3:30 am

Edit Delete Hard Delete

Click the **Hard Delete** button located at the top or the bottom of the screen.

Note: If you do not want to permanently delete the site and all of its files and data, you may choose the [Delete](#) button instead to perform a [soft delete](#).

Click Hard Delete again to confirm deletion.

Removing Site...

Deleting a site removes the entire site's content and is not recoverable - no one else will be able to access the deleted site. If you are trying to remove yourself from the site, use the Membership tool in your My Workspace to unjoin the site.
NOTE: You chose Hard Delete so these sites will have their tool content purged from the system.

You have selected the following site for removal:

DAC-MUSIC-DEPT1-SUBJ1-476

Hard delete

Cancel

Note: This action will purge the site and all of its data from the system. Once purged, the data is not recoverable.