Introduction to Sakai
This tutorial provides an overview of the functionality that is found under the “My Workspace” tab.

To start, go to [http://sakai.unc.edu](http://sakai.unc.edu)

**Calendar:**

- The Calendar is located on the My Workspace Home Page.
  
  ![Calendar Image]

- It shows all the dates for all the events for any course you are teaching or enrolled in as a student.
- Students also have a calendar so that when you post an assignment, they will not only get an e-mail, they will be able to see it on their calendar.

**Resources:**

- The Resources link is located on the left hand side of each course site
  
  ![Resources Image]

- Here you may load content which you can move to any other sites you may have.
- It is private, so no one will see it unless you give them access.
Introduction to Sakai: “My Workspace” Tab

**Announcements:**

- The “Announcements” link is located on the left hand side.
  ![Announcements Link]
  - It shows all the announcements for all the Sakai courses in which you are enrolled or teaching.
  - Your students have a similar tool so they can find all their announcements in a quick and easy place.

**Preferences:**

- The “Preferences” link is located on the left hand side.
  ![Preferences Link]
  - It allows you to customize the tabs at the top of the page, and set up notifications.
  - You can determine when you receive Announcements, Resources, Syllabus, and E-mail Archive messages.
  - Your students have a similar tool so they will receive messages when you send them out.

**Help:**

- If you need help, the “Help” link is located on the left hand side at the bottom.
  ![Help Link]
  - It will take you to instructions on how to find tutorials, resources, or submit a remedy ticket.
  - It will tell you exactly what page you are on and give you help on that specific section.