How to use Resources under My Workspace

This tutorial shows how to add content to the resources folder that is found under the 'My Workspace'' tab. This is a place to store content, pictures or documents. You can also use this space to create your own personal or professional website.

To start, login at http://sakai.unc.edu

- The Resources link is located on the left hand side.

- 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.

Creating folders under Resources

1. Under the Add dropdown, click on “Create Folders.”

2. Create a name for the folder and indicate whether you want the folder to be private or publicly viewable. If you will want to share the content with students or on a website, you will want to select the make folder publicly viewable.
Tutorial: Adding Content to “My Workspace”

3. In the new Add dropdown next to your new folder, click on "Create HTML Page."

4. Write a message/description in the body.

5. Select “Continue.”

6. Name the file

7. Select “Finish.”

Moving folders to other sites

* This is a helpful tool to use when you want to move material from your workspace to a different Sakai site.

1. Check the box next to the new Folder and then “Copy”

2. Click on the “Show Other Sites” link.

3. You can now see all other Sakai sites of which you are a member.

4. Scroll down to the one you would like to use.

5. Under its Actions dropdown, click "Paste copied items."

6. Once the page refreshes, the materials you copied will now be on this other site.