Rearranging Tabs in Sakai

As additional semester's classes are added to your Sakai account, you might want to reorder your tabs so that your current classes are listed first. Sakai makes customizing your tabs easy.

From 'My Workspace' select 'Preferences.'

These are the sites currently listed in your Sakai account. The top 3 sites in this list will appear as tabs in your Sakai account.

To move a site up or down on this list highlight the site and click the up or down arrows.
To hide a site from view altogether, select it from under 'My Active Sites' and click the right arrow to move it to your 'My Hidden Sites.' Sites can be moved back to your 'My Active Sites' by selecting them under 'My Hidden Sites' and clicking the left arrow to move them back under 'My Active Sites.'

Remember to select 'Update Preferences' when you are done.

If you have any questions please contact an instructional technologist:

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