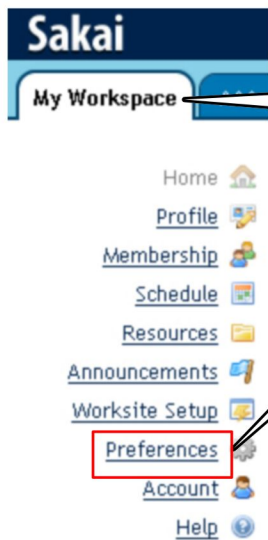
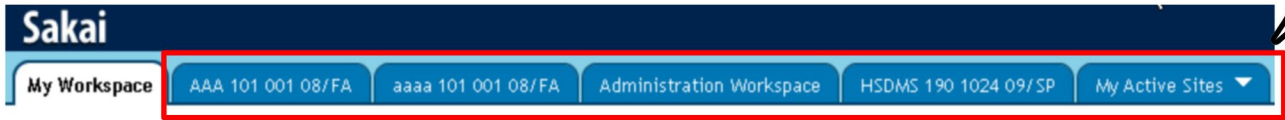


# Rearranging Tabs in Sakai

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.



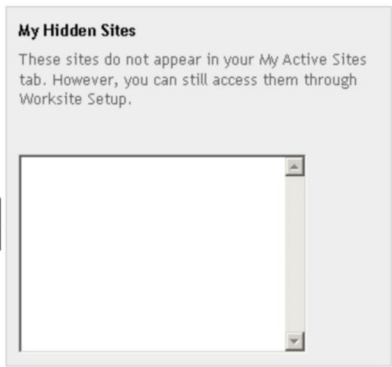
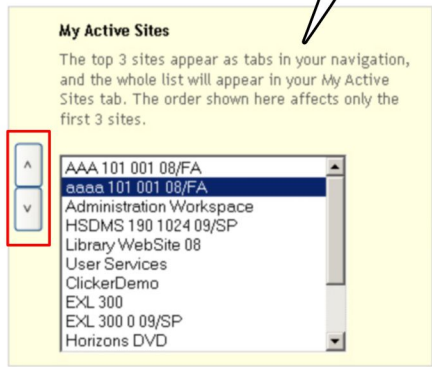
From 'My Workspace' select 'Preferences.'

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.

### Customize Tabs

Customize Tabs allows you to customize the navigation to your sites in your version of Sakai only. Use the left and right arrow buttons to change the visibility of your sites. Use the up and down buttons to promote your Active Sites into tabs.

To move a site up or down on this list highlight the site and click the up or down arrows.



Update Preferences Cancel Changes

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'.

### Customize Tabs

Customize Tabs allows you to customize the navigation to your sites in your version of Sakai only. Use the left and right arrow buttons to change the visibility of sites. Use the up and down buttons to promote your Active Sites into tabs.

The screenshot displays the 'Customize Tabs' interface. On the left, the 'My Active Sites' panel (yellow background) contains a list of sites: AAA 101 001 08/FA, aaaa 101 001 08/FA, Administration Workspace, ClickerDemo, EXL 300, EXL 300 0 09/SP, Horizons DVD, Sakai Blogger, Sakai Information for Faculty, and SakaiOverview. On the right, the 'My Hidden Sites' panel (grey background) contains a list of sites: HSDMS 190 1024 09/SP, Library WebSite 08, and User Services. Between the panels are four arrow buttons: a left arrow (<), a right arrow (>), a double right arrow (>>), and a double left arrow (<<). The left and right arrow buttons are highlighted with a red box. Below the panels are two buttons: 'Update Preferences' (highlighted with a red box) and 'Cancel Changes'.

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

**If you have any questions please contact an instructional technologist:**

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