



PROVIDENCE  
COLLEGE

## Organizing Your Sakai Sites

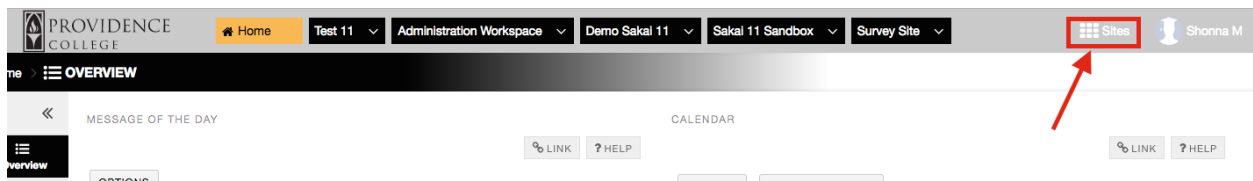
<http://Sakai.Providence.edu>

[SakaiHelp@Providence.edu](mailto:SakaiHelp@Providence.edu)

[www.Providence.edu/ITDP](http://www.Providence.edu/ITDP)

### Finding Your Course:

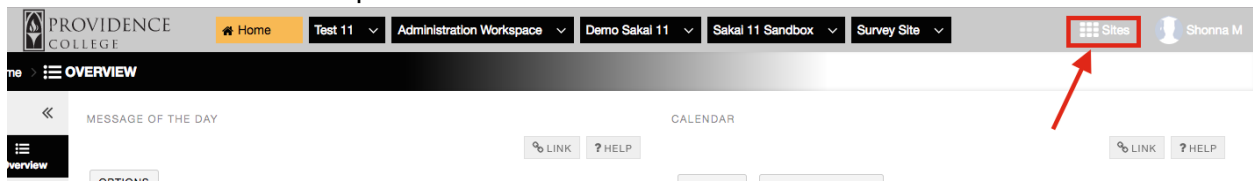
- Sites are listed across the top of the screen
- Don't see the site you are looking for: Click the "waffle" icon.



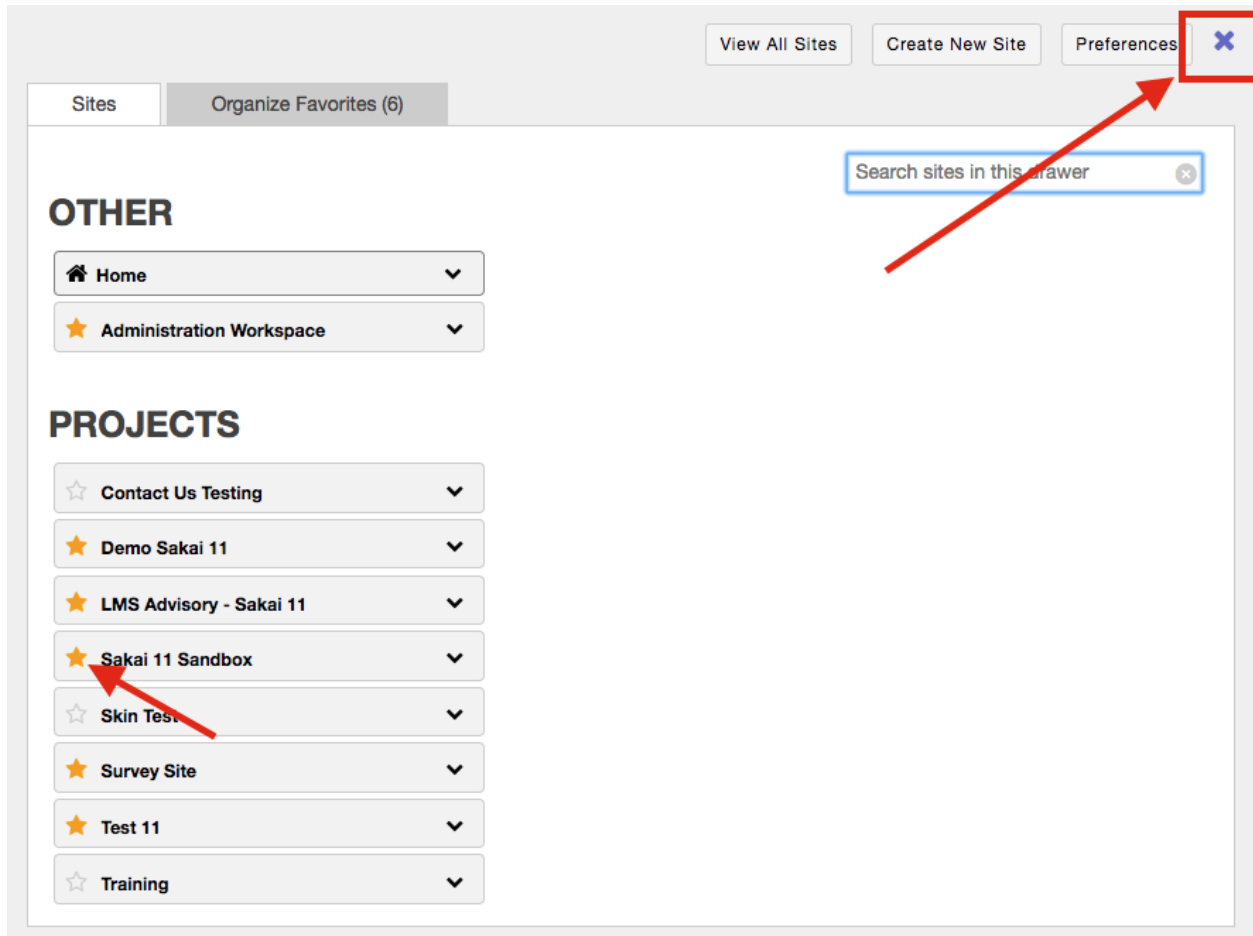
### Customizing Your List of Courses:

If you want to remove an old course from the top of the screen, or add a new course, the process is simple:

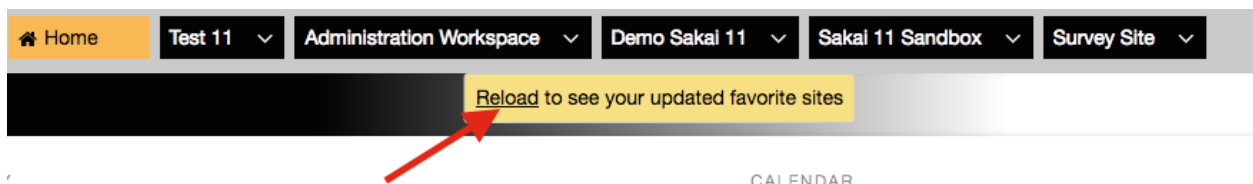
#### 1. Click the waffle icon to open all sites



2. A “drawer” will open, showing all your course and project sites. If you wish to for a site to appear in the top menu, click the star to the left and it will turn yellow. If you wish for a course to no longer appear in that menu, click the same star and it will return to white, indicating that it will no longer display amongst your “favorite” sites. Once you are done, click the “X” in the top right corner of the drawer to close it

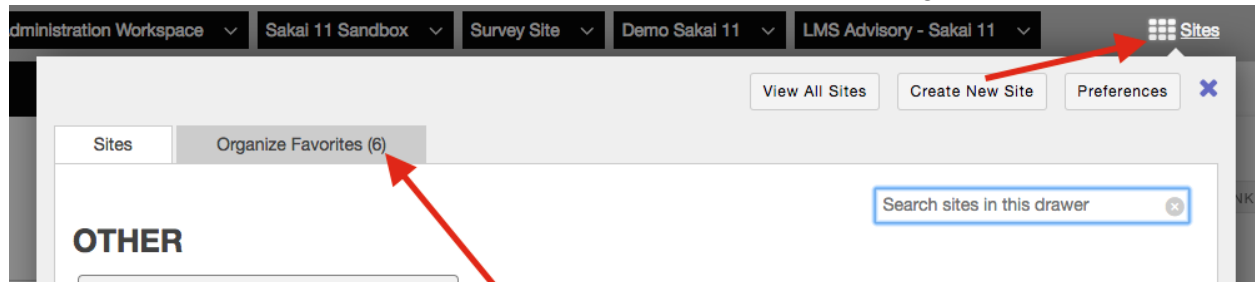


3. Now you just need to reload the page to see the menu changes occur.



## Organizing Your Menu:

1. Click on the Sites “Waffle” icon and then click on the tab labeled “Organize Favorites”.



2. From this page you can drag and drop your sites into the order you would like them to appear. When you are done, reload the page and the changes will display.

