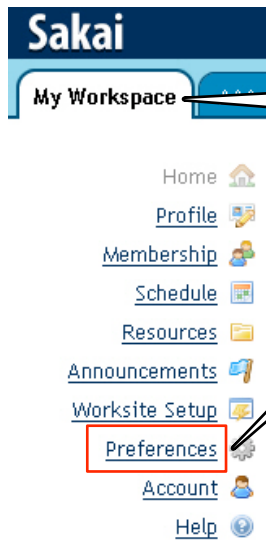


## Rearranging Tabs in Sakai

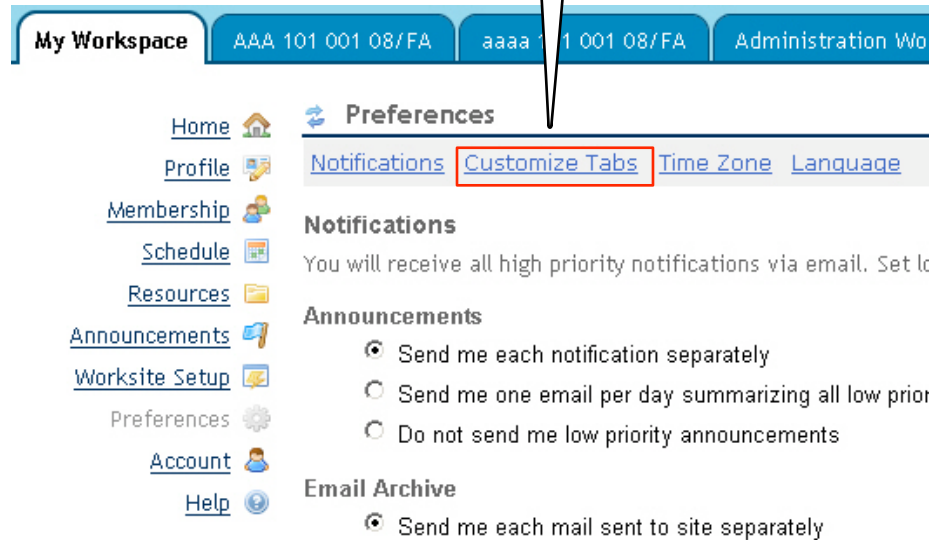
As additional semester's classes are added to your Sakai account, you might want to reorder your tabs so that your current classes are listed first. Sakai makes customizing your tabs easy.

Tabs



From 'My Workspace' select 'Preferences.'

Select 'Customize Tabs.'



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.

The screenshot shows the 'Customize Tabs' interface. On the left, the 'My Active Sites' list contains: AAA 101 001 08/FA, aaaa 101 001 08/FA (highlighted), Administration Workspace, HSDMS 190 1024 09/SP, Library WebSite 08, User Services, ClickerDemo, EXL 300, EXL 300 0 09/SP, and Horizons DVD. On the right, the 'My Hidden Sites' list is empty. Between the lists are navigation arrows: left and right for visibility, and up and down for site order. At the bottom are 'Update Preferences' and 'Cancel Changes' buttons.

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 your sites. Use the up and down buttons to promote your Active Sites into tabs.

The screenshot shows the 'Customize Tabs' interface after a site has been moved. The 'My Active Sites' list now contains: 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. The 'My Hidden Sites' list now contains: HSDMS 190 1024 09/SP, Library WebSite 08, and User Services. The right arrow button between the lists is highlighted with a red box. At the bottom are 'Update Preferences' and 'Cancel Changes' buttons.

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