Adding the Profile tool to My Workspace

Even though you do not have to use the Profile tool, using it can add to your experience in Sakai. Profile also connects with the Roster tool in course sites, allowing you to share your pictures, contacts, and biographical information with classmates.

Profile is a default tool for all new Sakai users. If your account was created before June 2011, you have the option of adding the tool manually to your workspace to use its features.

Note: If you get an email invitation to connect from a peer, you will have to enable the tool in your workspace to be able to accept the connection request.

Instructions

1. Log in to Sakai@UD. You will already be in My Workspace.
2. On the left menubar, click Worksite Setup.
3. Worksite Setup lists all the sites you have access to. Click the check box next to the site called My Workspace.
4. In the Tool Options at the top of this section, click Edit.
5. Click Edit Tools.
6. From the tool list, select Profile then click Continue at the bottom of the page.
7. On the confirmation screen, click Finish.
8. Profile is now enabled and can be accessed from the left menubar.

Profile documentation is available in the Sakai@UD help files.