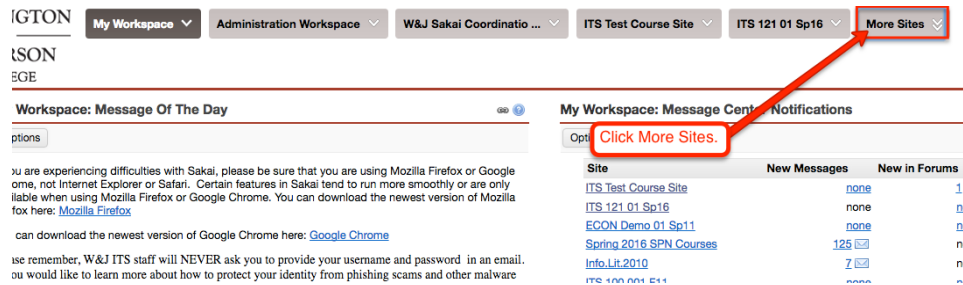


Viewing Course Sites that Do Not Appear in Your Courses Tab in Sakai

Our instance of Sakai is different from Blackboard because we don't delete your courses each semester as we needed to do because of storage with Blackboard. While this has many advantages for faculty (namely you always have access to previously taught courses and don't need to archive your courses each semester), it can make course management a challenge. Sakai provides an easy to use system for managing all of your older Sakai course sites. This knowledge base article will walk you through viewing all of your courses and prioritizing which ones appear in your active navigation tabs in Sakai.

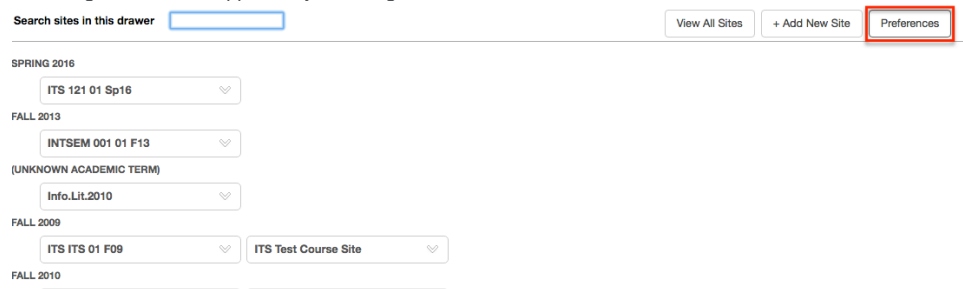
Step-by-step guide

1. Click the More Sites tab to see all of your active Sakai sites, including those that don't show in the tabs.



The screenshot shows the top navigation bar of a Sakai workspace. The 'More Sites' tab is highlighted with a red box. Below the navigation bar, there is a notification area with a 'Click More Sites.' button also highlighted with a red box and an arrow pointing from the 'More Sites' tab.

2. To change which sites appear in your navigation tabs, click the Preferences link in the More Sites window.



The screenshot shows the 'More Sites' window. At the top, there is a search bar labeled 'Search sites in this drawer'. Below the search bar, there are several dropdown menus for different semesters: 'SPRING 2016' (ITS 121 01 Sp16), 'FALL 2013' (INTSEM 001 01 F13), '(UNKNOWN ACADEMIC TERM)' (Info.Lit.2010), 'FALL 2009' (ITS ITS 01 F09, ITS Test Course Site), and 'FALL 2010'. At the bottom right, there is a 'Preferences' button highlighted with a red box.

3. Follow the instructions on your screen for dragging and dropping with your mouse or moving with your keyboard to reorder which of your Sakai sites show as tabs.

Related articles

- [Viewing Course Sites that Do Not Appear in Your Courses Tab in Sakai](#)
- [Importing Material from Previous Courses into a Sakai Course Site](#)
- [Publishing Courses in Sakai so they are Viewable to Students](#)