

# What is the Preferences tool?

In [My Workspace](#), you can set preferences for which sites appear in your navigation and which sites have their own tabs. You can also choose how often you receive email notifications of site activity, set your time zone, and select your language.

## Go to Preferences.

Select the **Preferences** tool from the Tool Menu in My Workspace.

## Customize tabs.

**My Workspace: Preferences**

Customize Tabs Notifications Time Zone Language

**Customize Tabs**

Update Preferences Cancel Changes

**Mouse instructions:** Drag and drop items with the mouse.

**Keyboard instructions:** Direction keys (arrow keys or i-j-k-m) move focus. CTRL + direction keys move the item up or down, or SHIFT + CTRL + direction keys to move between columns.

**Moving many:** Use **1** checkboxes to make a multiple selection then **2** the arrows in the control panel that will appear **3** save.

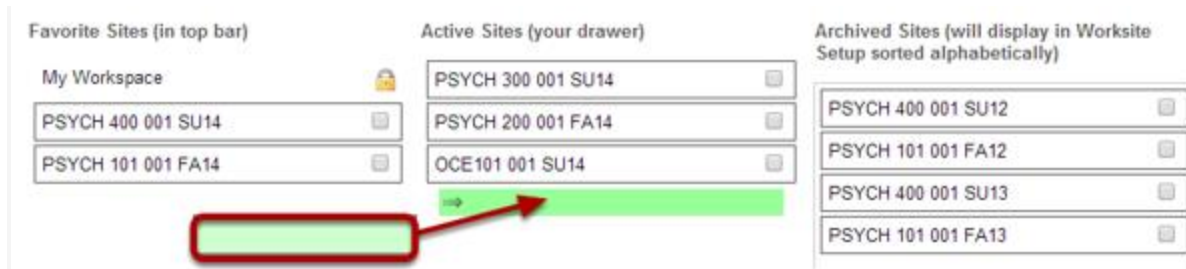
Favorite Sites (in top bar)	Active Sites (your drawer)	Archived Sites (will display in Worksite Setup sorted alphabetically)
My Workspace	PSYCH 300 001 SU14 <input type="checkbox"/>	PSYCH 400 001 SU12 <input type="checkbox"/>
PSYCH 400 001 SU14 <input type="checkbox"/>	PSYCH 200 001 FA14 <input type="checkbox"/>	PSYCH 101 001 FA12 <input type="checkbox"/>
PSYCH 101 001 FA14 <input type="checkbox"/>	OCE101 001 SU14 <input type="checkbox"/>	PSYCH 400 001 SU13 <input type="checkbox"/>
Course Review Project <input type="checkbox"/>		PSYCH 101 001 FA13 <input type="checkbox"/>

When you first enter the Preferences tool, you will be taken to the Customize Tabs information. On this screen, you can choose which sites are displayed as tabs in your navigation and active sites, and in what order they appear.

1. **Favorite Sites:** This list of sites appears on the left side of the screen. These are the sites which display as tabs in the top navigation bar of the system.
2. **Active Sites:** This list of sites appears in the middle of the screen. These are the sites which display in your site drawer when you click on More Sites in the top navigation bar.
3. **Archived Sites:** This list of sites appears on the right side of the screen. These sites will show up in your list of all enrolled sites in tools such as Worksite Setup and Membership; however, they do not appear in the top navigation bar or in your site drawer.

*Note: Archived Sites are still active in the system, are still available to other enrolled users regardless of individual site display preferences.*

## Moving a site with drag and drop.



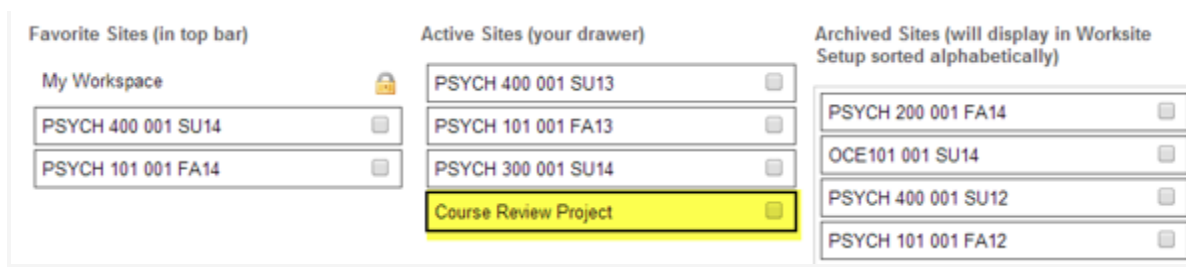
The screenshot shows three columns: 'Favorite Sites (in top bar)', 'Active Sites (your drawer)', and 'Archived Sites (will display in Worksite Setup sorted alphabetically)'. In the 'Active Sites' column, 'PSYCH 300 001 SU14' is highlighted in green. A red arrow points from a green box in the 'Favorite Sites' column to the highlighted item in the 'Active Sites' column.

Favorite Sites (in top bar)	Active Sites (your drawer)	Archived Sites (will display in Worksite Setup sorted alphabetically)
My Workspace	PSYCH 300 001 SU14	PSYCH 400 001 SU12
PSYCH 400 001 SU14	PSYCH 200 001 FA14	PSYCH 101 001 FA12
PSYCH 101 001 FA14	OCE101 001 SU14	PSYCH 400 001 SU13
		PSYCH 101 001 FA13

You can use drag and drop to rearrange the order in which your sites appear, or move sites into or out of the favorites, active, or archived site lists.

Click on the site you want to move and then drag it into the new location and release to drop it in place. (The color of the item and new location will change to green while you are dragging the item.)

## Moving a site with the keyboard arrows.



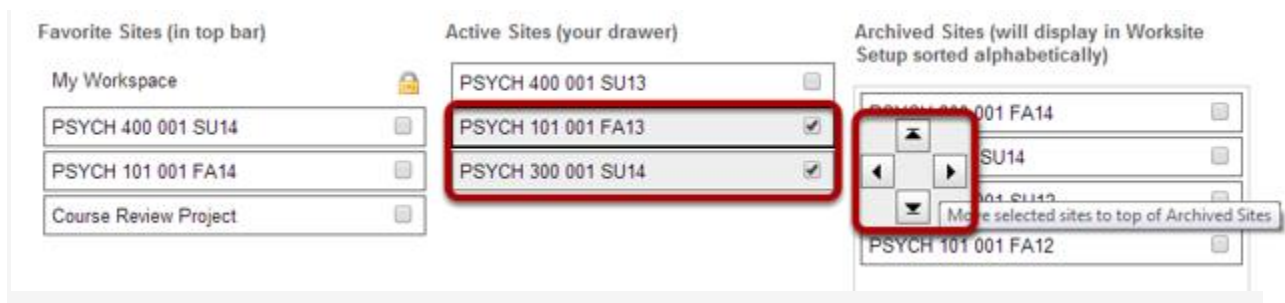
The screenshot shows the same three columns. In the 'Active Sites' column, 'Course Review Project' is highlighted in yellow and has a bold outline.

Favorite Sites (in top bar)	Active Sites (your drawer)	Archived Sites (will display in Worksite Setup sorted alphabetically)
My Workspace	PSYCH 400 001 SU13	PSYCH 200 001 FA14
PSYCH 400 001 SU14	PSYCH 101 001 FA13	OCE101 001 SU14
PSYCH 101 001 FA14	PSYCH 300 001 SU14	PSYCH 400 001 SU12
	<b>Course Review Project</b>	PSYCH 101 001 FA12

You can also move sites using the keyboard arrow keys. Select the site you want to move, and then use CTRL + the direction keys (arrow keys or i-j-k-m) to move the item.

*Note: The item currently selected will have a bold outline.*

## Moving multiple sites.

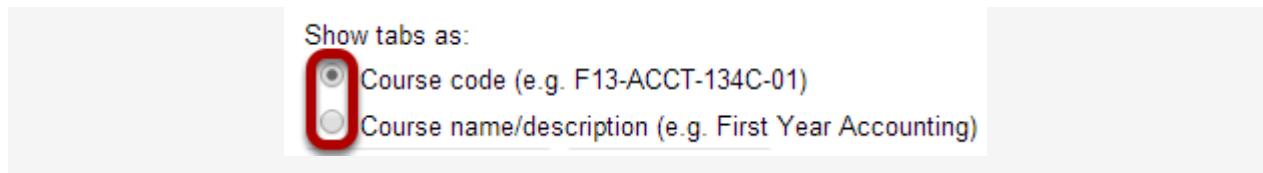


The screenshot shows the same three columns. In the 'Active Sites' column, 'PSYCH 101 001 FA13' and 'PSYCH 300 001 SU14' are highlighted in grey and have bold outlines. A red box highlights a set of navigation arrows (up, down, left, right) in the 'Archived Sites' column. A tooltip points to these arrows with the text 'Move selected sites to top of Archived Sites'.

Favorite Sites (in top bar)	Active Sites (your drawer)	Archived Sites (will display in Worksite Setup sorted alphabetically)
My Workspace	PSYCH 400 001 SU13	PSYCH 101 001 FA14
PSYCH 400 001 SU14	PSYCH 101 001 FA13	PSYCH 300 001 SU14
PSYCH 101 001 FA14	PSYCH 300 001 SU14	PSYCH 101 001 FA12
Course Review Project		PSYCH 101 001 FA12

If you would like to move several sites at once, you may also select more than one item by checking the boxes next to each of the sites. A control panel with direction arrows will appear. Click on the direction arrow button to move the selected sites in the desired direction.

### Select tab format.



Show tabs as:

Course code (e.g. F13-ACCT-134C-01)

Course name/description (e.g. First Year Accounting)

You may also choose how you would like courses to be displayed in the tabs across the top. Select either the **Course code** or **Course name/description** radio button for your preferred format.

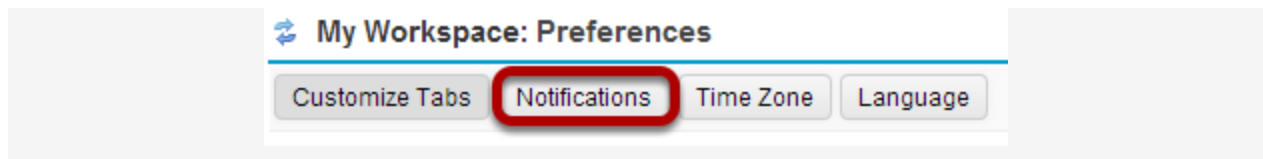
### Click Update Preferences.



[Update Preferences](#) [Cancel Changes](#)

Once you have finished making changes to your sites and tabs, click **Update Preferences** to save your changes.

### Notifications.



[My Workspace: Preferences](#)

[Customize Tabs](#) [Notifications](#) [Time Zone](#) [Language](#)

To customize your notification settings, click the **Notifications** button.

### Select notification preferences.

## My Workspace: Preferences

Customize Tabs

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### Notifications

You will receive all high priority notifications via email. Set low priority notifications below.

#### ▼ Matrices

This is a global preference that applies to all sites with a Matrices tool. To override this preference for a specific site, click 'Add a Site'.

- Send me each notification separately
- Send me one email per day summarizing all notifications
- Do not send me notifications

Override Matrices Preferences [Add a site](#)

#### ▼ Wizards

This is a global preference that applies to all sites with a Wizards tool. To override this preference for a specific site, click 'Add a Site'.

- Send me each notification separately
- Send me one email per day summarizing all notifications
- Do not send me notifications

Override Wizards Preferences [Add a site](#)

#### ▼ Announcements

- Send me each notification separately
- Send me one email per day summarizing all low priority announcements
- Do not send me low priority announcements

#### ▼ Resources and Drop Box

- Send me each resource separately
- Send me one email per day summarizing all low priority resource notifications
- Do not send me low priority resource notifications

#### ▼ Email Archive

- Send me each mail sent to site separately
- Send me one email per day summarizing all emails
- Do not send me emails sent to the site

#### ▼ Syllabus

- Send me each notification separately
- Send me one email per day summarizing all notifications
- Do not send me low priority Syllabus items

**Update Preferences**

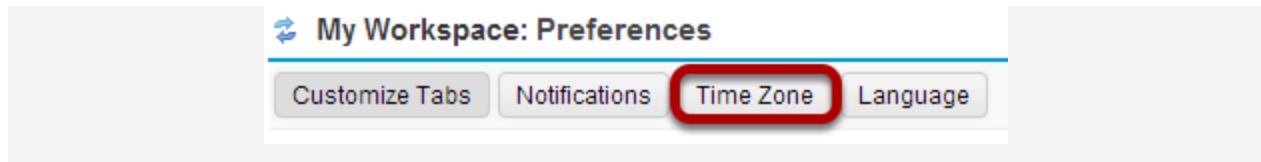
Cancel Changes

- Send me each notification separately. (Default setting)
- Send me one email per day summarizing all notifications.
- Do not send me notifications.

If you change any of these settings, click **Update** to save your changes.

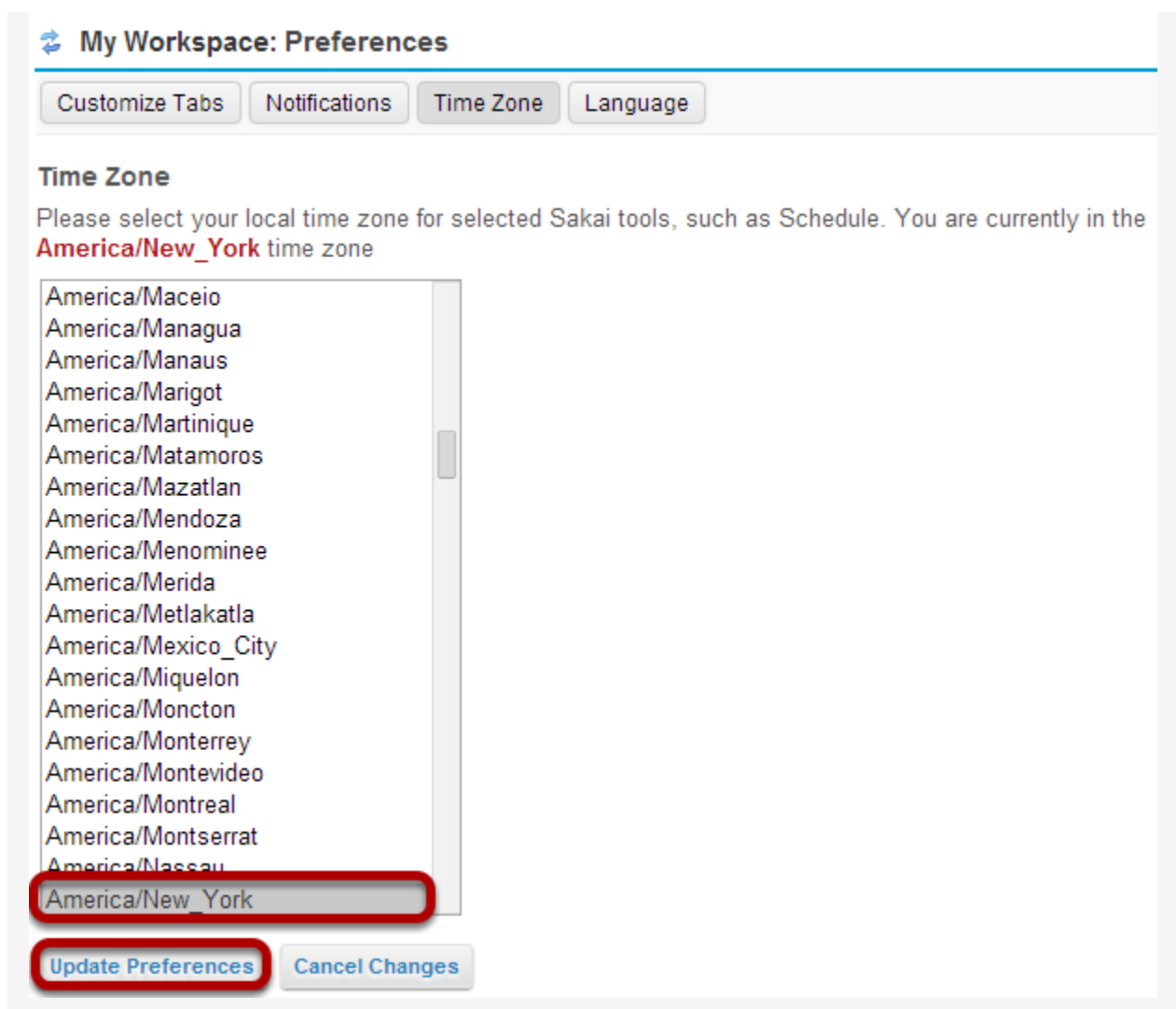
*Note: These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.*

## Time Zone.



To set your local time zone, click the **Time Zone** button.

## Choose your time zone.



Select your local time zone from the list, and then click **Update Preferences**.

## Language.

## My Workspace: Preferences

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To set your preferred language, click the **Language** button.

### Choose your language.

## My Workspace: Preferences

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### Language

Please select your language (and country) preference. Your current language preference is: **English (United States)**

Basque [eu] Basque  
català - Espanya [ca\_ES] Catalan - Spain  
Deutsch - Deutschland [de\_DE] German - Germany  
English - Australia [en\_AU] English - Australia  
English - New Zealand [en\_NZ] English - New Zealand  
English - South Africa [en\_ZA] English - South Africa  
English - United Kingdom [en\_GB] English - United Kingdom  
English - United States [en\_US] English - United States  
español - España [es\_ES] Spanish - Spain  
español - México [es\_MX] Spanish - Mexico  
français - Canada [fr\_CA] French - Canada  
français - France [fr\_FR] French - France  
Mongolian [mn] Mongolian  
Nederlands - Nederland [nl\_NL] Dutch - Netherlands  
polski - Polska [pl\_PL] Polish - Poland  
português - Brasil [pt\_BR] Portuguese - Brazil  
português - Portugal [pt\_PT] Portuguese - Portugal  
svenska - Sverige [sv\_SE] Swedish - Sweden  
Tiếng Việt - Việt Nam [vi\_VN] Vietnamese - Vietnam  
Türkçe - Türkiye [tr\_TR] Turkish - Turkey

Update Preferences

Cancel Changes

Select your preferred language from the list, and then click **Update Preferences**.