

Purpose: **My Home** is a user's private WebLearn site. It acts as a dashboard summarising activity within sites of which a user is a member. To access your personal area click on the **My Home** tab; this will display the Message of the Day and My Home Information windows. By default, these windows contain announcements and information from the system administrator.















Default permissions: Each user has maintain rights to all menu items contained in **My Home**. None of the default tools can be removed, and no other tools may be added.

Other useful step-by-step guides to read in conjunction with this one:

- Using the WYSIWYG HTML editor
- Resources
- Subscribing to WebLearn calendars from other calendar applications
- WebDAV – uploading/downloading multiple resources
- Wiki

All step-by-step guides are available from weblearn.ox.ac.uk/info

My Home tools

 Overview
 Profile
 Membership
 Calendar
 Resources
 Announcements
 Preferences
 Search
 Wiki
 Trusted Applications
 Worksite Setup
 test link
 Contact Us
 Help

The default tools available in **My Home** are:

Profile: contains personal information that may be shared in other sites

Membership: displays a list of sites that you belong to or ones that you can join

Calendar: displays a collated (synoptic) calendar for all sites to which you belong

Resources: a personal area for storing files that may be made public if desired

Announcements: displays a collated (synoptic) list of announcements for all sites to which you belong

Preferences: choose how you would like to be notified of new or changed items in sites to which you belong

Search: allows you to search content in **My Home** and all other WebLearn sites to which you belong.

Wiki: allows you to easily create and edit your own web pages which you can make public.

Trusted Applications: monitor which Applications may access your WebLearn account. Use this tool to remove such an application if you need to.

Worksite Setup: provides information about the WebLearn sites to which you currently belong or may join. It allows you to 'softly delete' a site (move to recycle bin), or restore a site if it has not yet been purged.

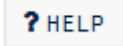
Contact Us: Find out who to contact for problems related to content, to ask for help, to report a technical problem, or to suggest an improvement to WebLearn.

This guide describes how to make use of a range of the above **My Home** tools.









Profile

The **Profile** tool contains searchable personal information that you wish to share with other WebLearn users, and enables users to make connections with each other. Profiles of users who have chosen to share them can be found using **Search** within the **Profile** tool; a user's profile can also be re-used by the **Site Members (Roster)** tool.



The **Profile** tool has been enhanced for social networking purposes. The built-in Sakai Help



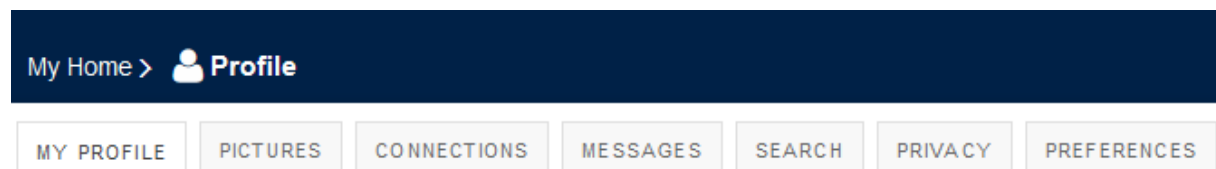
provides comprehensive information on all these functions in the **Profile** tool:

-  Create your own personal profile
-  Add an image to your profile
-  Post status updates (even to Twitter)
-  Search for people with common interests
-  View other people's profiles
-  Add people as connections
-  Manage your pictures and view other people's pictures
-  Send messages to your connections

In addition, you have a comprehensive set of:

-  Privacy controls so you can decide who can see information about you, and
-  Preferences where you can configure various settings like your Twitter details (if you have a Twitter account), and what emails you'd like to receive from your connections.

The options appear across the top of the screen; each option is presented in further detail in this guide.



My Profile

Your profile page is the launch pad for the **Profile** tool. You can add a photo of yourself and keep your personal information up to date. You can also post messages to your 'Wall', and view your *WebLearn* connections.

You can configure what information in your profile is visible to other people by using the **Privacy** link (see later in this guide).

Profile

MY PROFILE | PICTURES | CONNECTIONS | MESSAGES | SEARCH | PRIVACY | PREFERENCES

Change picture

Basic Information

Personal summary You can choose whether or not to hide your Profile information from profile searches.

You can add your own information here, and build your own mini webpage. In the Resources area, you can create more detailed HTML pages and make them publicly available.

Contact Information

Email [redacted]@oucs.ox.ac.uk Edit

Work phone 01865 613 481

Staff Information

Position Senior Learning Technologist

Department Oxford University Computing Services

Student Information

You haven't filled out any information yet

Social Networking

You haven't filled out any information yet

Personal Information

You haven't filled out any information yet

My connections: 2 connections View all connections

My pictures: 0 pictures Add new picture

Callout 1: Move your mouse over the image to change your profile picture (max. size is 2MB).

Callout 2: Short cuts to these functions. Alternatively click on the links along the top of the page

Callout 3: Move your mouse over a section and the Edit button appears.

Callout 4: All this information is searchable, so you can search for other WebLearn users with similar interests.

When you edit a section, an input screen will appear for you to complete:

Social Networking

Facebook URL ⓘ

LinkedIn URL ⓘ

MySpace URL ⓘ e.g. http://myspace.com/user

Skype username

Twitter URL

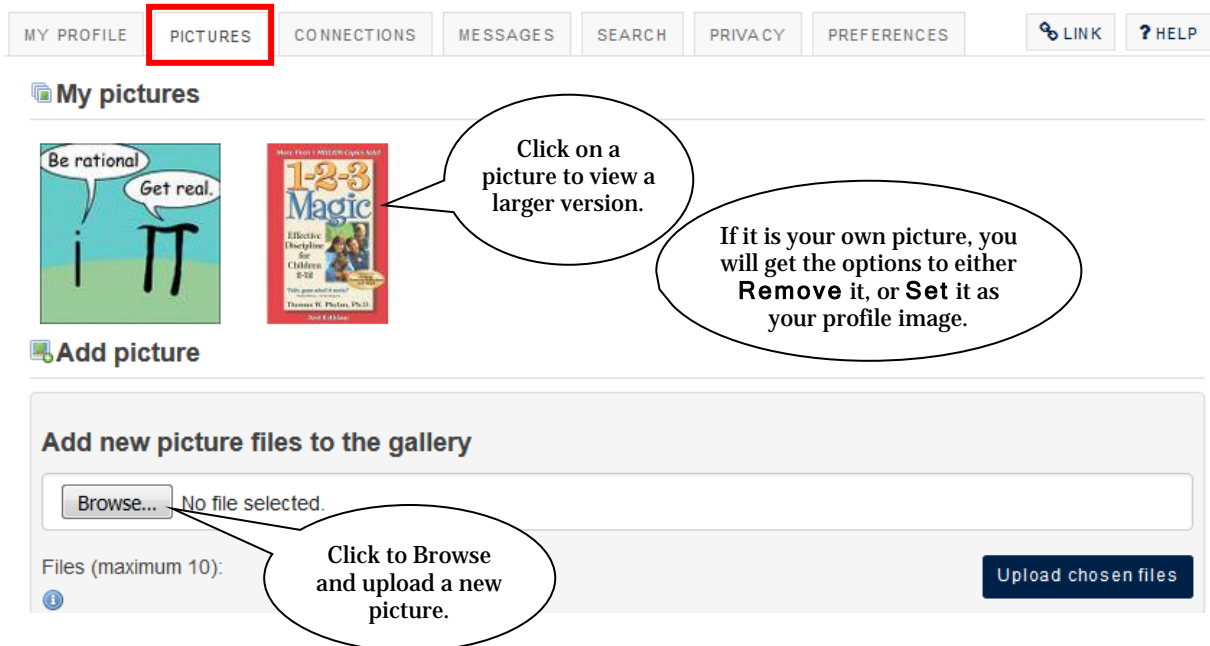
Save changes Cancel

Click to Save.

Callout: The Information buttons prompt you for the type of information required.

Pictures

You can create your own picture gallery, and view the picture galleries of other users and your connections. You may upload a maximum of 10 image files, with a combined maximum file size of 20 MB.



MY PROFILE **PICTURES** CONNECTIONS MESSAGES SEARCH PRIVACY PREFERENCES [LINK](#) [? HELP](#)

My pictures

Be rational Get real.

1-2-3 Magic

Click on a picture to view a larger version.

If it is your own picture, you will get the options to either **Remove it**, or **Set it as your profile image**.

Add picture

Add new picture files to the gallery

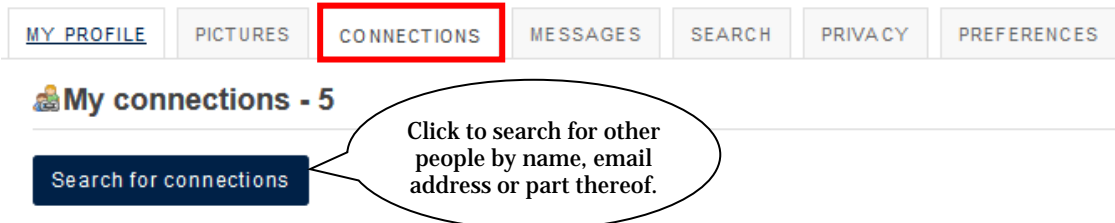
Browse... No file selected.

Files (maximum 10): [Upload chosen files](#)

Click to Browse and upload a new picture.

Connections

You can search for people, view their profiles and add them as connections. They will then show up in your connections matrix on your Profile page, and in your Connections list shown on this page.



[MY PROFILE](#) [PICTURES](#) **CONNECTIONS** [MESSAGES](#) [SEARCH](#) [PRIVACY](#) [PREFERENCES](#)

My connections - 5

[Search for connections](#)

Click to search for other people by name, email address or part thereof.

Search profiles

Search terms

Enter search terms depending on whether searching by name/email or by interest

Enter search terms depending on whether searching by name/email or by interest

Person's name or email

Enter a name or e-mail address to find people

Common interest

Enter an interest, eg 'cycling' to find people with similar interests

Include connections in search results

Include connections in search results

Limit search to selected worksite

Limit search to selected worksite

Limit search to selected worksite 1. Departmental Site Template

Search

Click Search

Displaying 4 results for: [redacted]@it.ox.ac.uk

Clear search

	Add as a connection
	View connections
	Email

Click **Add as a connection** to open the confirmation window, then click **Add connection**. Depending on their settings, they will receive an email notification, and be prompted to confirm your connection request.

If someone else adds you as a connection, you must first confirm or ignore the email request before you are both connected:

[redacted] added you as a connection on WebLearn

WebLearn [no-reply@weblearn.ox.ac.uk]

Sent: Fri 08/06/2012 15:15

To: [redacted]

[redacted] added you as a connection on WebLearn

To confirm [redacted]'s connection request, follow the url below:

<https://weblearn.ox.ac.uk/direct/my/connections>

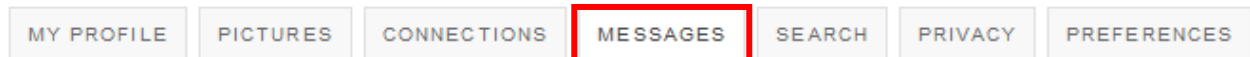
On the **Connections** page, click the green tick to accept or the red cross to ignore the friend request.

NOTES:

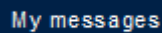
- Email confirmations are sent whenever you add someone as a connection or accept a connection request, but are *never* sent when you ignore a connection request or remove a connection.
- You can configure what emails are sent in your **Preferences** page.

Messages

The **Messages** option allows you to read your messages and send messages to your connections.

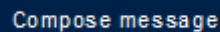


To read your messages:



1. Click **My messages**.
2. If you have any messages, they will appear. Threads with unread messages will be highlighted.
3. Click the subject of the message to open the thread.
4. Here you can read the message and see the rest of the thread.
5. If you want to reply, enter a message in the box and click **Send message**.

To send a message:



1. Click **Compose message**.
2. A new panel will appear underneath. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
3. Enter a message and optionally the subject.
4. Click **Send message** and your message will be sent.

Search

You can search for people by name, email address or common interest (if their profile privacy settings allow), or for people in your connections list. Clicking on **Search** brings up the same search box as when you click on [Search for connections](#) under the **Connections** option.

Search profiles

Search terms

Enter search terms depending on whether searching by name/email or by interest

Person's name or email

Enter a name or e-mail address to find people

Common interest

Enter an interest, eg 'cycling' to find people with similar interests

Include connections in search results

Include connections in search results

Limit search to selected worksite

Limit search to selected worksite

Limit search to selected worksite 1. Departmental Site Template

Search

Enter an interest, e.g. 'research' to find people with common interests. This will return people who have the search word anywhere in their profile.

Matching profiles will display underneath the search box. Click a user's name to view his or her profile.

Privacy

On your **Privacy** page you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to all logged in users.

To manage your privacy settings:
















- Adjust the settings for each item (see next screenshot).
- Click **Save settings** when you are finished.

NOTE: These settings take effect immediately.

My Workspace: Profile

My profile Pictures Connections Messages Search **Privacy** Preferences

Privacy settings

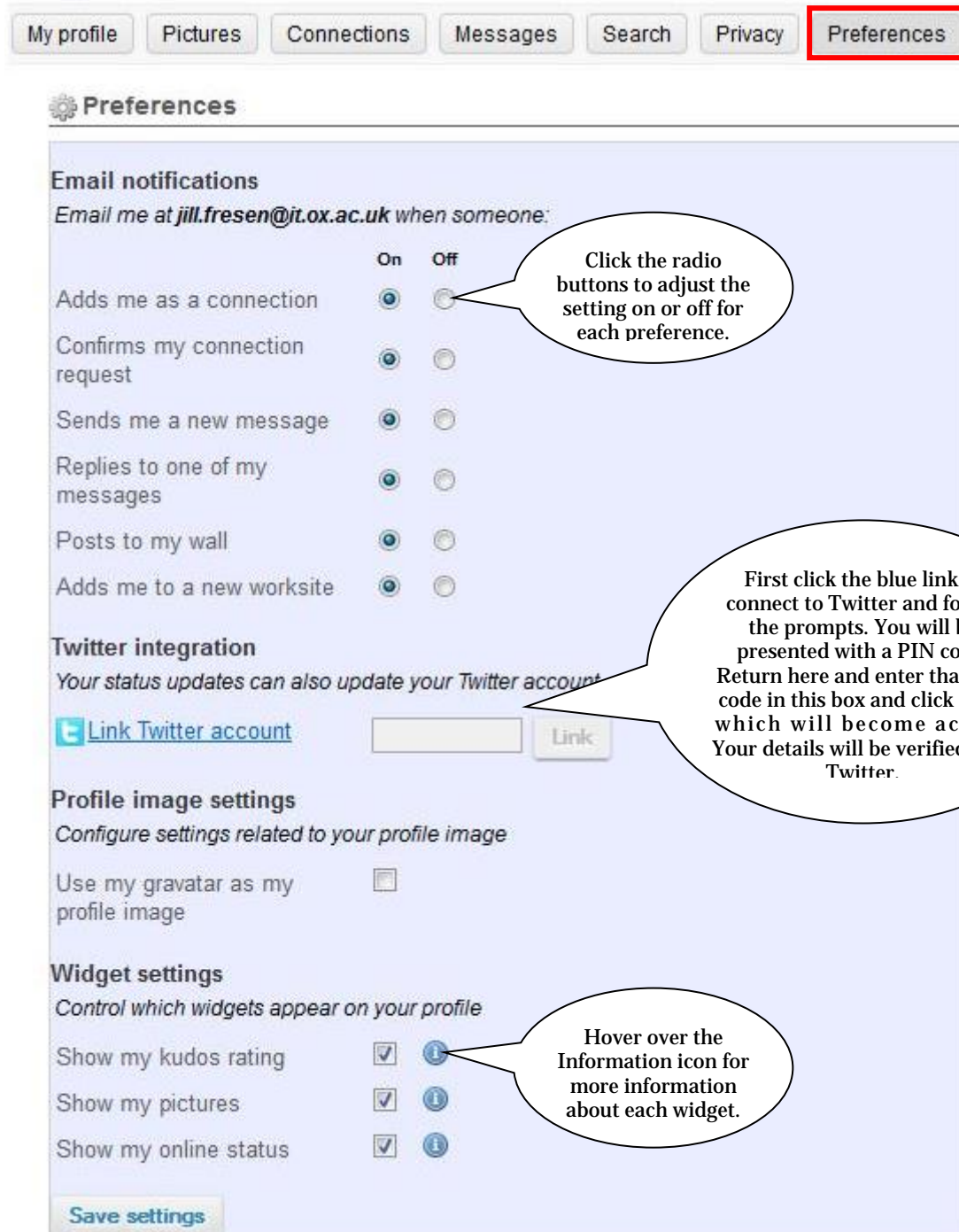
Profile Image	All logged in users	
Basic Info	All logged in users	
Contact Info	All logged in users	
Staff Info	All logged in users	
Student Info	Only my connections Only me	
Social Info	All logged in users	
Personal Info	All logged in users	
Show Birth Year	<input checked="" type="checkbox"/>	
Who can view my connections?	All logged in users	
Who can see my online status?	All logged in users	
Who can see my status updates?	All logged in users	
Who can view my pictures?	All logged in users	
Who can send me messages?	Only my connections	
Who can see my kudos rating?	All logged in users	
Who can see my wall and my posts to other walls?	All logged in users	

[Save settings](#)

Choose who can see things like your email addresses and phone numbers.

Preferences

On your **Preferences** page you can control what emails are sent to you when various actions occur, choose what widgets are shown on your profile, and manage the Twitter integration for your status updates.



The screenshot shows the 'Preferences' page with a navigation bar at the top containing buttons for 'My profile', 'Pictures', 'Connections', 'Messages', 'Search', 'Privacy', and 'Preferences' (highlighted with a red box). Below the navigation bar is the 'Preferences' section with the following settings:

- Email notifications**
Email me at jill.fresen@it.ox.ac.uk when someone:
 - Adds me as a connection: On (selected), Off
 - Confirms my connection request: On (selected), Off
 - Sends me a new message: On (selected), Off
 - Replies to one of my messages: On (selected), Off
 - Posts to my wall: On (selected), Off
 - Adds me to a new worksite: On (selected), Off
- Twitter integration**
Your status updates can also update your Twitter account.
[Link Twitter account](#) [input field] [Link]
- Profile image settings**
Configure settings related to your profile image
Use my gravatar as my profile image:
- Widget settings**
Control which widgets appear on your profile
 - Show my kudos rating: [i]
 - Show my pictures: [i]
 - Show my online status: [i]

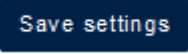
Callouts in the image provide instructions: 'Click the radio buttons to adjust the setting on or off for each preference.' (pointing to the radio buttons), 'First click the blue link to connect to Twitter and follow the prompts. You will be presented with a PIN code. Return here and enter that PIN code in this box and click **Link** which will become active. Your details will be verified with Twitter.' (pointing to the 'Link Twitter account' link and the 'Link' button), and 'Hover over the Information icon for more information about each widget.' (pointing to the information icons in the widget settings).

To manage the Twitter integration:

- You must be connected to the internet.
- Click [Link Twitter account](#) which will open a new window and connect to Twitter.
- Follow the prompts to grant the tool access to post status updates to Twitter and you'll be presented with a PIN code.

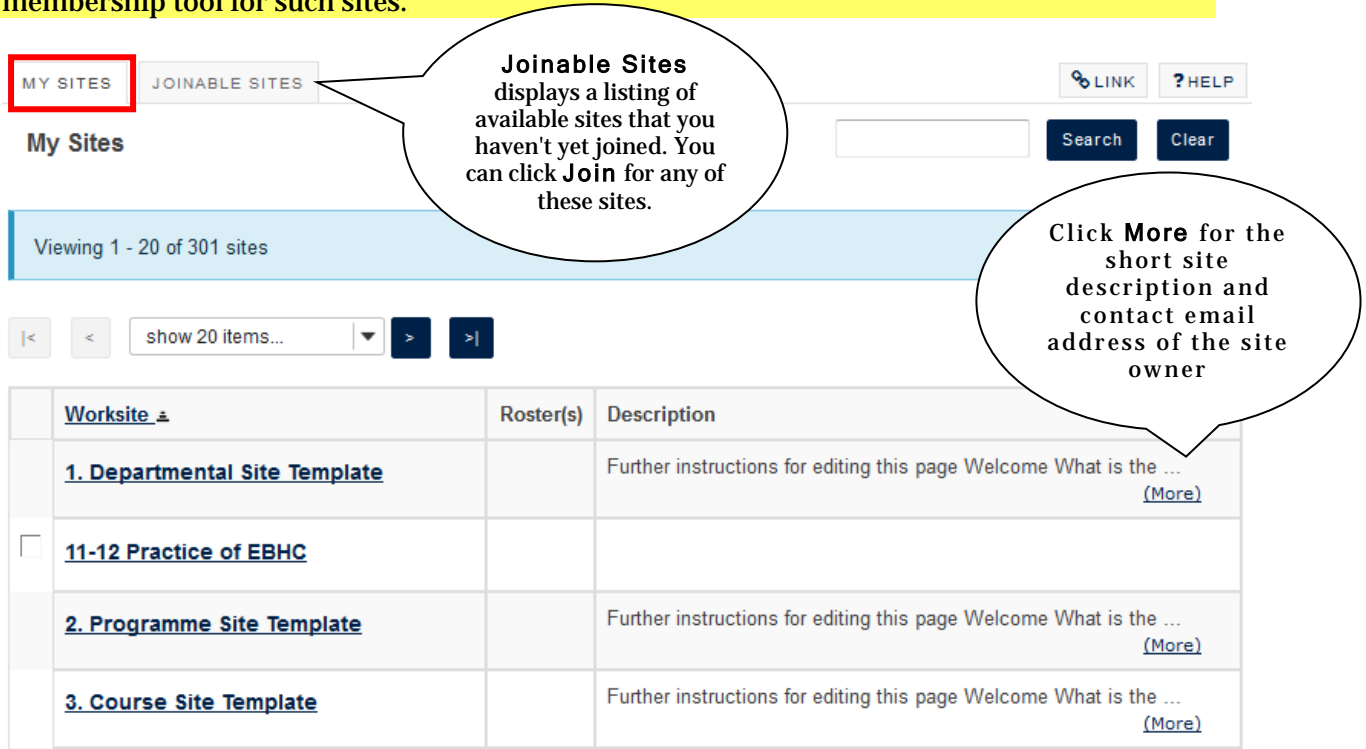
- Back on the **Preferences** page, enter that PIN code in the box and click **Link**. Your details will be verified with Twitter.

You can disable the Twitter integration by clicking the **Unlink** button.

When you are finished, click 

Membership

The **My Home Membership** tool allows you to **join** and **unjoin** available WebLearn sites. In general you will be auto-subscribed to all your course-related sites, so will not need to use the membership tool for such sites.



The screenshot shows the 'Joinable Sites' interface. At the top, there are two tabs: 'MY SITES' (highlighted with a red box) and 'JOINABLE SITES'. Below the tabs is the heading 'My Sites'. To the right, there are 'LINK' and 'HELP' buttons, a search input field, and 'Search' and 'Clear' buttons. A blue bar indicates 'Viewing 1 - 20 of 301 sites'. Below this is a pagination control with '<', '<', 'show 20 items...', '>', and '>|' buttons. The main content is a table with three columns: 'Worksite', 'Roster(s)', and 'Description'. The table lists three items: '1. Departmental Site Template', '11-12 Practice of EBHC', and '2. Programme Site Template'. Each item has a 'More' link in the description column. A callout bubble points to the 'Join' button in the 'Description' column of the first item, stating: 'Joinable Sites displays a listing of available sites that you haven't yet joined. You can click **Join** for any of these sites.' Another callout bubble points to the 'More' link in the 'Description' column of the second item, stating: 'Click **More** for the short site description and contact email address of the site owner.'

Worksite	Roster(s)	Description
1. Departmental Site Template		Further instructions for editing this page Welcome What is the ... (More)
<input type="checkbox"/> 11-12 Practice of EBHC		
2. Programme Site Template		Further instructions for editing this page Welcome What is the ... (More)
3. Course Site Template		Further instructions for editing this page Welcome What is the ... (More)

The tab **My Sites** lists all the WebLearn sites to which you belong. These include sites you have joined and sites to which you have been added as a participant by the creator of the site.

Normally you would view this same list of sites in your **Sites** drawer (top right of the screen):



Calendar

The My Home Calendar tool collates calendar events from all the sites to which you belong that incorporate the Calendar tool.

Events that are added here will appear only in your My Home Calendar.

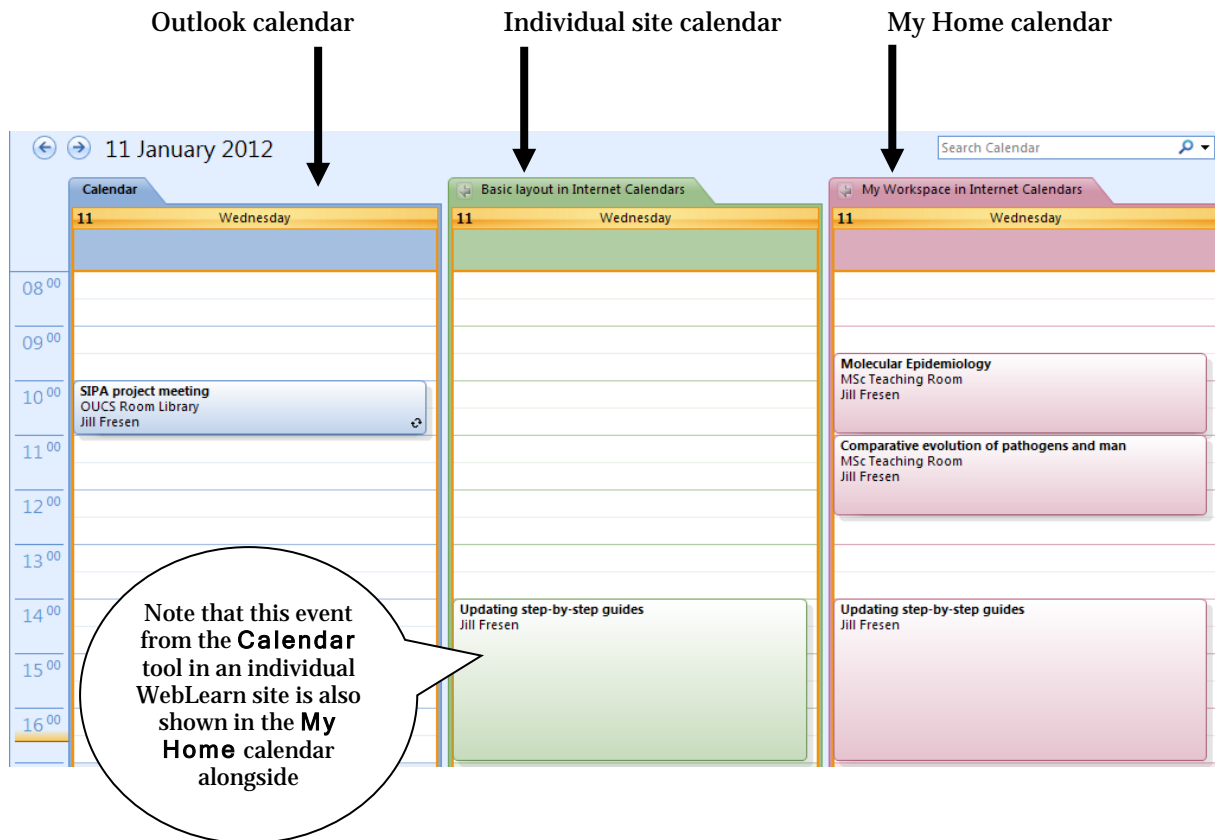
Events shown here have come from calendar items in all your sites that use the Calendar tool.

	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18
8:00	Partner Visit - Met Office	Slot 31 - Autopsy	Slot 32 -				Free Week, Michaelmas
9:00							Free Week, Michaelmas
10:00			Term 1 Exam	Poster presentation	MT Vivas		11th
11:00							11th
12:00							11th
13:00							11th

Subscribing to WebLearn calendars from other calendar applications

You may wish to **subscribe** to WebLearn calendars from other calendar applications (such as *MS Outlook* or *Google* calendar, or *iCal* on the Mac).

The same process, which is called 'generating a private URL' can be carried out for calendars in individual WebLearn sites, as well as for your global My Home calendar. This will display your Weblearn calendar(s) alongside your *Outlook* calendar:



For details on how to generate a 'private URL' from a WebLearn calendar, please see the separate step-by-step guide: **Subscribing to WebLearn calendars from other calendar applications**.

If you use the **webcal** method recommended in that guide, then the subscription is dynamic, so new events, or changes to existing events in the WebLearn calendar will automatically appear in the external calendar application.

Resources

The **Resources** tool in **My Home** provides a personal area for storing files. These files are either private to you (default) or they can be made totally public – you may like to use **Resources** as an on-line file-store or personal cloud! The tool functions in the same way as a **Resources** tool in any other WebLearn site. See the WebLearn guide **Resources** for further information on how the **Resources** tool functions. You may use WebDAV to upload files into **Resources** see the guide entitled **WebDAV – uploading / downloading multiple resources** for more information.

My Home Resources could be used in two main ways:

1. To store files that you wish to access from any location
2. To store files that you wish to make available publicly, for example, a photograph to be viewed by others via the **Profile** or **Blogger** tools, or a file that is to be used by several other WebLearn sites or other websites.

To make a folder or file in **My Home Resources** publicly available:

SITE RESOURCES TRASH UPLOAD-DOWNLOAD MULTIPLE RESOURCES (WEBDAV) LINK HELP

All site files / My Home

Move Copy Move to Trash Display Columns

Title	Access	Created By	Modified	Size
My Home				
Conference presentations	Entire site	Jill Fresen	27-Jun-2013 12:14	11 items
editing	Entire site	Jill Fresen	03-Oct-2013 19:44	3 items
HTML pages	Entire site	Jill Fresen	17-Jan-2011 11:54	2 items
Images	Entire site	Jill Fresen	29-Oct-2009 11:40	1 item
Jill CV	Entire site	Jill Fresen	13-Nov-2013 11:06	1 item
Lecture Capture talks	Entire site			2 items
My e-portfolio	Public			1 item
Plagiarism student c	Entire site			1 item
Student inductions	Entire site			4 items
The Design Argumer	Entire site	Jill Fresen	13-Jul-2010 11:44	4 items

Click the information icon to read the folder description.

In My Home Resources, create or find the folder or file you wish to make public. Choose Edit Details (Properties) from the Actions menu.

Edit Details (Properties)

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* Display Name

Conference presentations

Description

My conference presentations - backup and public folder

Availability and Access

Choose who can see this folder and its contents.

Anyone authorised to visit the site can see this folder and its contents.

Additional access

- This folder and its contents are publicly viewable.
- This folder and its contents are viewable by all Oxford users.

Select who may view this folder or file.

Folder Details

Created by Jill Fresen
Created 13-Jul-2010 11:44

Last changed by Jill Fresen
 Last changed 27-Jun-2013 12:14
 Web address (URL) [Select URL \(for copying\)](#) | [Open](#) | Short URL

<https://weblearn.ox.ac.uk/access/content/user/60768/conf/>

You can generate a short URL by clicking in the box provided. This is the full URL of the folder.

Optional properties
 Learning Object Metadata

Update Cancel

Click **Update** to finish.

After you have made your files viewable either to the public or to Oxford users, you can access and share them via the web. The process is similar in any other *WebLearn* site: using **Resources** to make a folder or file public and to find its URL.

Announcements

The My Home Announcements tool collates and displays announcements from all the WebLearn sites to which you belong that incorporate the Announcements tool.

Announcements

(viewing announcements from the last 365 days)

View All

Viewing 1 - 10 of 1033 items

show 10 items...

<u>Subject</u>	<u>Saved By</u>	<u>Modified Date</u>	<u>Site</u>	<u>Beginning Date</u>	<u>Ending Date</u>
New WebLearn 11 Videos Available	Adam Marshall	20-Dec-2016 17:35			
Updated Timetable		20-Dec-2016 15:27	Sleep Medicine		
Student Representation PgDip/MSc		19-Dec-2016 16:56	Sleep Medicine		

Preferences

Notifications

Some *WebLearn* tools (Announcements, Resources, Drop Box, Email Archive and Syllabus) provide an option for the person initiating activity in the tool (for example, a tutor may make an announcement or upload a file) to notify site members by email of the activity. Within the Notifications section of My Home Preferences you can set preferences for each tool for how and how often you receive email notification of such worksite activity. These settings are applied to all *WebLearn* sites to which you belong.

The screenshot shows the 'NOTIFICATIONS' tab selected in a navigation bar. Below it is a blue banner stating: 'You will receive all high priority notifications via email. Set low priority notifications below.'

▼ Announcements

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

▼ Resources and Drop Box

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

▼ Email Archive

- Do not send me email messages
- Send me one notification per day summarising all notifications
- Send me each mail message separately

▼ Syllabus

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


At the bottom are two buttons: 'Update Preferences' and 'Cancel Changes'.

Block: You receive no notification regarding low priority site activity. (Callout pointing to the 'Do not send me...' option for Announcements)

Receive individually when posted: You receive email notification each time that this tool receives more content. (Callout pointing to the 'Send me each notification separately' option for Syllabus)

Daily digest: Individual announcements, resources, and/or mail messages are bundled into a single email message and sent to you daily. (Callout pointing to the 'Send me one email per day summarising all notifications' option for Syllabus)

Time Zone

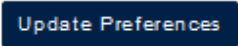
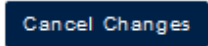
Select your time zone and click :

NOTIFICATIONS **TIME ZONE** PRIVACY STATUS

Time Zone

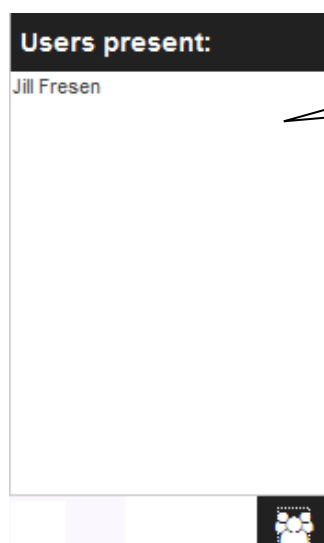
Please select your local time zone for selected Sakai tools, such as Calendar. You are currently in the Europe/London time zone

- Europe/Belgrade
- Europe/Berlin
- Europe/Bratislava
- Europe/Brussels
- Europe/Bucharest
- Europe/Budapest
- Europe/Busingen
- Europe/Chisinau
- Europe/Copenhagen
- Europe/Dublin
- Europe/Gibraltar
- Europe/Guernsey
- Europe/Helsinki
- Europe/Isle_of_Man
- Europe/Istanbul
- Europe/Jersey
- Europe/Kaliningrad
- Europe/Kiev
- Europe/Lisbon
- Europe/Ljubljana
- Europe/London**

Privacy Status

For privacy reasons, you may want to hide your name from other participants in a *WebLearn* site. Note that if you hide yourself in a site, then your visits to the site will not be recorded. **Therefore, it is not recommended that you hide yourself from sites related to course work.**



If your name is hidden, it will not appear in the list of users present in a site.

Privacy Status

Default Status

- Make me visible when I am added to sites by default
- Hide me when I am added to sites by default

To hide your name from other participants in a particular site, select a site from the **Choose a site** dropdown list, and then click **Update** to finish.

Set status for a specific site

Choose a site

Update

To hide your name from other participants in all sites, select **Hide Me in All Sites**. Select **Show me in All Sites** to reverse this.

Change your status in all your sites

Show Me in All Sites **Hide Me in All Sites**

Search

Search allows you to search content created within your **My Home** or all **WebLearn** sites to which you belong. It achieves this by creating an index of all content that other tools make available to the **Search** tool. This index is updated automatically, so as content will be indexed as it is added.

Search indexes many different types of content, including messages, web pages in HTML format, documents, in .doc, .pdf, .rtf or .ppt format, spreadsheets in .xls format, and wiki pages.

To search, simply enter the words that you want to search for and whether you wish to search the current site or all your WebLearn sites.

Search **Search**

This Site All My Sites


By default all the sites to which you belong are searched.

Worksite Setup – for staff only

This tool is intended for people with the **maintain** or **contribute** role in *WebLearn* sites (i.e. **staff members**). These roles can navigate to a site in their list of sites, create a new site, delete a site (if they have the required permissions) or edit **Site Info** in their selected target site.

NOTE:

Although **New site** and **Delete site** functions exist in **Worksite Setup**, the recommended way to create new sites and remove/delete sites is to use the **Hierarchy Manager** (see separate guide). Otherwise new sites will not be in the correct place in the hierarchy, and deleted sites would result in 'Missing Site' if they are not first removed from the hierarchy.

The only function of **Worksite Setup** for students is to provide an alternative means of navigating to sites to which they have access. (The preferred way to access your sites is to use the **Sites** drawer at the top right of the screen: )

Restoring Softly Deleted Sites

Staff members who have the **maintain** role and wish to **delete** a site should use the **Hierarchy Manager** (see separate guide) to **Remove Site** from the hierarchy. This function offers the option to delete the site at the same time. In that process, if you select **Also delete this site**, the site is moved into a recycle bin, and becomes inaccessible to site participants (this is referred to as 'softly deleted'). The site is flagged to be purged after a period of 400 days. During this period the user can **Restore** the site, but thereafter the **Restore** function is disabled.

Restoring softly deleted sites is done by the individual staff member via their **My Home > Worksite Setup**:

Choose to view your **Softly Deleted Sites**, which will display a **Restore** function



The screenshot shows the 'Softly Deleted Sites' view in the Worksite Setup interface. At the top, there is a 'View:' dropdown menu set to 'Softly Deleted Sites' and a search bar. Below this, there are three buttons: 'Edit', 'Delete', and 'Restore'. The 'Restore' button is highlighted with a red box and a callout bubble that says 'Select a softly deleted site or sites, then click **Restore**'. Below the buttons is a light blue banner with the text 'Tick checkbox(es) to take action on a site. Click column title to sort.' Underneath, it says 'Viewing 1 - 16 of 16 items' and 'show 20 items per page'. The main content is a table with the following data:

<input type="checkbox"/>	<u>Worksite Title</u> ↕	<u>Type</u>	<u>Creator</u>	<u>Term</u>	<u>Status</u>	<u>Creation Date</u>
<input checked="" type="checkbox"/>	Jill sandpit	project	oucs0084		Softly Deleted	16-May-2016 15:14