WebLearn
Collaboration Content Assessment Information Management

My Home

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

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My Home tools

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 **? 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 Home > Profile

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

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   Clear

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

My connections

2 connections   View all connections

My pictures

0 pictures   Add new picture

> Short cuts to these functions. Alternatively click on the links along the top of the page

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   *Edit*

Email   @oucs.ox.ac.uk

Work phone   01865 613 481

> Move your mouse over a section and the **Edit** button appears.

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

> 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
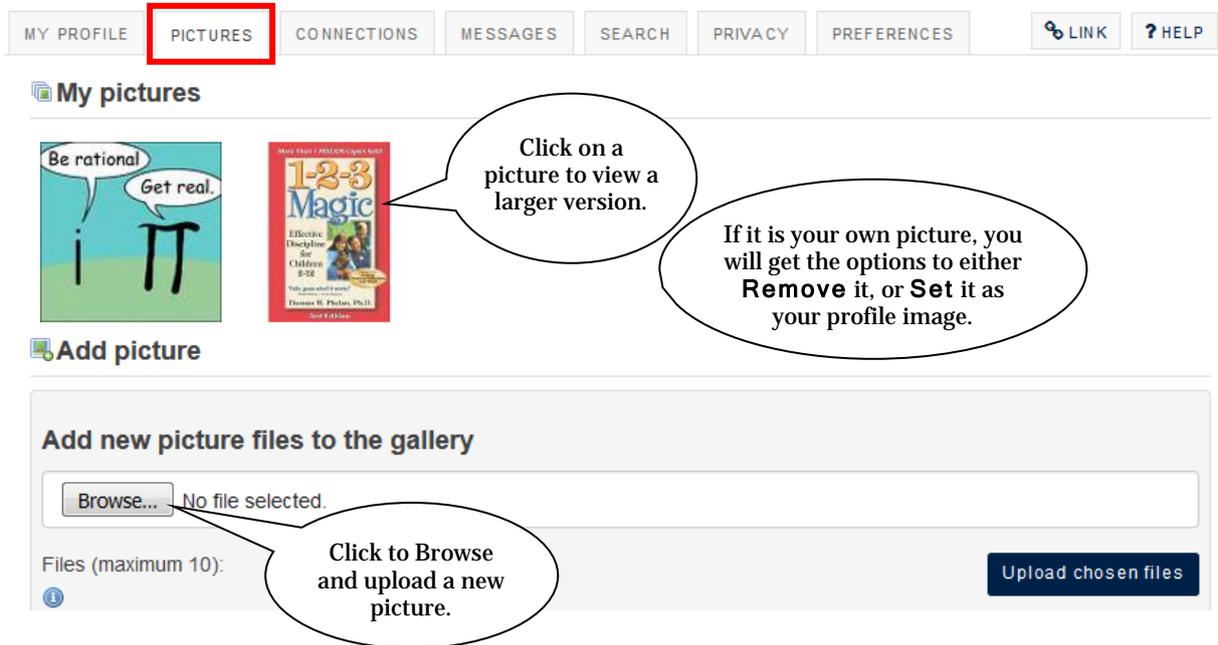
Skype username   [   ]

Twitter URL   [   ] ⓘ

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

[Save changes]   [Cancel]

> Click to Save.

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
Effective Discipline for Children 2-12
Thomas W. Phelan, Ph.D.

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.

Click to Browse and upload a new picture.

Files (maximum 10):

Upload chosen files

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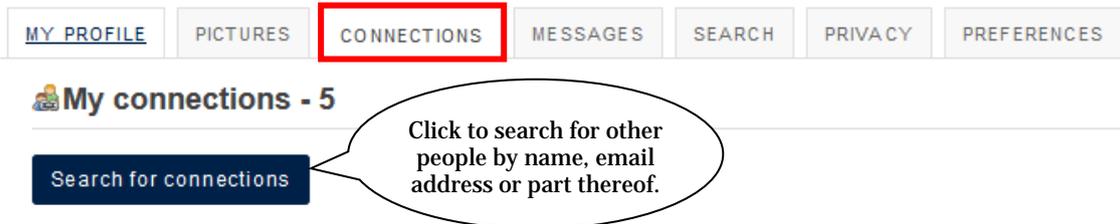
MY PROFILE | PICTURES | CONNECTIONS | MESSAGES | SEARCH | PRIVACY | PREFERENCES

My connections - 5

Search for connections

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

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:

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.

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

[My messages] [Compose message]

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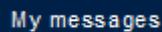
1. Click `My messages`.
2. If you have any messages, they will appear. Threads with unread messages will be highlighted.
3. Click the subject of the message to open the thread.
4. Here you can read the message and see the rest of the thread.
5. If you want to reply, enter a message in the box and click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

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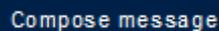
1. Click `Compose message`.
2. A new panel will appear underneath. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
3. Enter a message an optionally the subject.
4. Click `Send message` and your message will be sent.

🔍 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.

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 when you are finished.

NOTE: These settings take effect immediately.

⇄ My Workspace: Profile

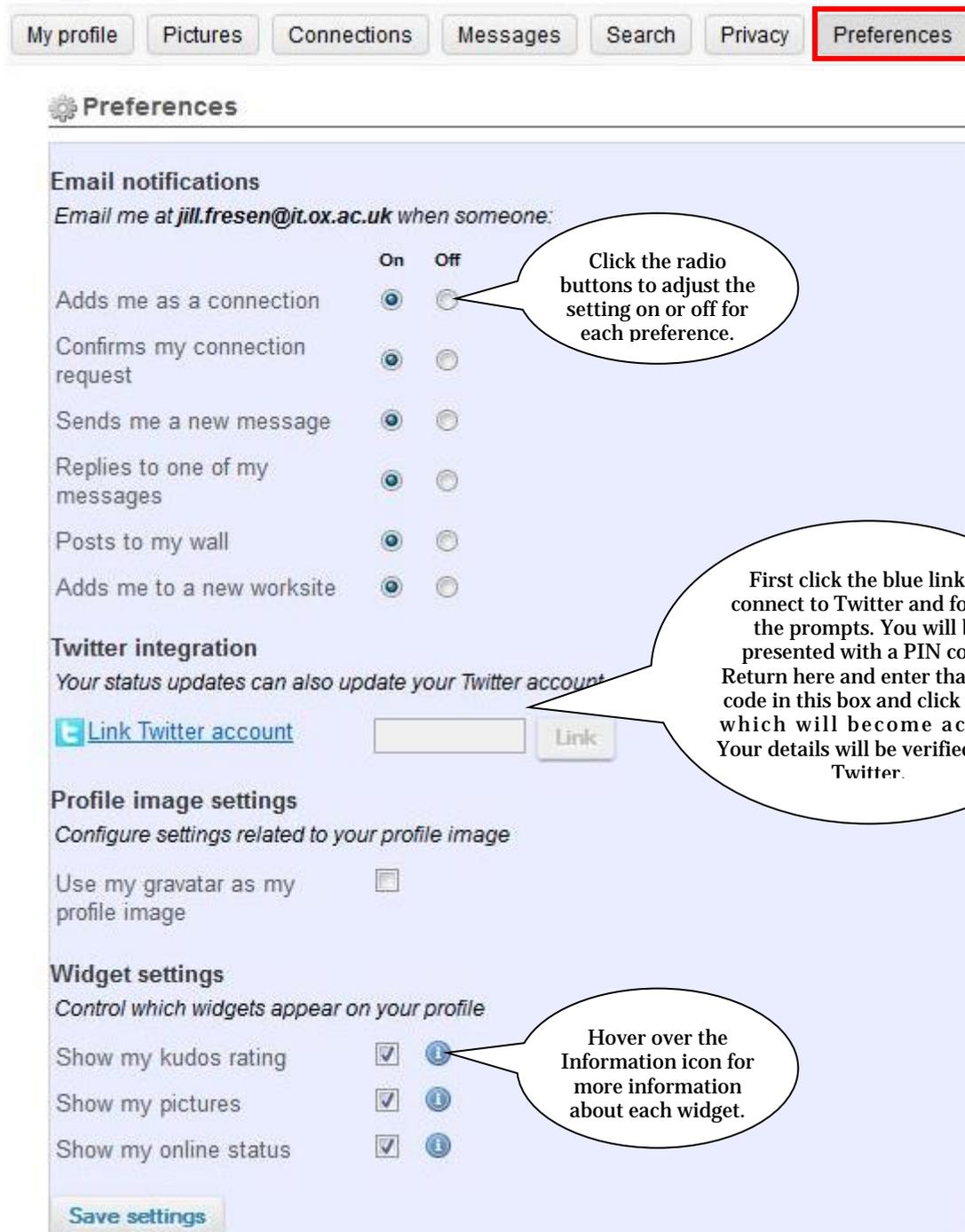| My profile | Pictures | Connections | Messages | Search | **Privacy** | Preferences |

🔒 Privacy settings

Profile Image	All logged in users ▾	ⓘ
Basic Info	All logged in users ▾	ⓘ
Contact Info	All logged in users ▾	ⓘ

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

	All logged in users	
	Only my connections	
	Only me	
Staff Info		ⓘ
Student Info		ⓘ
Social Info	All logged in users ▾	ⓘ
Personal Info	All logged in users ▾	ⓘ
Show Birth Year	☑	ⓘ
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

⚙ 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.

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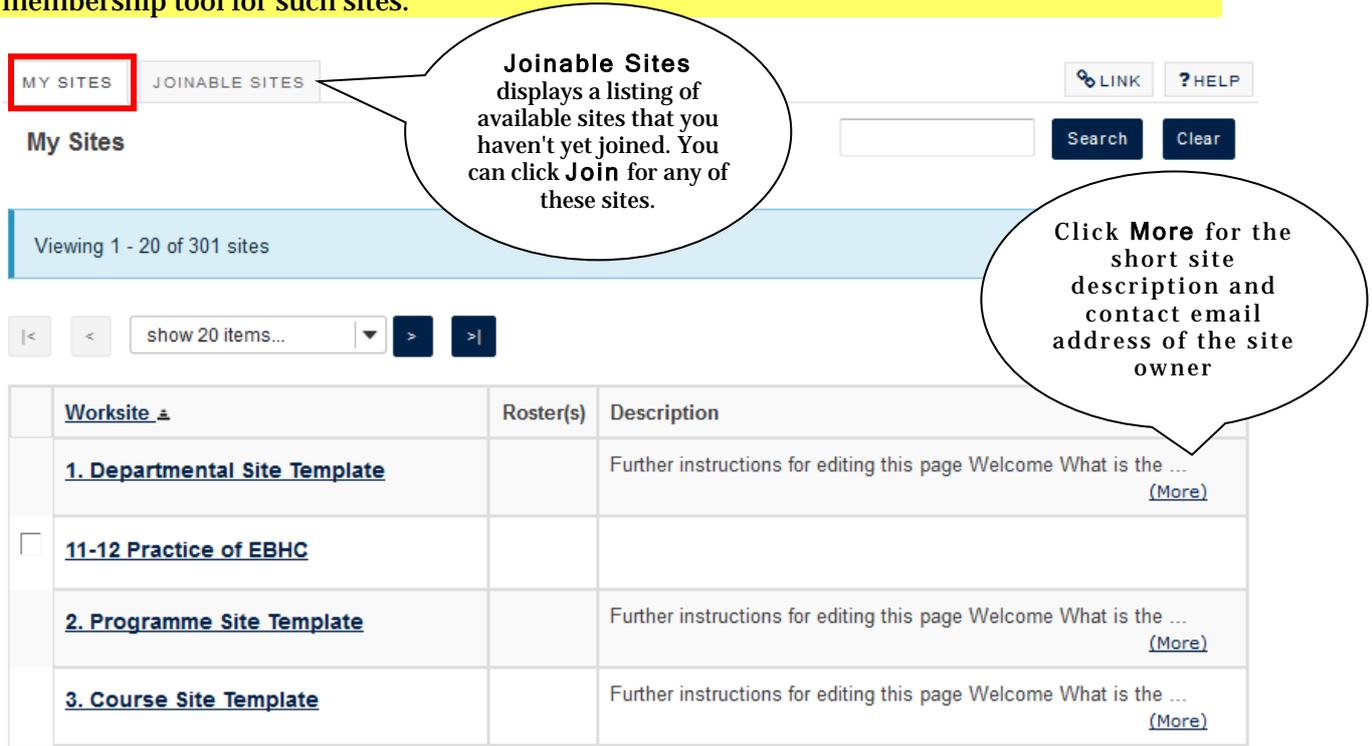
- Back on the **Preferences** page, enter that PIN code in the box and click **Link**. Your details will be verified with Twitter.

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

When you are finished, click **Save settings**
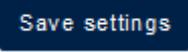
Membership

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 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.

| ADD EVENT | IMPORT EVENTS | MERGE INTERNAL CALENDARS | MERGE EXTERNAL CALENDARS | LINK | HELP |

| PUBLISH (PUBLIC) | PUBLISH (PRIVATE) | FIELDS |

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

Calendar by Week

Calendar by Week ▼

Monday, 12 December 2016 - Sunday, 18 December 2016 GMT

| < Previous Week | Today | Next Week > |

PRINTABLE VERSION

Earlier

	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 time	🎓 11th Week, Michaelmas	✈ 11th Week, Michaelmas
9:00							
10:00			☑ Term 1 Exam	🏆 Poster presentation	☑ MT Vivas		11th ek, lmas
11:00							
12:00							
13:00							

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

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:

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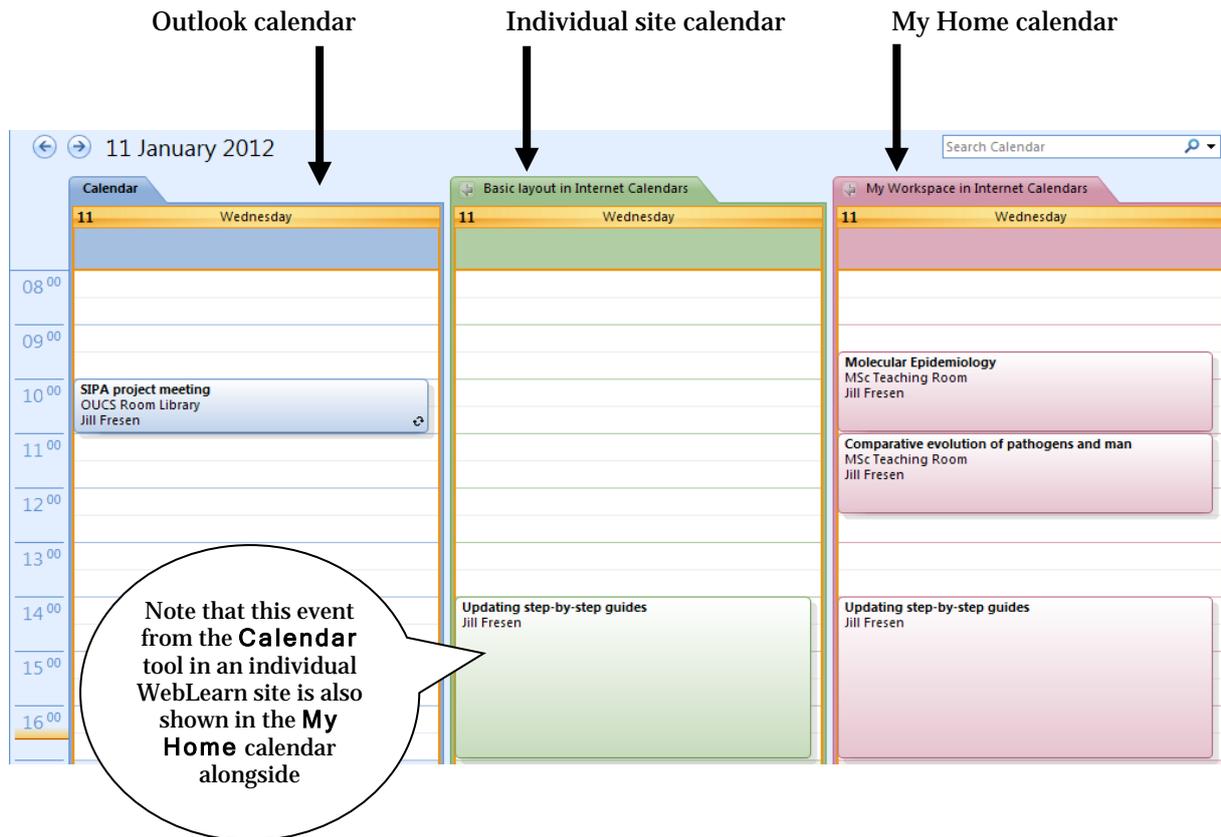
For details on how to generate a 'private URL' from a WebLearn calendar, please see the separate step-by-step guide: Subscribing to WebLearn calendars from other calendar applications.

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   Actions ▾

☐   📄 Conference presentations ⓘ   Actions ▾   Entire site   Jill Fresen   27-Jun-2013 12:14   11 items

☐   📄 editing   Entire site   Jill Fresen   03-Oct-2013 19:44   3 items

        Add   ✖

☐   📄 HTML pages   Upload Files   Entire site   Jill Fresen   17-Jan-2011 11:54   2 items

☐   📄 Images   Create Folders   Entire site   Jill Fresen   29-Oct-2009 11:40   1 item

                            Add Web Links (URLs)

☐   📄 Jill CV   Create Text Document   Entire site   Jill Fre... ...3 11:06   1 item
                            Create HTML Page

☐   📄 Lecture Capture talk   Create Reading List   Entire site   2 items

☐   📄 My e-portfolio   Actions   Public   item

☐   📄 Plagiarism student c   Copy   E...   items
                            Edit Details (Properties)

☐   📄 Student inductions   Reorder   Entire site   4 items

☐   📄 The Design Argumen   Compress to ZIP Archive Entire site   Jill...   4 items
                            Move

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... ▾]   >   >|

Subject	Saved By	Modified Date	Site	Beginning Date	Ending Date
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.

Block: You receive no notification regarding low priority site activity.

Daily digest: Individual announcements, resources, and/or mail messages are bundled into a single email message and sent to you daily.

Receive individually when posted: You receive email notification each time that this tool receives more content.
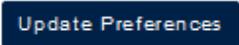
IT Services

Time Zone

Select your time zone and click [Update Preferences] :

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.**
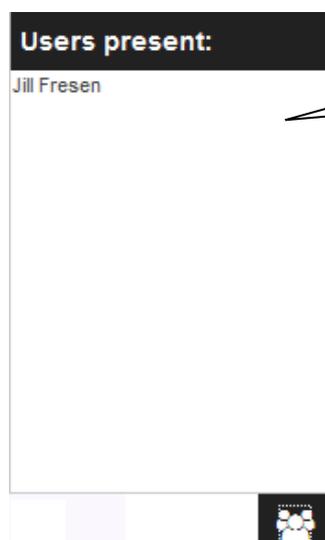
Privacy Status

Default Status

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.

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.

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.

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: 🔲 Sites)

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

	Worksite Title ▲		Type	Creator	Term	Status	Creation Date
☑	Jill sandpit	ⓘ	project	oucs0084		Softly Deleted	16-May-2016 15:14