**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](http://weblearn.ox.ac.uk/info)

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

- **Social Networking**
  - Facebook URL
  - LinkedIn URL
  - MySpace URL
  - Skype username
  - Twitter URL

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

- **Save changes**
- **Cancel**

Click to Save.

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

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

- Shortcuts to these functions. Alternatively click on the links along the top of the page.

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

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.

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.

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:

**Page Tom** added you as a connection on WebLearn

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

**Sent:** Fri 05/06/2012 15:15

To: 

**Page Tom** added you as a connection on WebLearn

To confirm **Page Tom**’s connection request, follow the url below:

[https://weblearn.ox.ac.uk/direct/my/connections](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 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.
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.
### Privacy settings

<table>
<thead>
<tr>
<th>Item</th>
<th>Default Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Image</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Basic Info</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Contact Info</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Staff Info</td>
<td>All logged in users, Only me</td>
</tr>
<tr>
<td>Student Info</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Social Info</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Personal Info</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Show Birth Year</td>
<td></td>
</tr>
<tr>
<td>Who can view my connections?</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Who can see my online status?</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Who can see my status updates?</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Who can view my pictures?</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Who can send me messages?</td>
<td>Only my connections</td>
</tr>
<tr>
<td>Who can see my kudos rating?</td>
<td>All logged in users</td>
</tr>
<tr>
<td>Who can see my wall and my posts to other walls?</td>
<td>All logged in users</td>
</tr>
</tbody>
</table>

*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.

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.

Click the radio buttons to adjust the setting on or off for each preference.

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.

Hover over the Information icon for more information about each widget.
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):
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**
- **PUBLISH (PUBLIC)**
- **PUBLISH (PRIVATE)**
- **FIELDS**

### Calendar by Week

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

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

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

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

Click the information icon to read the folder description.

Select who may view this folder or file.
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.
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.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Preferences Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>- Do not send me low priority announcements&lt;br&gt;- Send me one email per day summarising all low priority announcements&lt;br&gt;- Send me each notification separately</td>
</tr>
<tr>
<td>Resources and Drop Box</td>
<td>- Do not send me low priority resource notifications&lt;br&gt;- Send me one email per day summarising all low priority resource notifications&lt;br&gt;- Send me each resource separately</td>
</tr>
<tr>
<td>Email Archive</td>
<td>- Do not send me email messages&lt;br&gt;- Send me one notification per day summarising all email messages&lt;br&gt;- Send me each email message separately</td>
</tr>
<tr>
<td>Syllabus</td>
<td>- Do not send me low priority Syllabus items&lt;br&gt;- Send me one email per day summarising all Syllabus items&lt;br&gt;- Send me each notification separately</td>
</tr>
</tbody>
</table>

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

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

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

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

Select your time zone and click **Update Preferences**:

<table>
<thead>
<tr>
<th>NOTIFICATIONS</th>
<th>TIME ZONE</th>
<th>PRIVACY STATUS</th>
</tr>
</thead>
</table>

**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/Lisbon
- Europe/London

**Update Preferences**  **Cancel Changes**

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.
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.

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 and then click Update to reverse this.
**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

![Screenshot showing Worksite Setup with Softly Deleted Sites highlighted](image)

- Select a softly deleted site or sites, then click **Restore**

<table>
<thead>
<tr>
<th>Worksite Title</th>
<th>Type</th>
<th>Creator</th>
<th>Term</th>
<th>Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jilt_sandbox</td>
<td>project</td>
<td>oucs0084</td>
<td></td>
<td>Softly Deleted</td>
<td>16-May-2015 15:14</td>
</tr>
</tbody>
</table>

**Tick checkbox(es) to take action on a site. Click column title to sort.**