My Workspace Tools

The left-hand menubar for My Workspace features the following tools:

- **Home** – KCC may use this page to provide you with additional information about the ePortfolio or to share a Message of the Day with all users. If you want to display a website of your own choosing in your portfolio, you may do so by clicking on Options in the My Workspace Information section of the Home page.

- **Announcements** - This tool allows users to view announcements posted to any site of which they are a member. Announcements from all CIGs are merged into the Announcements Tool in your My Workspace area.

- **Schedule** – This tool allows instructors or site organizers to post items in a calendar format. The calendar has day, week, month, year, and a flat list views. Many instructors use the Schedule to post readings for each class, on the day they are due to be read. Other common interest groups often use the Schedule to post group deadlines.

- **Repository** - The Repository tool in My Workspace is the same Repository that appears in all CIGs. From the Repository, you can create, delete, revise or move any document contained on any of your CIGs. Within your Repository, you will also see a folder with read-only items for each of the CIGs to which you belong.

- **Membership** - The Membership Tool displays a list of CIGs of which you are a member (top portion of the screen) and a list of CIGs that you may join (lower portion of the screen). To remove yourself from a site of which you are a member, select the box next to the site and click the Unjoin option. The site will disappear from the list and the tab for the site will no longer be visible along the top of the ePortfolio window. To join a site that’s been made Joinable, select the box next to the site and click the Join option. The new CIG will appear in the top portion of the screen and a tab for the site will be displayed along the top of your portfolio window. *(Caution: If you remove yourself from a CIG that is no longer joinable, you will need to contact your CIG Coordinator in order to rejoin the CIG.)*

- **Preferences** - The Preferences tool allows you to specify how you would like to receive email notification from the system. Email notification can be sent by a site owner when items are posted in certain tools. (Announcements, Resources, Email Archive) When sending an email notification to members of a CIG, a CIG Coordinator may choose to make the message High priority, Low priority, or
choose not to send any notification at all. (no notification is the default) If the CIG Coordinator selects High, all CIG participants will receive this notification. If the CIG Coordinator selects Low, only CIG participants who have specified that they’d like to receive notification will receive this notification. The default settings for all users in Preferences are to block notification from the announcements and resources tools, but to receive notifications from the email archive tool.

• Account - The Account tool allows users to view a read-only copy of the log-in information the system has recorded about you.