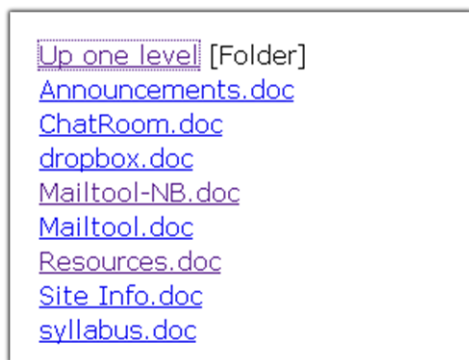


Create a Resources Menu Page

Resources is a flexible tool, but all the options can make the screen too busy.

Create a clean, easy to navigate list of links to items in Resources for site members who need to access materials in Resources, but do not need the Add and Action tool options that can make the Resources tool screen look cluttered. All folders and files are linked and are automatically updated as items are changed or added in Resources.



instead of

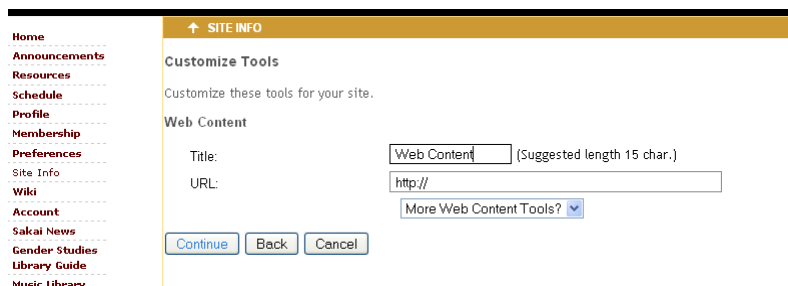


Step 1: Click on [\[Resources\]](#). Go to the details page for the site's main folder by clicking [\[Actions\]](#) [\[Edit Details\]](#) on the top line.

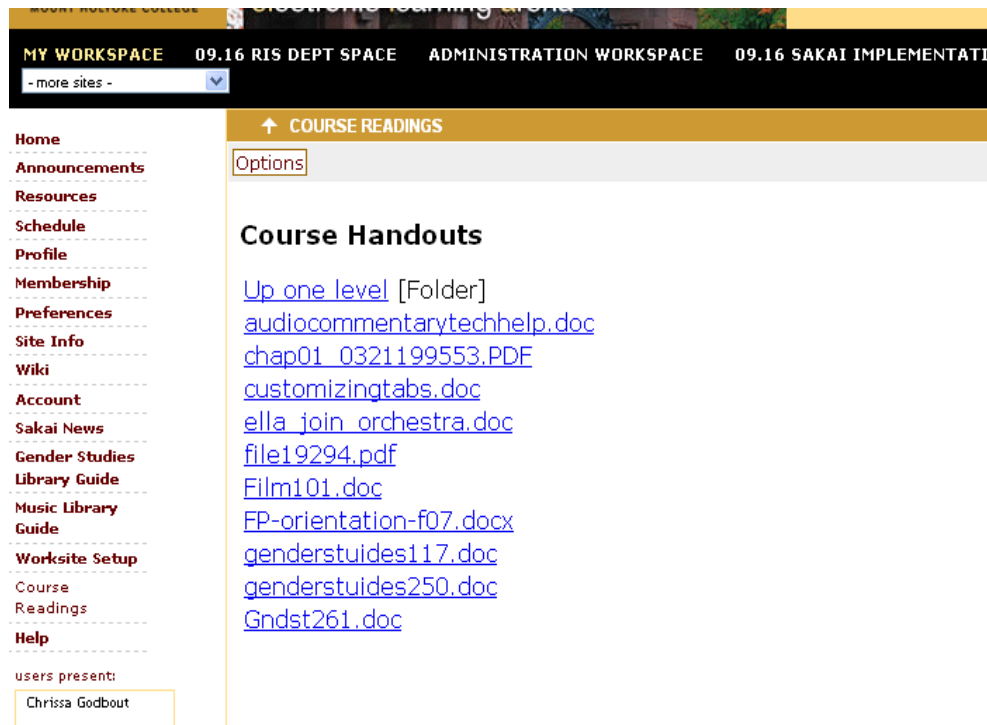
Step 2: Scroll to the bottom of the page. Highlight and copy the Web address (URL)



Step 3: Create a Web Content Link by clicking [\[Site Info\]](#) on the main menu, then [\[Edit Tools\]](#). Scroll down the alphabetical list to check Web Content.



Step 4: Enter a title (ex. Resources Table of Contents, Course Files), and paste the URL from step 2 into the URL box. Click [Continue] and [Finish].



The screenshot shows a Sakai course interface. At the top, there is a navigation bar with links for 'MY WORKSPACE', '09.16 RIS DEPT SPACE', 'ADMINISTRATION WORKSPACE', and '09.16 SAKAI IMPLEMENTATI'. Below this is a dropdown menu for '- more sites -'. On the left side, there is a vertical menu with various options: Home, Announcements, Resources, Schedule, Profile, Membership, Preferences, Site Info, Wiki, Account, Sakai News, Gender Studies, Library Guide, Music Library Guide, Worksite Setup, Course Readings, and Help. The 'Course Readings' section is currently selected, and it displays a list of 'Course Handouts' under the heading 'Options'. The list includes: 'Up one level [Folder]', 'audiocommentarytechhelp.doc', 'chap01_0321199553.PDF', 'customizingtabs.doc', 'ella_join_orchestra.doc', 'file19294.pdf', 'Film101.doc', 'FP-orientation-f07.docx', 'genderstuides117.doc', 'genderstuides250.doc', and 'Gndst261.doc'. At the bottom of the page, there is a section for 'users present:' which lists 'Chrissa Godbout'.

The link will now appear in the main menu and will reflect any changes made to Resources.