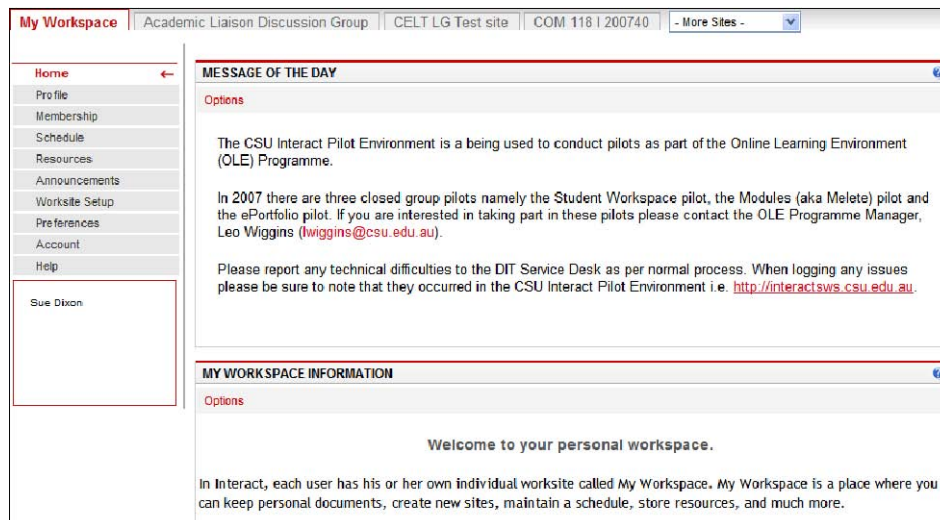


## My Workspace

My Workspace is an individual online worksite that functions as a private workspace for each user. When you log in, you will automatically open your My Workspace, which will display the Message of the Day and My Workspace Information boxes. By default, these boxes contain announcements and information from the system administrator.

A site owner can revise what appears in the My Workspace Information box by clicking **Options**. Only a system administrator can modify the contents of the Message of the Day box, but a site owner can click **Options** to customize how announcements will display in the window.

When you log on to *CSU Interact* it will open to your 'My Workspace' page by default. It will look similar to this:



You will see at the top of the window a list of the *CSU Interact* sites to which you belong. You will see on the left the tools available in your 'My Workspace' area and you will see the current 'Message of the Day' and 'My Workspace Information'.

The tools available on the 'My Workspace' page are:

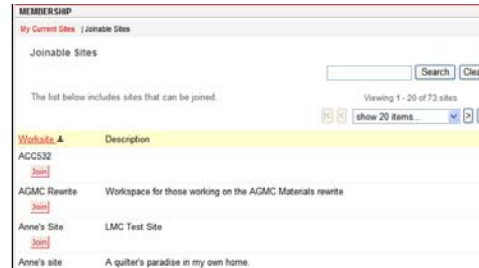
**Home** – shows the 'Message of the Day' and 'My Workspace Information'

**Membership** – gives you a list of all the sites of which you are currently a member and also a list of 'Joinable Sites', that is, sites which you are eligible to join, and a link below each to join them

## My Current Sites



## Joinable Sites



**Calendar** – will show your calendar for all the sites of which you are a member. You have options to 'Add', add or change '**Fields**' and edit the '**Permissions**' for the Calendar

**Resources** - will show you're your 'Site Resources' and allow you to 'Upload - download Multiple Resources'

**Announcements** – Will allow you to view all 'Announcements' sent to all of the *CSU Interact* sites to which you have access

**Worksite Setup** – has options to allow you to 'New' (make a new site), 'Edit' (edit one of your sites), or 'Delete' (delete a selected site)



**Preferences** – from this window you can set up your '**Notifications**' (when and how you are notified of uploads, announcements etc), '**Customise Tabs**' (how your sites are displayed in your window, change the '**Time Zone**' (for wherever you are in the world), and change the '**Language**'. You can do this by selecting the appropriate option from the selections available. See below:



**Account** – shows the details of your *CSU Interact* account

**Help** – textual help for *CSU Interact* tools.