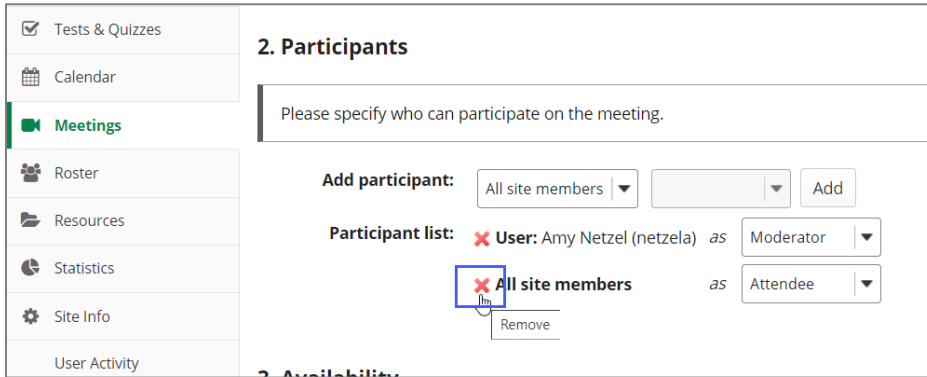


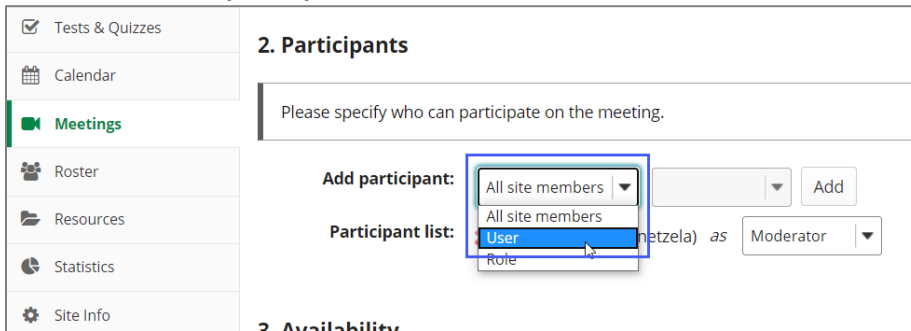
Sakai Meetings: Setting up a One-on-One Session

To set up a one-on-one session in Sakai Meetings, you'll first need to remove access to the meeting for all students and then grant access for only the intended student.

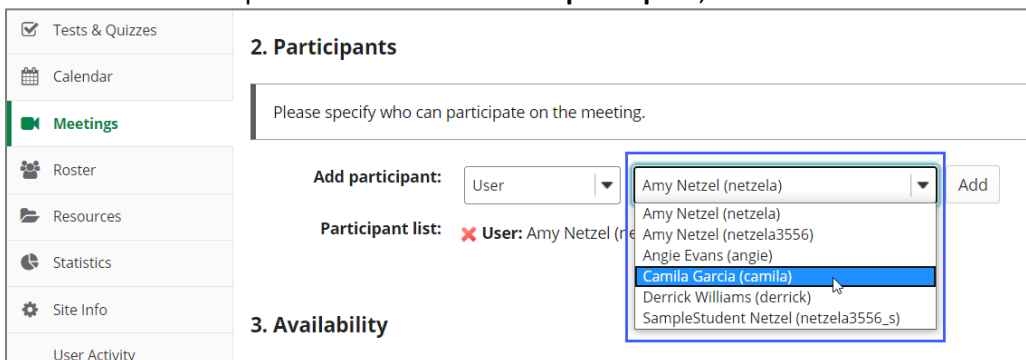
1. In the Participants section, click the **X** next to **All site members**.



2. Only you have access to the session. To add an individual student, click the **first** drop-down menu next to **Add participant**, and select **User**.



3. Click the **second** drop-down menu next to **Add participant**, and select the **student**.



4. Click the **Add** button.

The screenshot shows the '2. Participants' section of a software interface. On the left is a sidebar with navigation options: Tests & Quizzes, Calendar, Meetings (highlighted), Roster, Resources, and Statistics. The main content area is titled '2. Participants' and contains the instruction 'Please specify who can participate on the meeting.' Below this, there is an 'Add participant:' section with a dropdown menu set to 'User', a text input field containing 'Camila Garcia (camila)', and an 'Add' button. A blue box highlights the 'Add' button. Below the 'Add participant:' section is a 'Participant list:' section showing one entry: 'User: Amy Netzel (netzela) as Moderator' with a dropdown menu set to 'Moderator'.

5. The student is now a participant. **Make sure to save the settings!**
The Meetings session will appear only for you and the student you selected.

The screenshot shows the '2. Participants' section of the software interface. The sidebar is the same as in the previous screenshot. The main content area is titled '2. Participants' and contains the instruction 'Please specify who can participate on the meeting.' Below this, there is an 'Add participant:' section with a dropdown menu set to 'User', a text input field containing 'Camila Garcia (camila)', and an 'Add' button. Below the 'Add participant:' section is a 'Participant list:' section showing two entries: 'User: Amy Netzel (netzela) as Moderator' and 'User: Camila Garcia (camila) as Attendee'. A blue arrow points to the new entry. The dropdown menu for the new entry is set to 'Attendee'.