

# Sakai Meetings:

## Set up Student Group Meetings

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Sakai Meetings allows you to create student group meetings that your students can use for group project meetings or other group activities. With group meetings, students can only join the meeting session for the group to which they are assigned, and instructors can join and all of the group sessions.

There are two methods for creating student group meetings. You can either generate the group meetings (to save time) or manually create them. Before creating student group meetings, you will need to first create student groups in Sakai.

### Creating Student Groups in Sakai (Must be completed first)

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- The Sakai Community has provided [step-by-step instructions for creating groups](http://bit.ly/sakai-groups) [http://bit.ly/sakai-groups].
- If you need assistance, please contact [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu)

### Creating Student Group Meeting Sessions

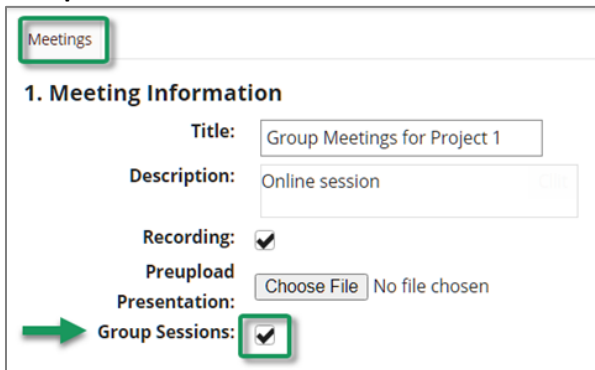
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#### Method 1: Generating Group Sessions

As you generate group sessions, we recommend making all of the group members moderators. This will allow them to present and moderate during their meeting.

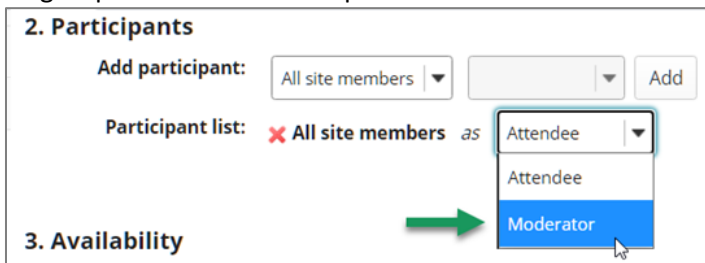
##### Step 1: Create a Meeting and Generate Group Sessions

1. In the Meetings tool in Sakai, click the **Create Meeting** button.
2. Provide a title for the meeting, and in **Meeting Information** section, check the box next to **Group Sessions**.



The screenshot shows the 'Meeting Information' section of the Sakai Meetings tool. It includes fields for Title (Group Meetings for Project 1), Description (Online session), Recording (checked), Preupload (Choose File), and Presentation (No file chosen). The 'Group Sessions' checkbox is checked and highlighted with a green box, with a green arrow pointing to it from the left.

3. In the **Participants** section, click the drop-down next to *All site members*, and **select Moderator**. All group members can now present and moderate in their sessions.

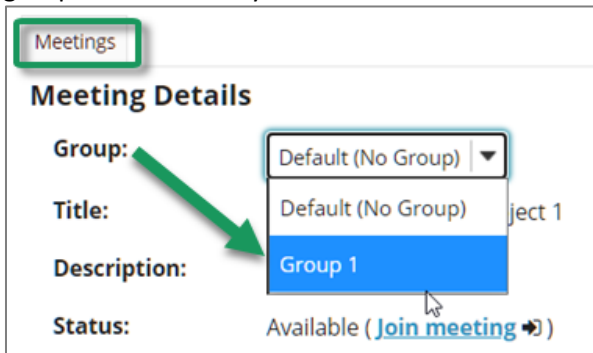


The screenshot shows the 'Participants' section of the Sakai Meetings tool. It includes an 'Add participant' dropdown menu set to 'All site members' and an 'Add' button. The 'Participant list' shows 'All site members' with a red 'x' icon. A dropdown menu is open next to 'All site members', showing 'Attendee' and 'Moderator' options. The 'Moderator' option is selected and highlighted with a blue background, with a green arrow pointing to it from the left.

4. Optionally, scroll down to add an Availability date and/or Notification. Click **Save**.

## Step 2: Show Your Students How to Join Group Sessions

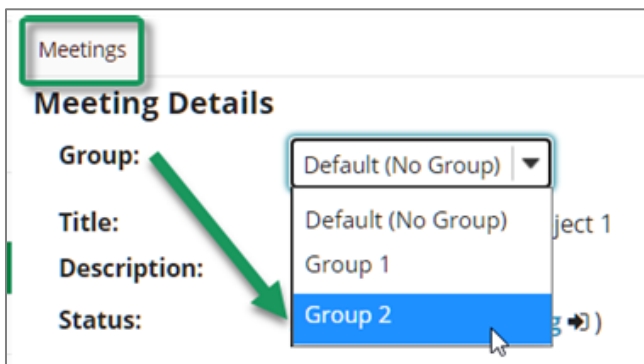
1. In Meetings, students click on the **meeting's title**, such as *Group Meetings for Project 1*.
2. Then click the **drop-down** next to **Group**, and select the **group name**. Students can only choose groups for which they are a member in the course.



3. Click **Join Meeting**. All students in the session will have moderator access. This means they have the ability to present and moderate the session.
  - As Moderators, each student may give and take the Presenter role amongst themselves. Only one student in the group may be a Presenter at any given time.
  - When presenting, the Presenter may display a PDF or other materials such as a PowerPoint presentation.
4. Make sure to provide your students with the following instructions:
  - **Performing Moderator tasks:**  
[go.durhamtech.edu/bbb-moderator-how-to](http://go.durhamtech.edu/bbb-moderator-how-to)
  - **Giving and taking the Presenter role:**  
[go.durhamtech.edu/bbb-take-presenter](http://go.durhamtech.edu/bbb-take-presenter)
  - **Performing presenter actions (such as displaying a PDF):**  
[go.durhamtech.edu/bbb-presenter-how-to](http://go.durhamtech.edu/bbb-presenter-how-to)

## Step 3: Join a Group Session as an Instructor

1. In Meetings, click on the **meeting title**, such as *Group Meetings for Project 1*.
2. For instructors: The Group drop-down will display **all group names available in the course**. Choose a **group name** from the list of groups in the Sakai site.
3. Click **Join Meeting**.
4. Instructors can take the Moderator or Presenter role from students.



## Method 2: Manually Create Meeting Sessions for each Group

You can create a separate meeting for each group. If there are ten groups, you'll create ten meeting sessions. You'll also need to remove access to the meetings for all students and then grant access to only the intended group. Finally, make the group members moderators so that members can present and facilitate their meeting. Students can only access group meetings for groups they are assigned to in the course. By default, the instructor is a moderator in all meetings sessions.

### Step 1: Create a Meeting for each group

1. In **Meetings**, click on the **Create Meeting** button.
2. Add the meeting title for the first group, such as *Group 1 - Project Meeting 1*.
3. In the Participants section, click the **X** next to **All site members**.

**2. Participants**

Add participant: All site members [dropdown] [dropdown] Add

Participant list: **X** User: Rebekah Roehrs (roehrsr2365) as Moderator [dropdown]

**X** All site members as Attendee [dropdown]

A blue arrow points to the 'X' icon next to 'All site members'.

4. Only you have access to the session. To add a student group, click the **first** drop-down menu next to **Add participant**, and select **Group**.

**2. Participants**

Please specify who can participate on the meeting.

Add participant: All site members [dropdown] [dropdown] Add

Participant list: All site members (techsmithr) as Moderator [dropdown]

Group [dropdown]

Role [dropdown]

**3. Availability**

A blue arrow points to the 'Group' option in the 'Add participant' dropdown menu.

5. Click the **second** drop-down menu next to **Add group**, and select the **group name**.

**2. Participants**

Add participant: Group [dropdown] Group 2 [dropdown] Add

Participant list: **X** User: Rachel Techs [dropdown] Moderator [dropdown]

Group 1 [dropdown]

Group 2 [dropdown]

A blue arrow points to the 'Group 1' option in the second dropdown menu.

6. Click the **Add** button.

**2. Participants**

Please specify who can participate on the meeting.

Add participant: Group Group 1 Add

Participant list: ✗ User: Rachel Techsmith (techsmithr) as Moderator

7. Beside *the group name*, click on the drop-down and **select Moderator**. All group members can now present and moderate in their session.

**2. Participants**

Add participant: Group Group 1 Add

Participant list: ✗ User: Rachel Techsmith (techsmithr) as Moderator

✗ Group: Group 1 as Attendee

**3. Availability**

8. Optionally, add an open date. Click **Save**. The group meeting session has been created. The Meetings session will appear only for you and the group you selected.
9. Repeat the steps above (1-8) for each of your student groups.

### Step 2: Show Your Students How to Join Their Student Group Session

1. In Meetings, students will click on their student group's meeting title, *such as **Group 1** – Project Meeting 1*. Only Group 1 students and the instructor can see the meeting sessions created for Group 1.
2. Click **Join Meeting**. Students can give/take the moderator or presenter role from other students and can perform presenter actions, such as displaying a PDF:
  - Perform moderator tasks: <https://go.durhamtech.edu/bbb-moderator-how-to>
  - Perform presenter actions: <https://go.durhamtech.edu/bbb-presenter-how-to>

### Step 3: Join a Student Group Session as an Instructor

1. In Meetings, click on a student group's meeting title, *such as **Group 2** – Project Meeting 1* (You must have previously created the meeting session for Group 2). Only Group 2 students and the instructor can see the meeting sessions created for Group 2.
2. Click **Join Meeting**. Instructors can take the moderator or presenter role from students.