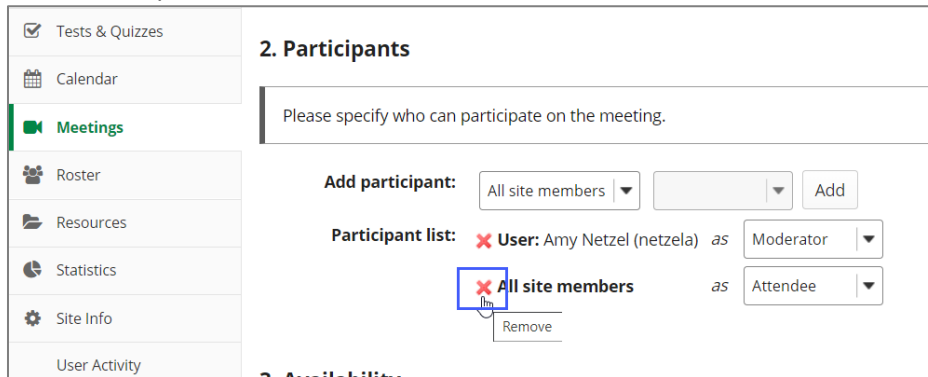


# Sakai Meetings:

## Setting up a One-on-One Session

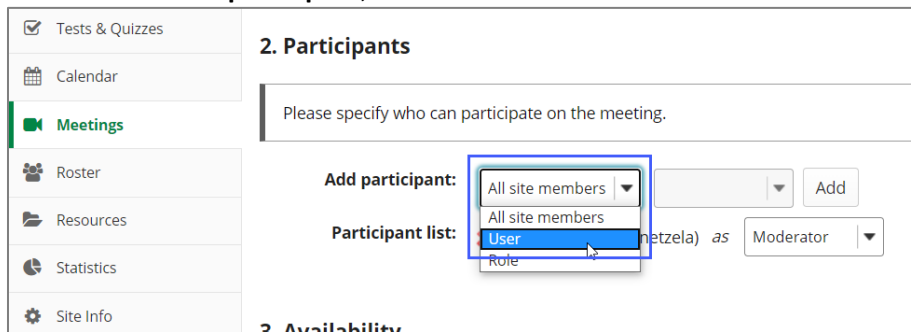
To set up a one-on-one session in Sakai Meetings, you'll first need to remove access to the meeting for all students and then grant access for only the intended student.

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



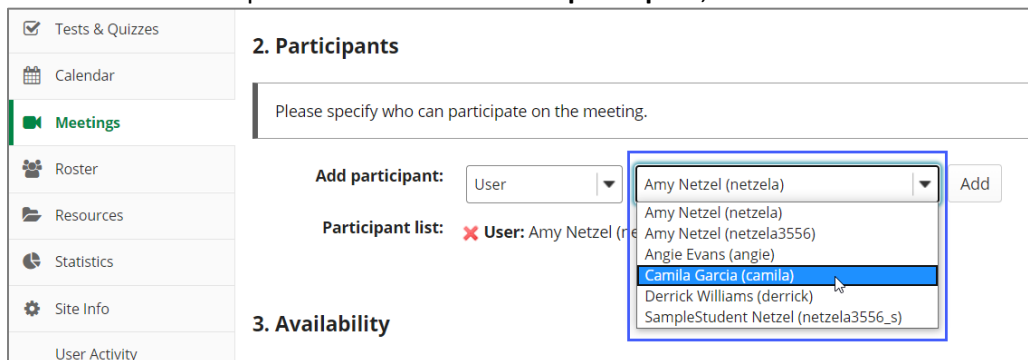
The screenshot shows the '2. Participants' section of the Sakai Meetings interface. On the left is a navigation menu with 'Meetings' selected. The main area contains the text 'Please specify who can participate on the meeting.' Below this is an 'Add participant:' section with a dropdown menu currently set to 'All site members' and an 'Add' button. The 'Participant list:' section shows two entries: 'User: Amy Netzel (netzela) as Moderator' and 'All site members as Attendee'. A red 'X' icon is positioned to the left of the 'All site members' entry, and a mouse cursor is hovering over it. A 'Remove' button is visible below the 'All site members' entry.

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**.



The screenshot shows the '2. Participants' section. The 'Add participant:' dropdown menu is open, displaying a list of options: 'All site members', 'All site members', and 'User'. The 'User' option is highlighted in blue. The 'Participant list:' section shows 'User: Amy Netzel (netzela) as Moderator'.

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



The screenshot shows the '2. Participants' section. The 'Add participant:' dropdown menu is open, showing 'User' selected. A second dropdown menu is open, displaying a list of users: 'Amy Netzel (netzela)', 'Amy Netzel (netzela)', 'Amy Netzel (netzela3556)', 'Angle Evans (angle)', 'Camila Garcia (camila)', 'Derrick Williams (derrick)', and 'SampleStudent Netzel (netzela3556\_s)'. The 'Camila Garcia (camila)' option is highlighted in blue. The 'Participant list:' section shows 'User: Amy Netzel (netzela) as Moderator'.

4. Click the **Add** button.

The screenshot shows the '2. Participants' section of a software interface. On the left is a sidebar with menu items: 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 is the 'Add participant' form, which includes a 'User' dropdown menu set to 'User', a text input field containing 'Camila Garcia (camila)', and an 'Add' button. The 'Add' button is highlighted with a blue box and a mouse cursor. Below the form is the 'Participant list', which currently contains one entry: 'User: Amy Netzel (netzela) as Moderator' with a dropdown arrow.

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.

This screenshot shows the same '2. Participants' interface as the previous one. The 'Add participant' form is now empty, with the 'User' dropdown set to 'User' and the text input field empty. The 'Add' button is no longer highlighted. The 'Participant list' now contains two entries: 'User: Amy Netzel (netzela) as Moderator' and 'User: Camila Garcia (camila) as Attendee'. A blue arrow points to the new entry. The 'Attendee' dropdown menu for the new entry is open, showing a mouse cursor over it. The sidebar on the left remains the same, with 'Meetings' highlighted.