

A **combined Sakai course site** contains students from more than one Colleague roster or section. In Sakai, these multiple sections are *usually* referred to as **groups**. Most Sakai tools allow instructors to view, interact with, or make content visible to students from selected groups or sections. Below is info on how Sakai tools can be used with a combined Sakai course site.

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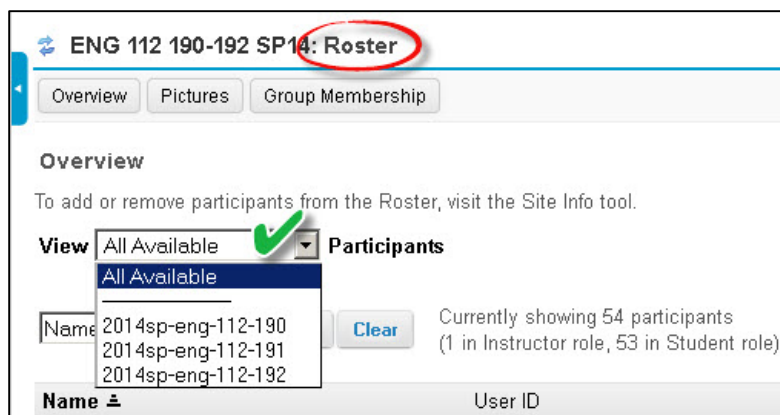
## Roster Tool

**IMPORTANT:** If you have a combined site, at the start of the course, use the Roster tool to make sure no students are assigned to more than one section

- In a combined site, click Roster in the course menu, then click **Group Membership** at the top
- Scan the list of students. If any students are **assigned to more than one section** (or not assigned to any section) **contact us** at [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu) so we can correct it!

**Any time you need to view a list of students in a specific group or section:**

On the main Roster page, beside **View**, click on the **drop down menu** to select a specific group.

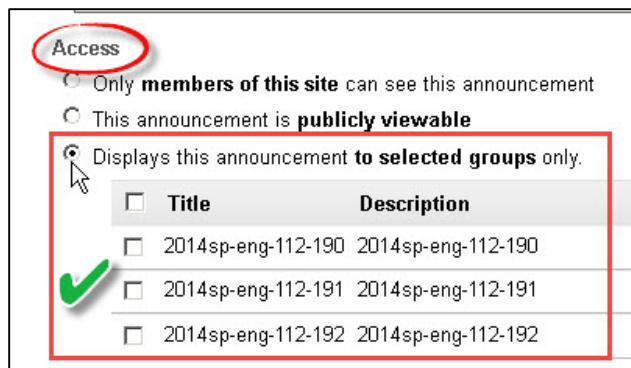


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## Announcements Tool

**To post an announcement for a selected group or section only:**

- In Announcements, click on **Add**, and enter your title and body message
- Under **Access**, select **Displays this announcement to selected groups only**, then check the box beside the group (or section) the announcement applies to



- If sending an email of the announcement, beside **Email Notification**, click High - All Participants
- Click the **Post Announcement** button. The announcement will be visible (and emailed, if you chose that option) to students in the selected group only.

## Email Tool

### To send an email to a selected group (instead of all students):

- In Sakai's Email tool, beside **To:**, click on **Sections** (not groups), then click the **checkbox** beside a group you want to send the email to

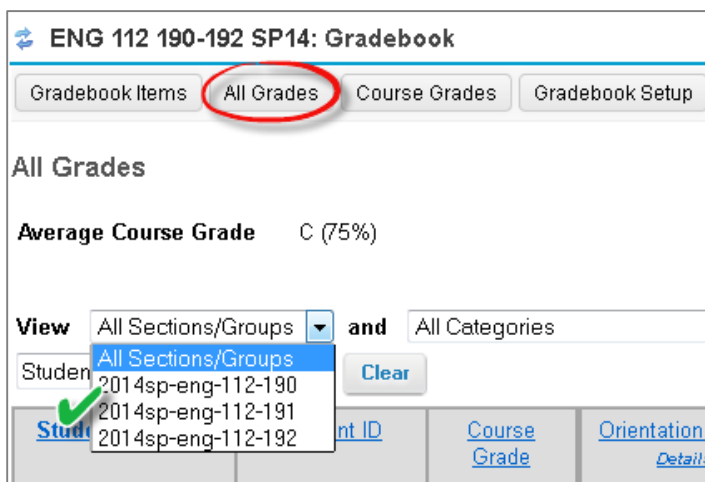


- Enter your subject and text
- Optionally, click in the checkbox to send a copy to yourself and/or to the email archive
- Click on the **Send Mail** button

## Gradebook Tool

### To view grades for a selected group or section:

- In Gradebook, click the **All Grades** button at the top
- Beside **View**, click on the drop down menu to select a specific group or section to view



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## Lessons Tool

In Lessons, instructors can make content visible to specific groups or sections only. Often, the best way to do this is to create a subpage for each group or section, and then make each subpage viewable only by a specific group.

### To make a Lessons subpage visible to a certain group or section:

- In Lessons, add a subpage for each group. You can then add content to the subpages.
- From the main lessons page, to the left of the subpage link, click **Edit**.
- In the box that appears, choose **Edit the groups for which this item should be shown**

Item Name: Course Information for Sect

Item Description:

Change Page

Next page, i.e. page replaces the current one rather than returning to the current one

Show as button rather than link

Don't Release Item Until All Prerequisites are Completed

Require This Item

**Edit the groups for which this item should be shown**

2014sp-eng-112-190

2014sp-eng-112-191

2014sp-eng-112-192

Delete:

- Click to put a checkbox beside a group (or section) for which you want this subpage displayed
- Click **Update Item**
- The subpage link – and all content within the subpage – will be visible to the selected group(s) only. A red label beside the subpage link tells the instructor which group(s) can see the subpage:

Lessons

Reorder Add Text Add Multimedia Add Resource Add Subpage Add Assignment

Edit [Course Information for Section 190](#) [2014sp-eng-112-190]

Edit [Course Information for Section 191](#) [2014sp-eng-112-191]

Edit [Course Information for Section 192](#) [2014sp-eng-112-192]

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## Other Sakai Tools

Many other Sakai tools – such as Assignments, Tests & Quizzes, and Forums – also contain options for making content available to selected groups. Explore and let us know if you have questions!