Working with Groups in a Sakai Site

Most Sakai tools allow instructors to view and make content visible to students from selected groups or sections. Below you’ll find info on how to create a group and how Sakai tools can be used with groups in a course site.

Create a group

1. In your Sakai site, go to Site Info. Click Manage Groups along the top.
2. Click Create New Group.
3. Enter a Group Title.
   - **TIP:** Be thoughtful when choosing a group title; in some places in Sakai class members may be able to see the group title and who is in the group.
4. Assign members to the group using the box at the bottom of the screen.
5. The left column lists all site members (including students who have dropped). Click the name of a student for a group, then click the right arrow to move the student's name to the right column (Group Member List). Repeat for each student you need to add to the group.
6. When finished, click Update at the bottom of the screen. The Group List now shows your new group and the number of members in that group. (If you need to make changes, click Edit.)
7. Repeat steps 2-5 again for each group you want to create in your course site.

Roster Tool

Click Roster in the course menu, then click Group Membership at the top.

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.
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 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 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

Forums/Topics

In Forums, beside your site forum title, click on New Topic.
- Add a title, short description, and your questions in the Description text box
- If this is a graded assignment, associate the topic with a gradebook item you created
- Under “Automatically create multiple topics”, select Automatically create multiple topics for groups
- Click on the box beside the group or groups the topic should be created for

- Click on the Save button
Tests

After creating your test, update the Settings:
- To the left of the test, click Select and choose Settings.
- In the Assessment Released To area – Choose Selected Groups, then be sure to put a check beside the groups you want to make the test available to.

- Click Save Settings and Publish.

Assignments

In Assignments, Click Add
- Add the Assignment title, open/due dates, select a student submission type from the dropdown menu (such as inline and attachments).
- If graded, click on Points and type in the maximum score.
- Add Assignment instructions, and if graded, click on Add assignment to Gradebook.
- In the Access area, click on Display to selected groups.
- Click on the groups you want to make the assignment available to.

- Click on the Post button
Lessons Tool

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

To make a Lessons subpage visible to a certain group:
- 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.

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.