Working with Multiple Sections in a Combined Sakai Site

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.

Roster Tool

**IMPORTANT:** If you have a combined site, at the start of the course, use the Roster tool to check if students were assigned to more than one section:
- Click Roster on the course menu.
- In the Groups column, if the Pick a group drop-down is displayed, the student has been assigned to more than one section (or if a student is not assigned to any section) contact us at sakaihelp@durhamtech.edu so we can correct it!

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>Role</th>
<th>Groups:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bean, Anna</td>
<td>anna</td>
<td>Student</td>
<td>Pick a group</td>
</tr>
<tr>
<td>Black, Calvin</td>
<td>calvin</td>
<td>Student</td>
<td>2017sp-ac1-122-103</td>
</tr>
<tr>
<td>Potter, Harry</td>
<td>harry</td>
<td>Student</td>
<td>2017sp-ac1-122-102</td>
</tr>
<tr>
<td>Smith, Sarah</td>
<td>studentC1</td>
<td>Student</td>
<td>2017sp-ac1-122-103</td>
</tr>
<tr>
<td>Techsmith, Jane</td>
<td>techsmithj</td>
<td>Student</td>
<td>2017sp-ac1-122-103</td>
</tr>
</tbody>
</table>

To view a list of students in a specific group or section:
- On the Roster main page, beside Groups, 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 (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.

<table>
<thead>
<tr>
<th>Access</th>
<th>Only members of this site can see this announcement</th>
<th>This announcement is publicly viewable</th>
<th>Display this announcement to selected groups only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017sp-aca-122-101</td>
<td></td>
</tr>
<tr>
<td>2017sp-aca-122-102</td>
<td></td>
</tr>
<tr>
<td>2017sp-aca-122-103</td>
<td></td>
</tr>
</tbody>
</table>

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; then 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

From: [enter email address]

To: [enter email address]
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

![Gradebook Tool Image](image)

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 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 a group (**Add Content-Add Subpage**). Add content to the subpage. Click on the Lessons link at the top to return to the main Lessons page, to create another subpage, if needed.
- From the main Lessons page, to the right of the subpage link, click on the **Edit** icon.
- In the dialog box, near the bottom, click on the link **Edit the groups for which this item should be shown**
- Click on the checkbox beside a group (or section) for which you want this subpage displayed; click **Update Item**.

![Lessons Tool Image](image)
Lessons subpages visible to all groups/sections or visible to certain a group or section:

- On the main page of Lessons, the subpage link – and all content within the subpage – will be visible to the selected group(s) only.
- Beside the subpage link(s), the instructor will see a red italicized label with the group/section name.

Other Sakai Tools

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