

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!

Name	User ID	Role	Groups:
Bean, Anna	anna	Student	Pick a group
Black, Calvin	calvin	Student	2017sp-aca-122-103 2017sp-aca-122-101
Potter, Harry	harry	Student	2017sp-aca-122-102
Smith, Sarah	student01	Student	
Techsmith, Jane	techsmithj	Student	2017sp-aca-122-103

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.

Access

Only **members of this site** can see this announcement

This announcement is **publicly viewable**

Display this announcement **to selected groups only**

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	2017sp-aca-122-101	
<input type="checkbox"/>	2017sp-aca-122-102	
<input type="checkbox"/>	2017sp-aca-122-103	

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: _____

To: All | [Roles](#) | **Sections** | [Groups](#)

[2017sp-bio-155-190](#)

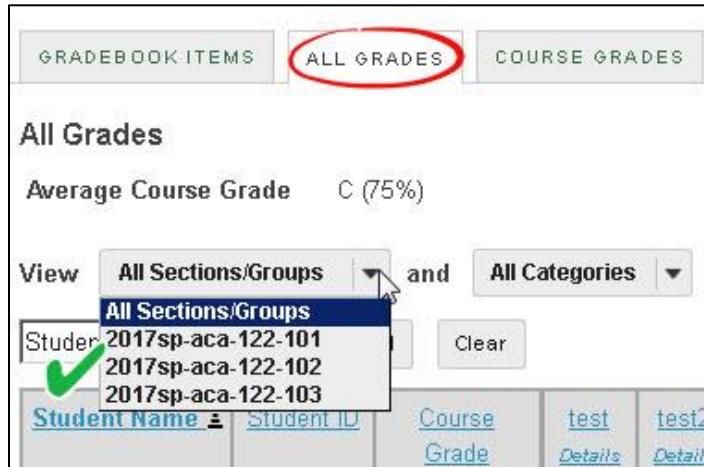
[2017sp-bio-155-191](#)

[Add Other Recipients](#)

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

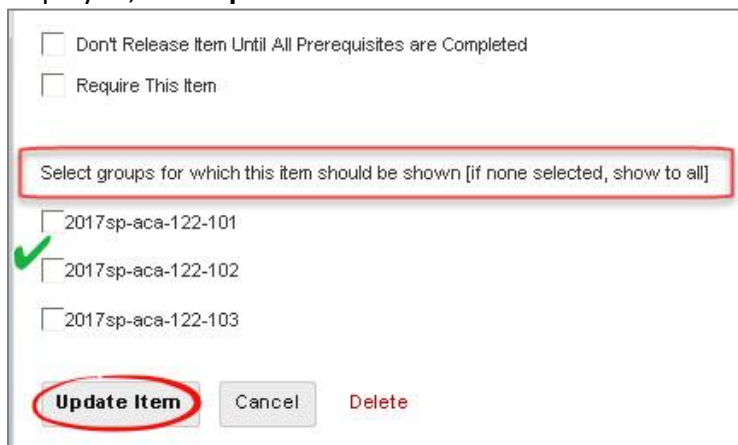


Lessons Tool

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 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!