

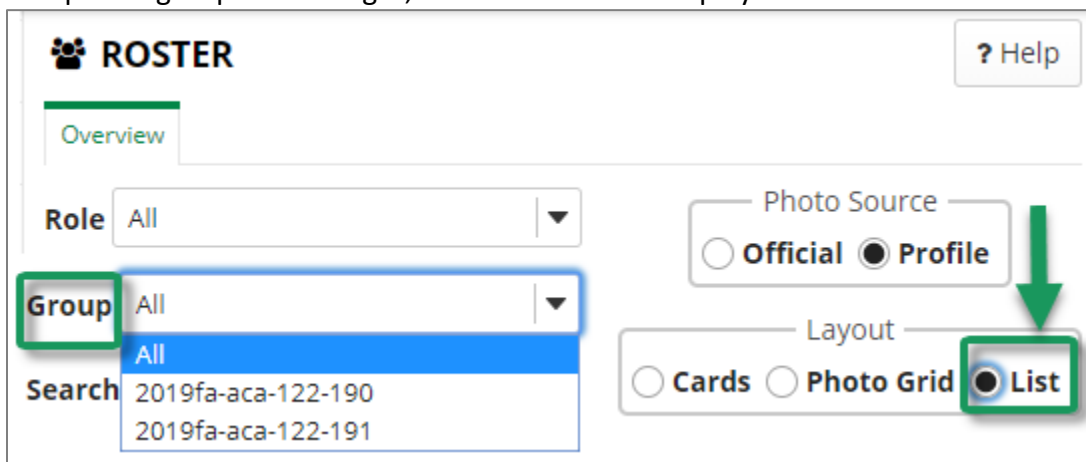
Working with Multiple Sections in a Combined Sakai Site

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

To view a list of students in a specific group or section:






- On the Roster main page, beside *Group*, click on the **drop-down menu** to select a specific group. On the right, click beside *List* to display a more readable roster.



The screenshot shows the 'ROSTER' tool interface. On the left, there's a 'Group' dropdown menu with 'All' selected, and a 'Search' field below it. On the right, there's a 'Photo Source' section with 'Official' and 'Profile' radio buttons, and a 'Layout' section with 'Cards', 'Photo Grid', and 'List' radio buttons. A green arrow points to the 'List' radio button, which is selected.

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:

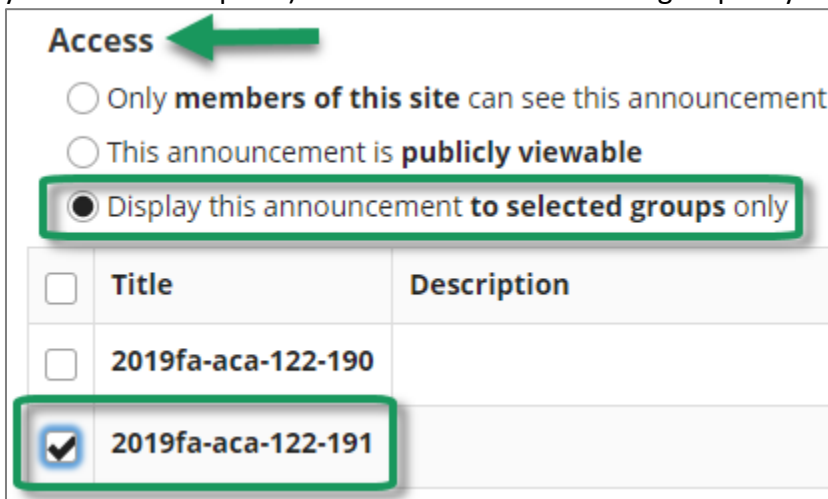
- Click **Roster** on the course menu. On the right, click beside *List* to display a roster that is easier to read.
- In the *Groups* column, if the *Multiple drop-down* is displayed, the student has been **assigned to more than one section** or if a student is **not assigned to any section** (*Ungrouped*) **contact us** at sakaihelp@durhamtech.edu so we can correct it!

Photo	Name	User ID	Role	Groups
	Adams, Angela	student01	Student	Multiple...
	Parker, Penny	student0002	Student	Multiple...
	Roscoe, Reginald	student0003	Student	2019fa-aca-122-190
	Womble, Wendell	student0008	Student	2019fa-aca-122-191
	Zebulon, Zachary	student00010	Student	Ungrouped

Announcements Tool

To post an announcement for a selected group or section:

- 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**

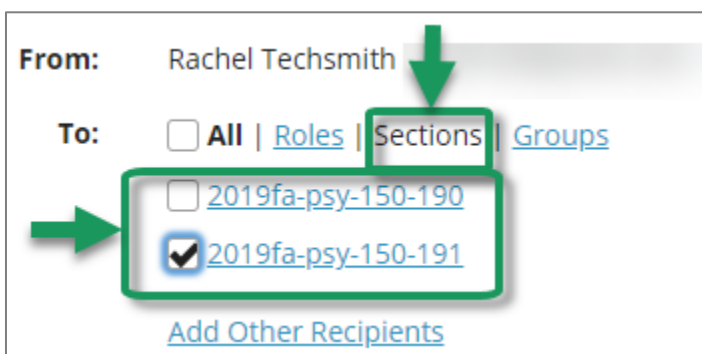
☒ **Display this announcement to selected groups only**

<input type="checkbox"/>	Title	Description
<input type="checkbox"/>	2019fa-aca-122-190	
<input checked="" type="checkbox"/>	2019fa-aca-122-191	

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: Rachel Techsmith

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

☐ [2019fa-psy-150-190](#)

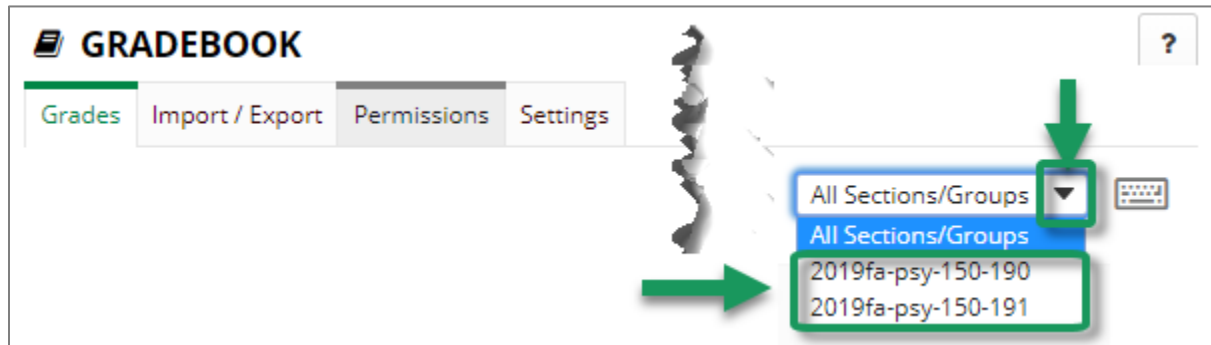
☒ [2019fa-psy-150-191](#)

[Add Other Recipients](#)

Gradebook Tool

To view grades for a selected group or section:

- In the Gradebook, to the far right, click on the **All Sections/Groups** 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**.

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Select groups for which this item should be shown [if none selected, show to all]

☒ 2019fa-aca-122-190

☐ 2019fa-aca-122-191

Lessons subpages visible to all groups/sections or visible to a certain 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.



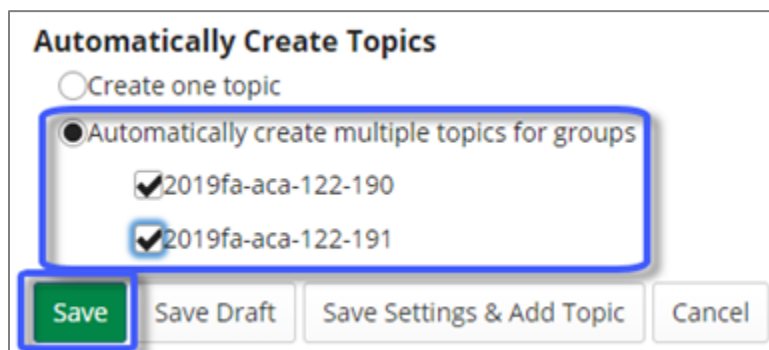
Forums Tool (Topics)

In the Forums tool, when you create a topic, you can create multiple, private topic areas for groups. Within the private topic area, each group member can contribute to their group's topic, but cannot access or post in the other group topics.

- For example, instead of all of your students posting in one topic, such as the *Week 1 Discussion Topic*, you can choose to create a *Week 1 Discussion Topic* for each group.

To create topics for selected groups or sections:

- When creating a topic, select appropriate settings.
- Under *Automatically Create Topics*, click beside **Automatically create multiple topics for groups**. Then check the box next to **each group** for which a topic should be created.
- Click **Save**. A separate topic will be created for each selected group.



Other Sakai Tools

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