



PROVIDENCE  
COLLEGE

## Adding Participants to a Sakai Course

<http://Sakai.Providence.edu>  
[SakaiHelp@Providence.edu](mailto:SakaiHelp@Providence.edu)  
[www.Providence.edu/ITDP](http://www.Providence.edu/ITDP)

Sakai automatically populates your student roster to the Course Site, but sometimes an instructor may wish to add a co-instructor or tutor for a number of reasons. The following steps will show you how to do this.

1. Start by going to the Course Site for the class in which you would like to add a participant. From the left-side navigation bar click "Site Info". From the Site Info menu, select "Add Participants".

PROVIDENCE COLLEGE

Home Administration Workspace Test Site Turnitin Site Lessons Example

Overview

Week 1

Week 2

Gradebook

Announcements

Forums

Assignments

Resources

**Site Info**

Student Creation

Lesson Plan 1

**SITE INFO**

Edit Site Information Manage Tools Tool Order **Add Participants** Manage G

Import from Archive File User Audit Log

**Test Site**

**Site URL** https://sakai.providence.edu/po

**Site contact and email** Shonna M Ryan, [sryan13@pro](mailto:sryan13@providence.edu)

**Available to** Site participants only

**Modification date** Nov 22, 2017 4:33 pm

**Modified by** Admin, Longsight

**Display in Site Browser** Yes ([Tell me more...](#))

**Creation date** Sep 29, 2015 1:27 pm

**LaTeX** Disabled

**Site Description**

2. Type the email of the person you are adding into the inline box (Note: You can add more than one user at once if needed). Once you have added their email, click "Continue".

**SITE INFO**

**Add Participants**

**Other Official Participants**

Official Email Address or Username

Note: Enter multiples each on separate line (no punctuation)

**Participant Roles**

Assign all participants to the same role

Assign each participant a role individually

**Participant Status**

Active

Inactive

3. Select the role you wish the participant to fill within the course. There are descriptions of the various roles in the table that appears on the screen. Once you've check off the correct role, scroll down and click, "Continue".

### Choose a Role for Participants

#### Roles

<input type="radio"/>	Co-Instructor	Co-Instructors have the same abilities as Instructor.
<input type="radio"/>	Course Assistant	
<input type="radio"/>	Course Designer	Course Designers have the same abilities as Instructor.
<input type="radio"/>	Demo Student	Demo Student can be used by Instructors to experience a course as a Student. Request an account from sakaihelp@providence.edu.
<input type="radio"/>	Guest Lecturer	
<input type="radio"/>	Instructor	Instructors are automatically managed by CyberFriar/Banner.
<input type="radio"/>	Librarian	Librarians can access everything except the Gradebook.
<input type="radio"/>	Observer	
<input type="radio"/>	Student	Students are automatically managed by CyberFriar/Banner.
<input type="radio"/>	Tutor	Tutors can access student work in Assignments.

4. On the next page it will ask you whether you want them to receive an email noting that they have been added. Make your selection and click "Continue". They are now added to the course site under the role you specified.

#### SITE INFO

### Add participant(s) to Demo Sakai 101 201610

An email can be automatically sent to the added users notifying them of the site's availability.

- Send Now - send an email now to users notifying them that the site is available
- Don't Send - do not send an email notifying new participants about the site's availability