



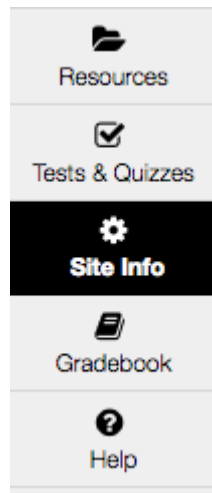
Creating Groups in Sakai

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

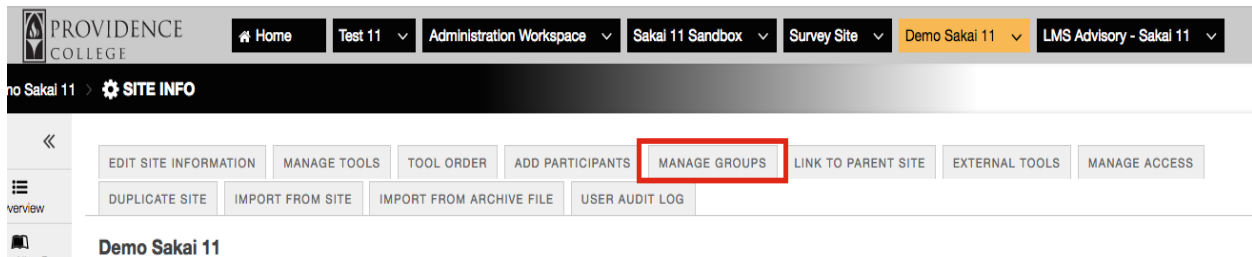
Creating Groups in Sakai:

You can create groups in Sakai, allowing you to assign certain tasks by group or create collaborative group-work scenarios. To create groups in Sakai, follow these instructions:

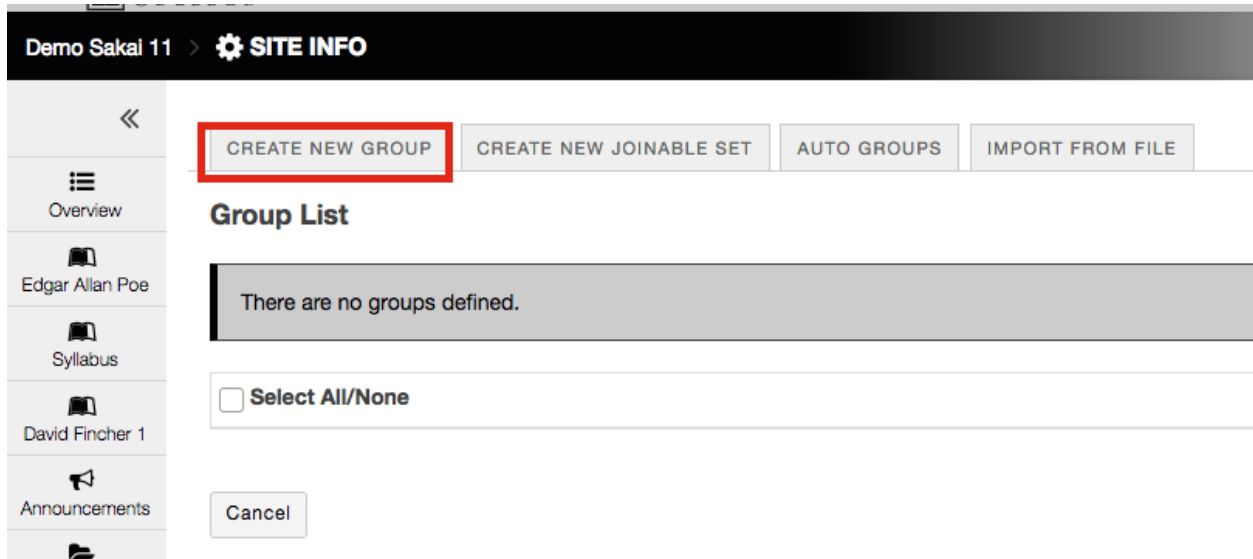
1. Go to the course site that you would like to create groups for, and then select “Site Info” from the left hand menu.



2. From the tabs at the top of the Site Info page, select “Manage Groups”.



3. Select “Create New Group” from the tabs at the top of the page.



4. Give the group a name. To add group members to this group, select their names from the section labeled “Site Member List” and move them to “Group Member List” by clicking the right pointing arrow.

Create New Group

Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

*Group Title: (A red arrow points to this input field.)

Description:

Allow members to see the other members of this group

Joinable set:

Membership

- Site Member List**
- Role: Guest
 - Role: Organizer
 - Role: Participant
 - Hauerwas, Adam (hauerwas)
 - Ryan, Shonna M. (ryan13) (A red arrow points to this name.)



- Group Member List**
- DeCesare, Julie A (jdecesa1)

5. Once you have added all the necessary group members to “Group Member List”, scroll down and click “Add” to create group.

Membership

Site Member List

Role: Guest
Role: Organizer
Role: Participant
Hauerwas, Adam (hauerwas)



Group Member List

DeCesare, Julie A (jdecasa1)
Ryan, Shonna M (sryan13)

Add

Cancel

6. Now, whenever you go to the “Manage Groups” tab in “Site Info” you will be able to access that group to edit it if needed.

CREATE NEW GROUP

CREATE NEW JOINABLE SET

AUTO GROUPS

IMPORT FROM FILE

LINK

HELP

Group List

Group Title	Joinable Set	Size (Max)	Members	<input type="checkbox"/> Select All/None
Group 1	---	2	Julie A DeCesare, Shonna M Ryan	<input type="checkbox"/>

Remove Checked

Cancel