

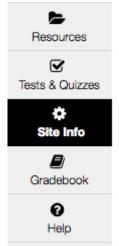
Creating Groups in Sakai

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".

	VIDENCE	A Home Test	11 v Administrat	ion Workspa	ice v S	Sakai 11 Sandbox 🗸	Survey Site 🗸 Demo	Sakai 11 🗸 LMS	Advisory - Sakai 11 🗸
	SITE INFO								
«	EDIT SITE INFORMATION MANAGE TOOL		S TOOL ORDER ADD PARTICIPANTS		MANAGE GROUPS LINK TO PARENT S		ITE EXTERNAL TOOLS MANAGE ACCESS		
III verview	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCI	HIVE FILE	USER AUD	DIT LOG			
	Demo Sakai 11								

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

Demo Sakai 11	> 🔅 SITE INFO						
*	CREATE NEW GROUP CREATE NEW JOINABLE SET AUTO GROUPS IMPORT FROM FILE						
Overview	Group List						
Edgar Allan Poe	There are no groups defined.						
E) Syllabus							
David Fincher 1	Select All/None						
Announcements	Cancel						

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	Group 1					
Description		ħ				
Allow members to see the other	nembers of this group					
Joinable set:	None 💌					
Membership						
Site Member List Role: Guest Role: Organizer Role: Participant Hauerwas, Adam (hauerwas) Ryan, Shonna M (sryan13)		<	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 (jdecesa1) Ryan, Shonna M (sryan13)
	ŀ	>>	ŀ
		<<	
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				⁰ ₀ LINK	?HELP
Group List								
Group Title	Joinable Set	Size (Max	Membe	Members		Select All/None		
Group 1		2	Julie A	A DeCesare, Shonna M Ryan				
Remove Checked	ancel							