

LRC Quick Guide – Managing Rosters on Sakai

1. Log in to Sakai with your Onyen and Password and click on the course site tab of the language class in which you wish to manage.
2. From the Tool Bar on the left side of the page, click “Site Info”
3. If you need to manually add participants to the course, click on “Add Participants”. Here you can enter the participant’s email to enroll them into your course site
4. You have the option to give all added participants the same role or to assign roles individually.
5. Click “Continue”
6. From the Drop down menu select the desired roles for the added participants

The screenshot shows the 'Choose a Role for Participants' page in Sakai. At the top, it says 'SPAN101.001.S213: Site Info'. Below that, there's a section titled 'Choose a Role for Participants' with a list of roles: Auditor, Coordinator, Guest, Instructor, Student, Teaching Assistant, and Tech Support. A 'Username' field contains 'dey110staff@unc.edu(dey110staff@unc.edu)'. To the right, a 'Role' dropdown menu is open, showing the same list of roles with 'Auditor' selected. At the bottom left, there are 'Continue', 'Back', and 'Cancel' buttons. The footer contains copyright information for The Sakai Foundation and UNC-Chapel Hill.

7. Click Continue, then you will have an option whether to notify new participants by email.
8. From the “Site Menu” page, you can also create groups within the course with the “Manage Groups” tab at the top of the page.
9. Click “Create New Group” and Select the members of the specific groups you desire.

The screenshot shows the 'Group Member List' interface. On the left, a 'Membership Site Member List' is displayed with a list of roles and names: Auditor, Coordinator, Guest (highlighted), Instructor, Student, Teaching Assistant, Tech Support, Cervigni, Dino (cervgn), Kim, Hosun (hosunk), and uncfac63@yahoo.com (uncfac63@yahoo.com). On the right, a 'Group Member List' contains the name 'Holingsworth, Philip (pholling)'. Between the two lists are navigation buttons: '>', '<', '>>', and '<<'. At the bottom, there are 'Add' and 'Cancel' buttons.