



**If you have a community auditor or high school student in your course, you can add them quickly without the help of ITS...**

### **What this document will show you...**

This document will explain the unique characteristics of course auditors and it will step you through how to add them to your Sakai course without contacting ITS. This document will even demonstrate how your auditor can reset their Sakai password all by themselves. Let's go...

### **First, what is a course auditor?**

Course auditors come in three basic flavors. First, the most common course auditor that you will find is the "community auditor". These are typically senior citizens from the local community who take Pomona (as well as other sister colleges) courses for personal enrichment. The second type of auditor that you might encounter is the local high school student. These are typically local high school students who are taking some sort of advanced curriculum. Finally, the third type of auditor you might encounter is Professor or perhaps a staff Pomona staff member. Auditor types one and two is what we will focus on in this document.

### **How are auditors different from matriculated students at the 7Cs?**

Auditors are different from matriculated students at the 7Cs because they do not have college issued login credentials. In other words, they are guests on our campus network and that guest status limits what they can do in terms of network access. However, one of the things that they can do is access Sakai courses given that they are properly added to the course site.

### **We assume the following elements...**

1. You must have admin or instructor access to the Sakai site where you want to add the auditor.
2. You must have the valid email address of the individual who you are going to add. That email address is going to be the auditors login name.
3. The auditor who you are going to add must have access to the email address that you are using to add them to the Sakai site.

## Here is how you add an auditor to your course...

**Step 1:** From the Sakai site where you want to add the auditor first click the “Site Info” from the menu on the left. Next select “Add Participants” from the menu near the top.

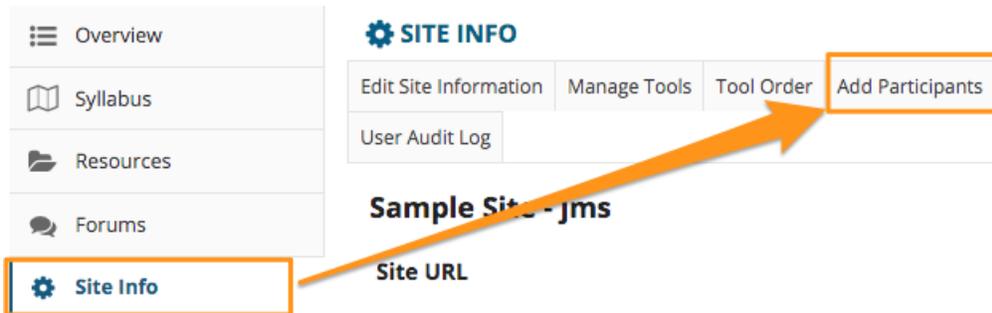


Figure 1.

**Step 2:** Next you will need to add the auditors valid email address to the second box.

A screenshot of the 'Add Participants' form in Sakai. At the top left is a 'SITE INFO' header with a gear icon. To the right are 'Link' and 'Help' buttons. The main heading is 'Add Participants'. Below it is a paragraph of instructions: 'Please use this box for Claremont Colleges Sakai users (eg. username@ptz or username@pom or username@scr, etc.) Multiple usernames should be entered on separate lines (no punctuation). Official Email Address or Username. Please contact your college's IT Help Desk if you do not know a user's username.' Below this is a text input box containing the red text 'Do not use this box for auditors.' A note below reads 'Note: Enter multiples each on separate line (no punctuation)'. The next section is enclosed in an orange border and contains instructions: 'Please use this box for non-Claremont Colleges guest(s) email address(es) (for external participants, e.g. jdoe@yahoo.com). Multiple email addresses should be entered on separate lines (no punctuation). Please do NOT use this option for users at the Claremont Colleges. Guests will use their email addresses as their usernames and Sakai will send them an email with their password set-up link. Guest user needs to create a password via the provided link.' Below this is another text input box containing the green text 'Use this box for auditors.' A note below reads 'Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas, e.g. jdoe@yahoo.com,DoeJohn'. The 'Participant Roles' section has two radio buttons: 'Assign all participants to the same role' (which is selected and highlighted with an orange box) and 'Assign each participant a role individually'. The 'Participant Status' section has two radio buttons: 'Active' (which is selected and highlighted with an orange box) and 'Inactive'.

Figure 2.

**Step 3:** Select the “Auditor” role. If you do not choose “Auditor” as the role the person will get ejected from your course. Do not set their role to anything other than “Auditor” or they will not have access to the course. Choose the “Auditor” role as seen below, don’t even consider anything else, you have no choice.

 **SITE INFO**

**Choose a Role for Participants**

**Roles**

<input checked="" type="radio"/>	<b>Auditor</b>	<b>Student not maintained</b>
<input type="radio"/>	<b>Instructor</b>	
<input type="radio"/>	<b>Student</b>	
<input type="radio"/>	<b>Teaching Assistant</b>	<b>Can read, add, and revise most content in their sections.</b>
<input type="radio"/>	<b>access</b>	
<input type="radio"/>	<b>maintain</b>	

Figure 3.

**Step 4:** Do make sure that “Send Now” is selected and an email will be sent to the auditor. This is a good thing because it notifies the auditor that they have been added to the course. However, it is not guaranteed that the auditor will see this email for a variety of reasons. One might be that they don’t check their email but the most common is that the message will end up in their “Spam Folder”. Don’t worry about that, we will cover that later in this document and how they can reset their password. The re-setting of a password is about one hundred times easier than locating and fidgeting with spam folders or settings.

 **SITE INFO**

**Add participant(s) to Sample Site - jms**

**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**

**Continue** **Back** **Cancel**

Figure 4.

**Step 5:** Click the “Finish” button and you are done.

SITE INFO

[Link](#) [? Help](#)

### Confirming Add Participant(s) to Sample Site - jms

The following will be added to your site when you click the Finish button below.

They will be sent an email notifying them of the site's availability.

Name	Id	Role	Status
club_59@yahoo.com	club_59@yahoo.com	Auditor	Active

[Finish](#) [Back](#) [Cancel](#)

Figure 5.

**Step 6:** Now let's check your handywork. Return to the “Site Info” tool you will see the individual that you have added. Next let's show you how an auditor can reset their password.

Name <input type="text"/> <a href="#">Search</a>	Role	Status	<input type="checkbox"/> Remove?
club_59@yahoo.com ( club_59@yahoo.com )	Auditor	Active	<input type="checkbox"/>
Hernandez, Janet ( jhaf2019@pom )	Instructor	Inactive	<input type="checkbox"/>
McNally, Bryson ( bmab2020@pom )	Auditor	Inactive	<input type="checkbox"/>

Figure 6.

## But I did my part exactly as detailed above and the auditor or cannot access the Sakai site ...

Once and a while this will happen. There are usually two scenarios where this will happen.

1. The auditor did not used the correct Sakai login. Auditors need to use the “Guest Login” link as seen below:

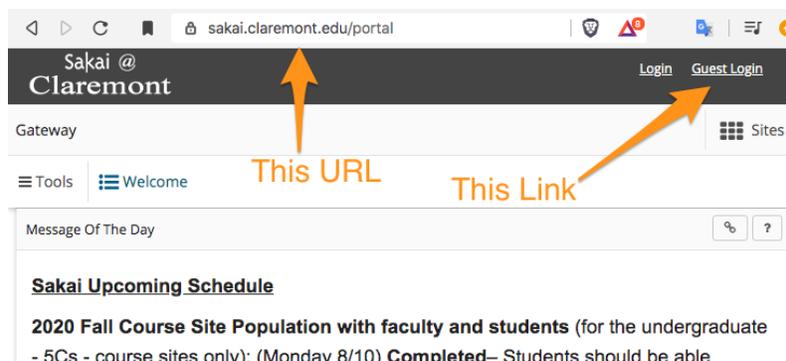


Figure 7.

- The other reason why they might not have the ability to login is that the auditor does not have their Sakai password or have the correct Sakai password. This might result from not receiving the email when the auditor was added to the course or it might just be forgetfulness. In any case you need to direct the auditor to reset their password.

## Here is how an auditor can reset their password...

**Step 1:** Go to <https://sakai.claremont.edu/portal/> look to the left menu and the first item is “Reset Guest Password” and click it.

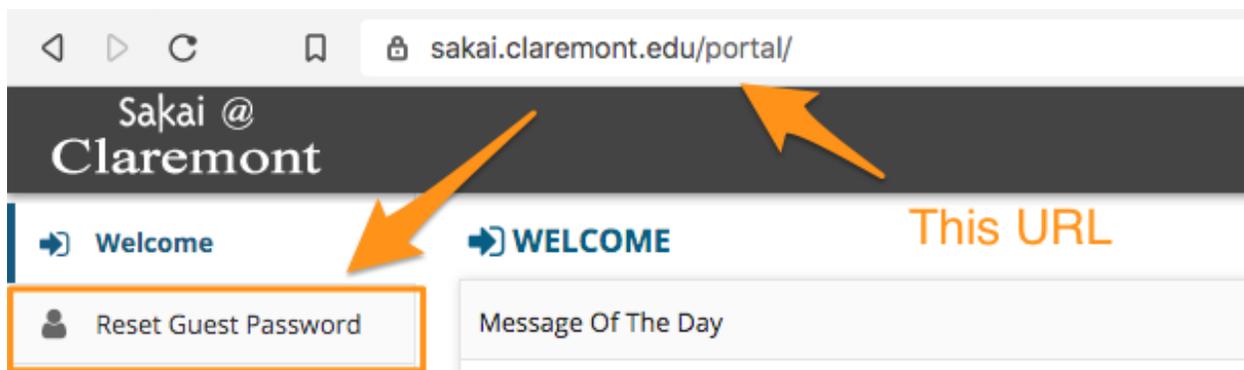


Figure 8.

**Step 2:** The auditor will need to input the email address that was used to add them to your Sakai course. It must be that email. Then the auditor will just need to follow the prompts and reset their password.

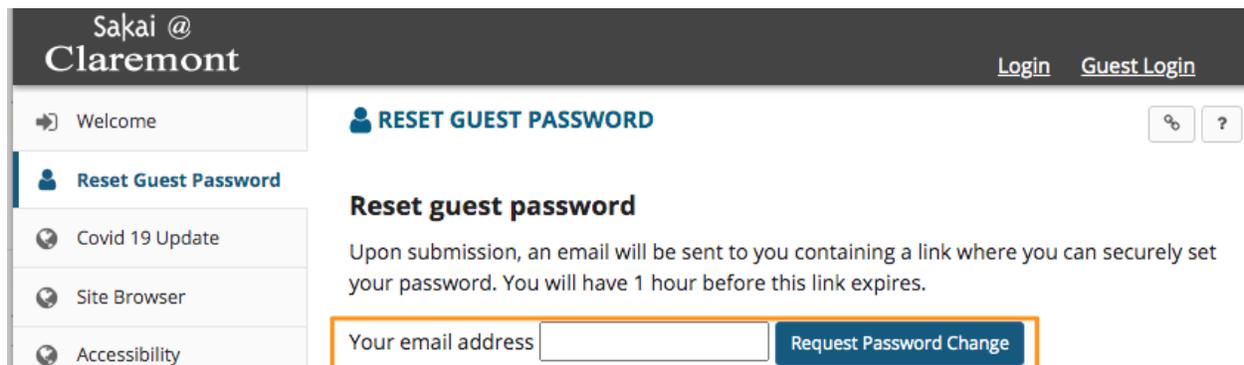


Figure 9.