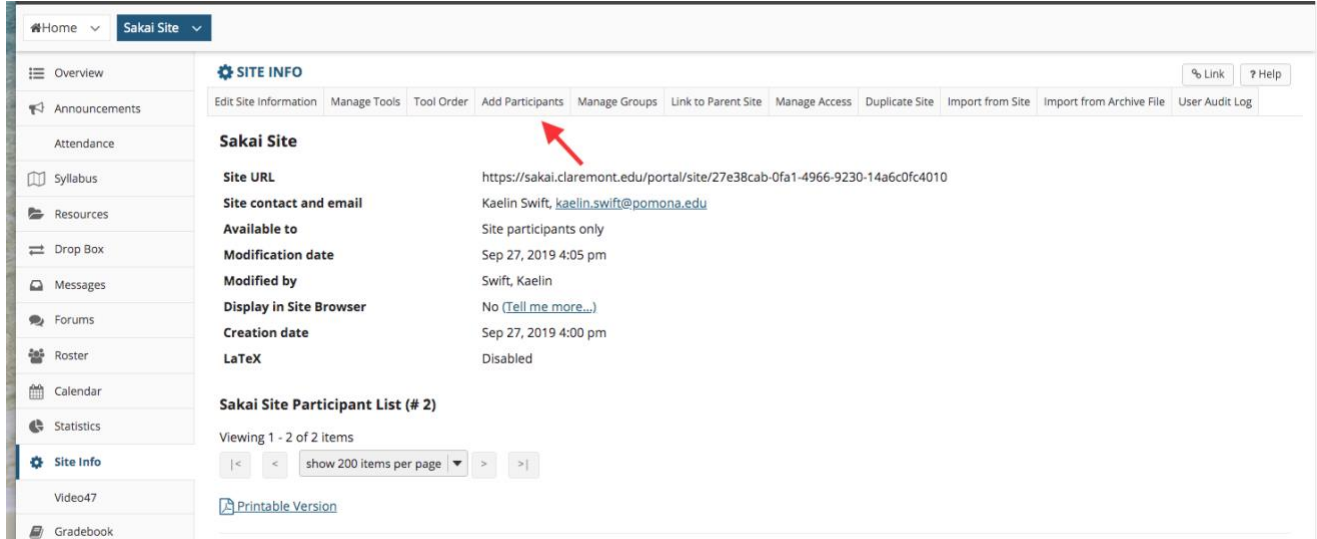


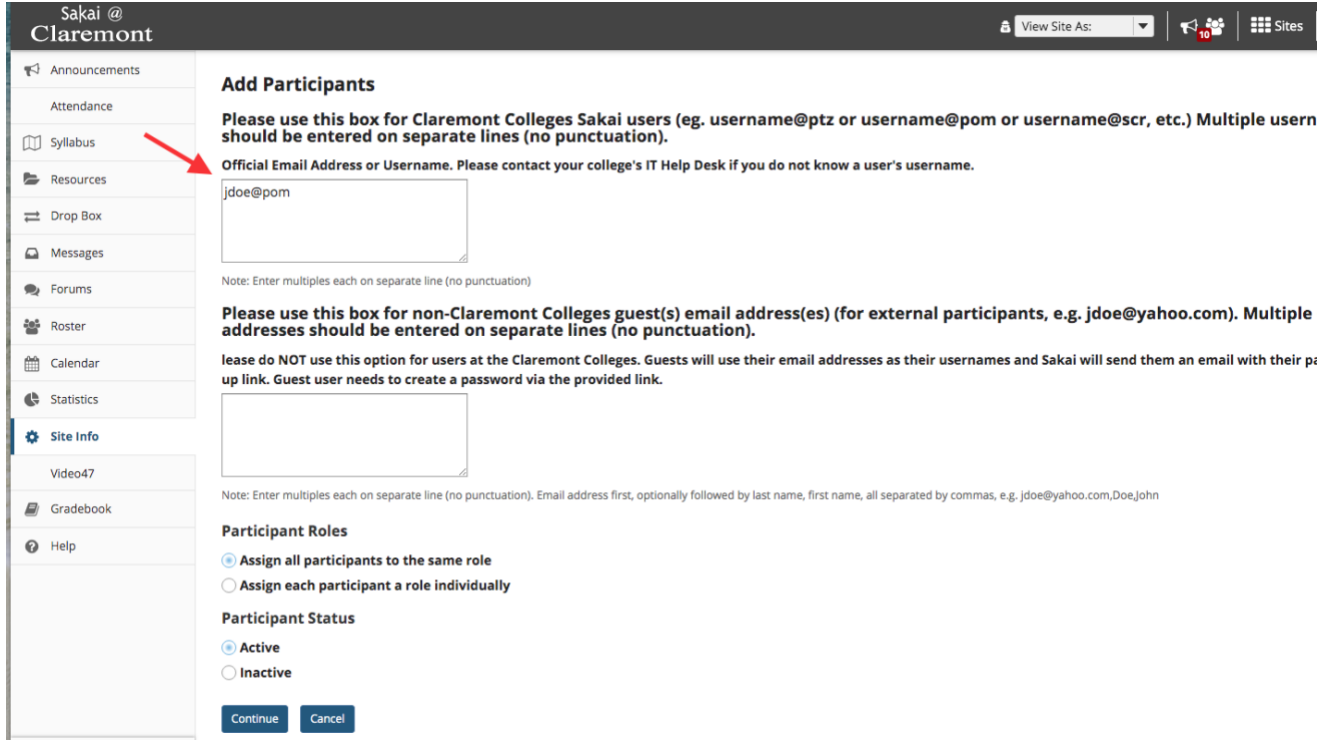
Adding students to your site

Step 1: Navigate to the “Site Info” tab in the lefthand side tool menu, then select the “Add Participants” tab in the central tool menu.



The screenshot shows the Sakai Site Info page. The left-hand side tool menu is open, showing 'Site Info' selected. The central tool menu is also open, with 'Add Participants' highlighted by a red arrow. The main content area shows site details for 'Sakai Site', including Site URL, Site contact and email, Available to, Modification date, Modified by, Display in Site Browser, Creation date, and LaTeX status. Below this is a 'Sakai Site Participant List (# 2)' section with a 'Printable Version' link.

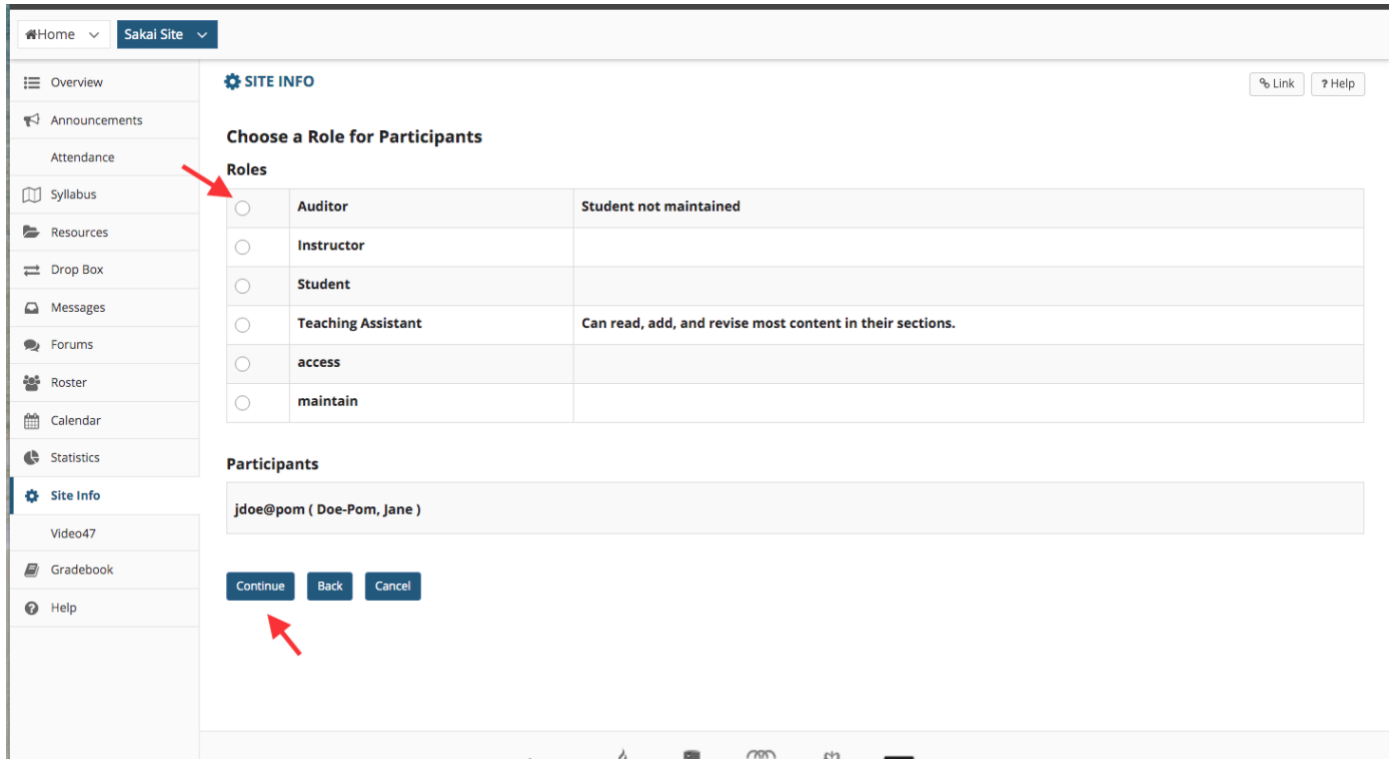
Step 2: Use the first box in the “Add Participants” page to add any student who is a member of the 5C’s or has a registered Claremont Colleges account in the “username@college” format.



The screenshot shows the Sakai 'Add Participants' page. The left-hand side tool menu is open, showing 'Site Info' selected. The main content area is titled 'Add Participants' and contains two text input boxes for email addresses or usernames. The first box is for Claremont Colleges Sakai users, and the second is for non-Claremont Colleges guest(s) email address(es). Below the input boxes are options for Participant Roles and Participant Status, and 'Continue' and 'Cancel' buttons.

Step 3: **Important note:** “Student” is a maintained role within Claremont Colleges Sakai course sites, with site participants in this role managed by a script based on information from the

Registrar's offices that updates course site membership three times a day. This means that students who are not yet official registered for the course who are added in a "Student" role will be deactivated by the script. To prevent this, **add students to your sites in the Auditor role.** When their membership is updated by the Registrar's Office, their role will automatically switch over to "Student" and in the meantime they will by default have the same level of site access as a registered student.

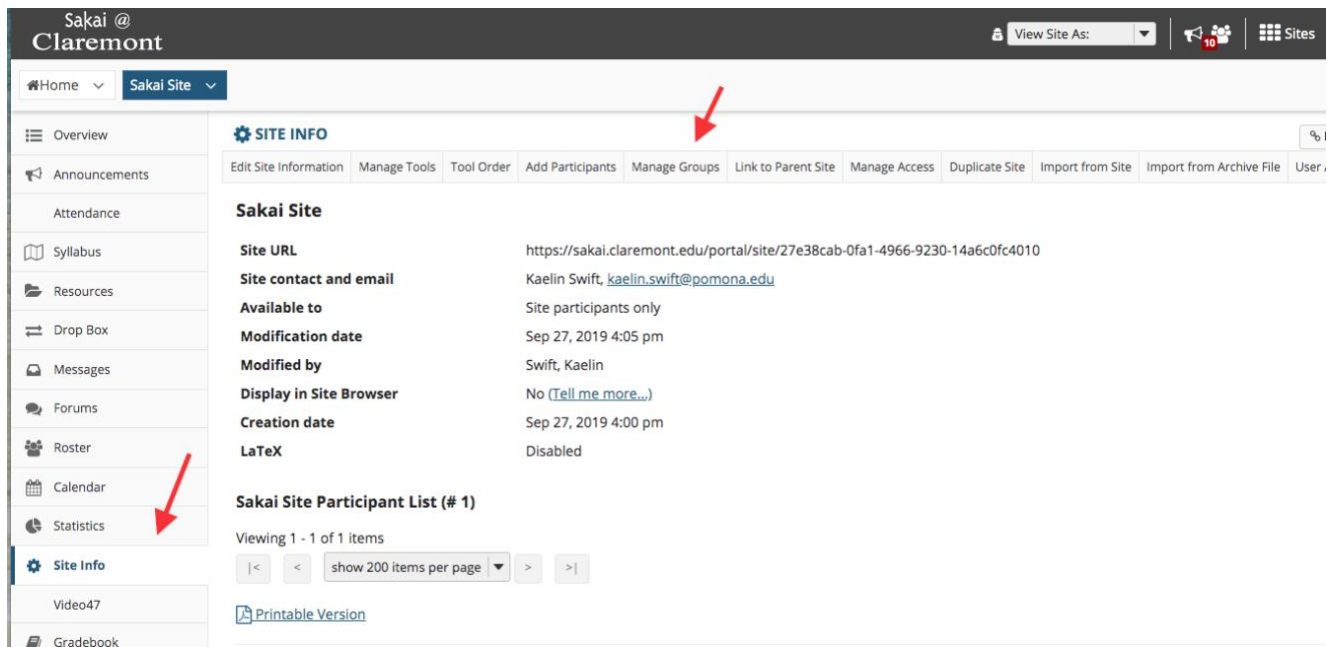


The screenshot shows the Sakai Site Info interface. On the left is a navigation menu with items like Overview, Announcements, Attendance, Syllabus, Resources, Drop Box, Messages, Forums, Roster, Calendar, Statistics, Site Info, Video47, Gradebook, and Help. The main content area is titled "SITE INFO" and "Choose a Role for Participants". Below this is a "Roles" table with radio buttons for Auditor, Instructor, Student, Teaching Assistant, access, and maintain. The "Teaching Assistant" role has a description: "Can read, add, and revise most content in their sections." Below the table is a "Participants" section with a text input field containing "jdoe@pom (Doe-Pom, Jane)". At the bottom of the participants section are three buttons: "Continue", "Back", and "Cancel". Red arrows point to the "Student" radio button in the roles table and the "Continue" button.

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

Skill 5—Giving Your TA's Gradebook Access

Step 1: In our current version of Sakai, there is a known bug that requires you to add your TA's along with all of the students in your course to a "group" within your Sakai site. To do this, navigate to the "Site Info" tab on the lefthand side tool menu, then select the "Manage Groups" tab.

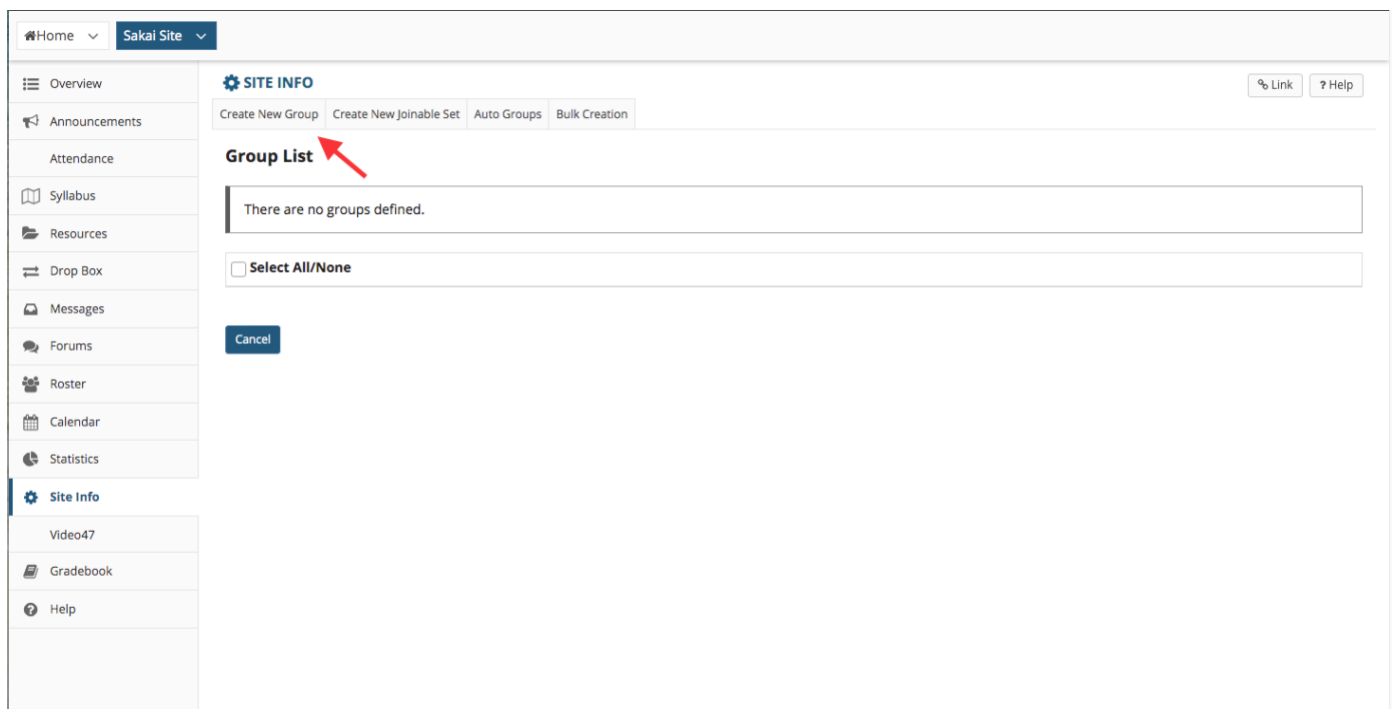


The screenshot shows the Sakai @ Claremont interface. The top navigation bar includes "Home" and "Sakai Site" dropdowns. A sidebar on the left lists various site tools, with "Site Info" selected and highlighted by a red arrow. The main content area is titled "SITE INFO" and contains a table of site details. A red arrow points to the "Manage Groups" button in the top navigation bar of the site info section.

Sakai Site	
Site URL	https://sakai.claremont.edu/portal/site/27e38cab-0fa1-4966-9230-14a6c0fc4010
Site contact and email	Kaelin Swift, kaelin.swift@pomona.edu
Available to	Site participants only
Modification date	Sep 27, 2019 4:05 pm
Modified by	Swift, Kaelin
Display in Site Browser	No (Tell me more...)
Creation date	Sep 27, 2019 4:00 pm
LaTeX	Disabled

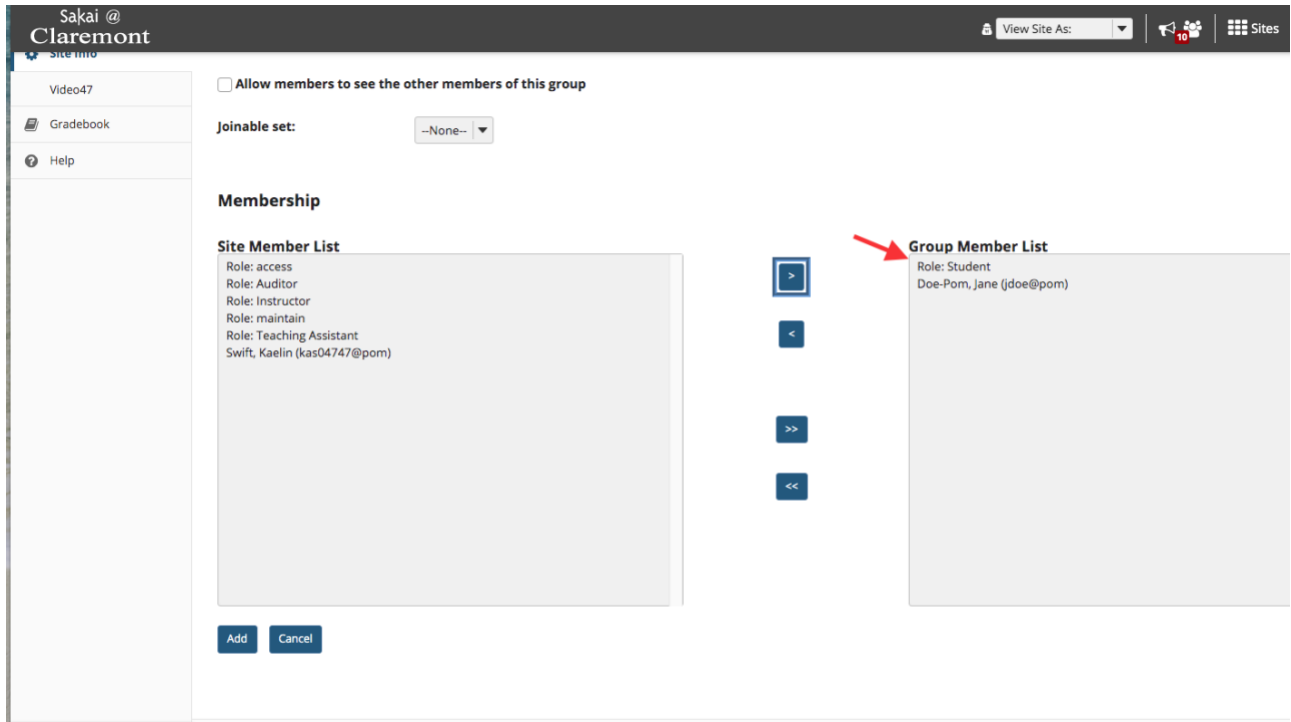
Sakai Site Participant List (# 1)
Viewing 1 - 1 of 1 items
show 200 items per page

Step 2: Select the “Create New Group” button.

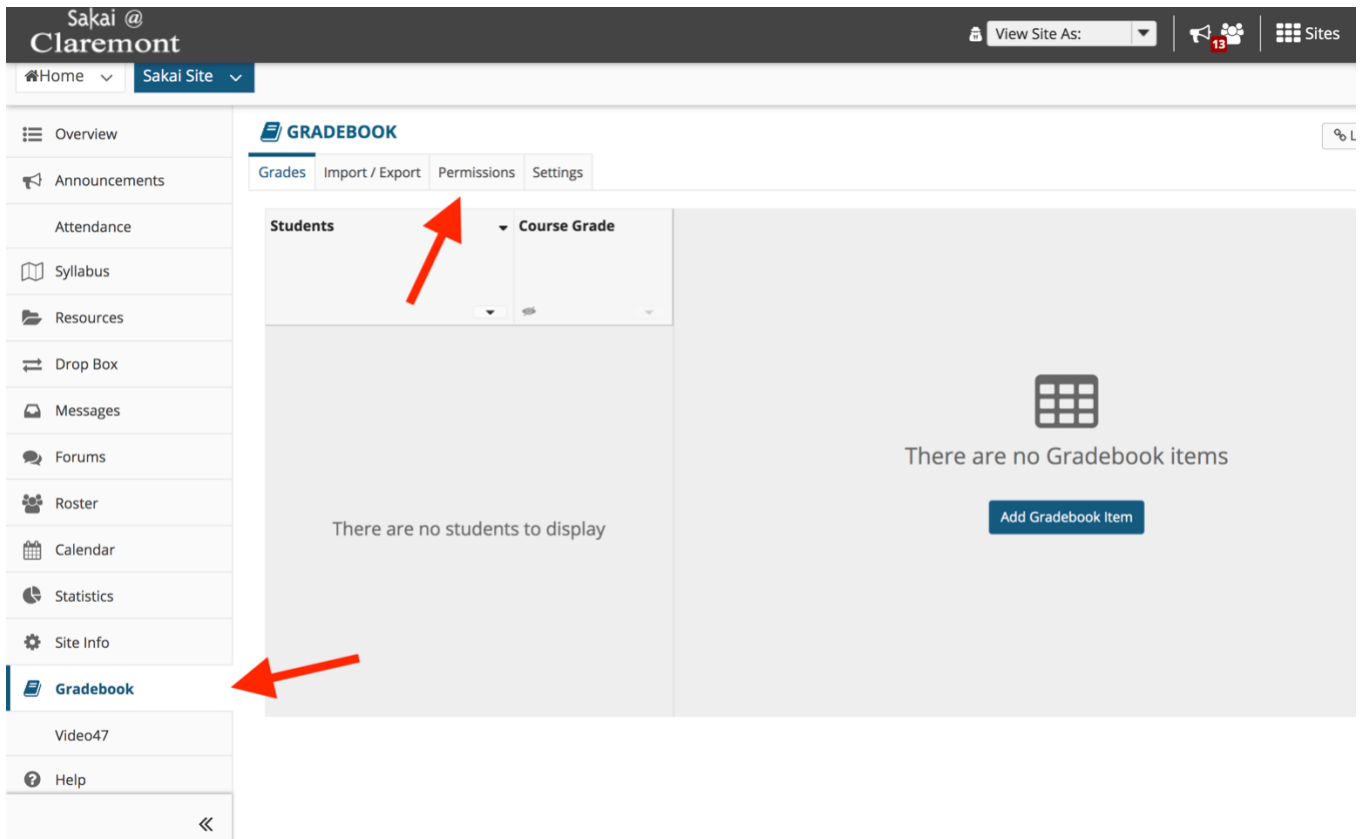


The screenshot shows the Sakai @ Claremont interface with the "Group List" page selected. The "Create New Group" button is highlighted with a red arrow. The page displays a message: "There are no groups defined." Below this message is a "Select All/None" checkbox and a "Cancel" button.

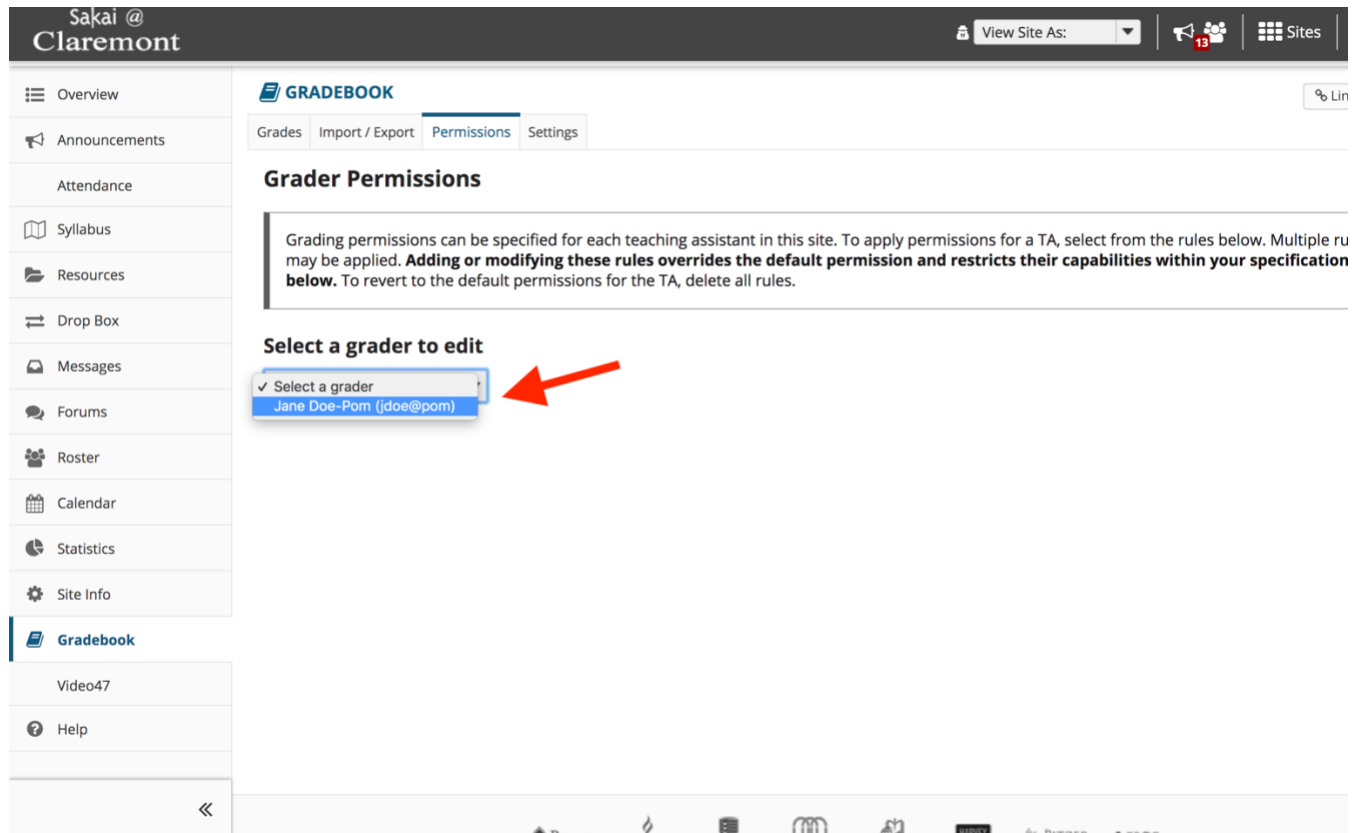
Step 3: Name your group, then scroll down to select group membership. Select the “Role: Student” and the TA you’re granting Gradebook permissions to and click on the left arrow, then select the “Add” button the create the group.



Step 4: Navigate to Gradebook on the lefthand side tool menu, then select the “Permissions” button within the central tool menu.



Step 5: Select the grader you wish to give Gradebook access to from the drop down menu, then hit "Save Changes" at the bottom of the page to finalize this process.



The screenshot shows the Sakai @ Claremont interface. The top navigation bar includes the site name, a "View Site As:" dropdown, a notification bell with a red "13" badge, and a "Sites" menu. The left sidebar contains a list of site tools: Overview, Announcements, Attendance, Syllabus, Resources, Drop Box, Messages, Forums, Roster, Calendar, Statistics, Site Info, Gradebook, Video47, and Help. The main content area is titled "GRADEBOOK" and has tabs for "Grades", "Import / Export", "Permissions", and "Settings". The "Permissions" tab is active, showing the "Grader Permissions" section. A text box explains that grading permissions can be specified for each teaching assistant and that adding or modifying rules overrides the default permission. Below this, a section titled "Select a grader to edit" features a dropdown menu. The dropdown is open, showing "Select a grader" as the selected option and "Jane Doe-Pom (jdoe@pom)" as an available option. A red arrow points to the dropdown menu.