

How to provide access to a Sakai site for a student from a previous semester? Then, how do I un-do it?

What this document will show you...

At the end of every semester Sakai sites get automatically unpublished. That is, they become not accessible to the previously enrolled students. However, to you the faculty member, you will always see the old sites in your site list. 99% of the time Sakai sites are used and then they magically disappear. However, once and a while, a student might need access to one of these sites from a previous semester and you can make that access possible for them. You have the power to do so, here how to use that power.

How to make the site available, how to “Publish” the site...

- 1) Go to the Unpublished site, there will be a Yellow bar at the top of the page, click the "Publish Now" button on it.

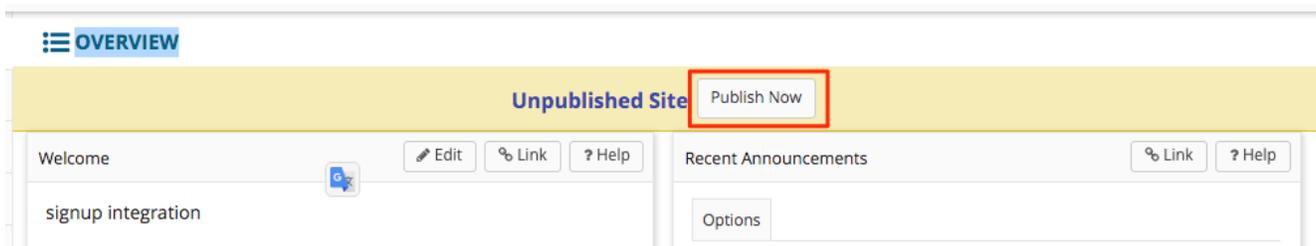


Figure 1.

- 2) Next, to make the site available to only the *ONE* student go to “Site Info” on the left. It is best to make the site available to only those students who need it. By just making the site available to the whole class list can embolden mischievous pranksters while also prompting other students to call the help desk to ask why an old course has popped up in their Sakai favorites. Back to editing the student list....

The default screen will come up with the list of all users. In the list of users there is the third column. It has a pull down that can be toggled “Active/Inactive”. Set all the students *EXCEPT* the one you want in the class to “Inactive” then scroll to the bottom and hit the “Update Participants” button. Make sure to not deactivate yourself or you will lock yourself out of the course.

██████████, Angelina (a██████████4747@pom)	Student ▼	Inactive ▼
██████████, Janet (js██████████9@pom)	Student ▼	Inactive ▼
██████████, Todd (ta██████████747@pom)	Student ▼	Active ▼
██████████, Jason (jm:██████████7@pom)	Student ▼	Inactive ▼
██████████, Melin (kas██████████7@pom)	Student ▼	Inactive ▼



Figure 2.

That’s it. But what do you do if you want to Un-Publish that site and why should you unpublish it?

How to Un-Publish the site and make it not accessible...

When the student is done with the site you will need to unpublish it so that the student can no longer access the site and change its contents.

- 1) Go to the Site Info tool, then select "Manage Access" near the top.

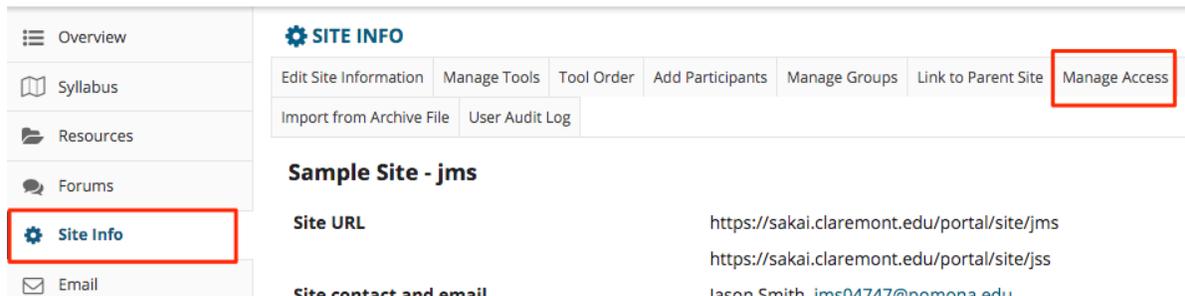


Figure 3.

- 2) Next, look at "Site Status" then click the radio button to "Leave as Draft" then hit the "Update" button.

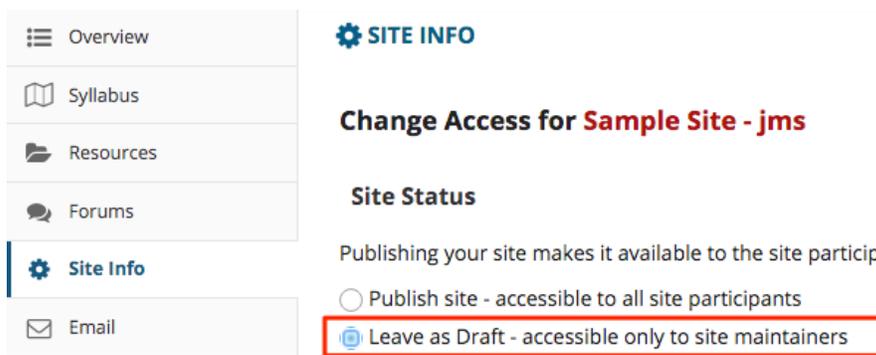


Figure 4.

- 3) You will now see that Yellow "Unpublished Site" notice.

