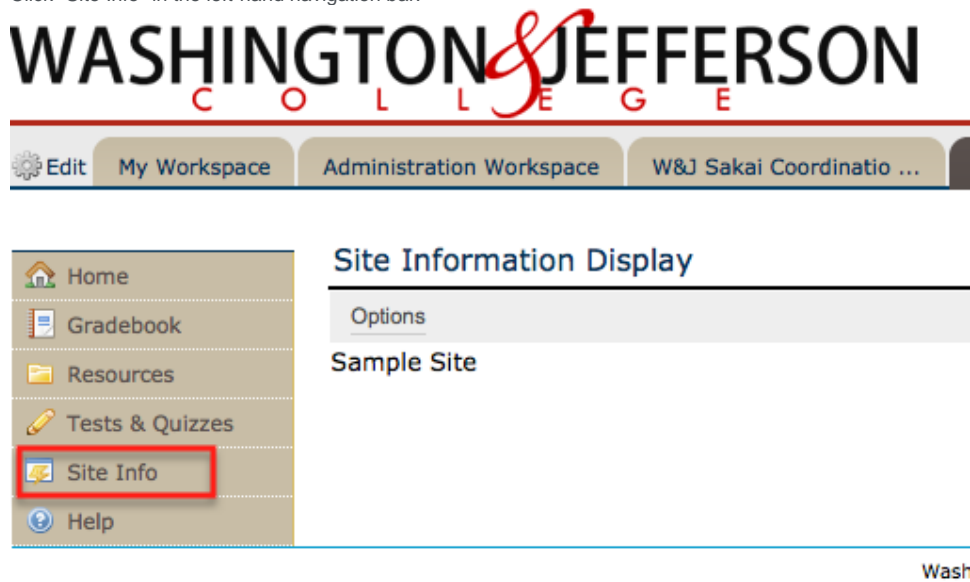


Adding New Members to Your Sakai Site

To add new members to a Sakai site, please follow the screenshots below. In order to do this, you must have Instructor or Maintain privileges for the Sakai site to which you wish to add members.

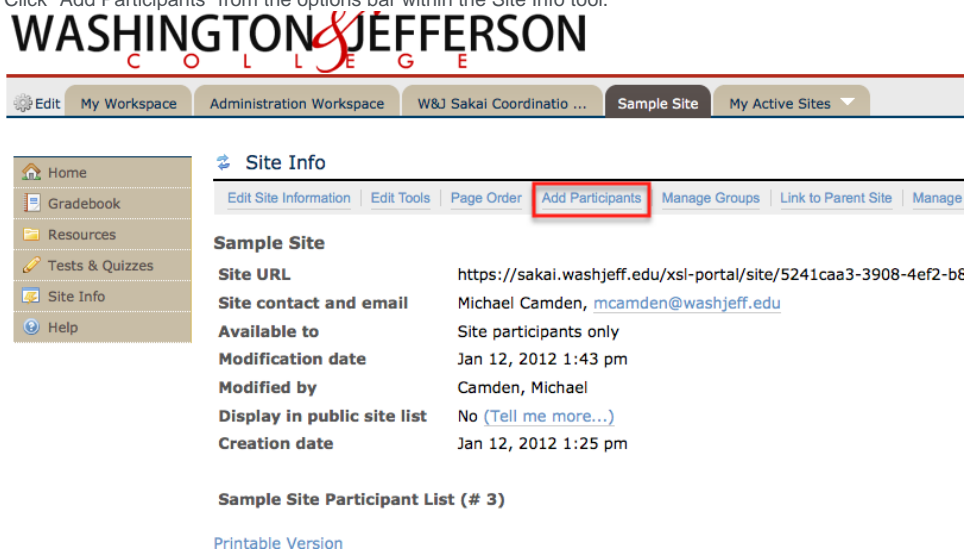
Step-by-step guide

1. Log into Sakai and Access the site to which you wish to add members.
2. Click "Site Info" in the left-hand navigation bar.



The screenshot shows the top navigation bar of the Sakai site for Washington & Jefferson College. The navigation bar includes tabs for 'Edit', 'My Workspace', 'Administration Workspace', and 'W&J Sakai Coordinatio ...'. Below the navigation bar is a left-hand navigation menu with options: Home, Gradebook, Resources, Tests & Quizzes, Site Info (highlighted with a red box), and Help. The main content area displays 'Site Information Display' with an 'Options' bar and a 'Sample Site' section. The text 'Wash' is visible at the bottom right of the page.

3. Click "Add Participants" from the options bar within the Site Info tool.



The screenshot shows the 'Site Info' tool interface. The navigation bar includes tabs for 'Edit', 'My Workspace', 'Administration Workspace', 'W&J Sakai Coordinatio ...', 'Sample Site', and 'My Active Sites'. The left-hand navigation menu includes options: Home, Gradebook, Resources, Tests & Quizzes, Site Info (highlighted with a red box), and Help. The main content area displays 'Site Info' with an options bar containing 'Edit Site Information', 'Edit Tools', 'Page Order', 'Add Participants' (highlighted with a red box), 'Manage Groups', 'Link to Parent Site', and 'Manage'. Below the options bar is a 'Sample Site' section with the following information:

Site URL	https://sakai.washjeff.edu/xsl-portal/site/5241caa3-3908-4ef2-b8
Site contact and email	Michael Camden, mcamden@washjeff.edu
Available to	Site participants only
Modification date	Jan 12, 2012 1:43 pm
Modified by	Camden, Michael
Display in public site list	No (Tell me more...)
Creation date	Jan 12, 2012 1:25 pm

Below the site information is a section titled 'Sample Site Participant List (# 3)' and a link for 'Printable Version'.

4. Add the participants' user name(s) (if W&J accounts) or email addresses (if non-W&J accounts) as shown on the screenshot to the appropriate blocks. Click the "Continue" button.

Site Info

Add Participants

Other Official Participants

Official Email Address or Username

dfaulk

Note: Enter multiples each on separate line (no punctuation)

Non-official Participants

Email Address of Non-official Participant

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally follow

Participant Roles

- Assign all participants to the same role
- Assign each participant a role individually

Participant Status

- Active
- Inactive

Just add the username(s) not the full email address for anyone with a W&J account that you wish to add to the site.

If you wish to add someone to your site who doesn't have a W&J email address, please add them to this line.

5. Select the role you would like the participants to have. For more info on each role, see here: <https://sakai.washjeff.edu/xsl-portal/help/TOCDisplay/content.hlp?doclid=arbu>. After selecting the role, click "Continue".

Site Info

Choose a Role for Participants

Choose the role for the participants

Roles


- access
- maintain

Participants

dfaulk(Faulk, Daniel)

If you are adding participants to a project site, you will have the option to give them either access or maintain roles. Access allows them to simply access the site; Maintain allows them to administer the site. If you are adding participants to a course site, the choice of roles will be Instructor, Teaching Assistant, or Student. Instructor is the same as Maintain and Student is the same as Access. Teaching Assistant allows the participant to add some content and manage groups but does not permit viewing of the gradebook or grading of assignments.

6. Choose whether or not to email the participant. Press "Continue".


 Site Info

Add participant(s) to Sample Site
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

Choose whether the participant you have added to a site will receive an email from Sakai notifying them that they have been added to this site. Please note, this is a standard text email; you are not able to edit the content of this email, so if the participant isn't expecting to be added to the site by you, you may want to communicate directly with him/her.

7. This last screen shows you the status of the participants you are about to add to this Sakai site. To add them, press the "Finish" button. If you need to make changes, press "Back". To cancel without adding them, press "Cancel".

 Site Info

Confirming Add Participant(s) to Sample Site
The following will be added to your site when you click the Finish button below.
They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
Faulk, Daniel	dfaulk	maintain	Active

Related articles

- [Copying Materials Between Sakai Sites](#)
- [Importing Material from Previous Courses into a Sakai Course Site](#)
- [Sakai Message Tool](#)
- [Grouping Students in Sections in a Sakai Course Site](#)
- [Adding New Members to Your Sakai Site](#)