Create Groups in Sakai

Within Sakai the instructor have two options when creating groups. A group can be created where students are assigned to a specific group or an instructor can create groups and allow the student to decide which group to join.

Manage Groups

Go to the Sakai site in which you wish to create a group.

1. Click on the Site Info button from left hand menu.
2. Click on the Manage Groups button.

Creating Assigned Groups

1. Click the Create New Group button beneath the title bar.

2. Add the Group Title for the group.
   a. You may also add a group description.
   b. Highlight the names of site members you wish to add to the group in the Site Member List on the left and click the “>” button.
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c. To remove someone from the group, highlight their name in the Group Member List and click on the “<” button.
d. When all of the desired members have been added click on the Add button.

Creating a Joinable Group

1. Click the Create New Joinable Set button beneath the title bar.

2. Give the joinable sets a name (sets will be created based on name and number of groups, e.g. Group 1, Group 2, Group 3 if name is Group and there are 3 joinable sets.)
   a. Determine how many groups to create
   b. Determine limit of members allowed in each group
   c. Determine if students should see other group members before joining, if students can see other group members after joining and if a student can leave a group after joining
d. Click Add
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Create Joinable Set
Joinable sets consist of automatically created groups that users can elect to join. Each group in a set begins with the set name and ends

* Set name: 

* Number of groups: 

* Max members per group: 

  - Allow user to see group membership before joining
  - Allow members to see the other members of these groups after joining
  - Allow members to unjoin (leave) groups in this set after joining

Change the permission for seeing a group before joining, or being able to leave a group after joining.

Add Cancel

Group Rosters

1. To view a group roster, Click on Site Info button from the left hand menu.
2. Click on **Groups**
3. Click on **Membership**
4. A pop-up window will appear that list all members of that specific group, click the X to close the window.