

Tutorial for Instructors

Site Info tool



- **Add participants**
- **Make site accessible to students**

Site Info tool

- Manage the participants and tools
 - Add students, teaching assistants and instructors as participants
 - Make your site publicly available

NUCT

View Site As: Sites

Home THE TRAINING SITE OF ...

Announcements Resources Assignments Tests & Quizzes **Site Info**

SITE INFO

Edit Site Information Manage Tools Tool Order Add Participants Manage Groups Link to Parent Site External Tools Manage Access

Import from Site Import from Archive File User Audit Log

山里 敬也先生のテストサイト

Term

Roster(s) with site access

Site URL https://n-sakai2.icts.nagoya-u.ac.jp/portal/site/TEST_7aea57539ed1e5f1f0e7c91f52a1bd8c

Site contact and email Sakai Administrator

Available to Site participants only

Modification date Mar 29, 2020 1:57 pm

Modified by 山里 敬也

Display in Site Browser Yes ([Tell me more...](#))

Creation date Mar 18, 2020 10:16 pm

Appearance

LaTeX Disabled

Site Description

Click Site Info

It contains many of the course management features.

Information about the site will be displayed.

Site Info tool

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山里 敬也先生のテストサイト Participant List (# 3)

Viewing 1 - 3 of 3 items

|< < show 200 items per page > >|

 [Printable Version](#)

✘ By linking with the student affairs system, information of course registration will be automatically displayed.

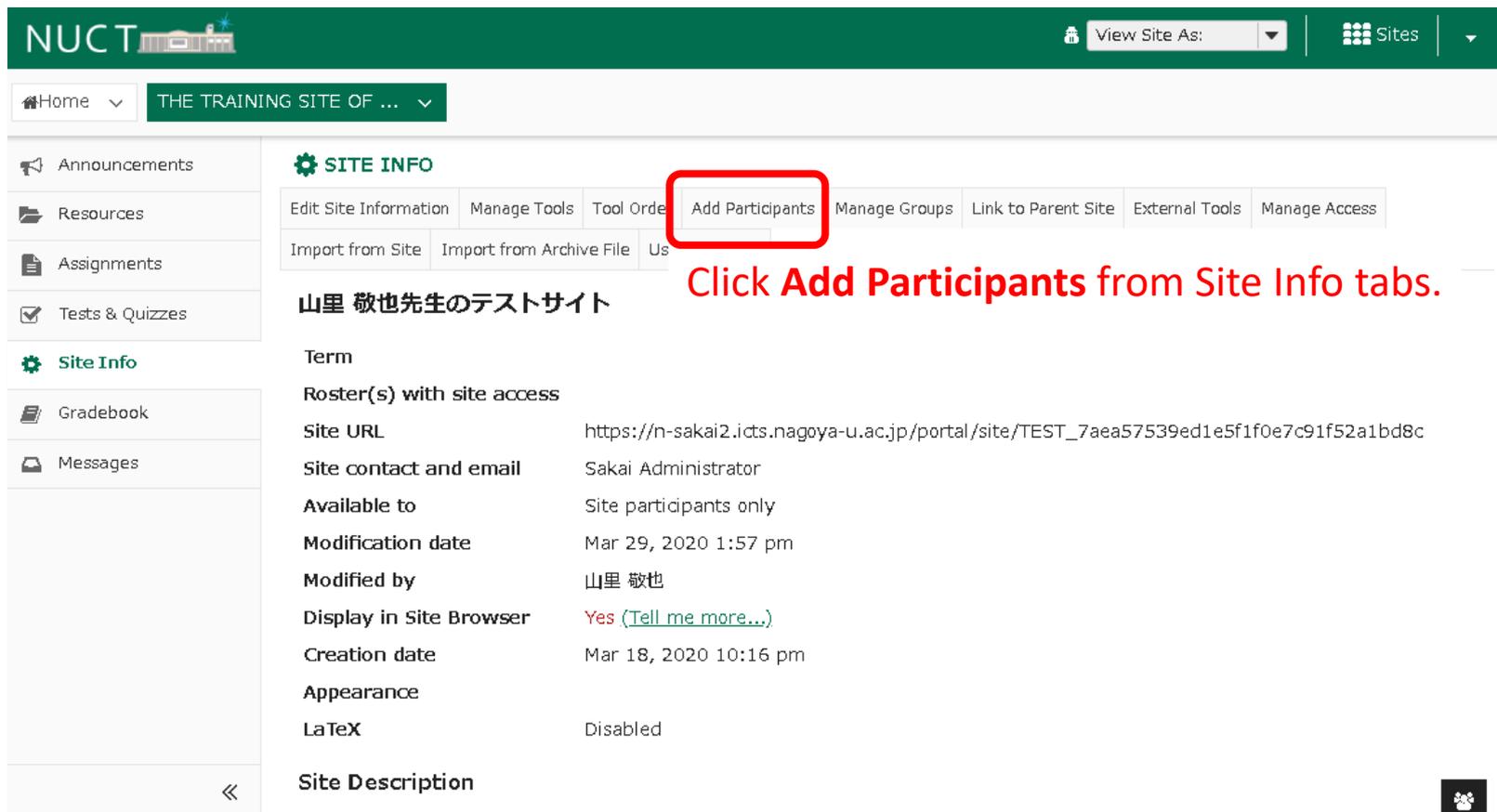
Name 	Search	Student ID	Role	Status	<input type="checkbox"/> Remove?
山里 敬也 (*****)		*****	Instructor 	Active 	<input type="checkbox"/>
山里 敬也先生の, テスト学生 (nb3923269-0628)		nb3923269-0628	Student 	Active 	<input type="checkbox"/>
HUANG R. (*****)		*****	Instructor 	Active 	<input type="checkbox"/>

The participant list will also be displayed.

[Update Participants](#)

Site Info tool: add participants

- Manage the participants and tools
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The screenshot displays the Sakai Site Info tool interface. The top navigation bar includes the NUCT logo, a 'View Site As:' dropdown, and a 'Sites' menu. Below this, there are navigation tabs for 'Home' and 'THE TRAINING SITE OF ...'. The main content area is divided into a left sidebar with navigation options (Announcements, Resources, Assignments, Tests & Quizzes, Site Info, Gradebook, Messages) and a main panel for 'SITE INFO'. The 'SITE INFO' panel has several tabs: 'Edit Site Information', 'Manage Tools', 'Tool Order', 'Add Participants' (highlighted with a red box), 'Manage Groups', 'Link to Parent Site', 'External Tools', and 'Manage Access'. Below the tabs, the site name '山里 敬也先生のテストサイト' is displayed. The main content area shows site details:

Term	
Roster(s) with site access	
Site URL	https://n-sakai2.icts.nagoya-u.ac.jp/portal/site/TEST_7aea57539ed1e5f1f0e7c91f52a1bd8c
Site contact and email	Sakai Administrator
Available to	Site participants only
Modification date	Mar 29, 2020 1:57 pm
Modified by	山里 敬也
Display in Site Browser	Yes (Tell me more...)
Creation date	Mar 18, 2020 10:16 pm
Appearance	
LaTeX	Disabled
Site Description	

Site Info tool: add participants

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Other Official Participants

Official Email Address or Username

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

Enter each participant you want to add.
E.g., if you want to add Meidai ID
“ab0123456” and “cd9876543”, you
may type as follows:
ab0123456
cd9876543

Participant Roles

Assign all participants to the same role

Assign each participant a role individually

Participant Status

Active

Inactive

Click the **Continue** button.

Site Info tool: add participants

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SITE INFO

Choose a Role for Participants

Roles

<input type="radio"/>	Instructor	Can read, revise, delete and add both content and participants to a site.
<input type="radio"/>	Student	Can read content, and add content to a site where appropriate.
<input type="radio"/>	Teaching Assistant	Can read, add, and revise most content in their sections.

Participants

abc0123456 (test student)

Note: Please assign the "Student" role to the students. If you make a mistake in assigning roles, it may cause problems such as leakage of the learning contents of other students. Please be careful.

Select the role.

Click the **Continue** button.

Site Info tool: add participants

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Add participant(s) to 山里 敬也先生のテストサイト

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

Select and click

Choose to send notification email or not and click the **Continue** button.

Site Info tool: add participants

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Confirming Add Participant(s) to 山里 敬也先生のテストサイト

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
test student	abc0123456	Student	Active

Finish

Back

Cancel

If the information is correct, click the **Finish** button.

Site Info tool: add participants

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Confirm the participant list you added on the top page.

山里 敬也先生のテストサイト Participant List (# 3)

Viewing 1 - 3 of 3 items

|< < show 200 items per page > >|

[Printable Version](#)

You can edit role and status of each participant, or remove the user.

Name <input type="text"/> <input type="button" value="Search"/>	Student ID	Role	Status	<input type="checkbox"/> Remove?
山里 敬也 (*****)	*****	Instructor	Active	<input type="checkbox"/>
山里 敬也先生の, テスト学生 (nb3923269-0628)	nb3923269-0628	Student	Active	<input type="checkbox"/>
HUANG R. (*****)	*****	Instructor	Active	<input type="checkbox"/>

Click the **Update Participants** button to save your changes. Please be very careful.

Site Info tool: Make your site publicly available

- Manage the participants and tools
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 - **Make your site publicly available**

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Site Info tool: Make your site publicly available

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Change Access for 山里 敬也先生のテストサイト

Site Status

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- Leave as Draft - accessible only to site maintainers

Site Visibility

Display in Site Browser

Global Access

Global access settings allow you to decide who has access to your site once it is published.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limit to official course members or to those I add manually (recommended)
- Allow any NUCT user to join the site

Settings about the site will be displayed.

Site Info tool: Make your site publicly available

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 - **Make your site publicly available**

P.S.: It allows any NUCT users to access your site.

Global Access

Global access settings allow you to decide who can access your site. In addition to the participants you've added, you can also allow any NUCT user to join the site.

By setting global access, it enables participants to register for the course.

Limit to official course members or to those I add manually (recommended)

Allow any NUCT user to join the site

Important: People who join your site can access the materials on your site. Sites with sensitive materials should not be made joinable.

* Role for people that join site:

Please set the role as **Student**.

Click **Update** to save your change.

You can update this as many times as you want. It is also possible to set global access for a limited time period.