

Nancy (Annie) Heckel

Instructional Design Portfolio, Sample Faculty Guide

This document is one I created for American Public University/American Military University to help English Department Faculty learn how to set forum permissions so that they could more fully control what students could post on what forums; when having specific groups of students lead specific class discussions, using groups makes it easier to ensure that the student leaders for a particular discussion are the only ones starting forum threads. The forum permissions menu in Sakai allows for a level of fine control in regards to who can post at what level, and this document shows instructors how to take advantage of that. It was paired with another document that showed instructors how to create groups in the first place.

This document was originally created for use with Sakai 2 or 3; I have updated it for use with Sakai 11. It is all my own work.

Using Groups in Sakai Forums

To do this, you must first create groups using the Site Editor—see the “Creating Groups in Sakai” PDF for information on how to do that. Once you have created groups, however, you can use them to give students specific roles in different forums, such as ensuring that only students from one particular group can start new conversations in a Forum Topic. The following steps show how to use these settings.

Step 1: Click the “Topic Settings” for the topic you want to set

[Forums / Week 3 Forum](#)

Week 3 Forum [New Topic](#) | [Forum Settings](#) | [Grade](#)

Click on the corresponding topics for this week and follow the instructions as directed.

 [Week 3 Literature Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [Duplicate Topic](#) | [Grade](#) | [Delete Topic](#)

Click the “View full description” link for assignment details.

▶ [View Full Description and Attachment\(s\)](#)

Step 2: In the Topic Settings, Scroll Down to Permissions and Expand it so you can see the full Permissions Menu

Open Date:

02/15/2010 12:00 am

Close Date:

Mark All Messages in Conversations Read

Automatically mark all messages in a conversation as read

Grading

Gradebook item:

Week 3 Forum

This will be

▼ Permissions

Role	Permission Level	
Academic Observer	Owner	▶ Customize
Classroom Support	Owner	▶ Customize

Step 3: From the drop-down menu, choose the group for which you want to set permissions. If you want to make it so that only this group can post new threads, set them as Contributors. If you click “Customize,” the settings should look like this:

Step 4: Choose the “Students” group in the drop-down menu, set the permissions to “Custom,” and click the “Customize” button. Then UN-checking the “New Conversation” box. This prevents other students from mistakenly starting their own threads; the settings should look like this:

Step 5: Click the “Save” button to save the settings.

Repeat these steps in each forum where you want to set a particular group as leaders.