

How to Extend Course Access After Close of Term (USAonline/Sakai)

Currently, all course sites for a semester are "unpublished" (i.e., students no longer have access) automatically in Sakai one week after grades are due at the end of each semester. In the event you, as an instructor, need to extend access (due to an incomplete, special needs student, etc.) for a student(s) to a course after it has been "unpublished" at the close of term, you may do so by following the procedure below.

1. Access the Site Editor for the Course Site

In the course site, click on the Site Editor located in the Site Management box on the lower left of the screen

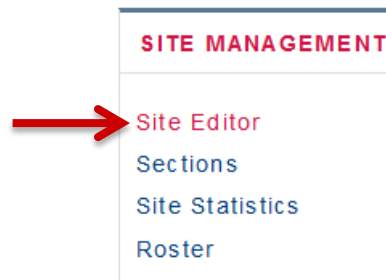


Figure 1. Site Editor

2. Change the Status of All Students to Inactive

Scroll down to the bottom of the list of instructor(s), students, etc. for the course. Click on the down arrow next to "Audit Student" and change the role to "Student". Click "Inactivate All"; this will change the status of all students to "Inactive" for the course which means they will not have access to the course even if it is published.



Figure 2. Inactivate all students

Note: If you have audit students in the course, they will need to be inactivated as well.

3. Change the Status of Student(s) Needing Extended Access to Active

For each student needing extended access to the course, under the Status column, click the down arrow and change the student's status from "Inactive" to "Active".

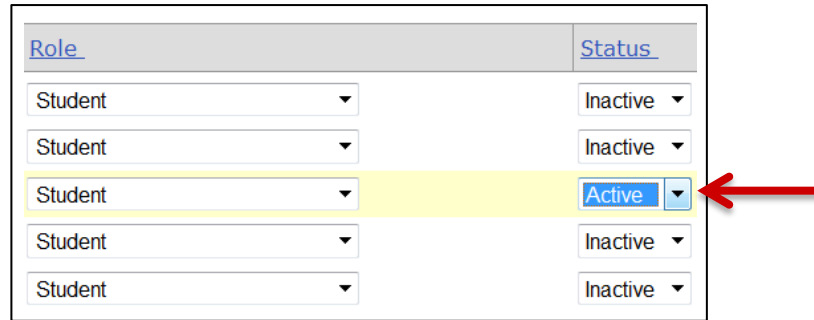


Figure 3. Activate students needing extended access to course

Once you have changed the status to "Active" for all students requiring extended access to the course, scroll down to the bottom of the list of instructor(s), students, etc. and click on "Update Participants".

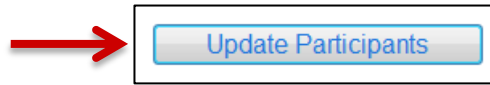


Figure 4. Update participants

4. Publish the course again

Still in the Site Editor, click on "Manage Access" at the top right of the screen.

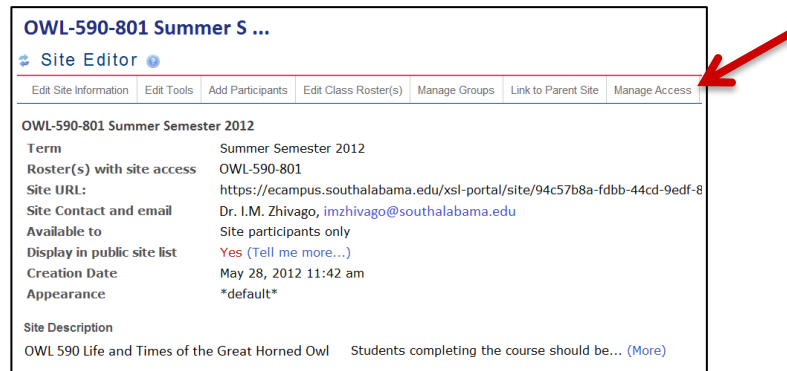


Figure 5. Manage access to course

Click on "Publish site" then click on "Update".

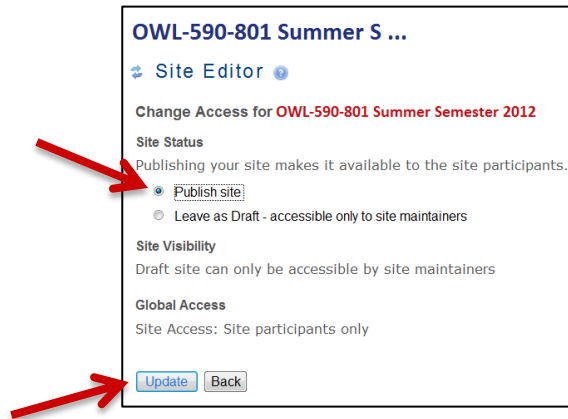


Figure 6. Publish (republish) course

NOTE: Ensure you have modified (extended) the close/due dates on any required assignments, forums, tests & quizzes, etc. This may also include changing the number of submissions if you are allowing resubmissions of previously submitted assignments or completed exams.

Also, you will need to change the site access to "Leave as draft" once the student(s) no longer need access to the course.