

Guide to Adding External Participants

Online DEU (Sakai) — Adding External Participants to Online Meetings

A. Adding Participants

1. A course is created for the online meeting using the PROJECT option.
2. The course information is entered and the "Continue" button is clicked.
3. The course tools are selected and the "Continue" button is clicked (the Live Class tool must be selected for online meetings).
4. The course access settings are reviewed and the "Continue" button is clicked.
5. Course creation is confirmed (the Live Class tool must be selected among the Tools).
6. After course creation is confirmed, the new Project can be seen in the list. The link of the created course is clicked to add participants.
7. To add participants on the Project page, "Add Participants" is clicked from the "Course Info" menu.
8. Internal and External participant information is entered and the "Continue" button is clicked (the same or separate role-assignment options can optionally be selected for participants).
9. The desired role can be selected for the participants and the "Continue" button is clicked.
10. The "Send Now" option is selected and the "Continue" button is clicked.
11. The addition of participants is confirmed by clicking the "Finish" button.
12. On the page that follows, the Participant List is displayed for review; new role assignments can be made if necessary.

B. Participant Procedures

13. After participants are added, the system sends e-mails from two different addresses.
 - 13-a) One of the e-mails is sent from online@deu.edu.tr as an informational notice, and contains the added project information and the online.deu.edu.tr link.
 - 13-b) The other e-mail is sent from support@online.deu.edu.tr and contains the invitation link needed to register with the system. The "Accept Invitation" link is clicked.
14. After the invitation link is clicked, the form that appears is filled in and the account is activated.
15. After the registering account is activated, it logs in to the Online DEU system and can access the Project page from the top menu.
16. To join the online meeting, the user enters the Live Class tool on the Project page.
17. When the meeting time arrives, the link that becomes active on the meeting name is clicked to join the created meeting.