How to use Groups to Restrict Access

This tutorial shows how to use groups to restrict access to specific content. In this tutorial, the restricted content will be web URLs but the same steps would be for restricting access to content items such as HTML pages, PDFs or images.

1. Login at [http://sakai.unc.edu](http://sakai.unc.edu) and select the tab for your project or course site.

2. Select the “Resources” tool from the left side.

3. Create a new folder.

4. Under this new folder, select the “Add Web Links (URLs)”
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5. Paste the URL into the Web address field and name the link. Next, you will want to select “Add details for this item” and select which group will be able to access this URL.

6. You can add multiple links for the different groups by using the button for “Add Another Web Link” and repeating the previous step. Select “Add Web Links Now” when you have finished adding all of the links.

7. Select “Edit Details” for the content folder.

8. Copy the URL for the folder.
9. Add a new web content page by going to “Site Info” ➔ “Edit Tools” ➔ “Web Content”

10. Paste the copied URL and give the link a name.

11. You can change the positioning of this page by using the “Page Order” link found under the “Site Info” tool menubar.