

## ChargerNet Groups

The Groups application gives students, faculty, researchers, and staff members the ability to create and manage group homepages for clubs and organizations. The Groups Studio gives clubs access to various communication tools including email, chat, photos, links and posted files. Additionally, groups can create calendars to advertise meetings and events.

Open the Groups Studio by clicking the **Groups icon** on the toolbar at the top right of the screen. The Groups Studio window will open. The window contains three tabs: **My Groups**, **Groups Index** and **Request Group**. The **My Groups tab** shows groups you have previously joined. The **Groups Index tab** provides a listing of all categories of groups at UAH and access to the homepages of individual groups so that you can read about and request to join a group. The **Request Group tab** provides the form group for a campus club or organization.

### Joining a Group

To join a group, click on the **Groups Index tab**. At this point, you have two options for joining groups. You may click a category on the left and then choose a group from within that category or use the **Group Search** at the bottom of the screen.

Example: If you type “Technical Communication” in the **Groups Search box** and click **Search**, the **Group search Results window** lists the “UAH Technical Communication group.” Click on the name of the group, and the **Group Guest View window** opens. This window gives a description of the group and links to read the group policies and membership policies for the organization. Click on **Join Group** to continue. You will be required to check boxes indicating that you have read and understood the school’s policy on group membership and that you

are willing to share your username and email address. After checking these two boxes, you can click **Join** to be added to the group. The homepage for the group will appear, allowing you access to the group's information and tools.

Membership in Groups may be restricted to allow only those in specific classes or with specific majors or club affiliations to join. Group Leaders will approve and grant access to certain, restricted groups.

Groups you have joined will appear under **My Groups** in the Groups Studio. Click on the **Groups icon** on of the screen on the ChargerNet homepage to open the Groups Studio.

## Creating a Group

To create a group, click on the **Groups icon** on the toolbar to open the Groups Studio window and then click on the **Request Group tab**.

You must fill out the request form. Items with a red asterisk next to them are required fields. The blue asterisks next to the fields **Group Name** and **Group Title** indicate that approval is needed by the Group Studios administrator to create the group. Submitting the form to request the creation of a new group does not mean the group will automatically be created. Only official campus clubs and organizations will be given administrative permission to create ChargerNet groups. The options on the request form allow you to specify the ChargerNet applications your group will utilize. You may also choose to make the group public or restrict access to the group to users who meet specific criteria.

## Leading a Group

If you create a group, you will become the Group Leader. As Group Leader, you have the following responsibilities:

- Add and manage members
- Maintain the featured content on the group's homepage
- Maintain the group's Guest View page, which provides information about the group

- Manage the articles, photos, files and links that will be accessible on the group homepage
- Maintain the group's online calendar
- Monitor the activity within the group, including chat and message board discussions

## **Adding and Managing Members**

When a group with restricted access is created, the Group Leader will need to add members to the group individually. Those who wish to join will submit their requests via the instructions to join groups. Rather than being immediately added to the group, they will have to await approval from the Group Leader.

To manage requests to join the group, the Group Leader will click on **Members** under **Configuration Tools**. All members of the group have a Members heading under Group Tools; this heading shows all members of the group and their member type. The Members heading under Configuration Tools only appears on the Group Leader's page; this heading allows the Group Leader to Activate or Reject a new membership request.

From **Members** under **Configuration Tools**, the Group Leader may also **Edit** the member's profile by selecting **Edit**. The Group Leader may change the member's status clicking on the member's name, and delegate rights or delete the member from the group.

## **Managing Permissions**

The Group Leader can delegate responsibilities by granting members permission to manage various activities under Group Tools.

From the group homepage, click **Permissions** under **Configuration Tools**. Like the Members heading under Configuration Tools, this option only appears for the Group Leader. Click **Permissions**, and you will see the Permissions Listing page, which contains a list of all the group's applications and members to whom they have been delegated.

To assign permission for application management to a group member, click the **Edit button** next to the application in question. You will see an **Edit Delegated Permissions** window. You can highlight one or more members and click **Add** to delegate permissions to them or **Remove** to take permissions away.

Group members who have been given permission will see a Content Tools menu under Group Tools on the left. The Content Tools menu will only contain options for specific permissions that the Group Leader has assigned.

## Featured Content

By clicking on **Manage Homepage** under **Content Tools**, a Group Leader or member with permission can modify the featured content on the group's homepage. This content consists of three things:

- A featured photo
- A featured Internet link
- Top 5 Internet links

To change the content in any of these three fields, click the corresponding **Edit button** and a list of available content will appear. Select the desired photo or link by checking the circle next to it. Click on the **Set button**, and the photo or link will now appear on the group homepage.

In order to add a photo or link to the featured content, the photo or link must first be posted to the group homepage.

## Posting Articles, Photos, Links and Files

Clicking on the News, Photos, Links or Files links under Group Tools will allow members to view content already posted on the group homepage. The server is presently unable to support files saved in a .docx format used in Office 2007. Use the Save As option to save these files in the Word 97-2003 format.

To add content, click on the **Post button** on the bottom right of the window. To add files, click on **Add a new File**. Fill in the required fields. When you post photos

or add files, you will see a **Browse button** next to the **File Name field**. You can use this to browse your computer to find the photo or file you wish to post.

The first field when posting content is the **Status field**. If “Submitted” is selected, the content will not appear on the homepage until approved by Group Leader or member who has been delegated to supervise the application. If “Active” is selected, the content will be posted immediately to the group homepage. If “Inactive” is selected, the content will be posted immediately to the group homepage, but the content will only be viewable by the Group Leader or content supervisor.

## Calendar

The group calendar is a useful tool groups have available to them. The Group Leader and those with permissions will be able to add events to the group calendar in the same manner in which the personal ChargerNet calendar is used. Click on **Calendar** and **New Event**, and a new event window will open.

The options when adding new events allow Group Leaders to schedule events, invite individuals or the entire group to attend and send out email reminders automatically at a selected date and time before the event.

Utilizing the calendar will allow groups to quickly and conveniently advertise meetings and events for their members.

Anyone who joins a group is automatically subscribed to the group calendar. All calendars are accessed by clicking on the **Calendar icon** on the toolbar and selecting the desired calendar from the **Current Calendar pulldown menu**.

The Group Leader can choose to make the group calendar viewable by anyone, including those who are not in the group. To do so, select **Manage Calendars** from the **Current Calendar pulldown menu**. Click on **Edit** under **Properties** for the corresponding calendar. When the Edit Calendar window opens, put a check in the box next to **Anyone can read my calendar** and click **Save**.