

Portal Help Material for Staff and Students



Portal Groups

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Portal Help Material

Using Group Studio

Group Studio gives students and employees the ability to have their own web space for group activities. Groups within the Portal can be public or restricted.

Group Request Policy

The university reserves the right to approve and withdraw approval of all groups. Groups should not promote or engage in activities which are illegal or contrary to university policy. All groups agree to abide by the university's acceptable IT use policy listed at <http://www.gre.ac.uk/offices/ils/ict/policies>. Failure to follow university policy will be investigated and the appropriate actions taken.

Group Member Policy

Members agree not to publish content that is illegal or contrary to Greenwich university policy, to share their user names and e-mail addresses with other members of the group and to abide by the university's acceptable IT use policy listed at <http://www.gre.ac.uk/offices/ils/ict/policies>. Failure to follow university policy will be investigated and the appropriate actions taken.

Using Group Studio within the portal

Within the portal you can request to set up a group, see a list of groups to join, or participate in a group that you are already a part of. From the icons on the top left, there is an icon called "groups".



Once you click on the 'groups' icon, a window will pop up and you will have access to 3 additional tabs: My Groups, Groups Index and Request Group.

Portal Groups

My Groups | **Groups Index** | Request Group

My Groups August 3, 2009

To **view** a group, click on the group title. To **remove** a group from your My Groups List, click the check box and then click Remove.

<input type="checkbox"/>	Cake eaters group	Cake Eaters Group
<input type="checkbox"/>	Cookery club	Cookery club
<input type="checkbox"/>	Photography club	Photography club
<input type="checkbox"/>	Portal Training Restrict	Restricted Access Group

▾ [Groups Index](#) ▾ [Request Group](#) [Remove](#)

In this example, this user is a member of the Cake Eaters, Cookery Club, Photography and Portal Training Groups located under the 1st tab – "My Groups"

To launch a group's homepage, click on the group's name.

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Joining a Group

To join a group, click on the “Groups Index” tab and browse through the already existing groups. There are categories set up within the “Group Index” tab to make it easier to find a group. In the example below, the “Sports” category has been selected from the category list on the left. The column on the right displays the list of sports groups.

The screenshot shows the 'Portal Groups' interface. At the top, there are tabs for 'My Groups', 'Groups Index', and 'Request Group'. The 'Groups Index' tab is selected. Below the tabs, the page title is 'Groups Index' and the date is 'August 3, 2009'. On the left side, there is a list of categories, with 'Sports' highlighted. On the right side, there is a table titled 'Groups in Sports' listing various groups. A red box on the left contains the text: 'To join group: Click on the Groups Index tab, then click on the Category, then the name of the group.' A red box on the right contains the text: 'List of groups within the Sports category'. A red arrow points from the 'Sports' category to the 'Groups in Sports' table.

Categories	Groups in Sports
Group Studio	Badminton
Academic (staff)	Badminton group
Academic (students)	Basketball
Athletic	Brainiac
Campus (Avery Hill)	Cricket Fan Club
Campus (Greenwich)	F1 Fans
Campus (Medway)	Hammers
Cultural	Hockey Players
Intramural	MS Football
Non - Academic	Netball
Partner College Gr...	P-O-K-E-R.
Political	Paintball team for UOGmed
Service	Pool/Snooker pros
Social	Taekwondo
Sports	Tennis Group
Test	The Hopeful Checker Group
	UoG American Football
	UoG Tennis Team

Key = Public Group Restricted Group

If you see a group that you are interested in joining, simply click on the group's title and then click on the “Join Group” button to request membership. Then read the membership policy and complete the membership request form.

Please Note: Groups are either “Restricted” or “Public”.

Key = Public Group Restricted Group

- **Public groups.** Public groups are open for anyone to join
- **Restricted groups.** Membership in restricted groups is subject to certain restrictions. These restrictions are usually indicated under the Additional Membership Criteria section when you request to join.

In this example, the “UoG Tennis Team” is a **Public** group. Once you have completed the steps to join the group (as detailed below), you will see a message stating that you have been made a member of the group.

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Portal Help Material

The group will then appear under your **My Groups** page and you will be able to access its member page.

The screenshot shows the 'Portal Groups' interface. At the top, there are tabs for 'My Groups', 'Groups Index', and 'Request Group'. Below the tabs, the page title is 'Group Guest View' with a date of 'August 3, 2009'. The group name is 'UoG Tennis Team'. A description follows: 'This is a group for tennis players at the university to talk and arrange to play either on a friendly basis or to arrange joining the official university team!'. At the bottom of the group description, there is a 'Join Group' button. A red arrow points from a text box to this button.

Click on the
"Join Group"
button

The screenshot shows the 'Join a Group' form. It starts with a welcome message: 'Welcome to the UoG Tennis Team group. This is a group for tennis players at the university to talk and arrange to play either on a friendly basis or to arrange joining the official university team!'. Below this is the 'Group Membership Policy' section, which contains a text box with the following text: 'Members agree not to publish content that is illegal or contrary to Greenwich university policy, to share their user names and e-mail addresses with other members of this group and to abide by the university's acceptable use policy listed at http://www.gre.ac.uk/directory/compfac/guide/. Failure to follow university policy will be investigated and the appropriate actions taken.' Below the policy is a 'Required Information' section with a checkbox and the text: 'I have read and understood the school's policy on Group Membership.' At the bottom of the form, there are 'Join' and 'Cancel' buttons. A red arrow points from a text box to the 'Join' button.

Then read the
membership policy,
and tick the box
once you have read
and understood the
required
information.

Then,
Click "Join"

If you wish to join a **Restricted** group, there will be two (2) additional boxes – The Membership Criteria and Tell Us Why You Want to be a Member... Once you have completed all sections, agreed to the required information and clicked the **"Join"** button, you will see a message stating your membership request has been submitted. Once accepted (by group leader), the group will appear in your **My Groups** index and you will be able to access its member page

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Additional Membership Criteria:
Only for journalism students

Required Information

I have read and understood the school's policy on Group Membership.

Tell us why you want to be a member of the Journalism group:

Review the Additional Membership Criteria, Complete requested information, tick the boxes if you agree to the required information.

Then, Click "Join"

Membership Request Submitted

Your request to join the Journalism group has been submitted to the group leader.

Your request to join the restricted group will be submitted and must be approved by the group's leader.

If you are not able to locate your group, you can perform a search using the **"Group Search"** section (located at the bottom of the Groups Index page). Your search can include Group Names, Titles and/or Descriptions:

Group Search

Search for: Group Names Group Titles Group Description

That contain:

This is an example of a Search for all groups with the Name, Title or Description being "football".

If you are still not able to find a group to join, then you can start your own group.

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Requesting a New Group

First click on the 'groups' icon located at the top of your portal screen (see example image below).



To request a new group, first check the “Groups Index” to see if that group already exists. If not, then click on the “Request Group” tab and complete the form. A group studio administrator will have to approve your group, before you can begin to use the tools available.

Please Note: If you request the creation of a new group, you become the group leader and have initial responsibility for creating and managing the group homepage and guest view.

 **Portal Groups**

My Groups **Groups Index** **Request Group**

Request New Group

August 3, 2009

Submitting this form does not automatically create a new group. It will send a new group request to the administrator, who will approve or deny it.

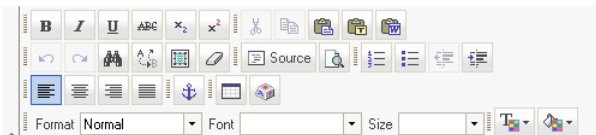
* Requires Group Studio administrator approval
* Required Information

Requested By: Web Services Team Login

* * Group Name:

* * Group Title:

* Guest Page Description:

B **I** **U** ABC X₂ X₃ 

Format: Normal Font: Size:

* Group Category:

Group Type: Public

Restricted * Criteria required if selected

Criteria for restricted access test

* The Administrator has full access to this group.

Browse Control: The *Group Index* page currently allows anyone to browse or search for this group. Select one or more roles to control access.

Selected Roles	Unselected Roles
<input type="checkbox"/>	Account Admin
<input type="checkbox"/>	Account Administrators
<input type="checkbox"/>	Account Checkers
<input type="checkbox"/>	Admin
<input type="checkbox"/>	Administrator

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To request creation of a group, you must determine whether it will be public or restricted, and you must agree to the group request policies (as described above). Once you have done this, complete the following steps to request the group:

1. In the Group Name field, enter the name of the group as you want it to appear in the groups' index.
2. In the Title field, enter a title for the group. This title will appear next to the group name in the Groups Index.
3. From the Guest Page Description drop-down box, select whether the group's description will be formatted as plain text or as HTML formatted text.
4. In the text entry field below the drop-down box, enter a detailed description of the group. This description can be up to 10,000 characters in length and can include a purpose or a mission statement. This description is initially posted to the group's guest view screen and can be changed at any time by the group leader.
5. From the Group Category drop-down box, select the category under which you would like to put the group.
6. Use the Group Type radio buttons to specify whether the group will be public or restricted. If you are requesting creation of a restricted group, enter the group's access criteria in the text entry field below the radio buttons. Please note: If you would like to make the group open for anyone to be able to join, then you should make the group "Public". If you would like to add your own members, you should make the group "Restricted". Users will still be able to request membership to a restricted group, but will have to wait for you to authorise them first before they will be able to access any material.
7. In the Request Comment field, enter any optional comments your institution should know as it evaluates whether to accept the request and create the group.
8. From the Groups Policy field, read the University's policy governing online groups. Check the box showing you have read and understand the policy. You cannot submit the application until you have checked this box.
9. From the Group Applications checkboxes, specify the applications and tools you want provided to the group through the homepage. Click the appropriate checkbox if you want to be able to delegate management of group application and tools to other group members. Unless you plan to maintain the group's homepage entirely yourself, you should check this box.
10. Click Submit Request to submit the application. To exit without requesting group creation, click Cancel.
11. If you chose to submit the request, you will see a window stating your request has been submitted. Click OK. You are returned to the My Groups page.

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Your group must be approved by a group studio administrator. Once approved, you will become the group leader.

Group leaders use Group Studio to complete the following tasks:

1. Create and manage the group homepage, including the links, news articles, files, and photos posted to the homepage
2. Create and manage the group guest view page, including the group description and information, and any links or photos that would be appropriate to be viewed by non-group members
3. Set up the group message board with topics and an overall description, and deleting topics, messages, or replies as necessary
4. Create and manage the group calendar
5. Activate and deactivate group members as necessary, including approving or disapproving membership requests for restricted groups
6. Assign privileges to group members so responsibility for any of the above tasks can be delegated

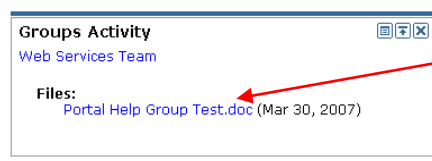
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Groups Activity Channel on the home tab

By default, there should already be a “**Groups Activity**” channel on your home tab. If not, then please follow the instructions to add this channel from the Adding Channels section above.

Within this channel, you will see a list of recent activities done by the groups’ members, such as files and documents being added. In this example, there was a file added to the group called “Portal Help Group Test”. When you click on the document link, it will open the file.



A file called “Portal Help Group Test” has been added to the group’s files.

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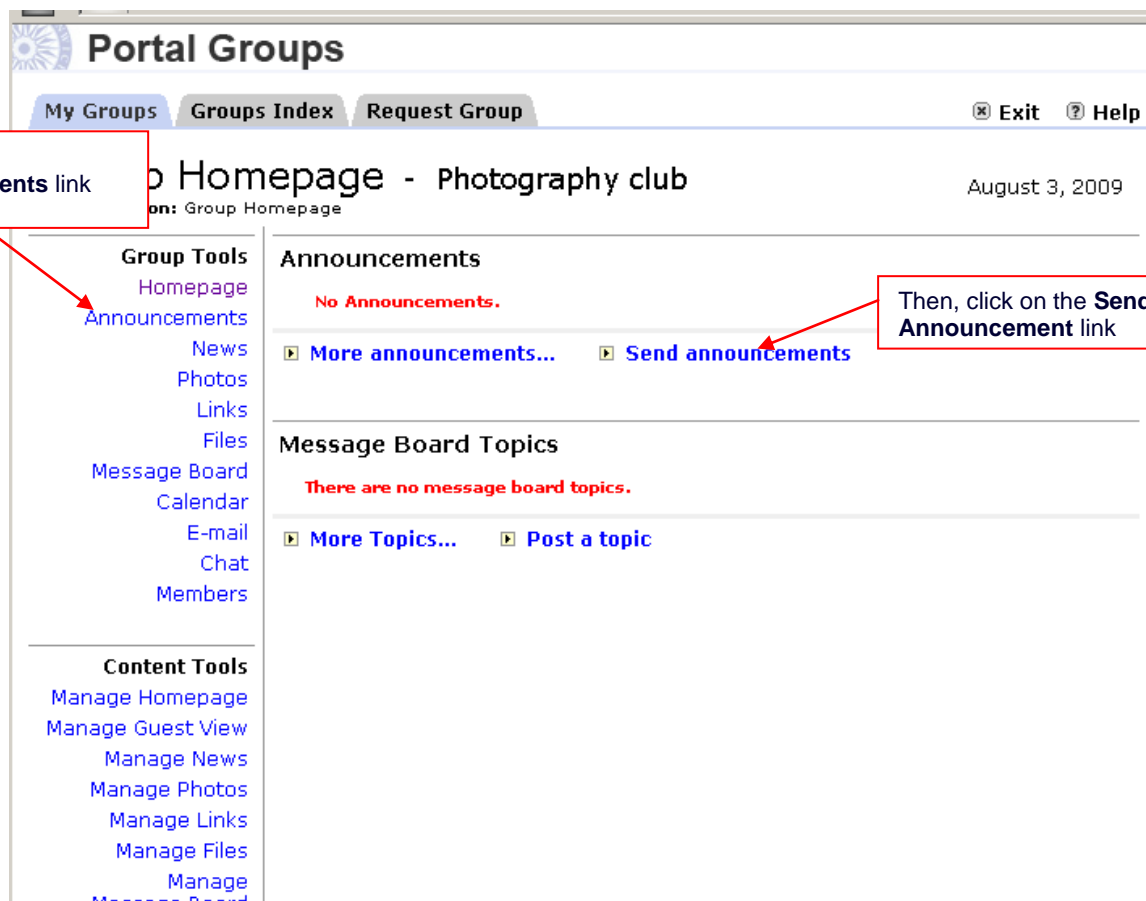
Using the Group Tools

Sending Group Announcements

As a group member you can send announcements to the members of your group. These announcements will be displayed under the members “Personal Announcements” channel located in their portal account. Announcements will be displayed for 7 days.

To send an announcement,

- Click on the ‘groups’ icon from the top right menu.
- Then click the title of the group from the ‘**My Groups**’ section. A new window will pop up, displaying your group’s homepage.
- From the menu on the left, click on the ‘**Announcements**’ link
- Then ‘**Send Announcement**’.



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The Compose Announcements screen lets a group leader, course leader, or group or course member with appropriate permissions compose an announcement to be displayed on the group or course homepage. Please note that the email addresses of the group members do not appear in the **To** box.

1. To compose an announcement, enter a title for the announcement in the Title field.
2. Enter the text of the announcement in the Announcement field.
3. To send the announcement to all group or course members, click **Send**. To exit without sending, click **Cancel**.

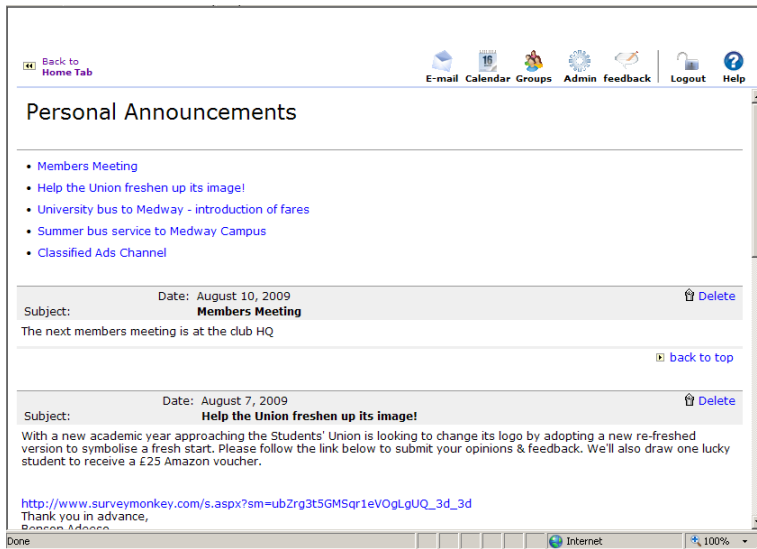
The announcement will then appear under the '**Personal Announcements**' channel the next time any member of that group logs into the portal.

The announcement will appear under the members' '**Your Announcements**' section of the **Announcements** Channel, the next time they log in. The title that was given to the announcement will display here.

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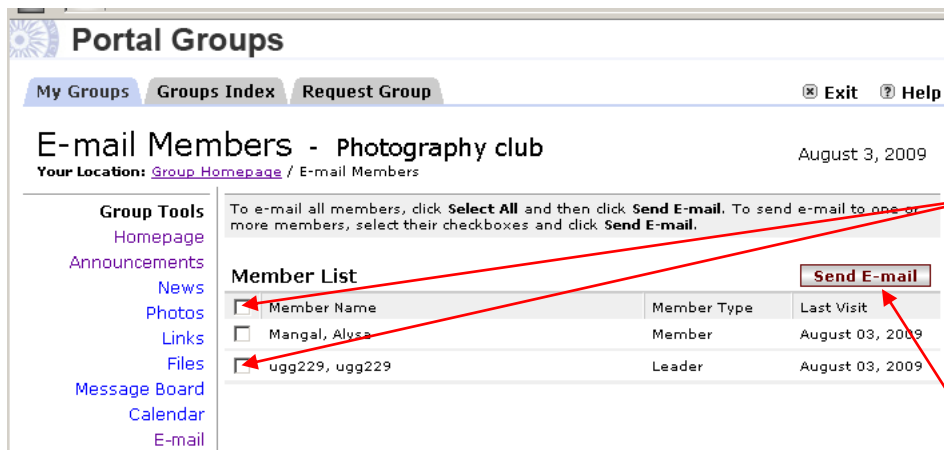
The full announcement will be displayed when this link is clicked (see image below).



Sending Emails to your Group

The E-mail Members page lets you specify which members of a group you want to receive an e-mail message.

From the list of group or course members, tick the box next to the name of the members you want to receive the e-mail message. If you want to send the e-mail message to all of the group or course members, click the **Select All** button.



Tick the **Select All** box to send to all members.

Or tick the box next to the name of the member(s) you want to receive the e-mail message.

Then click the Send E-mail button.

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Information:

This message will be sent (Bcc) to the members you selected in **Photography club**, even though their names are not displayed in the Bcc field.

Feel free to add any other recipients, but remember that any addresses you add to the To or Cc fields will be visible to all recipients of the message.

Enter Recipients: Separate recipient names with commas.

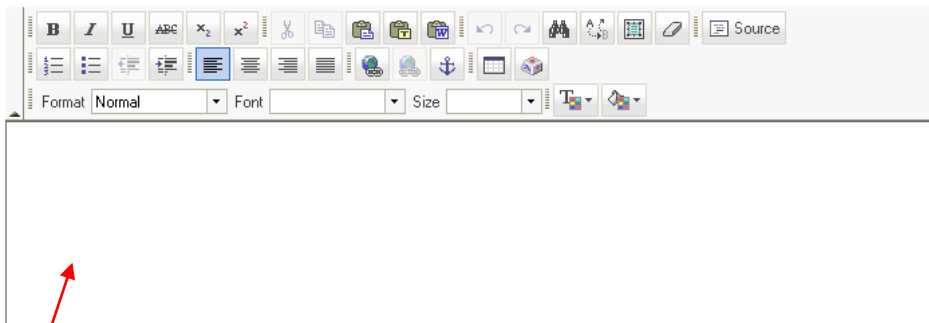
To: **Address**

Cc: Bcc:

Enter Subject:

Enter Message:

HTML Text



Enter your email text then click the **Send** button

You can specify other recipients, who are not in the group, to also send your email to.

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Viewing and Posting Group Files

You can view and access files posted to the group from the Group Files page. This page lets you navigate through the folders created to store shared files, displays a list of the files stored in each folder, and lets you search for files.

You can also add a file for members to view. The leader(s) for the group must approve of your file before it is released to the group. The leader will not receive any notifications that files are waiting to be uploaded, and must therefore be sure to check the portal regularly for any updates.

The screenshot displays the 'Portal Groups' interface for the 'Photography club'. The main content area is titled 'Group Files - Photography club' and shows a list of files: 'Camera.html', 'Comparison Chart.xls', and 'Pictures of Squirrel.doc'. A red box highlights the 'Files' link in the left-hand navigation menu, with an arrow pointing to the 'Files' link. Another red box highlights the 'Add a new File to Photography club' link, with an arrow pointing to the 'Add a new File' link. A third red box highlights the list of files, with an arrow pointing to the list. The search box at the bottom has a red box around the 'Add a New File' link, with an arrow pointing to the 'Add a New File' link.

Once you have clicked on the **Add a New File** link, you will have to browse for the file from your computer or other storage device.

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Portal Help Material

Portal Groups

My Groups Groups Index Request Group Exit Help

Add a File - Photography club

Your Location: [Group Homepage](#) / [Group Files](#) / Add a File August 3, 2009

Group Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)

Add files of any type. Files may not be larger than 1 MB.

Added By: **Web Services Team Login**

Folder Name: **Photography club**

File Name Browse...

Add File **Cancel**

Browse for the file from your computer or other storage device, and then click the **Add File** button

Your file has been submitted for approval by your Group Leader

OK

Once you have added your file, you will get this screen. You must wait for your file to be approved by a group leader.

Please note:

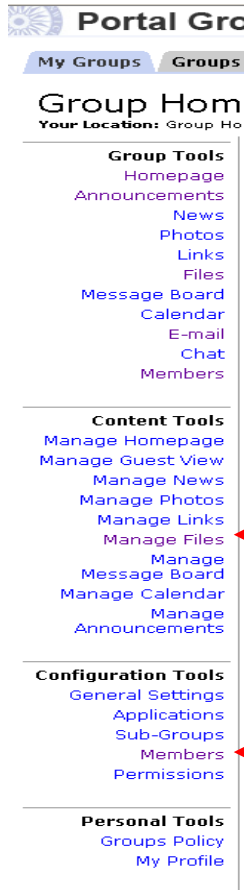
- Maximum file size for files allowed is 50MB
- Disk quota per group is 10GB
- Maximum files per group is 500
- Maximum news items per group is 300
- Maximum info per group is 300
- Maximum links per group is 300
- Maximum photos per group is 300
- Maximum members per group is 1000

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Additional Tools Available for Group Leaders

As the group's leader, you will have more tools available. These will be accessible from the menu on the left, as shown below.



Manage Files link allows you to approve of files submitted by other members, as well as move, remove or update existing files.

The **Members** link allows you to see a list of members, assign permissions to individual members and approve of pending membership requests.

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Manage Group Files

The Manage Files page allows a group leader, or group member with appropriate permissions, to manage the files available through the group homepage.

Portal Groups

My Groups Groups Index Request Group

Manage Files - Photography club

Your Location: [Group Homepage](#) / Manage Files

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board

Folders

- Photography club

Files in Photography club

- Camera.html
- Comparison Chart.xls
- Pictures of Squirrels.doc

Delete

New File Requests: **There is 1 request for a new file.**

Add New File: Browse... Add New File:

Add New Sub-Folder: Add New Sub-folder:

File and Folder Search

Search for: File Names Folder Names File Content

that contain: Search

When you click on the link for the new file requests, a window will pop up with a list of pending file requests.

Portal Groups

My Groups Groups Index Request Group

File Request Queue - Photography club

Your Location: [Group Homepage](#) / [Manage Files](#) / File Request Queue

August 3, 2009

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board

Requests for new files

File Name	Folder	Requestor
<input type="checkbox"/> Blue hills.jpg	Photography club	Miss Alysa Mangal

Activate Delete Done

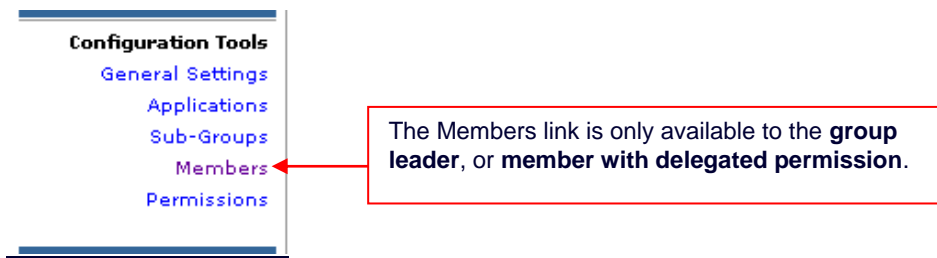
The selected files have been activated

OK

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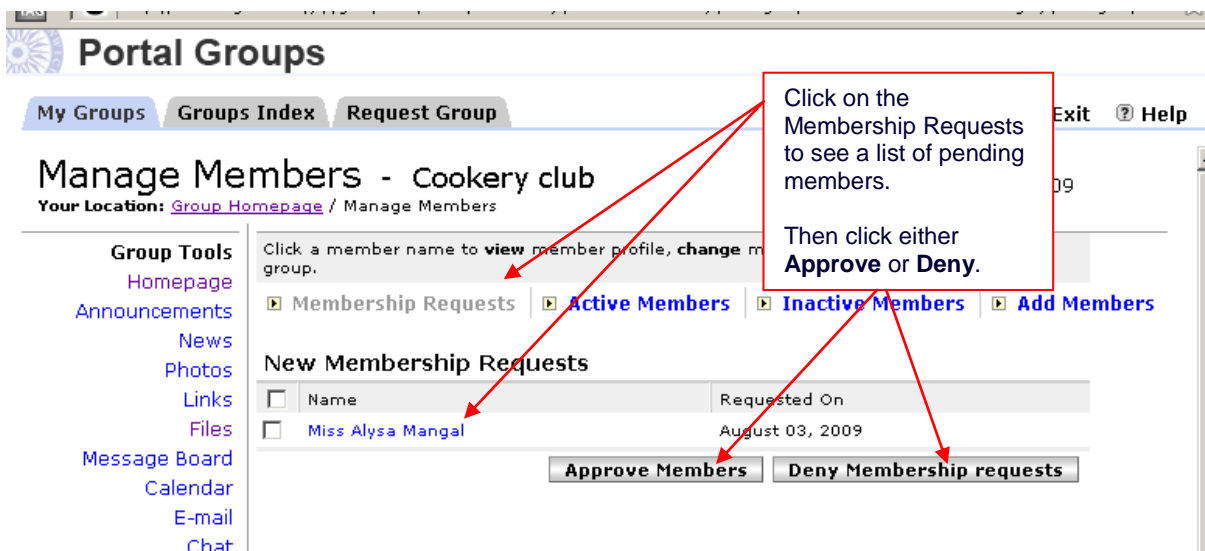
Manage Group Members and Membership Requests



The Manage Members screen lets a group leader, or member with delegated permission, manage the status of group or course members.

Any new membership requests must be approved by the group leader (this is only necessary for a restricted group and does not apply to public groups).

To approve new members, click on the **Members** link, located under the **Configuration Tools** menu, on the left (see image above). Then, click on the **Membership Requests** link to see a list of pending members. Then click either the **Approve** or **Deny** button. To view the member's profile, click on the name.



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From the **Active Members** link, the leader can see a list of all members of the group and their **Member Type** – that is if they are a leader or a member. They will also be able to see the last time that that member visited the group’s page, as well as **Inactivate** or **Delete** that member. To Inactivate or Delete a member, tick the box beside their name and then click on the **Inactivate** or **Delete** button at the bottom of the page.

To view the member’s profile, click on the member’s name.

Portal Groups

My Groups Groups Index Request Group

Manage Members - Cookery club
Your Location: [Group Homepage](#) / Manage Members

Group Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Members](#)

Content Tools
[Manage Homepage](#)
[Manage Guest View](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)

Click a member name to **view** member profile, **change** member status or **remove** from group.

[Membership Requests](#) [Active Members](#) [Inactive Members](#) [Add Members](#)

Active Members

<input type="checkbox"/>	Name	Member Type	Homepage	Last Visit
<input type="checkbox"/>	Miss Alysa Mangat	Member		August 03, 2009
<input type="checkbox"/>	ugg217	Member		August 03, 2009
<input type="checkbox"/>	ugg218	Member		August 03, 2009
<input type="checkbox"/>	ugg219	Member		August 03, 2009
<input checked="" type="checkbox"/>	Web Services Team	Leader	Login *	August 03, 2009

[Inactivate Members](#) [Delete Members](#)

* You may not inactivate or delete yourself because you are a Group Leader.

Under **Active Members** link, leaders can see all members and their status.

To see the member’s profile, click on his/her name.

Tick the box beside the member’s name and then click on either button to **Inactivate** or **Delete** a member.

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Once you click on a member's name, you will have access to edit that members profile via the **Edit Member Profile** screen.

The Edit Member Profile screen lets a group leader delegate group management tasks to another group member. The screen also lets a group leader deactivate the group member's membership in the group.

The screenshot shows the 'Edit Member Profile' interface for a group named 'Cookery club'. The page includes a navigation menu on the left with sections for Group Tools, Content Tools, and Configuration Tools. The main content area is divided into three sections: Member Information, Delegated Permissions, and Explanation for action. The Member Information section shows details for member 'ugg217', including their type (Member), join date (August 03, 2009), last visit (August 03, 2009), and homepage. The Delegated Permissions section has a grid of checkboxes for various tasks, with 'Photo Publishing' selected. The Explanation for action section contains a text input field. At the bottom, there are three buttons: 'Delete Member', 'Update Profile', and 'Cancel'. A red box on the right side of the screen contains explanatory text, with red arrows pointing to the 'Photo Publishing' checkbox, the 'Explanation for action' text box, and the 'Update Profile' button.

Portal Groups

My Groups Groups Index Request Group Exit Help

Edit Member Profile - Cookery club August 3, 2009

Your Location: [Group Homepage](#) / [Members](#) / Edit Member Profile

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Member Information

Name: ugg217
Member type: Member
Member since: August 03, 2009
Last Visit: August 03, 2009
Homepage:
Status: Active

Delegated Permissions

<input checked="" type="checkbox"/> Group Leader	<input checked="" type="checkbox"/> Guest Page
<input checked="" type="checkbox"/> Home Page	<input checked="" type="checkbox"/> Photo Publishing
<input checked="" type="checkbox"/> News Publishing	<input checked="" type="checkbox"/> File Sharing
<input checked="" type="checkbox"/> Link Publishing	<input checked="" type="checkbox"/> Calendar
<input checked="" type="checkbox"/> Message Board	
<input checked="" type="checkbox"/> Announcements	

Explanation for action

Note: You must explain every change made to a member's profile.

Delete Member Update Profile Cancel

The **Edit Member Profile** Screen allows the leader to delegate tasks to other group members.

Tick the desired task box, and then enter an explanation for why permissions have been granted in the **Explanation for Action** box.

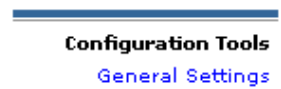
To save your changes, click the **Update Profile** button. To exit without saving, click Cancel.

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Portal Help Material

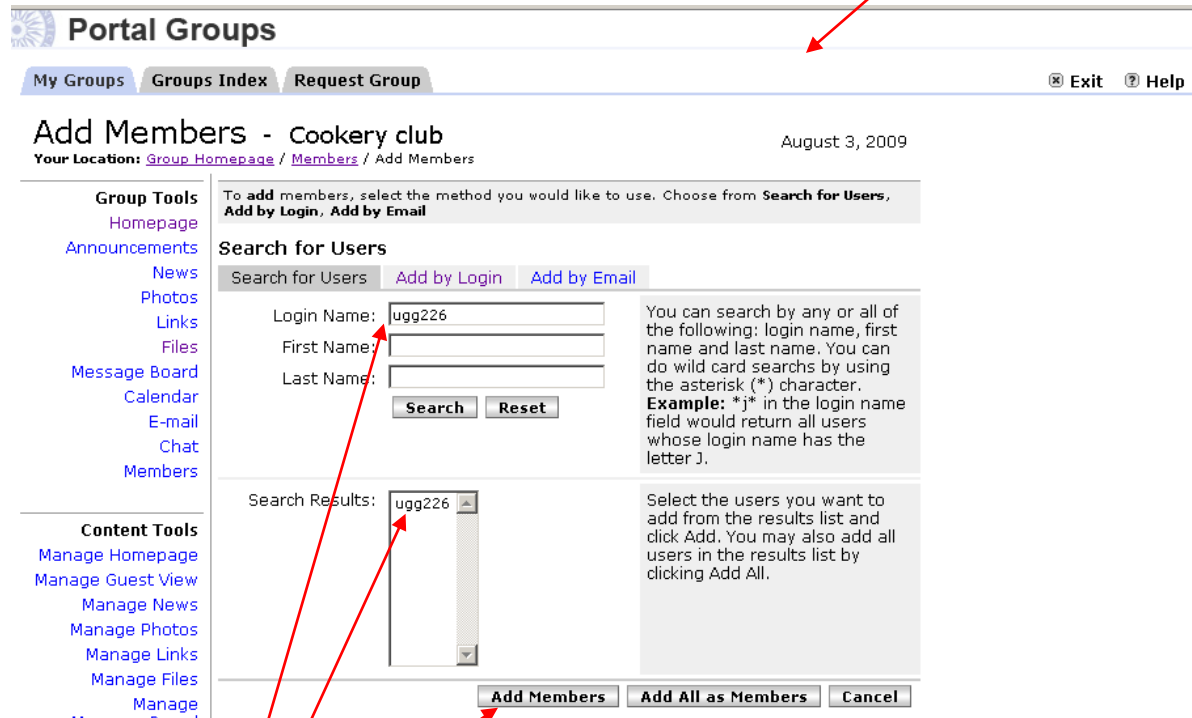
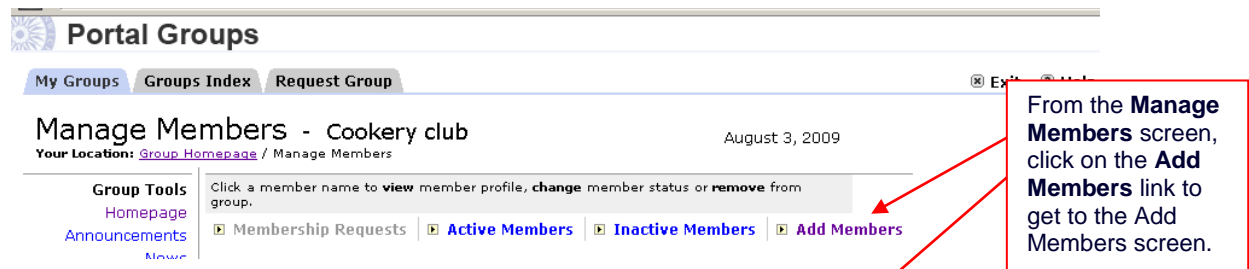
Adding Members to Groups

You can only add members to a RESTRICTED group. If you are unable to add members, change the group type to Restricted from the **General Settings** link.



Apart from adding members who request membership, a leader can also add members proactively by performing a search. Searches can be done by **User's Name, ID and Login details** or by **Email Address**.

In the example given below, the Search was done by typing in the user ID ugg226 and then clicking the Search button. The results are displayed in the **Search Results** box. Simply click on the name that you would like to add, and then click on the **Add** button. You will then need to type a brief message which will be sent to that user to notify him/her that they have been added as a member to the group.

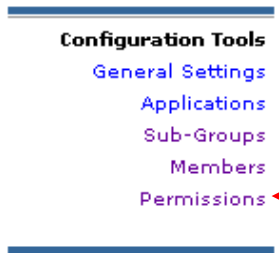


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Portal Help Material

Group Member Permissions

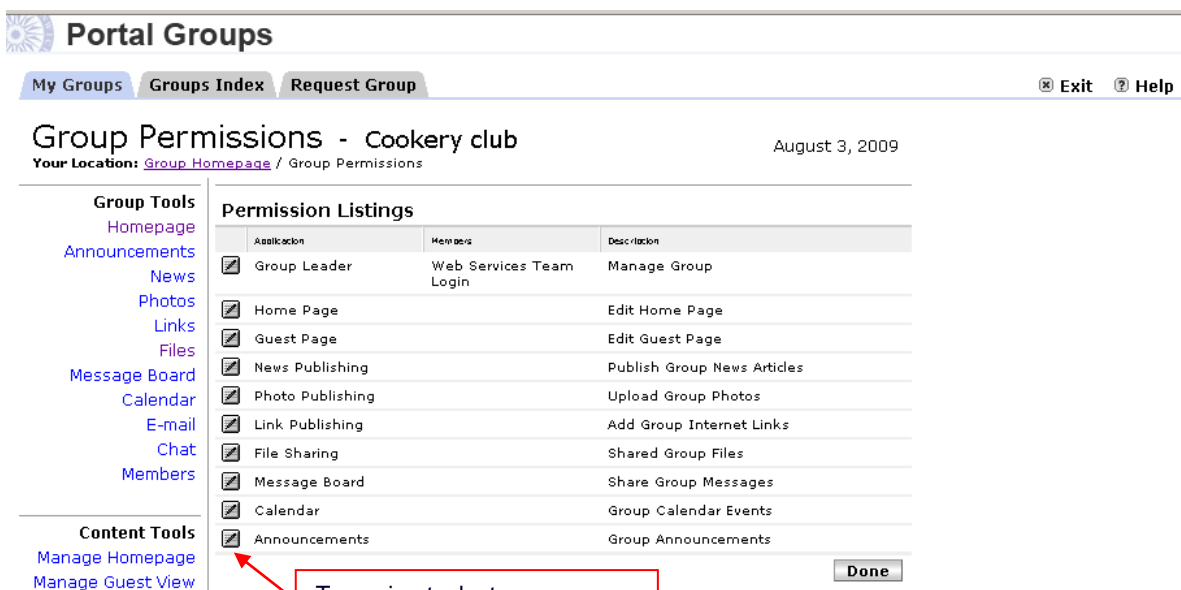
You can delegate group tasks by clicking on the group members name and then editing their profile. You can also delegate tasks to more than one member at a time via the **Permissions** page, located under the Configuration Tools.



Configuration Tools

- General Settings
- Applications
- Sub-Groups
- Members
- Permissions

Click on the **Permissions** link, located under the **Configuration Tools** section, to delegate tasks to group members.



Portal Groups

My Groups Groups Index Request Group ⊗ Exit ? Help

Group Permissions - Cookery club

Your Location: [Group Homepage](#) / Group Permissions August 3, 2009

Group Tools

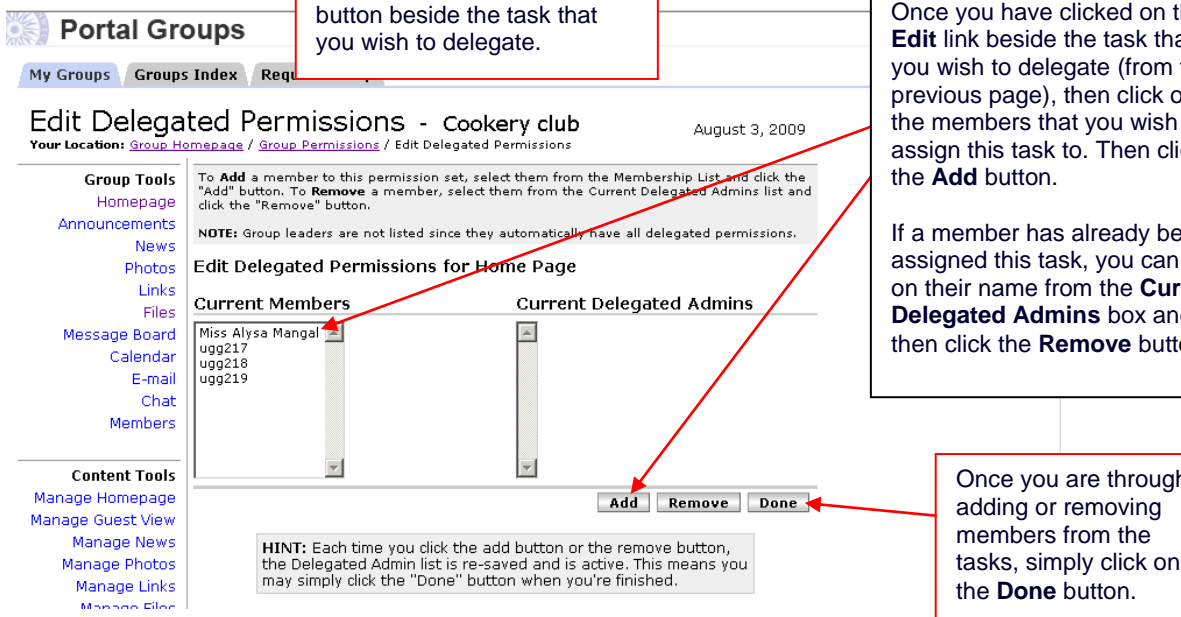
- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View

Permission Listings

Application	Members	Description
<input checked="" type="checkbox"/> Group Leader	Web Services Team Login	Manage Group
<input checked="" type="checkbox"/> Home Page		Edit Home Page
<input checked="" type="checkbox"/> Guest Page		Edit Guest Page
<input checked="" type="checkbox"/> News Publishing		Publish Group News Articles
<input checked="" type="checkbox"/> Photo Publishing		Upload Group Photos
<input checked="" type="checkbox"/> Link Publishing		Add Group Internet Links
<input checked="" type="checkbox"/> File Sharing		Shared Group Files
<input checked="" type="checkbox"/> Message Board		Share Group Messages
<input checked="" type="checkbox"/> Calendar		Group Calendar Events
<input checked="" type="checkbox"/> Announcements		Group Announcements



Portal Groups

My Groups Groups Index Request Group ⊗ Exit ? Help

Edit Delegated Permissions - Cookery club

Your Location: [Group Homepage](#) / [Group Permissions](#) / Edit Delegated Permissions August 3, 2009

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files

To **Add** a member to this permission set, select them from the Membership List and click the "Add" button. To **Remove** a member, select them from the Current Delegated Admins list and click the "Remove" button.

NOTE: Group leaders are not listed since they automatically have all delegated permissions.

Edit Delegated Permissions for Home Page

Current Members	Current Delegated Admins
Miss Alysa Mangal ugg217 ugg218 ugg219	

HINT: Each time you click the add button or the remove button, the Delegated Admin list is re-saved and is active. This means you may simply click the "Done" button when you're finished.

To assign tasks to group members, click on the **Edit** button beside the task that you wish to delegate.

Once you have clicked on the **Edit** link beside the task that you wish to delegate (from the previous page), then click on all the members that you wish to assign this task to. Then click on the **Add** button.

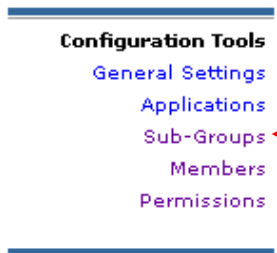
If a member has already been assigned this task, you can click on their name from the **Current Delegated Admins** box and then click the **Remove** button.

Once you are through adding or removing members from the tasks, simply click on the **Done** button.

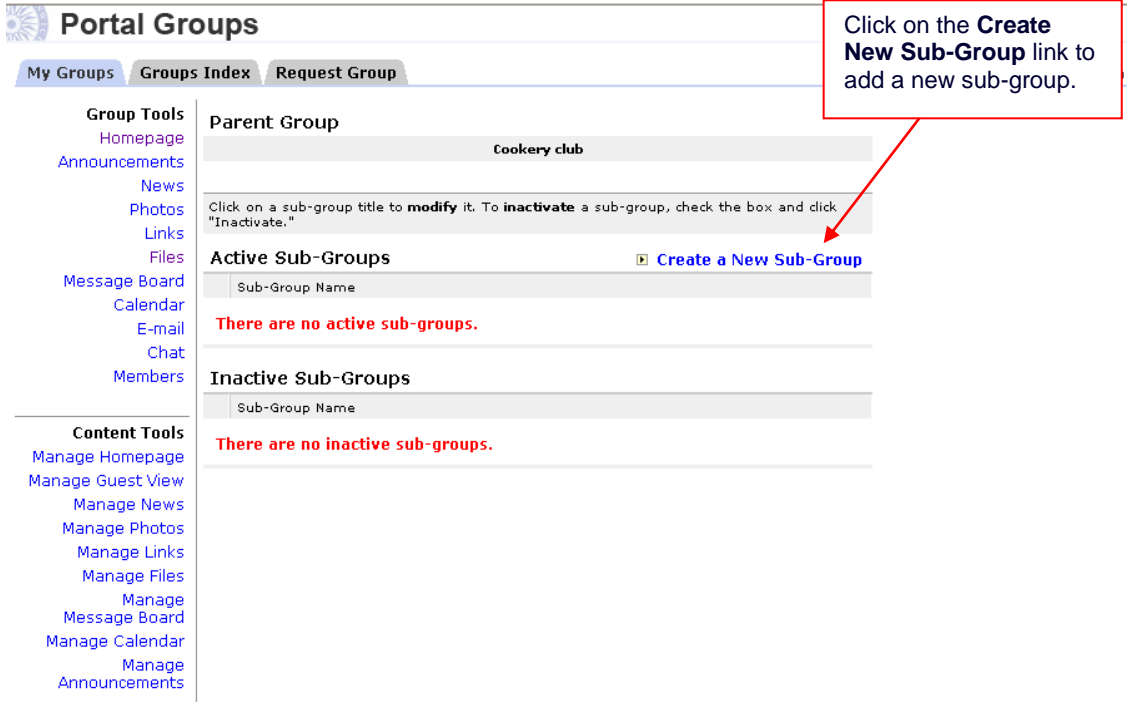
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Portal Help Material

Adding Sub-Groups



To manage or add sub-groups, click on the Sub-Groups link located under the **Configuration Tools** section.



Click on the **Create New Sub-Group** link to add a new sub-group.

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Portal Help Material

Portal Groups

My Groups | **Groups Index** | Request Group | Exit | Help

Create a New Sub-Group - Cookery club

Your Location: [Group Homepage](#) / [Manage Sub-Groups](#) / Create a New Sub-Group | August 3, 2009

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Configuration Tools

- General Settings
- Applications

* Group Name:

* Group Title:

* Guest Page: Description Uses Rich Text

Description:

Rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source, and other editing functions.

Sort by last name

Create Group **Cancel**

Give the sub-group a name, title and description. Then click on the **Create Group** button.

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Configuration Tools

- General Settings
- Applications
- Sub-Groups
- Members
- Permissions

Personal Tools

- You are a Group Leader
- Groups Policy
- My Profile

Manage Files link allows you to approve of files submitted by other members, as well as move, remove or update existing files.

[Back to top](#)

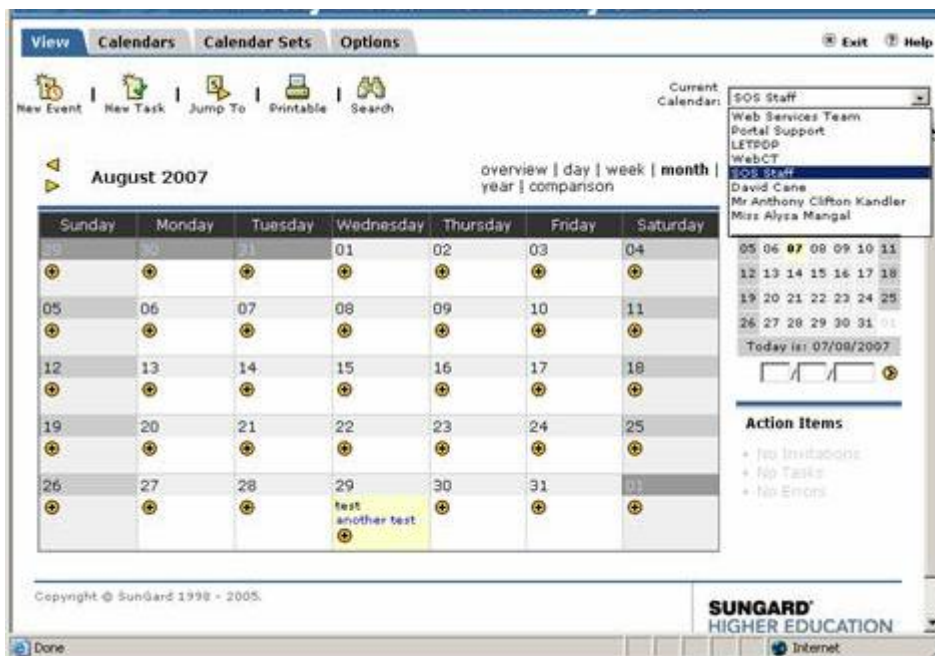
Portal Help Material

Group Calendar

When you create a group, a group calendar is automatically created for you. All members of that group will have access to the group calendar (see the [Adding Group Members](#) sections for more information on adding members to your group). To access the calendar, click on the “**Calendar**” icon located at the top left of the portal home page.



From the “**Current Calendar**” drop down list, select the group’s calendar. Members of the group will be able to view all entries made in the calendar, however, they will not be able to add or edit entries unless they have been given permission to do this by the group leader (see below for more information).



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Portal Help Material

Assigning Calendar Permission

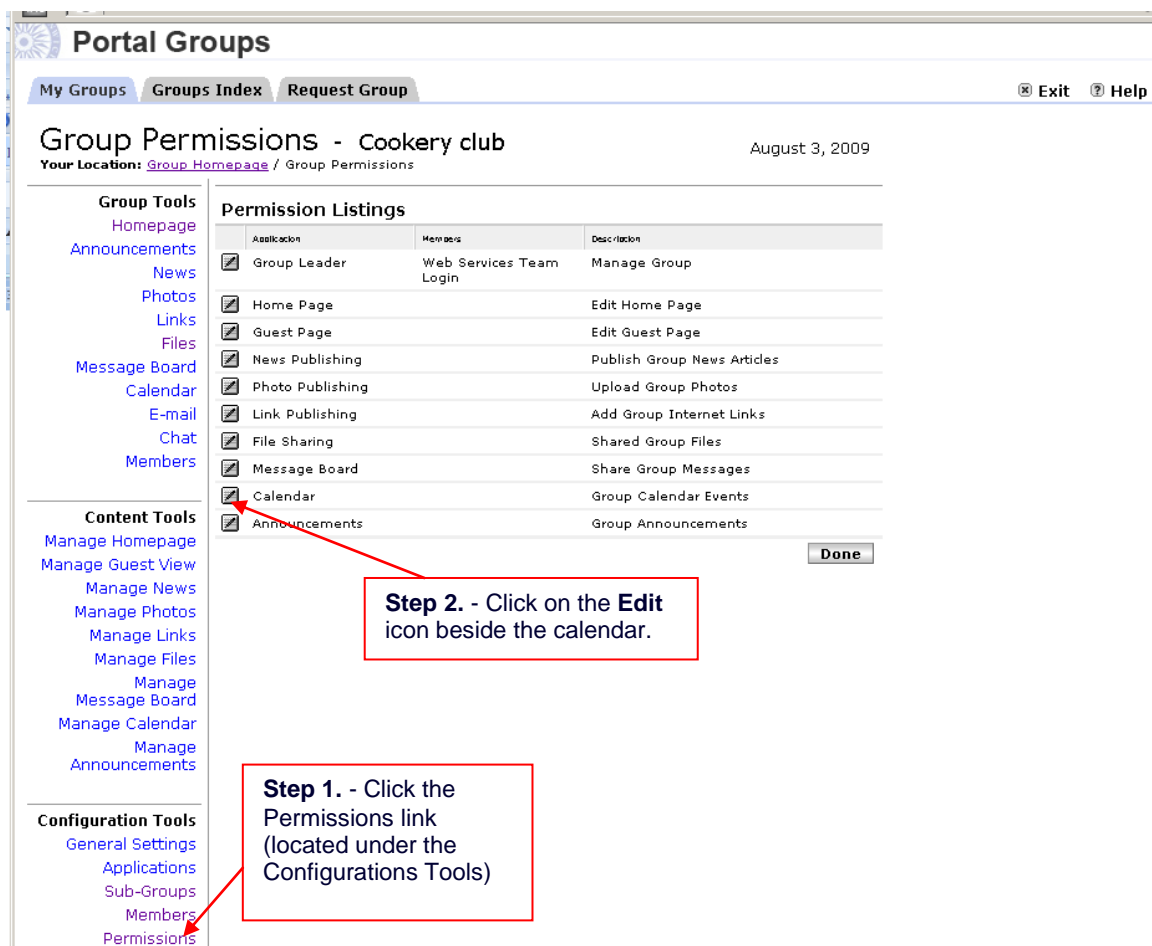
As group leader, you can assign permissions for group members to be able to edit the calendar. To do this, click on the “**Groups**” icon from the portal home page.



Then click on the name of the group.

The next screen brings up the **Groups Homepage**. On the left are various options. Click on the “**Permissions**” link located under the **Configuration Tools** section.

Next, click on the **Edit** button beside the Calendar application (see image below).



Portal Groups

My Groups | **Groups Index** | Request Group | Exit | Help

Group Permissions - Cookery club | August 3, 2009

Your Location: [Group Homepage](#) / Group Permissions

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Configuration Tools

- General Settings
- Applications
- Sub-Groups
- Members
- Permissions**

Permission Listings

Application	Members	Description
<input checked="" type="checkbox"/> Group Leader	Web Services Team Login	Manage Group
<input checked="" type="checkbox"/> Home Page		Edit Home Page
<input checked="" type="checkbox"/> Guest Page		Edit Guest Page
<input checked="" type="checkbox"/> News Publishing		Publish Group News Articles
<input checked="" type="checkbox"/> Photo Publishing		Upload Group Photos
<input checked="" type="checkbox"/> Link Publishing		Add Group Internet Links
<input checked="" type="checkbox"/> File Sharing		Shared Group Files
<input checked="" type="checkbox"/> Message Board		Share Group Messages
<input checked="" type="checkbox"/> Calendar		Group Calendar Events
<input checked="" type="checkbox"/> Announcements		Group Announcements

Done

Step 1. - Click the Permissions link (located under the Configurations Tools)

Step 2. - Click on the Edit icon beside the calendar.

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Portal Help Material

On the next page, click on the name of the person(s) you wish to have permission to modify the calendar and click on the **Add** button. Once all members have been assigned permission, click the **Done** button.

Portal Groups

My Groups Groups Index Request Group Exit Help

Edit Delegated Permissions - Cookery club

August 3, 2009

Your Location: [Group Homepage](#) / [Group Permissions](#) / Edit Delegated Permissions

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Configuration Tools

- General Settings
- Applications
- Sub-Groups
- Members
- Permissions

To **Add** a member to this permission set, select them from the Membership List and click the "Add" button. To **Remove** a member, select them from the Current Delegated Admins list and click the "Remove" button.

NOTE: Group leaders are not listed since they automatically have all delegated permissions.

Edit Delegated Permissions for Calendar

Current Members	Current Delegated Admins
Miss Alysa Mangal ugg218 ugg219	ugg217

Add **Remove** **Done**

HINT: Each time you click the add button or the remove button, the Delegated Admin list is re-saved and is active. This means you may simply click the "Done" button when you're finished.

Click on the person's name and then click the **Add** button. When finished, click the **Done** button

The above instructions will allow you to give more than one person permission to modify the calendar. Alternatively, if you would like to give only one person permission to do many things, then you can follow the guidelines below.

Click on the **Members** link located within the **Configuration Tools** menu.

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Portal Help Material

Portal Groups

My Groups Groups Index Request Group Exit Help

Group Homepage - Cookery club August 3, 2009
Your Location: Group Homepage

Group Tools
Homepage
Announcements
News
Photos
Links
Files
Message Board
Calendar
E-mail
Chat
Members

Content Tools
Manage Homepage
Manage Guest View
Manage News
Manage Photos
Manage Links
Manage Files
Manage Message Board
Manage Calendar
Manage Announcements

Configuration Tools
General Settings
Applications
Sub-Groups
Members
Permissions

Announcements
No Announcements.
More announcements... Send announcements

Message Board Topics
There are no message board topics.
More Topics... Post a topic

Click on the **Members** link to assign permissions to an individual person

The next screen displays the “Manage Members” screen. Click on the “**Active Members**” link to see a list of current members, and then click on the group member that you wish to give access to edit the calendar.

Portal Groups

My Groups Groups Index Request Group Exit Help

Manage Members - Cookery club August 3, 2009
Your Location: Group Homepage / Manage Members

Group Tools
Homepage
Announcements
News
Photos
Links
Files
Message Board
Calendar
E-mail
Chat
Members

Content Tools
Manage Homepage
Manage Guest View
Manage News

Click a member name to **view** member profile, **change** member status or **remove** from group.
Membership Requests Active Members Inactive Members Add Members

Active Members

<input type="checkbox"/>	Name	Member Type	Homepage	Last Visit
<input type="checkbox"/>	Miss Alysa Mangal	Member		August 03, 2009
<input type="checkbox"/>	ugg217	Delegated		August 03, 2009
<input type="checkbox"/>	ugg218	Member		August 03, 2009
<input type="checkbox"/>	ugg219	Member		August 03, 2009
<input checked="" type="checkbox"/>	Web Services Team Login *	Leader		August 03, 2009

Inactivate Members Delete Members

* You may not inactivate or delete yourself because you are a Group Leader.

Click on **Active Members** link.

Click on the group member's name who you wish to assign permissions

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Portal Help Material

From the next page, tick the box next to Calendar and type an explanation for your change. Then click on the Update Profile button. The explanation will be emailed to the group member.

The screenshot shows the 'Edit Member Profile' page for a 'Cookery club' group. The page is titled 'Edit Member Profile - Cookery club' and is dated August 3, 2009. The breadcrumb trail is 'Your Location: Group Homepage / Members / Edit Member Profile'. The page is divided into several sections:

- Group Tools:** A vertical list of links including Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, and Members.
- Member Information:** A box containing details for member 'ugg219', including Member type (Member), Member since (August 03, 2009), Last Visit (August 03, 2009), Homepage, and Status (Active).
- Delegated Permissions:** A list of checkboxes for various permissions. The 'Calendar' checkbox is checked, while others like Group Leader, Home Page, News Publishing, Link Publishing, Message Board, Announcements, Guest Page, Photo Publishing, File Sharing, and File Sharing are unchecked.
- Explanation for action:** A text input field for providing a reason for the change.
- Note:** A red note below the explanation field states: 'Note: You must explain every change made to a member's profile.'
- Buttons:** At the bottom, there are three buttons: 'Delete Member', 'Update Profile', and 'Cancel'.

A red-bordered callout box on the right side of the page contains the text: 'Tick the Calendar box, type an explanation, and then click the Update Profile button.' Three red arrows point from this box to the 'Calendar' checkbox, the 'Explanation for action' text box, and the 'Update Profile' button.

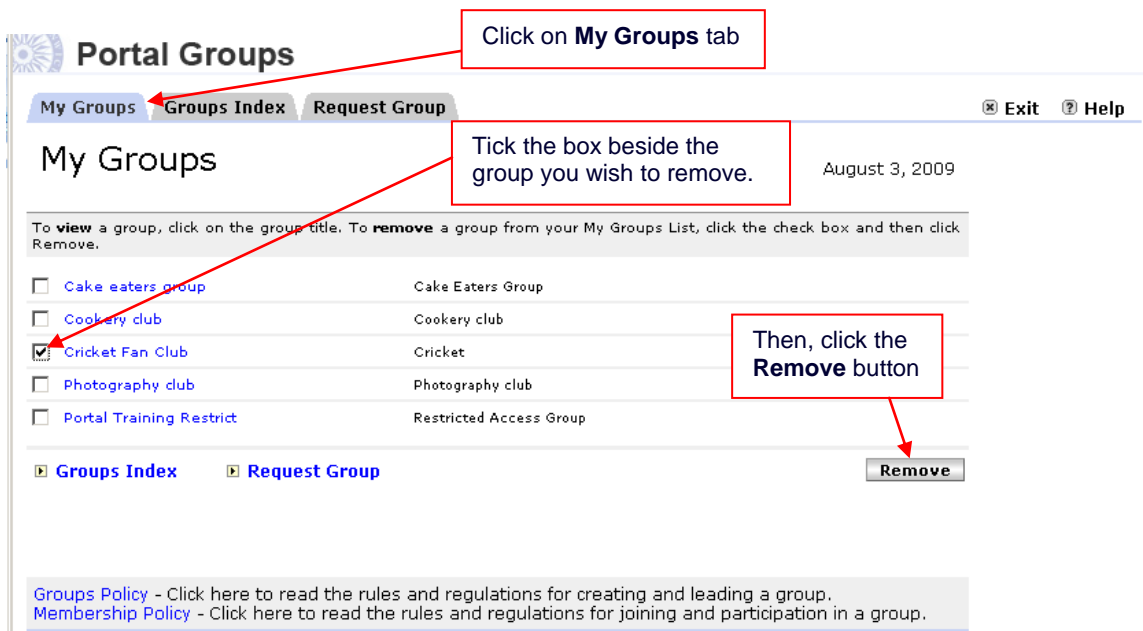
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Remove a group

1. Click on the 'groups' icon at the top of the portal page.



2. You should be on the 'My Groups' page which will list all the groups that you are currently a member of.
3. Tick the box beside the group(s) that you no longer wish to be a member of
4. Then click on the 'Remove' button.



5. A dialogue box will appear asking you to confirm that you wish to remove that group. Click 'ok'.
6. This will remove your membership from that group, and remove the group from your 'My Groups' list.



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