

Groups

What are groups?

Groups are a way to connect people with a common interest. They are also an easy way to share content and conversation, either privately or with the world. Group members can:

- Post content that only other group members are allowed to see.
- Export their content to other web sites, and brand it with their own logo.
- Upload a group logo and use it as the group identity.
- Create events on the group calendar that only group members can attend.

Member Functions

Inviting Users

Group managers can invite both hub users and unregistered users to join their group.

1. From the "My Groups" section on your "my HUB" page, select the group.
2. Click Show Manager Controls and click Invite Members
3. Type in the name of the user you would like to invite (notice that the auto completer assists in finding users) or the email address of the person.
4. You may include a message with your invitation in appropriate box.
5. Click "Invite" and they will receive the invite in their email.
6. Verify that the invitation have been sent to the correct people.

Promote a User to a Manager

Groups can have multiple managers. As a group manager, you can promote other group members or demote other managers.

(NOTE: A group must have at least one manager at all times.)

1. Go to the main group page and click on the "Members" tab at the left side.
2. Click on the promote icon(indicated by the arrow pointing up) next to the name of the person you would like to promote to manager status.

Customization

Customizing a Group's Look

1. On your main page of the group, click on "Show Manager Controls" and click on "Customize Group".
2. Use the box on the right side of the page to upload a photo. Choose that photo from the drop-down box in the "Group Logo" section.
3. Choose the custom content option in the "Group Main Content" section to add your own description.
4. Specify access to individual tabs within the group in the "Group Access" section by selecting the desired option to the right of item in the list.
5. Click "Save Group Customization" to save your changes.
6. To customize all the group pages at once, click on "Manage Group Pages" in the "Group Custom Content" section. This will take you different interface away from the group customization area, please save all other changes before making this customization.

Customizing a Group's Content

Group Custom Content refers to user generated pages or modules (content blocks appearing on the right) that can contain text, images, links, etc.

Begin on your main page of the group, click on "Show Manager Controls" and click on "Customize Group" and then click on "Manage Group Pages" at the bottom of the page. And click ok to continue.

To create a new group page:

1. Click on Add a New Group Page on the right.
2. Enter a Page Title and page content. You may upload a file on the right in insert it into the page content using Wiki formatting.
3. Choose the appropriate option for "Page Privacy"
4. Click Add Page and your new page will be added as a sub-page of the groups Overview page.

To create a new module:

1. Click on Add a New Group Module on the right.

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2. Select the type of module you would like to add. Depending on the type you choose, you will find area to enter additional content.
3. Click Add Module and your new module will appear on the right of the group page.

Creating/Deleting Groups

Creating a Group

All registered users can create a group on the hub.

1. Log into the HUB with you user name and password.
2. The first page that you see is you "myHUB", click on "New Group" under the "My Groups" section in the middle of the page.
3. Fill in the required and any optional fields.
4. Click Submit and verify your group is created.

Some helpful definitions:

Group ID: your group alias. This will be part of the URL.

Group Title: the official name of your group.

Interests (tags): helps categorize your group in search results.

Public Text: the group description that non-members see when they come across your group.

Private Text: the group description that is visible only group members.

Membership: or group join policy determines how members join the group.

Anyone: auto accepts group membership requests

Restricted: hold membership requests to be approved or denied by the group manager.

Invite Only: members can join only by manager invitation.

Closed: does not allow group membership to be requested.

Discoverability Settings: determines whether or not the group appears in searches or by browsing the group list.

Visible means: the group can be found in searches and by browsing the group list.

Hidden means: the group cannot be found in a search and only is only viewable by group members and those who know the groups direct"URL".

Deleting a group

To delete a group you must be the manager of the group and the sole member.

1. Log into the hub.
2. From the "My Groups" section click on the group that you want to delete.
3. Under Group Manager at the right, click on show manager controls.

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4. Click on delete group.
5. Check "Yes, I want to destroy this group." and click on Delete.
6. Verify that you have successfully deleted a group.