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.

Creating/Deleting Groups

Creating a Group

*****All registered users can create a group on the hub.*****

1. Log in to the Hub.
2. Navigate to https://yourhub.org/groups, then click the **Create a New Group** button.
3. On the **Create a New Group Page**, first fill in the **Group ID** which is the group's name that is in the URL.
4. Fill in the group's title or the name of the group that user's will see.
5. Fill in tags to connect your group with words to make it easier to find using Hub searches. A tag is like a subject, keyword, or category.
6. Create the public and private group descriptions. The public description will allow any users of the Hub view a brief overview of the group. The private description will allow group members understand any group goals or concepts.
7. Under **Membership Settings Join Policy**, select the button next to the access level you would like to give to members.

   a. **Public:** Any user on the Hub can join the group.
   b. **Restricted:** Qualifications are given that predetermines who can join. These restrictions have to be added into the credentials. The group manager must approve these group members.
   c. **Invite Only:** A group manager has to send an invite any new group members to the group.
   d. **Closed:** No one can join the group unless they are added from the back-end of the Hub.
8. Under **Privacy Settings**, select a discoverability setting for the group.
   a. **Hidden:** A hidden group is not listed on the front-end of the Hub, and any content is unavailable to any user that is not a member of the group.
   b. **Visible:** A visible group can be found on the Hub through regular searches.
9. Set access permissions for each tab by using the drop-down to select who can access or control each component in the group.
10. For the **Group Email Settings**, check the box to automatically subscribe new group members to the group email thread or discussion thread.
11. Once all the group's content has been filled in, then save the new group by

clicking **Save Group**. Once the initial group has been saved, pictures and files can be uploaded to the group.

Deleting a group

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

1. Log in to the frontend of the Hub and locate the group that is to be deleted and click the group title to open into the home page.
2. On the group home page, hover over the **Group Manager controls**.
3. In the drop-down, select **Delete Group**.
4. You will be taken to a page to confirm all items in the group that will be lost.
5. The group will be permanently deleted from the Hub.

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 **Dashboard** page, select the group.
2. Click the **Members** tab, and then click **Invite Members**.
3. Type in the name of the user you would like to invite (notice that the auto completer assists in finding already register hub 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.

Assigning Group Member Roles

1. Navigate to the main group page and click on the **Members** tab.
2. Click **Add a New Member Role** button to create a new membership role.

3. Add a role title in the text box and check the boxes next to the permissions that you want to have the new role to have, then click **Save**.

4. Click on the **Assign Role** link and in the pop-up change the membership status in the drop-down.
5. Click **Assign Role** to save the new membership role.

Promoting/Demoting a Group Member to Group Manager

Groups can have multiple managers. As a group manager, you can promote other group members or demote other managers depending on the level of permissions they need in order to provide for the group.

1. Go to the main group page and click on the **Members** tab.
2. Locate the member and find the arrow button to the right of the member's name.
3. The arrow will point up if the member is a regular group member and the arrow will point down if the user is a group manager.
    1. To Promote a Group Member: Click the arrow button that is pointing up:
    2. To Demote a Group Manager: Click the arrow button pointing down:
4. These changes in status will be automatically saved.

Note: Giving another user manager access will give them the ability to promote/demote others, including you! Be sure to only give trusted users this access. You can alternatively create and assign roles which will give some extra management permissions (See "Assigning Group Member Roles").

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 Calendar

Group Calendars: Subscribing to a Google Calendar

To subscribe to a Google Calendar, copy the Private Address for iCal, which is found in the Google calendar settings.

1. Navigate to **Google Calendar** and under "My Calendars" select the calendar you wish to subscribe to.

2. Click the drop-down arrow next to the appropriate calendar, and click **Calendar settings**.

3. Near the bottom, find the **Private Address**, and click **ICAL.**
    a. A pop-up should appear with an address that allows other applications to fetch

the calendar. **Copy the private address**.

4. Navigate to the hub, and sign in.
5. From your Dashboard, click the **Groups tab** and navigate to your group.
6. Once inside the group, click the **Calendar tab**.
7. Next, click **Manage Calendars**. Then, click **Add Calendar**.
8. Fill in the **Title**.
9. Paste the **private address** that was copied from Google into the **URL field**.
10. Choose a color for your calendar (optional). All events for that particular calendar will appear in the color chosen, or will remain black by default.
11. Choose **Yes** or **No** to publish to subscribers.
    a. If **yes** is chosen, people who subscribe to the group calendar will be able to see the events from this calendar in their subscription.
12. Click **Submit**.
13. To fetch calendar events, click the **Refresh Option**.
14. When you navigate back to the group calendar, you should now see that calendar appear.

Customizing Group Pages

Managing Group Pages:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. From there you can manage all of the pages inside of the Group.

Creating a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.

2. Hover over the down-arrow next to the **Group Manager** button.

3. Select from the drop-down the **Manage Group Pages** button.
4. On the Manage Pages tab, click on the **New Page** button.
5. Fill in the title into the title field and alias into the alias field for the new page.
   a. **Note:** Page alias' can only contain alphanumeric characters and underscores. Spaces will be removed.
6. Then, fill in the content of the new page in the content text box.
7. Select the publishing settings status from the drop-down.
   a. **Published**- the page is available on the Hub’s frontend
   b. **Unpublished**- the page is unavailable to the Hub’s frontend but can be accessed still by the creator and on the backend of the Hub
8. Select the privacy settings from the drop-down.
   a. **Inherits overview tab’s privacy setting**- The previous setting of the overview tab also is enabled for this page
   b. **Private Page**- Accessible to only members of the Hub
9. Underneath the **Settings**, select a category from the **Category** drop-down.
10. Click **Save Page** to save the new page and the newly added content.

Embedding PHP or Javascript Code in a Group Page (advanced feature):

It is possible to insert PHP or Javascript Code into a Group page to allow more flexibility when constructing a page. This is a feature meant for developers to provide advanced capabilities the page. Due to security considerations, a page approver must be assigned on the administrator Group interface under "Options". This is a textbox that is expecting a comma separated list of usernames who will be messaged when a page containing PHP or Javascript code is submitted. Until the page is approved, the previous version will be displayed or a message indicating the page needs to be approved, if there exists no previous version.

Editing a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the group management button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Inside of Manage Group Pages, select the **Manage Pages** tab and then locate the page that needs editing.
5. Click on the arrow next to the page's **Manage Page** button.
6. From the drop-down select **Edit Page** to begin editing the page's content.
7. Edit the content inside of the group page and then click **Save Page** to save the newly edited content.

Deleting a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Inside of Manage Group Pages, select the **Manage Pages** tab and then locate the page that needs

deleting.

5. Click on the arrow next to the page’s **Manage Page** button.

6. From the drop-down select **Delete Page** and the page will automatically be removed from the group and the Hub.

Creating a New Page Category:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Navigate to the **Manage Page Categories** tab.
5. Click on the **New Page Category** button and then fill in the title and select the color for the new category.
6. Click **Save Category** to create a new category.

Editing a Page Category:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Navigate to the **Manage Page Categories** tab.
5. Locate the category that needs editing and by the **Manage Page Category** button click the arrow.
6. From the drop-down select **Edit Page Category** and then edit the content inside of the page category.
7. Click **Save Category** once finished to save the newly edited content.

Deleting a Page Category:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Navigate to the **Manage Page Categories** tab.
5. Locate the category that needs to be deleted and by the **Manage Page Category** button click the arrow.
6. From the drop-down select **Delete Page Category** and the page category will be automatically removed from the group and from the Hub.

Group Forum: Digest Emails

Group members have the ability to receive emails from the group forum. The group member can be emailed every time another member creates a new post in a forum. Each group member can manage their own settings so they receive new posts in the group.

1. Navigate to the main Group page then click on the **Forum** tab.
2. Inside of the Group Forum, locate *Email Settings* and click on **Change your settings**.
3. In the pop-up determine the preferred email setting by clicking the check box next to *Email me about new posts in this group*.
4. Then, select the radio button next to the preferred emailing time frame of receiving group forum emails **Individually as new posts are made** or **As part of a (Daily, Weekly, Monthly) digest email**.
5. Click **Save** to save the email setting changes.

Group Citations

What is a group citation?

Within a group, a citation is a listing of a product resulting in work done by a group or a group member. As a group manager, you can choose to display citations curated by a group manager-only or citations that were produced by members of your group.

Why am I being redirected to the settings page?

If you are a ***group manger***, the plugin needs to know a few things before you start using it such as which citations to show, whether or not to show badges or tags, enable COinS, and which citation format to use. Make your selections and then click “Save”. You will be redirected to the following page to get started using.

Okay I saved my settings, what do I do now?

If you selected “Display group-attributed citations only” within the settings page, you start off with a blank slate. You can manually input your citations through a form or you can import supported file formats (currently BibTeX or EndNote).

I do not like the exiting citation formats, how do I make my own?

Your group is allowed one custom format. You can create it by going into the Settings page, and selecting *Custom format for the group.* The textarea will preserve the previously selected format in case you would like to do not want to start from scratch. If you want to start from scratch, simply delete the existing text and enter the *Key* of the field you want to insert. You can do this by either manually typing it the key into the textarea or simply click on the row corresponding to the key/value you would like to insert.

Alright so I have entered or imported at least one citation, why is it yellow?

When you import or manually enter a citation, it immediately goes into an unpublished state, meaning that anybody who is not a group manager cannot see the entry. You can “publish” the citation by clicking the publish button next to each individual citation or click the checkbox next to each citation you would like to publish and click “Publish selected citations”.

Once you publish a citation, the yellow background will disappear and it shall be counted in the total number of citations for that group.

So what can I do with citation entries as a group manager?

a. You can do three things:
   i. Publish & Un-publish entries
   ii. Edit entries
   iii. Delete entries
      i. Delete puts the citation in the “trashed” status – meaning it is NOT fully deleted. A Hub Admin can only fully-delete the entry. If you accidently delete a citation from your group, you can contact the hub administrator to republish your citation.

A citation is listed, but I do not have the ability to edit, delete, or unpublished it. Why not?

You have enabled the “Display group-attributed and group member-attributed citations” option. The entries that do not have the permission to publish or un-publish belong to a group member.

What is a COin?

COinS (ContextObjects in Spans) is a simple, ad hoc community specification for publishing OpenURL references in HTML. In simpler terms, it is a method for embedding OpenURL data within a HTML page. There are plugins and other tools that can help locate the cited work in full-text in available areas on the Internet.

How do I associate an author of a citation with a Hub User’s profile?

Within the edit form under the *Author(s)* field, the editor simply needs to start typing the member’s ***full name*** or ***username*** and click the Add button. The autocompleting field should show the user’s name and ID number to confirm the correct selection has been made. Once the association has been made, the user’s name will appear in the entry as a link which will direct itself to the member’s profile.

Group Forum

Forum Email Digest

On each Hub there is a way for users to receive daily/weekly/monthly digest emails containing all of the posts that have been made inside of a Group's Forum. To sign up to receive these emails, follow these steps:

1. Navigate to a group your choice and click on the **Forum** tab
2. Inside the **Forum**, locate the right column on the page and locate the **Email Settings** area
3. Click on the **Change your settings** link and from the pop-up manage your email settings
    1. ?First, check the box next to "Email me about new posts in this group and send me those emails..."
    2. Secondly, select the way in which you want to receive forum posts by selecting "Individually as new posts are made" or "As part of a (Daily, Weekly, or Monthly) email digest"
        1. **Note:** To determine the frequency, select the time frame (i.e. daily, weekly, or monthly) from the drop-box
4. After managing your settings click **Save**