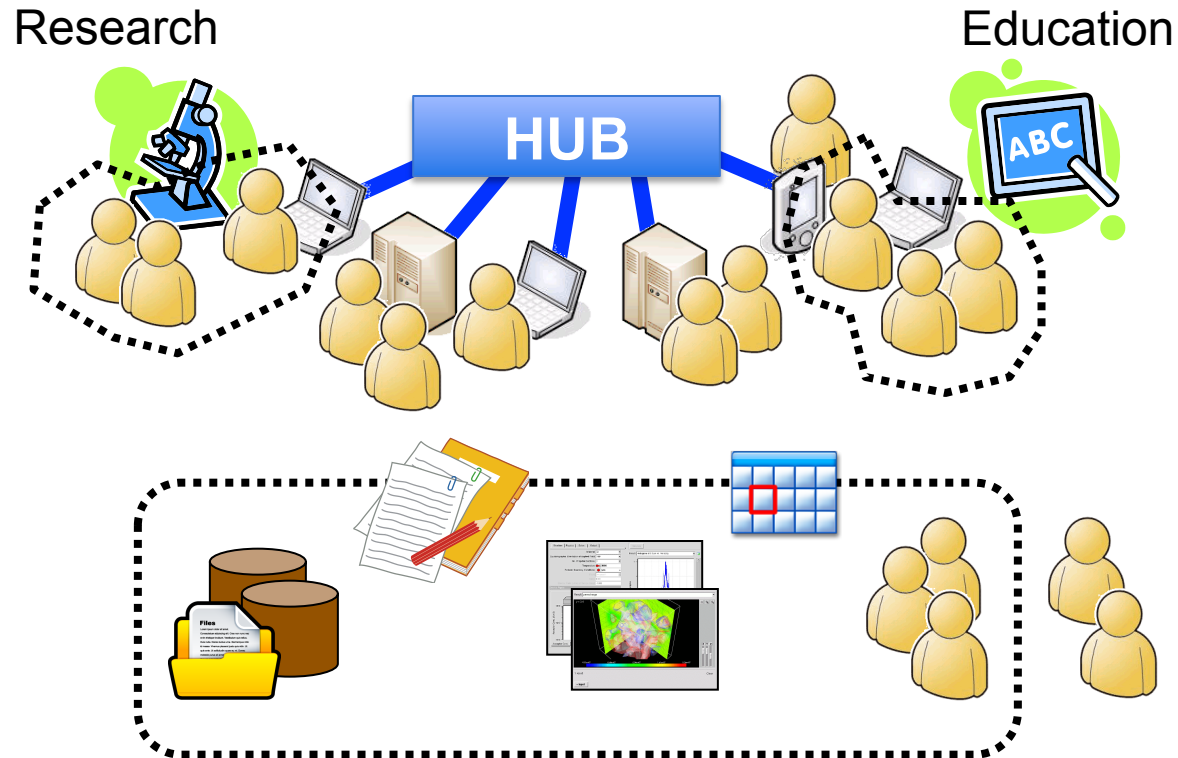


# Collaborating in Groups

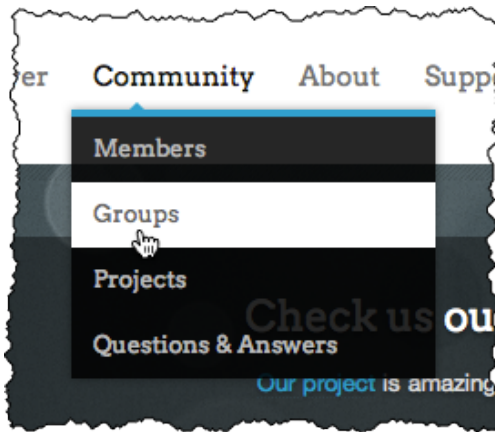
Michael McLennan  
*Director, HUBzero® Platform for Scientific Collaboration*  
Purdue University

# User Groups

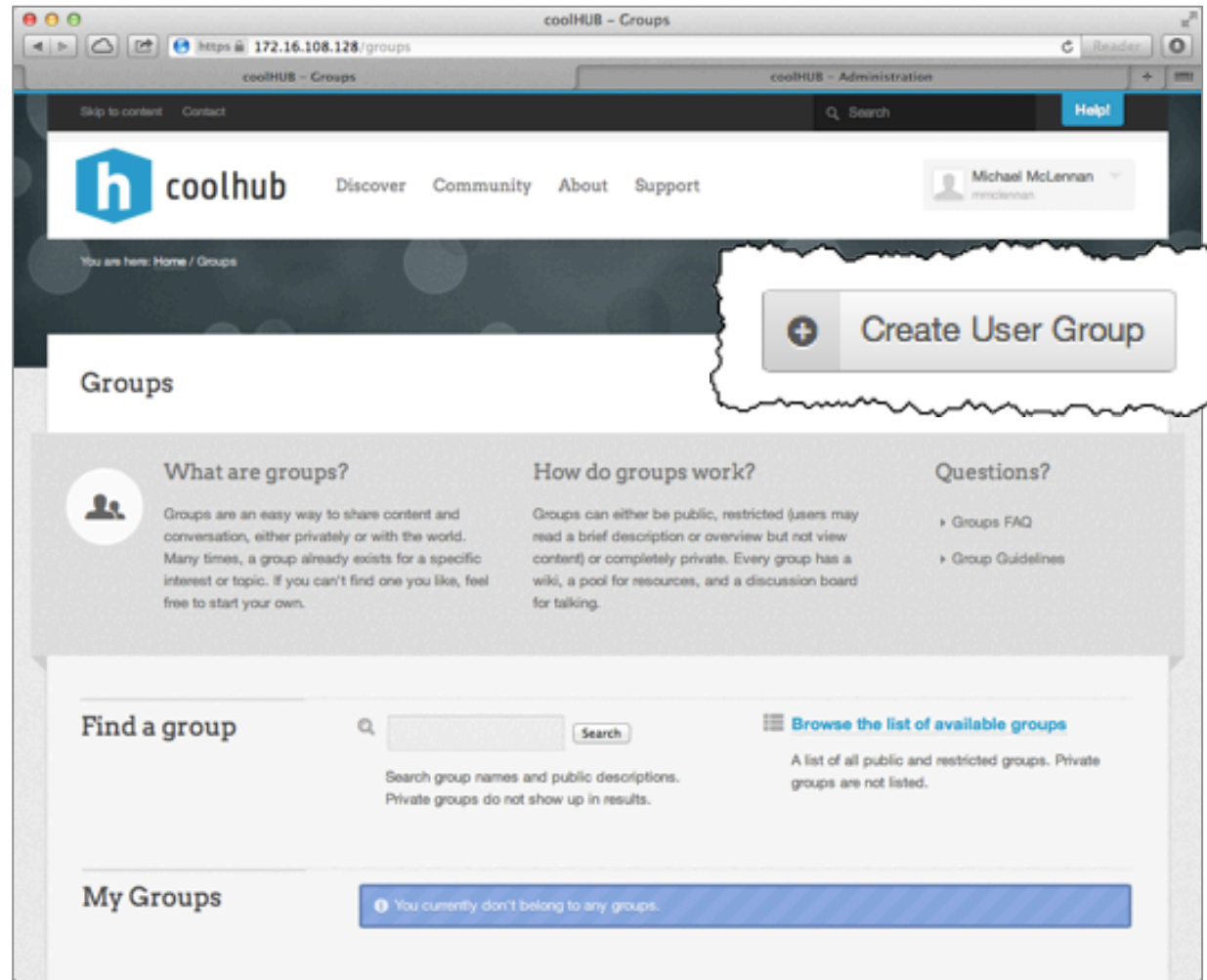
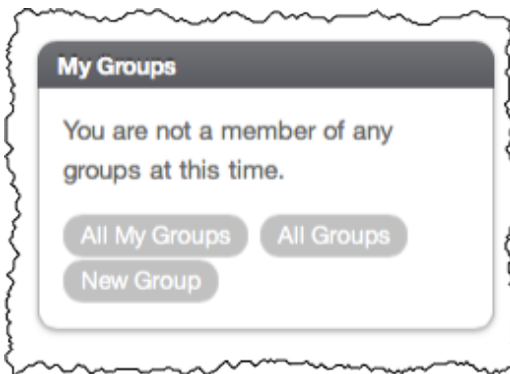


- Public identity for a group of users
- Private area for sharing files/data
- Permissions and authorization

# Browse Existing Groups



*Or from your dashboard page...*



# Create a New Group



*Name your new group*

**Details**

**Group ID** **REQUIRED** *Name for URL*

purduecnt

Alphanumeric, no spaces (this is used for URLs -

**Title** **REQUIRED** *Full title*

Carbon Nanotube Research at Purdue

**Interests (tags)** **OPTIONAL** *Tags*

nanotube

Enter tags separated by commas (e.g. negf theory,

coolHUB - Create

https://172.16.108.128/groups/new

h coolhub Discover Community About Support

You are here: Home / Groups / Create

Create New Group

**Details**

**Group ID** **REQUIRED**

purduecnt

Alphanumeric, no spaces (this is used for URLs - for example: http://example.com/groups/mygroup)

**Title** **REQUIRED**

Carbon Nanotube Research at Purdue

**Interests (tags)** **OPTIONAL**

Enter tags separated by commas (e.g. negf theory, ion transport).

**Public text (description - everyone will see this)** **OPTIONAL**

This group is for people at Purdue University researching Carbon Nanotubes under various projects sponsored by SRC and NSF.

**Who can join?** **REQUIRED**

Anyone Membership requests are automatically accepted (no pending status).

Restricted Membership requests are pending and must be approved/denied by a manager.

**Membership**

If you want to restrict access to this group, explain how the membership is restricted and what credentials (project number, principal investigator, etc.) new users should include to identify themselves. New applicants will be prompted for this information.

# Create a New Group



## Describe your new group

Public text (description - everyone will see this) OPTIONAL

**B** *I* U  $X^2$   $X_2$   $\int$   $\infty$  H2  $\sqrt{n}$   $\leftrightarrow$

This group is for people at Purdue University researching Carbon sponsored by SRC and NSF.

Wiki formatting is allowed.

Private text (only group members will see this text) OPTIONAL

**B** *I* U  $X^2$   $X_2$   $\int$   $\infty$  H2  $\sqrt{n}$   $\leftrightarrow$

Wiki formatting is allowed.

*Description posted outside of group*

*Description posted inside of group*

coolHUB - Create  
https://172.16.108.128/groups/new

This group is for people at Purdue University researching Carbon Nanotubes under various projects sponsored by SRC and NSF.

Wiki formatting is allowed.

Private text (only group members will see this text) OPTIONAL

Wiki formatting is allowed.

Membership

If you want to restrict access to this group, explain how the membership is restricted (credentials (project number, principal investigator, etc.) new users should include themselves. New applicants will be prompted for this information).

Who can join? **REQUIRED**

- Anyone Membership requests are automatically accepted (no pending).
- Restricted Membership requests are pending and must be approved by manager.

Credentials OPTIONAL

Fit in your Purdue office phone, and we'll call to verify.

- Invite Only Membership can only be gained through an invite.
- Closed Membership cannot be requested.

Discoverability Settings

Groups have an overall discoverability setting of either visible or hidden. This determines whether or not the group appears in searches or by browsing groups.

Group managers can also set access restrictions on each group plugin (members, messages, wiki, etc) to limit access to their content. This is set in the customize group area.

Privacy **REQUIRED**

- Visible Group can be found in searches and by browsing groups.
- Hidden Group can not be found through searches and only visible by group members.

Upload files or images:

No files found.

Upload a file

or drop files here to upload

# Create a New Group



## How do members join?

**Membership**

If you want to restrict access to this group, explain how the membership is restricted and what details (project number, principal investigator, etc.) new users should include to identify themselves. New applicants will be prompted for this information.

**Who can join? REQUIRED**

- Anyone** Membership requests are automatically accepted (no pending status).
- Restricted** Membership requests are pending and must be approved by a manager.

**Credentials OPTIONAL**

Fill in your Purdue office phone, and we'll call to verify.

- Invite Only** Membership can only be gained through an invite.
- Closed** Membership cannot be requested.

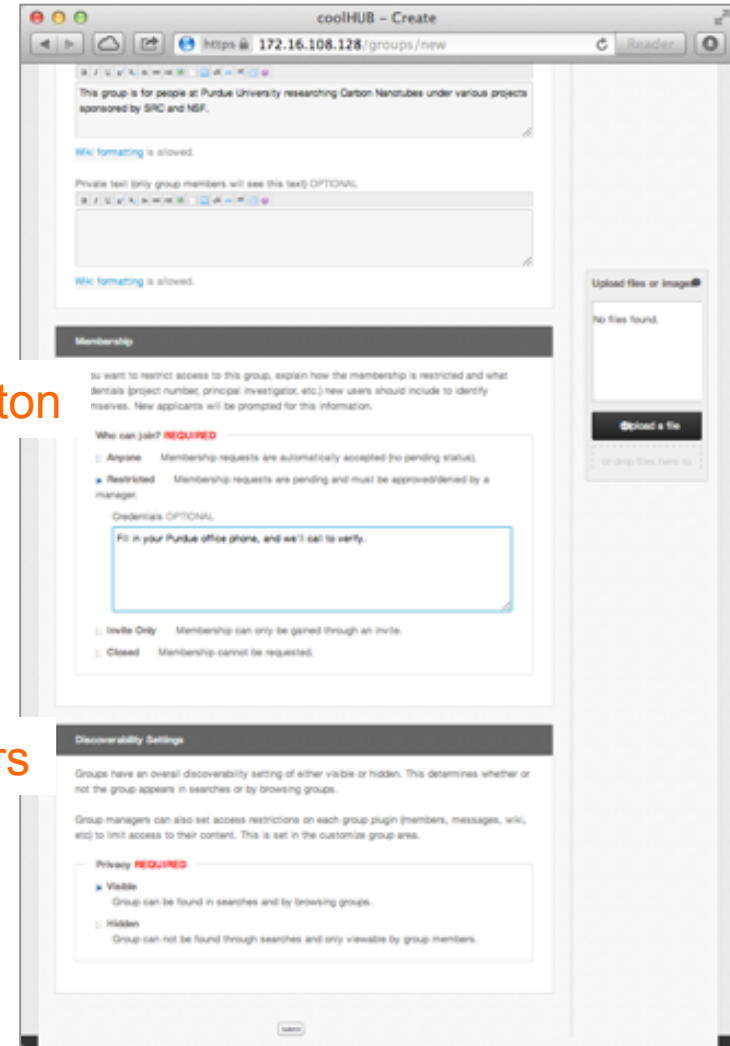
Anyone can click "Join" button

Users must be approved

Membership requests are pending and must be approved

Must be invited

Not accepting new members





# Create a New Group

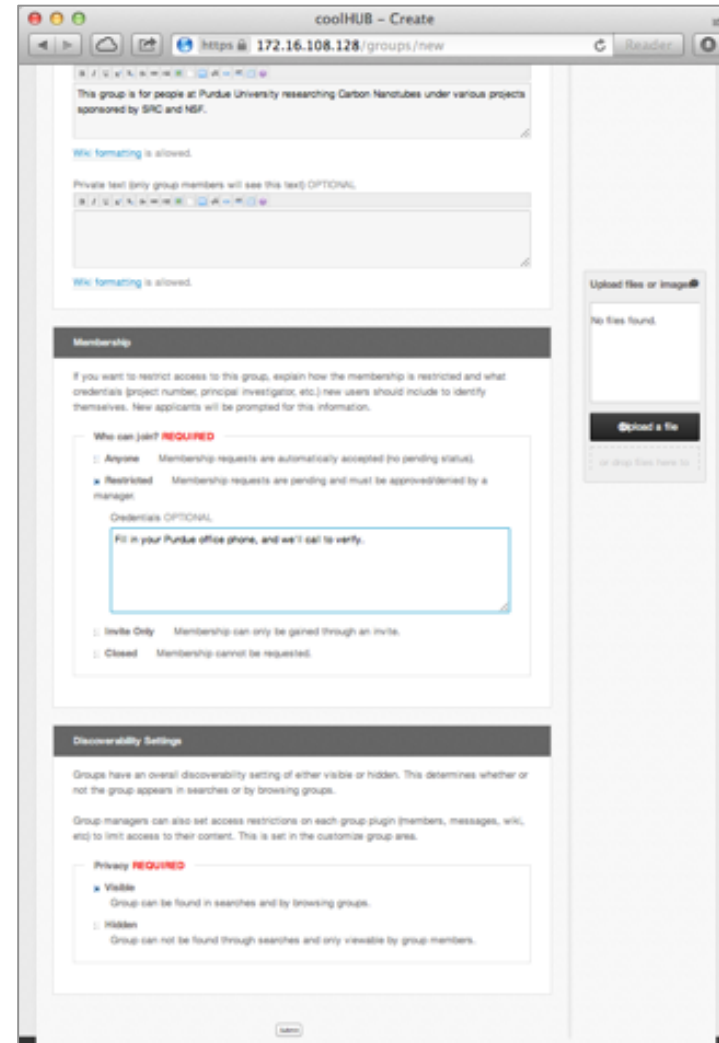


*Can others see the group?*

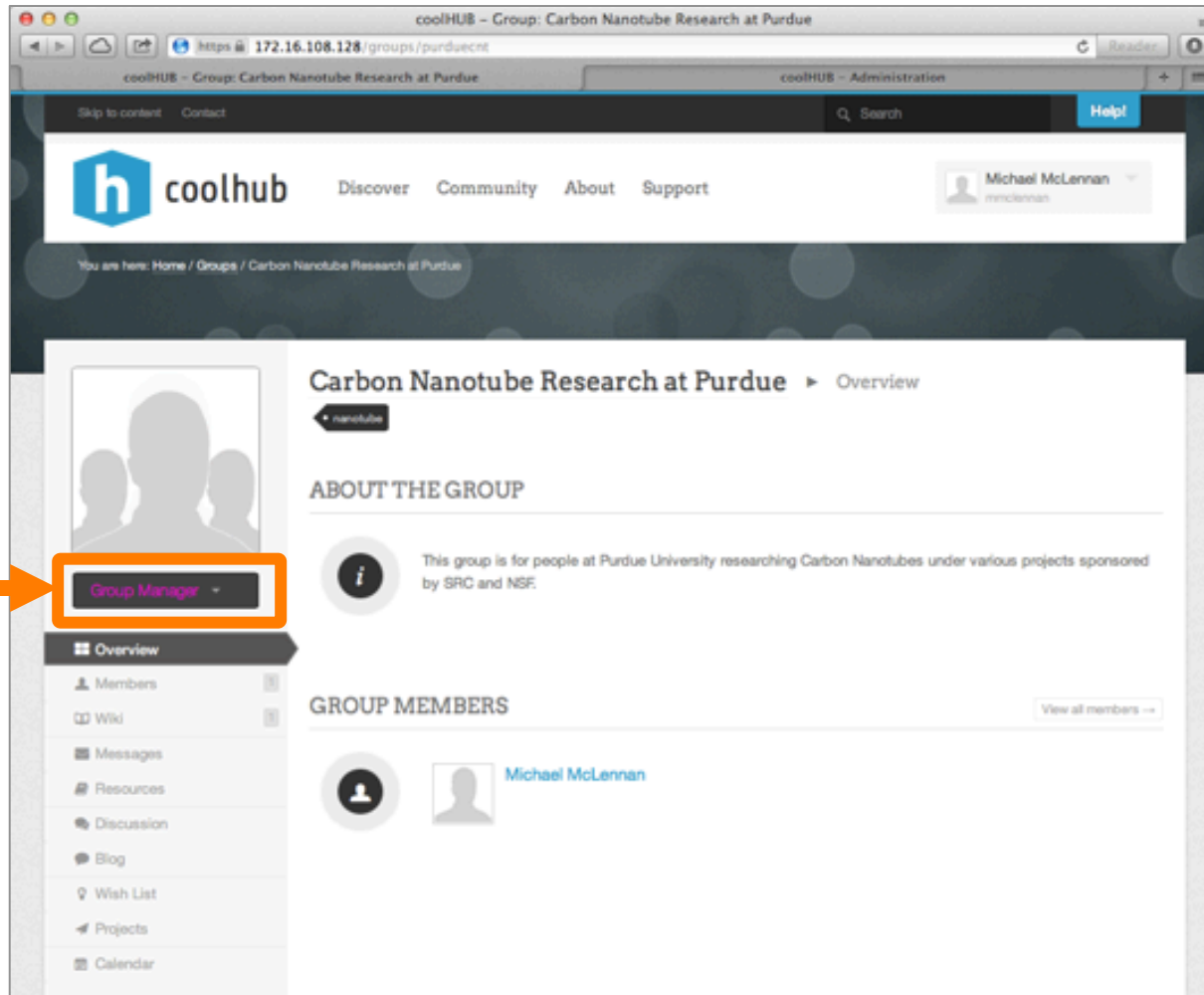
**Privacy REQUIRED**

**Visible**  
Group can be found in searches and by browsing groups.

**Hidden**  
Group can not be found through searches and only visible to group members.



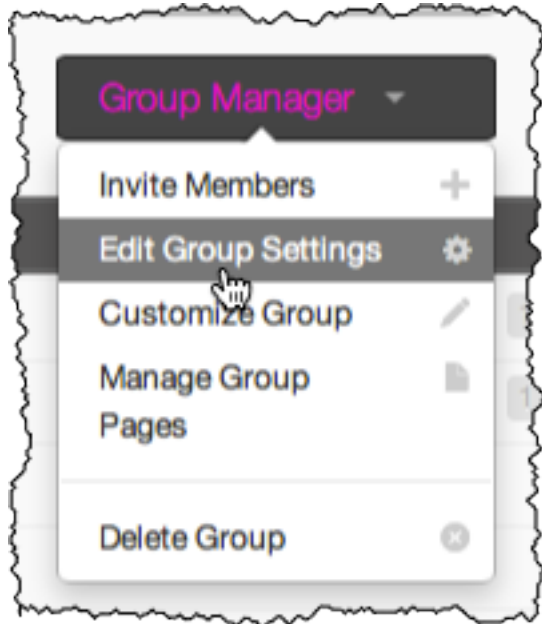
# New Group!



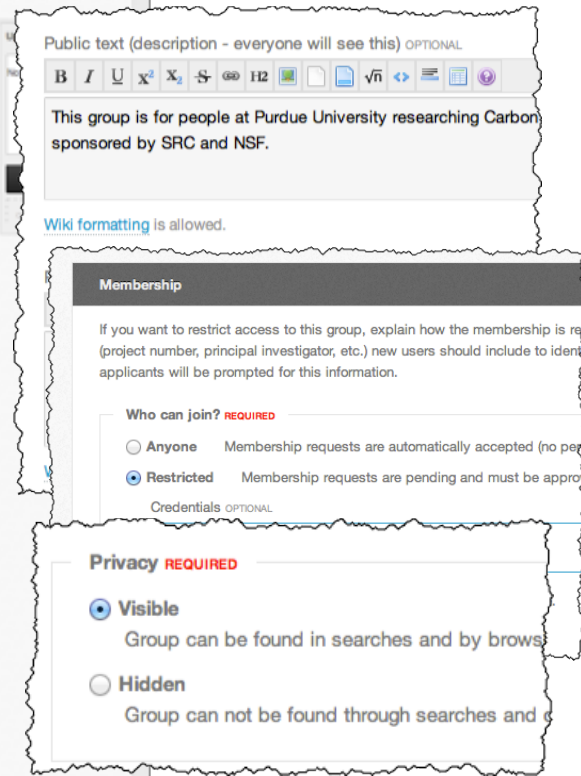
Manager funtions



# Edit Group Settings Anytime



*Change items set during group creation*



# Customize the Group



The image shows a composite of three screenshots from the CoolHub interface. The top-left screenshot shows the 'Group Manager' dropdown menu with options: 'Invite Members', 'Edit Group Settings', 'Customize Group' (highlighted with a mouse cursor), 'Manage Group Pages', and 'Delete Group'. The top-center screenshot shows the 'Group Logo' section with instructions to upload a logo and a dropdown menu showing 'Select a group logo...' and 'cn77.png' selected. The right-side screenshot shows the 'Upload files or images:' section with a file named 'cn77.png' and an 'Upload a file' button.

*...then reload page and choose group logo image*

*Upload image...*

# Customize the Group



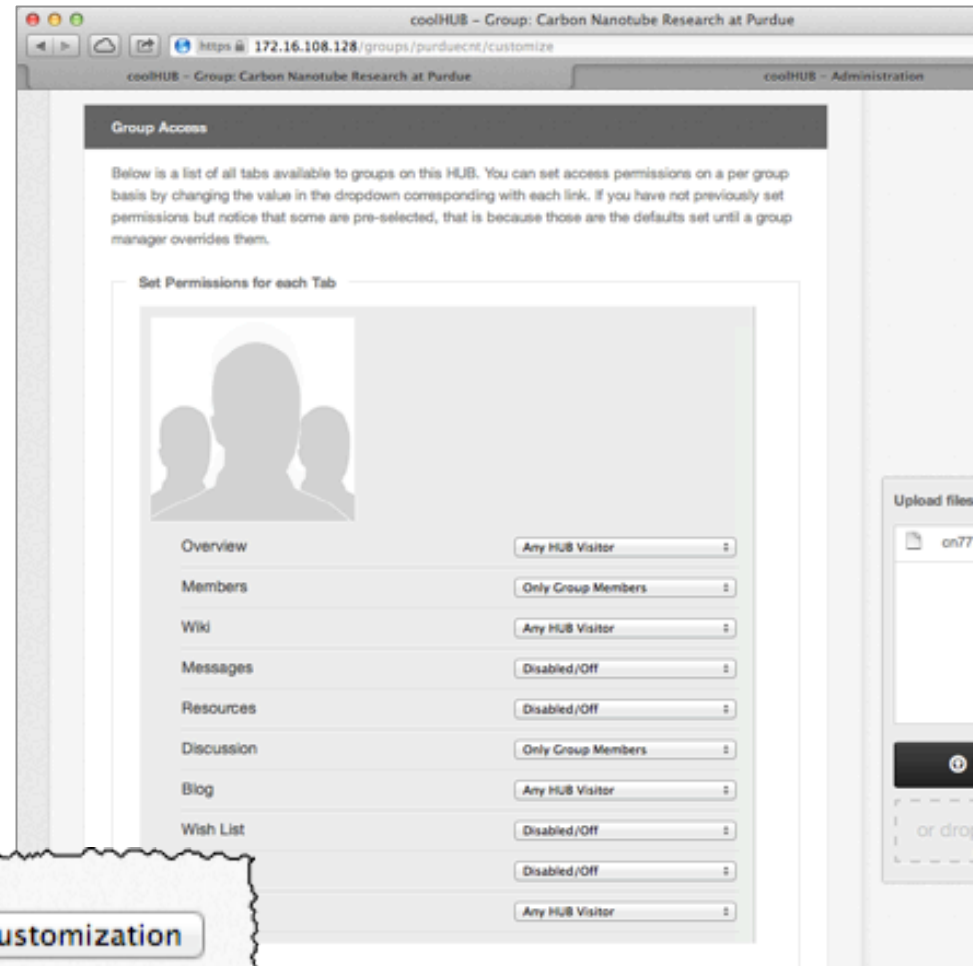
*Determine which parts are public, which are disabled*

Any HUB Visitor

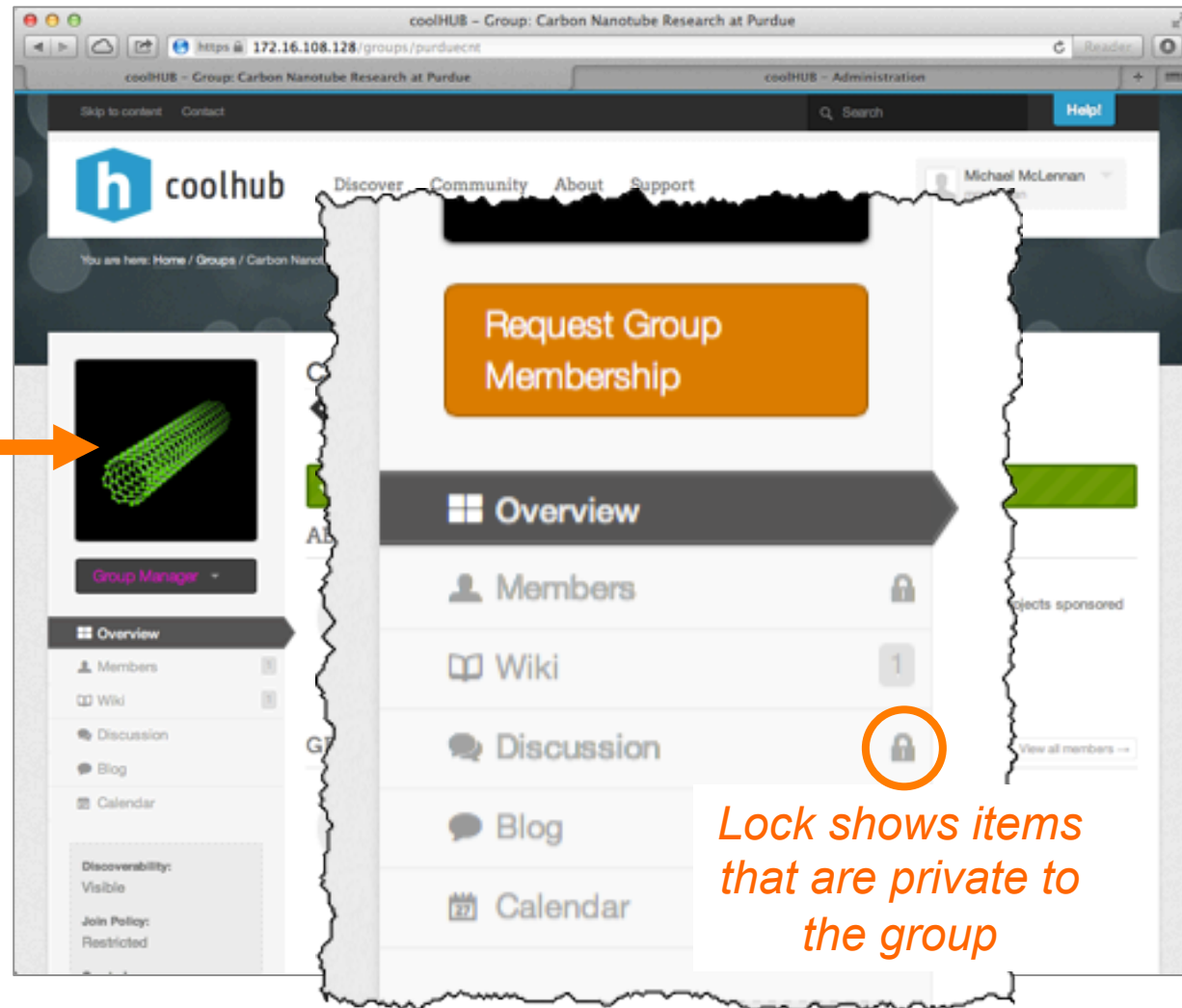
Only Group Members

Disabled/Off

Save Group Customization



# Your Customized Group




Customized Logo

Lock shows items that are private to the group

# Group Functions: Members



 Members

2

# Invite Group Members



The screenshot shows the 'Invite Users' page in a web browser. The browser title is 'coolHUB - Group: Carbon Nanotube Research at Purdue'. The URL is 'https://172.16.108.128/groups/purduecncr/members'. The page has a dark header with the 'coolhub' logo and navigation links: 'Discover', 'Community', 'About', 'Support'. A user profile for 'Michael McLennan' is visible in the top right. The main content area is titled 'Invite Users' and contains the following elements:

- A heading: 'Invite Users'
- A sub-heading: 'Invite people to join the "Carbon Nanotube Research at Purdue" group.'
- A search bar labeled 'Names/Email Addresses' containing the text 'John Doe x jane'.
- A search results list with one entry highlighted in blue: 'Jane Doe (1005) HUBzero University'.
- A section titled 'Customize message sent to invitees' with a text area containing the message: 'We'll be using this group for the new NSF research project.'
- A 'Join Policy: Restricted' indicator at the bottom.

On the right side of the interface, there is a sidebar with an 'Invite Members' button (indicated by a red dashed box) and a 'Member Roles' section stating 'Currently there are no member roles.' Below this is an 'Add a Member Role' section with an input field and an 'Add' button.



# Invited Members Receive Invitations



johndoe



**Date Received:** 24 Jul, 2013

**From:** System (groups)

**Subject:** Invite to group "purduecnt"

**Message:** Michael McLennan has invited you to join a user group on o

GROUP: Carbon Nanotube Research at Purdue  
<https://172.16.108.128/groups/purduecnt>

=====  
We'll be using this group for the new NSF research project.  
=====

<https://172.16.108.128/groups/purduecnt/accept>

**My Groups**

**Carbon Nanotube Research at Purdue** invited

**Accept**

All My Groups   All Groups

New Group

# Group Functions: Wiki



 Wiki

3

# Create Wiki Templates



The screenshot shows a web browser window with the URL `https://172.16.108.128/groups/purduecnt/wiki`. The page title is "coolHUB - Group: Carbon Nanotube Research at Purdue". The main content area is titled "Carbon Nanotube Research at Purdue" and includes a "Main Page" section with a "New page" button. Below this, there are sections for "What are wiki pages?", "Who can make a wiki page?", and "Getting started". A sidebar on the left contains navigation links like "Overview", "Members", "Wiki", "Discussion", "Blog", and "Calendar".

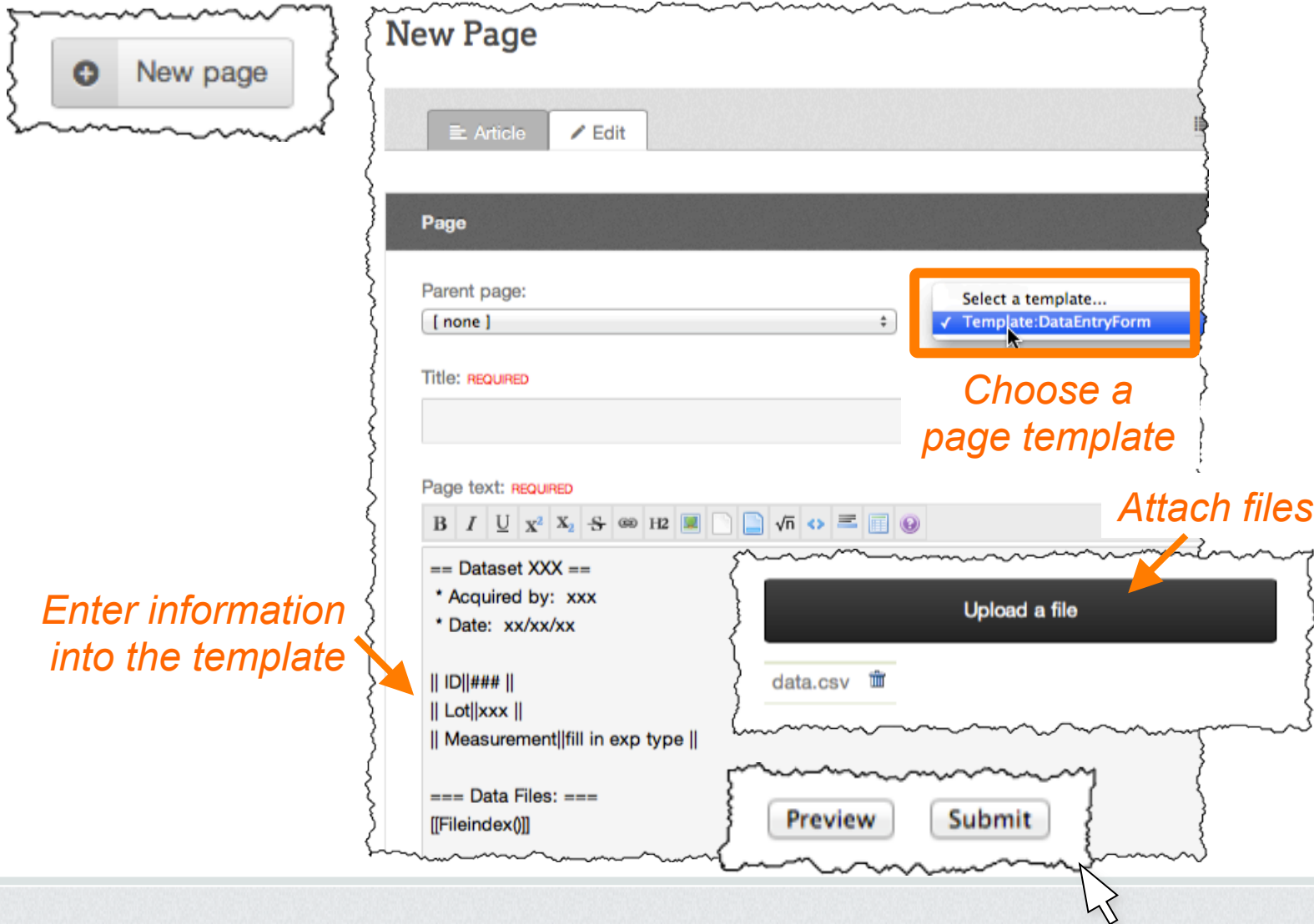
Set the title to "Template:xxx" to create a template page

The screenshot shows the "New page" form. The "Title:" field is highlighted with an orange box and contains the text "Template:Data Entry Form". Below the title field is a "Page text:" field with a rich text editor toolbar. The text in the field is as follows:

```
== Dataset XXX ==  
* Acquired by: xxx  
* Date: xx/xx/xx  
  
|| ID|### ||  
|| Lot|xxx ||  
|| Measurement|fill in exp type ||  
  
=== Data Files: ===  
[[Fileindex()]]
```

*Use wiki for project notes, meeting minutes, documentation, or data exchange*

# Use Templates for Data Entry



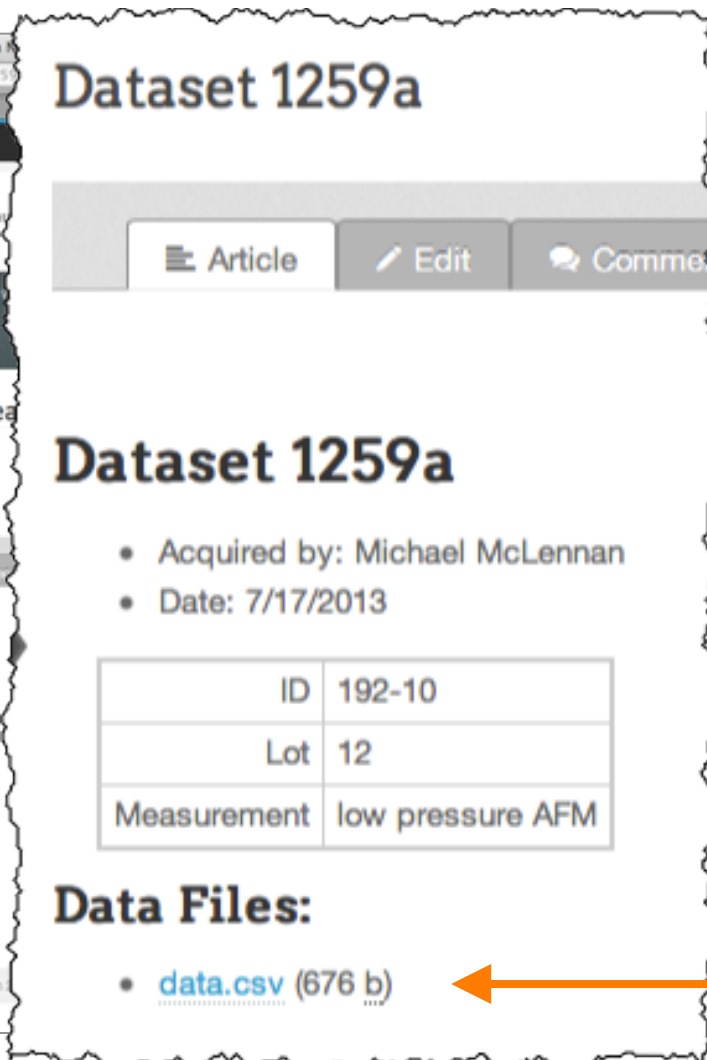
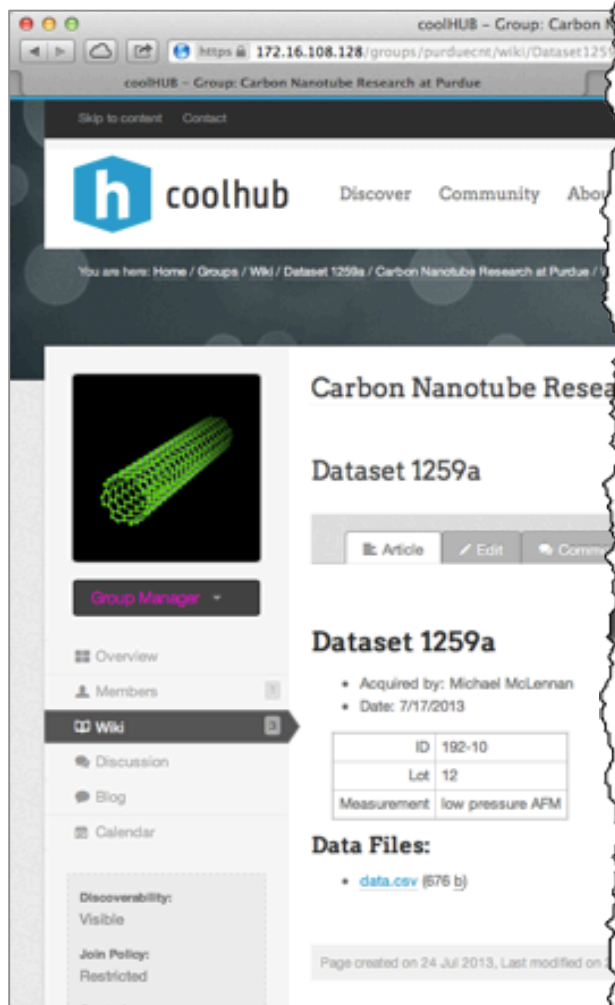
The screenshot shows the 'New Page' form in HubZero. A 'New page' button is highlighted in the top left. The form includes a 'Parent page' dropdown set to '[ none ]', a 'Title' field with a 'REQUIRED' label, and a 'Page text' field with a 'REQUIRED' label. A rich text editor toolbar is visible above the text area. The text area contains a template with the following content:

```
== Dataset XXX ==  
* Acquired by: xxx  
* Date: xx/xx/xx  
  
|| ID|### ||  
|| Lot|xxx ||  
|| Measurement|fill in exp type ||  
  
=== Data Files: ===  
[[Fileindex0]]
```

Annotations include:

- An orange box around the 'Select a template...' dropdown menu, with the text 'Choose a page template' below it. The dropdown shows 'Template:DataEntryForm' selected.
- An orange arrow pointing to the 'Upload a file' button, with the text 'Attach files' next to it. Below the button, a file named 'data.csv' is shown.
- An orange arrow pointing to the text area, with the text 'Enter information into the template' next to it.
- An orange box around the 'Preview' and 'Submit' buttons at the bottom of the form.

# Wiki Pages




*Metadata*

*Data file*

# Group Functions: Discussion



 Discussion

1



# Create Sections and Categories



The screenshot shows the coolHUB administration interface for the 'Carbon Nanotube Research at Purdue' group. Two forms are highlighted with a torn paper effect:

- New Section Form:** A form with a text input field containing 'Lab Practices' and a 'Create' button.
- New Category Form:** A form with a dropdown menu set to 'Lab Practices', a 'Title' field containing 'Safety', and a 'Description' field containing 'Discussion related to lab safety and best practices.' A mouse cursor is pointing at the 'Add Category' button.

*Create a new section*

*Create a category within this section*



# Active Discussion Thread



coolHUB - Group: Carbon Nanotube Research at Purdue

https://172.16.108.124/coolhub/forum/lab-practices/safety/2

## Glassware contamination

**Michael McLennan** @ 01:48 PM 24 Jul, 2013

We're seeing problems with glassware contamination. I think the new soap isn't doing the job. Any other ideas?

**John Doe** @ 01:52 PM 24 Jul, 2013

I think it's the towels. I've seen people leaving dirty towels on the counter. They're supposed to be used once and go into the bin.

bin. Attachments

Start 1 End Display # 25 Results 1 - 2 of 2

Add Comment

### In This Discussion

- ▶ Michael McLennan
- ▶ John Doe

# Group Functions: Blog



# Group Blog Settings



*Enable RSS feed for public blogs*

The screenshot shows the CoolHub interface for the 'Carbon Nanotube Research at Purdue' group. The 'Settings' button is highlighted with a dashed border. The 'Feeds' section is also highlighted with a dashed border, showing the 'RSS Feed of entries' dropdown menu with 'Enabled' selected. The 'The length of RSS feed entries' dropdown is set to 'Full'. A purple note box at the bottom of the 'Feeds' section states: 'Note: Feeds will only contain content from public, secure or private feeds.' The main content area shows 'Latest Entries' with a search bar and a message 'Currently there are no blog entries.' An 'RSS Feed' icon is also visible in the main content area.

# Creating Blog Entries



**Edit entry**

Title

Project Kick-Off

Entry

**B** *I* U  $x^2$   $x_2$  ~~S~~  $\sqrt{n}$

We held the ""Kick-Off Meeting"" for our new NSF project last Tu  
Nanotechnology Center. We had about 30 people attend from all  
productive day starting with an overview talk in the morning and  
together the attached project report.

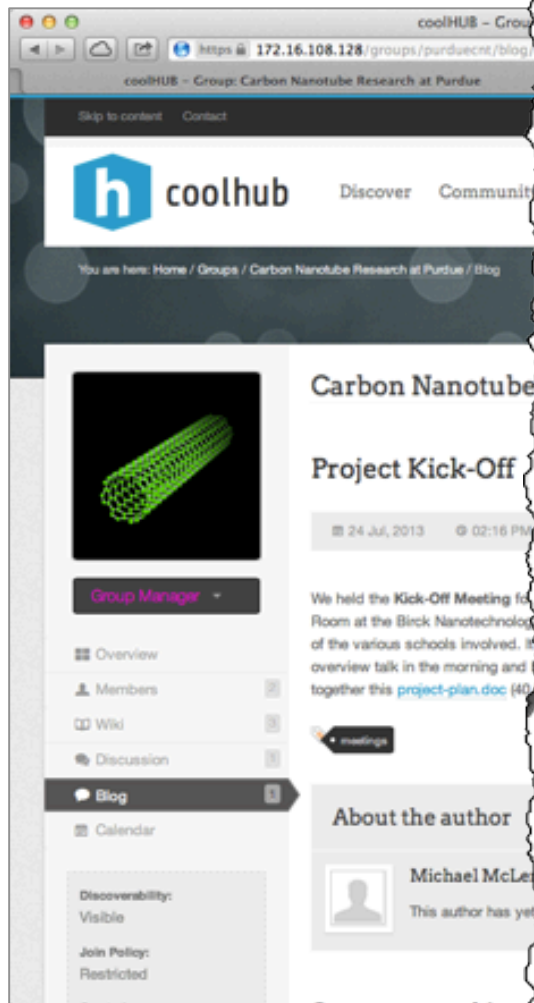
project-plan.doc

Privacy

- Public (anyone can see)
- Registered (any logged-in site member can see)
- Private (only group members can see)

Allow comments





## Project Kick-Off

24 Jul, 2013 02:16 PM 0 comments Public

We held the **Kick-Off Meeting** for our new NSF project last Tuesday in the Copper Room at the Birck Nanotechnology Center. We had about 30 people attend from all of the various schools involved. It was a very productive day starting with an overview talk in the morning and break-out sessions in the afternoon. We pulled together this [project-plan.doc](#) (40 Kb).

meetings

### About the author



Michael McLennan

This author has yet to provide a bio.

# Group Functions: Calendar



 Calendar



# Adding Calendar Events



**Add Event**

Event Title **REQUIRED**  
Kick-Off Meeting

Event Details: **OPTIONAL**  
This is the official kick-off for our NSF project on carbon nanotube manufacturing. It will be held in the Copper Room at the Birck Nanotechnology Center at Purdue.

Event Start: **REQUIRED**  
07/23/2013 09:00 (24 hour time ex. 17:30 for 5:30pm)

Event End: **REQUIRED**  
07/23/2013 03:00 (24 hour time ex. 17:30 for 5:30pm)

**Submit Event**

# Group Calendar



*Calendar advertises important group events*

**Kick-Off Meeting**


July 23, 2013 9:00am to 3:00pm


This is the official kick-off for our NSF project on carbon nanotube manufacturing. It will be held in the Copper Room at the Birck Nanotechnology Center at Purdue.

[Edit](#) [Delete](#)


Lots more to explore...



 Messages

 Resources

 Wish List

 Projects