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SCT CAMPUS PIPELINE™ AND LUMINIS™ PLATFORM

Group and Course Leader Administration
Guide

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ABOUT THIS GUIDE

With the Group Studio software, you can request the creation of online groups for clubs, affiliations, or interests and can set up homepages for these groups. If your group has been approved and you become the group leader, you will have a number of tasks to complete to set up the group's pages and any applications that it has been given permission to use (such as a chat room or message board).

With the Course Studio software, course leaders can set up course-specific homepages that can be accessed by students enrolled in classes at your institution. Similar to group leaders, course leaders also complete tasks to manage course page content and set up the applications provided to the course members.

This guide provides general information about the Group and Course Studio software applications and about the responsibilities of group and course leaders, recommendations and procedures for setting up and maintaining homepages and the applications members have been given permission to use, and information about delegating permissions for content maintenance to other members.

WHO IS IT FOR?




This guide is designed to be used by anyone who has requested the creation of an online group and having had the group approved has become the group leader. This guide should also be used by anyone who has been designated as a course leader, typically a course instructor, and thereby has responsibility for maintaining course page content. The guide or sections of it are also designed to be used by anyone who has been delegated administrative privileges for group or course content.

HOW DO I USE IT?

This guide is designed as a reference, providing concise information about such things as:

- The features of the Group and Course Studio software
- The initial tasks facing a group or course leader in setting up a homepage, its guest view, and any applications that it has been allowed to use
- Procedures for creating and maintaining content and for delegating administration of content to other members

As you work through this guide, please note the following conventions:

Monospaced font	The following typeface is used for file names, distinguished names, functions, and examples: <code>monospaced font</code>
Notes, Cautions, and Warnings	Throughout the guide, you will see the following symbols:  <i>Note:</i>  <i>Caution:</i>  <i>Warning:</i> A <i>Note</i> indicates additional information that may be useful. A <i>Caution</i> provides information that if not observed may cause the system to operate less than optimally. A <i>Warning</i> provides information that if not observed will cause the system or one of its components to fail.
Vertical bar ()	A vertical bar () is used as a separator for logically organized user interface elements. For example, File New means you should click the File menu and choose New. Server Status View Log means you should select the Server Status folder from the administrative menu and then click the View Log link.

WHERE DO I FIND MORE INFORMATION?

If you need more information about using or customizing components of the Luminis system that are incorporated into the Groups software, such as Chat or Message Boards, consult the online help files that are available with these features. If a page or application has help files associated with it, you will see a help link on the main navigation bar.

WHAT'S IN THIS GUIDE?

This guide contains the following chapters:

Chapter 1. Provides an overview of the Group Studio and Course Studio software.

Chapter 2. Provides a list of the responsibilities new group and course leaders face while setting up pages and applications, and a flow chart of steps that need to be performed.

Chapter 3. Provides the procedures group and course leaders should follow to manage the content of their group and course pages, and explains how to use each of the

options provided by the Content Tools menu that appears on the group or course leader's view of their homepage.

Chapter 4. Provides the procedures group and course leaders should follow to manage the configuration of the group or course, and explains how to use each of the options provided by the Configuration Tools menu that appears on the group or course leader's view of their homepage.

Glossary. Provides a list of terms that you should be familiar with as you manage your group and course pages.

CONTENTS

CHAPTER 1

- **Group Studio features**1.3
- **Course Studio features**1.6
- **Group Studio and Course Studio tools**1.8

CHAPTER 2

- **Group and course leader responsibilities**2.2

CHAPTER 3

- **Managing homepage content**3.4
 - Creating a photo album3.5
 - Creating links3.8
 - Creating news articles3.11
 - Creating message board topics and descriptions3.14
 - Creating announcements3.16
 - Creating featured content3.18
- **Managing news**3.23
- **Managing photos**3.27
- **Managing links**3.31
- **Managing files**3.35
 - Reviewing submitted files3.36
 - Editing file contents3.38
 - Editing file properties3.39
 - Deleting a file3.40
 - Posting a new file3.40
 - Adding a new subfolder3.40
 - Searching for a file or folder3.41
- **Managing message boards**3.42
- **Managing the group or course calendar**3.44
- **Managing announcements**3.47
 - Re-sending posted announcements3.47
 - Deleting an announcement3.49
- **Managing guest page content**3.51
 - Setting up a group guest view3.51

Creating featured content	3.51
Updating a group description	3.53
Providing additional group information	3.54
Maintaining a group guest view	3.55
Updating a photo and links	3.55
Updating group information	3.56
Updating the group description	3.57

CHAPTER 4

• Managing general settings	4.3
• Managing available applications	4.7
• Managing sub-groups	4.9
Creating sub-groups	4.9
Deleting sub-groups	4.11
Inactivating sub-groups	4.13
Activating sub-groups	4.14
• Managing members	4.15
Adding members	4.15
Deleting group and course members	4.17
Inactivating group and course members	4.19
Activating group and course members	4.20
Editing member profiles	4.22
• Managing permissions	4.25

CHAPTER 1

Group and Course Studio overview and features

CHAPTER 1 CONTENTS

This chapter provides an overview of the Group Studio and Course Studio software.

- **Group and Course Studio overview and features**1.2
- Group Studio features1.3
- Course Studio features1.6
- Group Studio and Course Studio tools1.8

GROUP AND COURSE STUDIO OVERVIEW AND FEATURES

The Group Studio and Course Studio applications give students, faculty, employees and other Luminis system users at your institution the ability to create and manage homepages. Group Studio provides homepages for clubs or other affiliations and interests. Course Studio provides homepages for courses taught at your institution.

Since managing group and course homepages involves many of the same tasks, much of functionality contained in these two applications is the same. The following sections outline the features provided by these applications and describe their differences.

GROUP STUDIO FEATURES

Group Studio supports the following types of groups for clubs and interests:

- **Public groups.** Public groups are open for anyone to join.
- **Restricted groups.** Membership in restricted groups is subject to certain criteria. For example, to access a group home page for an academic or social fraternity, an individual must first be accepted as a member of that organization.
- **Hidden groups.** Hidden groups are not displayed in the group category index and do not have a guest view page. Hidden groups are typically used to publish and discuss sensitive information that should not be available even in a restricted group.

All groups have a group leader. Typically, a group leader is the individual who initially requested the group creation. Group leaders use Group Studio to complete the following tasks:

- Create and manage the group homepage, including the links, news articles, files, and photos posted to the homepage
- 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
- Create and manage sub-groups to meet the needs of smaller populations that exist within your group membership
- Set up the group message board with topics and an overall description, and deleting topics, messages, or replies as necessary
- Create and manage the group calendar
- Activate and deactivate group members as necessary, including approving or disapproving membership requests for restricted groups
- Send targeted announcements to group members that appear on the group homepage and in the member's personal announcements channel.
- Assign privileges to group members so responsibility for any of the above tasks can be delegated

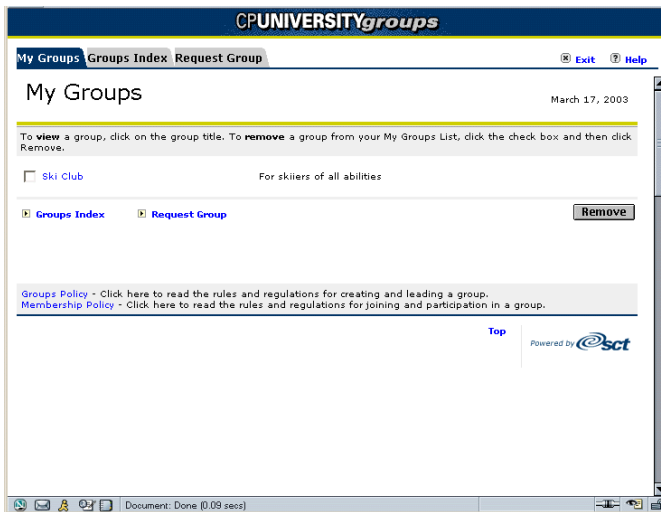
Group Studio provides a set of tools that appear in a menu on the left-hand column of any page for which you are the group leader. The menu includes options that let you manage the content on the homepage and guest view page, and options that let you manage the configuration of the group. If responsibility for any group homepage management has been delegated to other group members, they will also see the tools menu, but it will only contain options for any permission they have been assigned.

When you access the Group Studio application you see three tabs: My Groups, Group Index, and Request Groups, as illustrated below.

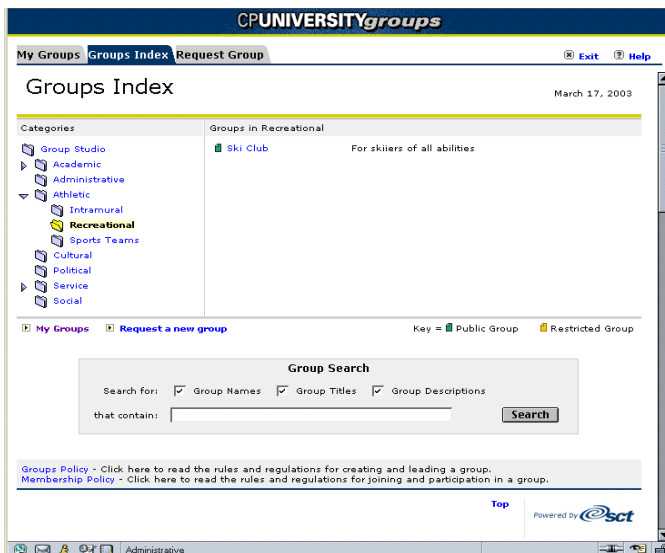


Note: If you are a system administrator, you will see a *Create Group* tab in place of the *Request Group* tab.

My Groups. Provides access to a page similar to the following that allows you to manage a groups index (those to which you belong), to access overall policies about forming and belonging to groups at your institution, and a form that allows you to request creation of groups.



Group Index. Provides access to a page similar to the following that lists all of the categories of groups at your institution and allows you to access the group guest homepages within each category so that you can read about and request to join a group.



Request Group. Provides a form similar to the following that you can fill out to request the creation of a new group. 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.

CPUNIVERSITYgroups

My Groups Groups Index Request Group Exit Help

Request New Group

March 17, 2003

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: Ski Leader

* Group Name:

* Group Title:

Guest Page Description: Description Uses Plain Text

* Group Category: - Select Category -

Group Type: Public
 Restricted
 Criteria for restricted access:
 Hidden
 Admin Blocked

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**

Group Applications:

<input checked="" type="checkbox"/> News Publishing	<input checked="" type="checkbox"/> Photo Publishing
<input checked="" type="checkbox"/> Link Publishing	<input checked="" type="checkbox"/> File Sharing
<input checked="" type="checkbox"/> Message Board	<input checked="" type="checkbox"/> Calendar
<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Chat	

I want to be able to delegate permissions to manage these applications

Request Comment:

Group Policies: (Please Read)

GROUPS POLICY: Public groups that are of general interest to students and faculty will be approved. These groups must not promote activities that are illegal or that violate the rights of others. Restricted groups may be created only if they are associated with a sanctioned group or if the group leader has obtained permission from the Director of the Office of Student Affairs.

* I have read and understood the school's policies on Groups.

Top
Powered by

For more information on your responsibilities as a group leader, refer to the subsequent sections of this guide.

COURSE STUDIO FEATURES

Course Studio provides functions that support homepage for students enrolled in courses. Unlike groups established for clubs and interests, users are automatically given access to course homepages when they enroll in a course.

All courses have course leaders. Typically, a course leader is the course instructor and is designated at the time the course information is added to the system. Course leaders use Course Studio to complete the following tasks:

- Create and manage the course homepage, including the links, articles, files, and photo content
- Set up the course message board with topics and an overall description, and delete topics, messages, or replies as necessary
- Create and manage the course calendar
- Assign privileges to course members so responsibility for any of the above tasks can be delegated

Additionally, if the feature is enabled by the system administrator, course leaders can configure the system to link students directly to distance learning sites when they click on the course.

To help with these tasks, the Course Studio application provides a set of tools that appear in a menu on the left-hand column of any page for which you are the course leader. The menu includes options that let you manage the content on the course homepage, and options that let you manage the configuration of the course. If responsibility for any course homepage management has been delegated to other members, they will also see a tools menu, but it will only contain options for any permissions that they have had assigned.

When you access the Course Studio application you see a My Courses screen similar to the following:

My Courses March 27, 2003

Left column: Left Link One

My Channel: My Left

Course Schedule for: All Terms

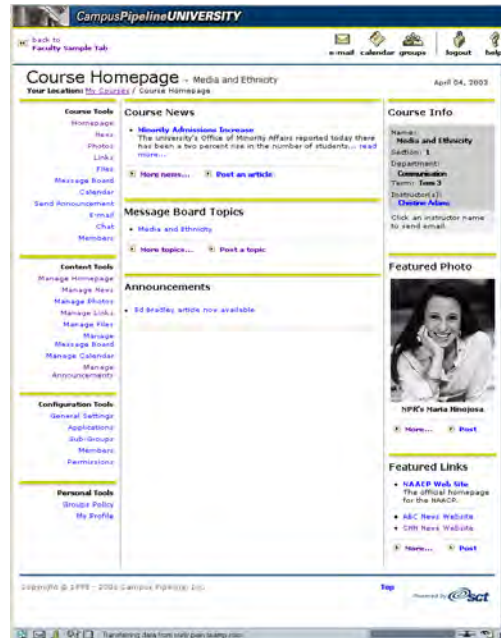
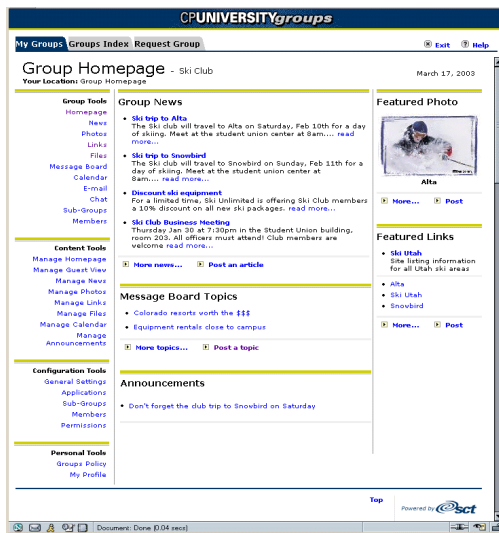
Courses I'm Teaching:

Winter:	Sec.	Dept.	Instructor(s)
Argumentation and Decision Making	1	ENG	William Adams wadams@cpu.edu
Argumentation and Decision Making	2	ENG	William Adams wadams@cpu.edu
Argumentation and Decision Making	3	ENG	William Adams wadams@cpu.edu
Argumentation and Decision Making	4	ENG	William Adams wadams@cpu.edu
Argumentation and Decision Making	5	ENG	William Adams wadams@cpu.edu
Argumentation and Decision Making	6	ENG	William Adams wadams@cpu.edu
Spring:	Sec.	Dept.	Instructor(s)
Forensics Laboratory	1	ENG	William Adams wadams@cpu.edu
Forensics Laboratory	2	ENG	William Adams wadams@cpu.edu
Forensics Laboratory	3	ENG	William Adams wadams@cpu.edu
Forensics Laboratory	4	ENG	William Adams wadams@cpu.edu
Forensics Laboratory	5	ENG	William Adams

The My Courses screen displays all of the courses you are registered to attend and to teach at your institution. To access the homepage for a course, click the course name. Additionally, you can click the link beneath the instructor's name to send an e-mail message to the instructor.

GROUP STUDIO AND COURSE STUDIO TOOLS

Once you become a member or a leader of a group or course, you have access to the group or course homepage. The following images show a group homepage and a course homepage.




Group and course homepages both provide users with the features and functions of the Group Studio application. However, since courses do not have guest members, the Manage Guest View option does not appear on a course homepage. Course homepages also provide a Course Info block that provides information about the course and a link that lets users send e-mail to the course instructor.

Depending on your role (member or leader), the homepage will provide access to a number of tools:


- **Group/Course tools.** These tools are provided to all group or course members.
 - **Homepage.** Allows you to return to the group or course homepage from any subpage.
 - **News.** Allows you to read all articles that have been written by other members and to submit articles for potential posting.
 - **Photos.** Allows you to view all of the photos that have been posted and to submit photos for potential posting.

- **Links.** Allows you to view all of the links that have been posted and to submit links for potential posting.
- **Files.** Allows you to view all of the files that have been posted and to submit files for potential posting.
- **Message Board.** Allows you to enter a dedicated message board where you can read and post messages and replies.
- **Calendar.** Allows you to access a group or course calendar.
- **Send Announcements.** Allows to compose and post announcements to the homepage.
- **E-mail.** Allows you to send e-mail to group or course members.
- **Chat.** Allows you to enter a dedicated chat room where you can participate in real time discussions with other members.
- **Members.** Allows you to view a list of other group members and information about each, including any homepages that the member might have. You can also post your own homepage link.

 **Note:** This is a comprehensive list of all tools and applications that are potentially available to groups and courses. Depending on the rights and permissions granted to by your system administrator, you may only see a limited set of these tools.

- **Content tools.** These tools are only provided to group or course leaders, and to group or course members who have had responsibility for managing a homepage feature delegated to them.
 - **Manage Homepage.** Allows you edit the content that members see on the homepage, including featured photo, featured links, and top five links.
 - **Manage Guest View.** Allows you edit the content that non members see on the group's guest page, including the group description, a group photo, general group links, and other group information. Since courses do not have guest members, the Manage Guest View option does not appear on a course homepage.
 - **Manage News.** Allows you to edit articles that have been submitted for posting and to post article to and delete articles from the homepage.
 - **Manage Photos.** Allows you to post photos to and delete photos from the homepage.
 - **Manage Links.** Allows you to post links to and delete links from the homepage.
 - **Manage Files.** Allows you to post files to and delete files from the homepage.
 - **Manage Message Boards.** Allows you to create descriptions for the group's message board forum and to delete message board topics and replies
 - **Manage Calendar.** Allows you to add events and other important items to a group or course calendar.

- **Manage Announcements.** Allows to you to post new announcements to the homepage and delete existing announcement from the homepage.
- **Configuration tools.** These tools are only provided to group or course leaders.
 - **General settings.** Allows you to change basic group attributes, such as name, description, and group type.
 - **Applications.** Allows you to specify which of the possible system applications (like Chat or Calendar) are available to group or course members.
 - **Sub Groups.** Allows you to create, activate, and inactivate subgroups.
 - **Members.** Allows you to activate or inactivate group or course members.
 - **Permissions.** Allows you to review the list of group or course members who have been given permission to manage a homepage feature.
- **Personal Tools.** These tools are provided to all group or course members.
 - **Groups Policy.** Allows you to review your institution’s policy for establishing online groups.
 - **My Profile.** Allows you to review your group membership information and to cancel your membership.

 *Note: As with the overall tools and applications that are potentially available to a group or course, this list will vary depending on the rights and permissions granted to a group or course by the school’s system administrator.*

As the group or course leader, you will work extensively with these tools to create and manage the pages, resources, and content members see, and to deactivate and reset the permissions associated with member profiles. For a complete list of your responsibilities as a group or course leader, refer to the next section of this guide. Procedures for working with these tools are outlined in subsequent chapters.

CHAPTER 2

Group and course leader responsibilities

CHAPTER 2 CONTENTS

This chapter provides a list of the responsibilities that a new group or course leader will face while setting up group or course pages and applications, and a flow chart of steps that need to be performed.

- Group and course leader responsibilities2.2

GROUP AND COURSE LEADER RESPONSIBILITIES


All online groups and courses have leaders. You automatically become a group leader when you request the creation of an online group and that request is approved. Course leaders (typically course instructors) are automatically designated at the time the system administrator imports course data into the system.

Group leaders and course leaders have many of the same responsibilities. The following list outlines the responsibilities common to both types of leaders:

- Creating and managing the group or course homepage, including link, article, photo content, and the files and announcements available to members
- Setting up the group or course message board with topics and an overall description, and deleting topics, messages, or replies as necessary
- Setting up and maintaining the group or course online calendar
- Activating and deactivating members as necessary
- Assigning privileges to members so that responsibility for any of the above tasks can be delegated
- Specifying which of the applications made available by your system's Groups Administrator are available to your group or course members

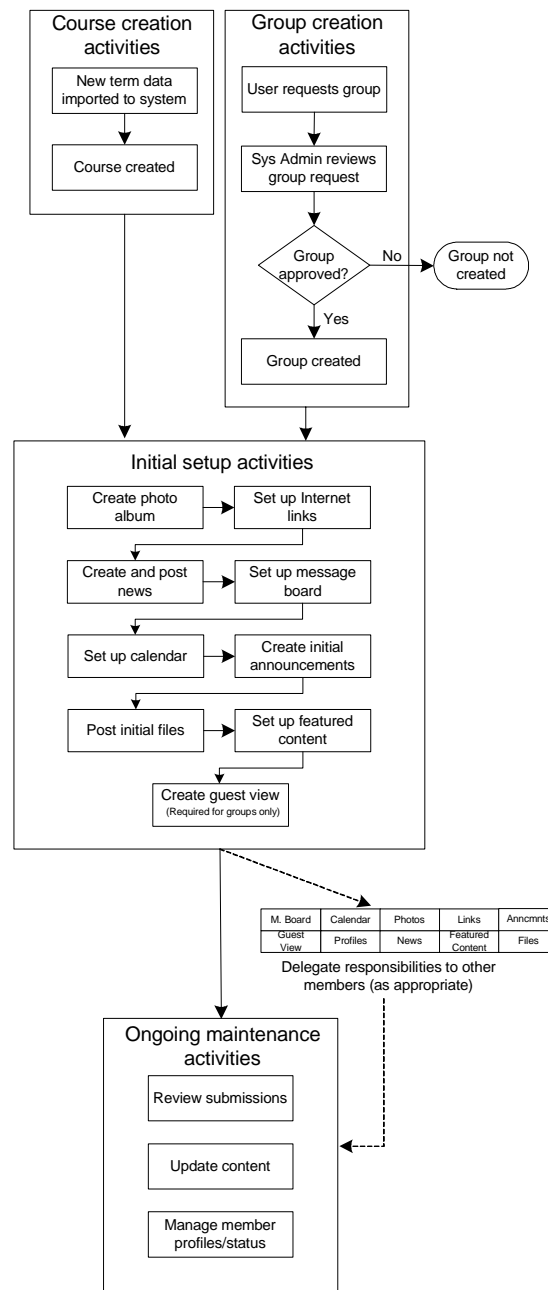
The following list outlines the responsibilities that are unique to group leaders and course leaders:

- Group leaders are responsible for creating and managing the group's guest view page, including the group description and information and any links or photos that you want to advertise the group to non-members.
- Course leaders are responsible for configuring the system to allow students to click into a distance learning course if one is provided for a given course.

 **Note:** *As the member of a group or course, you may also have some or all of these leader responsibilities delegated to you.*

When a group or course is first created, there will be no content on its homepage, message board, or calendar. It is the group leader or course leader’s responsibility to set up the homepage and its tools. After the homepage has been created, members can submit content that they think should be posted to the homepage, including photos, links, news articles, and files. As the group or course leader, it is your responsibility to review the items that have been submitted by members and to post them to the homepage or delete them, or to delegate administration of certain content to others.

The following flow chart illustrates the steps leading from the initial creation of a homepage (either via a group creation request or by importing course data into the system) to the periodic maintenance that will be required to update content.



The following sections of this guide outline the procedures that you will use to complete the initial setup activities, to delegate administration of content areas to other group members, and to review submissions and update content.

CHAPTER 3

Managing group and course content

CHAPTER 3 CONTENTS

This chapter provides the procedures group and course leaders should follow to manage the content of their group and course pages. The chapter explains how to use each of the options provided by the Content Tools menu that appears on the group or course leader's view of their homepage.

• Managing group and course content	3.3
• Managing homepage content	3.4
Creating a photo album	3.5
Creating links	3.8
Creating news articles	3.11
Creating message board topics and descriptions	3.14
Creating announcements	3.16
Creating featured content	3.18
• Managing news	3.23
• Managing photos	3.27
• Managing links	3.31
• Managing files	3.35
Reviewing submitted files	3.36
Editing file contents	3.38
Editing file properties	3.39
Deleting a file	3.40
Posting a new file	3.40
Adding a new subfolder	3.40
Searching for a file or folder	3.41
• Managing message boards	3.42
• Managing the group or course calendar	3.44
• Managing announcements	3.47
Re-sending posted announcements	3.47
Deleting an announcement	3.49
• Managing guest page content	3.51
Setting up a group guest view	3.51
Creating featured content	3.51

Updating a group description	3.53
Providing additional group information	3.54
Maintaining a group guest view	3.55
Updating a photo and links	3.55
Updating group information	3.56
Updating the group description	3.57

MANAGING GROUP AND COURSE CONTENT

When group or course leaders access the homepage they are responsible for maintaining, or when group or course members with delegated management permissions access the homepage, they see the Content Tools menu that provides the tools leaders use to set up and maintain the group or course page content. The Content Tools menu appears similar to the following:

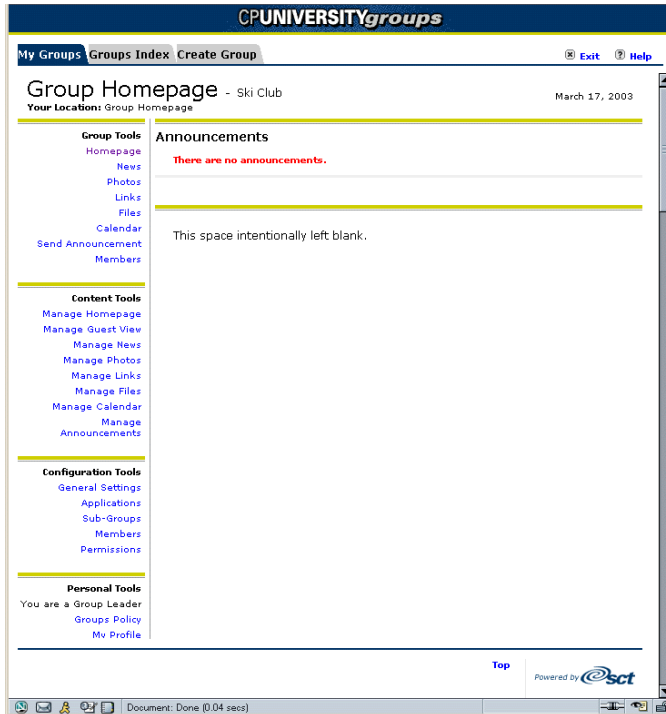


This illustration shows all of the possible menu options. However, if your system administrator has not made all of the system applications available to groups and course, leaders would only see those menu options for the applications that are available. Additionally, group and course members with delegated management permissions would only see those menu options for the features they've been given permission to manage.

This chapter explains how to use each of the Content Tools menu options to manage the content of group and course pages in the system.

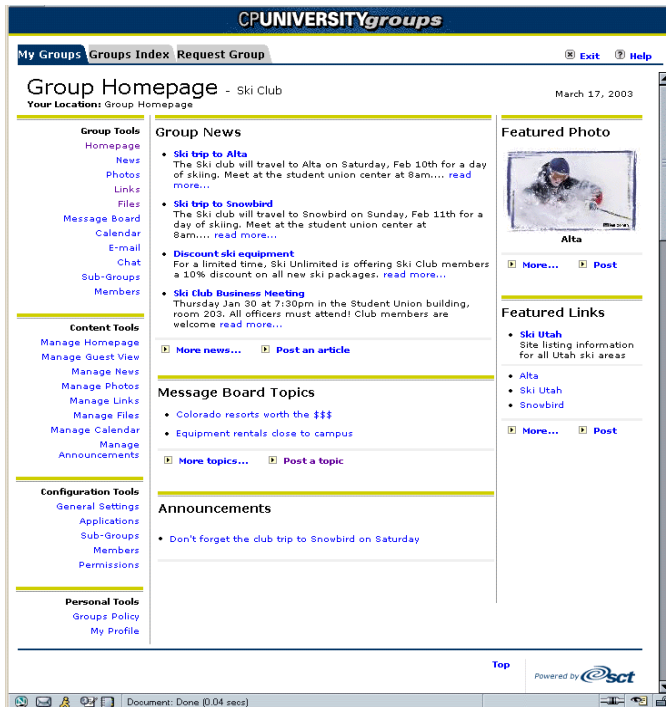
MANAGING HOMEPAGE CONTENT

After your group is approved or your course is first created, it will have a homepage similar to the following:



Note: Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing course homepages are essentially identical. If any differences do exist, they are noted in the procedure.

You will need to create content for the page that includes informational news articles, photos, and Internet links. Once you have posted these items to the homepage, you can arrange a photo and a number of links to be displayed as featured content, similar to the following:



The following sections outline the steps necessary to create and set up the initial content displayed on the homepage.

CREATING A PHOTO ALBUM

The system lets you to create and maintain a photo album for images and photos that are relevant to the group or course and its activities. For example, a golf group may want to post pictures from its last tournament, or a geography course may want to post pictures of places mentioned in the course of study.

The photo album can contain any number of images and photos up to a default limit of 12 MB. When you upload files, the system will downsize photos and images to an average size of 40 K. If each image were to take the average size (40 K), an album could contain just over 300 images. It is important to note that the 12 MB size limit also includes any photos that have been submitted but not yet posted and those that have been inactivated. If you attempt to submit or post an image to an album that contains no more space, you will receive an error message.

Note: *The amount of space allocated for storing photos may be different than the default limit. See your system administrator to learn the amount of space available at your institution.*

The photo album supports two file formats: graphic interchange format (GIF) and Joint Photographic Experts Group (JPG or JPEG). Once files have been posted, you can give them titles and captions. When members first click into the photo album, they see thumbnails of each image, including the title, when the image was posted and by whom, and the

caption. Clicking on an image launches the photo viewer, which allows members to see the larger image and to navigate forward or backward through the album.

To create a photo album, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Content Tools menu, locate and click Manage Photos.**

You see a Manage Photos page similar to the following:



It contains three sections:

- **Submitted Photos.** A list of all photos that have been submitted by members, but not yet reviewed and posted.
- **Active Photos.** A list of all active (posted) photos.
- **Inactive Photos.** A list of all photos that have been deactivated (removed from the homepage), but not yet deleted.

At this point, there should be no content under any of these sections.

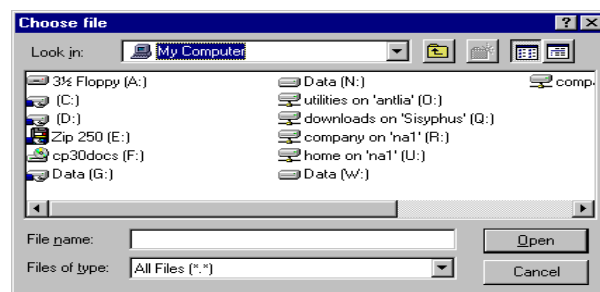
- **Locate and click the "Post a New Photo" link that appears within the Active Photos list.**

You see the Post a Photo window.



- **From the Status field, use the drop-down to select Active.**
- **In the Photo File Name field, enter the path to the photo or image, or click the Browse button to locate the photo or image on your machine or a network location.**

If you click Browse, you see a dialog similar to the following that allows you to search for the file.




- **After you have specified or searched for the file, use the Photo Title field to enter a title.**

This field is required and only supports 60 characters.

- **In the Photo Caption field, enter a caption for the photo.**

This field is also required. It supports 5000 characters. The caption field also supports basic HTML formatting so that you can change the characteristics of the font (color, size, etc.) or add a link. For example, if you want the caption to be displayed in a red font, you could bracket the text with the following HTML tags:

```
<font color="Red">here is some red text</font>
```

 **Note:** When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`, `<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non-supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **To add the photo or image to the album, click Post. To exit without adding the photo or image, click Cancel.**

If you posted the photo, you will see a dialog stating that your photo has been posted. Click OK. You are returned to the Manage Photos window, where you see a thumbnail of the photo you just added listed under the Active Photos section.

- **To add more photos to the album, repeat the procedures.**

CREATING LINKS

The system allows you to create and maintain a list of Internet links that provide resources for the group. For example, a ski club might want to add links to local ski resorts or the local ski report, an engineering course might want to add links to commercial Web sites for companies conducting research in areas the course is studying.

When you add links to the homepage, you must include a title for the link, the URL (Web address), and a link description. The title provides the actual link that members will click to access the URL. The description should provide some indication to users of the contents of the page that they will be accessing. Any number of Internet links can be posted.

To create an initial set of links for group members, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

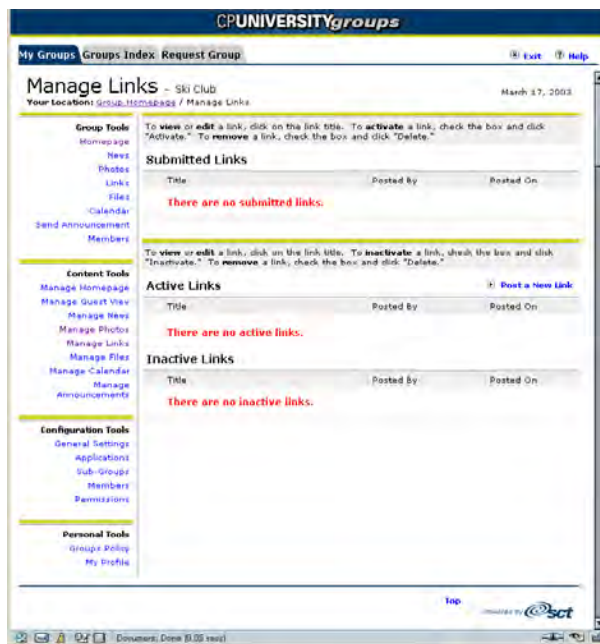
1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Content Tools menu, locate and click Manage Links.**

You see a Manage Links page similar to the following:



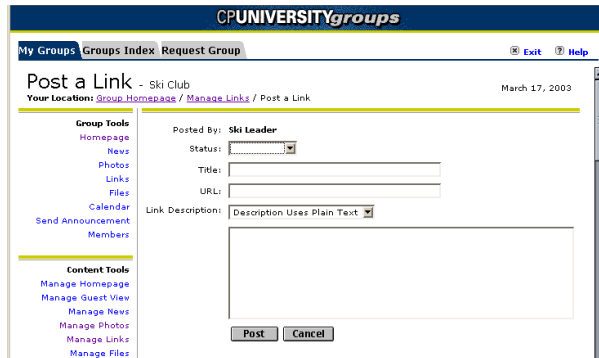
It contains three sections:

- **Submitted Links.** A list of all links that have been submitted by members, but not yet reviewed and posted.
- **Active Links.** A list of all active (posted) links.
- **Inactive Links.** A list of all links that have been deactivated (removed from the homepage), but not yet deleted.

At this point, there should be no content displayed under any of these sections.

- **Locate and click the "Post a New Link" option that appears within the Active Links list.**

You see the Post a Link window.



- **From the Status field, use the drop-down to select Active.**
- **In the Title field, enter a title for the link.**

The title will provide the actual link that users will click to open the Web page.

- **In the URL field, enter the complete Internet address of the link.**

For example, if you were adding a link to CNN.com, you would enter the following:

`http://www.cnn.com`

The URL field also supports addresses containing the following protocols:

- `https://`
- `ftp://`
- `nntp:`
- `mailto:`

- **In the Description field, enter a one or two sentence description of the page that will open when users click the link.**

This field is required. It supports 1000 characters. The Description field also supports basic HTML formatting so that you can change the characteristics of the font (color, size, etc.), add tables, include images, etc. For example, if you were managing a homepage for a golf club and were adding a link to a local golf course, you could add the courses logo by using and `` tag pointing to a server where the image was stored.

Note: When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`,

`<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **To add the link, click Post. To exit without adding the link, click Cancel.**

If you posted the link, you will see a dialog stating that your link has been posted. Click OK. You are returned to the Manage Links window, where you see information about the link listed under the Active Links section.

- **To add more links, repeat the procedures.**

CREATING NEWS ARTICLES

The system allows you to create and maintain a series of informational news articles. A news article might be nothing more than an informational announcement, or it might be treatise on a topic of interest for the group. For example, a movie club might post articles with brief information about upcoming movie festivals or screenings, a literature course might post a book review written by a course member.

When you add articles to the homepage, you must include a title for the article and the actual text that constitutes the article. To create an initial set of news articles, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

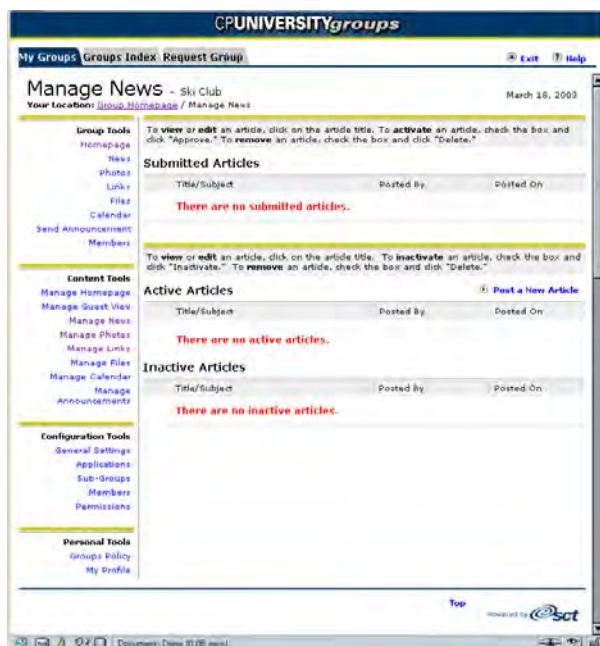
1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Content Tools menu, locate and click Manage News.**

You see a Manage News Articles page similar to the following:



It contains three sections:

- **Submitted Articles.** A list of all articles that have been submitted by members, but not yet reviewed and posted.
- **Active Articles.** A list of all active (posted) articles.
- **Inactive Articles.** A list of all articles that have been deactivated (removed from the homepage), but not yet deleted.

At this point, there should be no content displayed under any of these sections.

- **Locate and click the "Post a New Article" link that appears within the Active Articles list.**

You see the Post an Article window.

The screenshot shows a web interface for posting an article. The title is 'Post an Article - Ski Club'. The user is logged in as 'Ski Leader'. The 'Status' field is a drop-down menu. The 'Title/Subject' field is a text input. The 'News Article' field is a large text area. There are 'Post' and 'Cancel' buttons at the bottom. The left sidebar contains navigation links for Group Tools, Content Tools, and Configuration Tools.

- From the Status field, use the drop-down to select Active.
- In the Title/Subject field enter a title or subject for the article.

This field is required and supports 60 characters.

- In the Article field, enter the text of the article.

This field is required. It supports 25,000 characters. The Article field also supports basic HTML formatting so that you can change the characteristics of the font (color, size, etc.), add tables, include images, etc. For example, if you wanted the article to contain headings and subheadings, you could use standard `<h1>`, `<h2>`, `<h3>`, etc. tags

Note: When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`, `<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- To add the news article, click Post. To exit without adding the article, click Cancel.


If you posted the article, you will see a dialog stating that your article has been posted. Click OK. You are returned to the Manage News Articles window, where you see information about the article listed under the Active Articles section.

- To add more articles to the homepage, repeat the procedure.

CREATING MESSAGE BOARD TOPICS AND DESCRIPTIONS

If your group or course has been given permissions to have a message board, you will need to create a set of initial message board topics and descriptions that will encourage members to access and use the message board. Members themselves can add topics to the message board. However, as the group or course leader, you are the only one who can delete topics and replies, unless you delegate this permission to someone else.

To create an initial set of message board topics and associated descriptions, use the following procedure:

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you should use for managing message boards on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

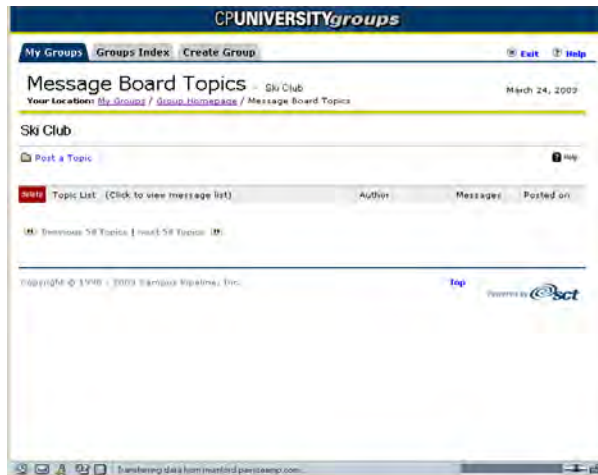
1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

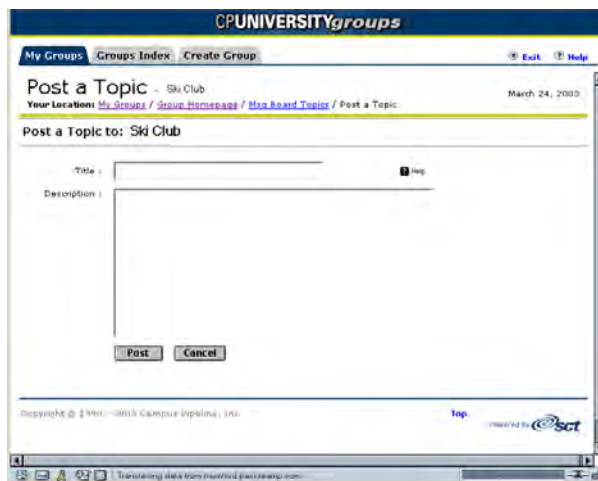
- **From the Content Tools menu, locate and click the Manage Message Boards option.**

You see the Message Board Topics window displaying all message board topics available to the group. At this point the window should appear similar to the following as there shouldn't be any topics:



- To add topics to the message board, click the **Post Topic** icon.

You see the Post a Topic window.



- In the **Title** field enter the topic.

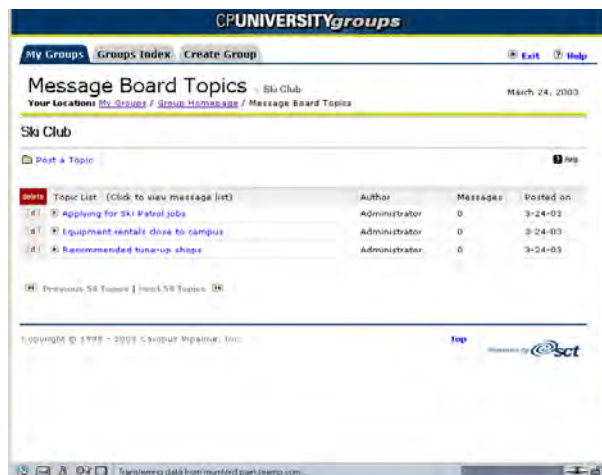
This text will appear in the topic list visible on the homepage and in the message board display once members open the application.

- In the **Description** field enter any text that you want members to see when they access this topic.

This text appears only in the message board application and is typically used to describe the type of dialog that you expect for messages and replies posted to the topic.

- Click the **Post** button.

You are returned to the Message Board Topics page. To add additional topics, click the Post a Topic icon and repeat the steps outlined above for entering a title and description. When you are finished, you see a Topics page similar to the following:



These same message board topics appear on the homepage.

CREATING ANNOUNCEMENTS

If your group or course has been given permissions to post announcements, you should create an initial announcement that welcomes members to the homepage, as well as any other appropriate announcements for your group or course. To create an announcement, use the following procedure:

Note: Although the screens shown in this section of the manual illustrate group homepages, the procedures you should use for managing message boards on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.

To compose a new announcement and post it to the homepage, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

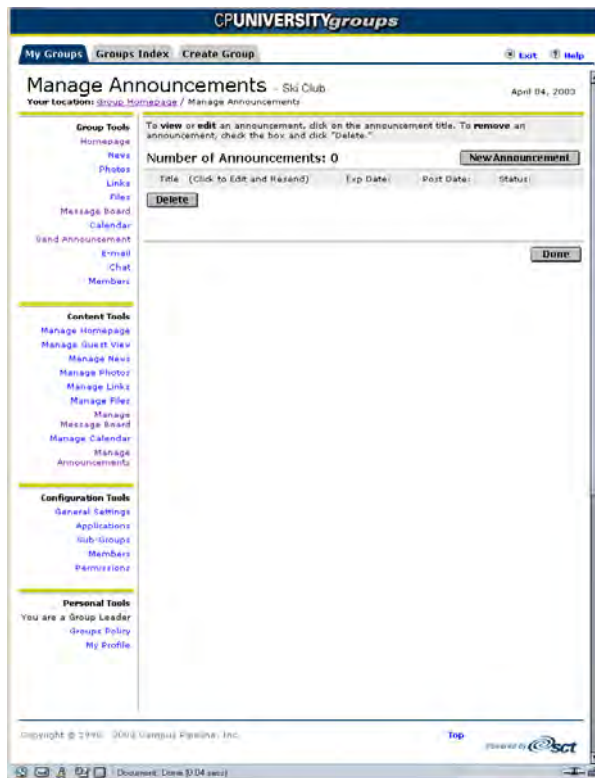
To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.

2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

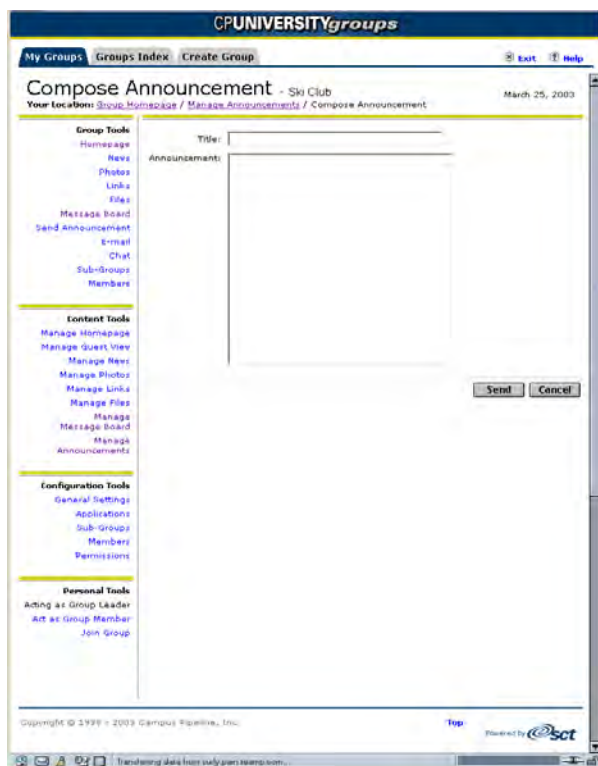
- **From the Content Tools menu, locate and click Manage Announcements.**

You see the Manage Announcements page. At this points, the screen should look similar to the following since there aren't any announcements:



- **Click New Announcements.**

You see the Compose Announcement screen similar the to screen shown below:



- Enter a title for the announcement in the Title field.
- Enter the text of the announcement in the Announcement field.
- Click Send to post the announcement.

You see a message confirming your announcement has been delivered. The announcement will now appear on your group or course homepage and in each member's personal announcements channel.

CREATING FEATURED CONTENT

After you have added photos and links to the homepage, you can set some of these as featured content that will display to users when they first click into the page. This featured content consists of a featured photo, a featured link, and a series of "top" links.

To create the initial featured content that will appear on the homepage, use the following procedures:

Note: By default, the featured content is set to be inactive on the homepage. Before you can set featured photos and links, you must first create a photo album for the group and activate a number of Internet links. If you don't want to activate a certain section, leave it set to inactive.

- If you have not already done so, log in to the system.
- Access the group or course homepage.

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.


- **From the Content Tools menu, locate and click Manage Homepage.**

You see an editable version of the homepage similar to the following:



- **Locate the Featured Photo section of the page and click Edit.**

You see the Set Featured Photo window, which provides a view of all pictures contained in the group or course photo album, similar to the following:

 **Note:** If there are no photos, you will first have to post photos to the group's album.




By default the Section Inactive option is checked, removing the featured photo from the homepage view.

- **To activate a featured photo, click the radio button next to a picture that you want to display and click Set Photo.**

You see a message stating the featured photo has been updated. Click OK and you are returned to the Manage Homepage window.

- **Locate the Featured Link section of the page and click Edit.**

You see the Set Featured Link window, which provides a view of all links posted for the group or course, similar to the following:

 *Note: If there are no links, you will first have to post some.*




By default the Section Inactive option is checked, removing the featured link from the homepage view.

- **To activate a featured link, click the radio button next to a link that you want to display and click Set Link.**

You see a message stating the featured link has been updated. Click OK and you are returned to the Manage Homepage window.

- **Locate the Top 5 Links section of the page and click Edit.**

You see the Set Top 5 Links window, which provides a view of all links posted for the group or course, similar to the following:

 **Note:** *If there are no links, you will first have to post some.*



By default the Section Inactive option is checked, removing the featured link from the homepage view.


- To activate links to display under the Top 5 Links section, click the checkbox next to each link that you want to display and click Set Links.

Note: You do not have to select five links, but you cannot select more.

You see a message stating the Top 5 Links have been updated. Click OK and you are returned to the Manage Homepage window. You have now set the featured content that members will see when they access the homepage.

MANAGING NEWS

Once you have added news articles to the homepage, other members will submit articles or information that they think should be posted. To maintain the news articles, you will review the items that have been submitted, post those that you think are valuable for the group or course, and if necessary inactivate or delete information that is currently posted.

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing news on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.*

To review submitted articles and maintain active articles, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- **From the Content Tools menu, locate and click Manage News.**

You see the Manage News Articles page similar to the following:



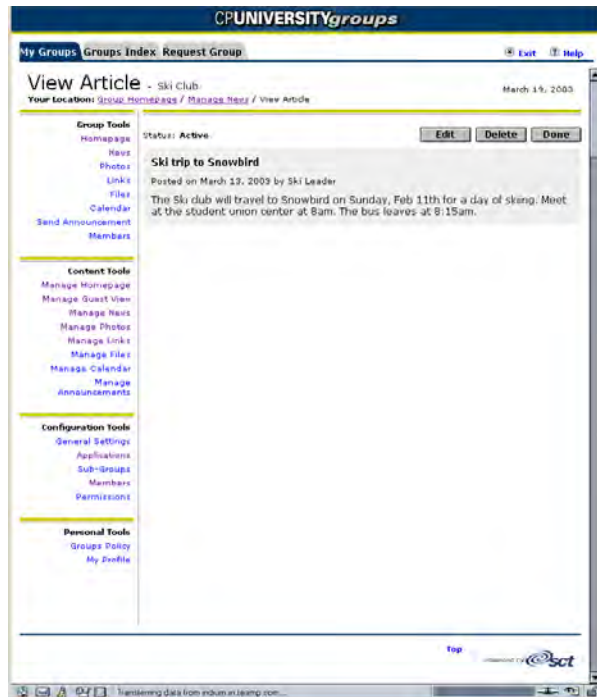
It contains three sections:

- **Submitted Articles.** A list of all articles that have been submitted by members, but not yet reviewed and posted. Submitted articles may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit an article before activating it as described in the rest of this section.
- **Active Articles.** A list of all active (posted) articles. You may inactivate or delete an active article by using the buttons that appear on the page. You may also edit the article or its related information by clicking on its title.
- **Inactive Articles.** A list of all articles that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive articles by using the buttons that appear on the page. You may also edit an inactive article by clicking on its title.

On a regular basis you should review all submitted articles to delete those that you don't want to use and to post those that are appropriate.

- **To review any submitted, active, or inactive article, click the article title.**

You see the View Article window displaying the title of the article, the name of the person who submitted the article and the date it was submitted, and the text of the article.



At this point you can do one of two things:

- Edit the article
- Delete the article

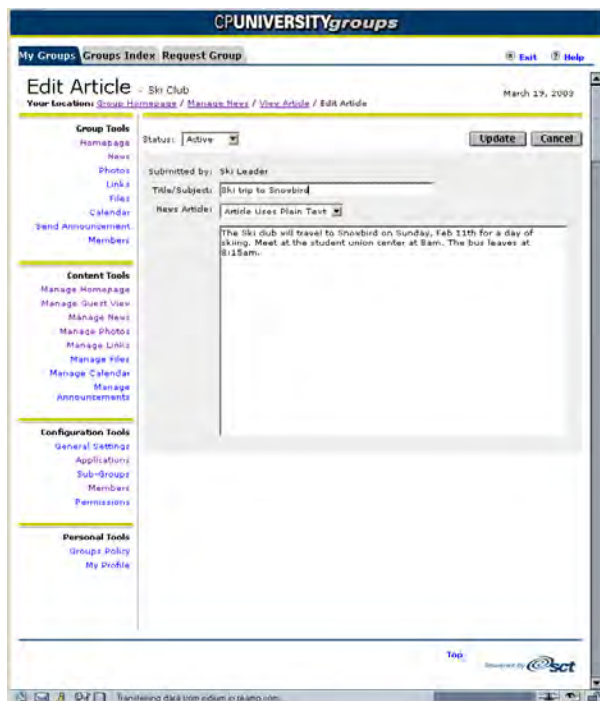
Deleting the article removes it from the submitted list or from the page. Editing the article allows you to set its status to active or inactive, thereby posting it to the homepage or preserving it for later use.

- **To delete the article, click the Delete button.**

You are prompted by a dialog confirming that you want to delete the article. Once deleted, the article is no longer available for use.

- **To edit the article and post it or inactivate it, click the Edit button.**

You see the Edit Article window, which displays the selected Article and its information in data entry fields that allow you to modify the title and article text.



1. To change the article's title or information, click in the appropriate field and update the text.
2. To change status, select the appropriate option from the Status drop-down. The Active status posts the article to the homepage. The Inactive status places the article in the Inactive Articles list.

● **When you are finished editing the article or its status, click Update.**

You see a message stating the article has been updated. Click Done. You are returned to Manage Links page.

As you begin to add articles to the homepage, you will occasionally need to delete, inactivate, or reactivate them as follows:

- To delete any submitted, active, or inactive article, click the checkbox next to the article's title and then click the appropriate Delete button.
- To inactivate an active article, click the checkbox next to the active article's title and click the Inactivate button.
- To activate an inactive article, click the checkbox next to the inactive article's title and click the Activate button.


MANAGING PHOTOS

Once you have create the photo album, other members will submit photos they think should be posted. To maintain the photo album, you will review the photos that have been submitted, post those that you think are valuable, and if necessary inactivate or delete pictures that are currently in the album.

As you maintain the photo album, note the following:

- It can contain any number of images and photos up to a default limit of 12 MB, although this may be different at your institution.
- When you upload files to the system, the system will downsize photos and images to an average size of 40 K.
- If each image were to take the average size (40 K), a 12MB album could contain just over 300 images.
- The 12 MB size limit also includes any photos that have been submitted but not yet posted and those that have been inactivated.
- The photo album supports two file formats: graphic interchange format (GIF) and Joint Photographic Experts Group (JPG or JPEG).

To review submitted images and maintain the photo album, use the following procedure:

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing photos on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.

- From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- From the **Content Tools** menu, locate and click **Manage Photos**.

You see the Manage Photos page similar to the following:



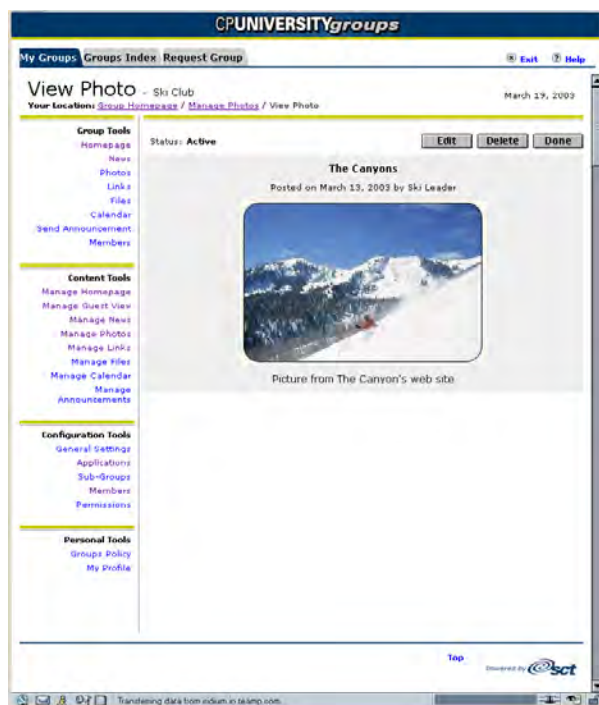
It contains three sections:

- **Submitted Photos.** A list of all photos that have been submitted by members, but not yet reviewed and posted. Submitted photos may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit the photo or its information as described in the rest of this section before posting it.
- **Active Photos.** A list of all active (posted) photos. You may inactivate or delete an active photo by using the buttons that appear on the page. You may also edit the photo or its related information by clicking on its title.
- **Inactive Photos.** A list of all photos that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive photos by using the buttons that appear on the page. You may also edit an inactive photo or its related information by clicking on its title.

On a regular basis you should review all submitted photos to delete those that you don't want to use and to post those that are appropriate. This allows you to conserve space in your album.

- To review any submitted, active, or inactive photo, click the photo or its title.

You see the View Photo window displaying a larger view of the photo, the title of the photo, the name of the person who submitted the photo and the date it was submitted, and a photo description.



At this point you can do one of two things:

- Edit the photo's associated information
- Delete the photo

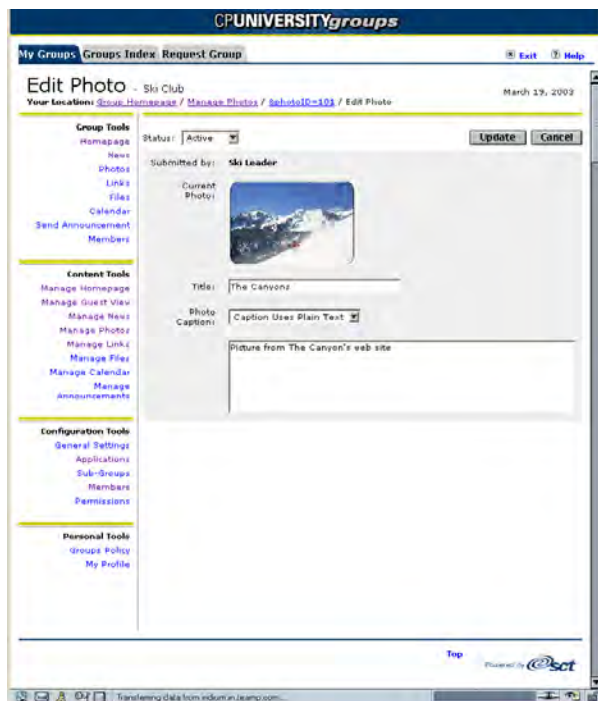
Deleting the photo removes it from the submitted list or from the album. Editing the photo allows you to set its status to active or inactive, thereby posting it to the album or preserving it for later use.

- **To delete the photo, click the Delete button.**

You are prompted by a dialog confirming that you want to delete the photo. Once deleted, the photo is no longer available for use.

- **To edit the information associated with the photo and post it or inactivate it, click the Edit button.**

You see the Edit Photo window, which displays the selected photo and its information in data entry fields that allow you to modify the title, caption, and status.



1. To change title or caption, click in the appropriate field (Title or Caption) and update the text.
 2. To change status, select the appropriate option from the Status drop-down. The Active status posts the photo to the album. The Inactive status places the photo in the Inactive Photos list.
- **When you are finished editing the photo information or status, click Update.**

You see a message stating the photo has been updated. Click Done. You are returned to Manage Photos page.


As you begin to add photos to the album, you will occasionally need to delete, inactivate, or reactivate photos as follows:

- To delete any submitted, active, or inactive photo, click the checkbox next to the photo's title and then click the appropriate Delete button.
- To inactivate an active photo, click the checkbox next to the active photo's title and click the Inactivate button.
- To activate an inactive photo, click the checkbox next to the inactive photo's title and click the Activate button.

MANAGING LINKS

Once you have added links to the homepage, other members will submit links that they think should be posted. To maintain the links, you will review the links that have been submitted, post those that you think are valuable, and if necessary inactivate or delete links that are currently posted.

As you maintain the links remember that URLs are apt to change. You should periodically verify that posted links are correct. To review submitted links and maintain active links for the group, use the following procedure:

 ***Note:** Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing links on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Content Tools menu, locate and click Manage Links.**

You see the Manage Links page similar to the following:



It contains three sections:

- **Submitted Links.** A list of all links that have been submitted by members, but not yet reviewed and posted. Submitted links may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit the link or its information as described in the rest of this section before posting it.
- **Active Links.** A list of all active (posted) links. You may inactivate or delete an active link by using the buttons that appear on the page. You may also edit the link or its related information by clicking on its title.
- **Inactive Links.** A list of all links that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive links by using the buttons that appear on the page. You may also edit an inactive link or its related information by clicking on its title.

On a regular basis you should review all submitted links to delete those that you don't want to use and to post those that are appropriate.

- **To review any submitted, active, or inactive link, click the link title.**

You see the View Link window displaying information about the link, the name of the person who submitted the link and the date it was submitted, a description of the link, and the link's associated URL.



At this point you can do one of two things:

- Edit the link or its associated information
- Delete the link

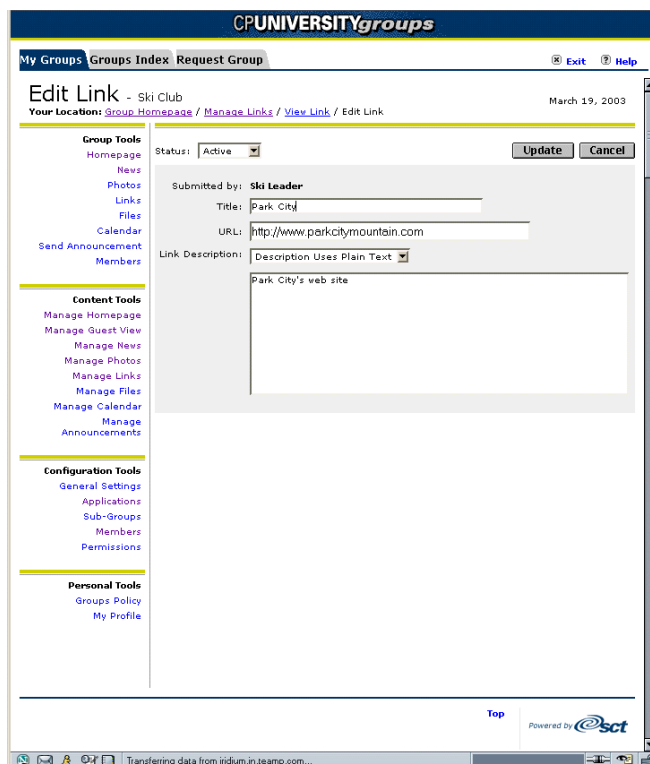
Deleting the link removes it from the submitted list or from the page. Editing the link allows you to set its status to active or inactive, thereby posting it to the homepage or preserving it for later use.

- **To delete the link, click the Delete button.**

You are prompted by a dialog confirming that you want to delete the link. Once deleted, the link is no longer available for use.

- **To edit the link or its information and post it or inactivate it, click the Edit button.**

You see the Edit Link window, which displays the selected Link and its information in data entry fields that allow you to modify the title, URL, and description.



1. To change title, URL, or description, click in the appropriate field and update the text.
2. To change status, select the appropriate option from the Status drop-down. The Active status posts the link to the group homepage. The Inactive status places the link in the Inactive Links list.

● **When you are finished editing the link or its status, click Update.**

You see a message stating the link has been updated. Click Done. You are returned to Manage Links page.

As you begin to add links to the homepage, you will occasionally need to delete, inactivate, or reactivate them as follows:

- To delete any submitted, active, or inactive link, click the checkbox next to the link's title and then click the appropriate Delete button.
- To inactivate an active link, click the checkbox next to the active link's title and click the Inactivate button.
- To activate an inactive link, click the checkbox next to the inactive link's title and click the Activate button.


MANAGING FILES

The system allows you to post files to the group or course homepage that can be downloaded by members. For example, a club might post a file containing an event registration form that members can download and print, or a course member might post a file containing lecture notes. As members submit files to be posted, you will need to review the files that have been submitted, post those that you think are valuable, and if necessary inactivate or delete files that are currently posted.

As you manage posted files, note the following:

- You can post any number of files up to a pre-set limit set by your system administrator.
- There are no restrictions on the types of files you can post.
- Any single file posted cannot be larger than 1 MB.

To review files submitted for posting and manage the posted files, use the following procedure:

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing files on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Content Tools menu, locate and click Manage Files.**

You see the Manage Files page similar to the following:



It contains three sections:

- **Folders.** Displays the folders that have been created to store posted files. The first time you access the page, you see only the *Root* folder. You can create new sub-folders and post submitted files in any of the folders, including the Root folder. However, you may want to review and edit the file as described in the rest of this section before posting it.
- **Files.** Lists all the files posted in the folder selected in the Folders section. You can edit the file by clicking the file name, or you can edit the file's properties by clicking the Edit icon. Additionally, you can delete posted files.
- **Search.** Allows you to search the posted files. You can search by file name, folder name, or by file content.

In addition, the screen can display a link that reports whether any files have been submitted by members for posting.

The following sections provide group and course leaders with instructions on how to review files submitted for posting, how to edit the properties of posted files, how to delete posted files, how to post new files, how to add subfolders for storing files, and how to search for a posted file.

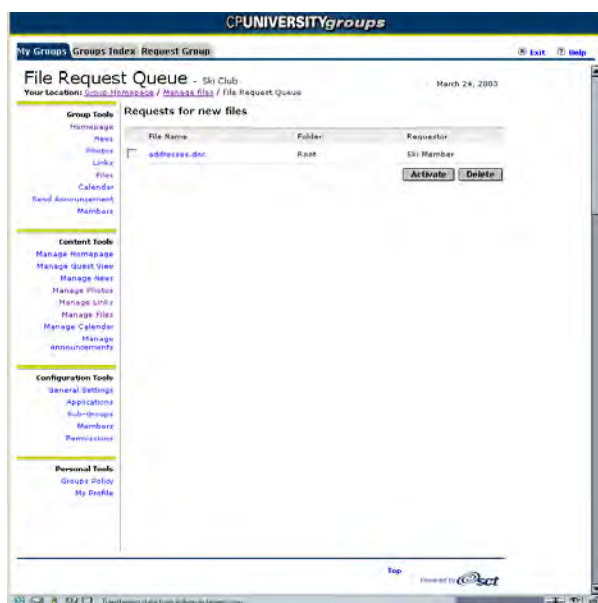
REVIEWING SUBMITTED FILES

On a regular basis you should review all submitted files to delete those that you don't want to use and to post those that are appropriate. This allows you to conserve allocated disk space.

To review the files submitted for posting, complete the following steps:

- **Click the link that reports you have file posting requests.**

You see a File Request Queue screen similar to the following:



At this point you can do any of the following:

- Open the file
- Activate (post) the file
- Delete the file

To open the file, you must have an application installed on your PC that is capable of loading and displaying the submitted file type. Deleting the file removes it from the submitted files queue or from the album.

- **To open the file, click the file name.**

Your PC launches the associated application for viewing the submitted file type. If you need to edit the file's contents, follow the instructions in the section Editing File Contents on page 3.38.

- **To activate the file, click check box next to the file name and then click Activate.**

You see a message stating the file has been posted. Click OK to return to the File Request Queue page. If you need to edit the file's properties, such as the file's name or the folder where the file is posted, follow the instructions in the section Editing File Properties on page 3.39.

- **To delete the file, click the check box next to the file name and then click Delete.**

You see a dialog confirming that you want to delete the file. Once deleted, the file is no longer available for use.

- **After you have finished reviewing submitted files, click Manage Files in the Content Tools menu to return to the Manage Files page.**

EDITING FILE CONTENTS

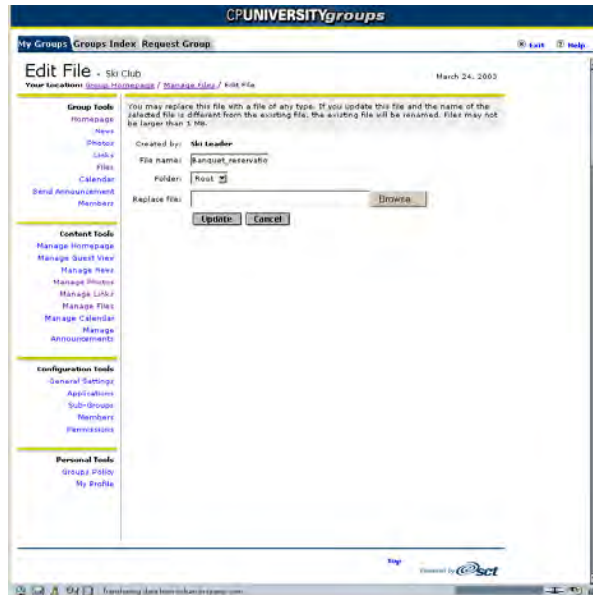
To edit the contents of an already posted file you must make your changes to the file and then re-post the file to the group or course page. Complete the following steps to edit and re-post the file:

- **If you have not already done so, click the Manage Files option from the Content Tools menu.**
- **Click the file name of the file whose contents you want to edit.**

Your PC launches the associated application for editing the submitted file type.

- **Make your changes to the file and save your changes to a temporary file. Close the application you used to edit the file.**
- **Click the Edit icon next to the file you want to replace.**

You see an Edit File screen similar to the screen shown below:



- **In the Replace File box, enter the location of the temporary file that contains your changes, or click the Browse button and navigate to the location where you saved the file.**
- **Click Update**

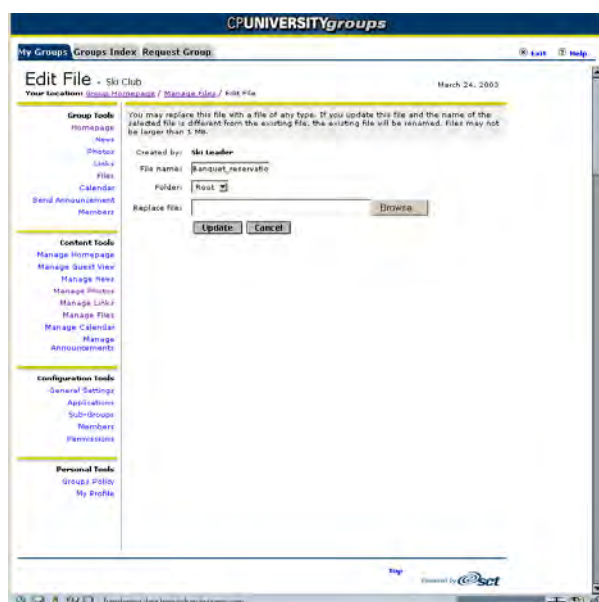
You see message stating the file has been updated. If the name of the replacement file is different from the already posted file, the posted file will be renamed.

EDITING FILE PROPERTIES

To edit the name of an already posted file, or to change the folder where a file is posted, complete the following steps:

- If you have not already done so, click the **Manage Files** option from the **Content Tools** menu.
- Click the **Edit** icon next to the file whose properties you want to edit.

You see an Edit File screen similar to the screen shown below:



- To change the name of the file, enter a new name in the **File Name** field.

Caution: Do not change the file name extension. Changing the extension will prevent users from being able to determine which application to use to view and edit the file.

- To change the folder where the file is stored, select the new folder from the **Folder** drop-down box.

If you need to create a new folder, follow the instructions in the section **Creating a New Folder**, on page 3.40.

- To replace the posted file with a different file, enter the filename and the complete path to the replacement file in the **Replace file** box, or click the **Browse** button to navigate to the file you want to use.

- **Click Update to save your changes.**

You see a message confirming the file has been updated. Click OK to return to the Manage Files screen.

DELETING A FILE

To delete a posted file, complete the following steps:

- **If you've not already done so, click the Manage Files option from the Content Tool menu.**
- **Locate the file you want to delete in the Files section of the Manage Files screen.**
- **Click the check box next to the file and then click Delete.**

You see a dialog asking you to confirm the file deletion.

- **Click OK.**

You see a message confirming the file has been deleted.

- **Click OK to return to the Manage Files screen.**

POSTING A NEW FILE

To post a new file, complete the following steps:

- **If you've not already done so, click the Manage Files option from the Content Tool menu.**
- **In the Folders section of the screen, navigate to the folder where you want to post the new file.**
- **In the Add New File field, enter the filename and the complete path to the new file, or click the Browse button to navigate to the file you want to post.**
- **Click the Add button next to the Browse button.**

You see a message confirming the file has been added to the selected folder. Click OK to return to the Manage Files screen.

ADDING A NEW SUBFOLDER

To add a new subfolder to the folder structure, complete the following steps:

- **If you've not already done so, click the Manage Files option from the Content Tool menu.**
- **In the Folders section of the screen, navigate to the folder where you want to add the new subfolder.**

- **In the Add New Subfolder field, enter the name of the new folder.**

Subfolder names can be a maximum of 25 characters long.

- **Click the Add button next to the Add New Subfolder field.**

You see a message confirming the subfolder has been added. Click OK to return to the Manage Files screen.

SEARCHING FOR A FILE OR FOLDER

To search files posted to the homepage, complete the following steps:

- **If you've not already done so, click the Manage Files option from the Content Tool menu.**
- **In the File and Folder Search section of the screen, select the file attributes you want to use in your search by placing a check mark in the box next to the attribute.**

You can search by file name, folder name, or by file contents.

- **In the That Contains field, enter the text you want to use in your search.**


You cannot use wildcard characters in your search criteria

- **Click Search.**

The system will search for files that match your search criteria and display them on the File Search Results screen.

MANAGING MESSAGE BOARDS

As members of your group or course use the message boards, you will need to manage the topics and replies that appear on the boards. Managing message boards includes deleting old, expired, or inappropriate topics and messages. To manage the message board topics and replies, use the following procedure:

 **Note:** Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing message boards on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Content Tools menu, locate and click the Manage Message Boards option.**

You see the Message Board Topics window displaying all message board topics available to the group, similar to the screen shown below:



Next to each topic you see a delete icon similar to the following:

[d]

- **To delete an entire topic, click the Delete icon that is located to the left of the topic.**

This will remove the topic and all nested messages and replies that it contains.


- **To delete individual messages or replies, expand the topic to display its messages and a message to display any replies that it might have.**
- **Click the Delete icon next to the message or reply that you want to remove.**

If you delete a message, all replies associated with it are also removed.

MANAGING THE GROUP OR COURSE CALENDAR

If your group or course has been given a calendar, members will be able to open it using a link on the homepage, or through a drop-down menu of all calendars to which they belong from within the Calendar application. As group or course leader, you are responsible for maintaining the calendar or delegating calendar administration to another member of the group.

The Calendar application itself lets you add events and tasks you want members to see. To access the calendar and add events or tasks, use the following procedure:

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing course calendars are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

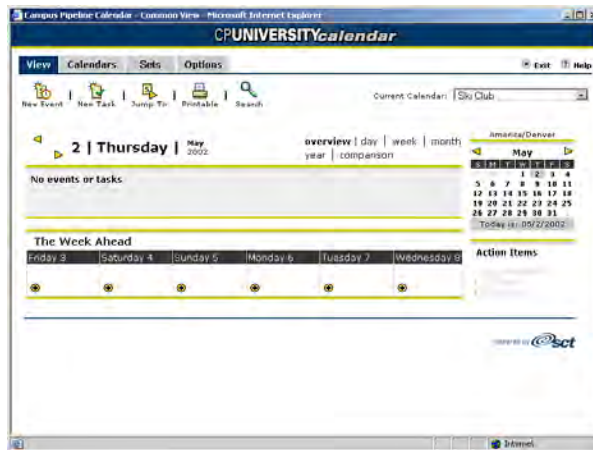
To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- **From the Content Tools menu, locate and click the Manage Calendar option.**

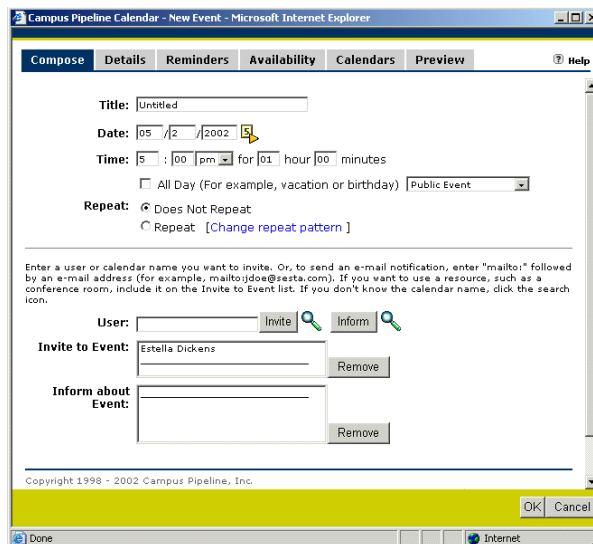
The Calendar application opens in a new browser window similar to the following:



Notice that the Current Calendar drop-down lists the calendar. As a system user, you may have any number of calendars related to other groups and to your courses. You may even have a number of personal calendars that you have created.

- **To add an event or task to the group calendar, click the appropriate icon.**

You see a Compose window. The following illustration shows the Compose window for a new event:



- **Use the fields provided to enter a title for the event or task, the appropriate date and time range, and other descriptive items.**

The Invite to Event field will be prepopulated with the information necessary to post the event to all members of the group or course. If you are entering a task, it can only be a task that you can view and respond to.

- **When you are finished entering details about the event or task, click OK.**


If you entered an event, all members will be able to see it in their calendars. As the group or course leader, you can also set options for the calendar, such as display

■ Managing the group or course calendar

preferences and also import data from another calendar. For more information on setting options or importing calendar data, click the help icon located in the Calendar application to open the online help.

MANAGING ANNOUNCEMENTS

As you work with group and course announcements, you will need to manage the announcements that appear on the homepage. Managing announcements includes deleting old or expired announcements, and editing and re-sending previously sent announcements. To manage announcements, use the following procedure:

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing announcements on course homepages are essentially identical. If any differences do exist, they are noted in the procedure.*

RE-SENDING POSTED ANNOUNCEMENTS

To re-send an announcement that has already been posted to the homepage, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

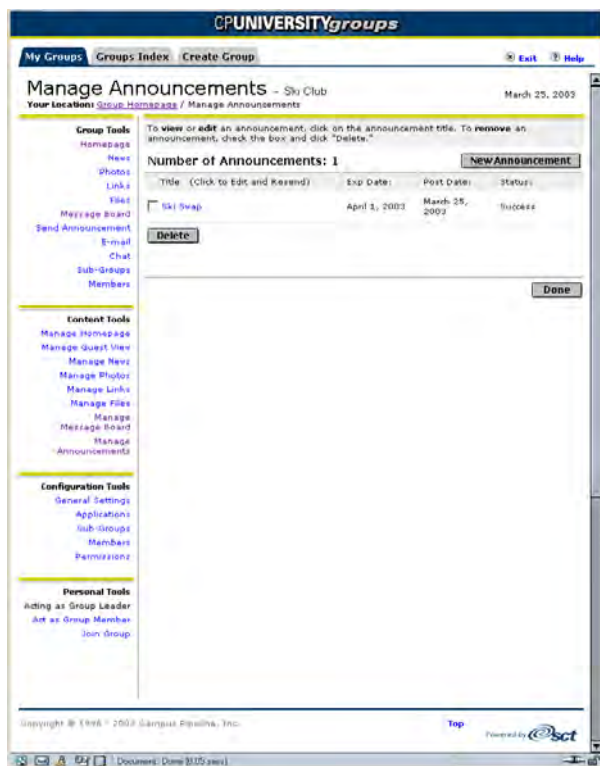
To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

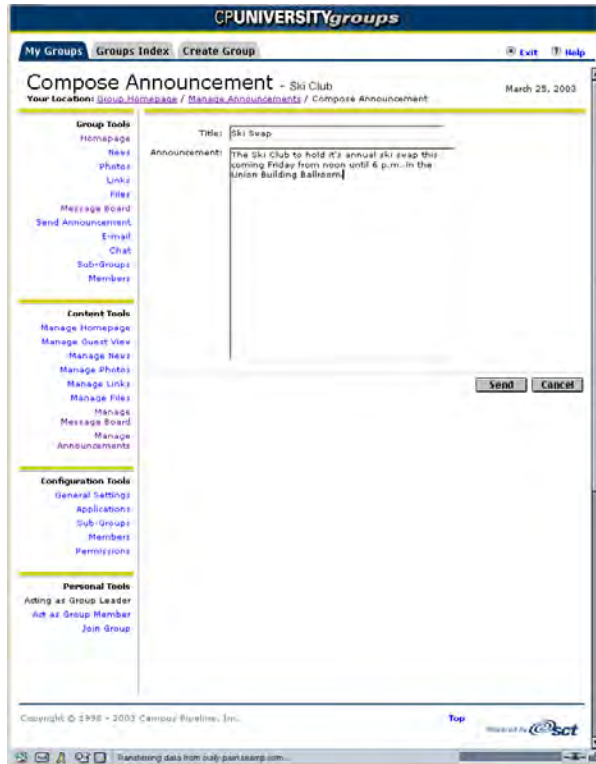
1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- **From the Content Tools menu, locate and click Manage Announcements.**

You see the Manage Announcements page similar to the following:



- Click the title of the announcement you want to re-send.

You see a Compose Announcement screen similar to the following:



- If necessary, enter any changes to the announcement's title and the text of the announcement in the appropriate fields and then click Send.

You see a message confirming the announcement as been delivered.

- Click OK to return to the Manage Announcements screen.

DELETING AN ANNOUNCEMENT

To delete a posted announcement, use the following procedure:

- If you have not already done so, log in to the system.
- Access the group or course homepage.

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- From the Content Tools menu, locate and click Manage Announcements.

You see the Manage Announcements page similar to the following:



- Click the checkbox next to the announcement you want to delete and then click Delete.


You see a message confirming the announcement has been deleted.

- Click OK to return to the Manage Announcements screen.

MANAGING GUEST PAGE CONTENT

A group's guest view page provides information about a group and an option to join the group to everyone on campus who has access to the system. After your group is approved, the system creates a generic guest view page that contains the initial group description that you provided when you requested the group, and a Join button.

The following sections provide the procedures you'll use to set up the initial group guest view page, and also provide information on how to manage the guest view page.

 **Note:** *Since courses cannot have guest members and therefore do not have guest view pages, the procedures in this section apply only to group leaders.*

SETTING UP A GROUP GUEST VIEW

The following sections outline the procedures that you should use to create the featured content on your group's guest view page. This section also describes the optional procedures you can follow to update your group's description and to provide additional group information on the guest view page.

CREATING FEATURED CONTENT

Featured content for the guest view is much like featured content for the group homepage. For the guest view, you have the option to activate a guest photo and featured Internet links. However, before you can activate a featured photo, you must have already created a group photo album. Before you can activate featured links, you must have created and posted some. If you have already created a photo album and posted links, use the following procedures:

- **If you have not already done so, log in to the system.**
- **Click the Groups icon located in the toolbar.**

The Group Studio application opens with the My Groups tab displayed.

- **From the list of groups of which you are a member, click the name of the group whose homepage you want to access.**

You see the group homepage, which provides group information and a Content Tools menu.

- **From the Content Tools menu, locate and click the Manage Guest View option**

You see the Manage Guest View window similar to the following, which illustrates the content that guests will see and provides the ability to edit or add to sections of the page:



Notice that the page already contains a Group Description. The text for this description was originally provided when you requested the group.

- **To set a guest photo, locate the Group Photo Section of the page and click Edit.**

You see the Set Guest Photo window, which provides a view of all pictures contained in the group photo album. By default the Section Inactive option is checked, removing the photo from the guest view.

- **Click the radio button next to a picture that you want to display on the guest view and then click Set Photo.**


 *Note: If there are no photos, you will first have to post photos to the group's album.*

You see a dialog stating that the featured photo has been updated. Click OK. You are returned to the Manage Guest View window.

- **To set links that appear on the guest view, locate the Group Links section of the page and click Edit.**

You see the Set Guest Links window, which provides a view of all active links already added to the group's homepage. By default the Section Inactive option is checked, removing the links from the guest view.

- **Click the checkboxes next to the links that you want to display on the guest view and then click Set Links.**

 *Note: If there are no active links, you will have to first post links to the group homepage.*

You see a dialog stating that links have been updated. Click OK. You are returned to the Manage Guest View window. At this point, you should see content similar to the following, with a picture and a number of set links:



UPDATING A GROUP DESCRIPTION

The group description should already be present in the guest view page. It consists of the text that you (or the person requesting the group) entered as the group description in the Group Request form. Since the time the group was created, its description may need to be updated. Use the following procedures to update the group description if necessary:

- **Locate the Group Description section of the Manage Guest View page and click the Edit button.**

You see the Edit Description window that displays two fields: Group Title, which allows you to change the text that appears next to the group name in the group index; and Group Description, which allows you to change the description of the group that appears on the guest view.

- **Click in the Group Description field and change text as appropriate.**

The Group Description field supports up to 10,000 characters. You can enter the description as plain text, or as HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

Note: When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`, `<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`.

These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **To apply the changes, click Submit.**

You see a message stating the description has been updated. Click OK. You are returned to the Manage Guest View window.

PROVIDING ADDITIONAL GROUP INFORMATION

In addition to a group description and featured content, you may want to provide additional information about your group to the guest view. You can provide additional information blocks using the following procedure:

- **Locate the Group Information Blocks section of the Manage Guest View page and click the Add button.**


You see the Create New Description window that displays two fields: Title, which allows you to enter a title for the information block; and Description, which allows you to enter the text.

- **Click in the Title field and enter the title for the information block appropriate.**

The Title field supports up to 60 characters.

- **Click in the Description field and enter the text for the information block.**

The Description field supports up to 25, 000 characters. You can enter the description as plain text, or as HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** *When using HTML formatting, the following tags are not typically supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, , <style>, <textarea>, <thead>, <title>, and <wbr>. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.*

- **To apply the changes, click Submit.**

You see a dialog stating that the block has been updated. Click OK. You are returned to the Manage Guest View window, where you can repeat these procedures to add more informational blocks. Once added, you will see two additional buttons: Edit and Delete. You can edit existing informational blocks by clicking Edit, altering information in the Edit Descriptions window, and clicking Save Changes. To delete an information block, check the box next to the block and click Delete.

MAINTAINING A GROUP GUEST VIEW

To encourage people to join your group, you should change the featured content on the guest view on a periodic basis. This includes changing the featured photo, setting new featured links, and updating the group description and information. The following sections explain how to complete these tasks.

UPDATING A PHOTO AND LINKS

To update the featured photo and links on the guest view page, use the following procedure:

- **If you have not already done so, log in to the system and click the Groups icon located in the toolbar.**

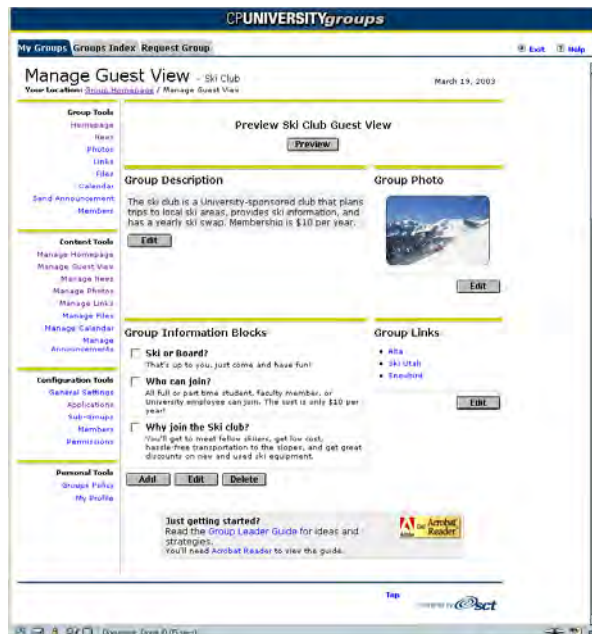
The Group Studio application opens with the My Groups tab displayed.

- **From the list of groups of which you are a member, click the name of the group whose homepage you want to access.**

You see the group homepage, which provides group information and a Content Tools menu.

- **From the Content Tools menu, locate and click the Manage Guest View option**

You see the Manage Guest View window similar to the following, which illustrates the content that guests will see and provides the ability to edit or add to sections of the page:



- **To reset a guest photo, locate the Group Photo Section of the page and click Edit.**

You see the Set Guest Photo window, which provides a view of all pictures contained in the group photo album.

- **Click the radio button next to a picture that you want to display on the guest view and then click Set Photo.**

You see a dialog stating that the featured photo has been updated. Click OK. You are returned to the Manage Guest View window.

- **To set links that appear on the guest view, locate the Group Links section of the page and click Edit.**

You see the Set Guest Links window, which provides a view of all active links already added to the group's homepage.

- **Click the checkboxes next to the links that you want to display on the guest view and then click Set Links.**

You see a dialog stating that links have been updated. Click OK. You are returned to the Manage Guest View window. At this point, you should see content with a picture and a number of links.

UPDATING GROUP INFORMATION

In addition to a photo and links, you may want to add more information about your group to the guest view, and edit or delete information that already exists. To modify information, use the following procedure:


- **To delete an information block, click the checkbox next to the block's title and click the Delete button.**

You are prompted by a dialog that asks you to confirm the deletion. Click OK. You see a dialog confirming that the block has been deleted. Click OK. You are returned to the Manage Guest View page.

- **To add a new information block, locate the Group Information Blocks section of the page and click the Add button.**

You see the Create New Description window that displays two fields: Title, which allows you to enter a title for the information block; and Description, which allows you to enter the text.

1. **Click in the Title field and enter the title for the information block as appropriate.** The Title field supports up to 60 characters.
2. **Click in the Description field and enter the text for the information block.** The Description field supports up to 25,000 characters. You can enter the description as plain text, or as HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`,


`<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`, `<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

3. **To apply the changes, click Submit.** You see a dialog stating that the block has been updated. Click OK. You are returned to the Manage Guest View window, where you can repeat these procedures to add more informational blocks.

- **To edit an existing informational block, click the checkbox next to the block that you want to edit and click the Edit button.**

You see the Edit Descriptions window that displays two fields: Title, which allows you to modify a title for the information block; and Description, which allows you to modify the text.

1. **Click in the Title field and update the title for the information block as appropriate.** The Title field supports up to 60 characters.
2. **Click in the Description field and update the text for the information block as necessary.** The Description field supports up to 25,000 characters. You can enter the description as plain text, or as HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`, `<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

3. **To preserve changes, click Update.** You see a dialog stating that the block has been updated. Click OK. You are returned to the Manage Guest View window, where you can repeat these procedures to update more informational blocks.

UPDATING THE GROUP DESCRIPTION

If you need to update the group description, use the following procedure:


- **Locate the Group Description section of the page and click the Edit button.**

You see the Edit Description window that displays two fields: Group Title, which allows you to change the text that appears next to the group name in the group

index; and Group Description, which allows you to change the description of the group that appears on the guest view.

- **Click in the Group Description field and change text as appropriate.**

The Group Description field supports up to 10,000 characters. You can enter the description as plain text, or as HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`, `<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **To apply the changes, click Submit.**

You see a dialog stating that the description has been updated. Click OK. You are returned to the Manage Guest View window.

CHAPTER 4

Managing group and course configuration

CHAPTER 4 CONTENTS

This chapter provides the procedures group and course leaders should follow to manage the configuration of their group and course. The chapter explains how to use each of the options provided by the Configuration Tools menu appearing on group or course leader homepage views.

- **Managing group and course configuration**4.2
- Managing general settings4.3
- Managing available applications4.7
- Managing sub-groups4.9
 - Creating sub-groups4.9
 - Deleting sub-groups4.11
 - Inactivating sub-groups4.13
 - Activating sub-groups4.14
- Managing members4.15
 - Adding members4.15
 - Deleting group and course members4.17
 - Inactivating group and course members4.19
 - Activating group and course members4.20
 - Editing member profiles4.22
- Managing permissions4.25

MANAGING GROUP AND COURSE CONFIGURATION

When group or course leaders access a homepage they are responsible for maintaining, or when a group or course member with delegated group or course leader permissions accesses the homepage, they see the Configuration Tools menu that provides options leaders use to manage the group or course page configuration. The Configuration Tools menu appears similar to the following:




This illustration shows all of the possible menu options. However, since courses do not have any user-configurable settings, the General Settings option does not appear on the Configuration Tools menu for a course.

This chapter explains how to use the Configuration Tools menu options to manage group and course page configuration.

MANAGING GENERAL SETTINGS

The General Settings option in the Configuration Tools menu gives group leaders, and members with delegated group leadership permissions, access to tools for managing the group's basic configuration settings. The following sections outline the configurable settings and provide instructions on how to manage those settings.

 **Note:** *Since courses do not have any user-configurable settings, the procedures in this section apply only to group leaders.*

When a system user requests the creation of an online group, the user provides the initial group general settings as part of the request. These settings include the following:

- Group name
- Group title
- Group description
- Group category
- Group type
- Admin blocked
- Browse control

To change any of a group's general settings, complete the following steps:

- **If you have not already done so, log in to the system.**
- **Click the Groups icon located in the toolbar.**

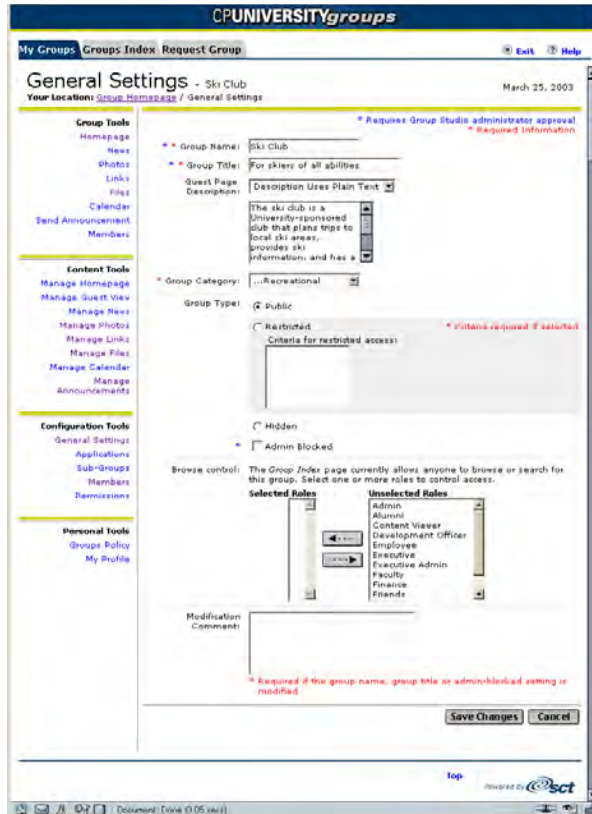
The Group Studio application opens with the My Groups tab displayed.

- **From the list of groups of which you are a member, click the name of the group whose homepage you want to access.**

You see the group homepage, which provides group information and the Configuration Tools menu.

- **From the Configuration Tools menu, locate and click General Settings.**

You see the General Settings page similar to the following:



- **To change the group or course name, change the name in the Group Name field.**

If you change the group or course name, the system will send your change request to the system administrator at your institution for review and approval. After the system administrator reviews your request, you will be notified by e-mail whether your request was approved or denied.

- **To change the title that appears next the group name in the Groups Index or the course name in the Courses Index, change the description in the Title field.**

If you change the group or course title, the system will send your change request to the system administrator at your institution for review and approval. After the system administrator reviews your request, you will be notified by e-mail whether your request was approved or denied.

- **To change the description of the group that appears on the group Guest View screen, complete the following steps:**

1. Specify whether the description will be formatted as plain text or as HTML formatted text in the Guest Page Description drop-down box.

Note: When using HTML formatting, the following tags are not typically supported: `<applet>`, `<area>`, `<base>`, `<basefont>`, `<bgsound>`, `<body>`, `<button>`, `<caption>`, `<div>`, `<embed>`, `<fieldset>`, `<form>`, `<frame>`, `<frameset>`, `<head>`, `<html>`, `<iframe>`, `<input>`, `<label>`, `<layer>`, `<legend>`, `<link>`, `<map>`, `<meta>`, `<nobr>`, `<noframes>`, `<noscript>`, `<object>`, `<optgroup>`, `<option>`, `<pre>`,

`<script>`, `<select>`, ``, `<style>`, `<textarea>`, `<thead>`, `<title>`, and `<wbr>`. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

2. Change the detailed description of the group that appears in the text entry field below the drop-down box.

- **To change the category under which the group is displayed in the Group Index, select a different category from the Group Category drop-down box.**
- **To change the group type, select a different radio button from the Group Type radio buttons.**

Groups can be any of the following types.

- **Public groups.** Public groups that are open for anyone to join.
- **Restricted groups.** Membership in restricted groups is subject to certain criteria. For example, to access a group home page for an academic or social fraternity, an individual must first be accepted as a member of that organization.
- **Hidden groups.** Hidden groups are not displayed in the group category index and do not have a guest view page. Hidden groups are typically used to publish and discuss sensitive information that should not be available even as a restricted group.

- **If you are changing the group type to Restricted, enter the group's access criteria in the text entry field below the radio buttons.**
- **If you want to prevent the system administrator at your institution from viewing the content of your group pages, click the Admin Blocked checkbox.**

All requests to block administrative access to a group's content must be reviewed and approved by your institution's system administrator. You should only select the Admin Blocked setting if your group will be discussing sensitive information the system administrator should not have access to.

- **To change the user roles that will be allowed to see your group on the Group Index, specify the different user roles in the Browse Control fields.**

By default, all system users can see your group listed in the Group Index. Complete the following steps to limit the users who can see your group and access its Guest View page:

1. From the Unselected Roles list box, select the user roles you want to be able to see your group listing. To select multiple roles, hold down the Ctrl key.
2. Click the left arrow button to move the selected user roles to the Selected Roles list box.

- **If you have changed the Group Name, Title, or Admin Blocked setting, enter an explanation for the change in the Modification Comment field.**

This comment will be forwarded to the Groups Administrator who will review your change request before deciding to approve it.

- **Click Save Changes.**

You see a message stating your group's general settings have been changed, or a message stating your request has been sent to the Groups Administrator for review, depending on the types of changes you requested.


If your change request was forwarded to the Groups Administrator, you will be notified by e-mail when the review has been completed.

MANAGING AVAILABLE APPLICATIONS

By default, the system provides the following applications that can be made available to group and course members:

- News publishing
- Photo publishing
- Link publishing
- File sharing
- Message boards
- Calendar
- Announcements
- E-mail
- Chat

The Groups Administrator can choose to make all or only part of these applications available to all groups and courses at your institution. Group and course leaders can choose to further limit which applications can be accessed by their members. The Applications option in the Configuration Tools menu gives group and course leaders, and members with delegated group and course leadership permissions, the ability to specify which applications provided by the Groups Administrator are available to members.

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing course applications are essentially identical. If any differences do exist, they are noted in the procedure.*

To specify which system applications your member can access, complete the following steps:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Configuration Tools menu, locate and click Applications.**

You see an Application Availability screen similar to the following:



The screen lists all the applications you can enable and make available to the members of your group or course and whether administration of them can be delegated to other members.

- **To enable an application, click the checkbox next to the application name.**
- **To disable an application and make it unavailable to the members of your group or course, remove the check next to the application name.**


*⚠ **Caution:** When you disable an application, group and course members will no longer be able to access the application or any of the data stored in the application.*

- **Click Update to save your changes.**

You see a message confirming the changes were made to the available group or course applications.

MANAGING SUB-GROUPS

The system allows group leaders to create sub-groups associated with a parent group. Sub-groups are intended to meet the needs of smaller populations that exist within your group membership. For example, the leader of a ski club group can create a sub-group for members who are also employed as Ski Patrol members. Members of this sub-group could use the sub-group to discuss job-related issues that might not interest the general group members.

 **Note:** *Since sub-groups cannot be created for courses, the procedures in this section apply only to group leaders.*

Sub-groups have their own homepages and guest pages that are similar to the parent group homepages and guest pages. Sub-group homepages display the parent group's links, photos, and news articles, but also allow leaders to add their own links, photos, and news articles. Sub-group homepages also provide a link to the parent group's homepage.

A sub-group inherits the parent group's application set, group type (either public, restricted, or hidden), and group category. If the Calendar, Chat, and Message Board applications are enabled for the parent group, the sub-group will have its own calendar, chat room, and message boards. A sub-group's E-mail application will only allow members to send messages to other sub-group members. Sub-group members, however, can always access the parent group's calendar, chat room, message boards, and E-mail functions, if those applications are provided to the parent group.

When a group leader creates a sub-group, that group leader automatically becomes the leader of the sub-group and is responsible for managing the sub-group page content. Sub-group management permissions can be delegated to sub-group members the same way group management permissions can be delegated. See "Click the name of the member whose profile you want to edit." on page 4.23.

The following sections explain how to use the Manage Sub-Groups screen to create and delete sub-groups, and to activate and inactivate sub-groups.

CREATING SUB-GROUPS

To create a new sub-group, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Click the Groups icon located in the toolbar.**

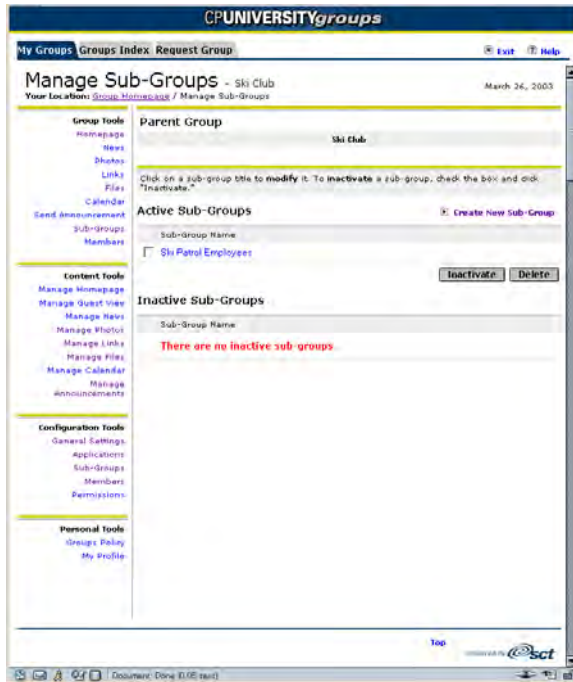
The Group Studio application opens with the My Groups tab displayed.

- **From the list of groups of which you are a member, click the name of the group whose homepage you want to access.**

You see the group homepage, which provides group information and a Configuration Tools menu.

- From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:




- Click the Create New Sub-Group link.

You see a Create New Sub-Group screen similar to the following:



- In the Group Name field, enter the name of the sub-group.
- In the Group Title field, enter a title for the group.
- From the Guest Page Description drop-down box, select whether the sub-group's guest page description will be formatted as plain text or as HTML formatted text.

 **Note:** When using HTML formatting, the following tags are not typically supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, , <style>, <textarea>, <thead>, <title>, and <wbr>. These may vary at your institution. Additionally, you may not employ JavaScript. The non supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- In the text entry field below the drop-down box, enter a detailed description of the sub-group.
- Click Create Group to create the new sub-group.

You see a message confirming the sub-group has been created.

- Click OK to return to the Manage Sub-Groups screen.

DELETING SUB-GROUPS

To delete a sub-group, use the following procedure:

- If you have not already done so, log in to the system.
- Click the Groups icon located in the toolbar.

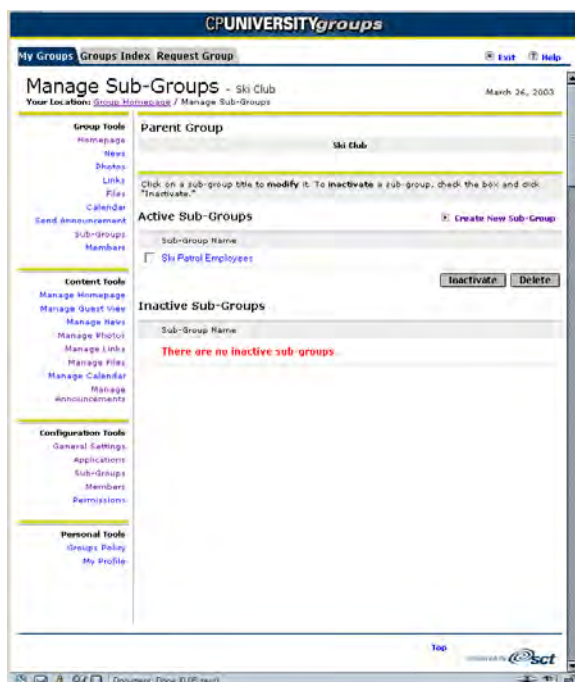
The Group Studio application opens with the My Groups tab displayed.

- From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and the Configuration Tools menu.

- From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



The Manage Sub-groups screen contains three sections:

- **Parent Group.** Identifies the parent group for all the active and inactive sub-groups listed on the screen.
- **Active Sub-Groups.** A list of all active sub-groups. You may inactivate or delete an active subgroup by using the buttons that appear on the page.
- **Inactive Sub-Groups.** A list of all sub-groups that have been deactivated but not yet deleted. You may reactivate or delete inactive sub-groups by using the buttons that appear on the page.

- **Locate the sub-group you want to delete and click the check box next to the sub-group name.**

You can select sub-groups for deletion in either the Active or Inactive sections of the screen. It is not necessary to inactivate the sub-group before deleting it.

- **Click Delete.**

You see a message asking you to confirm you want to delete the selected sub-group.

- **Click OK.**

You see a message confirming the selected sub-group has been deleted.

Caution: When you delete a sub-group, all of the content stored in the sub-group pages is deleted from the system. To prevent members from accessing a sub-group while still preserving the content for later use, following the instructions provided in the section *Inactivating Sub-Groups* on page 4.13.

INACTIVATING SUB-GROUPS

The system lets you temporarily inactivate a sub-group without permanently deleting it from the system. To inactivate a sub-group, complete the following steps:

- If you have not already done so, log in to the system.
- Click the Groups icon located in the toolbar.

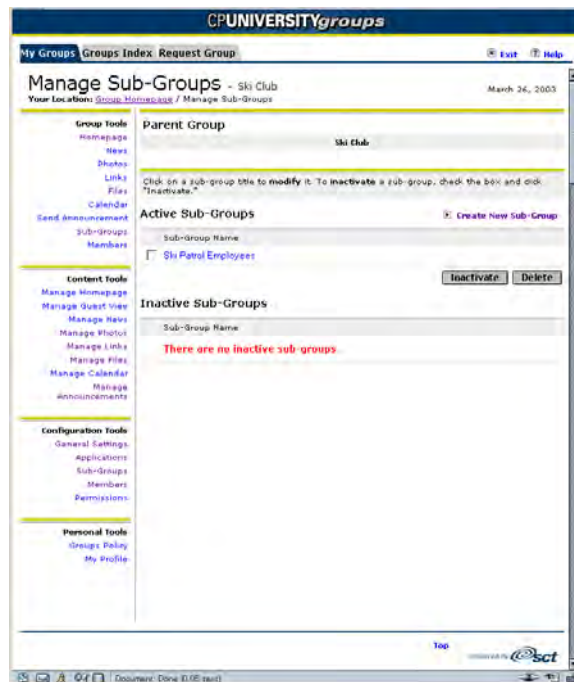
The Group Studio application opens with the My Groups tab displayed.

- From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and the Configuration Tools menu.

- From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



- In the Active Sub-Groups section of the screen, locate the sub-group you want to inactivate and click the check box next to the sub-group name.
- Click Inactivate.

You see a message confirming the selected sub-group has been inactivated.

ACTIVATING SUB-GROUPS

To activate a previously inactivated sub-group, complete the following steps:

- If you have not already done so, log in to the system.
- Click the Groups icon located in the toolbar.

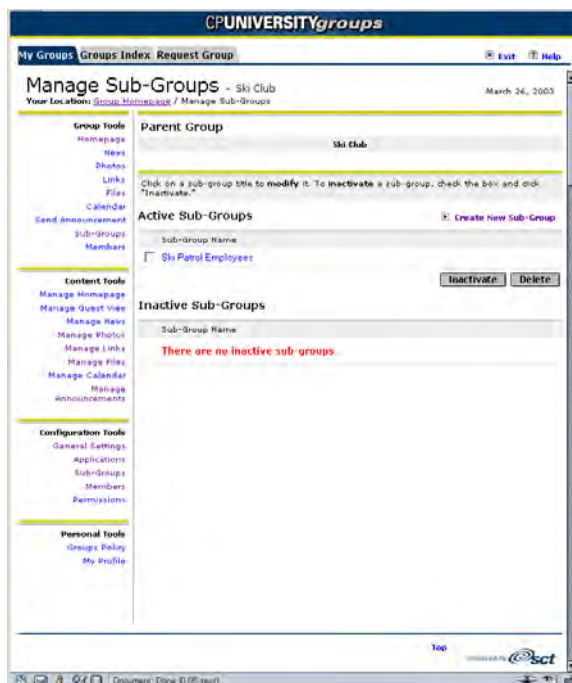
The Group Studio application opens with the My Groups tab displayed.

- From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage which provides group information and the Configuration Tools menu.

- From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



- In the Inactive Sub-Groups section of the screen, locate the sub-group you want to activate and click the check box next to the sub-group name.
- Click Activate.

You see a message confirming the selected sub-group has been activated.

MANAGING MEMBERS

The Members option in the Configuration Tools menu gives group leaders, course leaders, and members with delegated group leadership permissions access to tools for managing the group or course membership. Group and course leaders can add group members, delete members, inactivate members, and activate previously inactivated members. Additionally, group and course leaders can edit users' membership profiles. The following sections explain how to complete each of these tasks.

ADDING MEMBERS

To add a member to a group or course, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

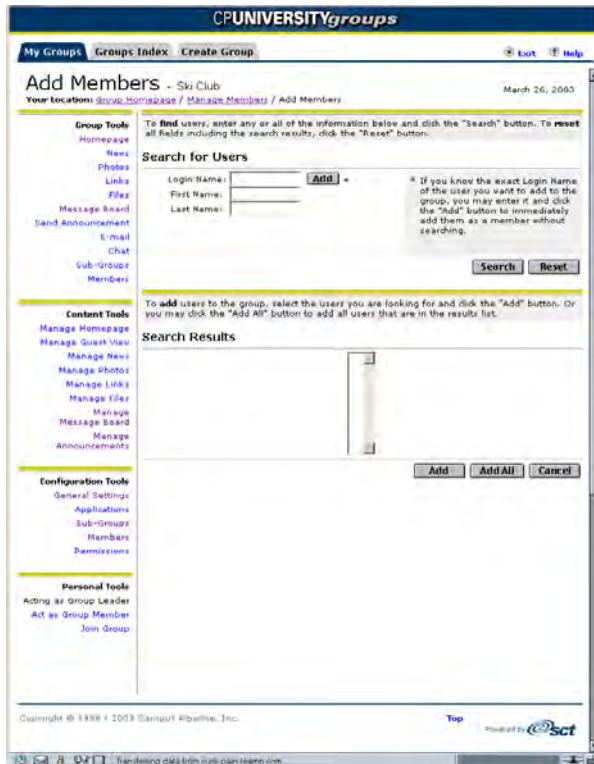
1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- **From the Configuration Tools menu, locate and click Members.**

You see a Manage Members screen similar to the following:



- Click the Add New Members link.

You see an Add Members screen similar to the following:



- **To search for the login name of the user you want to add to the group, enter the user's first and last names in the appropriate fields in the Search for Users section of the screen.**

If you know the login name of the user you want to add to the group, you can immediately add the user to your group by entering the user's login name in the Login Name field and clicking the Add button located next to the Login Name field.


- **Click Search.**

You see the results of your login name search displayed in the Search Results section of the screen.

- **From the names displayed in the Search Results list, click the name of the user you want to add to your group.**

If you want to add all of the users listed in the Search Results list, click Add All to select all the names in the list and then click Add.

- **If you are adding a member to a course, select either the Guest Member or Teaching Assistant radio button to specify the type of member you are adding.**


 *Note: If you add the new course member as a Teaching Assistant, the new member will receive delegated management permissions for all of the course homepage applications and features, with the exception of the Course Leader permission.*

- **Click Add.**

You see a message stating the user or users have been added.

DELETING GROUP AND COURSE MEMBERS

To delete a member from a group or course, use the following procedure:

 *Note: Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for deleting course members are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- From the Configuration Tools menu, locate and click Members.

You see a Manage Members screen similar to the following:



- Locate the name of the member you want to delete and then click the checkbox next to the member's name.
- Click Delete.

You see a prompt asking you to supply an explanation why the member is being deleted from the group or course. This explanation will be e-mailed to the member being deleted.

- Enter an explanation in the dialog box and click OK.


You see a message confirming the user has been deleted from the group or course.

In some instances, it may be preferable to inactivate a group member rather than deleting the member from the group. For example, if a group leader determines a particular member of a public group must be deleted from the group, there is nothing in the system that would prevent that user from simply re-joining the group. If the group leader inactivates the membership instead, the user is prevented from accessing the group's pages and cannot re-join the group.

Note: Since users cannot request to join courses, this scenario applies only to deleting group members.

INACTIVATING GROUP AND COURSE MEMBERS

To inactivate a member from a group or course, use the following procedure:

 **Note:** *Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for inactivating course members are essentially identical. If any differences do exist, they are noted in the procedure.*

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- **From the Configuration Tools menu, locate and click Members.**

You see a Manage Members screen similar to the following:



- **Locate the name of the member you want to inactivate and then click the checkbox next to the member's name.**
- **Click Inactivate.**

You see a prompt asking you to supply an explanation why the member is being inactivated. This explanation will be e-mailed to the member.

- **Enter an explanation in the dialog box and click OK.**

You see a message confirming the user has been inactivated.

ACTIVATING GROUP AND COURSE MEMBERS

To activate a previously inactivated member of a group or course, use the following procedure:

Note: Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for activating course members are essentially identical. If any differences do exist, they are noted in the procedure.

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.

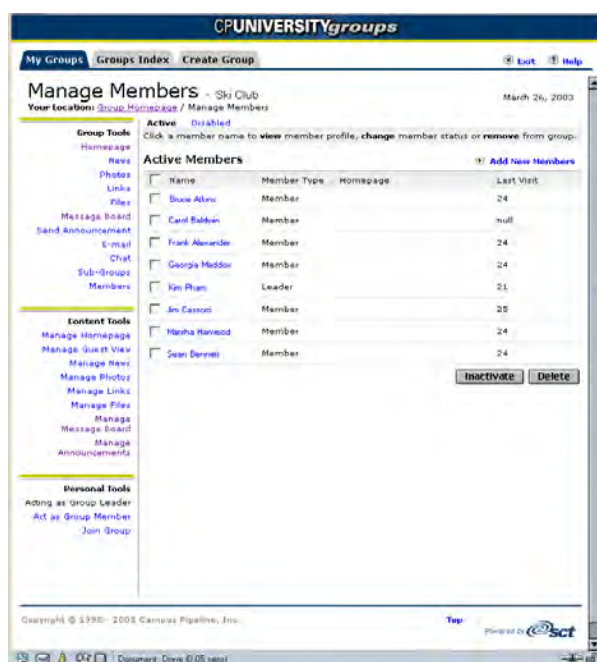
- From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
- From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Configuration Tools menu, locate and click Members.**

You see a Manage Members screen similar to the following:



- **Click the Disabled link at the top of the screen.**

You see a new view of the Manage Members screen that lists the group or course members who have previously been inactivated.

- **Locate the name of the member you want to activate and then click the checkbox next to the member's name.**
- **Click Activate.**

You see a prompt asking you to supply an explanation why the member is being activated. This explanation will be e-mailed to the member.

- **Enter an explanation in the dialog box and click OK.**


You see a message confirming the user has been activated.

EDITING MEMBER PROFILES

Editing a member's group or course profile is an alternate method for managing individual members. A member profile lists information about the member, including the member's name, the date the member joined the group or was added to the course, and the date of the member's last visit to the homepage.

Typically, group and course leaders activate, inactivate, and delete group members using the procedures listed in the previous sections. Leaders typically use the functions provided by the Permissions option in the Configuration Tools menu to delegate permissions. However, group and course leaders can also perform these tasks by directly editing member profiles.

To edit a member's profile, complete the following steps:

 **Note:** Although the screens shown in this section of the manual illustrate group homepages, the procedures you use to edit course member profiles are essentially identical. If any differences do exist, they are noted in the procedure.

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- **From the Configuration Tools menu, locate and click Members.**

You see a Manage Members screen similar to the following:



- Click the name of the member whose profile you want to edit.

You see an Edit Member Profile screen similar to the following:



- To change a member's status, select the appropriate status (either active or inactive) from the Status drop-down box.

- **To delegate management permissions to the member, click the check box next to the permission you want to give to the member.**
- **To remove a delegated permission, clear the check box next to the permission you want to take away from the member.**
- **Enter an explanation for why you are editing to the profile in the Explanation for Action field.**

This explanation will be e-mailed to the member.

- **To update the member's profile, click Update Profile.**
- **To delete the profile, thereby deleting the member from the group or course, click Delete.**

MANAGING PERMISSIONS

To ensure the content on the group and course homepage and the group guest view is always fresh, you need to spend time each week reviewing and posting new information. In addition to your school work and other activities, maintenance of the group's pages and applications can become time consuming and difficult. For this reason, you can choose to delegate content maintenance to other members.

The system lets you to delegate any of the following permissions:

- **Group Leader.** Allows you to give the selected member full group or course leader permissions. Note, this is the only way that you can delegate rights to adjust general settings, set application availability, create sub-groups, or update member profiles to others.
- **Homepage.** Allows you to give the selected member the right to edit all aspects of the homepage, including the ability to set featured links, articles, and photos, and to edit, post, and delete links, news articles, and photos.
- **Guest Page.** Allows you to give the selected member the right to manage content for the group's guest page, including updating the group description, adding group information to the page, and adding/editing links and photos. Since courses do not have guest view pages, this permission applies only to groups.
- **News Publishing.** Allows you to give the selected member the right to manage news articles, including editing existing and submitted articles and posting and deleting articles.
- **Photo Publishing.** Allows you to give the selected member the right to manage the photo album, including editing existing and submitted photo information, and posting and deleting photos.
- **Link Publishing.** Allows you to give the selected member the right to manage the homepage links, including editing link information, posting links, and deleting links.
- **File Sharing.** Allows you to give the selected member the right to manage the shared files posted to the system, including editing existing and submitted files, and posting and deleting files.
- **Message Board.** Allows you to give the selected member the right to manage the message board, including the ability to add a message board description and delete topics, messages, and replies.
- **Calendar.** Allows you to give the selected member the right to manage the group or course calendar.
- **Announcements.** Allows you to give the selected member the right to manage the homepage announcements, including posting, re-sending, and deleting announcements

To delegate any of these permissions to other group or course members, use the following procedure:

- **If you have not already done so, log in to the system.**
- **Access the group or course homepage.**

To access a group homepage, complete the following steps:

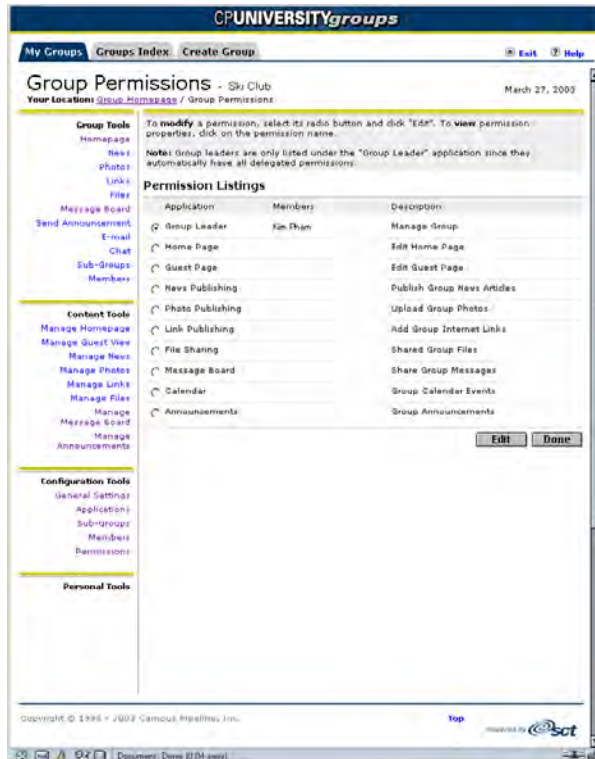
1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

- **From the Configuration Tools menu, locate and click Permissions.**

You see a Group Permissions screen similar to the following:



- From the list of available permissions, click the radio button next to the permission to want to delegate and then click Edit.

You see an Edit Delegated Permissions screen similar to the screen shown below:



- To assign permissions to a member, locate the name of the member in the Current Member list box, click the name of the member, and then click Add.

You see the member's name listed in the Current Delegated Admins list box.

Note: When you click the Add button, the system immediately assigns the new permission to the member. You don't need to exit the screen to cause the change to take effect.

- To remove permissions from a member, locate the name of the member in the Current Delegated Admins list box, click the name of the member, and then click Remove.

You see the member's name listed in the Current Member list box.

Note: When you click the Remove button, the system immediately removes the permission from the member. You don't need to exit the screen the cause the change to take effect.

- Click Done when you are finished editing permissions.

GLOSSARY

This glossary defines the terms you should be familiar with as you work with the Group Studio and Course Studio software.

ADMIN BLOCKED

The Admin Blocked setting is typically used for groups that discuss sensitive information to which the system administrator should not have access. When a user requests a group be created, the user can request the group be given admin blocked status. All requests to block administrative access to a group's content are reviewed and approved by the system administrator.

ADMINISTRATOR

Typically a member of your school's Information Services staff who is responsible for responding to group creation requests, assigning and reassigning permissions to the group or course, and creating and maintaining the categories under which all groups are indexed.

ANNOUNCEMENT

The Group and Course Studio applications let you create and send announcements to all members of the group or course. Announcements are typically notices of upcoming group or course events or functions that group and course leaders want member to be aware of. Announcements appear on the group or course homepage and also appear in the member's personal announcements channel.

APPLICATIONS

Members of groups and courses have access to a variety of system functions, or applications, they can use to communicate with other members and to access group or course information. These applications include the group or course message boards, calendar, and chat rooms.

ARTICLE

The Group and Course Studio applications let you create and submit news articles that can be posted to the group homepage for all members to read. Articles can be written using the data entry field provided by the application, or by pasting text created in another application into the appropriate data entry field. News articles also support basic HTML formatting (colors, typeface elements, etc.).

BCC

Bcc stands for blind carbon copy. It is used to copy e-mail messages to individuals without advertising their names to other recipients. The Group Studio and Course Studio applications use this method of mail delivery for messages sent through the E-mail functionality.

BROWSE CONTROL

A group's browse control setting determines which system users roles are allowed to see the group listed in the Group Index. By default, all system users can see a group and access the guest page. Group leaders can change a group's browse control settings using the General Setting option on the Configuration Tools menu.

CALENDAR

The Group Studio and Course Studio applications provide an online calendar for members, which is managed by the group or course leader or other designated members. The calendar allows the group or course to post important dates and events that only members can view.

CHAT

The Group Studio and Course Studio applications provide an online chat room for their members. The chat room is only open to members of the group or course and provides an area where members can meet and interact.

FILE SHARING

The Group and Course Studio applications let members post files in a common area on the group or course pages where they can be accessed by other group or course members. Members can post any type of file to the file sharing area. The system administrator at your institution determines the maximum amount of space provided for storing shared files.

GIF

The term GIF stands for Graphic Interchange Format. It is a standard image type supported by Internet browsers like Internet Explorer or Netscape Navigator. A GIF is typically used for simple images, or images that contain animation. When you submit or post images to the homepage, they must be in a GIF (.gif) or JPEG (.jpg or .jpeg) format.

COURSE LEADER

The course leader is typically the course instructor but can also be an individual who has been given rights to manage the entire course. A course leader must create and/or maintain the course's homepage, as well as maintain its message board, calendar, and membership roster. To help in these tasks, the course leader may assign permissions for course page or application maintenance to other course members. The course leader or system administrator can also assign others in the course full course leader permissions. If a non-matriculating member needs to be added to the course to assume course leader responsibilities, such as a teaching assistant, the system administrator must add the new member to the course.

GROUP LEADER

The group leader is the person who initially requested creation of an online group or the person who has since been given rights to manage the entire group. As group leader, an individual must create and/or maintain the group's homepage and guest view, as well as maintaining its message board, calendar, and membership roster. To help in these tasks, the group leader may assign permissions for group page or application maintenance to other group members. The group leader or system administrator can also assign others in the group full group leader permissions.

GROUPS POLICY

A policy or set of policies put forth by your school outlining criteria and/or restrictions on requesting groups and maintaining homepages for them. This policy is accessible by clicking a link on the Group Index page that categorizes and lists all groups at your school.

GUEST VIEW

Each group will have two homepages: one for members that provides access to tools like chat, message board, and calendar; and one for non-members that provides information about the group and an option to join. The non-member page is called the guest view.

HIDDEN GROUP

A hidden group is one that is not listed in the groups index and does not have a guest view page. Hidden groups are typically used to publish and discuss sensitive information

that should not be available even as a restricted group. Since hidden groups do not have a guest view, the system administrator must manually add new members to hidden groups.

HOME PAGE

A homepage is an Internet or intranet starting point. For the Group Studio and Course Studio software, each group and course will have a homepage where it can post information for its members and members can access resources like message boards and a chat room. Each group will also have a page that non-members can access (called a guest view) that doesn't provide resources, but does provide information about the group.

JPEG

The term JPEG stands for Joint Photographic Experts Group. It is a standard image type supported by Internet browsers like Internet Explorer or Netscape Navigator. A JPEG is typically used for photographic images due to its compression ratios. When you submit or post images to the group or course homepage, they must be in a JPEG (.jpg or .jpeg) or GIF (.gif) format.

JOIN

To view a group's member page and have access to the resources that it provides, you must join the group. For public groups, joining is as simple as accessing the group's guest view, clicking the Join button, and agreeing to the policies and membership criteria set forth by the group. For restricted groups, you will typically need to formally join an organization prior to requesting to join the online group, or you will need to meet more stringent criteria as laid out in the group's membership criteria. Hidden groups require administrator to manually add members.

LINK

A link provides one click access to another Web page or application from within the current Web page that you are viewing. Links are usually formatted as text that is recognizable through a different color or by being underlined. However, pictures, icons, or other images can also provide links. You'll know a link if your cursor turns from an arrow into a hand.

MEMBER

The Group Studio and Course Studio applications provide a dedicated homepage and resources (chat, message boards, etc.) for each group that has been requested and created on your campus and each course imported into the system. To access the group homepage, you must join the group, at which time you become a member. If you are enrolled in a course, you are automatically made a member.

MEMBERSHIP POLICY

A policy or set of policies put forth by your school outlining criteria and restrictions for becoming a member of any group and using the online tools that are provided through the group's homepage. This policy is accessible by clicking a link on the Group Index page that categorizes and lists all groups maintained by your school.

MESSAGE

A message refers to either an e-mail or to the primary answers or questions posted to a message board topic.

MESSAGE BOARD

A message board provides an online forum for posing questions and receiving answers about topics of interest for a group of subscribers. A typical message board will be dedicated to one interest or activity and will contain any number of subtopics related to that interest. For example, a message board dedicated to skiing might contain subtopics like "What are the best resorts in the Western US," or "Are shaped skis easier to turn," etc. Subscribers can browse through the subtopics to read the replies that other subscribers have posted. For the Group Studio and Course Studio applications, each group and course will have a dedicated message board that only its members can access.

MY GROUPS

When you join a group, it will automatically be added to a list that displays under the My Groups tab provided through the Groups application. When you open the application and click this tab, you can instantly access the homepage for any of the groups for which you are a member by locating and clicking the name of the group.

PERMISSIONS

A permission is an access privilege associated with a feature of the Group and Course Studio applications. A group or course leader has permissions to manage all of the functions of the group or course pages. The group or course leader can delegate permission to manage some or all of the features of the group or course pages to members of the group or course.

POST

Posting something is the act of making it visible for others to see. The Group Studio and Course Studio applications allow group and course leaders to post news articles, photos, links, and other types of information to the homepage and guest view. All group and course members can post message board topics and replies. The act of posting something is also referred to as activating.

PUBLIC GROUP

A public group is one that is open for anyone to join. For example, the Group Studio and Course Studio applications may provide a homepage for your school's gymnastics team that is restricted to team members and coaches, yet still provide a public group dedicated to gymnastics. To join a public group and access its homepage, you must first access the group's guest view, click the Join button, and agree to any additional membership criteria (policies, fees, etc.). When you access the Group Studio application and view the groups that are maintained by your school, icons indicate whether the group is public or restricted.

REPLY

A reply is an answer to a message, either sent via email or posted to a message board.

RESTRICTED GROUP

A restricted group is one that carries with it additional membership criteria. For example, the Group Studio application may provide a homepage for your school's gymnastics team. However, to join the online group and access the homepage, you must first make the gymnastics roster or be a coach or team manager. When you access the Group Studio application and view the groups that are maintained by your school, icons indicate whether the group is restricted or public.

SUB-GROUP

Sub-groups are intended to meet the needs of smaller populations that exist within a larger group membership. Sub-group members use sub-groups to discuss issues that might not interest the general group members. Sub-groups have their own homepages and guest pages, and potentially can have their own calendar, chat room and message boards.

SUBMIT

Submitting something is the act of requesting that it be made visible for others to see. The Group Studio and Course Studio applications allow group and course leaders to post news articles, photos, links, and other types of information to the homepage and guest view. These items will typically be submitted by other members who wish to see them posted.

TOPIC

The subject of a discussion or the subdivision of a theme. In the Group Studio and Course Studio applications, a topic provides a subject of discussion on the group's message board.



URL

URL stands for Uniform Resource Locator. A URL is the name that is associated with and provides access to a specific HTML page stored on a server. For example, to access the Yahoo search page you type the following URL into your browser's address line: *http://www.yahoo.com*. If you submit links for your group's homepage, you will need to provide the URL.

