



Group Studio Administration

Editing and Maintaining Group Content



University of Dayton

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Introduction

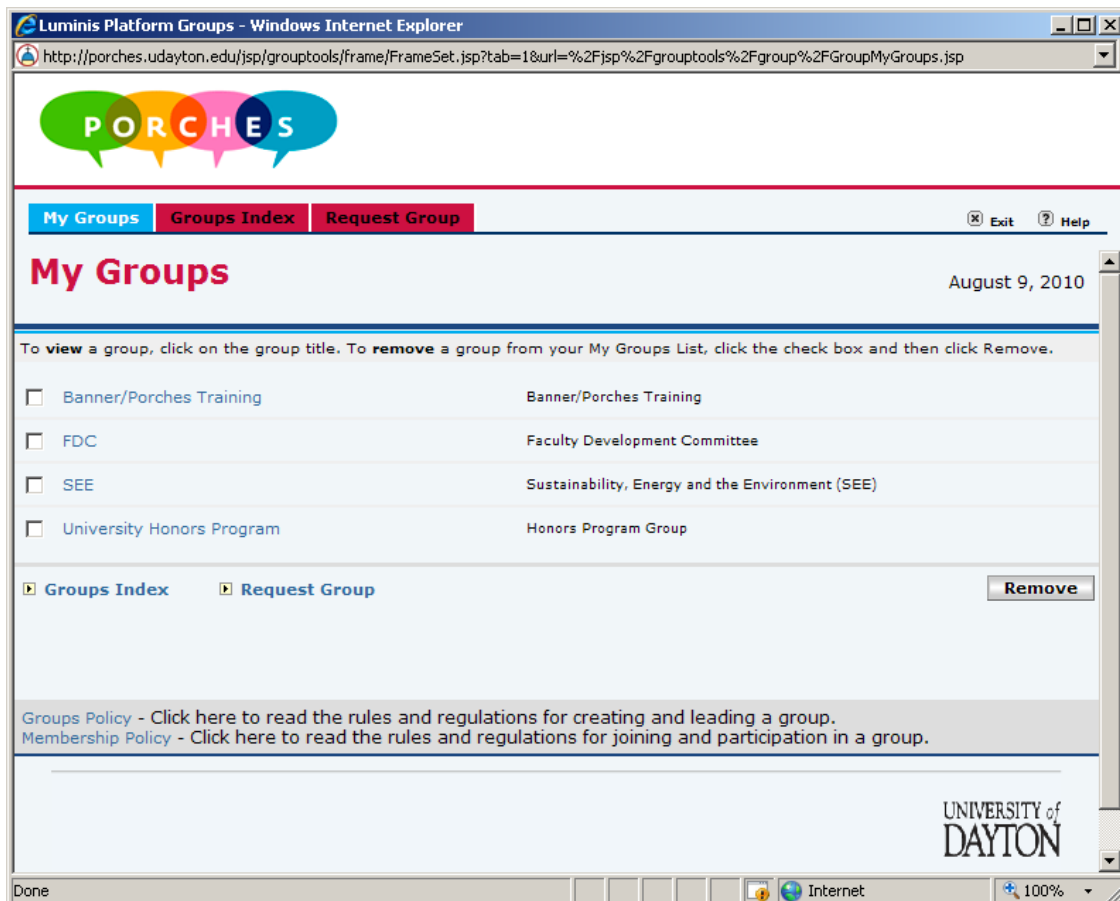
Group Studio provides homepages for clubs or other University approved affiliations and enables members to participate in a collaborative environment. Clubs, committees, office personnel and work teams might use a group to share documents and text-based messages (ideas), chat and more.

Accessing a Group

1. Click on the **Groups** button.



A list of group titles (groups you have joined or have been given administrator access to) will appear within the **My Groups** tab.



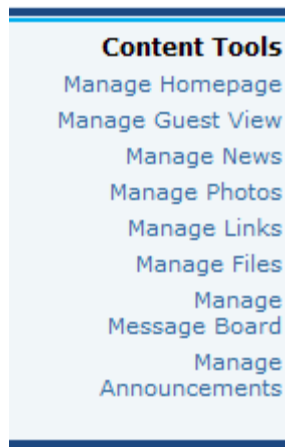
2. Click on the appropriate group name.

How Do I Know if I'm a Group Administrator?

Group Administrators have access to the following tools: **Content Tools** and **Configuration Tools**. If you do not see these tools, then you are not a Group Administrator for that particular group.

The screenshot shows a web browser window titled "Luminis Platform Groups - Windows Internet Explorer". The address bar shows a URL from porches.udayton.edu. The page header features the PORCHES logo and navigation tabs for "My Groups", "Groups Index", and "Request Group". The main heading is "Group Homepage - Banner/Porches Training" with a date of August 10, 2010. A sidebar on the left lists several tool categories: "Group Tools" (with sub-items like Homepage, Announcements, News, Photos, Links, Files, Message Board, Sub-Groups, Members), "Content Tools" (with sub-items like Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Announcements), "Configuration Tools" (with sub-items like General Settings, Applications, Sub-Groups, Members, Permissions), and "Personal Tools" (with sub-items like Groups Policy, My Profile). The main content area includes sections for "Announcements" (showing "No Announcements"), "Group News" (with a link to "How to Access the Training Documents"), and "Message Board Topics". A "Featured Photo" section on the right shows an image of a notebook and a link to "Click on the Files link for training materials." A red callout box with arrows pointing to the "Content Tools" and "Configuration Tools" sections in the sidebar contains the text: "Content Tools and Configuration Tools are only available to Group Studio administrators."

Content Tools Defined



Manage Homepage

Allows you to edit the content that members see on the homepage, including Featured Photo, Featured Links, and Top Five Links.

Manage Guest View

Allows you to 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.

Manage News

Allows you to edit articles that have been submitted for posting and to post articles 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.

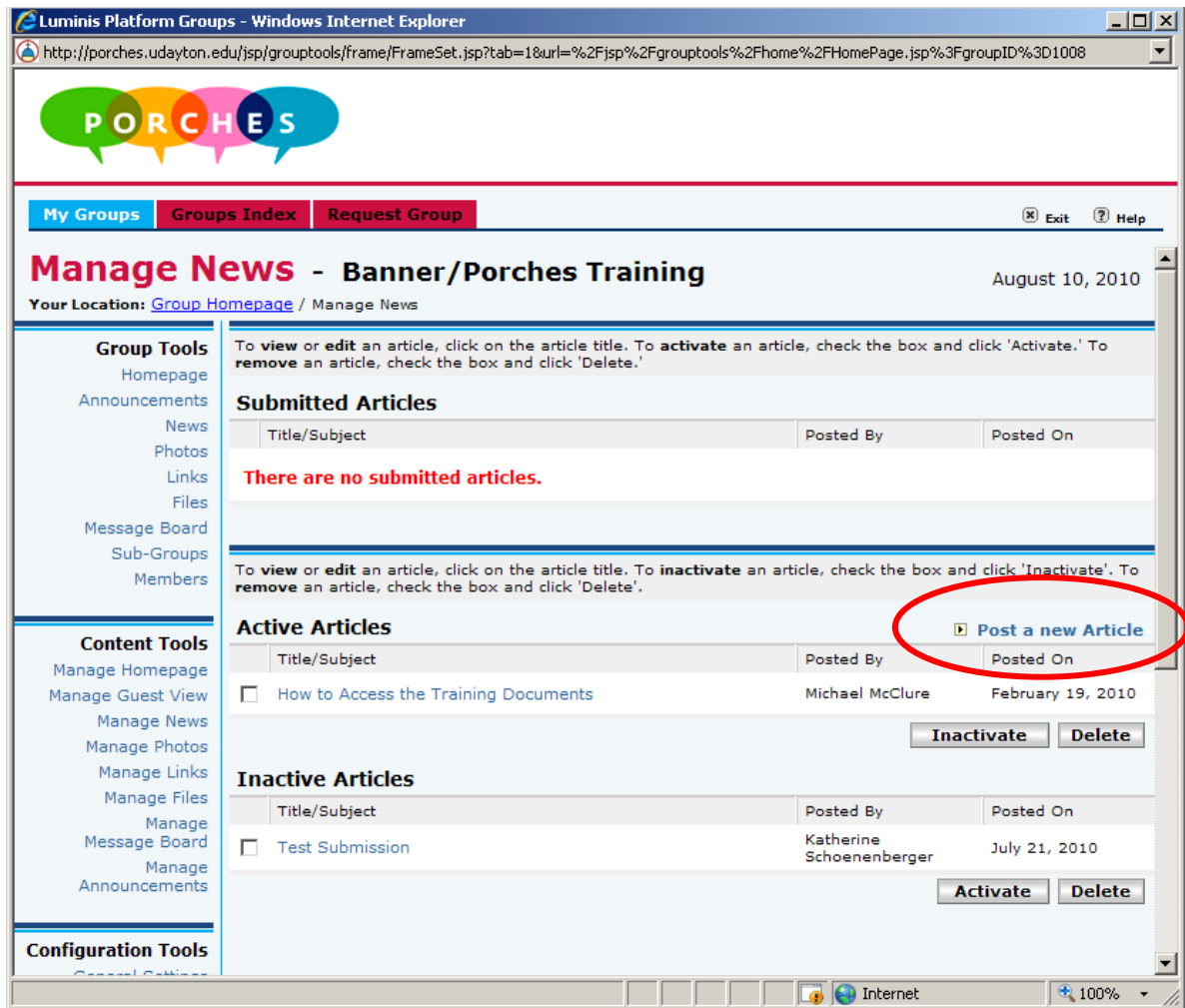
Manage Announcements

Allows to you to post new announcements to the homepage and delete existing announcements from the homepage.

Manage News

News articles are “articles of interest” for group members. For example, an article might advertise an upcoming campus event, provide step-by-step instructions or showcase a new piece of technology.

1. Click on the **Manage News** link.
2. Click on the **Post a new Article** link.



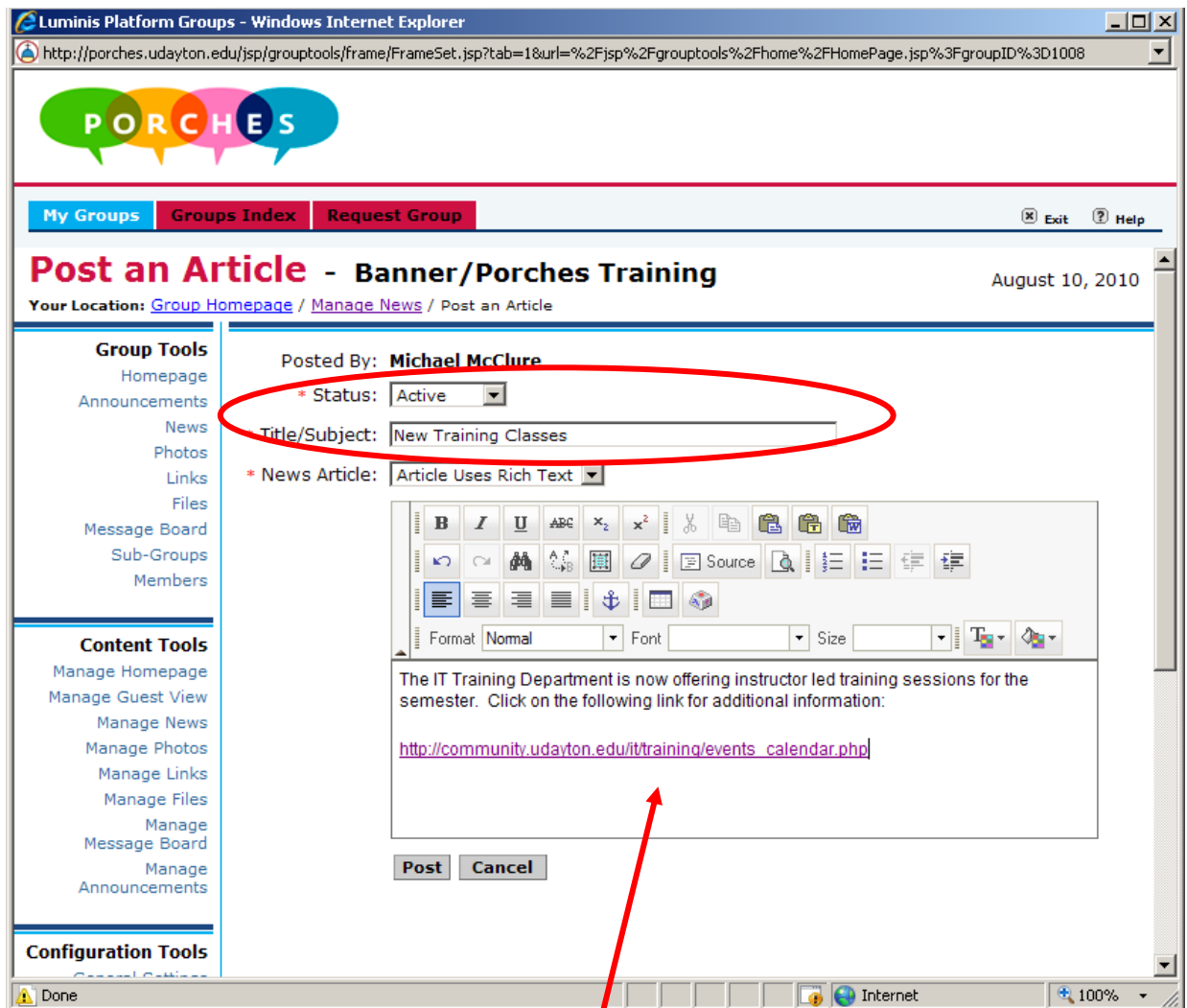
3. Choose a status from the **Status** drop down menu.

Active: The article is posted to Group News.

Inactive: The article is saved but is not posted to Group News.

Submitted: The article is submitted to the Group Administrator for approval.

4. Type an article title in the **Title/Subject** field.



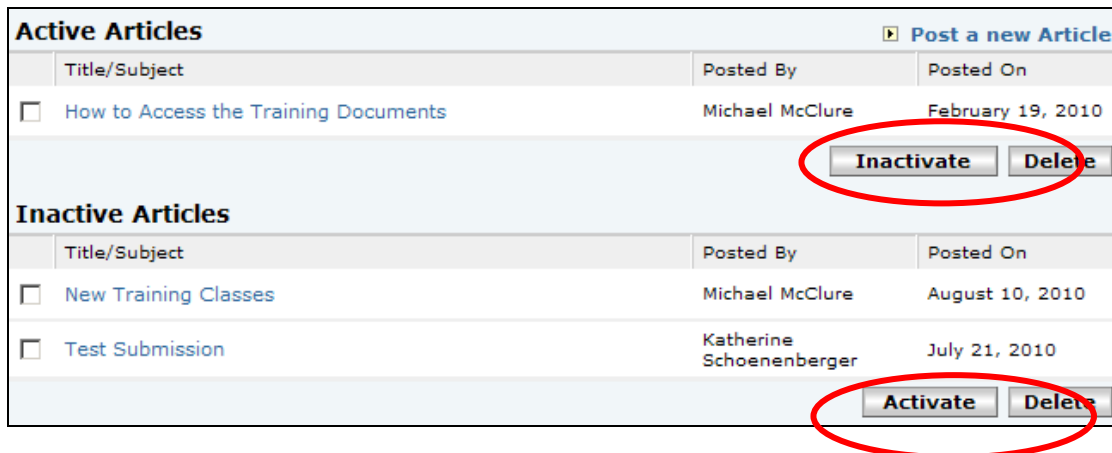
5. Type the contents for the news article.

NOTE: You can copy and paste Web site URLs into the body of news articles.

6. Click on the **Post** button and click on the **Ok** button.

Changing the Status of an Article

1. Click on the **Manage News** link then click on the checkbox next to the news article's Title/Subject name.
2. If the article is in the **Active Articles** list, click on the **Inactivate** button.



Active Articles Post a new Article

	Title/Subject	Posted By	Posted On
<input type="checkbox"/>	How to Access the Training Documents	Michael McClure	February 19, 2010
<input type="button" value="Inactivate"/> <input type="button" value="Delete"/>			

Inactive Articles

	Title/Subject	Posted By	Posted On
<input type="checkbox"/>	New Training Classes	Michael McClure	August 10, 2010
<input type="checkbox"/>	Test Submission	Katherine Schoenenberger	July 21, 2010
<input type="button" value="Activate"/> <input type="button" value="Delete"/>			

3. If the article is in the **Inactive Articles** list, click on the **Activate** button.

Editing News Articles

1. Click on the **Manage News** link then click on the news article's Title/Subject name.
2. Click on the **Edit** button.
3. Make the necessary changes and click on the **Update** button.
4. Click on the **Done** button.

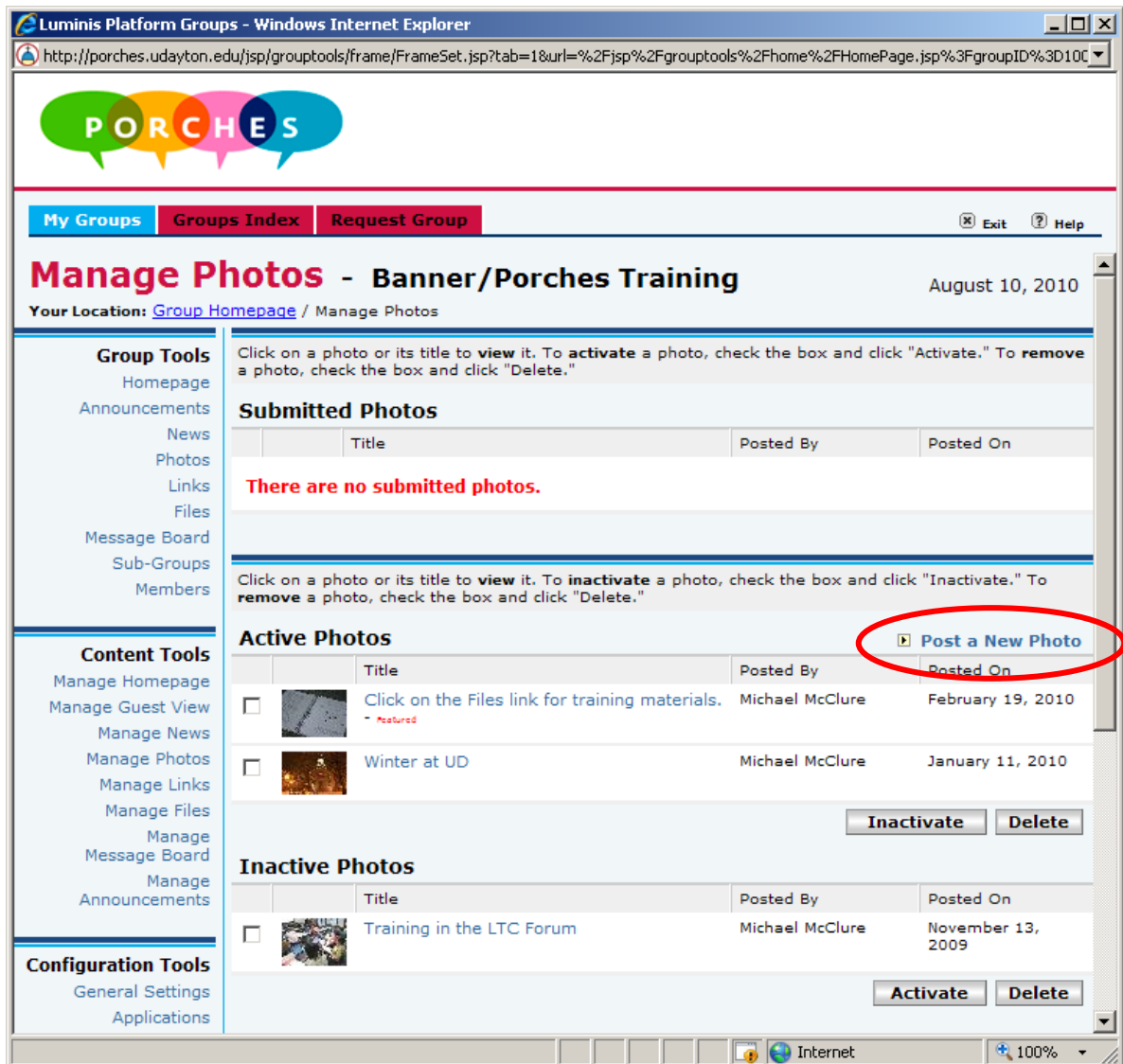
Deleting News Articles

1. Click on the **Manage News** link then click on the news article's Title/Subject checkbox.
2. Click on the **Delete** button.
3. Click on the **OK** button to confirm that you want to delete the article.
4. Click on the **Ok** button to return to the Manage News screen.

Manage Photos

Photographs can be used to highlight events involving group members or for general interest. The maximum amount of storage space for a group is **1 GB**.

1. Click on the **Manage Photos** link.
2. Click on the **Post a New Photo** link.



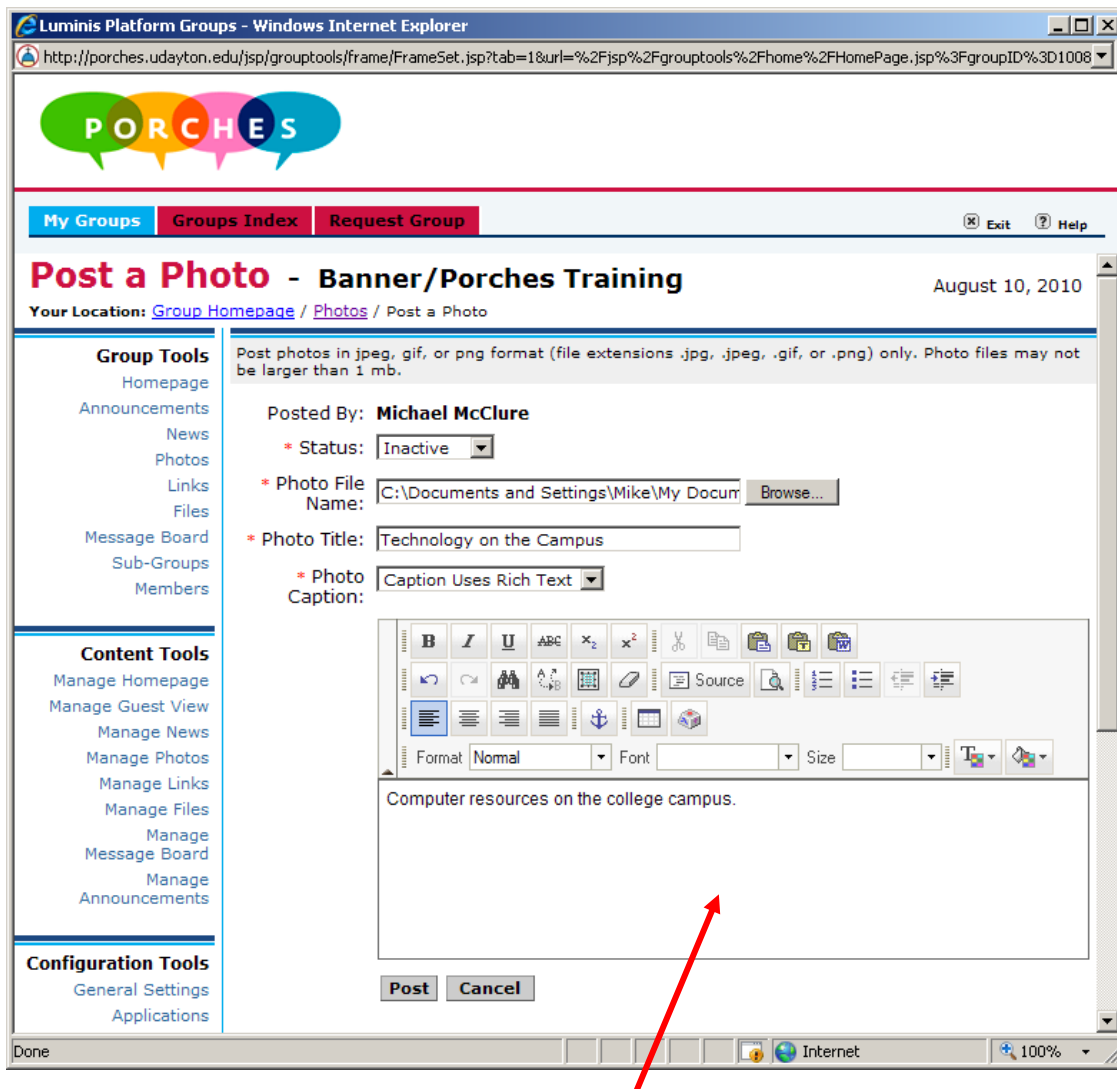
3. Choose a status from the **Status** drop down menu.

Active: The photo, when posted, is visible to all group members.

Inactive: The photo is saved but is not visible to all group members.

Submitted: The photo is submitted to the Group Administrator for approval.

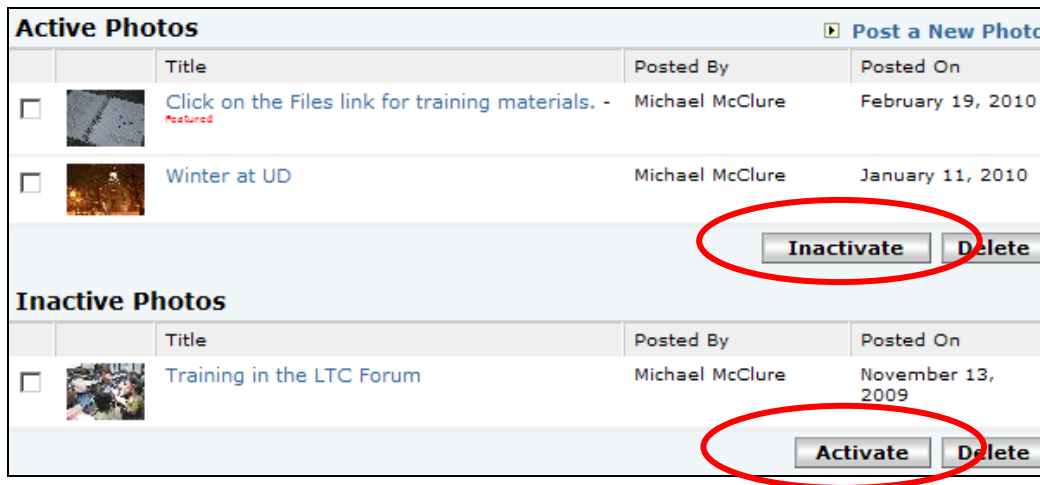
- 4. Click on the **Browse** button and locate the appropriate photo filename.
- 5. Type a photo title in the **Photo Title** field.



- 6. Type a description for the photo in the **Photo Caption** field.
- 7. Click on the **Post** button.
- 8. Click on the **Ok** button.

Changing the Status of a Photo

1. Click on the **Manage Photos** link then click on the checkbox next to the photo's Title.
2. If the photo is in the **Active Photos** list, click on the **Inactivate** button.



3. If the photo is in the **Inactive Photos** list, click on the **Activate** button.

Editing Photos

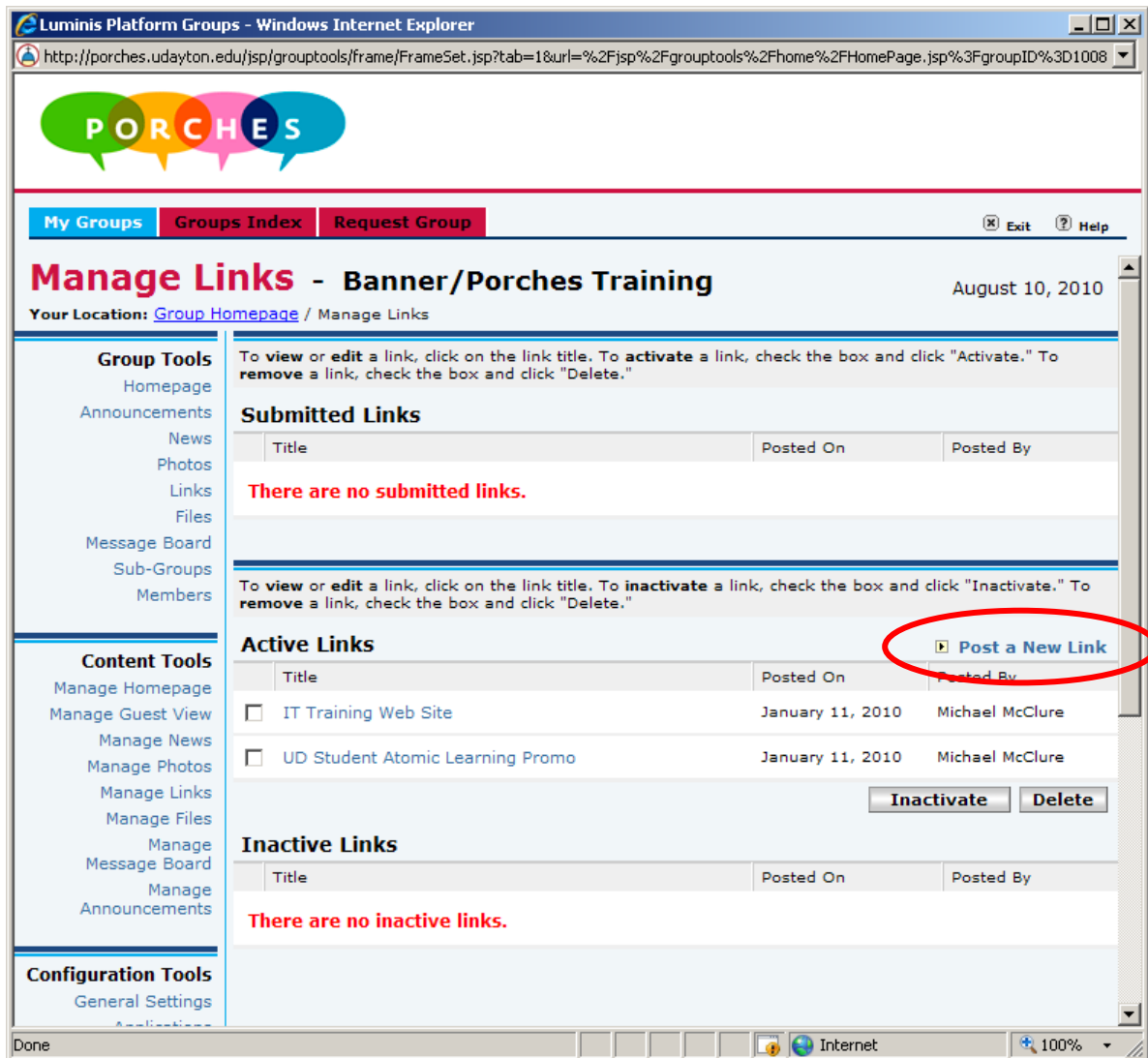
1. Click on the **Manage Photos** link then click on the photo's Title.
2. Click on the **Edit** button.
3. Make the necessary changes and click on the **Update** button.
4. Click on the **Done** button.

Deleting Photos

1. Click on the **Manage Photos** link then click on the photo's Title checkbox.
2. Click on the **Delete** button.
3. Click on the **OK** button to confirm that you want to delete the photo.
4. Click on the **Ok** button to return to the Manage Photos screen.

Manage Links

1. Click on **Manage Links**.
2. Click on **Post a New Link**.



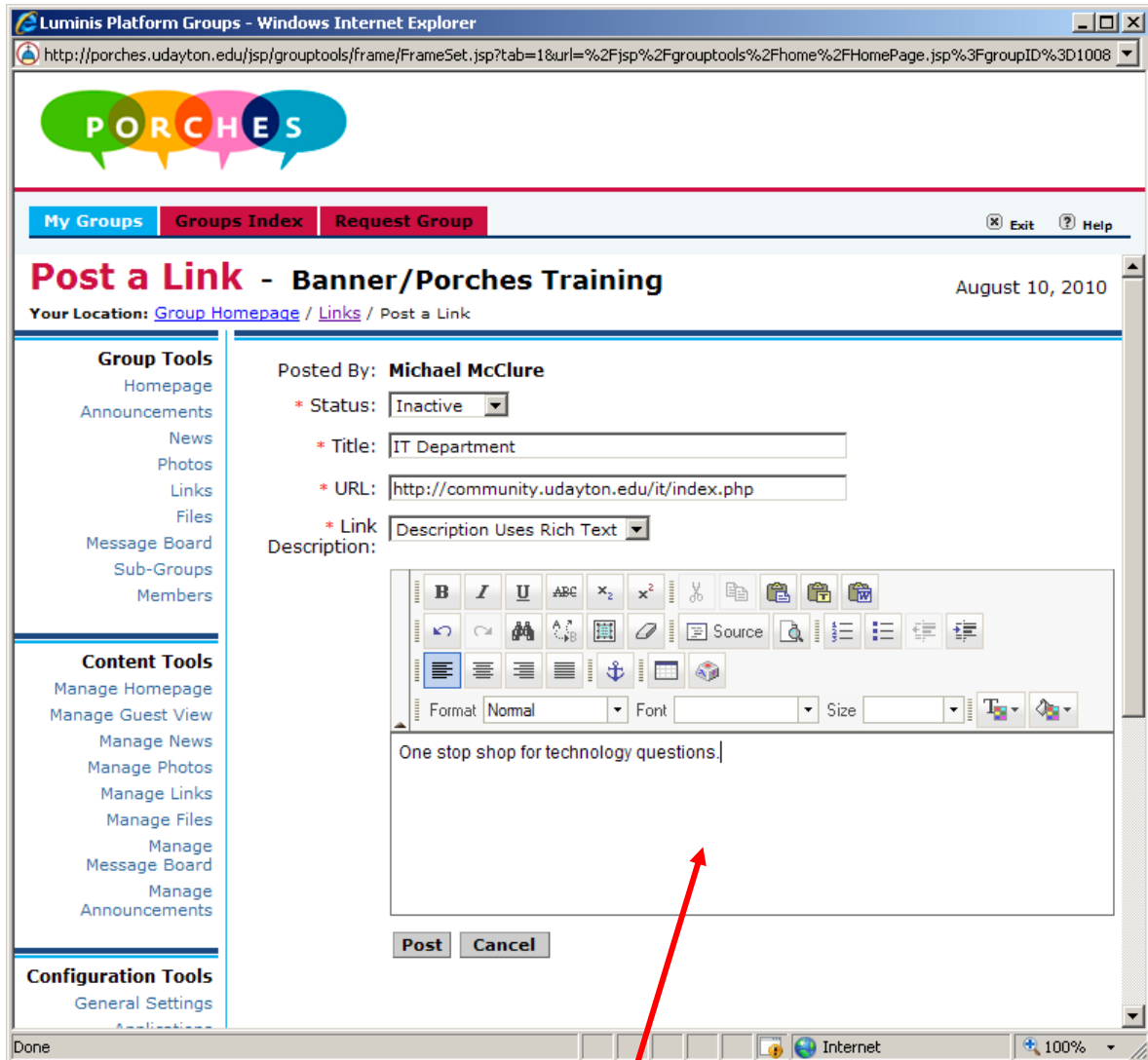
3. Choose a status from the **Status** drop down menu.

Active: The link, when posted, is visible to all group members.

Inactive: The link is saved but is not visible to all group members.

Submitted: Links are submitted to the Group Administrator for approval.

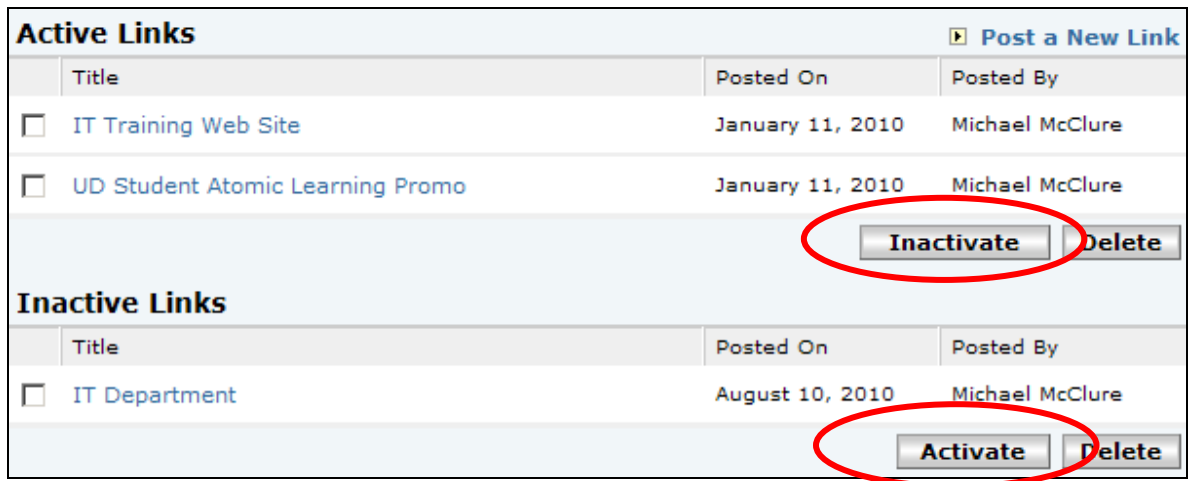
4. Type a link title in the **Title** field.
5. Type the link's URL in the **URL** field.



6. Type a description for the link in the **Link Description** field.
7. Click on the **Post** button.
8. Click on the **Ok** button.

Changing the Status of a Link

1. Click on **Manage Links** then click on the checkbox next to the link's Title.
2. If the link is in the **Active Photos** list, click on the **Inactivate** button.



Active Links			Post a New Link
<input type="checkbox"/>	Title	Posted On	Posted By
<input type="checkbox"/>	IT Training Web Site	January 11, 2010	Michael McClure
<input type="checkbox"/>	UD Student Atomic Learning Promo	January 11, 2010	Michael McClure
			Inactivate Delete
Inactive Links			
<input type="checkbox"/>	Title	Posted On	Posted By
<input type="checkbox"/>	IT Department	August 10, 2010	Michael McClure
			Activate Delete

3. If the link is in the **Inactive Photos** list, click on the **Activate** button.

Editing Links

1. Click on the **Manage Links** link then click on a link's Title.
2. Click on the **Edit** button.
3. Make the necessary changes and click on the **Update** button.
4. Click on the **Done** button.

Deleting Links

1. Click on the **Manage Links** link then click on link's Title checkbox.
2. Click on the **Delete** button.
3. Click on the **OK** button to confirm that you want to delete the link.
4. Click on the **Ok** button to return to the Manage Links screen.

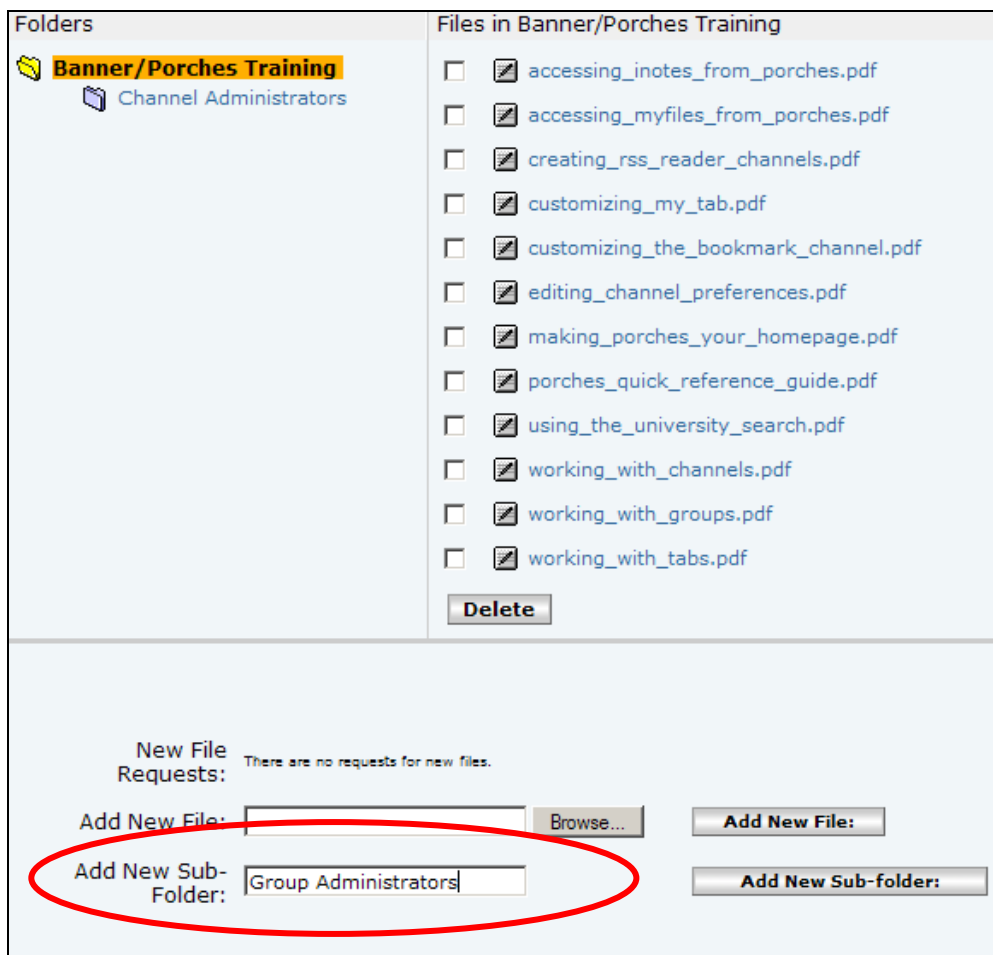
Manage Files

Each group has **1 GB** of disk space. Administrators can use this space to store folders, sub-folders and files that can then be shared with other group members.

Creating Sub-Folders

All groups have a “root folder” with a name that matches the group name. For example, the Banner/Porches Training Group has a root folder called Banner/Porches Training. This folder cannot be renamed by the Group Administrator, however you can add additional sub-folders.

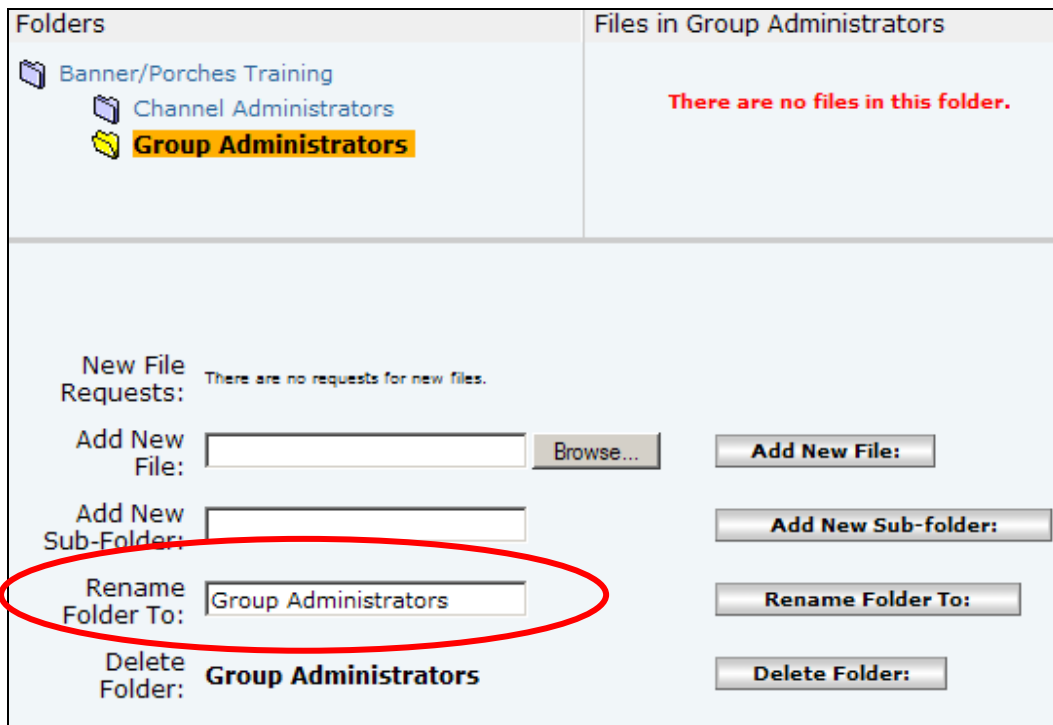
1. Click on the **Manage Files** link.
2. Click on the root folder name or click on the appropriate sub-folder name.
3. Click inside the **Add New Sub-Folder** field and type a name for the new sub-folder.



4. Click on the **Add New Sub-folder:** button.
5. Click on the **Ok** button.

Renaming a Sub-Folder

1. Click on the **Manage Files** link.
2. Click on the sub-folder to be renamed.



3. Click inside the **Rename Folder To:** field and type in a new name.
4. Click on the **Rename Folder To:** button.
5. Click on the **Ok** button.

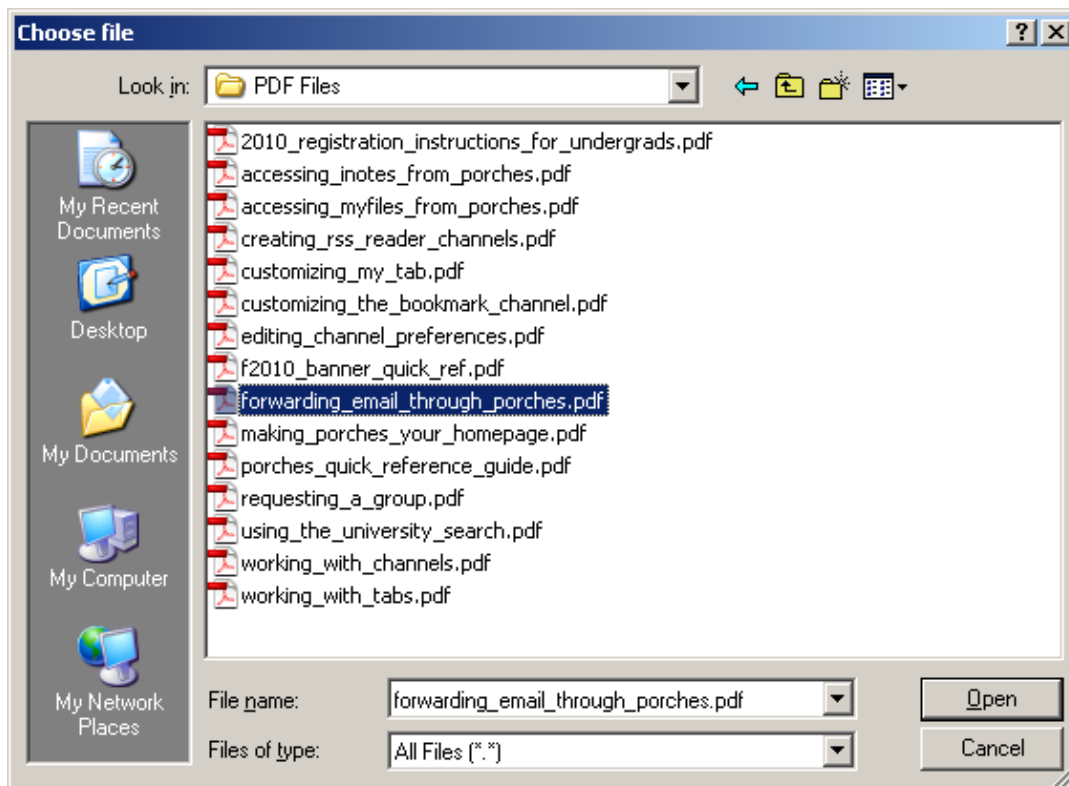
Deleting a Sub-Folder

1. Click on the **Manage Files** link.
2. Click on the sub-folder to be deleted.

3. Click on the **Delete Folder** button.
4. Click on the **OK** button to confirm the folder deletion.
5. Click on the **Ok** button to return to the Manage Files screen.

Adding Files

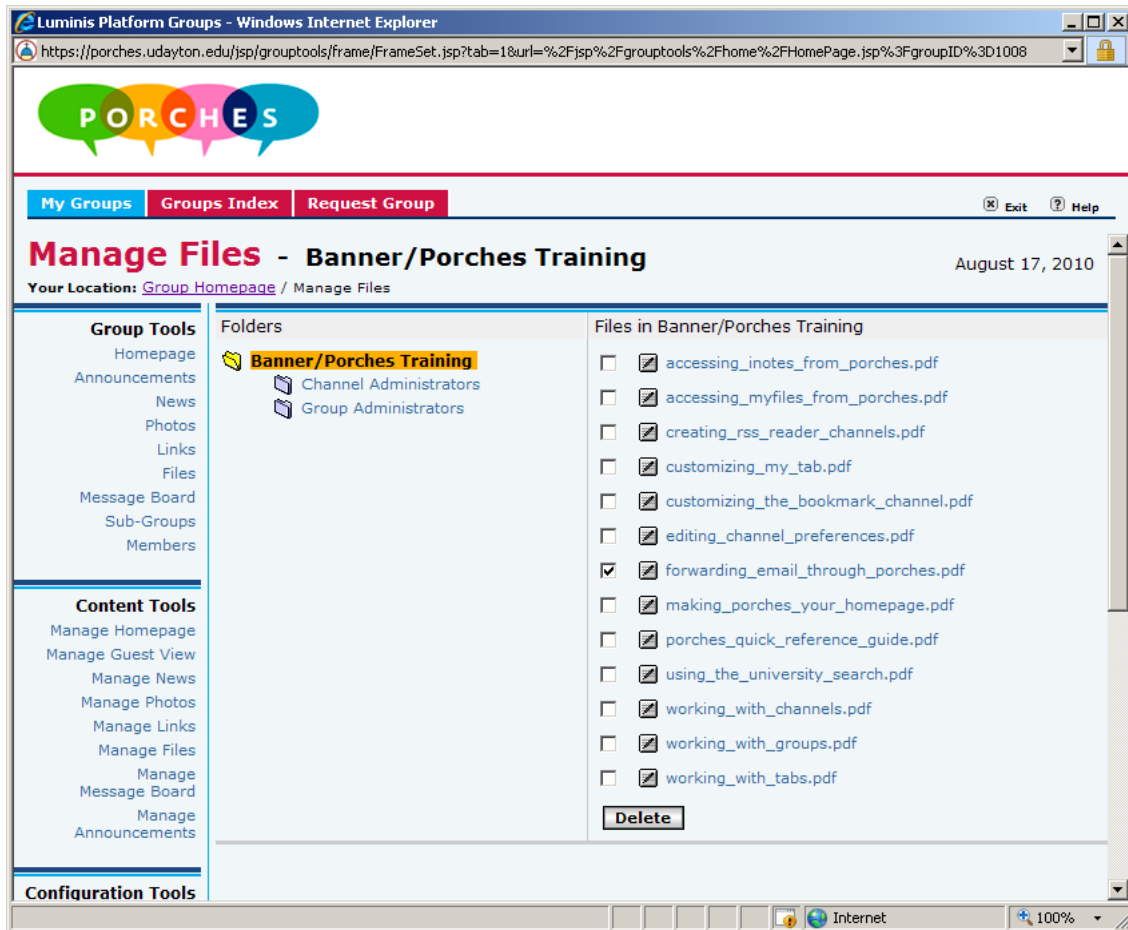
1. Click on the **Manage Files** link.
2. Click on the appropriate folder (root folder or a sub-folder).
3. Click on **Browse** button and select the file to be added.



4. Click on the **Open** button.
5. Click on the **Add New File** button.
6. Click on the **Ok** button.

Deleting Files

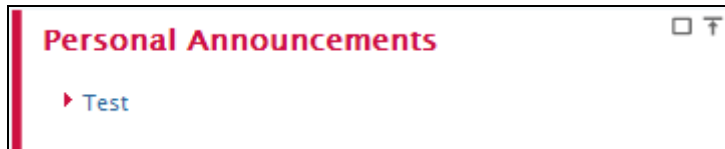
1. Click on the **Manage Files** link.
2. Click on the appropriate folder (root folder or a sub-folder).
3. Click on the checkbox next to the file to be deleted.



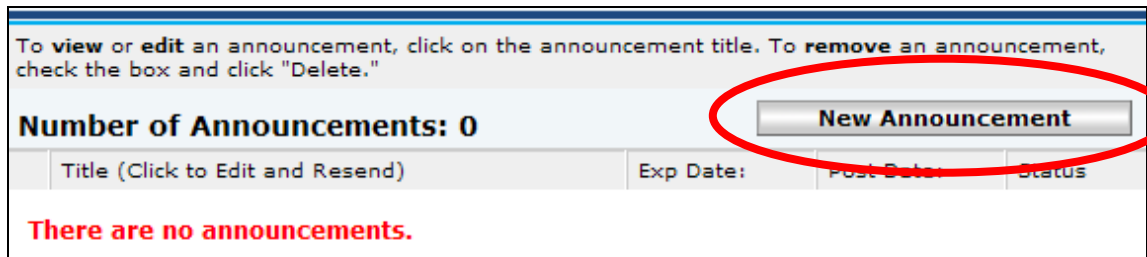
4. Click on the **Delete** button.
5. Click on the **OK** button to confirm the deletion.
6. Click on the **Ok** button to return to the Manage Files screen.

Manage Announcements

Group members can be kept informed of important information through the use of the **Manage Announcements** tool. When an announcement is sent out, it will appear in a group member's Personal Announcements channel (located on the Front Porch).

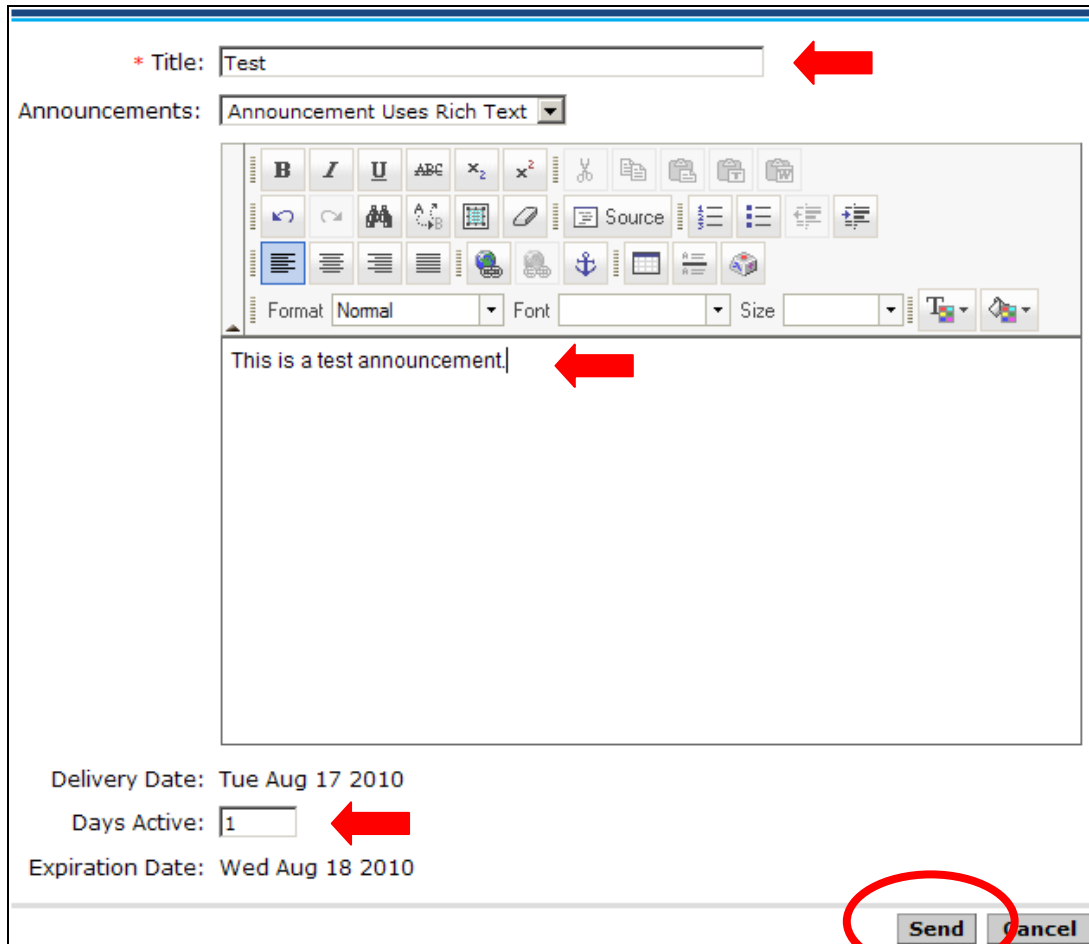


1. Click on the **Manage Announcements** link.
2. Click on the **New Announcement** button.



3. Click on the **Title** field and type a title for the announcement (try to keep it short yet informative).
4. Click in the **Announcements** editing field and type the body of the announcement. A good rule of thumb is to keep announcements short and to the point.

5. Make the necessary changes to the **Days Active** field. This setting determines how long an announcement remains in a group member's Personal Announcements channel.



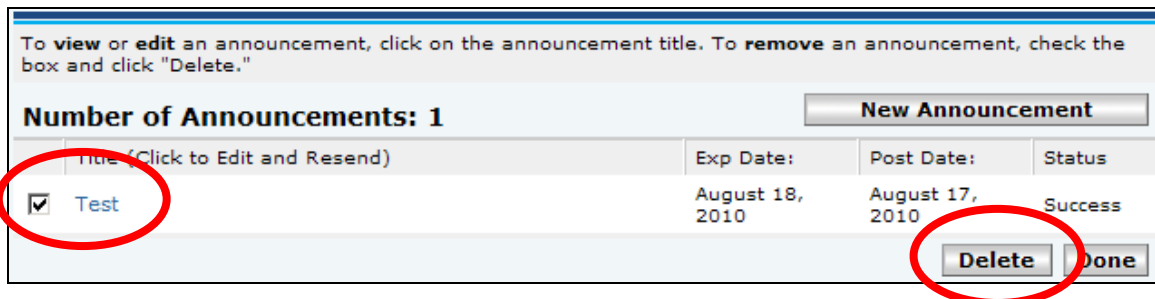
6. Click on the **Send** button.
7. Click on the **Ok** button.

Editing Announcements

1. Click on the **Manage Announcements** link.
2. Click on the Title of the announcement.
3. Make the necessary edits and click on the **Send** button.

Deleting Announcements

1. Click on the **Manage Announcements** link.
2. Click on the checkbox next to the appropriate announcement title.





3. Click on the **Delete** button.
4. Click on the **OK** button to confirm the deletion.
5. Click on the **Ok** button to return to the Manage Announcements screen.

Manage Homepage

The Managing Homepage tool allows you edit the content that members see on the homepage, including Featured Photo, Featured Links, and Top 5 Links.

1. Click on the **Manage Homepage** link.
2. Click on the **Edit** button under **Featured Photo**, **Featured Link** or **Top 5 Links**.
3. Make the appropriate selection and then click on **Set Photo**, **Set Link**, or **Set Links** button.

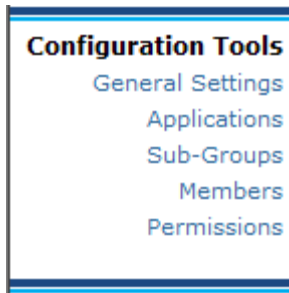
Available Photos		
	Title	Caption
<input type="radio"/>	Section Inactive	
<input checked="" type="radio"/>	 Click on the Files link for training materials.	Reading is learning!
<input type="radio"/>	 Winter at UD	The UD Chapel shines during a winter's night.

Available Links	
Title	Description
<input checked="" type="radio"/>	Section Inactive
<input type="radio"/>	IT Training Web Site View and register for Banner/Porches classes Access self-service tools such as Atomic Learning, Safari Books Online...
<input type="radio"/>	UD Student Atomic Learning Promo Let some UD students introduce their friend "AL" in this rappingly good video short.

Available Links	
Title	Description
<input checked="" type="checkbox"/>	Section Inactive
<input type="checkbox"/>	IT Training Web Site View and register for Banner/Porches classes Access self-service tools such as Atomic Learning, Safari Books Online...
<input type="checkbox"/>	UD Student Atomic Learning Promo Let some UD students introduce their friend "AL" in this rappingly good video short.

4. Click on the **Ok** button.

Configuration Tools Defined



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 Announcements) are available to group members.

Sub-Groups

Allows you to create, activate, and inactivate sub-groups.

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.



Enabling and Disabling Group Applications

As a group administrator, you can specify which system applications (like Chat or Announcements) are available to group members.

1. Click on the **Applications** link.
2. Click on the appropriate check boxes to enable or disable applications (News Publishing, Announcements, etc.).

Application List		
Enabled	Application	Delegable
<input checked="" type="checkbox"/>	News Publishing	Yes
<input checked="" type="checkbox"/>	Photo Publishing	Yes
<input checked="" type="checkbox"/>	Link Publishing	Yes
<input checked="" type="checkbox"/>	File Sharing	Yes
<input checked="" type="checkbox"/>	Message Board	Yes
<input checked="" type="checkbox"/>	Calendar	Yes
<input checked="" type="checkbox"/>	Announcements	Yes
<input type="checkbox"/>	E-mail	N/A
<input type="checkbox"/>	Chat	N/A

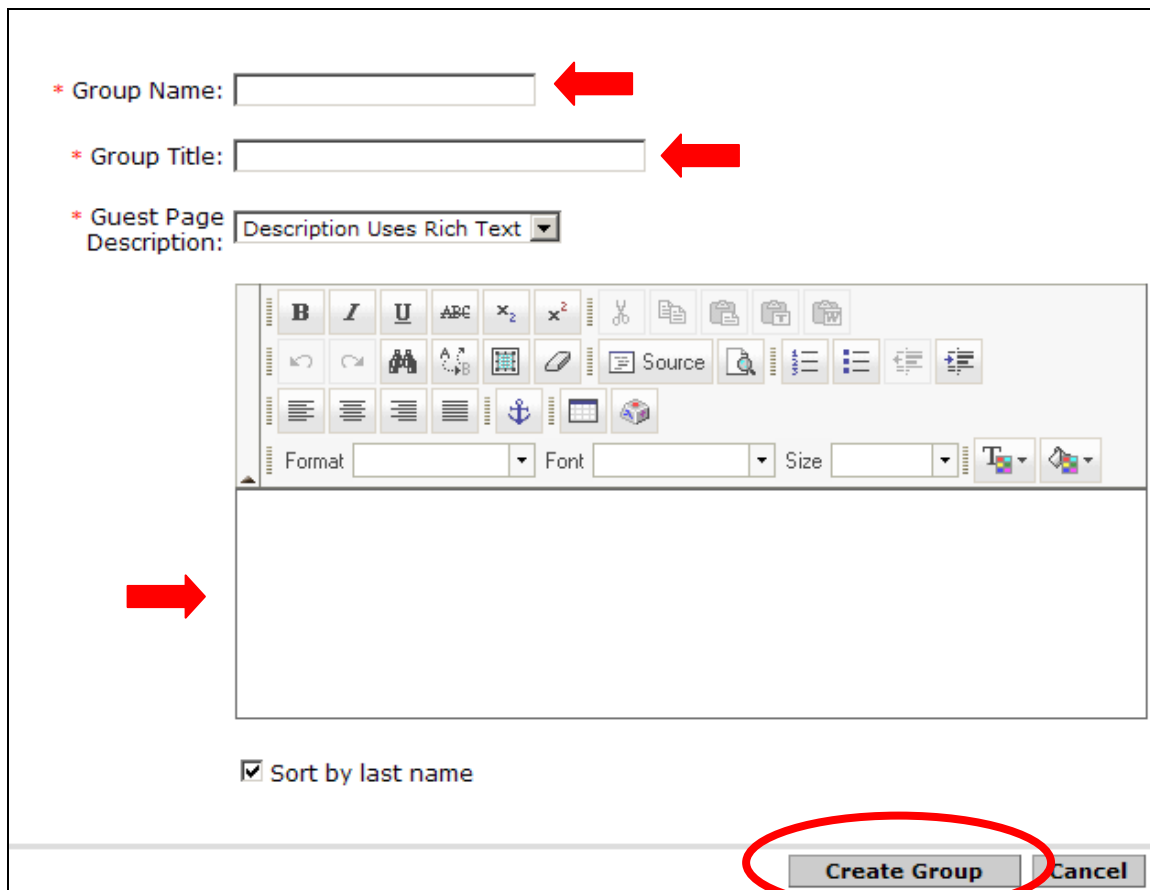
3. Click on the **Update Settings** button.
4. Click on the **Ok** button.

Sub-Groups

Sub-groups have the same characteristics as groups (news, photos, files, links, etc.). If the main group is a restricted group, the group administrator determines who can join a sub-group. This could be particularly useful if you are attempting to limit access to important documents, links, etc.

Creating a Sub-Group

1. Click on the **Sub-Groups** link within the **Configuration Tools**.
2. Click on the **Create a New Sub-Group** link.
3. Type in a **Group Name** and **Group Title**.
4. Click on the **Guest Page Description** field and type a short description for the sub-group.



* Group Name: ←

* Group Title: ←

* Guest Page Description: ↓

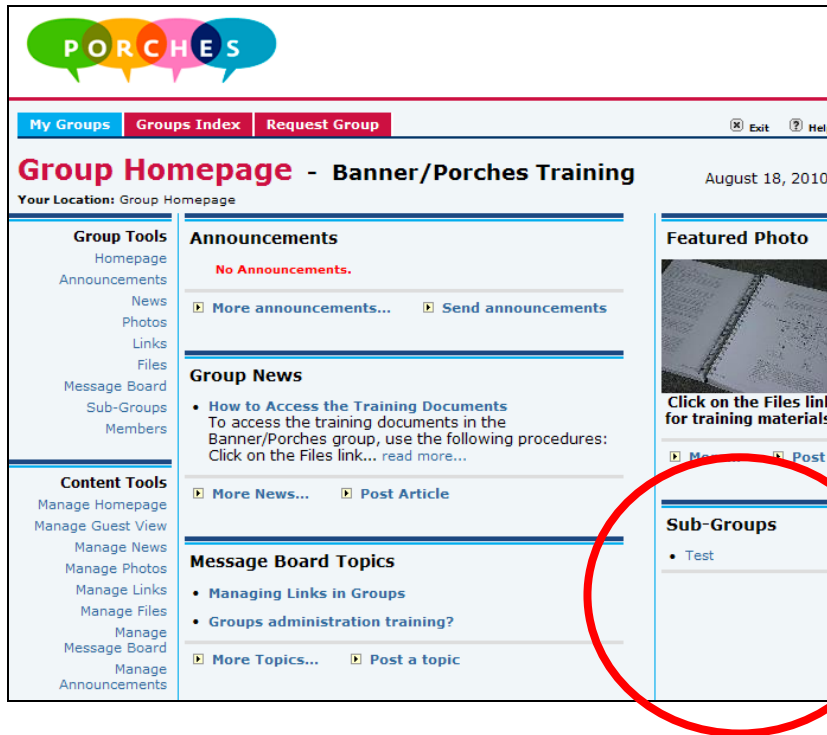
←

Sort by last name

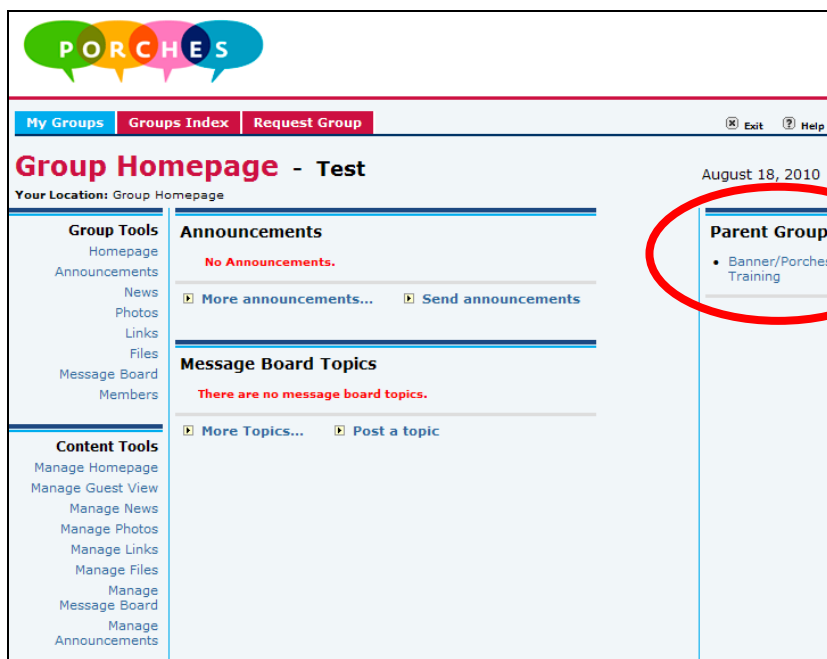
Create Group **Cancel**

5. Click on the **Create Group** button.

Users who have access to the new sub-group will see a **Sub-groups** section on the group's homepage. To access a sub-group, click on the sub-group title.



To return to the main group homepage (the Parent Group) click on the appropriate **Parent Group** name.

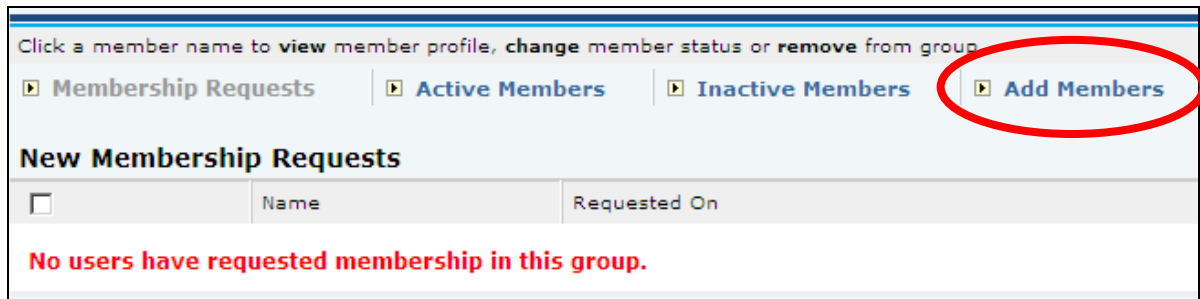


Members

As a group administrator, you can add members to your group (if it is a restricted group), and inactivate or delete members.

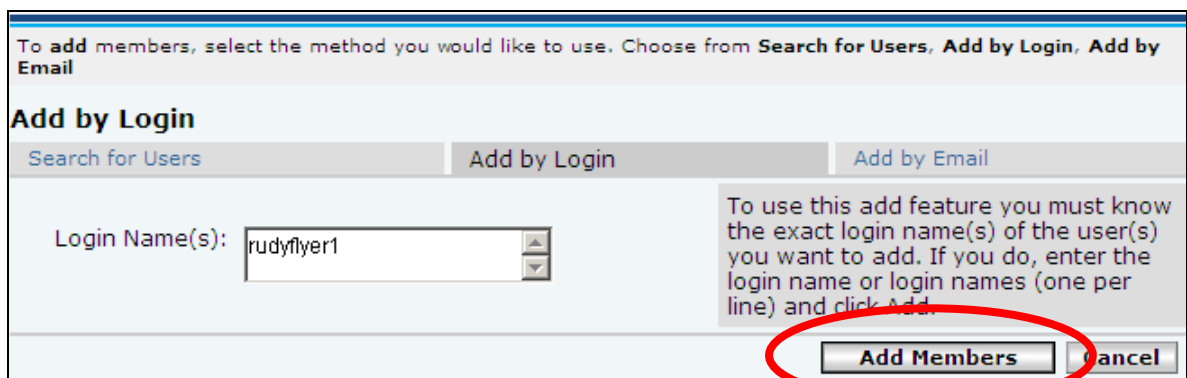
Adding Members to a Group

1. Click on the **Members** link.
2. Click on the **Add Members** link.

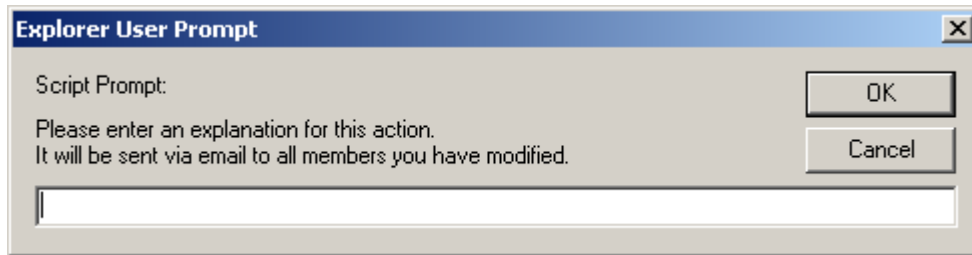


REMINDER: The Add Members option is not available to Public Group administrators.

3. Select a method for adding members:
 - Search for Users
 - Add by Login
 - Add by Email
4. Click on the **Add Members** button.



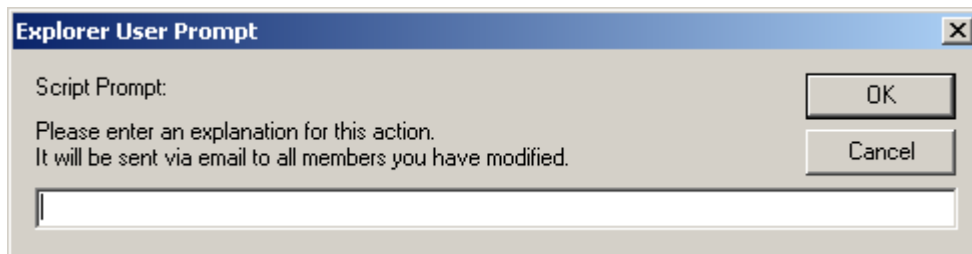
5. Type in a **Script Prompt** informing the user that they have been added to the group. The message will be delivered to their email account.



6. Click on the **OK** button.

Inactivating Group Members

1. Click on the **Members** link.
2. Click on the checkbox next to a member's name.
3. Click on the **Inactivate Members** button.
4. Type in a **Script Prompt** informing the user that they have been "inactivated". The message will be delivered to their email account.

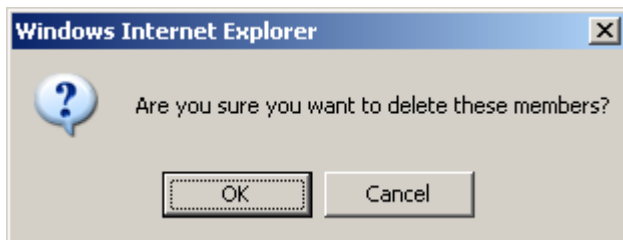


5. Click on the **OK** button.

NOTE: Inactive members can be made active at any time.

Deleting Group Members

1. Click on the **Members** link.
2. Click on the checkbox next to a member's name.
3. Click on the **Delete Members** button.
4. Click on the **OK** button to confirm the deletion.



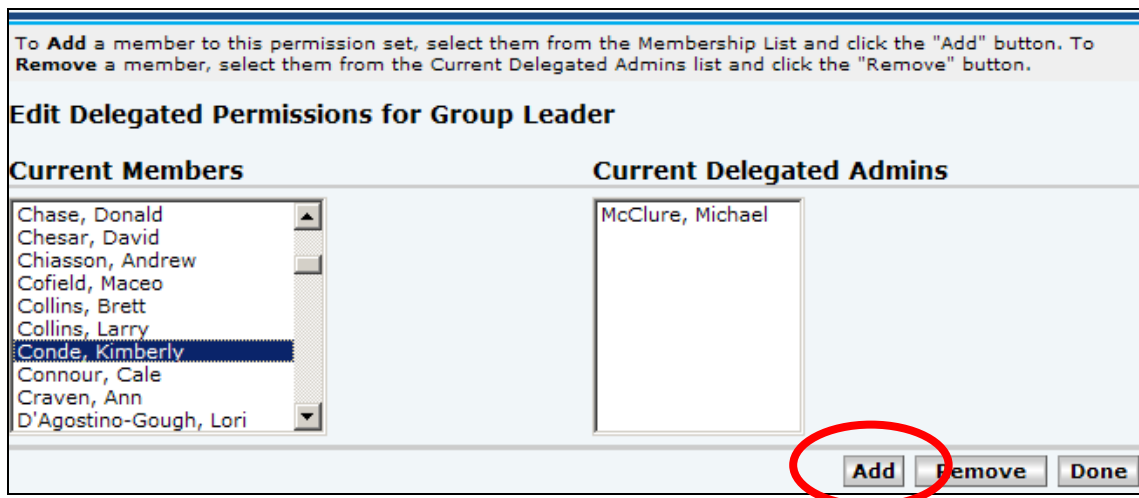
Permissions

As a group administrator, you may want to consider adding an additional group leader who, in the event that you are unavailable, can make edits and updates to the group. You can also assign a group member to manage homepage features such as News Publishing, Link Publishing or Announcements.

1. Click on the **Permissions** link.
2. Click on the appropriate edit permission icon.

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

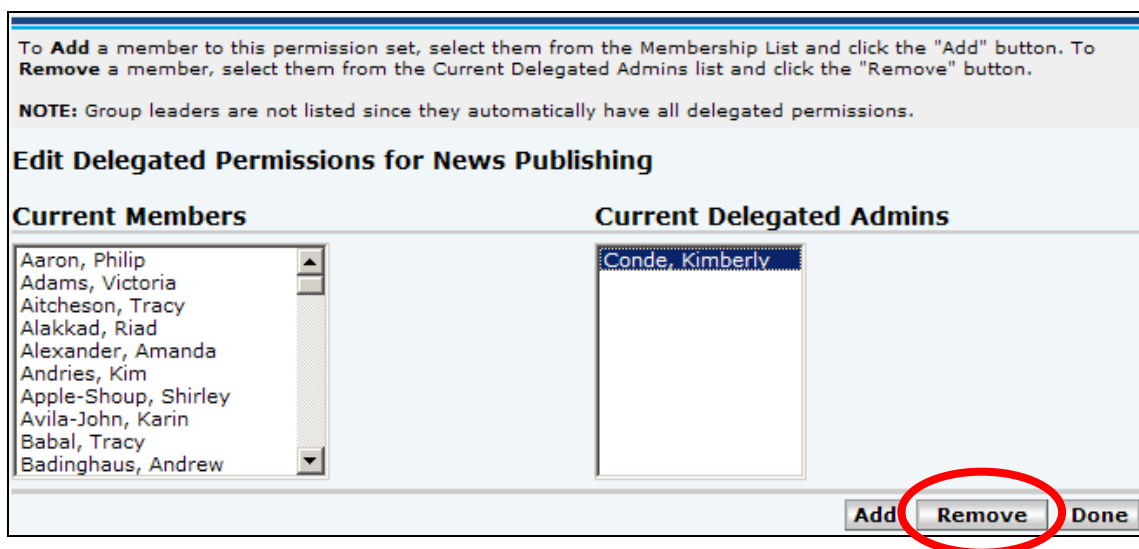
3. Click on a member's name and then click on the **Add** button.



4. Click on the **Done** button.

Removing Delegated Permissions

1. Click on the **Permissions** link.
2. Click on the appropriate edit permission icon.
3. Click on the group member's name in the **Current Delegated Admins** column.



4. Click on the **Remove** button.
5. Click on the **Done** button.



Group Studio General Link Definitions

This list will vary depending on the rights and permissions granted to a group or course by the Group Studio system administrator.

Homepage	Returns you to the group or course homepage from any subpage.
Announcements	View group announcements and message board items posted to the group site.
News	Displays articles that have been written by other group members and allows you to submit articles for posting.
Photos	Contains photos that have been posted by other group members and allows you to submit photos for potential posting.
Links	View links that have been posted and submit links for potential posting.
Files	View files that have been posted and submit files for potential posting.
Message Board	Enter a dedicated message board where you can read and post messages and replies.
E-mail	Send e-mail to group members.
Chat	Enter a dedicated chat room where you can participate in real time discussions with other members.
Members	View a list of group members, their information and membership to other group homepages.
Groups Policy	Review the policy for establishing online groups.
My Profile	Contains your group membership information and allows you to cancel your membership to the group you are viewing.