

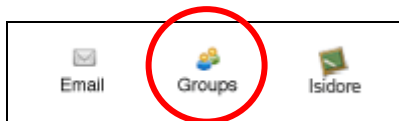


# Requesting a Group

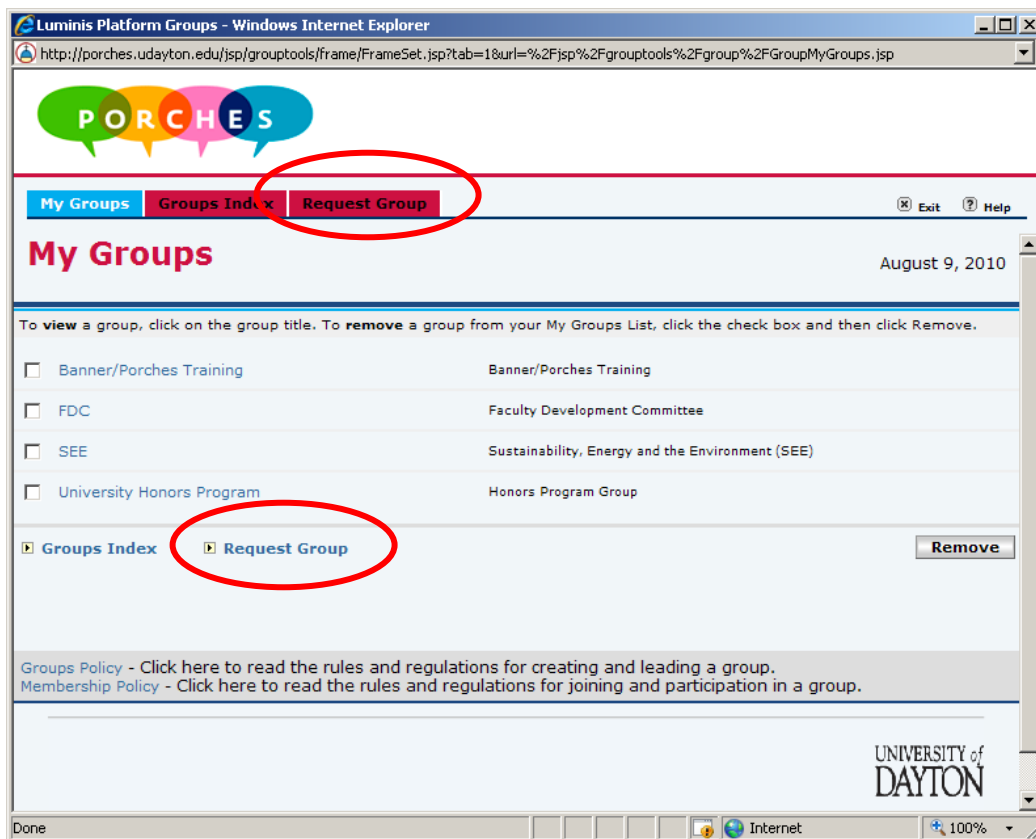
University of Dayton - Porches/Banner Training

Group Studio provides homepages for clubs or other 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.

1. Sign on to Porches and click on the **Groups** icon at the top of the Porches homepage.



2. Click on the **Request Group** link (there is one at the top and one towards the bottom of the window).



3. Fill out the following information listed below. Skip the **Browse Control** section.

\* \* Group Name:

\* \* Group Title:

\* Guest Page Description:

**B** **I** **U** ABC x<sub>2</sub> x<sub>3</sub> [Icons] [Source] [Size]

Format [ ] Font [ ]

Training aids for all Banner and Porches classes, etc.

\* Group Category:

Type in a:

- Group Name**
- Group Title**
- Guest Page Description**

Choose a:

- Group Category**

Group Type:  Public

Restricted

Criteria for restricted access test

Hidden

\*  Admin Blocked

Choose a **Group Type**:

**Public:** Group access is available to all Porches users.

**Restricted:** Group access is available to Porches users approved by the Group Admin. Be sure to include Criteria for access.

Sorting:  Sort membership lists by last name

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 type="checkbox"/> Calendar
<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Chat	
<input checked="" type="checkbox"/> I want to be able to delegate permissions to manage these applications	

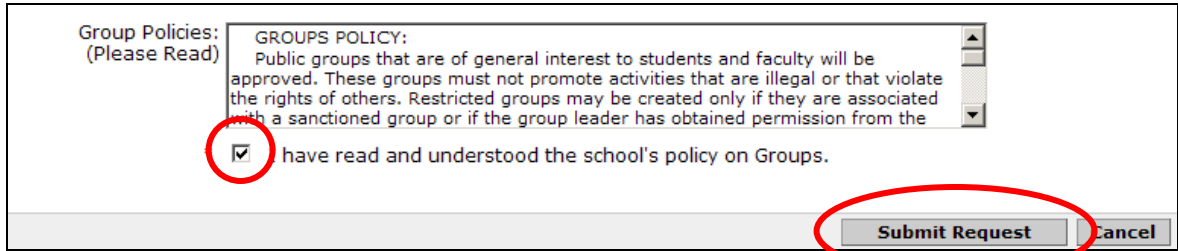
Request Comment:

Click on the **Sorting** check box.

Choose the appropriate **Group Applications** - features available to Group users.

(Optional) Type additional comments or instructions in the **Request Comment** field.

4. Click on the **I have read and understood...Groups** check box and click on the **Submit Request** button.

A screenshot of a web form for requesting a group. It features a text area with the title "GROUPS POLICY:" and a paragraph of text. Below the text area is a checkbox labeled "I have read and understood the school's policy on Groups." which is checked. At the bottom right of the form are two buttons: "Submit Request" and "Cancel". Red circles highlight the checkbox and the "Submit Request" button.

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

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

Submit Request Cancel

5. You will be notified by email when your Group has been created. You will also receive instructions on how to arrange a Group Studio Administrator training session with the IT Training Department.