

## How to Create a Group

A Group is an online community comprising selected or invited workflow users.

You can see the groups you own or are a member of, as well as groups you have been invited to or have asked to join, via the Community menu option.

When in a group, you can share own portfolio pages with the other members, and participate in group activities such as discussion forums.

The image consists of two screenshots from the UAL website illustrating the steps to create a group.

**Step 1:** The first screenshot shows the UAL Dashboard. The top navigation bar includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. A red arrow points to the 'Groups' menu item, which is highlighted with a box containing the text: "1. Click 'Groups'".

**Step 2:** The second screenshot shows the 'My groups' page. The top navigation bar is the same, but the 'Groups' menu item is now active. Below the navigation bar, there are several sub-menus: 'My groups', 'Find groups', 'My friends', 'Find friends', 'Institution membership', 'Topics', 'Explore Content', 'Explore Profile Pages', and 'Explore Skillshare'. A red arrow points to the '+ Create group' button in the top right corner of the page, which is highlighted with a box containing the text: "2. Click '+ Create Group'".

Below the '+ Create group' button, there is a 'Results' section showing a list of groups. The first group listed is 'A Course Group' with the status 'Controlled, Allows submissions'. It lists group administrators as 'Admin User (admin)' and 'John Jackson (John Jackson - jj@ual.ac.uk)'. It also shows 'Members: 4' and a note that 'You are a member of this group'.

## Create group

Group name \*

Group description

Paragraph + B / [List icons]

3. Enter "Group name" and "a group description"

Words: 0

### Membership

Open

 Yes

*Users can join the group without approval from group administrators.*

Controlled

 No

*Group administrators can add users to the group without their consent, and members cannot leave the group.*

Request

 No

*Users can send membership requests to group administrators.*

Roles



Friend invitations

 No

*Allow members to invite friends to join this group. Regardless of this setting, group administrators can always send invitations to anyone.*

Recommendations

 No

*Allow members to send a recommendation for joining this group to their friends from a button on the group homepage.*

4. Select whether your group membership is open, controlled or requested. Select the roles of your members and if you want to allow them invite friends or recommend members.

**Pages**

**Create and edit**

*Roles with permission to create and edit group pages, journals and files*

**Allow submissions**  No

*Members can submit pages to the group that are then locked. These pages cannot be edited until they are released by a group tutor or administrator.*

**Allow archiving of submissions**  No

*Pages / collections are archived as zipped Leap2A files during the submission release process.*

**Visibility**

**Publicly viewable group**  No

*Allow anyone online to view this group including the forums*

**Hide group**  No

*Hide this group on the "Find groups" page*

**Hide membership**  No

*Hide the group's membership listing from non-members.*

**Hide membership from members**  No

*Hide the members of this group. Only group administrators can see the list of members. Administrators are still shown on the membership listing.*

**Participation report**  No

*Group administrators can access a report displaying all group and shared pages and who has commented on them.*

**5.** Choose the Roles with permission to create and edit group pages, journals and files. Whether Members can submit pages to the group that are then locked. These pages cannot be edited until they are released by a group tutor or administrator. If pages / collections are archived as zipped Leap2A files during the submission release process.

**6.** Choose if you want to allow anyone online to view this group including the forums, hide this group on the "Find groups" page, hide the group's membership listing from non-members, hide the members of this group, and group administrators can access a report displaying all group and shared pages and who has commented on them.

### Editability

Start date 2017 March 14 at 11:44

Group cannot be edited by members before this date

End date 2017 March 14 at 11:44

Group cannot be edited by members after this date

7. Choose whether the group cannot be edited by members before this date and the group cannot be edited by members after this date

### General

Group category No category selected

Auto-add users  No

Automatically add any user who joins the site to this group.

Shared page notifications All group members

Select which group members should receive a notification when a new group page is created and when a group member shares one of their pages. The member sharing the page will not receive this notification. For very large groups it would be best to limit this to non-optional members as it

Feedback notifications All group members

Select which group members should receive a notification when feedback is placed on a group page and artefacts.

Send forum posts immediately  No

Any group member can choose to send forum posts immediately. If this option is set to "Off", only group administrators, tutors and moderators

8. Select a Group category, if you want to automatically add any user who joins the site to this group and select which group members should receive a notification when a new group page is created and when a group member shares one of their pages with the group, which group members should receive a notification when feedback is placed on a group page and artefacts and if any group member can choose to send forum posts immediately

Tabs

About  Yes

The About tab is required and can't be disabled

About tab label:

Members  Yes

Display this tab?

Members tab label:

Forums  Yes

Display this tab?

Forums tab label:

Group Pages  Yes

Display this tab?

Group Pages tab label:

Pages shared with group  No

Display this tab?

Pages shared with group tab label:

Pages submitted to group  No

Display this tab? It will only be visible to group admins and group tutors. This option is disabled unless you check "Allow submissions" above.

Pages submitted to group tab label:

Collections  Yes

Display this tab?

Collections tab label:

Share  Yes

Display this tab?

Share tab label:

Files  Yes

Display this tab?

Files tab label:

Theme

To set the theme for the main pages in this group (the pages listed in the tabs section above), go to the [list of Group Pages](#) and edit the Group Homepage. The theme chosen for that page will be applied to all main Group Pages. Any other pages will use the default theme.

9. Select if you want to display any of these tabs

10. Click "Save Group"

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)