

Working with Groups

Once you have created a group you will be able to edit your group. You will be able to view information about the group, view and invite members, create forums, create pages, share pages and upload files to share.


This is the front page of the group, and is customisable by the group administrator. Here you will be able to edit the group page, edit the settings of this group, archive the group and delete the group.

The screenshot displays the 'Administration' interface for a 'Course Group' on the UAL platform. At the top, a navigation bar includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary navigation bar lists various group management options. The main content area is titled 'About | Course Group' and features a toolbar with 'Edit this page', 'Settings', 'Archive group', and 'Delete' buttons. The page is organized into several sections: 'Group Pages' (showing 'Group Homepage' created 07 March 2011), 'Pages shared with this group' (showing 'Term 1 page' updated 03 October 2014), and 'Collections shared with this group' (none listed). A 'Submit a page or collection to this group' section includes a dropdown menu with 'AAAAATESS' and a 'Submit' button. At the bottom, the 'Members' section shows 4 members: HUB, John Jackson, Mike Fuly, and Jake Russell.

A list of group members. If you have the rights, you can invite users to join this group through their profile pages or use the link on this page to send multiple invitations at once.

Workflow
Content
Portfolio
Groups
Administration

My groups
Find groups
My friends
Find friends
Institution membership
Topics
Explore Content
Explore Profile Pages
Explore Skillshare



Course Group





[About](#)
[Members](#)
[Forums](#)
[Group pages](#)
[Collections](#)
[Share](#)
[Files](#)

Members | Course Group

Search: sorted by: Admin first Search

You can invite users to join this group through their profile pages or [send multiple invitations at once](#). This is a **controlled membership group**, so you can add users directly through their profile pages or [add many users at once](#). This is a **course group**, so you have the option to [batch add users from a Moodle course](#).



Results


 <p>Jane Russell (jarussell) - Admin</p> <p><small>As the VLE Support, Training and Development Officer, I am responsible for su... Joined: 7 March 2011</small></p>	✕ Remove from group
 <p>John Jackson (John Jackson - jdjackson) - Member [Change role]</p> <p><small>Educational Developer (eLearning) Teaching and Learning Exchange, University ... Joined: 10 March 2011</small></p>	✕ Remove from group
 <p>Mike Kelly (mfkelly) - Member [Change role]</p> <p><small>Joined: 10 March 2011</small></p>	✕ Remove from group
 <p>Ruth (Ruth Powell - rpowell) - Member [Change role]</p> <p><small>Joined: 19 March 2012</small></p>	✕ Remove from group

4 members

Forums through which you can communicate with tutors and friends. Group owners are able to start new discussion and post and reply to topics. Group members are able to post and reply to Topics.

The screenshot shows the UAL forums interface. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this is a secondary navigation bar with links: My groups, Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillshare. The main header area features the UAL logo and a green bar with 'Course Group' on the left and 'About', 'Members', 'Forums', 'Group pages', 'Collections', 'Share', and 'Files' on the right. The main content area is titled 'Forums | Course Group' and includes a '+ New forum' button. Below this, there is a table with two columns: FORUM and TOPICS. The first row shows a forum titled 'General Discussion' with the description 'Course Group general discussion forum', 0 topics, an 'Unsubscribe' button, and edit/delete icons. At the bottom, it lists 'Group administrators: Jane Russell (jarussell)'.

FORUM	TOPICS	
General Discussion Course Group general discussion forum	0	Unsubscribe  

Group administrators:  Jane Russell (jarussell)

A list of pages created inside the group, with the following options:

- **Create New Page:** You can create pages in the group by clicking on this option. A group page belongs to the group, not the individual, so the group is listed as the author of the page, not the person who created it. Depending on how you set up the group, all group members may have permission to create and edit the group pages.
- **Copy Page:** Here you can search through the pages that this group is allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding "Copy page" button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding "Copy collection" button.

Note: Groups cannot currently make copies of journals, journal entries, plans and CV information.

The screenshot shows the UAL Groups interface. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are links: My groups, Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillshare. The UAL logo is visible on the left. A green header bar contains 'Course Group' and navigation links: About, Members, Forums, Group pages (highlighted), Collections, Share, and Files. The main heading is 'Group pages | Course Group'. Below this is a search bar with a 'Search' button and a dropdown menu set to 'Title, description, tags'. To the right of the search bar are buttons for '+ Create page' and 'Copy a page'. The search results section shows one result: 'Group homepage' with a description: 'The group homepage contains the content that appears on the "About" tab for this group'. A small edit icon is visible to the right of the result. At the bottom right, it says '1 result'.

A collection in a group is a set of group pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection (workaround - make a copy of the page)

The screenshot shows the 'Collections | Course Group' page. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this is a secondary navigation bar with links: 'My groups', 'Find groups', 'My friends', 'Find friends', 'Institution membership', 'Topics', 'Explore Content', 'Explore Profile Pages', and 'Explore Skillshare'. The main header area includes the 'ual: university of the arts london' logo and a green navigation bar with tabs: 'Course Group', 'About', 'Members', 'Forums', 'Group pages', 'Collections', 'Share', and 'Files'. The 'Collections' tab is active. The main heading is 'Collections | Course Group' with a small '3' icon. Below the heading, there is a text box explaining: 'A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.' To the right of this text are two buttons: '+ New collection' and 'Copy a collection'. At the bottom of the page, it says 'No collections yet. Add one'.

By default, only you can see your Pages. You can share pages with others by adding access rules on this page. Once you are done, scroll down and click Save to continue.

The screenshot shows the 'Share | Course Group' page. It has the same top navigation bar as the previous screenshot. The secondary navigation bar is identical. The main header area includes the 'ual: university of the arts london' logo and a green navigation bar with tabs: 'Course Group', 'About', 'Members', 'Forums', 'Group pages', 'Collections', 'Share', and 'Files'. The 'Share' tab is active. The main heading is 'Share | Course Group'. Below the heading, there is a text box that says 'You have not created any pages yet.'

The group files area is a repository for shared folders and files to use within your group's pages, or for sharing resources with other group members.

You can use drag-and-drop to organise group files and folders.

Upload your images, documents or other files for inclusion in pages. You can select multiple files to upload them at once. Drag and drop the icons to move files between folders.

The screenshot displays the 'Files | Course Group' interface. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this is a secondary navigation bar with links: 'My groups', 'Find groups', 'My friends', 'Find friends', 'Institution membership', 'Topics', 'Explore Content', 'Explore Profile Pages', and 'Explore Skillshare'. The main header area includes the UAL logo and a green bar with 'Course Group' and navigation links: 'About', 'Members', 'Forums', 'Group pages', 'Collections', 'Share', and 'Files'. The main heading is 'Files | Course Group'. Below the heading, a text block states: 'Here are the group images, documents and other files for inclusion in pages.' The central area is a 'Upload file' form with fields for 'License' (set to 'None selected'), 'Licensor', and 'Original URL'. To the right is a 'File' upload section with a 'Choose Files' button, 'No file chosen' text, and a note '(Maximum upload size 50MB)'. Below this is a dashed box with the text 'Drop files here to upload'. At the bottom of the upload section, there is a checked checkbox for 'Automatic resizing of images larger than 1200x1200 px (recommended)'. Below the form is a 'Create folder' button and a 'Home' link.

Edit the Group Page

The screenshot shows the UAL Course Group interface. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are links for My groups, Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillsshare. The main header area includes the UAL logo and a green bar with 'Course Group' and navigation links: About, Members, Forums, Group pages, Collections, Share, and Files. The main content area is titled 'About | Course Group' and features a toolbar with 'Edit this page', Settings, Archive group, and Delete. A red arrow points from a callout box containing the text '1. Click "Edit this Page"' to the 'Edit this page' button. Below the toolbar, there are sections for 'Group Pages' (listing 'Group Homepage' with '1 page'), 'Pages shared with this group' (listing 'Term 1 page' with '1 page'), 'Collections shared with this group' (stating 'There are no collections shared with this group yet'), and a 'Submit a page or collection to this group' form with a 'Submit' button. At the bottom, there is a metadata section showing 'Created: 7 March 2011', 'Controlled, Allows submissions', '4 Members', '1 Pages', '0 Files', '0 Folders', '1 Forums', '0 Topics', '0 Posts', and 'Group administrators: Jane Russell (@russell)'. The 'Latest Forum Posts' section states 'There are no posts in this group yet'. The 'Members' section displays four profile pictures: a red circle with the number 5, John Jackson, Mike Kelly, and Jane Russell. A link 'View all members of this group' is at the bottom.

You can customise your group homepage by adding various blocks.

Workflow Content Portfolio Groups Administration Jane Russell

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london Search users

Group homepage | Edit content

Display page. Edit content Edit layout Choose skin

This area shows a preview of what your page will look like. Drag blocks below this line to add them to your page.

- Text
- Image
- Media
- Journals
- General
- External

Group Home page
Created 07 March 2011, 2:23 PM 1 page

Pages shared with this group:

Term 1 page
Mike Kelly (mkelly) - Updated 02 October 2014, 9:06 AM 1 page

Collections shared with this group:

There are no collections shared with this group yet.

[No title]
Created: 7 March 2011
Controlled, Allows submissions
4 Members 1 Pages 0 Files 0 Folders 1 Forums 0 Topics 0 Posts
Group administrators: Jane Russell (jarussell)

Latest Forum Posts
There are no posts in this group yet.

Members

Holly John Jackson Mike Kelly Jane Russell

View all members of this group

Display page Return to group pages

Workflow Content Portfolio Groups Administration Jane Russell

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london Search users

Group Homepage | Change my page layout

Display page

Edit content Edit layout Choose skin

Basic options

Select how you would like your page to be laid out.

Advanced options

Create custom layout

Save

3. Click Edit Layout to change the layout of the group page

Workflow Content Portfolio Groups Administration Jane Russell

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london Search users

Group Homepage: Choose page skin

Display page

Manage skins

Edit content Edit layout Choose skin

Current skin

My skins

Site skins

Skin not selected

Save

4. Click Choose Skin to select a skin for your group page

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk