

Table of Contents

Group Leader Responsibilities	2
Group Management	3
Content Tools.....	3
• Manage Homepage	3
• Manage Guest View	3
• Manage News	4
• Manage Photos.....	5
• Manage Links	6
• Manage Files.....	7
• Manage Message Boards	8
• Manage Announcements	9
Configuration Tools.....	11
• General Settings.....	11
• Applications.....	12
• Sub-Groups	13
• Members	14
• Permissions	16

Group Leader Responsibilities

- ◆ 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 deleting topics, messages, or replies as necessary
- ◆ 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 (ie: Chat, Calendar) are available to your group or course members
- ◆ Encourage and facilitate group use
- ◆ Keeping group information fresh and up to date
- ◆ Ensuring adherence to WINGS Group Policies
- ◆ Removing any inappropriate material posted by members
- ◆ Reporting the termination of a group to the Portal Administrator

Group Management

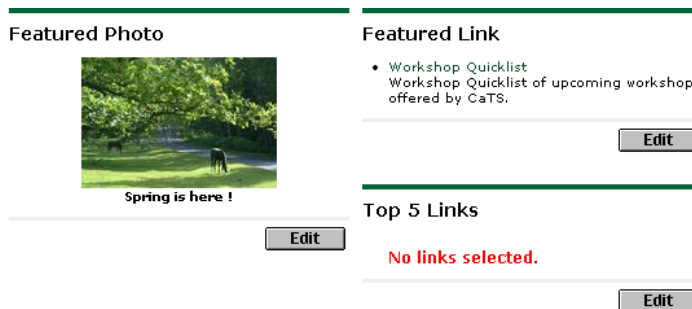
Content Tools

Group management begins with use of Content Tools located beneath Group Tools on homepage.

Content tools are only viewable by group leaders.

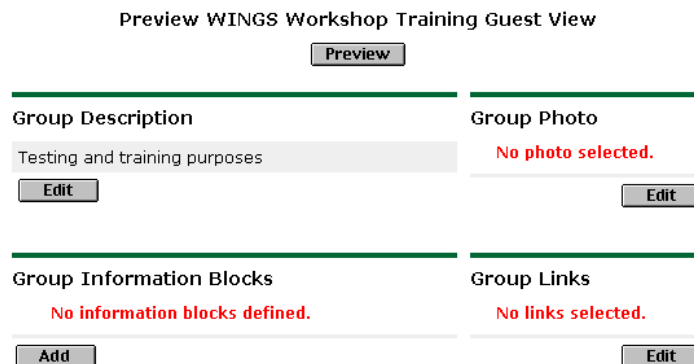


- **Manage Homepage:** Edit content that members see on the homepage, including featured photo, featured links, and top five links.



The Manage Homepage tool is used **after** photos and links have been posted to the group.

- **Manage Guest View:** Edit the content that non-members see on the group's guest page.



- **Manage News:** Activate, deactivate, and delete articles. Approve/deny, and edit articles submitted by members for posting. Only a group leader can post an article directly to the group homepage.

Manage News - WINGS Discussion May 07, 2004

Your Location: [Group Homepage](#) / Manage News

Group Tools

- Homepage
- News
- Photos
- Links
- Files
- Message Board
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board

Configuration Tools

- General Settings
- Applications

To **view** or **edit** an article, click on the article title. To **activate** an article, check the box and click "Activate." To **remove** an article, check the box and click "Delete."

Submitted Articles

Title/Subject	Posted By	Posted On
There are no submitted articles.		

To **view** or **edit** an article, click on the article title. To **inactivate** an article, check the box and click "Inactivate." To **remove** an article, check the box and click "Delete."

Active Articles [Post a New Article](#)

Title/Subject	Posted By	Posted On
<input type="checkbox"/> WINGS Discussion Group Created	Scott W. Rife	March 21, 2004

Inactive Articles

Title/Subject	Posted By	Posted On
<input type="checkbox"/> Welcome to the WINGS Pilot Group	Scott W. Rife	February 23, 2004

Submitted articles have been submitted by members, but not yet reviewed and posted. **Active** articles will appear on the homepage. **Inactive** articles will remain until deleted.

News items must be submitted following the procedure below before using Manage News

- **Submit an article by clicking on News under Group Tools, then Post an Article**

Group News - WINGS Discussion May 07, 2004

Your Location: [Group Homepage](#) / Group News

Group Tools

- Homepage
- News
- Photos
- Links
- Files
- Message Board
- Chat

WINGS Discussion

- **WINGS Discussion Group Created** (posted on March 21, 2004 by Scott W. Rife)
This Groups area was originally titled "WINGS Pilot" and was used by many of the nearly 600 Pilot... read more...

- **Type, or cut & paste, information for posting (format may be text or html)**

Posted By: **Denise Anderson**

Status:

Title/Subject:

News Article:

- **Manage Photos:** Post and delete photos from the homepage. Approve/deny photos submissions of members.

Click on a photo or its title to **view** it. To **activate** a photo, check the box and click "Activate." To **remove** a photo, check the box and click "Delete."

Submitted Photos

Title	Posted By	Posted On
-------	-----------	-----------

There are no submitted photos.

Click on a photo or its title to **view** it. To **inactivate** a photo, check the box and click "Inactivate." To **remove** a photo, check the box and click "Delete."

Active Photos

[Post a New Photo](#)

Title	Posted By	Posted On
<input type="checkbox"/>  Spring is here ! - Featured	Denise Anderson	April 13, 2004
<input type="checkbox"/>  WINGS Home Page	Denise Anderson	March 02, 2004

Inactive Photos

Title	Posted By	Posted On
-------	-----------	-----------

There are no inactive photos.

A group photo album has a default limit of 12 MB. This size limit also includes photos submitted but not yet posted. Uploaded photos will be downsized to 40K.

Photos must be submitted following the procedure below before using Manage Photos

- **Submit an picture by clicking on Photos under Group Tools, then Post a photo**

Group Photos - WINGS Workshop Training May 08, 2004

Your Location: [Group Homepage](#) / Group Photos

Group Tools

- [Homepage](#)
- [Announcements](#)
- [News](#)
- [Photos](#)
- [Links](#)
- [Files](#)
- [Message Board](#)
- [Calendar](#)

WINGS Workshop Training

 **Spring is here !** (posted on April 13, 2004 by Denise Anderson)
 Spring is here ! ...View Photo

 **WINGS Home Page** (posted on March 02, 2004 by Denise Anderson)
 WINGS ...View Photo

[Post a photo](#)

- **Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only. Photo files may not be larger than 1 mb.**

Posted By: **Denise Anderson**

Status:

Photo File Name:

Photo Title:

Photo Caption:

- **Manage Links:** Post and delete links from the homepage. Approve/deny links submitted by members.

Manage Links - WINGS Workshop Training May 08, 2004

Your Location: [Group Homepage](#) / Manage Links

Group Tools

[Homepage](#)

Announcements

News

Photos

Links

Files

Message Board

Calendar

E-mail

Chat

Members

To **view** or **edit** a link, click on the link title. To **activate** a link, check the box and click "Activate." To **remove** a link, check the box and click "Delete."

Submitted Links

Title	Posted By	Posted On
There are no submitted links.		

To **view** or **edit** a link, click on the link title. To **inactivate** a link, check the box and click "Inactivate." To **remove** a link, check the box and click "Delete."

Active Links [Post a New Link](#)

Title	Posted By	Posted On
<input type="checkbox"/> Email Pilot Group Tips	Denise Anderson	March 11, 2004
<input type="checkbox"/> Workshop Quicklist - Featured	Marijane James	March 06, 2004

[Inactivate](#) [Delete](#)

Inactive Links

Title	Posted By	Posted On
There are no inactive links.		

Links must be submitted following the procedure below before using Manage Links

- **Submit a link by clicking on Links under Group Tools, then Post a link**

Group Links - WINGS Workshop Training May 08, 2004

Your Location: [Group Homepage](#) / Group Links

Group Tools

[Homepage](#)

Announcements

News

Photos

Links

Files

Message Board

Calendar

WINGS Workshop Training

- **Email Pilot Group Tips** (posted on March 11, 2004 by Denise Anderson)
Email Pilot Group Tips
- **Workshop Quicklist** (posted on March 06, 2004 by Marijane James)
Workshop Quicklist of upcoming workshops offered by CaTS.

[Post a link](#)

- **URL for link must begin with http://**

Posted By: **Denise Anderson**

Status:

Title:

URL:

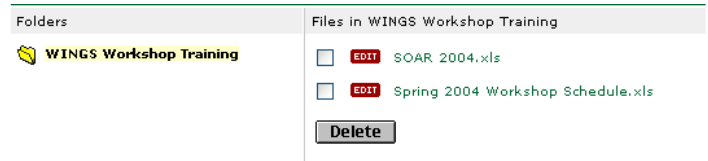
Link Description:

- **Manage Files:** Post and delete files from the homepage. Only a group leader or delegate may post files to group.

The system allows the posting of files that can be downloaded by members. As members submit files to be posted, you will need to review the file and post those that you think are valuable.

- **Any single file posted can not be larger than 5 MB.**

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.



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.

New File Requests: **There are no requests for new files**

Add New File:

Add New Sub-folder:

Search. Allows you to search the posted files. You can search by file name, folder name, or by file content.

File and Folder Search

Search for: File Names Folder Names File Content

that contain:

- **Reviewing Submitted Files:** prior to posting a file review its contents

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

On the File Request Queue screen open the file by clicking the file name link. After reviewing the file contents either: – Activate (post) the file
– Delete the file

Note: 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.

- **Editing File Contents**

- To edit the contents of a posted file, you must make changes to the file and then re-post the file to the group page.
- File name and folder can also be edited.

You may replace this file with a file of any type. If you update this file and the name of the selected file is different from the existing file, the existing file will be renamed. Files may not be larger than 1 MB.

Created by: **Denise Anderson**

File name:

Folder:

Replace file:

- **Submit a File by clicking on Files under Group Tools, then Add a new file to [group name]**

Group Files - WINGS Workshop Training May 08, 2004

Your Location: [Group Homepage](#) / Group Files

Group Tools	Folders	Files in WINGS Workshop Training
Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members	WINGS Workshop Training	SOAR 2004.xls Spring 2004 Workshop Schedule.xls

Add a new file to WINGS Workshop Training

File and Folder Search

Search for: File Names Folder Names File Content

that contain:

- **Enter the filename and the complete path to the new file, or click the Browse button to navigate to the file**

Add files of any type. Files may not be larger than 1 MB.

Added By: **Denise Anderson**

Folder name: **WINGS Workshop Training**

File Name:

- **Manage Message Boards:** Create descriptions for the group's message board forum and delete message board topics and replies. Any member may post topics and replies to a message board, while only a group leader can delete topics.

Managing message boards requires **deleting old, expired, or inappropriate** messages and topics.

Message Board Topics - WINGS Discussion May 08, 2004

Your Location: [My Groups](#) / [Group Homepage](#) / Message Board Topics

WINGS Discussion

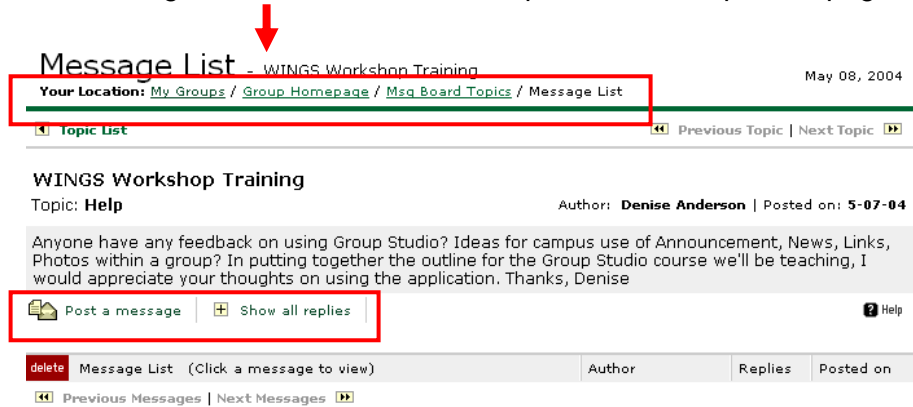
Select Post a Topic to add topics for group discussion

Post a Topic ? Help

delete	Topic List (Click to view message list)	Author	Messages	Posted on
[d]	Group Admin Notification	Greg Kojola	1	3-26-04
[d]	Classifieds Channel???	Amy Louise Warner	2	3-17-04
[d]	Services Tab	Chris Watson	2	3-15-04
[d]	Forward as Attachment	Byron K. Duvall	1	3-15-04
[d]	Chat in My Group	Ryan P. Black	1	3-10-04
[d]	Univ. Academic Services Tab	Shiv K. Vadlamudi	0	3-09-04
[d]	Link to the pharmacy	Phil Wice	1	3-09-04

- Navigating Message Boards

- Click on a message to read its contents
- Use navigational links to return to Topic List or Group Homepage



- To reply to a topic, select Post a message

- **Manage Announcements:** Post and delete existing announcements from the homepage.

- **Only a group leader may post announcements which will appear in Personal Announcement channel of each member's WINGS homepage in addition to the group homepage**



For each announcement, the screen lists the following information:

- The title of the announcement
- The announcement's expiration date (7 days after posting)
- The date the announcement was posted to the group or course homepage
- The status of the announcement

- **Resending Expired Announcements**

- Click title of expired announcement on Manage Announcements screen
- Edit or re-send announcement
- A new 7-day expiration date will be automatically set

Configuration Tools



- **General Settings:** Change basic group attributes, such as name, description, and group type.

Group Type:

Public: open for anyone to join.

Restricted: requires Group Leader to approve or add members

Hidden: not displayed in the group category index and do not have a guest view page. Membership is closed. No requests will be received by Group Leader.

Admin Blocked: used to prevent even the system administrator from viewing the content of your group pages.

LEAVE SELECTED ROLES BLANK AS WE DO NOT CURRENTLY HAVE ALL LISTED ROLES DEFINED.

General Settings - WINGS Workshop Training
May 08, 2004

Your Location: [Group Homepage](#) / General Settings

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Configuration Tools

- General Settings
- Applications
- Sub-Groups
- Members
- Permissions

Personal Tools

You are a Group Leader

- Groups Policy
- My Profile

* Requires Group Studio administrator approval
* Required Information

* * Group Name:

* * Group Title:

* Guest Page Description:

Description:

* Group Category:

Group Type: Public

Restricted * Criteria required if selected

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

- Account Admin
- Administrator
- Alumni
- Applicant
- Applicant Accept
- Creator
- Development Officer
- Employee
- Faculty
- Finance

* Required if the group name, group title or admin-blocked setting is modified

Modification Comment:

Changes made to Group Name, Title, Guest Description and Group Category will need to be approved by the Portal Administrator.

- **Applications:** Specify system applications (ie: Chat) available to group members.

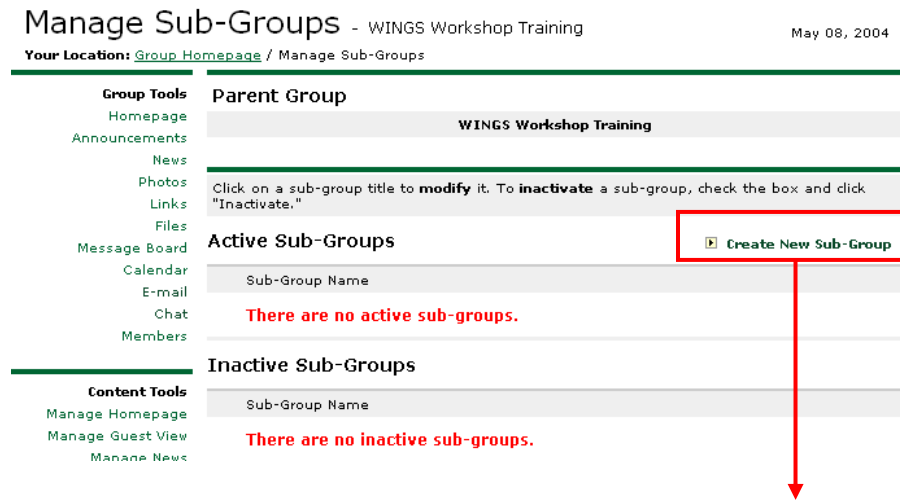
Application Availability - WINGS Workshop Training May 08, 2004

Your Location: [Group Homepage](#) / Application Availability

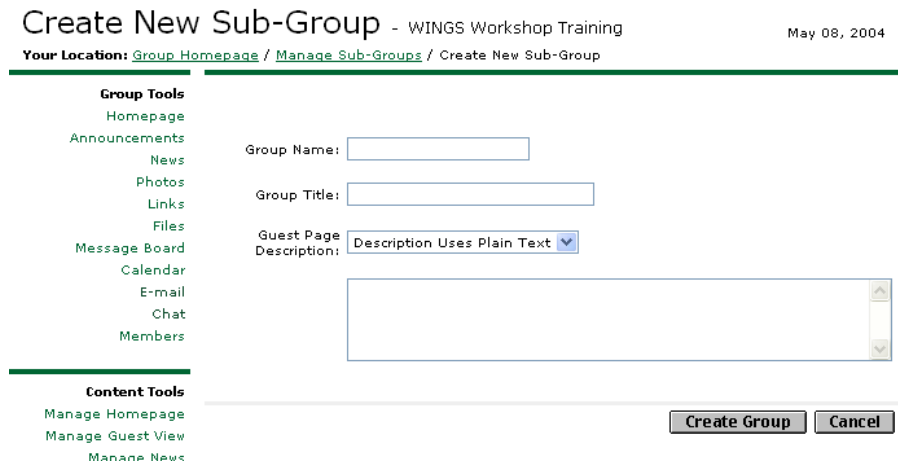
Group Tools	Enabled	Application	Delegable
Homepage	<input checked="" type="checkbox"/>	News Publishing	Yes
Announcements	<input checked="" type="checkbox"/>	Photo Publishing	Yes
News	<input checked="" type="checkbox"/>	Link Publishing	Yes
Photos	<input checked="" type="checkbox"/>	File Sharing	Yes
Links	<input checked="" type="checkbox"/>	Message Board	Yes
Files	<input checked="" type="checkbox"/>	Calendar	Yes
Message Board	<input checked="" type="checkbox"/>	Announcements	Yes
Calendar	<input checked="" type="checkbox"/>	E-mail	N/A
E-mail	<input checked="" type="checkbox"/>	Chat	N/A
Chat	<input checked="" type="checkbox"/>		
Members	<input checked="" type="checkbox"/>		
Content Tools			
Manage Homepage	<input checked="" type="checkbox"/>		
Manage Guest View	<input checked="" type="checkbox"/>		
Manage News	<input checked="" type="checkbox"/>		
Manage Photos	<input checked="" type="checkbox"/>		
Manage Links	<input checked="" type="checkbox"/>		
Manage Files	<input checked="" type="checkbox"/>		

To enable an application for members of your group, click the check box next to the application name. To disable an application, deselect the check box next to the application name.

- **Sub-Groups:** Create, activate, and inactivate sub-groups.
 - Sub-groups are intended to meet the needs of smaller populations that exist within your group membership.
 - Sub-groups inherit the application set, group type, and group category of the parent group. **Each sub-group will have its own chat and message boards.**
 - The group leader of the parent group automatically becomes the leader of the sub-group but can delegate permissions within the sub-group to members.
 - **When you delete a sub-group, all of the content stored in the sub-group pages is deleted from the system.**



Clicking the **Create a New Sub-Group** link will open the window below:



- Add new members to your sub-group using the Members option in Configuration Tools.
- Members of any sub-group are automatically added to parent group.

- **Members:** Add, activate or inactivate group members.

Manage Members - Help Desk May 08, 2004

Your Location: [Group Homepage](#) / Manage Members

Group Tools

Homepage

Announcements

News

Photos

Links

Files

Message Board

Calendar

E-mail

Chat

Members

Content Tools

Manage Homepage

Manage Guest View

Manage News

Manage Photos

Manage Links

Manage Files

Manage Message Board

Manage Calendar

Manage Announcements

Click a member name to **view** member profile, **change** member status or **remove** from group.

Active Members
 Inactive Members
 Add Members

Active Members

<input type="checkbox"/> Name	Member Type	Homepage	Last Visit
<input type="checkbox"/> Amy J. Hopkins	Delegated		May 07, 2004
<input type="checkbox"/> Amy J. Newsome	Delegated		May 07, 2004
<input type="checkbox"/> Denise Anderson *	Delegated		May 08, 2004
<input type="checkbox"/> Jill R Klepaski (cats19)	Delegated		May 06, 2004
<input type="checkbox"/> Leslie S. Kepler	Delegated		May 06, 2004
<input type="checkbox"/> Marijane James	Delegated		May 03, 2004
<input type="checkbox"/> Mary Clem	Leader		May 06, 2004
<input type="checkbox"/> Patrick W. Kachurek	Delegated		May 06, 2004
<input type="checkbox"/> Rich Hadden	Delegated		May 03, 2004

* You may not inactivate or delete yourself because you are a Group Leader.

- If you know the login name (w123abc) of the user you wish to add to the group, it can be entered in the Login Name field.
- Otherwise, enter the user's first and last name and click Search.
- From the Search Results window, select the user to add.

To **find** users, enter any or all of the information below and click the "Search" button. To **reset** all fields including the search results, click the "Reset" button.

Search for Users

Login Name: *

First Name:

Last Name:

* If you know the exact Login Name of the user you want to add to the group, you may enter it and click the "Add" button to immediately add them as a member without searching.

To **add** users to the group, select the users you are looking for and click the "Add" button. Or you may click the "Add All" button to add all users that are in the results list.

Search Results

Aaron Alford Smith
 Aaron Anthony Smith
 Aaron Christopher Smith
 Aaron James Smith
 Aaron K Smith

- **Edit Member Profile:** delegate permissions to members
 - From Manage Members, click on a user's name to Edit Member Profile

Edit Member Profile - Help Desk May 08, 2004
 Your Location: [Group Homepage](#) / [Manage Members](#) / Edit Member Profile

<p>Group Tools</p> <ul style="list-style-type: none"> Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members <hr/> <p>Content Tools</p> <ul style="list-style-type: none"> Manage Homepage Manage Guest View Manage News Manage Photos Manage Links Manage Files Manage Message Board Manage Calendar Manage Announcements <hr/> <p>Configuration Tools</p> <ul style="list-style-type: none"> General Settings Applications Sub-Groups Members Permissions 	<p>Member Information</p> <div style="border: 1px solid #ccc; padding: 5px;"> Name: Denise Anderson Member type: Delegated Member since: March 04, 2004 Last Visit: May 08, 2004 Homepage: Status: Active </div> <p>Delegated Permissions</p> <div style="border: 1px solid #ccc; padding: 5px;"> <table border="0"> <tr> <td><input type="checkbox"/> Group Leader</td> <td><input type="checkbox"/> Guest Page</td> </tr> <tr> <td><input type="checkbox"/> Home Page</td> <td><input type="checkbox"/> Photo Publishing</td> </tr> <tr> <td><input type="checkbox"/> News Publishing</td> <td><input checked="" type="checkbox"/> File Sharing</td> </tr> <tr> <td><input type="checkbox"/> Link Publishing</td> <td><input checked="" type="checkbox"/> Calendar</td> </tr> <tr> <td><input type="checkbox"/> Message Board</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Announcements</td> <td></td> </tr> </table> </div> <p>Explanation for action</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="color: red; font-size: small;">Note: You must explain every change made to a member's profile.</p> </div> <p style="text-align: right;"> <input type="button" value="Update Profile"/> <input type="button" value="Cancel"/> </p>	<input type="checkbox"/> Group Leader	<input type="checkbox"/> Guest Page	<input type="checkbox"/> Home Page	<input type="checkbox"/> Photo Publishing	<input type="checkbox"/> News Publishing	<input checked="" type="checkbox"/> File Sharing	<input type="checkbox"/> Link Publishing	<input checked="" type="checkbox"/> Calendar	<input type="checkbox"/> Message Board		<input type="checkbox"/> Announcements	
<input type="checkbox"/> Group Leader	<input type="checkbox"/> Guest Page												
<input type="checkbox"/> Home Page	<input type="checkbox"/> Photo Publishing												
<input type="checkbox"/> News Publishing	<input checked="" type="checkbox"/> File Sharing												
<input type="checkbox"/> Link Publishing	<input checked="" type="checkbox"/> Calendar												
<input type="checkbox"/> Message Board													
<input type="checkbox"/> Announcements													

- The contents of the Explanation for action box will be sent within the body of an email to the delegated member.

- **Permissions:** Assign permissions to group members to manage homepage features.

- To ensure group content stays fresh, delegate group rights to other members.
- Permission Listings allows you to review those permissions.
- Clicking Edit allows you to add or remove permissions to/from individual members (using the screen pictured below)

Group Permissions - WINGS Workshop Training

May 08, 2004

Your Location: [Group Homepage](#) / Group Permissions

Group Tools		Permission Listings		
Homepage		Application	Members	Description
Announcements	News	EDIT Group Leader	Denise Anderson	Manage Group
Photos	Links	EDIT Home Page	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Edit Home Page
Files	Message Board	EDIT Guest Page	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Edit Guest Page
Calendar	E-mail	EDIT News Publishing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Publish Group News Articles
Chat	Members	EDIT Photo Publishing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Upload Group Photos
Content Tools		EDIT Link Publishing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Add Group Internet Links
Manage Homepage	Manage Guest View	EDIT File Sharing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Shared Group Files
Manage News	Manage Photos	EDIT Message Board	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler ...	Share Group Messages
Manage Links	Manage Files			
Manage Message Board	Manage Calendar			
Manage Announcements	Manage Announcements			
Configuration Tools				
General Settings	Applications			
Sub-Groups	Members			

Edit Delegated Permissions - Help Desk

May 08, 2004

Your Location: [Group Homepage](#) / [Group Permissions](#) / Edit Delegated Permissions

Group Tools	To Add a member to this permission set, select them from the Membership List and click the "Add" button. To Remove a member, select them from the Current Delegated Admins list and click the "Remove" button.	
Homepage	NOTE: Group leaders are not listed since they automatically have all delegated permissions.	
Announcements	Edit Delegated Permissions for News Publishing	
News	Current Members	Current Delegated Admins
Photos	Amy J. Hopkins Denise Anderson Jill R Klepaski (cats19) Leslie S. Kepler Marijane James Patrick W. Kachurek Rich Hadden	Amy J. Newsome
Links		
Files		
Message Board		
Calendar		
E-mail		
Chat		
Members		
Add Remove Done		
HINT: Each time you click the add button or the remove button, the Delegated Admin list is re-saved and is active. This means you may simply click the "Done" button when you're finished.		
Content Tools		
Manage Homepage		
Manage Guest View		
Manage News		
Manage Photos		
Manage Links		
Manage Files		
Manage Message Board		