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## **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

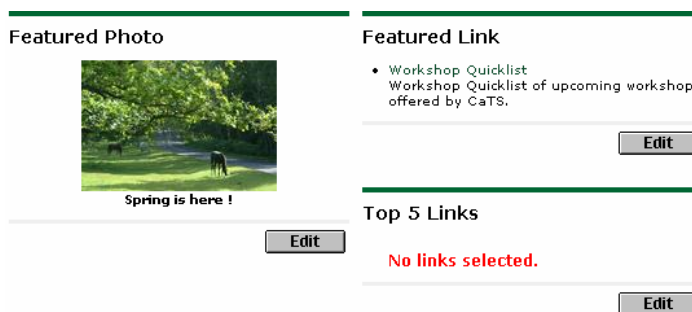
## Content Tools

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

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**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
<b>There are no submitted articles.</b>		

---

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
<b>There are no submitted photos.</b>		

---

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 ! - <b>Featured</b>	Denise Anderson	April 13, 2004
<input type="checkbox"/>  WINGS Home Page	Denise Anderson	March 02, 2004

**Inactive Photos**

Title	Posted By	Posted On
<b>There are no inactive photos.</b>		

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

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**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 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

---

**Content Tools**

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

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 - <b>Featured</b>	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.

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[Post a link](#)

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

Posted By: **Denise Anderson**

Status:

Title:

URL:

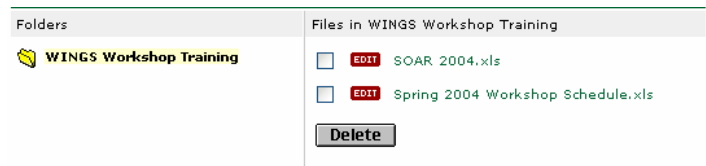
Link Description:  Description Uses Plain Text

- **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**

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

**Content Tools**

- Manage Homepage

Folders

- WINGS Workshop Training

Files in 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.

Select Post a Topic to add topics for group discussion

Message Board Topics - WINGS Discussion May 08, 2004

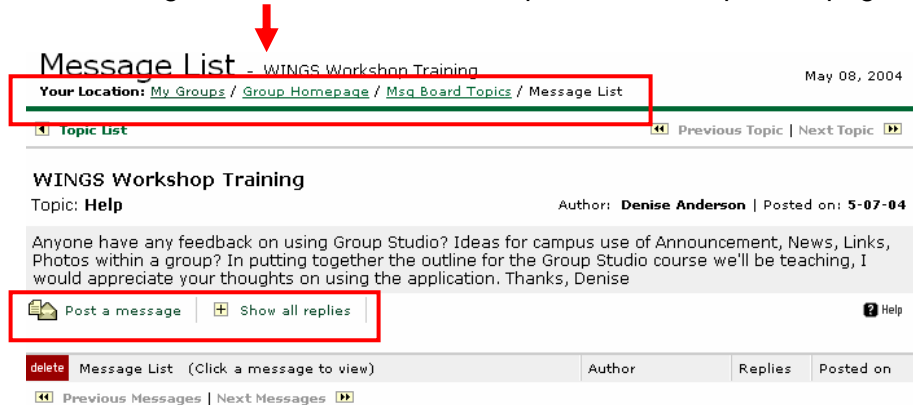
Your Location: [My Groups](#) / [Group Homepage](#) / Message Board Topics

**WINGS Discussion**

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

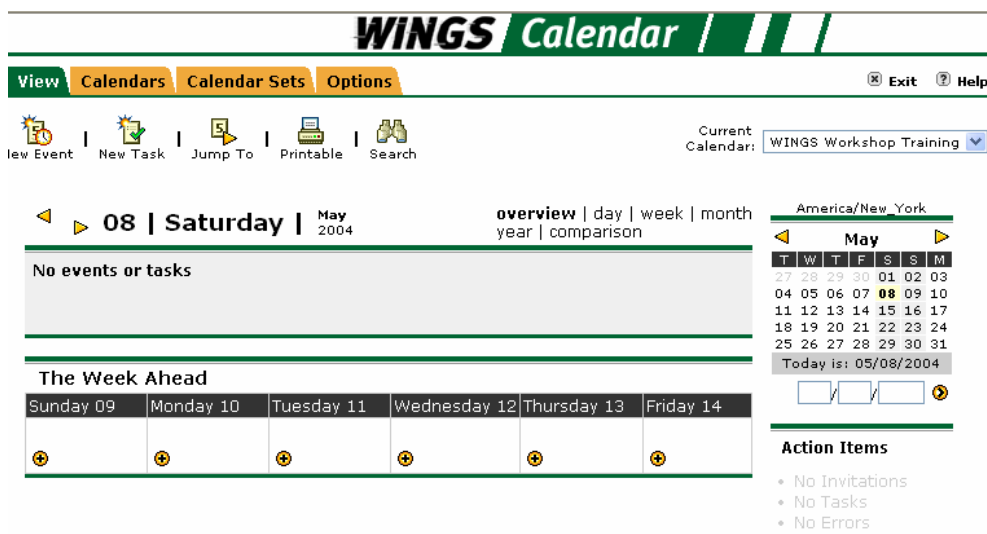


- To reply to a topic, select Post a message

- **Manage Calendar:** Add events and other important items to a group calendar.

If your group chooses to have a calendar, members will be able to open it using a link on the homepage, or through a drop-down menu of all calendars to which they belong from within the Calendar application. As group leader, you are responsible for maintaining the calendar or delegating calendar administration to another member of the group.

**Note:** Placing an event on the group calendar does not currently add the event to the individual calendars of the group members. Group calendars are for posting events, not inviting members. To invite members to an event, allowing them to RSVP, invite each individual member.



Detailed documentation regarding WINGS calendar use can be found at <http://www.wright.edu/cats/docs/> by clicking the WINGS Calendar Introduction and WINGS Calendar Management links

- **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**

Manage Announcements - WINGS Workshop Training May 08, 2004

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

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**Group Tools**

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

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

**Number of Announcements: 2** **New Announcement**

Title (Click to Edit and Resend)	Exp Date:	Post Date:	Status:
<input type="checkbox"/> Using Group Studio	May 15, 2004	May 8, 2004	Success
<input type="checkbox"/> Check Workshop Training Group	May 13, 2004	May 6, 2004	Success

Opens a create new Announcement screen

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.**

The screenshot shows the 'General Settings' page for a group named 'WINGS Workshop Training'. The page includes a navigation menu on the left with categories: Group Tools, Content Tools, Configuration Tools, and Personal Tools. The main content area contains several settings:

- Group Name:** WINGS Workshop Training (marked with \* \* Required Information)
- Group Title:** WINGS Workshop Training (marked with \* \* Required Information)
- Guest Page Description:** Description Uses Plain Text (dropdown), with a text area containing 'Testing and training purposes'.
- Group Category:** Test (dropdown)
- Group Type:** Radio buttons for Public, Restricted, and Hidden. 'Hidden' is selected. 'Restricted' has a note: '\* Criteria required if selected'. There is a text area for 'Criteria for restricted access:'.
- Admin Blocked:** A checkbox that is currently unchecked.
- Browse control:** A note stating: 'The Group Index page currently allows anyone to browse or search for this group. Select one or more roles to control access.'
- Selected Roles:** An empty list box.
- Unselected Roles:** A list box containing roles: Account Admin, Administrator, Alumni, Applicant, Applicant Accept, Creator, Development Officer, Employee, Faculty, and Finance.
- Modification Comment:** An empty text area.

At the bottom right, there are 'Save Changes' and 'Cancel' buttons. A red note at the bottom of the form states: '\* Required if the group name, group title or admin-blocked setting is modified'.

**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.

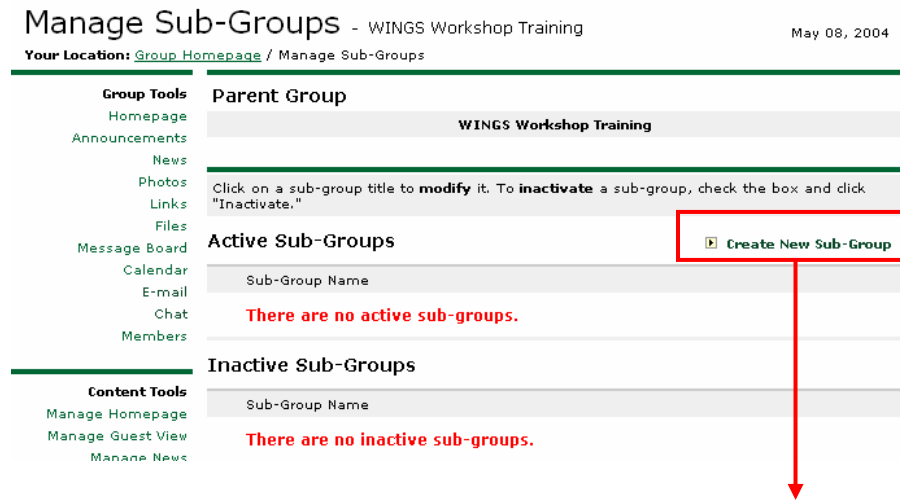
Application Availability - WINGS Workshop Training May 08, 2004

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

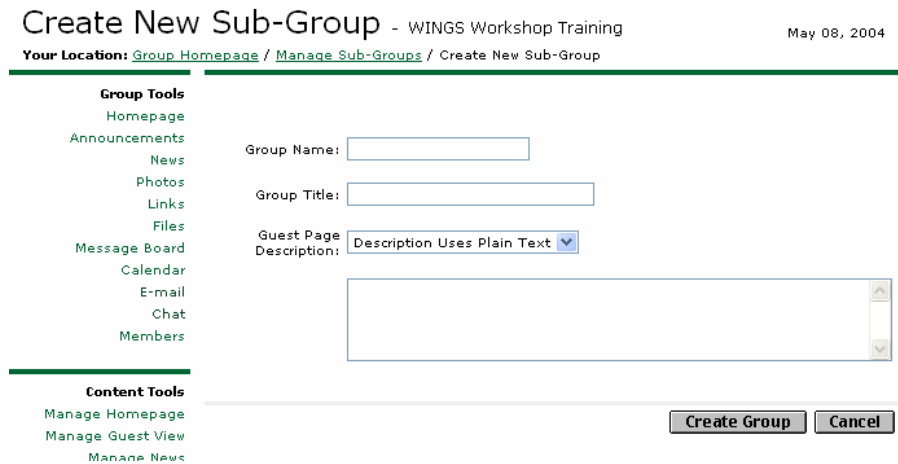
Group Tools	Enabled	Application	Delegable
Homepage	<input checked="" type="checkbox"/>	News Publishing	Yes
Announcements	<input checked="" type="checkbox"/>	Photo Publishing	Yes
News	<input checked="" type="checkbox"/>	Link Publishing	Yes
Photos	<input checked="" type="checkbox"/>	File Sharing	Yes
Links	<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"/>		
<b>Content Tools</b>			
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 calendar, 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><b>Group Tools</b></p> <ul style="list-style-type: none"> <li>Homepage</li> <li>Announcements</li> <li>News</li> <li>Photos</li> <li>Links</li> <li>Files</li> <li>Message Board</li> <li>Calendar</li> <li>E-mail</li> <li>Chat</li> <li>Members</li> </ul> <hr/> <p><b>Content Tools</b></p> <ul style="list-style-type: none"> <li>Manage Homepage</li> <li>Manage Guest View</li> <li>Manage News</li> <li>Manage Photos</li> <li>Manage Links</li> <li>Manage Files</li> <li>Manage Message Board</li> <li>Manage Calendar</li> <li>Manage Announcements</li> </ul> <hr/> <p><b>Configuration Tools</b></p> <ul style="list-style-type: none"> <li>General Settings</li> <li>Applications</li> <li>Sub-Groups</li> <li>Members</li> <li>Permissions</li> </ul>	<p><b>Member Information</b></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><b>Delegated Permissions</b></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><b>Explanation for action</b></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

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**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

**Permission Listings**

Application	Members	Description
<span style="color: red; font-weight: bold;">EDIT</span> Group Leader	Denise Anderson	Manage Group
<span style="color: red; font-weight: bold;">EDIT</span> Home Page	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Edit Home Page
<span style="color: red; font-weight: bold;">EDIT</span> Guest Page	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Edit Guest Page
<span style="color: red; font-weight: bold;">EDIT</span> News Publishing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Publish Group News Articles
<span style="color: red; font-weight: bold;">EDIT</span> Photo Publishing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Upload Group Photos
<span style="color: red; font-weight: bold;">EDIT</span> Link Publishing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Add Group Internet Links
<span style="color: red; font-weight: bold;">EDIT</span> File Sharing	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler Marijane James ...	Shared Group Files
<span style="color: red; font-weight: bold;">EDIT</span> Message Board	Amy J. Hopkins Amy J. Newsome Leslie S. Kepler ...	Share Group Messages

Edit Delegated Permissions - Help Desk May 08, 2004

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

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**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

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.

**NOTE:** Group leaders are not listed since they automatically have all delegated permissions.

**Edit Delegated Permissions for News Publishing**

Current Members	Current Delegated Admins
Amy J. Hopkins Denise Anderson Jill R Klepaski (cats19) Leslie S. Kepler Marijane James Patrick W. Kachurek Rich Hadden	Amy J. Newsome
<span style="border: 1px solid gray; padding: 2px 10px;">Add</span> <span style="border: 1px solid gray; padding: 2px 10px;">Remove</span> <span style="border: 1px solid gray; padding: 2px 10px;">Done</span>	

**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.