

# Group Studio User Guide

When you access Group Studio you will see the three tabs illustrated below – My Groups, Group Index, and Request Groups



- **My Groups.** Provides an indexed list of groups in which you are currently a member.
- **Group Index.** Provides access to a page that lists all of the current categories of groups and allows you to access the group guest homepages within each category to read about and request to join a group.
- **Request Group.** Provides a form that you can fill out to request the creation of a new group. If you request the creation of a new group, you become the group leader and you have the opportunity to create and manage a group homepage.

## AS A GROUP MEMBER, THE HOMEPAGE WILL PROVIDE ACCESS TO A NUMBER OF TOOLS INCLUDING:

- I. **Homepage.** Presents an overview of group material, lists Group Tools, and provides a link to the WINGS Group Policy

**My Groups** **Groups Index** **Request Group** Exit Help

## Group Homepage - WINGS Workshop Training

May 22, 2004

Your Location: Group Homepage

**Group Tools**

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

**Personal Tools**

- Groups Policy
- My Profile

**Announcements**

- **Workshop Schedule Updated**  
I have updated the Spring Workshop Schedule with the first two SOAR Sessions and Peer Leader (FWPL) Group Studio Train... read more...
- ▾ More announcements...

**Group News**

- **Denise's Extension**  
I can be reached at x2006 during the 1/2 days I'll be upstairs. read more...
- **Group Studio Training Material**  
Handout and outline material for GS workshops can be found at K:\CS\Helpdesk\Training\Portal Information\Group Studio read more...
- **5.6 Naming Email Folders**  
John Meyers determined that folder names containing apostrophes (ie: Denise's friends) will cause folder errors... read more...
- **4.29 Calendar Invite Field**  
Information about entering a WSU email address in the Invite field on the calendar from Terry Anderson: I wanted to... read more...

▾ More news... ▾ Submit an Article

**Featured Photo**

**Tulip Time!**

▾ More... ▾ Submit

**Featured Links**

- **Workshop Quicklist**  
Workshop Quicklist of upcoming workshops offered by CaTS.

▾ More... ▾ Submit

**Sub-Groups**

- testing sub-groups

**II. News.** Allows you to read all articles that have been written by other members and to submit articles for potential posting. **Your Group Leader will need to approve submitted articles and post them to the group page.**

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



**b. Type, or cut & paste, information for posting (format may be text or HTML)**

A screenshot of the article posting form. It includes fields for "Posted By: Denise Anderson", "Status:" (a dropdown menu), "Title/Subject:" (a text input field), and "News Article:" (a dropdown menu set to "Article Uses Plain Text"). Below these is a large text area for the article content. At the bottom are "Post" and "Cancel" buttons.

**III. Photos.** Allows you to view all of the photos that have been posted and to submit photos for potential posting. **Your Group Leader will need to approve the submitted photo and post it to the group page.**

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



**b. Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only.**

A screenshot of the photo posting form. It includes fields for "Posted By: Denise Anderson", "Status:" (a dropdown menu), "Photo File Name:" (a text input field with a "Browse..." button), "Photo Title:" (a text input field), and "Photo Caption:" (a dropdown menu set to "Caption Uses Plain Text"). Below these is a large text area for the photo caption. At the bottom are "Post" and "Cancel" buttons.

**III. Links.** Allows you to view all of the links that have been posted and to submit links for potential posting.  
**Your Group Leader will need to approve the submitted link and post it to the group page.**

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

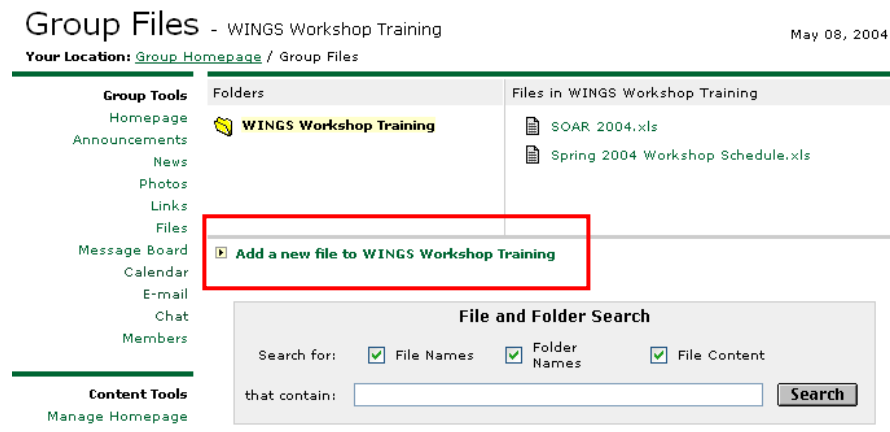


**b. URL for link must begin with http://**

Posted By: **Denise Anderson**  
Status:   
Title:   
URL:   
Link Description:  Description Uses Plain Text

**IV. Files.** Allows you to view all of the files that have been posted and to submit files for potential posting.  
**Your Group Leader will need to approve the submitted file and post it to the group page.**

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



**V. Message Board.** Allows you to enter a dedicated message board where you can read and post messages and replies.

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

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

- a. To reply to a Message Board topic (without creating a new topic), click the Post a Message link

Message List - PAC

May 24, 2004

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

[Topic List](#) [Previous Topic](#) | [Next Topic](#)

PAC

Topic: **WINGS Phase II Activities**

Author: **Scott W. Rife** | Posted on: **4-28-04**

After your review of the WINGS Phase II Activities.doc in the PAC Files folder:

- 1) What items need to be added
- 2) What items should be assigned a high priority

This was a rapidly developed list and so some items may need clarification. Post any questions you may have and I will continue to refine this document based on your input.

 [Post a message](#)  

Message List (Click a message to view)	Author	Replies	Posted on
<a href="#">▶ Start to use announcements</a>	Lisa L. Price	1	5-18-04
<a href="#">□ Would like to see</a>	Carol J. Rader	0	4-30-04
<a href="#">□ Chris' comments</a>	Chris Watson	0	4-29-04

[Previous Messages](#) | [Next Messages](#)

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**VII. Send Announcements.** Allows members to view announcements posted by the group leader.

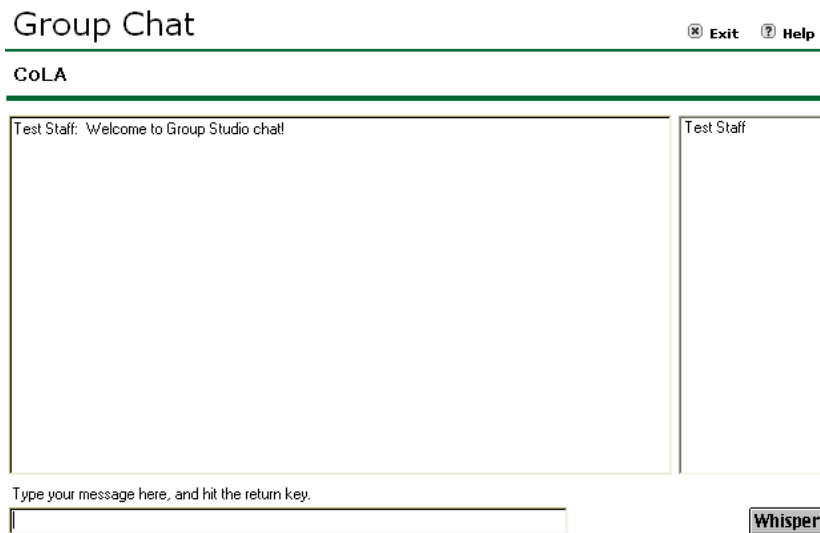
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**VII. E-mail.** Allows you to send e-mail to group or course members.

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**VIII. Chat.** Allows you to enter a dedicated chat room where you can participate in real time discussions with other members and chat individually using the **Whisper** button.

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**IX. Members.** Allows you to view a list of other group members and information about each, including any homepages

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# Group Members - CoLA

May 22, 2004

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

<b>Group Tools</b>		Click a member name to see more information about them.			
Homepage					
<b>Announcements</b>					
News	Adrienne Cassel	Member		April 07, 2004	
Photos	Alex MacLeod	Member		May 10, 2004	
Links	Amy Louise Warner	Member		May 20, 2004	
Files	Amy Marie Virgilio	Member		April 29, 2004	
<b>Message Board</b>					
Calendar	Andrea Desiree Williams	Member		March 18, 2004	
E-mail	Aubrey Maples Saus	Member		April 05, 2004	
Chat	Carol S. Loranger	Member		March 30, 2004	
<b>Members</b>					
	Charles S. Larkowski	Member		May 08, 2004	
	Charles S. Taylor	Member	<a href="#">Charles Taylor's Homepage</a>	March 10, 2004	
	Charles Skira	Member		April 01, 2004	
<b>Personal Tools</b>					
<b>Groups Policy</b>					
<b>My Profile</b>					
	Christopher David Leapley	Member		March 29, 2004	
	Daisy S Blakelock	Member		May 11, 2004	
	David A. Finnie	Member		May 19, 2004	
	Deborah J. Crusan	Member		April 15, 2004	
	Elizabeth Louise Johnson	Member		March 30, 2004	
	Heather L. Gorby	Member		April 15, 2004	