

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

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), 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 with a "Browse..." button), "Photo Title" (a text input), 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

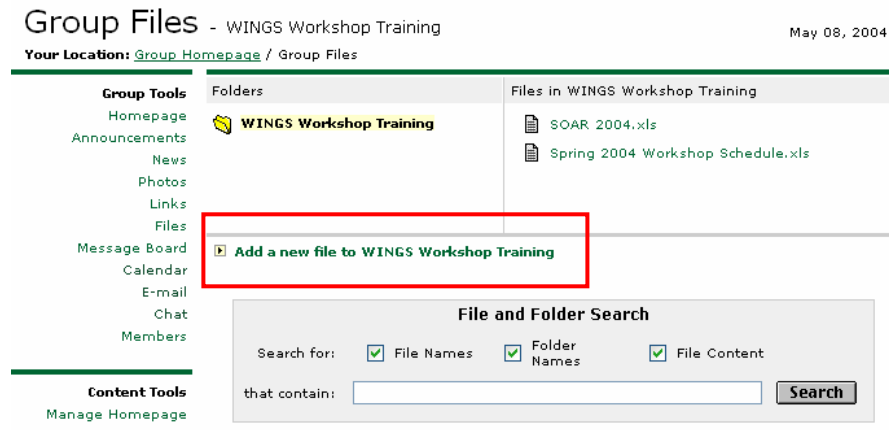


b. URL for link must begin with http://

Posted By: **Denise Anderson**
Status:
Title:
URL:
Link Description:

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

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

- 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.

  Show all replies 

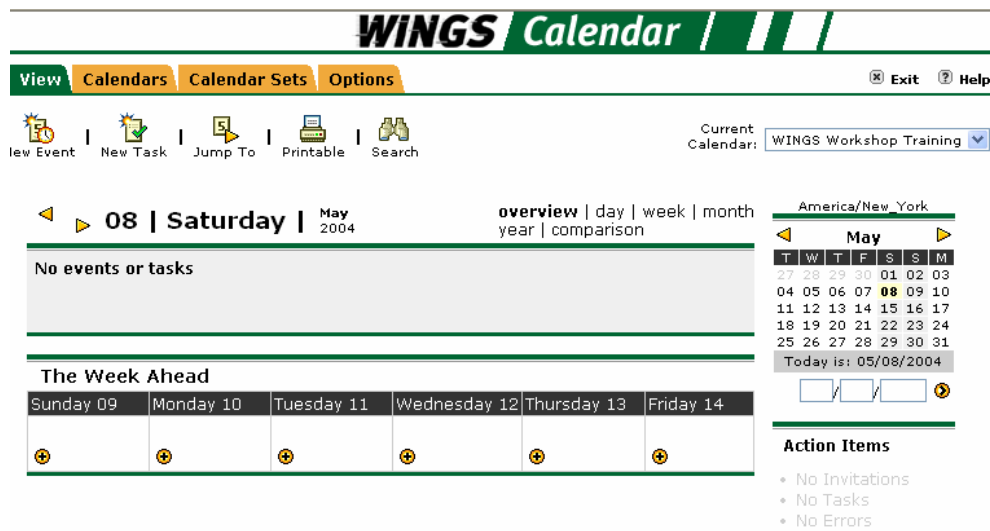
Message List (Click a message to view)	Author	Replies	Posted on
 Start to use announcements	Lisa L. Price	1	5-18-04
<input type="checkbox"/> Would like to see	Carol J. Rader	0	4-30-04
<input type="checkbox"/> Chris' comments	Chris Watson	0	4-29-04

 Previous Messages | Next Messages 

VI. Calendar. Allows you to access a group or course 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.

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

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

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

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.

Group Chat

ⓧ Exit ? Help

CoLA

Test Staff: Welcome to Group Studio chat!

Test Staff

Type your message here, and hit the return key.

Whisper

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

Group Members - CoLA

May 22, 2004

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

Group Tools		Click a member name to see more information about them.			
Homepage					
Announcements	Member Name	Member Type	Homepage	Last Visit	
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	
Message Board	Andrea Desiree Williams	Member		March 18, 2004	
Calendar	Aubrey Maples Saus	Member		April 05, 2004	
E-mail	Carol S. Loranger	Member		March 30, 2004	
Chat	Charles S. Larkowski	Member		May 08, 2004	
Members	Charles S. Taylor	Member	Charles Taylor's Homepage	March 10, 2004	
Personal Tools	Charles Skira	Member		April 01, 2004	
Groups Policy	Christopher David Leapley	Member		March 29, 2004	
My Profile	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	