# 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.

  - Featured Photo
  - Featured Link
    - Workshop Questions
      - Workshop Questions of upcoming workshops offered by CATE.
  - Top 5 Links
    - No links selected.

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

  - Group Description
    - Testing and training purposes
  - Group Photo
    - No photo selected.
  - Group Information Blocks
    - No information blocks defined.
  - Group Links
    - No links selected.
• **Manage News**: Activate, inactivate, 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

*Your Location: Group Homepage / Manage News*

<table>
<thead>
<tr>
<th>Group Tools</th>
<th>News</th>
<th>Photos</th>
<th>Links</th>
<th>Files</th>
<th>Message Board</th>
<th>Chat</th>
<th>Members</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Title/Subject</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no submitted articles.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Active Articles**

<table>
<thead>
<tr>
<th>Title/Subject</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINGS Discussion Group Created</td>
<td>Scott W. Rife</td>
<td>March 23, 2004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activate</th>
<th>Delete</th>
</tr>
</thead>
</table>

**Inactive Articles**

<table>
<thead>
<tr>
<th>Title/Subject</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the WINGS Pilot Group</td>
<td>Scott W. Rife</td>
<td>February 23, 2004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activate</th>
<th>Delete</th>
</tr>
</thead>
</table>

---

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:

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

2. **Type, or cut & paste, information for posting** (format may be text or html)
• **Manage Photos:** Post and delete photos from the homepage. Approve/deny photos submissions of members.

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

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

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

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

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

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

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

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

- 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 09, 2004
Your Locations: My Groups / WINGS Discussion / Message Board Topics

Select Post a Topic to add topics for group discussion.
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

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
• **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.*

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.

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.

  o Sub-groups are intended to meet the needs of smaller populations that exist within your group membership.
  o 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.**
  o 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.
  o When you delete a sub-group, all of the content stored in the sub-group pages is deleted from the system.

---

**Manage Sub-Groups** - WINGS Workshop Training

**Parent Group**

**Active Sub-Groups**

There are no active sub-groups.

**Inactive Sub-Groups**

There are no inactive sub-groups.

---

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

**Create New Sub-Group** - WINGS Workshop Training

**Group Name**

**Group Title**

**Guest Page Description**

**Create Group**  **Cancel**

  o Add new members to your sub-group using the Members option in Configuration Tools.
  o Members of any sub-group are automatically added to parent group.
• **Members:** Add, activate or inactivate group members.

1. 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.
2. Otherwise, enter the user’s first and last name and click Search.
3. From the Search Results window, select the user to add.
- **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
  
  Your Location: Group Homepage / Manage Members / Edit Member Profile

  **Member Information**
  
  Name: Denise Anderson
  
  Member Type: Delegated
  
  Last Visit: May 08, 2004
  
  Status: Active

  **Delegated Permissions**
  
  - Group Leader
  - Home Page
  - News Publishing
  - Link Publishing
  - Message Board
  - Calendar
  
  **Explanation for action**

  Note: You must explain every change made to a member's profile.

  Update Profile  Cancel

  - 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).