

Groups

What is a Group?

A group is a space where you can collaborate with a group of users working on a project or working within a course together.

How to create a Group?

You can create a group (with an optional blog or discussion board) by selecting the Group Tab on the Welcome Page and then select the Create a Group button on the Groups Page. Here you will set up the groups settings and invite other myblog.arts users.

The screenshot shows the myblog.arts Groups Directory page. At the top, there is a navigation bar with tabs for Home, Help, Blogs, Members, Groups, and Forums. A red arrow points to the 'Groups' tab with the annotation '1. Click "Groups"'. Below the navigation bar, there is a search bar and a 'Members' dropdown menu. A red arrow points to the 'Create a Group' button with the annotation '2. Click "Create Groups"'. The main content area displays a list of groups, including 'Language Centre', 'MA Character Animation 2016 – 2018', and 'MA Character Animation at Central St Martins'. On the right side, there is a user profile for Vija Skangale and two promotional banners for 'workflow' and 'Skillshare'.

Create a Group

1. Details 2. Settings 3. Group Blog 4. Forum 5. Photo 6. External Blogs 7. Send Invites

Group Name (required)

Group Description (required)

Create Group and Continue

3. Provide a Group Name and description

4. Click "Create Group and Continue"

1. Details 2. Settings 3. Group Blog 4. Forum 5. Photo 6. External Blogs 7. Send Invites

Privacy Options

- This is a public group
 - Any site member can join this group.
 - This group will be listed in the groups directory and in search results.
 - Group content and activity will be visible to any site member.
- This is a private group
 - Only users who request membership and are accepted can join the group.
 - This group will be listed in the groups directory and in search results.
 - Group content and activity will only be visible to members of the group.
- This is a hidden group
 - Only users who are invited can join the group.
 - This group will not be listed in the groups directory or search results.
 - Group content and activity will only be visible to members of the group.

5. Choose your group to be public/private or hidden

Group Invitations

Which members of this group are allowed to invite others?

- All group members
- Group admins and mods only
- Group admins only

6. Choose one

Back to Previous Step Next Step

7. Click "Next Step"

This is where you enable optional group blogging by either choosing one of your own blogs or creating a new one for your group. You will also be able to set up the member options that will either allow them or not allow them access to the administration features. The default settings are ideal in most cases.

The screenshot shows the 'Group Blog' configuration page. A red box highlights the 'Enable group blog' checkbox, which is checked. A callout box labeled '8. Select options' has a red arrow pointing to the 'Enable group blog' checkbox. Below this, there are instructions: 'Choose either one of your existing blogs or create a new one all together with the details displayed below. Take care as you can only choose once. Later you may still disable or enable the blog, but your choice is set.' There are two radio button options: 'Use one of your own available blogs:' with a dropdown menu showing 'choose a blog', and 'Or, create a new blog' which is selected. Under 'Or, create a new blog', there are input fields for 'Blog Title:' (containing 'Digital Learning Support') and 'Blog Address:' (containing 'http://digitallearningsupport.myblog.arts.ac.uk/'). Below this is the 'Group Blog Privacy Options' section with a dropdown menu set to 'Only visible to registered members of this group (and not listed in blogs dir.)'. The 'Group Blog Member Options' section follows, with instructions: 'Enable blog posting to allow adding of group members to the blog with the roles set below. When disabled, all members will temporarily be set to subscribers, disabling posting.' There are three sections of radio button options: 'Enable member blog posting' (unchecked), 'Default Administrator Role:' (Administrator selected), 'Default Moderator Role:' (Editor selected), and 'Default Member Role:' (Author selected). A section titled 'A bit about WordPress member roles:' lists the roles: Administrator, Editor, Author, Contributor, and Subscriber with brief descriptions. At the bottom, there are two buttons: 'Back to Previous Step' and 'Next Step'. A callout box labeled '9. Click "Next Step"' has a red arrow pointing to the 'Next Step' button.

Group Blog

Enable group blog

Choose either one of your existing blogs or create a new one all together with the details displayed below. Take care as you can only choose once. Later you may still disable or enable the blog, but your choice is set.

Use one of your own available blogs: choose a blog

Or, create a new blog

Blog Title: Digital Learning Support

Blog Address: http://digitallearningsupport.myblog.arts.ac.uk/

Group Blog Privacy Options

Only visible to registered members of this group (and not listed in blogs dir.)

Group Blog Member Options

Enable blog posting to allow adding of group members to the blog with the roles set below. When disabled, all members will temporarily be set to subscribers, disabling posting.

Enable member blog posting

Default Administrator Role:

Administrator Editor Author Contributor Subscriber

Default Moderator Role:

Administrator Editor Author Contributor Subscriber

Default Member Role:

Administrator Editor Author Contributor Subscriber

A bit about WordPress member roles:

Administrator - Somebody who has access to all the administration features.
Editor - Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
Author - Somebody who can publish and manage their own posts.
Contributor - Somebody who can write and manage their posts but not publish posts.
Subscriber - Somebody who can read comments/comment/receive news letters, etc.

Back to Previous Step Next Step

- 1. Details
- 2. Settings
- 3. Group Blog
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Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.

To skip the avatar upload process, hit the "Next Step" button.

Upload

Drop your file here

or

Select your File

Select your File

10. Upload an image

Back to Previous Step

Next Step

11. Click "Next Step"

- 1. Details
- 2. Settings
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Refresh time:

Default ▾

Add RSS feeds of blogs you'd like to attach to this group in the box below. Any future posts on these blogs will show up on the group page and be recorded in activity streams.

Separate URLs with commas.

Feed URLs:

12. Add RSS Feeds of other Blogs if necessary

Back to Previous Step

Next Step

13. Click "Next Step"

Create a Group Groups Directory

1. Details 2. Settings 3. Group Blog 4. Forum 5. **14. Select and Add Members to the group**

Search for members to invite:

Select people to invite from your friends list.

Back to Previous Step Finish **15. Click "Finish"**

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at elearning-support@arts.ac.uk



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