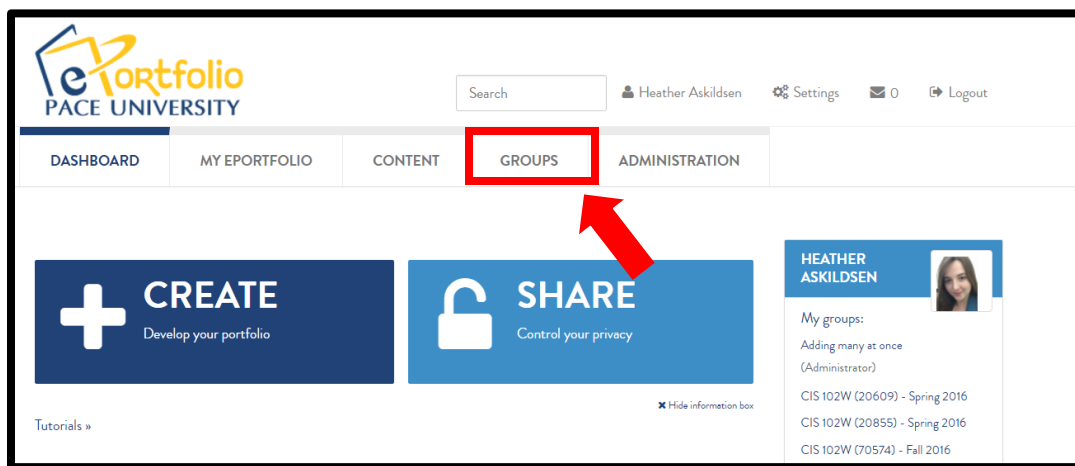


# TUTORIAL

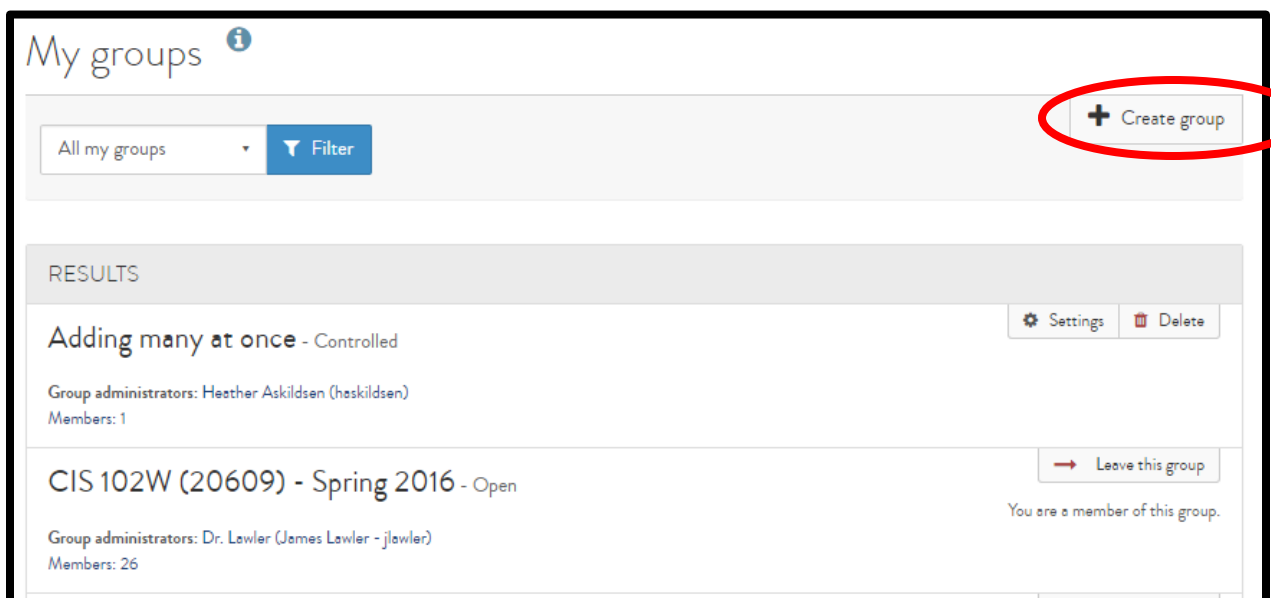
## HOW TO CREATE A GROUP

This tutorial will show you how to create a group, manage membership, and add group information.

1. **Log in** to ePortfolio and **click Groups**.

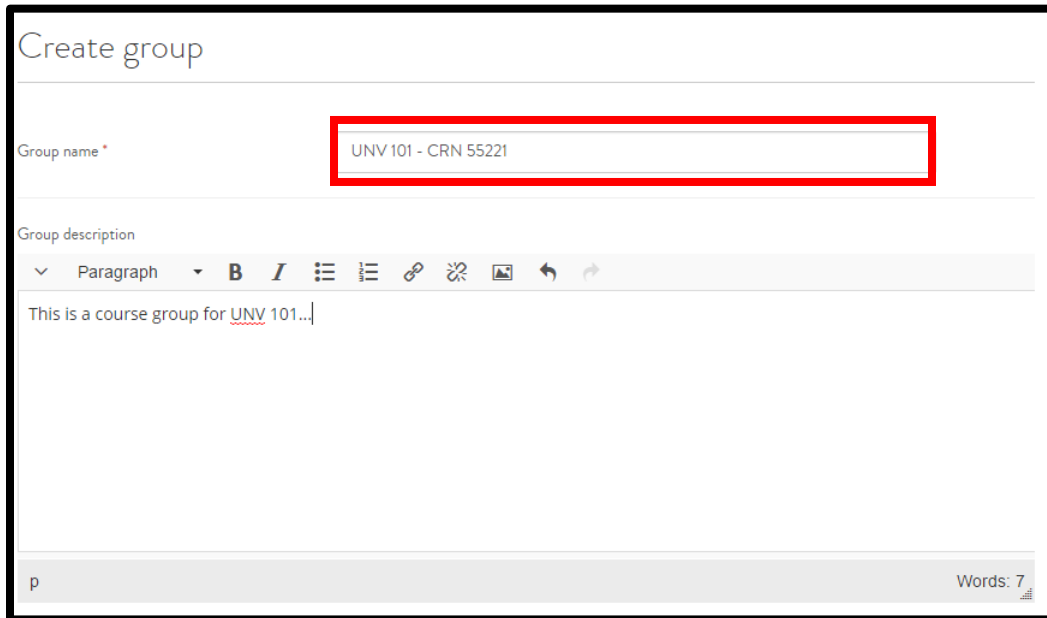


2. **Click** the blue box on the right of your list of groups that says **Create Group**.



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3. Start off by **naming your group**. You can also write a description for your group if you' would like.



Create group

Group name \* UNV 101 - CRN 55221

Group description

Paragraph B I Bulleted List Numbered List Link Unlink Image Undo Redo

This is a course group for UNV 101...

Words: 7

4. **Adjust** the membership and privacy **settings** to your liking. When you are done, scroll down and **click Save group**.



Users can send membership requests to group administrators:

Invited  No

Group administrators can add users to the group without their consent, and members cannot leave the group:

Controlled  No

Users can join the group without approval from group administrators:

Open  Yes

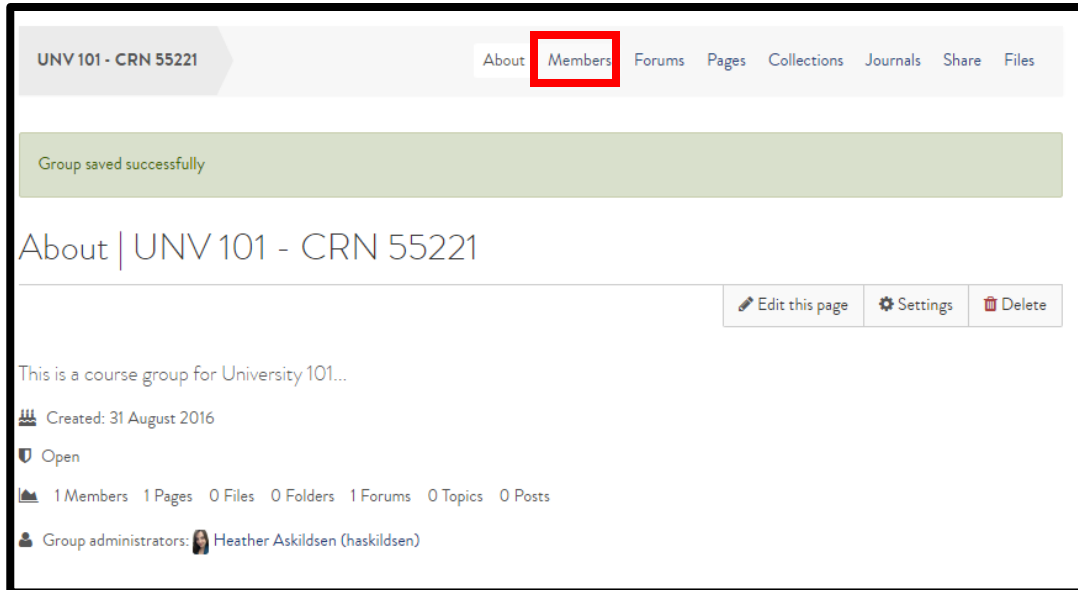
Membership

SETTINGS

5. You should be directed to your newly created group page. The **About** tab gives you the general information about your group. You can **edit the title, description and settings** by clicking **Edit**.

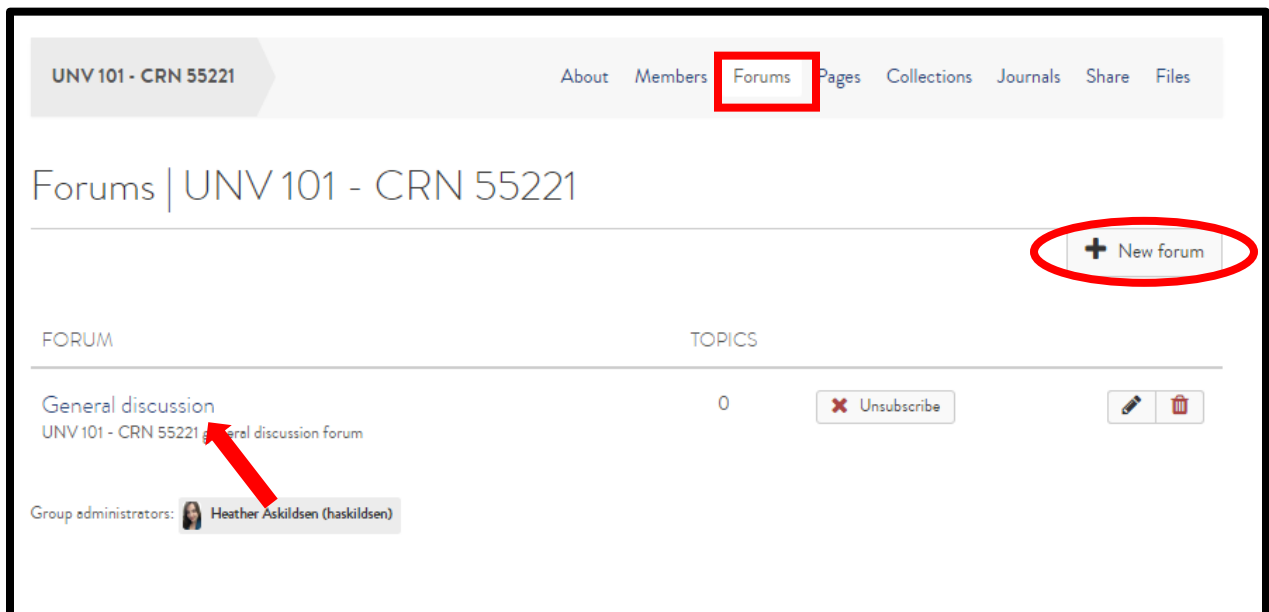
## TUTORIAL

6. The **Members** tab is where you can **search and view the members** in your group.



The screenshot shows the 'Members' tab selected in a course group interface. The group name is 'UNV 101 - CRN 55221'. A green notification bar at the top states 'Group saved successfully'. Below the navigation tabs, the page title is 'About | UNV 101 - CRN 55221'. There are buttons for 'Edit this page', 'Settings', and 'Delete'. The main content area displays: 'This is a course group for University 101...', 'Created: 31 August 2016', 'Open' status, and statistics: '1 Members, 1 Pages, 0 Files, 0 Folders, 1 Forums, 0 Topics, 0 Posts'. The group administrator is listed as 'Heather Askildsen (haskildsen)'.

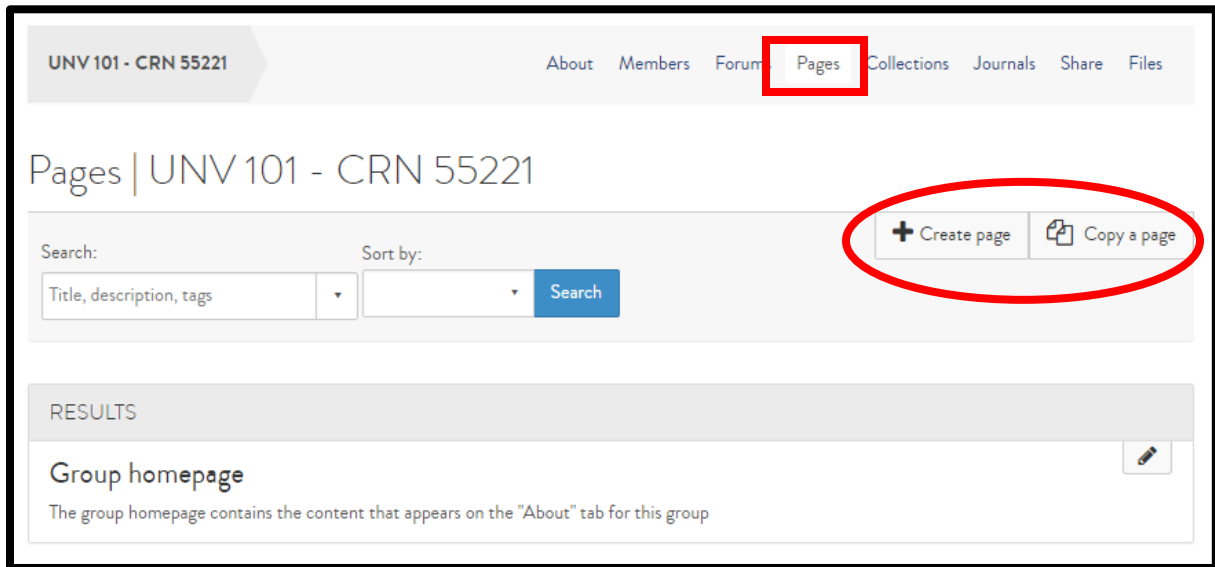
The **Forums** tab is where you can **view and create forums** for your group to communicate under. **Click the title** of the forum to enter the discussion. Members can contribute to the form discussion by adding topics.



The screenshot shows the 'Forums' tab selected in the same course group interface. The group name is 'UNV 101 - CRN 55221'. The page title is 'Forums | UNV 101 - CRN 55221'. A red circle highlights a '+ New forum' button. Below this, there is a table with columns 'FORUM' and 'TOPICS'. The first row shows a forum titled 'General discussion' with 0 topics. A red arrow points to the forum title. There are 'Unsubscribe', 'Edit', and 'Delete' buttons for the forum. The group administrator is listed as 'Heather Askildsen (haskildsen)'.

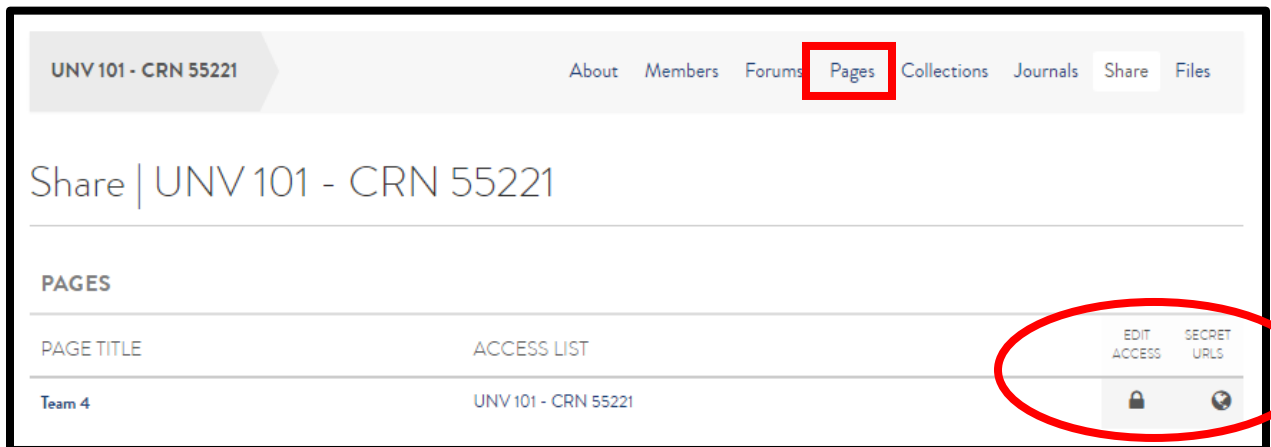
## TUTORIAL

7. **Pages** tab allows group members to **create pages within the group**. Members can copy group pages and place them in their personal ePortfolio.



The screenshot shows the 'Pages' tab for the group 'UNV 101 - CRN 55221'. The 'Pages' tab is highlighted with a red box. Below the navigation bar, the 'Pages' section is titled 'Pages | UNV 101 - CRN 55221'. There is a search bar with the text 'Search:' and a dropdown menu for 'Sort by:'. The search bar contains the text 'Title, description, tags' and a 'Search' button. To the right of the search bar, there are two buttons: '+ Create page' and 'Copy a page', both of which are circled in red. Below the search bar, there is a 'RESULTS' section. The first result is 'Group homepage' with a description: 'The group homepage contains the content that appears on the "About" tab for this group'. There is an edit icon next to the result.

8. The **Share** tab allows you to set the **share settings** for the group's pages/collections.



The screenshot shows the 'Share' tab for the group 'UNV 101 - CRN 55221'. The 'Share' tab is highlighted with a red box. Below the navigation bar, the 'Share' section is titled 'Share | UNV 101 - CRN 55221'. There is a table with the following columns: 'PAGES', 'PAGE TITLE', 'ACCESS LIST', 'EDIT ACCESS', and 'SECRET URLS'. The 'EDIT ACCESS' and 'SECRET URLS' columns are circled in red. The table contains one row with the following data: 'Team 4', 'UNV 101 - CRN 55221', a lock icon, and a globe icon.

PAGES	PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
	Team 4	UNV 101 - CRN 55221		

## TUTORIAL

9. In the **Files** tab you can **upload and manage files** to be shared with your group. You may allow group members to edit these files.

UNV 101 - CRN 55221

About Members Forums Pages Collections Journals Share **Files**

Files | UNV 101 - CRN 55221 ⓘ

Here are the group images, documents and other files for inclusion in pages.

Upload file

Yes: This file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File

Choose Files No file chosen  
(Maximum upload size 50MB)

Drop files here to upload

Create folder