ACADEMIC TECHNOLOGIES (ITS)

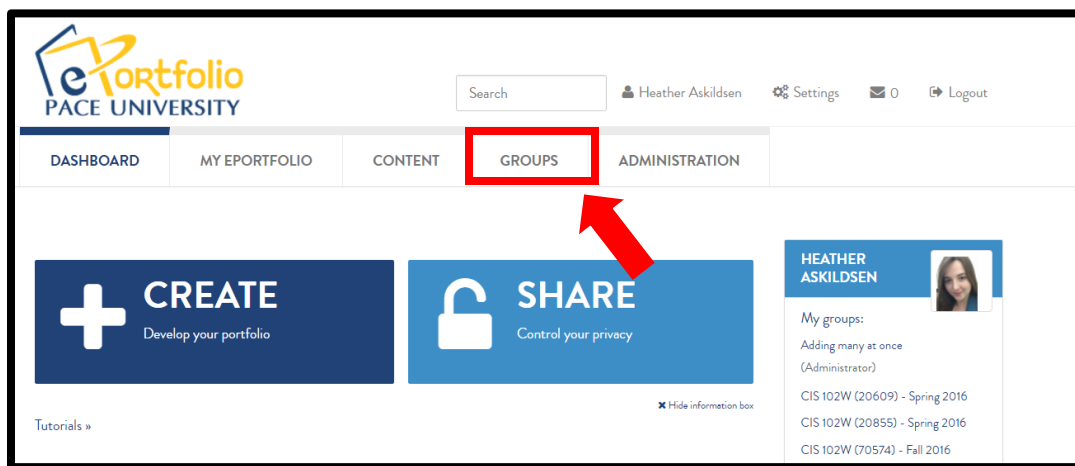**PACE UNIVERSITY**
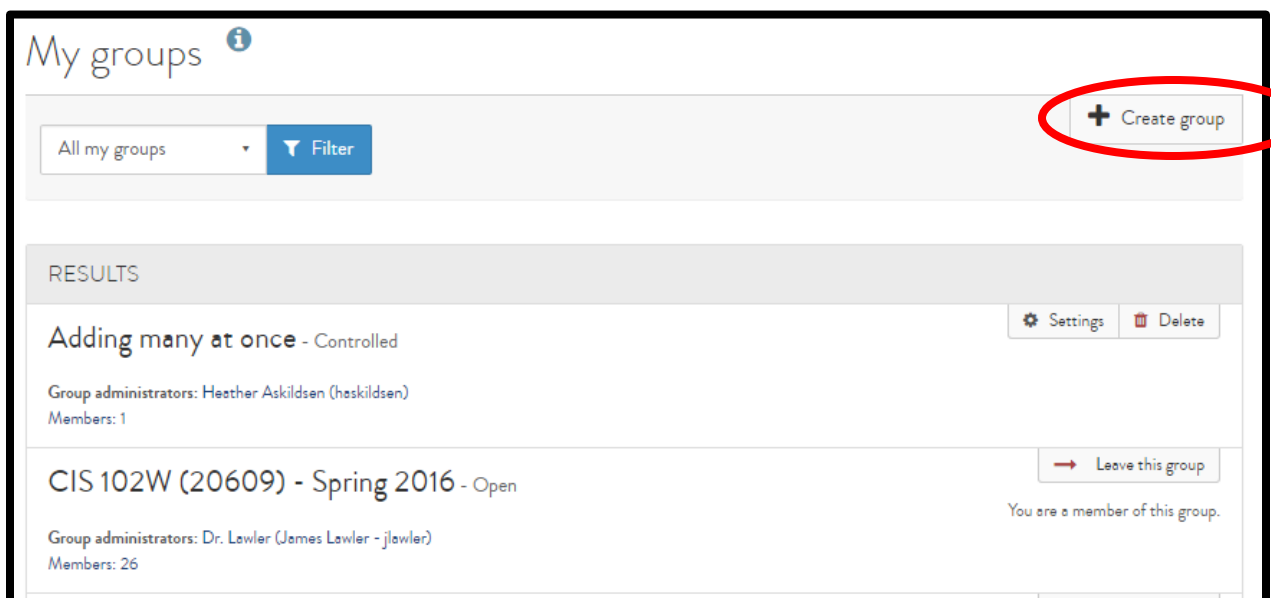*Work toward greatness.*

TUTORIAL

HOW TO CREATE A GROUP

This tutorial will show you how to create a group, manage membership, and add group information.
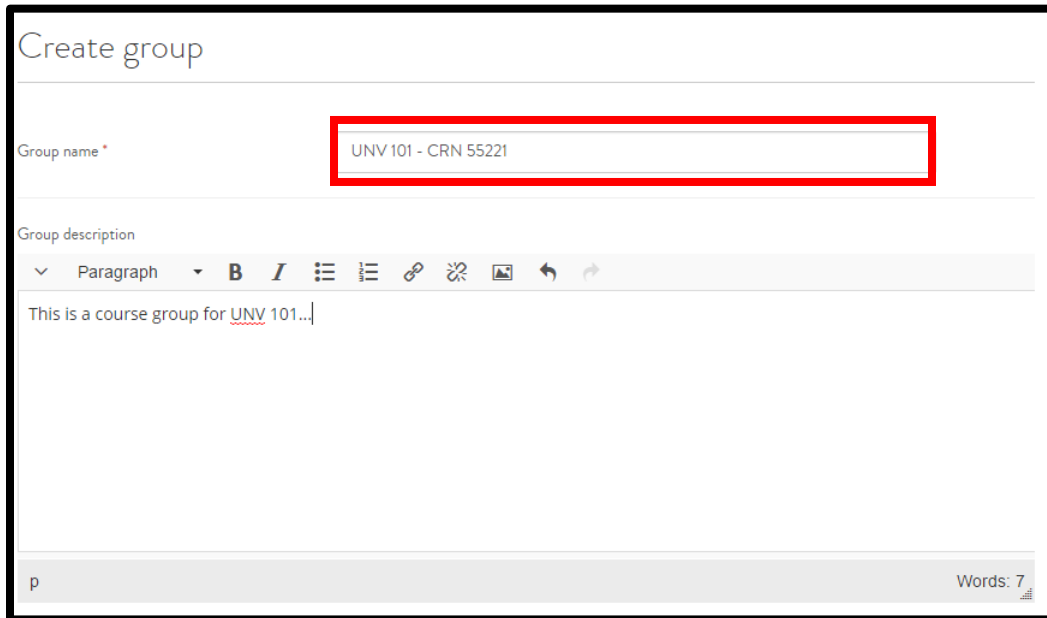
1. **Log in** to ePortfolio and **click Groups.**

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

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

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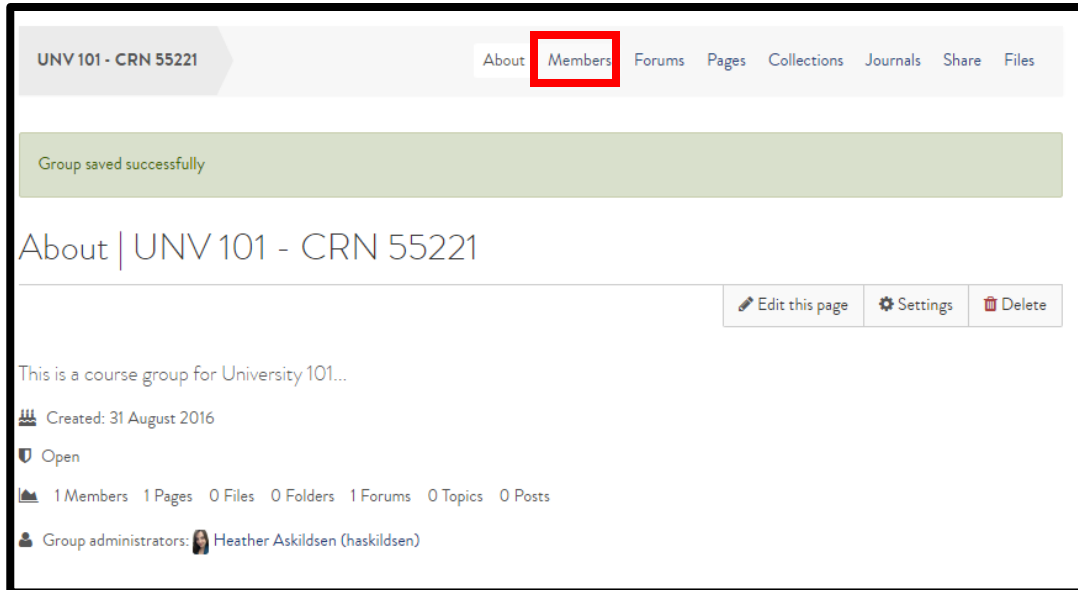

5. You should be directed to your newly created group page. The **About** tab gives you the general information about your group. You can **edit the title, description and settings** by clicking **Edit.**
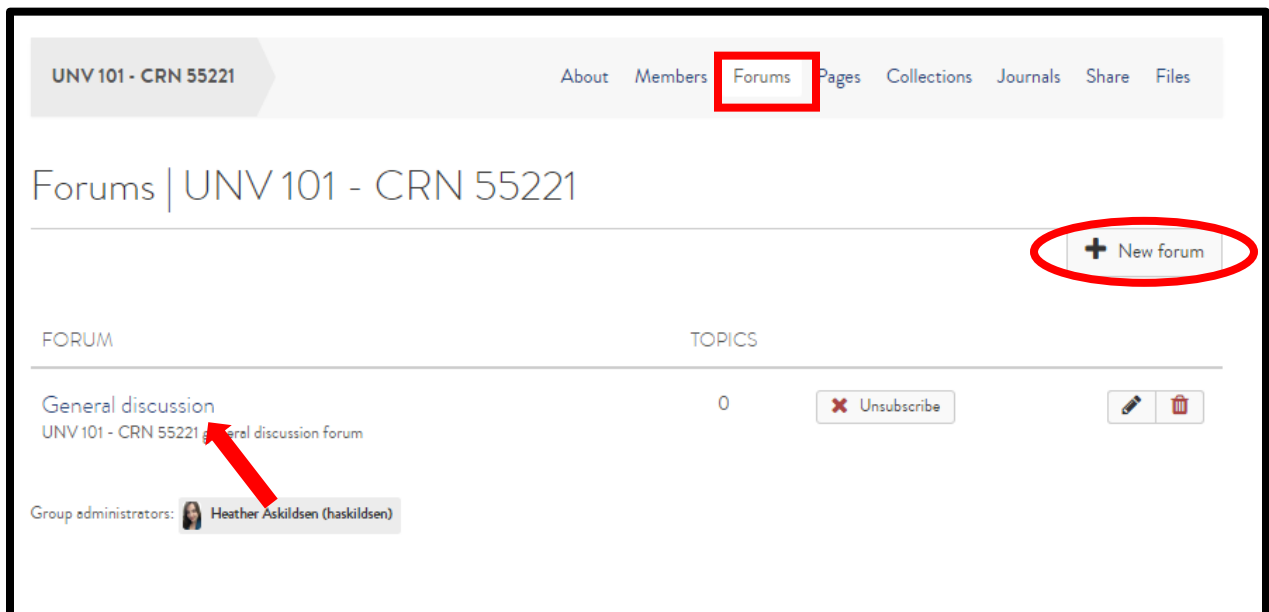
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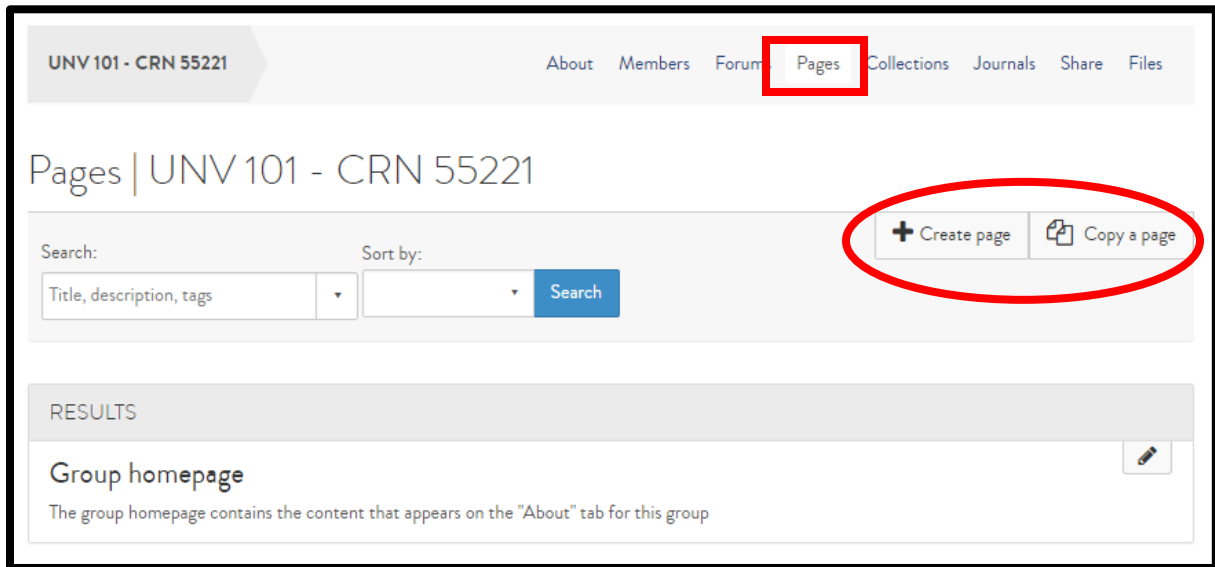6. The **Members** tab is where you can **search and view the members** in your group.

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.

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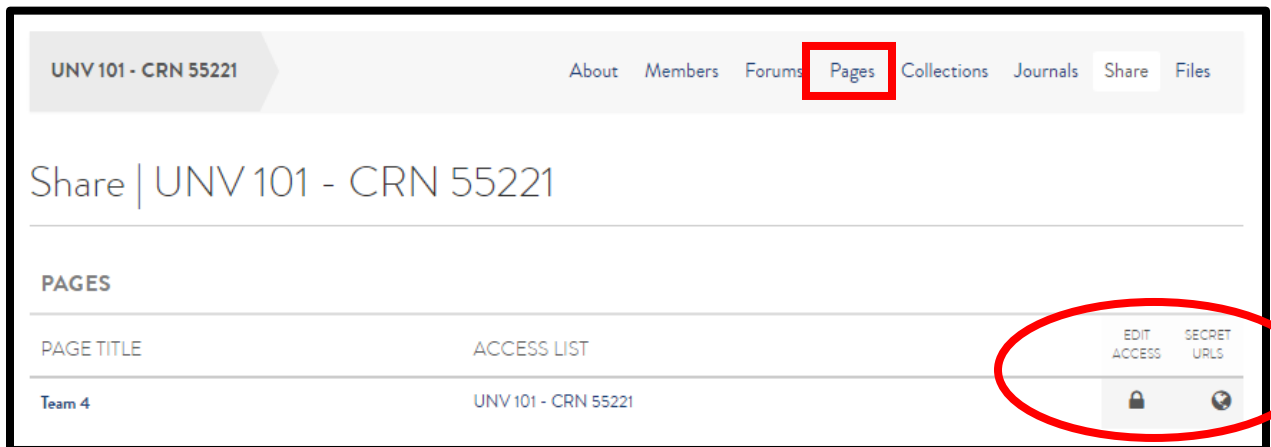
7. **Pages** tab allows group members to **create pages within the group**. Members can copy group pages and place them in their personal ePortfolio.

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

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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.