Community College of Philadelphia

Basic Groups

Includes information on how-to join a group, request a group and customize your group with group tools

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MyCCP Basic Groups

Groups Overview

Group tools allow users to share common information about a group. The set of group tools include announcements, news, photos, links, files, message board, calendar, email, and members. These tools allow the group members to easily and effectively trade knowledge about the group's interest, activities, events and more. The following sections explain how to use each one of the tools in Groups.
Join a Group

When you open MyCCP, click on the groups icon at the top right of your screen to enter the “Group Tools Studio.”

The very first time you open my groups, there will not be any groups listed. To join a group, click the “Groups Index” tab or “Groups Index” link.

Once you are in the Groups Index page, search for the group you want to join by expanding the categories, or use the group search form at the bottom of the page.

*Note: Enter keywords into the search form then click search to quickly find the group you are looking for.*

Once you find your group, click on the group title to join.

On the next screen, click the “Join Group” button.
Before you can join a group, you must agree to the Group Membership Policy and Email statement by checking the two check boxes. Then click the “Join” button.

Once you have joined a group, the group is listed under your My Groups tab. To enter the group, click on the group title. Once you click on the group title, the homepage for that group will display.
Request a New Group

You can request a new group from two places. Click on the “Request Group” link from the My Groups tab, or click on the “Request a new group” link from the Groups Index tab.

The “Request New Group” form consists of the following fields:

1. **Group Name**: The name of the group as you want it to appear in the groups index. This has a 25 character limit.
2. **Group Title**: This title will appear next to the group name in the Groups Index. This has a 60 character limit.
3. **Guest Page Description**: This description can be up to 10,000 characters in length and can include a purpose or a mission statement. This description is initially posted to the group’s guest view screen and can be changed at any time by the group leader.
4. **Group Category** from the drop-down menu.
5. **Group Type**:
   a. **Public**: Public groups that are open for anyone to join
   b. **Restricted**: Membership in restricted groups is subject to certain restrictions. For example, to access a group home page for an academic or social fraternity, an individual must first be accepted as a member of that organization.
   c. **Hidden**: Hidden groups are not displayed in the group category index and do not have a guest view page. Hidden groups are typically used to publish and discuss sensitive information that should not be available even as a restricted group.
   d. **Admin Blocked**: You can specify that the group's content be blocked from being viewed by the Groups Administrator.
6. **Browse Control**: Use only if you want to specify the user roles that will be allowed to see the group’s listing on the Group Index. Currently, we have roles for Employee, Faculty, and Student.
7. **Group Applications**: The applications and tools you want provided to the group through the homepage. Click the appropriate checkbox if you want to be able to delegate management of group application and tools to other group members. Unless you plan to maintain the group's homepage entirely yourself, you should check this box.
8. **Request Comment**: Enter any optional comments your institution should know as it evaluates whether to accept the request and create the group.
9. **Groups Policy**: Read your institution's policy governing online groups. Check the box showing you have read and understand the policy. You cannot submit the application until you have checked this box.
10. **Click the “Submit Request” button at the bottom.**

The requested group information will then go to the Group Administrator (ITS) for approval.
Groups Studio

Group Homepage

Panel 1: Group Tools
- My Groups
- Groups Index
- Request Group

Panel 2: Group Homepage
- Group Title
- Photos
- Links
- Sub-Groups
- Announcements, News, & Message Board Topics
- Personal Tools
- Group Policy
- My Profile

Panel 3: Featured Photo
- Schooner

Panel 4: Featured Links
- CNN
- CBS News
- Boat Club
- CBS
- Google Search

Panel 5: Sub-Groups
- Shallow Waters

Note: You cannot change the layout or look of the group homepage.
Group Tools

Announcements

 mıNote: Only group leaders or members with announcement permission can send announcements.

To delete an announcement, click the trashcan icon 🗑️ beside the announcement.

 mıNote: Announcements sent to a group that you are a member of will also show up in your personal announcements under the “Home” tab.
News

To submit a news article, click the “Submit an Article” link.

Note: The group leader or a member with news permission must approve news articles before the article is posted for other Group members to see it.

Fill out the information on the form and then click the “Submit” button.
Photos

To post a photo, click on the "Submit a photo" link.

Enter the path to the file you want to submit, or click the Browse button to select the file. Fill out the form information and then click the "Submit" button.

Note: The group leader or a member with photo permission must approve the photo before it is posted for other Group members to see it.
**Links**

To submit a link, click the "Submit a link" link.

**Submit a Link - Boating**

Fill out the Submit a Link form and then click the "Submit" button.

**Note:** The group leader or a member with link permission must approve the link before it is posted for the other members to see it.
Files

To submit a new file, click the "Submit a new file" link.

Enter the path to the file, or click the Browse button to select a file. Click the "Submit" button.

Note: The group leader or a member with file permission must approve the file before it is posted for the other members to see it.

Note: You cannot submit files larger than 1Mb.
**Message Board**

To post a topic, click the "Post a Topic" link. On the next screen, enter the title and description of the topic and then click the *Post* button.

To post a message to a topic, click on a topic title from the topics list. Next click on the "Post a message" link. Enter a subject description for your message. Finally, click the "Post" button.

To post a reply to a message, from the message list, click on a message title or click on a reply title to reply to a reply.
Calendar Overview

Your group can have a calendar, which is selected by members in the Calendar Selector. It will show group events.

*Note: For more information on how to use calendars, please review the Calendar documentation.*
To send an email message to group members, click on the "E-mail" link from the Group Tools menu.

Then select the group members you want to send the message to, or click the Select All checkbox.

Finally, click the "Send E-mail" button.

On the next screen, enter any additional recipients you want, and then enter a subject and message. Finally click the Send button.

\textbf{Note}: You do not have to enter anyone in the To/Cc/Bcc fields that you selected on the previous screen. Anyone you selected is automatically entered into the Bcc field so that recipients will not see who else received the message nor will see their email addresses.
**Chat**

To send a message:
Enter the message in the textbox, then hit the return/enter key on the keyboard.

To Whisper:
Select a member in the members list (hold Ctrl key while selecting to select more than one).

Next, type your whisper message in the textbox.

The message will only be sent to the individuals selected and no one else will be able to read it.

Finally, click the “Whisper” button.

*WARNING: Be careful not to accidentally hit the return/enter key on a message that is meant to be a whisper.*
Members

Click on the "Members" link to see a list of all the users in your group. To see additional information about a single member, click on the member name.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Member Type</th>
<th>Homepage</th>
<th>Last Visit</th>
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<tr>
<td>Maggie Ryan</td>
<td>Member</td>
<td></td>
<td>June 30, 2004</td>
</tr>
<tr>
<td>Martha Adams</td>
<td>Leader</td>
<td>ABA</td>
<td>June 5, 2004</td>
</tr>
<tr>
<td>Ralph Adams</td>
<td>Leader</td>
<td></td>
<td>June 30, 2004</td>
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My Profile

Click on the "My Profile" link to see information about yourself, add a link to your homepage, or cancel your membership.

To add a link to your homepage, click here.

To cancel your membership, click here.

Enter your homepage information, and then click the "Submit" button.
Content Tools

If you are the Leader of the Group you will notice a section of links titled Content Tools. These tools allow you to manage the various links and activities of the Group. As noted above when Group members submit News Articles, Links, Photos, or Files, the Group Leader (or any member granted Permission) must approve the submission and activate it before all Group members may view it.

The various manage links allow you to Activate, Inactivate, or Delete the various files and links as often as you like.

On the next page you will find information concerning the Configuration Tools.
**Configuration Tools**

The tools in this section allow the Group Leader (or anyone with the proper Permissions) to modify the configuration of the Group.

**General Settings**

From this area you may change, or request the Administrator to change, the various areas identified. Those areas designated with a red * must have information entered into the field. Those marked with a blue * can only be changed by the ITS Groups Administrator.

**Applications**

This area identifies the various “applications” that are currently active for your group. These “applications” are equivalent to the different links found under Group Tools such as the ability to publish links, share files, utilize the message board, etc.
Sub Groups

Each Group has the ability to form a sub-group of selected members. If you have a sub-set of Group members that wish to discuss a particular topic separately from the main Group the Leader (or anyone with the proper Permission) may create a sub-group. The sub-group will have its own Homepage and inherits all of the capabilities of the Parent Group. By default, the Group Leader of the Parent Group will be the Leader of the sub-group. This responsibility may be assigned to any of the Group members by setting the proper Permissions.

Permissions

The Group Leader has the authority to grant Permission to any or all of the Group Members for each of the applications listed. For example, you may wish to allow a particular member to be responsible for posting photos to the Group. While the Leader retains control over the entire Group the individual(s) so designated will be able to Activate, Inactivate, and Delete photos. If a Member is granted Group Leader Permission that individual has the same level of authority as the Group Leader.