



# **Community College of Philadelphia**

## **Basic Groups**

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

Updated: 02/01/2006

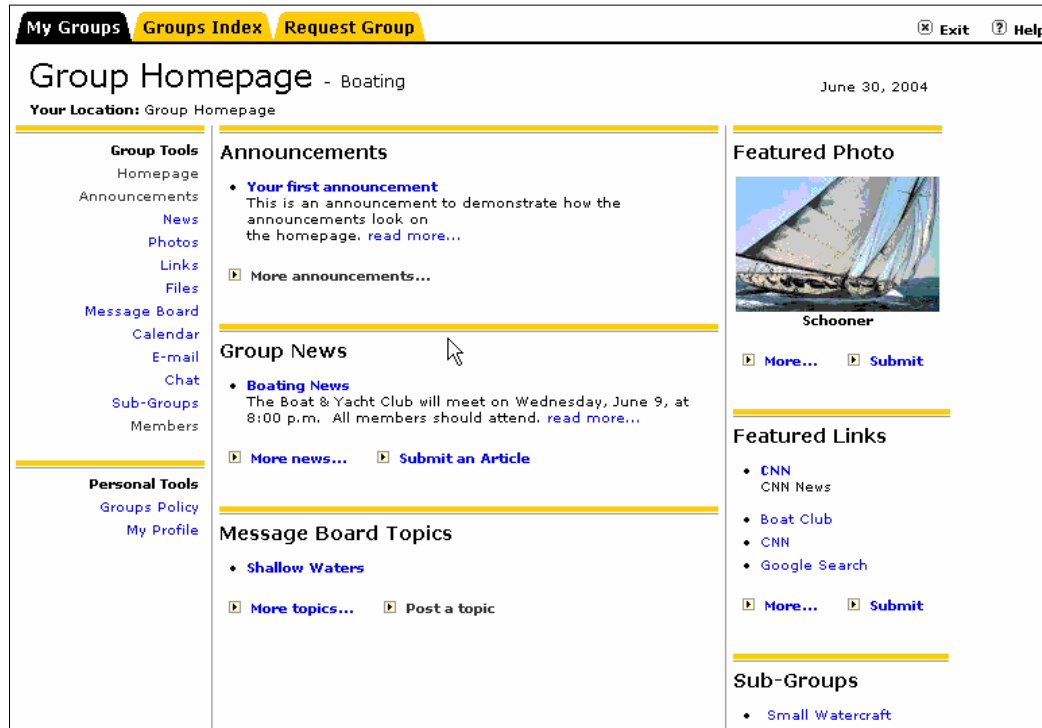
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# MyCCP Basic Groups

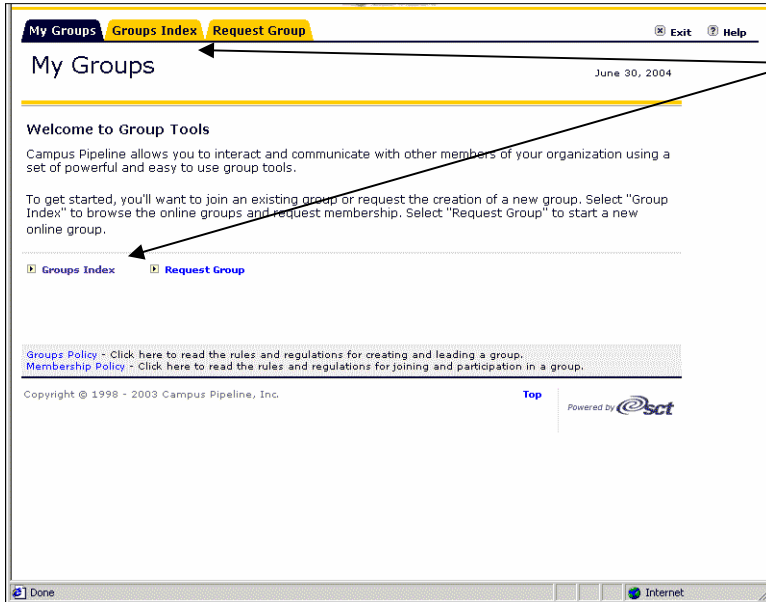
## Groups Overview

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.

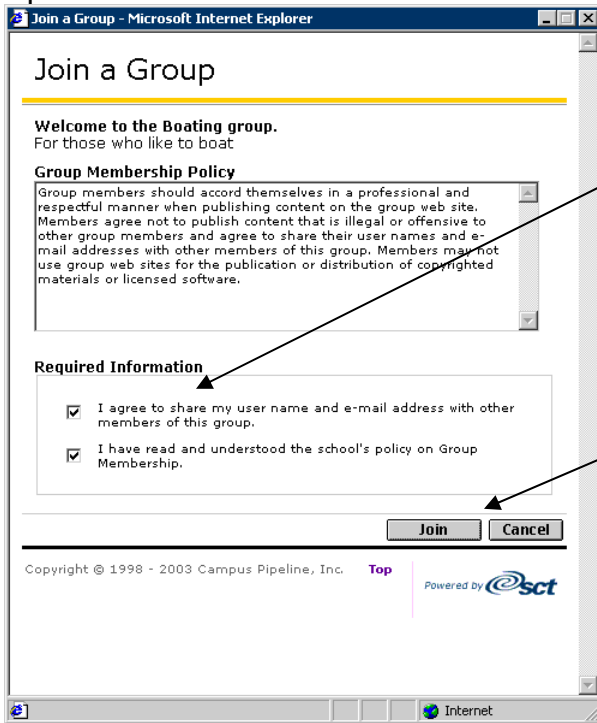
Once you are in the Groups Index page, search for the group you want to join by expanding the categories, or use the group search form at the bottom of the page.

**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 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:

- Group Name:** The name of the group as you want it to appear in the groups index. This has a 25 character limit.
- Group Title:** This title will appear next to the group name in the Groups Index. This has a 60 character limit.
- 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.
- Group Category** from the drop-down menu.
- Group Type:**
  - Public:** Public groups that are open for anyone to join
  - 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.
  - 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.
  - Admin Blocked:** You can specify that the group's content be blocked from being viewed by the Groups Administrator.
- 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.
- 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.
- Request Comment:** Enter any optional comments your institution should know as it evaluates whether to accept the request and create the group.
- 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.
- Click the "Submit Request" button at the bottom.

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

The screenshot shows the "Request New Group" form in the Missouri Western Groups Studio interface. The form is titled "Request New Group" and includes a date of "June 30, 2004". It contains several sections:

- Requested By:** Maggie Ryan
- Group Name:** A text input field.
- Group Title:** A text input field.
- Guest Page Description:** A large text area with a "Description Uses Plain Text" dropdown.
- Group Category:** A dropdown menu.
- Group Type:** Radio buttons for "Public", "Restricted", "Hidden", and "Admin Blocked". A "Criteria for restricted access:" text area is visible next to the "Restricted" option.
- Browse control:** A section for selecting roles. It includes "Selected Roles" and "Unselected Roles" lists. The "Unselected Roles" list includes: Account Admin, Administrator, Alumni, Applicant, Applicant Accept, Creator, Development Officer, Employee, Faculty, and Finance.
- Group Applications:** A grid of checkboxes for various applications: News Publishing, Link Publishing, Message Board, Announcements, Chat, Photo Publishing, File Sharing, Calendar, and E-mail. There is also a checkbox for "I want to be able to delegate permissions to manage these applications".
- Request Comment:** A text area for optional comments.
- Group Policies:** A section with a "GROUPS POLICY:" heading and a text area containing the school's policy. Below it is a checkbox for "I have read and understood the school's policies on Groups."

At the bottom of the form, there are "Submit Request" and "Cancel" buttons.

The screenshot shows a web interface for a group homepage. At the top, there are navigation tabs: "My Groups", "Groups Index", and "Request Group". The main title is "Group Homepage - Boating". The date "June 30, 2004" is displayed in the top right. The page is divided into several sections:

- Group Tools:** A vertical menu on the left containing links for Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Sub-Groups, and Members.
- Personal Tools:** A vertical menu below Group Tools containing links for Groups Policy and My Profile.
- Announcements:** A section with a heading "Announcements" and a list item "Your first announcement" with a "read more..." link.
- Group News:** A section with a heading "Group News" and a list item "Boating News" with a "read more..." link.
- Message Board Topics:** A section with a heading "Message Board Topics" and a list item "Shallow Waters" with a "Post a topic" link.
- Featured Photo:** A section with a heading "Featured Photo" and a photo of a schooner.
- Featured Links:** A section with a heading "Featured Links" and a list of links including CNN, Boat Club, and Google Search.
- Sub-Groups:** A section with a heading "Sub-Groups" and a list item "Small Watercraft".

Annotations with arrows point to the following elements:


- Group Title:** Points to the main title "Group Homepage - Boating".
- Group Tools:** Points to the "Group Tools" menu.
- Personal Tools:** Points to the "Personal Tools" menu.
- Photos:** Points to the "Featured Photo" section.
- Links:** Points to the "Featured Links" section.
- Sub-Groups:** Points to the "Sub-Groups" section.
- Announcements, News, & Message Board Topics:** Points to the central content area.

**Note:** You cannot change the layout or look of the group home page.

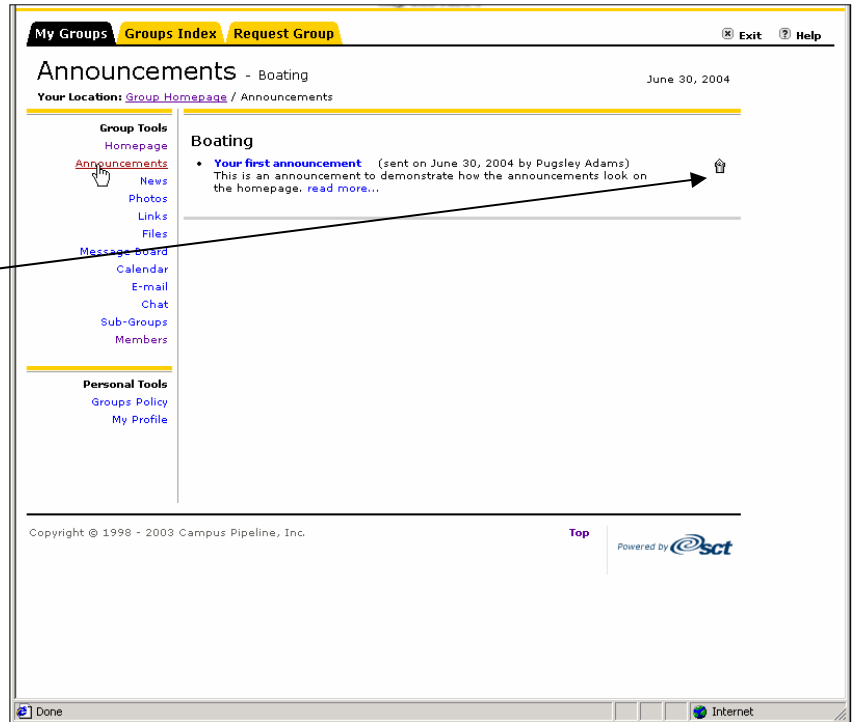
## Group Tools

### Announcements

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

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

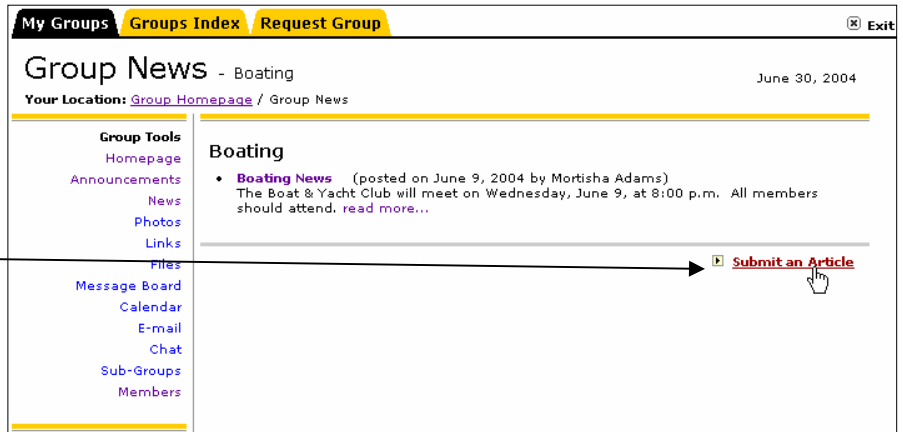
*Note:* Announcements sent to a group that you are a member of will also show up in your personal announcements under the "Home" tab.



The screenshot shows the 'Announcements' page for the 'Boating' group. The page header includes 'My Groups', 'Groups Index', and 'Request Group' tabs. The main content area displays a list of announcements, with the first one titled 'Your first announcement' (sent on June 30, 2004 by Pugsley Adams). A trashcan icon is visible next to this announcement, and an arrow points from the text in the left column to this icon. The interface includes a sidebar with 'Group Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Sub-Groups, Members) and 'Personal Tools' (Groups Policy, My Profile). The footer contains copyright information and a logo for @sct.

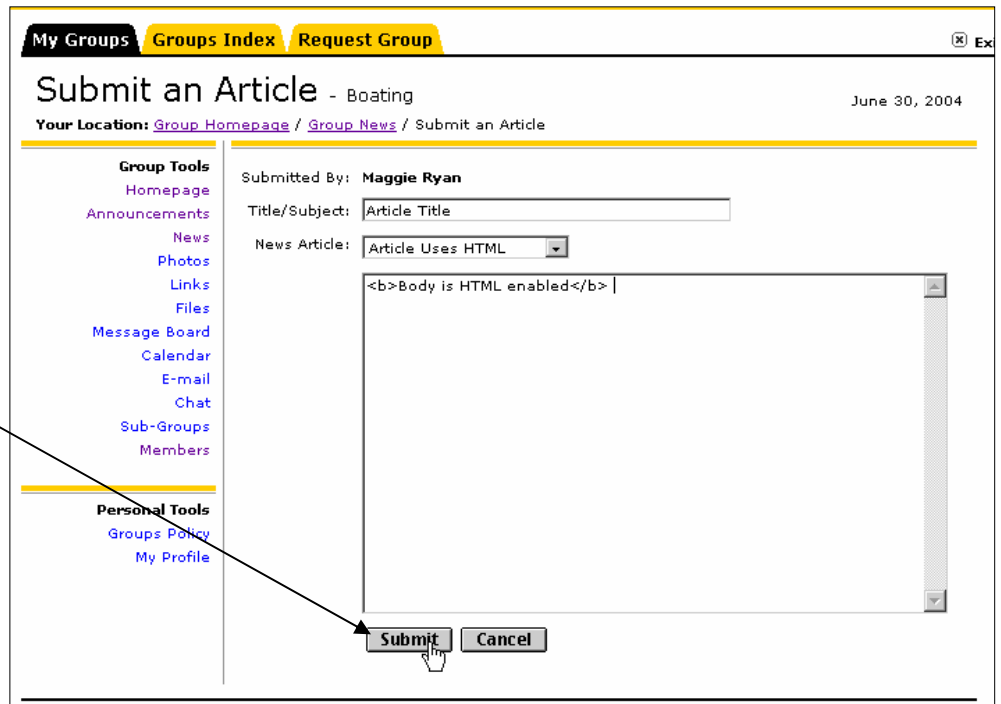
# News

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



Fill out the information on the form and then click the "Submit" button.

**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..



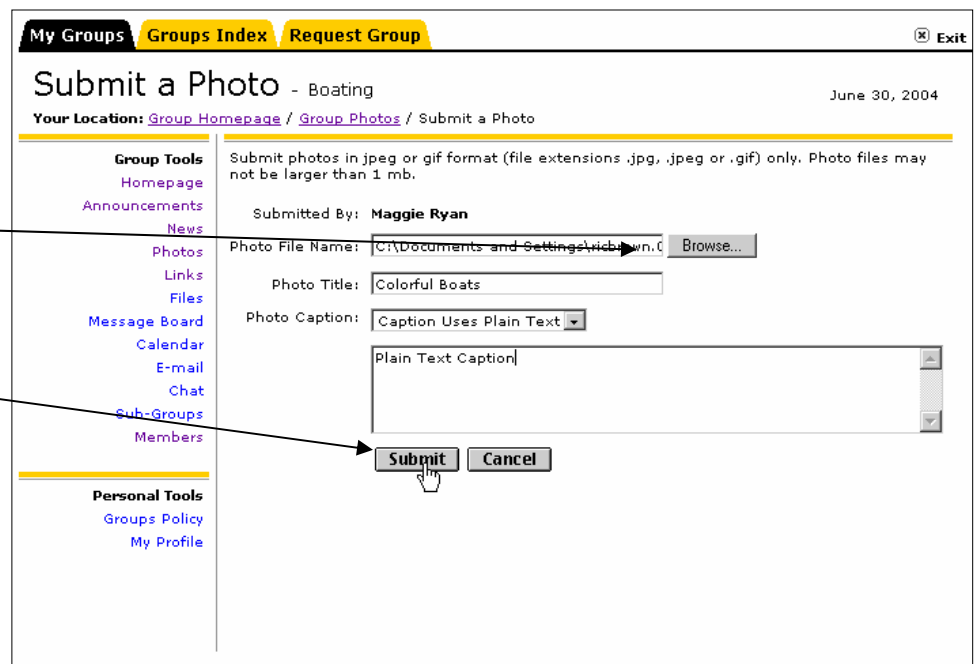
# Photos



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

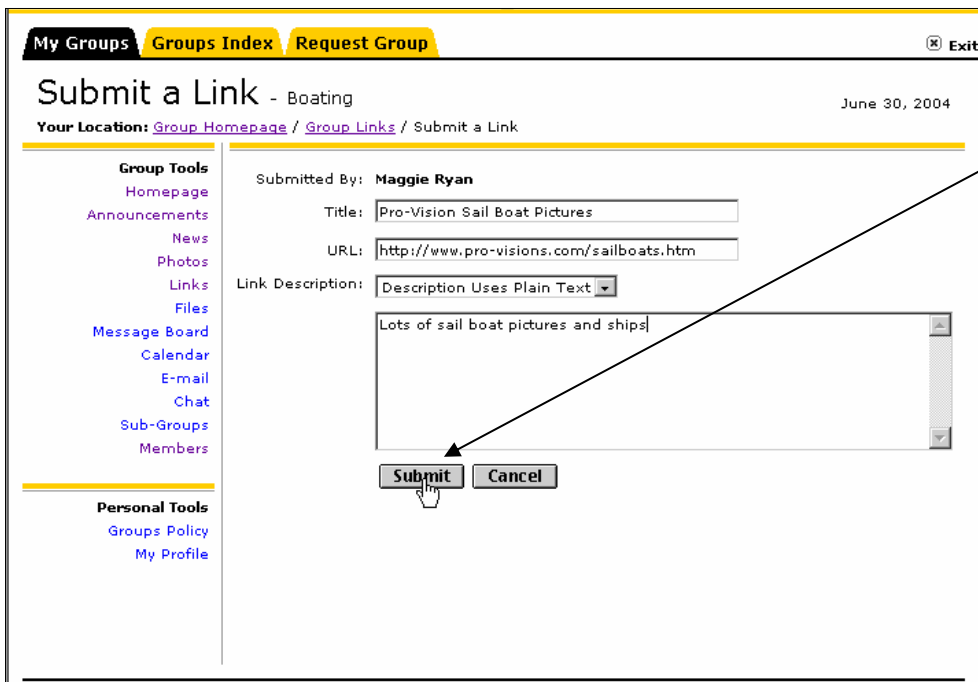
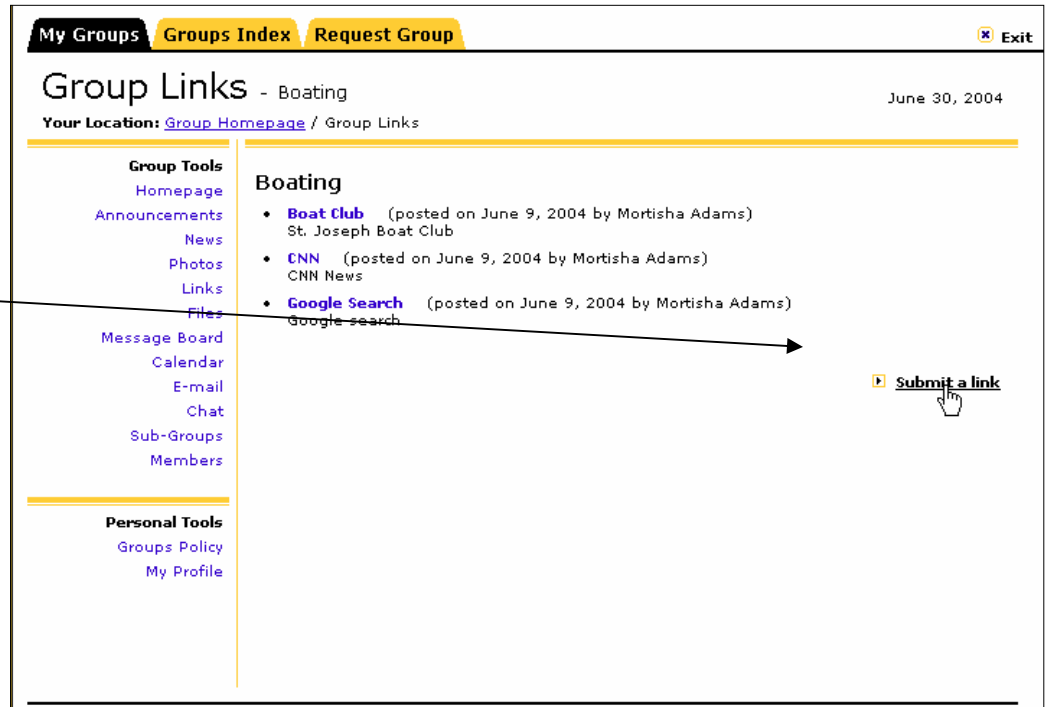
Enter the path to the file you want to submit, or click the *Browse* button to select the file. Fill out the form information and then click the "Submit" button.

**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.

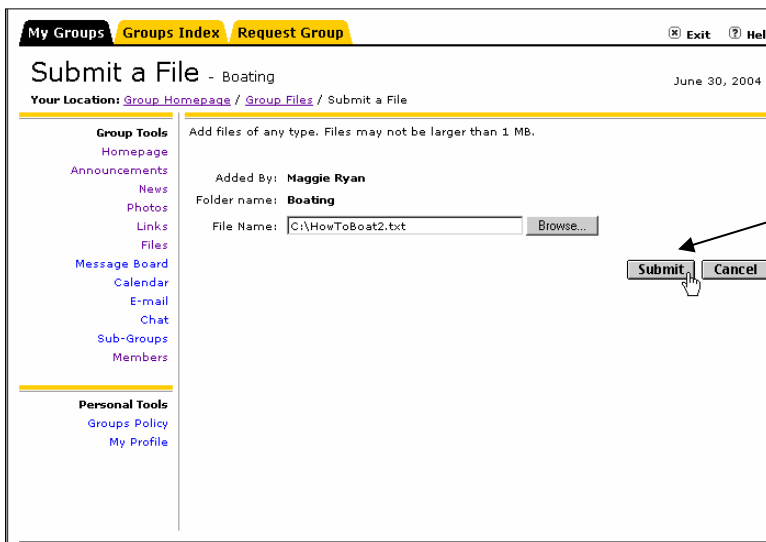
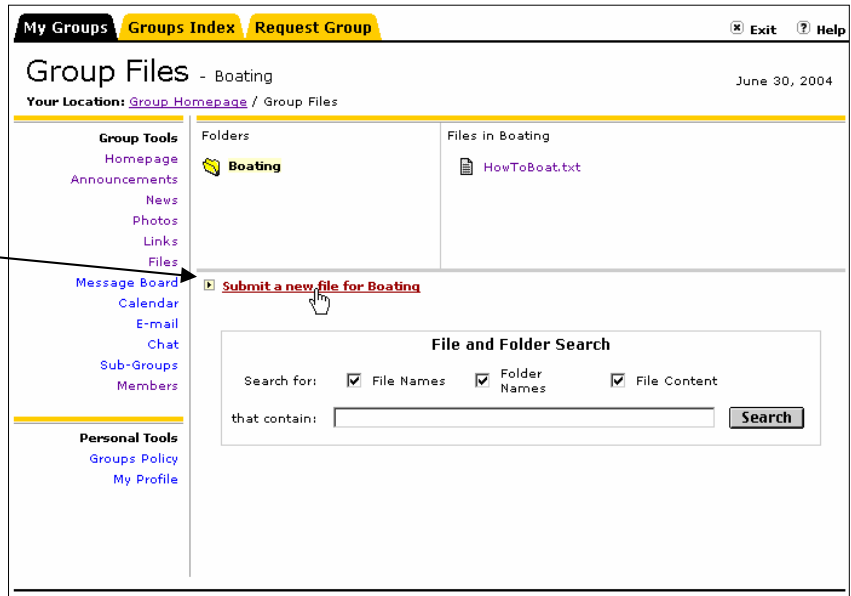


Fill out the Submit a Link form and then click the "Submit" button.

**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.

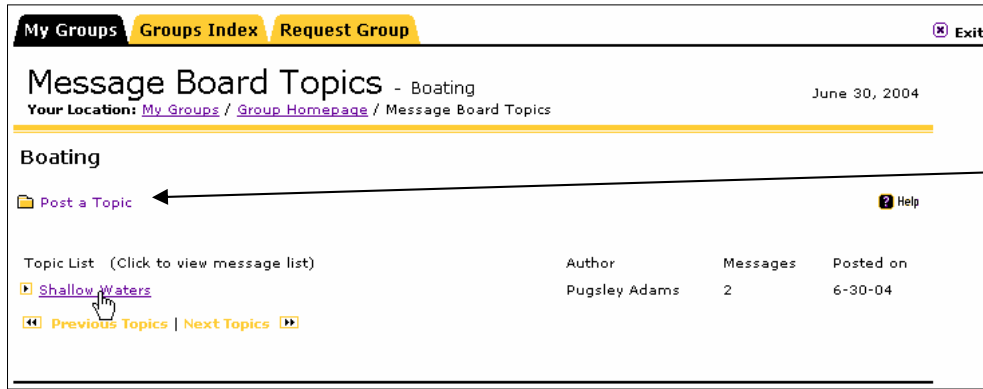


Enter the path to the file, or click the Browse button to select a file. Click the "Submit" button.

**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



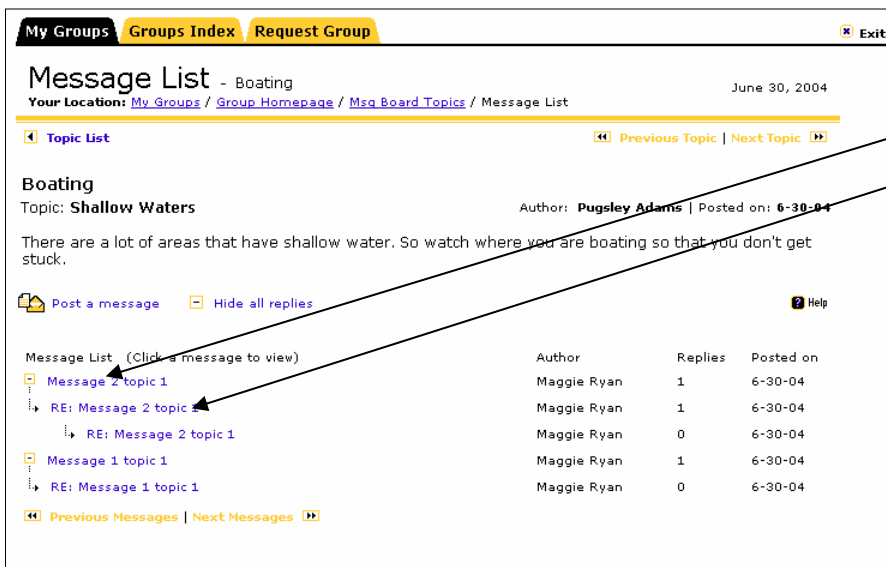
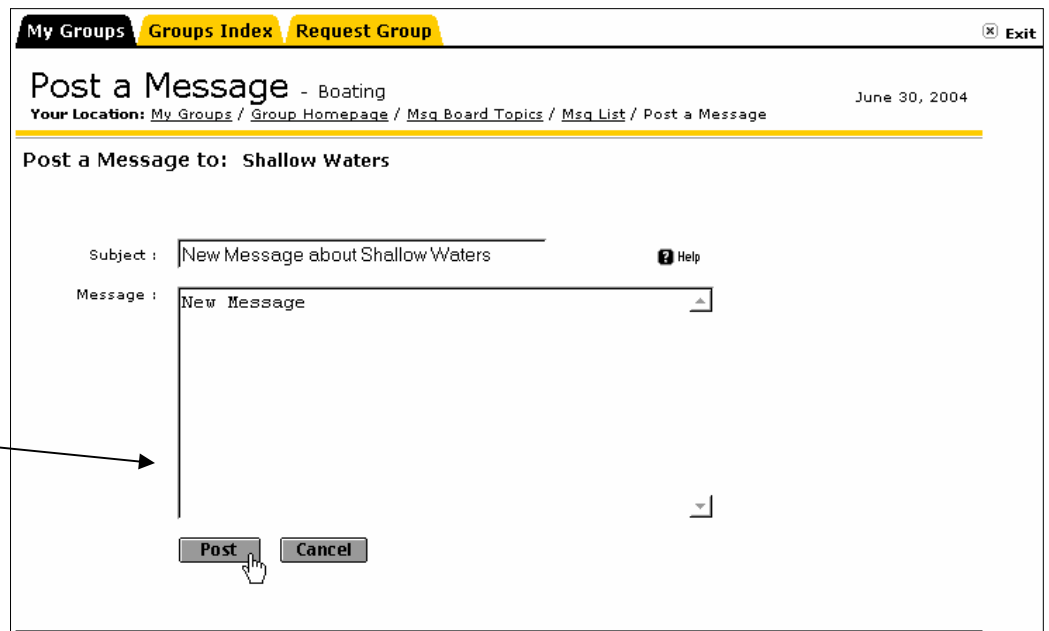
To post a topic click the "Post a Topic" link.

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.

**Calendar Menu**

**Calendar Views Menu**

**Calendar Selector**

**Events List**

**Calendar View**

**Task List**

**Note:** For more information on how to use calendars, please review the Calendar documentation.

## E-mail

**My Groups** **Groups Index** **Request Group** ⓧ Exit

**E-mail Members** - Boating June 30, 2004

Your Location: [Group Homepage](#) / E-mail Members

**Group Tools**  
[Homepage](#)  
[Announcements](#)  
[News](#)  
[Photos](#)  
[Links](#)  
[Files](#)  
[Message Board](#)  
[Calendar](#)  
[E-mail](#)  
[Chat](#)  
[Sub-Groups](#)  
[Members](#)

To e-mail the group, click "Select All" and then click "Send E-mail". To send e-mail to one or more members, select their checkboxes and click "Send E-mail".

<input checked="" type="checkbox"/> Select All	Member Name	Member Type	Last Visit	<input type="button" value="Send E-mail"/>
<input checked="" type="checkbox"/>	Maggie Ryan	Member	June 30, 2004	
<input checked="" type="checkbox"/>	Mortisha Adams	Leader	June 9, 2004	
<input checked="" type="checkbox"/>	Pugsley Adams	Leader	June 30, 2004	
<input checked="" type="checkbox"/>	Select All			<input type="button" value="Send E-mail"/>

**Personal Tools**  
[Groups Policy](#)  
[My Profile](#)

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.

**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 e-mail 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.

Member List

Group Chat
Exit Help

**Boating**

Maggie Ryan: Hey Pugsley  
 Pugsley Adams: Hi Maggie...what's up  
 Pugsley Adams: going boating this weekend  
 Maggie Ryan: yeah, should be nice weather for it  
 Pugsley Adams: just watch out for stray bottle rockets LOL  
 Maggie Ryan: lol  
 Maggie Ryan (whisper):this is a whisper demonstration to pugsley  
 Pugsley Adams (whisper):this is a whilper demonstration to Maggie

Maggie Ryan  
 Pugsley Adams

Type your message here, and hit the return key.

another whisper to Pugsley

**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.

My Groups Groups Index Request Group Exit Help

### Group Members - Boating

June 30, 2004

Your Location: [Group Homepage](#) / Group Members

Click a member name to see more information about them.

Member Name	Member Type	Homepage	Last Visit
<a href="#">Maggie Ryan</a>	Member		June 30, 2004
<a href="#">Mortisha Adams</a>	Leader	ASA	June 9, 2004
<a href="#">Pugsley Adams</a>	Leader		June 30, 2004

**Group Tools**  
Homepage  
Announcements  
News  
Photos  
Links  
Files  
Message Board  
Calendar  
E-mail  
Chat  
Sub-Groups  
Members

**Personal Tools**  
Groups Policy  
My Profile

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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 cancel your membership, click here

To add a link to your homepage click here

Member Profile - Boating June 30, 2004

Your Location: [Group Homepage](#) / Member Profile

**Group Tools**

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Sub-Groups
- Members

**Personal Tools**

- Groups Policy
- My Profile

**Member Information** [Cancel My Membership](#)

Name: Maggie Ryan

Member type: Member

Member Since: June 30, 2004

Last Visit: June 30, 2004

Homepage: [Add your homepage link...](#)

Permissions: None

### Post Homepage

Title:

URL:

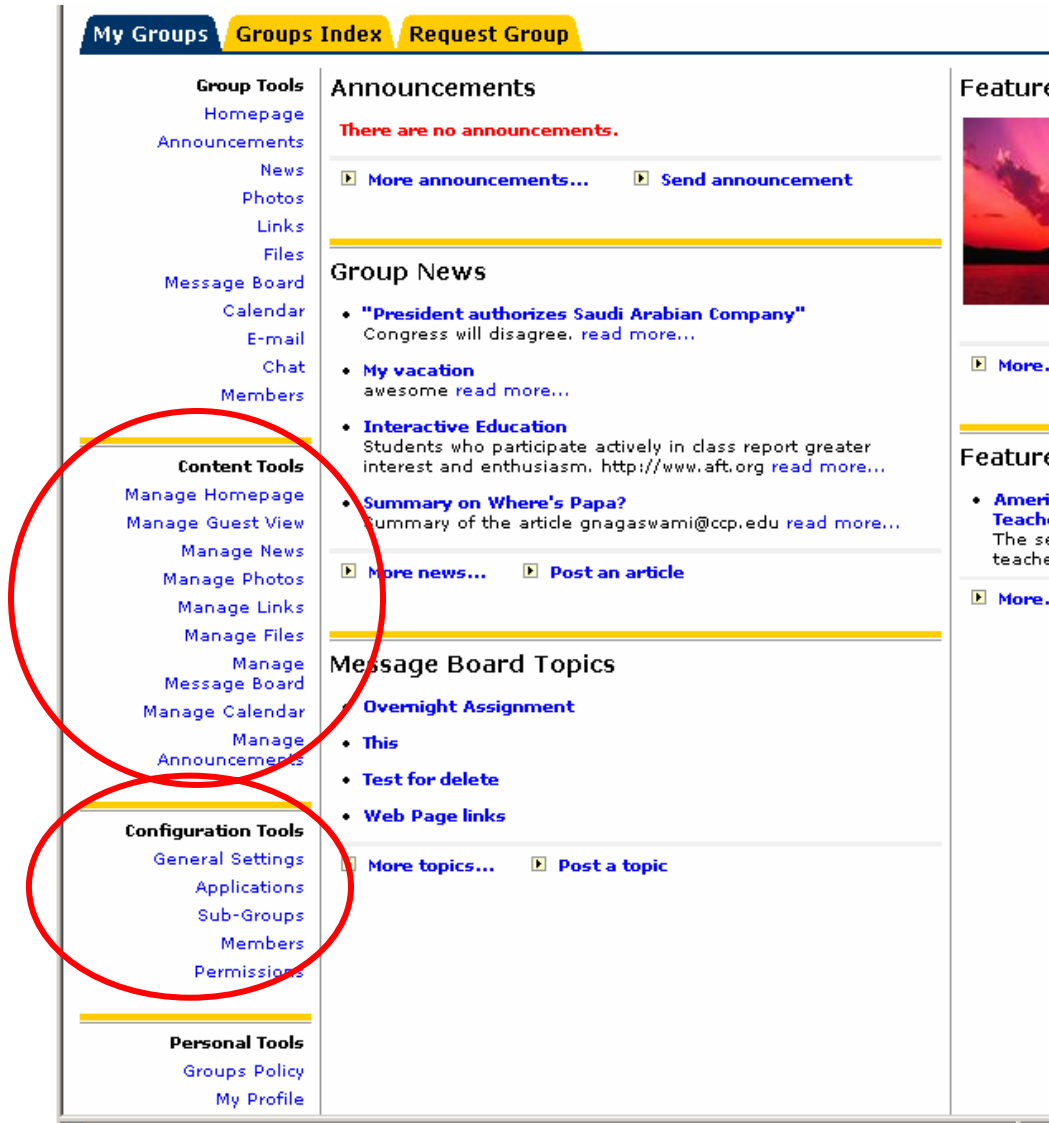
Enter your homepage information, and then click the "Submit" button.

# 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.

### General Settings - ProfDev

Your Location: [Group Homepage](#) / General Settings

March 17, 2006

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**Group Tools**

- [Homepage](#)
- [Announcements](#)
- [News](#)
- [Photos](#)
- [Links](#)
- [Files](#)
- [Message Board](#)
- [Calendar](#)
- [E-mail](#)
- [Chat](#)
- [Sub-Groups](#)
- [Members](#)

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**Content Tools**

- [Manage Homepage](#)
- [Manage Guest View](#)
- [Manage News](#)
- [Manage Photos](#)
- [Manage Links](#)
- [Manage Files](#)
- [Manage Message Board](#)
- [Manage Calendar](#)
- [Manage Announcements](#)

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**Configuration Tools**

- [General Settings](#)
- [Applications](#)
- [Sub-Groups](#)
- [Members](#)
- [Permissions](#)

\* Requires Group Studio administrator approval

\* Required Information

**\* \* Group Name:**

**\* \* Group Title:**

**\* Guest Page:**

**Description:**

Testing Group for Professional Development

**\* Group Category:**

---

**Group Type:**  Public

Restricted \* Criteria required if selected

Criteria for restricted access:

Hidden

**\*  Admin Blocked**

---

Browse control: The *Group Index* page currently allows only users with one of the following roles to browse or search for this group

Selected Roles	Unselected Roles
<ul style="list-style-type: none"> <li>Administrator</li> <li>Employee</li> <li>Faculty</li> </ul>	<ul style="list-style-type: none"> <li>Account Admin</li> <li>Alumni</li> <li>Applicant</li> <li>Applicant Accept</li> <li>Creator</li> <li>Development Officer</li> </ul>

## 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 screenshot shows the 'Group Permissions' page for a group named 'ProfDevl'. The page includes a navigation menu on the left with categories like 'Group Tools', 'Content Tools', and 'Configuration Tools'. The main area displays a 'Permission Listings' table with columns for Application, Members, and Description. Each row includes an 'EDIT' button. A 'Done' button is located at the bottom right of the table.

Application	Members	Description
<a href="#">EDIT</a> Group Leader	Administrator, System Crosbee, Edward DiBlasi, Arnold Engle, Judith ...	Manage Group
<a href="#">EDIT</a> Home Page	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Edit Home Page
<a href="#">EDIT</a> Guest Page	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Edit Guest Page
<a href="#">EDIT</a> News Publishing	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Publish Group News Articles
<a href="#">EDIT</a> Photo Publishing	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Upload Group Photos
<a href="#">EDIT</a> Link Publishing	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Add Group Internet Links
<a href="#">EDIT</a> File Sharing	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Shared Group Files
<a href="#">EDIT</a> Message Board	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Share Group Messages
<a href="#">EDIT</a> Calendar	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Group Calendar Events
<a href="#">EDIT</a> Announcements	Hoffman, Frank Holliday, Mardi Kramer, Ralph	Group Announcements

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.