

HOW TO CREATE A GROUP

The Groups function of *NEIUpport* provides you with the ability to create and manage homepages for clubs, areas of academic study, or other affiliations and interests. It is a personalized space on the portal that allows members to post announcements, share information, and access a group message board, chat room, and online calendar.

TO ACCESS THE GROUPS FUNCTION OF *NEIUpport*:

Log into the portal.

Click on the Groups icon in the upper right hand corner:



When you access the Groups application, you will see three tabs: My Groups, Group Index, and Request Group.



The Request Group tab provides the form necessary to request the creation of a new group. When you request the creation of a new group, a *NEIUpport* administrator will review your request, and notify you if your group is approved.

TO REQUEST THAT A GROUP BE CREATED:

Click on “Request Group”. The “Request New Group” dialog box appears

Request New Group

February 08, 2007

Submit new group form does not automatically create a new group. It will send a new group request to the administrator, who will approve or deny it.

* Requires Group Studio administrator approval
* Required Information

Requested By: Charles Savitt

* Group Name:

* Group Title:

* Guest Page Description: Description Uses Plain Text

* Group Category:

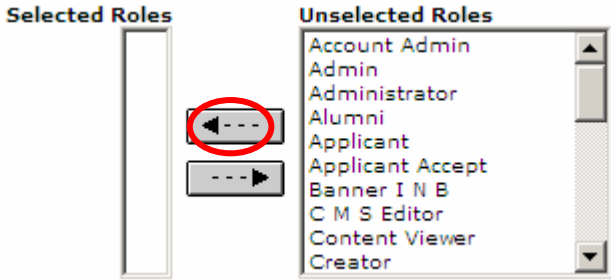
Group Type: Public
 Restricted
Criteria for restricted access:
* Criteria required if selected

Hidden
 Admin Blocked

Browse control: The Group Index page currently allows anyone to browse or search for this group. Select one or more roles to control access.


Selected Roles Unselected Roles

COMPLETE THE FOLLOWING INFORMATION:

Group Name	Enter the name of the Group, i.e. Bicycle club
Group Title	Enter a very short description of the Group
Guest Page Description	Enter a more detailed description of the group, such as a purpose or mission statement.
Group Category	Select from the drop down menu , the Category to which a group is assigned. Sample choices include: Administrative Groups, Faculty / Academic Departments, Student Groups.
Group Type	Select one of the following: <i>Public</i> , anyone can join the group – <i>Restricted</i> , requires approval from the group leader to join the group. If you are requesting creation of a <i>Restricted</i> group, you will need to explain who the group is restricted to in the <i>Criteria for restricted access</i> box. Please note: <i>NEIUpport</i> does not support the “ <i>Hidden group</i> ” option. The <i>Admin Blocked</i> option is limited to certain administrators on campus.
<p style="text-align: center;">Browse Control</p>  <p>The screenshot shows a 'Browse Control' interface. On the left is a column labeled 'Selected Roles' which is currently empty. On the right is a column labeled 'Unselected Roles' containing a list of roles: Account Admin, Admin, Administrator, Alumni, Applicant, Applicant Accept, Banner I N B, C M S Editor, Content Viewer, and Creator. Between the two columns are two arrow buttons: a left-pointing arrow and a right-pointing arrow. A red circle highlights the left-pointing arrow.</p>	<p>Browse Control determines who can view your group in their <i>NEIUpport</i> Groups Index. Currently, <i>NEIUpport</i> supports three roles, <i>Employee, Student, and Faculty</i>.</p> <p>From the right hand column:</p> <ol style="list-style-type: none"> 1. CLICK on the user roles, (<i>Employee, Student, Faculty</i>) that will be allowed access to your group. 2. CLICK on the arrow pointing to the left to move the items selected from <i>Unselected</i> to <i>Selected</i> Roles. 3. Remember, only the roles moved to the left hand column, (<i>Selected Roles: Employee, Student, Faculty</i>) will be able to be view your group in the Groups Index and join your group.
Group Applications	Make sure that all boxes are checked . This allows group members to access all usable functions.
Request Comment	Write a rationale why the group should exist.
Group Policies	Check the box next to: <i>I have read and understood the school's policies on Groups</i> .
<p>Click <i>Submit Request</i> to submit the application. You will receive the message, “Your request has been submitted to your Group Studio administrator for approval.” Click OK. You are returned to the My Groups page.</p>	

You only need to refer to this page if you have created a Restricted Group!!!

TO ALLOW MEMBERS ACCESS TO A RESTRICTED GROUP:



The screenshot shows the NEUport interface. On the left, under 'Configuration Tools', the 'Members' link is highlighted with a red box. Below this, the 'New Membership Requests' table is visible, with the 'Approve' and 'Deny' buttons highlighted with a red box. The table contains two rows of data:

<input type="checkbox"/>	Name	Requested On
<input type="checkbox"/>	Diane Gritton	February 15, 2007
<input type="checkbox"/>	Jose Nunez	February 14, 2007

If you have created a **Restricted Group**, you have to review membership applications in *NEUport*.

- Go into your Group.
- Scroll down until you see **Configuration Tools** on the left hand side.
- **CLICK** on **Members**.

To grant access to individuals who have requested to join your Restricted Group:

- **CLICK** on the names under **New Membership Requests** that you want to allow to join your Restricted Group.
- **CLICK** the **APPROVE** button.
- You will be prompted to write a brief message telling members who have requested to join your group **why** their membership request has been **accepted**.

To deny access to individuals who have requested to join your Restricted Group:

- **CLICK** on the names under **New Membership Requests** that you want to deny access to your Restricted Group.
- **CLICK** the **DENY** button.
- You will be prompted to write a brief message telling members who have requested to join your group **why** their membership request has been **denied**.