Getting Started with MyYSU Groups

Guide to Using the Groups via the MyYSU Portal

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Introduction
The MyYSU Groups application gives students, faculty, and staff the ability to create and manage group home pages for committees, clubs or other affiliations, and interest groups. Groups are defined as either public or restricted. Restricted groups are accessible to members only—whereas public groups are open.

How Does MyYSU Groups Work?
Groups consist of two different home page views—one for guests and one for members. The guest view provides general information about the group and an option for non-members to join. The member view provides the ability to:
- Read articles that have been posted by other members of the group and submit articles for posting;
- Access links to other selected Internet resources and submit potential links;
- View photos posted by the group and submit photos for posting;
- E-mail other group members; and
- Access a group chat room, message board, and an online calendar.

The group leader has the responsibility and access to:
- Create and manage the group/course home page (and guest home page)—which includes links, articles, photos, content as well as the files and announcements available to members;
- Establish the message board topics and descriptions;
- Monitor and remove topics, messages, or replies;
- Create and maintain the online calendar;
- Activate and inactivate members; and
- Assign privileges to members.

Overview
To use the MyYSU groups, direct your Web browser to http://my.ysu.edu and log in with your CUE User Name and password. If this is the first time you have accessed MyYSU, you will be prompted to establish a new password. See the Getting Started with MyYSU document for password guidelines. Currently the system is set to time out after 15 minutes of inactivity for students and three hours for faculty and staff. However, it is a good idea to logout of the system if you leave your area or are not using the system.
Access the MyYSU Groups

The My Groups tab provides access to those groups to which you belong. It also provides overall procedures about forming and belonging to groups.

To open MyYSU Groups:

1. Click the Groups icon in the upper-left corner of the navigation bar

A separate window opens displaying the MyGroups tab with a list of subscribed groups. Groups Index and Create Group are also available.

Join a Group

Groups fall into two categories: public and restricted. Public groups are open for anyone to join. Restricted groups are subject to certain limits. For example, to access a restricted group home page, you must first be a member of that group.
To Join a MyYSU Group:
1. Click Groups Index tab
2. Click <appropriate category>
3. Click <desired group name>
4. Click Join Group
5. Read the membership policy/information
6. Complete <required information>
7. Click Join
8. Click OK

Request for membership will be submitted to the group owner for approval. Once approved, members can access the group under My Groups tab.
Access a Group Home Page

Members and leaders both need to access the group home page before using any of the group features. Members will use the **Group Tools menu**, while leaders will make changes and adjustments to the group through the **Content Tools menu**.

Each group leader can delegate responsibilities to members that will vary member by member, group by group.

Not every member of a group will have the same access and responsibilities. However, all group members can use the home page to:

- Read articles that have been posted by the group and submit articles for posting;
- Access links to other selected Internet resources and submit potential links;
- View photos posted by the group and submit photos for posting;
- E-mail other group members; and,
- Access a group chat room, message board and an online calendar.

To Participate in a MyYSU Group:

1. **Click My Groups tab**
2. **Click <desired group name>**

3. **Click <desired area>**

   ![MyGroups component](image)

   **Member Tools**

   ![Member Tools component](image)

   ![Group Homepage](image)

   ![Featured Photo](image)

   ![Featured Links](image)

   In phase two, faculty and students will have a channel dedicated to classes to which they are registered.
Announcements

Current announcements appear on the group home page. The announcement is displayed with the title and a shortcut or teaser of the announcement content.

View Individual Announcements
1. Click <title>
or
2. Click read more

View All Announcements
1. Click Announcements
or
2. Click More announcements
3. Click <title>

Delete Announcements
Members can delete announcements from their view of the group home page. These announcements are not removed from the entire group.

1. Select <desired announcement>
2. Click Delete
3. Click OK
4. Click OK
News

Current news articles appear on the group home page. The articles are displayed with the title and a shortcut or teaser of the news content.

View Individual News
1. Click <title>

or

2. Click read more
3. Click Navigational Arrows to read through previous and next news articles

View All News
1. Click News

or

2. Click More news
3. Click <title>

Create News Articles
Articles can be one or a series of informational news notices. Members can submit news articles for the group. Depending on the member’s security level, the article may need approved by the leader before being posted to the entire group.

1. Click Submit an Article
Photos

Each group or class home page has a photo album for images and photos that are relevant to the group or course and its activities. The default limit for the photo album is 12 MB. The system automatically downsizes uploaded photos to the average size of 40 K. This allows for just over 300 images. Photos must be in one of two formats: graphic interchange format (GIF) or Joint Photographic Experts Group (JPG or JPEG). Group or class members can submit photos for the group; however, the photos may need to be approved by the leader or designated members before posted to the group.

View Photos

1. Click Photos

2. Click <title>

or

3. Click View Photo
Submit Photos

1. Click Submit a Photo
2. Enter path to image or click Browse to locate the image on computer or network
3. Type <photo title>
4. Select Plain Text or HTML from Photo Caption drop-down menu
5. Type <photo caption>
6. Click Submit
7. Click OK

Links

Group home pages can also contain a list of Internet links that provide resources for the group or class. There is no limit to the number of links allowed. Members in the group may submit links of interest to be posted. Depending on the member's security level, the link may need approved by the leader before being posted for the entire group.

View Links

1. Click Links
2. Click <title>

The link will open in a new window leaving MyYSU still open.
Create Links
1. Click Submit a Link
2. Type <title for link>
3. Type <complete Internet address> for URL
4. Select Plain Text or HTML from Link Description drop-down menu
5. Type <description of link>
6. Click Submit
7. Click OK

Note: The URL supports the following addresses: http://, https://, ftp://, nntp:, and mailto:

Message Board
The message boards are designed to allow group discussions on various topics created by the members or by the leader. Leaders or designated members are the only ones who can delete topics and replies.

View Message Board
1. Click Message Board
2. Click <title>
or
3. Click More Topics

Post Topics on Message Board
1. Click Post a Topic
2. Type <title>
3. Type <description>
4. Click Post
**Post a Reply**
1. Click Post a Reply
2. Type <reply>
3. Click Post

**Calendar**
Group leaders and members have access to a calendar for important events or dates to be posted.

**View Calendar**
1. Click Calendar
The calendar will appear in a separate window.

**Add an Event or Task**
2. Select New Event / New Task icon
3. Type <event or task title>
4. Type <date>
5. Type <time>
6. If necessary, select Repeat
7. Type <location>
8. Type <description>
9. Select members from Quick Invite drop-down menu
10. Click OK
E-mail

Group leaders and members have access to an e-mail option within the group home page. An e-mail can be sent to an individual member, a group of members, or the entire group.

Send E-mail

1. Click E-mail
2. Select checkbox next to the member(s) to receive the e-mail
3. Click Send E-mail

By default, the selected members e-mail addresses are populated in the bcc field--even though it does not appear.

4. Type <message>

Options:
- Click attach to add an attachment
  - Browse to locate the attachment on computer or network
- Select Save a copy to the ‘sent’ folder
- Select Add signature
- Click Save a Draft to save a draft of the e-mail
- Click Spell Check to spell check the e-mail
5. Click Send
6. Click OK

Your message was sent to 1 recipient(s).
Chat
Live, real-time communications can take place via the Chat option.

**Participate in a Chat session**
1. Click Chat

A chat window opens in a separate window

2. **Type** <chat message text>
3. **Press** <enter>

**Banner Testing**

The Whisper feature provides for sending a private message to one or more participants in a chat session. Only the participants whose screen names selected will receive the message. The other chat room participants cannot view the message in their chat screens.

**To Use the Whisper Feature**

1. **Select** <desired name(s)> of members
2. **Type** <message>
3. Click Whisper
4. Click Exit

**Group Chat**

**MyYSU Pilot Group**
Files

Files can be uploaded to the system so that other members can download them. By default, the maximum space allowed for files is \( xx \) MB for classes and \( xx \) MB for groups. There is no restriction on the types of files; however, no file can be larger than 1 MB. When a member submits a file, it is sent to a File Request queue. All files in the File Request queue can then be reviewed and approved, edited and approved, or deleted by a leader or designated member.

View/Download Files
1. Click Files
2. Select <desired folder>
3. Select <desired file>
4. Determine <file options>

Submit a New File
1. Click <desired folder>
2. Click Submit a new file for <group name>
3. Enter path to file or click Browse to locate the file on computer or network
4. Click Submit
5. Click OK

Search for a File or Folder
1. Select boxes for desired file attributes to search
2. Type <text for search> in that contain
3. Click Search
4. **Review Results**
5. **Select** `<file name>`
or
6. **Click Done**

### Search Results

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Channels and Tasks in MyYSU.doc]</td>
<td>A document related to channels and tasks.</td>
</tr>
<tr>
<td>![MyYSU Information.doc]</td>
<td>A document for MyYSU information.</td>
</tr>
</tbody>
</table>

**Note:** Wildcard characters such as `_` and `%` cannot be used in searches.

---

**Group Leader(s)**

All online groups and courses have leaders. When a request for creation of an online group is approved, the **requestor is designated as a group leader**. Course leaders will be automatically designated when the course data is imported into the system in phase two of the project.

Group leaders have access to posting photos, links, news articles, announcements, files as well as have discussions on group message boards. When a group or course is first created, there will be no content on the home page, message board or calendar. It is the group leader or course leader's responsibility to set up the home page and its tools. After the home page has been created, members can submit content that they think should be posted to the home page, including photos, links, news articles and files. It is the responsibility of the group or course leader to review the items that have been submitted by members and to post them to the home page or deleted them, or to delegate administration of certain content to others.

The group leader has the responsibility and access to:

- Create and manage the group/course home page (and guest home page)—which includes links, articles, photos, content as well as the files and announcements available to members;
- Establish the message board topics and descriptions;
- Monitor and remove topics, messages or replies;
- Create and maintain the online calendar;
- Activate and inactivate members; and
- Assign privileges to members.
To Create a New Group

The required fields are indicated with the red asterisk (*). In order to create the group, these fields must be completed before selecting Submit Request.

1. Type <group name>
2. Type <group title>
3. Select Plain Text or HTML from Guest Page Description drop-down menu
4. Type <description> for the group to be displayed on the Guest Page. Members will see this description when viewing the group listing.
5. Select <appropriate category> from Group Category drop-down menu

University Groups or Student Groups are the two current Group Category types.

6. Select Public, Restricted, or Hidden from Group Type drop-down menu

Selecting Restricted requires the leader to enter criteria that is required for a potential member to gain access to the group.

There are multiple roles for individuals in the system. Each person's role is determined when the account is created. Based up on the role, groups can be blocked from viewing based on the groups Browse Control roles selected.

7. Determine <desired roles> that can search for or browse for the group
   - Select user roles from unselected roles
   - Press CTRL to select more than one role simultaneously
   - Click left arrow to add to Selected Roles

or

8. Remove roles that can search for or browse for the group
   - Select user roles from selected roles
   - Press CTRL to select more than one role simultaneously
   - Click right arrow to add to Selected Roles
9. **Select** <desired settings> for **Group Applications**

<table>
<thead>
<tr>
<th>Group Application</th>
<th>Available</th>
<th>Delegable</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest Page</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>News Publishing</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photo Publishing</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Link Publishing</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Sharing</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Message Board</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcements</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chat</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **Type** <additional information> in **Creation Comment**

11. **Read Group Policies**  
12. **Select** agreement box  
13. **Click Create Group**  
14. **Click OK**

When first created, the group home page will be empty.
Group Home Page Content

Feature content consists of selected photos and Internet links to appear on the main home page for the group or class. Once photos and links are added to the group, items can be selected to appear on the opening page for featured content.

Set Featured Photo
1. Click Manage Home page from Content Tools
2. Click Edit under Featured Photo
3. Select <desired photo>
4. Click Set Photo
5. Click OK

Photos must be in one of two formats: graphic interchange format (GIF) or Joint Photographic Experts Group (JPG or JPEG). Any photo previously submitted can be established as the featured photo.

Set Featured Link
1. Click Manage Home page from Content Tools
2. Click Edit under Featured Link
3. Select <link>
4. Click Set Link
5. Click OK

The featured Internet link has been updated.

OK
**Set Top 5 Links**

1. Click Manage Home page from Content Tools
2. Click Edit under Top 5 Links

Top 5 Links

No links selected.

3. Select checkbox next to desired links to be featured in Top 5
4. Click Set Links
5. Click OK

**Set Featured Content Inactive**

1. Click Manage Home page from Content Tools
2. Click Edit under desired area

3. Select Section Inactive
4. Click Set Links (or Photos)
5. Click OK
Manage the Guest View

Each group has a Guest View for users to see before they decide to join the group. This includes information about the group, and an opinion to join. Courses are preloaded with registered students, so they do not have a Guest View option.

1. Click Manage Guest View from Content Tools

Set a Guest Photo

1. Click Edit

2. Select radio button next to <desired photo>
3. Click Set Photo
4. Click OK

Set a Guest Link

1. Click Edit
2. Select checkbox next to <desired links>
3. Click Set Links
4. Click OK

Note: To Edit Photos or Links, click the Edit button below and follow the same steps as setting them up.
**Update Group Description**

1. Click Edit
2. Select Plain Text or HTML for Guest Page Description drop-down menu
3. Change <description>
4. Click Update
5. Click OK

**Add Information Blocks**

Information blocks provide a way to display more information to guests about the purpose of the group. Initially, there are no information blocks setup; the group leader will need to add one. After one is created, there is an option to add another block, or edit one previously posted.

1. Click Add
2. Type <title>
3. Select Plain Text or HTML for description drop-down menu
4. Type <description>
5. Click Add
6. Click OK

**Group Information Blocks**

No information blocks defined.

**Note:** To Delete Information Blocks, click the Delete button below it. To Edit, click the button and follow the same steps for Adding Information Blocks.
Manage News Articles

Leaders and designated members are able to create and maintain a series of informational news articles or announcements. Members may submit articles to be approved by the leader or a member delegated the original leader, to be posted.

1. **Click Manage News**

The page is divided into three sections:
- **Submitted Articles** – News articles submitted by members not reviewed and posted
- **Active Articles** – All active and posted news articles
- **Inactive Articles** – All news articles deactivated, but not deleted

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To view or edit an article, click on the article title. To activate an article, check the box and click "Activate." To remove an article, check the box and click "Delete."

### Submitted Articles

<table>
<thead>
<tr>
<th>Title/Subject</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no submitted articles.

---

To view or edit an article, click on the article title. To inactivate an article, check the box and click "Inactivate." To remove an article, check the box and click "Delete."

### Active Articles

<table>
<thead>
<tr>
<th>Title/Subject</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>MYSU</td>
<td>Donna Weinio</td>
<td>January 25, 2006</td>
</tr>
</tbody>
</table>

---

### Inactive Articles

<table>
<thead>
<tr>
<th>Title/Subject</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no inactive articles.
Create News Articles

1. Click Post a New Article
2. Select Active from Status drop-down menu
3. Type <title or subject for article>
4. Select Plain Text or HTML for the News Article drop-down menu
5. Type or Paste (CTRL+V) <article>
6. Click Post
7. Click OK

Activate and Edit Submitted News Articles

1. Click <title>
2. Review <title and text>
3. Click Edit
4. Select Active from Status drop-down menu
5. If necessary, type <changes>
6. Click Update
7. Click Done

Delete News Articles

1. Select checkbox next to desired article
2. Click Delete
3. Click OK
**Activate and Inactivate News Articles**

1. Select checkbox next to desired article
2. Click Inactivate/Activate
3. Click OK

**Manage the Photo Album**

Every group or class home page has a photo album for images and photos that are relevant to the group or course and its activities. The default limit for the photo album is 12 MB. The system automatically downsizes uploaded photos to the average size of 40 K. This allows for just over 300 images. Photos must be in one of two formats: graphic interchange format (GIF) or Joint Photographic Experts Group (JPG or JPEG). Group or class members can submit photos for the group; however, the photos need to be approved by the leader or designated members before posted to the group.

1. Click Manage Photos from Content Tools

The page is divided into three sections:

- **Submitted Photos** – Photos submitted by members, but not reviewed and posted
- **Active Photos** – All active and posted pictures
- **Inactive Photos** – All photos deactivated, but not deleted

Click on a photo or its title to view it. To activate a photo, check the box and click “Activate.” To remove a photo, check the box and click “Delete.”

Click on a photo or its title to view it. To inactivate a photo, check the box and click “Inactivate.” To remove a photo, check the box and click “Delete.”

<table>
<thead>
<tr>
<th>Title</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Post a New Photo
Leaders and designated members can post a photo to the group without waiting for approval. Members can submit photos to be approved. After successfully posting a picture, a thumbnail of the image will appear under the Active Photos section.

1. Click Post a New Photo
2. Select Active from Status drop-down menu
3. Enter path to image or click Browse to locate the image on computer or network
4. Type <photo title> in Photo Title
5. Select Plain Text or HTML from Photo Caption drop-down menu
6. Type <photo caption>
7. Click Post
8. Click OK

Activate and Edit Submitted Photos
1. Click <photo title>
2. Review the photo’s title, description and actual image
3. Click Edit
4. Select Active from Status drop-down menu
5. If necessary, type <changes>
6. Click Update
7. Click Done

Your changes have been saved.
Activate and Inactivate Photos
Leaders can make photos in the group visible or invisible by activating and deactivating their status. Inactivating a photo does not delete it from the group and can be changed later back to active.

1. Select checkbox next to desired photo
2. Click Inactivate/Activate
3. Click OK

Delete Photos
Leaders can delete photos in the group, which will completely remove them from being accessed again.

1. Select checkbox next to desired photo
2. Click Delete
3. Click OK

Manage Home page Links
Leaders can create and maintain a list of Internet links that provide resources for the group or class. There is no limit to the number of links allowed. Members in the group may submit links of interest to be posted. These need to be approved by the leader or designated member to be posted.

1. Click Manage Links from Content Tools

The page is divided into three sections:
- **Submitted Links** – Links submitted by members, but not reviewed and posted
- **Active Links** – All active and posted links
- **Inactive Links** – All links deactivated, but not deleted
Create Links
1. Click Post a New Link
2. Select Active from Status drop-down menu
3. Type <link title>
4. Type <complete Internet address> for URL
5. Select Plain Text or HTML from Link Description drop-down menu
6. Type <link description>
7. Click Post
8. Click OK

Note: The URL supports the following addresses: http://, https://, ftp://, nntp:, and mailto:

Activate and Edit Submitted Links
1. Click <link>
2. Review the link’s title, description and destination
3. Click Edit
4. Change Status to Active from the drop-down menu
5. If necessary, type <changes>
6. Click Update
7. Click Done

Your link has been posted

Your changes have been saved
**Delete Links**

1. **Select checkbox** next to desired link
2. **Click Delete**
3. **Click OK**

![Delete Links](image)

**Activate and Inactivate Links**

1. **Select checkbox** next to desired link
2. **Click Inactivate/Activate**
3. **Click OK**

![Activate and Inactivate Links](image)

**Manage Files**

Files can be uploaded to the system so that other members can download them. By default, the maximum space allowed for files is \textit{xxMB} for classes and \textit{xxMB} for groups. There is no restriction on the types of files; however no file can be larger than \textit{1MB}. When a member submits a file, it goes to a File Request Queue. All files in the File Request Queue can then be reviewed and approved, edited and approved or deleted by a leader or designated member.

1. **Click Manage Files** from Content Tools

The page is divided into four sections:

- **Folders** – Displays the root folder, as well as any created folders
- **Files** – Displays all files located in the selected folder. Files are edited and deleted in this section as well.
- **Search** – Provides a search by file name, folder name or file content in any of the posted files
- **New Files and Folders** – Allows new files and subfolders to be added. If a member has submitted a file, it will appear here.
Post a New File

1. **Highlight** <desired folder>

2. **Enter** path to image or **click Browse** to locate the image on computer or network

3. **Click Add**

4. **Click OK**
Activate Submitted Files
1. Click Request for a new file link
2. Select checkbox next to desired file name
3. Click Activate
4. Click OK

Edit Submitted Files
1. Click <file name>
2. Open or save file at prompt
3. Make necessary changes
4. Save the file
5. Choose Save As from File menu
6. File Name – Type <file name>
7. Click Save
8. Click Edit
9. Select Folder to place file
10. Enter path to image or click Browse to locate the image on computer or network for Replace File
11. Click Update
12. Click OK
Delete Files

Leaders and designated members can delete files so they can no longer be accessed by members in the group.

1. Select checkbox next to desired file name
2. Click Delete
3. Click OK
4. Click OK

Add a Subfolder

Leaders and designated members can create subfolders to help organize the files for the group more effectively.

1. Highlight <desired folder>
2. Type <folder name> at Add New Subfolder
3. Click Add
4. Click OK

Search for a File or Folder

1. Select boxes next to desired file attributes
2. Type <text for search> in That Contain
3. Click Search

Note: Wildcard characters such as _ and % cannot be used in searches.
4. **Review** Results
5. **Select** <file name>
   or
6. **Click Done**

---

### Search Results

<table>
<thead>
<tr>
<th>Channels and Tabs in MyYSU.doc</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyYSU Information.doc</td>
</tr>
</tbody>
</table>

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### Manage Message Boards

The message boards are designed to allow group discussions on various topics created by the members or by the leader. Topics and descriptions need developed in order to interest the members to start conversations. Leaders or designated members are the only ones who can delete topics and replies.

1. **Click Manage Message Boards** from Content Tools

#### Post Topics on Message Boards

1. **Click Post Topic**

2. **Type** <title>
3. **Type** <description>
4. **Click Post**
**Delete Topics**

To Delete Topics and All Responses:
1. Click d (delete) next to desired topic
2. Click OK

To Delete Individual Responses:
1. Click to open the topic
2. Click d (delete) next to desired response
3. Click OK

**Manage the Calendar**

Leaders and members can access a calendar for important events or dates to be posted.

1. Click Manage Calendar from Content Tools

**Add an Event or Task**

1. Select New Event / New Task icon
2. Type <title>
3. Type <date>
4. Type <time>
5. If necessary, select Repeat
6. Type <location>
7. Type <description>
8. Invitees <the member list of the group>
9. Click OK

See the documentation on calendar usage for more details.
Manage Announcements
Leaders can post announcements to the group about related upcoming events.

1. Click Manage Announcements from Content Tools

Create Announcements
1. Click New Announcement
2. Type <title>
3. Type or Paste <announcement>
4. Click Send
5. Click OK

After posting an announcement, it will appear on the group/class home page as well as in each member’s personal announcements channel.

Resend Posted Announcements
1. Click <title>
2. Review announcement
3. If necessary, make <changes>

Note: Resending an announcement does not edit or delete the first one, it creates a new announcement. The original announcement needs deleted.
4. Click Send
5. Click OK

Delete Announcements
1. Select checkbox next to desired announcement
2. Click Delete
3. Click OK
4. Click OK

Setting Permissions
Permissions can be assigned to group members by the group leader under the Configuration Tools selection. These permissions will delegate responsibility to other members for maintaining the group and guest home page, publishing news articles, pictures, files and links as well as managing the message board, calendar events and announcements. Leaders can assign one or more members to all or some of these responsibilities.

1. **Click Permissions** from Configuration Tools
2. **Click Edit** next to desired application

3. **Determine** <members> to delegate permissions to the application
   a. **Select** member from Current Members
   b. **Press CTRL** to select more than one user simultaneously
   c. **Click Add**

   or

4. **Remove** <members> delegated permission from an application
   a. **Select** member from Current Delegated Admins
   b. **Press CTRL** to select more than one user simultaneously
   c. **Click Remove**

5. **Click Done**
6. **Click Done**
Managing General Settings

Once a group is created, the group leader can adjust any of the original group creation settings as needed.

1. **Click General Settings from Configuration Tools**

2. **Make necessary changes to:**
   - Group Name
   - Group Title
   - Guest Page Description
   - Group Category
   - Group Type
   - Browse Control

3. **Click Save Changes**
4. **Click OK**

Managing Group Applications

Group leaders can decide after a group is created to add or remove applications in the group.

1. **Click Applications from Configuration Tools**

2. **Select checkbox next to desired application**
3. **Click Update**
4. **Click OK**
Managing Members

Group leaders can view and adjust a group member’s inactive or active status through the Configuration Tools selection.

1. Click Members from Configuration Tools

To Inactivate a Member:

1. Click Active Members
2. Select checkbox next to desired members
3. Click Inactivate
4. Type <desired explanation>
5. Click OK
6. Click OK

To Activate a Member:

1. Click Inactive Members
2. Select checkbox next to desired members
3. Click Activate
4. **Type** <desired explanation>
5. **Click OK**
6. **Click OK**

**Help Feature**

To launch the online Help system, **click** the **Help icon** located in the upper-right corner. For additional assistance, please phone the Tech Desk at (330) 941-1595, or send e-mail to techdesk@cc.ysu.edu or visit the Tech Desk home page at [http://helpdesk.ysu.edu/](http://helpdesk.ysu.edu/) The Tech Desk office is located on the 4th floor in Maag Library.

**Exit**

To close the MyYSU Groups application, **click** the **Exit icon** located in the upper-right corner.