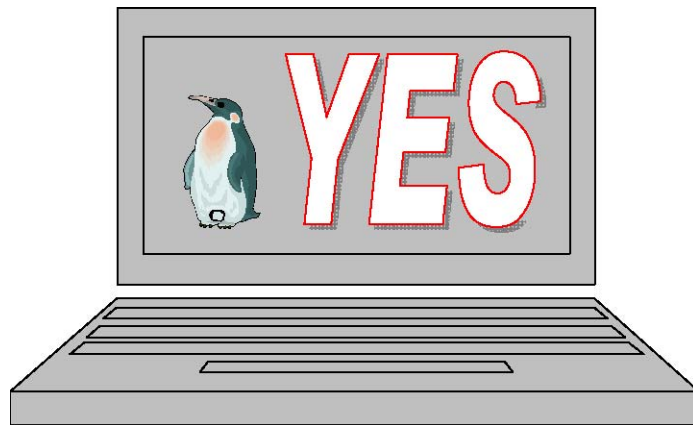




Getting Started with MyYSU Groups



Guide to Using the Groups via the
MyYSU Portal

Donna Wainio

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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.yosu.edu> and log in with your CUE User Name and password. If this is the first time you have used your CUE username and password, 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 30 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.

Secure Access Login User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <input type="button" value="Cancel"/> <small>Having problems logging in? Click here.</small>	Welcome to the MyYSU portal! MyYSU is an exciting new online pathway that offers Youngstown State University students, faculty and staff secure and personalized access to e-mail, calendars, announcements, groups and Web sites. In future months other services will be added to enhance the learning and working environments for everyone on campus. Enjoy!
How do I reset my password? Forgotten Password Reset	What's Inside?  E-mail: Send and receive e-mail, and create your own personal address book. MyYSU E-mail Policy  Calendar: Access and manage your personal, course and school calendars. MyYSU Calendar Policy  Groups: Create, manage and join group homepages for clubs, affiliations and interests. MyYSU Groups Policy Announcements: Stay up-to-date with information of interest to the YSU community as well as information specifically targeted to you. MyYSU Announcements Policy and much more...
Make this my homepage. <small>Click here for instructions on how to make your browser load this page on startup.</small>	<small>Top</small> powered by SUNGARD
<small>copyright © SunGard 1998 - 2005.</small>	

The **Home** tab appears.

Change Password
Content/Layout
Channel Admin

Welcome Donna Wainio
You are currently logged in.

e-mail calendar groups admin YSU Home Page logout help

Home Student Faculty/Staff My Tab

January 19, 2006

Campus News & Events

My E-mail Inbox

E-Services

Campus Announcements

My Calendar

My Personal Announcements

Search

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.

My Groups Groups Index Request Group

February 13, 2006

To **view** a group, click on the group title. To **remove** a group from your My Groups List, click the check box and then click Remove.

MyYSU Pilot Group MyYSU Pilot Group

Groups Index Request Group Remove

Groups Policy - Click here to read the rules and regulations for creating and leading a group.
Membership Policy - Click here to read the rules and regulations for joining and participation in a group.

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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**

The image shows a sequence of four screenshots from a web application, illustrating the process of joining a group. Each step is marked with a red circle containing a number:

- Step 4:** A screenshot of the "Group Guest View" page for the "MyYSU Pilot Group". The "Join Group" button is circled in red.
- Step 6:** A screenshot of the "Join a Group" page. It displays the "Group Membership Policy" and "Additional Membership Criteria" sections. The "Additional Membership Criteria" section includes a text input field for "Must provide email address".
- Step 7:** A screenshot of the "Required Information" section. It contains two checked checkboxes: "I agree to share my user name and e-mail address with other members of this group." and "I have read and understood the school's policy on Group Membership." Below this is a text input field for "Tell us why you want to be a member of the MyYSU Pilot Group group:" with the text "Documentation Testing" entered. The "Join" button is circled in red.
- Step 8:** A screenshot of a confirmation message: "Your request to join the MyYSU Pilot Group group has been submitted to the group leader." The "OK" button is circled in red.

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.

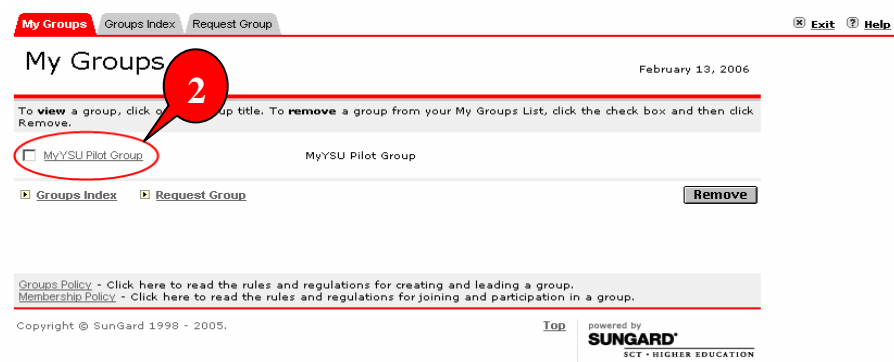
Each group leader can delegate responsibilities to members that will vary member by member, group by group.

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

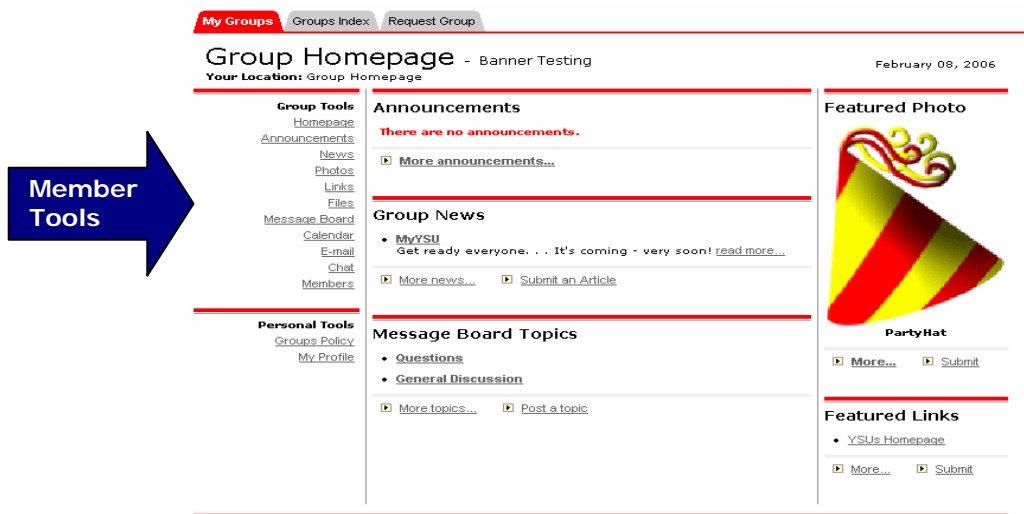
- Read articles that have been posted by the group and submit articles for posting;
- Access links to other selected Internet resources and submit potential links;
- View photos posted by the group and submit photos for posting;
- E-mail other group members; and,
- Access a group chat room, message board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

To Participate in a MyYSU Group:

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



3. Click <desired area>



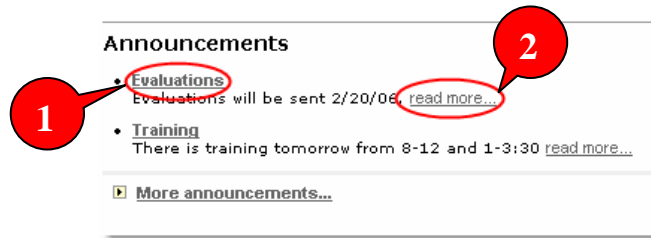
In phase two, faculty and students will have a channel dedicated to classes to which they are registered.

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.

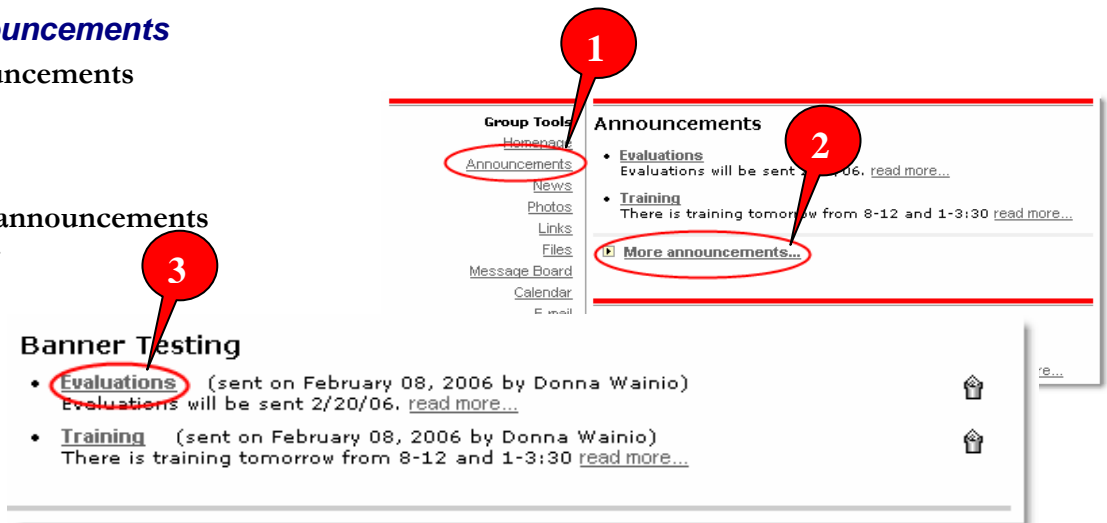
View Individual Announcements

1. Click <title>
- or
2. Click read more



View All Announcements

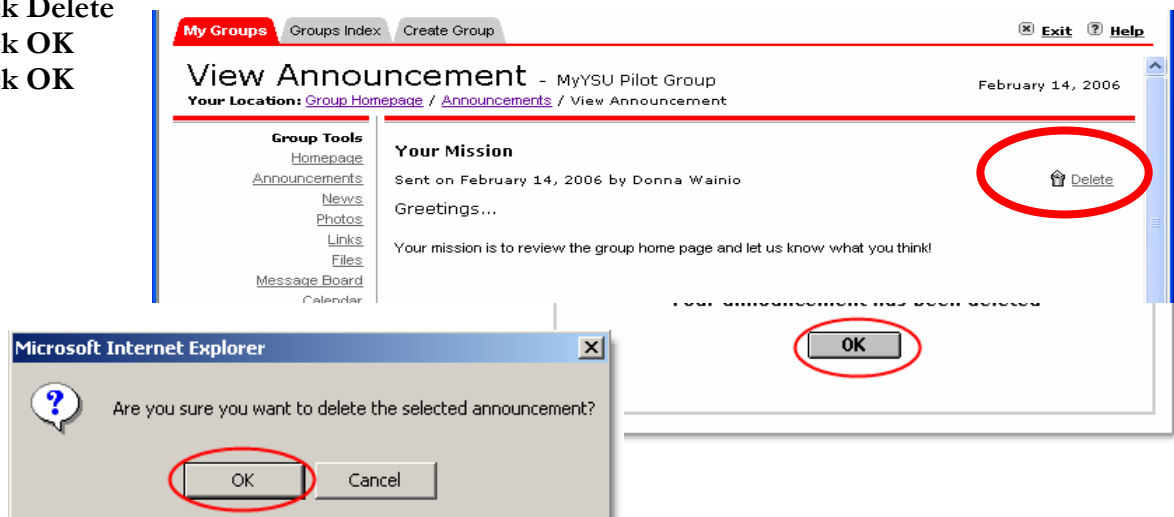
1. Click Announcements
- or
2. Click More announcements
3. Click <title>



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>



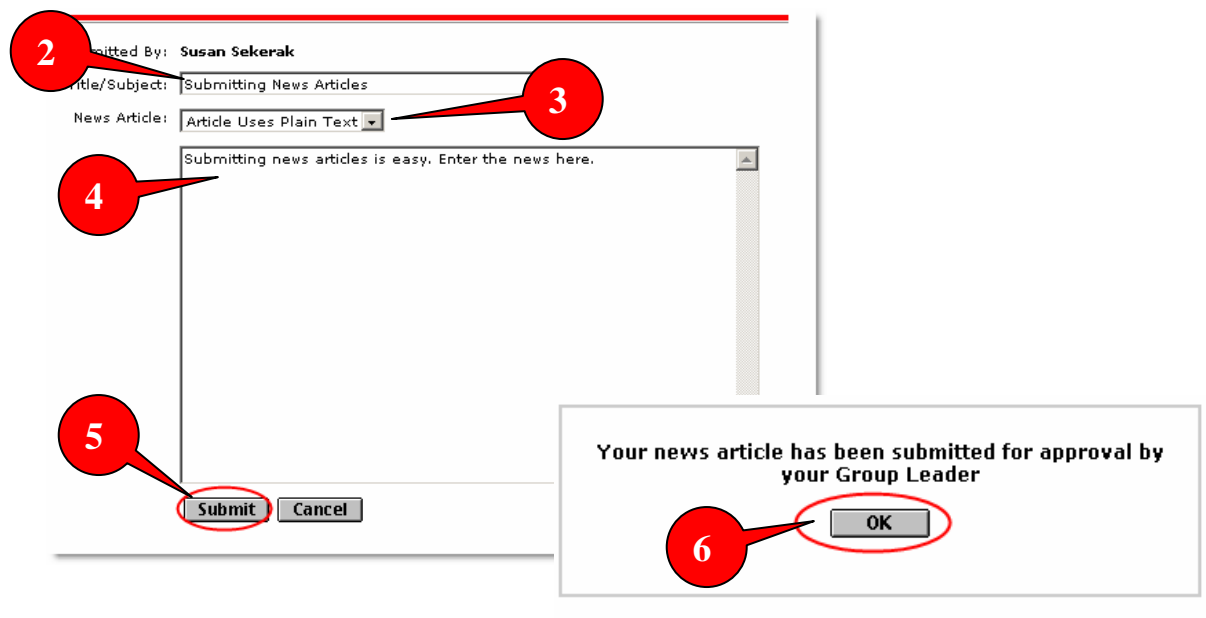
Create News Articles

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



2. **Type** <title or subject for article>
3. **Select** Plain Text or HTML from **News Article** drop-down menu
4. **Type** or **Paste (CTRL+V)** <article>
5. **Click Submit**
6. **Click OK**

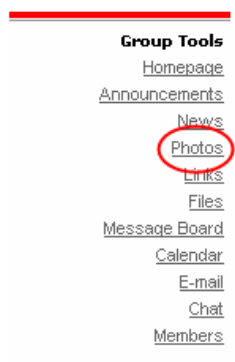


Photos

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

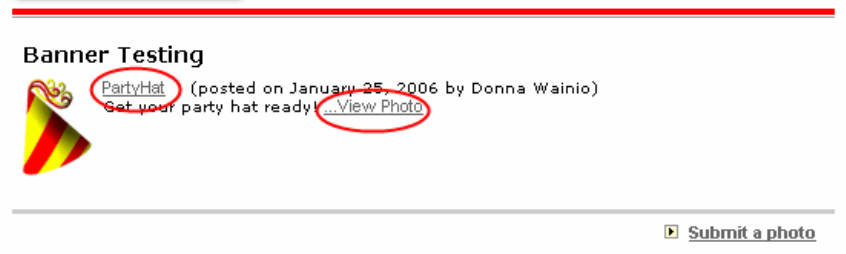
1. **Click Photos**



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**

The image shows a 'Submit a photo' dialog box with the following fields and controls:

- Submitted By:** Susan Sekerak
- Photo File Name:** C:\Documents and Settings\student.t... **Browse...** (2)
- Photo Title:** YES Logo (3)
- Photo Caption:** Caption Uses Plain Text (4)
- Text Area:** The YES Logo (5)
- Buttons:** **Submit** (6) and **Cancel**

Below the dialog box is a confirmation message box:

Your photo has been submitted for approval by your Group Leader

OK (7)

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 image shows a 'Group Tools' menu with the following items:

- Homepage
- Announcements
- News
- Photos
- Links** (circled)
- Files
- Message Board
- Calendar

Below the menu is a 'Banner Testing' section:

Banner Testing

- **Banner Registration** (posted on February 08, 2006 by Donna Wainio)
Register for your favorite Banner session!
- **YSUs Homepage** (posted on January 25, 2006 by Donna Wainio)
YSU's main homepage.

Submit a link

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:

Submitted By: Susan Sekerak

Title: Banner 7

URL: http://banner.yzu.edu

Link Description: Description Uses Plain Text

Banner 7

Submit Cancel

Your link has been submitted for approval by your Group Leader

OK

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**

Group Tools

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

Message Board

- Suggestion

More topics... Post a topic

Post Topics on Message Board

1. Click **Post a Topic**
2. **Type** <title>
3. **Type** <description>
4. **Click Post**

Post a topic

Title: Hello

Description: Creating a topic is fun!

Post Cancel

Post a Reply

1. Click Post a Reply
2. Type <reply>
3. Click Post

MyYSU Pilot Group

Message: Thanks

Remember -- everyone's comment is valued!

 Post a reply

Message Thread (Click to view)

Thanks

Subject: RE: Thanks

Reply: What a great approach!

Post

Cancel

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

Group Tools

[Homepage](#)

[Announcements](#)

[News](#)

[Photos](#)

[Links](#)

[Files](#)

[Message Board](#)

[Calendar](#)

[E-mail](#)

[Chat](#)

[Members](#)

Calendar: Susan Sekerak

Event Title: Training

Date: 02 / 17 / 2006

Time: 12 : 00 pm for 02 hour 30 minutes

All Day (For example, vacation or birthday)

Repeat [Change repeat pattern]

Location: Kilcawley

Description: Training

Invite other users or resources:

Enter userid, first or last name.
Userid must be exact, full or last names can be partial.
For example: John Smith, j.s., Smit* or jsmith.
If you don't know the name click Search.

---Quick Invite---

Invitees: Susan Sekerak

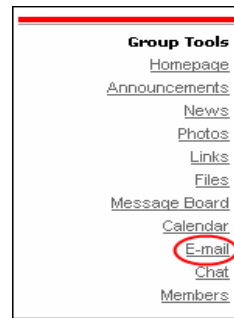
Inform about Event:

9



E-mail

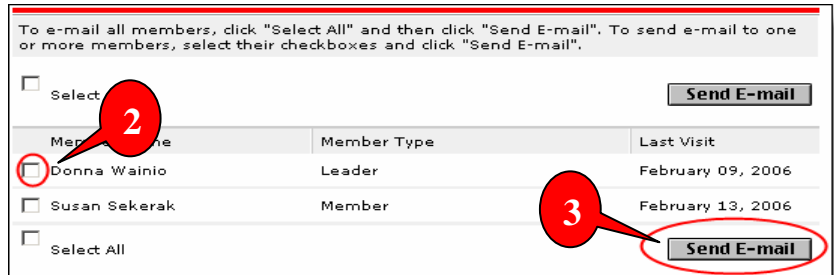
Group leaders and members have access to an e-mail option within the group home page. An e-mail can be **sent** to an individual member, a group of members, or the entire group.



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

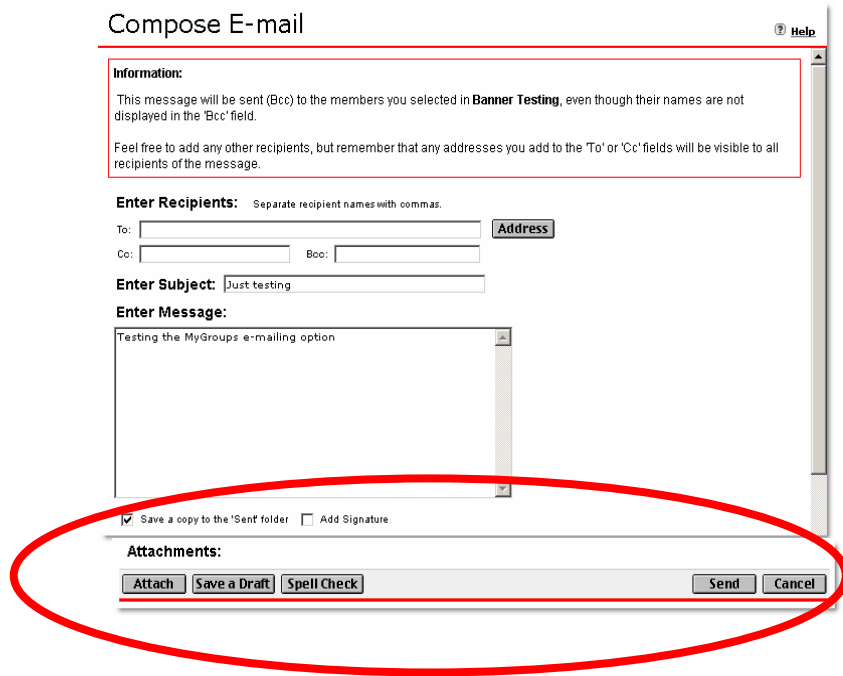
By default, the selected members e-mail addresses are populated in the bcc field--even though it does not appear.



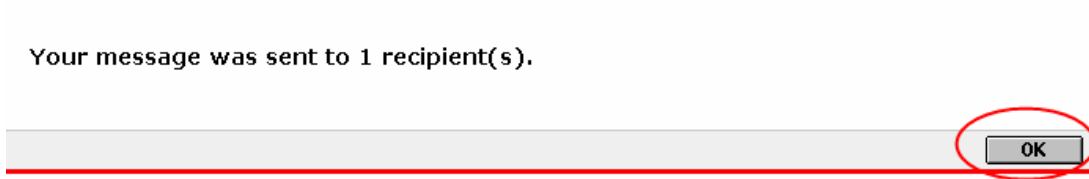
4. Type <message>

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.

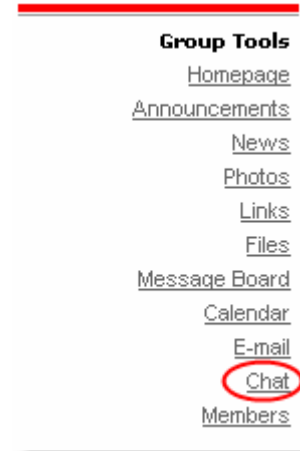
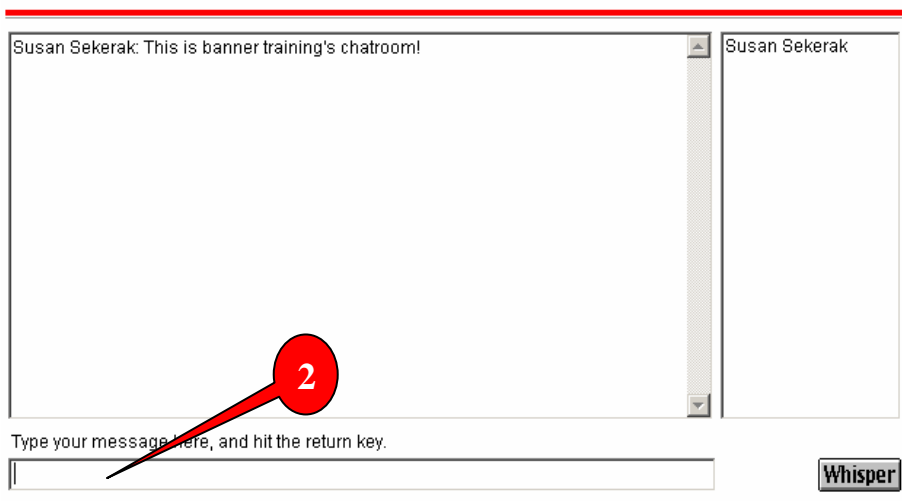
Participate in a Chat session

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**

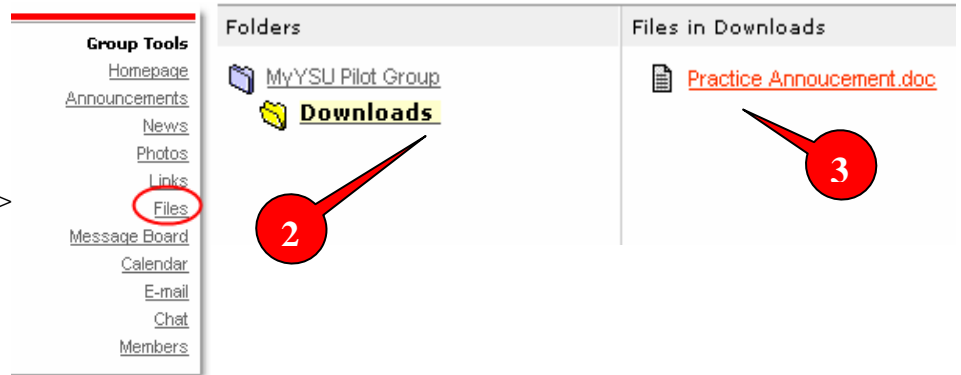


Files

Files can be uploaded to the system so that other members can download them. By default, the maximum space allowed for files is **xxMB** for classes and **xxMB** for groups. There is no restriction on the types of files; however no file can be larger than **1MB**. 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.

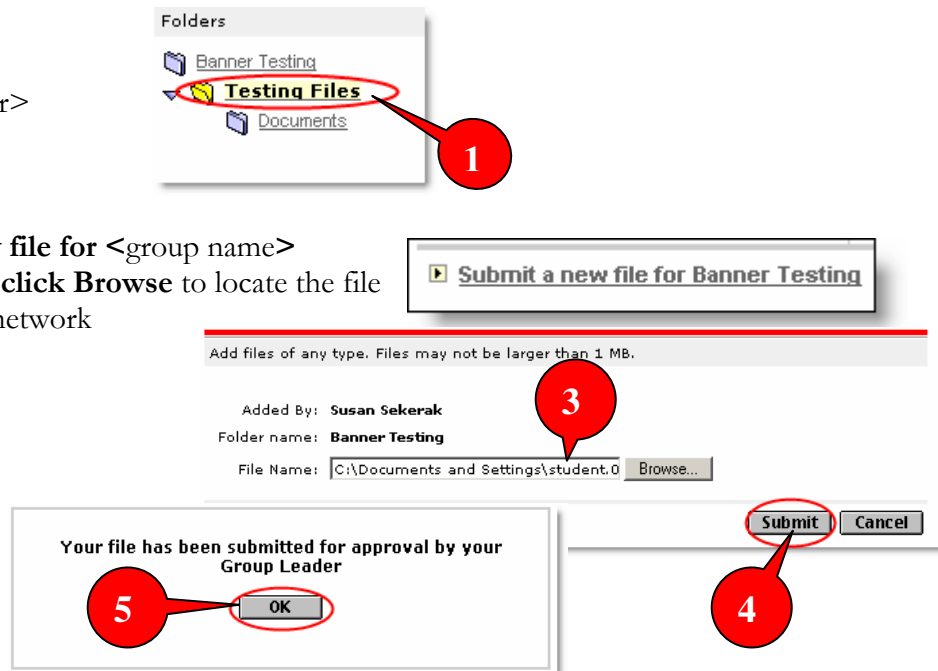
View/Download Files

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



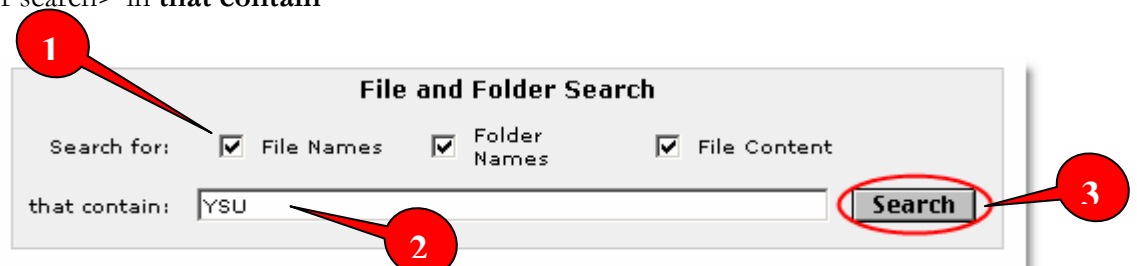
Submit a New File

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



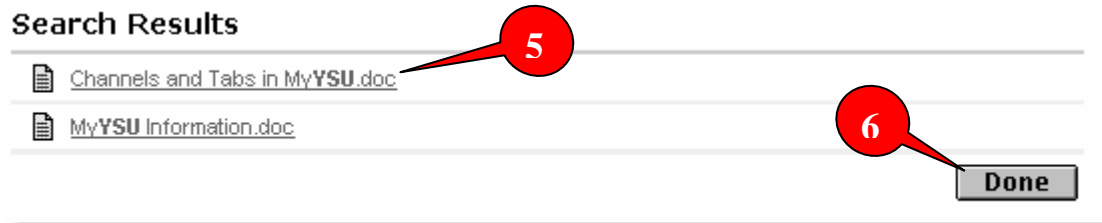
Search for a File or Folder

1. Select boxes for desired file attributes to search
2. Type <text for search> in that contain
3. Click Search



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

4. **Review Results**
5. **Select** <file name>
- or
6. **Click Done**



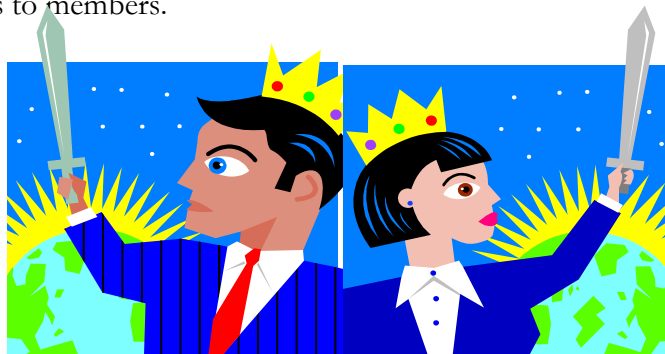
Group Leader(s)

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.

The screenshot shows the 'Request New Group' form with the following fields and callouts:

- 1: Points to the 'Group Name' field containing 'MyYSUTest'.
- 2: Points to the 'Group Title' field containing 'The MyYSU Testing Group'.
- 3: Points to the 'Guest Page Description' dropdown menu set to 'Description Uses Plain Text'.
- 4: Points to the text area for the description containing 'For general MyYSU Testing purposes.'.
- 5: Points to the 'Group Category' dropdown menu set to 'University Groups'.
- 6: Points to the 'Group Type' radio buttons, with 'Public' selected.

Other visible text includes: 'Submitted this form does not automatically create a new group...', 'Requested By: Susan Sekerak', '* Requires Group Studio administrator approval', '* Required Information', '* Criteria required if selected', and '* The Administrator has full access to this group.'

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**

The screenshot shows the 'Browse control' interface with the following roles listed:

- Selected Roles:** (Empty)
- Unselected Roles:** Account Admin, Administrator, Alumni, Applicant, Applicant Accept, Creator, Development Officer, Employee, Faculty, Finance

Red circles highlight the left arrow button and the 'Faculty' role in the unselected list.

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**

The screenshot shows the 'Browse control' interface with the following roles listed:

- Selected Roles:** Alumni, Employee, Faculty, Finance, Friends
- Unselected Roles:** Account Admin, Administrator, Applicant, Applicant Accept, Creator, Development Officer, Guest, Institution Accept, Observer, Prospect

Red circles highlight the right arrow button and the 'Finance' role in the selected list.

9. Select <desired settings> for **Group Applications**

Group Applications:	Available	Delegable	Enabled
Group Leader		<input type="checkbox"/>	
Home Page		<input checked="" type="checkbox"/>	
Guest Page		<input checked="" type="checkbox"/>	
News Publishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photo Publishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Link Publishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File Sharing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Message Board	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E-mail	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Chat	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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

11. **Read Group Policies**

12. **Select agreement box**

13. **Click Create Group**

14. **Click OK**

Request Comment:

Group Policies: (Please Read)

1. The Group should be of interest to an audience of fewer than 100. For content of interest to an audience of more than 100 a Channel may be more appropriate.
2. The Group must be composed of students ("Student Groups"), or

I have read and understood the school's policies on Groups.

Your request has been submitted to your Group Studio administrator for approval.

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**

Featured Photo

No featured photo selected.

Edit

Content Tools

- Manage Homepage
- Manage Guest view
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Title	Caption
PartyHat	Get your party hat ready!

Set Photo **Cancel**

The featured photo has been updated.

OK

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**

Featured Link

No featured link selected.

Edit

Content Tools

- Manage Homepage
- Manage Guest view
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Title	Description
YSUs Homepage	YSU's main homepage.

Set Link **Cancel**

The featured Internet link has been updated.

OK

3. Select <link>
4. Click **Set Link**
5. Click **OK**

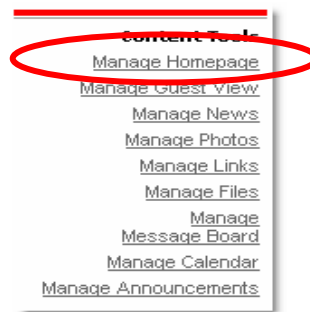
Set Top 5 Links

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

Top 5 Links

No links selected.

Edit



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

Title	Description
<input checked="" type="checkbox"/> YSU's Homepage	YSU's main homepage.

The Top 5 links have been updated.

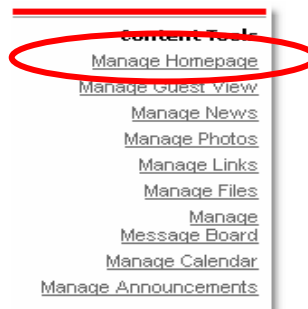
OK

Set Links Cancel

Set Featured Content Inactive

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

Edit



3. Select **Section Inactive**
4. Click **Set Links** (or Photos)
5. Click **OK**

To **set** a featured link, select a link and click Set Link. Only one link can be selected. To **View** a link, click on the link title. If you do not want to use this feature, select the **Section Inactive** option.

Section Inactive

Title	Description
<input type="radio"/> YSU's Homepage	YSU's main homepage.

Set Link Cancel

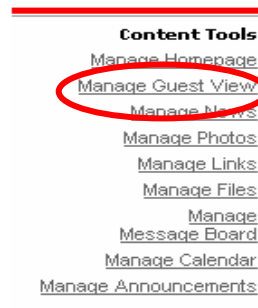
The featured Internet link has been updated.

OK

Manage the Guest View

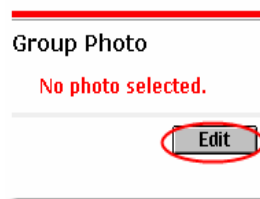
Each group has a Guest View for users to see before they decide to join the group. This includes information about the group, and an opinion to join. Courses are preloaded with registered students, so they do not have a Guest View option.

1. Click Manage Guest View from Content Tools

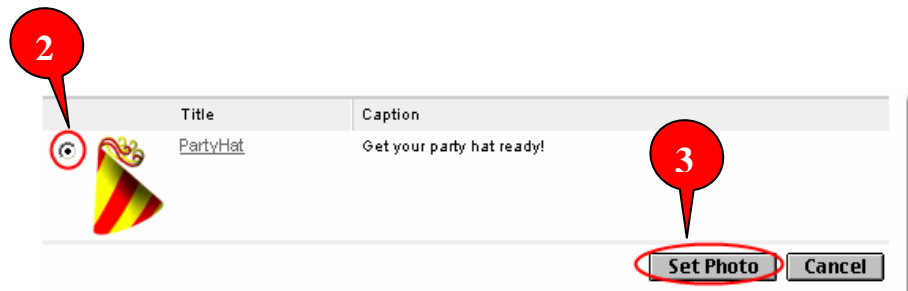


Set a Guest Photo

1. Click Edit

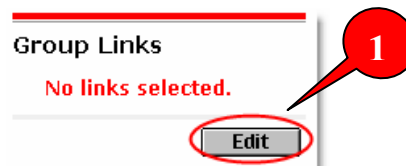


2. Select radio button next to <desired photo>
3. Click Set Photo
4. Click OK



Set a Guest Link

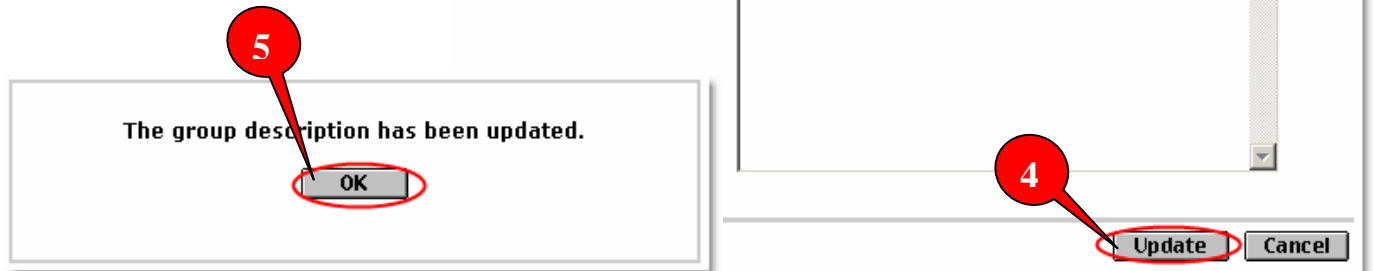
1. Click Edit
2. Select checkbox next to <desired links>
3. Click Set Links
4. Click OK



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

Update Group Description

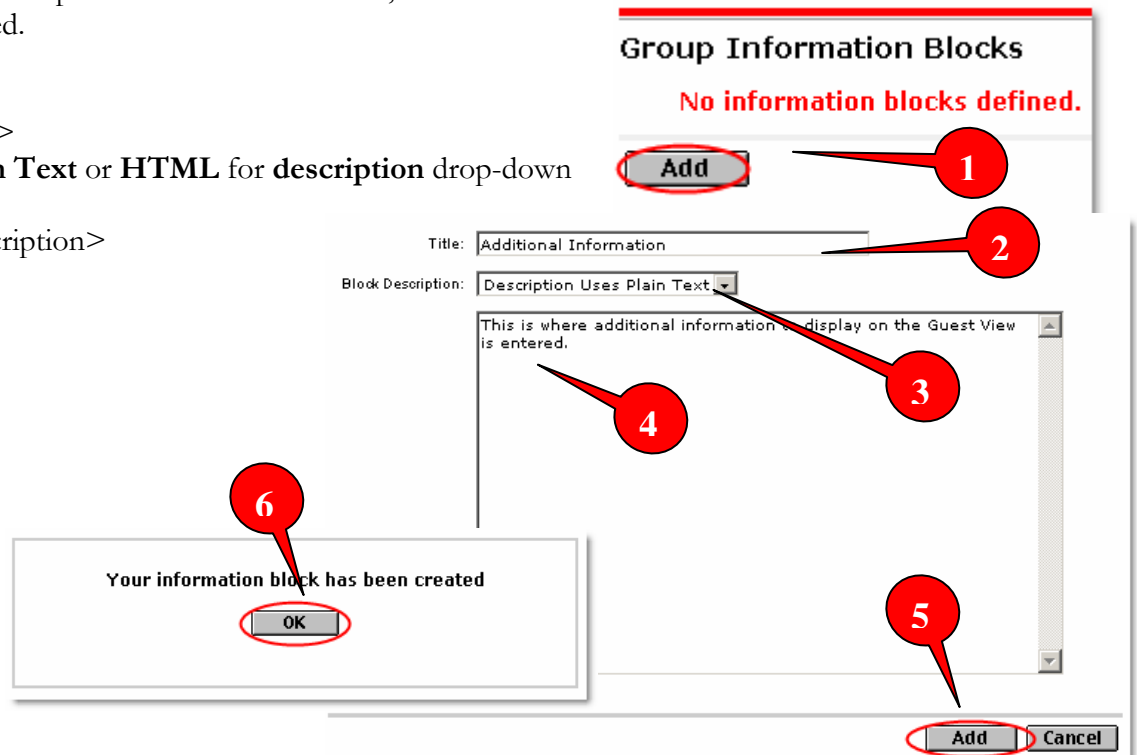
1. Click Edit
2. Select Plain Text or HTML for Guest Page Description drop-down menu
3. Change <description>
4. Click Update
5. Click OK



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

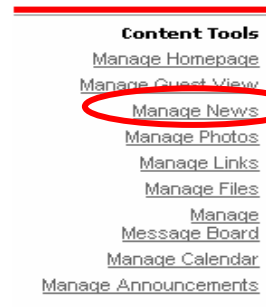


Note: To Delete Information Blocks, click the Delete button below it. To Edit, click the button and follow the same steps for Adding Information Blocks.

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

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

Title/Subject	Posted By	Posted On
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

[Post a New Article](#)

Title/Subject	Posted By	Posted On
<input type="checkbox"/> MyYSU	Donna Wainio	January 25, 2006

Inactive Articles

Title/Subject	Posted By	Posted On
There are no inactive articles.		

Create News Articles

Post a New Article

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

Title/Subject	Posted By	Posted On
<input checked="" type="checkbox"/> Training - Coming Soon	Donna Wainio	January 25, 2006
<input type="checkbox"/> MyYSU	Donna Wainio	January 25, 2006

The selected news articles have been updated

OK

Inactivate Delete

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**

- Content Tools
- Manage Homepage
- Manage Guest View
- Manage News
- Manage Photos**
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

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."

Submitted Photos

Title	Posted By	Posted On
There are no submitted photos.		

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."

Active Photos

Title	Posted By	Posted On
There are no active photos.		

Inactive Photos

Title	Posted By	Posted On
There are no inactive photos.		

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**

Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only. Photo files may not be larger than 1 mb.

Posted By: **Donna Wainio**

Status: **Active** (dropdown menu)

Photo File Name: C:\Documents and Settings\student.0 **Browse...**

Photo Title: **Getting Ready for Banner**

Photo Caption: **Caption Uses Plain Text** (dropdown menu)

It's BANNER time!

Post **Cancel**



Activate and Edit Submitted Photos

1. Click <photo title>

Submitted Photos

	Title	Posted By	Posted On
<input type="checkbox"/>	 Banner Party	Donna Wainio	January 25, 2006

Activate **Delete**

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**

Status: **Active** (dropdown menu)

Submitted by: **Donna Wainio**

Current Photo: 

Update **Cancel**

Title: **Getting Ready for Banner**

Photo Caption: **Caption Uses Plain Text** (dropdown menu)

It's BANNER time! Are you READY?



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.

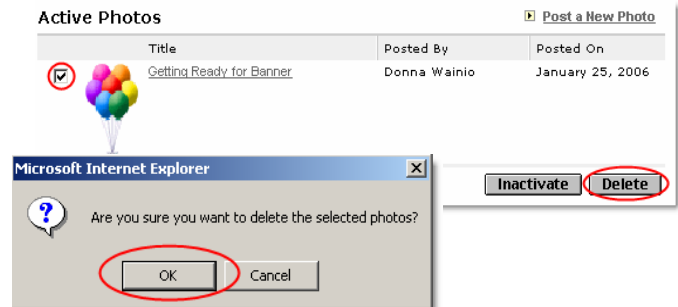
1. Select checkbox next to desired photo
2. Click Inactivate/Activate
3. Click OK



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



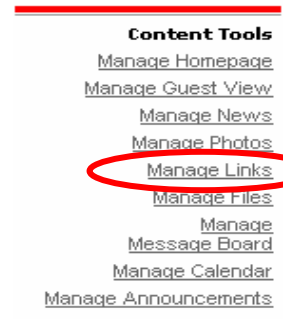
Manage Home page Links

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**



The "Post a New Link" form is shown with several red callouts:

- 2: Points to the "Status" dropdown menu, which is set to "Active".
- 3: Points to the "Title" text input field, containing "YSU Homepage".
- 4: Points to the "URL" text input field, containing "http://www.yosu.edu".
- 5: Points to the "Link Description" dropdown menu, set to "Description Uses Plain Text".
- 6: Points to the "Link Description" text area, containing "The main YSU homepage.".
- 7: Points to the "Post" button.

 A "Cancel" button is also visible next to the "Post" button.

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

The "Submitted Links" table has the following structure:

Title	Posted By	Posted On
<input type="checkbox"/> YSU Homepage	Donna Wainio	January 25, 2006

Below the table are "Activate" and "Delete" buttons. A red circle with the number 1 is placed over the "YSU Homepage" link.

3. Click **Edit**

The "Edit" dialog box shows the link details:

- Status: Submitted
- Title: YSU Homepage
- Posted on January 25, 2006 by Donna Wainio
- Description: YSU's main homepage
- URL: http://www.yosu.edu

 At the top right of the dialog are "Edit", "Delete", and "Done" buttons. A red circle with the number 3 is placed over the "Edit" button.

4. **Change Status** to **Active** from the drop-down menu
5. If necessary, **type** < changes >
6. Click **Update**
7. Click **Done**

The "Update" dialog box shows the link details with changes:

- Status: Active (changed from Submitted)
- Title: YSU Homepage
- Posted by: Donna Wainio
- URL: http://www.yosu.edu
- Description: YSU's main homepage

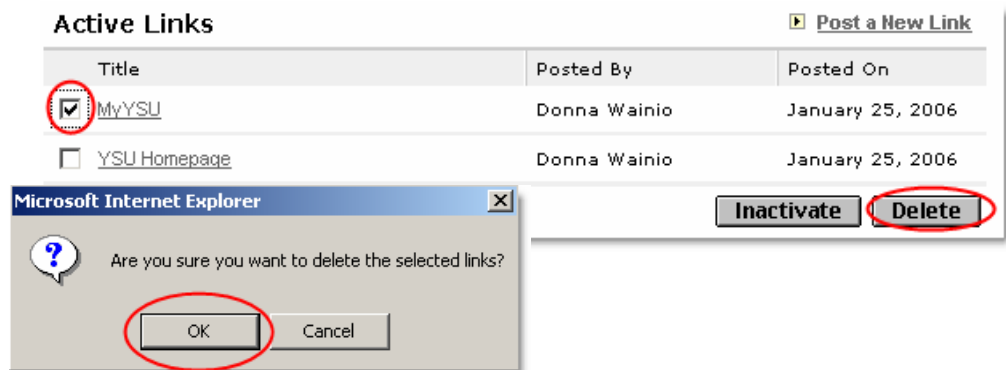
 At the top right are "Update" and "Cancel" buttons. At the bottom right are "Edit", "Delete", and "Done" buttons. A red circle with the number 4 is placed over the "Status" dropdown menu. A red circle with the number 5 is placed over the "Link Description" text area. A red circle with the number 6 is placed over the "Update" button. A red circle with the number 7 is placed over the "Done" button.

 Below the dialog is a red banner that says "Your changes have been saved".



Delete Links

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



Activate and Inactivate Links

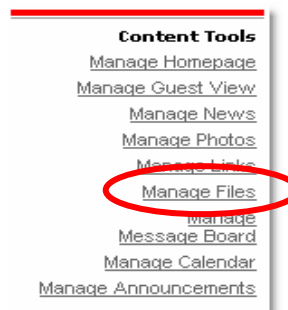
1. Select checkbox next to desired link
2. Click Inactivate/Activate
3. Click OK



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 **xxMB** for classes and **xxMB** for groups. There is no restriction on the types of files; however no file can be larger than **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.

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

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

Folders
Banner Testing

Files in Banner Testing
There are no files in this folder.

New File Requests: **There are no requests for new files**

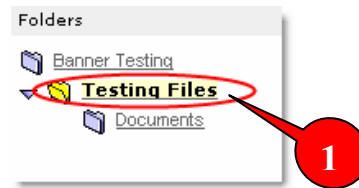
Add New File: Browse... **Add**

Add New Sub-folder: **Add**

File and Folder Search
Search for: File Names Folder Names File Content
that contain: **Search**

Post a New File

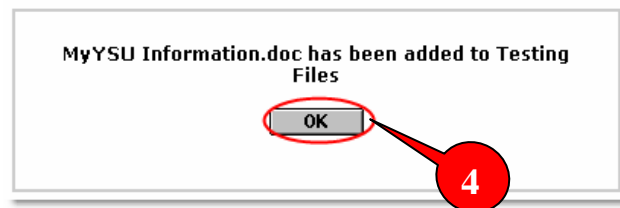
1. **Highlight** <desired folder>



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

New File Requests: **There is 1 request for a new file**

Requests for new files

File Name	Folder	Requestor
<input checked="" type="checkbox"/> Calendar.doc	Banner Testing	Susan Sekerak

The selected files have been activated

Buttons: **Activate**, Delete, Done, OK

Edit Submitted Files

1. Click <file name>
2. Open or save file at prompt

Files in Banner Testing

[Channels and Tabs in MyYSU.doc](#)

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ...nels and Tabs in MyYSU.doc
 File type: Microsoft Word Document
 From: lumwebtrng.cc.yosu.edu

Would you like to open the file or save it to your computer?

Buttons: Open, Save, Cancel, More Info

Always ask before opening this type of file

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

Files in Banner Testing

EDIT Calendar.doc

Delete

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

You may replace this file with a file of any type. If you update this file and the name of the selected file is different from the existing file, the existing file will be renamed. Files may not be larger than 1 MB.

Created by: Donna Wainio

File name: Calendar.doc

Folder: **Banner Testing**

Replace file: C:\Documents and Settings\student.0 Browse...

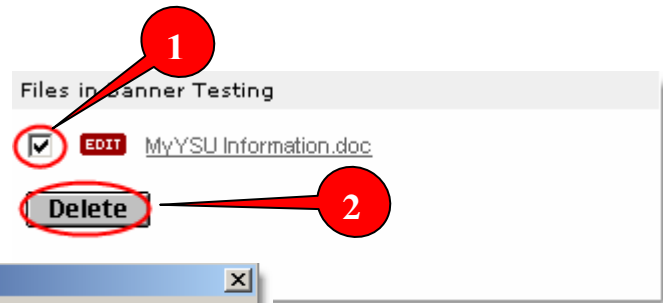
Channels and Tabs in MyYSU.doc has been updated

Buttons: Update, Cancel, OK

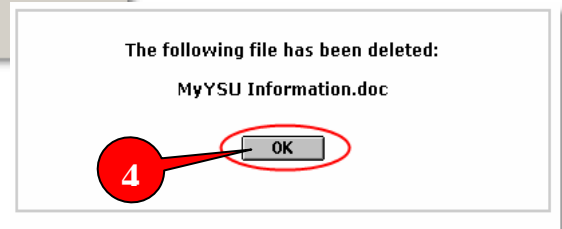
Delete Files

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**



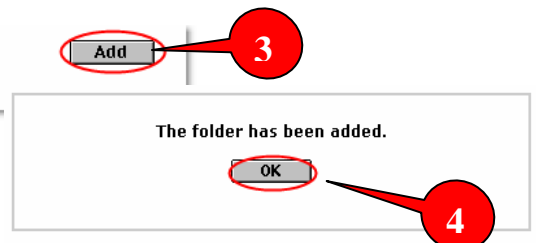
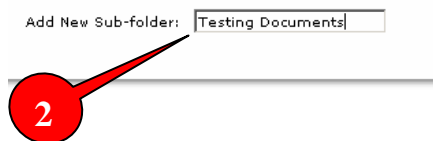
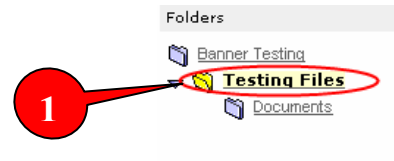
3. **Click OK**
4. **Click OK**



Add a Subfolder

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

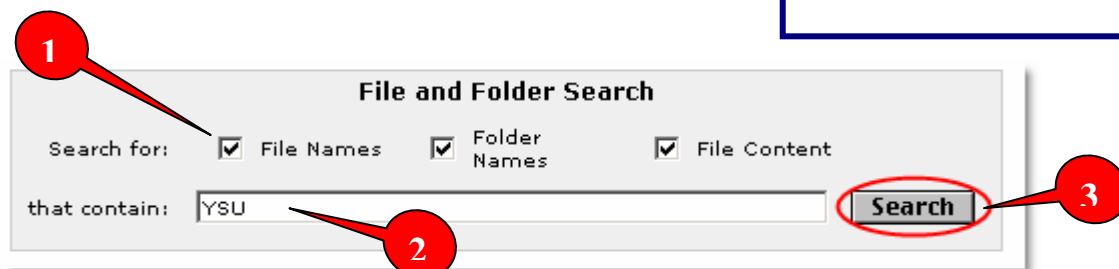
1. **Highlight** <desired folder>
2. **Type** <folder name> at **Add New Subfolder**
3. **Click Add**
4. **Click OK**



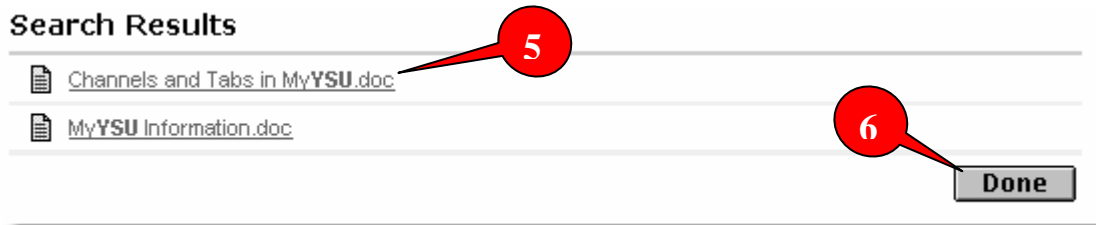
Search for a File or Folder

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**



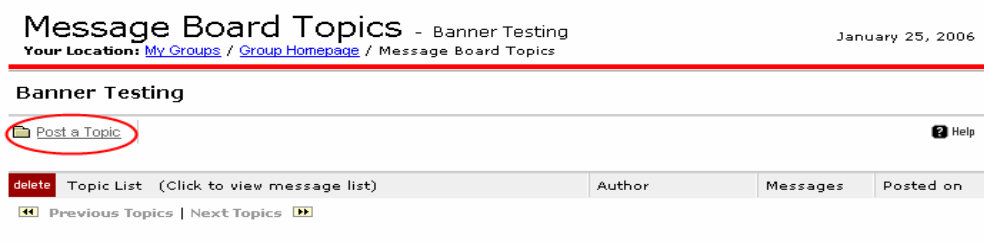
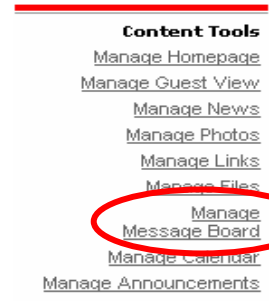
Manage Message Boards

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.

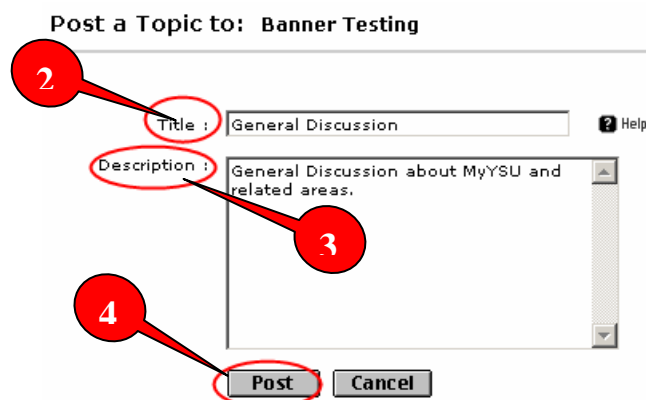
1. **Click Manage Message Boards** from **Content Tools**

Post Topics on Message Boards

1. **Click Post Topic**



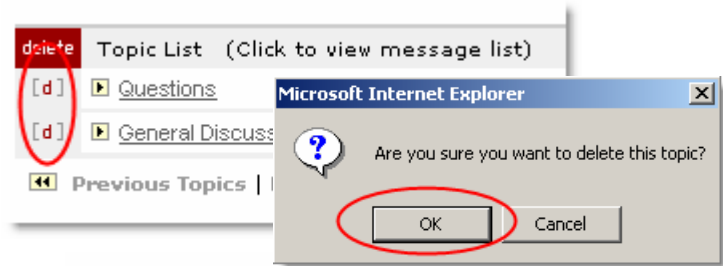
2. **Type** <title>
3. **Type** <description>
4. **Click Post**



Delete Topics

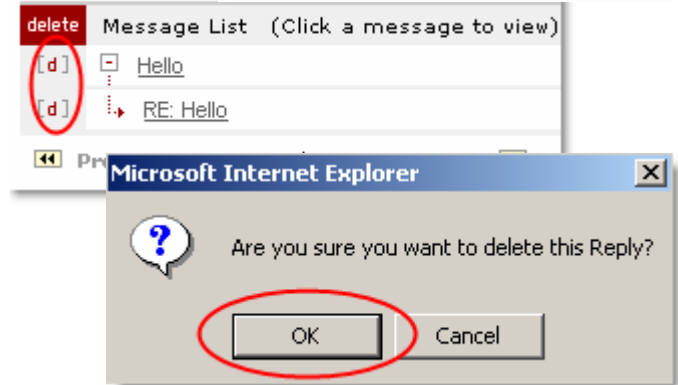
To Delete **Topics and All Responses:**

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**



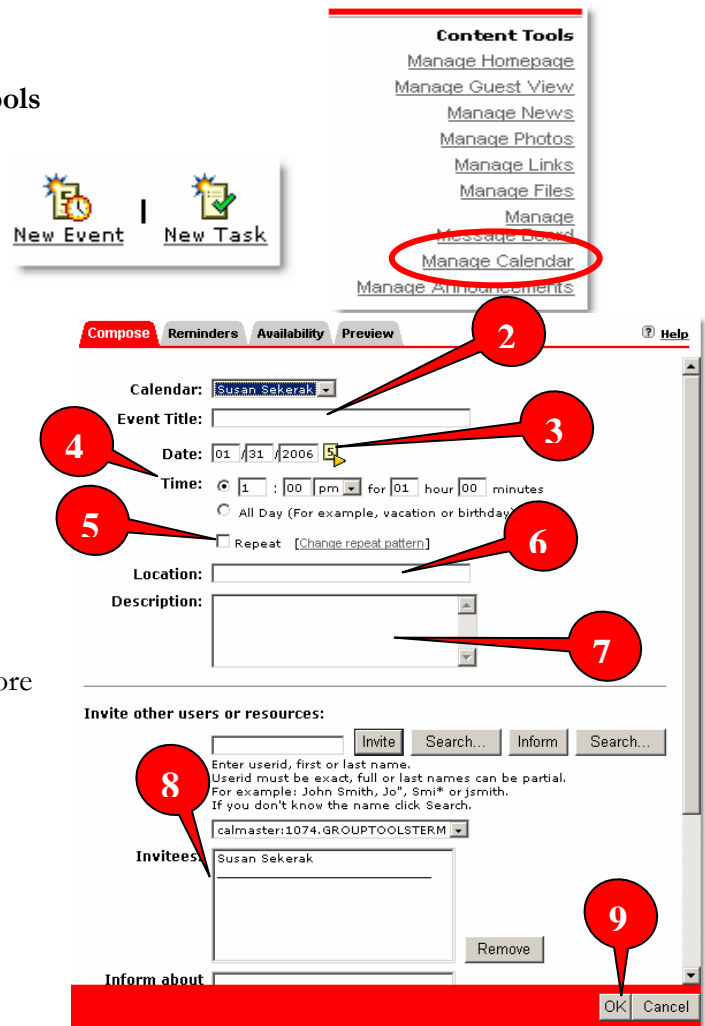
Manage the Calendar

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**

Content Tools
Manage Homepage
Manage Guest View
Manage News
Manage Photos
Manage Links
Manage Files
Manage Message Board
Manage Calendar
Manage Announcements

Number of Announcements: 0

New Announcement

Title (Click to Edit and Resend)	Exp Date:	Post Date:	Status:

Delete Done

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.

Title: Welcome

Announcement: Hello to new members!

Delivery Date: January 25, 2006
Expiration Date: February 1, 2006

Send Cancel

Your announcement has been delivered

OK

Resend Posted Announcements

1. **Click** <title>
2. **Review** announcement
3. If necessary, **make** <changes>

Number of Announcements: 1

New Announcement

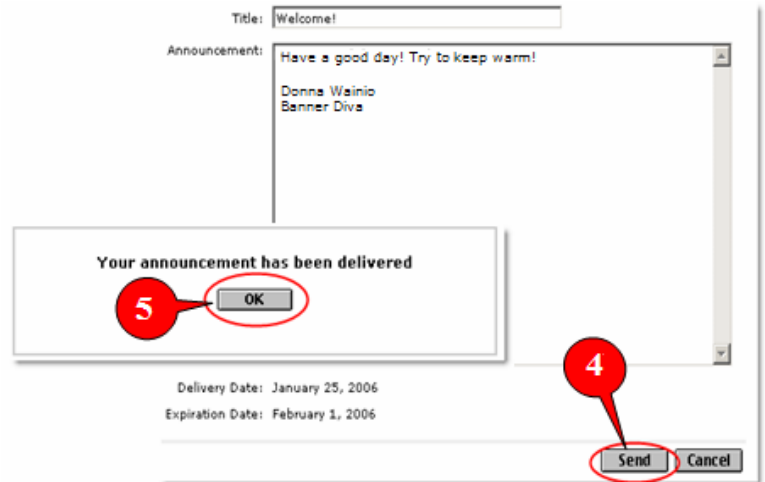
Title (Click to Edit and Resend)	Exp Date:	Post Date:	Status:
<input type="checkbox"/> Welcome!	February 1, 2006	January 25, 2006	Success

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

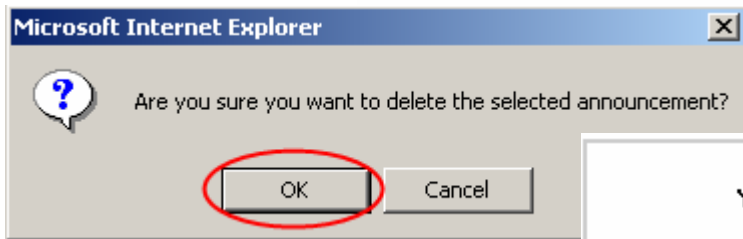
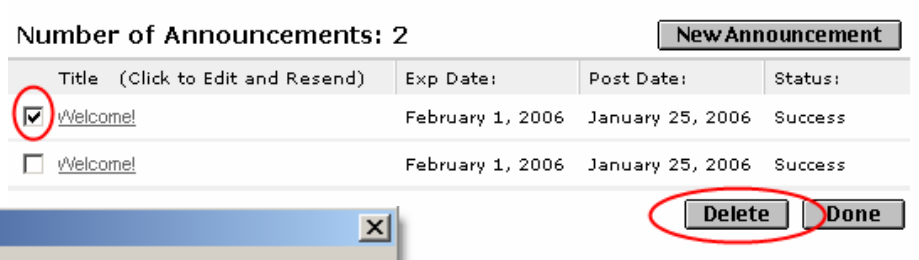


It is important to identify yourself when sending the announcement. Be sure to include your name and title in each announcement.



Delete Announcements

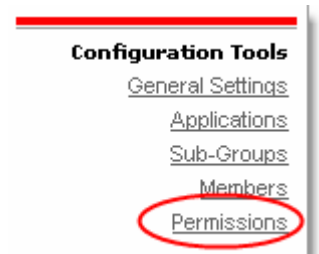
1. Select checkbox next to desired announcement
2. Click Delete
3. Click OK
4. Click OK



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

Permission Listings

Application	Members	Description
EDIT Group Leader	Susan Sekerak	Manage Group
EDIT Home Page		Edit Home Page
EDIT Guest Page		Edit Guest Page
EDIT News Publishing		Publish Group News Articles
EDIT Photo Publishing		Upload Group Photos
EDIT Link Publishing		Add Group Internet Links
EDIT File Sharing		Shared Group Files
EDIT Message Board		Share Group Messages
EDIT Calendar		Group Calendar Events
EDIT Announcements		Group Announcements

Done

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**

Edit Delegated Permissions for Home Page

Current Members	Current Delegated Admins
Deborah Lowe Donna Wainio Jeanette Engle Robert Tupaj Ronald Cole Shmoel Efraim Wendy Wolfgang	

Add **Remove** **Done**

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**

Edit Delegated Permissions for Home Page

Current Members	Current Delegated Admins
Deborah Lowe Jeanette Engle Robert Tupaj Ronald Cole Shmoel Efraim Wendy Wolfgang	Donna Wainio

Add **Remove** **Done**

5. Click **Done**
6. Click **Done**

Add **Remove** **Done**

Permission Listings

Application	Members	Description
EDIT Group Leader	Susan Sekerak	Manage Group
EDIT Home Page	Donna Wainio	Edit Home Page
EDIT Guest Page		Edit Guest Page
EDIT News Publishing		Publish Group News Articles
EDIT Photo Publishing		Upload Group Photos
EDIT Link Publishing		Add Group Internet Links
EDIT File Sharing		Shared Group Files
EDIT Message Board		Share Group Messages
EDIT Calendar		Group Calendar Events
EDIT Announcements		Group Announcements

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

* Requires Group Studio administrator approval
* Required Information

* Group Name: TRNG1

* Group Title: TRNG1

* Guest Page Description: Training

* Group Category: University Groups

Group Type: Public
 Restricted
Criteria for restricted access:
 Hidden

* Criteria required if selected

* The Administrator has full access to this group.

Browse control: The Group Index page currently allows only users with one of the following Selected Roles to browse or search for this group. To change the browse and search access restrictions, highlight the roles to which you want to grant or deny access and use the arrow buttons to move them to the other column.

Selected Roles	Unselected Roles
Account Admin	
Administrator	
Alumni	
Applicant	
Applicant Accept	
Creator	
Development Officer	
Employee	
Faculty	
Finance	

Modification Comment:

* Requires administrator approval if name or group title is modified

Save Changes Cancel

Configuration Tools

General Settings

Applications

Sub-Groups

Members

Permissions

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

Group general settings have been changed.

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

Configuration Tools

General Settings

Applications

Sub-Groups

Members

Permissions

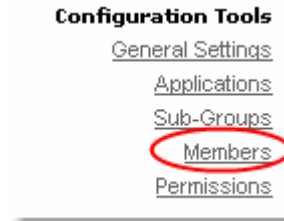
Enabled	Application	Delegable
<input checked="" type="checkbox"/>	News Publishing	Yes
<input checked="" type="checkbox"/>	Photo Publishing	Yes
<input checked="" type="checkbox"/>	Link Publishing	Yes
<input checked="" type="checkbox"/>	File Sharing	Yes
<input checked="" type="checkbox"/>	Message Board	Yes
<input checked="" type="checkbox"/>	Calendar	Yes
<input checked="" type="checkbox"/>	Announcements	Yes
<input checked="" type="checkbox"/>	E-mail	N/A
<input checked="" type="checkbox"/>	Chat	N/A

Update Cancel

Managing Members

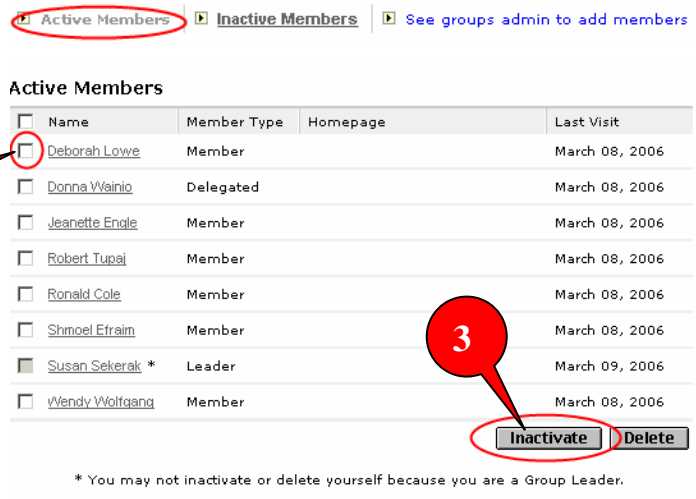
Group leaders can view and adjust a group member's inactive or active status through the Configuration Tools selection.

1. Click Members from Configuration Tools

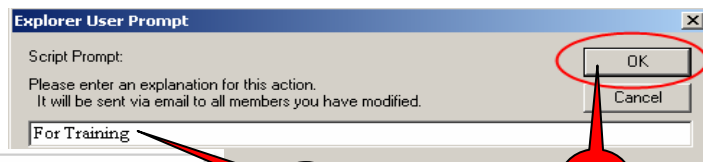


To Inactivate a Member:

1. Click Active Members
2. Select checkbox next to desired members
3. Click Inactivate

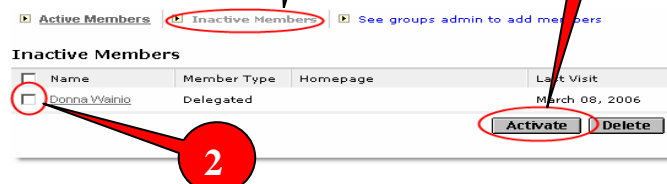


4. Type <desired explanation>
5. Click OK
6. Click OK

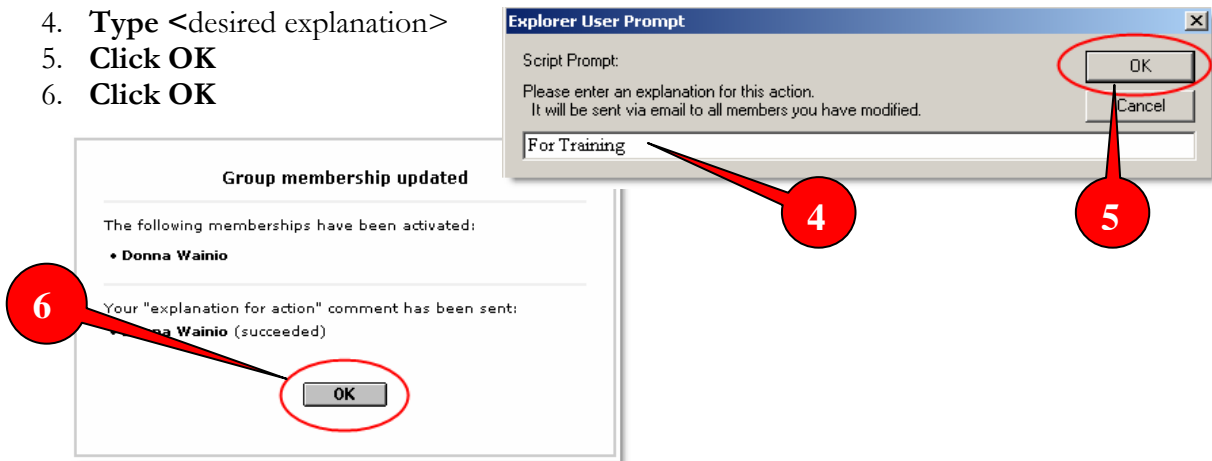


To Activate a Member:

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.yosu.edu or visit the Tech Desk home page at <http://helpdesk.yosu.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.