



## HOW TO CREATE A GROUP

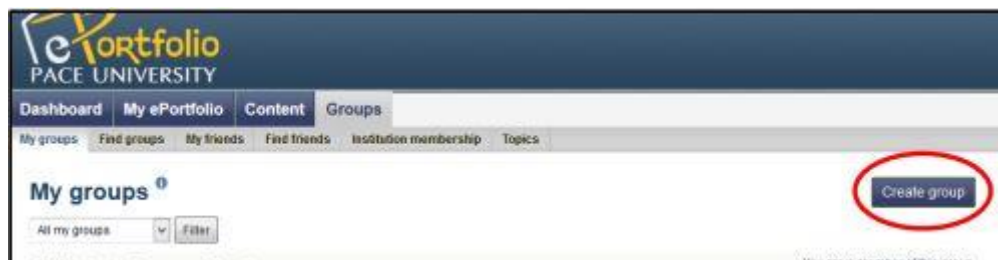
This tutorial will show you how to create a group, manage membership, and add group information.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Log in to ePortfolio and click "Groups."

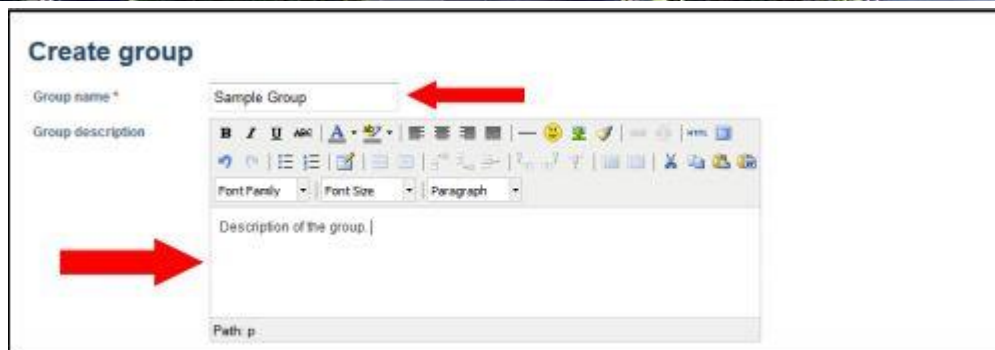


2. Click the blue box on the right of your list of groups that says "Create Group."



3. Start off by **naming your group**. You can also write a description for your group if you'd like.

# ePORTFOLIO



**Create group**

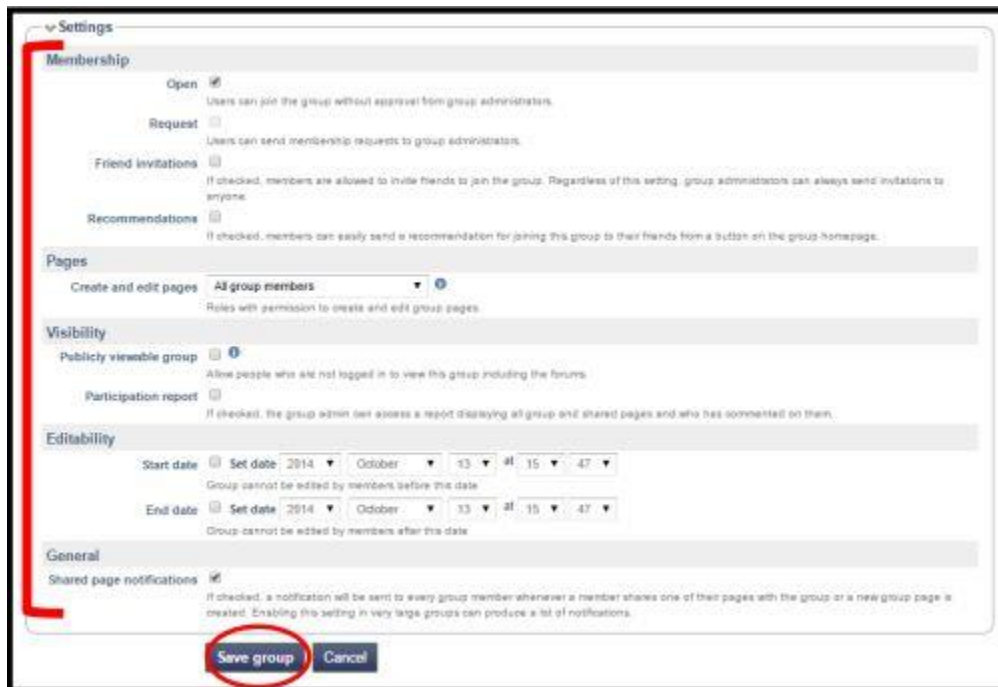
Group name \* Sample Group

Group description

Description of the group.

Path p

4. **Adjust the membership and privacy settings** to your liking. When you are done click **“Save Group”**.



**Settings**

**Membership**

Open ☒ Users can join the group without approval from group administrators.

Request ☐ Users can send membership requests to group administrators.

Friend invitations ☐ If checked, members are allowed to invite friends to join the group. Regardless of this setting, group administrators can always send invitations to anyone.

Recommendations ☐ If checked, members can easily send a recommendation for joining this group to their friends from a button on the group homepage.

**Pages**

Create and edit pages All group members Roles with permission to create and edit group pages.

**Visibility**

Publicly viewable group ☒ Allow people who are not logged in to view this group including the forums.

Participation report ☐ If checked, the group admin can access a report displaying all group and shared pages and who has commented on them.

**Editability**

Start date ☐ Set date: 2014 October 13 at 15:47 Group cannot be edited by members before this date.

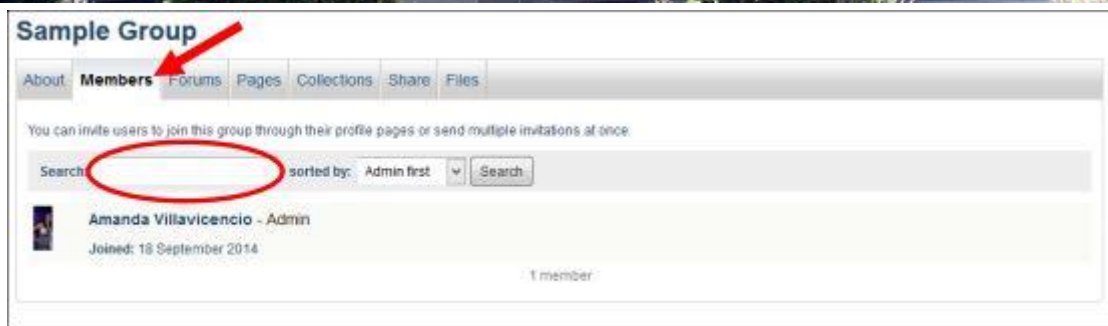
End date ☐ Set date: 2014 October 13 at 15:47 Group cannot be edited by members after this date.

**General**

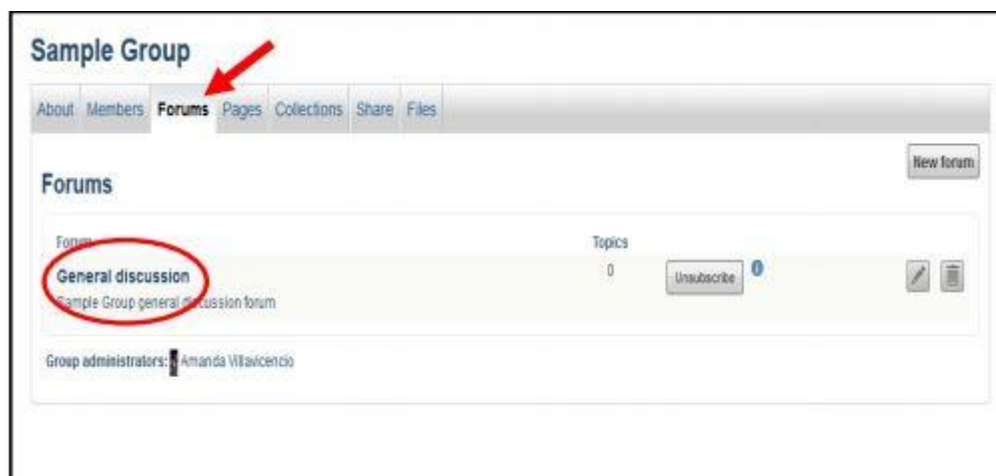
Shared page notifications ☒ If checked, a notification will be sent to every group member whenever a member shares one of their pages with the group or a new group page is created. Enabling this setting in very large groups can produce a lot of notifications.

**Save group** **Cancel**

5. You should be directed to your newly created group page. The **“About”** tab gives you the general information about your group. You can **edit the title, description and settings** by clicking **“Edit.”**
6. The **“Members”** tab is where you can **search and view the members** in your group.



- The **"Forums"** tab is where you can **view and create forums** for your group to communicate under. **Click the title** of the forum to enter the discussion. Members can contribute to the form discussion by adding topics.



- "Pages"** tab allows group members to **create pages within the group**. Members can copy group pages and place them in their personal ePortfolio.





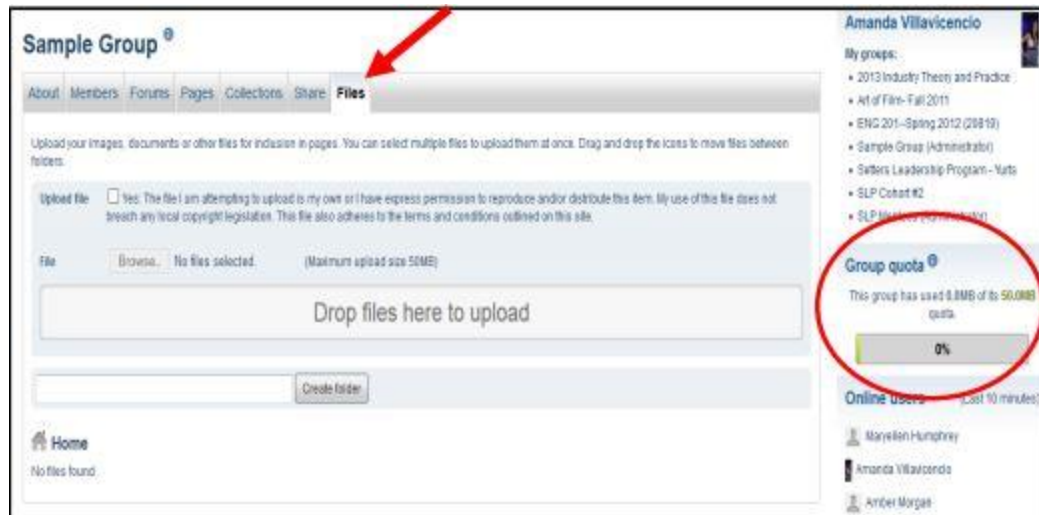
9. The “**Collections**” tab allows group members to **create and copy collections**.



10. The “**Share**” tab allows you to set the **share settings** for the group’s pages/collections.



11. In the “**Files**” tab you can **upload and manage files** to be shared with your group. You may allow group members to edit these files.



\*NOTE the quota section which displays the amount of space the group has to hold files.

**My Notes:**