

## TUTORIAL

# HOW TO CREATE A GROUP

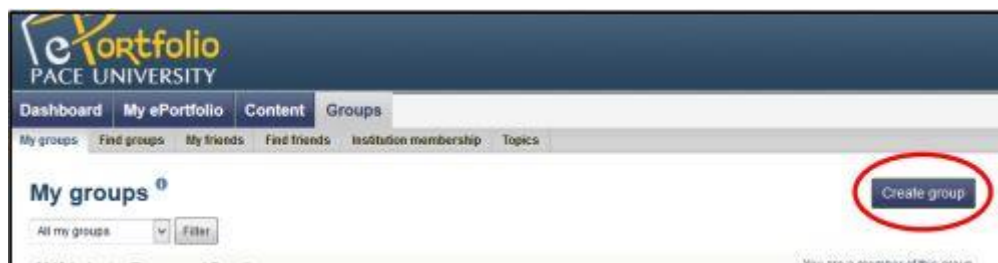
This tutorial will show you how to create a group, manage membership, and add group information.

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

1. **Log in** to ePortfolio and **click “Groups.”**

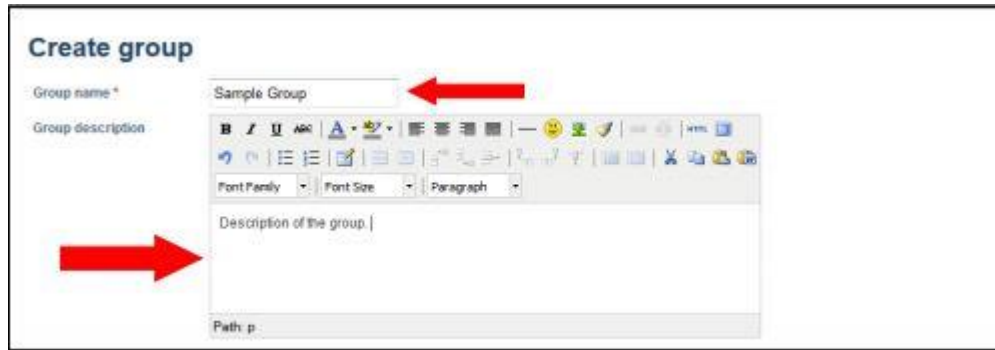


2. **Click** the blue box on the right of your list of groups that says **“Create Group.”**



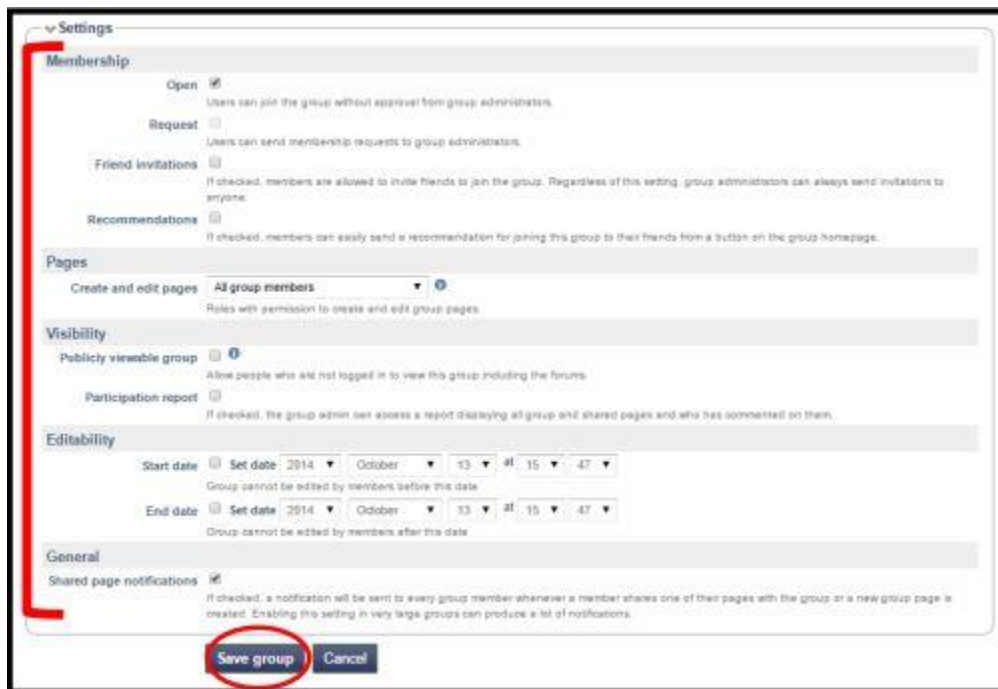
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3. Start off by **naming your group**. You can also write a description for your group if you'd like.



The screenshot shows the 'Create group' interface. The 'Group name' field contains 'Sample Group' and is highlighted with a red arrow. The 'Group description' text area is also highlighted with a red arrow. Below the text area is a 'Path' field.

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



The screenshot shows the 'Settings' page for a group. The 'Membership' section is highlighted with a red bracket. The 'Save group' button is circled in red. The 'Membership' section includes options for 'Open', 'Request', 'Friend invitations', and 'Recommendations'. The 'Pages' section includes 'Create and edit pages'. The 'Visibility' section includes 'Publicly viewable group' and 'Participation report'. The 'Editability' section includes 'Start date' and 'End date'. The 'General' section includes 'Shared page notifications'.

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**.”

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6. The “**Members**” tab is where you can **search and view the members** in your group.



7. 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.



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



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

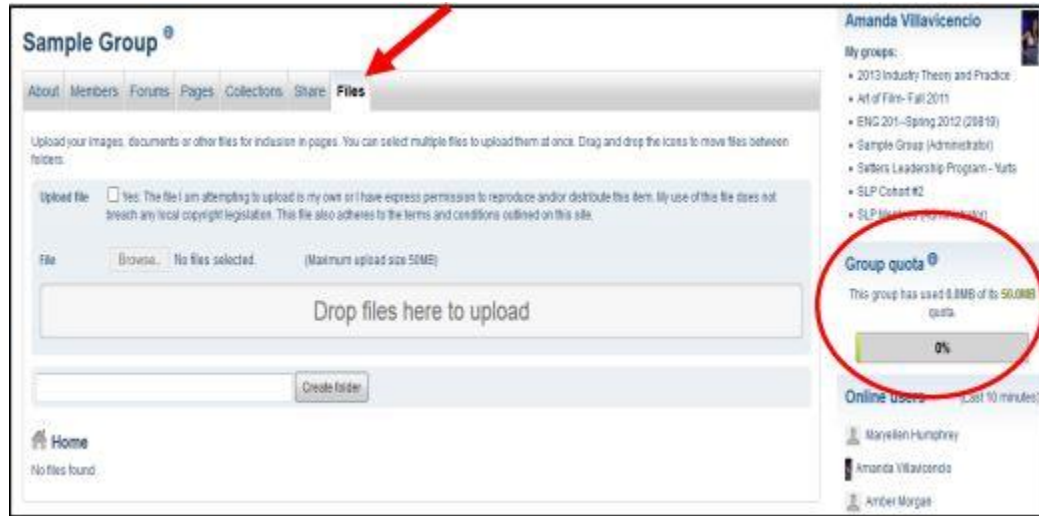


10. The “**Share**” tab allows you to set the **share settings** for the group’s pages/collections.



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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:**