This guide is written from the point-of-view of a Campus Group manager. However, users who manage other parts of My Siena such as Departments and Offices can still use this document. Simply be aware that the area of My Siena that you are maintaining will not be listed under Campus Groups.
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Create and Join a Group

Create a New Campus Group
Complete the steps below to request a new My Siena group. Normally your request will be processed within three business days.

❖ Login into My Siena.
❖ Once the My Siena page displays, click the Clubs and Organizations tab.
❖ In the My Groups feature, click the Create New Campus Group link (see illustration below left).
❖ The New Group Application form will display (see illustration below right).

❖ Fill in the information for the new group such as the Name, the description of the group, and the reason for creating the group.
❖ If the group is public, then this information will be visible to the campus community.
❖ Input the Maximum Number of Members for the group. This is optional.
❖ Choose whether you want this group to be:
  ❖ Public – Select this option to have this group appear in the Campus Group Directory.
  ❖ Private – When this option is selected, the group will not appear in the Campus Group Directory.
❖ Select a type of Membership Enrollment.
  ❖ Open, No Application Required – When this option is selected, all My Siena users will be able to join the group.
  ❖ Open, By Membership Application – In order to join the group, a user has to submit a membership application.
Membership By Invitation Only – The leader of the group must invite members to join the group when this option is selected.

Closed to New Members – When this option is selected, members are specified when the group is created.

Once all the options have been specified, click the Submit Application button.

Join a Group

Click the Clubs and Organizations tab under My Siena.

Under Campus Groups, click the Browse Groups button (see illustration on previous page).

A list of My Siena groups will appear.

Click the Join button next to the group that you want to join.

The Join Group window will display (see illustration below).

Click the Join Group or Submit Application button.

Which button is available will depend on the options that were chosen when the group was created.

In this illustration the option is Join Group because no application is required to join the group.

After you have clicked the Join Group button, click the Return to Campus Groups button to return to the list of Campus Groups.

Leave a Group

Click the Clubs and Organizations tab.

In the Campus Groups area, click the Drop Group button next to the group you would like to leave.

The group will be removed from the My Groups list.

Accept an Invitation to Join a Group

If you have received an invitation from a group leader to join a campus group, follow these steps to accept it. To decline the application, follow the same steps for leaving a group.

Click the Clubs and Organizations tab.
Under My Groups, select the group to accept.

Look for the Join Group feature, and click Join Now (see illustration on previous page).

NOTE: Groups that are by invitation only must have this feature or you will not be able to join.

Add and Edit Pages

Add a Page

By default, a new group contains two pages: Main Page and Group Collaboration. Additional pages can be added to the group at any time. To create a new page, complete the steps below.

Once the group has been created, click the Clubs and Organizations tab.

The Add a New Page window will display (see illustration below).

A list of Features, such as Bookmarks, Calendar, and Free Form Content will display.

Select one of the Features from the list of options.

The new page will display on the left side of the window above the Add a Page link (see illustration below).

Rename a Page

Click the link for the page that is to be renamed.

When the Content page displays, click the Options button (see illustration below left).
The Options window will display (see illustration above right).
Scroll down the page to locate the Rename the page area.

Highlight the text under Rename the page.
Input a new name for the page.
Click the Use this name button to save the name.

NOTE: When a page name is changed, any links that have been created to that page will be broken.

Remove a Page
There are two ways that a page can be removed from a My Siena site. This section will describe each of these ways.
Click the link for the page that is to be renamed.
When the Content page displays, click the Options button.
The Options window will display.
Scroll down the page to locate the Delete this page button.
Click the Delete this page button.
The window shown in the illustration below will display.

Choose one of the options from this window.
Click the Close this window button.

Add Additional Features to Page
Each page under My Siena can display up to ten (10) features such as Documents. These features are used to add content to a page. How the content is entered, depends on which feature is being
used. Once the features have been added to the page, the page layout can be changed. The default layout is one feature above another. When the layout is changed, the features can be displayed in columns. Also, the order of the features can be changed to make the layout more user friendly.

- Click the link for the page where the features are to be added.
- Click the Options link (see illustration below).

The Options Page window will display (see illustration below).

- Click the Add a new feature to this page link.
- The Options – Add another feature in-line here page will appear.

The Options page will re-appear with the Feature added to the list.
**Rename Feature**
Once a Feature has been created, the name for the Feature can be changed.

- Click the **Feature** for which the name is to be changed.
- The **Feature** window will display.
- Highlight the text in the **Name** box.
- Input a new **Name** for the **Feature**.
- Click the **Use this name** button.
- Click the **Close this window** button to return to the **Options** page.

**Delete a Feature**

- Select the **Feature** that is to be deleted.
- The **Feature** window will display (see illustration above).
- Click the **Delete Calendar** button.
- The window shown in the illustration below will appear.
- Click the **Delete the ____ Feature** button.

**Change Page Layout**
Once the features have been added to a page, the layout of the page can be changed.

- Open the page for which the layout is to be changed.
- Click the **Layout** link (see illustration below).

- The **Layout** page will display (see illustration below).
- The default **Layout** is **One Column**.
- Click on one of the **Layouts**, such as **Side by Side** to select it.
- The items will still be in the previous Layout.

**NOTE:** It is also possible to click the **Options** link and scroll down to **Main Page Layout** to change the layout of the page.
Rearrange Features

❖ Click the Rearrange link.
❖ Click and drag the Features to move them to the desired location.

❖ Click the Save Changes button.

NOTE: It is also possible to click the Options link and scroll down to Main Page Layout to change the layout of the page.

NOTE: Instead of using Drag and Drop, you can click the Use this window link to open the Rearrange window (see illustration on previous page).
Click the Feature that is to be moved.
Click the Green Box at the top of the list into which the Feature is to be moved.
Use the Up and Down Arrows to change the order of the items in the boxes.
Click Save Changes once all the features have been moved.

Types of Features
There are several different features available when working with My Siena. These features are used to add different types of content to a My Siena page. The table below describes the purpose of each of the Essential Features.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookmarks</td>
<td>To add links to different areas of the Web or to other pages in My Siena, use this feature.</td>
</tr>
<tr>
<td>Calendar</td>
<td>This feature can be used for several purposes such as communicating internal or public events, communicating course events to students, communicating group events to other group members, or personal events management.</td>
</tr>
<tr>
<td>Documents</td>
<td>Use this feature when documents need to be added to a page. Word, Excel, PowerPoint and PDF are all acceptable file types. Each document is added as an attachment.</td>
</tr>
<tr>
<td>Forums</td>
<td>This feature is used as a discussion area for group participants. Message topics can be posted for all the members of the group to view and respond to. A threaded discussion can continue on the topic with each member providing input. The highest level of the forum is a category.</td>
</tr>
<tr>
<td>Free-form Content</td>
<td>This feature can be used to create custom content for the page. The name of the Free-form Feature can be changed. Images can be added using this feature, as well as text and headers.</td>
</tr>
</tbody>
</table>

More Options

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Features</td>
<td></td>
</tr>
<tr>
<td>Required Reading</td>
<td>To add a list of required readings for others, select this feature.</td>
</tr>
<tr>
<td>General Purpose Features</td>
<td></td>
</tr>
<tr>
<td>Announcements</td>
<td>Users can view the announcement. Other users have the ability to post announcements. By clicking the Announcement link, it is possible to expand the text of the announcement.</td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>This feature can be used to post listings for viewers to read and respond to.</td>
</tr>
<tr>
<td>Task Manager</td>
<td>Users can add personal tasks that they are to complete or can assign tasks to others using this feature.</td>
</tr>
<tr>
<td>Campus Group Features</td>
<td></td>
</tr>
<tr>
<td>Join this Group</td>
<td>This feature is used to join a campus group.</td>
</tr>
<tr>
<td>Administrative Features</td>
<td></td>
</tr>
<tr>
<td>Browse Sub-sites</td>
<td>This feature is used to create a list of sub-sites for the page where it is placed.</td>
</tr>
</tbody>
</table>
Feature | Description
--- | ---
Campus Groups Directory | Use this feature to create a list of Siena’s Campus Groups.

Announcements Feature
This feature is used to add an Announcement to a page, and to allow visitors to view announcements.

✦ If an Announcements feature is not displayed, follow the instructions under the Adding a Feature document to add the Document feature.
✦ Click the Show all Announcements link in the Announcements feature (see illustration below).

✦ The Announcements feature window will display (see illustration above).
✦ In this window, click the Manage tab.
✦ Click New Announcement.
✦ The Announcement window will display (see illustration below).

✦ Input a title for the Announcement in the Title box.
✦ To specify who can see the announcement, do one of the following.
  ✦ Click the Add Individual Users link to search the list of current students, faculty, and staff.
  ✦ Click one or more of the options as shown in the illustration on the next page.
    ☑ All Users in ___ - This option will allow all the users that have permission to your Siena site to view the announcement.
    ☑ All Users - A list of different user groups will appear under this option. Select one or more of the user groups to allow them access.
- **Include Guests** – To allow guests who access My Siena the right to view this announcement, select this option.

- Scroll down to the **Details** area of the window to add the **Announcement** (see illustration below).

- Specify when the **Announcement** is to be displayed by clicking the proper option button in each section as shown in the illustration below.

  - **Display Now** – This option is to be used when the Announcement is to be displayed immediately after the page is saved.
  
  - **Display Later Manually** – When this option is chosen, the Announcement will not display. The page will have to be edited and one of the other options chosen in order for the Announcement to display.
  
  - **Display From** – Click this option if the beginning and ending dates and times are to be specified.

- Select one of the **End on** options.
  
  - **No End Date** – The item will display until it is removed from the page or until the **End On** option is chosen.
  
  - **End On** – Use this option to specify the date and time that the item will no longer be available on the page.

- Specify how the **Announcement** should be handled after the **End Date**. The options are **Archive** or **Delete**.

- When all the options have been specified, click the **Save** button.
Click the Page link in the Breadcrumb Trail to return to the page (see illustration below).

**Bookmarks Feature**

Bookmarks can be used to link to other Web sites or ports of My Siena. This section explains how to add a bookmark to a page.

**Add a Bookmark**

✦ If a Bookmark feature is not displayed, follow the instructions under the Adding a Feature document to add the Document feature.
✦ Make sure a Bookmark feature has been added to the page.
✦ In the Bookmark feature, click the Add a Bookmark link (see illustration below).

The Manage Bookmark View window will display (see illustration below).

✦ In the Label box, input a name for the Bookmark.
✦ In the URL box, input the address for the page that the Bookmark is being created for.
  ✦ The address has to be entered after the http://.
  ✦ If http:// is not in the address, an error message will display.
✦ Click the list arrow for Set and select one of the options. The default option is Ungrouped.
✦ Select or add the pertinent information to the rest of the boxes.
✦ When all the options have been specified, click the Save button.
✦ To save the Bookmark and add another one, click the Save and Add Another button.

**Add New Set to Bookmarks**

Sets are used in the Bookmarks feature to group items together.
✦ To add a new Set, click the Add a Set link (see illustration above).
✦ The Manage Set View window will display (see illustration below).
✦ In the Name box, input a name for the set.
✦ Type an optional description of the set in the Description box.
✦ Click the Save button to save the Set.
Click the **Save and Add Another** button to save the current set and add another one to the list.

Click the **Cancel** button if the item is not to be added to the list.

The **Bookmark Feature** will appear on the page in **Edit View**.

Click the **Edit** button (pencil shape) to make changes to the content of this feature.

To **Move** the **Bookmark** to another **Set**, click the list arrow on the right to select a **Set** and then click the **Submit** button.

To add a new **Bookmark** or **Set**, click the appropriate link.

### Calendar Feature

**Create and Share a Calendar**

A Calendar must be created before an event can be added. The instructions in this section explain how to create a Calendar and then share that Calendar with other users of My Siena.
If a **Calendar** feature is not displayed, follow the instructions under the Adding a Feature document to add the **Document** feature.

Click the **Add an event** link in the upper right corner of the **Calendar** feature to add a new Calendar (see illustration below).

The **Add/Edit Calendar View** window will display (see illustration below).

In the **Calendar Name** box, input the name for the calendar.

Click one of the option buttons under **Calendar Name** to specify who will be allowed to view, subscribe to, or add information to the Calendar.

- **Allow any user to subscribe to this calendar** – When this option is selected, anyone who has access to My Siena will be able to subscribe to the Calendar.
- **Allow only users with access to this page to subscribe** – With this option, only users who have been granted permission to the page where the Calendar resides can subscribe to the Calendar.
Do not share this calendar – This option prevents other users from subscribing to the calendar.

Input a description for the Calendar in the Description box.

Click the Save button.

Create an Event

The window for creating an Event will display (see illustration below).

Input a name for the event into the Event Name textbox.

In the Description box, input information about the event.

Scroll to the Location box to insert where the event is to be held (see illustration below). This is optional.

If this is an event that is to last the entire day, click the All Day Event check box.

In the Start and End areas, select the beginning and ending dates and times for the event.

Select one of the option buttons in the Occurs area.

Once – Use this option if the appointment is occurring only one time.

Repeat – This option should be chosen when an event occurs on a weekly or monthly basis.
When all the options have been chosen, click the **Save** button.

The Calendar will display in a **weekly** format.

**Additional Calendars** can be created by using one of the following methods.
- **Click the** Add a Calendar **link (see illustration below left) on the left side of the calendar in any of the Calendar Views.**
- **Click the** Manage Calendars **link on the left side of the calendar in any of the Calendar Views** (see illustration below right) and click the **Add a Calendar** link.

The Add a Calendar window will display.

Input the information for the Calendar.

Click the **Save** button.

The Calendar should appear on the My Siena page.

### Change Default View Type

The default view for Calendars can be changed from a Month Calendar view to an Event List. The directions below explain how to change these views.

- **Click the** Settings **link (see illustration below).**

The Settings window will display.

In the drop down list, select **Calendar**.

The Calendar Settings window will display.

Under Default View Type select one of the two options.
- **Month Calendar** - This option will display a monthly view of the Calendar on the page.
- **Event List** - Use this option to display a list of events on the page.

Once the selection has been made, click the **Save Changes** button.
Set Calendar Preferences
The Default Maximized Calendar View, Week Start Day, and Day Start Time can be changed. To do this, follow the instructions below.

1. Click the Preferences button in the upper right corner of the Calendar. This is the icon on the left as shown in the illustration at the right.
2. The Preferences page will display.
3. Click the list arrow and select Calendar.
4. Make any desired changes in this window.
5. Click the Save Changes button.

Subscribe to a Calendar
Once a Calendar has been created, if sharing is enabled, other users can subscribe to it if they have the proper permissions. Once someone has subscribed to a Calendar, the events from the Calendar that was subscribed to will be included in their personal Calendar.

1. Go to the page where your personal calendar, or another calendar you can edit, is located.
2. The selected Calendar will display.
3. In the Subscription area on the left side of the Calendar, click Browse Shared Calendars (see illustration at right).
4. The Calendar Subscription Center window will display (see illustration on next page).
5. Locate the calendar that you want to subscribe to. The links mirror the tabs and page available on My Siena.
6. All campus groups are located under Clubs and Organizations, then under Siena Groups.
7. Continue to click through the links until the Calendar is located.
8. When the Calendar is located, click the Subscribe link next to the Calendar that you want to subscribe to.
9. The appointments from both will be included in your personal calendar.
Free-form Content Feature
This feature can be used to create custom content for the page. The name of the Custom Content feature can be changed to personalize the page. Once content has been added, the items on the text box ribbon can be used to format text, to add a table, or to add links to Web pages.

Add Content to Feature
❖ Click the Create Content button in the Free-form Content Feature (see illustration below).

❖ The Free-form Content window will display (see illustration below).

❖ To add a header to the element, click the Display a header check box.
❖ Input the text for the header into the Header Text box.
Input the text for the **Free-from Content**.
Click the **Add image(s)** button to add an image to the element.

The **Select Files to Upload** window will appear.
Search for the image that is to be uploaded.
Click on the image and then click **Open**.
The image will appear below the **Add image(s)** link (see illustration at right).
Click the **How Do I Use Images** link for information on displaying the images in the **Free-form Content**.
Click the **Save** button to exit the window and save the changes.
✧ Once the page has been saved, the **Create Content** link will no longer appear in the feature.
✧ To add additional content to a **Free-from Feature**, click the **Edit Content** link (see illustration below).

**Documents Feature**
Word, Excel, PowerPoint, PDF, and other documents can be added to a page using the Documents feature.
✧ If a **Document** feature is not displayed, follow the instructions under the **Adding a Feature** document to add the **Document** feature.
✧ In the **Documents** feature, click the **Add a Document** link (see illustration below).

The **Documents – Manage Handout View** window will display (see illustration on next page).
✧ In the **Name** box, input the name that is to display in the **Document** feature.
✧ Click the **Browse** button to locate the document that is to be attached.
✧ The **Choose File** window will display.
Click the **Look in** arrow to locate the folder where the document is stored, if necessary.

Do one of the following:

- Double-click on the document that is to be attached.
- Click on the document that is to be attached and then click **Open**.

The link for the document will appear in the **File** box.

Click the **Set** button to select a grouping for this item.

- The default is **Ungrouped**.
- For information on how to add a new **Set**, see the instructions earlier in this document.

In the **Description** box, explain what this document is for.

Specify when the **Document** is to be displayed by clicking the proper option button in each section (see illustration below).

- **Display Now** – This option is to be used when the Document is to be displayed immediately after the page is saved.
- **Display Later Manually** – When this option is chosen, the Document will not display. The page will have to be edited and one of the other options chosen in order for the Document to display.
- **Display From** – Click this option if the beginning and ending dates and times are to be specified.

Select one of the **End on** options.
No End Date – The item will display until it is removed from the page or until the End On option is chosen.

End Now – Select this option if the document is not to display at this time.

End On – Use this option to specify the date and time that the item will no longer be available on the page.

Specify how the Document should be handled after the End Date. The options are Make Inactive or Delete.

Click the Public Access button if this page is to be visible to everyone who has access to My Siena.

When all the options have been specified, click the Save button.

To continue to add documents, click the Save and Add Another button.

Click the Page link in the Breadcrumb Trail to return to the page.

Forums Feature

This feature is used as a discussion area for group participants. Message topics can be posted for all the members of the group to view and respond to. A threaded discussion can continue on the topic with each member providing input. The highest level of the forum is a category.

Create a Forum Category

In the Forums feature, click the Forum Home link (see illustration below).

The Forums View window will display (see illustration on next page).

Click the Edit Forum link.

The second Forums window will display (see illustration on next page).

Click the Add a Category button.

The Adding a Category window will display (see illustration on next page).

Input a name for the category in the Category Name box.

In the Category Description box, add a description for the forum.

Click the Topic Ordering Method to select from Alphabetically, Manually, Newest to Oldest, or Oldest to Newest.

Click the Pruning list arrow to select an option for removing the Forum. The options are 1 week, 30 Days, 60 Days, 90 Days, or DO NOT REMOVE.
In the Access area, specify who is allowed to view the Category.

- **Available to all users and guests** – Everyone who has access to My Siena will be able to respond to the forum.
- **Restricted access – available only to** – When this option button is clicked, the list of My Siena users will display.
  - Click the Add Individual Users link to specify the users.
  - Click any of the check boxes to select a group of users.

Click the Save Category button to create the Category.

Create a Forum Topic

- In the Forums feature, click the Add a Topic link (see illustration above).
- The Adding a Topic window will display (see illustration on next page).
- In the Topic Name box, input the name of the topic for the forum.
- Input a description for the topic in the Topic Description box.
- In the Activation Area specify the Start and End dates for the forum (see illustration on next page).
  - Click the Calendar icons to select the Start and End dates.
  - Click the drop down list arrows to select the hours and minutes.
In the Access area, specify the users who will have access to this **Forum Topic**.

- **Available to all users and guests** – Everyone who has access to My Siena will be able to respond to the forum.
- **Restricted access – available only to** – When this option button is clicked, the list of My Siena users will display.
  - Click the **Add Individual Users** link to specify the users.
  - Click any of the check boxes to select a group of users.

Click one of the option buttons under **Restrictions** to specify what viewers will be able to see.

Select one of the options under **Moderation**.

Click the **Save Topic** button to add the topic to the forum.

Click the **Exit edit mode and return to the forum** link.
Add a Thread to a Forum

❖ In the Forum window, click the Topic to which the thread is to be added (see illustration below).

❖ The Forums window will display (see illustration above).
❖ To add a thread to the discussion, click the Add a Post button.
❖ The New Post window will display (see illustration below).

❖ In the Subject box, input the subject for the thread.
❖ Click in the Your Post box and input the message for the thread.
❖ To add an image to the thread, click the Add Image(s) button (see illustration on next page).
  ❖ The Select File(s) window will display.
  ❖ Select the image that is to be added to the thread.
   ❖ Click the Open button.
   ❖ The Image will be added under the Add Image(s) button.
Click the How Do I Use Images link to view additional information about using images in a thread.

To add an attachment, click the Browse button.
- The Select File(s) window will display.
- Select the file that is to be added as an attachment.
- Click the Open button.
- The attachment will be added to the window.

Click the Preview button to view the message before it is posted.
Click the Submit button to post the thread in the forum.
The Forums page will display.

Click the View/Reply Options button to specify additional options.
Click the Reply button to reply to a message.
Click the Edit button to make changes to the post.
To remove the item, click the Delete button at the bottom of the post.
A confirmation message will appear.
Click OK to delete the message.
Customize Features
When working with a feature, it is possible to make changes to the way the data is displayed. Each feature has an Access, Options, Settings, and Layout link. These links are used to make changes to the pages.

Options
This is the window where new features can be added, the name of the feature can be changed, or where the layout can be changed. It is also possible to remove a feature by clicking on the feature.

- Click the feature that is to be changed.
- Click the Options link.

- Select the options that need to be changed.
- Make the necessary changes.
- Click Back to Main Page to return to the home page of the group.

Reorder Features
The order of the features within a group page can be changed by using the Rearrange link. To move a feature, just click and drag the feature to a different location. Once all the changes have been made, click the Save Changes button.

Change Feature Name
Once a feature has been created, it is possible to change the name. This allows for more customization of a page.

- Select the page with the feature that is to be renamed.
- Click the Options link.
- Scroll down to the Main Page Options area.

- In the Rename the page box, input the new Name for the page.
- Click the Use this name button to accept the new name.

Manage This Group
If permissions have been granted by the leader of a group, users have the capability of adding new users to a group. If members have not been granted this permission, only the leader will be able to add new users.

Add User to Public Group
- Click the name of the group for which the permissions are to be granted.
- Click the Manage This Group button on the left side of the window (see illustration below left).
- The Current Members window will display (see illustration below right).
† Click the **Send an Invitation** button.
† The **Send Invitation** window will display (see illustration below).

![Send Invitation Window](image)

† Click the **Add Individual Users** link.
† The **Select Users** window will display (see illustration below).

![Select Users Window](image)

† In the **Last Name** box, input the last name of the user.
† Input the first name of the user in the **First Name** box.
† The **Users Name** will appear in the list.
† Click on the **User Name** and then click the **Add** button.
† To remove a user from the **Selected Users** list, click the **Remove** button.
Click the OK button.

The number of users selected will appear where the Add Individual Users link was in the Send Invitation window.

To change the users or add more users, click the Edit Users link.

The Edit Users window will appear.

This is the same window as the Select Users window.

Select any additional users and then click OK.

Click the Invite Selected Users to Join Campus Group button at the bottom of the window.

An invitation will be sent to the selected users.

The users have to Join the group before they become a member of the group.

Add Users to Private Group

Click the name of the group for which the permissions are to be granted.

Click the Manage This Group button on the left side of the window (see illustration below).

The Current Members window will display (see illustration above).

Click the Add New Members button on the right side of the window.

The Add Members to Group window will display (see illustration below).

Click the Add Individual Users link.

The Select Users window will display (see illustration on next page).

In the Last Name box, input the last name of the user.
Input the first name of the user in the **First Name** box.

The **Users Name** will appear in the list.

Click on the **User Name** and then click the **Add** button.

To remove a user from the **Selected Users** list, click the **Remove** button.

Click the **OK** button.

The number of users selected will appear where the **Add Individual Users** link was in the **Add Members and Notify** window.

To change the users or add more users, click the **Edit Users** link.

The **Edit Users** window will appear.

This is the same window as the **Select Users** window.

Select any additional users and then click **OK**.

Click the **Add Selected Users to Private Group and Notify** button.

An invitation will be sent to the selected users.

The users have to **Join** the group before they become a member of the group.

**Edit Outgoing Messages**

There are default messages that are sent to selected members when they are added to the group. These messages can be changed to suit individual preferences. This document explains how to accomplish this.

Click the name of the group for which the messages are to be edited.

Click the **Manage This Group** button on the left side of the window.

In the **Manage** page, click the **Manage** button.

Select **Edit Outgoing Messages** to change the message.

A list of messages will appear in the **Edit Outgoing Messages** window.
Scroll down the page to make changes to the messages.

There are five different messages that can be edited. These are:

- **Group Membership Acceptance Message** – This message will be displayed when a user joins a group.
- **Group Membership Declined Message** – This message will be displayed when the group leader declines a group membership request.
- **Application to Join Introduction** – This message will be displayed along with the application form when a user clicks the link to join a campus group.
- **Application Confirmation** – This message will be displayed after a user has finished filling out the application to join a group, as a confirmation that the application has been submitted and will be reviewed.
- **Add Member to Private Group** – This message will be displayed in the email message that is sent when a user is invited to join a private group.

After the messages have been revised, click the **Save Changes** button.

**Make Changes to Membership Options**

Once a user has been added to a group, options for the member can be changed.

- Click the name of the group for which membership options are to be changed.
- Click the **Manage This Group** button on the left side of the window.

In the **Manage** page, click the **Manage** button.
- Click **Edit Membership Settings**.
- The **Edit Membership Settings** window will display (see illustration below).
Specify the **Maximum Number of Members** that will be allowed to join the group. A blank box indicates that there is no limitation.

Select whether the group is to be **Private** or **Public**.

Select one of the available options under **Public Group Enrollment**.

Click the **Save Settings** button.

### Change User Status

Once a group has been created and members have been established, it is possible to change the status for each of the participants.

Click the **Manage This Group** button on the left side of the window (see illustration below left).

The **Current Members** window will display (see illustration below right).

Click the list arrow next to the Member name.

Select one of the following options:

- **Leader** – This user has all privileges to the page. Therefore, this user can make changes to any area of the page.

- **Member** – The users who are members are allowed to view the pages, but are only allowed to make changes to the features specified by the leader. This is the default when a new user is added to the group.

Click the **Save Changes** button after all the changes have been made.

To remove a member from the group, click the **Drop Member** link next to the username.