

MANAGE GROUP MEMBERSHIP

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).

Name	Role	Date Joined
Wanda Ilene House	Leader <input type="button" value="v"/>	1/25/2008
Brian E. Sunderman	Member <input type="button" value="v"/> Drop Member	9/24/2009
Karrie L. Sunderman	Member <input type="button" value="v"/> Drop Member	9/29/2009

- † Click the **Send an Invitation** button.
- † The **Send Invitation** window will display (see illustration below).

Manage - Send Invitation

Manage

Invite Users to Join Wanda Training

You can send invitations to one or more users by selecting them below. These users will then be "Pre-Approved" to join your Campus Group, and will not have to go through an application process. Please note, it may take up to 30 minutes for the selected user(s) to see the invitation and be able to join the group.

[Add Individual Users](#)

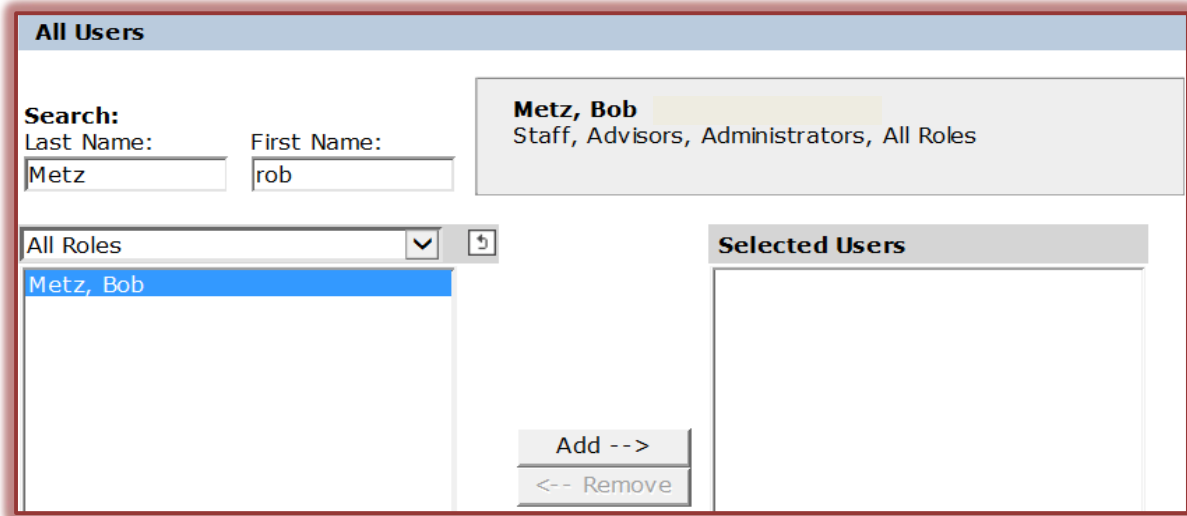
Invitation to Join Campus Group Outgoing Message

The template used for the message below may be edited using the Manage - Edit Outgoing Messages menu item above.

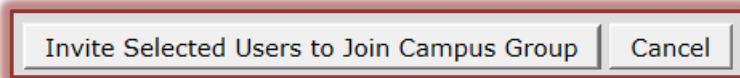
Font Family Font Sizes **B** *I* U A A *I*

Hello, We would be thrilled if you would join our group, Wanda Training. Please visit the group's home page at ./Community/Siena_Groups/Wanda_Training/ to join.
Sincerely, Wanda Training Group Leaders

- † 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 **Send Invitation** window.
- † To change the users or add more users, click the **Edit Users** link.
- † The **Edit Users** window will appear.



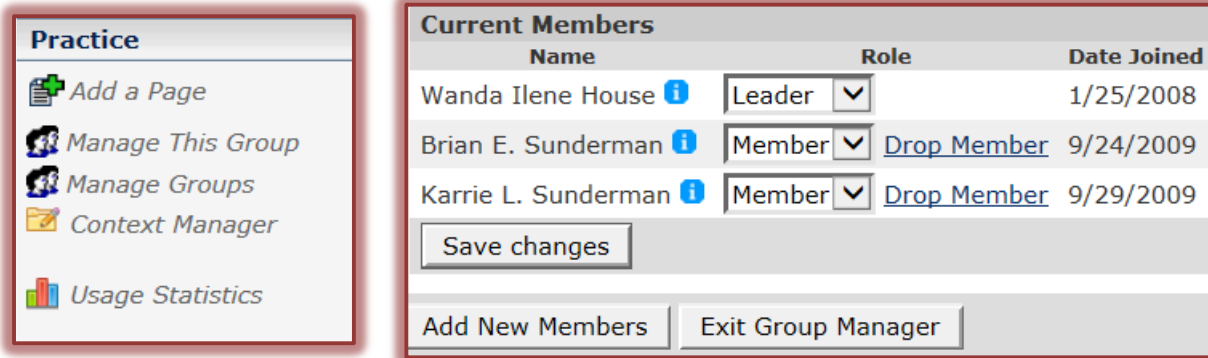
- † This is the same window as the **Select Users** window.
- † Select any additional users and then click **OK**.
- † Click the **Invite Selected Users to Join Campus Group** button at the bottom of the window.



- † 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 on next page).
- † 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.

Add Members to Group - Wanda Training

You can select one or more users to be added to your group and sent notifications. These users will immediately become members of your Campus Group. Please note, it may take up to 30 minutes for the selected user(s) to gain full access to the group.

[Add Individual Users](#)

Notify of Addition to Campus Group Outgoing Message

The template used for the message below may be edited using the Manage - Edit Outgoing Messages menu item above.

Font Family Font Sizes **B** *I* U A A *I*x [Grid]

[List Icons] [Link] [Image] [Omega] [Smiley] [Code] [Print]

Hello,

You have been added as a member of the private (unlisted) Campus Group, Wanda Training. You can visit group member pages at the following address: https://mysiena.sienaheights.edu/ICS/Community/Siena_Groups/Wanda_Training/. You must first log in before you can view member content.

Sincerely,
Wanda Training Leaders

All Users

Search:
Last Name: First Name:

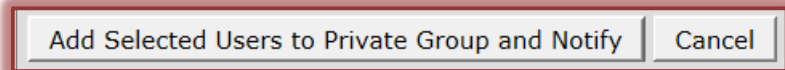
Metz, Bob
Staff, Advisors, Administrators, All Roles

All Roles [v] [↕]
Metz, Bob

Selected Users

Add -->
<-- Remove

- † 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.



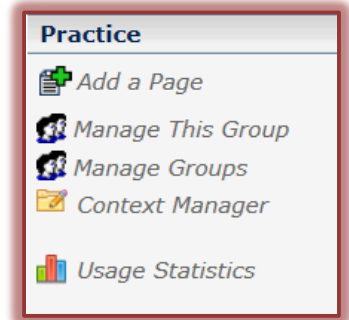
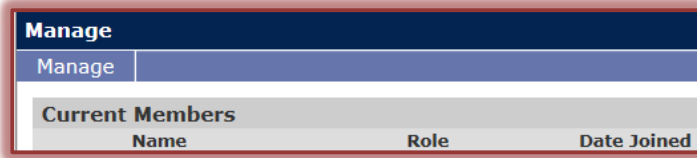
- † An invitation will be sent to the selected users.
- † The users have to **Join** the group before they become a member of the group.

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.

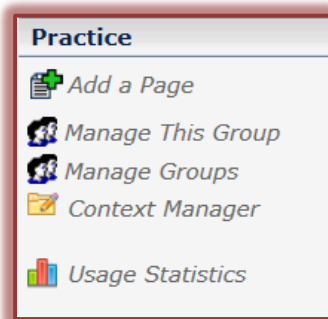


- † Select **Edit Outgoing Messages** to change the message.
- † A list of messages will appear in the **Edit Outgoing Messages** window.
- † Scroll down the page to make changes to the messages.
- † There are five different messages that can be edited. These are:
 - ✦ **Group Membership Acceptance Message** - 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 on next page).
- † 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.

Maximum # of Members: *Once this number is reached, the Campus Group will automatically become "Closed" to new members. If you do not enter a number in the field, there will not be any maximum number of members.*

Do you want this group to be public or private?

This Campus Group is public, and will appear in the Campus Groups directory.

This Campus Group is private, and will NOT appear in the Campus Groups directory.

Public Group Enrollment:

Group is open to new members, no application is required.

Group is open to new members, by application.

Group is by invitation only.

Group is not currently accepting new members.

Save Settings Cancel

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.

Name	Role	Date Joined
Wanda Ilene House i	Leader <input type="button" value="v"/>	1/25/2008
Brian E. Sunderman i	Member <input type="button" value="v"/> Drop Member	9/24/2009
Karrie L. Sunderman i	Member <input type="button" value="v"/> Drop Member	9/29/2009

Save changes

Add New Members Exit Group Manager

- † 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.