

BlueVIEW GROUPS



GROUPS

The My Groups page displays the groups you currently belong to and provides links that let you access the homepage for each group. In addition, the My Groups page provides links that let you remove your membership from any group, access the Groups Index, and request a new group.

To access the My Groups page, first access the Group Studio application, and then click the My Groups tab.

To view a group homepage, click the group name.

To remove your membership from a group, click the checkbox next to the appropriate group name and then click the Remove button.

Use the Groups Index

The Groups Index screen lets you browse through the group categories and provides access to group member and guest homepages. The screen also provides the ability to search for online groups by group name, title or description. Additionally, the Groups Index screen provides a link where you can request the creation of a new group.

To access the Groups Index screen, first access the Group Studio application and then click the Groups Index tab.

To make locating and joining groups easier, groups are organized into categories and subcategories. Group categories are: Academic, Administrative, Alumni, Athletic, Faculty, Intramural, Social, and Student.

To browse the list of group categories, complete the following steps:

1. From the Categories list, click a category name. The groups list changes to display any groups that exist in that category.
2. Click the group name in the groups list to access the group's guest view page.
3. If an arrow is displayed next to a category name, click the arrow to expand the listing to view its sub-categories.
4. To select a sub-category, click the subcategory name from the Categories list. The Groups list changes to display any groups that exist under the selected subcategory.

To search for a group category, complete the following steps:

1. In the Search for Groups section of the screen, select the group attributes you want to use in your search by placing a checkmark in the box next to the attribute. You can search by group name, title, or description.
2. In the Search Text field, enter the text you want to use in your search.
3. Click Search. The system will search for groups that match your search criteria and display the search results on the Group Search Results page.
4. To access a group's guest view page, click the group name.

View a group guest page

The Group Guest View page displays a group's guest page and provides a link that prospective members can use to join the group.

To access the Group Guest View page for an online group, first access the Group Studio application, click the Groups Index tab, and then use the Group Index to list the group whose Group Guest View page you want to view. Click the group name on the group index to display the group's guest view page.

The Group Guest View page can contain the following sections:

- *Group Description*. Contains a description of the group, including such information as the group's purpose and mission statement
- *Group Photo*. Contains a photograph of interest to potential group members, such as a photo of the group members
- *Group Information Blocks*. Contains block of text of interest to potential group members, such as announcements of upcoming group activities
- *Group Links*. Contains links to Internet site of interest to potential group members

To join the group, click the Join Group button. You see the Join a Group page you can use to join the group.

Searching for a group

The Group Search Results screen displays the results of a search for an online group entered on the Groups Index screen, and lets you access the guest view pages for the groups returned by the search. The screen displays the names of the groups that match the search criteria, a short description of each group, and identifies the groups as either public or restricted groups. The Group Search Results screen also lets you enter a new online group search.

To access the Group Search Results screen, first access the Group Studio application and then click the Groups Index tab. Use the Groups Index screen to search for a group. The system will display the results of your search on the Group Search Results screen.

To access a guest view page, click the group name whose guest view page you'd like to view. You see the selected group's guest view page.

To enter a new search for a group category, complete the following steps:

1. In the Search for Groups section of the screen, select the group attributes you want to use in your search by placing a check mark in the box next to the attribute. You can search by group name, title, or description.
2. In the Search Text field, enter the text you want to use in your search.
3. Click Submit Query. The system will search for groups that match your search criteria and refresh the Group Search Results page with the results.
4. To access a group's guest view page, click the group name.

Join a group

The Group Guest View screen provides general information about a group and provides a link you can use to join the group.

To access a group's guest view page, first access the Group Studio application and then click the Groups Index tab. Use the Groups Index screen to search for a group. The system will display the results of your search on the Group Search Results screen. Click the name of the group you want to join to view the group's guest view page.

There are three types of groups:

- *Public groups*. Public groups are open for anyone to join
- *Restricted groups*. Membership in restricted groups is subject to certain restrictions. For example, to access a group home page for an academic or social fraternity, an individual must first be accepted as a member of that organization.

- *Hidden groups.* Hidden groups are not displayed in the group category index and do not have a guest view page. Hidden groups are typically used to publish and discuss sensitive information that should not be available even as a restricted group.

To join a public group:

1. Click Join Group on the Guest View screen. You see the Join a Group page.
2. Read the membership policy, and click the checkboxes showing you have read and understand your institution's group membership policy and agree to share your username and e-mail address with other group members.
3. Click Join to join the group, or click Cancel to exit without joining.
4. If you choose to join the group, you will see a message stating you have been made a member of the group. The group will now appear in your My Groups index and you will be able to access its member page.

To join a restricted group:

1. Click Join Group on the Guest View screen. You see the Join a Group page.
2. Read the membership criteria and verify you meet the criteria.
3. Click the checkboxes showing you have read and understand your institution's group membership policy and agree to share your username and e-mail address with other group members.
4. In the appropriate text entry field, enter the reasons you want to join the group.
5. Click Join to join the group, or click Cancel to exit without joining.
6. If you choose to join the group, you will see a message stating your membership request has been submitted. Once accepted, the group will appear in your My Groups index and you will be able to access its member page.

Since hidden groups do not have a guest view page, you cannot join a hidden group online. If you are invited to join a hidden group, the system administrator will add your user account to the hidden group and then notify you of your new group membership.

Examples of Groups:

All OIT Dept.

B.U.G. (Blackboard Users Group)

NTS Dir Search Committee

OIT Management Group

Chemistry Club—this is for the members of chem club to stay in contact and also people who just like chemistry in general.

Dog Pound—A student run Fan Organization, supporting Drake University Athletics and School Spirit.

Mock Trial—the Drake University undergraduate mock trial program is dedicated to educating students with respect to the legal system and critical thinking.