

5. Groups

5.3. Set up a group

[Groups](#) > [My groups](#) > [Create group](#)

You can create different groups depending on your role.

All users

- **Open membership:** Any user of the site can become a member simply by visiting your group page and clicking the **Join** button.
- **Request membership:** Any user can request to join your group. However, as owner you can choose to accept or decline this request. The requesting member will be notified of your decision automatically.

In addition, staff and administrators can create groups with **controlled membership**:

- You can add users directly to your group.
- The members cannot leave this group.
- You can assign tutors to the group. They can give feedback on submitted pages, but not administer group members.
- Group members can submit portfolio pages or collections for feedback / assessment. These pages are locked until released by a group administrator or tutor.

If you cannot create a group, you will most likely not have the appropriate permission and will have to contact TEL, e.g. via the [Contact us form](#), to enquire about the process of having a group set up.

5.3.1. Create a group as a user

If you are allowed to create a group, you see the **Create group** button on the My groups overview page.

Create group

Group name * ①

Group description

B *I* U ABC | **A** **ab** | [List icons] | [Link icon] | [HTML icon]

Font Family | Font Size | Paragraph

②

Path: p

▼ Settings

Membership

Open ③
Users can join the group without approval from group administrators.

Request ④
Users can send membership requests to group administrators.

Friend invitations ⑤
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 ⑥
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 ⑦
Roles with permission to create and edit group pages.

Visibility

Publicly viewable group ⑧
Allow people who are not logged in to view this group including the forums.

Participation report ⑨
If checked, the group admin can access a report displaying all group and shared pages and who has commented on them.

Editability

Start date 2013 | September | 8 | at 19 | 30 | or Not specified ⑩
Group cannot be edited by members before this date

End date 2013 | September | 8 | at 19 | 30 | or Not specified ⑪
Group cannot be edited by members after this date

General

Group category No category selected ⑫

Shared page notifications ⑬
If checked, a notification will be sent to every group member whenever a member shares one of their pages with the group. Enabling this setting in very large groups can produce a lot of notifications.

⑭ **Save group** **Cancel**

Create a group as a user

1. **Group name:** Provide a name for your group. This field is mandatory.

The group name that you choose does not have to be unique. Other groups can have the same name. In order to distinguish them more easily, you can add a group description.

2. **Group description:** Briefly describe what your group is about.
3. **Open:** Check this box if you want to create an open membership group. This allows users to join the group without approval from group administrators.
4. **Request:** Check this box if you wish to create a request membership group. Users will have to send a membership request that requires group administrator approval. Open and request membership groups are mutually exclusive.
5. **Friend invitations:** Check this box if you want to allow group members to invite friends to join the group. Regardless of this setting, group administrators can always send invitations to anyone. If the friends accept, they will be added automatically to the group.
6. **Recommendations:** Check this box if you want to allow members to send a recommendation for joining this group to their friends from a button on the group homepage. If a request membership group has been recommended and the friends are interested in it, they would still need the approval of the group administrator to join. Friend invitations and recommendations are mutually exclusive options.
7. **Create and edit pages:** Decide who shall be able to create and edit pages in the group:
 - All group members
 - Everyone except ordinary members, i.e. group administrators and tutors depending on the group type
 - Group administrators only
8. **Publicly viewable group:** Choose this option if anybody shall have access to this group. You only see this setting if the site administrator allowed you to have it. Anybody online can see the group homepage and the discussion forum(s). Depending on the membership visibility, they may also see group members. Only members of the groups can see the group's pages, unless they have been made public, and the files area.
9. **Participation report:** Tick this check box if you as group administrator want to view a report displaying all group pages and those that have been shared with the group and see who commented on them.
10. **Start date:** As group administrator you can decide when regular group members shall be able to create and edit content, forum discussions, pages and collections in the group. Untick the check box **Not specified** to enter a date and time from when editing is allowed. Group administrators can always edit content in a group.
11. **End date:** You can allow the editing of group content for regular members up to a certain time. After that they will only be able to view forum discussions, pages, collections and files, but not edit them. Untick the check box **Not specified** to enter a date and time until when editing is allowed. Group administrators can always edit content in a group.
12. **Group category:** Choose a category if you want to associate your group to one, allowing you to filter groups on the **My groups** and **Find groups** page more easily. This setting is only available if the site administrator turned it on.
13. **Shared page notification:** This check box has a check mark per default. Whenever somebody shares a page with the group, all group members receive a notification. You may want to uncheck this setting in very large groups where lots of pages are shared but members do not have to be notified.
14. Click the **Save group** button to finish creating your group, or click the **Cancel** button to abort the group creation process.

5.3.2. Create a group as staff member or institution administrator

In addition to the group settings that a regular user has, institution staff and administrators have a few more options.

The screenshot displays the 'Membership' settings for a group, with three sections: Membership, Pages, and Visibility. Each section contains several options with checkboxes and dropdown menus. Numbered callouts (1-6) highlight specific options:

- Membership:**
 - Open:** (1) Users can join the group without approval from group administrators.
 - Controlled:** (1) Group administrators can add users to the group without their consent, and members cannot leave the group.
 - Request:** Users can send membership requests to group administrators.
 - Roles:** Standard: Member, Admin (2) (with an information icon)
 - 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 (with an information icon)
 - Allow submissions:** (3) Members can submit pages to the group that are then locked. These pages cannot be edited until they are released by a group tutor or administrator.
- Visibility:**
 - Publicly viewable group:** (with an information icon) Allow people who are not logged in to view this group including the forums.
 - Hide group:** (4) Do not list this group on the "Find groups" page.
 - Hide membership:** (5) Hide the group's membership listing from non-members.
 - Hide membership from members:** (6) Members are not listed. Only group administrators can see the members listed. Administrators will still be shown on the group homepage.

Additional options for staff and institution administrators

1. **Controlled:** Create a controlled group if you wish to add users who cannot leave the group. This is a useful setting for course groups where you do not want members to leave.
2. **Roles:** Choose whether you have only members and administrators or also tutors. The latter can provide feedback and release pages when page submissions are allowed, but they cannot change group settings.
3. **Allow submissions:** Use this option to allow group members to submit pages or collections for feedback / assessment. These pages and collections as well as a number of content items in them are locked until released by a group administrator or tutor.
4. **Hide group:** Use this option to not list this group on the Find groups page.
5. **Hide membership:** Use this option to hide the group's membership listing from non-members.
6. **Hide membership from members:** Use this option to hide the group's membership listing from members as well. Only group administrators can see the members listed. Administrators are still shown on the group homepage.