

Groups

Description

The **Groups** tool allows Epsilen members to share information and collaborate in a structured environment.

Purpose

Being part of a Group allows you to work together with other Epsilen members on projects.

Groups is divided into **Groups I Created/Own**, **Groups I am a Member Of**, **Groups I am Invited to**, **Groups I Have Requested**, and **Deleted Groups** (Figure 1).

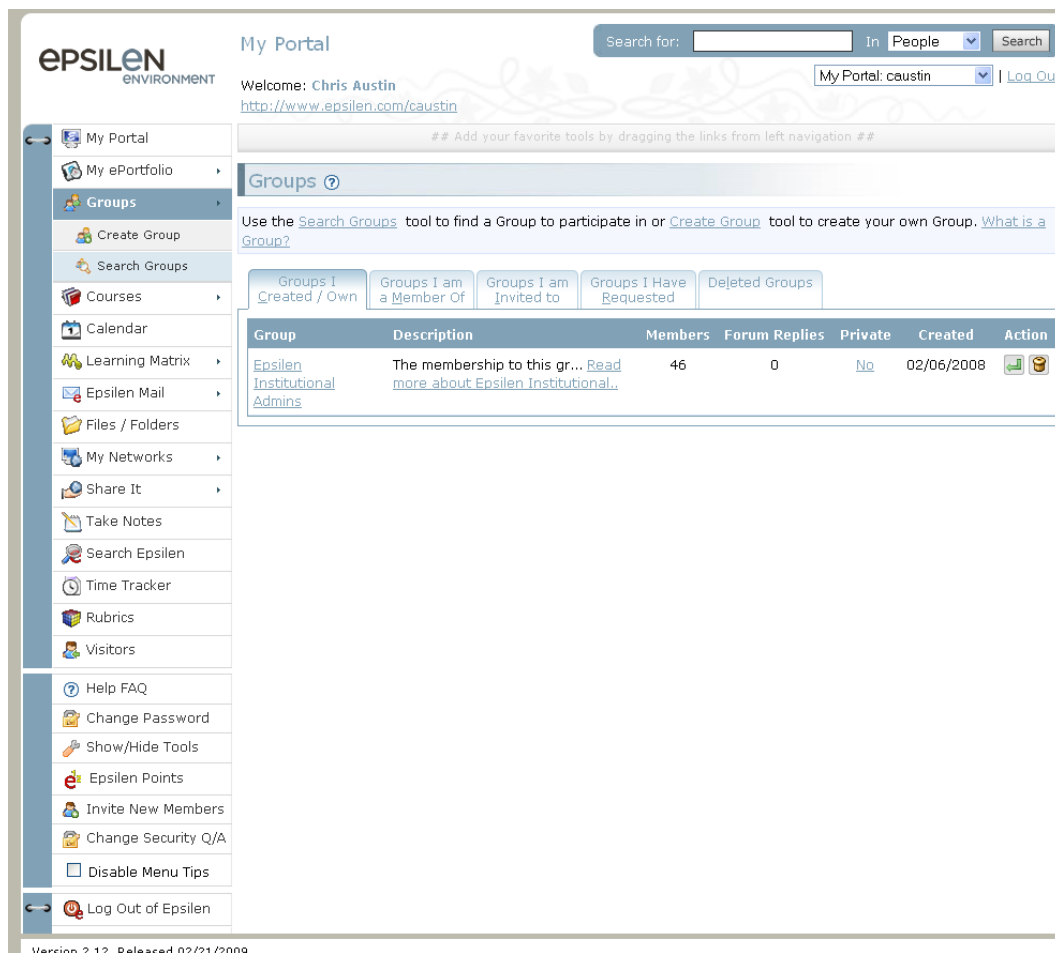


Figure 1

Creating a Group

To create a Group

My Portal

My ePortfolio

Groups

Create Group

Search Groups

Courses

Calendar

Learning Matrix

Epsilen Mail

Files / Folders

My Networks

Share It

Take Notes

Search Epsilen

Time Tracker

Rubrics

Visitors

Help FAQ

Change Password

Show/Hide Tools

Epsilen Points

Invite New Members

Change Security Q/A

Disable Menu Tips

== Add your favorite tools by dragging the links from left navigation ==

Create New Group ?

Create a new Group below by entering at least a Group name, a description of the Group, and your name.

General Description

Group Name:

Description:

Keywords:

Registration:

Invite Only

Invite And Request

Open to Everyone in My Institution

Open to All Epsilen Members ?

Hidden Group: Yes, I would like to Hide this group from the public ?

Institutional Groups: Yes, I would like to submit this group for institution approval ?

Your Member Profile

Your Name:

Your Title:

Your Email:

List me as a member on this group's public home page ?



Add a QuickLink to this group on my ePortfolio Web site Home page

Figure 2

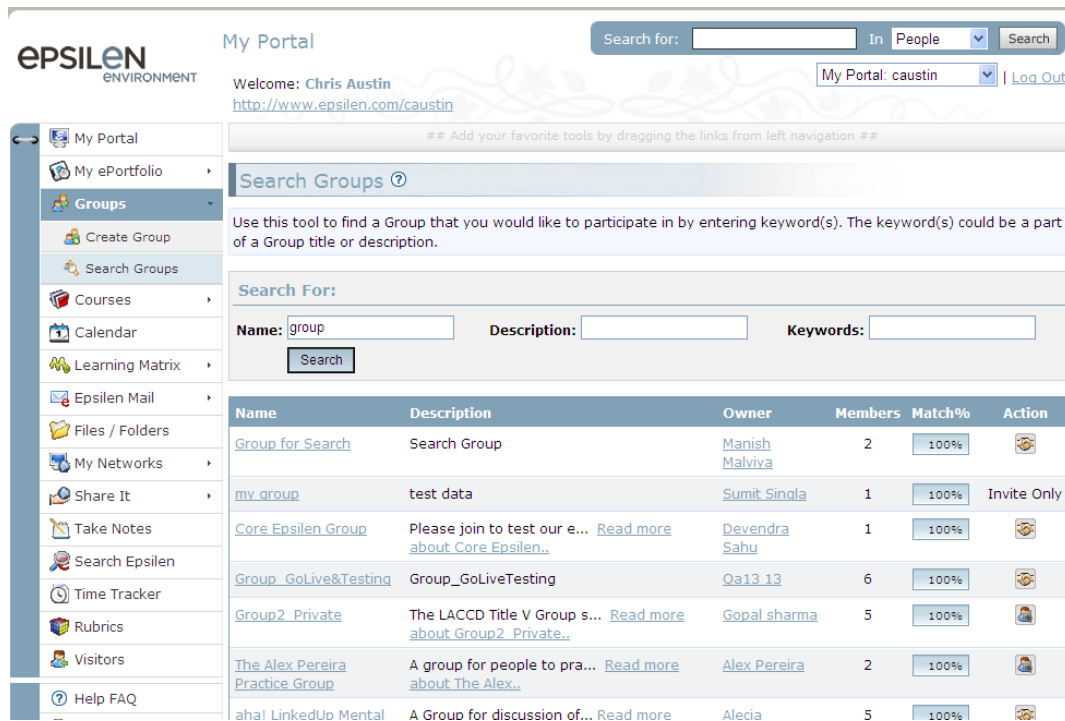
1. To create a Group, click on **Create Group** (Figure 2)
2. Create a **Group Name**.
3. Provide a brief **Description** of your Group.
4. Enter specific **Keywords** that would be helpful when searching for the Group.
5. Select the **Registration information, Hidden** and **Institutional Settings** for the Group.
6. Verify your **Member Profile** information and then click **Create**.
7. The Group will now appear on the **Groups I Created/Own** tab of the Groups page.

Search Groups

To search for a Group

1. Click **Search Groups**.
2. Enter criteria to identify the Group or Groups you are seeking.
3. Click **Search**.
4. A list of your courses matching your criteria will appear. If the Action column displays:
 - a. a  button, you can click it to join the Group.
 - b. a  button, you can click it to request membership to the Group.
 - c. **Invite Only**, you can click the Owner's name to send him or her a message to request an invitation.
 - d. **Institution Only**, you must be a member of the institution to be eligible for the Group.
 - e. **Member**, you are already a member of this Group.

The Search Groups results page is shown in Figure 3.




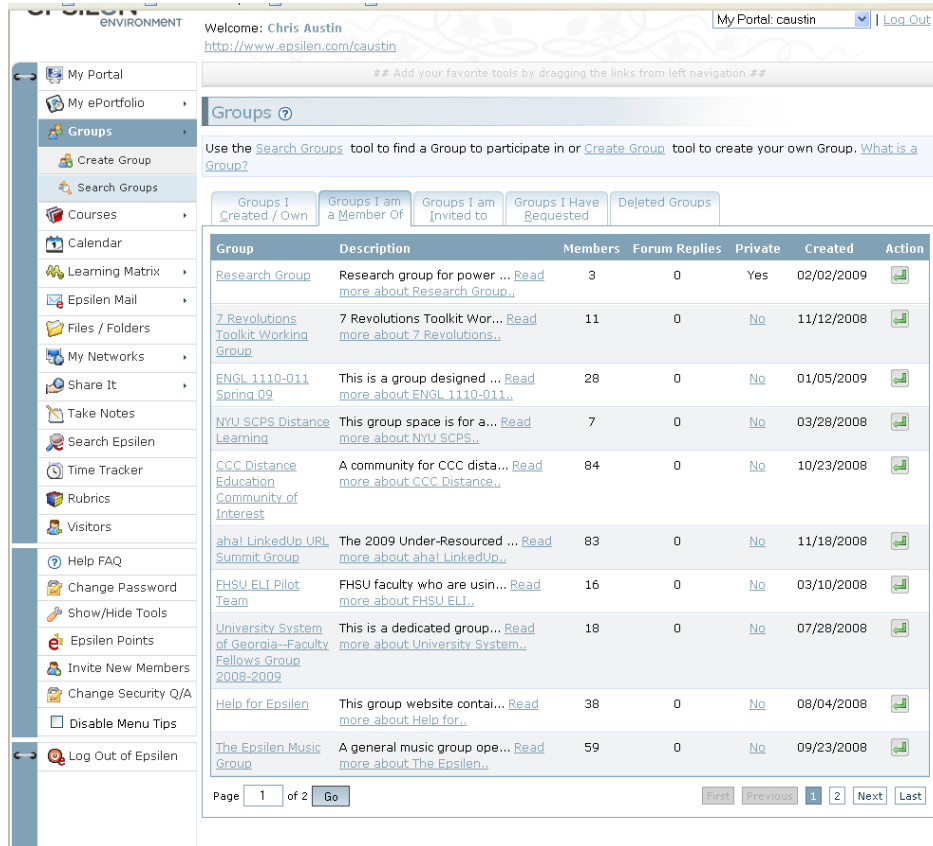
The screenshot shows the 'My Portal' interface for 'Chris Austin'. The 'Search Groups' section is active, displaying a search form and a table of results. The search criteria used are 'group' in the Name field. The results table is as follows:

Name	Description	Owner	Members	Match%	Action
Group for Search	Search Group	Manish Malviva	2	100%	
my group	test data	Sumit Singla	1	100%	Invite Only
Core Epsilen Group	Please join to test our e... Read more about Core Epsilen..	Devendra Sahu	1	100%	
Group_GoLive&Testinq	Group_GoLiveTesting	Qa13_13	6	100%	
Group2_Private	The LACCD Title V Group s... Read more about Group2_Private..	Gopal sharma	5	100%	
The Alex Pereira Practice Group	A group for people to pra... Read more about The Alex..	Alex Pereira	2	100%	
ahal LinkedUp Mental	A Group for discussion of... Read more	Alecia	5	100%	

Figure 3

Groups I am a Member Of

This tab shows the complete list of the Groups in which you have membership (Figure 4). Click  to enter the Group.



Welcome: Chris Austin
<http://www.epsilen.com/caustin> | My Portal: caustin | Log Out

Groups

Use the [Search Groups](#) tool to find a Group to participate in or [Create Group](#) tool to create your own Group. [What is a Group?](#)



Groups I Created / Own | **Groups I am a Member Of** | Groups I am Invited to | Groups I Have Requested | Deleted Groups

Group	Description	Members	Forum Replies	Private	Created	Action
Research Group	Research group for power ... Read more about Research Group...	3	0	Yes	02/02/2009	
7 Revolutions Toolkit Working Group	7 Revolutions Toolkit Wor... Read more about 7 Revolutions...	11	0	No	11/12/2008	
ENGL 1110-011 Spring 09	This is a group designed ... Read more about ENGL 1110-011...	28	0	No	01/05/2009	
NYU SCPS Distance Learning	This group space is for a... Read more about NYU SCPS...	7	0	No	03/28/2008	
CCC Distance Education Community of Interest	A community for CCC dista... Read more about CCC Distance...	84	0	No	10/23/2008	
aha! LinkedUp URL Summit Group	The 2009 Under-Resourced ... Read more about aha! LinkedUp...	83	0	No	11/18/2008	
FHSU ELI Pilot Team	FHSU faculty who are usin... Read more about FHSU ELI...	16	0	No	03/10/2008	
University System of Georgia--Faculty Fellows Group 2008-2009	This is a dedicated group... Read more about University System...	18	0	No	07/28/2008	
Help for Epsilen	This group website contai... Read more about Help for...	38	0	No	08/04/2008	
The Epsilen Music Group	A general music group ope... Read more about The Epsilen...	59	0	No	09/23/2008	

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Figure 4

Groups I am Invited to

This lists the groups to which you have invited and are pending awaiting a response. You can accept the invitation to the group by clicking the  button, or decline the invitation by clicking the  button (Figure 5).

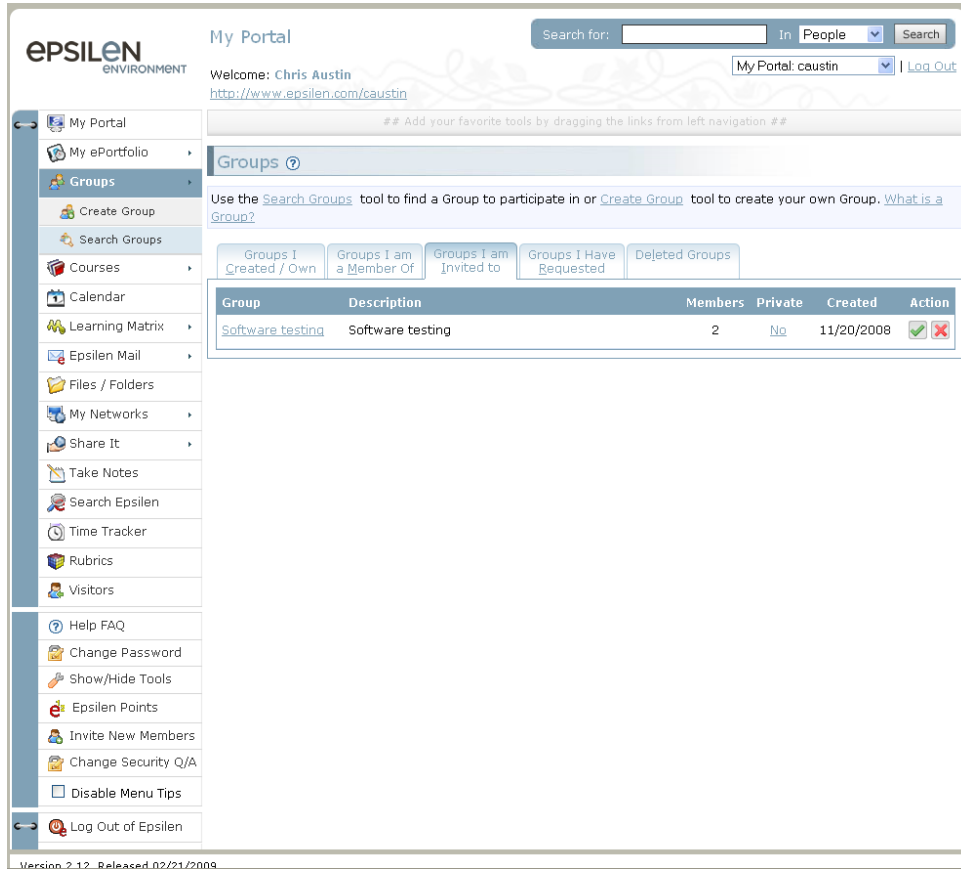



Figure 5

Requesting Membership to a Group

You may find it necessary to request admission to a Group (Figure 6).



Figure 6

By clicking on the  button under "Action", you may request membership (Figure 7).

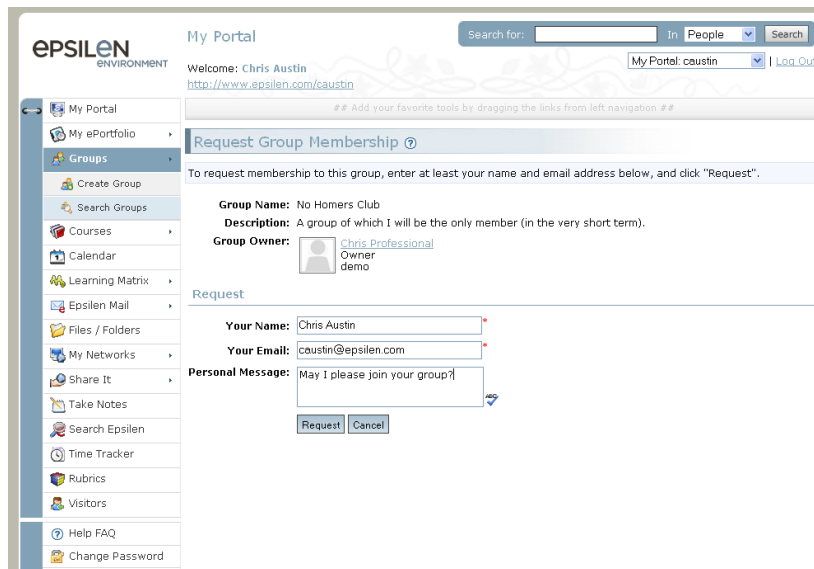



Figure 7

Groups I Have Requested

After you have requested membership to a group, your request will appear as “pending” on this tab (Figure 8). The request may be deleted by clicking the  button.





The screenshot shows the 'My Portal' interface for a user named Chris Austin. The left sidebar contains navigation options like 'My Portal', 'My ePortfolio', 'Groups', 'Courses', 'Calendar', 'Learning Matrix', 'Epsilon Mail', 'Files / Folders', 'My Networks', 'Share It', 'Take Notes', 'Search Epsilon', 'Time Tracker', and 'Rubrics'. The main content area is titled 'Groups' and includes a search bar, a welcome message, and a list of group management tabs: 'Groups I Created / Own', 'Groups I am a Member Of', 'Groups I am Invited to', 'Groups I Have Requested', and 'Deleted Groups'. The 'Groups I Have Requested' tab is active, displaying a table with the following data:

Group	Description	Request	Response	Private	Action
No Homers Club	A group of which I will be the o... Read more about No Homers..	Pending		No	

Figure 8

Deleted Groups

The owner of a Group may delete it by clicking the  button on the Groups I Created/Own tab.

Once the Group has been deleted, it will appear on the owner's Deleted Groups tab. The owner may restore the Group by clicking the  button (Figure 9), at which point the Group will reappear on the Groups I Created/Own tab.



The screenshot shows the 'My Portal' interface for user Chris Austin. The 'Groups' section is active, and the 'Deleted Groups' tab is selected. Below the tabs, a table lists the deleted groups:


Group	Description	Members	Private	Created	Action
Temporary Group	A group created to be deleted.	2	No	04/06/2009	
TestOnly	testing only	8	No	10/30/2008	

Figure 9