

The  
University  
Of  
Sheffield.

**Using  
MUSE Groups  
For  
Collaboration.**

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AP-MUSE6

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# 1. Introduction

The groups feature in MUSE provides shared resources so that University members can easily collaborate and share information. Groups can be set up to communicate within whole departments, sections of a department, people working on a specific project, or for sporting and social groups.

The groups feature is much more powerful and fully-featured than its communities predecessor. In addition, groups can contain a hierarchy of sub-groups for more targeted collaboration.

Each group can have:

- its own homepage
- shared documents and files
- news
- calendar
- threaded discussion group
- filestore
- featured links
- photos
- other features

Group members will have access to announcements and news from the group, and will have an email facility to contact group members. Groups can be public (any user can apply for membership), restricted or hidden.

## 2. Group Membership

### 2.1 Accessing Your Groups



It is quite likely that you are already a member of one or more portal groups. To view your group membership, click the **groups** icon in the top-right row of icons.

The **My Groups** window, which lists the groups that you have joined, will open. An example is shown below.

**My Groups** [Groups Index](#) [Request Group](#) [Exit](#) [Help](#)

My Groups December 13, 2006

To **view** a group, click on the group title. To **remove** a group from your My Groups List, click the check box and then click Remove.

<input type="checkbox"/>	<a href="#">CICS Project Management</a>	CICS Project Management
<input type="checkbox"/>	<a href="#">CICS Staff</a>	CICsCommunity
<input type="checkbox"/>	<a href="#">CICS Website Project</a>	CICSWebsiteProject
<input type="checkbox"/>	<a href="#">Podcast</a>	Podcast
<input type="checkbox"/>	<a href="#">Research Computing Forum</a>	Research Computing Forum
<input type="checkbox"/>	<a href="#">Single Mail Point</a>	SingleMailPoint

[Groups Index](#) [Request Group](#) [Remove](#)

[Groups Policy](#) - Click here to read the rules and regulations for creating and leading a group.  
[Membership Policy](#) - Click here to read the rules and regulations for joining and participation in a group.

Click on any group title to view its homepage.

**My Groups** [Groups Index](#) [Request Group](#) [Exit](#) [Help](#)

Group Homepage - CICS Staff December 13, 2006

Your Location: Group Homepage

**Group Tools**

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- E-mail
- Members

**Personal Tools**

- Groups Policy
- My Profile

**Announcements**

There are no announcements.

[More announcements...](#)

---

**Message Board Topics**

- suggestion for TLM file names
- Surely some mistake....

[More topics...](#) [Post a topic](#)

**Featured Photo**

Swimming turtle

[More...](#) [Submit](#)

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**Featured Links**

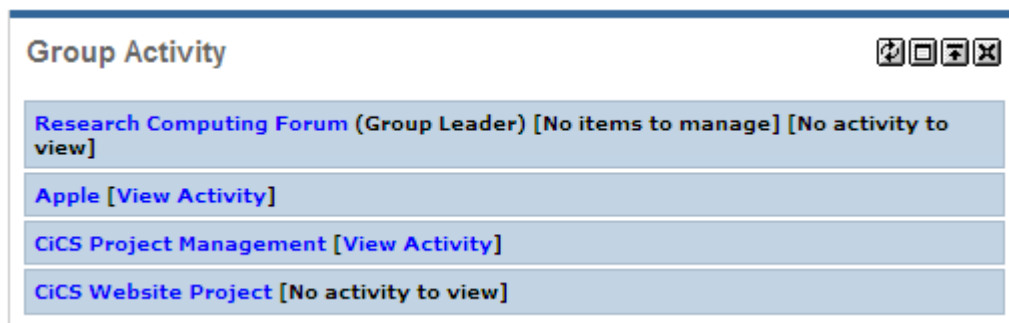
- Christmas party menu  
CICS Christmas party menu available here!
- Leave Request Form


[More...](#) [Submit](#)

To return to the list of your groups, click the **My Groups** tab.

## 2.2 Using the Group Activity Channel

An easier way to access your groups is to use the **Group Activity** channel, found below your Inbox on the **Home** tab of MUSE. This not only lets you access your groups directly, but it also lets you know if there have been any interesting developments in that group.



To access a group, click any group title. A new, maximised window will display the Homepage for that group (Section 3.1). You may find it easier to work with the groups window if you click the Restore button in the top-right corner of the window, to reduce the window to its normal size. 

If there have been any changes to the group, for example if a group member has submitted a file or a picture, you will see a **View Activity** link. You can click this link to see a summary of changes to the group.



In the example above, you can see that there are two new files that have been made available in the Project Management group.

From here you can either click the group name to access the group, or click any item in the list of group activities to access that item directly. Section 3 covers the range of group tools.

## 2.3 Finding and Joining New Groups

To browse through the existing MUSE groups, click the **Groups Index** tab of the MUSE Groups window.

If you know the group name, or are looking for groups involved with a specific topic, you can type search text into the **Group search** box then click the **Search** button to list matching groups.

Alternatively, you can browse through the **Group Studio** categorised lists of groups to locate any groups of interest. To browse through the groups, click any of the five group categories in the column. All groups in that category will be listed in the right-hand pane.

The groups with a green page icon are public groups, the groups with the yellow page icon are restricted groups.

To join a public group, click the group name to get the **Join Group** page. Click the **Join Group** button to access a short form. Click the two check boxes then click the **Join** button and you will become a member of that group.

Click the **OK** button on the confirmation screen to access the group homepage. This new group will now be listed in your **My Groups** page.

To join a restricted group, click the group name to get the **Join Group** page. Click the **Join Group** button to access the group membership form.

## Join a Group

### Group Membership Policy

Group members should accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.

### Additional Membership Criteria:

members only

### Required Information

I agree to share my user name and e-mail address with other members of this group.

I have read and understood the school's policy on Group Membership.

Tell us why you want to be a member of the group:

Read the **Membership Policy** and the **Membership Criteria**. Tick the two checkboxes, then type in your reasons for wanting to join the group.

When you click the **Join** button, your request for membership will be directed to the Group Leader. If the Group Leader approves your application, you will be granted member status and this new group will be listed in your **My Groups** page. You will be able to access the group homepage and collaborate with other group members.

You can return to the **Groups Index** or your **My Groups** page at any time by clicking the appropriate tabs.

## 3. Group Features

### 3.1 The Group Homepage

The homepage is designed, for all the group members, by the group leader. Here you will find a summary of group information, and links for additional information and features.

### 3.2 Announcements

Announcements are temporary notices and publicity to the group members, they typically expire, and are automatically removed, after one week. Depending on how the group has been set up, announcements can be written by the group leader, or by specified group members, or by all group members.

<b>Group Tools</b> <a href="#">Homepage</a> <a href="#">Announcements</a> <a href="#">News</a> <a href="#">Photos</a> <a href="#">Links</a> <a href="#">Files</a> <a href="#">Message Board</a> <a href="#">E-mail</a> <a href="#">Members</a>	<h4>Announcements</h4> <ul style="list-style-type: none"> <li> <b>Some Useful Content</b>            I've created a "Hints and Tips" Message Board Section.            It might be useful to try and post any quick tips that you hav... <a href="#">read more...</a> </li> <li> <b>lets start talking</b>            Thanks Andy for setting up the Research Computing group.            It appears that each one of us can send announcements to th... <a href="#">read more...</a> </li> </ul> <p> <a href="#">More announcements...</a>    <a href="#">Send announcement</a> </p>
---	---

### Reading Announcements

They appear on the group homepage, but significantly, they also appear on the MUSE **Home** tab in the **Announcements from Groups** channel. Therefore, they provide an excellent, high-profile communication tool.

The first few lines of each announcement appear in the top, centre pane of the group homepage. To read the full text of the announcement, click the **read more...** link. The window will display the announcement, and will offer **Next Announcement** and **Previous Announcement** links, which enable you to scroll through all current announcements.



Delete

This window also provides a **Delete** link and icon, so that you can remove your own, and other people's announcements.

You can access the announcements window by clicking the **Announcements** link in the **Group Tools** column, or by clicking the **More announcements** link, which appears beneath the announcements summary on the group homepage. These links take you to a screen that contains the first few lines of each announcement with the **read more** links and the delete icon.

## Sending Announcements

If the group has been set up so that you have permissions to send group announcements, you will have seen the **Send Announcement** link on the group homepage and on the Announcement pages.

To send an announcement to the group, click this link to see the following window.



The screenshot shows a web form for sending an announcement. It features a 'Title:' label followed by a text input field. Below that is an 'Announcement:' label followed by a large text area for the message content. At the bottom of the form, there are two labels: 'Delivery Date: December 13, 2006' and 'Expiration Date: December 20, 2006'. To the right of the form, there are two buttons: 'Send' and 'Cancel'.

Provide a title in the first field, then write the announcement text in the second field, pressing the **Enter** key to make line breaks and paragraphs. Note the expiration date, then click the **Send** button to post your announcement.

A new screen will inform you that your announcement has been delivered.

## 3.3 News

The news feature of groups complements the announcements feature. News allows you to post information that will not expire, but instead will be held in an archive. A summary of the news articles will appear on the group homepage, below announcements, but group news does not appear in any of the announcements channels on the MUSE **Home** tab.

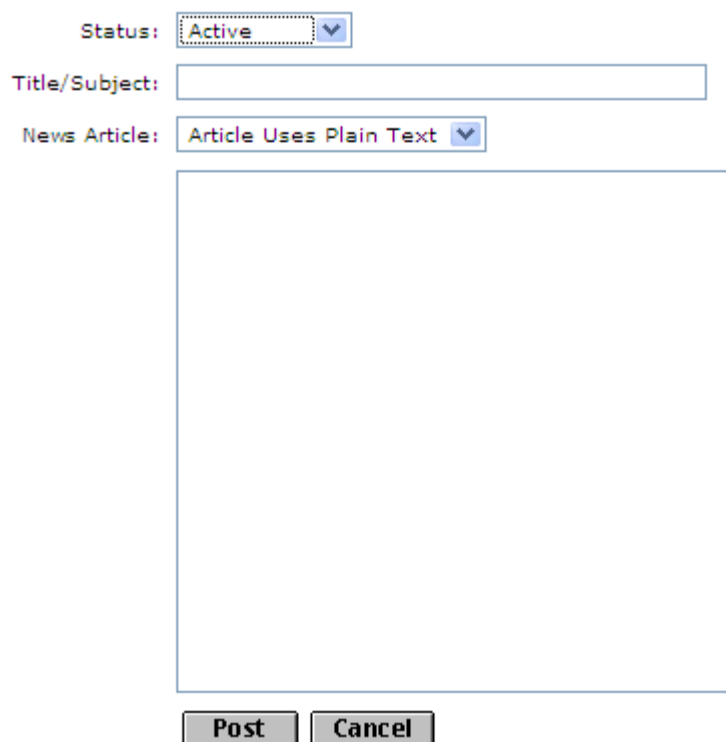
When there is news in your group, the first three lines will appear on the group homepage in the **Group News** section, below **Announcements**. There will be **read more...** links which takes you to the full text of the corresponding article,

along with **Previous Article** and **Next Article** links that allow you to browse through all news articles.

Below the news summary on the group homepage, there is a **More news** link which takes you to a summary page of all news articles. The **News** link in the **Group Tools** column also takes you to this news summary page.

If you have permissions to write news you will see **Post an Article** links in the news section of the homepage and in the news screens. If you don't have these permissions, you will see **Submit an Article** links. In this case your news articles will be sent to the group leader for approval before they are posted.

To write a news article, click a **Post an Article** or **Submit an Article** link. You will see the following screen.



The screenshot shows a web form for submitting a news article. It includes the following elements:

- Status:** A dropdown menu with "Active" selected.
- Title/Subject:** A text input field.
- News Article:** A dropdown menu with "Article Uses Plain Text" selected.
- A large, empty text area for writing the article content.
- Two buttons at the bottom: "Post" and "Cancel".

If you are posting the article, set the **Status** to **Active**, if you are submitting an article, the **Status** menu is omitted. Write a title for the news article.

Specify that the **Article Uses Plain Text**, unless the article contains a web link, and you know how to write HTML. In this case, select **Article Uses HTML**.

Write the text of the news article, then click the **Post** button to publish your news article in the News section of the group, or **Submit** button to request that the group leader approves and publishes your article.

## 3.4 Photos

Each group can include a gallery of pictures or photographs. The group leader may even choose to include a **Featured Photo** on the group homepage.

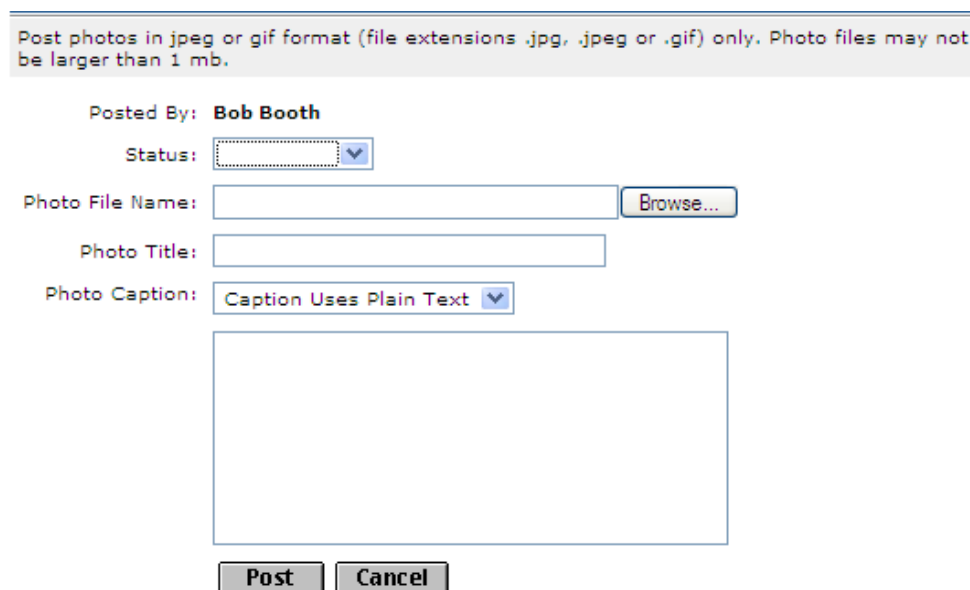
If there is a featured photo, you can click the image to view the full size version in the photo viewing window. Alternatively, you can click the **More** link, below the featured photo, to view the gallery of group photos.

If there is no featured photo, you can click the **Photos** link in the **Group Tools** column to view the gallery of group photos.

Each photo in the gallery has a thumbnail picture, a title, a caption and a link labelled **View Photo**. To view the full size version of the photo, either click the thumbnail, the title, or the link. The photo will be displayed in the View Photo window, and you will see links labelled **Previous Photo** and **Next Photo**, which allow you to scroll through all photos in the gallery.

Depending on your group permissions, you will see links labelled either **Post a Photo** or **Submit a Photo** in the gallery and View Photo window. If your homepage contains a Featured Photo, there will be a **Post** or **Submit** link under this.

To post or submit a photo, click one of these links to see the following screen.



The screenshot shows a form for posting a photo. At the top, a message states: "Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only. Photo files may not be larger than 1 mb." Below this, the form is pre-filled with "Posted By: Bob Booth". The "Status" field is a dropdown menu. The "Photo File Name" field is empty, with a "Browse..." button to its right. The "Photo Title" field is empty. The "Photo Caption" field is a dropdown menu set to "Caption Uses Plain Text". Below these fields is a large empty text area for the caption. At the bottom of the form are two buttons: "Post" and "Cancel".

If you are posting the photo, set the **Status** to **Active**, if you are submitting the photo, the **Status** field is omitted. To select the desired photo, click the **Browse** button. A File Open window will appear, navigate through your folders, select the photo file, then click the **Open** button. The location of the photo file will be displayed in the **Photo File Name** field. Provide a **Photo Title**, leave the **Caption** as **Plain Text**, then provide a descriptive paragraph for the photo. When you have completed this, click either the **Post** or **Submit** button.

## 3.5 Links

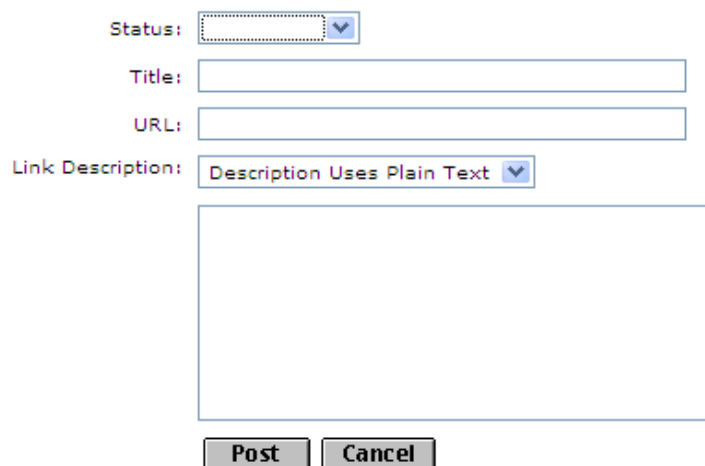
Each group can include a collection of web links, which may be useful to group members. The group leader may even choose to include a **Featured Links** section on the group homepage.

If your group homepage has a Featured Links section, you can click any link to open a new web browser window and view the linked page. You can access all group links by clicking the **More** link below the featured links.

If there is no Featured Links section, you can view all group links by clicking the **Links** link in the **Group Tools** column. You will access the Group Links screen, which will contain a list of all group links. Click any link to view that page in a new browser window.

Depending on your group permissions, you will see links labelled either **Post a Link** or **Submit a Link** in the Group Links screen. If your homepage contains a Featured Links section, there will be a **Post** or **Submit** link under this.

To post or submit a link, click one of these links to see the following screen.



The screenshot shows a form for submitting a link. It includes the following fields and controls:

- Status:** A dropdown menu with a blue arrow icon.
- Title:** A text input field.
- URL:** A text input field.
- Link Description:** A dropdown menu with the text "Description Uses Plain Text" and a blue arrow icon.
- A large empty text area for the link description.
- Two buttons at the bottom: **Post** and **Cancel**.

If you are posting the link, set the **Status** to **Active**, if you are submitting the link, the **Status** field is omitted. Provide a **Title** for the link, and type the web address of the link into the **URL** field. Leave the description as **Plain Text**, then write a short **Description** of the linked page so that group members know what to expect.

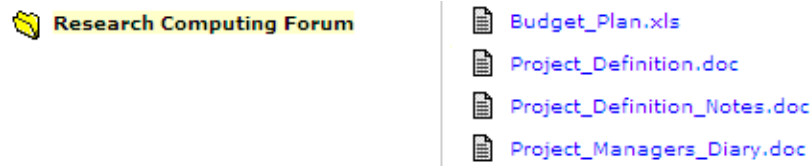
When you have completed this, click either the **Post** or **Submit** button.

### 3.6 Files

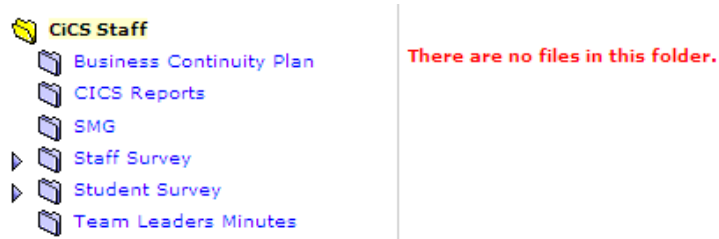
Groups can provide access to shared files and central information. Group files can include: data, meeting minutes, proposals, costings, and background information.

To access your group files, click the **Files** link in the **Group Tools** column.

Files may be contained in a single folder,



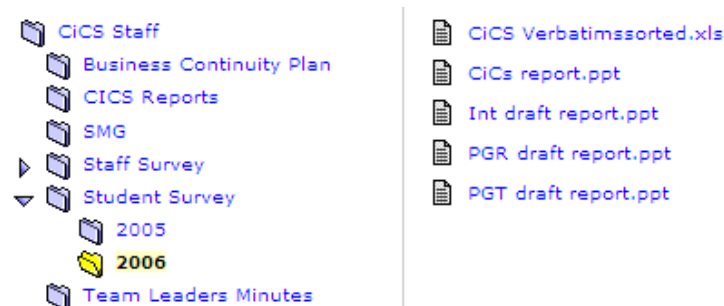
or you may see a complex folder structure with no files in the main folder,



If a folder has a blue triangle by it, click this triangle to expand the folder contents.

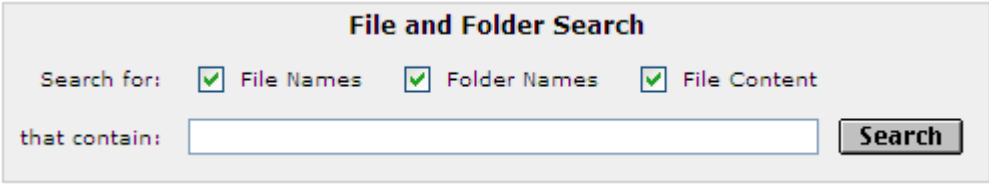


Files will only be displayed when the folder is selected and highlighted in yellow.



Click the name of any file to download it onto your computer.

You can also search for a folder file if you know part of its name, or its content. On the Group Files screen there is a File and Folder Search box.

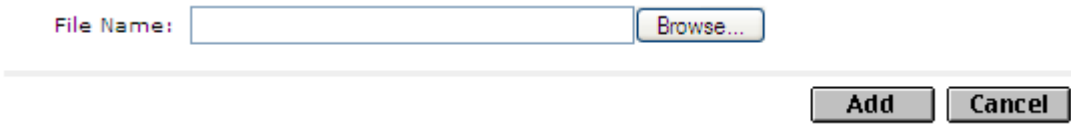


The screenshot shows a search interface titled "File and Folder Search". It includes three checked checkboxes: "File Names", "Folder Names", and "File Content". Below these is a text input field labeled "that contain:" and a "Search" button.

Type in the name of the file or folder, or type in a string of text that you know is contained in the file. When you click the search button, all matching files and folders will be displayed on the screen above the File and Folder Search box.

Depending on your group permissions, you will see links in the Group Files screen labelled either **Add a New File to ???** or **Submit a New File for ???** in the Group Links screen. Here **???** refers to the folder that is currently selected.

To add or submit a file, click the **Files** link to open the Group Files screen. If you wish to add your file to a specific folder, you should open that folder. Click the **Add a File** or **Submit a File** link to see a screen similar to



The screenshot shows a form with a "File Name:" label, a text input field, and a "Browse..." button. Below the form are two buttons: "Add" and "Cancel".

Click the **Browse** button to open a File Open dialog box. Navigate through your folders, to select the file, then click the **Open** button. The location of the file will be displayed in the **File Name** field. Click the **Add** or **Submit** button.

### 3.7 Message Board

The message board is a communication and discussion tool. Group members can define a topic to be discussed. Within this topic, group members can post related messages, and other group members can post replies to these messages, other members can then reply to these replies. Over time a structure is built in which any member can trace the sequence of all contributions to the discussion.


The list of topics appears on the group homepage, under **Announcements** and **News**. Click any topic title to access the message board and read the discussion around it.



In the **Group Tools** column, there is also a link to the **Message Board**. Click this link to access the list of all topics.



## Reading Threaded Messages

In the following example there are three topics. The **Messages** column reveals that the first two topics contain one message each, and the third “**Hints and Tips**” topic contains four messages.

### Research Computing Forum

 [Post a Topic](#) |  Help

Topic List (Click to view message list)	Author	Messages	Posted on
 <a href="#">Teaching Materials</a>	Bob Booth	1	12-18-06
 <a href="#">The Name of this Service</a>	Bob Booth	1	12-18-06
 <a href="#">Hints and Tips</a>	Andrew Beresford	4	12-13-06

 Previous Topics | Next Topics 

By clicking the “**Hints and Tips**” topic we see its contents. We see the description of the topic itself, and we see the message list. The **Replies** column reveals that the first message has been replied to.

### Research Computing Forum

Topic: **Hints and Tips**

Author: **Andrew Beresford** | Posted on: **12-13-06**

Hints and Tips to help you make better use of High Performance Computers

 [Post a message](#) |  [Show all replies](#) |  Help

Message List (Click a message to view)	Author	Replies	Posted on
 <a href="#">Checking your disk quota</a>	Andrew Beresford	1	12-13-06
 <a href="#">Using iceberg home directory from Window</a>	Andrew Beresford	0	12-13-06
 <a href="#">Using smbmount to access a Windows PC</a>	Andrew Beresford	0	12-13-06
 <a href="#">Using SSH key pairs for Single Sign On</a>	Andrew Beresford	0	12-13-06

 Previous Messages | Next Messages 

To read a message, and any replies, click the message title.

### Research Computing Forum

Message: **Checking your disk quota**




Author: **Andrew Beresford** | Posted on: **12-13-06**


I have written a little tool for checking disk quota. It is slightly easier to use than the "quota" command.

You can use it by running the "getquota" command.

Cheers,

Andrew

 [Post a reply](#) | [Next Reply](#)   Help

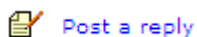
Message Thread (Click to view message reply)	Author	Posted on
 <a href="#">Checking your disk quota</a> ◀	David Richards	10-12-06
↳ <a href="#">RE: Checking your disk quota</a>	Bob Booth	10-13-06
↳ <a href="#">RE: Checking your disk quota</a>	Simon Geller	10-24-06
↳ <a href="#">RE: Checking your disk quota</a>	Peter Armstrong	10-26-06

The original message is displayed. We can see that not only has the message been replied to, but the reply has been replied to, twice. We can click the titles to read each level of replies.

## Replying to Messages

If you wish to add your thoughts to a discussion topic, first read through all the existing posts to ensure that your point hasn't already been made by someone else. Next you should identify the best position to insert your message.

- If you are responding directly to the original message, you should reply to that message.
- If you are responding to another member, who replied to the original message, you should reply to that member's reply.



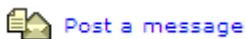
Either way, the text of the message that you are replying to should be displayed on screen. Click the link labelled **Post a reply**.

You will see a form with two fields and two buttons. Ignore the **Subject** field, it will already be filled in. Type the text of your reply into the **Reply** field. Make sure that you check your spelling as posts cannot be edited later.

When you are satisfied with your reply, click the **Post** button.

## Posting a New Message in an Existing Topic

If you wish to post a new message, and you notice that there is already a topic that is covering a related subject, you should post your new message within that existing topic.



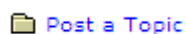
To post your new message, first click the topic in the Topic List. In the Message List, click the **Post a message** link.

You will see a form with two fields and two buttons. Type a clear, descriptive summary of the message into the **Subject** field. Type the text of your message into the **Message** field. Make sure that you check your spelling as posts cannot be edited later.

When you are satisfied with your message, click the **Post** button.

## Posting a New Topic

If you wish to post a new message about a subject that is not covered on the message board, you should create a brand new topic.



In the Topic List, click the **Post a Topic** link.

You will see a form with two fields and two buttons. Write the title of the new topic into the **Subject** field. Type a summary of topic into the **Description** field, and click the **Post** button. You can then add a message to this new topic.

Alternatively, if your intended message is very specific, you may write the message in the **Description** field of the topic. In this way the topic is also the first message.

### 3.8 E-mail

It is easy to send email messages to selected members, or the entire group.

Click the **E-mail** link in the Group Tools column. You will see a list of all group members. The **Member Type** column also reveals the leader of the group, in case you needed to contact that person.

- To send a message to all group members, click either of the two **Select All** checkboxes, then click either **Send E-mail** button.
- To send a message to one or more of the group members, click the checkboxes by their names, then click either **Send E-mail** button.

You will see the **Compose E-mail** screen. It is unusual, in that the email addresses of the people that you have selected, are not displayed. They will, however, still receive copies of the email that you are sending.

Provide a **Subject** for the message, then type the message into the **Enter Message** field. Scroll down and click the **Send** button to send the message.

Click the **Ok** button on the confirmation screen to return to the MUSE groups window.

### 3.9 Members

The Members feature provides information about all group members. Click the Members link in the Group Tools column to see the list.

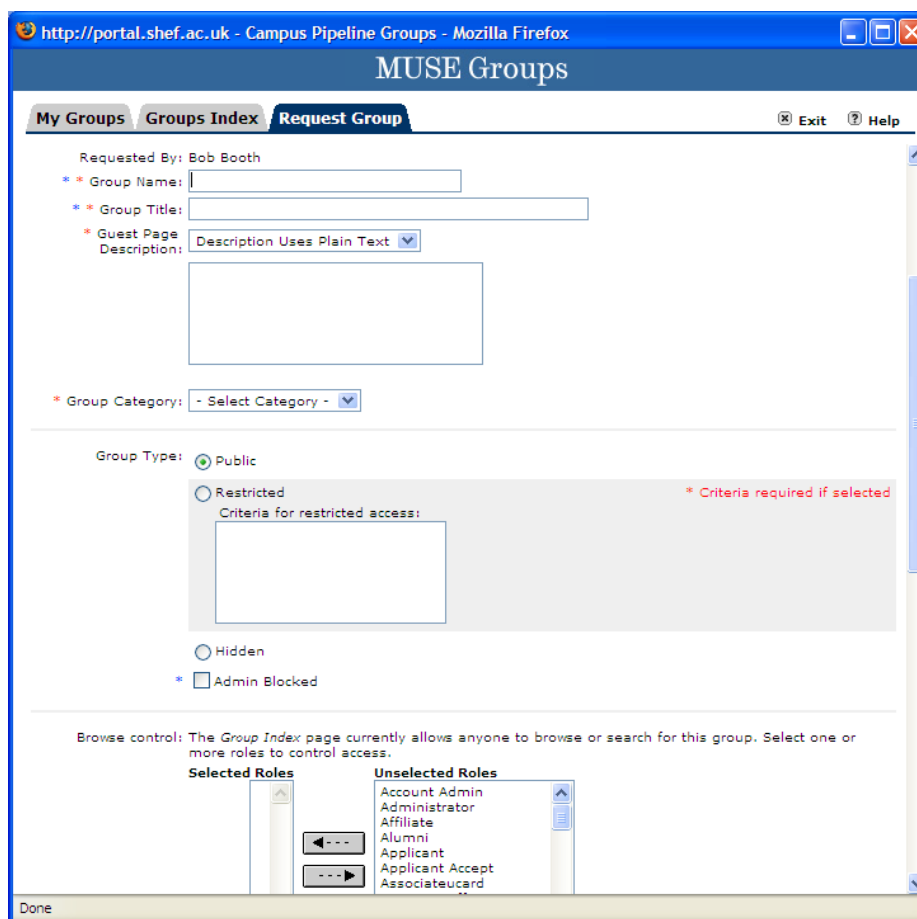
The list tells you whether each person is an ordinary member or a group leader, it tells you when they last accessed the MUSE group, and it provides a link to their homepage, if they have provided one.

You can click the names to see more details about each person. If you click your own name you can add a link to your own homepage.

## 4. Leading a Group

### 4.1 Requesting a New Group

If you would like to set up a new group for your department, research group, or sports club, click the **Request Group** tab on the MUSE Groups window.



The screenshot shows a web browser window titled "http://portal.shef.ac.uk - Campus Pipeline Groups - Mozilla Firefox". The page is titled "MUSE Groups" and has three tabs: "My Groups", "Groups Index", and "Request Group". The "Request Group" tab is active. The form contains the following fields and options:

- Requested By: Bob Booth
- \* \* Group Name: [Text input field]
- \* \* Group Title: [Text input field]
- \* Guest Page Description: [Text input field]
- Description Uses Plain Text: [Dropdown menu]
- \* Group Category: [- Select Category -] [Dropdown menu]
- Group Type:  Public,  Restricted,  Hidden
- \* Criteria required if selected: [Text input field]
- \* Admin Blocked:
- Browse control: The Group Index page currently allows anyone to browse or search for this group. Select one or more roles to control access.
- Selected Roles: [List of roles]
- Unselected Roles: Account Admin, Administrator, Affiliate, Alumni, Applicant, Applicant Accept, Associatecard

You will need to complete the form, then submit your request to the MUSE groups administrator. If your request is successful, which it most likely will be, the group administrator may contact you to confirm any details and will then activate your MUSE group.

Once your new MUSE group is activated, you can begin to manage your group homepage and post information.

You can either wait for interested parties to join your group, or you can arrange for people who meet certain criteria, to be automatically added as members.

The next section outlines how to complete the form to request a group and the subsequent section details how you can have group members added automatically.

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## 4.2 Completing the Group Request Form

**Group Name** A short name for the group, which can be mixed case and contain spaces.

**Group Title** A title for the group, which can be more descriptive than the group name, but usually uses the same text.

**Guest Page Description** This is the text that guests to the group see, it helps them decide whether they wish to join the group. In the menu specify Plain Text, then in the text area write a summary or mission statement for the group.

**Group Category** Choose the category that your group most closely fits into. Choose between Academic, Administrative, Personal Development Planning, Service or Social. If your group is academic you can select a further subcategory of Staff, Undergraduate or Postgraduate.

**Group Type** Choose whether your group is visible to all (public), hidden from all (hidden), or visible to certain people only (restricted). If you choose restricted, use the text area to describe the group of people who may see your group.

**Browse Control** Having set the group type, you can then fine-tune access if you wish by selecting specific categories of staff who are able to see your group listed in MUSE. In most cases this section can be ignored.

**Admin Blocked** You can even prevent the MUSE Groups Administrator from seeing a highly-confidential group. However, this does mean that the administrator will be unable to help if you have difficulties.

**Group Applications** By default you will have all group applications available in your group, however, if you wish to, you can choose to omit specified applications from your group.

**Request Comment** This box is usually left blank, but can be used to communicate with the group administrator. You may have questions, or you may wish to provide additional information.

**Group Policies** Read the group policy, then tick the box to confirm that you have understood it.

**Submit Request** When you have completed the group request form, click the button to submit your new group request to the groups administrator, then wait to be informed of the outcome.

### 4.3 Adding Group Members Automatically

If you wish your MUSE group to be populated automatically, specify the characteristics and values that define the group in the **Request Comments** field of the form. The following criteria determine membership:

1. The University department to which students or staff belong
2. A student's classification i.e. undergraduate or postgraduate
3. A student's nature of study i.e. Full-time or Part-time
4. One or more course codes. This is useful when it is not possible to identify a student's academic department.
5. The category associated with a member of staff's post. These are:
  - A - Academic
  - C - Clerical and Secretarial
  - E - Health and Related
  - M - Manual and Ancillary
  - P - Professional Support
  - T - Technical

So, for example, the description for a group "Geography UG" to which undergraduate students and academic staff should belong might be:

Department: Geography  
Student Classification: UG  
Nature of Study: FT  
Staff category: A

Once you have specified the criteria, click the **Submit Request** button to create the MUSE group.

If your group request is approved and the group is created, you will be appointed leader of the group. You can configure the group homepage, add files and messages, approve items submitted by other group members, and delegate responsibilities.

Section 4.5 describes how to add group members manually.

## 4.4 Managing Content

As the group leader you can manage the content of the group. When you access the group you will see a new section labelled **Content Tools** in the left-hand column.

The screenshot shows a web interface for a group homepage. At the top, it says "Group Homepage - Research Computing Forum" and "Your Location: Group Homepage" on the left, and "December 04, 2007" on the right. The main content area is divided into three columns:

- Left Column (Navigation):**
  - Group Tools:** Homepage, Announcements, News, Photos, Links, Files, Message Board, E-mail, Members.
  - Content Tools:** Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Announcements.
- Middle Column:**
  - Announcements:** "There are no announcements." with links for "More announcements..." and "Send announcement".
  - Group News:** A news item titled "Evolution of Matlab" by Cleve Moler, with a "read more..." link. Links for "More news..." and "Post an article".
  - Message Board Topics:** Topics include "Teaching Materials", "The Name of this Service", and "Hints and Tips". Links for "More topics..." and "Post a topic".
- Right Column:**
  - Featured Photo:** A photo titled "Iceberg By Night" with "More..." and "Post" links.
  - Featured Links:** A link for "University Research Computing Pages" with "More..." and "Post" links.

You can use the **Manage Homepage** section to choose a featured photo and featured links from the photo and links that have already been uploaded to the group.

Use the **Manage Guest View** section to change the guest page description that was submitted when the group was created. You can also add a photo, links and more text to the guest page so that potential group members get a vivid picture of the scope of the group.

You can use the rest of the content tools to accept or reject content that has been submitted by group members. Ordinary group members can suggest content, but it is the group owner that decides whether the submitted content will be added to the group.

### Configuration Tools

In the left-hand column, you will also see a **Configuration Tools** section.

The **General Settings** tool takes you to a version of the form that you completed when you created the group and lets you change some group settings. The **Applications** tool allows you to select or deselect applications for your group.

The other tools are very powerful and are covered in separate sections .

- 
- Configuration Tools**
- [General Settings](#)
  - [Applications](#)
  - [Sub-Groups](#)
  - [Members](#)
  - [Permissions](#)

## 4.5 Manually Adding New Members

To manage your group members, click the **Members** link in the left-hand column, below **Configuration Tools**. If your group is hidden or restricted, you can add new members manually. Click the **Add Members** link.

**Search for Users**

Login Name:   
 First Name:   
 Last Name:

You can search by any or all of the following: login name, first name and last name. You can do wild card searches by using the asterisk (\*) character.  
**Example:** \*j\* in the login name field would return all users whose login name has the letter J.

You can search for people using their first name, last name, or part of their username if you know it. When you click the **Search** button, you will see a list of people who meet your search criteria. Select a person from this list and click the **Add** button. Alternatively, if you know the person's exact username or email address, click the appropriate **Add by** link, supply the username or email address (using @sheffield rather than @shf) and click the **Add** button. A dialog box will appear and you must specify a reason which will be emailed to the selected group member.

### Membership Requests

If your group is restricted, you can approve requests for membership. If somebody has requested to join your group, you will be presented with their request as soon as you click the **Members** option in the **Configuration Tools**.

#### New Membership Requests

<input type="checkbox"/> Name	Requested On
<input type="checkbox"/> Grice-Jackson, Susan	December 06, 2007

Click the checkbox by any member's name, then click a button to **Approve** or **Deny** their request as appropriate.

### Inactive Members

For any group type, you can specify which members are active and which are inactive. Click the **Inactive Members** or **Active Members** link as appropriate. Click the checkbox by any members whose status is incorrect, then click the **Activate** or **Inactivate** button.

## 4.6 Delegating Group Permissions

In general, group leaders can post new items into the group, and group members can submit items to be approved by the group leader. In a buoyant group it can be inefficient to be continuously checking and approving items.

To reduce this workload, you can increase the permissions of trusted group members so that they can post items without needing your approval, or you can promote group members to leader status so that they have full rights to manage all aspects of the group.

To configure the permissions of one or more group members, click the **Permissions** link in the **Configuration Tools** section in the left-hand column.

### Permission Listings

Application	Members	Description
<b>EDIT</b> Group Leader	Booth, Bob Needham, Robert	Manage Group
<b>EDIT</b> Home Page	Whalley, Grazyna	Edit Home Page
<b>EDIT</b> Guest Page		Edit Guest Page
<b>EDIT</b> News Publishing	Grice-Jackson, Susan	Publish Group News Articles
<b>EDIT</b> Photo Publishing		Upload Group Photos
<b>EDIT</b> Link Publishing		Add Group Internet Links
<b>EDIT</b> File Sharing	Adshead, Monica	Shared Group Files
<b>EDIT</b> Message Board		Share Group Messages
<b>EDIT</b> Announcements	Coleman, Claire	Group Announcements

**Done**

To add or remove group leaders, or to give any members rights to manage specific aspects of the group, click the **EDIT** button to the left of the group feature.

Current Members	Current Delegated Admins
<div style="border: 1px solid gray; padding: 5px;">           Adshead, Monica            Coleman, Claire            Grice-Jackson, Susan            Whalley, Grazyna         </div>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
<b>Add</b> <b>Remove</b> <b>Done</b>	

Select any member from the left hand option box and click the **Add** button to grant the specified permission, their name will then move to the right-hand box. You can also select a privileged member from the right and click the **Remove** button to revoke their privileges.

## 4.7 Sub-Groups

Finally, once you have your group, which has been approved by the groups administrator, you can create as many sub-groups as you wish, without needing the administrator's authorisation.

So if you have a group with several members you can create sub-groups containing a sub-set of the main group's members, perhaps for a management or strategy team.

To create a sub-group, click the **Sub-Groups** link under **Configuration Tools**.

**Active Sub-Groups** ▶ [Create New Sub-Group](#)

Sub-Group Name
<input type="checkbox"/> <a href="#">Newsletters</a>
<input type="checkbox"/> <a href="#">Web Editorial</a>

**Inactive Sub-Groups**

Sub-Group Name
<b>There are no inactive sub-groups.</b>

If you already have sub-groups, they will be listed either in the **Active** or **Inactive** section.

To create a new sub-group, click the link. In the next screen, provide a group name, title and description then click the **Create Group** button. The sub-group will be created.

**Group Homepage** - CICS Customer Service December 07, 2007

Your Location: Group Homepage

<p><b>Group Tools</b></p> <ul style="list-style-type: none"> <li><a href="#">Homepage</a></li> <li><a href="#">Announcements</a></li> <li><a href="#">News</a></li> <li><a href="#">Photos</a></li> <li><a href="#">Links</a></li> <li><a href="#">Files</a></li> <li><a href="#">Message Board</a></li> <li><a href="#">E-mail</a></li> <li><a href="#">Sub-Groups</a></li> <li><a href="#">Members</a></li> </ul>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• <b>Links</b> A number of links have now been added within CICS Customer Service group. Recommendations for other useful links would ... <a href="#">read more...</a></li> <li>• <b>Customer Service Resources</b> As well as this MUSE group, the Customer Service and Communication group have: a folder on the shared M: drive called... <a href="#">read more...</a></li> </ul> <p style="text-align: right;">▶ <a href="#">More announcements...</a>    ▶ <a href="#">Send announcement</a></p>	<p><b>Sub-Groups</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Newsletters</a></li> <li>• <a href="#">Web Editorial</a></li> </ul>
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The homepage of the parent group will have links to all sub-groups and a **Sub-Group** link under **Group Tools**. The homepage of each sub-group will have a link back to the parent group. All group leaders of the parent group will be group leaders of all sub-groups.