

Luminis Platform Group and Course Leader Administration

Guide

Release 4.1

April 2008



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Think before you print.

Luminis Platform 4.1

Group and Course Leader Administration Guide

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Group and Course Studio Overview



The Group Studio and Course Studio applications give students, faculty, employees and other Luminis Platform users at your institution the ability to create and manage homepages. Group Studio provides homepages for clubs or other affiliations and interests. Course Studio provides homepages for courses taught at your institution.

Since managing group and course homepages involves many of the same tasks, much of functionality contained in these two applications is the same. The following sections outline the features provided by these applications and describe their differences.

Group Studio Features

Group Studio supports the following types of groups for clubs and interests:

- **Public groups.** Public groups are open for anyone to join.
- **Restricted groups.** Membership in restricted groups is subject to certain criteria. 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 in a restricted group.

All groups have a group leader. Typically, a group leader is the individual who initially requested the group creation. Group leaders use Group Studio to complete the following tasks:

- Create and manage the group homepage, including the links, news articles, files, and photos posted to the homepage
- Create and manage the group guest view page, including the group description and information, and any links or photos that would be appropriate to be viewed by non-group members
- Create and manage sub-groups to meet the needs of smaller populations that exist within your group membership
- Set up the group message board with topics and an overall description, and deleting topics, messages, or replies as necessary
- Create and manage the group calendar

- Activate and deactivate group members as necessary, including approving or disapproving membership requests for restricted groups
- Send targeted announcements to group members that appear on the group homepage and in the member's personal announcements channel.
- Assign privileges to group members so responsibility for any of the above tasks can be delegated

Group Studio provides a set of tools that appear in a menu on the left-hand column of any page for which you are the group leader. The menu includes options that let you manage the content on the homepage and guest view page, and options that let you manage the configuration of the group. If responsibility for any group homepage management has been delegated to other group members, they will also see the tools menu, but it will only contain options for any permission they have been assigned.

When you access the Group Studio application you see three tabs: My Groups, Group Index, and Request Groups, as illustrated below.

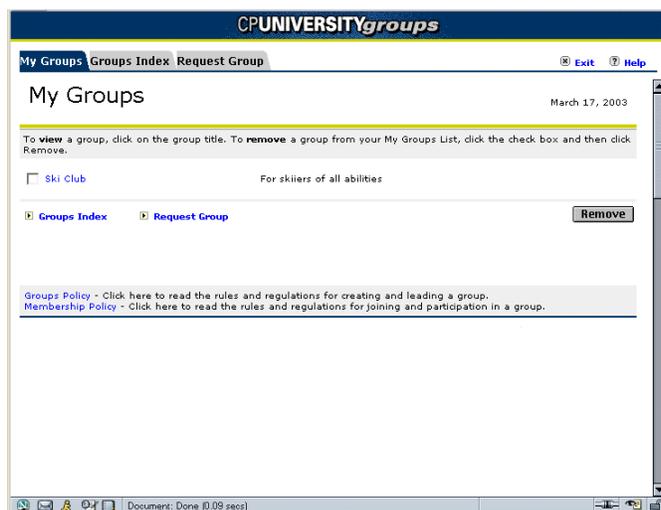


 **Note**

If you are a system administrator, you will see a Create Group tab in place of the Request Group tab. ■

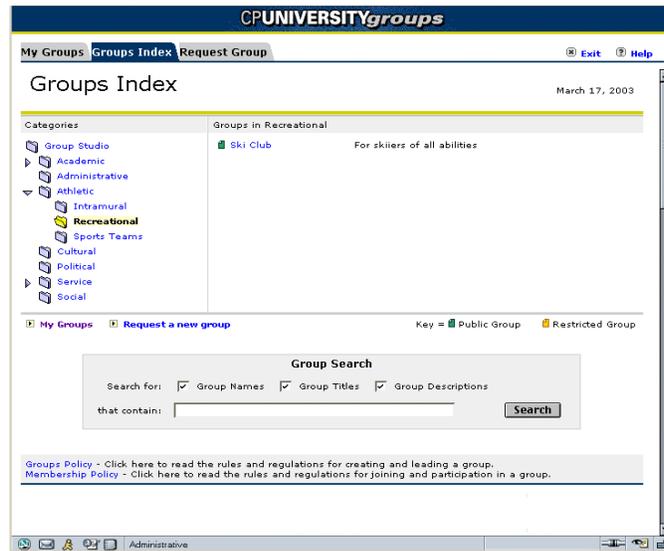
- My Groups.

Provides access to a page similar to the following that allows you to manage a groups index (those to which you belong), to access overall policies about forming and belonging to groups at your institution, and a form that allows you to request creation of groups.



- Group Index.

Provides access to a page similar to the following that lists all of the categories of groups at your institution and allows you to access the group guest homepages within each category so that you can read about and request to join a group.



- Request Group.

Provides a form similar to the following that you can fill out to request the creation of a new group. If you request the creation of a new group, you become the group leader and have initial responsibility for creating and managing the group homepage and guest view.

CPUNIVERSITYgroups

My Groups Groups Index Request Group Exit Help

Request New Group

March 17, 2003

Submitting this form does not automatically create a new group. It will send a new group request to the administrator, who will approve or deny it.

* Requires Group Studio administrator approval
* Required Information

Requested By: Ski Leader

* Group Name:

* Group Title:

Guest Page Description: Description Uses Plain Text

* Group Category: Select Category

Group Type: Public

Restricted
Criteria for restricted access:

* Criteria required if selected

Hidden

* 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:

Unselected Roles: Admin, Alumni, Content Viewer, Development Officer, Employee, Executive, Executive Admin, Faculty, Finance, Friends

Group Applications:

<input checked="" type="checkbox"/> News Publishing	<input checked="" type="checkbox"/> Photo Publishing
<input checked="" type="checkbox"/> Link Publishing	<input checked="" type="checkbox"/> File Sharing
<input checked="" type="checkbox"/> Message Board	<input checked="" type="checkbox"/> Calendar
<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Chat	

I want to be able to delegate permissions to manage these applications

Request Comment:

Group Policies: (Please Read) GROUPS POLICY: Public groups that are of general interest to students and faculty will be approved. These groups must not promote activities that are illegal or that violate the rights of others. Restricted groups may be created only if they are associated with a sanctioned group or if the group leader has obtained permission from the Director of the Office of Student Affairs.

* I have read and understood the school's policies on Groups.

For more information on your responsibilities as a group leader, refer to the subsequent sections of this guide.

Course Studio Features

Course Studio provides functions that support homepage for students enrolled in courses. For the most part, the Course Studio provides the same features as Group Studio, with a few differences.

Unlike groups established for clubs and interests, users are automatically given access to course homepages when they enroll in a course. All courses have natural course leaders. Typically, a course leader is the course instructor and is designated at the time the course

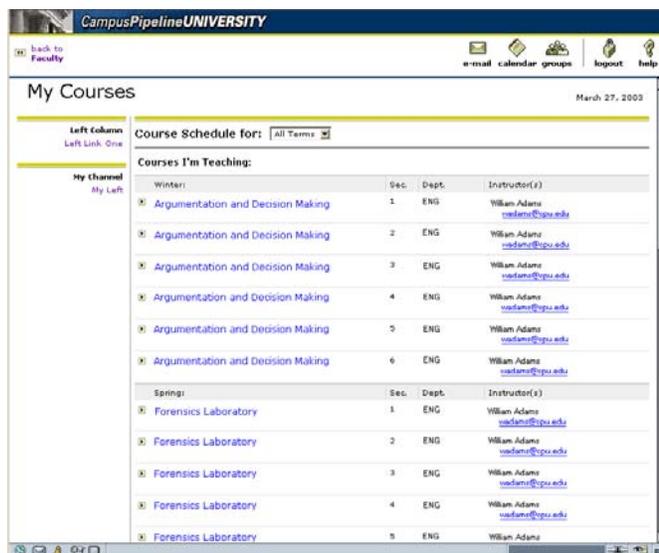
information is added to the system. Course leaders use Course Studio to complete the following tasks:

- Create and manage the course homepage, including the links, articles, files, and photo content
- Set up the course message board with topics and an overall description, and delete topics, messages, or replies as necessary
- Create and manage the course calendar
- Assign privileges to course members so responsibility for any of the above tasks can be delegated

Additionally, if the feature is enabled by the system administrator, course leaders can configure the system to link students directly to distance learning sites when they click on the course. Instructors can also group any number of courses into a single consolidated course, for which studio tools and content can be managed through a single access point.

To help with these tasks, the Course Studio application provides a set of tools that appear in a menu on the left-hand column of any page for which you are the course leader. The menu includes options that let you manage the content on the course homepage, and options that let you manage the configuration of the course. If responsibility for any course homepage management has been delegated to other members, they will also see a tools menu, but it will only contain options for any permissions that they have had assigned.

When you access the Course Studio application you see a My Courses screen similar to the following:

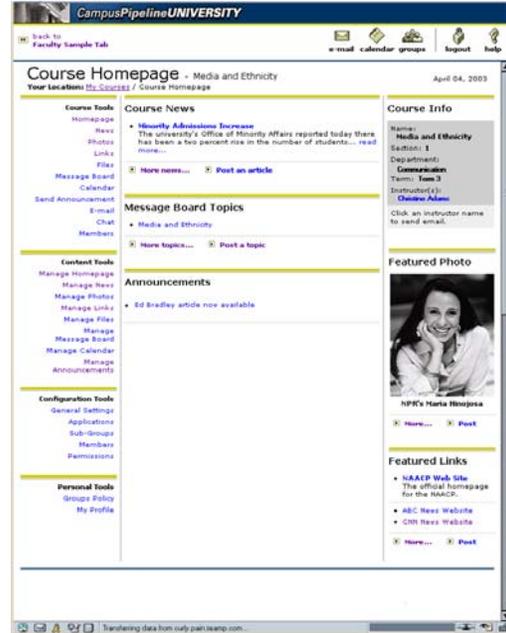
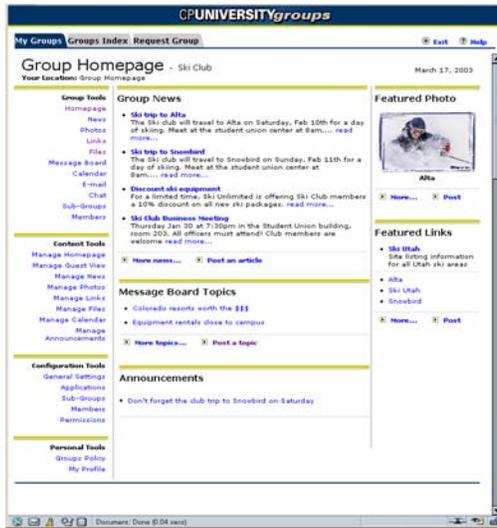


The My Courses screen displays all of the courses you are registered to attend and to teach at your institution. To access the homepage for a course, click the course name.

Additionally, you can click the link beneath the instructor's name to send an e-mail message to the instructor.

Group Studio and Course Studio Tools

Once you become a member or a leader of a group or course, you have access to the group or course homepage. The following images show a group homepage and a course homepage.



Group and course homepages both provide users with the features and functions of the Group Studio application. However, since courses do not have guest members, the Manage Guest View option does not appear on a course homepage. Course homepages also provide a Course Info block that provides information about the course and a link that lets users send e-mail to the course instructor.

Depending on your role (member or leader), the homepage will provide access to a number of tools:

- **Group/Course tools.** These tools are provided to all group or course members.
 - **Homepage.** Allows you to return to the group or course homepage from any subpage.
 - **News.** Allows you to read all articles that have been written by other members and to submit articles for potential posting.
 - **Photos.** Allows you to view all of the photos that have been posted and to submit photos for potential posting.

- **Links.** Allows you to view all of the links that have been posted and to submit links for potential posting.
- **Files.** Allows you to view all of the files that have been posted and to submit files for potential posting.
- **Message Board.** Allows you to enter a dedicated message board where you can read and post messages and replies.
- **Calendar.** Allows you to access a group or course calendar.
- **Send Announcements.** Allows to compose and post announcements to the homepage.
- **E-mail.** Allows you to send e-mail to group or course members.
- **Chat.** Allows you to enter a dedicated chat room where you can participate in real time discussions with other members.
- **Members.** Allows you to view a list of other group members and information about each, including any homepages that the member might have. You can also post your own homepage link.

 **Note**

This is a comprehensive list of all tools and applications that are potentially available to groups and courses. Depending on the rights and permissions granted to by your system administrator, you may only see a limited set of these tools. ■

- **Content tools.** These tools are only provided to group or course leaders, and to group or course members who have had responsibility for managing a homepage feature delegated to them.
 - **Manage Homepage.** Allows you edit the content that members see on the homepage, including featured photo, featured links, and top five links.
 - **Manage Guest View.** Allows you edit the content that non members see on the group's guest page, including the group description, a group photo, general group links, and other group information. Since courses do not have guest members, the Manage Guest View option does not appear on a course homepage.
 - **Manage News.** Allows you to edit articles that have been submitted for posting and to post article to and delete articles from the homepage.
 - **Manage Photos.** Allows you to post photos to and delete photos from the homepage.
 - **Manage Links.** Allows you to post links to and delete links from the homepage.
 - **Manage Files.** Allows you to post files to and delete files from the homepage.
 - **Manage Message Boards.** Allows you to create descriptions for the group's message board and to delete message board topics and replies.

- **Manage Calendar.** Allows you to add events and other important items to a group or course calendar.
- **Manage Announcements.** Allows to you to post new announcements to the homepage and delete existing announcement from the homepage.
- **Configuration tools.** These tools are only provided to group or course leaders.
 - **General settings.** Allows you to change basic group attributes, such as name, description, and group type.
 - **Applications.** Allows you to specify which of the possible system applications (like Chat or Calendar) are available to group or course members.
 - **Sub Groups.** Allows you to create, activate, and inactivate subgroups.
 - **Members.** Allows you to activate or inactivate group or course members.
 - **Permissions.** Allows you to review the list of group or course members who have been given permission to manage a homepage feature.
- **Personal Tools.** These tools are provided to all group or course members.
 - **Groups Policy.** Allows you to review your institution's policy for establishing online groups.
 - **My Profile.** Allows you to review your group membership information and to cancel your membership.

 **Note**

As with the overall tools and applications that are potentially available to a group or course, this list will vary depending on the rights and permissions granted to a group or course by the school's system administrator. ■

As the group or course leader, you will work extensively with these tools to create and manage the pages, resources, and content members see, and to deactivate and reset the permissions associated with member profiles. For a complete list of your responsibilities as a group or course leader, refer to the next chapter of this guide. Procedures for working with these tools are outlined in subsequent chapters.

Group and Course Leader Responsibilities



This chapter provides a list of the responsibilities that a new group or course leader will face when setting up group or course pages and applications, and a flow chart of steps that need to be performed.

All online groups and courses have leaders. You automatically become a group leader when you request the creation of an online group and that request is approved. Course leaders (typically course instructors) are automatically designated at the time the system administrator imports course data into the system.

Group leaders and course leaders have many of the same responsibilities. The following list outlines the responsibilities common to both types of leaders:

- Creating and managing the group or course homepage, including link, article, photo content, and the files and announcements available to members
- Setting up the group or course message board with topics and an overall description, and deleting topics, messages, or replies as necessary
- Setting up and maintaining the group or course online calendar
- Activating and deactivating members as necessary
- Assigning privileges to members so that responsibility for any of the above tasks can be delegated
- Specifying which of the applications made available by your system's Groups Administrator are available to your group or course members

The following list outlines the responsibilities that are unique to group leaders and course leaders:

- Group leaders are responsible for creating and managing the group's guest view page, including the group description and information and any links or photos that you want to advertise the group to non-members.

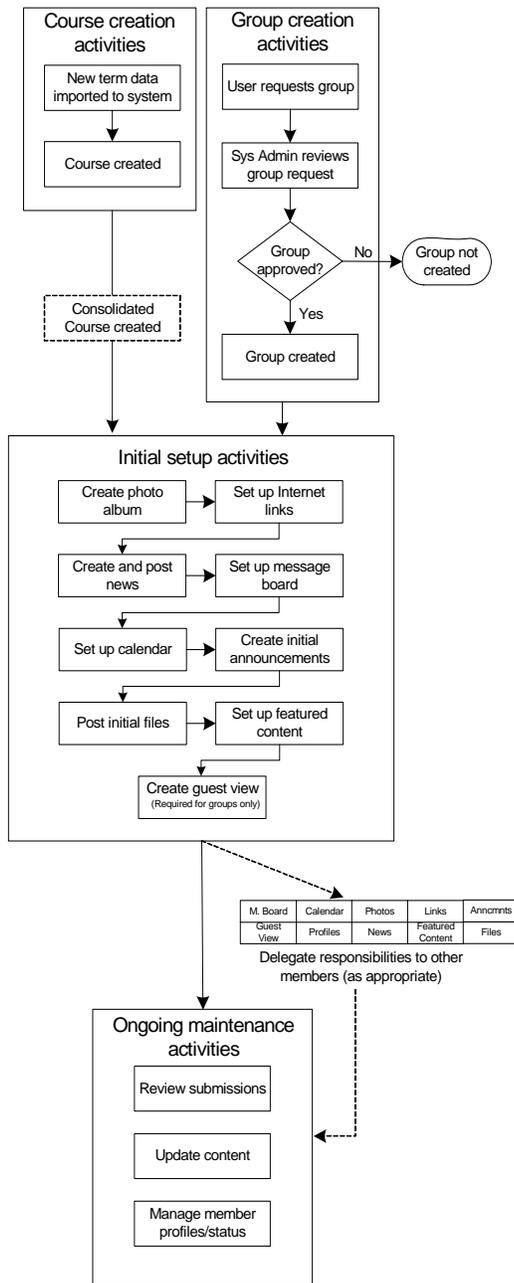
- Course leaders are responsible for configuring the system to allow students to click into a distance learning course if one is provided for a given course and for creating and maintaining any consolidated courses that they require.

 **Note**

As the member of a group or course, you may also have some or all of these leader responsibilities delegated to you. ■

When a group or course is first created, there will be no content on its homepage, message board, or calendar. It is the group leader or course leader's responsibility to set up the homepage and its tools. After the homepage has been created, members can submit content that they think should be posted to the homepage, including photos, links, news articles, and files. As the group or course leader, it is your responsibility to review the items that have been submitted by members and to post them to the homepage or delete them, or to delegate administration of certain content to others.

The following flow chart illustrates the steps leading from the initial creation of a homepage (either via a group creation request or by importing course data into the system) to the periodic maintenance that will be required to update content.



The following chapters of this guide outline the procedures that you will use to complete the initial setup activities, to delegate administration of content areas to other group members, to review submissions and update content, and to consolidate courses.



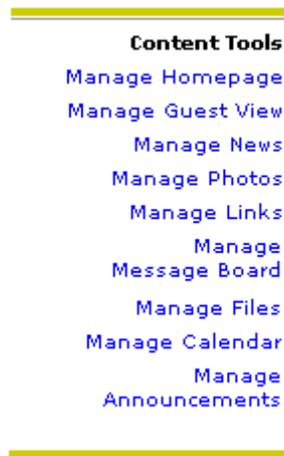
3

Managing Group and Course Content



This chapter provides the procedures group and course leaders should follow to manage the content of their group and course pages. The chapter explains how to use each of the options provided by the Content Tools menu that appears on the group or course leader's view of their homepage.

When group or course leaders access the homepage they are responsible for maintaining, or when group or course members with delegated management permissions access the homepage, they see the Content Tools menu that provides the tools leaders use to set up and maintain the group or course page content. The Content Tools menu appears similar to the following:

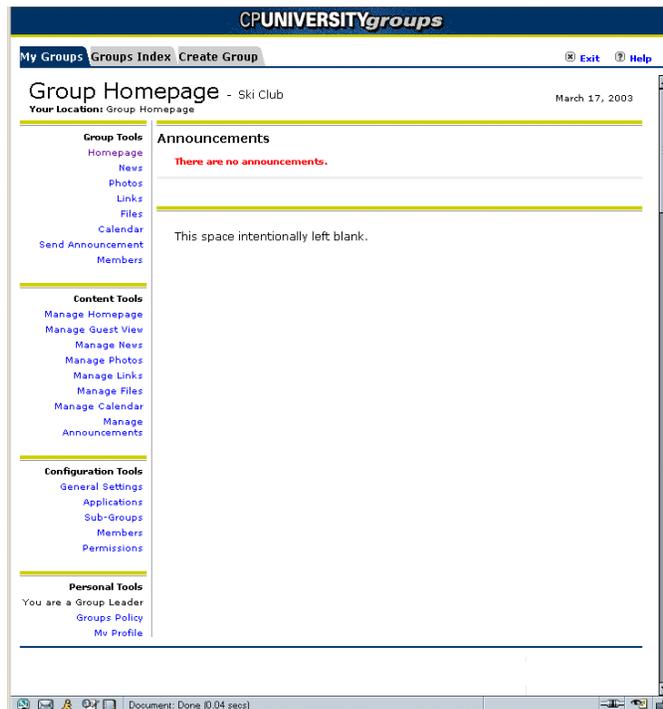


This illustration shows all of the possible menu options. However, if your system administrator has not made all of the system applications available to groups and course, leaders would only see those menu options for the applications that are available. Additionally, group and course members with delegated management permissions would only see those menu options for the features they've been given permission to manage.

This chapter explains how to use each of the Content Tools menu options to manage the content of group and course pages in the system.

Managing Homepage Content

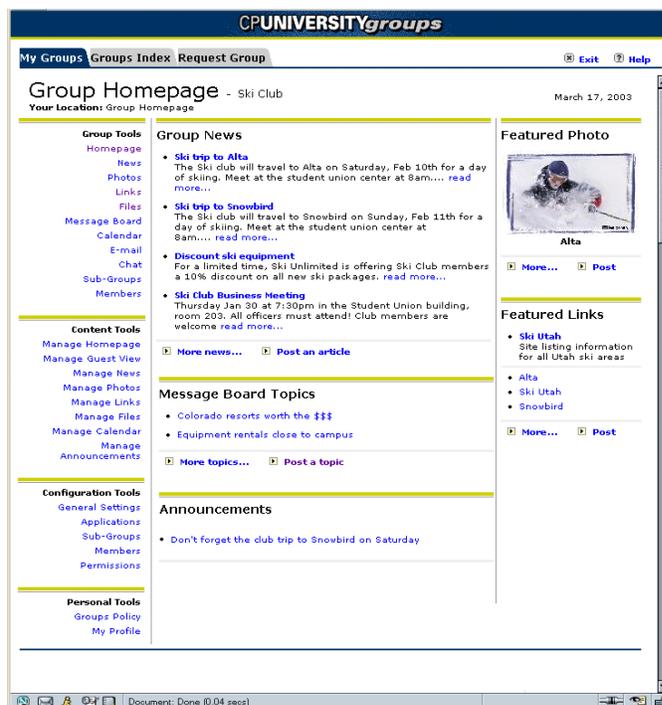
After your group is approved or your course is first created, it will have a homepage similar to the following:



Note

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing course homepages are essentially identical. If any differences do exist, they are noted in the procedure.

You will need to create content for the page that includes informational news articles, photos, and Internet links. Once you have posted these items to the homepage, you can arrange a photo and a number of links to be displayed as featured content, similar to the following:



The following sections outline the steps necessary to create and set up the initial content displayed on the homepage.

Creating a Photo Album

The system lets you to create and maintain a photo album for images and photos that are relevant to the group or course and its activities. For example, a golf group may want to post pictures from its last tournament, or a geography course may want to post pictures of places mentioned in the course of study.

The photo album can contain any number of images and photos up to a default limit of 12 MB. When you upload files, the system will downsize photos and images to an average size of 40 K. If each image were to take the average size (40 K), an album could contain just over 300 images. It is important to note that the 12 MB size limit also includes any photos that have been submitted but not yet posted and those that have been inactivated. If you attempt to submit or post an image to an album that contains no more space, you will receive an error message.

Note

The amount of space allocated for storing photos may be different than the default limit. See your system administrator to learn the amount of space available at your institution. ■

The photo album supports two file formats: graphic interchange format (GIF) and Joint Photographic Experts Group (JPG or JPEG). Once files have been posted, you can give

them titles and captions. When members first click into the photo album, they see thumbnails of each image, including the title, when the image was posted and by whom, and the caption. Clicking on an image launches the photo viewer, which allows members to see the larger image and to navigate forward or backward through the album.

To create a photo album, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Photos.

You see a Manage Photos page similar to the following:



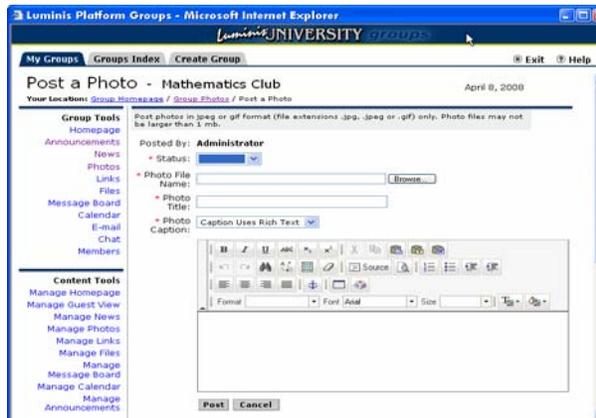
It contains three sections:

- **Submitted Photos.** A list of all photos that have been submitted by members, but not yet reviewed and posted.
- **Active Photos.** A list of all active (posted) photos.
- **Inactive Photos.** A list of all photos that have been deactivated (removed from the homepage), but not yet deleted.

At this point, there should be no content under any of these sections.

4. Locate and click the "Post a New Photo" link that appears within the Active Photos list.

You see the Post a Photo window.



5. From the Status field, use the drop-down to select Active.
6. In the Photo File Name field, enter the path to the photo or image, or click the Browse button to locate the photo or image on your machine or a network location.

If you click Browse, you see a dialog similar to the following that allows you to search for the file.



7. After you have specified or searched for the file, use the Photo Title field to enter a title.

This field is required and only supports 60 characters.

8. In the Photo Caption field, enter a caption for the photo.

This field is also required and supports 5000 characters. The caption field also supports rich text formatting so that you can change the characteristics of the font (color, size, etc.) or add a link.

9. To add the photo or image to the album, click Post. To exit without adding the photo or image, click Cancel.

If you posted the photo, you will see a dialog stating that your photo has been posted. Click OK. You are returned to the Manage Photos window, where you see a thumbnail of the photo you just added listed under the Active Photos section.

10. To add more photos to the album, repeat the procedures.

Creating Links

The system allows you to create and maintain a list of Internet links that provide resources for the group. For example, a ski club might want to add links to local ski resorts or the local ski report, an engineering course might want to add links to commercial Web sites for companies conducting research in areas the course is studying.

When you add links to the homepage, you must include a title for the link, the URL (Web address), and a link description. The title provides the actual link that members will click to access the URL. The description should provide some indication to users of the contents of the page that they will be accessing. Any number of Internet links can be posted.

To create an initial set of links for group members, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

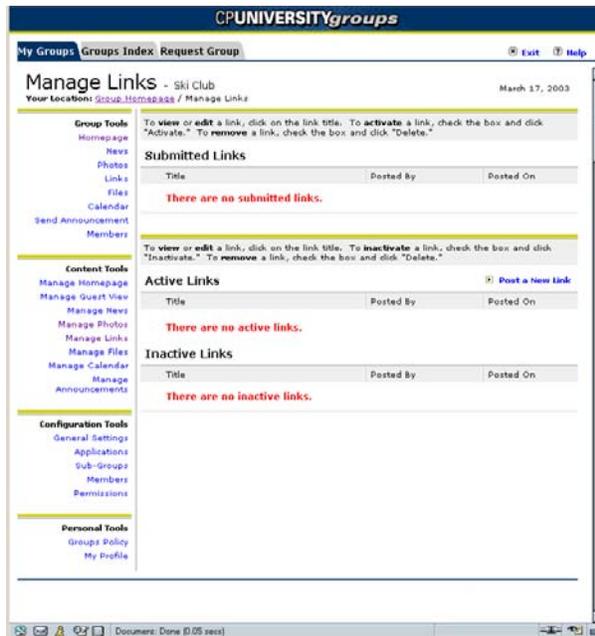
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Links.

You see a Manage Links page similar to the following:



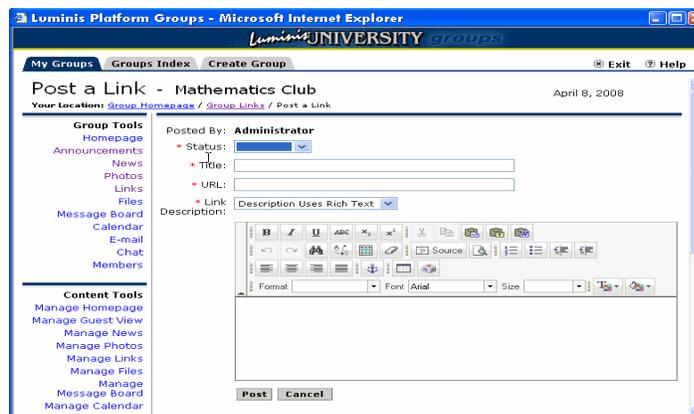
It contains three sections:

- **Submitted Links.** A list of all links that have been submitted by members, but not yet reviewed and posted.
- **Active Links.** A list of all active (posted) links.
- **Inactive Links.** A list of all links that have been deactivated (removed from the homepage), but not yet deleted.

At this point, there should be no content displayed under any of these sections.

4. Locate and click the "Post a New Link" option that appears within the Active Links list.

You see the Post a Link window.



5. From the Status field, use the drop-down to select Active.

6. In the Title field, enter a title for the link.

The title will provide the actual link that users will click to open the Web page.

7. In the URL field, enter the complete Internet address of the link.

For example, if you were adding a link to CNN.com, you would enter the following:

`http://www.cnn.com`

The URL field also supports addresses containing the following protocols:

- `https://`
- `ftp://`
- `nntp:`
- `mailto:`

8. In the Description field, enter a one or two sentence description of the page that will open when users click the link.

This field is required and supports 1000 characters. The Description field also supports rich text formatting so that you can change the characteristics of the font (color, size, etc.), add tables, include images, etc. For example, if you were managing a homepage for a golf club and were adding a link to a local golf course, you could add the courses logo by using an `` tag pointing to a server where the image was stored.

9. To add the link, click Post. To exit without adding the link, click Cancel.

If you posted the link, you will see a dialog stating that your link has been posted. Click OK. You are returned to the Manage Links window, where you see information about the link listed under the Active Links section.

10. To add more links, repeat the procedures.

Creating News Articles

The system allows you to create and maintain a series of informational news articles. A news article might be nothing more than an informational announcement, or it might be treatise on a topic of interest for the group. For example, a movie club might post articles with brief information about upcoming movie festivals or screenings, a literature course might post a book review written by a course member.

When you add articles to the homepage, you must include a title for the article and the actual text that constitutes the article. To create an initial set of news articles, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

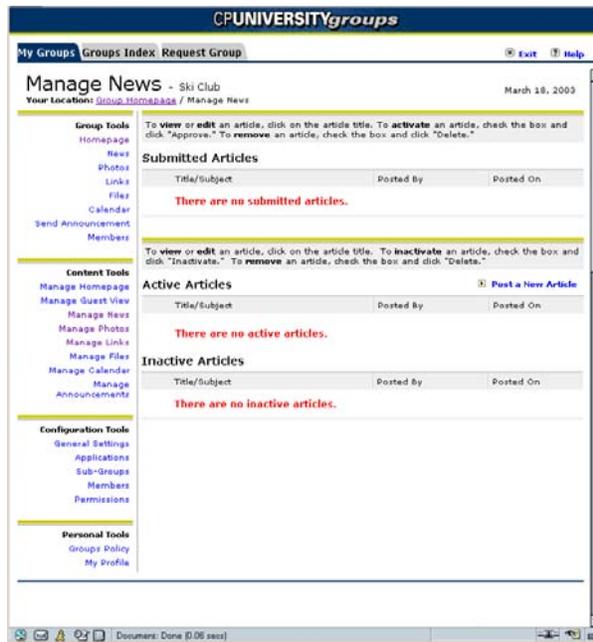
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage News.

You see a Manage News Articles page similar to the following:



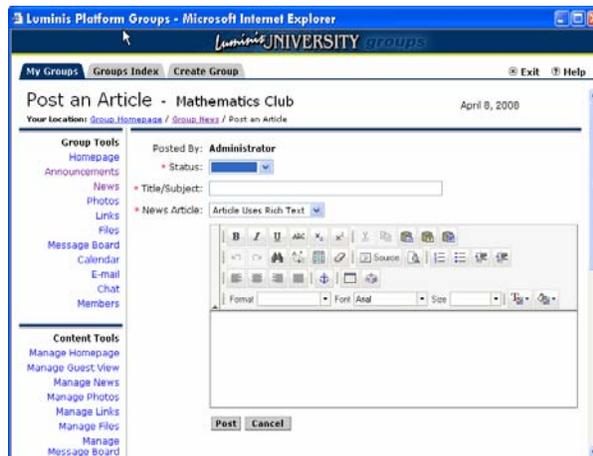
It contains three sections:

- **Submitted Articles.** A list of all articles that have been submitted by members, but not yet reviewed and posted.
- **Active Articles.** A list of all active (posted) articles.
- **Inactive Articles.** A list of all articles that have been deactivated (removed from the homepage), but not yet deleted.

At this point, there should be no content displayed under any of these sections.

4. Locate and click the "Post a New Article" link that appears within the Active Articles list.

You see the Post an Article window.



5. From the Status field, use the drop-down to select Active.
6. In the Title/Subject field enter a title or subject for the article.
7. In the Article field, enter the text of the article.

This field is required and supports 60 characters.

This field is required and supports 25,000 characters. The Article field also supports rich text formatting so that you can change the characteristics of the font (color, size, etc.), add tables, include images, etc. For example, if you wanted the article to contain headings and subheadings, you could use the headings provided in the rich text editor.

8. To add the news article, click Post. To exit without adding the article, click Cancel.

If you posted the article, you will see a dialog stating that your article has been posted. Click OK. You are returned to the Manage News Articles window, where you see information about the article listed under the Active Articles section.

9. To add more articles to the homepage, repeat the procedure.

Creating Message Board Topics

If your group or course has been given permissions to have a message board, you will need to create a set of initial message board topics and descriptions that will encourage members to access and use the message board. The message board is organized with topics, threads, messages, and replies. Threads are discussions on an aspect of a topic. Messages are the individual communications and replies are messages pertaining to an individual message. Members themselves can add any of these to the message board. However, as the group or course leader, you are the only one who can delete topics, threads, messages, and replies, unless you delegate this permission to someone else.

To create an initial set of message board topics and associated descriptions, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you should use for managing message boards on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

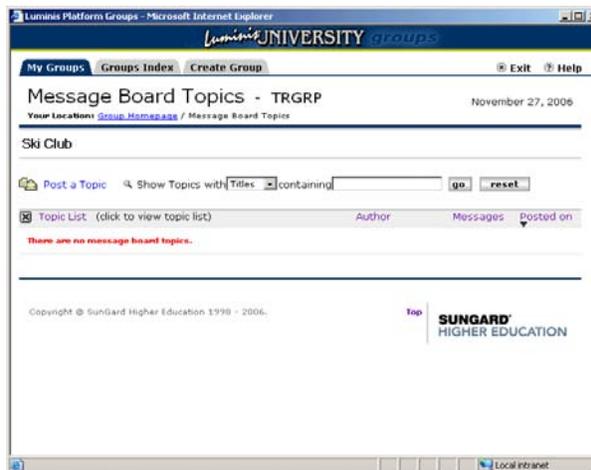
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

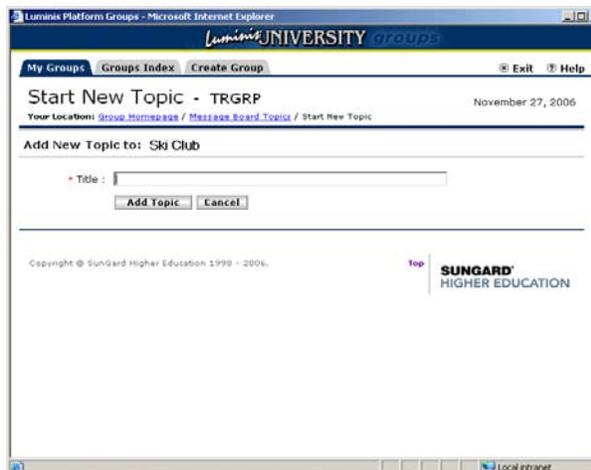
- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click the Manage Message Boards option.

You see the Message Board Topics window displaying all message board topics available to the group. At this point the window should appear similar to the following as there shouldn't be any topics:



4. To add topics to the message board, click the Post Topic link.

You see the Start New Topic window.

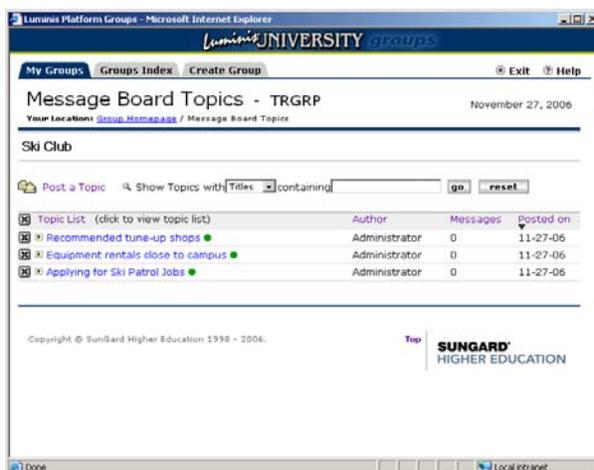


5. In the Title field enter the topic name.

This text will appear in the topic list visible on the homepage and in the message board display once members open the application.

6. Click the Add Topic button.

You are returned to the Message Board Topics page. To add additional topics, click the Add Topic icon and repeat the steps outlined above for entering a title. When you are finished, you see a Topics page similar to the following:



These same message board topics appear on the homepage.

Creating Announcements

If your group or course has been given permissions to post announcements, you should create an initial announcement that welcomes members to the homepage, as well as any other appropriate announcements for your group or course. To create an announcement, use the following procedure:

Note

Although the screens shown in this section of the manual illustrate group homepages, the procedures you should use for managing message boards on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

To compose a new announcement and post it to the homepage, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

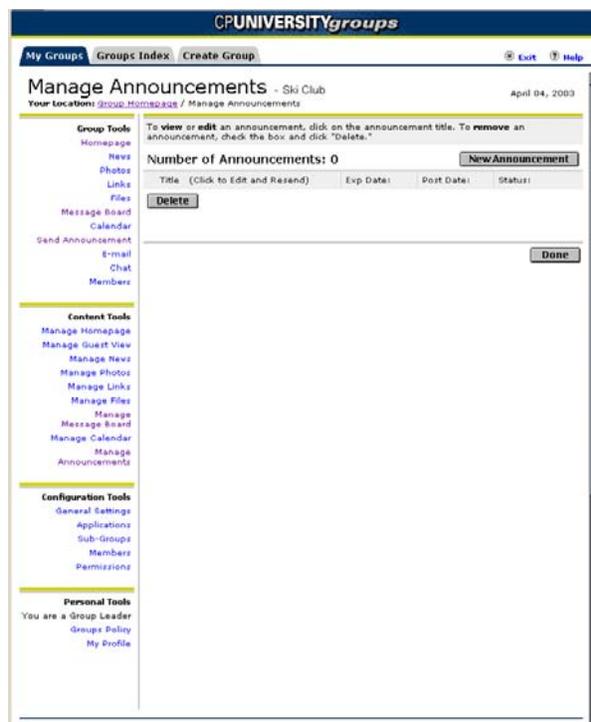
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

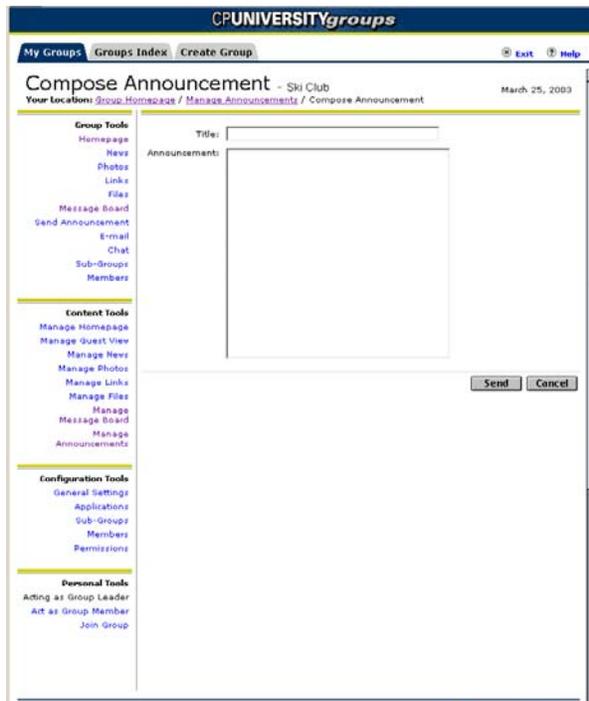
- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Announcements.

You see the Manage Announcements page. At this point, the screen should look similar to the following since there aren't any announcements:



4. Click New Announcements.

You see the Compose Announcement screen similar to the screen shown below:



5. Enter a title for the announcement in the Title field.
6. Enter the text of the announcement in the Announcement field.
7. Click Send to post the announcement.

You see a message confirming your announcement has been delivered. The announcement will now appear on your group or course homepage and in each member's personal announcements channel.

Creating Featured Content

After you have added photos and links to the homepage, you can set some of these as featured content that will display to users when they first click into the page. This featured content consists of a featured photo, a featured link, and a series of "top" links.

To create the initial featured content that will appear on the homepage, use the following procedures:

Note

By default, the featured content is set to be inactive on the homepage. Before you can set featured photos and links, you must first create a

photo album for the group and activate a number of Internet links. If you don't want to activate a certain section, leave it set to inactive. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Homepage.

You see an editable version of the homepage similar to the following:

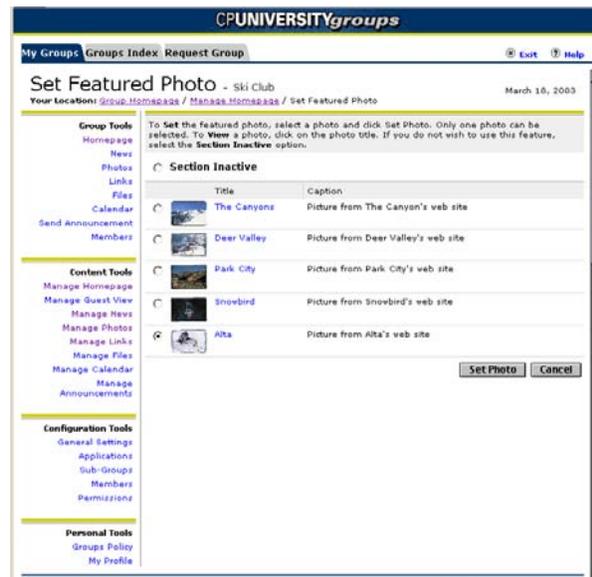


4. Locate the Featured Photo section of the page and click Edit.

You see the Set Featured Photo window, which provides a view of all pictures contained in the group or course photo album, similar to the following:

 **Note**

If there are no photos, you will first have to post photos to the group's album. ■



By default the Section Inactive option is checked, removing the featured photo from the homepage view.

5. To activate a featured photo, click the radio button next to a picture that you want to display and click Set Photo.

You see a message stating the featured photo has been updated. Click OK and you are returned to the Manage Homepage window.

6. Locate the Featured Link section of the page and click Edit.

You see the Set Featured Link window, which provides a view of all links posted for the group or course, similar to the following:

 **Note**

If there are no links, you will first have to post some. ■



By default the Section Inactive option is checked, removing the featured link from the homepage view.

7. To activate a featured link, click the radio button next to a link that you want to display and click Set Link.

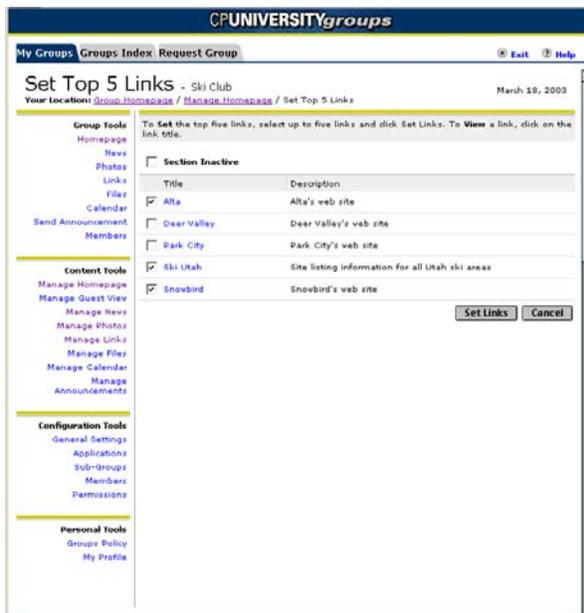
You see a message stating the featured link has been updated. Click OK and you are returned to the Manage Homepage window.

8. Locate the Top 5 Links section of the page and click Edit.

You see the Set Top 5 Links window, which provides a view of all links posted for the group or course, similar to the following:

 **Note**

If there are no links, you will first have to post some. ■



By default the Section Inactive option is checked, removing the featured link from the homepage view.

- To activate links to display under the Top 5 Links section, click the checkbox next to each link that you want to display and click Set Links.

 **Note**

You do not have to select five links, but you cannot select more. ■

You see a message stating the Top 5 Links have been updated. Click OK and you are returned to the Manage Homepage window. You have now set the featured content that members will see when they access the homepage.

Managing News

Once you have added news articles to the homepage, other members will submit articles or information that they think should be posted. To maintain the news articles, you will review the items that have been submitted, post those that you think are valuable for the group or course, and if necessary inactivate or delete information that is currently posted.

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing news on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

To review submitted articles and maintain active articles, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
- 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

3. From the Content Tools menu, locate and click Manage News.

You see the Manage News Articles page similar to the following:



It contains three sections:

- **Submitted Articles.** A list of all articles that have been submitted by members, but not yet reviewed and posted. Submitted articles may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit an article before activating it as described in the rest of this section.
- **Active Articles.** A list of all active (posted) articles. You may inactivate or delete an active article by using the buttons that appear on the page. You may also edit the article or its related information by clicking on its title.
- **Inactive Articles.** A list of all articles that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive articles by using the buttons that appear on the page. You may also edit an inactive article by clicking on its title.

On a regular basis you should review all submitted articles to delete those that you don't want to use and to post those that are appropriate.

4. To review any submitted, active, or inactive article, click the article title.

You see the View Article window displaying the title of the article, the name of the person who submitted the article and the date it was submitted, and the text of the article.



At this point you can do one of two things:

- Edit the article
- Delete the article

Deleting the article removes it from the submitted list or from the page. Editing the article allows you to set its status to active or inactive, thereby posting it to the homepage or preserving it for later use.

5. To delete the article, click the Delete button.

You are prompted by a dialog confirming that you want to delete the article. Once deleted, the article is no longer available for use.

6. To edit the article and post it or inactivate it, click the Edit button.

You see the Edit Article window, which displays the selected Article and its information in data entry fields that allow you to modify the title and article text.

- 6.1. To change the article's title or information, click in the appropriate field and update the text.

- 6.2. To change status, select the appropriate option from the Status drop-down. The Active status posts the article to the homepage. The Inactive status places the article in the Inactive Articles list.

7. When you are finished editing the article or its status, click Update.

You see a message stating the article has been updated. Click Done. You are returned to Manage Links page.

As you begin to add articles to the homepage, you will occasionally need to delete, inactivate, or reactivate them as follows:

- To delete any submitted, active, or inactive article, click the checkbox next to the article's title and then click the appropriate Delete button.
- To inactivate an active article, click the checkbox next to the active article's title and click the Inactivate button.
- To activate an inactive article, click the checkbox next to the inactive article's title and click the Activate button.

Managing Photos

Once you have create the photo album, other members will submit photos they think should be posted. To maintain the photo album, you will review the photos that have been submitted, post those that you think are valuable, and if necessary inactivate or delete pictures that are currently in the album.

As you maintain the photo album, note the following:

- It can contain any number of images and photos up to a default limit of 12 MB, although this may be different at your institution.
- When you upload files to the system, the system will downsize photos and images to an average size of 40 K.
- If each image were to take the average size (40 K), a 12MB album could contain just over 300 images.
- The 12 MB size limit also includes any photos that have been submitted but not yet posted and those that have been inactivated.
- The photo album supports two file formats: graphic interchange format (GIF) and Joint Photographic Experts Group (JPG or JPEG).

To review submitted images and maintain the photo album, use the following procedure:

Note

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing photos on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Photos.

You see the Manage Photos page similar to the following:



It contains three sections:

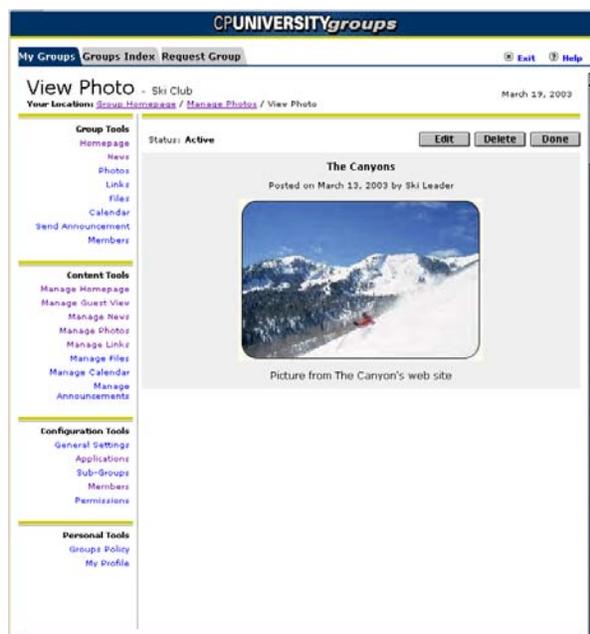
- **Submitted Photos.** A list of all photos that have been submitted by members, but not yet reviewed and posted. Submitted photos may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit the photo or its information as described in the rest of this section before posting it.

- **Active Photos.** A list of all active (posted) photos. You may inactivate or delete an active photo by using the buttons that appear on the page. You may also edit the photo or its related information by clicking on its title.
- **Inactive Photos.** A list of all photos that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive photos by using the buttons that appear on the page. You may also edit an inactive photo or its related information by clicking on its title.

On a regular basis you should review all submitted photos to delete those that you don't want to use and to post those that are appropriate. This allows you to conserve space in your album.

4. To review any submitted, active, or inactive photo, click the photo or its title.

You see the View Photo window displaying a larger view of the photo, the title of the photo, the name of the person who submitted the photo and the date it was submitted, and a photo description.



At this point you can do one of two things:

- Edit the photo's associated information
- Delete the photo

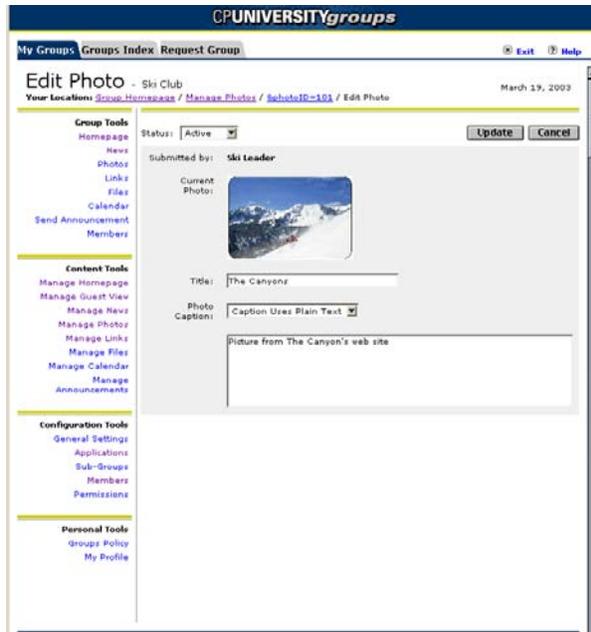
Deleting the photo removes it from the submitted list or from the album. Editing the photo allows you to set its status to active or inactive, thereby posting it to the album or preserving it for later use.

5. To delete the photo, click the Delete button.

You are prompted by a dialog confirming that you want to delete the photo. Once deleted, the photo is no longer available for use.

6. To edit the information associated with the photo and post it or inactivate it, click the Edit button.

You see the Edit Photo window, which displays the selected photo and its information in data entry fields that allow you to modify the title, caption, and status.



- 6.1. To change title or caption, click in the appropriate field (Title or Caption) and update the text.
 - 6.2. To change status, select the appropriate option from the Status drop-down. The Active status posts the photo to the album. The Inactive status places the photo in the Inactive Photos list.
7. When you are finished editing the photo information or status, click Update.

You see a message stating the photo has been updated. Click Done. You are returned to Manage Photos page.

As you begin to add photos to the album, you will occasionally need to delete, inactivate, or reactivate photos as follows:

- To delete any submitted, active, or inactive photo, click the checkbox next to the photo's title and then click the appropriate Delete button.
- To inactivate an active photo, click the checkbox next to the active photo's title and click the Inactivate button.

- To activate an inactive photo, click the checkbox next to the inactive photo's title and click the Activate button.

Managing Links

Once you have added links to the homepage, other members will submit links that they think should be posted. To maintain the links, you will review the links that have been submitted, post those that you think are valuable, and if necessary inactivate or delete links that are currently posted.

As you maintain the links remember that URLs are apt to change. You should periodically verify that posted links are correct. To review submitted links and maintain active links for the group, use the following procedure:

Note

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing links on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Links.

You see the Manage Links page similar to the following:



It contains three sections:

- **Submitted Links.** A list of all links that have been submitted by members, but not yet reviewed and posted. Submitted links may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit the link or its information as described in the rest of this section before posting it.
- **Active Links.** A list of all active (posted) links. You may inactivate or delete an active link by using the buttons that appear on the page. You may also edit the link or its related information by clicking on its title.
- **Inactive Links.** A list of all links that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive links by using the buttons that appear on the page. You may also edit an inactive link or its related information by clicking on its title.

On a regular basis you should review all submitted links to delete those that you don't want to use and to post those that are appropriate.

4. To review any submitted, active, or inactive link, click the link title.

You see the View Link window displaying information about the link, the name of the person who submitted the link and the date it was submitted, a description of the link, and the link's associated URL.



At this point you can do one of two things:

- Edit the link or its associated information
- Delete the link

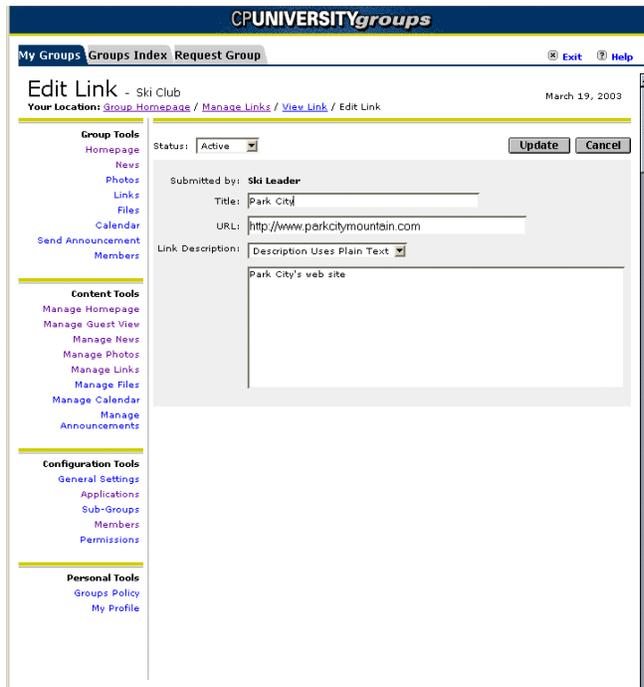
Deleting the link removes it from the submitted list or from the page. Editing the link allows you to set its status to active or inactive, thereby posting it to the homepage or preserving it for later use.

5. To delete the link, click the Delete button.

You are prompted by a dialog confirming that you want to delete the link. Once deleted, the link is no longer available for use.

6. To edit the link or its information and post it or inactivate it, click the Edit button.

You see the Edit Link window, which displays the selected Link and its information in data entry fields that allow you to modify the title, URL, and description.



- 6.1. To change title, URL, or description, click in the appropriate field and update the text.
- 6.2. To change status, select the appropriate option from the Status drop-down. The Active status posts the link to the group homepage. The Inactive status places the link in the Inactive Links list.
7. When you are finished editing the link or its status, click Update.

You see a message stating the link has been updated. Click Done. You are returned to Manage Links page.

As you begin to add links to the homepage, you will occasionally need to delete, inactivate, or reactivate them as follows:

- To delete any submitted, active, or inactive link, click the checkbox next to the link's title and then click the appropriate Delete button.
- To inactivate an active link, click the checkbox next to the active link's title and click the Inactivate button.
- To activate an inactive link, click the checkbox next to the inactive link's title and click the Activate button.

Managing Files

The system allows you to post files to the group or course homepage that can be downloaded by members. For example, a club might post a file containing an event registration form that members can download and print, or a course member might post a file containing lecture notes. As members submit files to be posted, you will need to review the files that have been submitted, post those that you think are valuable, and if necessary inactivate or delete files that are currently posted.

As you manage posted files, note the following:

- You can post any number of files up to a pre-set limit set by your system administrator.
- There are no restrictions on the types of files you can post.
- Any single file posted cannot be larger than 1 MB.

To review files submitted for posting and manage the posted files, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing files on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

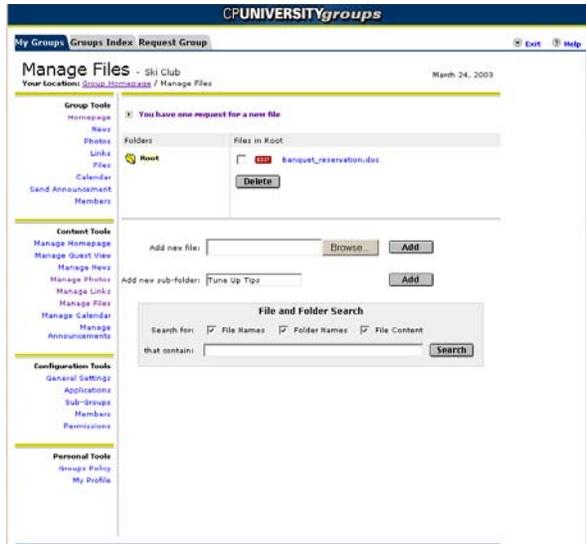
- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
- 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

3. From the Content Tools menu, locate and click Manage Files.

You see the Manage Files page similar to the following:



It contains three sections:

- **Folders.** Displays the folders that have been created to store posted files. The first time you access the page, you see only the *Root* folder. You can create new sub-folders and post submitted files in any of the folders, including the Root folder. However, you may want to review and edit the file as described in the rest of this section before posting it.
- **Files.** Lists all the files posted in the folder selected in the Folders section. You can edit the file by clicking the file name, or you can edit the file's properties by clicking the Edit icon. Additionally, you can delete posted files.
- **Search.** Allows you to search the posted files. You can search by file name, folder name, or by file content.

In addition, the screen can display a link that reports whether any files have been submitted by members for posting.

The following sections provide group and course leaders with instructions on how to review files submitted for posting, how to edit the properties of posted files, how to delete posted files, how to post new files, how to add subfolders for storing files, and how to search for a posted file.

Reviewing Submitted Files

On a regular basis you should review all submitted files to delete those that you don't want to use and to post those that are appropriate. This allows you to conserve allocated disk space.

To review the files submitted for posting, complete the following steps:

1. Click the link that reports you have file posting requests.

You see a File Request Queue screen similar to the following:



At this point you can do any of the following:

- Open the file
- Activate (post) the file
- Delete the file

To open the file, you must have an application installed on your PC that is capable of loading and displaying the submitted file type. Deleting the file removes it from the submitted files queue or from the album.

2. To open the file, click the file name.

Your PC launches the associated application for viewing the submitted file type. If you need to edit the file's contents, follow the instructions in the section [Editing File Contents](#) on page [3-36](#).

3. To activate the file, click check box next to the file name and then click Activate.

You are see a message stating the file has been posted. Click OK to return to the File Request Queue page. If you need to edit the file's properties, such as the file's name or the folder where the file is posted, follow the instructions in the section [Editing File Properties](#) on page [3-37](#).

4. To delete the file, click the check box next to the file name and then click Delete.

You see a dialog confirming that you want to delete the file. Once deleted, the file is no longer available for use.

5. After you have finished reviewing submitted files, click Manage Files in the Content Tools menu to return to the Manage Files page.

Editing File Contents

To edit the contents of an already posted file you must make your changes to the file and then re-post the file to the group or course page. Complete the following steps to edit and re-post the file:

1. If you have not already done so, click the Manage Files option from the Content Tools menu.
2. Click the file name of the file whose contents you want to edit.

Your PC launches the associated application for editing the submitted file type.

3. Make your changes to the file and save your changes to a temporary file. Close the application you used to edit the file.
4. Click the Edit icon next to the file you want to replace.

You see an Edit File screen similar to the screen shown below:



5. In the Replace File box, enter the location of the temporary file that contains your changes, or click the Browse button and navigate to the location where you saved the file.

6. Click Update

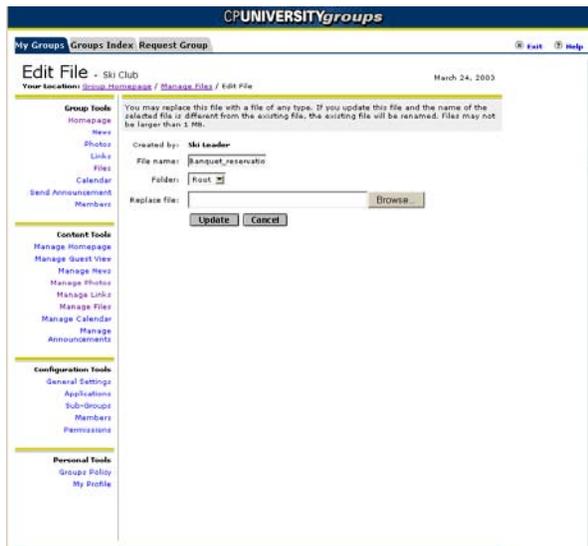
You see message stating the file has been updated. If the name of the replacement file is different from the already posted file, the posted file will be renamed.

Editing File Properties

To edit the name of an already posted file, or to change the folder where a file is posted, complete the following steps:

1. If you have not already done so, click the Manage Files option from the Content Tools menu.
2. Click the Edit icon next to the file whose properties you want to edit.

You see an Edit File screen similar to the screen shown below:



3. To change the name of the file, enter a new name in the File Name field.

Warning

Do not change the file name extension. Changing the extension will prevent users from being able to determine which application to use to view and edit the file. ■

4. To change the folder where the file is stored, select the new folder from the Folder drop-down box.

If you need to create a new folder, follow the instructions in the section [Creating a New Folder](#), on page [3-39](#).

5. To replace the posted file with a different file, enter the filename and the complete path to the replacement file in the Replace file box, or click the Browse button to navigate to the file you want to use.
6. Click Update to save your changes.

You see a message confirming the file has been updated. Click OK to return to the Manage Files screen.

Deleting a File

To delete a posted file, complete the following steps:

1. If you've not already done so, click the Manage Files option from the Content Tool menu.
2. Locate the file you want to delete in the Files section of the Manage Files screen.
3. Click the check box next to the file and then click Delete.

You see a dialog asking you to confirm the file deletion.

4. Click OK.

You see a message confirming the file has been deleted.

5. Click OK to return to the Manage Files screen.

Posting a New File

To post a new file, complete the following steps:

1. If you've not already done so, click the Manage Files option from the Content Tool menu.
2. In the Folders section of the screen, navigate to the folder where you want to post the new file.
3. In the Add New File field, enter the filename and the complete path to the new file, or click the Browse button to navigate to the file you want to post.
4. Click the Add button next to the Browse button.

You see a message confirming the file has been added to the selected folder. Click OK to return to the Manage Files screen.

Adding a New Subfolder

To add a new subfolder to the folder structure, complete the following steps:

1. If you've not already done so, click the Manage Files option from the Content Tool menu.
2. In the Folders section of the screen, navigate to the folder where you want to add the new subfolder.
3. In the Add New Subfolder field, enter the name of the new folder.
Subfolder names can be a maximum of 25 characters long.
4. Click the Add button next to the Add New Subfolder field.

You see a message confirming the subfolder has been added. Click OK to return to the Manage Files screen.

Searching for a File or Folder

To search files posted to the homepage, complete the following steps:

1. If you've not already done so, click the Manage Files option from the Content Tool menu.
2. In the File and Folder Search section of the screen, select the file attributes you want to use in your search by placing a check mark in the box next to the attribute.

You can search by file name, folder name, or by file contents.

3. In the That Contains field, enter the text you want to use in your search.

You cannot use wildcard characters in your search criteria

4. Click Search.

The system will search for files that match your search criteria and display them on the File Search Results screen.

Managing Message Boards

As members of your group or course use the message boards, you will need to manage the topics, threads, messages, and replies that appear on the boards. Managing message boards

includes deleting old, expired, or inappropriate materials. To manage the message board topics, threads, messages, and replies, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing message boards on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

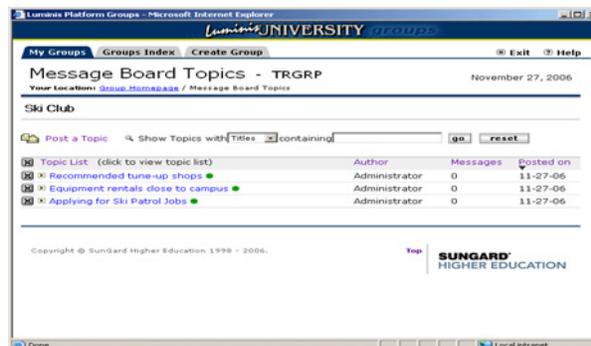
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click the Manage Message Boards option.

You see the Message Board Topics window displaying all message board topics available to the group, similar to the screen shown below:



Next to each topic you see a delete icon similar to the following:

 **Warning**

Caution: All delete functions are nonrecoverable functions. ■

4. To delete an entire topic, click the Delete icon that is located to the left of the topic.

This will remove the topic and all nested threads, messages, and replies that it contains.
5. To delete a thread, select a topic to display its associated Thread List window.
6. Select the thread of interest to you and click the Delete icon to the left of the thread.

This will remove the thread and all nested messages or replies associated with it.
7. To delete individual messages or replies, expand the topic to display its Thread List window and select the thread of interest.
8. Using the Thread page, locate the message or reply you wish to delete and click the Delete icon to the left of the message or reply.

If you delete a message, all replies associated with it are also removed.

Managing the Group or Course Calendar

If your group or course has been given a calendar, members will be able to open it using a link on the homepage, or through a drop-down menu of all calendars to which they belong from within the Calendar application. As group or course leader, you are responsible for maintaining the calendar or delegating calendar administration to another member of the group.

The Calendar application itself lets you add events and tasks you want members to see. To access the calendar and add events or tasks, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing course calendars are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1.** Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2.** From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1.** Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2.** From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
- 3.** From the Content Tools menu, locate and click the Manage Calendar option.

The Calendar application opens in a new browser window. Notice that the Current Calendar drop-down lists the calendar. As a system user, you may have any number of calendars related to other groups and to your courses. You may even have a number of personal calendars that you have created.

- 4.** To add an event or task to the group calendar, click the appropriate icon.

You see a Compose window. The following illustration shows the Compose window for a new event:

5. Use the fields provided to enter a title for the event or task, the appropriate date and time range, and other descriptive items.

The Invite to Event field will be prepopulated with the information necessary to post the event to all members of the group or course. If you are entering a task, it can only be a task that you can view and respond to.

6. When you are finished entering details about the event or task, click Save.

If you entered an event, all members will be able to see it in their calendars. As the group or course leader, you can also set options for the calendar, such as display preferences and also import data from another calendar. For more information on setting options or importing calendar data, click the help icon located in the Calendar application to open the online help.

Managing Announcements

As you work with group and course announcements, you will need to manage the announcements that appear on the homepage. Managing announcements includes deleting old or expired announcements, and editing and re-sending previously sent announcements. To manage announcements, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing announcements on course homepages are essentially identical. If any differences do exist, they are noted in the procedure. ■

Re-sending Posted Announcements

To re-send an announcement that has already been posted to the homepage, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

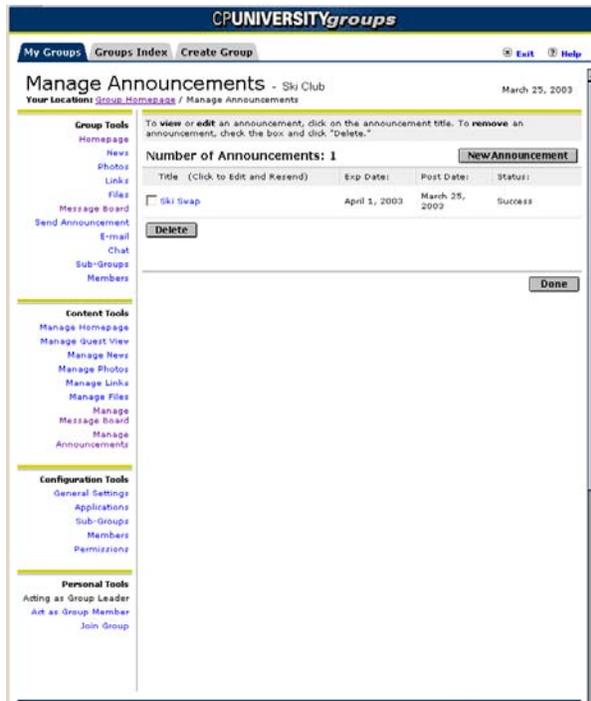
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

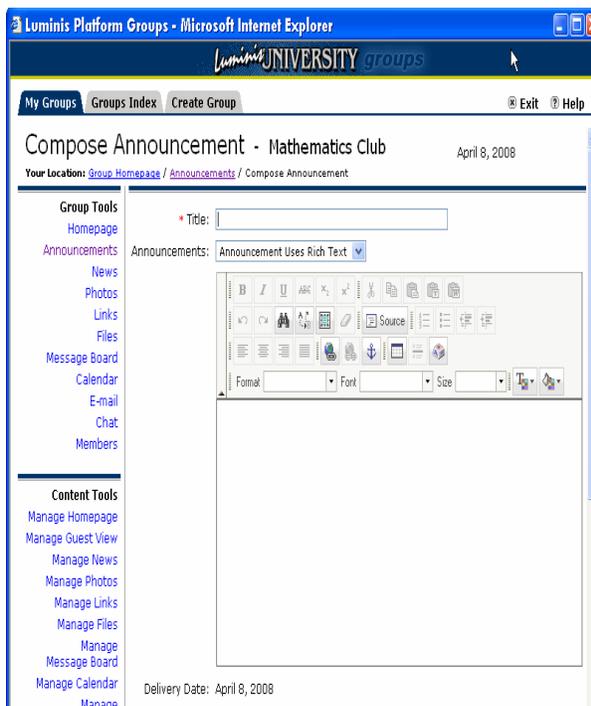
- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Announcements.

You see the Manage Announcements page similar to the following:



4. Click the title of the announcement you want to re-send.

You see a Compose Announcement screen similar to the following:



5. If necessary, enter any changes to the announcement's title and the text of the announcement in the appropriate fields and then click Send.

You see a message confirming the announcement as been delivered.

6. Click OK to return to the Manage Announcements screen.

Deleting an Announcement

To delete a posted announcement, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Content Tools menu, locate and click Manage Announcements.

You see the Manage Announcements page similar to the following:



4. Click the checkbox next to the announcement you want to delete and then click Delete.

You see a message confirming the announcement has been deleted.

5. Click OK to return to the Manage Announcements screen.

Managing Guest Page Content

A group's guest view page provides information about a group and an option to join the group to everyone on campus who has access to the system. After your group is approved, the system creates a generic guest view page that contains the initial group description that you provided when you requested the group, and a Join button.

The following sections provide the procedures you'll use to set up the initial group guest view page, and also provide information on how to manage the guest view page.

Note

Since courses cannot have guest members and therefore do not have guest view pages, the procedures in this section apply only to group leaders.

Setting Up a Group Guest View

The following sections outline the procedures that you should use to create the featured content on your group's guest view page. This section also describes the optional procedures you can follow to update your group's description and to provide additional group information on the guest view page.

Creating Featured Content

Featured content for the guest view is much like featured content for the group homepage. For the guest view, you have the option to activate a guest photo and featured Internet links. However, before you can activate a featured photo, you must have already created a group photo album. Before you can activate featured links, you must have created and posted some. If you have already created a photo album and posted links, use the following procedures:

1. If you have not already done so, log in to the system.
2. Click the Groups icon located in the toolbar.

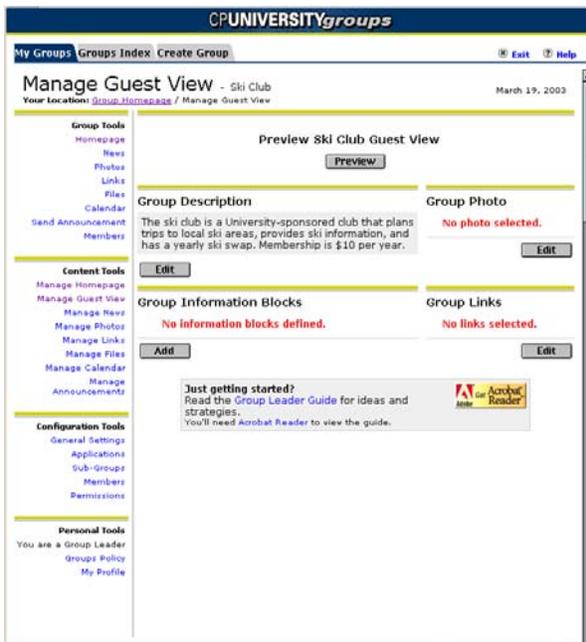
The Group Studio application opens with the My Groups tab displayed.

3. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and a Content Tools menu.

4. From the Content Tools menu, locate and click the Manage Guest View option

You see the Manage Guest View window similar to the following, which illustrates the content that guests will see and provides the ability to edit or add to sections of the page:



Notice that the page already contains a Group Description. The text for this description was originally provided when you requested the group.

5. To set a guest photo, locate the Group Photo Section of the page and click Edit.

You see the Set Guest Photo window, which provides a view of all pictures contained in the group photo album. By default the Section Inactive option is checked, removing the photo from the guest view.

6. Click the radio button next to a picture that you want to display on the guest view and then click Set Photo.

 **Note**

If there are no photos, you will first have to post photos to the group's album. ■

You see a dialog stating that the featured photo has been updated. Click OK. You are returned to the Manage Guest View window.

7. To set links that appear on the guest view, locate the Group Links section of the page and click Edit.

You see the Set Guest Links window, which provides a view of all active links already added to the group's homepage. By default the Section Inactive option is checked, removing the links from the guest view.

- Click the checkboxes next to the links that you want to display on the guest view and then click Set Links.

Note

If there are no active links, you will have to first post links to the group homepage.

You see a dialog stating that links have been updated. Click OK. You are returned to the Manage Guest View window. At this point, you should see content similar to the following, with a picture and a number of set links:



Updating a Group Description

The group description should already be present in the guest view page. It consists of the text that you (or the person requesting the group) entered as the group description in the Group Request form. Since the time the group was created, its description may need to be updated. Use the following procedures to update the group description if necessary:

- Locate the Group Description section of the Manage Guest View page and click the Edit button.

You see the Edit Description window that displays two fields: Group Title, which allows you to change the text that appears next to the group name in the group index; and Group Description, which allows you to change the description of the group that appears on the guest view.

- Click in the Group Description field and change text as appropriate.

The Group Description field supports up to 10,000 characters. You can enter the description as plain text, or as rich text. By using rich text, you can add formatting to

the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

3. To apply the changes, click Submit.

You see a message stating the description has been updated. Click OK. You are returned to the Manage Guest View window.

Providing Additional Group Information

In addition to a group description and featured content, you may want to provide additional information about your group to the guest view. You can provide additional information blocks using the following procedure:

1. Locate the Group Information Blocks section of the Manage Guest View page and click the Add button.

You see the Create New Description window that displays two fields: Title, which allows you to enter a title for the information block; and Description, which allows you to enter the text.

2. Click in the Title field and enter the title for the information block appropriate.

The Title field supports up to 60 characters.

3. Click in the Description field and enter the text for the information block.

The Description field supports up to 25,000 characters. You can enter the description as plain text, or as rich text. By using rich text, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

4. To apply the changes, click Submit.

You see a dialog stating that the block has been updated. Click OK. You are returned to the Manage Guest View window, where you can repeat these procedures to add more informational blocks. Once added, you will see two additional buttons: Edit and Delete. You can edit existing informational blocks by clicking Edit, altering information in the Edit Descriptions window, and clicking Save Changes. To delete an information block, check the box next to the block and click Delete.

Maintaining a Group Guest View

To encourage people to join your group, you should change the featured content on the guest view on a periodic basis. This includes changing the featured photo, setting new featured links, and updating the group description and information. The following sections explain how to complete these tasks.

Updating a Photo and Links

To update the featured photo and links on the guest view page, use the following procedure:

1. If you have not already done so, log in to the system and click the Groups icon located in the toolbar.

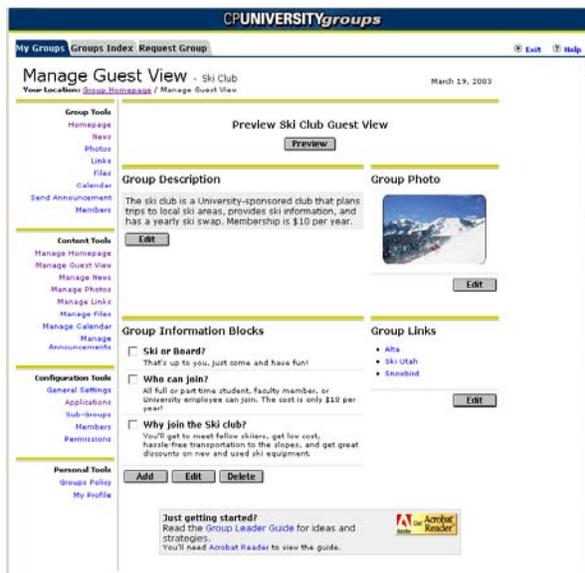
The Group Studio application opens with the My Groups tab displayed.

2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and a Content Tools menu.

3. From the Content Tools menu, locate and click the Manage Guest View option

You see the Manage Guest View window similar to the following, which illustrates the content that guests will see and provides the ability to edit or add to sections of the page:



4. To reset a guest photo, locate the Group Photo Section of the page and click Edit.

You see the Set Guest Photo window, which provides a view of all pictures contained in the group photo album.

5. Click the radio button next to a picture that you want to display on the guest view and then click Set Photo.

You see a dialog stating that the featured photo has been updated. Click OK. You are returned to the Manage Guest View window.

6. To set links that appear on the guest view, locate the Group Links section of the page and click Edit.

You see the Set Guest Links window, which provides a view of all active links already added to the group's homepage.

7. Click the checkboxes next to the links that you want to display on the guest view and then click Set Links.

You see a dialog stating that links have been updated. Click OK. You are returned to the Manage Guest View window. At this point, you should see content with a picture and a number of links.

Updating Group Information

In addition to a photo and links, you may want to add more information about your group to the guest view, and edit or delete information that already exists. To modify information, use the following procedure:

1. To delete an information block, click the checkbox next to the block's title and click the Delete button.

You are prompted by a dialog that asks you to confirm the deletion. Click OK. You see a dialog confirming that the block has been deleted. Click OK. You are returned to the Manage Guest View page.

2. To add a new information block, locate the Group Information Blocks section of the page and click the Add button.

You see the Create New Description window that displays two fields: Title, which allows you to enter a title for the information block; and Description, which allows you to enter the text.

- 2.1. Click in the Title field and enter the title for the information block as appropriate.** The Title field supports up to 60 characters.
- 2.2. Click in the Description field and enter the text for the information block.** The Description field supports up to 25,000 characters. You can enter the description as plain text, or as rich text. By using rich text, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.
- 2.3. To apply the changes, click Submit.** You see a dialog stating that the block has been updated. Click OK. You are returned to the Manage Guest View window, where you can repeat these procedures to add more informational blocks.

3. To edit an existing informational block, click the checkbox next to the block that you want to edit and click the Edit button.

You see the Edit Descriptions window that displays two fields: Title, which allows you to modify a title for the information block; and Description, which allows you to modify the text.

- 3.1. Click in the Title field and update the title for the information block as appropriate.** The Title field supports up to 60 characters.
- 3.2. Click in the Description field and update the text for the information block as necessary.** The Description field supports up to 25,000 characters. You can enter the description as plain text, or as rich text. By using rich text, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.
- 3.3. To preserve changes, click Update.** You see a dialog stating that the block has been updated. Click OK. You are returned to the Manage Guest View window, where you can repeat these procedures to update more informational blocks.

Updating the Group Description

If you need to update the group description, use the following procedure:

1. Locate the Group Description section of the page and click the Edit button.

You see the Edit Description window that displays two fields: Group Title, which allows you to change the text that appears next to the group name in the group index; and Group Description, which allows you to change the description of the group that appears on the guest view.

2. Click in the Group Description field and change text as appropriate.

The Group Description field supports up to 10,000 characters. You can enter the description as plain text, or as rich text. By using rich text, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

3. To apply the changes, click Submit.

You see a dialog stating that the description has been updated. Click OK. You are returned to the Manage Guest View window.

Managing Group and Course Configuration



This chapter provides the procedures group and course leaders should follow to manage the configuration of their group and course. The chapter explains how to use each of the options provided by the Configuration Tools menu appearing on group or course leader homepage views.

When group or course leaders access a homepage they are responsible for maintaining, or when a group or course member with delegated group or course leader permissions accesses the homepage, they see the Configuration Tools menu that provides options leaders use to manage the group or course page configuration. The Configuration Tools menu appears similar to the following:



This illustration shows all of the possible menu options. However, since courses do not have any user-configurable settings, the General Settings option does not appear on the Configuration Tools menu for a course.

This chapter explains how to use the Configuration Tools menu options to manage group and course page configuration.

Managing General Settings

The General Settings option in the Configuration Tools menu gives group leaders, course leaders (faculty), and members with delegated group leadership permissions, access to

tools for managing the group's basic configuration settings. The following sections outline the configurable settings and provide instructions on how to manage those settings.

 **Note**

Since courses have only one user-configurable setting, the procedures in this section except for the "Sort membership lists by last name procedure," apply only to group leaders. ■

When a system user requests the creation of an online group, the user provides the initial group general settings as part of the request. These settings include the following:

- Group name
- Group title
- Group description
- Group category
- Group type
- Admin blocked
- Browse control
- Sort membership lists by last name

To change any of a group's general settings, complete the following steps:

1. If you have not already done so, log in to the Luminis system.
2. Click the Groups icon located in the toolbar.

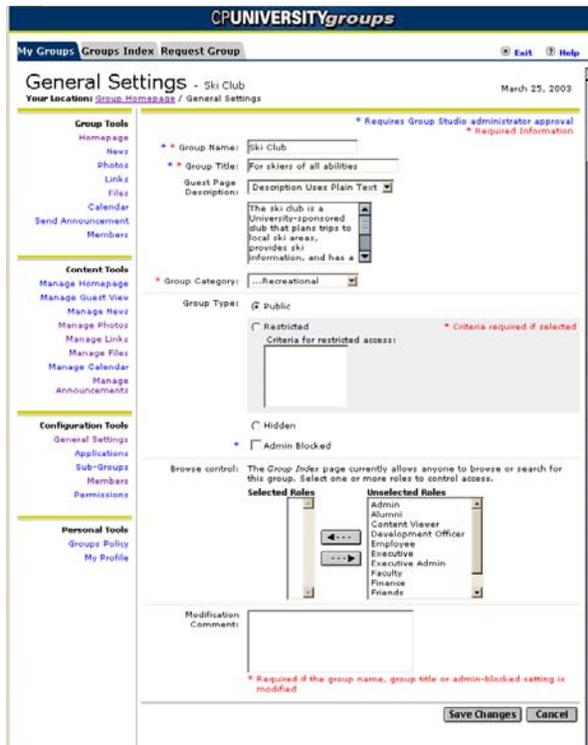
The Group Studio application opens with the My Groups tab displayed.

3. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and the Configuration Tools menu.

4. From the Configuration Tools menu, locate and click General Settings.

You see the General Settings page similar to the following:



5. To change the group or course name, change the name in the Group Name field.

If you change the group or course name, the system will send your change request to the system administrator at your institution for review and approval. After the system administrator reviews your request, you will be notified by e-mail whether your request was approved or denied.

6. To change the title that appears next the group name in the Groups Index or the course name in the Courses Index, change the description in the Title field.

If you change the group or course title, the system will send your change request to the system administrator at your institution for review and approval. After the system administrator reviews your request, you will be notified by e-mail whether your request was approved or denied.

7. To change the description of the group that appears on the group Guest View screen, complete the following steps:

- 7.1. Specify whether the description will be formatted as plain text or as rich text formatted text in the Guest Page Description drop-down box.

- 7.2. Change the detailed description of the group that appears in the text entry field below the drop-down box.

8. To change the category under which the group is displayed in the Group Index, select a different category from the Group Category drop-down box.
9. To change the group type, select a different radio button from the Group Type radio buttons.

Groups can be any of the following types.

- **Public groups.** Public groups that are open for anyone to join.
 - **Restricted groups.** Membership in restricted groups is subject to certain criteria. 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.
10. If you are changing the group type to Restricted, enter the group's access criteria in the text entry field below the radio buttons.
 11. If you want to prevent the system administrator at your institution from viewing the content of your group pages, click the Admin Blocked checkbox.

All requests to block administrative access to a group's content must be reviewed and approved by your institution's system administrator. You should only select the Admin Blocked setting if your group will be discussing sensitive information the system administrator should not have access to.

12. To change the user roles that will be allowed to see your group on the Group Index, specify the different user roles in the Browse Control fields.

By default, all system users can see your group listed in the Group Index. Complete the following steps to limit the users who can see your group and access its Guest View page:

- 12.1. From the Unselected Roles list box, select the user roles you want to be able to see your group listing. To select multiple roles, hold down the Ctrl key.
 - 12.2. Click the left arrow button to move the selected user roles to the Selected Roles list box.
13. If you want your group members to be shown in all Group and Course lists by last name first, click the *Sort membership lists by last name* checkbox.

If the system administrator has set the global variable to sort membership by last name, you will see a *Sort membership lists by first name* checkbox. Your setting for sorting membership will take precedence over the global setting.

 **Note**

Changing this setting does not require administrator approval and takes effect immediately. ■

14. If you have changed the Group Name, Title, or Admin Blocked setting, enter an explanation for the change in the Modification Comment field.

This comment will be forwarded to the Groups Administrator who will review your change request before deciding to approve it.

15. Click Save Changes.

You see a message stating your group's general settings have been changed, or a message stating your request has been sent to the Groups Administrator for review, depending on the types of changes you requested.

If your change request was forwarded to the Groups Administrator, you will be notified by e-mail when the review has been completed.

Managing Available Applications

By default, the system provides the following applications that can be made available to group and course members:

- News publishing
- Photo publishing
- Link publishing
- File sharing
- Message boards
- Calendar
- Announcements
- E-mail
- Chat

The Groups Administrator can choose to make all or only part of these applications available to all groups and courses at your institution. Group and course leaders can choose to further limit which applications can be accessed by their members. The Applications option in the Configuration Tools menu gives group and course leaders, and

members with delegated group and course leadership permissions, the ability to specify which applications provided by the Groups Administrator are available to members.

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for managing course applications are essentially identical. If any differences do exist, they are noted in the procedure. ■

To specify which system applications your member can access, complete the following steps:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

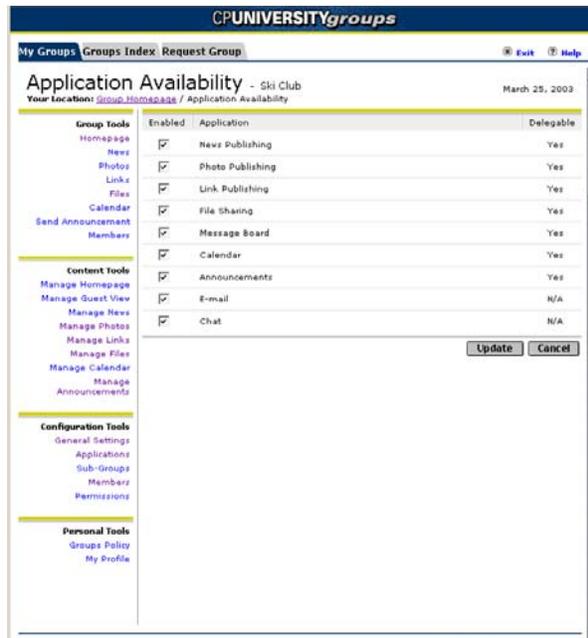
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Configuration Tools menu, locate and click Applications.

You see an Application Availability screen similar to the following:



The screen lists all the applications you can enable and make available to the members of your group or course and whether administration of them can be delegated to other members.

4. To enable an application, click the checkbox next to the application name.
5. To disable an application and make it unavailable to the members of your group or course, remove the check next to the application name.

 **Warning**

When you disable an application, group and course members will no longer be able to access the application or any of the data stored in the application. ■

6. Click Update to save your changes.

You see a message confirming the changes were made to the available group or course applications.

Managing Sub-groups

The system allows group leaders to create sub-groups associated with a parent group. Sub-groups are intended to meet the needs of smaller populations that exist within your group membership. For example, the leader of a ski club group can create a sub-group for members who are also employed as Ski Patrol members. Members of this sub-group could

use the sub-group to discuss job-related issues that might not interest the general group members.

 **Note**

Since sub-groups cannot be created for courses, the procedures in this section apply only to group leaders. ■

Sub-groups have their own homepages and guest pages that are similar to the parent group homepages and guest pages. Sub-group homepages display the parent group's links, photos, and news articles, but also allow leaders to add their own links, photos, and news articles. Sub-group homepages also provide a link to the parent group's homepage.

A sub-group inherits the parent group's application set, group type (either public, restricted, or hidden), and group category. If the Calendar, Chat, and Message Board applications are enabled for the parent group, the sub-group will have its own calendar, chat room, and message boards. A sub-group's E-mail application will only allow members to send messages to other sub-group members. Sub-group members, however, can always access the parent group's calendar, chat room, message boards, and E-mail functions, if those applications are provided to the parent group.

When a group leader creates a sub-group, that group leader automatically becomes the leader of the sub-group and is responsible for managing the sub-group page content. Sub-group management permissions can be delegated to sub-group members the same way group management permissions can be delegated. [“Click the name of the member whose profile you want to edit.” on page 4-23](#)

The following sections explain how to use the Manage Sub-Groups screen to create and delete sub-groups, and to activate and inactivate sub-groups.

Creating Sub-groups

To create a new sub-group, use the following procedure:

1. If you have not already done so, log in to the system.
2. Click the Groups icon located in the toolbar.

The Group Studio application opens with the My Groups tab displayed.

3. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and a Configuration Tools menu.

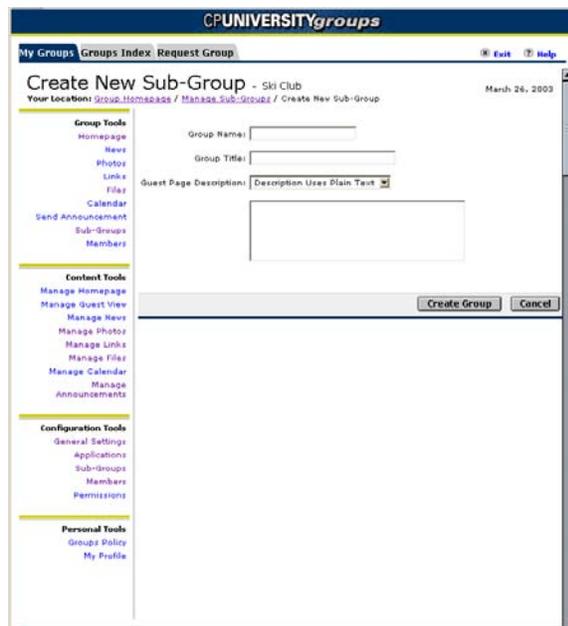
4. From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



5. Click the Create New Sub-Group link.

You see a Create New Sub-Group screen similar to the following:



6. In the Group Name field, enter the name of the sub-group.
7. In the Group Title field, enter a title for the group.

8. From the Guest Page Description drop-down box, select whether the sub-group's guest page description will be formatted as plain text or as rich text formatted text.
9. In the text entry field below the drop-down box, enter a detailed description of the sub-group.
10. Click Create Group to create the new sub-group.

You see a message confirming the sub-group has been created.
11. Click OK to return to the Manage Sub-Groups screen.

Deleting Sub-groups

To delete a sub-group, use the following procedure:

1. If you have not already done so, log in to the system.
2. Click the Groups icon located in the toolbar.

The Group Studio application opens with the My Groups tab displayed.
3. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and the Configuration Tools menu.
4. From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



The Manage Sub-groups screen contains three sections:

- **Parent Group.** Identifies the parent group for all the active and inactive sub-groups listed on the screen.
- **Active Sub-Groups.** A list of all active sub-groups. You may inactivate or delete an active subgroup by using the buttons that appear on the page.
- **Inactive Sub-Groups.** A list of all sub-groups that have been deactivated but not yet deleted. You may reactivate or delete inactive sub-groups by using the buttons that appear on the page.

5. Locate the sub-group you want to delete and click the check box next to the sub-group name.

You can select sub-groups for deletion in either the Active or Inactive sections of the screen. It is not necessary to inactivate the sub-group before deleting it.

6. Click Delete.

You see a message asking you to confirm you want to delete the selected sub-group.

7. Click OK.

You see a message confirming the selected sub-group has been deleted.

Warning

When you delete a sub-group, all of the content stored in the sub-group pages is deleted from the system. To prevent members from accessing a sub-group while still preserving the content for later use, follow the instructions provided in *Inactivating Sub-Groups* on page [4-12](#). ■

Inactivating Sub-groups

The system lets you temporarily inactivate a sub-group without permanently deleting it from the system. To inactivate a sub-group, complete the following steps:

1. If you have not already done so, log in to the system.
2. Click the Groups icon located in the toolbar.

The Group Studio application opens with the My Groups tab displayed.

3. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage, which provides group information and the Configuration Tools menu.

4. From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



5. In the Active Sub-Groups section of the screen, locate the sub-group you want to inactivate and click the check box next to the sub-group name.
6. Click Inactivate.

You see a message confirming the selected sub-group has been inactivated.

Activating Sub-groups

To activate a previously inactivated sub-group, complete the following steps:

1. If you have not already done so, log in to the system.
2. Click the Groups icon located in the toolbar.

The Group Studio application opens with the My Groups tab displayed.

3. From the list of groups of which you are a member, click the name of the group whose homepage you want to access.

You see the group homepage which provides group information and the Configuration Tools menu.

4. From the Configuration Tools menu, locate and click Sub-Groups.

You see a Manage Sub-Groups screen similar to the following:



5. In the Inactive Sub-Groups section of the screen, locate the sub-group you want to activate and click the check box next to the sub-group name.
6. Click Activate.

You see a message confirming the selected sub-group has been activated.

Managing Members

The Members option in the Configuration Tools menu gives group leaders, course leaders, and members with delegated group leadership permissions access to tools for managing the group or course membership. Group and course leaders can add group members, delete members, inactivate members, and activate previously inactivated members. Additionally, group and course leaders can edit users' membership profiles. The following sections explain how to complete each of these tasks.

Adding Members

To add a member to a group or course, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

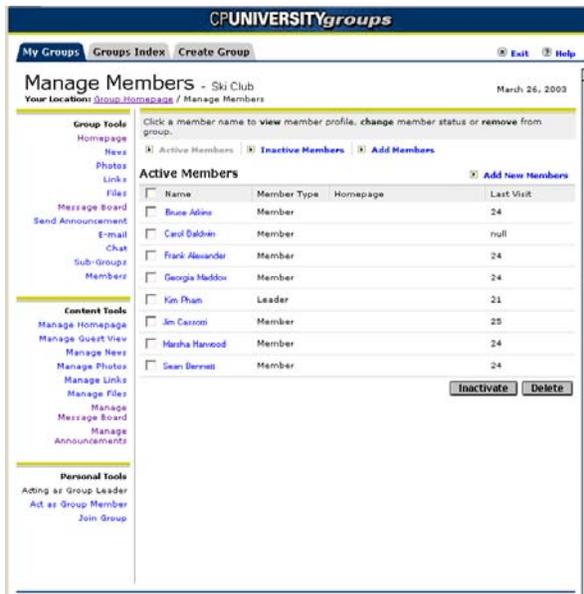
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

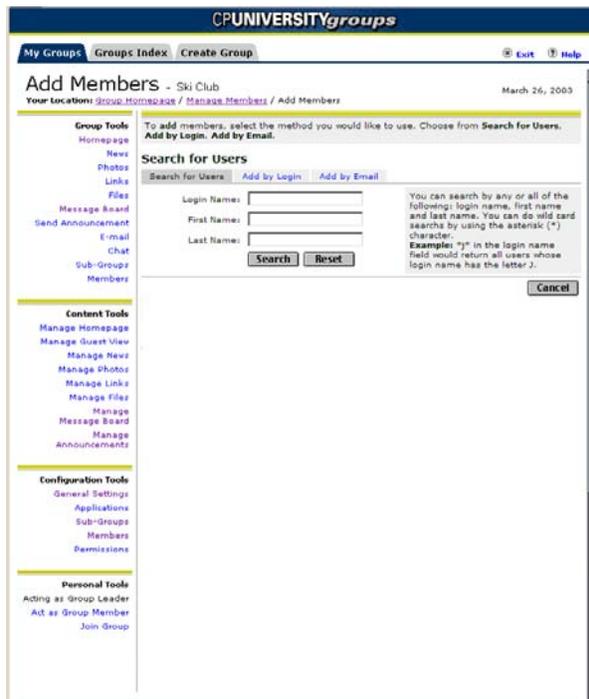
- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Configuration Tools menu, locate and click Members.

You see a Manage Members screen similar to the following:



4. Click the Add Members link.

You see an Add Members screen similar to the following:



5. To search for the login name of the user you want to add to the group, enter the user's first and last names in the appropriate fields in the Search for Users section of the screen.

If you know the login name of the user you want to add to the group, you can immediately add the user to your group by entering the user's login name in the Login Name field and clicking the Add button located next to the Login Name field.

 **Note**

If you know the user's Login name or e-mail address, you can click the appropriate option and add the user directly without searching. ■

6. Click Search.

You see the results of your login name search displayed in the Search Results section of the screen.

7. From the names displayed in the Search Results list, click the name of the user you want to add to your group.

If you want to add all of the users listed in the Search Results list, click Add All to select all the names in the list and then click Add.

8. If you are adding a member to a course, select either the Guest Member or Teaching Assistant radio button to specify the type of member you are adding.

 **Note**

If you add the new course member as a Teaching Assistant, the new member will receive delegated management permissions for all of the course homepage applications and features, with the exception of the Course Leader permission. ■

9. Click Add.

You see a message stating the user or users have been added.

Deleting Group and Course Members

To delete a member from a group or course, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for deleting course members are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.

2. Access the group or course homepage.

To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Configuration Tools menu, locate and click Members.

You see a Manage Members screen similar to the following:



4. Locate the name of the member you want to delete and then click the checkbox next to the member's name.
5. Click Delete.

You see a prompt asking you to supply an explanation why the member is being deleted from the group or course. This explanation will be e-mailed to the member being deleted.

6. Enter an explanation in the dialog box and click OK.

You see a message confirming the user has been deleted from the group or course.

In some instances, it may be preferable to inactivate a group member rather than deleting the member from the group. For example, if a group leader determines a particular member of a public group must be deleted from the group, there is nothing in the system that would prevent that user from simply re-joining the group. If the group leader inactivates the membership instead, the user is prevented from accessing the group's pages and cannot re-join the group.

 **Note**

Since users cannot request to join courses, this scenario applies only to deleting group members. ■

Inactivating Group and Course Members

To inactivate a member from a group or course, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for inactivating course members are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

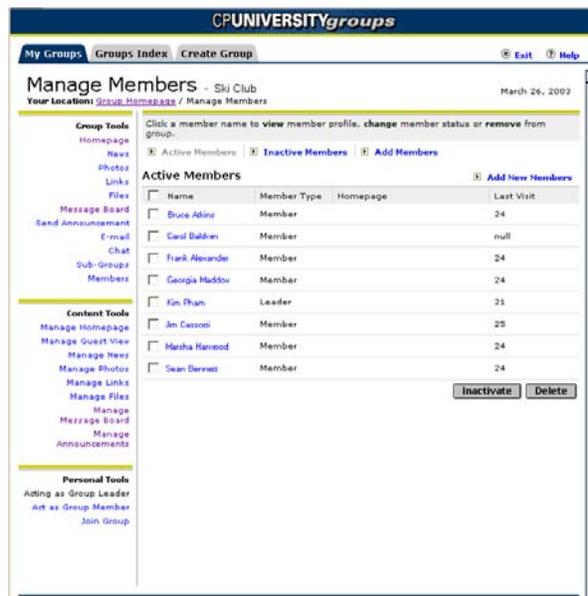
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Configuration Tools menu, locate and click Members.

You see a Manage Members screen similar to the following:



4. Locate the name of the member you want to inactivate and then click the checkbox next to the member's name.
5. Click Inactivate.

You see a prompt asking you to supply an explanation why the member is being inactivated. This explanation will be e-mailed to the member.

6. Enter an explanation in the dialog box and click OK.

You see a message confirming the user has been inactivated.

Activating Group and Course Members

To activate a previously inactivated member of a group or course, use the following procedure:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use for activating course members are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

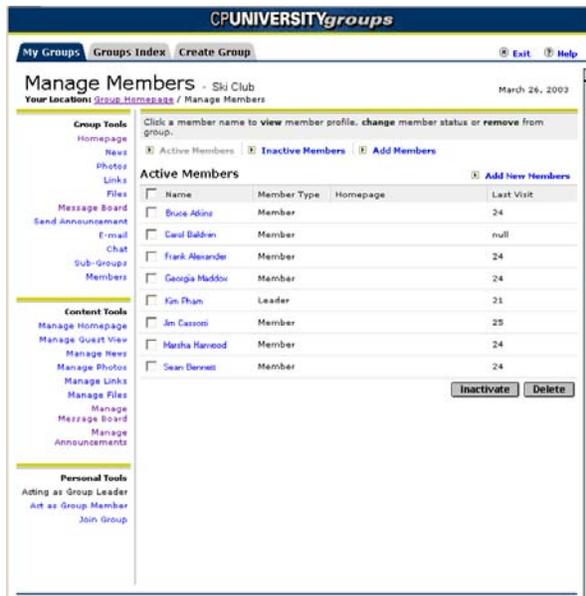
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Configuration Tools menu, locate and click Members.

You see a Manage Members screen similar to the following:



4. Click the Disabled link at the top of the screen.

You see a new view of the Manage Members screen that lists the group or course members who have previously been inactivated.

5. Locate the name of the member you want to activate and then click the checkbox next to the member's name.
6. Click Activate.

You see a prompt asking you to supply an explanation why the member is being activated. This explanation will be e-mailed to the member.

7. Enter an explanation in the dialog box and click OK.

You see a message confirming the user has been activated.

Editing Member Profiles

Editing a member's group or course profile is an alternate method for managing individual members. A member profile lists information about the member, including the member's name, the date the member joined the group or was added to the course, and the date of the member's last visit to the homepage.

Typically, group and course leaders activate, inactivate, and delete group members using the procedures listed in the previous sections. Leaders typically use the functions provided by the Permissions option in the Configuration Tools menu to delegate permissions. However, group and course leaders can also perform these tasks by directly editing member profiles.

To edit a member's profile, complete the following steps:

 **Note**

Although the screens shown in this section of the manual illustrate group homepages, the procedures you use to edit course member profiles are essentially identical. If any differences do exist, they are noted in the procedure. ■

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

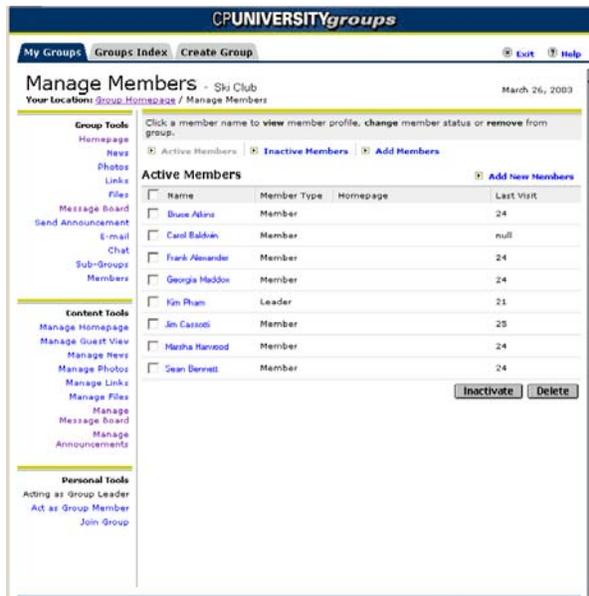
To access a group homepage, complete the following steps:

- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
 - 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.
3. From the Configuration Tools menu, locate and click Members.

You see a Manage Members screen similar to the following:



- Click the name of the member whose profile you want to edit.

You see an Edit Member Profile screen similar to the following:



- To change a member's status, select the appropriate status (either active or inactive) from the Status drop-down box.

6. To delegate management permissions to the member, click the check box next to the permission you want to give to the member.
7. To remove a delegated permission, clear the check box next to the permission you want to take away from the member.
8. Enter an explanation for why you are editing to the profile in the Explanation for Action field.

This explanation will be e-mailed to the member.
9. To update the member's profile, click Update Profile.
10. To delete the profile, thereby deleting the member from the group or course, click Delete.

Managing Permissions

To ensure the content on the group and course homepage and the group guest view is always fresh, you need to spend time each week reviewing and posting new information. In addition to your school work and other activities, maintenance of the group's pages and applications can become time consuming and difficult. For this reason, you can choose to delegate content maintenance to other members.

The system lets you to delegate any of the following permissions:

- **Group Leader.** Allows you to give the selected member full group or course leader permissions. Note, this is the only way that you can delegate rights to adjust general settings, set application availability, create sub-groups, or update member profiles to others.
- **Homepage.** Allows you to give the selected member the right to edit all aspects of the homepage, including the ability to set featured links, articles, and photos, and to edit, post, and delete links, news articles, and photos.
- **Guest Page.** Allows you to give the selected member the right to manage content for the group's guest page, including updating the group description, adding group information to the page, and adding/editing links and photos. Since courses do not have guest view pages, this permission applies only to groups.
- **News Publishing.** Allows you to give the selected member the right to manage news articles, including editing existing and submitted articles and posting and deleting articles.
- **Photo Publishing.** Allows you to give the selected member the right to manage the photo album, including editing existing and submitted photo information, and posting and deleting photos.

- **Link Publishing.** Allows you to give the selected member the right to manage the homepage links, including editing link information, posting links, and deleting links.
- **File Sharing.** Allows you to give the selected member the right to manage the shared files posted to the system, including editing existing and submitted files, and posting and deleting files.
- **Message Board.** Allows you to give the selected member the right to manage the message board, including the ability to add a message board description and delete topics, messages, and replies.
- **Calendar.** Allows you to give the selected member the right to manage the group or course calendar.
- **Announcements.** Allows you to give the selected member the right to manage the homepage announcements, including posting, re-sending, and deleting announcements

To delegate any of these permissions to other group or course members, use the following procedure:

1. If you have not already done so, log in to the system.
2. Access the group or course homepage.

To access a group homepage, complete the following steps:

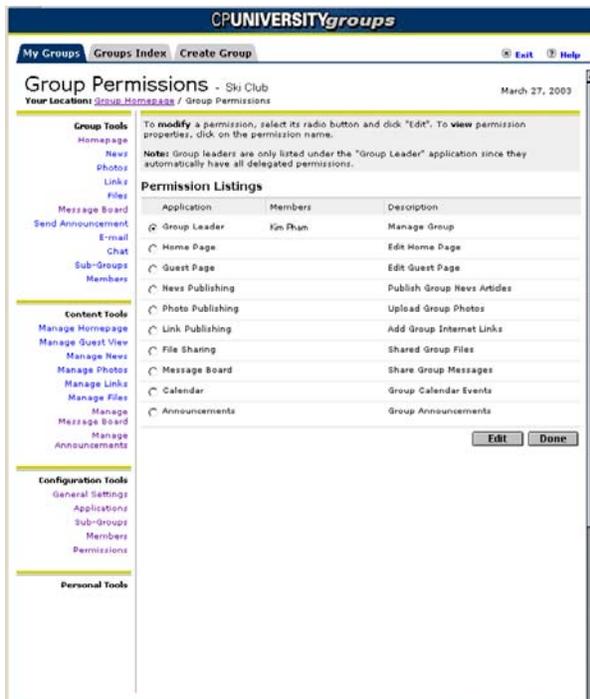
- 2.1. Click the Groups icon located in the toolbar. The Group Studio application opens with the My Groups tab displayed.
- 2.2. From the list of groups of which you are a member, click the name of the group whose homepage you want to access. You see the group homepage, which provides group information, and the Content Tools and Configuration Tools menus.

To access a course homepage, complete the following steps:

- 2.1. Access a tab that contains the My Courses channel and then click the link provided in the channel to view your course schedule.
- 2.2. From the course schedule, click the course name whose homepage you want to access. You see the course homepage which provides course information, and the Content Tools and Configuration Tools menus.

3. From the Configuration Tools menu, locate and click Permissions.

You see a Group Permissions screen similar to the following:



- From the list of available permissions, click the radio button next to the permission to want to delegate and then click Edit.

You see an Edit Delegated Permissions screen similar to the screen shown below:



5. To assign permissions to a member, locate the name of the member in the Current Member list box, click the name of the member, and then click Add.

You see the member's name listed in the Current Delegated Admins list box.

 **Note**

When you click the Add button, the system immediately assigns the new permission to the member. You don't need to exit the screen to cause the change to take effect. ■

6. To remove permissions from a member, locate the name of the member in the Current Delegated Admins list box, click the name of the member, and then click Remove.

You see the member's name listed in the Current Member list box.

 **Note**

When you click the Remove button, the system immediately removes the permission from the member. You don't need to exit the screen the cause the change to take effect. ■

7. Click Done when you are finished editing permissions.



5

Managing Targeted Announcements



This chapter provides an overview of the Targeted Announcement functionality available with the Luminis platform.

The Luminis platform provides a method for the Luminis system administrator to grant permission to a user or group of users to send targeted announcements to a specified group of recipients. For instance, the Physics department may want to allow senior Physics majors to send targeted announcements to freshman Physics majors to keep them informed of study groups, lectures, or other pertinent information.

To enable the senior Physics students to send targeted announcements, the Luminis system administrator must grant permission to send targeted announcements to the group of senior Physics students and then define the freshman Physics majors as the only allowable recipients of those targeted announcements.

After the sending group and receiving group has been defined, the sending group can choose roles, courses, groups, or other attributes to further limit or select the receiving group.

This chapter contains information and procedures for users granted the targeted announcement permission to instruct them how to create and manage those targeted announcements.

Creating Targeted Announcements

The system administrator must have granted you, the user, permission to send targeted announcements (TAs) to a specified target audience. The user with the targeted announcement permission can further restrict their target audience using various system and personal attributes. A user who has the targeted announcement permission will see the *Channel Admin* link in the upper-left of their main page after they have logged in to the Luminis system.

To send a targeted announcement and further restrict the intended audience, use the following procedure:

1. From your machine, open your Internet browser.

2. Enter the URL for the Luminis system login page.

The URL for the login page should be as follows, where the variable information represents the fully qualified domain name or IP address of the system machine:

`http://<machine name.domain or IP address>`

3. Log in to Luminis.

If you have been granted permission to send TAs, you will see the *Channel Admin* link in the upper-left of the login screen. If you do not see this link and you believe you should have TA permissions, contact your Luminis system administrator.

4. Click the Channel Admin link.

You see the Channel Admin page.

5. Click the Schedule New Targeted Announcement selection.

You see the Schedule New Targeted Announcement page with a workflow diagram at the top consisting of Message Content, Target Audience, Delivery Options, and Review boxes. You can go through the workflow in any order. However, to keep things simple, we will follow the workflow as shown.

6. Enter the Announcement Subject.

This field tells recipients what the announcement is about. The title you type in this field appears as the e-mail subject when you configure the announcement to be sent by e-mail, and appears as a link in the announcement channel when you configure the announcement to appear there.

7. Enter the Announcement Message.

The announcement message will not support advanced text formatting (font styles, indenting, HTML, etc.). If you are including a URL in the announcement text that contains an ampersand (&), be aware that the system will convert the character to the proper encoded format, &. However, a semicolon that now appears in the URL string is not processed correctly by internal routines that format URLs to become hyperlinks. The end result is that the characters after the & starting with the semicolon are not recognized as part of the URLs that get displayed in the announcements.

To prevent this situation, you can use the URL in an href to make a specific word in the announcement a link (e.g. ` LINK `) or you could bracket the actual URL in an href (e.g. ` LINK `)

href =http://www.testing.com/asdf/asdf&asdf> http://www.testing.com/asdf/asdf&asdf).

8. If your message contains HTML code such as a URL link, click the Contains HTML checkbox.
9. Click Next to continue or cancel to quit.

You see the Target Audience page.

The target audience page contains a filter statement describing the audience that can receive the TA you have created. You can send the TA to that group or further restrict that audience using the attributes of role, group membership, course membership, imported group membership, or other available attributes made available through this and subsequent pages. These other attributes are dependent on what the administrator has made available to the system and may include such things as GPA, marital status, or any other personal attributes collected by your institution and made available to the TA system.

10. From the Grouped Expression list select AND, NOT, or OR as the desired operator.

The AND, NOT, and OR are boolean operators. If you select the AND operator and then an attribute, your target audience will be only those members of the original target audience that have the attribute you selected.

If you select OR as your operator, your final target audience will be the original target audience

 **Note**

The Imported Groups attribute is an exclusive attribute. If you select Imported Groups, you cannot select any other attribute. Also, if you select Imported Groups as the selection attribute, the recipient list is determined at the time you schedule the TA. Anyone meeting the selection criteria after this time will not receive the announcement. ■

11. Select the individual attribute(s) you want to use and click the Select Marked button to continue to the Delivery Options task.

You see the Delivery Options selections.

12. Select Channel, E-mail or both and select the specific channel from the pulldown menu.

There may only be one channel available.

13. Enter the Delivery Date and Time if it is different than today's date.

14. Enter the Expiration Date and Time.

This is used for announcements sent by the selected channel only and by default is seven days from the current date.

15. If logging is activated, you can select the checkbox and have a log kept of your entire transaction including who received the announcement.
16. Click Next or Review to go to the Review task page.

You see the Review page.

17. Click the Finish button to post the TA or the cancel button to return to the Manage Targeted Announcements page.

The targeted announcement will be sent to the specified audience. Note that the system determines if a user receives a targeted announcement at the time the user logs in. If a user is a member of a recipient group for a targeted announcement but does not log in during the time the targeted announcement is active, that user will not see that announcement.

Managing Targeted Announcements

Users with a targeted announcement permission can see and manage all the targeted announcements sent by all users holding that same permission. For instance, if physics majors in their senior year had been granted the permission to send targeted announcements to freshman physics majors, any physics major in their senior year could see and manage all the targeted announcements sent to the freshman physics majors or any subgroup of freshman physics majors.

To manage (delete or resend) targeted announcements use the following procedure:

1. If you have not already done so, open your Internet browser.
2. Enter the URL for the Luminis system login page.

The URL for the login page should be as follows, where the variable information represents the fully qualified domain name or IP address of the system machine:

`http://<machine name.domain or IP address>`

3. Log in to Luminis.

If you have been granted permission to send TAs, you will see the Channel Admin link in the upper-left of the login screen. If you do not see this link and you believe you should have TA permissions, contact your Luminis system administrator.

4. Click the Channel Admin link.

You see the Channel Admin page.

5. Click Manage Targeted Announcements.

You see the Manage Targeted Announcements page with the following information and control buttons: Number of announcements, Filter, New Announcement, Page controls, Delete, Refresh List, and Done.

The Manage Targeted Announcements window also lists each targeted announcement posted. The information for each targeted announcement is listed in the following columns: ID, Subject, Schedule, Expiration, Status, Channel, and E-Mail. To the left of each targeted announcement is a checkbox. Clicking on a column heading sorts the announcements by the information in that column. Clicking on the column heading a second time sorts the announcements by the information in that column but in the reverse order.

6. To filter the announcements, select the filter statement from the pull-down menu in the Filter field.

You see a list of selected targeted announcements.

7. If there are more targeted announcements than can fit on one page, use the page controls to navigate to the page containing the announcement of interest.





This chapter provides the procedures course leaders should follow to create and manage their consolidated courses. Actual content of the consolidated course homepage is handled exactly like the homepages for single courses and groups and has been covered in this book in a previous chapter.

Instructors are often assigned to teach more than one section of a course and are often assigned to repeat a course over several terms. Typically instructors use some of the same materials for each of these repeating courses and would like a way to preserve their course materials rather than having to feed the same material into the course homepage for each section or for each term.

The Luminis Platform allows the instructor to preserve materials he or she would like to make available to each course's homepage by creating a consolidated course that automatically feeds everything on its home page to each course that is added as a member of that consolidated course.

 **Note**

The ability to consolidate courses is only available to the Course Studio application. The information in this chapter does not apply to Group Studio. ■

Creating and Deleting Consolidated Courses

Luminis Platform instructors can preserve the materials they would like to make available to each course's homepage by creating a consolidated course, which in turn automatically feeds everything on the consolidated course's home page to each course that is added as a member of that consolidated course.

Instructors should construct a consolidated course for each course that meets the following guidelines:

- The instructor wants to provide materials to the course via the course homepage.
- The instructor will teach the course more than once.

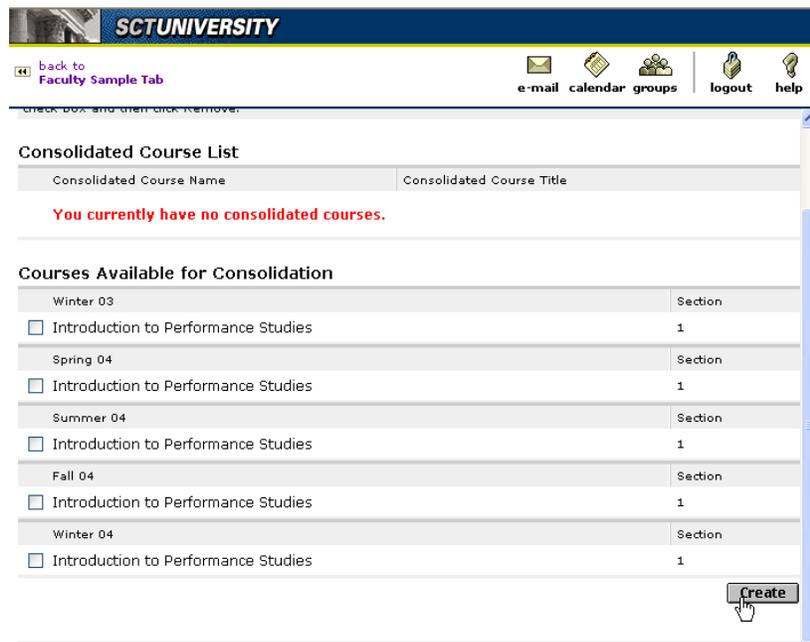
The procedures in the following section will enable you to create consolidated courses.

Creating a Consolidated Course

Use the following procedure to create a consolidated course:

1. If you have not already done so, log in to the Luminis Platform and access the channel that provides a list of your courses.
2. Click My Consolidated Courses.

You see the My Consolidated Courses list.



The screenshot displays the Luminis Platform interface for managing consolidated courses. At the top, there is a navigation bar with the SCT University logo and several utility icons (e-mail, calendar, groups, logout, help). Below the navigation bar, the main content area is titled 'Consolidated Course List'. This section contains a table with two columns: 'Consolidated Course Name' and 'Consolidated Course Title'. A red message indicates that the user currently has no consolidated courses. Below this, there is a section titled 'Courses Available for Consolidation' which lists several courses and their sections. Each course entry includes a checkbox for selection. The courses listed are 'Introduction to Performance Studies' for Winter 03, Spring 04, Summer 04, Fall 04, and Winter 04, each with one section. A 'Create' button is located at the bottom right of the page, with a mouse cursor hovering over it.

Consolidated Course Name	Consolidated Course Title
You currently have no consolidated courses.	

Courses Available for Consolidation	
Winter 03	Section
<input type="checkbox"/> Introduction to Performance Studies	1
Spring 04	Section
<input type="checkbox"/> Introduction to Performance Studies	1
Summer 04	Section
<input type="checkbox"/> Introduction to Performance Studies	1
Fall 04	Section
<input type="checkbox"/> Introduction to Performance Studies	1
Winter 04	Section
<input type="checkbox"/> Introduction to Performance Studies	1

Create

3. Click Create.

You see the Create New Consolidated Course page.

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e-mail calendar groups logout help

Create New Consolidated Course

March 25, 2004

Your Location: [My Courses](#) / [My Consolidated Courses](#) / Create New Consolidated Course

* Required Information

* Consolidated Course Name:

* Consolidated Course Title:

Courses Available for Consolidation:

- Introduction to Performance Studies SCTTERM1
- Introduction to Performance Studies SCTTERM2
- Introduction to Performance Studies SCTTERM3
- Introduction to Performance Studies SCTTERM4
- Introduction to Performance Studies SCTTERM5

Create Cancel

4. Enter a Name and Title for your consolidated course, select the course(s) you wish to attach to the consolidated course, and click Create.

You see the Consolidated Course Created page.

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back to Faculty Sample Tab

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Consolidated Course Created

March 25, 2004

Your Location: [My Courses](#) / [My Consolidated Courses](#) / Consolidated Course Created

**The Consolidated Course is now ready for use.
You are the designated Consolidated Course leader.**

OK

5. Click OK.

You see the new consolidated course listed on the My Consolidated Courses page.

6. To add materials to the new consolidated course, click on the name of the new consolidated course.

You see the Consolidated Course Homepage.

You are ready to add materials to the homepage for the new consolidated course.

The next section will show you how to delete a consolidated course.

Deleting or Inactivating a Consolidated Course

As an instructor you can delete any of the consolidated courses you have created, provided there are no longer any courses included in it. It is important to note that once a consolidated course is removed, all data associated with it (links, images, articles, etc.) will no longer be available.

To delete a consolidated course, use the following procedure:

1. If you have not already done so, log in to the Luminis Platform and the channel that provides your list of courses.

2. Click My Consolidated Courses.

You see the My Consolidated Courses list.

3. Check the box next to the consolidated course that you want to delete.

You can only delete consolidated courses that do not contain any courses. If there are still courses contained in the consolidated course, the checkbox next to its name will be greyed out. *For information on removing courses from a consolidated course, refer to the section [“Adding and Removing Courses” on page 6-5.](#)*

4. Click Remove.

You will be prompted to confirm that you want to delete the consolidated course. The consolidated course is removed and all data associated with it (links, images, articles, etc.) will no longer be available.

Adding and Removing Courses

After you have created a consolidated course you can add courses to and remove courses from the consolidated course at any time.

Use the following procedure to add or remove courses from the consolidated course:

1. If you have not already done so, log in to the Luminis Platform and access the channel that provides your list of courses.

2. Click My Consolidated Courses.

You see your My Consolidated Courses list.

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back to Faculty Sample Tab

e-mail calendar groups logout help

My Consolidated Courses

March 25, 2004

Your Location: [My Courses](#) / My Consolidated Courses

To **create** a consolidated course, select one or more available course and click Create. To **view** a consolidated course, click on the consolidated course name. To **remove** a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Consolidated Course List

Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> Performance Studies 101 *	Performance Studies first required course.

Remove

* You may not remove this Consolidated Course because you belong to one of its courses.

Courses Available for Consolidation

Spring 04	Section
<input type="checkbox"/> Introduction to Performance Studies	1

- Click the name of the consolidated course that you wish to add courses to or remove courses from.

You see the Consolidated Course Homepage.

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e-mail calendar groups logout help

Consolidated Course Homepage - Performance Studies 101

March 25, 2004

Your Location: Consolidated Course Homepage

Consolidated Course Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- More...

Announcements

There are no announcements.

[More announcements...](#) [Send announcement](#)

Message Board Topics

There are no message board topics.

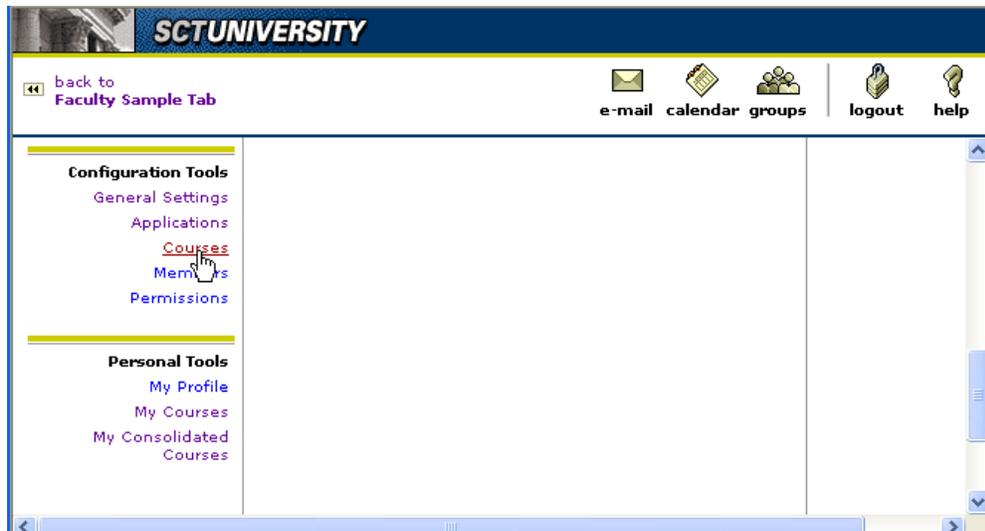
[More topics...](#) [Post a topic](#)

Courses

- [Introduction to Performance Studies, Winter 03, section 1](#)

- Scroll down the page.

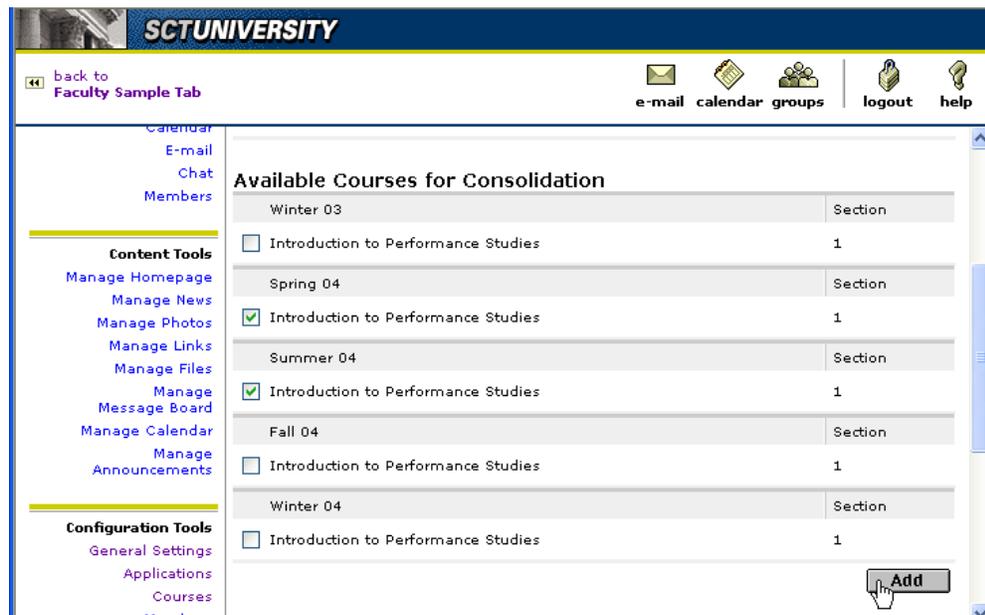
You see the Configuration Tools menu list.



5. Click Courses.

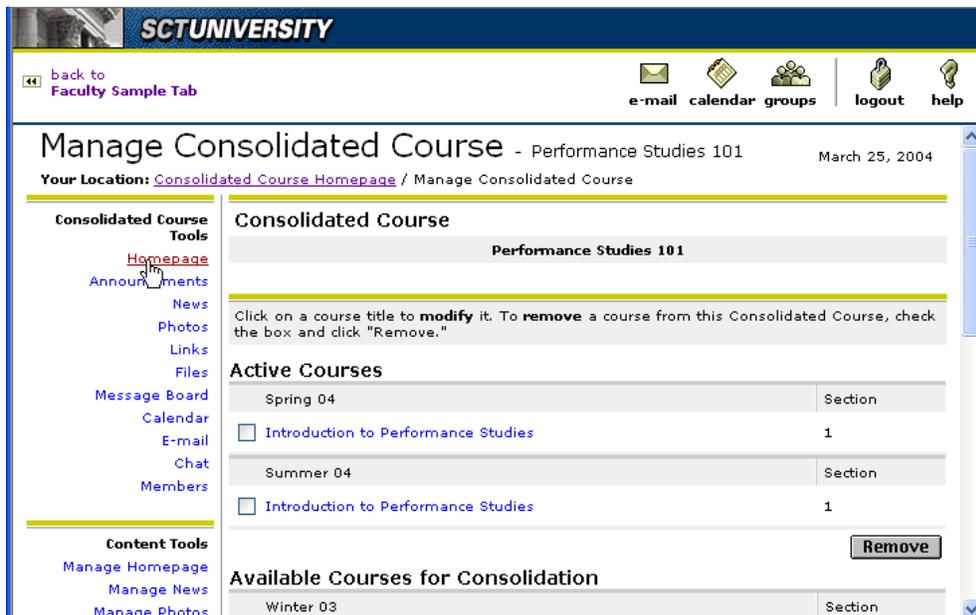
You see the Manage Consolidated Course page.

To Add a Course to the Consolidated Course page



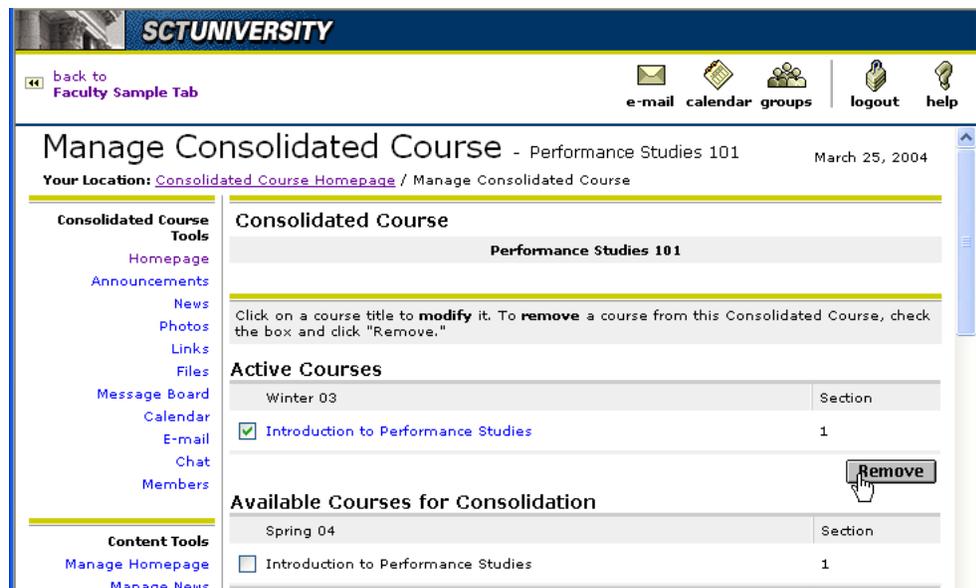
6. Click the checkbox(s) next to the name(s) of the course or courses you wish to add to your consolidated course and click Add.

You are returned to the Manage Consolidated Course page which is immediately updated.



The courses added to your consolidated course are listed under the Active Courses section.

To Remove a Course from the Consolidated Course page:



7. Click the checkbox next to the active course or courses you wish to remove.

8. Click Remove.

You see an information box asking you to confirm your action.



9. Click OK.

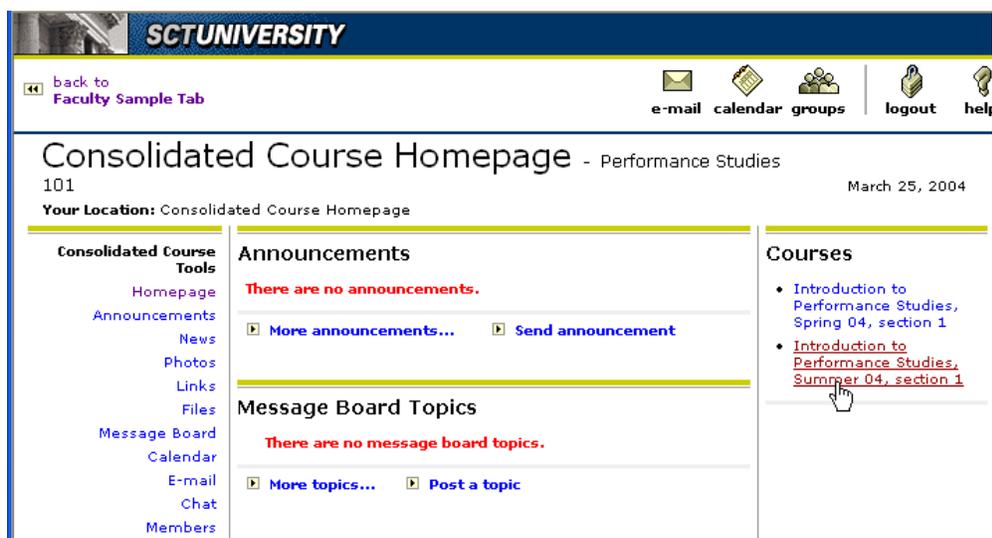
You are returned to the Manage Consolidated Course page and the checked course or courses are removed from your consolidated course group.

Navigating Among Homepages

From the Consolidated Course homepage you can easily and quickly navigate to any of the homepages of the courses belonging to your consolidated course and back again.

1. At the Manage Consolidated Course page click on the name of the consolidated course of interest.

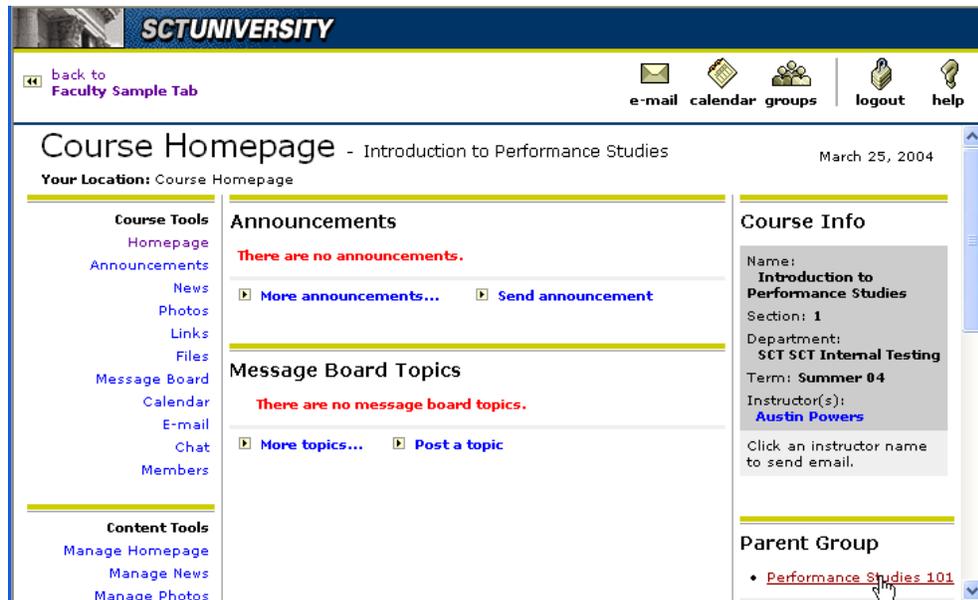
You see the Consolidated Course Homepage.



In the right-hand column is a list of the courses belonging to the consolidated course.

2. Click on a name of one of the courses.

You see the homepage for that course.



- Again going to the right-hand column, click on the name of the consolidated course listed under Parent Group.

You are returned to the homepage of the consolidated group.

This enables you to see how things will appear on the homepages of the course when you add items to the homepage of the consolidated group.

Consolidated Course Permissions

Instructors can add Guests and Teaching Assistants to their consolidated courses and assign permissions to each of these users or modify permissions already granted.

Warning

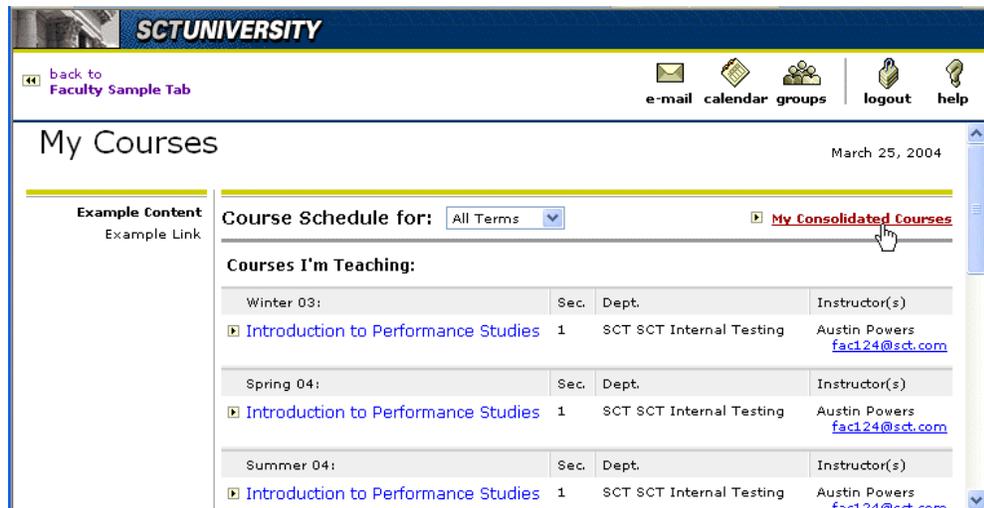
If you as instructor or someone with course leader permissions adds a guest user to the course and grants them course leader permissions, this guest user can log in and remove the instructor's course leader permissions and no one can add or delete courses from the consolidated course.

Instructors and Teaching Assistants (TAs) assigned to a consolidated course are automatically granted all permissions to all areas in their consolidated course including adding and removing courses from the consolidated course. Instructors of course can remove any or all permissions from the TAs commensurate with their duties and assignments.

Use the following procedure to modify the permissions of a Teaching Assistant that has been assigned to a consolidated course (the consolidated course must have already been created):

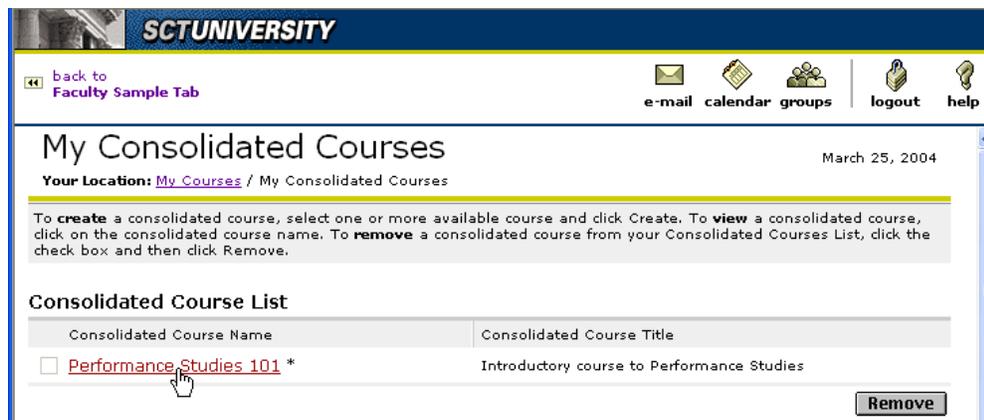
1. If you haven't already done so, log in to the Luminis system, go to your faculty portal and click on the link to your courses.

You see your My Courses page.



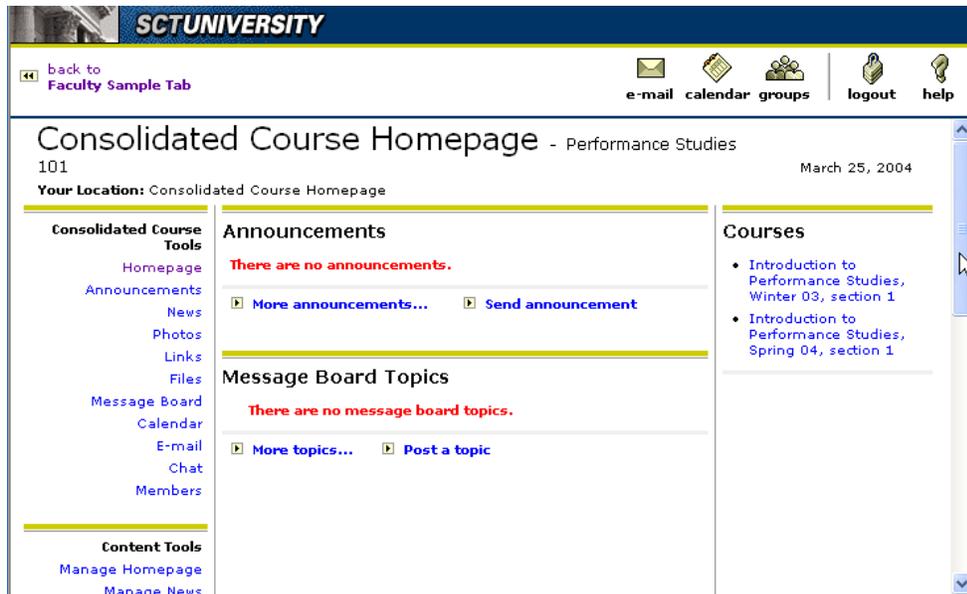
2. Click My Consolidated Courses.

You see the My Consolidated Courses list.



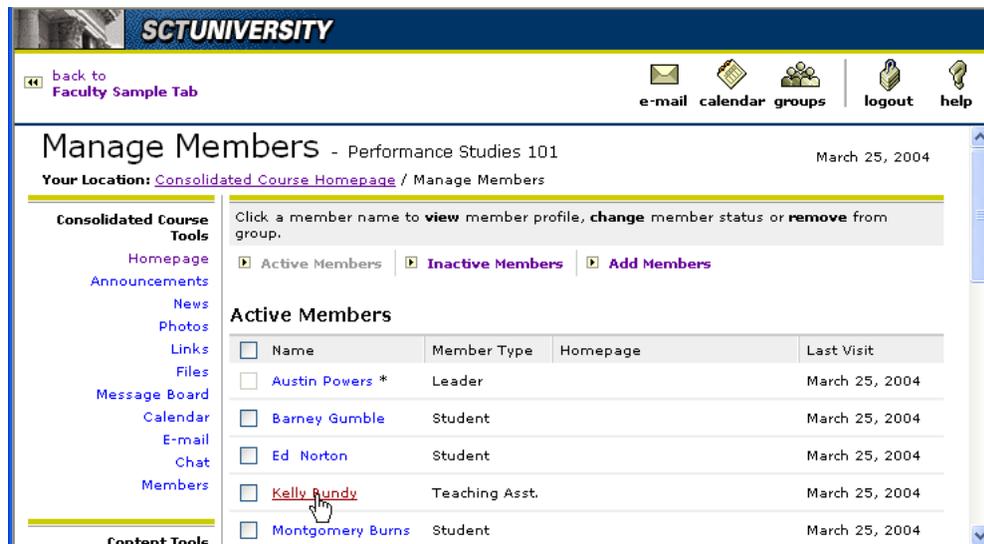
3. Click on the name of the Consolidated Course to which the TA is assigned.

You see the Consolidated Course Homepage.



4. In the left-hand column, scroll down to the Configuration Tools section of the left-hand menu and click Members.

You see the Manage Members page.



5. Click on the name of the TA.

You see the Edit Member Profile page.

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back to Faculty Sample Tab

e-mail calendar groups logout help

Edit Member Profile - Performance Studies 101

March 25, 2004

Your Location: [Consolidated Course Homepage](#) / [Manage Members](#) / Edit Member Profile

Consolidated Course Tools

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

Content Tools

- Manage Homepage
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage

Member Information

Name: Kelly Bundy

Member type: Teaching Asst.

Member since: March 25, 2004

Last Visit: March 25, 2004

Homepage:

Status: Active

Delegated Permissions

<input checked="" type="checkbox"/> Course Leader	<input checked="" type="checkbox"/> News Publishing
<input checked="" type="checkbox"/> Home Page	<input checked="" type="checkbox"/> Link Publishing
<input checked="" type="checkbox"/> Photo Publishing	<input checked="" type="checkbox"/> Message Board
<input checked="" type="checkbox"/> File Sharing	<input checked="" type="checkbox"/> Announcements
<input checked="" type="checkbox"/> Calendar	

Explanation for action

- Edit the permissions as desired.
- Enter an explanation for the changes and click Update Profile.

You have now updated the permissions of the TA to meet your needs.

