

Group Studio Guidelines

What is Group Studio?

Group Studio provides online communication tools for non-classroom groups such as committees, student clubs, academic divisions and workgroups. Tools include a home page, chat, announcements, a message board and file and photo sharing. Plans to activate a calendar feature are under way. For classroom groups, use Course Studio, which can be found under Faculty Resources in MyPortal (visible to faculty members only).

Group Studio Policy

Public groups may be established to share information among student, faculty and staff communities. Restricted groups (see “Types of Groups” below) may be created only if they are associated with a sanctioned employee/student organization, committee or club. The Office of College Life (De Anza) or Office of Student Activities (Foothill), along with campus club advisors, will approve student group requests. Groups must not promote activities that are illegal or violate the rights of others or FHDA policies.

Group Membership Policy

Group members must conduct themselves in a professional and respectful manner when publishing content on the group website. Members agree to not publish content that is illegal or violates the student code of conduct and/or FHDA policies, especially with regard to the posting of copyrighted information. Refer to *Procedures Regarding Misuse of Computer Information* (AP 3250), which can be found under Board Policies, Article 3 at www.fhda.edu.

How to Request an Employee Account

Follow these steps to submit your request for a Group Studio account:

1. Log into MyPortal and click on the “Groups” link in the upper right corner.
2. Click on “Create Group” and complete the form. The information below will guide you through the process.
3. Read and agree to the Groups Policies, then click the “Create Group” button to submit your request.

Tips for Completing the “Create a New Group” Form

Group Status: Use the default selection “Active.”

Group Name: Enter the name of your group (i.e., “FH Good Reads”). **Note:** Indicate your campus/area by including a DA (De Anza), FH (Foothill) or CS (Central Services) prefix to your group name.

Group Title: Include a caption or descriptive heading for your group (i.e., “Foothill Authors Series Book Group”). This can be the same as the group name if the name doesn’t need additional clarification.

Guest Page Description: Add a brief description of the group’s purpose. Please be clear and concise. This is what visitors will see when they view your group’s guest view page. Example: “Good Reads provides a forum for group members to discuss Foothill Authors Series books, share information about the authors and stay informed of the Authors Series events on campus.” Unless you need to use bold or italic text, select “Description Uses Plain Text.”

My Groups Groups Index **Create Group** Exit Help

Create a New Group

June 22, 2011

* Requires Group Studio administrator approval
* Required Information

* Group Status: Active

* Group Name: *FH Good Reads* Add your campus/area prefix to your group name.

* Group Title: *Foothill Authors Series Book Group* Descriptive caption.

* Guest Page Description: Description Uses Rich Text

Concise description.

Good Reads provides a forum for group members to discuss Foothill Authors Series books, share information about the authors and stay informed of Authors Series events on campus.

* Group Category: - Select Category -

Group Type: Public
 Restricted * Criteria required if selected
 Criteria for restricted access test

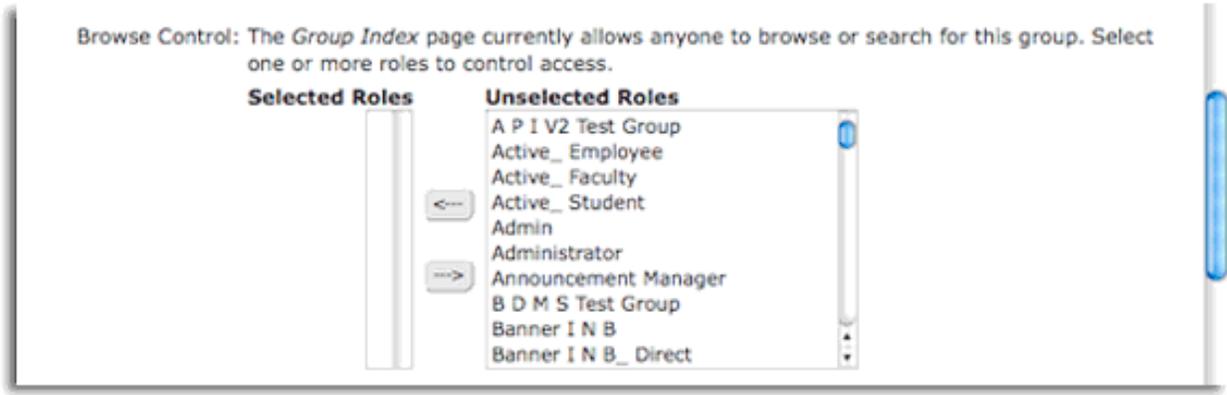
Group Category: Select the category that best fits your group.

- **Clubs, De Anza**
- **Clubs, Foothill**
- **Employee Organizations** (i.e., APASA, Multicultural Association, AAN)
- **Governance & Committees** (i.e., Academic Senate, Classified Senate, Tech Task Force, Sustainability, SLO)
- **Special Interest** (i.e., professional development groups such as fitness and wellness, book groups and technology user groups)
- **Student Life** (i.e., student government, intramural, student activities, athletics, Heritage Months)
- **Student Services** (i.e., financial aid, Career Center, tutorial)
- **Workgroups** (i.e., academic divisions and departments, staff, faculty and administrative and service program communications)

Types of Groups: Select the appropriate group type for your group.

- **Public:** Anyone who has authorized access to MyPortal can join the group.
- **Restricted:** Restricted group membership is subject to certain criteria. For instance, a group can be limited to members of a campus club, committee or department. The group leader must approve group membership.
- **Hidden:** Hidden groups are not allowed in MyPortal.

Browse Control: The Groups Index shows group categories and allows MyPortal users to view group guest home pages and ask to join a group. The default mode allows anyone who has access to MyPortal to browse or search for a group in the Groups Index. You can modify this feature so that your group listing will be visible only to the audiences that you designate. To do this, select the audience (called “roles”) from the “Unselected Roles” field and use the arrows to move it to the “Selected Roles” field. Individuals in the roles you have selected and moved will be the only ones that will be able to see your group listing in the Groups Index.



Group Applications: To get the most out of your Group Studio account, it is best to use the form’s default setting, in which all tools are marked **Available**, **Delegable** and **Enabled**. However, you can specify which of the Group Studio applications (or tools) that you want to be available to the group. Available applications will not function unless they are also enabled. When an application is marked “Delegable,” you will be able to delegate the management of that application to one or more group members.

Note: E-mail and calendar features are not activated in MyPortal at this time.



Approval Process for Employee Accounts

A Group Studio administrator will approve and activate all groups in MyPortal. Group Studio administrators are designated permanent staff or faculty members from each college and the district’s Central Services.

How to Request a Student Account

Students may request a Group Studio account for college-sanctioned clubs, organizations and activities. You will need to download the *Group Studio Request Form for Students*, fill it out, print and sign it. You can complete the form on any computer. Submit the form to your club or organization's faculty or staff advisor for validation. Do not use the online "Create Group" form in MyPortal.

The *Group Studio Request Form for Students* is available in MyPortal or on campus at these locations:

- **De Anza Groups:** Office of College Life, located in the lower level of the Hinson Campus Center.
- **Foothill Groups:** Office of Student Activities, located in Room 2008 in the Campus Center.

The following types of student groups are not eligible for a Group Studio account:

- Those intended to promote an individual or group private enterprise, business or non-profit organization with no affiliation to the colleges.
- Political and religious groups with no official club status.
- Classroom groups initiated outside of Course Studio and outside of instructor authority.
- Any group established in violation of the [Student Code of Conduct](#) (AP 5510), and/or outside the mission of the Foothill-De Anza Community College District.

Approval Process for Student Accounts

1. The advisor will review the student group request and authorize or deny it.
2. After the advisor approves a group, he or she will forward the request form to the Office of College Life (De Anza) or the Office of Student Activities (Foothill). An authorized staff member will use information provided on the form to create and activate the group account.

All student groups must have a faculty or staff advisor. Although a student may be the group leader, the advisor will have Group Studio leader rights and may exercise those rights at any time. Designated student activities staff will have Group Studio administrator privileges.

Group Studio administrators will reject student group requests submitted through MyPortal by anyone other than a faculty or staff member. The requestor will be directed to follow the process described above.

Group Leader Responsibilities

- Create and maintain the group home page, including links, news articles, files, and photos posted on the home page.
- Create and maintain 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 groups that exist within your group membership.
- Set up the group message board with topics and an overall description, and delete topics, messages, or replies as necessary.
- Create and maintain the group calendar (when this feature becomes available).
- Activate and deactivate group members as necessary, including approving or rejecting requests for membership in a restricted group.

- Post and delete announcements to group members.
- Delegate any of the above tasks by assigning privileges to designated group members.

If the Group Leader determines that any content posted by a group member is inappropriate, the Group Leader must remove the content and notify the posting member. The Group Leader may revoke membership at any time for violations of posting guidelines and/or inappropriate content.

Group Studio administrators have the ability to view content produced by all groups, but will not do so unless it is essential.

Group Studio Tools

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 configuration of the group and the content on the home page and guest view page. If you have delegated any portion of your Group Studio management responsibility to other group members, they will also see the tools menu. However, the menu will only contain options for the permissions they have been assigned.

Maintaining Your Account

Any group may be removed from Group Studio due to inappropriate use or inactivity for 120 days or more.

Closing Your Studio

If a Group Studio account is no longer needed, the group leader should request deletion of the group. On your studio page, select "General Settings" under Configuration Tools. Add "Delete" to the beginning of the group name. Scroll down to the Modification Comment box and enter your request to delete the group. Click "Save Changes." The request will be sent to a Group Studio administrator for deletion.

How to Join a Group

1. Log into MyPortal and click on the "Groups" link in the upper right corner.
2. Click on "Groups Index" and browse or search for the group you want to join.
3. Click the "Join Group" button.
4. Read and agree to the group policies. You can join any public group immediately. To join a restricted group, you must wait for the group leader to approve your request.

Additional Resources

For more information about how to use Group Studio, see the Help menu under the Group Studio "My Groups" tab, or download the *Group and Course Leader Administration Guide* at <http://fhdafiles.fhda.edu/downloads/callcenter/CourseStudioLeaderAdminGuide.pdf>.