



Campus Pipeline™ Version 3.1

# GROUP LEADER ADMINISTRATION GUIDE

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# ABOUT THIS GUIDE

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Welcome to the Campus Pipeline™ revolution. As a Campus Pipeline system user, you have the opportunity to request the creation of online groups for clubs, affiliations, or interests and to set up hompages for these groups. If your group has been approved and you become the group leader, you will have a number of tasks to complete to set up the group's pages and any applications that it has been given permission to use (such as a chat room or message board).

## WHO IS IT FOR?

This guide is designed to be used by anyone who has requested the creation of an online group and having had the group approved has become the group leader. The guide or sections of it are also designed to be used by anyone who has been delegated administrative privileges for group content.

## HOW DO I USE IT?

This guide is designed as a reference, providing concise information about such things as:

- ◆ The features of the Groups software
- ◆ The initial tasks facing a group leader in setting up a group homepage, its guest view, and any applications that it has been allowed to use
- ◆ Procedures for creating and maintaining content and for delegating administration of content to other group members

## WHAT'S IN THIS GUIDE?

This guide contains information in the following sections:

**Group Portal overview and features.** Provides an overview of the Group Portal software from the perspective of an end user.

**Group leader responsibilities.** Provides a list of the responsibilities that a new group leader will face while setting up group pages and applications, and a flow chart of steps that need to be performed.

**Setting up a group homepage.** Provides procedures for adding content to the group's homepage and getting it ready for members to access.

**Setting up and managing a group's applications.** Provides procedures for setting up the group's message board and calendar.

**Setting up a Guest View.** Provides procedures for setting up the content that will display on the group's guest view.

**Managing group member profiles.** Provides procedures for delegating permissions to other group members for maintaining content on the group's pages, and for inactivating and deleting group members.

**Managing group page content.** Provides procedures for reviewing content that has been submitted by other group members and updating group pages with this content.

**Glossary.** Provides a list of terms that you should be familiar with as you manage your group pages.

#### ALTERNATE FORMAT

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# GROUP LEADER ADMINISTRATION GUIDE

**C**ampus Pipeline version 3.1 is an extension to the baseline Campus Pipeline system. It provides a number of new features, including the Groups application, which allows individuals at your school the ability to create and manage group homepages for clubs or other affiliations and interests through the Campus Pipeline system.

Creation and maintenance of the group homepages is the responsibility of each group, and initially of the group leader. This guide provides general information about the Groups application and about the responsibilities of a group leader, recommendations and procedures for setting up and maintaining a group's pages or any of the applications like message boards that the group has been given permission to use, and information about delegating permissions for content maintenance to other group members.


# GROUP PORTAL OVERVIEW AND FEATURES

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The Campus Pipeline Web platform provides an application called Groups that can be accessed by clicking the Groups icon located in the Campus Pipeline tool bar. The Groups application allows students, faculty, or employees at your school to create and manage group homepages for clubs or other affiliations and interests. Groups fall into two categories: public and restricted. Public groups are open for anyone to join. Restricted groups are subject to restrictions. For example, to access a group homepage for an academic or social fraternity, you must first be accepted as a member of that organization.

To solicit membership, each group will have two homepages: a guest view and a member view. The guest view provides general information about the group and an option to join. When you join a group, you become a member and have access to the member view, which allows you to:

- ◆ Read articles that have been posted by the group and submit articles for posting
- ◆ Access links to other Internet resources that the group deems appropriate and submit potential links
- ◆ View photos posted by the group and submit photos for posting
- ◆ View information about and e-mail other group members
- ◆ Post your own homepage link for other group members to access
- ◆ Access group chat rooms, message boards, and a calendar all dedicated to group members.

 **Note:** A group's ability to access and use these features depends on the rights and permissions that have been given to the group by the school's system administrator. As such, groups may only have a limited set of these features.

## APPLICATION COMPONENTS

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

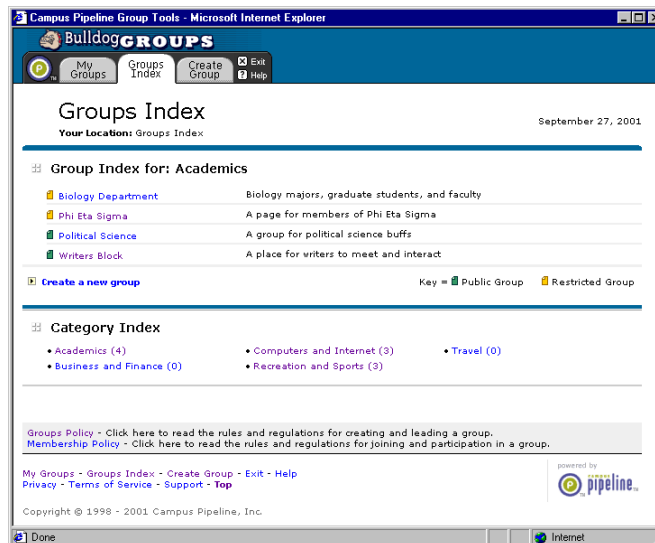


**Note:** If you are a system administrator, you will see a *Create Group* tab in place of the *Request Group* tab.

**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 homepages within each category so that you can read about and request to join a group.



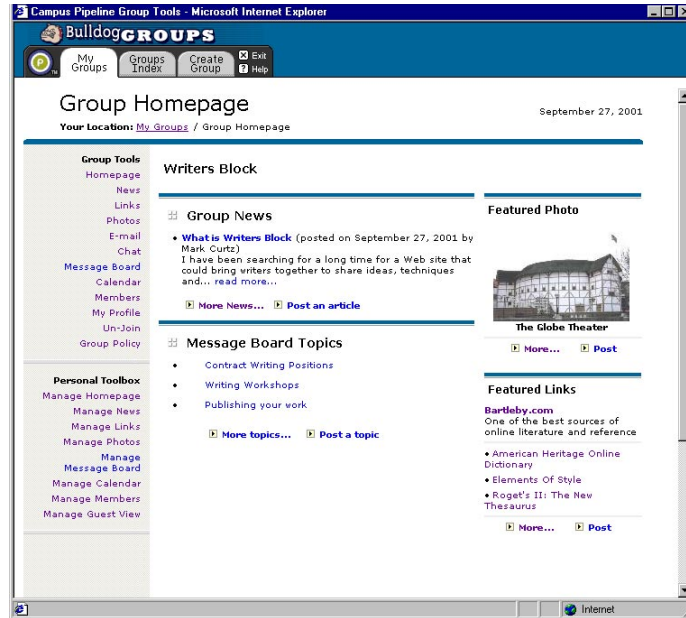
**Request Group.** Provides a form similar to the following that you can fill out to request the creation of a new group. If you request the creation of a new group, you become the group leader and have initial responsibility for creating and managing the group homepage and guest view.

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

The screenshot shows a web browser window titled "Campus Pipeline Group Tools - Microsoft Internet Explorer". The page header includes "BulldogGROUPS" and navigation links: "My Groups", "Groups Index", "Request Group", "Exit", and "Help". The main heading is "Request New Group" with the date "September 27, 2001" on the right. Below the heading, it says "Your Location: Request New Group". A note states: "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." The form fields include: "Requested By: Stephen Smith", "Group Name" (required), "Short Description" (required), "Long Description" (required), "Group Category" (Academics, required), "Type" (Public selected, Restricted option with a criteria field), "Applications" (checkboxes for Group Email, Chat Room, Message Board, Calendar, Internet Links, News, Photos, and a checkbox for delegating rights), "Comments" (text area), "Groups Policy (Please Read)" (text area with a scroll bar), and a checkbox "I have read and understood the school's policy on Community Groups." At the bottom, there are "Submit Request" and "Cancel" buttons, and a footer with navigation links and a "powered by pipeline" logo.

## GROUP TOOLS


Once you become a group member or a group leader, you have access to the group's homepage similar to that illustrated below.



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


### Member tools

- ◆ **News.** Allows you to read all articles that have been written by other members and posted by the group, and to submit articles for potential posting.
- ◆ **Links.** Allows you to view all of the links that have been posted by the group and to submit links for potential posting.
- ◆ **Photos.** Allows you to view all of the photos that have been posted by the group and to submit photos for potential posting.
- ◆ **E-mail.** Allows you to send e-mail to members.
- ◆ **Chat.** Allows you to enter the group's 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.
- ◆ **Calendar.** Allows you to access a group calendar.
- ◆ **Message Board.** Allows you to enter the group's dedicated message board where you can read and post messages and replies.

 **Note:** This is a comprehensive list of all tools and applications that are potentially available to a group. Depending on the rights and permissions granted to a group by the school's system administrator, you may only see a limited set of these tools.

### Group Leader tools

- ◆ **Manage homepage.** Allows you edit the content that members see on the homepage, including featured photo, featured links, and top five links.
- ◆ **Manage News.** Allows you to edit articles that have been submitted for posting and to post article to and delete articles from the group homepage.
- ◆ **Manage Links.** Allows you to post links to and delete links from the group homepage.
- ◆ **Manage Photos.** Allows you to post photos to and delete photos from the group homepage.
- ◆ **Manage Members.** Allows you to activate or inactivate group members and to delegate permissions to them for maintaining group homepage content.
- ◆ **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.
- ◆ **Manage Calendar.** Allows you to add events and other important items to a group calendar.
- ◆ **Manage Message Boards.** Allows you to create descriptions for the group's message board forum and to delete message board topics and replies

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


As the group leader, you will work extensively with these group leader tools to create and manage the group's homepage and guest view, and to deactivate and reset the permissions associated with group member profiles. For a complete list of your responsibilities as a group leader refer to the next section of this guide. Procedures for working with these tools are outlined in subsequent sections.

# GROUP LEADER RESPONSIBILITIES

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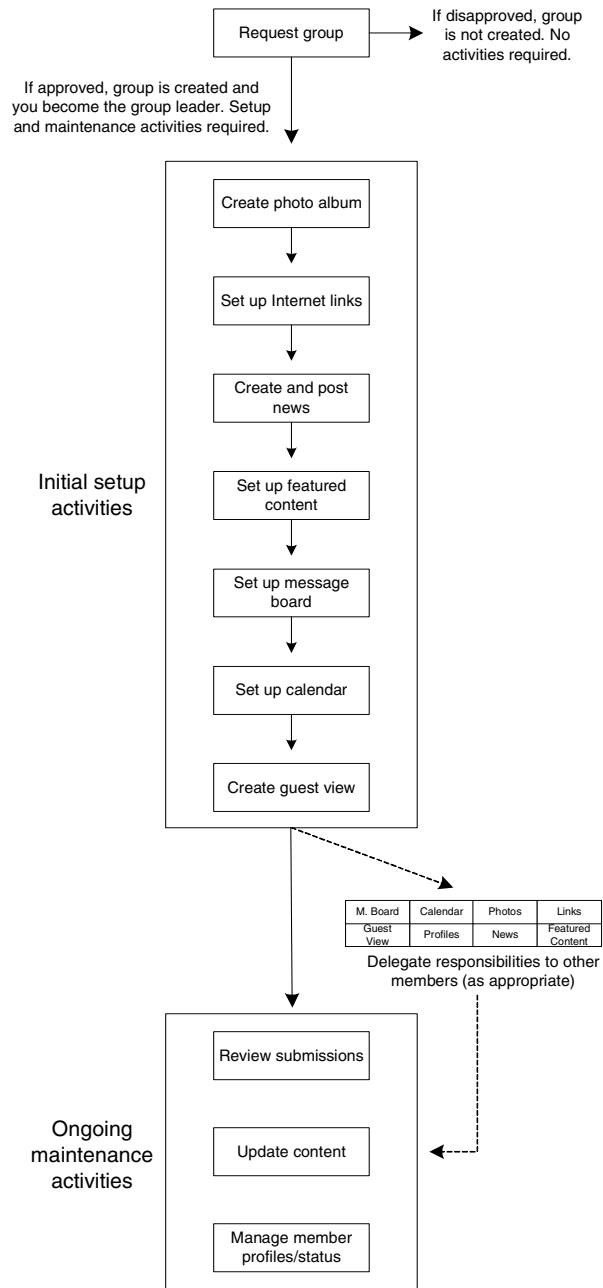
If you request creation of a group and it is approved, you automatically become the group leader. As a group leader, you have the following responsibilities:

- ◆ Creating and managing the group homepage, including link, article, and photo content
- ◆ 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 to non-members
- ◆ Setting up the group's message board with topics and an overall description, and deleting topics, messages, or replies as necessary
- ◆ Setting up and maintaining the group's online calendar
- ◆ Activating and deactivating group members as necessary
- ◆ Assigning privileges to group members so that responsibility for any of the above tasks can be delegated

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

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

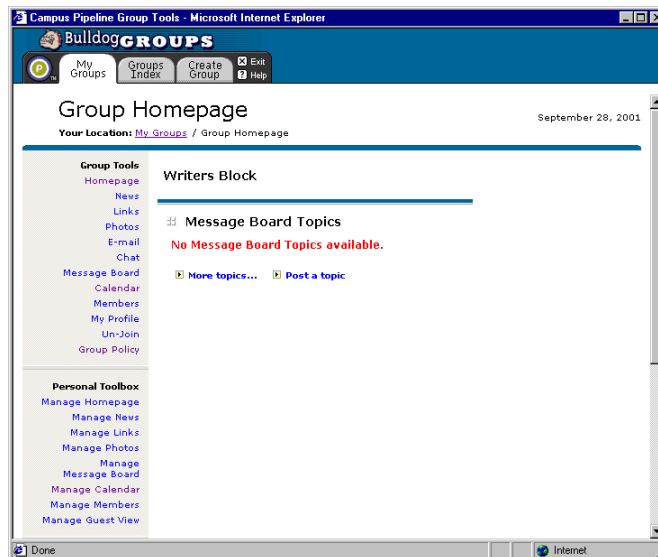
The following flow chart illustrates the steps leading from the initial request for a group to the periodic maintenance that will be required to update content.



The following sections 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, and to review submissions and update content.

# SETTING UP A GROUP HOMEPAGE

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



You will need to create content for the page that includes photos, Internet links, and informational news articles. 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 the initial content, and the procedures for reviewing submissions and maintaining content.

## CREATING A PHOTO ALBUM

The group homepage allows you to create and maintain a photo album for images and photos that are relevant to the group and its activities. For example, a golf group may want to post pictures from its last tournament, or a scrapbooking club may want to create and post samples of its work.

The photo album can contain any number of images and photos up to a limit of 12 MB. When you upload files to the system, the Groups software 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.

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:

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to post photos.**

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

- **From the menu of options, 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 group 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 group's homepage), but not yet deleted.

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

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

You see the Post a Photo window.

### Post a Photo for Political Science

Post photos in jpeg or gif format (file extensions .jpg or .gif) only. Photo files may not be larger than 1 mg.

Posted By: **Mark Curtz**

Status:

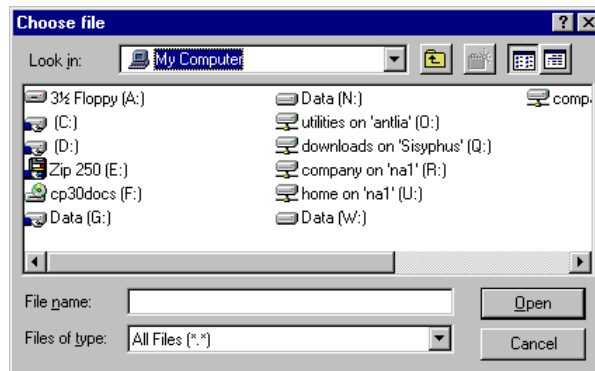
Photo File Name:

Photo Title:

Photo Caption:

- **From the Status field, use the drop-down to select Active.**
- **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 tot the following that allows you to search for the file.



- **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.

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

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

example, if you want the caption to be displayed in a red font, you could bracket the text with the following HTML tags:

```
<font color="Red">here is some red text</font>
```

 **Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <noabr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **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.

- **To add more photos to the album, repeat the procedures.**

## CREATING LINKS

The group homepage allows you to create and maintain a list of Internet links that provide resources for the group. For example, a writers group might want to add links to online reference materials, a ski club might want to add links to local ski resorts or the local ski report.

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 the homepage.

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

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to post links.**

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

- **From the menu of options, 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 group 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 group's homepage), but not yet deleted.

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

- **Locate and click the "Post a New Link" link that appears within the Active Links list.**

You see the Post a Link window.

#### Post a Link to the Political Science group

Posted By: **Mark Curtz**

Status:

Title:

URL:

Description:

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

- **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.

- **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 other protocols:

- ◆ https://
- ◆ ftp://
- ◆ nntp:
- ◆ mailto:

- **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. It supports 1000 characters. The Description field also supports basic HTML 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 and <img src> tag pointing to a server where the image was stored.

 **Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <noabr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **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.

- **To add more links, repeat the procedures.**

## CREATING NEWS ARTICLES

The group homepage allows you to create and maintain a series of informational news articles. For your group, 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 screening, and other articles that contain extensive reviews of new movies.

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 for the group, use the following procedure:

- **If you have not already done so, log in to the Campus Pipeline Web platform.**

- **Click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to create and post a news article.**

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

- **From the menu of options, 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 group 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 group's homepage), but not yet deleted.

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

- **Locate and click the "Post a News Article" link that appears within the Active Articles list.**

You see the Post an Article window.

## Post an Article to the Political Science group

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Posted By: **Mark Curtz**

Status:

Title/Subject:

Article:

- **From the Status field, use the drop-down to select Active.**
- **In the Title/Subject field enter a title or subject for the article.**

This field is required and supports 60 characters.

- **In the Article field, enter the text of the article.**

This field is required. It supports 25,000 characters. The Article field also supports basic HTML 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 standard <h1>, <h2>, <h3>, etc. tags

**Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.


- **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.


- **To add more articles to the homepage, repeat the procedure.**

## CREATING FEATURED CONTENT

After you have added photos and links to the group's homepage, you can set 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.

 **Note:** *You group members will also see Message Board topics listed on the homepage. Like photos and links, you will need to create the initial content. Refer to "Creating message boards" on page 23.*

To create the initial featured content that will appear on your group's 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.*

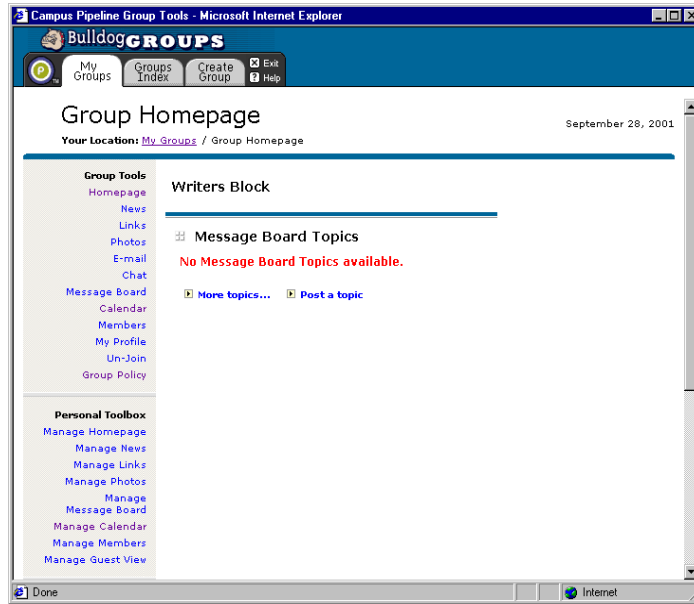
- **If you have not already done so, log in to the Campus Pipeline Web platform.**

- **Click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

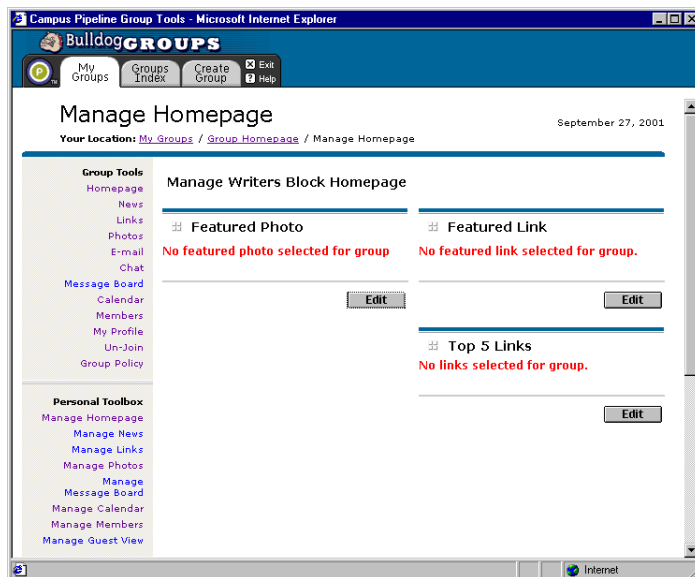
- **From the list, click the name of the group for which you want to create featured content.**

You see the group homepage similar to the following that contains no content:



- From the menu of options, locate and click Manage Homepage.

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



- 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 photo album, similar to the following:


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


#### Set Writers Block Featured Photo


To **Set** the featured photo, select a photo and click Set Photo. Only one photo can be selected. To **View** a photo, click on the photo title. If you do not wish to use this feature, select the **Section Inactive** option.

Section Inactive

---

 Oedipus

 The Globe Theater

 Hamlet

---

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

- **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 dialog stating that the featured photo has been updated. Click OK and you are returned to the Manage Homepage window.

- **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, similar to the following:

**Note:** If there are no links, you will first have to post some.

#### Set Writers Block Featured Link

To **set** a featured link, select a link and click Set Link. Only one link can be selected. To **View** a link, click on the link title. If you do not want to use this feature, select the **Section Inactive** option.

Section Inactive

---

<input type="radio"/> American Heritage Online Dictionary	An online version of the American Heritage 4th Edition.
<input checked="" type="radio"/> Bartleby.com	One of the best sources of online literature and reference
<input type="radio"/> Elements Of Style	An online version of Strunk's classic
<input type="radio"/> Roget's II: The New Thesaurus	An online version of Roget's II, 3rd Edition

---


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

- **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 dialog stating that the featured link has been updated. Click OK and you are returned to the Manage Homepage window.

- **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, similar to the following:

 *Note: If there are no links, you will first have to post some.*


#### Set Writers Block Top 5 Links

To **Set** the top five links, select up to five links and click Set Links. To **View** a link, click on the link title.

<input checked="" type="checkbox"/>	<a href="#">American Heritage Online Dictionary</a>	An online version of the American Heritage 4th Edition.
<input type="checkbox"/>	<a href="#">Bartleby.com</a>	One of the best sources of online literature and reference
<input checked="" type="checkbox"/>	<a href="#">Elements Of Style</a>	An online version of Strunk's classic
<input checked="" type="checkbox"/>	<a href="#">Roget's II: The New Thesaurus</a>	An online version of Roget's II, 3rd Edition

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 dialog stating that 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 group homepage

# SETTING UP AND MANAGING A GROUP'S APPLICATIONS

---

Outside of the content that is displayed on the homepage, your group may also have access to its own message board and calendar. For both of these tools, the Groups application uses the message board and calendar software already provided through the course tools components of the Campus Pipeline system. In this case, however, only members of a group can access a given message board or calendar.

As group leader, it is your responsibility to set up the message board and calendar for your group, and to periodically update the information that they contain. For the message board, this will involve cycling through topics and replies and deleting those that are outdated or not fit for publication. For the calendar, you will add and delete meetings, events, and tasks as necessary for your group.

The following sections outline procedures for creating the initial message board topics and calendar information for your group, and for maintaining them to meet your groups needs

## CREATING MESSAGE BOARDS

If your group has been given permissions to have a message board, access to message board topics will be provided on the group homepage, as illustrated below:

---

### ☰ Message Board Topics

**No Message Board Topics available.**

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

Since this content is immediately visible to group members, you should create a set of initial message board topics and descriptions that will encourage members to access and use the message board. Members themselves can add topics to the message board. However, as group leader, you are the only one who can delete topics and replies, unless you delegate this permission to someone else. *For procedures, refer to the section “Delegating permissions” on page 34.*

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

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

The Groups application opens displaying the My Groups tab. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group whose message board you need to set up.**

You see the group homepage.

- **From the Group Tools list in the left-hand menu, locate and click the Message Boards option.**

You see the Message List 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:

Message Board Topics September 27, 2001

Your Location: [Group Portal](#) / [Course Resources](#) / [Msg Board Topics](#) / Message List

---

Writers Block


Description: [edit description](#)

[Post a Topic](#) [Help](#)

delete	Topic List - Click to view message list	Author	Messages	Posted on
--------	---	--------	----------	-----------

---

[My Pipeline](#) - [My Courses](#) - [School Services](#) - [Campus Life](#)  
[E-mail](#) - [Calendar](#) - [Groups](#) - [Logout](#) - [Options](#) - [Help](#)  
[Privacy](#) - [Terms of Service](#) - [Support](#) - [Top](#)

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- **To add an overall description for the group message board, click the Edit Description button.**
- **In the pop-up window that appears, enter a description of the message board, or policies for the message board and click OK.**
- **To add topics to the message board, click the Post Topic icon.**

You see the Post a Topic window.

### Post a Topic

October 16, 2001

Your Location: [My Groups](#) / [Msg Board Topics](#) / Post a Topic

---

Post a Topic to: Ski Club

---

Title :  ? Help

Description :

---

- **In the Title field enter the topic.**

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

- **In the Description field enter any text that you want members to see when they access this topic.**

This text appears only in the message board application and is typically used to describe the type of dialog that you expect for messages and replies posted to the topic.

- **Click the Post button.**

You are returned to the Message Board Topics page. To add additional topics, click the Post a Topic icon and repeat the steps outlined above for entering a title and description.

When you are finished, you see a Topics page similar to the following:

### Message Board Topics

September 27, 2001

Your Location: [Group Portal](#) / [Course Resources](#) / [Msg Board Topics](#) / Message List

---

**Writers Block**


**Description:** The Writers Block message boards are dedicated to literary topics. Please use them appropriately to post questions and share information. [edit description](#)

[Post a Topic](#) ? Help

delete	Topic List - Click to view message list	Author	Messages	Posted on
<a href="#">[d]</a>	<a href="#">Contract Writing Positions</a>	Mark Curtz	0	9-27-01
<a href="#">[d]</a>	<a href="#">Writing Workshops</a>	Mark Curtz	0	9-27-01
<a href="#">[d]</a>	<a href="#">Publishing your work</a>	Mark Curtz	0	9-27-01

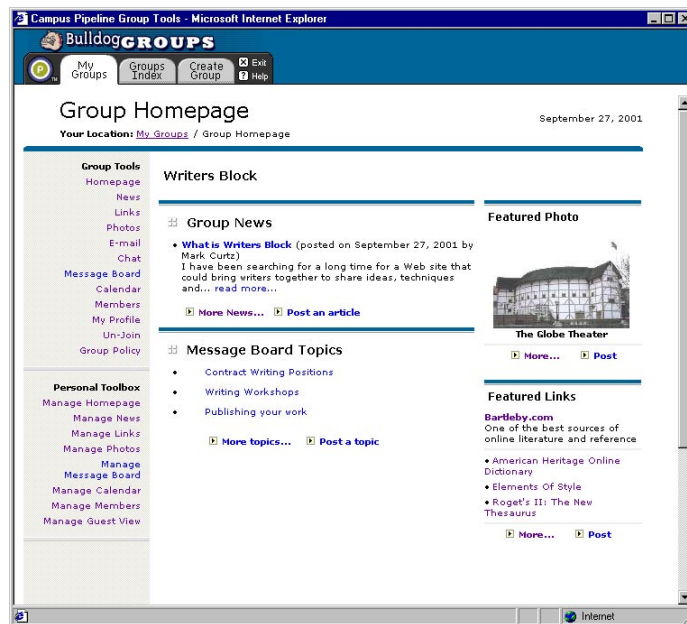
---

My Pipeline - My Courses - School Services - Campus Life  
 E-mail - Calendar - Groups - Logout - Options - Help  
 Privacy - Terms of Service - Support - Top

powered by  


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On the group homepage, these same message board topics appears similar to those illustrated below.



## WORKING WITH A CALENDAR

Group calendars are provided by the same application used for personal and course calendars in the Campus Pipeline system. If your group has been given a calendar, members will be able to open it by way of a link on the group homepage, or through a drop-down menu of all calendars to which they belong from within the calendar application. As group leader, you are responsible for maintaining the calendar or delegating calendar administration to another member of the group. *For procedures, refer to the section “Delegating permissions” on page 34.*

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

- **If you have not already done so, log in to the Campus Pipeline Web platform and click the Groups icon located in the toolbar.**

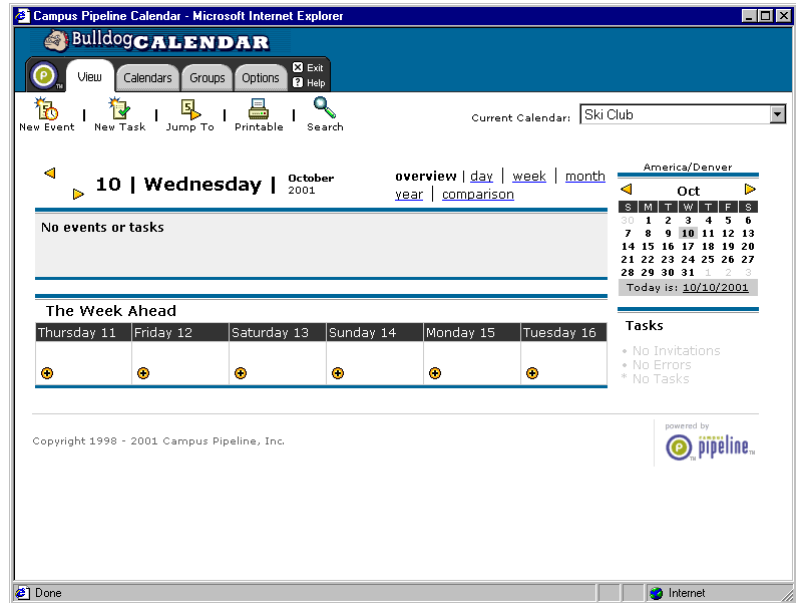
The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group whose calendar you need to manage.**

You see the group homepage.

- **From the Group Tools list in the left-hand menu, locate and click the Manage Calendar option.**

The Calendar application opens in a new browser window similar to the following:



Notice that the Current Calendar drop-down lists the calendar. As a Campus Pipeline 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.

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

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

- **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. If you are entering a task, it can only be a task that you can view and respond to.

- **When you are finished entering details about the event or task, click OK.**

If you entered an event, all members of the group will be able to see it in their calendars. As group leader, you can also set options for the group calendar, such as display preferences and also import data from another calendar into the group's 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.

Congratulations! At this point your group's homepage and applications should be set up and ready for group members to use. Your next task should be setting up the group's guest view page. Refer to the next section for information and procedures.

# SETTING UP A GUEST VIEW

---

After you have set up the content on the group's homepage and set up any applications that the group might be using, you will need to create a guest view page for the group. The guest view page provides information about your group and an option to join the group to everyone on campus who has access to the Campus Pipeline Web platform. After your group is approved, a generic guest view will be created containing the initial group description that you provided when you requested the group and a Join icon.

The following sections outline the procedures that you should use to create featured content for the guest page, to update the group's description (if necessary), and to add additional information to 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:

- **If you have not already done so, log in to the Campus Pipeline Web platform and click the Groups icon located in the toolbar.**

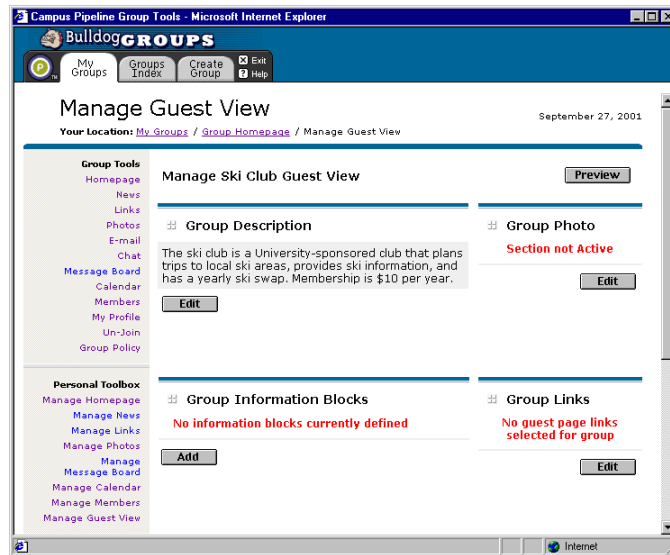
The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group whose guest view you need to set up.**

You see the group homepage.

**From the Group Tools list in the left-hand 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.

- **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.

- **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.

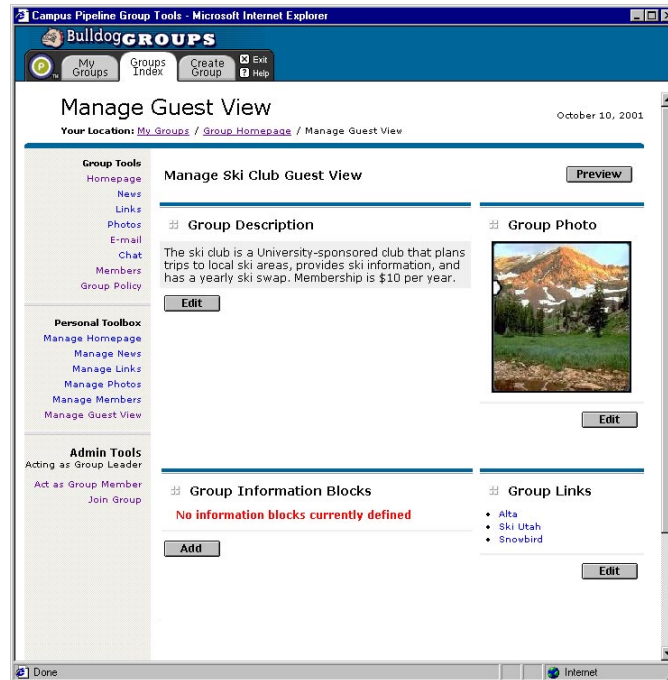
- **To set links that appear on the guest view, locate the Group Links section of the page and click Edit.**

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 links set:



## 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 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 HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **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.

## ADDING ADDITIONAL GROUP INFORMATION

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

- **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.

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

The Title field supports up to 60 characters.

- **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 HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

○ **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.

Congratulations! At this point your group's homepage, applications, and guest view should be set up. As Campus Pipeline users begin to join your group and submit photos, links, and articles, you will need to screen their submissions and update content. You will also need to periodically update the guest view to keep it fresh.

With message board and calendar content included, maintenance of your group's information can become overwhelming. To help mitigate the burden, the Groups software allows you to delegate rights to other group members so that they can manage all or portions of the group's content.

The next section of this guide provides procedures for delegating permissions, and for inactivating, reactivating, and even deleting members.

# MANAGING GROUP MEMBER PROFILES

---

Once you have set up your group homepage, applications, and guest view, you may have occasion to delegate permissions for content maintenance to other members of the group. At times you may even need to inactivate or delete group members. The following sections outline procedures for working with group member profiles to delegate permissions and inactivate or delete a member.

## DELEGATING PERMISSIONS

To ensure that the content on the group homepage is always fresh, and that the guest view is always up-to-date and enticing, 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, Campus Pipeline recommends delegating group content maintenance to other group members.

The Groups software allows you to delegate any of the following permissions:

- ◆ **Group Leader.** Allows you to give the selected member full group leader permissions. Note, this is the only way that you can delegate rights to update member profiles to others.
- ◆ **Manage Message Board.** Allows you to give the selected member the right to manage the group message board, including the ability to add a message board description and delete topics, messages, and replies.
- ◆ **Manage Calendar.** Allows you to give the selected member the right to manage the group's calendar.
- ◆ **Manage Internet Links.** Allows you to give the selected member the right to manage the group's homepage links, including editing link information, posting links, and deleting links.
- ◆ **Manage News.** Allows you to give the selected member the right to manage the group's news articles, including editing existing and submitted articles and posting and deleting articles.
- ◆ **Manage Photo Album.** Allows you to give the selected member the right to manage the group's photo album, including editing existing and submitted photo information, and posting and deleting photos.

- ◆ **Manage Group homepage.** Allows you to give the selected member the right to edit all aspects of the group's homepage, including the ability to set featured links, articles, and photos, and to edit, post, and delete links, news articles, and photos.
- ◆ **Manage 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.

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

- **If you have not already done so, log in to the Campus Pipeline Web platform and click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to delegate permissions.**

You see the group homepage.

**From the Group Tools list in the left-hand menu, locate and click the Manage Members option**

You see the Manage Members page, which contains a list of all the group's active and inactive members.

### Manage Ski Club Members

Click on a member name to view their member profile.

#### ☰ New Membership Requests

Name	Requested On
<input type="checkbox"/> Select All	
<input type="checkbox"/> Mark Curtz	November 20, 2001

Click a member name to **change** member status or **remove** from group.

#### ☰ Active Members

Name	Rights	Homepage	Last Visit
<a href="#">Keith Moran</a>			October 17, 2001
<a href="#">Lucille Ball</a>			October 16, 2001
<a href="#">Mary Pickford</a>			October 15, 2001

#### ☰ Inactive Members

Name	Rights	Homepage	Last Visit
<b>There are no inactive members.</b>			

[Activate](#) [Inactivate](#) [Delete](#)

- **To assign permissions for group page management to another member, click the member's name.**

You see the Edit Profile window.

Edit Profile for Lucille Ball

**Member Information**

Name:	Lucille Ball
Member since:	October 16, 2001
Last Visit:	October 16, 2001
Homepage:	(not provided)
Status:	Active

**Delegated Rights**

<input type="checkbox"/>	Group Leader
<input type="checkbox"/>	Manage Message Board
<input type="checkbox"/>	Manage Calendar
<input type="checkbox"/>	Manage Internet Links
<input type="checkbox"/>	Manage News
<input type="checkbox"/>	Manage Photo Album
<input type="checkbox"/>	Edit Group Homepage
<input type="checkbox"/>	Edit Guest Page

**Explanation for action**

**\* Note:** You must explain every change made to a members profile.

- **From the Delegated Rights section of the page, click the check-box for each right that you want the member to have.**
- **In the Explanation for action field, enter a reason for delegating permissions.**
- **Click the Update Profile button.**

You see a dialog stating that the profile has been updated and that the explanation has been sent. Click OK. You are returned to the Manage Members page.

**ACTIVATING,  
INACTIVATING, AND  
REMOVING MEMBERS**

If your group is a restricted group, you will have to manage the queue of membership requests to verify that requesters meet the criteria for your group membership and to activate or reject their memberships as appropriate. Under certain circumstances, you may have to temporarily inactivate a group member or even remove a member permanently from the group. For example, your group may impose a quarterly fee to help pay for activities or supplies. If a member has not paid the fee, you may want to inactivate the member's profile so that the member cannot access the group page. Once the member

pays the required fees, you could reactive the member's profile. The following procedures illustrate the process for activating, inactivating (and reactivating), and deleting a member profile.

- **If you have not already done so, log in to the Campus Pipeline Web platform and click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to adjust a member's status.**

You see the group homepage.

- **From the Group Tools list in the left-hand menu, locate and click the Manage Members option.**

You see the Manage Members page, which contains a list of all the group's active and inactive members, and if the group is a restricted group, a list of all new membership requests.

#### Manage Ski Club Members

Click on a member name to view their member profile.

##### ☰ New Membership Requests

Name	Requested On
<input type="checkbox"/> Select All	
<input type="checkbox"/> Mark Curtz	November 20, 2001

Click a member name to **change** member status or **remove** from group.

##### ☰ Active Members

Name	Rights	Homepage	Last Visit
<a href="#">Keith Moran</a>			October 17, 2001
<a href="#">Lucille Ball</a>			October 16, 2001
<a href="#">Mary Pickford</a>			October 15, 2001

##### ☰ Inactive Members

Name	Rights	Homepage	Last Visit
<b>There are no inactive members.</b>			

- **To activate or reject a membership request, click on the box next to the requester's name and use the appropriate button.**

If you are unsure from the information provided whether to accept or reject the membership request, you can view the member's request and adjust his or her status as outlined in the rest of this procedure.

- **To adjust a group member's status, click the member's name.**

You see the Edit Profile window.

**Edit Profile for Lucille Ball**

---

**Member Information**

Name: Lucille Ball  
 Member since: October 16, 2001 Last Visit: October 16, 2001  
 Homepage: (not provided)  
 Status: Active

**Delegated Rights**

Group Leader  
 Manage Message Board  
 Manage Calendar  
 Manage Internet Links  
 Manage News  
 Manage Photo Album  
 Edit Group Homepage  
 Edit Guest Page

**Explanation for action**

\* Note: You must explain every change made to a members profile.

- **In the Explanation for action field, enter a reason for adjusting the member’s status or for removing the member.**

You must enter a reason for adjusting the member’s status or for removing the member from the group.

- **If you need to remove the member from the Group, click the Delete Button.**

Once the member is deleted, the profile can no longer be recovered. You will be prompted with a dialog confirming that you really want to delete the member. Finally, you will be presented with a dialog stating that the member has been deleted from the group. Click OK. You are returned to the Manage Members page.

- **To adjust the member’s status, select the appropriate option from the Status drop-down: Active or Inactive.**

If the member is active, you can use the drop-down to select Inactive. If the member is inactive, select Active to reactivate the member.

- **Click the Update Profile button.**

You see a dialog stating that the profile has been updated and that the explanation has been sent. Click OK. You are returned to the Manage Members page.

# MANAGING GROUP PAGE CONTENT

---

After initial setup, you will need to periodically review content that has been submitted by group members and update the group's home page, guest view, and applications as appropriate. The following sections outline procedures for maintaining content for the following areas:

- ◆ Photo album
- ◆ Links
- ◆ News Articles
- ◆ Featured content
- ◆ Guest view content
- ◆ Message board content

If you have delegated permissions for any of these areas to other group members, they should be familiar with the procedures required for maintaining content. You may want to copy this section of the guide and distribute it accordingly.

## MAINTAINING THE PHOTO ALBUM

Once the photo album has been created, other group members will submit photos that they think should be posted. To maintain the photo album, review the photos that have been submitted, post those that you think are valuable for the group, 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 limit of 12 MB.
- ◆ When you upload files to the system, the Groups software 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.
- ◆ 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:

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

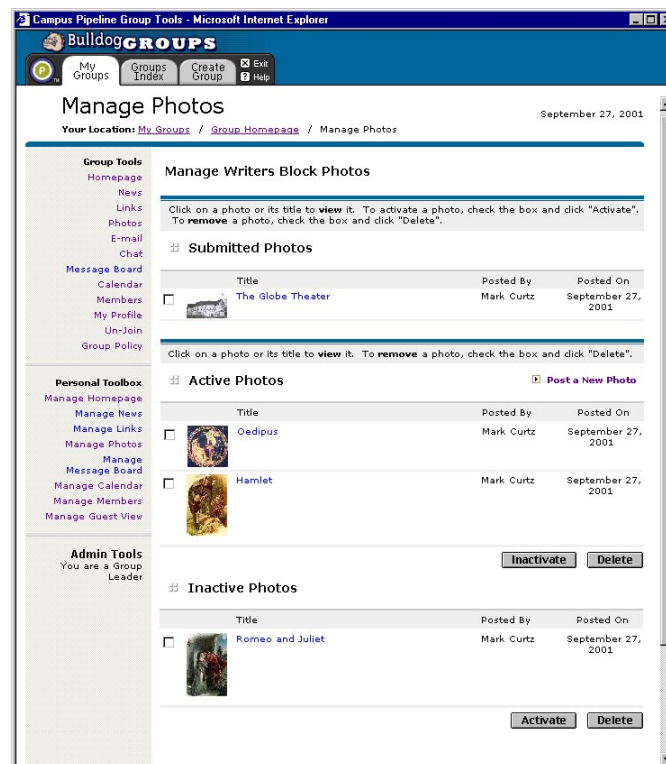
The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to manage photos.**

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

- **From the menu of options, locate and click Manage Photos.**

You see the Manage Photos page similar to the following:



It contains three sections:

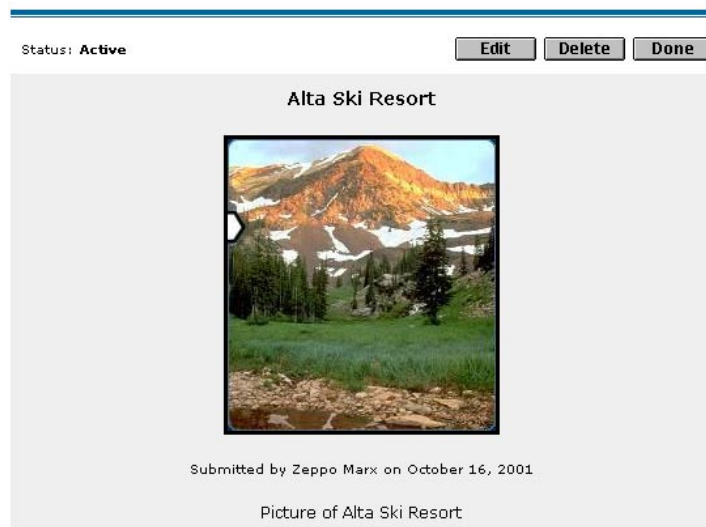
- ◆ **Submitted Photos.** A list of all photos that have been submitted by group members, but not yet reviewed and posted. Submitted photos may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page. However, you may want to review and edit the photo or its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

- **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.

#### View Ski Club Photo



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.

- **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.

- **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.

#### Edit Ski Club Photo

1. To change title or caption, click in the appropriate field (Title or Caption) and update the text.
  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.
- **When you are finished editing the photo information or status, click Update.**

You are prompted by a dialog informing you that 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.

## MAINTAINING LINKS

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

As you maintain the your group's links note 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:

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

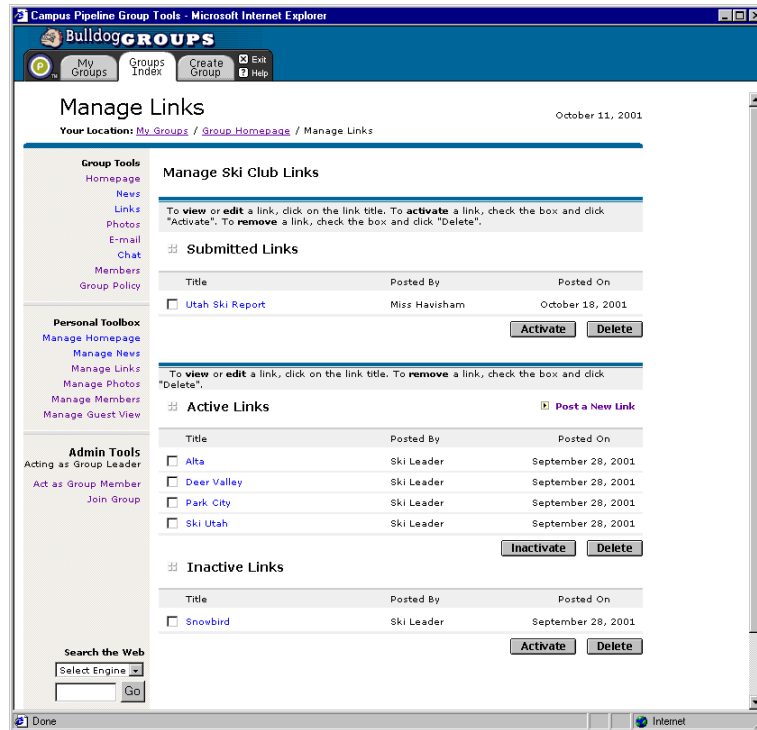
The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to manage links.**

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

- **From the menu of options, 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 group 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.
- ◆ **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 group's 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.

- **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.

#### View Ski Club Link

Status: **Requested**

**Utah Ski Report**  
 Submitted by Miss Havisham on October 18, 2001  
 Provides a quick table of current snow depths and whether conditions for all Utah ski resorts  
[http://www.skiutah.com/snow\\_report/](http://www.skiutah.com/snow_report/)

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 group 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.

- **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.

- **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.

### Edit Ski Club Link

1. To change title, URL, or description, click in the appropriate field and update the text.
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.

○ **When you are finished editing the link or its status, click Update.**

You are prompted by a dialog informing you that 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.

### MAINTAINING NEWS ARTICLES

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

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

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to manage articles.**

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

- **From the menu of options, locate and click Manage News.**

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

The screenshot displays the 'Manage News Articles' interface for the 'Ski Club' group. The page is titled 'Manage Ski Club News' and is dated October 11, 2001. The breadcrumb trail indicates the user's location: 'My Groups / Group Homepage / Manage News Articles'. The left sidebar provides navigation for 'Group Tools' (Homepage, News, Links, Photos, E-mail, Chat, Members, Group Policy), 'Personal Toolbox' (Manage Homepage, Manage News, Manage Links, Manage Photos, Manage Members, Manage Guest View), and 'Admin Tools' (Acting as Group Leader, Act as Group Member, Join Group). The main content area is divided into three sections: 'Submitted Articles', 'Active Articles', and 'Inactive Articles'. Each section contains a table of articles with columns for 'Title/Subject', 'Posted By', and 'Posted On'. The 'Submitted Articles' section shows one article: 'Will Alta allow snowboards?' by 'Ski Leader' on 'September 28, 2001', with 'Activate' and 'Delete' buttons. The 'Active Articles' section shows five articles: 'Ski trip to Alta', 'Ski trip to Snowbird', 'Discount ski equipment', 'Ski Club Business Meeting', and 'Snowbird to add Quad lift', all by 'Ski Leader' on 'September 28, 2001', with 'Inactivate' and 'Delete' buttons. The 'Inactive Articles' section shows one article: 'Ski swap' by 'Ski Leader' on 'September 28, 2001', with 'Activate' and 'Delete' buttons. A 'Search the Web' box is located at the bottom left of the page.

It contains three sections:

- ◆ **Submitted Articles.** A list of all articles that have been submitted by group 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 the 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 group's 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.

- **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.

#### View Ski Club Article

Status: **Requested**

---

**Will Alta allow snowboards?**

Submitted by Ski Leader on September 28, 2001

Alta is considering lifting it's snowboard restrictions. Send them email at <a href=mailto:feedback@alta.com>feedback@alta.com</a> and let them know if you think they should.

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 group 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.

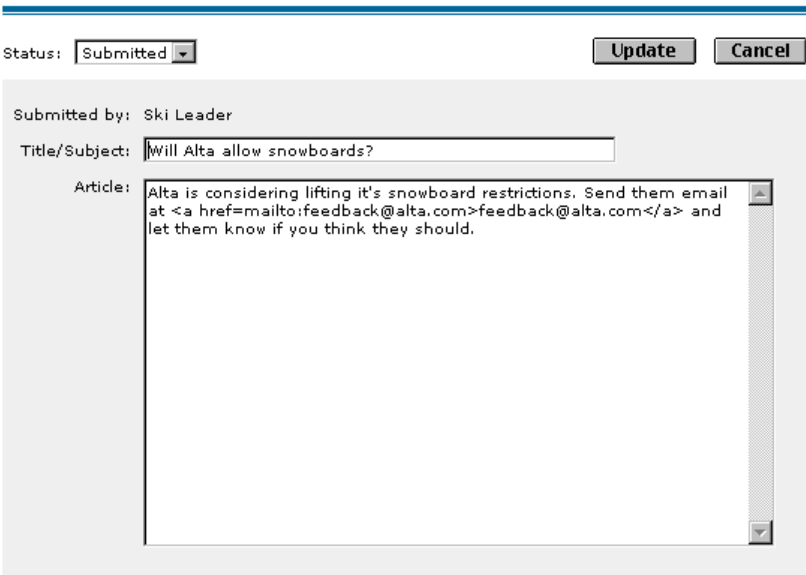
- **To delete the article, click the Delete button.**

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

- **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.

#### Edit Ski Club Article



Status: Submitted

Submitted by: Ski Leader

Title/Subject: Will Alta allow snowboards?

Article: Alta is considering lifting its snowboard restrictions. Send them email at [feedback@alta.com](mailto:feedback@alta.com) and let them know if you think they should.

1. To change the article's title or information, click in the appropriate field and update the text.
2. To change status, select the appropriate option from the Status drop-down. The Active status posts the article to the group homepage. The Inactive status places the article in the Inactive Articles list.

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

You are prompted by a dialog informing you that 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.

## MAINTAINING FEATURED CONTENT

To keep group members hitting the homepage, you will want to rotate the featured content on a periodic basis. This includes changing the featured photo, setting a new featured link, and resetting the top five links. To maintain featured content, use the following procedures:

- **If you have not already done so, log in to the Campus Pipeline Web platform.**
- **Click the Groups icon located in the toolbar.**

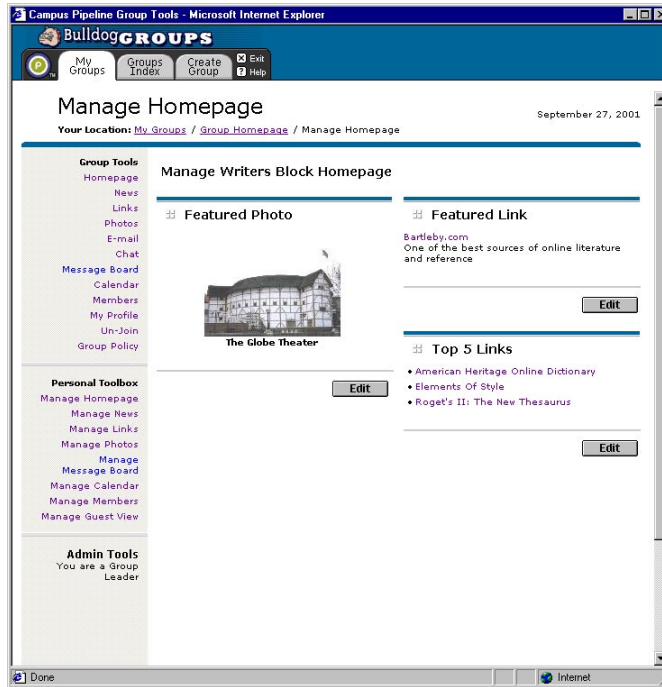
The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group for which you want to update featured content.**

You see the group homepage.

- **From the menu of options, locate and click Manage Homepage.**

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



- **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 photo album, similar to the following:

#### Set Writers Block Featured Photo


To **Set** the featured photo, select a photo and click Set Photo. Only one photo can be selected. To **View** a photo, click on the photo title. If you do not wish to use this feature, select the **Section Inactive** option.

**Section Inactive**


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 Oedipus

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 The Globe Theater

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 Hamlet

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- **Click the radio button next to a picture that you want to display and click Set Photo.**

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

- **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, similar to the following:

#### Set Writers Block Featured Link

To **set** a featured link, select a link and click Set Link. Only one link can be selected. To **view** a link, click on the link title. If you do not want to use this feature, select the **Section Inactive** option.

Section Inactive

---

<input type="radio"/> American Heritage Online Dictionary	An online version of the American Heritage 4th Edition.
<input checked="" type="radio"/> Bartleby.com	One of the best sources of online literature and reference
<input type="radio"/> Elements Of Style	An online version of Strunk's classic
<input type="radio"/> Roget's II: The New Thesaurus	An online version of Roget's II, 3rd Edition

- **Click the radio button next to a link that you want to display and click Set Link.**

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

- **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, similar to the following:

#### Set Writers Block Top 5 Links

To **set** the top five links, select up to five links and click Set Links. To **view** a link, click on the link title.

<input checked="" type="checkbox"/> American Heritage Online Dictionary	An online version of the American Heritage 4th Edition.
<input type="checkbox"/> Bartleby.com	One of the best sources of online literature and reference
<input checked="" type="checkbox"/> Elements Of Style	An online version of Strunk's classic
<input checked="" type="checkbox"/> Roget's II: The New Thesaurus	An online version of Roget's II, 3rd Edition

- **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 dialog stating that the Top 5 Links have been updated. Click OK and you are returned to the Manage Homepage window. You have now reset the featured content that members will see when they access the group homepage.

## MAINTAINING THE GUEST VIEW

To entice people to join your group, rotate 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.

### UPDATING A PHOTO AND LINKS

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

- **If you have not already done so, log in to the Campus Pipeline Web platform and click the Groups icon located in the toolbar.**

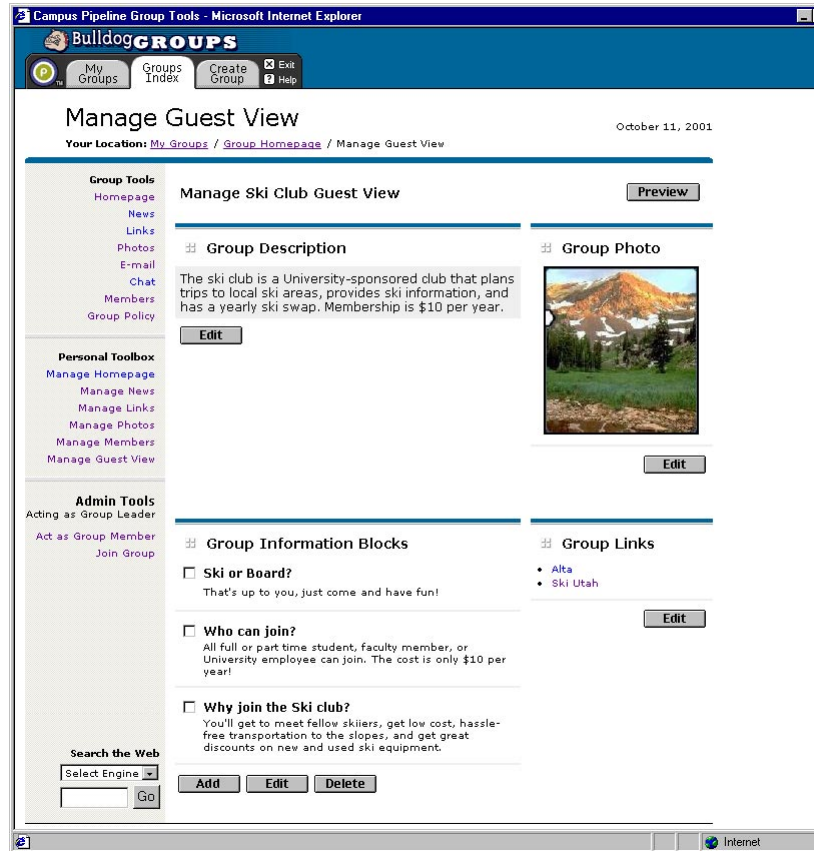
The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group whose guest view you need to update.**

You see the group homepage.

**From the Group Tools list in the left-hand 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:



- **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.

- **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.

- **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.

- **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:

- **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.

- **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.

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. **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 HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

***Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.*

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.

- **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.

1. **Click in the Title field and update the title for the information block as appropriate.** The Title field supports up to 60 characters.
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 HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

***Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.*

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:

- **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.

- **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 HTML. By using HTML, you can add formatting to the text (colors, font faces, font sizes, etc.), add tabular elements, or even small images.

 **Note:** When employing HTML in Groups fields, the following tags are not supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, <span>, <style>, <textarea>, <thead>, <title>, and <wbr>. You may not employ JavaScript. The unallowed tags and JavaScripting will be removed by an application called Tidy. The Groups software also uses Tidy to detect and fix minor errors, to flag an error on uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

- **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.

## MAINTAINING MESSAGE BOARD DATA

Maintaining message board data involves deleting topics, messages, and replies that are no longer valid. To delete message board data, use the following procedure:

- **If you have not already done so, log in to the Campus Pipeline Web platform and click the Groups icon located in the toolbar.**

The Groups application opens with the My Groups tab displayed. Under the My Groups List section of the page you see all groups for which you are a member.

- **From the list, click the name of the group whose message board you need to manage.**

You see the group homepage.

- **From the Group Tools list in the left-hand menu, locate and click the Message Boards option.**

You see a list of all the topics contained in the group's message board.

Message Board Topics September 27, 2001

Your Location: [Group Portal](#) / [Course Resources](#) / [Msg Board Topics](#) / Message List

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**Writers Block**

**Description:** The Writers Block message boards are dedicated to literary topics. Please use them appropriately to post questions and share information. [edit description](#)

[Post a Topic](#) [Help](#)

<a href="#">delete</a>	Topic List - Click to view message list	Author	Messages	Posted on
[d]	<a href="#">Contract Writing Positions</a>	Mark Curtz	0	9-27-01
[d]	<a href="#">Writing Workshops</a>	Mark Curtz	0	9-27-01
[d]	<a href="#">Publishing your work</a>	Mark Curtz	0	9-27-01

My Pipeline - My Courses - School Services - Campus Life  
 E-mail - Calendar - Groups - Logout - Options - Help  
 Privacy - Terms of Service - Support - [Top](#)

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

[d]

- **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 messages and replies that it contains.

- **To delete individual messages or replies, expand the topic to display its messages and a message to display any replies that it might have.**
- **Click the Delete icon next to the message or reply that you want to remove.**

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

# GLOSSARY

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As you work with the Groups software you will encounter a number of terms. The following pages outline some of the more common terms with which you should be familiar.

- ARTICLE** The Groups application allows you to create and submit news articles that can be posted to the group homepage for all members to read. Articles can be written using the data entry field provided by the Groups application, or by pasting text created in another application into the appropriate data entry field. News articles also support basic HTML formatting (colors, typeface elements, etc.).
- BCC** Bcc stands for Blind carbon copy. It is used to copy e-mail messages to individuals without advertising their names to other recipients. The Groups application uses this method of mail delivery for messages sent through its "E-mail Group" functionality.
- CALENDAR** The Groups application provides an online calendar for each group, which is managed by the group leader or other designated members. The calendar allows the group to post important dates and events that only group members can view.
- CHAT** The Groups application provides an online chat room for each group. The chat room is only open to members of the group and provides an area where group members can meet and interact.
- GIF** The term GIF stands for Graphic Interchange Format. It is a standard image type supported by Internet browsers like Internet Explorer or Netscape Navigator. A GIF is typically used for simple images, or images that contain animation. When you submit or post images to the group homepage, they must be in a GIF (.gif) or JPEG (.jpg or .jpeg) format.
- GROUP LEADER** The group leader is the person who initially requested creation of an online group or the person who has since been given rights to manage the entire group. As group leader, an individual must create and/or maintain the group's homepage and guest view, as well as maintaining its message board, calendar, and membership roster. To help in

these tasks, the group leader may assign permissions for group page or application maintenance to other group members. The group leader or system administrator can also assign others in the group full group leader permissions.

<b>GROUPS ADMINISTRATOR</b>	Typically a member of your school's Information Services staff who is responsible for responding to group creation requests, assigning and reassigning permissions to the group, and creating and maintaining the categories under which all groups are indexed.
<b>GROUPS POLICY</b>	A policy or set of policies put forth by your school outlining criteria and/or restrictions on requesting groups and maintaining homepages for them. This policy is accessible by clicking a link on the Group Index page that categorizes and lists all groups at your school.
<b>GUEST VIEW</b>	Each group will have two homepages: one for members that provides access to tools like chat, message board, and calendar; and one for non-members that provides information about the group and an option to join. The non-member page is called the guest view.
<b>HOMEPAGE</b>	A homepage is an Internet or intranet starting point. For the Groups software, each group will have a homepage where it can post information for its members and members can access resources like message boards and a chat room. Each group will also have a page that non-members can access (called a guest view) that doesn't provide resources, but does provide information about the group.
<b>JPEG</b>	The term JPEG stands for Joint Photographic Experts Group. It is a standard image type supported by Internet browsers like Internet Explorer or Netscape Navigator. A JPEG is typically used for photographic images due to its compression ratios. When you submit or post images to the group homepage, they must be in a JPEG (.jpg or .jpeg) or GIF (.gif) format.
<b>JOIN</b>	To view a group's member page and have access to the resources that it provides, you must join the group. For public groups, joining is as simple as accessing the group's guest view, clicking the Join button, and agreeing to any policies and membership criteria set forth by the group. For restricted groups, you will typically need to formally join an organization prior to requesting to join the online group, or you will need to meet more stringent criteria as laid out in the group's membership criteria.

<b>LINK</b>	A link provides one click access to another Web page or application from within the current Web page that you are viewing. Links are usually formatted as text that is recognizable through a different color or by being underlined. However, pictures, icons, or other images can also provide links. You'll know a link if your cursor turns from an arrow into a hand.
<b>MEMBER</b>	The Groups application provides a dedicated homepage and resources (chat, message boards, etc.) for each group that has been requested and created on your campus. To access the group homepage, you must join the group, at which time you become a member.
<b>MEMBERSHIP POLICY</b>	A policy or set of policies put forth by your school outlining criteria and/or restrictions for becoming a member of any group and using the online tools that are provided through the group's homepage. This policy is accessible by clicking a link on the Group Index page that categorizes and lists all groups maintained by your school.
<b>MESSAGE</b>	A message refers to either an e-mail or to the primary answers or questions posted to a message board topic.
<b>MESSAGE BOARD</b>	A message board provides an online forum for posing questions and receiving answers about topics of interest for a group of subscribers. A typical message board will be dedicated to one interest or activity and will contain any number of subtopics related to that interest. For example, a message board dedicated to skiing might contain subtopics like "What are the best resorts in the Western US," or "Are shaped skis easier to turn," etc. Subscribers can browse through the subtopics to read the replies that other subscribers have posted. For the Groups application, each group will have a dedicated message board that only its members can access.
<b>MY GROUPS</b>	When you join a group, it will automatically be added to a list that displays under the My Groups tab provided through the Groups application. When you open the application and click this tab, you can instantly access the homepage for any of the groups for which you are a member by locating and clicking the name of the group.
<b>POST</b>	Posting something is the act of making it visible for others to see. The Groups application allows group leaders to post news articles, photos, links, and other types of information to the group's homepage and guest view. All group members can post message board topics

and replies. In the Groups application, the act of posting something is also referred to as activating.

**PUBLIC GROUP** A public group is one that is open for anyone to join. For example, the Groups application may provide a homepage for your school's gymnastics team that is restricted to team members and coaches, yet still provides a public group dedicated to gymnastics. To join the a public group and access its homepage, you must first access the group's guest view, click the Join button, and agree to any additional membership criteria (policies, fees, etc.). When you access the Groups application and view the groups that are maintained by your school, icons indicate whether the group is public or restricted.

**REPLY** A reply is an answer to a message, either sent via email or posted to a message board.

**RESTRICTED GROUP** A restricted group is one that carries with it additional membership criteria. For example, the Groups application may provide a homepage for your school's gymnastics team. However, to join the online group and access the homepage, you must first make the gymnastics roster or be a coach or team manager. When you access the Groups application and view the groups that are maintained by your school, icons indicate whether the group is restricted or public.

**SUBMIT** Submitting something is the act of requesting that it be made visible for others to see. The Groups application allows group leaders to post news articles, photos, links, and other types of information to the group's homepage and guest view. These items will typically be submitted by other group members who wish to see them posted to the homepage.

**TOPIC** The subject of a discussion or the subdivision of a theme. In the Groups application, a topic provides a subject of discussion on the group's message board.

**URL** URL stands for Uniform Resource Locator. A URL is the name that is associated with and provides access to a specific HTML page stored on a server. For example, to access the Yahoo search page you type the following URL into your browser's address line: *http://www.yahoo.com*. If you submit links for your group's homepage, you will need to provide the URL.