

## OER Commons™ Network Hub Group Admin

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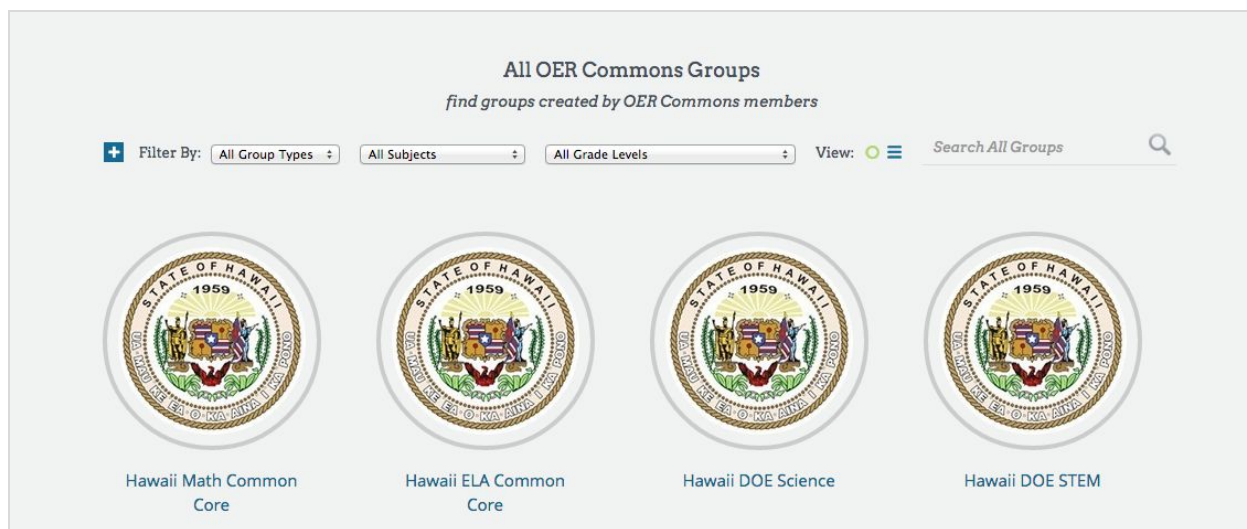
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### Getting started: Managing Users and Content in Groups

Groups are a workspace for managing resources and discussing content. Each Group has a title, a logo, and a set of members.



### User Roles and Permissions

**Group Administrator** - The group admin manages group membership and content. They can review and edit folders, add and remove content, and add or remove group members. For closed (private groups) the group admin is also responsible for approving new group members.

Group admins have the following permissions:

- Manage group information: Logo, description, metadata
- Control group privacy settings

- Create, edit, and delete folders
- Add or remove content from folders
- Start and participate in discussion threads
- Add or remove group members
- Full moderator permissions over discussion threads (edit, add, remove discussion content)

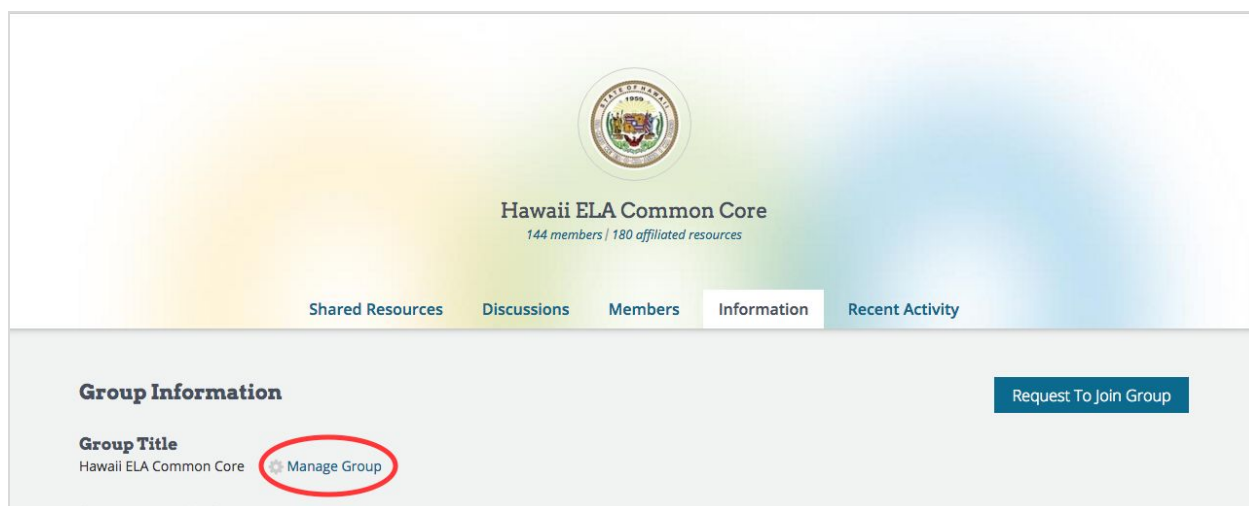
**Group Member** - To participate in a Network Hub Group, users will need to request to join a group, or be invited to join the group by group admin.

Group members have the following permissions:

- Add folders
- Add or remove content in folders
- Start and participate in discussion threads

## Group Admins: How to use the admin panel

Group administrators can manage group content through the group admin panel. To access the panel, group admin must login to OER Commons, navigate to the Information tab of their group page, and select the tool icon (circled in the image below) from the group navigation.



Within the admin panel, group administrators can edit group description, add or update the group logo, and regulate group membership.

## Group Profile Information

Group metadata such as title, subject, and grade level improve group discoverability. The following information can be added and edited by groups admin within the admin panel:

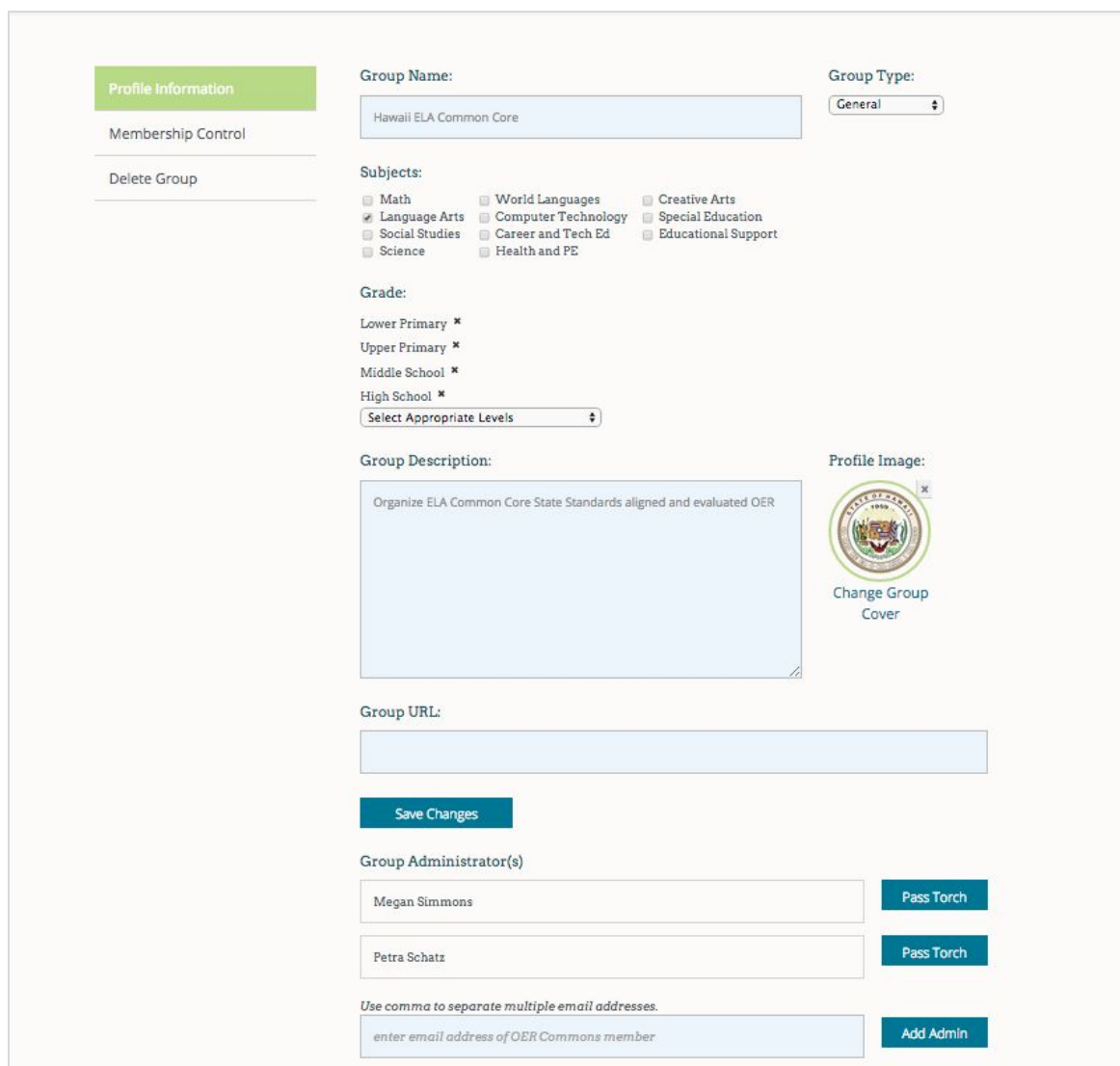
- **Group Title** - Brief description of the group (ten words or less).
- **Group Type** - one of four group types can be selected: General, Instructors, Students, Administers.
- **Subject** - multiple subjects can be selected.
- **Grade** - multiple grade levels can be selected.

- **Description** - short text (one or two sentences) describing the group. Text will appear on the group's' about page.

## Manage Group Administrators

Any user who creates a group is a group admin by default. New group administrators can be added to a group by using the “Add Admin” button in the admin panel. Note that when a user is added as a group administrator they also become a group member. It is not required that users join the group before they are designated as a group admin.

Group admins can also step down from their role by selecting the “Pass the Torch” option next to their name. There must be at least one group admin for every group so a new group admin must be designated before the original group admin can pass the torch.



The screenshot displays the 'Manage Group Administrators' interface. On the left, a sidebar contains 'Profile Information' (highlighted in green), 'Membership Control', and 'Delete Group'. The main content area includes:

- Group Name:** A text input field containing 'Hawaii ELA Common Core'.
- Group Type:** A dropdown menu set to 'General'.
- Subjects:** A grid of checkboxes for various subjects: Math, Language Arts (checked), Social Studies, Science, World Languages, Computer Technology, Career and Tech Ed, Health and PE, Creative Arts, Special Education, and Educational Support.
- Grade:** Radio buttons for 'Lower Primary', 'Upper Primary', 'Middle School', and 'High School', followed by a 'Select Appropriate Levels' dropdown.
- Group Description:** A large text area containing 'Organize ELA Common Core State Standards aligned and evaluated OER'.
- Profile Image:** A circular profile picture of the State of Hawaii with a 'Change Group Cover' button below it.
- Group URL:** An empty text input field.
- Save Changes:** A blue button.
- Group Administrator(s):** A list of administrators with 'Pass Torch' buttons: Megan Simmons and Petra Schatz.
- Add Admin:** A section with the instruction 'Use comma to separate multiple email addresses.' and a text input field containing 'enter email address of OER Commons member'.

## Membership control

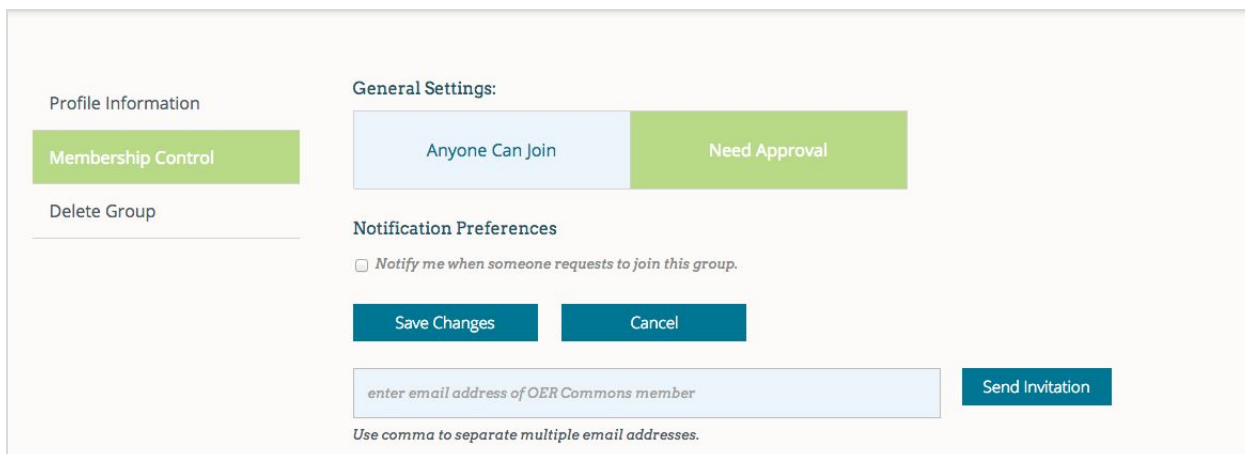
Group admins have several options for regulating group members. They can designate the level of privacy, they can approve or deny membership requests, and can add or remove group members at any time.

### Group Privacy

Group privacy determines who can join a group, whether anyone can join a group or whether group membership must be approved by a group administrator. There are two levels of Group Privacy:

- **Anyone Can Join** - any OER Commons user will be able to join their group.
- **Need approval** - Users will request to join. They are only added to the group if the Group Admin approves them.

Group admins can request to receive an email when a user requests to join their group. This selection option can be found on the Membership control tab:



Profile Information

Membership Control

Delete Group

General Settings:

Anyone Can Join | Need Approval

Notification Preferences

Notify me when someone requests to join this group.

Save Changes | Cancel

enter email address of OER Commons member

Send Invitation

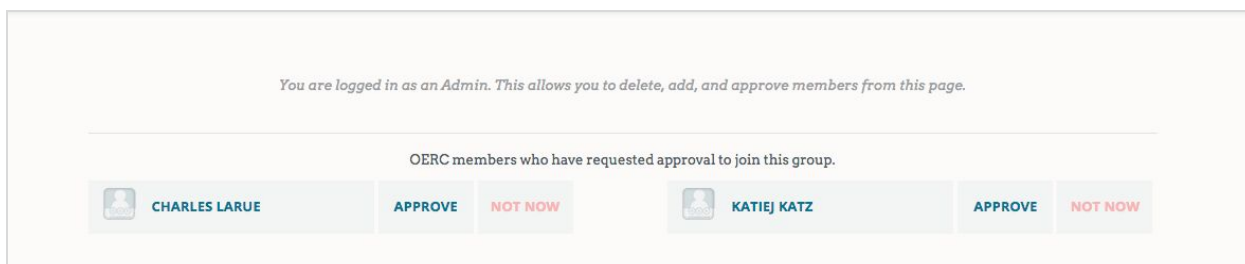
Use comma to separate multiple email addresses.

### Add a member

Group members can be added individually or in bulk by listing their email address and sending an invitation to the group. The emailed group invitation includes a link to accept the invitation and join the group, which will direct user to login to OER Commons. If user is not already an OER Commons member, they will be prompted to create an account.

### Approving group members

Users who have requested to join a group are listed in an approval pending queue under the People tab. The group admin may approve them by selecting “approve” or remove them from the queue by selecting “Not now.” Once user is approved, they will receive email notification, containing a direct link to the group.



You are logged in as an Admin. This allows you to delete, add, and approve members from this page.

OERC members who have requested approval to join this group.

CHARLES LARUE | APPROVE | NOT NOW

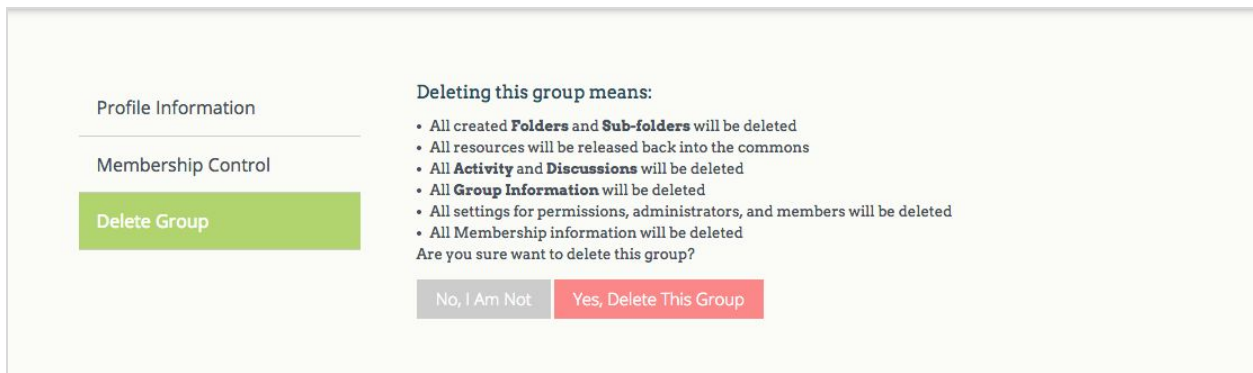
KATIEJ KATZ | APPROVE | NOT NOW

## Delete group

A group can be deleted from the Delete group tab.

Deleting a group is final. To ensure the groups are not deleted erroneously, the group administrator will be prompted to confirm the delete group step.

Once the group administrator selects “Yes, Delete this group” the group is permanently deleted. The Group admin would need to contact an OER Commons administrator to restore the group.



The screenshot displays the 'Delete Group' confirmation screen. On the left, there is a sidebar with three tabs: 'Profile Information', 'Membership Control', and 'Delete Group'. The 'Delete Group' tab is highlighted with a green background. The main content area is titled 'Deleting this group means:' and lists the following consequences:

- All created **Folders** and **Sub-folders** will be deleted
- All **resources** will be released back into the commons
- All **Activity** and **Discussions** will be deleted
- All **Group Information** will be deleted
- All settings for permissions, administrators, and members will be deleted
- All Membership information will be deleted

Below the list, the text asks: 'Are you sure want to delete this group?'. At the bottom, there are two buttons: 'No, I Am Not' (grey) and 'Yes, Delete This Group' (red).