Create and Manage Groups

Why Groups?
- To create and contribute to additional content areas.
- Powerful tool for allowing members to build facets of content around their areas of expertise. These contributions can include documents and discussions.

Create a Group

1. Select a WebJunction Idaho topic page you want your group to be associated with and click the Create Group link in the Related Groups portlet.
2. Enter Name, Description, and Tag information for your group.

Best Practices:
- Use this naming convention when naming your group: Group: ID_name of group.
- Select or Add at least three tags for the group so that a member not currently in the group can find it using the search function on the site.
- Track of all the groups you have referenced.
- To edit your group’s name or description, go to My WebJunction and select Edit from the Actions button.
3. Click Continue.

You will be asked if another group already may already exist around the same topic in order to reduce duplication of groups within the site. If a similar group doesn’t already exist, scroll to the bottom of the page and click Yes, continue to the next page.

4. Scroll to the bottom of the page and click the checkbox to the left of the I accept that WebJunction has the right to move or delete the Group and all members within the Group message.
5. Click Save.
6. Click “Take me to my new group page.”

Join your Group
After you create a group, you will need to join it. As a group creator you are not automatically added to the group.
1. Navigate to your group page and click Join the Group.
2. You’ll be asked Are you sure want to join the group? Click Confirm.
3. If you no longer want to be a member of the group, you can click Leave the Group.

Invite others to Join a Group
1. Select the desired group.
2. Click Join the Group.
3. The Invite People and Leave the Group links will display on Group Members.
4. Click Invite People.
5. Enter one or more email addresses.
6. Send emails to your colleagues to invite them to join your group. Recipients who are not already WebJunction members will be asked to register in order to join the group.
March 17, 2009

7. Enter an optional message.
8. Click Send.

A Few More Things to Note About Groups

If a Group is created directly on a **WJ Central page (blue banner)**, the group page is created with these characteristics:

- The Group page exists on WJ Central only
- Accessing the Group from anywhere will always display the Group page with WJ Central branding.
- Group pages are "related" or linked with topic pages, but are essentially orphan pages.
- Groups created on WebJunction Idaho pages "live" on your site. You can delete them, set permissions, or modify them in other ways from Site Manager.

Managing Groups in My WebJunction

If you are the creator of a group, you can manage and edit the group through My WebJunction. You can find all the groups you’ve created and/or belong to in the **Groups** section on your My WebJunction page. When you click on the **Actions** button for a group you’ve created, you have the option to Invite More People, Edit or Delete your group.