

## Creating and Managing Groups on WebJunction Idaho

### Why Groups?

- To establish a learning cohort.
- To create a community where members can post documents and hold discussions.
- To network and share with others having the same interest.

### 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: **Group: ID\_name of group.**
- **Add** at least three tags for the group
- 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 **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 creating a group, you will need to join it.

1. Navigate to your group page and click **Join the Group**.
2. You'll be asked *Are you are 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 and click **Join the Group**. The *Invite People* and *Leave the Group* links will display on Group Members.
2. Click **Invite People**. Enter one or more email addresses. Recipients who are not already WebJunction members will be asked to register in order to join the group.
3. Enter an optional message and click **Send**.

### A Few More Things About Groups

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

- The Group page exists on WJ Central only
- Accessing the Group from anywhere will always display the 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 and display the WJ Idaho logo.

### Managing Groups in My WebJunction

- If you are the creator of a group, you can manage and edit the group through My WebJunction.
- You will 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 options to Invite More People, Edit or Delete your group or leave the group – depending upon whether or not you created the group.