

Creating a New Group in ANGEL

To Add a Group

On your homepage in ANGEL find the Community Groups nugget. (If this nugget is not turned on for your homepage use the Edit Page link under the Home title to add this nugget.)

Under the Community Groups title click Create a Group. The following is a list of options.

Choose the options that best suit the group being created and press Save.

Group Data Tab

1. Title: Add a logical name for your group
2. Category: Choose the appropriate category for your group
3. Keywords: (Optional) If your group will be searchable for non-ANGEL users what keywords could be used to find the group
4. Description: (Optional) Used to help identify your group to potential members
5. Group Begins and Ends: (Optional) If your group will start and end on certain dates set this now. If the group will remain open for an undetermined amount of time uncheck both boxes.
6. Standards and Objectives: (Optional) If the group will be used to meet any standards and objectives you will be able to pick them later. If the group does not need standards or objectives Disable them.
7. Language: Leave this setting as Default.
8. Member Access: Unless the group is being blocked for updates this should be left for All Members
9. Guest Access: Anonymous allows non-ANGEL users to access the group. Authenticated will allow access to ANGEL users only.
10. Search Engines: If the group should be found in a search engine select Yes. If the group should be unsearchable select no.

Enrollment Dates Tab

1. If this group will allow users to enroll themselves but only by invitation. This PIN is given to someone that should enroll. If the group is open to anyone remove the PIN and anyone will be allowed to enroll.
2. Enrollment Dates are used to restrict when a user can enroll. If this is unchecked enrollment will be available for as long as the group exists.

Standards and Objectives Tab

1. If the group will be working towards a set of standards and or objectives use the tabs to make the connection to the available standards and objectives.

Enrolling Members

1. In the group click the Manage Tab and choose Roster in the Group Management Nugget
2. Click Add a User under the Group Editor title
3. Enter the last name of the person to be added and click Search
4. Find the person's name and click Select.
5. If the person does not have an existing Fredonia account, contact the ANGEL administrator at angel@fredonia.edu