



SharkLink Group Quickstart Guide

The Groups application is a suite of tools available within SharkLink (sharklink.nova.edu). These Group tools offer students, faculty, staff, and alumni the ability to enhance communication among specified users via file sharing, chat collaboration, news items, message boards, or announcement communication. It is accessible via the SharkLink icon on the NSU home page (www.nova.edu).

Users are permitted to belong to multiple groups.

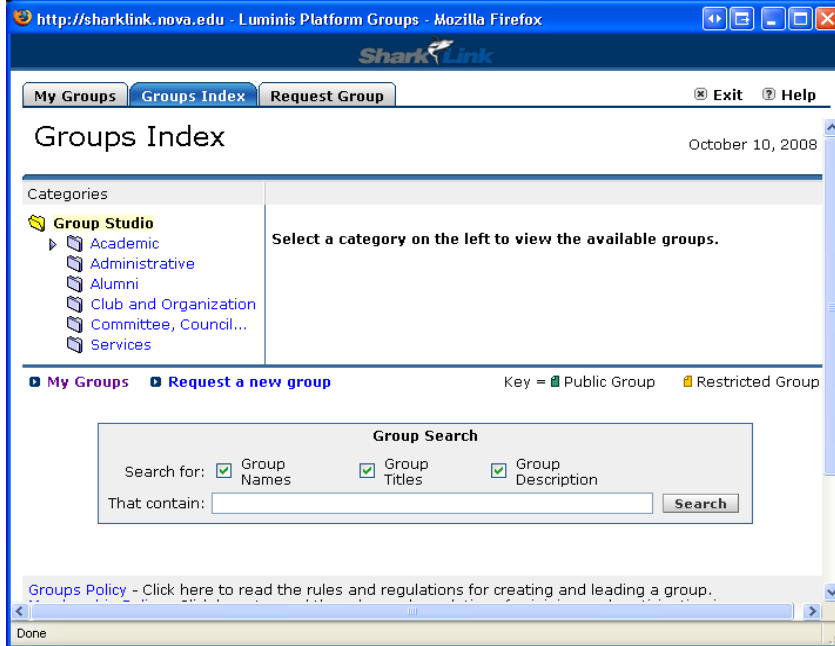
When a group is requested, they may be:

1. **Public groups:** Public groups are open for anyone to join.
2. **Restricted groups:** Membership in restricted groups is subject to certain criteria. For example, to access a group home page for an academic or social fraternity, an individual must first be accepted as a member of that organization.
3. **Hidden groups:** Hidden groups are not displayed in the group category index and do not have a guest view page. Hidden groups are typically used to publish and discuss sensitive information that should not be available even in a restricted group.

To access “SharkLink Groups” you will need to login to sharklink.nova.edu using your SharkLink ID and password. Once logged in, click on the “Groups” Icon in the top right corner of SharkLink.



Join a group:



In order to see what groups are available to join, click on the Groups Index Tab.

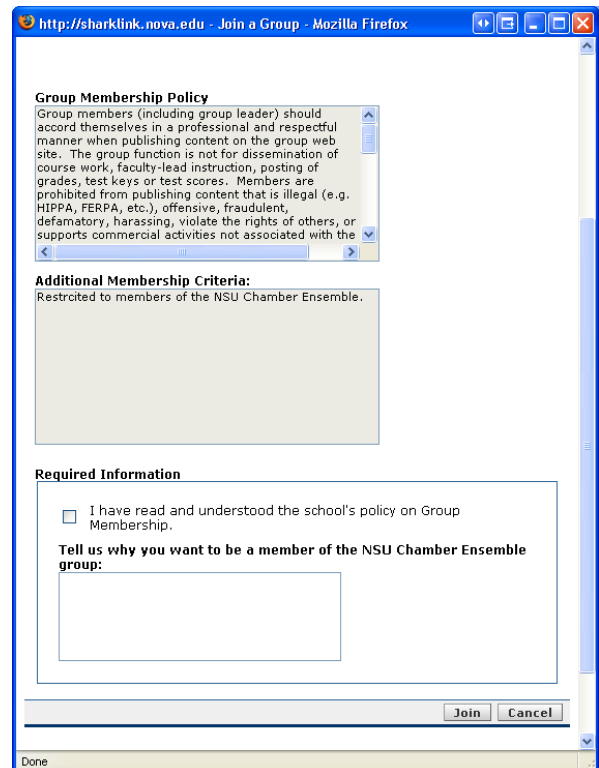
This tab allows you to browse a list of all the categories of groups. It also allows you the opportunity to join any public group or request to join any restricted group that may be available. If a subgroup of a category exists, click on the ▶ button to its left and the listing will expand to display sub-categories. *Public* groups will have a green icon (🟢) and those that are *restricted* will have an orange-yellow icon (🟡).

Requesting Membership to a Restricted Group

You may view a restricted group's guest page and/or request membership to a restricted group by clicking on the title of the group. There you will find a "Join Group" button. When you click the button for a restricted group, a new window appears with group policies and a check box to affirm your agreement to follow policies as set forth by the university. Click on "Join" to submit your request to become a member of the restricted group.

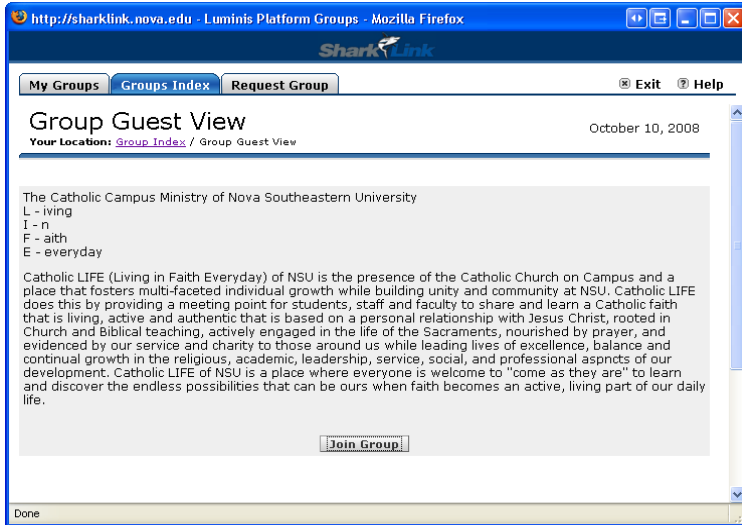
For a restricted group, your request is then sent to the group leader for review.

If you are approved or denied by the group leader, you will receive a response regarding your membership request in your NSU email.



Joining a Public Group

When you click to view a public group, you will see the group guest view page with a short description of the group and a "Join Group" button. (see example below). When clicking the "Join Group" button on a public group, a new window appears with group policies and a check box to affirm your agreement to follow policies as set forth by the university. Click on "Join" to become a member of the public group.



Hidden Groups:

Hidden group memberships are controlled by the Group Leader. You are placed on a list of recipients by the group leader.

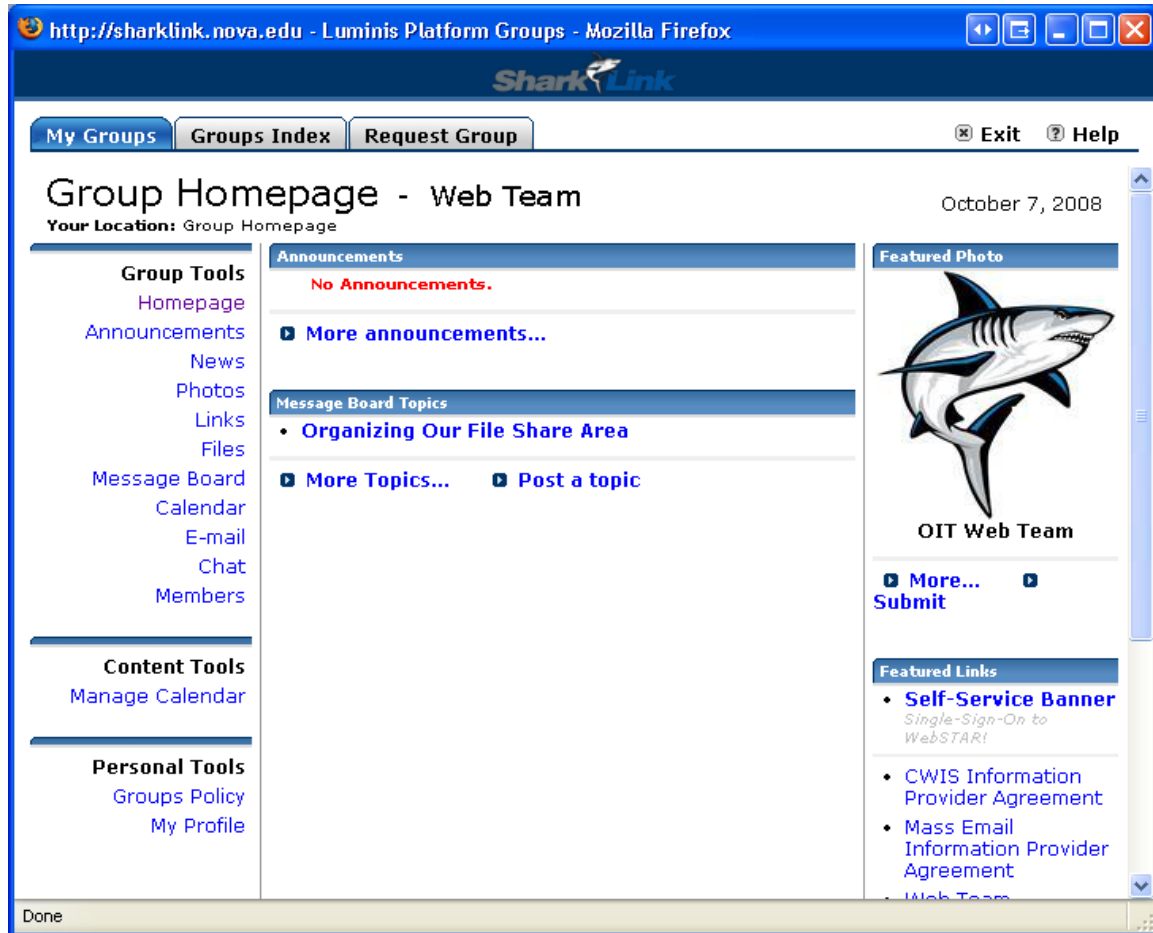
Removal of Group Membership:

If you want to be removed as a member of a group, you can click on the Groups icon in the top right corner of your SharkLink window and choose a group from the new window. You would then click the "remove" button.



My Groups:

When a user clicks on one of the Groups to which they belong, a new window will open with the group homepage displayed.



Description of your toolbar:

<p>Group Tools</p> <ul style="list-style-type: none">HomepageAnnouncementsNewsPhotosLinksFilesMessage BoardCalendarE-mailChatMembers	<p>Group Tools: The following tools are available for each group page:</p> <p>Homepage: Use this link to return to the group homepage from any sub-page. The page gives you an overview of any items posted by the Group Leader or member with managing rights.</p> <p>Announcements: The group leader or member with managing rights can compose and post announcements to the group homepage. In addition, Group Announcements are posted to your Personal Announcement Channel on your Home tab.</p> <p>News: This section contains all articles submitted to and approved by the Group Leader or member with managing rights. You may read these articles or click on "Post an article" to submit one for approval.</p>
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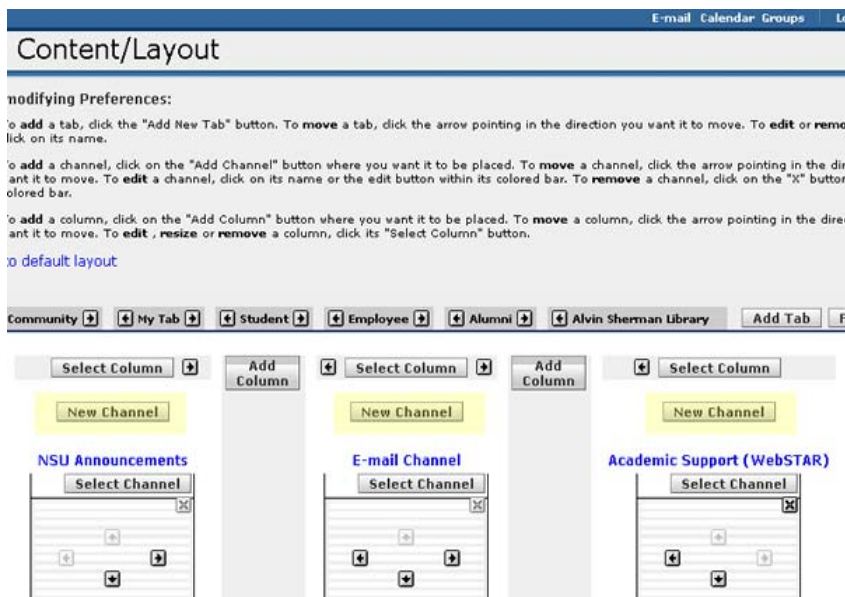
Group Tools	
Homepage	
Announcements	
News	Photos: The photos section displays all pictures submitted for display. In addition, you may submit a photo for approval by the Group Leader or member with managing rights. Photos must be in .GIF or .JPG format.
Photos	Links: Allows the user to see all links that have been posted and to submit a link for potential listing.
Links	Files: Allows you to see all files that have been posted or to submit your own file for potential posting. If a subgroup of a folder exists, click on the ▶ button to its left and the listing will expand to display sub-categories.
Files	Message Board: You may enter into a dedicated message board where you can read replies and post messages. Clicking on a Topic allows the member to add messages or message replies.
Message Board	Calendar: Allows access to a group calendar.
Calendar	E-mail: Allows you to send emails to other group members. Check boxes are provided to choose multiple recipients.
E-mail	Chat: A new window launches that allows you to enter into a dedicated chat room where you can participate in a real-time discussion with other group members.
Chat	Members: Allows you to see the group's membership list.
Members	

Adding the Group Activity Channel:

When you enter SharkLink, you can add the Group Studio Activity Channel via the Content Layout Link in the upper left corner.



You can add a new channel to any of your tabbed sections (i.e. Community, My Tab, Student, Employee, Alumni, etc.). All tabbed sections have a link in the left corner that will bring you to the Content/Layout screen (see example below)



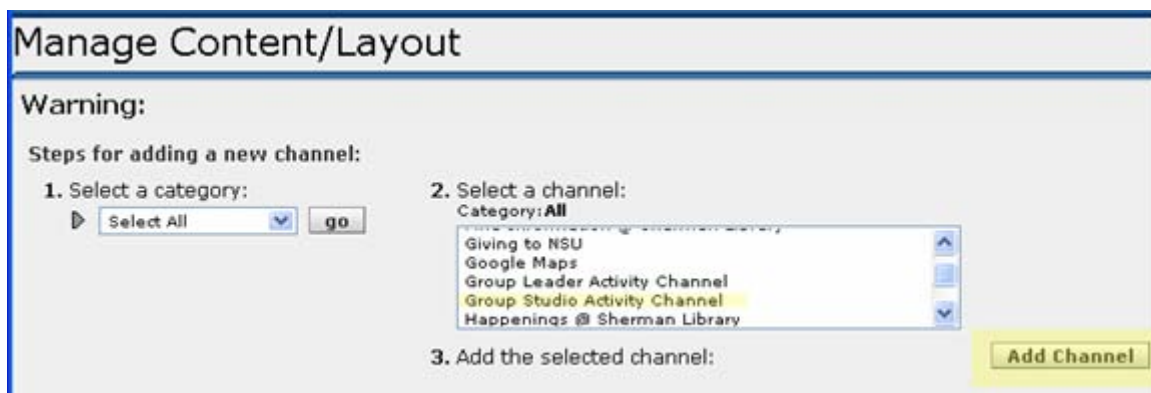
You can then choose to add a new channel in any column by clicking on the *New Channel* button.

In addition, you can move the channel up or down the column in any order of preference or move to another column within the tab you selected.

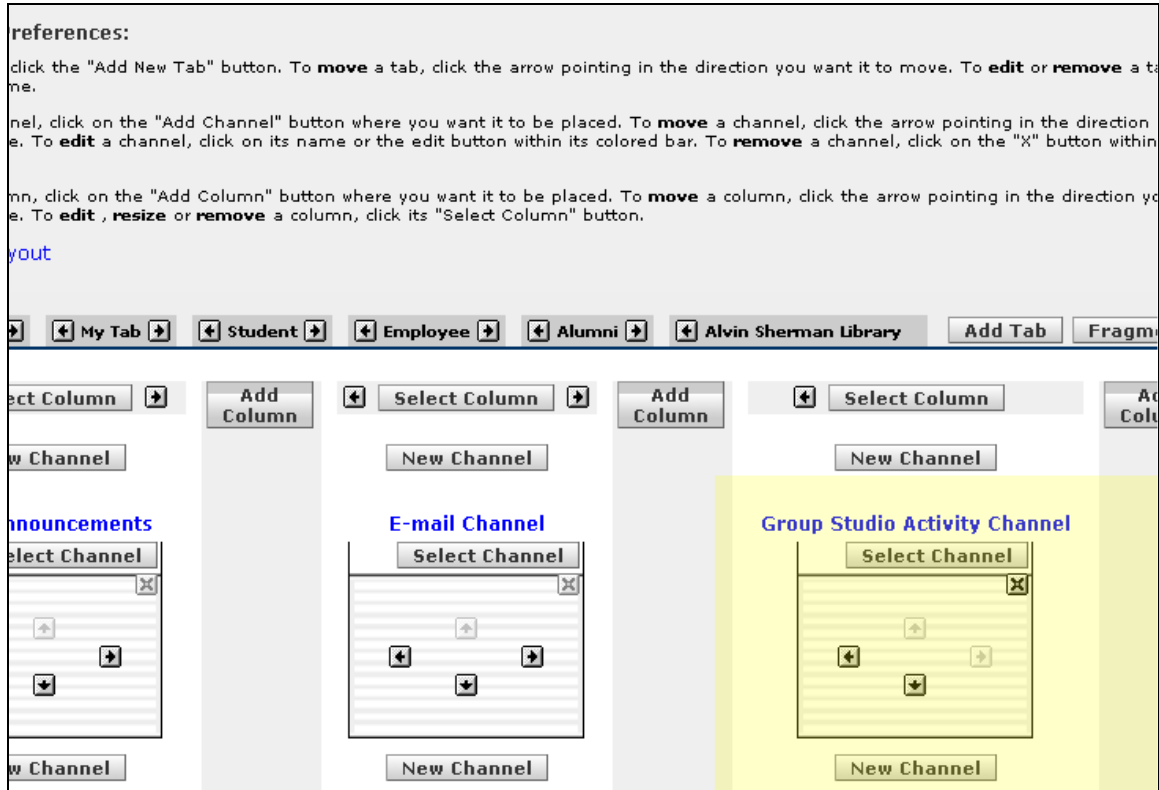
Screen 1: After clicking "New Channel"



Screen #2: Choose "Select All" for the category and scroll down to "Group Studio Activity Channel." Click the Add Channel button on the right.



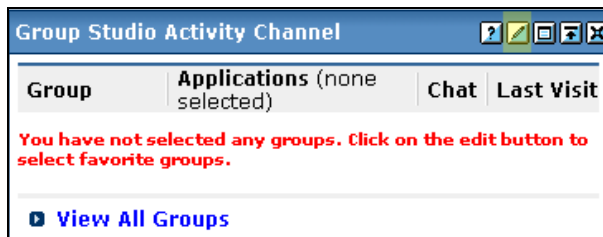
Screen #3: The Group Studio Activity Channel now appears in the chosen column

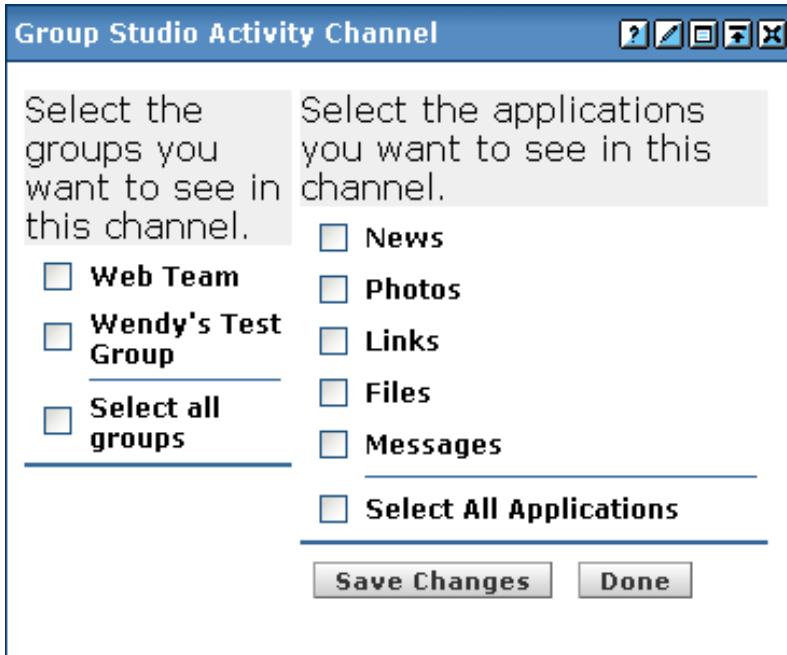


Screen #4: Click on "Back to xxx Tab" to return to normal view.



Once the channel is added, you will now be able to edit your view of the groups to which you belong in SharkLink. To add Groups into your view, you need to click on the Edit icon in the top right corner (highlighted in yellow below) of the Group Studio Activity Channel.



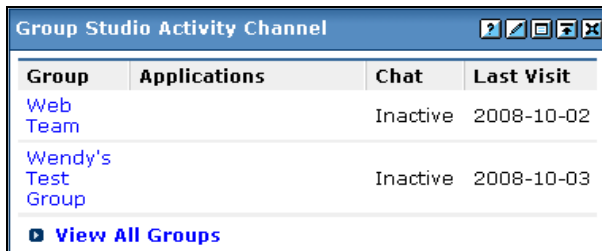


From here you can choose which groups you are a member of that you want to see in the channel.

In addition, you can choose the applications you want to view in that channel every time you return to SharkLink. For example, by choosing "News", you will be notified if there are new articles since your last login.

This feature can be updated whenever you choose.

The Group Studio Activity Channel Screen after 2 groups are added to the view.



To enter into a group and to view its homepage, simply click on the blue hyperlink.

Request Group tab:

http://sharklink.nova.edu - Luminis Platform Groups - Mozilla Firefox

SharkLink

My Groups Groups Index Request Group Exit Help

Request New Group

October 7, 2008

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.

* Requires Group Studio administrator approval
* Required Information

Requested By Joe Student

* * Group Name:

* * Group Title:

* Guest Page Description: Description Uses Rich Text

Format Font Size

Read sharklink.nova.edu

This tab provides a means for a new group to be requested. A thorough description of how to request a student, employee, or alumni group and further information regarding Group Leader responsibilities can be found at:
<http://www.nova.edu/common-lib/policies/group.policy.html>.

If Portal group tools are used in a manner that conflicts with University policy, the Group Leader should take appropriate actions in coordination with respective approval authorities.

Keep in mind that requests for groups are subject to approval and may not be granted. For example, student groups may be created only if they are a sanctioned organization. Please check all specifications on the group policy website -
<http://www.nova.edu/common-lib/policies/group.policy.html>.

Portions of this document adapted from the following materials:

- <http://www.ivytech.edu/helpdesk/cc/ccgroupstudio-common/index.html>
- <http://www.oakton.edu/resource/it/GroupStudioOverview.doc>