CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

Group Central

Group Central is the new tool that you can be used to create, delete and manage workgroups. Group Central enables you to create online groups and then add members and owners to them. From there you can customize each group by choosing network resources (Blackboard Organization, shared file spaces, email lists, etc.) that the group members can share online.

Supported Web Browsers & Windows Operating Systems

Windows OS	Internet Explorer 8	Internet Explorer 7	Firefox 3.6x	Firefox 3.5x
Windows XP	Supported	Supported	Supported	Supported
Windows Vista	Supported	Supported	Supported	Supported
Windows 7	Supported	Supported	Supported	Supported

## Supported Web Browsers & Mac Operating Systems

| Mac OS	Safari 5.x	Firefox 3.6x	Firefox 3.5x
Mac OSX 10.5 "Leopard"	Supported	Supported	Supported
Mac OSX 10.6 "Snow Leopard"	Supported	Supported	Supported

Navigating to Group Central

Group Central can be accessed by navigating to the following URL: http://central.clemson.edu . Alternatively, it can be accessed through Blackboard Learn.

To navigate to Group Central from within Blackboard Learn:

1. Open your web browser and navigate to Blackboard Learn (http://bb.clemson.edu).

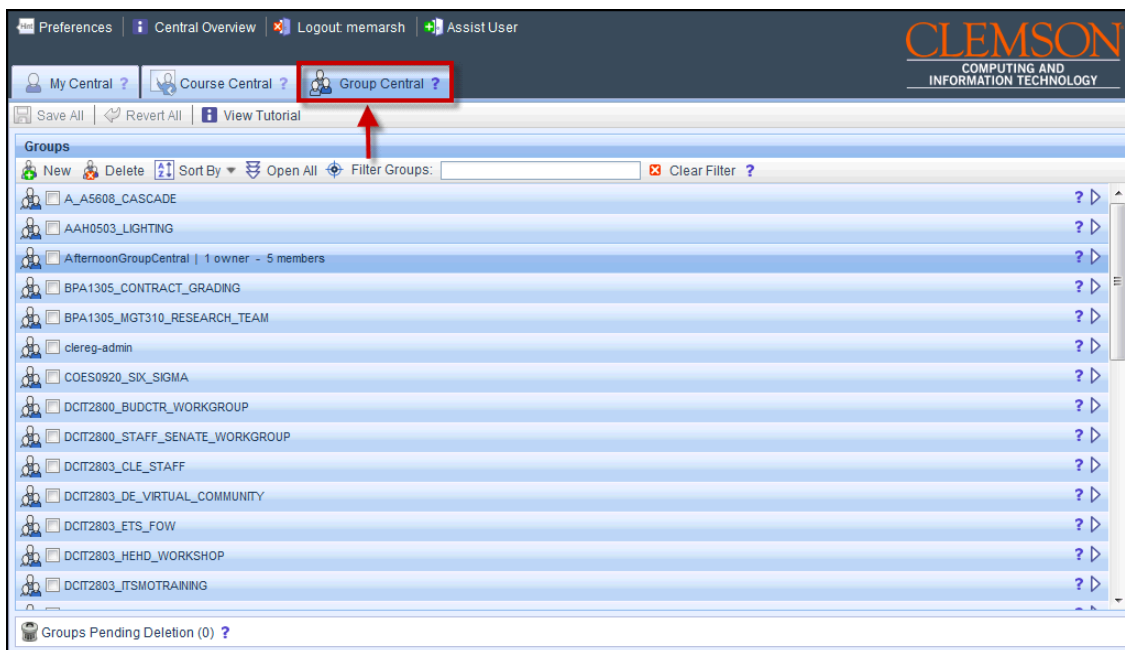2. Click the **Courses** tab.
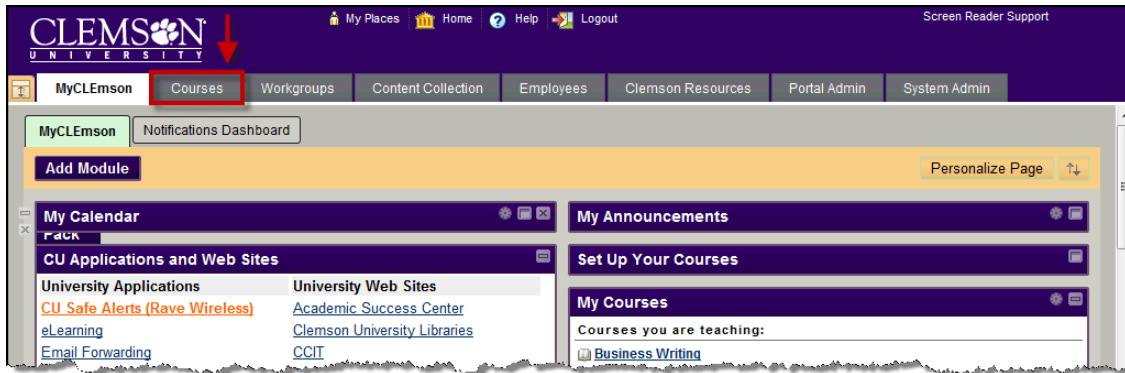
3. On the right side of the **Courses** tab, click the **Course Central (Course Setup Tool)** link.
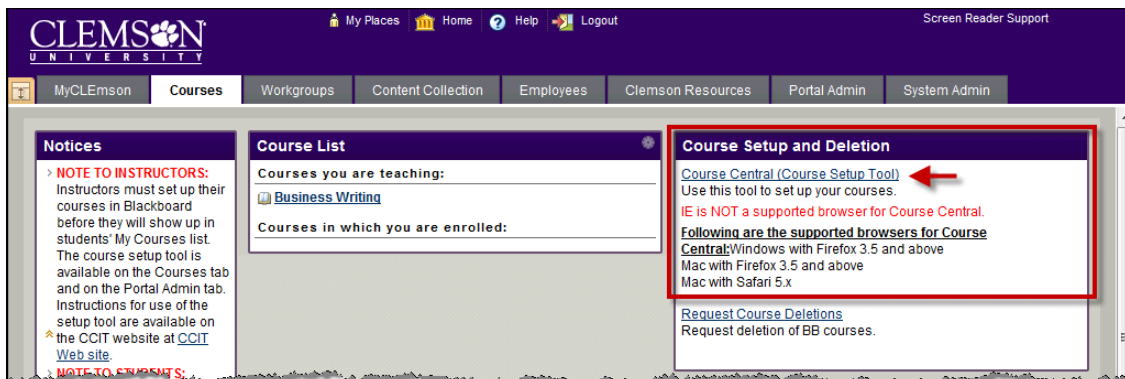
4. This will open the Course Central login page in a separate tab or window.

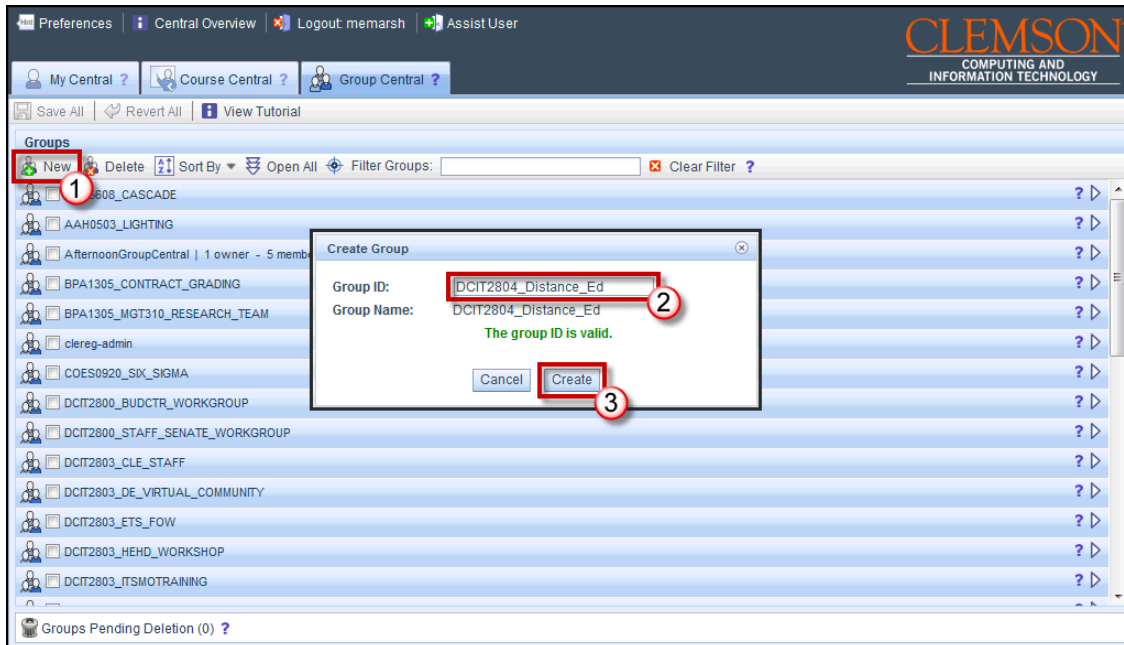5. Enter your network **Userid** and **Password**.

6. Course Central will load with the Course Central page displayed.

7. Click the **Group Central** tab, to manage your group.

Create a Group

To create a workgroup from Group Central:

1. Click the **New** button in the **Groups** area toolbar.

2. The **Create Group** pop-up window is displayed.

3. Enter a **Group ID** in the field provided. The Group ID must be a minimum of 9 characters long and no greater than 26 characters long. Hyphen (-) and underscore (_) are the only special characters supported. Spaces are not acceptable.

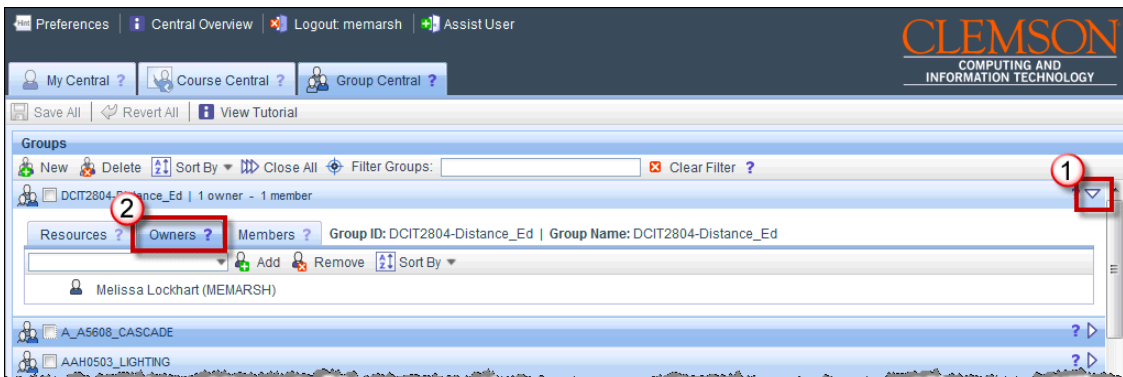4. Then click the **Create** button.
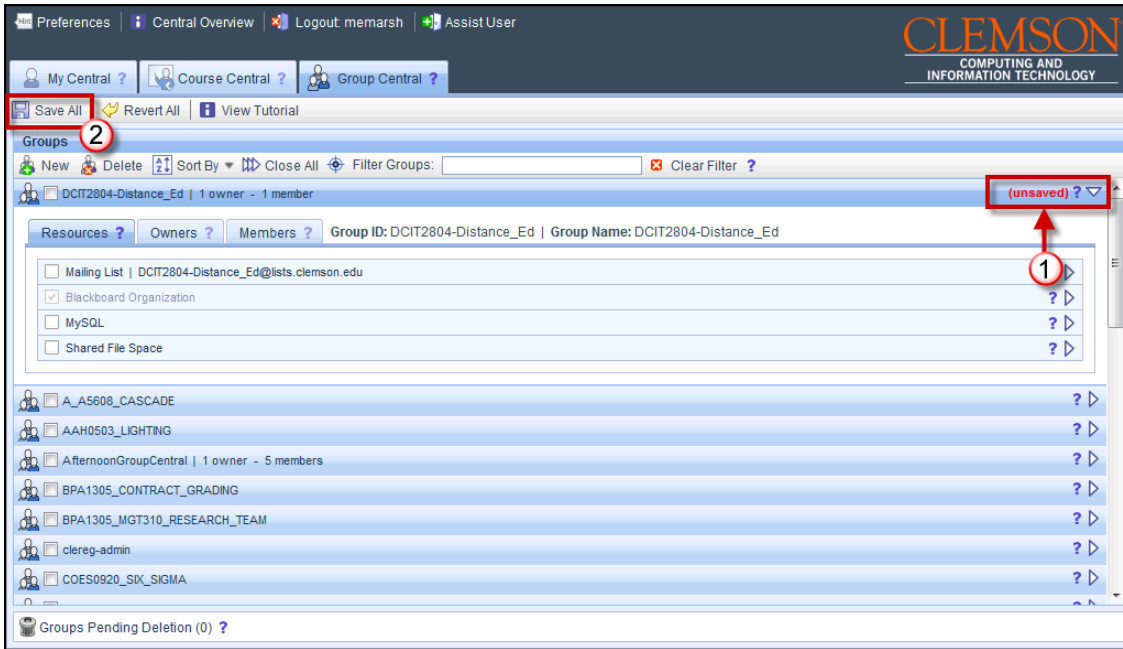
5. The new group will be displayed in the **Groups** area. Notice that on the right side of the group the word **(unsaved)** is highlighted in red. At this point this group has not been saved.

6. To save this new group, click **Save All**.
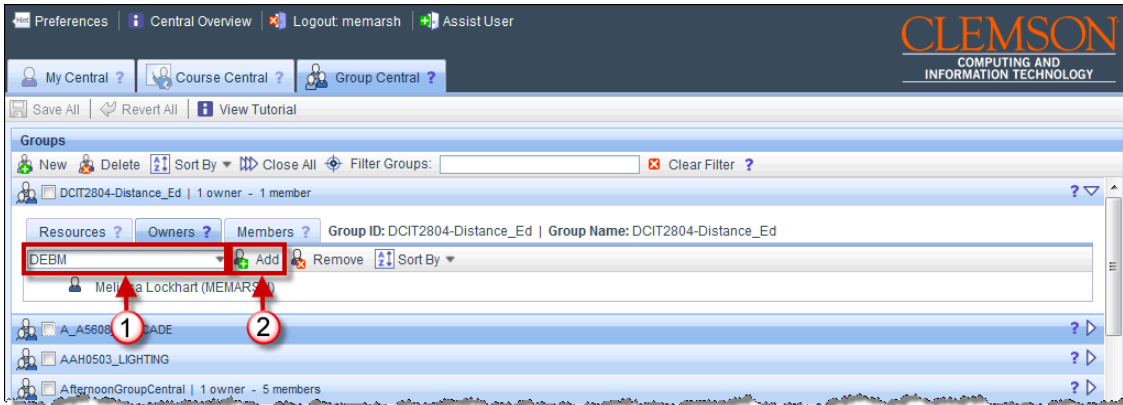
Add Owners to a Group

Note: Owners are called Workgroup leaders in Blackboard Learn.
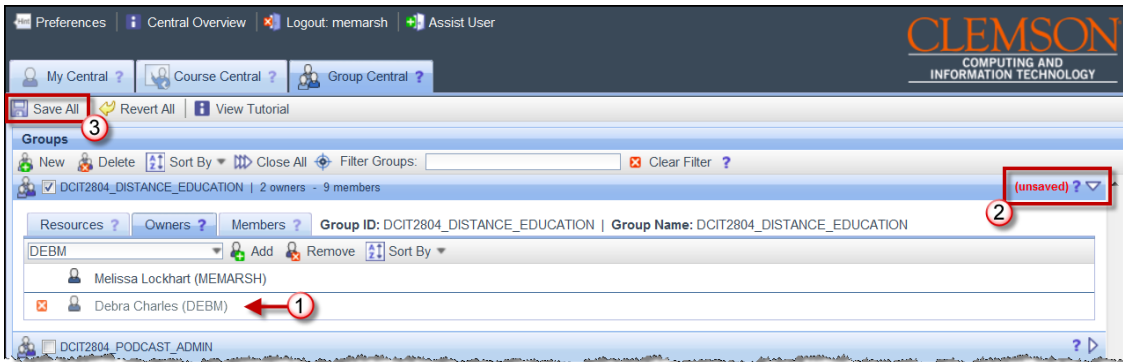
To add an owner to a group:

1. In the **Groups** area, locate the group to add an owner.

2. Click the triangle at the right to expand the group.

3. Then click the **Owners** tab for the selected group.

4. Enter the persons Clemson **user ID** in the field provided.
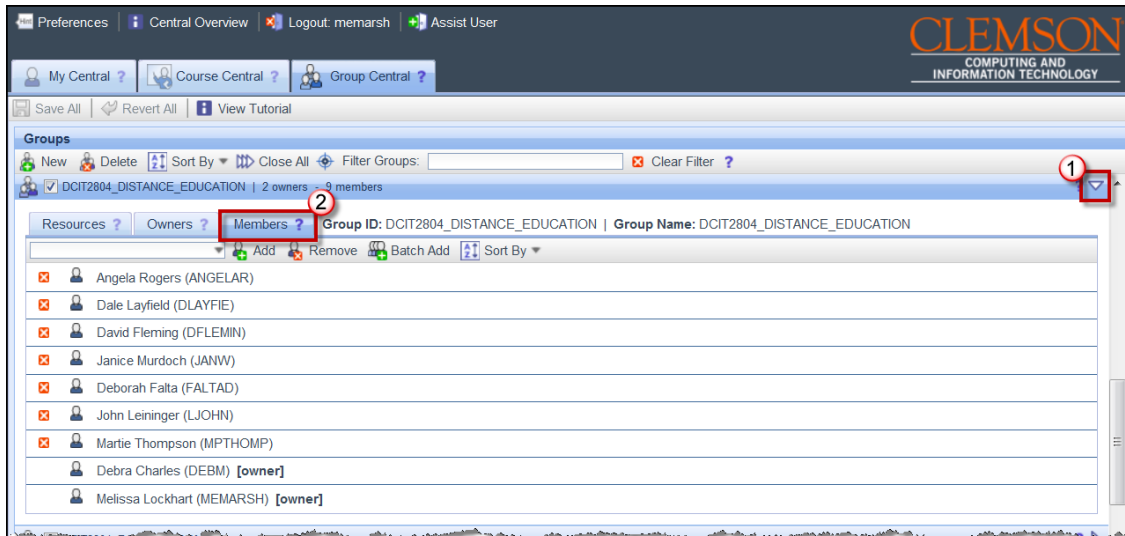
5. Then click **Add**.

6. The new owner will be displayed on the **Owners** tab. Notice that on the right side of the group the word **(unsaved)** is highlighted in red. At this point the new owner has not been saved.

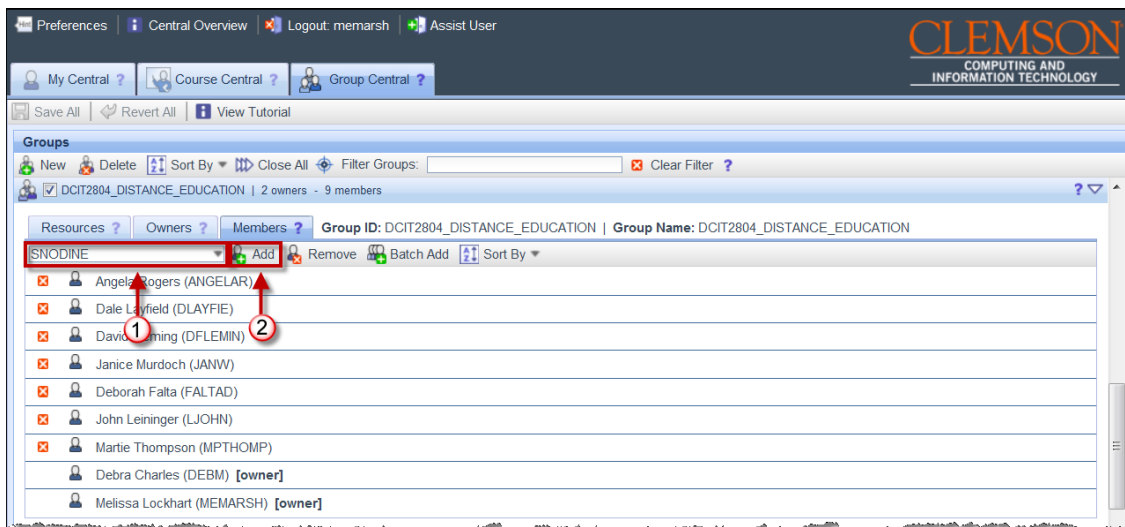7. To save the new owner, click **Save All**.

Add Members to a Group

To add a member to a group:

1. In the **Groups** area, locate the group to add a member.

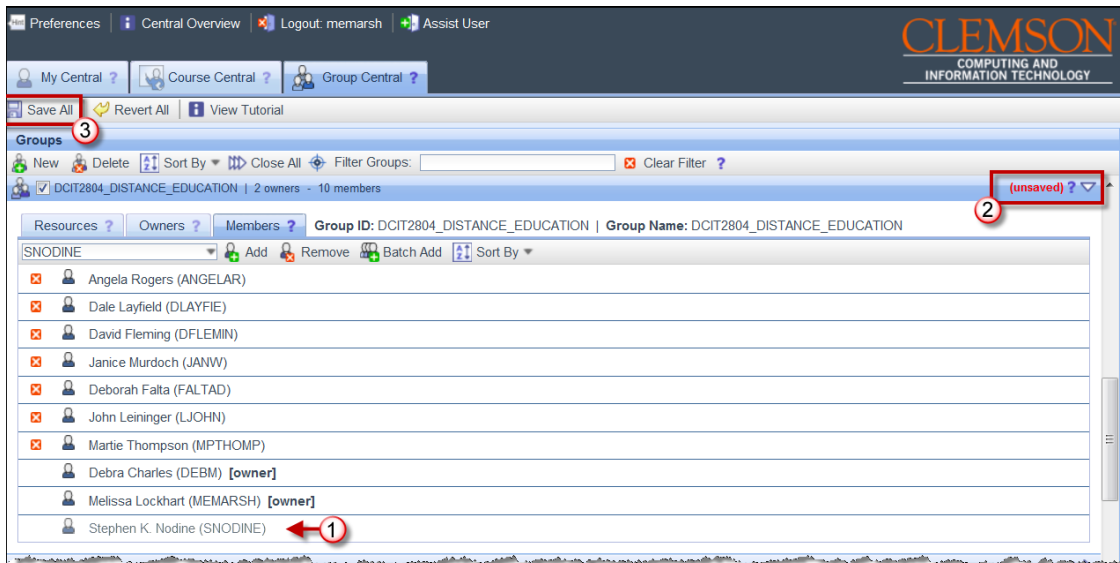2. Click the triangle at the right to expand the group.

3. Then click the **Members** tab for the selected group.

4. Enter the persons Clemson **user ID** in the field provided.
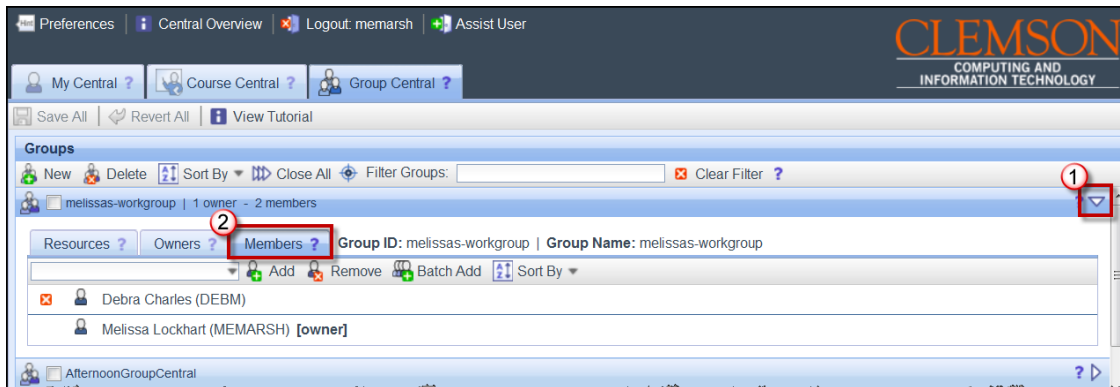
5. Then click **Add**.

6. The new member will be displayed on the **Members** tab. Notice that on the right side of the group the word **(unsaved)** is highlighted in red. At this point the new member has not been saved.

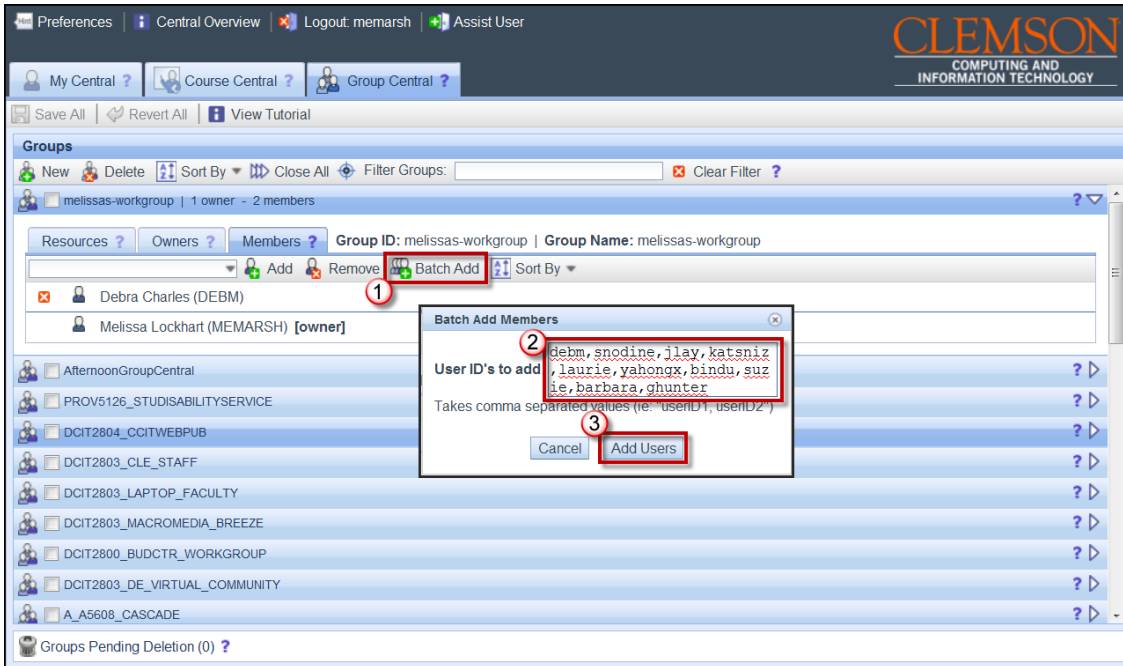7. To save the new member, click **Save All**.

Batch Add Members to a Group
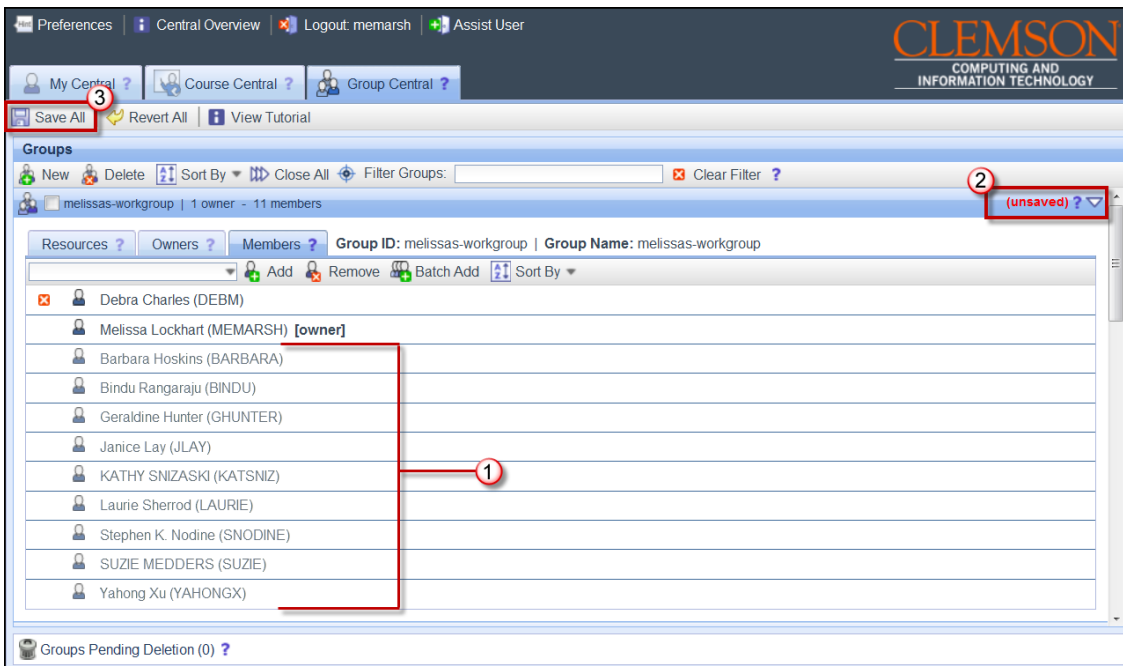
To add members in a batch to a group:

1. In the **Groups** area, locate the group to add members.

2. Click the triangle at the right to expand the group.

3. Then click the **Members** tab for the selected group.

4. Then click **Batch Add**.

5. The Batch Add Members pop-up window is displayed.

6. Enter the Clemson UserID for each person to include in the group, separated by a comma. For example, "UserID1,UserID2, UserID3, etc."
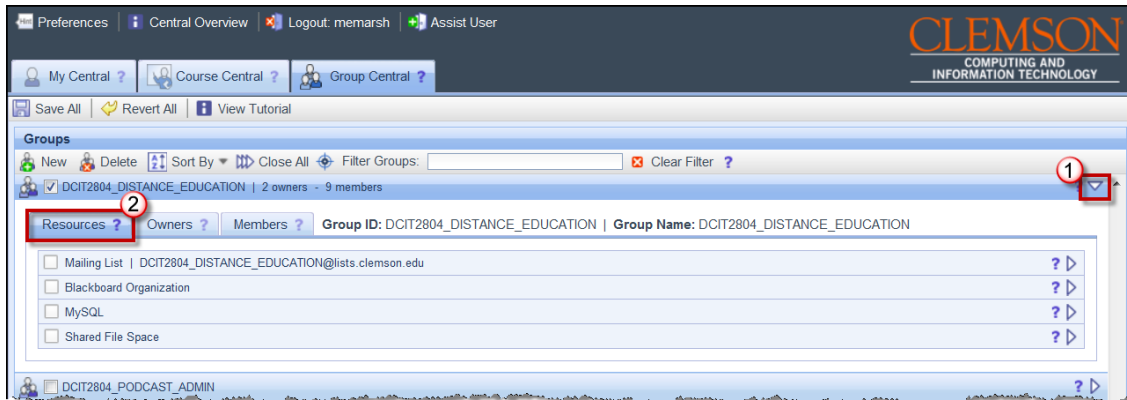
7. Then click **Add Users**.

8. The new members will be displayed on the **Members** tab. Notice that on the right side of the group the word **(unsaved)** is highlighted in red. At this point the new members have not been saved.

9. To save the new members, click **Save All**.

Add Resources to a Group

There are 4 different resources that are currently available to groups: MySQL, Mailing List, Blackboard Organization and Shared File Space. To make any of these resources available for a group:

1. In the **Groups** area, locate the group to add resources.

2. Click the triangle at the right to expand the group.

3. Then click the **Resources** tab.
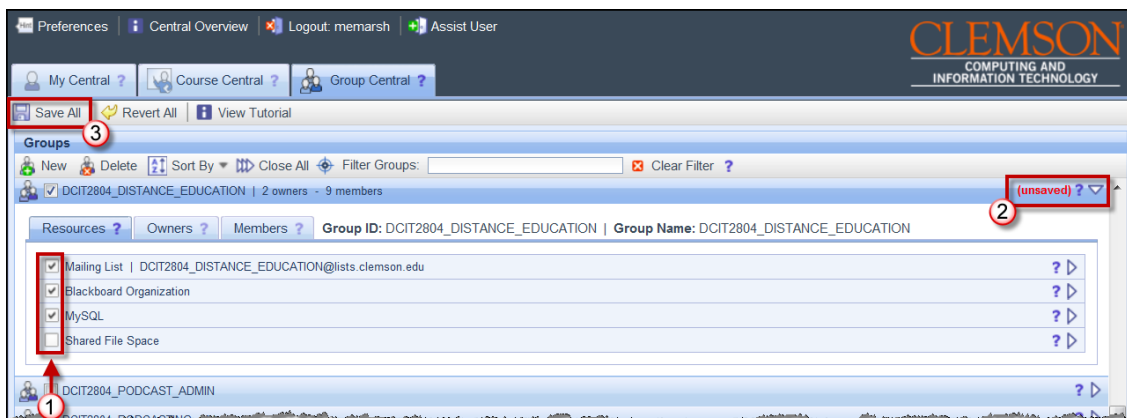
4. Select the checkbox for each resource you want to make available to the group.

5. Notice that on the right side of the group the word **(unsaved)** is highlighted in red. At this point the resources have not been saved and turned on for the group members.

6. To add these resources for the group members, click **Save All**.

Filtering Groups

To filter the Groups list:

1. In the **Groups** area, enter criteria to filter your list of Groups. The criteria are case sensitive. For example, I will get different results for the filter criteria "POD" than I will for "pod".

2. As you type, the system will automatically begin filtering your Groups list.

3. To remove the filter criteria and return to the full list of your Groups, click the **Clear Filter** button.

Remove Members from a Group

To remove members from a group:

1. In the **Groups** area, locate the group to add resources.

2. Click the triangle at the right to expand the group.
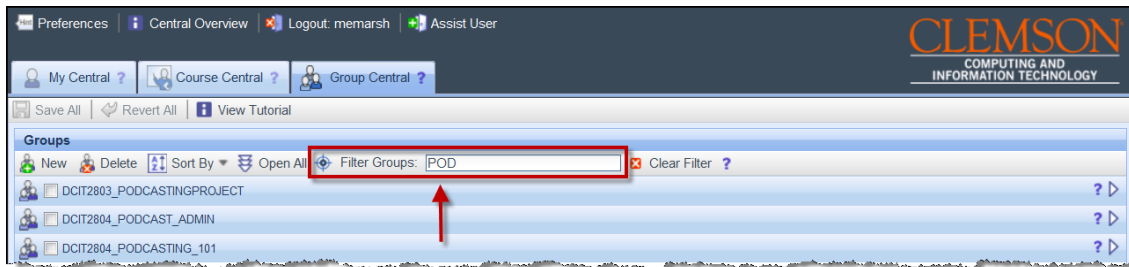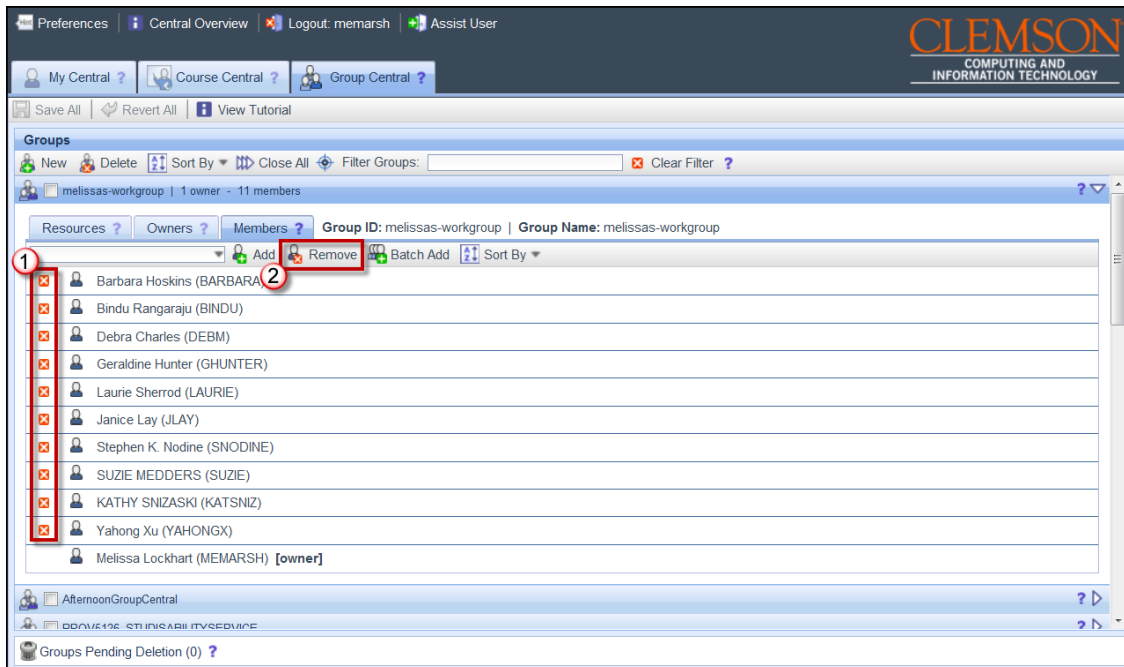
3. Then click the **Members** tab for the selected group.

4. Locate the member to remove. Then click the **Remove** (⊠) button in front of the members name to remove from the group.
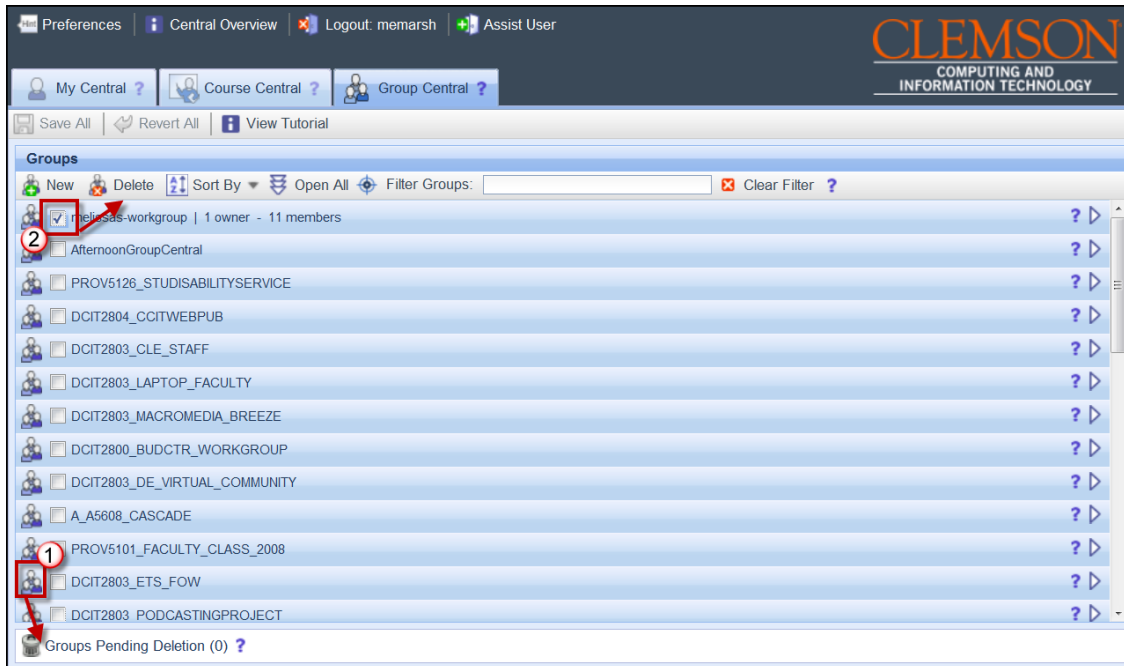

5. Alternatively, you can select a member in the list. Then click the **Remove** button on the toolbar on the **Members** tab to remove a member from the group.

Deleting a Group

To delete a group:

1. In the **Groups** area, locate the group to delete.

2. Then click the group icon (![icon]) for the group to delete and drag and drop it onto the **Groups Pending Deletion** text at the bottom of the screen.

3. Alternatively, you can select the checkbox for the group and then click the **Delete** button on the **Groups** area toolbar.

4. If you are the only owner assigned to the workgroup you will receive a message allowing you to **Trash Group** or **Reassign**. To delete the group, click **Trash Group.**

5. To **Reassign** the group to another owner, click **Reassign**.

What do you want to do?

melissas-workgroup

You are the only owner assigned to the group
melissas-workgroup, would you like to assign another
owner and remove yourself as an owner or move this
group to the trash? Reassigning this group is not a
revertable action.

You are about to move this group to the trash can,
which means MEMARSH will no longer be able to use
this group.
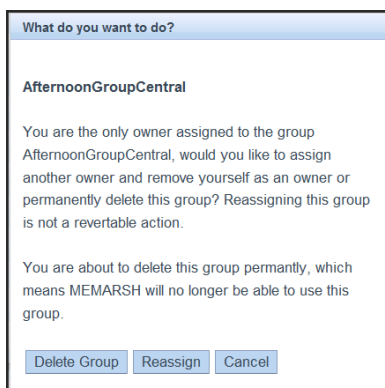
[Trash Group] [Reassign] [Cancel]
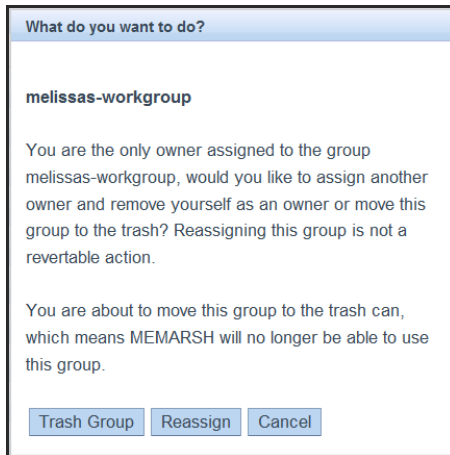
6. To cancel the deletion, click **Cancel**.

7. If you are not the only Owner of the group, you will receive a message allowing you to **Trash Group** or **Remove Self**. To delete the group, click **Trash Group.**

What do you want to do?

DCIT2804-Distance_Ed (1 of 3)

You are not the only owner assigned to the group
DCIT2804-Distance_Ed, would you like to remove
yourself as an owner or move this group to the trash?
Removing yourself as an owner of this group is not a
revertable action.

You are about to move this group to the trash can,
which means MEMARSH, DEBM will no longer be able
to use this group.

[Trash Group] [Remove Self] [Cancel]

8. To remove yourself from the group, click **Remove Self**.

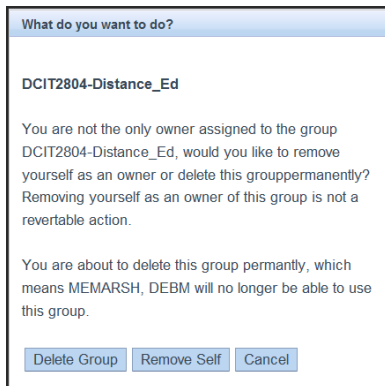9. To cancel the deletion, click **Cancel**.
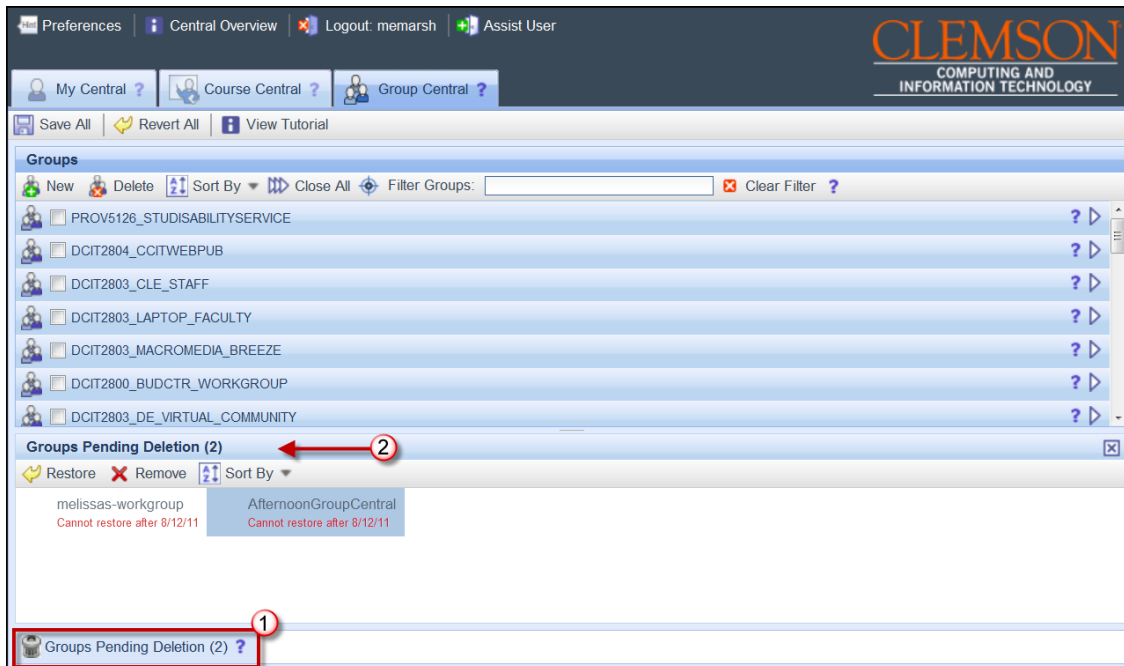
10. To view the workgroups that are pending deletion, click the **Groups Pending Deletion** button at the bottom of the screen.

11. To permanently delete a group, select the group in the **Groups Pending Deletion** area. Then click **Remove**.

12. If you are the only owner assigned to the workgroup you will receive a message allowing you to **Delete Group** or **Reassign**. To delete the group, click **Delete Group.**

13. To **Reassign** the group to another owner, click **Reassign**.

14. To cancel the deletion, click **Cancel**.

15. If you are not the only Owner of the group, you will receive a message allowing you to **Delete Group** or **Remove Self**. To delete the group, click **Delete Group.**
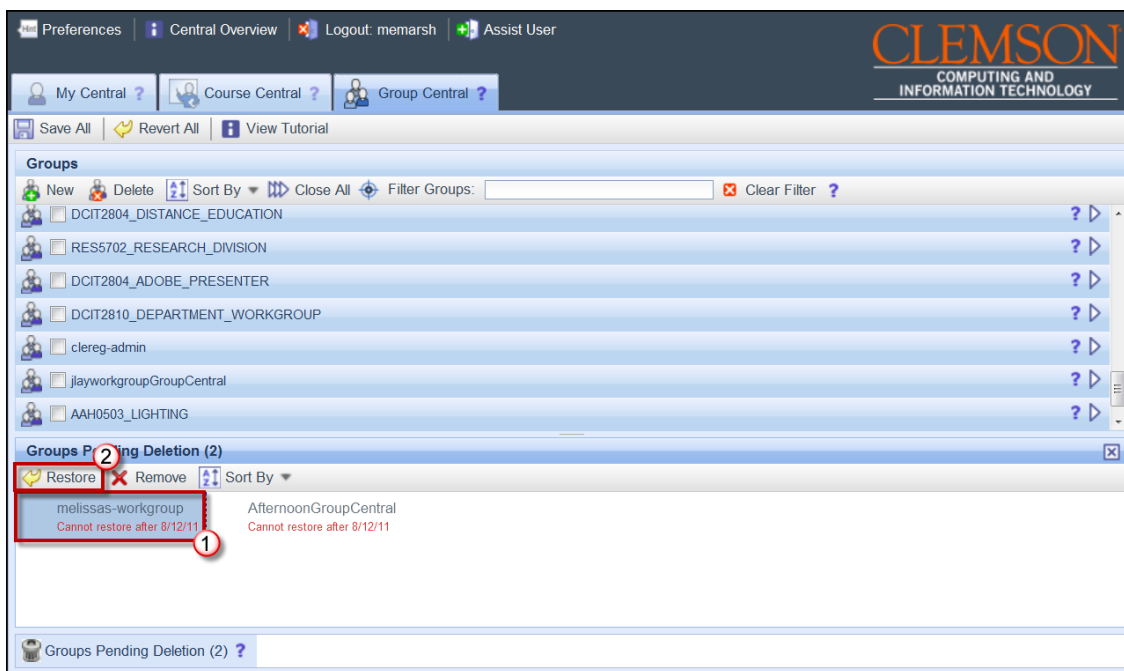
16. To remove yourself from the group, click **Remove Self**.

17. To cancel the deletion, click **Cancel**.

18. To restore a workgroup from the **Groups Pending Deletion** area, select the group to restore.

19. Then click **Restore**.

20. The course is restored to the **Groups** area. Click **Save All** to save your changes.