

Group Central

Supported Web Browsers & Windows Operating Systems	1
Supported Web Browsers & Mac Operating Systems	1
Navigating to Group Central	1
Create a Group	3
Add Owners to a Group	4
Add Members to a Group	5
Batch Add Members to a Group	7
Add Resources to a Group	9
Filtering Groups	9
Remove Members from a Group	11
Deleting a Group	12

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: <u>http://central.clemson.edu</u>. 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.



	🛔 My Places 🏦 Home 🅤	g Help Ą	🧾 Logo	out		Screen Reader :	Support
MyCLEmson Courses We	orkgroups Content Collection	Employ	/ees	Clemson Resources	Portal Admin	System Admin	
MyCLEmson Notifications Dashboa	Ird					Personalize	Page 1
My Calendar		* 2 2	My	Announcements			* 🖬
CU Applications and Web Sites	;		Set	Up Your Courses			
University Applications <u>CU Safe Alerts (Rave Wireless)</u> eLearning	University Web Sites Academic Success Center Clemson University Libraries			Courses rses you are teaching:			* 🗆
Email Forwarding			B	usiness Writing	متر من منظم معرف		

3. On the right side of the **Courses** tab, click the **Course Central** (**Course Setup Tool**) link.

	┧ My Places 🧰 Home 🧿 Help 📲 Logou				Screen Reader Support
MyCLEmson Courses	Workgroups Content Collection Employees	Clemson	Resources	Portal Admin	System Admin
Notices	Course List	۲	Course Setu	p and Deletio	n
> NOTE TO INSTRUCTORS: Instructors must set up their courses in Blackboard before they will show up in students' My Courses list. The course setup tool is available on the Courses tab and on the Portal Admin tab.	Courses you are teaching: Business Writing Courses in which you are enrolled:		Use this tool to s IE is NOT a supp Following are th	e supported brown s with Firefox 3.5 3.5 and above	es. r Course Central. wsers for Course
Instructions for use of the setup tool are available on * the CCIT website at <u>CCIT</u> Web site.			Request Course Request deletion		

- 4. This will open the Course Central login page in a separate tab or window.
- 5. Enter your network Userid and Password.

🚾 Preferences 📔 🍋 Central Overview 🛛 💐 Logout: memarsh 🛛 +) Assist User		<u>CLEMSON</u>
And My Central ? My Central ?		COMPUTING AND INFORMATION TECHNOLOGY
🔜 Save All 🛛 🖓 Revert All 📘 🚹 View Tutorial		
Groups		
🏠 New 💩 Delete 🚺 Sort By 🔻 😽 Open All 🔶 Filter Groups:	🛛 Clear Filter 📍	
A_A5608_CASCADE		? 🗅 📩
AAH0503_LIGHTING		? ▷
AfternoonGroupCentral 1 owner - 5 members		? ▷
BPA1305_CONTRACT_GRADING		? 🗅 🗏
BPA1305_MGT310_RESEARCH_TEAM		? 🗅
👷 🥅 clereg-admin		? ▷
COES0920_SIX_SIGMA		? ▷
		? 🗅
DCIT2800_STAFF_SENATE_WORKGROUP		? Þ
DCIT2803_CLE_STAFF		? ▷
		? ▷
₩ DCIT2803_ETS_FOW		? Þ
		? Þ
		? 🗅
		~ ~ ~
Groups Pending Deletion (0) ?		

- 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.

Mereferences Central Overview 🕺 Logout memarsh	+) Assist User	CLEMSON
🚨 My Central ? 🔬 Course Central ? 🏂 Group Centra	1 ?	COMPUTING AND INFORMATION TECHNOLOGY
🔚 Save All 🛛 🖑 Revert All 📔 View Tutorial		
Groups		
🔏 New 💩 Delete 🚺 Sort By 🔻 😽 Open All 🔶 Filter Grou	os: Clear Filter ?	
		? ▷
AAH0503_LIGHTING		? ▷
AfternoonGroupCentral 1 owner - 5 member Create Group	8	? ▷
BPA1305_CONTRACT_GRADING Group ID:	DCIT2804_Distance_Ed	? 🗅 📱
BPA1305_MGT310_RESEARCH_TEAM Group Name:	DCIT2804_Distance_Ed	? 🗅
👷 🔲 clereg-admin	The group ID is valid.	? 🗅
A COES0920_SIX_SIGMA	Cancel	? ▷
	3	? ▷
DCIT2800_STAFF_SENATE_WORKGROUP	-	? ⊳
DCIT2803_CLE_STAFF		? ▷
DCIT2803_DE_VIRTUAL_COMMUNITY		? 🗅
DCIT2803_ETS_FOW		? 🗅
DCIT2803_HEHD_WORKSHOP		? 🗅
		? ▷
		- h 🔻
Groups Pending Deletion (0) ?		

- 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.



Preferences : Central Overview 🖏 Logout memarsh +) Assist User	CLEMSON
My Central ? K Course Central ? A Group Central ?	COMPUTING AND INFORMATION TECHNOLOGY
Save All 🔗 Revert All 🚹 View Tutorial	
roups (2)	
New 💩 Delete 🔃 Sort By 🕶 🗰 Close All 🚸 Filter Groups: 🛛 🛚 🛛 Clear Filter ?	
DCIT2804-Distance_Ed 1 owner - 1 member	(unsaved) ? 🔽
Resources ? Owners ? Members ? Group ID: DCIT2804-Distance_Ed Group Name: DCIT2804-Distance_Ed	
Mailing List DCIT2804-Distance_Ed@lists.clemson.edu	
Blackboard Organization	? ▷
MySQL	? 🗅
Shared File Space	? ▷
C A_A5608_CASCADE	? ▷
D AAH0503_LIGHTING	? ▷
AfternoonGroupCentral 1 owner - 5 members	? ▷
Departs Departs Department Depart	? ▷
- 2 □ BPA1305_MGT310_RESEARCH_TEAM	? Þ
∑	s þ
	? ▷
	- N
Groups Pending Deletion (0) ?	

- 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.

 Preferences Central Overview Logout memarsh Assist User My Central ? Course Central ? Group Central ? 	CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
🔚 Save All 🛛 🖉 Revert All 📘 View Tutorial	
Groups	
🍰 New 🍰 Delete 🚺 Sort By 🔻 🗰 Close All 🚸 Filter Groups: 🛛 🛛 Clear Filter ?	1
Conce_Ed 1 owner - 1 member Resources ? Owners ? Members ? Group ID: DCIT2804-Distance_Ed Group Name: DCIT2804-Distance_Ed Add & Remove 21 Sort By •	
	E
Helissa Lockhart (MEMARSH)	
A_AS608_CASCADE	? ▷
	?⊳

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

Preferences I Central Overview Source Central ? Group Central ?	CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
🕞 Save All 🖉 Revert All 🚹 View Tutorial	
Groups	
🍰 New 🎄 Delete 🔝 Sort By 🔻 🗰 Close All 🚸 Filter Groups: 🛛 🛛 🛛 Clear Filter ?	
DCIT2804-Distance_Ed 1 owner - 1 member	?▽ ^
Resources ? Owners ? Members ? Group ID: DCIT2804-Distance_Ed Group Name: DCIT2804-Distance_Ed	
DEBM 🚽 🔓 Add 🔒 Remove 🔯 Sort By 🖛	
Melu ta Lockhart (MEMARS 1)	
	? 🗅 🗌
AAH0503_LIGHTING	? 🗅
AfternoonGroupCentral 1 owner - 5 members	? >

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

Preferences Central Overview Source Central Course Central Course Central Course Central Course Central Course Central	CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
Save All Revert All View Tutorial	
	(unsaved) ? 🗸 ^
Resources ? Owners ? Members ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTANCE_EDUCATION	2
Melissa Lockhart (MEMARSH) Debra Charles (DEBM)	
A CIT2804 PODCAST ADMIN	? ▷

- 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.



	ences 📔 Central Overview 🕺 Logout: memarsh 🕂 Assist User	CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
Save A	II 🖓 Revert All 🚹 View Tutorial	
Groups		
New	🍰 Delete 🚺 Sort By 🔻 🗰 Close All 🚸 Filter Groups: 🛛 🛛 🔯 Clear Filter 📍	1
🖢 🔽 DO	CIT2804_DISTANCE_EDUCATION 2 owners	\bigtriangledown
Reso	urces ? Owners ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTANCE_EDUCATION	
8	Angela Rogers (ANGELAR)	
🛛 🕯	Dale Layfield (DLAYFIE)	
8	David Fleming (DFLEMIN)	
8	Janice Murdoch (JANW)	
🛛 🕯	Deborah Falta (FALTAD)	
8	John Leininger (LJOHN)	
8	Martie Thompson (MPTHOMP)	
5	Debra Charles (DEBM) [owner]	
	Melissa Lockhart (MEMARSH) [owner]	

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

		ces Central Overview Central Overview Central Overview Computing Angle	N av
Sav	e All		
Grou	ps		
👌 Ne	w 🌡	🕽 Delete 👔 Sort By 🛪 🗰 Close All 🚸 Filter Groups: 🛛 🛛 🔯 Clear Filter ?	
🔬 🔽	DCIT:	2804_DISTANCE_EDUCATION 2 owners - 9 members ?	~ ^
Re	esourc	ces ? Owners ? Members ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTANCE_EDUCATION	
SNC	DINE	🗧 👻 Add 🔓 Remove 🏭 Batch Add [👥 Sort By 💌	
8	2	Angela Rogers (ANGELAR)	
×	2	Dale Lyfrield (DLAYFIE)	
×	2	David ming (DFLEMIN)	
×	2	Janice Murdoch (JANW)	
×	2	Deborah Falta (FALTAD)	
×	2	John Leininger (LJOHN)	-
	2	Martie Thompson (MPTHOMP)	=
	2	Debra Charles (DEBM) [owner]	-
	2	Melissa Lockhart (MEMARSH) [owner]	
		new particular and the second s	

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



Preferences i Central Overview N Logout: memarsh + Assist User My Central ? Course Central ? Group Central ?	
Save All 🔗 Revert All 📔 View Tutorial	
New ▲ Delete 1 Sort By ▼ 10 Close All ♣ Filter Groups: 1 Close All ♣ Filter Groups: Image: Sort By ♥ 10 Close All ♣ Filter Groups: 1 Close All ♣ Filter Groups: 1 Close All ♣ Filter Groups:	(unsaved) ? 🗸
Resources ? Owners ? Members ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTANCE_ NODINE	(2)
Angela Rogers (ANGELAR)	
Dale Layfield (DLAYFIE)	
🛛 🚨 David Fleming (DFLEMIN)	
🛛 🚨 Janice Murdoch (JANW)	
Deborah Falta (FALTAD)	
🛛 🚨 John Leininger (LJOHN)	
Martie Thompson (MPTHOMP)	
Debra Charles (DEBM) [owner]	
A Melissa Lockhart (MEMARSH) [owner]	
🔓 Stephen K. Nodine (SNODINE) 🛛 📥 🚹	

- 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.

and Preferences 👔 Central Overview 🏹 Logout: memarsh 🐳 Assist User	CLEMSON
A My Central ? Course Central ? S Group Central ?	COMPUTING AND INFORMATION TECHNOLOGY
🔚 Save All 🤣 Revert All 🚹 View Tutorial	
Groups	
🍰 New 🍰 Delete 🚺 Sort By 🔻 🇰 Close All 🚸 Filter Groups: 🛛 🛛 🖾 Clear Filter ?	1
melissas-workgroup 1 owner - 2 members Resources ? Owners ? Members ? Group ID: melissas-workgroup Group Name: melissas-workgroup	
🚽 🔒 Add 🔒 Remove 🔐 Batch Add 🚺 Sort By 👻	Ξ
🛛 🔒 Debra Charles (DEBM)	
Melissa Lockhart (MEMARSH) [owner]	
AfternoonGroupCentral	? ▷

- 3. Then click the **Members** tab for the selected group.
- 4. Then click **Batch Add**.



Image: Preferences Image: Central Overview		CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
🔚 Save All 🖓 Revert All 🚹 View Tutorial		
Groups		
🚴 New 💩 Delete 🚺 Sort By 🔻 🗱 Close All 🚸 Filter G	roups: 🛛 🛛 🛛 Clear Filter 📍	
🚵 🥅 melissas-workgroup 1 owner - 2 members		?∠ -
Resources ? Owners ? Members ? Group ID: r Add Remove Image: Comparison of the second	Batch Add Group Name: melissas-workgroup Batch Add Sort By • Batch Add Members	? ▷ ? ▷
DCIT2803_CLE_STAFF	Cancel Add Users	? ▷
		? 🗅
		? ▷
		? ▷
LOCIT2803_DE_VIRTUAL_COMMUNITY		? ▷
A_A5608_CASCADE		? 🗅 🚽
Groups Pending Deletion (0) ?		

- 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.

Here Prefe		ces 📔 Central Overview 🔌 Logout: memarsh 🕂 Assist Use	r	CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
🔚 Save	e All	💛 Revert All 📔 View Tutorial		
Group		-		
👌 New	v á	🗴 Delete 👔 Sort By 💌 🗱 Close All 🚸 Filter Groups:	🛛 Clear Filter 💡	2
🍰 🗖 1	melis	ssas-workgroup 1 owner - 11 members		(unsaved) ? 🔽 📤
Res	ouro	ces ? Owners ? Members ? Group ID: melissas-workgrou	p Group Name: melissas-workgroup	
	-	🗧 🔓 Add 🔒 Remove 🚜 Batch Add [🚺 S	Sort By 🔻	
×	2	Debra Charles (DEBM)		
	2	Melissa Lockhart (MEMARSH) [owner]		
	Ω	Barbara Hoskins (BARBARA)		
	2	Bindu Rangaraju (BINDU)		
	2	Geraldine Hunter (GHUNTER)		
	2	Janice Lay (JLAY)		
	2	KATHY SNIZASKI (KATSNIZ)		
	2	Laurie Sherrod (LAURIE)		
	Ω	Stephen K. Nodine (SNODINE)		
	2	SUZIE MEDDERS (SUZIE)		
	2	Yahong Xu (YAHONGX)		
				· ·
🗑 Grou	ups	Pending Deletion (0) ?		

- 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.

🖷 Preferences 📔 🎦 Central Overview 🕺 Logout: memarsh 🕂 Assist User	CLEMSON COMPUTING AND
A My Central ? Course Central ? Course Central ?	INFORMATION TECHNOLOGY
🔚 Save All 🛛 💛 Revert All 🗧 View Tutorial	
Groups	
👌 New 🎄 Delete 🛃 Sort By 🔻 🗰 Close All 🚸 Filter Groups: 🛛 🛛 Clear Filter ?	1_
DCIT2804_DISTANCE_EDUCATION 2 owners - 9 members	
Resources ? Owners ? Members ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTANCE_EDUCATION	1
Mailing List DCIT2804_DISTANCE_EDUCATION@lists.clemson.edu	? 🗅
Blackboard Organization	? ▷
Mysal	? 🗅
Shared File Space	? 🗅
	? Þ

3. Then click the **Resources** tab.

My Central ? A Course Central ? A Group Central ?	COMPUTING AND INFORMATION TECHNOLOGY
Save All 🧳 Revert All 🚹 View Tutorial	
roups 3	
New 💑 Delete 👔 Sort By 🔻 🇰 Close All 🚸 Filter Groups: 🛛 🛛 🛛 Clear Filter ?	
Concernance and a concernance	(unsaved) ? 🗸
	2
CIT2804_DISTANCE_EDUCATION 2 owners - 9 members	2
C DCIT2804_DISTANCE_EDUCATION 2 owners - 9 members Resources ? Owners ? Members ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTANCE_EDUCATION GROUP GROU	
C DCIT2804_DISTANCE_EDUCATION 2 owners - 9 members Resources ? Owners ? Members ? Group ID: DCIT2804_DISTANCE_EDUCATION Group Name: DCIT2804_DISTA Mailing List DCIT2804_DISTANCE_EDUCATION@lists.clemson.edu	

- 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** ((2)) button in front of the members name to remove from the group.

🚍 Preferences 📔 👔 Central Overview 🛛 🂐 Logout: memarsh 🛛 📲 Assist User	CLEMSON
My Central ? Group Central ?	COMPUTING AND INFORMATION TECHNOLOGY
🔚 Save All 🛛 🗇 Revert All 📔 View Tutorial	
Groups	
🍰 New 🍰 Delete 🔝 Sort By 🔻 🇰 Close All 🚸 Filter Groups: 🛛 🛛 🔯 Clear Filter 💡	
🎪 🗌 melissas-workgroup 1 owner - 11 members	?▽ _
Resources ? Owners ? Members ? Group ID: melissas-workgroup Group Name: melissas-workgroup	
🚹 🔹 🗛 Add 🔒 Remove 👪 Batch Add 🔝 Sort By 🔹	Ξ
Barbara Hoskins (BARBARA 2	
🛛 🚨 Bindu Rangaraju (BINDU)	
🛛 🔒 Debra Charles (DEBM)	
Geraldine Hunter (GHUNTER)	
🛛 🚨 Laurie Sherrod (LAURIE)	
🛛 🔒 Janice Lay (JLAY)	
🛛 🚨 Stephen K. Nodine (SNODINE)	
🛛 🚨 SUZIE MEDDERS (SUZIE)	
🛛 🚨 KATHY SNIZASKI (KATSNIZ)	
🛛 🚨 Yahong Xu (YAHONGX)	
Melissa Lockhart (MEMARSH) [owner]	
AfterroonGroupCentral	? Þ
	2 D
Groups Pending Deletion (0) ?	

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 (a) 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**.





- 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**.



- 8. To remove yourself from the group, click **Remove Self**.
- 9. To cancel the deletion, click **Cancel**.



Preferences Central Overview Course Central Course	CLEMSON COMPUTING AND INFORMATION TECHNOLOGY
Save All 🔗 Revert All 🚹 View Tutorial	
Groups	
🔏 New 🎄 Delete 🚺 Sort By 🔻 🗰 Close All 🐵 Filter Groups:	
	?▷ ^
	? 🗅 📒
CIT2803_CLE_STAFF	? 🗅
	? 🗅
	? 🗅
	? 🗅
	? 🗅 -
Groups Pending Deletion (2)	X
melissas-workgroup AfternoonGroupCentral Cannot restore after 8/12/11 Cannot restore after 8/12/11	
Groups Pending Deletion (2) ?	

- 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.

🚨 My Central ? 😡 Course Central ? 🍰 Group Central ?	INF	COMPUTING AND FORMATION TECHNOLOGY
Save All 🔗 Revert All 🚹 View Tutorial		
Groups		
🚯 New 🞄 Delete 🚺 Sort By 🔻 🗰 Close All 🚸 Filter Groups:	🛛 Clear Filter 💡	
CIT2804_DISTANCE_EDUCATION		? ▷
E RES5702_RESEARCH_DIVISION		? ▷
DCIT2804_ADOBE_PRESENTER		? 🗅
		? 🗅
🔓 🥅 clereg-admin		? 🗅
💃 🥅 jlayworkgroupGroupCentral		? 🗅
AAH0503_LIGHTING		? 🗅
Groups P(2)ing Deletion (2)		[
🖓 Restore 🗙 Remove 👔 Sort By 🔻		
Cannot restore after 8/12/11		

- 19. Then click **Restore**.
- 20. The course is restored to the Groups area. Click Save All to save your changes.