


What are myCuesta Groups?

Groups provide powerful communication tools, allowing people of like minds, interests or goals to share information.

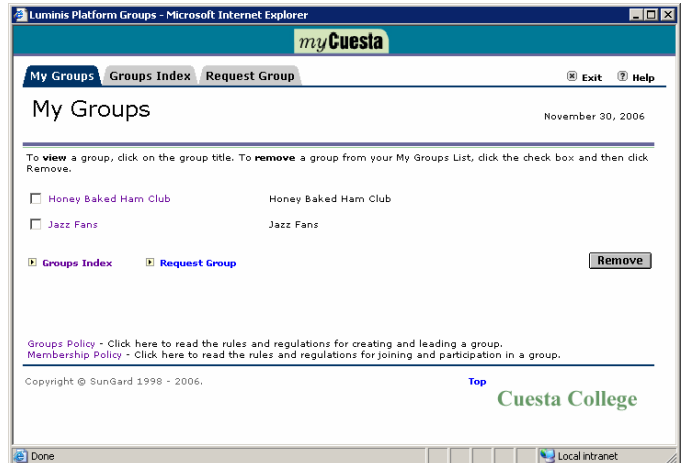
Group Types

- **Public** – anyone can join
- **Restricted** – membership subject to certain requirements; anyone can *request* to join
- **Hidden** – membership is predetermined and group does not appear in list of available groups

Accessing Groups

In myCuesta, click the “Groups” icon 

A window will open, displaying the My Groups tab.



Group Tabs

My Groups **Groups Index** **Request Group**

- There are three (3) group tabs:
 - **My Groups** tab is where to access any group to which you belong.
 - **Groups Index** tab is where to join a new group, selecting from an index listing of all public and restricted groups.
 - **Request Group** tab contains a form for requesting the creation of a new group.

Finding a Group

- **By perusing categories**
 1. Click the **Groups Index** tab.
 2. Click a category.
- **By searching**
 1. Click the **Groups Index** tab.
 2. Under “Group Search”, select one or more checkboxes for each field you want to search (Group Names, Group Titles, Group Descriptions).
 3. Type the text to use in your search in the “**that contains**” field.
 4. Click the **Search** button.

Joining a Group

1. Click on the group name.
2. Click **Join Group** on the Guest View screen.
3. Click the membership policy and email agreement checkboxes.
4. (*Restricted Group Only*;) In the last text entry field, enter the reasons you want to join the group.
5. Click the **Join** button.

Viewing a Group Homepage

1. Click the **My Groups** tab. **My Groups**
2. Click on the group name.

Removing Group Membership

1. Click the **My Groups** tab.
2. Click the checkbox next to the group you want to quit.
3. Click **Remove**.

Using Group Tools


Announcements

- Posted by the group leader
- Accessible via the group’s home page
- Appear in myCuesta’s Personal Announcements channel

Viewing Announcements

1. Click **Announcements**.
2. Click the title of the desired announcement.

Delete Announcement

- Click the announcement’s **Delete** icon. 

News

- Any member can submit
- Posted by the group leader

Accessing News

1. Click **News**.
2. Click the article’s title or the “read more...” link.

Submit a News Article

1. Click the **Submit an Article** link.
2. Type a title in the Title/Subject field.
3. In News Article, select a formatting option.
4. Type or paste the article in the Article field.
5. Click the **Submit** button.

Photos

- Any member can submit
- Posted by the group leader

Viewing Photos

1. Click **Photos**.
2. Click the photo's preview image, title, or View Photo link.

Submitting a Photo

1. Click **Photos**.
2. Click **Submit a Photo**.
3. Click the **Browse** button.
4. Locate and double-click on the image file.
NOTE: You can only submit JPEG or GIF images.
5. Enter a title in the Photo Title field.
6. Select a format option from the Photo Caption drop-down.
7. Enter a caption in the Caption field.
8. Click the **Submit** button.

The submitted photo will be reviewed by the group leader.

Files

- Any member can submit
- Posted by the group leader

Accessing Files

1. Click **Files**.
2. Click on a folder to display those files stored in that folder.
3. Click the desired filename.

The file will display in a new window, or you will be prompted to open or save the file.

Search for a File

1. Click **Files**.
2. Under "File and Folder Search", check one or more fields to search (File Names, Folder Names, File Content).
3. Type the text to search for in the "that contain" field.
4. Click the **Submit** button.

Submit a File

1. Click **Files**.
2. Click on the folder name where you wish to save file.
3. Click "**Submit a new file for xxx**", where "xxx" is name of the selected folder.
4. Click the **Browse** button.
5. Locate and double-click the file.
6. Click the **Submit** button.

The submitted file will be reviewed by the group leader.

Links

- Any member can submit
- Posted by the group leader

Accessing Links

1. Click **Links**.
2. Click the link's title.

Submit a Link

1. Click **Links**.
2. Click **Submit a Link**.
3. Enter a title in the Title field.
4. Enter the web address in the URL field.
5. Select a format option from the Link Description drop-down.
6. Enter descriptive text in the Link field.
7. Click the **Submit** button.

The submitted link will be reviewed by the group leader.

Message Board

- Any member can post a topic, message or reply

Viewing Message Board Content

1. Click **Message Board**.
2. Click on the topic that interests you.
3. Select what you want to view:
 - To view the contents of a message, click on the message.
 - To view a list of all the replies, click on the plus button labeled "Show all Replies".
 - To view an individual reply, click on the reply.

Posting a Topic

1. Click **Message Board**.
2. Click **Post a Topic**.
3. Type a short topic in the title field.
4. Type a detailed description in the description field.
5. Click **Post**.

Posting a Message

1. Click **Message Board**.
2. Click on a topic.
3. Click **Post a Message**.
4. Type a brief subject in the Subject field.
5. Type the message in the Message field.
6. Click **Post**.

Replying to a Message

1. Click **Message Board**.
2. Click on a topic.
3. Click on a message.
4. Click **Post a Reply**.
5. Type a brief subject in the Subject field.
6. Type the message in the Message field.
7. Click **Post**.

Chat

- Any member can chat with other members

Participating in a Chat Session

1. Click **Chat**.
2. Type your message in the lower window.
3. Press the [**Enter**] key.

“Whispering” During a Chat Session

1. Click **Chat**.
2. Select the name(s) of the user(s) who should receive your private message.
3. Type the message in the lower window.
4. Click the **Whisper** button.

Exiting a Chat Session

- Click **Exit**.

Calendar

- Posted by the group leader

Accessing Group Calendar

- Click **Calendar**.

E-mail

- Any member can send e-mail to other members

E-mailing Group Members

1. Click **E-mail**.
2. Click the checkbox(es) by the member’s name(s).
*If you want to send the e-mail message to all of the group or course members, click the **Select All** button*
3. Click **Send E-mail**.
4. If you wish to send to additional people, enter their e-mail addresses in the To, CC, or BCC fields.
5. Enter a subject in the **Enter Subject** field.
6. Type your message in the **Enter Message** field.
7. Select additional options (attachments, spell check, etc.) as appropriate.
8. Click **Send**.

Members

- Any member can view a listing of other members

View List of Group Members

- Click **Members**.