

# **User Manual**

**For**

# **Groups**

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## Using the HTML Editor

---

### Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

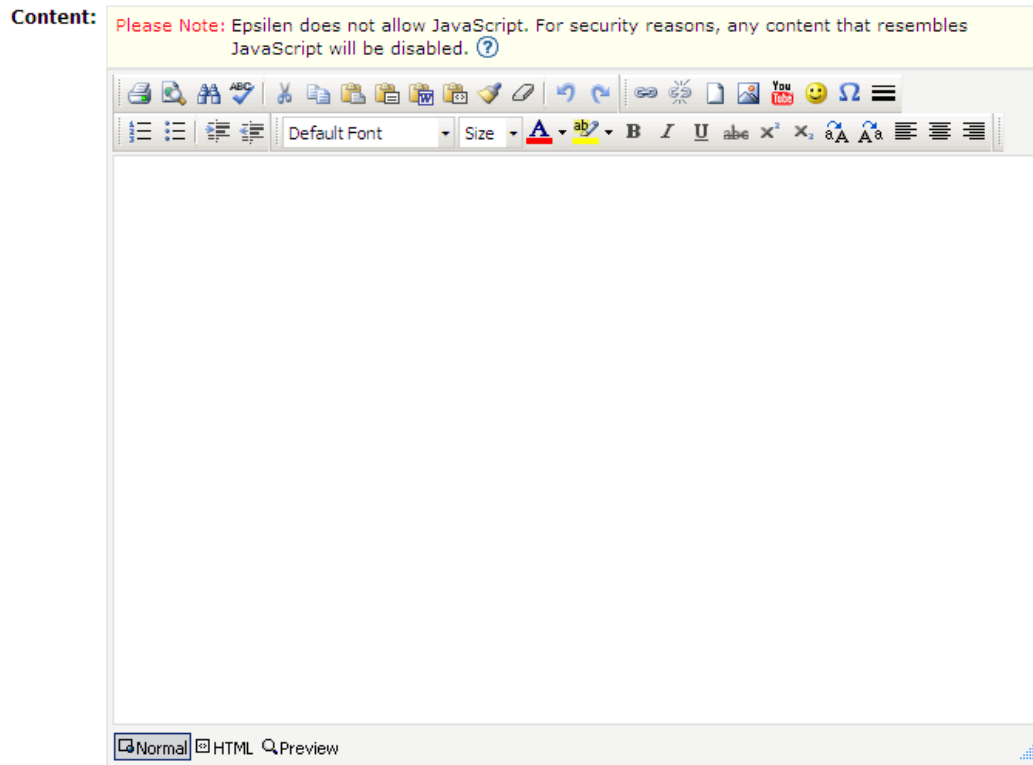


Figure 1

### Definitions



**Normal View** allows you to type, add content and edit content.

**HTML View** allows you to type and add HTML markup to the content.

**Preview View** allows you to see the content as it would appear to your users. In this view, the content is not editable.

The function of each button in the HTML editor is described in the following table.

| Button  | Function  |
|---|---|
|    | Print the content in the HTML editor.                             |
|    | Preview the content in the HTML editor by opening a popup window. |
|    | Find and replace the specified text.                              |
|    | Spell-check the content.  |
|    | Cut the specified content.  |
|    | Copy content from the HTML editor.                                |
|    | Paste content into the HTML editor.                               |
|    | Paste plain text into the HTML editor.                            |
|    | Paste text from Microsoft Word into the HTML editor.              |
|    | Paste as HTML content.  |
|    | Clean up HTML (remove tags, etc.).                                |
|    | Remove formatting.  |
|   | Undo last action.   |
|  | Redo last (undone) action.  |
|  | Insert a hyperlink.   |
|  | Remove hyperlink functionality from selected text.                |
|  | Insert a file.  |
|  | Insert an image.  |
|  | Embed a YouTube video.  |
|  | Insert an emoticon (smiley).                                      |
|  | Insert a special character.                                       |
|  | Insert a horizontal line.   |
|  | Insert numbered list.   |
|  | Insert bulleted list.   |
|  | Indent text.  |
|  | Outdent text.   |

|   |                                       |
|---|---------------------------------------|
| <p>Arial<br/>                 Verdana<br/> <b>Comic Sans MS</b><br/>                 Courier<br/>                 Georgia<br/>                 Impact<br/>                 Lucida Console<br/>                 Tahoma<br/>                 Times New Roman<br/>                 ♦✕■γ<sub>β</sub>⊕✕■γ<sub>β</sub>+</p> | <p>Select desired font.</p>           |
| <p>Not Set<br/>                 1 (8pt)<br/>                 2 (10pt)<br/>                 3 (12pt)<br/> <b>4</b> (14pt)<br/>                 5 (18pt)<br/> <b>6</b> (24pt)<br/> <b>7</b> (36pt)</p>  | <p>Select desired text size.</p>      |
|    | <p>Change color of selected text.</p> |
|    | <p>Highlight selected text.</p>       |
| <p><b>B</b></p>   | <p>Boldface selected text.</p>        |
| <p><i>I</i></p>   | <p>Italicize selected text.</p>       |
| <p><u>U</u></p>   | <p>Underline selected text.</p>       |
| <p><del>abc</del></p>   | <p>Strikethrough text.</p>            |
| <p>x<sup>2</sup></p>  | <p>Superscript text.</p>              |
| <p>x<sub>2</sub></p>  | <p>Subscript text.</p>                |
| <p>↻A</p>   | <p>Convert text to upper case.</p>    |
| <p>↻Aa</p>  | <p>Convert text to lower case.</p>    |
| <p>≡</p>  | <p>Left-justify text.</p>             |
| <p>≡</p>  | <p>Center text.</p>                   |
| <p>≡</p>  | <p>Right-justify text.</p>            |

# Group Home

## Description

The Home page serves as an introduction to the Group environment.

## Purpose

Use the Home page to offer Announcements (using the Announcements tool), conduct searches for Group content, and monitor the Footprint to see which Group members have visited.

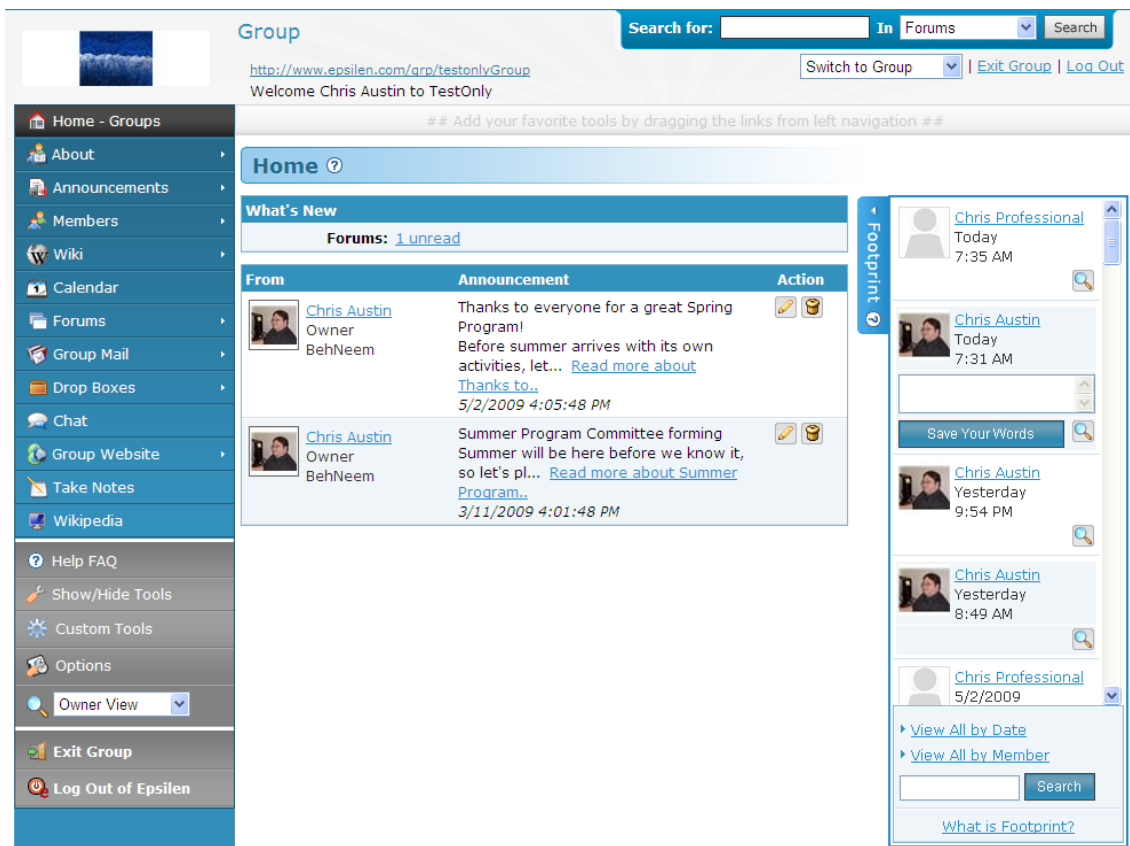


Figure 1

## Definitions

**Search For:** Enter search terms in this field to search various areas of the Group.

**Switch to Group:** Use this drop-down menu to quickly navigate between your Groups.

**What's New:** The number of unreviewed Forum posts is shown.

**Searching**

Use the upper-right-hand corner field to enter your desired search terms, and use the drop-down menu to select the intended area of the Group (Figure 2). Click **Search** to get your results.

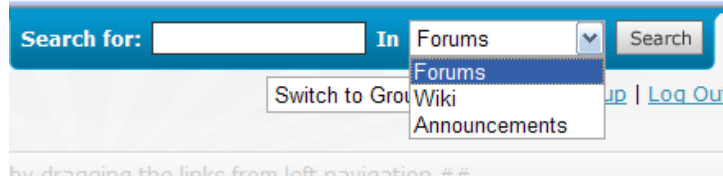


Figure 2

**Switching Groups**

Use the **Switch to Group** drop-down menu to see a list of your currently active groups (Figure 3). Click on a Group to refresh the page and go to the Group in question.

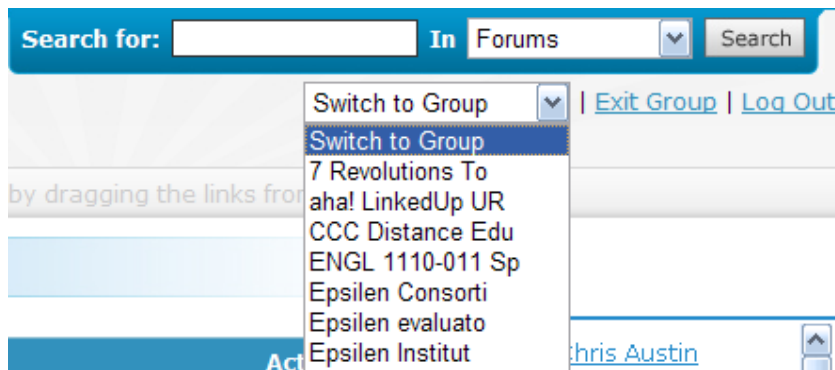
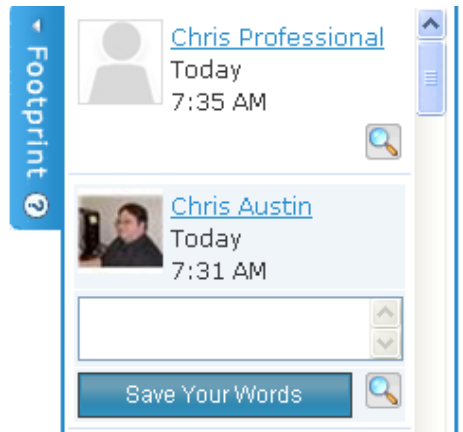


Figure 3












**Footprint**

The Footprint records each member’s time of entry into the Group. When you enter, you have the option to enter a brief message and click **Save Your Words** (Figure 4) to display your message to the other members.



**Figure 4**

Owners have the ability to click **View By Date** or **View By Member** at the bottom of the Footprint. Clicking **View By Date** shows all entries in reverse chronological order (Figure 5). Click  to remove a member’s message.


| Footprints By Date <span style="float: right;">» <a href="#">Close Window</a></span>   |                                    |   |   |
|--|------------------------------------|---|---|
| All Footprints for this course as listed in order from newest to oldest.   |                                    |   |   |
| Member   | Date                               | Message   | Action  |
|  <a href="#">Chris Professional</a><br>Member<br>demo | 5/4/2009<br>7:35 AM<br>(GMT-05:00) | I'm in the chat room, if anyone wants to stop by! |  |
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem     | 5/4/2009<br>7:31 AM<br>(GMT-05:00) | Message removed by Admin                          |  |
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem     | 5/3/2009<br>9:54 PM<br>(GMT-05:00) |   |  |
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem     | 5/3/2009<br>8:49 AM<br>(GMT-05:00) |   |  |

**Figure 5**

Clicking **View By Member** shows each Group member and the Last Logged In date (Figure 6).

| Group Members <span style="float: right;">» <a href="#">Close Window</a></span>  |                                      |   |
|--|--------------------------------------|---|
| To view all Footprints for a member, select "Footprints".  |                                      |   |
| Member   | Last Logged In                       | View FootPrints   |
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem     | 5/3/2009<br>9:54 PM<br>(GMT-05:00)   |  |
|  <a href="#">Chris Professional</a><br>Member<br>demo | 5/2/2009<br>3:54 PM<br>(GMT-05:00)   |  |
|  <a href="#">Misty McKee</a><br>Member<br>BehNeem     | 4/21/2009<br>1:24 PM<br>(GMT-05:00)  |  |
|  <a href="#">J C Austin</a><br>Member<br>demo         | 3/31/2009<br>12:18 PM<br>(GMT-05:00) |  |
|  <a href="#">Chris Demo</a><br>Member<br>demo         | 12/5/2008<br>9:56 AM<br>(GMT-05:00)  |  |

Figure 6

Clicking  for a member shows all of that member's footprints in reverse chronological order (Figure 7).


| Member Footprints <span style="float: right;">» <a href="#">Close Window</a></span>  |   |
|--|---|
|  <a href="#">Misty McKee</a><br>Member<br>BehNeem | Logged In: 4/21/2009 1:24:15 PM (GMT-05:00)<br>Logged In: 3/23/2009 4:40:59 PM (GMT-05:00)<br>Logged In: 3/19/2009 4:33:37 PM (GMT-05:00) |

Figure 7

# About

## Description

The **About** tool allows you to list a Group Description (which is visible to Epsilen members searching for your Group), as well as its Purpose and History (for those who visit the Group's public page).

## Purpose

Use this tool to define your state your Group's intentions.

1. To change your Group information, click **Edit About** (Figure 1).

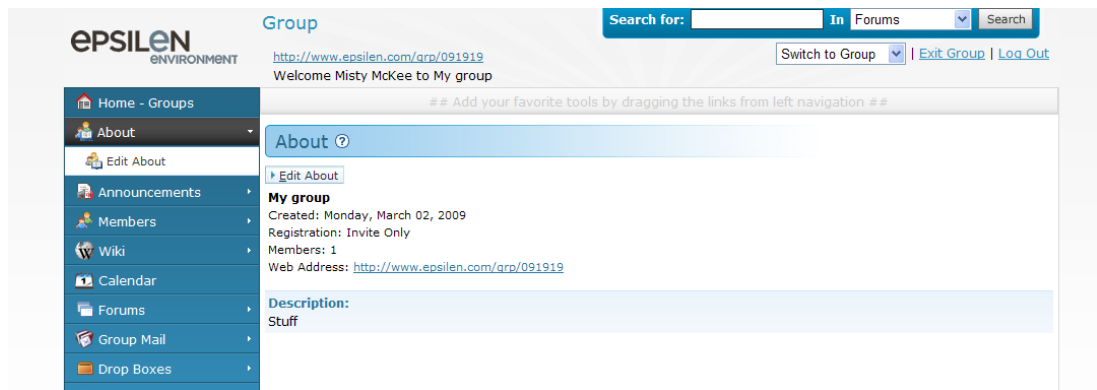


Figure 1

2. Enter new information in **Group Description**, **Group Purpose** and/or **Group History**. When all of the information has been updated, click **Save** (Figure 2).

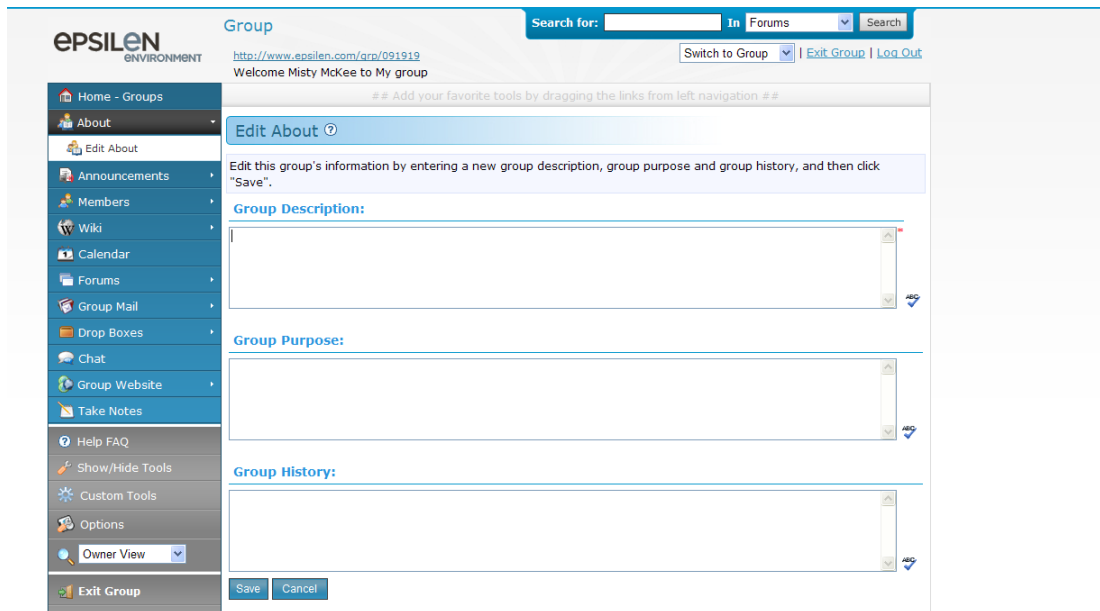


Figure 2

# Announcements

---

## Description

The **Announcements** tool allows Group Members to post a message on the Group’s home page and/or send a copy of that message to all Group Members. Announcements also can be created but scheduled for posting at a later time.

## Purpose

Using the Announcements tool provides an easy messaging system to ensure communication to all Group Members.

The **Announcements** screen (with two previously added Announcements) is displayed in Figure 1.



Figure 1

## Creating an Announcement

1. Click the **Announcements** button in the left-side menu.
2. Click **Add New**.
3. Complete the fields/choices as described in the following table:

| Field        | Function  |
|--------------|---|
| Title        | The title will appear on the Group’s home page as well as the Announcements page.   |
| Announcement | Add your message.   |
| Public       | Check this box to allow the announcement to appear on the Group’s public Web page (where non-members will be able to see it). |
| Email        | Check this box to send a copy of this message to all members as a Group Mail message.   |

4. When you have finished filling out the information, click the **Save** button. You will be returned to the **Announcements** page, where you will see a new entry for your new Announcement.

Figure 2 displays the **Add Announcement** screen.

Figure 2

# Members

## Description

The **Members** tool is used to keep track of your Group members, to manage their permissions, and to invite new members.

## Purpose

Use the **Members** tool to share permissions to manage tools within the Group. (Only the owner has management permissions by default.)

The **Members** screen is displayed in Figure 1.

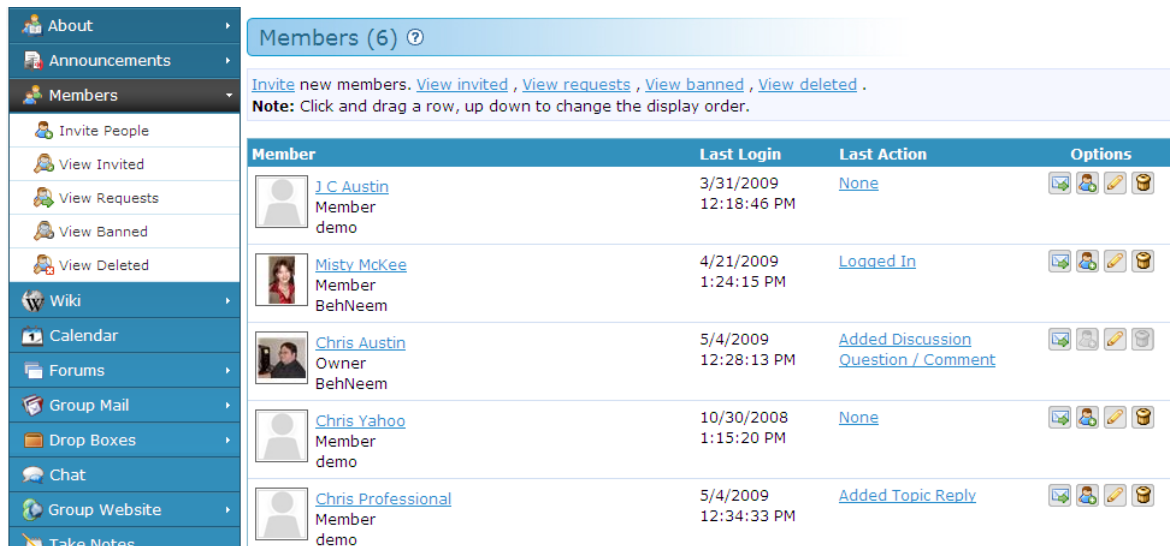



Figure 1


## Definitions


**Owner:** The creator or manager of the Group, who has full management rights to all tools. (While there may only be one person in the role of Owner, many of the management rights may be shared.)

**Member:** Any person participating in the Group, who should have basic rights to send messages, add forum feedback, edit a wiki, etc. The owner may assign additional tool management rights to members if desired.

**Add to Network:** Clicking the button allows you to add the selected member to one of your Networks.

**Send Message:** Clicking the  button allows you to send the selected member an Epsilen Mail message.

**Edit:** Clicking the  button allows you to adjust the basic information and permissions of Group members.

**Delete:** Clicking the  button allows you to delete the selected member from the Group.

**Invited People** have been given the opportunity to join the Group.

**Disabled/Banned Members** have been temporarily restricted from entering the Group. However, their access can be restored if appropriate.

**Membership Requests** are from Epsilen users seeking to join your Group. You may review these requests for approval or rejection.

**Deleted Members** have been removed from your Group. However, their access can be restored if appropriate.

## Inviting Members

---

To invite people to the Group:

1. Click **Invite**.
2. Two options are presented: **Invite current Epsilen members (people who have already created their Epsilen accounts)** and **Invite others who do not yet have an Epsilen account by entering their email addresses**.
  - a. If Invite current... is selected:
    - i. Enter search criteria in the Search For box and click **Search Epsilen Members**.
    - ii. Check the boxes next to your desired invitee(s) and click **Add Selected**.
    - iii. Repeat the search as in steps i & ii until all selected invitees are listed.
    - iv. A general greeting message for the invitation appears in the HTML editor; this message may be customized as desired. (Click **View Example Email** to preview how the invitation would appear with the default message included.) If you prefer, you may remove all text from the HTML editor; the invitee will still receive the details regarding the Group and instructions on how to access it.
    - v. Click **Invite Selected**.
    - vi. A confirmation message regarding the successful sending of the invitation(s) should appear.

The **Invite Members** screen for current Epsilen members (with the general greeting message included) is displayed in Figure 2.

**Invite People** ?

Click the circle next to one of the options below to invite new members to this group.

Invite current Epsilen members (people who have already created their Epsilen accounts).

Invite others who do not have an Epsilen account by entering their email addresses.

**Search for Epsilen Member to Invite**

Click the button "Search Epsilen Members" below to search epsilen members.

**Search For :**

|  |                                 |   |
|--|---------------------------------|---|
| First Name: <input type="text" value="steve"/>   | Last Name: <input type="text"/> | Title: <input type="text"/>                           |
| User Name: <input type="text"/>  | Email: <input type="text"/>     | Account Type: <input type="text" value="Select One"/> |
| Institution: <input type="text" value="BehNeem LLC"/> <a href="#">All Institutions</a> |                                 |   |

**Selected Invitees:**

Steve Hunsinger 🗑

**Invitation greeting message / Explanation of invitation**

Epsilen will automatically include the following greeting message within an email sent to each invitee. This option can be left blank, it is not required to send the invitation.) [View Example Email](#)

**Please Note:** Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled. ?

Default Font    Size   

Dear Colleague;

I would like to invite you to participate in my Epsilen Group. To accept this invitation, log in to your Epsilen account and go to the Groups tool. At the top of the Groups page you will find a link to accept this invitation.

Epsilen Groups provide us with all the necessary communication and collaboration tools to "Virtually" get connected in an easy to use Web 2.0 environment.

I hope to see you in the group soon.

Normal     HTML     Preview

Figure 2



- b. If Invite others... is selected:
  - i. Enter email addresses for the desired invitees. Separate multiple addresses with commas.
  - ii. A general greeting message for the invitation appears in the HTML editor; this message may be customized as desired. (Click **View Example Email** to preview how the invitation would appear with the default message included.) If you prefer, you may remove all text from the HTML editor; the invitee will still receive the information regarding how to create an Epsilen account and how to access the Group.
  - iii. Click **Invite Emails**.
  - iv. A confirmation message regarding the successful sending of the invitation(s) should appear.




The Invite Members screen for invitees outside Epsilen (with the general greeting message included) is displayed in Figure 3.

Figure 3

## View Invited

---

To review outstanding invitations to members:

1. Click on **View Invited**.
2. People who have been invited to join the Group (and have not yet accepted and become members) are listed on the tab reflecting the method of invitation: **Invited Epsilen Members** or **Invited Email Addresses**.
  - a. For Invited Epsilen Members, you can click the  button to view the member's My Corner page, or you can click the  button to delete the invitation.
  - b. For Invited Email Addresses, you can click the  button to delete the invitation.
3. If desired, you can click Invite People to this Group to send additional invitations.

The Invited People screen (reflecting the Invited Email Addresses tab) is displayed in Figure 4.

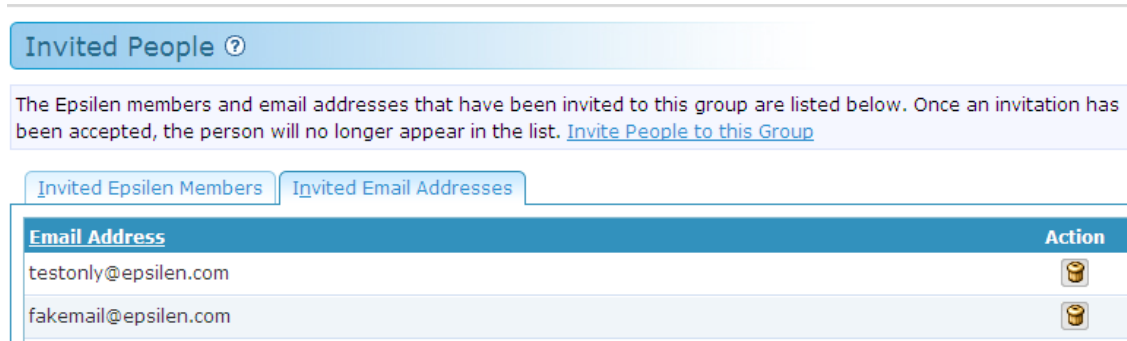



Figure 4

## Editing a Member

---

Every member can edit his or her own information in a Group:

1. Click the  button next to the member in question.
2. The **Name** may be edited if desired (to reflect a nickname, etc.).
3. The **Title** may be edited to more accurately reflect the member's role in the Group (Project Coordinator, Forum Administrator, etc.).

An owner can also edit the member's role in the Group to assign additional management permissions if desired.

4. The member may be assigned a Color, which is reflected on the Members page. This may be used to reflect team assignments or something similar.
5. Each member's **Status** is Enabled by default, but may be revised to Disabled or Banned. Either status informs the member when they attempt to re-enter the Group that they have been "disabled" or "banned" from entering, and that they should contact the Group owner if they believe this is in error. (The only difference between these stati is the terminology – so if you want to convey to the member that the action is temporary, you might use Disabled rather than Banned.)
6. **Permissions** can be assigned to members for specific tools:
  - a. **Upload Files** – ability to add files to Drop Box (this is the only Permission checked by default for members, but it can be unchecked)
  - b. **Moderate Files** – ability to delete files from Drop Boxes
  - c. **Moderate Forums** – ability to add, edit or delete Forum Topics and Replies
  - d. **Manage Files** – ability to add or delete Drop Boxes and files within
  - e. **Manage Forums** – ability to add, edit or delete Forum Discussions, Topics and Replies
  - f. **Manage Members** – ability to invite or remove Group members, as well as to assign Permissions to other members
  - g. **Manage Public Page** – ability to update the Group's public web page (using the Group Website tool)
  - h. **Manage Wiki** – ability to view, edit or delete all Wiki documents
  - i. **Manage Calendar** – ability to add events to Group calendar
7. Click **Update**.

The Edit Member screen (as seen by the Group’s owner) is displayed in Figure 5.

Figure 5

## Adding a Member to Networks

To Add a Member to Networks



1. Click the  button for a member to open the **Add Person To Network** popup page.
2. Check the box next to each Network to add this person into.
3. Click the **Add selected** button. You will see a message that the person was added successfully, and then the popup page will close automatically.

Figure 6 displays the Add Person To Network screen.

Figure 6

## Sending an Epsilen Mail Message

To Send a New Message

1. Click  for the member in question.
2. The selected member will be checked by default to receive the message. Check the boxes for other members, or for All Members, to add them to the list as well.
3. Complete the fields/choices as described in the following table:

| Field   | Function                               |
|---------|--|
| Subject | Enter the subject of your new message. |
| Message | Enter the text of your new message.    |

4. Adjust your Message text as desired using the HTML editor (see "Using the HTML Editor").
5. To attach a file, click **Add Attachment(s)** to open the **Attach File** popup page. You may upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the file attachment process.
6. Click **Send** to send the message. You will remain on the **Send Epsilen Mail Message** page with a confirmation of the successful message send.

Figure 7 displays the **Send Group Mail Message** screen.

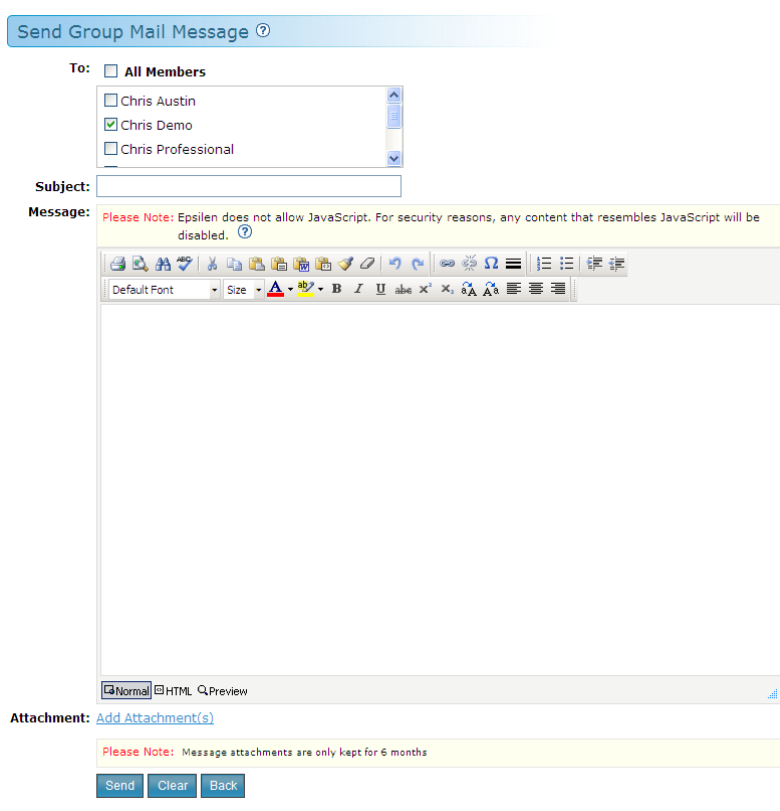


Figure 7

## Wiki

---

### Description

The **Wiki** tool allows Group members to post, view, edit, delete, and/or export documents that all members can easily access to contribute changes and modify content.

### Purpose

Wikis provide Group members a method to become involved in the process of teaming with other Group members in creating and revising collaborative documents.

The Wiki screen (with two wikis already created) is displayed in Figure 1.

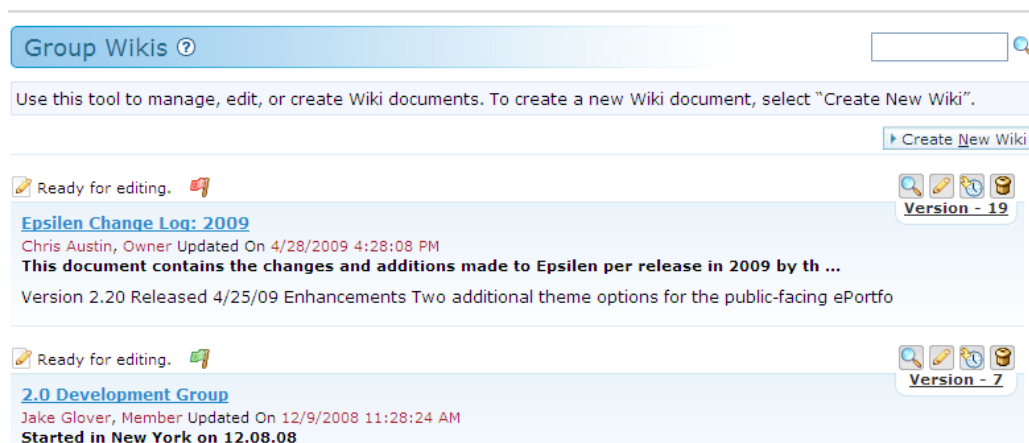




Figure 1


### Definitions

**View:** Clicking the  button allows you to review a wiki without opening it for editing.

**Edit:** Clicking the  button allows you to edit a wiki.

**History:** Clicking the  button allows you to review the history of a wiki's different versions.

**Delete:** Clicking the  button allows you to delete a wiki.

**Export:** Clicking the  button allows you to export the wiki as an HTML document.

## Creating a Wiki

To Create a Wiki

1. Click **Create New Wiki**.
2. Complete the fields/choices as described in the following table:

| Field                     | Function  |
|---------------------------|---|
| Title                     | Enter a title for the new Wiki (required). The title should help distinguish this wiki from others that may be created for the Group.   |
| Description               | Enter additional text to help guide collaborators and focus efforts moving forward.   |
| Make content Non-editable | Check this box if you wish for the initial version of the wiki to be read-only (for presentation, rather than collaboration, purposes).   |
| Content                   | Enter content to get the Wiki started using the HTML editor. (For additional information, see "Using the HTML Editor.")   |
| Add Section               | If desired, you can check this box to add a separate section to the Wiki. This includes a separate HTML editor for its content, as well as the option to make the section non-editable. |

3. Review your content and settings, and make any desired changes.

The Create Group Wiki page is displayed in Figure 2.

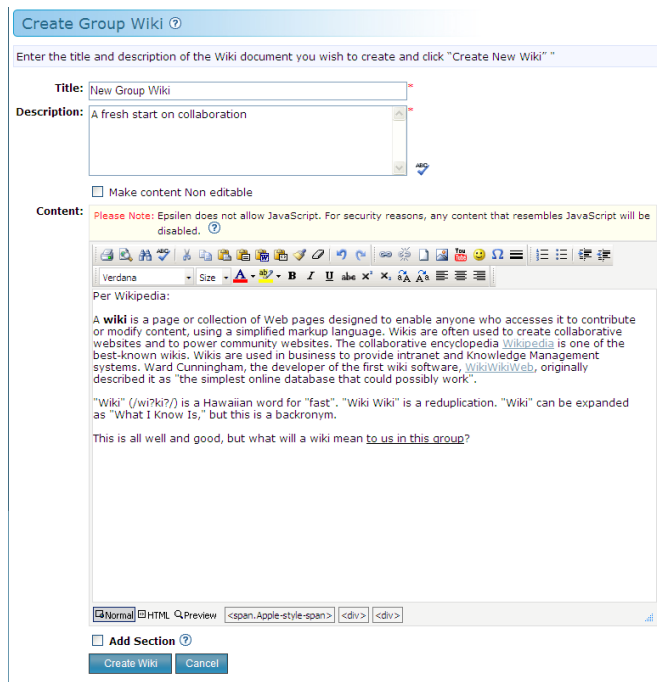



Figure 2

4. Click **Create Wiki**.
5. You will be returned to the main Group Wikis page. An entry for your new creation appears at the top of the listings, listed as "Version 1," and you will be credited as the author of this version on this page and in the history log. The  icon appears above the entry to let other Group members know that it is ready for editing (if you have allowed editing).

A newly created wiki (ready for editing) is displayed in Figure 3.

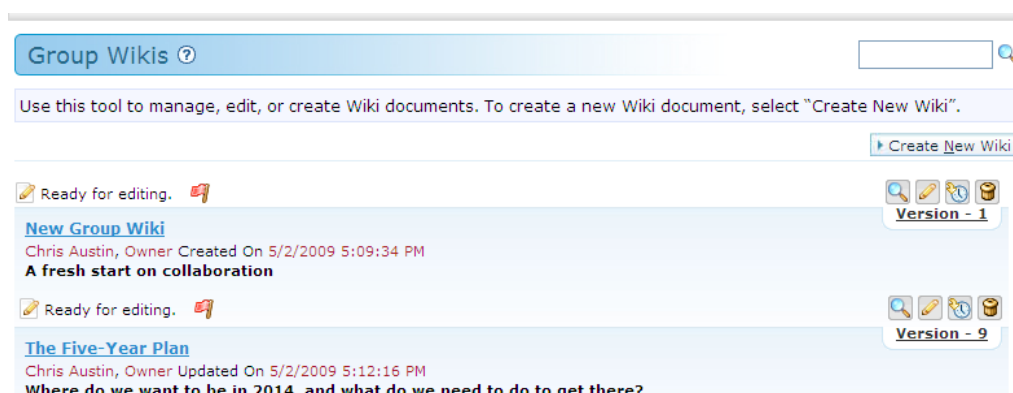





Figure 3


To view a wiki:

1. Click on the link for the title of the wiki, or click the  button.

To edit a wiki:

1. Click the  button.
2. Revise any desired fields.
3. Click **Save Changes**.
4. This will update the wiki with your revisions, and you will be credited as the author of this version in the history log.

While a member is editing a wiki, it is not accessible to other members for editing. The Locked for Editing icon () is listed above the entry on the Group Wiki page.

An example of a wiki locked for editing by a user is displayed in Figure 4. Note that the Edit button () is not available.

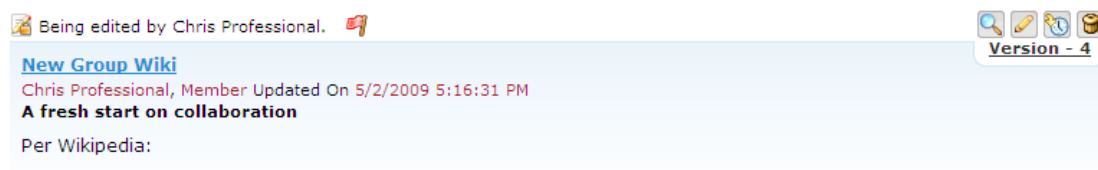






Figure 4

**Important:** If you elect not to make any changes, click **Cancel**. If you open the wiki for editing and leave the page in any way other than saving changes or canceling editing, you will create a draft. (Your activity is automatically saved every few minutes, allowing a draft to be created even if your version is not officially closed.)

While this draft is saved for your convenience, it may be an inconvenience to other members of the Group. If they later attempt to edit the wiki, they will receive a message that your draft needs to be edited or deleted in order to continue.



To edit a draft

1. If a draft exists, a button called **View Wiki Drafts** appears on the main Wiki page for the Group. Click this link to review the draft.
2. The **Group Wiki Drafts** page lists any drafts which are outstanding. To review the draft, click the  button.
3. To edit the draft, click the  button. Alternately, to delete the draft, click the  button.
4. If you click  to edit the draft, you may revise the draft and click **Save Changes** to update the Wiki. Alternately, you may click **Delete Draft**, which removes the draft and allows the previous (last saved) version of the Wiki to be edited.

The Group Wiki Drafts page is displayed in Figure 5.

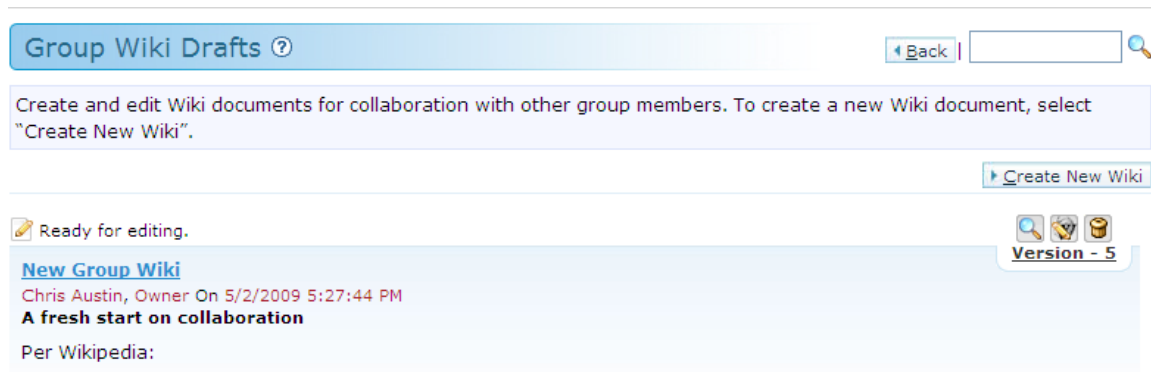


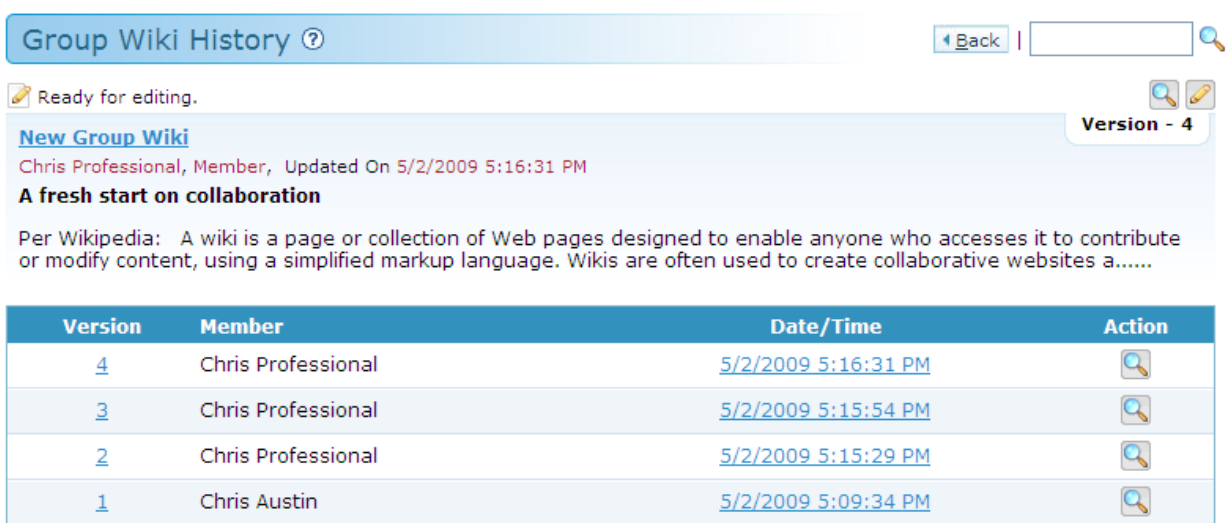


Figure 5

To review the history of a wiki

1. Click on the  button.
2. The **Group Wiki History** page displays a list of the versions, the members who authored them, and the dates/times they were saved. You can click on the  button to review any version. However, only the most recent version may be edited (if it is available to be edited).

The Group Wiki History page is displayed in Figure 6.



The screenshot shows the 'Group Wiki History' page. At the top, there is a header 'Group Wiki History' with a help icon. Below it, a 'Ready for editing' status is shown with a pencil icon. The main content area is titled 'New Group Wiki' and includes a sub-header 'Version - 4'. The text below reads: 'Chris Professional, Member, Updated On 5/2/2009 5:16:31 PM' and 'A fresh start on collaboration'. A paragraph follows: 'Per Wikipedia: A wiki is a page or collection of Web pages designed to enable anyone who accesses it to contribute or modify content, using a simplified markup language. Wikis are often used to create collaborative websites a.....'. Below this is a table with four columns: 'Version', 'Member', 'Date/Time', and 'Action'. The table contains four rows of data, each with a magnifying glass icon in the 'Action' column.







| Version           | Member             | Date/Time                           | Action  |
|-------------------|--------------------|-------------------------------------|---|
| <a href="#">4</a> | Chris Professional | <a href="#">5/2/2009 5:16:31 PM</a> |    |
| <a href="#">3</a> | Chris Professional | <a href="#">5/2/2009 5:15:54 PM</a> |    |
| <a href="#">2</a> | Chris Professional | <a href="#">5/2/2009 5:15:29 PM</a> |  |
| <a href="#">1</a> | Chris Austin       | <a href="#">5/2/2009 5:09:34 PM</a> |  |

Figure 6

To export a wiki

1. Click the  button.
2. Click the  button.
3. You will be given the option to save the wiki as an HTML document.

The export option is displayed in Figure 7.

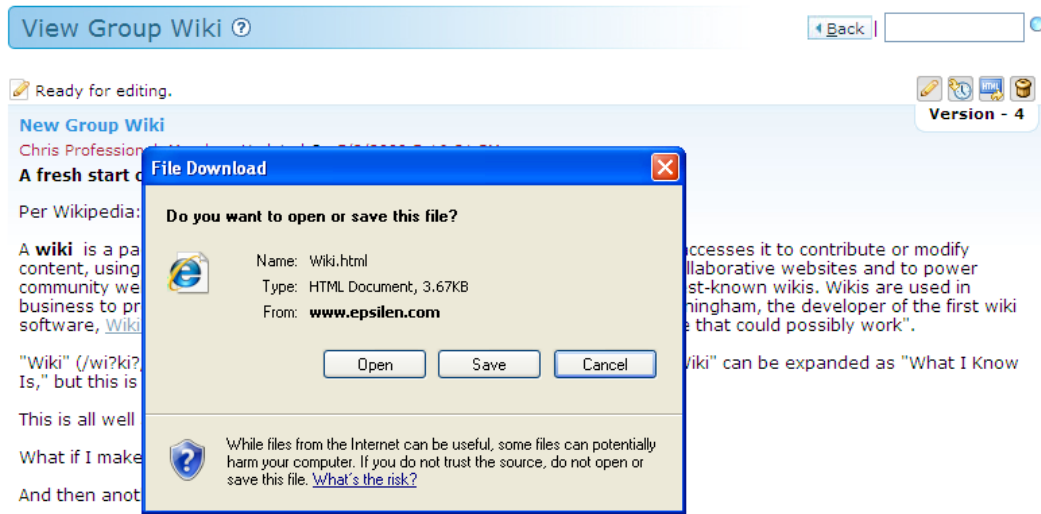





Figure 7

To subscribe to a wiki

1. Click the  button above the wiki on the main Group Wiki page.
2. The  button changes to a  button, indicating that you are now subscribed to be notified of any changes to this wiki.

A wiki with the green subscription flag set is displayed in Figure 8.

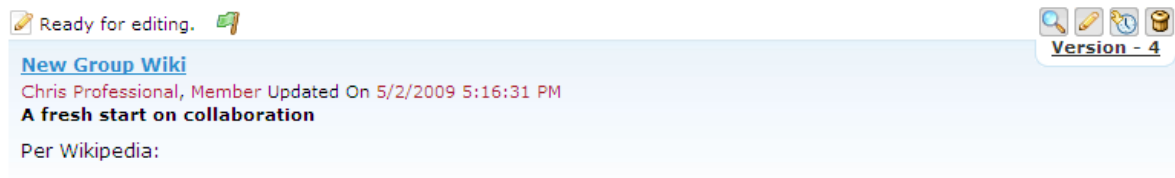






Figure 8

To unsubscribe to a wiki

1. Click the  button above the wiki on the main Group Wiki page.
2. The  changes to a  button, indicating that you are no longer subscribed to be notified of any changes to this wiki.

To add a section to a wiki

1. Click the  button.
2. Below the HTML editor, check the box for **Add Section**.
3. A second HTML editor appears. Enter the desired content.
4. If you wish to make this section non-editable (due to copyright issues, for example), check the box.

The Add Section option (with the section being added as non-editable) is displayed in Figure 9.

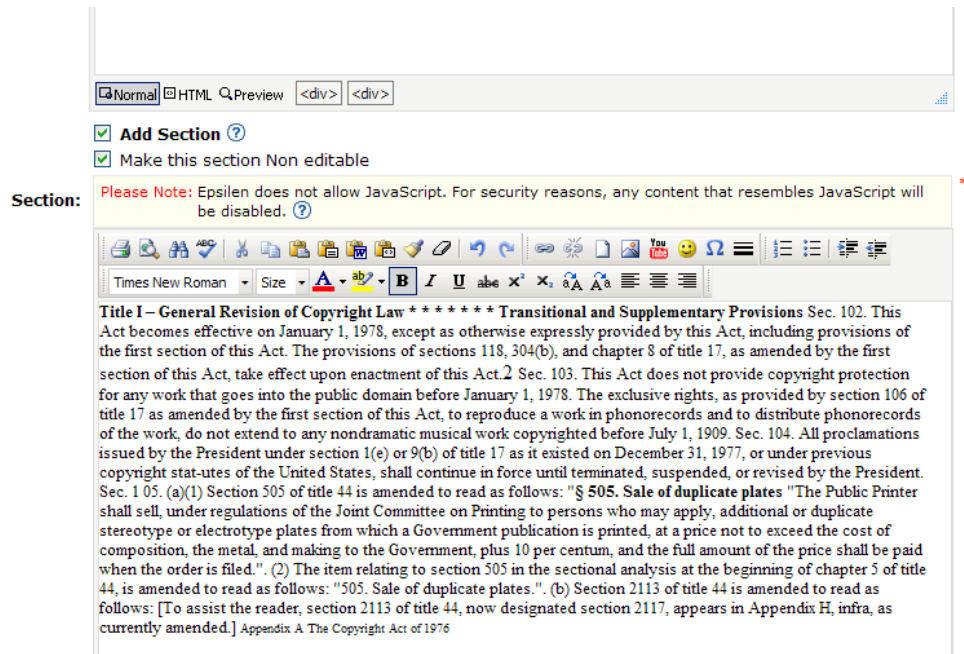




Figure 9

5. Click **Update Changes**.
6. You will be returned to the main Group Wikis page. If you have chosen to make the section non-editable, the  icon above the wiki is replaced with the  icon to let Group members know that a section has been locked.

The “locked section” message on the main Group Wiki page is displayed in Figure 10.

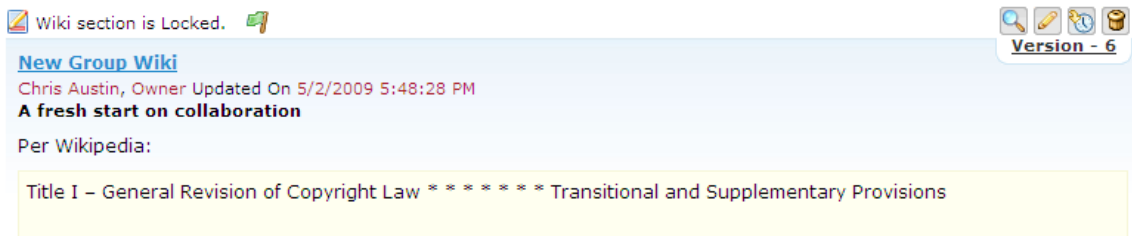





Figure 10

To disable editing/lock a wiki

1. Click the  button.
2. Check the box for **Completed (disable editing now)**.
3. Click **Save Changes**.
4. You will be returned to the main Group Wikis page. The  icon above the wiki is replaced with the  icon to let Group members know that the wiki has been completed.

The “wiki complete” message on the main Group Wiki page is displayed in Figure 11.

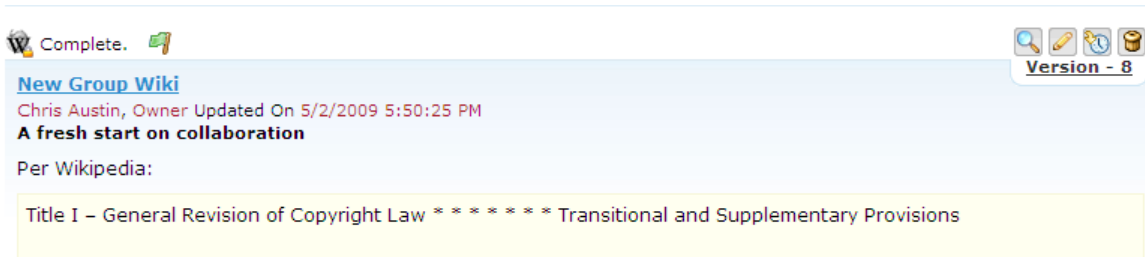






Figure 11

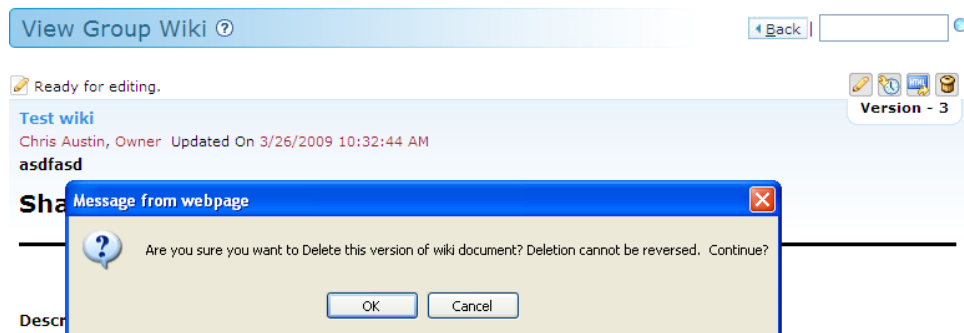
To unlock/re-open a wiki

1. Click the  button.
2. Uncheck the box for **Completed (disable editing now)**.
3. Click **Save Changes**.
4. You will be returned to the main Group Wikis page. The  icon above the wiki is replaced with the  icon to let Group members know that the wiki is ready for editing.

To delete a wiki

1. Click the  button.
2. A pop-up message appears, asking you to confirm your intention to delete and noting that deletion of the wiki cannot be reversed.
3. Click **OK** (or **Cancel**, if you prefer not to delete).

The confirmation message for the deletion of a wiki is displayed in Figure 12.



ShareIt allows you to disseminate your files and objects to other Epsilen members who can then use, comment upon, and assess your work. Your ShareIt objects may include learning objects, manuscripts, recipes, artwork, open source software, or any file or object that you have the intellectual property right to share.

**Figure 12**

# Calendar

## Description

Use the **Calendar** tool to add/edit/delete meetings, discussions, deadlines, holidays, or any other events.

## Purpose

Use the Calendar tool to organize your Group’s schedule to maximize awareness and productivity. **Please Note:** The default view for a Calendar within a Group is the Group Calendar, and you cannot add events to be seen by other Group members unless you are the owner, or the owner has given you permission to manage the Group Calendar. You may add events to your personal calendar, or to any other calendars which you have the rights to manage.

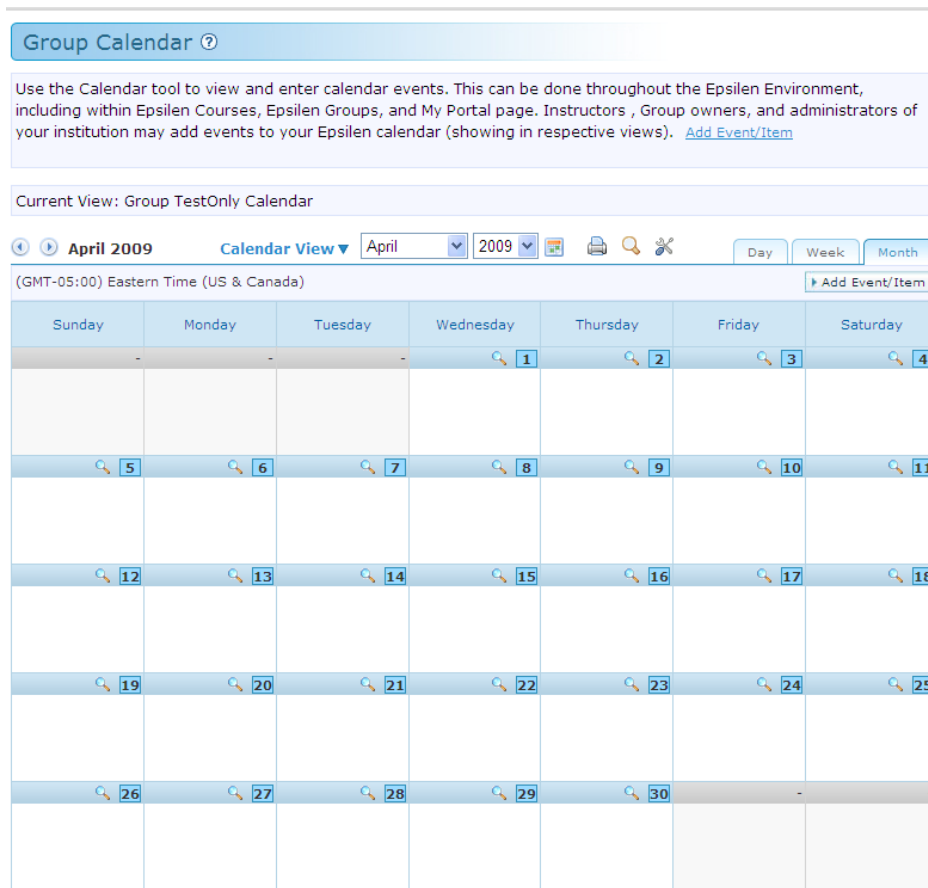


Figure 1

## Definitions:


**Last/Previous:** Clicking the left and right arrows at the top left of the Calendar allows you to view the last or previous day, week or month based on your current view.


**Calendar View** allows you to select which calendar to view, including your Personal, Course, and Group Calendars, or the Consolidated Calendar which displays all of them at once. The Group calendar is displayed by default.

**Select Month:** Clicking the Month list allows you to select a different month in the current year selected.

**Select Year:** Clicking the Year list allows you to select a different year for the current month selected.

**Print Calendar:** Clicking the  button allows you to print the Calendar.

**Search Events:** Clicking the  button allows you to search for an event on any of your Calendars.

**Manage Settings:** Clicking the  button allows you to export your Calendar to a file and save it to your computer or change your Calendar settings, such as time zone and color display.

**Day:** Clicking the **Day** tab allows you to view the current day only.

**Week:** Clicking the **Week** tab allows you to view the current week only.

**Month:** Clicking the **Month** tab allows you to view the current month only.

**View Day:** Clicking the  button for a specific date allows you to view that day only.


**Add Event/Item** allows you to add a new event/item to your Calendar.

**Add/Edit Events:** Clicking a specific date number on the **Month** view of a Calendar allows you to add/edit events for that date.

**View Event:** Clicking the title of an event on your Calendar allows you to view the title, description, location and dates/times for the event.

**Edit:** Clicking the  button while viewing an event allows you to edit that event.

**Delete:** Clicking the  button while viewing an event allows you to delete that event.

**Copy:** Clicking the  button while viewing an event allows you to copy that event to a different Calendar.



## Adding an Event

To Add an Event

1. Click the **Add Event/Item** button
2. Complete the fields/choices as described in the following table:

| Field       | Function   |
|-------------|--|
| Calendar    | Select the Calendar to which the event should be added.  |
| Title       | Enter a title for this event which will display on the Calendar.                                     |
| When/To     | Enter the start and end dates for this event, as well as the start and end times.                    |
| Repeats     | Select an option from the list of Repeat Types, such as "Daily" or "Weekly".                         |
| Category    | Select a Category for this event which will allow Epsilen to group similar events together.          |
| Location    | Enter a Location for this event if necessary.  |
| Description | Enter a description which explains the event in detail.  |
| Reminder    | Choose a Reminder type from the list if you would like Epsilen to notify you of this upcoming event. |

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Calendar** page where you will see a new entry on your Calendar.

Figure 2 displays the **Add/Edit Events to Calendar** screen.


The screenshot shows a web form titled "Add/Edit events to calendar" with a "Close Window" link. The form contains the following elements:

- Calendar:** A dropdown menu with "G-TestOnly" selected.
- Title:** An empty text input field.
- When:** Date and time pickers. Start: 5/4/2009 12:00 PM, End: 1:00 PM 5/4/2009. Includes an "All Day" checkbox.
- Repeats:** A dropdown menu with "Does not repeat" selected. Below it, a summary box states: "Do not repeat. From 12:00 PM to 1:00 PM Starts 5/4/2009 until 5/4/2009".
- Category:** A dropdown menu with "Meeting" selected.
- Location:** An empty text input field.
- Description:** A large text area with a character count: "450 Character(s) remaining of [450] Characters."
- Reminder:** A dropdown menu with "Select Reminder Time (Pop-up)" selected.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

Figure 2

## Editing an Event

To Edit an Event

1. Click the title of the event on your Calendar
2. Click the  button to open the **Add/Edit events to calendar** popup page.
3. Complete the fields/choices as described in the following table:

| Field       | Function   |
|-------------|--|
| Calendar    | Select the Calendar to which the event should be added.  |
| Title       | Enter a title for this event which will display on the Calendar.                                     |
| When/To     | Enter the start and end dates for this event, as well as the start and end times.                    |
| Repeats     | Select an option from the list of Repeat Types, such as "Daily" or "Weekly".                         |
| Category    | Select a Category for this event which will allow Epsilen to group similar events together.          |
| Location    | Enter a Location for this event if necessary.  |
| Description | Enter a description which explains the event in detail.  |
| Reminder    | Choose a Reminder type from the list if you would like Epsilen to notify you of this upcoming event. |


4. When you have finished filling out the information, click the **Update** button. You will be returned to the **Calendar** page where you will see a modified entry on your Calendar.

Figure 3 displays the **Add/Edit events to calendar** screen.

Figure 3

## Searching Events

To Search for an Event

1. Click the  button.
2. Complete the fields/choices as described in the following table:

| Field      | Function   |
|------------|--|
| Title      | Enter all or part of the event title that you are searching for.   |
| Location   | Enter all or part of the event location that you are searching for.  |
| Date Range | Enter a date range so that Epsilen will only retrieve those events which match your search values and occur within the specified date range. |

3. When you have finished filling out the information, click the **Search** button. You will see a list of Calendar entries that meet your search criteria.

Figure 4 displays the **Search Event** screen.

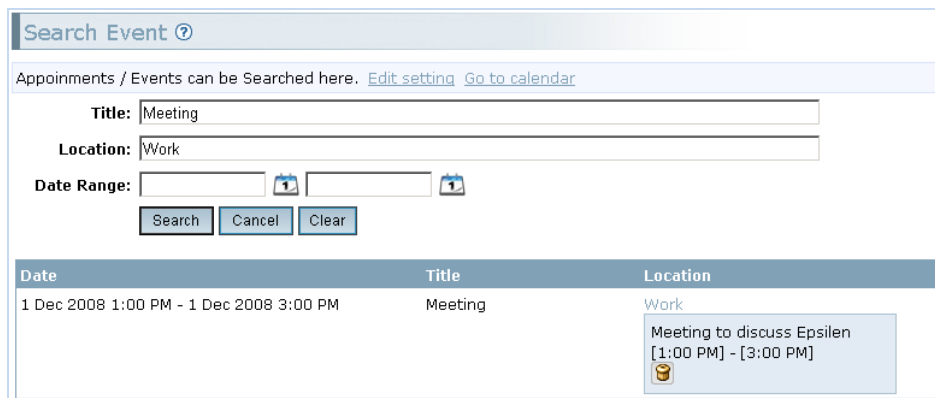



Figure 4

## Changing Calendar Settings

To Change your Calendar Settings

1. Click the  button.
2. Complete the fields/choices as described in the following table:

| Field                | Function   |
|----------------------|--|
| Current time zone    | Enter the time zone in which you currently reside.                   |
| Calendar event color | Choose a color for your calendar events.                             |
| Default view         | Select a Default view for your Calendar, such as Day, Week or Month. |

3. When you have finished filling out the information, click the **Save** button. You will remain on the **Calendar Settings** page where you will see a message stating that the Calendar settings saved successfully.

Figure 5 displays the **Calendar Setting** screen.

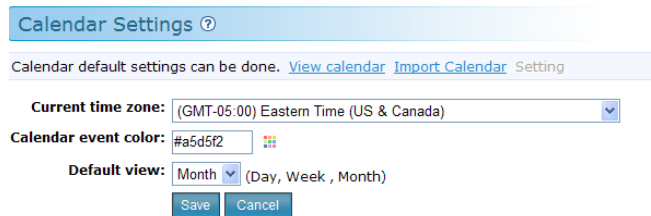


Figure 5

## Importing a Calendar

---

To Import a Calendar


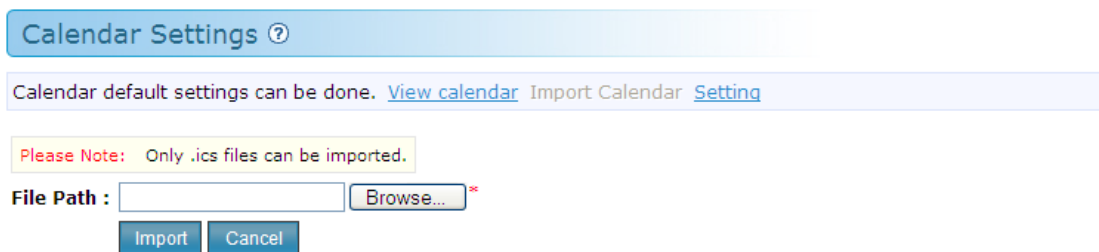
1. Click the  button.
2. Click the **Import Calendar** link.
3. Click the **Browse...** button to locate a Calendar file (".ics" file extension) on your computer to select. When you have finished selecting a file, you will see the filename displayed in the **File Path** field.
4. Click the **Import** button. You will remain on the **Calendar Setting** page where you will see a message stating that the Calendar was imported successfully.


Figure 6 displays the **Calendar Setting** screen for Import Calendar.



The screenshot shows the 'Calendar Settings' interface. At the top is a blue header with the text 'Calendar Settings' and a help icon. Below the header is a light blue bar containing the text 'Calendar default settings can be done. [View calendar](#) [Import Calendar](#) [Setting](#)'. A yellow box with a red border contains the text 'Please Note: Only .ics files can be imported.'. Below this is a 'File Path' label followed by an empty text input field and a 'Browse...' button with a red asterisk. At the bottom are two buttons: 'Import' and 'Cancel'.

**Figure 6**

## Exporting a Calendar

1. Click the  button.
2. Click **Export Calendar** link
3. Choose whether to **Export All Events** or **Events Between a Given Date Range** (Figure 7).

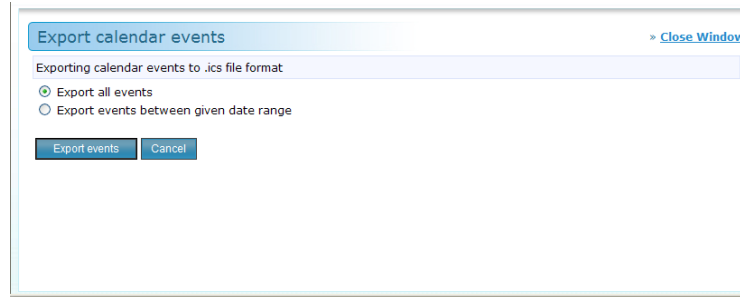


Figure 7

4. To choose **Events Between a Given Date Range**, enter **from date** and **to date** (Figure 8).

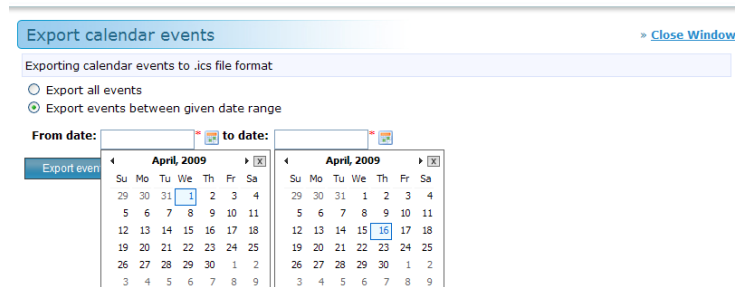



Figure 8

5. Click **Export Events**.
6. A file download box will appear. Choose whether you would like to **Open** or **Save**.
7. When opened or saved, the calendar will be viewable in your operating system's email client.

## Printing a Calendar

1. Click the  icon.
2. A screen will appear with your calendar.
3. Click **Print Calendar** (Figure 9).

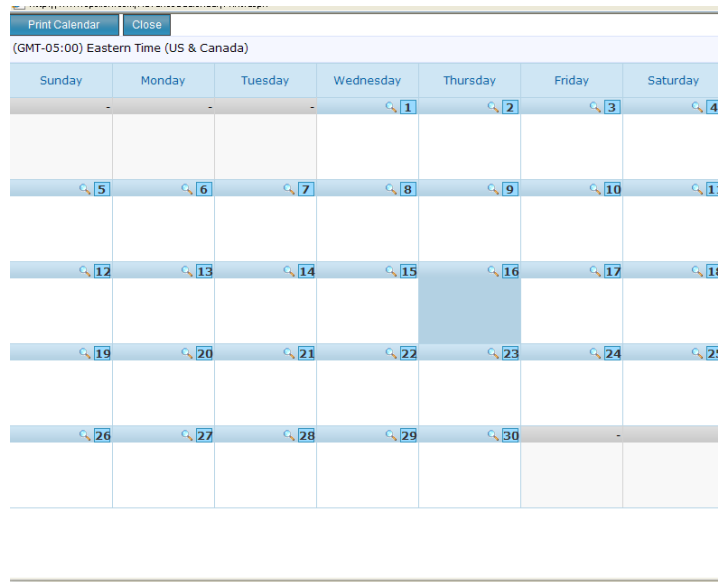


Figure 9

4. Choose your printer location and click **Print** (Figure 10).

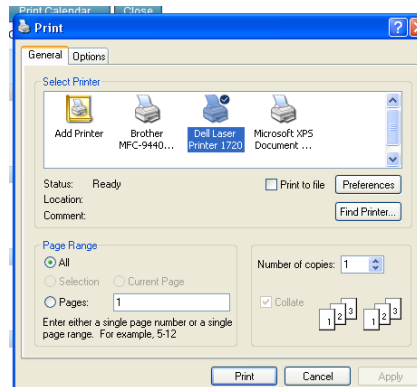


Figure 10

## Forums

---

### Description

Use the **Forums** tool to post your ideas, topics, and questions for discussion and feedback.

### Purpose

You can engage members by adding discussion topics or your feedback in Forums to stimulate communication and encourage interaction among members.

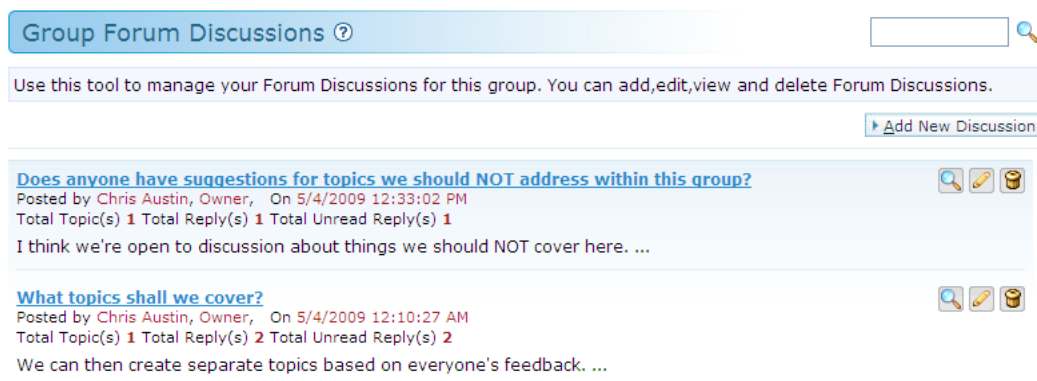




Figure 1


### Definitions

**Search Forums** allows you to search for Forum entries in this Group.

**Add New Discussion** allows you to add a new Discussion.

**View Discussion:** Clicking the name of a Discussion or the  button allows you to view the Discussion and any Topics associated to it.

**Edit:** Clicking the  button allows you to edit a Discussion.

**Delete:** Clicking the  button allows you to delete a Discussion.



## Adding a New Discussion

---

To Add a New Discussion

1. Click the **Add New Discussion** button.
2. Complete the fields/choices as described in the following table:

| Field            | Function   |
|------------------|--|
| Discussion Title | Enter a title for the Discussion.  |
| Description      | Enter the Discussion content that members will post Topics and Replies to. See "Using the HTML Editor."  |
| Notify me ...    | Select the "Notify me when Topic is added to this discussion" option if you would like to receive a Group Mail message when Topics are added to this Discussion. |

3. When you are finished filling in the information, click the **Save** button. You will be returned to the **Group Forum Discussions** page where you will see a new entry for the Discussion.

Figure 2 displays the **Add Group Forum Discussion** screen.

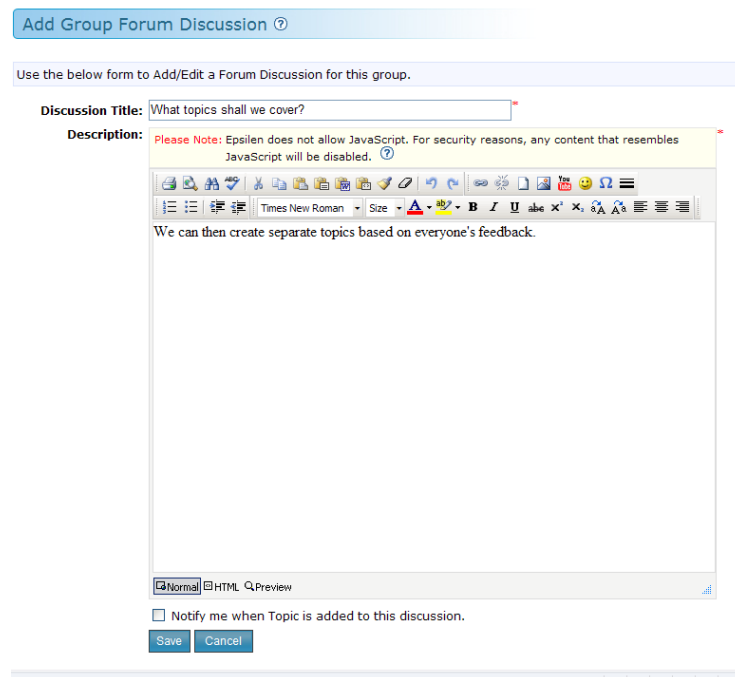



Figure 2

## Editing a Discussion

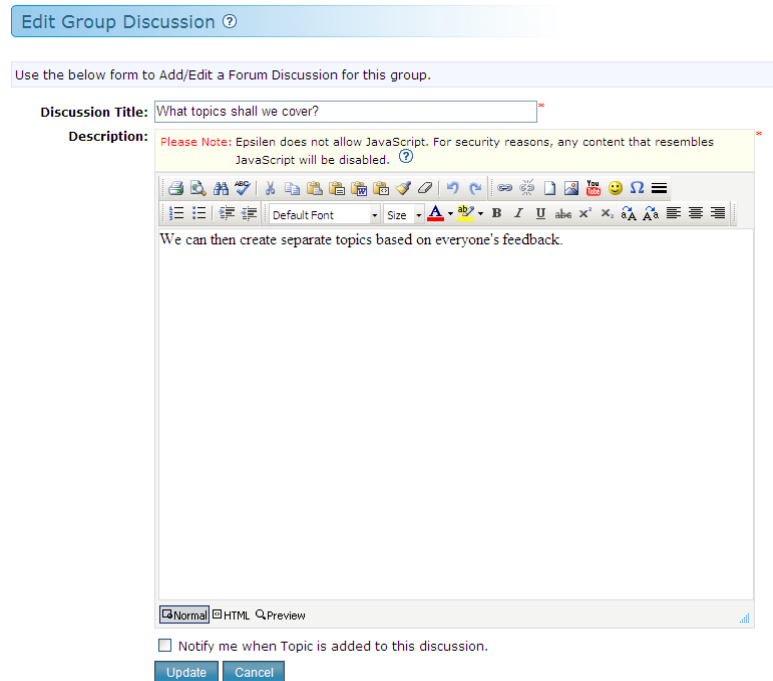
To Edit a Discussion

1. Click the  button for a Discussion.
2. Complete the fields/choices as described in the following table:

| Field            | Function   |
|------------------|--|
| Discussion Title | Enter a title for the Discussion.  |
| Description      | Enter the Discussion content that members will post Topics and Replies to. See "Using the HTML Editor."  |
| Notify me ...    | Select the "Notify me when Topic is added to this discussion" option if you would like to receive a Group Mail message when Topics are added to this Discussion. |

3. When you are finished filling in the information, click the **Update** button. You will be returned to the **Group Forum Discussions** page where you will see a modified entry for the Discussion.

Figure 3 displays the **Edit Group Discussion** screen.



**Edit Group Discussion**

Use the below form to Add/Edit a Forum Discussion for this group.

**Discussion Title:** What topics shall we cover?

**Description:** Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.

We can then create separate topics based on everyone's feedback.

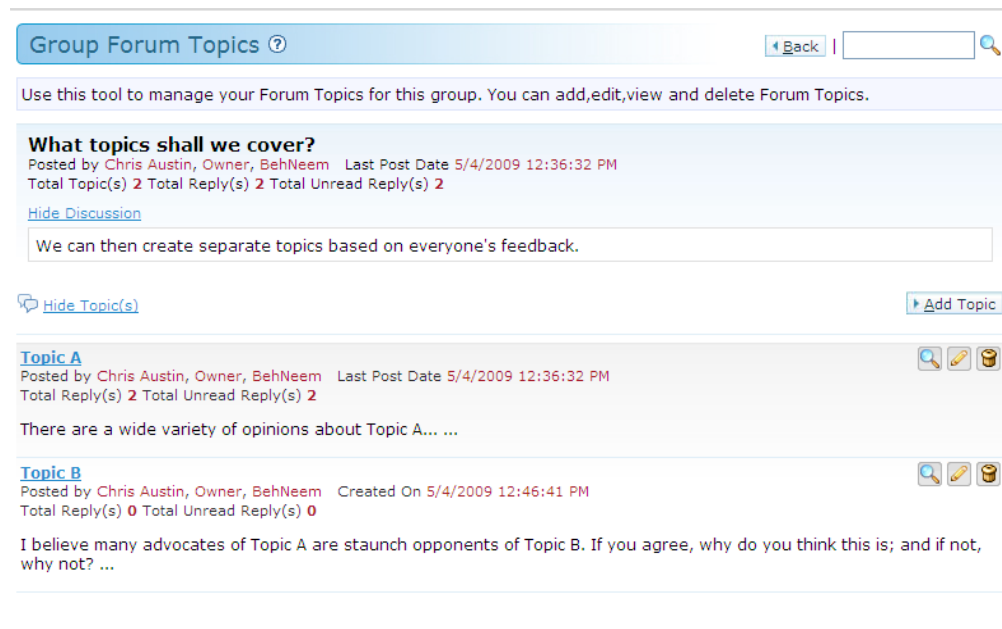
Notify me when Topic is added to this discussion.

**Update** **Cancel**

**Figure 3**

## Group Forum Topics

Figure 4 displays the **Group Forum Topics** screen.





**Figure 4**

## Definitions

**Search Forums** allows you to search for Forum entries in this Group.

**Add Topic** allows you to add a new Topic to a Discussion.

**View Topic:** Clicking the name of a Topic or the  button allows you to view the Topic and any Replies associated to it.

**Edit:** Clicking the  button allows you to edit a Topic.

**Delete:** Clicking the  button allows you to delete a Topic.

**Hide Topic(s)** allows you to hide the Topics associated to a Discussion.

**Show Topic(s)** allows you to show the Topics associated to a Discussion.

## Adding a Topic

---

To Add a Topic

1. Click the **Add Topic** button.
2. Complete the fields/choices as described in the following table:

| Field          | Function  |
|----------------|---|
| Subject        | Enter a subject/title for the Topic   |
| Topic/Question | Enter the content for the Topic you are posting. See "Using the HTML Editor."   |
| Notify me ...  | Select the "Notify me when Reply is added to this topic" option if you would like to receive a Group Mail message when Replies are added to this Topic. |

3. When you have finished filling out the information, click **Save**. You will be returned to the **Group Forum Topics** page where you will see a new entry for your Topic.

Figure 5 displays the **Add Group Topic** screen.

**Add Group Topic ?**

Use the below form to Add/Edit a Forum Topic for this group.

**Subject:**

**Topic / Question:**

Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.

There are a wide variety of opinions about Topic A...


Notify me when reply is added to this topic.

**Figure 5**

## Editing a Topic

---

To Edit a Topic

1. Click the  button for a Topic.
2. Complete the fields/choices as described in the following table:

| Field          | Function  |
|----------------|---|
| Subject        | Enter a subject/title for the Topic   |
| Topic/Question | Enter the content for the Topic you are posting. See "Using the HTML Editor."   |
| Notify me ...  | Select the "Notify me when Reply is added to this topic" option if you would like to receive a Group Mail message when Replies are added to this Topic. |

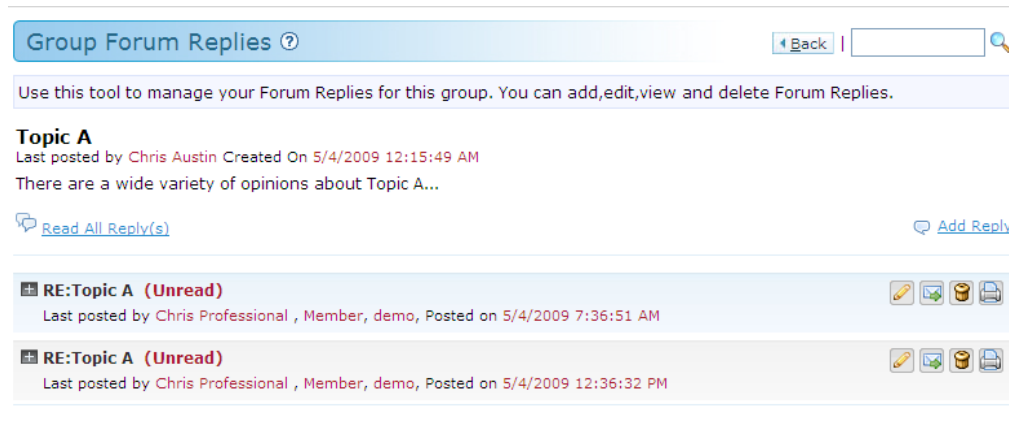
3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Group Forum Topics** page where you will see a modified entry for your Topic.

Figure 6 displays the **Edit Group Topic** screen.

**Figure 6**

## Group Forum Replies

Figure 7 displays the **Group Forum Replies** screen.



**Figure 7**

### Definitions


**Search Forums** allows you to search for Forum entries in this Group.


**Add Reply** allows you to add a new Reply to a Topic.

**Unread:** This designation appears next to any reply which you have not yet opened.

**Show/Hide Reply:** Clicking the plus/minus button next to a Reply title will show/hide the Reply content.

**Read all Reply(s):** Clicking this link opens all replies in a thread (on the current page).

**Edit:** Clicking the  button allows you to edit a Reply.

**Send:** Clicking the  button allows you to send a Group Mail message to the author of the reply (or to other Group members if desired).

**Delete:** Clicking the  button allows you to delete a Reply.

**Print:** Clicking the  button allows you to print a Reply.

**Hide Reply(s)** allows you to hide the Replies associated to a Topic.

**Show Reply(s)** allows you to show the Replies associated to a Topic.

## Adding a Reply

To Add a Reply

1. Click the **Add Reply** link for a Topic.
2. Complete the fields/choices as described in the following table:

| Field             | Function  |
|-------------------|---|
| Subject           | Enter a subject for this Reply.   |
| Reply             | Enter the content for this Reply. See "Using the HTML Editor."  |
| Attach a Reply... | Check the box to attach a file to this reply.   |
| Notify me ...     | Select the "Notify me when a Reply is added to this reply" option if you would like to receive a Group Mail message when Replies are added to this Reply. |

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Group Forum Replies** page where you will see a new entry for your Reply.

Figure 8 displays the **Add Group Forum Post** screen.

**Add Group Forum Post**

Use the below form to Add/Edit a Forum Reply for this group.

**Subject:** RE:Topic A

**Reply:** Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.

I am very pro-Topic A, but I would be interested in hearing from those who are against it!


**Attachment:**  I would like to attach a file to this reply  
 Notify me when reply is added to this reply.

Save Cancel

**Figure 8**

## Editing a Reply

To Edit a Reply

1. Click the  button for a Reply.
2. Complete the fields/choices as described in the following table:

| Field             | Function  |
|-------------------|---|
| Subject           | Enter a subject for this Reply.   |
| Reply             | Enter the content for this Reply. See "Using the HTML Editor."  |
| Attach a Reply... | Check the box to attach a file to this reply.   |
| Notify me ...     | Select the "Notify me when a Reply is added to this reply" option if you would like to receive a Group Mail message when Replies are added to this Reply. |

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Group Forum Replies** page where you will see a modified entry for your Reply.

Figure 9 displays the **Edit Group Forum Post** screen.

Figure 9



## Searching the Forums

To Search the Forums


1. Enter a value in the **Search** field in the top right corner of the page.
2. Click the  button. You will see a list of Forum entries that match what you are searching for.

Figure 10 displays the **Group Forum Search** screen.

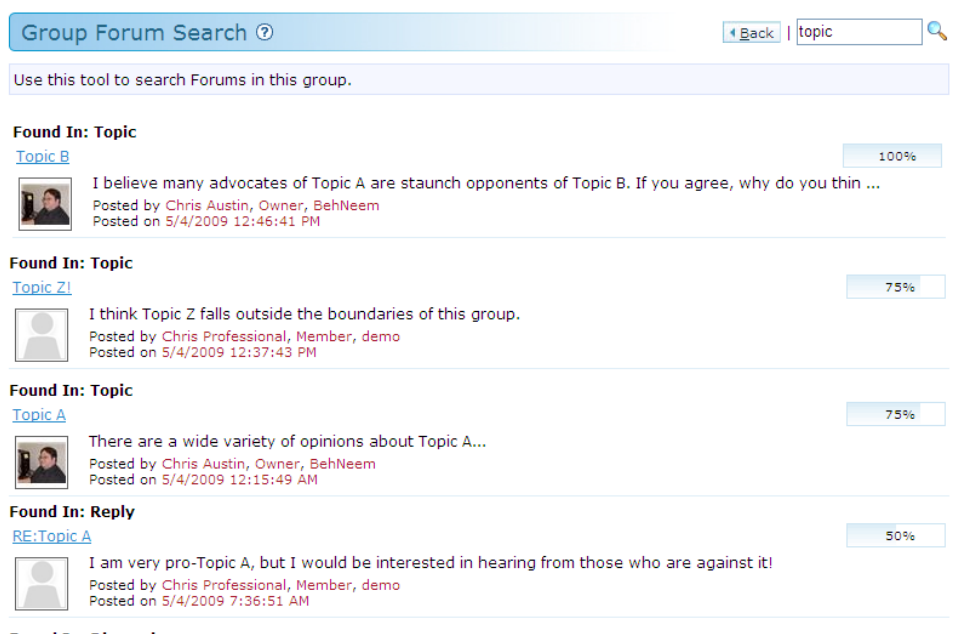


Figure 10

## Group Mail

### Description

**Group Mail** is the home page to manage your preferences for handling all mail or messages within a Group.

### Purpose

The **Group Mail** tool allows you to manage your messages so you can create, send, forward, review, move, archive, or delete at your convenience.

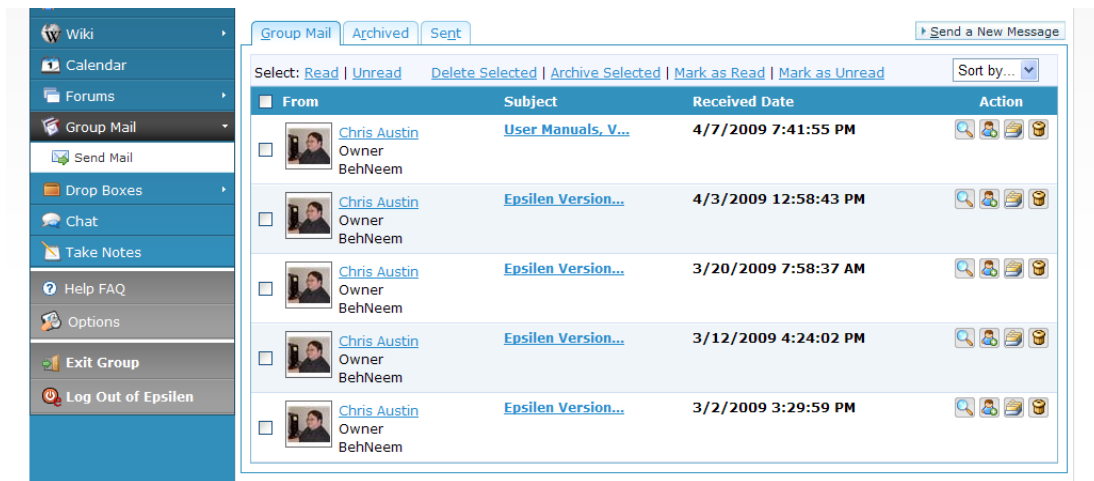



Figure 1


### Definitions


**Send Mail / Send a New Message** allows you to send an email to members of the group.

**Archived** allows you to store any messages you have chosen to move off the "All Mail" tab.

**Sent** allows you to review the messages you have previously sent from this group.

**Archive:** Check multiple messages and click the **Archive Selected** link, or click the  button for one message to move messages from the current tab to the Archived tab.

**Unarchive:** Check multiple messages and click the **Unarchive Selected** link, or click the  button for one message to move messages from the Archived tab to the tab it originated from.

**Delete:** Check multiple messages and click the **Delete Selected** link, or click the  button to delete one or more messages. The message(s) will be permanently deleted, both from your Epsilen Mail box and any other Mail tool (e.g. Group Mail, Group Mail)

**Mark as Unread:** Check one or more messages and click the **Mark as Unread** link to mark them as unread (bold text).

**Mark as Read:** Check one or more messages and click the **Mark as Read** link to mark them as read (normal text).


**Move All Read:** Click the **Read** link to select all messages that have been read. These messages may all be archived, unarchived, deleted, etc. using the directions above.

**Move All Unread:** Click the **Unread** link to select all messages that have not been read. These messages may all be archived, unarchived, deleted, etc. using the directions above.

**Sorting:** To change message sorting: Use the "Sort by" drop-down menu to make a selection.

- a. "From" presents the messages in alphabetical order by first name of the sender.
- b. "Subject" presents the messages in alphabetical order by the subject.
- c. "Date" presents the messages in reverse chronological order, with the newest message at the top. (This is the default sorting presentation.)
- d. "Read" presents all unread messages in reverse chronological order, with the newest message at the top, followed by all read messages in reverse chronological order.

**Add To Network:** To add a sender to one of your networks:

1. Find the message from the person you would like to add.
2. Click .
3. A new "Add Person to Network" window will open. Check the box next to any network to which you would like to add the selected person.
4. Click "Add in Selected."
5. Click "Close Window."

**Navigate Message Pages:** To navigate multiple pages of mail messages:

1. The lower right-hand side of the box displays a series of buttons: "First", "Previous", a numbered series reflecting the current number of pages, "Next" and "Last." Page 1 is the default page you reach when first accessing Group Mail, and presents the five most recent messages (unless you use the sort menu to change the presentation). The button for the current page is highlighted.
2. You can click either "Next" or the next numbered button in sequence to progress through the pages... and click the numbers in reverse order to backtrack (which can also be done by clicking "Previous").
3. Clicking "First" will take you to the starting/default page, while clicking "Last" will take you to the other end of the list of messages.
4. An option to pick a given page also appears at the lower left-hand side of the box. For example, if the display says "Page 1 of 4", and you want to see the messages appearing on Page 3, you can change the page number to "3" and click "Go." (This is equivalent to clicking the "3" button from the lower right-hand side options.)

## Sending a New Message

To Send a New Message

1. Click **Send New Mail** from the left navigation menu or **send a new message** from the main body of the **Group Mail** page.
2. Complete the fields/choices as described in the following table:

| Field   | Function   |
|---------|--|
| To      | Select "Member" to send this message to all active group members, or select each member to send this message to. |
| Subject | Enter a subject for this message.  |
| Message | Enter the message. See "Using the HTML Editor."  |

3. To attach a file, click **Add Attachment(s)** to open the **Attach File** popup page. You may upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the file attachment process.
4. Click **Send** to send the message. You will remain on the **Send Group Mail Message** page with a message stating that your message was sent successfully.

Figure 2 displays the **Send Group Mail Message** screen.

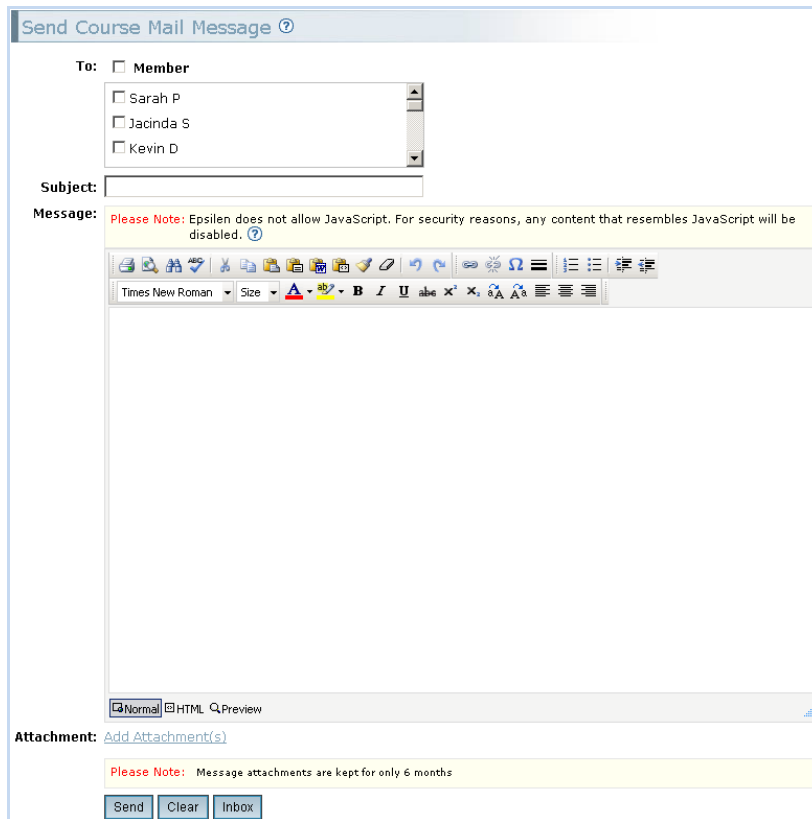


Figure 2

## Viewing a Message

---

To View a Message


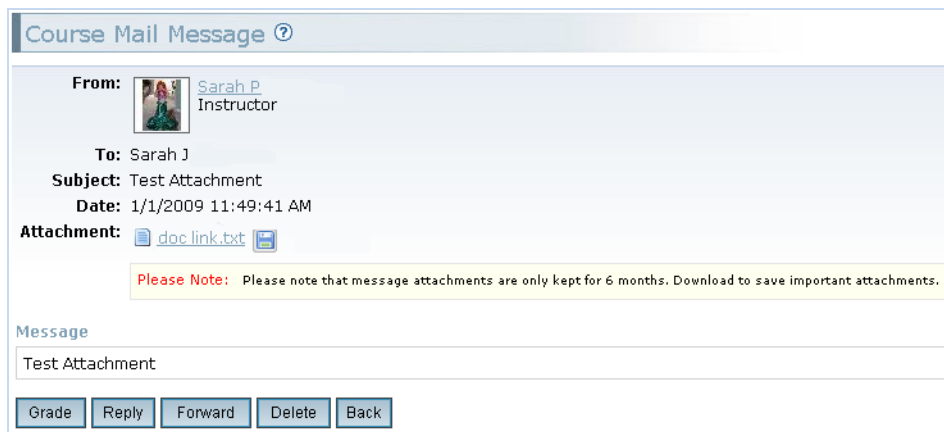
1. Click on the subject link or the  button for a message.
2. You will see the body of text, along with any included attachments. Several options appear below the message:
  - a. **Grade** allows you to grade the sender of a message.
  - b. **Reply** allows you to respond to the sender, and to include additional recipients. (Any original attachments are not included in your reply message.)
  - c. **Forward** allows you to send the message to other recipients. (Any original attachments will be included in your forwarded message.)
  - d. **Delete** allows you to delete a message.
  - e. **Back** allows you to return to the **Group Mail** page.

Figure 3 displays the **Group Mail Message** screen.




**Figure 3**

## Downloading an Attachment

---

To Download an Attachment

### Option 1

1. Click on the attached filename link or the  button for an attachment.
2. Click **Open** to open the document on your computer, or click **Save** to save the file to your computer.

### Option 2


1. Click on the  button for an attachment.
2. On the **Import Attachment** popup page, click the **Download To My Computer** link.
3. Click **Open** to open the document on your computer, or click **Save** to save the file to your computer.

Figure 4 displays the **Import Attachment** screen with File Download popup.

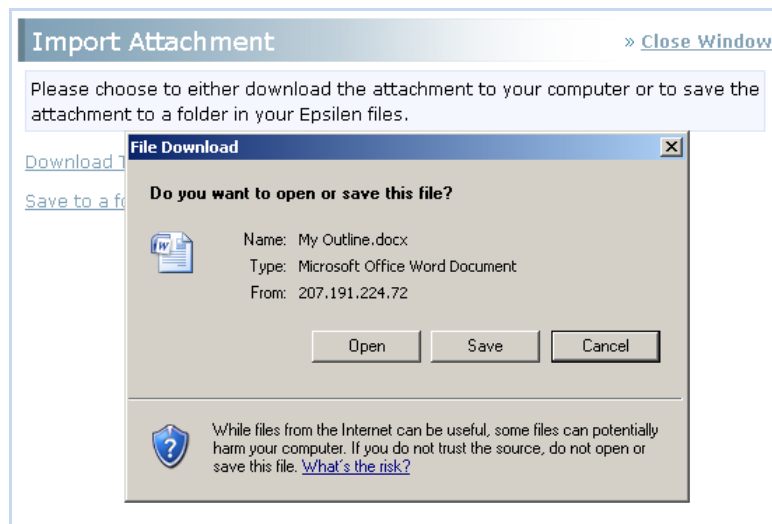


Figure 4

## Replying To/Forwarding a Message

---

To Reply To/Forward a Message

1. Click the **Reply** button to send a reply back to a message sender, or click **Forward** to send a message to other group members.
2. Check the box next to each recipient in the **To** list or select "Member" to send this message to all group members.
3. Modify the **Subject** and **Message** of the message (see "Using the HTML Editor").
4. To attach a file, click **Add Attachment(s)** to open the **Attach File** popup page. You may upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the file attachment process.
5. Click the **Send** button to send the message.

Figure 5 displays the **Send Group Mail Message** screen for sending a Reply.

Send Course Mail Message ?

To:  Member

Sarah P  
 Jacinda S  
 Kevin D

Subject: RE: Test

Message: **Please Note:** Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled. ?

\*\*\*\*\*  
From: Sarah P  
Subject: Test  
Date: 1/1/2009 11:49:41 AM  
Test

Normal HTML Preview

Attachment: [Add Attachment\(s\)](#)

**Please Note:** Message attachments are kept for only 6 months

Send Back Inbox

Figure 5

## Drop Boxes


---

### Description

The **Drop Box** tool provides members with a repository for resource files.

### Purpose

Use the Drop Box tool to add, view or download files that are available to all Group members.



Drop Boxes ?

Use this tool to create and manage Drop Boxes for members to upload their files. [New Drop Box](#) [Add File](#)

[New Drop Box](#) [Add File](#)

| Drop Box                                  | Description  | Files | Action |
|---|--|-------|--------|
| <a href="#">Winter 2008 Program Files</a> | Files related to the Winter 2008 Program... <a href="#">Read more about Winter 2008..</a>  | 3     |        |
| <a href="#">Summer 2009 Program Files</a> | Files related to the Summer 2009 program... <a href="#">Read more about Summer 2009..</a>  | 0     |        |
| <a href="#">Spring 2009 Program Files</a> | Files related to the Spring 2009 program... <a href="#">Read more about Spring 2009..</a>  | 4     |        |
| <a href="#">Public Files</a>              | Use this Dropbox to add files you want s... <a href="#">Read more about Public Files..</a> | 0     |        |
| <a href="#">General Files</a>             | General File Drop Box  | 0     |        |

Figure 1

### Definitions

**New Drop Box** allows you to add a new Drop Box.

**Add File** allows you to add a new file to any Drop Box.

**View Drop Box:** Clicking the name of a Drop Box or the button allows you to view the files in a Drop Box.

**Read More:** Clicking the **Read More ...** link allows you to read a full description of a Drop Box.

**Edit:** Clicking the button allows you to edit a Drop Box.

**Delete:** Clicking the button allows you to delete a Drop Box.



## Adding a New Drop Box

---

To Add a New Drop Box

1. Click the **New Drop Box** button.
2. Enter a **Name** for the Drop Box.
3. Enter a **Description** to distinguish the purpose of this box from the other Drop Boxes in the Group.
4. When you are finished filling in the information, click the **Add** button. You will be returned to the **Drop Boxes** page where you will see a new entry for the Drop Box.

Figure 2 displays the **Add Drop Box** screen.

Add Drop Box ?

Enter the Drop Box name and description, and then click **Add**.

**Name:** Summer 2009 Program Files

**Description:** Files related to the Summer 2009 program.

Add Cancel

**Figure 2**

## Editing a Drop Box

---

To Edit a Drop Box


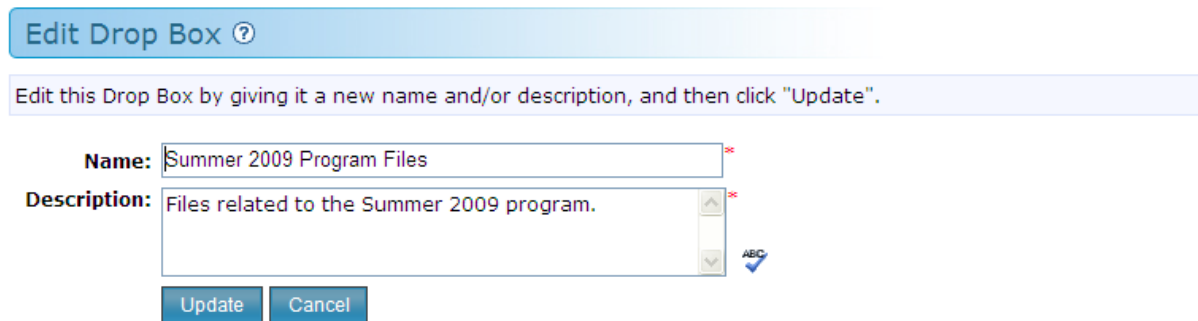
1. Click the  button for a Drop Box.
2. Update the **Name** for the Drop Box.
3. Update the **Description** to distinguish the purpose of this box from the other Drop Boxes in the Group.
4. When you are finished updating the information, click the **Update** button. You will be returned to the **Drop Boxes** page where you will see a modified entry for the Drop Box.

Figure 3 displays the **Edit Drop Box** screen.



Edit Drop Box ?

Edit this Drop Box by giving it a new name and/or description, and then click "Update".

**Name:** Summer 2009 Program Files \*

**Description:** Files related to the Summer 2009 program. \*

Update Cancel

**Figure 3**

## Adding a File

To Add a File

1. Click the **Add File** button.
2. Complete the fields/choices as described in the following table:

| Field                 | Function  |
|-----------------------|---|
| Drop Box              | Select a Drop Box in which this file should be added.   |
| File: Upload New      | Select the "I want to upload a new file" option and click the <b>Upload File</b> button to upload a new file from your computer. The file will be placed in your Files/Folders and linked within this Drop Box.               |
| File: Select Existing | Select the "I want to transfer a file from My Epsilon files and click the <b>Select Existing</b> button to select a file from your Files/Folders. The file will remain in your Files/Folders and linked within this Drop Box. |
| Description           | Enter a description/explanation for the file.   |

3. When you have finished filling out the information, click the **Add to Drop Box** button. You will be returned to the **Drop Boxes** page.

Figure 4 displays the **Add File** screen.

Figure 4
















## Viewing a Drop Box

Figure 5 displays the **Drop Box** screen.

Drop Box: Winter 2008 Program Files ?

View, download, send or delete the files in this Drop Box. To add a file to this Drop Box, click "Add File".


Add File Back


| Member   | File Name  | Description  | Size       | Date Added             | Action  |
|--|--|--|------------|------------------------|---|
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem |  <a href="#">Excerptsfromcha...</a> | Chat transcripts   | 6.41 kb    | 5/4/2009<br>8:24:56 AM |    |
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem |  <a href="#">LC_UserManual_N...</a> | Wimba user manual  | 1254.01 kb | 5/4/2009<br>8:24:11 AM |    |
|  <a href="#">Chris Austin</a><br>Owner<br>BehNeem |  <a href="#">flash_cards.doc</a>    | Flash cards that could be used...<br><a href="#">Read more about flash_cards.doc</a> | 6043.53 kb | 5/4/2009<br>8:23:03 AM |    |


**Figure 5**

## Definitions

**Add File** allows you to add a new file to any Drop Box.

**Download File:** Clicking the name of a file or the  button allows you to download a file.

**Send File:** Clicking the  button allows you to send a file as an attachment to an Epsilen Mail message to someone.

**Remove File:** Clicking the  button allows you to remove a file from a Drop Box. However, removing a file does not delete the file from the Files/Folders of the member who uploaded it.

## Chat

---

### Description

The **Group Chat** is a tool for users to communicate online in real time in an instant message type of environment. Each Group Chat is recorded and archived.

### Purpose

The Group Chat tool allows users to correspond quickly and gain immediate feedback to comments or questions, with an archived record of participation.

The **Chat** page is displayed in Figure 1.

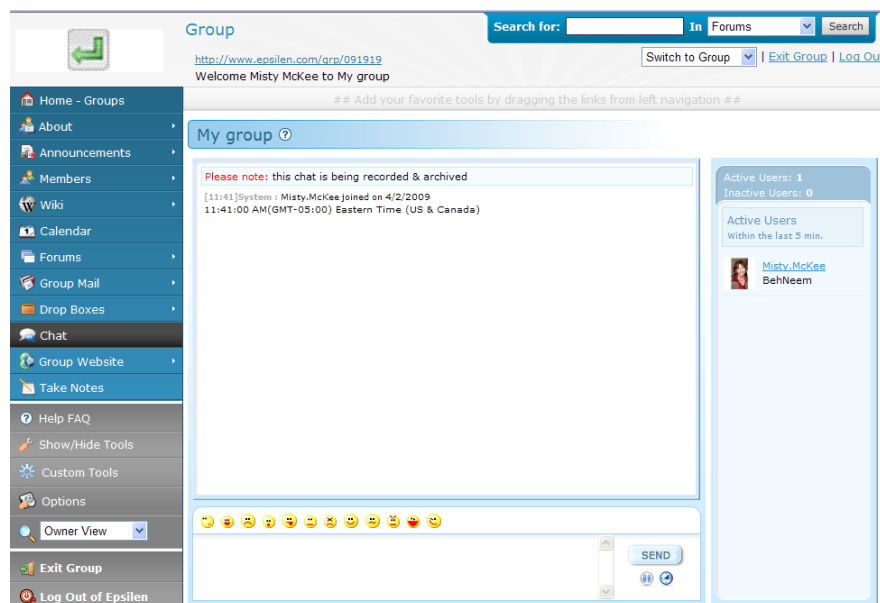


Figure 1

### Definitions


**Send** allows you to add a message to initiate or continue a group discussion.

**Active Users** are users who are currently logged into the chat room, and have made a contribution within the preceding 5 minutes.

**Inactive Users** are users who are currently logged into the chat room, but have not made a contribution within the preceding 5 minutes.

**Emoticons (a/k/a "Smileys")** can be placed into a message to provide a shorthand comment regarding the user's mood (happiness, anger, confusion, etc.).

**Pause:** Clicking the  button allows you to suspend receiving chat text.

**Search:** Clicking the  button allows you to check the chat archives. (Please note that comments appear in the archive approximately 10 minutes after entry.)



## Participating in Chat

---



To send a message:

1. Enter your text (up to 250 characters) in the text entry window (beneath the emoticons).
2. Click **Send**.
3. Your text will appear in the chat window, along with the time of entry.

To pause:

1. Click the  button.
2. This will change the appearance and function of the button to play (). Click the button again to resume.

To check the archive:

1. Click the  button.
2. Enter the desired text in the entry window and click **Search**.
3. Any occurrences of the entered text will appear highlighted.
4. The archive may also be printed using the  button.

## Group Website

### Description

The **Group Website** options include the ability to upload a Group Logo, as well as to add Welcome Notes and QuickLinks for visitors to the Group's public page.

### Purpose

The **Group Website** options allow you to customize the Group settings for branding/identification purposes.

1. You can provide your own **Group Logo** to identify the group by clicking on **Group Logo** (Figure 1).

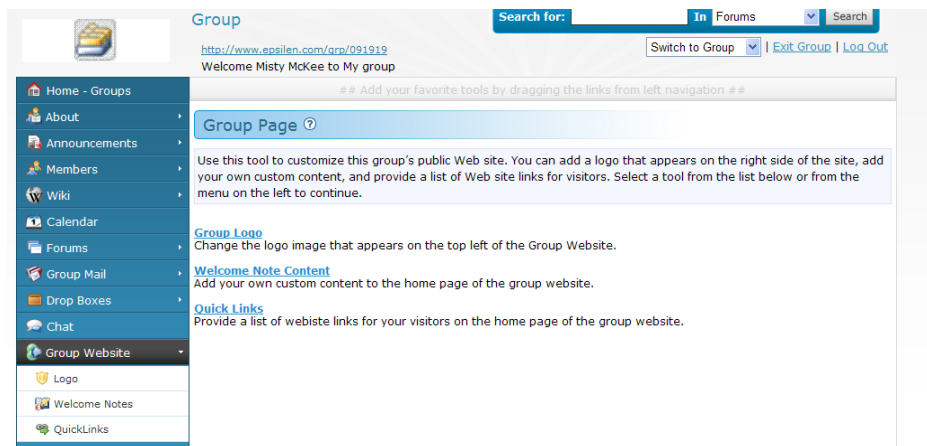


Figure 1

2. If you have a **Current Logo**, you can remove it by clicking **Delete** (Figure 2). To add a new **Logo**, click **Browse** and find the existing file within your computer and click **Open**. The file location will appear and then click **Upload New Logo**.

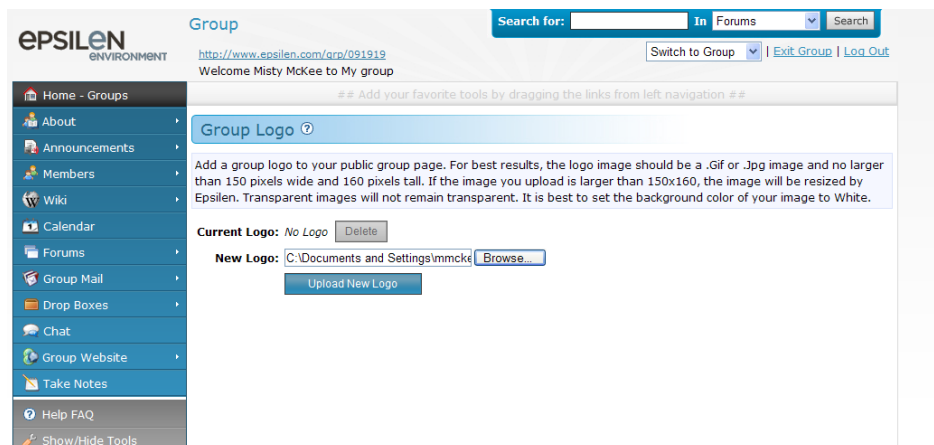


Figure 2

- The new Logo will appear in the upper left hand corner of the group page (Figure 3).

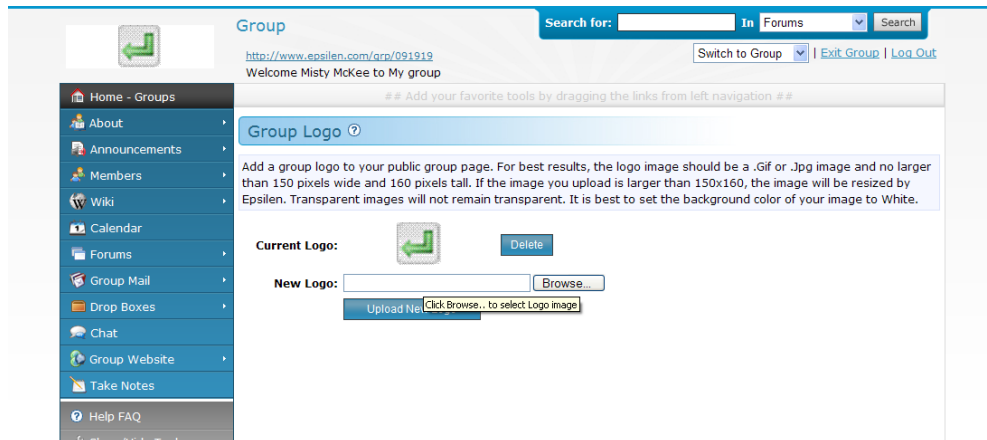


Figure 3

- Click **Add Welcome Note** to display a message on the group’s public page (Figure 4).

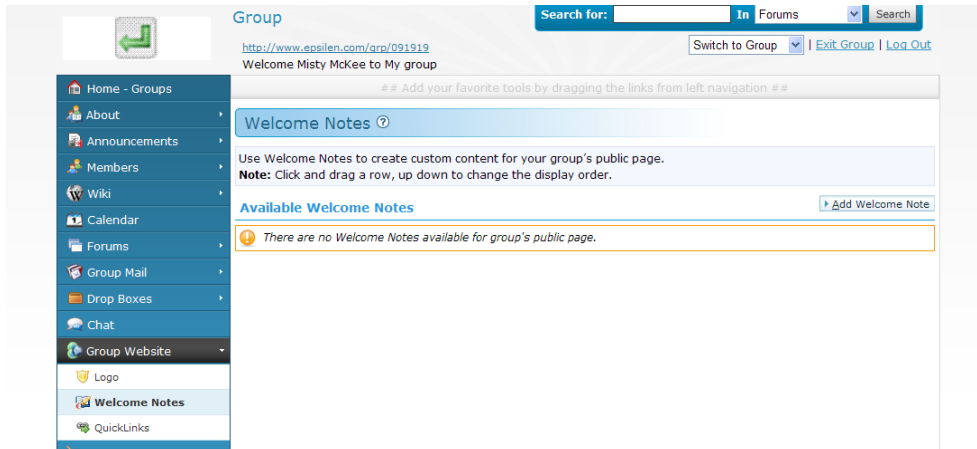


Figure 4

- Use the HTML editor to create a Welcome Note and click **Save** (Figure 5).

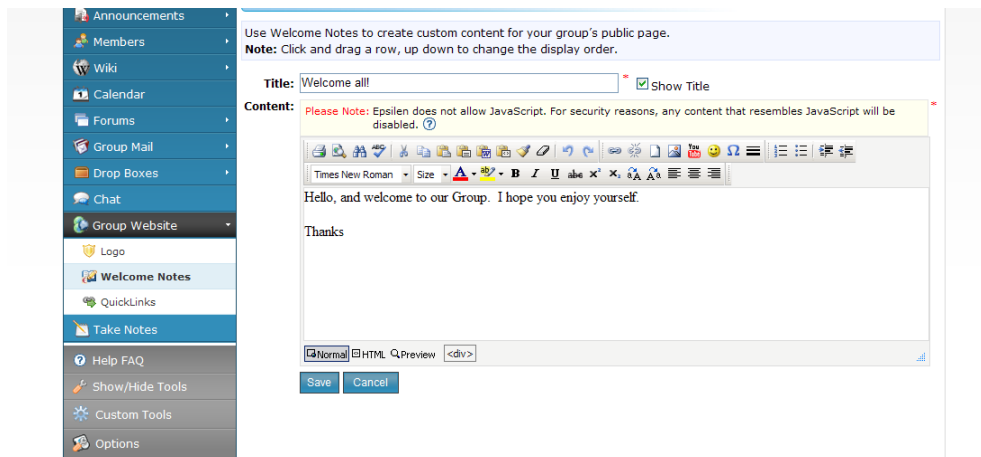


Figure 5



- To add a **QuickLink**, create a **Title** and add the **Link/URL** that you would like to display on the group’s public page and click **Save** (Figure 6).

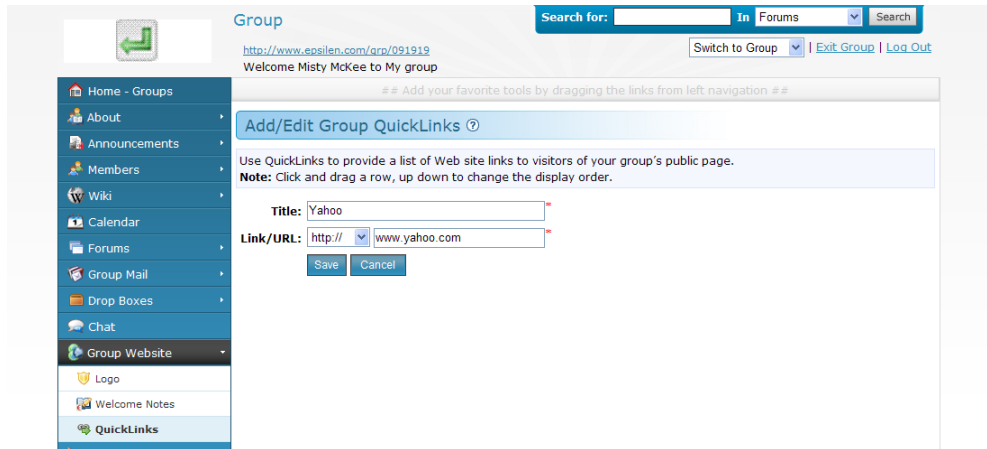


Figure 6

- Once the link has been saved, more **QuickLinks** can be added. To edit or change an existing **QuickLink**, click **Edit** (📎) or Delete (🗑️) (Figure 7).

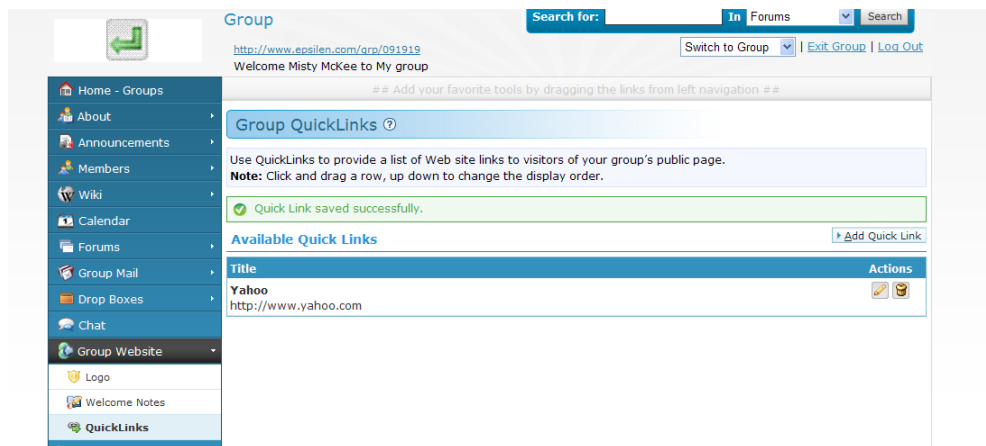


Figure 7

## Take Notes

---

### Description

The **Group Notes** (or Group Take Notes) tool is an online Group notebook, and each Epsilen member is provided by default a Take Notes file upon joining a Group. Entries in a Group Take Notes file may be edited, sent, or deleted; however, Group Notes must be created within the Group before they appear on your personal ePortfolio.

### Purpose

Creating a Group Take Notes file allows you to make note entries from lectures, chats, assigned readings, or other lesson activities. You may edit, send, or delete a Group Take Notes file.

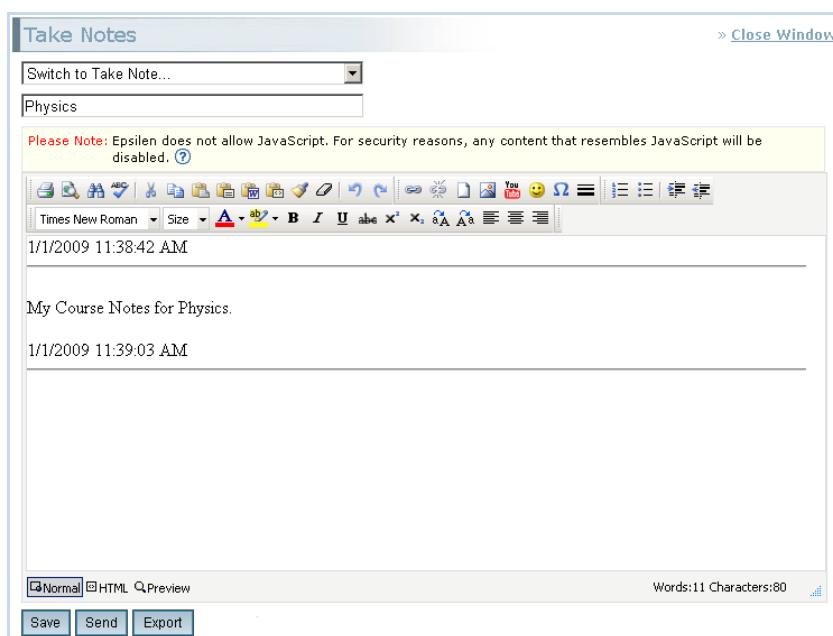


Figure 1

### Definitions

**Switch to Take Note** allows you to modify the Notes you have created for any Course, any Group, or within the Take Notes tool of your personal ePortfolio. You can also change to **My Journal** and create your own thoughts (not necessarily group related).

**Send** allows you to send your Notes to another Epsilen member.

**Export** allows you to export your Notes to an HTML, Microsoft Word or PDF document and save it to your computer.

**Forward** allows you to send your Notes to your designated email address or cell phone.

## Saving Group Notes

---

To Save Group Notes

1. Click the Group **Take Notes** button in the left menu to open the **Take Notes** popup page.
2. Complete the fields/choices as described in the following table:

| Field   | Function   |
|---------|--|
| Title   | You may edit the title of your Group Notes or leave the title as the title of the Group. |
| Content | Enter your notes. See "Using the HTML Editor."   |

3. When you have finished filling out the information, click the **Save** button. You will remain on the Group **Take Notes** popup page where you will see a new entry for your new Note.

## Sending Group Notes

---

To Send Group Notes


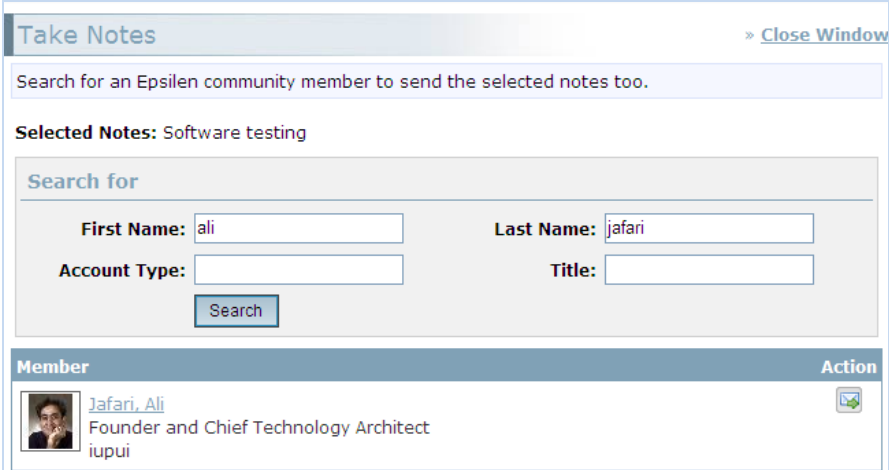
1. Click the **Send** button.
2. Enter criteria to search for and click the **Search** button. You will see a list of Epsilen members that meet your search criteria.
3. Click the  button to the right of a member to send your Group Notes to that member.

Figure 2 displays the **Take Notes**: Send Notes screen.





| Member  | Action  |
|---|---|
| <br>Jafari, Ali<br>Founder and Chief Technology Architect<br>iupui |  |

Figure 2

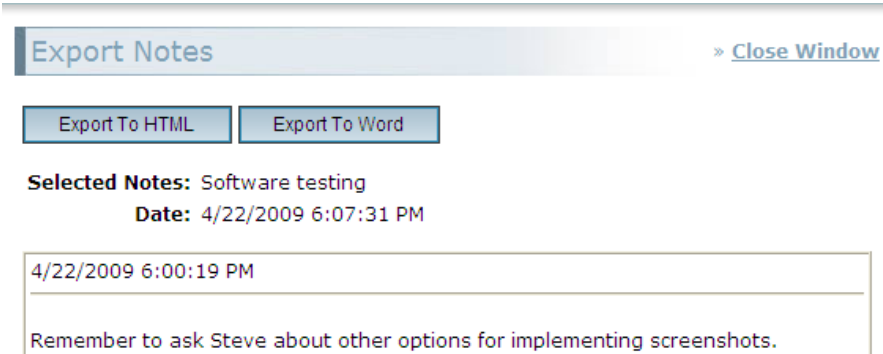
## Exporting Take Notes

---

To Export Group Notes

1. Click the **Export** button.
2. A pop-up window with the Export Notes screen will appear. Click Export to HTML or Export to Word to open or save the file type of your choice.

Figure 3 displays the Export Notes screen.



4/22/2009 6:00:19 PM

Remember to ask Steve about other options for implementing screenshots.

Figure 3

## Forwarding Take Notes

To Forward Group Notes

1. Click the **Options** button in the left-side menu.
2. Click the **Take Notes Forwarding** tab.
3. Enter your desired address in the **Forward to Email** field.
4. Check the **Enabled** box under **Email Status**.
5. Click **Save**.
6. To **Forward to Cell Phone**, click **Configure**.
  - a. Check the **Forward** box.
  - b. Select your **Service Provider** from the drop-down menu.
  - c. Enter Your Cell Number.
  - d. Check the box related to the message regarding receipt of text messages on your mobile device.
  - e. Click **Save**.
7. Click **Take Notes** in the left-side menu.
8. Click **Forward**.
9. The Take Notes page will refresh to indicate that your note was forwarded successfully.

Figure 4 displays the Take Notes Forwarding tab of the Options page.

Group Options ?

Select an option/category below.

Member Profile    Take Notes Forwarding

Here you may enable Take Notes Mail forwarding to your email address or cell phone.

| Feature          | Forward To Email    | Email Status                                | Forward To Cell Phone     |
|------------------|---------------------|---|---------------------------|
| Group Take Notes | caustin@epsilen.com | <input checked="" type="checkbox"/> Enabled | <a href="#">Configure</a> |

Save

Figure 4

## Help / FAQ

---

### Description

Use the **Help / Frequently Asked Questions** tool to request help from the Help Desk or to search for answers to questions that other Epsilen users have asked previously when they needed assistance. If after searching the FAQs you don't find the answer to your question, please go to the Help Desk to request more help.

### Purpose

By accessing the Help / Frequently Asked Questions, you will find that the Epsilen Team is dedicated to helping you navigate within the Epsilen Environment so you can use its tools to achieve maximum utilization.

Help / Frequently Asked Questions [?](#)

Use this tool to find help with using the Epsilen Environment. Use the search to find answers to specific questions like How do I change my password?.

Search FAQ for:

(Ex: How do I change my password?)

Search related FAQ's

Search Results

| Help / FAQ Title  | Action |
|---|--------|
| <a href="#">Can I keep my Epsilen account even after I graduate or leave my insitution?</a> |        |
| <a href="#">How can I disable the Weekly Report?</a>  |        |
| <a href="#">How can I hide the QuickNote form on my ePortfolio home page?</a>               |        |
| <a href="#">How do I login to a course?</a>   |        |
| <a href="#">How do I manage and share my files?</a>   |        |
| <a href="#">How do I create my ePortfolio?</a>  |        |
| <a href="#">How do I add pictures and videos to my ePortfolio?</a>                          |        |
| <a href="#">How do I delete my Epsilen ePortfolio account/site?</a>                         |        |
| <a href="#">How do I create a group?</a>  |        |
| <a href="#">How do I create a course?</a>   |        |

Can't find an answer? Contact the [Help Desk](#) with your question.

Figure 1

### Definitions

**Search:** Enter a value in the **Search FAQ** for textbox and click the **Search** button to locate Frequently Asked Questions which directly relate to the problem you need help with.


**Show All:** Clicking the **Show All** button allows you to see a full list of all Frequently Asked Questions.

**Show Top 10:** Clicking the **Show Top 10** button allows you to see the Top 10 most Frequently Asked Questions.

**View:** Clicking the button allows you to view a Help/FAQ item and rate its usefulness.

## Viewing/Rating a Help/FAQ Item

To View/Rate a Help/FAQ Item

1. Click the **Help/FAQ Title** link or the  button to open the **View FAQ** popup page.
2. When you are finished reading the help information, if you would like to rate the Help/FAQ item, complete the fields/choices as described in the following table:

| Field                            | Function   |
|----------------------------------|--|
| How useful was this information? | Select an option from the list to indicate how helpful the Help information was to you. Options: not useful, somewhat useful, useful, very useful, extremely useful. |
| Comments                         | Enter a comment about how helpful the Help information was for you.  |

3. When you have finished filling out the information, click the **Submit Rating** button. You will remain on the **View FAQ** popup page with a message thanking you for your rating.

Figure 2 displays the **View FAQ** screen.

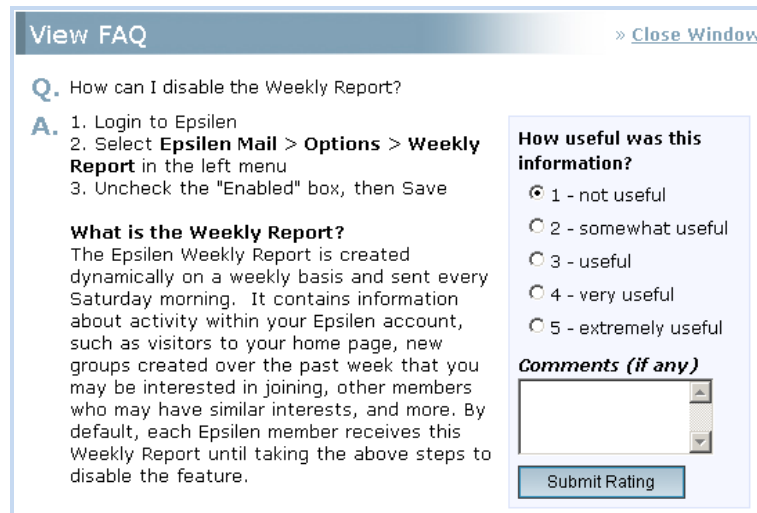


Figure 2

## Requesting Help from the Help Desk

To Request Help from the Help Desk

1. Click the **Help Desk** to open the **Help Desk** popup page.
2. Complete the fields/choices as described in the following table:

| Field              | Function   |
|--------------------|--|
| Topic/Help Desk    | Select a Help Desk topic to help the support team better address your needs.   |
| Your Name          | Enter your name for identification purposes.   |
| Your Email Address | Enter you email address for identification purposes and to enable communication from the support team.                       |
| Message Subject    | Enter a brief subject to summarize your issue.   |
| Message            | Enter a message which explains the problem you are having and what you need help with, including as much detail as possible. |

3. When you have finished filling out the information, click the **Send Message** button. You will remain on the **Help Desk** popup page with a message stating that your Help Desk message was sent successfully.

Figure 3 displays the **Help Desk** screen.

The screenshot shows a web-based form titled "Help Desk" with a "Close Window" link in the top right. Below the title is a light blue instruction box: "Use this tool to send questions and comments to the help desk." The form contains the following fields:

- Topic / Help Desk:** A dropdown menu with "Please Select" and a red asterisk.
- Your Name:** A text input field containing "John Smith" and a red asterisk.
- Your Email Address:** A text input field containing "johnsmith@epsilen.edu" and a red asterisk.
- Your ePortfolio:** A text input field containing "http://207.191.224 xx /EpsilenClient/MyPortal/Public/Home.aspx? Prefix= johnsmith1".
- Message Subject:** An empty text input field with a red asterisk.
- Message:** A large, empty text area with a vertical scrollbar and a red asterisk.

A "Send Message" button is positioned at the bottom center of the form.

Figure 3



## Show/Hide Tools

### Description

Use the **Show / Hide Tools** options by checking the box next to each tool you wish to display within your Group. For example, you may want the Forums link to appear on the left menu of your Group, so your members will have access to the Forums content. However, if you do not want to use the Wiki tool within your Group, you would want to prevent the Wiki link from appearing on the left menu.

### Purpose

The **Show / Hide Tools** options simplify your left menu to display only those links you need.



Figure 1

## Showing/Hiding Tools/Features

To Show/Hide Tools

1. Check the box next to the name of each tool that you would like to use.
2. Uncheck the box next to the name of each tool that you would prefer not to use.
3. Click the **Save** button. You will see a message stating that your tool list was saved successfully. Your left menu will refresh to display only those tools that you selected to "Show".
4. By checking **Show Footprint** and clicking **Save**, you and other members will be able to view who has logged into the Group on the Group's home page.

## Custom Tools

### Description

The Custom Tools functionality provides an owner with the ability to add content (or links to other websites) to supplement the other tools built into the Group.

### Purpose

Use a Custom Tool to add content that is easily accessible to the Group members.

1. To add a **Custom Tool**, click **Add Custom Tool** (Figure 1).

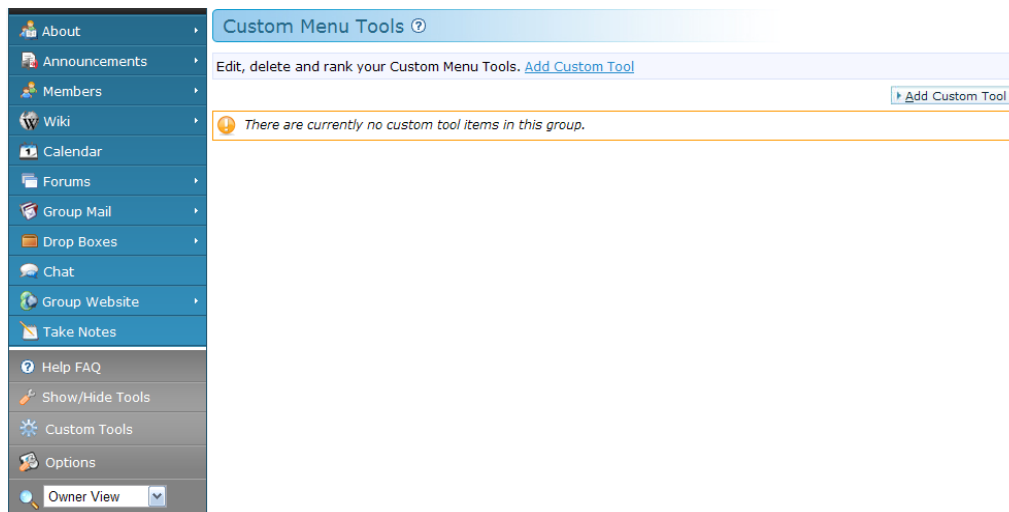


Figure 1

2. Name your tool by giving it a **Title** and **Description** (Figure 2). The **Title** is what will appear on the newly created button appearing to Group members. The **Description** appears to you on the **Custom Tools** page, so if you're creating multiple tools, be sure to describe each in a distinctive fashion.

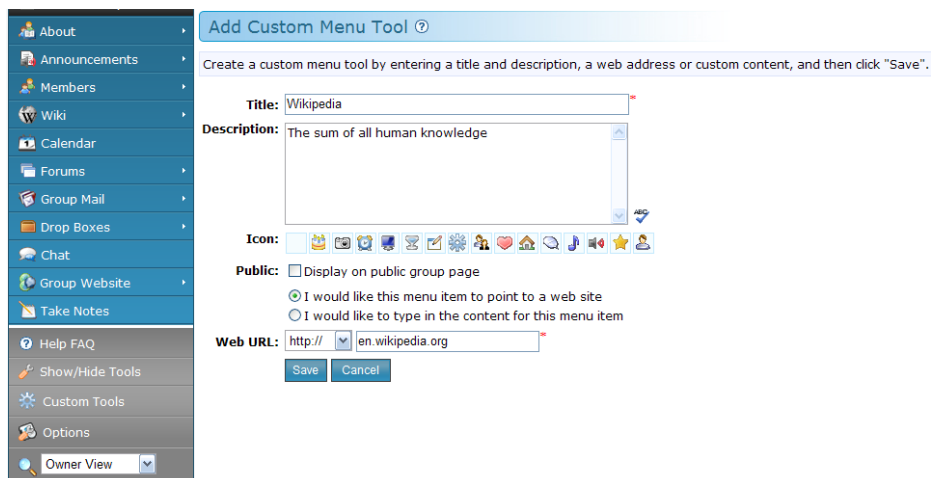


Figure 2

3. Select an **Icon** to associate with your **Custom Tool**.
4. The **Public** option allows you to choose whether or not your custom tool will be viewable on the Group’s public page. You can choose if you would like to enter a website’s URL (Figure 3) OR enter content with the HTML editor (Figure 4).

**Public:**  Display on public group page  
 I would like this menu item to point to a web site  
 I would like to type in the content for this menu item

**Web URL:** http://  \*

Figure 3

**Public:**  Display on public group page  
 I would like this menu item to point to a web site  
 I would like to type in the content for this menu item

**Content:** Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled. ? \*

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, and others. The font is set to Times New Roman.

Normal HTML Preview

Figure 4

5. Click **Save**.

6. The newly created Custom Tool will now appear in the left side menu (Figure 5).

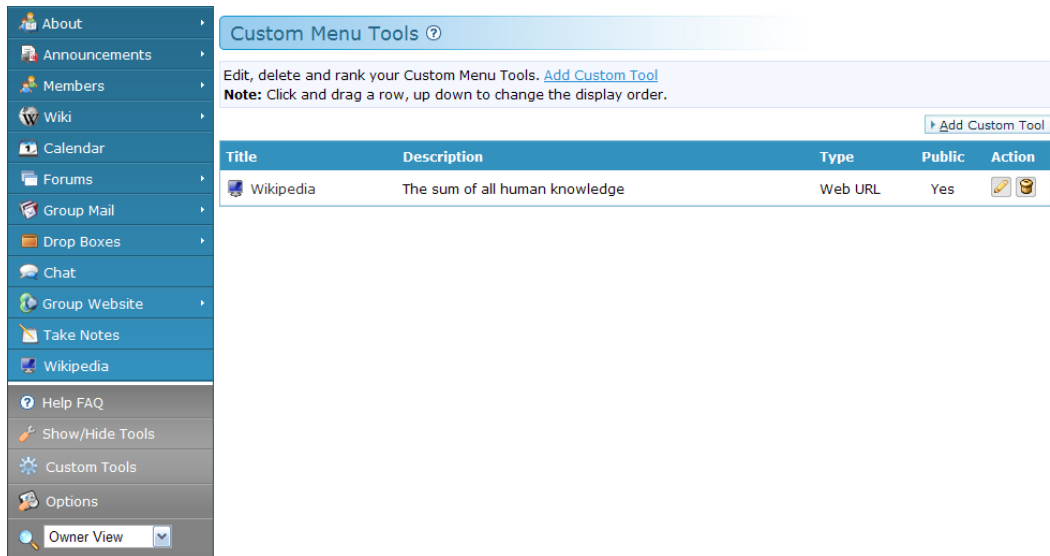


Figure 5

7. To **Edit** the Custom Tool, click . To **Delete** the Custom Tool, click .

## Group Options

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### Description

The Options page includes a variety of tools to configure the Group settings.

### Purpose

Owners may use the Options tools to adjust the group details, registration options, and appearance of the Group. All Group members may use the Member Profile page to update their personal information, and the Take Notes Forwarding to enable forwarding of any Take Notes content.

## Group Details (Owners only)

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1. In this section, edit your Group information such as the **Name**, **Description**, and **Keywords** and click **Save** (Figure 1).

The screenshot shows the 'Group Options' interface. At the top, there's a header 'Group Options' with a help icon. Below it, a navigation bar contains several tabs: 'Group Details', 'Registration Settings', 'Public Web Address Options', 'Change Group Ownership', 'Member Profile', 'Take Notes Forwarding', 'Welcome Message', and 'Theme Settings'. The 'Group Details' tab is active. Below the tabs, there's a instruction: 'Edit your group's name, description and keywords, and then click 'Save Changes'.' A green success message 'Data Updated successfully.' is displayed. The form contains three fields: 'Name' with the value 'My group', 'Description' with the value 'A place to talk about the group.', and 'Keywords' with the value 'group, stuff'. A 'Save' button is located at the bottom of the form.

Figure 1

## Registration Settings (Owners only)

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1. One of the following **Registration** options must be selected:
  - Invite Only (must be invited by Group member with permission to manage the roster)
  - Invite and Request (users may send message to Owner to ask if they may participate)
  - Open to Everyone in Your Institution (all Epsilen members who are part of your institution may enter)
  - Open to All Epsilen Members (any Epsilen member may enter)
2. If you want the group to be hidden from non-members, check the box for **Yes, this group is a private group.**
3. If you would like for your group to be eligible for institutional oversight (because your group activities are directly tied to the institution), check the box for **Yes, I would like to submit this group for institution approval.** The Institutional Administrator will see your request in a queue, and may approve or reject the request.
4. Click **Save.**

The screenshot shows the 'Group Options' interface. At the top, there is a header 'Group Options' with a help icon. Below it is a search bar with the text 'Select an option/category below.' A horizontal menu contains several tabs: 'Group Details', 'Registration Settings' (which is active), 'Public Web Address Options', 'Change Group Ownership', 'Member Profile', 'Take Notes Forwarding', 'Welcome Message', and 'Theme Settings'. Below the tabs, there is a section titled 'Change the registration settings for this group using the options below.' with a help icon. This section contains three main settings: 'Registration:' with four radio button options ('Invite Only' is selected), 'Private Group:' with a checkbox for 'Yes, this group is a private group.', and 'Institutional Groups:' with a checkbox for 'Yes, I would like to submit this group for institution approval.'. A 'Save' button is located at the bottom of this section.

Figure 2

## Public Web Address Options (Owners only)

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1. You may personalize your group name by entering an alternate Address. (The originally assigned group number address will be replaced with the text you enter here.) Click **Save** when completed (Figure 3).

**Please Note:** This option is not shown if the group was marked as “Private” under **Registration Settings**.

The screenshot shows the 'Group Options' window with the 'Public Web Address Options' tab selected. Below the navigation tabs, there is a warning message: 'Once you set the alternate public Web address, you cannot change it. Please be absolutely sure that the address you select is the address you wish to use. This address cannot be changed once it is set.' Below this, the 'Default' address is 'http://www.epsilen.com/grp/091919'. The 'Alternate' field contains 'Misty's' and is followed by the text 'Group'. A 'Save' button is located at the bottom of the form.

Figure 3

## Change Group Ownership (Owners only)

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1. As a group owner, you can transfer ownership to anyone else in the group. To do so, click on the icon to the left of the individual's name that you would like to give ownership ( ). Click OK when are asked if you are sure that you want to change owners (Figure 4).

**Please Note:** If you transfer ownership of the Group to a different member, you will no longer see this tool offered (nor any of the other tools available to the Group's owner).

The screenshot shows the 'Group Options' window with the 'Change Group Ownership' tab selected. A warning message states: 'To remove yourself as the owner of this group, select a group member to assign as the new owner. Please Note: Once you remove yourself as the group owner, you will no longer have full rights to modify the content for this group.' Below this is a table with two members: 'Misty McKee' (Owner) and 'Chris' (Member). A 'Windows Internet Explorer' dialog box is overlaid on the table, asking 'Are you sure you want to assign this member as the new group owner?' with 'OK' and 'Cancel' buttons.

Figure 4

## Member Profile (All Group Members)

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1. The **Name** from the Epsilon membership is displayed, but can be revised if the member prefers to use a nickname, reflect a name change, etc.
2. The **Email** from the Epsilon membership is displayed, but the member can choose to display an alternate address to the Group.
3. The **Title** with which the member was added to the Group is displayed, but can be revised to more accurately reflect responsibilities in the Group (for example, Project Leader, Program Coordinator, etc.).
4. All **Pictures** from the user's Picture Manager in My Portal are displayed. Click the Picture you want to display as your default in the Group.
5. Click **Save**.

The screenshot shows the 'Group Options' section with a sub-tab for 'Member Profile'. Below the navigation tabs, there is a heading 'Edit your Member Profile for this group and click 'Save Changes''. The form contains the following fields:

- Name:** Misty McKee
- Email:** mmckee@epsilen.com
- Title:** Owner
- Picture:** A row of five image thumbnails, with the third one (a woman's face) highlighted in yellow.
- List me as a member on this group's public home page
- Save** button

Figure 5



## Take Notes Forwarding (All Group Members)

1. Enter your desired address in the **Forward to Email** field.
2. Check the **Enabled** box under **Email Status**.
3. Click **Save**.
4. To **Forward to Cell Phone**, click **Configure**.
  - a. Check the **Forward** box.
  - b. Select your **Service Provider** from the drop-down menu.
  - c. Enter **Your Cell Number**.
  - d. Check the box related to the message regarding receipt of text messages on your mobile device.
  - e. Click **Save**.

The screenshot shows the 'Group Options' interface. At the top, there are several navigation tabs: Group Details, Registration Settings, Public Web Address Options, Change Group Ownership, Member Profile, Take Notes Forwarding (which is active), Welcome Message, and Theme Settings. Below the tabs, a message states: 'Here you may enable Take Notes Mail forwarding to your email address or cell phone.' A table is displayed with the following content:

| Feature          | Forward To Email                                | Email Status                                | Forward To Cell Phone     |
|------------------|---|---|---------------------------|
| Group Take Notes | <input type="text" value="mmckee@epsilen.com"/> | <input checked="" type="checkbox"/> Enabled | <a href="#">Configure</a> |

Below the table is a 'Save' button.

Figure 6

5. To forward to your cell phone, click **Configure** (Figure 7). Complete all of your contact information and click **Save**. **Please Note:** This page enables the forwarding only. You must click forward on the **Take Notes** page to generate a message to be forwarded.

The screenshot shows the 'Message Forwarding to Cell Phone' configuration window. It includes a 'Close Window' link in the top right. The main text reads: 'This option allows you to configure message forwarding to your cell phone. Messages are forwarded in text message form to your cell.' Below this, the 'Message Type' is set to 'Group Take Notes'. There is a 'Forward' checkbox labeled 'Enable Message Forwarding to My Cell Phone' which is currently unchecked. The 'Service Provider' is set to a dropdown menu with 'Select One' selected. The 'Your Cell Number' field is split into two parts: '(Area Code)' and '(Phone Number)', both with asterisks indicating they are required. At the bottom, there is a checkbox for agreeing to terms: 'By checking off the box to the left, I agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages on my mobile device.' A 'Save' button is located at the bottom left.

Figure 7

## Welcome Message (Owners only)

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1. Use the HTML editor to create a **Welcome Message** for new members in your group. Click **Save** when finished (Figure 8). Check the box to send it to new members.

The screenshot shows the 'Welcome Message' configuration page in Epsilon 2.0. At the top, there is a navigation bar with tabs: Group Details, Registration Settings, Public Web Address Options, Change Grpup Ownership, Mgmber Profile, Take Notes Forwarding, Welcome Message (selected), and Theme Settings. Below the navigation bar, a message box states: 'You can configure a welcome message for a newly-joined member.' The main content area is titled 'Message:' and contains a red warning: 'Please Note: Epsilon does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' Below the warning is an HTML editor with a toolbar and a text area. The text area contains the following text: 'Hello new member!' and 'Welcome to our group, where we will...'. At the bottom of the editor, there are radio buttons for 'Normal' (selected) and 'HTML QPreview'. Below the editor, there is a checkbox labeled 'I want to send this message to a newly-joined group member.' which is checked. A blue 'Update' button is located at the bottom left of the form.

Figure 8

## Theme Settings (Owners only)

The **Theme Settings** may be set for the Group’s public web page here. (Please note that users will see their own preferred Theme while logged into the Group; this theme only affects the public page shown to visitors.)

1. Review the Themes that are currently available to use. Hovering your cursor over a theme will show a larger sample image to help you decide.
2. Check the box below your selected theme.
3. Click **Save**.

**Please Note:** No Theme options are shown if the group was marked as “Private” under **Registration Settings**.

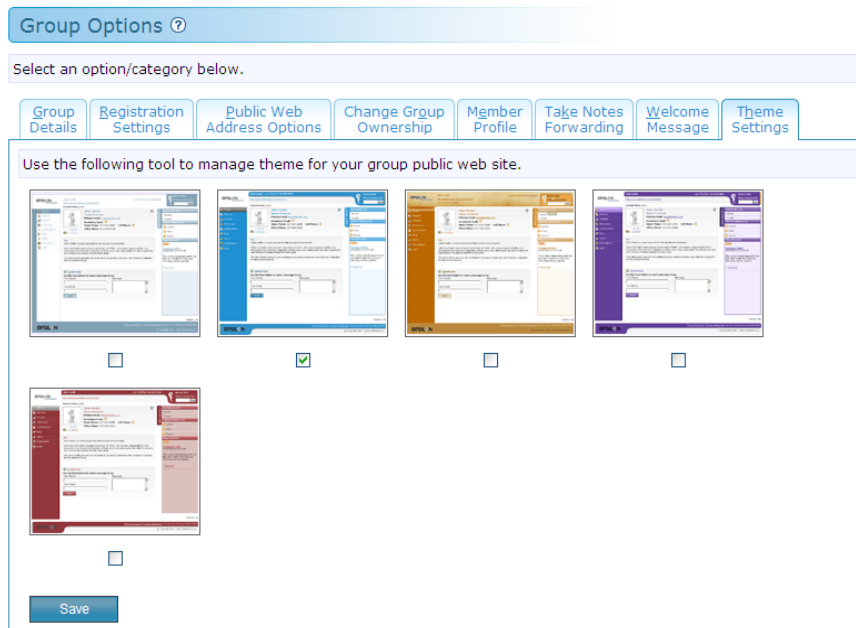


Figure 9

# Owner View

## Description

The **Owner View** option allows the owner of a Group to view the Group not only from the administrative perspective (by default), but also from the member perspective or the public perspective.

## Purpose

Use the Owner View tool to confirm that your Group content is appearing to members or to public visitors exactly as intended.

1. Note **Drop Boxes** in the **Owner View** (Figure 1). The ability to **Edit** or **Delete** the **Drop Boxes** which have been added to the Group is available, along with the ability to add a **New Drop Box**.

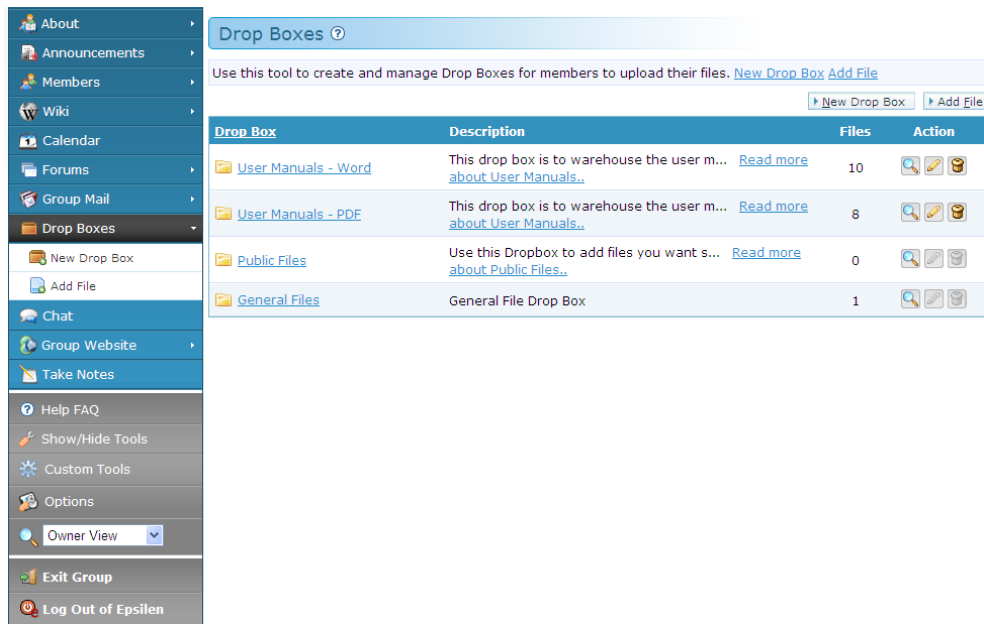


Figure 1

- By changing the status to **Member View**, you will see what other members see – just the Drop Boxes, with no ability to delete or edit the existing boxes, or to add a new one (Figure 2).

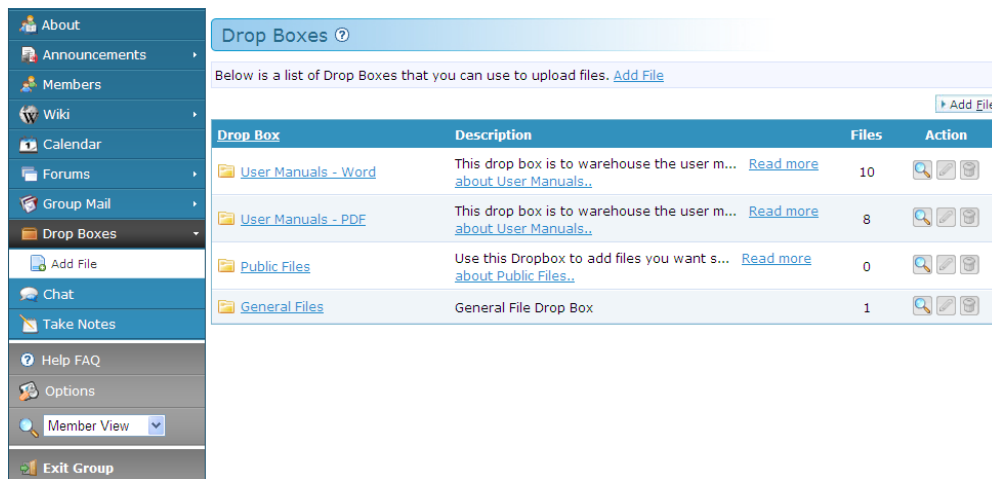


Figure 2

- The **Public View** shows minimal tools. This is what visitors see when coming to the Group’s public page (Figure 3).



Figure 3