Getting started: Managing Users and Content in Groups

User Roles and Permissions

Group Administrator - The group admin manages group membership and content. They can review and edit folders, add and remove content, and add or remove group members. For closed (private groups) the group admin is also responsible for approving new group members.

Group admins have the following permissions:

- Manage group information: Logo, description, metadata
- Control group privacy settings
● Create, edit, and delete folders
● Add or remove content from folders
● Start and participate in discussion threads
● Add or remove group members
● Full moderator permissions over discussion threads (edit, add, remove discussion content)

**Group Member** - To participate in a Network Hub Group, users will need to request to join a group, or be invited to join the group by group admin.

Group members have the following permissions:
● Add folders
● Add or remove content in folders
● Start and participate in discussion threads

**Group Admins: How to use the admin panel**
Group administrators can manage group content through the group admin panel. To access the panel, group admin must login to OER Commons, navigate to the Information tab of their group page, and select the tool icon (circled in the image below) from the group navigation.

Within the admin panel, group administrators can edit group description, add or update the group logo, and regulate group membership.

**Group Profile Information**
Group metadata such as title, subject, and grade level improve group discoverability. The following information can be added and edited by groups admin within the admin panel:

● **Group Title** - Brief description of the group (ten words or less).
● **Group Type** - one of four group types can be selected: General, Instructors, Students, Administers.
● **Subject** - multiple subjects can be selected.
● **Grade** - multiple grade levels can be selected.
- **Description** - short text (one or two sentences) describing the group. Text will appear on the group’s about page.

**Manage Group Administrators**

Any user who creates a group is a group admin by default. New group administrators can be added to a group by using the “Add Admin” button in the admin panel. Note that when a user as is added as a group administrator they also become a group member. It is not required that users join the group before they are designated as a group admin.

Group admins can also step down from their role by selecting the “Pass the Torch” option next to their name. There must be at least one group admin for every group so a new group admin must be designated before the original group admin can pass the torch.
Membership control
Group admins have several options for regulating group members. They can designate the level of privacy privacy level, they can approve or deny membership requests, and can add or remove group members at any time.

Group Privacy
Group privacy determines who can join a group, whether anyone can join a group or whether group membership must be approved by a group administrator. There are two levels of Group Privacy:

- **Anyone Can Join** - any OER Commons user will be able to join their group.
- **Need approval** - Users will request to join. They are only added to the group if the Group Admin approves them.

Group admins can request to receive an email when a user requests to join their group. This selection option can be found on the Membership control tab:

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Add a member
Group members can be added individually or in bulk by listing their email address and sending an invitation to the group. The emailed group invitation includes a link to accept the invitation and join the group, which will direct user to login to OER Commons. If user is not already an OER Commons member, they will be prompted to create an account.

Approving group members
Users who have requested to join a group are listed in an approval pending queue under the People tab. The group admin may approve them by selecting “approve” or remove them from the queue by selecting “Not now.” Once user is approved, they will receive email notification, containing a direct link to the group.

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You are logged in as an Admin. This allows you to delete, add, and approve members from this page.

OER Commons members who have requested approval to join this group.

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARLES LARUE</td>
<td>APPROVE</td>
<td>NOT NOW</td>
</tr>
<tr>
<td>KATIE KATZ</td>
<td>APPROVE</td>
<td>NOT NOW</td>
</tr>
</tbody>
</table>
Delete group

A group can be deleted from the Delete group tab. Deleting a group is final. To ensure the groups are not deleted erroneously, the group administrator will be prompted to confirm the delete group step.

Once the group administrator selects “Yes, Delete this group” the group is permanently deleted. The Group admin would need to contact an OER Commons administrator to restore the group.