

Create a Group

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Who?

Any instructor, student, or staff person with a Penn State Access Account can create an ANGEL group. A group is separate from any course, but is similar in format. A group has an **About** tab instead of a **Syllabus** tab and a **Content** tab instead of a **Lessons** tab. A group has 300 MB space instead of 1 GB.

Why?

A group may be created for a study group, research group, committee, club, or other purpose. Instructors developing content for a future course may do so in a group and later export the content to the course when it is added to ANGEL by the Registrar database, ISIS.

How?

When you create a group, you may choose to allow anyone with an Access Account to enroll, you may specify a PIN you give to only those users with an Access Account you wish to allow to enroll, or you can manually add members to the group's roster.

To create a group:

1. Navigate to your **My Profile** page.
2. Beneath the **My Groups** subheading, select the **Create a Group** link.



3. On the **New Group** screen, complete the **General Information** fields, as follows:
 - Select a **Category** from the pull-down menu.
 - Enter a **Title** in the text box provided (required).
 - Optionally enter **Keywords** that will aid users in finding your group when they use the **Find a Group** search engine.

Keyword tips: Words in the group title are automatically included as keywords. Any phrase you enter should be in the exact order that you anticipate users will use to search for the group. Avoid commas between keywords because it is unlikely a user will search for the exact pattern of words and commas you have

entered. Make sure to include whatever words or phrases a user might use to search for the group.

- Optionally enter a **Description** of the group in the text box provided.

Note: Checking the **Hide from search engine** check box will prevent anyone performing a search from finding this group. However, **be aware that you cannot change this setting once the group is created.**

New Group

General Information

Category

Title

Keywords

Description

Hide from search engine

Enrollment Settings

Enrollment PIN

Note: Leaving the enrollment PIN blank will allow anyone to self-enroll for the group without having to be invited or added by an editor in the group.

Enrollment Begins
 , :

Enrollment Ends
 , :

Note: Enrollment beginning and ending dates only affect self-enrollment. Course/group editors will still be able to add and remove users at any time. Setting the end date to a date in the past will disable the PIN enrollment feature.

4. Complete the **Enrollment PIN** field according to the following options for enrolling people in the group:

- If you want to allow anyone with a Penn State Access Account to enroll, clear the **Enrollment PIN** field so it is blank. You might choose this option if you are creating a fan club and do not care who joins it.
- If you want only certain people with a Penn State Access Account to enroll, distribute the PIN that appears in the **Enrollment PIN** field to just those people. They can then enroll themselves in your group. You might choose this option for a private study group. You can also change the PIN at this time to whatever you want, but be cautious and choose a PIN that would be difficult to just guess. PINs are case-sensitive.

Notes:

- a. If you ever wish to change the PIN later, within the group, select the *Manage* tab, then the PIN Enrollment Settings link to change the PIN.
 - b. If you want people outside Penn State to be members of the group, they must have a Friends of Penn State account (see <http://fps.psu.edu/>) and communicate their digital identity (e.g., xyz5001) to you. You must then manually enroll them in the group using the *Roster* tool on the group's *Manage* tab.
5. From the **Enrollment Begins** pull-down menus, select the beginning date and time when users will be permitted to enroll themselves in your group. By default, this is set to the date on which you are creating the group.

From the **Enrollment Ends** pull-down menus, optionally select a cutoff date and time for users to be able to enroll in the group.

For each date you set, make sure the check box to the left is checked.

Note:

If you set a beginning date for enrollment, but uncheck the **Enrollment Ends** check box, users may self-enroll indefinitely. If you leave both dates as the current date, users will not be able to self-enroll, because the dates are the same. If you uncheck both check boxes, users will not be able to self-enroll in the group at all; only you as the group leader (with editor rights) will be able to add members, using the *Roster* tool on the group's *Manage* tab.

6. Click the **Save** button.

The group title will now appear on your **My Profile** page beneath the **My Groups** subheading. Select the title to enter the group.

ANGEL Archiving Policy - Groups

To improve its management of Penn State's Course Management System, ANGEL, Information Technology Services (ITS) has issued a group storage policy affecting all users of ANGEL, including faculty, students, and staff.

ANGEL groups are separate from courses. While courses last for a semester, groups are not tied to the academic calendar and can theoretically exist for years. To free storage space of groups no longer in use, the ITS ANGEL support team archives groups that have been inactive for six months or more. Approximately thirty days prior to each archiving event, ITS will alert editors of the groups slated for archiving, giving them a chance to select a **Do Not Archive** check box in the settings for each group they wish to keep active. This policy went into effect on December 3, 2004.

Archived groups can be restored upon request. They will be retained for two and a half years, and then permanently deleted.