


SPOT Tipsheet

Group Studio – Adding a Group to your Home or Work tab

Adding a **Group** to your **Home** or **Work** tab:

You will see the following (minus Beta Testers) on your tab. The Groups button is also at top-right of the SPOT screen.

Group Studio Activity Channel				    	
Group	Applications	Chat	Last Visit		
Beta Testers		Inactive	2008-09-10		
▶ View All Groups					

Select **View All Groups** and you will see the following screen:



U A UNIVERSITY OF ARKANSAS DIVISION OF AGRICULTURE

My Groups Groups Index Request Group Exit Help

My Groups

September 10, 2008

To **view** a group, click on the group title. To **remove** a group from your My Groups List, click the check box and then click Remove.

Beta Testers Beta Testers

▶ Groups Index ▶ Request Group Remove

Groups Policy - Click here to read the rules and regulations for creating and leading a group.
Membership Policy - Click here to read the rules and regulations for joining and participation in a group.

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Select **Groups Index** to view existing Groups.

<p>Categories</p> <ul style="list-style-type: none"> Group Studio 4-H Administration Agriculture Community Development Districts Family and Consume... Support 	<p>Select a category on the left to view the available groups.</p>
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Group Search

Search for: Group Names Group Titles Group Description

That contain:

In this example, we are going to join the County Group under Administration. Select the Administration category.

Groups Index

October 3, 2008

<p>Categories</p> <ul style="list-style-type: none"> Group Studio 4-H Administration Agriculture Community Development Districts Family and Consume... Support 	<p>Groups in Administration</p> <ul style="list-style-type: none"> Beta Testers Beta Testers County County
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Group Search

Search for: Group Names Group Titles Group Description

That contain:

Select County and the following screen will display:

Group Guest View

October 3, 2008

Your Location: [Group Index](#) / Group Guest View

County

AOS Supervisor

Select Join Group.

Join a Group

Welcome to the County group.

AOS Supervisor

Group Membership Policy

Group members should accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.

Required Information

- I agree to share my user name and e-mail address with other members of this group.
- I have read and understood the school's policy on Group Membership.

Join

Cancel

Check the two boxes next to the required information and again select Join.

Join a Group Confirmation

You are now a member of the County group. Click OK to go to the group homepage.

Ok

When you select OK, you will be taken to the County Group in Group Studio:

Group Homepage - County

October 3, 2008

Your Location: [Group Homepage](#)

Group Tools

- [Homepage](#)
- [Announcements](#)
- [News](#)
- [Photos](#)
- [Links](#)
- [Files](#)
- [Message Board](#)
- [Calendar](#)
- [E-mail](#)
- [Chat](#)
- [Members](#)

Announcements

No Announcements.

[▶ More announcements...](#)

Message Board Topics

There are no message board topics.

[▶ More Topics...](#) [▶ Post a topic](#)

Personal Tools

- [Groups Policy](#)
- [My Profile](#)