

ArchNet 

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## **Group Workspace**

# Administration and Management

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## INTRODUCTION

The group workspaces serve as a “gathering place” where ArchNet members can work together on specific projects. For example, a group workspace could be created for a large class, or a group who is organizing a symposium, or a couple of colleagues who are working on a book together.

Each group workspace is completely run and managed by the group members, and any group of ArchNet members can apply for a Group Workspace.

Group Workspace participants share resources such as sketches, working drawings, and project notes. Images, files, and project management tools are uploaded and downloaded via ArchNet. And the Group Workspaces can work “privately” or share their project resources with the entire ArchNet community.

Applications available to group workspaces are:

- Announcements
- Address Book
- Calendar
- Chat
- Discussion Forum
- Image/Media Collection
- File Collection
- Web Pages

## CREATE A GROUP WORKSPACE

### Eligibility

- All group members must be **registered ArchNet members**.
- Each group must have a **minimum of TWO members**.
- The group workspaces are intended for small groups to work together **collaboratively on a specific project**. For a more general discussion of a topic, please use the public Discussion Forum at <http://archnet.org/forum/>

### Apply for a Group Workspace

Go to the ArchNet Group Workspaces <http://archnet.org/gws/> and click on "Apply for a Group Workspace." <http://archnet.org/gws/request/>

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## GROUP WORKSPACE

A shared workspace for a self-selected group of ArchNet members, based around a collaborative project. Members of the group share sketches, working drawings, other relevant images, real time chat, project notes, file upload and download capabilities and management tools for other project related tasks. The group can choose complete privacy for their work, or can chose to leave part of the content viewable to other ArchNet members, or to the general public. Any group of ArchNet members can create their own group workspace by making a request to the administrator.

[Apply for a group workspace](#)

A "Create a Group" screen will appear.

#### 1) Fill in group name and description.

- Fill in the text boxes with:
  - the *name of the group*;
  - a *short name* (This is used to create a directory and will appear in the web address. It must be a whole word with no spaces. For example, the

**Create a Group**

Group Workspaces are for small numbers of people who are working collaboratively on a specific project. More general topics should be discussed in the Discussion Forum.

**Group Name:** (e.g. "Lisbon Housing Project")

**Short Name:** (e.g. "LHP")

**Description:** This information will be visible to the public. Please make it concise yet descriptive.

URL for this group below will be <http://archnet.org/gws/980Z04>); and  
 - a *description* of the group. The description should include the purpose of the group and participants. Please make the description concise but informative.

- Click on the “Submit” button at the bottom of the screen when you are done.

An “Add Group Members” screen will appear.

## 2) Add members.

To add members to the group,

- Click on the “Add a member” link.

*Note:* The person who applies for the group workspace will be considered the “group creator” and primary administrator.

- Type in the last name (or email address) of the person you want to add, and click on the “Search” button.

A list of all the members who have that last name will be displayed.

- Click on the name of the member you wish to add to the group.
- Continue adding members. (Remember there should be at least two!)

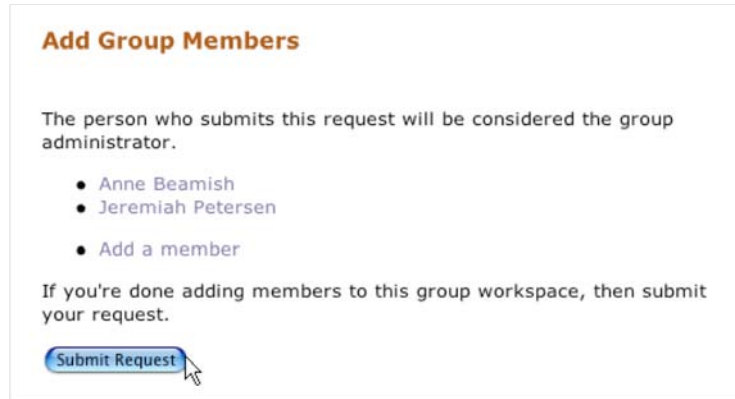
You should only add individuals who wish to be members of the group. When group members are added manually, the individual will receive an email notifying him/her that they have been added to the group. The person then either confirms their membership.

*Note:* If the group is going to be large and/or if you do not know the names yet of everyone who will be in the group, just add the core group members. The others can be added later either manually, or using the self-signup feature.

### 3) Submission and notification.

When you are done adding members,

- Click on the “Submit Request” button at the bottom of the screen.




Your request will be sent to the ArchNet Site Administrator who will approve the request (or reject it if inappropriate). You will be notified when the group workspace has been created. The process can take up to 72 hours, but often much less. If you have not received a reply for more than 3 days, please contact the Site Administrator <archnet@mit.edu>.

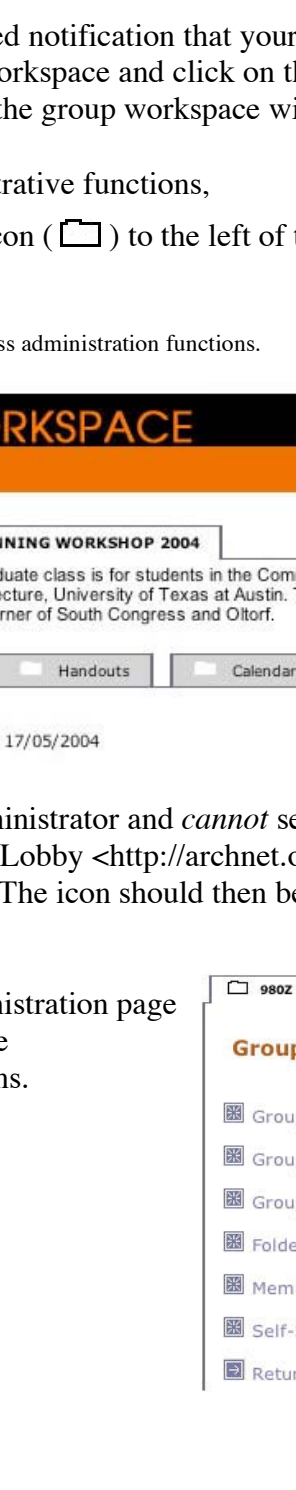
## ACCESSING THE MAIN ADMINISTRATION PAGE

Once you have received notification that your group workspace has been approved, go to the ArchNet Group Workspace and click on the name of your new group. You will see the opening screen of the group workspace with the title and description.

To access the administrative functions,

- Click on the folder icon (  ) to the left of the group title. (This icon is only visible to administrators.)

Click on the icon to access administration functions.




If you are a group administrator and *cannot* see this icon, you are probably not logged in. Go to the ArchNet Lobby <<http://archnet.org/lobby.tcl/>>, log in, and return to your group workspace. The icon should then be visible.

The main group administration page contains links to all the administrative functions.

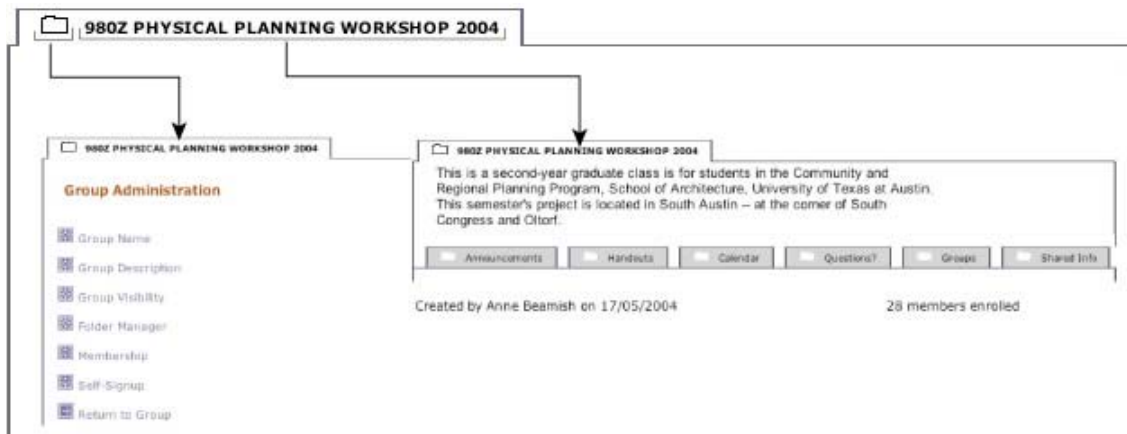


## Administrative Navigation

Group administrators can easily switch views between administrative functions and the screens seen by the users.

Clicking on the folder icon (  ) to the left of the group name will always take you to the main Group Administration page.

Clicking on the group name will always take you to the main screen seen by the users.



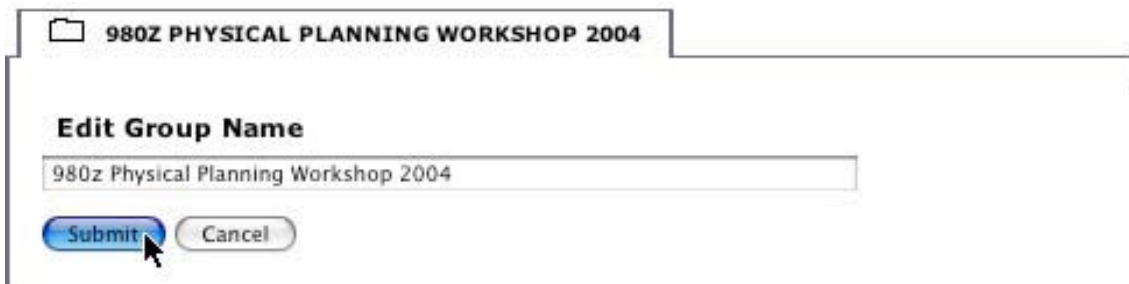
## CHANGE/EDIT GROUP NAME

If you need to edit or change the group's name (for example, if a word is misspelled),

- Click on the “Group Name” link.

The “Edit Group Name” screen will appear.

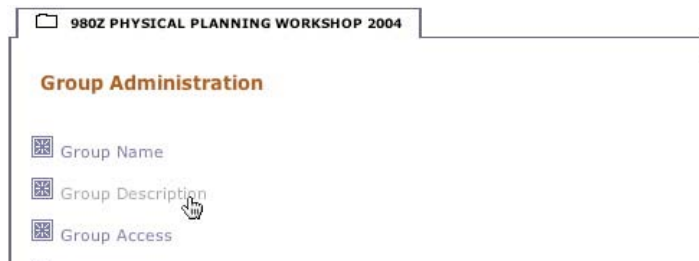
- Correct or change the text.
- Click on the “Submit” button. The change will be made immediately.



## CHANGE/EDIT GROUP DESCRIPTION

To edit or change your group's description,

- Click on the “Group Description” link on the main Group Administration page.



The “Edit Group Description” screen will appear.

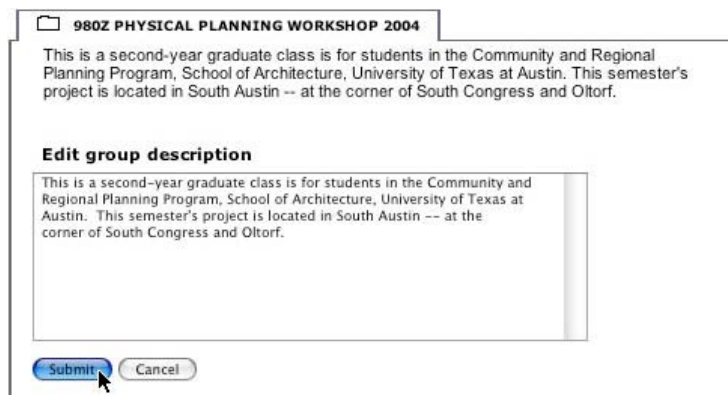
- Correct or change the text. (The text may be written in plain text or it can be formatted using HTML tags.)

For example:

- `<strong> ... </strong>` makes text **bold**.
- `<em> ... </em>` makes text *italic*.
- `<p>` creates a paragraph break.
- `<br>` makes a single return, or line break.

*Note: only formatting tags are used. Do not use `<html></html>` or `<body></body>` tags.*

- Click on the “Submit” button at the bottom of the screen.



## SET GROUP ACCESS

Group Access determines who can access or view the information and content in the group workspace.

To access the group visibility function,

- Click on “Group Access” link on the main Group Administration page.



Access to the workspace can be open or restricted according to the group’s needs, but there needs to be some planning ahead of time. **It is important to understand that at deeper levels of the group workspace, access may get more restricted, but it cannot become more open.** For example, if the default group access is set to group members only, sub-folders within the group workspace cannot be publicly accessible. However, if the whole group space is set to public, sub-folders can be restricted to group only access. Therefore, if you want to have any portion of the group be accessible to the public, you must declare the whole group public, and then go through and create or change the individual folders to have more restrictive access. (See Folder Permissions for more information.)

There are three types of access or visibility:

**Public Access:** Anyone can access the group workspace and view the content.

**ArchNet Access:** Only registered and logged-in ArchNet members can access and view the content.

**Group Access:** Only designated members of the group can access the workspace and view content.

- Select the type of access or visibility you wish for the group workspace.
- Click on the “Submit” button at the bottom of the screen.




## Example

A group workspace, 980z Physical Planning Workshop, was set to group access only. A non-member of the group would only see the following screen displaying the title and description of the group workspace, as well as the first level of folder tabs.

**980Z PHYSICAL PLANNING WORKSHOP 2004**

This is a second-year graduate class is for students in the Community and Regional Planning Program, School of Architecture, University of Texas at Austin. This semester's project is located in South Austin -- at the corner of South Congress and Oltorf.

Announcements   Handouts   Calendar   Questions?   Groups   Shared Info

 New to ArchNet? Register here.

Created by Anne Beamish on 17/05/2004 28 members enrolled

A non-member could not enter any of the folders. If a non-member tried to click on one of the folders, they would see the following error message.

**980Z PHYSICAL PLANNING WORKSHOP 2004**

Announcements   Handouts   Calendar   Questions?   Groups   Shared Info

Sorry, this workspace is restricted to group members only.  
If have already joined the group, please log-in to ArchNet first.

 New to ArchNet? Register here.

In contrast, a group member would see the following screen and would be able to click on any of the “tabs”.

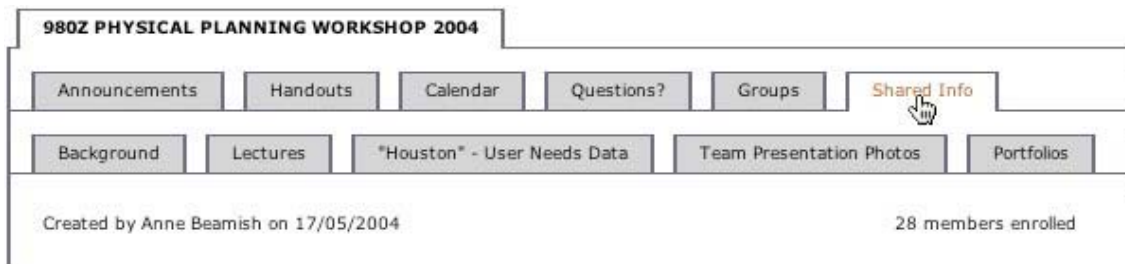
**980Z PHYSICAL PLANNING WORKSHOP 2004**


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Announcements   Handouts   Calendar   Questions?   Groups   Shared Info

Created by Anne Beamish on 17/05/2004 28 members enrolled

For example, in this group workspace, if a group member clicked on “Shared Info,” he or she would see the following screen and have access to all the content.



The group administrators would see a similar screen, except they would also see the small folder icons (  ) that give them access to the administrative functions.

