



MEMBERSHIP



If you need to make changes to the list of group members, their roles, or their status, go to the Membership section on the main Group Administration page (via the folder icon ).



It will display all the members of your group, their current role and status. Their role affects what they can do in the group workspace.

 TESTGROUP

Membership

 Add a new member
 Return to Group Administration Menu

Current members

Member Name	Role				Status			Confirmed	
	Guest	Contributor	Group Administrator	Group Creator	Active	Block	Remove	Yes	No
A. B. Tester	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anne Beamish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jason Reyes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jeremiah Petersen	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Patrick McCook	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Save changes

Roles

Guest: A guest can see everything in the group workspace, but they do not have any administrative privileges and cannot upload files. If they are an ArchNet member and logged in, they can also chat in the chat room/meeting room and post messages in the discussion forums.

Contributor: A contributor can do everything a guest can, plus upload files to the image and file collections, and post events to the calendar. Contributors can delete their own material that they contributed to the workspace, but cannot delete others' work. Contributor is the default role when new members are added.

Group Administrator: A group administrator can do everything that guests and contributors can do, plus they can create folders and applications in the workspace, and they can send email to the group via the address book. (Folder administrators have the same privileges, but only in their respective folders.) Group administrators can also delete content created and added by other group members.

Group Creator: The group creator is the person who originally applied for the group workspace. The group creator has all the privileges of the group administrator, plus only the group creator can assign the role of group administrator.

	View all folders and content	Post to chatroom	Post to discussion forums	Post to calendar	Send email via Address book	Upload files and delete own content	Can be a folder admin	Create folders, applications	Delete others' content	Can assign new roles	Can add, remove, and block members
Guest	✓	✓	✓								
Contributor	✓	✓	✓	✓		✓	✓				
Group Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Group Creator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Note: There is only one Group Creator, but there can be multiple Group Administrators.

Status

The status shows whether an individual is a group member (active) or blocked from becoming one.

Active: Normally, all group members would be active.

Block: Blocking will suspend access to the group and can be temporary or permanent. For example, an individual could be blocked if they shouldn't be part of the group but kept joining the group workspace.

Remove: A member would be removed if they no longer wished to be a member, or if an individual was added to the group list by accident, or the group administrator(s) decided to remove the group member for whatever reason.


Changing Roles or Status.


The role or status of a member can be changed by the group administrator at any time.

- Select the individual's new role or status, and
- Click on the "Save Changes" button.

TESTGROUP

Membership

 Add a new member

 Return to Group Administration Menu

Current members

Member Name	Role				Status		
	Guest	Contributor	Group Administrator	Group Creator	Active	Block	Remove
Anne Beamish				⊕	⊕		
Jeremiah Petersen	⊖	⊖	⊕	⊖	⊕	⊖	⊖

Save changes

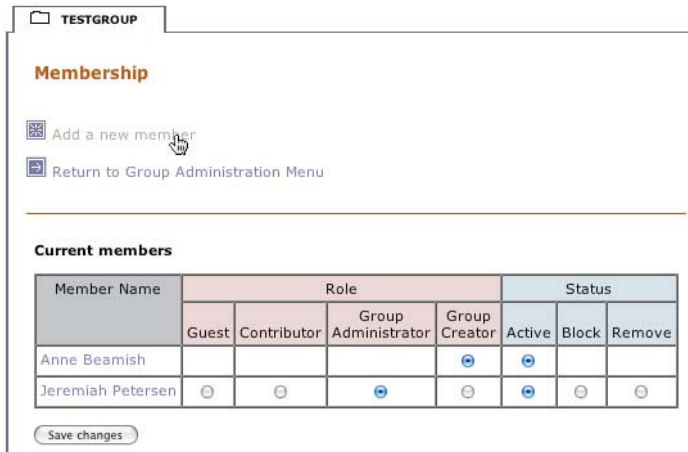
Note:

- You cannot change your own status.
- A role cannot change status of a higher role (e.g. an "administrator" cannot make someone else a "creator").

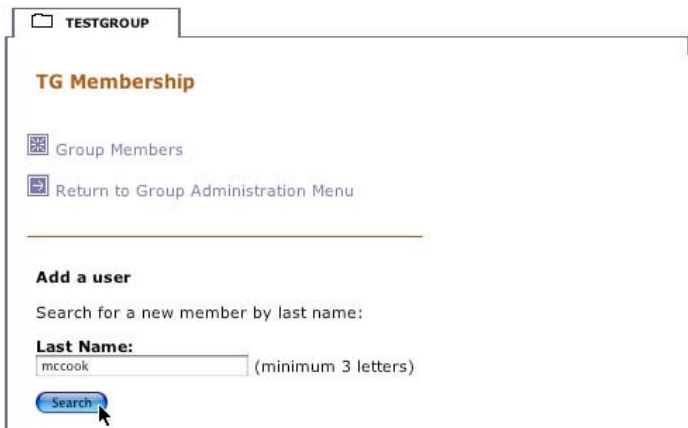
Adding Members

New members can be added by the group administrator at any time.

- Click on the “Add a new member link”.



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

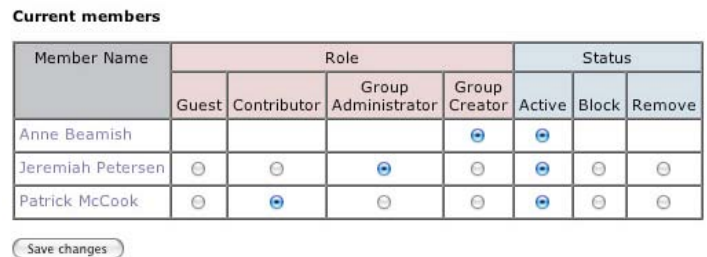


A list of ArchNet members with the same name or email will be displayed.

- Select the name of the person you want to add by clicking on the checkbox (☑).
- Click on the “Submit” button.




The name will be immediately added to the group membership list. Any changes to the role can then be made.

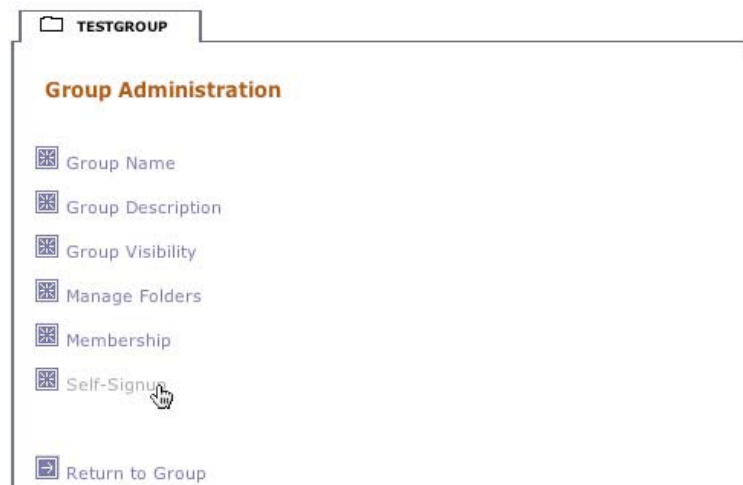


SELF-SIGNUP

Self-Signup is a very useful feature if you do not know all the members in your group by name, or if there are a large number of them.

Self-Signup allows ArchNet members to join the group without the group administrator having to add them manually one by one. For example, you would use the self-signup feature if you were creating a group workspace for a class and you don't yet know the names of the students, or if the group will be quite large and it would take too much time to add each person manually.

To access the self-signup feature, go to the main Group Administration page (via the folder icon ) and click on the “Self-Signup” link.



There are two ways of using the self-signup:

- password or
- last name.

Password: You can create a password or phrase, and inform everyone in the group that they should use this password when they join the group. This is the easiest method if you have a large class, for example. In the example screen below, “eastwest” was chosen as the password. Only those who use the correct password when they join the group will be allowed to join the group workspace. Note: Users only need to use this password once when becoming a group member. In the future, they can enter the group workspace by logging into ArchNet.

Last Name: Alternatively, you may enter the last names of the people who will be in the group. Only those whose last names match the list will be allowed to join the group workspace. Note: there should be only one name per line and no commas.

Role: You may also designate the default role of the group members — guest or contributor.

When the password and/or list of names have been entered, click on the “Submit” button. The changes will take place immediately.

TESTGROUP

Self-Signup Rules for TG

A self-signup filter allows ArchNet members to join the group without manual intervention by the group administrator. Here you can specify a password (or phrase) required for signup, the default access role the member will receive, and an optional list of member last names to further limit who may sign up.

Filter rules:

- If the last names list is present, it will be used as a filter in addition to the password (e.g. the member must have the same last name AND type in the password in order to join).
- If the password is blank, the last names will be used as the filter to limit who may sign up (e.g. only members with the last names listed will be allowed to join).
- One or both of the filters must be specified in order for self-signup to take effect. If both the password and the last names entries are empty, no self-signup will be allowed.

Password (or Phrase)
(use in combination with lastname filter below:

User access role:

Guest

Contributor

Enter list of Last Names, one entry per line.

Confirmation: If a group admin adds a member, a confirmation email is sent to the user, who must confirm membership. However, with self-signup, no confirmation email is sent and the confirmation is done immediately.

Removal or Addition of Individuals: Even if the self-signup feature is used, the administrator can always manually remove or add individuals at any time. If individuals have joined the group who shouldn't be there (for example, if they found out the password from one of the other group members), the administrators can remove them at any time. Or, if there is someone who should be in the group but hasn't managed to join, the person can always be added manually.

If you do not wish to use the self-signup feature, simply leave it blank.

ARCHIVING


If your group becomes inactive, please inform the ArchNet site administrator <archnet@mit.edu> that you wish to archive your group workspace.

Nothing will be deleted or lost. The content will still be viewable (at the same level as originally set). The only difference is that new material cannot be added and it will reside in the Archived Groups section at the bottom of the Group Workspace screen.

ArchNet

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

ACTIVE GROUPS

- Public Access
 - Digital Cities Research Project
 - Pacifica Village
- ArchNet Access
 - Architecture Arabo-Musulmane Contemporaine et la Tradition
 - Architecture and Planning in Sudan
 - Electronic Communication Culture 05 The new GWS features
 - Independent Consultants Workspace
 - Singapore Space
- Group Access
 - ArchNet Internal
 - ArchNet RA Workspace
 - Architecture and Society Spring 2005
 - TestGroup
 - Zeytinburnu Housing Project
 - admintest

ARCHIVED GROUPS

- Group Access
 - 980z Physical Planning Workshop 2004
 - ARC 308 Architecture and Society Spring 2004
 - ARC 308 Architecture and Society - Fall 2003
 - ARC 308 Architecture and Society Fall 2004