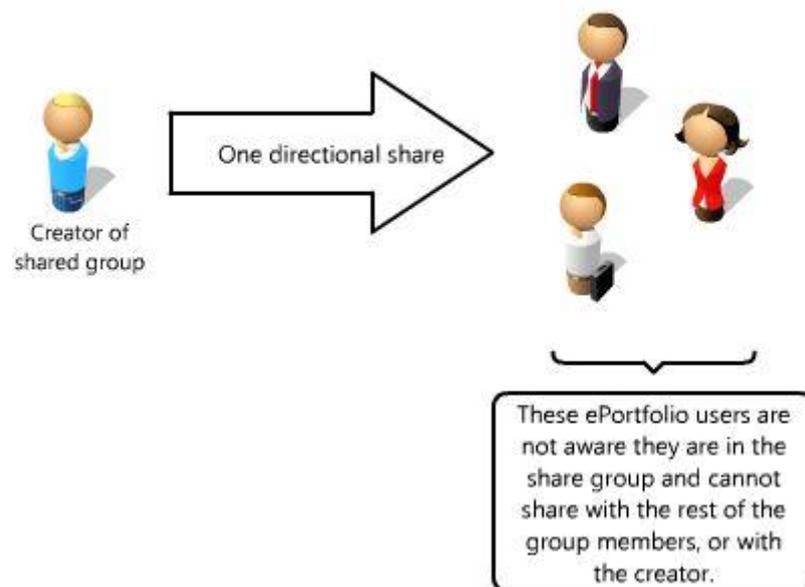


Communities

Communities are an excellent way to encourage online collaboration, discussions, and the exploration of new ideas. Shared groups are a mechanism to share part of your portfolio with colleagues. Whilst similar, there are some key differences between the two. Knowing these differences will help you decide which is best for your particular purpose.

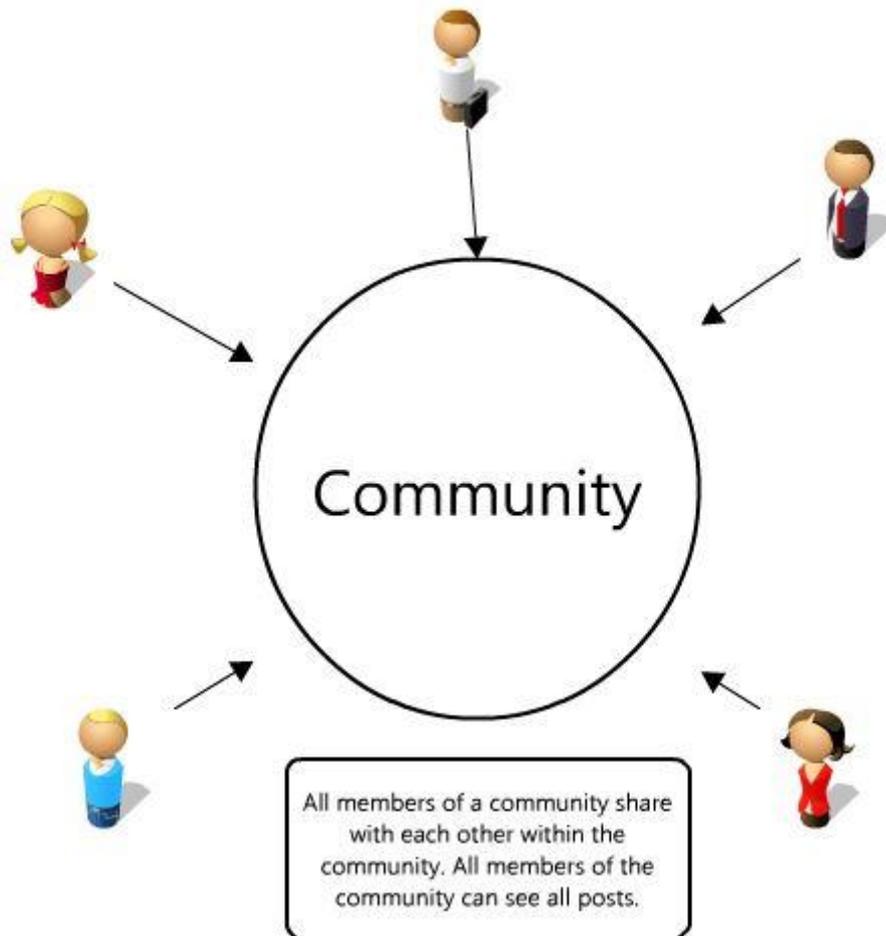
Shared Group

- When you add people to a share group, that group will not appear in their ePortfolio – it is a mechanism to allow you to share your ePortfolio content with them.
- Shared Groups tend to be for smaller group numbers.
- Shared Groups cannot be searched for.
- People can be added to a shared group without having to join (or request to join).
- Students are automatically in a shared group with their tutor. This group is called “My Tutors”



Community

- Once in a community, all members of the community can contribute to the community. It does not have the same 'one direction sharing' of a share group.
- Communities tend to be for larger groups but can still operate well with smaller numbers.
- You can search for a particular community (even if it is a private community)
- If the community is public, you can join immediately. If it is private, you have to request to join. The owner of the community will then decide whether you are able to join.



This helpsheet will look at communities. To find out more about shared groups, please follow this link: https://blogs.ncl.ac.uk/eportfolio/files/2013/10/Shared_Groups.pdf

Joining a community

To join a community, click on 'Communities' from the drop down menu on the ePortfolio homepage. If you have been invited to any communities, you will see these listed. To find a community, use the Create/Find Community button, and use the search box on the page that follows.

Type	↓↑ Posts	↓↑ Members	↓↑ Latest post	↓↑ Join	↓↑
Private	0	2		<input type="checkbox"/>	
Private	0	10		<input type="checkbox"/>	
Private	79	8	2 months, 4 weeks	<input type="checkbox"/>	

Once you see the relevant community, click in the box underneath the 'join' column.

Creating a community

To create your own community, navigate to the community page by selecting Communities from the drop-down menu at the top of ePortfolio. At the top right of the page is the option to Create/Find Community. On the right hand side of the next page, you will see the Create Community form. Give the community a title and a description. Choose whether it is to be a public or private community. The only difference between the two is that a private community requires the community administrator to authorise any requests to join, whereas the public community allows you to join immediately.

Create Community

Title

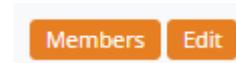
Description

Status

Create

Adding people to a community

To invite members to your community, on the 'Communities' page you will see options for "Members" and "Edit" on any community you are the 'owner' of. Click on members, then choose the "Find a User" option to search for users to invite.



Search

Search on username, name, programme code or module code Results are shown below

	Name		Email		
	Rebecca Claire Gill		rebecca.gill@newcastle.ac.uk		<input checked="" type="checkbox"/>

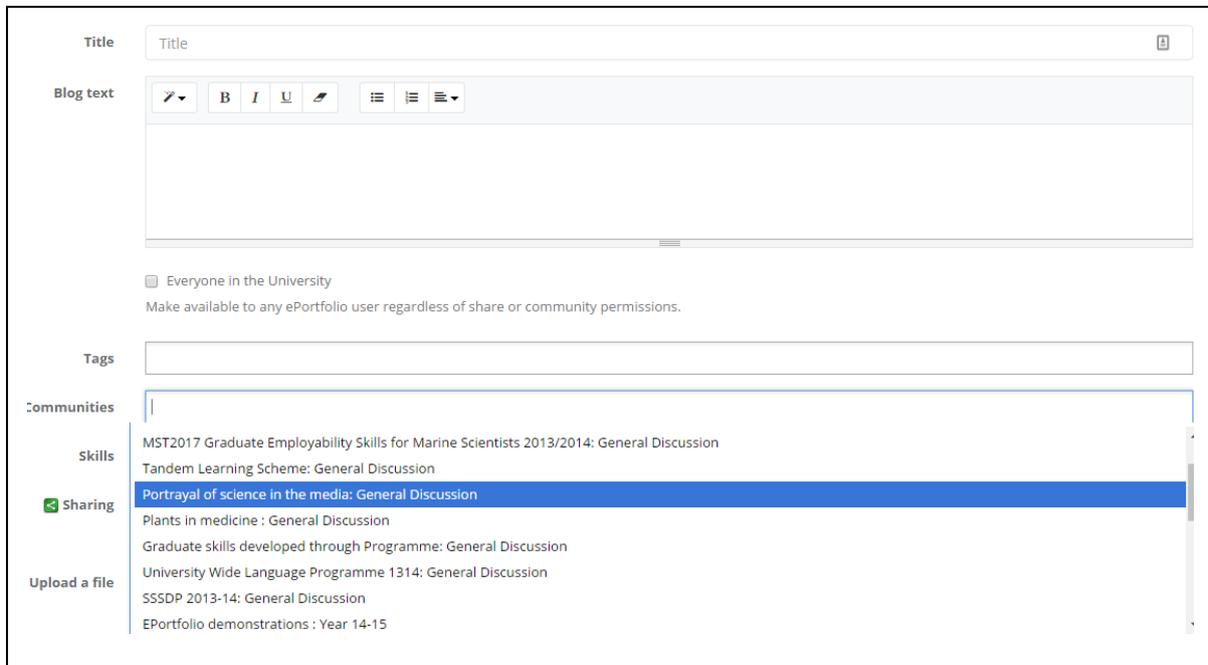
Showing 1 to 1 of 1 entries 1

Use the tick to the right to invite the user to the community.

Contributing to a community

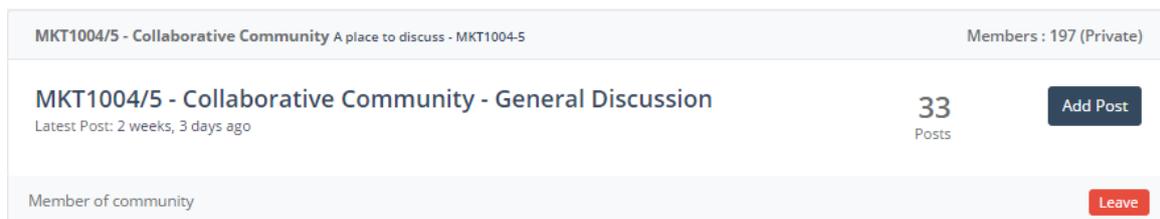
There are three ways to ensure that your blog posts are added to a particular community.

- Add the community in the sharing area of the blog form. Click into the relevant box in the form and it will bring up the communities of which you are a member.



The screenshot shows a form for creating a blog post. It has a 'Title' field, a 'Blog text' area with a rich text editor (bold, italic, underline, link, list, indent, outdent), a 'Tags' field, and a 'Communities' dropdown menu. The 'Communities' menu is open, showing a list of discussion topics. The first item is 'MST2017 Graduate Employability Skills for Marine Scientists 2013/2014: General Discussion'. The second item, 'Portrayal of science in the media: General Discussion', is highlighted in blue. Other items include 'Plants in medicine : General Discussion', 'Graduate skills developed through Programme: General Discussion', 'University Wide Language Programme 1314: General Discussion', 'SSSDP 2013-14: General Discussion', and 'EPortfolio demonstrations : Year 14-15'. There is also a 'Sharing' checkbox and an 'Upload a file' section.

- On the “My Communities” page, each community you are a member of will have an “Add Post” button.



The screenshot shows a community page for 'MKT1004/5 - Collaborative Community'. The page header includes the community name and 'Members : 197 (Private)'. Below this, there is a section for 'MKT1004/5 - Collaborative Community - General Discussion' with '33 Posts' and an 'Add Post' button. The latest post is from '2 weeks, 3 days ago'. At the bottom, it says 'Member of community' with a 'Leave' button.

- Alternatively, you can go into the community and use the “add a blog post” option.

