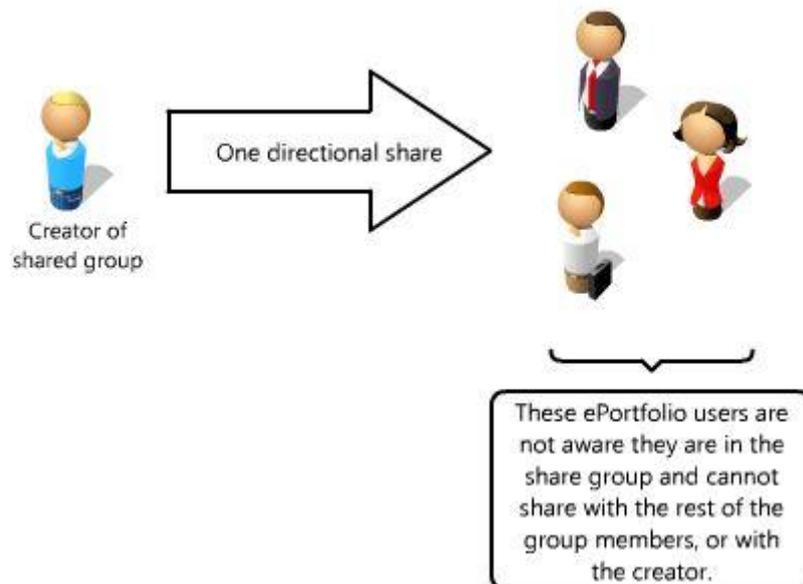


Shared Groups

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

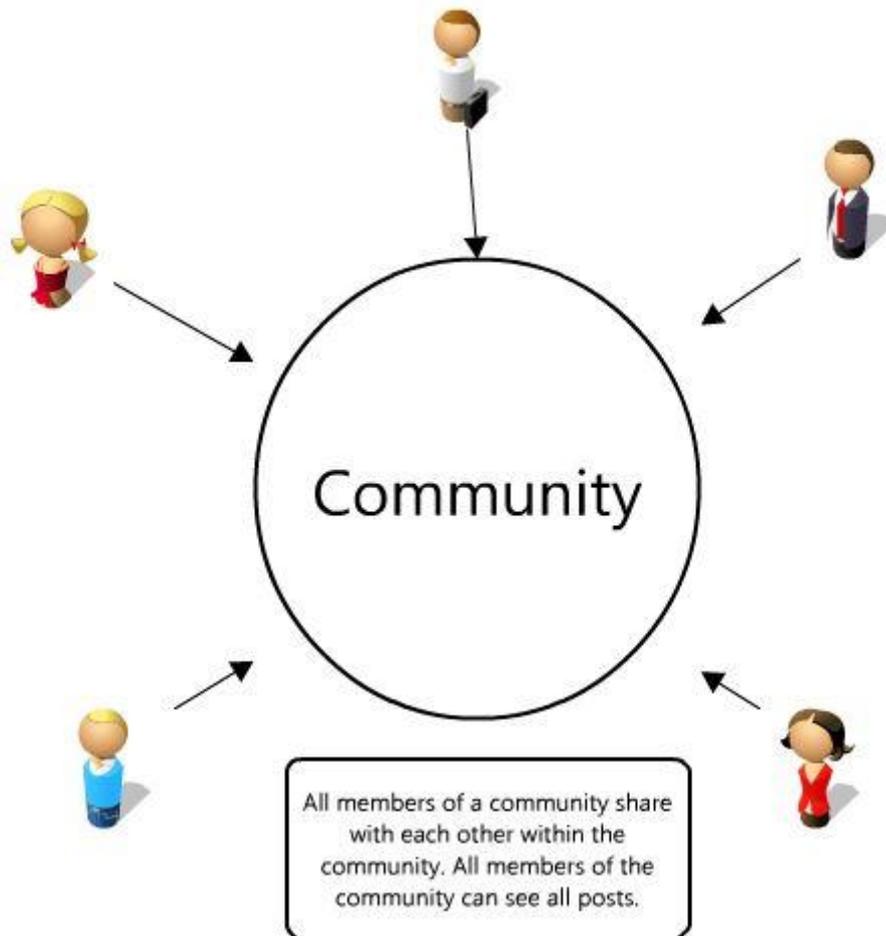
Shared Group

- 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 with them.
- This tends 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

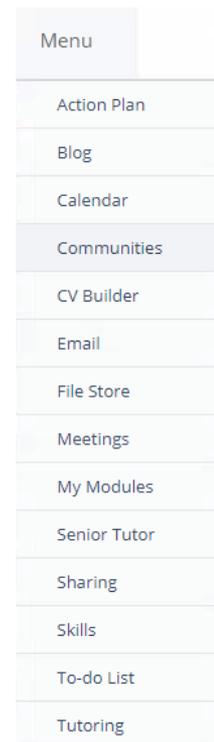
- Once in a community, all members of the community can contribute to the community. It does not have the same 'one direction sharing' of a share group.
- Tends to be for larger groups but can still operate well with smaller numbers.
- You can search for a particular community (even if it is a private 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 shared groups. To find out more about communities, please follow this link: <https://blogs.ncl.ac.uk/eportfolio/files/2013/10/Communities.pdf>

Creating a shared group

Navigate to the shared group area by selecting Sharing from the drop down menu. Then choose Create Share Group from the panel on the left hand side.



Give your shared group a title. The default box relates to whether this group is automatically selected to share with when you create a blog entry.

Create Share Group

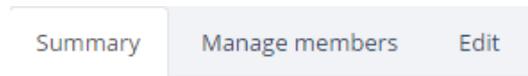
Title

Default

When adding posts/evidence etc do you want this checked by default?

Adding people to a shared group

Once you have created your shared group, you will need to add people to the group. To do this, select “manage members” in the tabbed section.

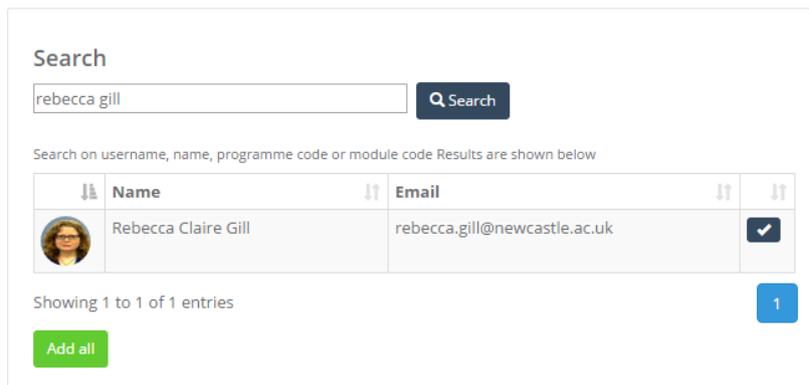


Add people to My project group



Use the search box to find the student or staff member you wish to add.

When you have found the relevant person, click on the tick to add them to the Shared Group.



When adding a new blog entry, there will be the option to share the post with the shared group. If you had created the share group as a default group, the box will be automatically ticked. You can deselect this if you want to.



My project students - Group

No file chosen