Group Modules: Polls, Discussion Board, Gallery, Blogs, Documents

Group modules offer additional functionality for official clubs. They are optional and may be enabled or disabled from the "Manage Group" page or accessed through the Group Settings tab in the Admin Panel during setup.

- Discussion Board: open to group members only, allows group members to post topics up for discussion
- Documents: allow you to upload PDFs and other materials
- Gallery: create albums and upload photos
- Polls: allow you to informally poll visitors to your page
- Blogs: allow you to keep a commentary/air your thoughts!
- Events: described in the Creating Events document

Sample group with active modules (administrative view):
Group modules can be activated or de-activated from the Manage Group page and the Admin Panel: Group Setup tab.

**From the Manage Group page:** Enable/Disable and edit discussion groups, documents, polls, galleries and blogs:

If not set up from the Admin Panel: Group Setup tab during initial construction, all modules can be accessed from the "Manage Group" link under the "Group Actions" heading.

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**Official Stanford Club Volunteer Group**

Contacts: Ryan Goetz (send message)
Region: Global
Members: 204 Member(s)
Email: rgoetz@stanford.edu

For club leaders or alumni-created group owners to share information, ask questions, and help each other out. SAA staff members have joined this group to offer their active support. Join this group, subscribe to the discussion, and read the blog.

alumni.stanford.edu/goto/clubleaders

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**Group Links**
- Group Home
- Members
- Blog
- Discussion
- Events
- Gallery
- Documents
- Alumni Communities Managers

**Group Actions**
- Manage Group
- Manage Member
- Manage Events
- Invite New Members
- Leave Group
- Make My Membership Private
- Feature Group

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The Manage Group page, or dashboard, allows you to enter all of your modules (including membership) and tweak their settings.
Notice the left navigational menu has also expanded to include all management options. You can use this left-hand menu to quickly move from one page to another without having to return to the Manage Group page.

**From initial group setup – Admin Panel: Group Setup tab.**

Group modules can also be activated when in the group setup tab. To get to this tab from your Overview page, click "Manage group settings" from the Manage group page.
Discussion Boards

Discussion boards allow for open conversations between group members.

Discussion boards are open to group members only. In public clubs, all members may view the discussion posts but must subscribe to the discussion board specifically to post and receive discussion board mailings. Please note, in public groups, alumni may view the discussion board but not post to it.

To set up your discussion board, click the "Edit" button beside the Discussion Board line in the group setup tab. You will be taken to the Discussion Board settings page:

**Enable:** First, choose the "Enable" radio button.

**Description:** Enter a description for your discussion board. This can be the same as your group description, or it can be different.

**Email:** This will be the "short name" created in the club setup screen. Members will be able to send messages to this address to post to the discussion board without entering the SAA website (or, if they wish, they may also post to it through the website). This will also be the “from” address if members elect to receive emails when someone posts to the board. (1)
After pressing "Save", the search function and "New Post" button will appear:

To create a new post, select the green "New Post" button to enter the post creation screen:

After pressing "Save", the search function and "New Post" button will appear:

To create a new post, select the green "New Post" button to enter the post creation screen:
Create Post

Title: *
Available to help at reg table?

Post: *

Hello! I need some help at the registration table for this weekend's Big Game get-together. Let me know if you're interested.

29875 Characters remaining

* = required

Submit  Cancel
When finished, press “Submit”:

**Documents**

Documents can be uploaded by clubs and made accessible to members. Clubs can upload print versions of event invitations, .PDFs, a mail-in membership form, or even a newsletter for members to read.

To enable documents, go to your club's Manage Group page:
Click the “Enable documents” button to enter the documents upload page. From there make sure to mark the “Enable” radio button in order to have the ADD DOCUMENT function appear. Browse your computer for the document you want to upload, then name it and give it a brief document description. Save to complete your upload.

The gallery module allows you to create albums and upload pictures. Your group can have up to two gigs of photos in as many albums as you’d like to create. You can also give all club members the right to upload albums.
To enable, click the "edit" button beside the Gallery line in the group setup tab. You will be taken to the Gallery settings page:

Enable: Select "Enable" next to "Enable the gallery module for this group."

Allow members to create albums: If this box is checked, any group member may create or add to an album. If it is un-checked, only officers may add to the gallery.

Add an Album

Click the "Add an Album" button to be taken to the album creation screen.

Album Name: Give your album a short, descriptive name.

Description: You may want to use this box to describe the event or occasion where these photographs were taken. A description is optional.

Album URL: If you are hosting your pictures on a different server online, enter the URL in this field and viewers will be directed to the other site. Note: if you include a URL here, you cannot upload photos to this album.

Once you name your album, you can upload photos.
Add Image

Add Files: Use the add files button to browse and select images from your computer.

Add Folder: Add the contents of an entire folder to the album.

Hint: You can rotate and delete pictures from this screen by clicking on the picture.

Upload Images: Make sure to press Upload Images when done. Otherwise, pictures will not be transferred over. You will receive a "success" message each time you upload images.

Manage Images

When you are done uploading images, select the Manage Images tab. Select which picture will be your album cover and add image titles and descriptions from this page(s).

Add Credit: If you are posting a picture taken by someone else and by their permission, make sure to check the "Credit" box and give credit where it's due!
Organize Images and Delete Album

The Organize Images tab lets you change the order of your pictures. Drag and drop the images into the order you prefer.

If you would like to delete your album, select "Delete" from the Delete Album tab.

Polls

Polls are an easy and fun way to increase interaction from your group members. They allow you to unofficially "survey" your group.

To enable, click the "Edit" button beside the Polls line. You will be taken to the Polls setting page(1):
Press "Add New Poll" to be taken to the New Poll page(2) to create your question(2). Create your question and answer choices. You can add more answer fields by pressing the "Add Answer" button.

Start Date: the date when this poll will start being displayed on the website (if status is active)

End Date: the poll will stop being displayed on this date

Status: the poll must be set to "active" to display, regardless of start/end dates

Press "Create" when finished. Once created, if you have multiple polls the site will randomly display a poll(3). From here, polls may be edited, deactivated, or you can view poll results(4).
Note: if multiple polls have been created and are active, the site randomly chooses a poll to display.

**Blogs**

A blog is an open, on-line journal that allows users to share their thoughts. Although you may set a blog post to allow comments from others, this is NOT a discussion board; there is no back-and-forth between users. Images can be uploaded to blogs as well.

Group blogs can serve as an open commentary on what the group is up to, thoughts, ideas, etc.

**Blogs can be read in the BLOG page of your group website. Unlike Discussions, polls, and galleries, there is no Blog preview on your Overview page.**

To enable, click the "Edit" button beside the Blog line in the group setup tab. You will be taken to the Blog settings page(1):
Once you select "Enable", enter a **description** for your blog.

**Categories:** The categories field makes it easier for users to find your group blog. Choose a category that is succinct and descriptive. Use keywords; you can create multiple categories.

**Create a New Post:** You can proceed straight to the blogging module from here by pressing the "Create a New Post" button.

**Assigning blogging rights:** This allows you to give rights to edit the blog to other members. This link will take you to the members list where you can assign blogging rights to individual members from the Role pull-down menu.

**Blog Rolls(s):** The Blog Roll link allows you to link to outside blogs that may be of interest to your group members or group visitors. Clicking this link takes you to another setup page; enter the name of the blog you'd like to link to, the URL address, and a brief description. Press "Add" to add it to your Blog Roll.

Blogging Rights:
Blog Rolls:

Create a New Post

From the setup page, if you click the "Create a New Post" button the right-hand corner, you can proceed to the posting screen:

Post Title: the title of this specific post
**Post Text:** enter the content of your post

**Category:** assign multiple categories to your current post, or remove an already-set category

**Allow commenting:** this box allows others to "comment" on the post. If this box is not checked, readers cannot comment.

**Save/Publish:** pressing this will make the post live. You may also save a draft of your post before publishing.

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**Inserting Pictures into a post**

To insert a picture into a post, place your cursor in the body of the text, then click the picture icon – which appears as a tree – on the WYSIWYG (glossary) editor.
In the insert image pop-up box, you may upload a saved image, link to an image online, and set an image description and title. Optional functions in the "Appearance" and "Advanced" tabs allow you to have text flow around your image or even create a "rollover" image that changes the image viewed when the mouse moves over the picture. Play around with all the options offered in order to make your blog posts more engaging!

Once the post is complete, pressing "Save/Publish" will make the post viewable on the website and open to comments if that option was selected:
You were all "Purrrfect" volunteers

Many thanks to all alums who took part in our monthly volunteer event. This month we visited "Purrrfect Pets," a cat/kitten foster organization. Volunteers cleaned and, most importantly, played and socialized with a variety of homeless kitties. We know it was a Sunday morning, but don't miss out next time, 'k?

Itch Bitteh waitin' on u 2 get outta bed Committeh

Posted by Ms. Alegria Salaices in past events on May 9 2010 1:16PM | 0 comments | Add comments | Edit | Delete

Permalink: https://pgnet13.stanford.edu/get/page/groups/blogs/post-view/?clid=2941&group_id=0036990293

Comments (0)

Be the first one to add a comment.

Add Comment

Insert comment