

Publisher

4.2: Creating Groups in Publisher

The screenshot displays the Scholar interface for the 'EPS 431 SP16' community. At the top, there is a navigation bar with icons for Notifications, Messages (1), Library, and a user profile for William Cope. Below this is a secondary navigation bar with tabs for Community, Creator, Publisher, Analytics, and Bookstore, along with a search bar. The main content area is titled 'Community Settings' and includes a 'Delete This Community' link. The 'Community Options' section allows editing the community name (currently 'EPS 431 SP16') and selecting privacy settings: Public, Open, Closed (selected), or Private. The 'MEMBER' section offers 'Restricted' or 'Unrestricted' (selected) options for adding updates and shares. The 'CONTENT' section provides 'Restricted' or 'Unrestricted' options. The 'COMMUNITY/PUBLISHER SYNCING' section shows a checked box indicating the community is synced with a publisher. The sidebar on the right features 'Recent Activity' with a list of updates and 'PUBLICATIONS (24)' with a list of documents. The left sidebar shows the community name, a description, a view count of 960, and lists of community admins (William Cope, Tabassum Amina) and members (41 total).

4.2.1: A publisher is set up automatically when you set up a community with a synced publisher. Only admins of a community can access the Publisher area of Scholar, where they can design and manage projects. Members are able to create works and participate in projects.

Notifications Messages 1 Library Logged in as William Cope Help Cart

Scholar Community Creator Publisher Analytics Bookstore Search Publishers...

EPS 431 SP16

Publisher Directory

SEARCH PROJECTS

Enter project name...

WORKS (SEARCH WORKS AND MEMBERS)

ACTIVE PROJECTS

Filter: All Projects

Name	Phase	Start	Deadline
Educational Theory	Past due	Mar 15, 2016	Apr 15, 2016
Work 2A: Learning Practice Case Study	Started	Apr 10, 2016	May 5, 2016
Work 2B: Learning Module Project	Started	Apr 10, 2016	May 5, 2016

Show: 10 1 to 3 (3) Prev Next

CLOSED PROJECTS

Create a New Project

Publishers New

Members

Members Groups

GROUPS More/Less

Group 2A

- Michele (Kreuscher) Galla
- Jennifer Comiza
- Jennyl Joseph
- Joshua McLeod
- Jamie D'Amico Miss
- Joseph O'Malley
- Bogdan Oprica
- Christopher Ozarka
- Marissa Rakes
- Mary Rojas Carlson
- D'mario Turner
- Anna Upson
- Ning Zulauf

Group 2B

Create a Group

Tools

4.2.2: Within a publisher, it is possible to have all members work at the same time in a Multiple Work Project (see Tutorial 4.4), or to create groups working in different Multiple Work Projects. To assign a project to a group, see Tutorial 4.3.3.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Notifications', 'Messages' (with a red indicator), 'Library', and 'Logged in as William Cope'. Below this are icons for 'Publisher', 'Analytics', and 'Bookstore', along with a search bar for 'Search Publishers...'. The main content area is divided into a left sidebar and a right panel. The right panel is titled 'Publishers' and has a 'New' button. Underneath, there is a 'Members' section with 'Members' and 'Groups' tabs. The 'Groups' tab is active, showing a list of groups. The first group is 'Group 2A', which has a list of members with red 'X' icons next to their names, indicating they can be removed. The members listed are: Bogdan Oprica (oprica2), Joshua McLeod (jtmcleod17), Ning Zulauf (ning zulauf), Anna Upson (awipp2), Michele (Kreuscher) Galla (michele_kreuscher), Christopher Ozarka (mrozarka), D'mario Turner (dturne2), Joseph O'Malley (jomalley3513), Marissa Rakes (mrakes), Jamie D'Amico Miss (jdamico2), Jennifer Comiza (joomiza2), Jennyf Joseph (joseph4), and Mary Rojas Carlson (maryrojascarlson). Below the list are 'Save' and 'Cancel' buttons. The second group is 'Group 2B', with a 'Create a Group' button below it. At the bottom of the right panel is a green 'Tools' section. The left sidebar contains a table with 'Start' and 'Deadline' columns and a pagination control at the bottom showing '1 to 3 (3)' and 'Prev'/'Next' buttons.

4.2.3: To edit a group, hover over that group. Add members of that publisher to the group, or delete them. If the group has already started to work on a project and you want a person who has just been added to be a part of that project, you will also need to add that person to the project.