

CREATING A GROUP

A Mahara Group is an online community comprising selected, invited or self-joined users. You can find the groups that you belong to on the right-hand side of the screen once you've logged into MAHARA.

Sample Student 

My groups:

- 525194_2015_02
- 525195_2014_02
- 525195_2015_02
- 527220_2015_02

The groups can be used for sharing ideas or working on a collaborative project, etc. Lecturers can put students into a group in which students may be required to submit or share their pages with other members of the group. Both lecturers and students can create groups in Mahara.

To begin creating a group, go to **Groups** -> **My groups**, then select the **Create group** button.

My groups Find groups My friends Find friends Institution membership Topics

My groups 

All my groups   

It will take you to a screen where you can set up various options for the group.

Give the group a name and a description.

Membership

You can choose from a number of options, which determine how other users may join your group.

Open - Check this box if you want to create an open membership group. This allows users to join the group without approval from group administrators.

Request - Check this box if you wish to create a request membership group. Users will have to send a membership request that requires group administrator approval. Open and request membership groups are mutually exclusive.

Friend invitations - Check this box if you want to allow group members to invite friends to join the group. Regardless of this setting, group administrators can always send invitations to anyone. If the friends accept, they will be added automatically to the group.

Recommendations - Check this box if you want to allow members to send a recommendation for joining this group to their friends from a button on the group homepage. If a request membership group has been recommended and the friends are interested in it, they would still need the approval of the group administrator to join. Friend invitations and recommendations are mutually exclusive options.

Controlled Membership (lecturers only option) – Controlled membership groups are created when an option in Blackboard (AUNonline) is selected upon request. It allows group administrators to add and remove people from a group directly. Users cannot remove themselves from a controlled group.

Pages

Create and edit pages - You can decide who shall be able to create and edit pages in the group.

Visibility

Publicly viewable group - Choose this option if anybody shall have access to this group.

Participation report - Tick this check box if you as group administrator want to view a report displaying all group pages and those that have been shared with the group and see who commented on them.

General

Shared page notifications - This check box has a check mark per default. Whenever somebody shares a page with the group, all group members receive a notification. You may want to uncheck this setting in very large groups where lots of pages are shared but members do not have to be notified.

Once you have created a group you will be able to edit your group. You will be able to view information about the group, view and invite members, create forums, create pages, share pages and upload files to share.