

Managing Group Members

Creating a Group page allows for specific sets of users to share and view content. Content attached to a group can be restricted or available to everyone. When a Group page is first created, the user that creates the group becomes the default group manager. The group manager has the ability to add group members (users), remove group members as well as set additional group managers. Registered website users also have the ability to 'Request Group Membership' to join existing groups. NOTE: The group manager must approve member requests before users have the ability to view restricted group content or add group content.

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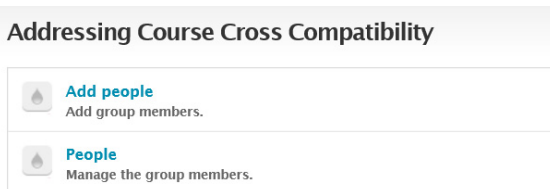
1. Navigate to the Group Page you want to manage members of. Be sure you are logged in to the site, and are one of the Group Managers for the group.
2. Click the 'Group' tab just below the Page Title (at the top of the page or just under the feature image/video).

Addressing Course Cross Compatibility



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3. Select 'People'.



4. Click 'edit' on the far right side of the users row in the member list.

People in group Addressing Course Cross Compatibility

Group overview

Group manager: [matt](#)

Total members: 3

Total content: 2

State: Name:

Operations

<input type="checkbox"/>	Name	State	Roles	Member since	Request message
<input type="checkbox"/>	jblack	Active		2 years 3 months ago	edit remove
<input type="checkbox"/>	matt	Active		2 years 3 months ago	edit
<input type="checkbox"/>	sylvia	Active	administrator member	2 years 3 months ago	edit remove

5. Once viewing the edit member options, update the settings to edit and click the 'save' button.
6. Optional – To edit multiple users, check the box to the left of the users to remove. Then select the option you would like to edit in the 'Operations' section, then click 'Execute'.

End