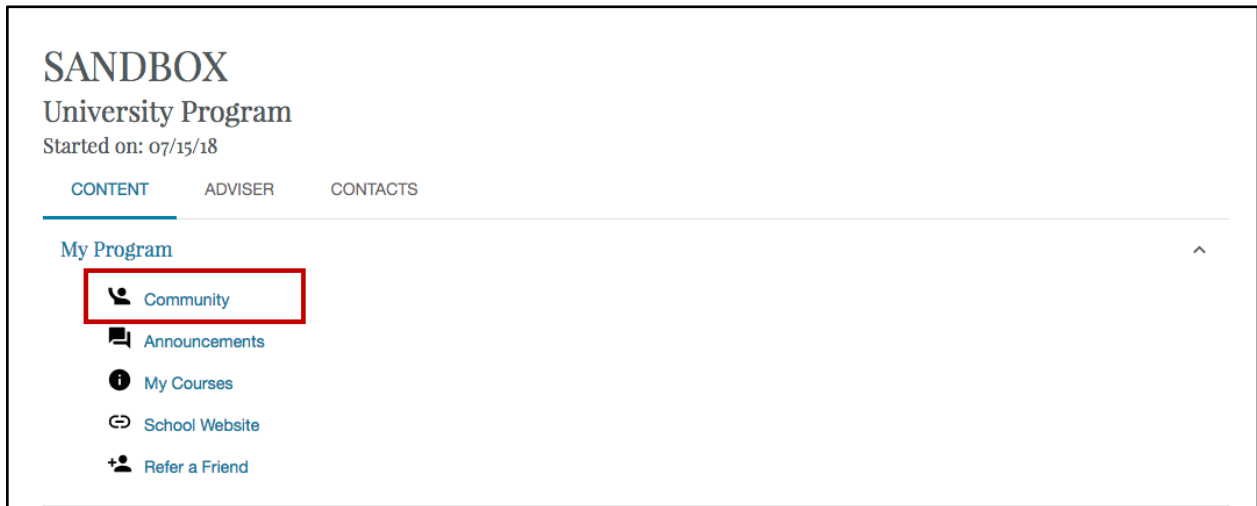
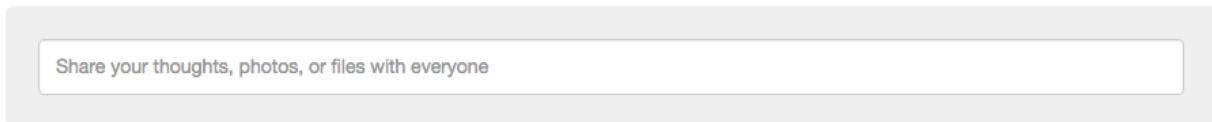


Community User Guide



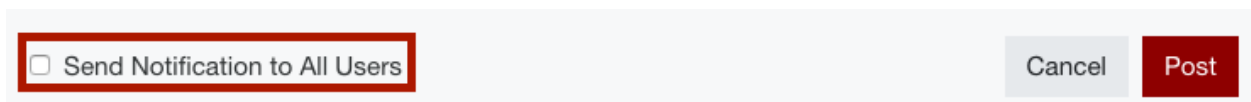
The community is a social networking site designed and optimized for Moodle. The community default view is the Community wall activity page.

1. Share your thoughts with everyone



Any user can post to the community as long as a user has access to the community. The share your thoughts with everyone area is a content entry point. The text input area can input text and media. When a user enters content into this area it is displayed in the activity wall below with the latest post on top.

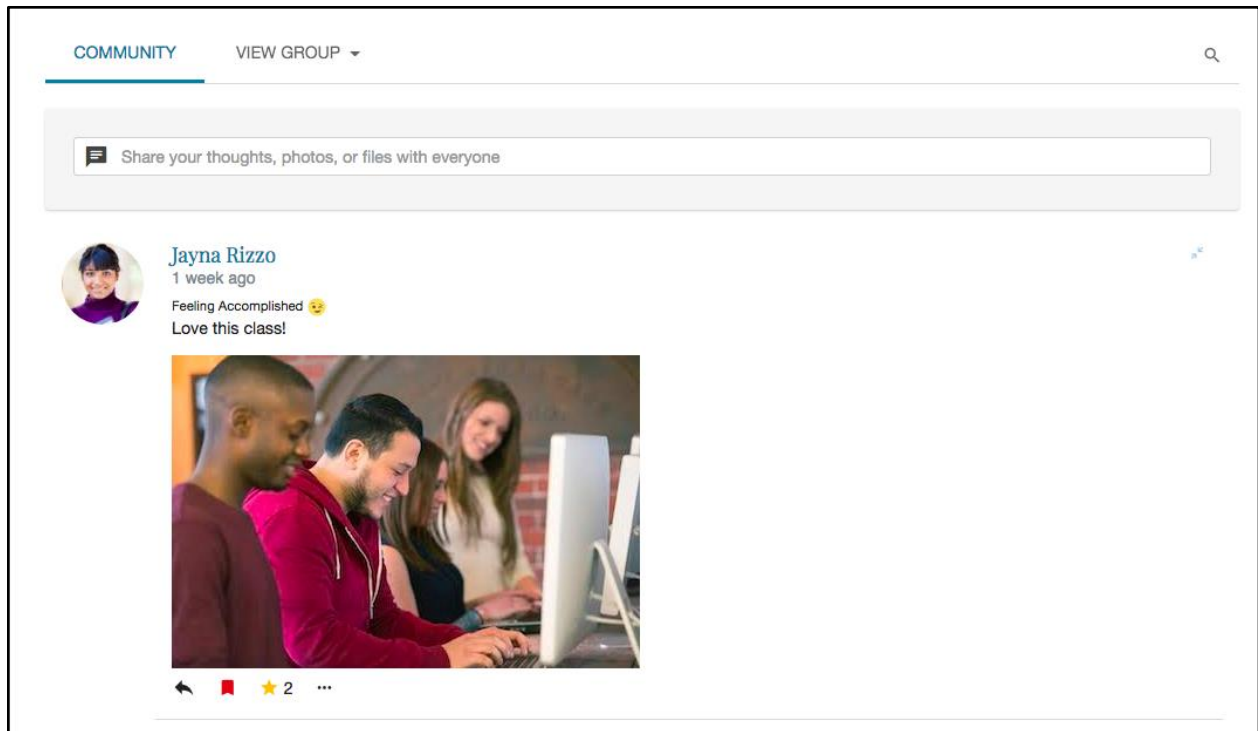
Note: Users with permissions will be able to share a post for all Community members using the 'Send Notification to All Users' checkbox. If you are not able to see this feature contact your administrator to have the feature added to your role permissions.



2. Community Wall

The wall displays comments or media that have been posted from any user that has access to the community. When you or anyone else in the system posts comments from

within the community, the wall automatically populates user activity for everyone to see.



Interacting with a post:



Reply – A user can comment on a post by clicking the “Reply” button. Simply enter your text input and hit “Enter” on your keyboard. A user can comment on an original post or reply to other users posts. The system will thread the comments under the original post.



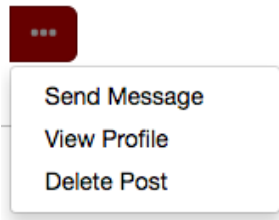
Like – Notifies users that you commented. By clicking “Like” the system will indicate that you and other people “Like” a user’s post. The system will display who likes the post and how many people like your post. You can click “Unlike” to retract your “Like” selection.



Subscription – Allows you to receive notifications for specific posts. Click to subscribe. You can unsubscribe at anytime by clicking on the icon again.



Online Users – Users that are logged into Moodle are indicated with a green icon. The user offline indicator will display as grey.



Send Message – Users can send private messages to the selected user from within the community.

View Profile – Users can view the selected user profile.

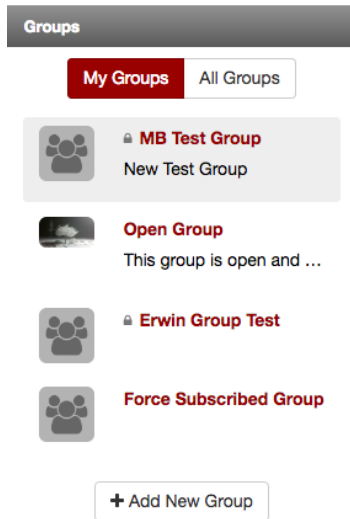
Delete – Users can delete their own posts; not other users posts.

View more posts:

[View 10 more posts](#) ▼

A user can click the “View more posts” button at the bottom of the page to show past activity. Additional activity posts will appear below the last post on the current page.

Groups



My Groups – Displays groups you are subscribed to.

All Groups – Displays all open groups in the community that you can subscribe to.

Add New Group – Allows you to create your own open or private group

Creating a new group

Groups allow users to connect with each other in a centralized area. Groups can be defined as open or closed/private. In an open group everyone can see the group activities that are posted within that group. A private group allows group members to see and interact within a specific group.

To create a new group:

- Click on the “Add new group” button
- Type in a name for the Group
- Type in a Description
- Choose Open or Closed Group
- Force-subscribe Users (Teachers and Admins Only can see this feature)
- Choose an image file from your desktop for your group icon
- Save and display new group

My home / Manage Site Groups / Edit Group

▼ General

[Empty text field]

[Rich text editor toolbar with icons for Bold, Italic, Underline, Font Color, Text Color, Bulleted List, Numbered List, Link, Unlink, Image, Video, Audio, Code, Table, Table of Contents, Undo, Redo, and other editing functions]

▼ Settings

Open Group [Dropdown menu]

Force-subscribe Users

▼ Icon

Maximum size for new files: Unlimited, maximum attachments: 1, overall limit: 10MB

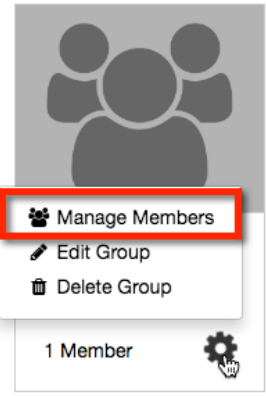
[File upload area with a dashed border and a blue arrow pointing down]

You can drag and drop files here to add them.

[Save changes] [Cancel]

There are required fields in this form marked *.

After a group is created you can begin inviting friends to join the group by clicking on the gear underneath the group name.



Managing Users

Choose from the users available on the left by clicking on their name. Click the add button to add them to your group.

You can also chose to “Select All” or “Deselect” your current selections during the choosing process.

At anytime you decide to remove unwanted users from your group, select the user from the right hand column and click the “Remove” button.

Available Users

Select All Deselect + Add

| First Name | Last Name |
|-----------------|----------------|
| Guest user | |
| anonfirstname1 | anonlastname1 |
| anonfirstname2 | anonlastname2 |
| Sherry | Gabrich |
| Jillian | Sanders |
| Jack | Nichols |
| Heather | Watts |
| anonfirstname8 | anonlastname8 |
| anonfirstname9 | anonlastname9 |
| anonfirstname10 | anonlastname10 |

Showing 1 to 10 of 168 entries

< 1 2 3 4 5 ... 17 >

My Cool Group Users

Select All Deselect x Remove

| First Name | Last Name | Member Type |
|------------|-----------|-------------|
| Paul | Wrightson | Owner |
| Quality | Manager | Pending |
| Professor | Draper | Pending |
| Jasmine | Quick | Pending |

Showing 1 to 4 of 4 entries

< 1 >

Invitation Message:
This message will be sent to added users

Paul Wrightson has invited you to join

Submit Changes
Cancel
Edit Group
Delete Group

After you choose your group members, you can write a message inviting users to join your group. Upon clicking submit, your invitees will receive your message. You can cancel or delete the group at anytime.

Advanced Search

Using the advanced search button, you can search courses, groups, and role types within courses. Simple click select the courses desired, groups and roles, then click apply filter to see your results.

Course Filter

- Bbimport
- Business
- CMGT 500 - A (SU16)_1
- CMGT 508
- CMGT 508_1

Group Filter

- Group 1
- Group 2
- Group 3
- Group 4

Role Filter

- editingteacher
- manager
- student
- teacher

Available Users

Select All Deselect + Add ▼


My Cool Group Users

Select All Deselect x Remove

Joining a group

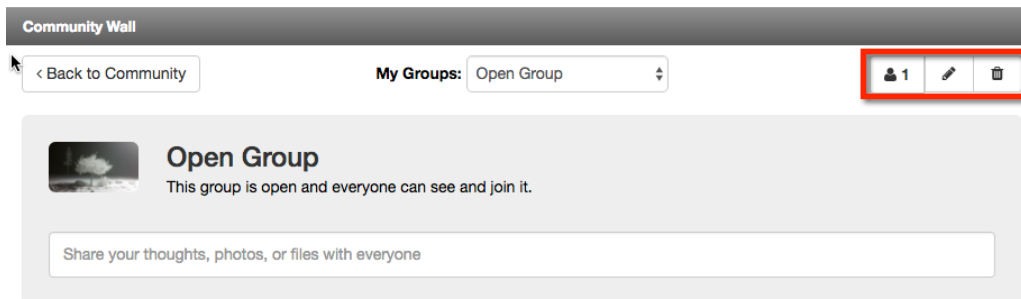
If a group has an open invitation policy or a user has been invited to join a group, then that user can join and participate in that group by accepting the invitation.

A group member can choose to leave a group at any time. The only person that cannot leave a group is the person that created the group.

| Group | Description | Invited By | Join Group |
|--|-------------|---------------|---|
|  Business Group | | Erwin Liereza | <input type="checkbox"/> <input type="checkbox"/> |

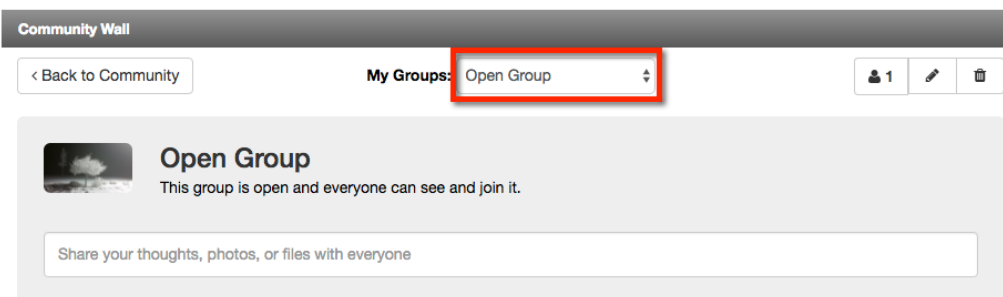
Managing Groups

Group owners have the ability to manage members, edit group or delete their previously created group.



Group activity

View your group activity by selecting a group you are subscribed to from the drop down menu at the top of your screen.

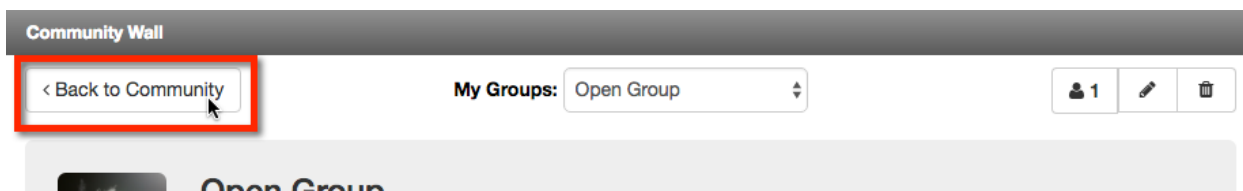


The group activity section collects items that have been posted from within the group area. When a user or a group member in the system posts content from within the group, the group activity section automatically populates the user activity into the section starting with the most recent at the top.

Closed (private) groups posts can only be seen by those members. A closed group has a lock icon next to the title indicating that it is a private group.

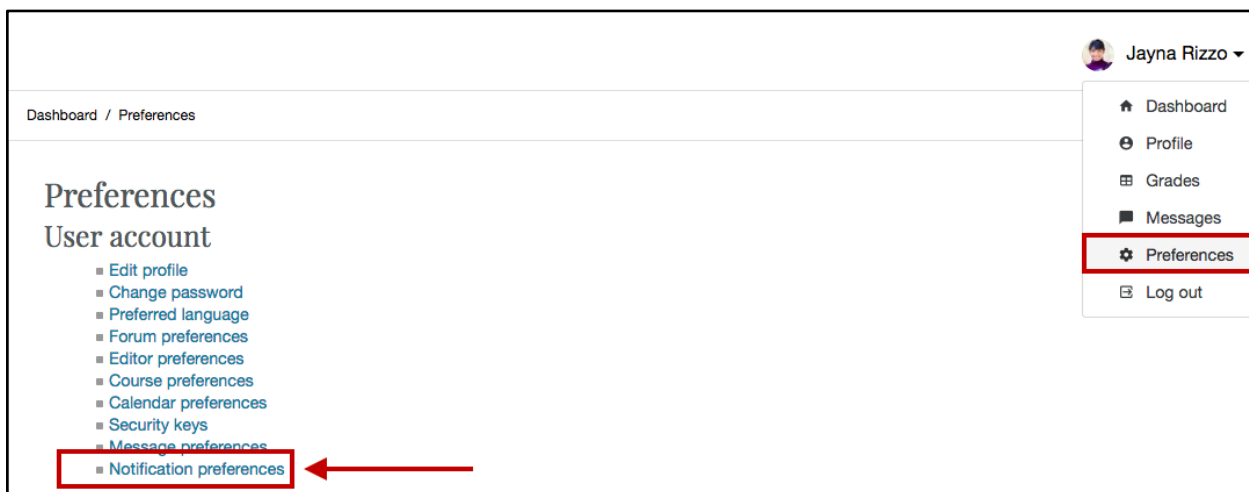
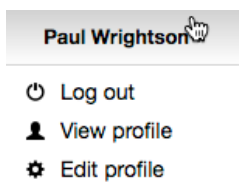


To navigate back to the main community wall, simply click the “Back to Community” button.



Messaging Settings

User messaging settings can be adjusted from the settings panel to allow notifications to be sent to your email. You can review your Community Wall settings by going to the messaging settings in your profile. You can get there by clicking your username and view profile in the drop down. Click Messaging in your profile settings to view all your notification settings.



The Community Wall Messaging settings contains the following sections:

- Notifications of replies to your posts

- Notifications of replies to posts you subscribe to
- Notifications of likes to your posts
- Notifications of likes to posts you subscribe to

You can choose to receive Popup or Email notifications when you are online or offline.

Notification preferences

Disable notifications

| Community | Email ⚙ | | Web | | Mobile ⚙ | |
|---|-------------|--------------|-------------|--------------|-------------|--------------|
| | Online 🕒 | Offline 🕒 | Online 🕒 | Offline 🕒 | Online 🕒 | Offline 🕒 |
| Notifications of replies to your posts | Off | Off | On | On | On | On |
| Notification of replies to posts you subscribe to | Off | Off | On | On | On | On |
| Notification of likes to your posts | Off | Off | On | On | On | On |
| Notifications of likes to posts you subscribe to | Off | Off | On | On | On | On |
| Notification of new posts you are not subscribed to | Off | Off | On | On | On | On |