

## Creating a Group

Groups allow you to bring colleagues together to share and discuss ideas.

Any logged in user can create a group. To prevent creating duplicate groups, it is advisable to search the current project and group listing or to search for terms on the site and see if any groups are shown.

In creating a group you can set the group visibility to public or private. If it is public, then the group name will appear on the public listing in Project / Groups and all content created in the group will be public by default. If private is chosen, the group will not appear in the listing and the content will be private by default.

The main text area allows you to describe the group for non-members. This will appear on the group's home page.

Each group can be tagged which will allow potential users to find the group.

You will need to leave the groups box checked otherwise you will not be able to use through group to have any content attached to it.

Once you are happy with the description, you can save the group and its own space will be created in the Community. As the creator, you will be the group manager unless you make one of your colleagues a co-administrator. To ensure that you have the administrator permissions, go to the Groups tab on your new group's home page. Click on this and go to the people option. Select the option to give administrator rights to a member, select the existing users who need to be administrator members and press update.

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**Source URL:** <https://community-stg.jisc.ac.uk/library/janet-website-how/creating-group>