

What is DOCS Groups?

The Groups application gives students, faculty and staff the ability to create and manage group homepages for clubs or other affiliations and interests. Groups consist of two different homepage views – one for guests and one for members. Groups may be defined as either “Public” or “Restricted.” Restricted groups are accessible to members only.


How does DOCS Groups work?

Each group has two views: a guest view and a member view. The guest view provides general information about the group and an option for non-members to join.

The member view provides the ability to:

- Read articles that have been posted by the group and submit articles for posting.
- Access links to other selected Internet resources and submit potential links.
- View photos posted by the group and submit photos for posting.
- E-mail other group members.
- Access a group chat room, message board and an online calendar.

Getting Started

1. Log into DOCS at <http://docs.neoucom.edu>
2. Click on the Groups icon (upper right-hand corner of screen) 
3. The My Groups tab provides access to those groups to which you belong. It also provides you with the overall procedures about forming and belonging to groups through DOCS.
4. To remove your membership from a group, click the check box next to the name and click Remove.

How do I join a group?

1. Click the Groups Index tab to view the Category Index.
2. Locate a category of interest, then click on the group’s name to view the group’s guest view home page.
3. Read the group’s membership policy/information, then click the Join Group button.
4. Fill out an application (where available) and click the Join button to join the group.

How do I request a group?

Groups fall into two categories: public and restricted. Public groups are open for anyone to join. Restricted groups are subject to certain restrictions. For example, to access a restricted group homepage, you must first be a member of that group. To request creation of a group, you must determine whether it will be public or restricted and verify whether there are policies that must be followed for creating and administering your group’s homepages. Once you have done this, you can request a group.

1. Click on the Request Group tab.
2. Fill in the fields contained in the form as appropriate to your group.
3. Read the Groups Policy and check the box indicating you understand the group’s policies.
4. Click the Submit Request button and then click OK. You are returned to the My Groups page.

Getting Help

Use the DOCS Help tool to answer questions about using Groups.

Contact the Help Desk at 330-325-6911 or help@neoucom.edu



Quick Start Guide for Groups

Support and Help Information

Logging on to DOCS

<http://docs.neoucom.edu>

NEOUCOM Web Site

<http://www.neoucom.edu>

Help by E-mail

help@neoucom.edu

Help by Phone

330-325-6911

Other DOCS Guides Available Include:

- DOCS Quick Start Guide to Calendar
- DOCS Quick Start Guide to E-mail

(Printable versions of these and other help tools are available at <http://docs.neoucom.edu> from the Tutorial channel)