

# ReadSpeaker TextAid

## Instructions for Admins: Group Administration

This guide provides instructions for working with groups, including creating and deleting groups. It also covers adding and removing individuals from a group and changing the group's ownership.

## Groups

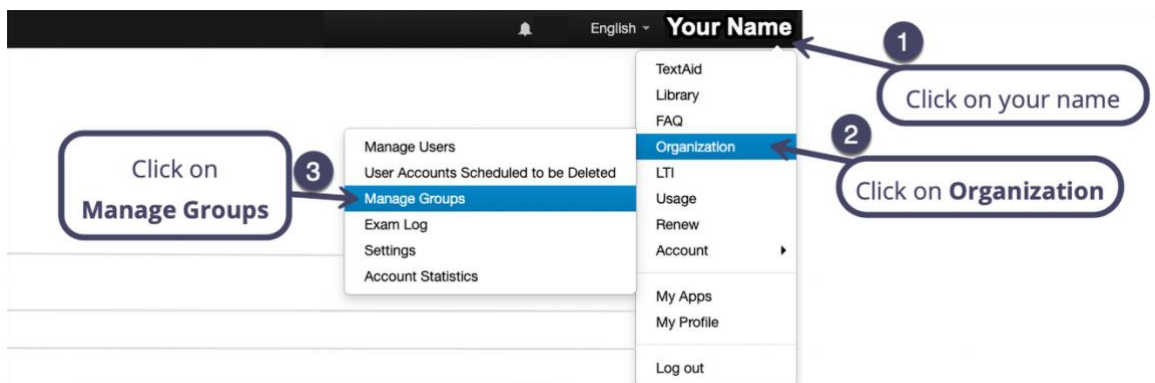
Groups can be used for discussions, projects, and other purposes. In the following sections, we will discuss the various parts of groups.

### Creating a Group

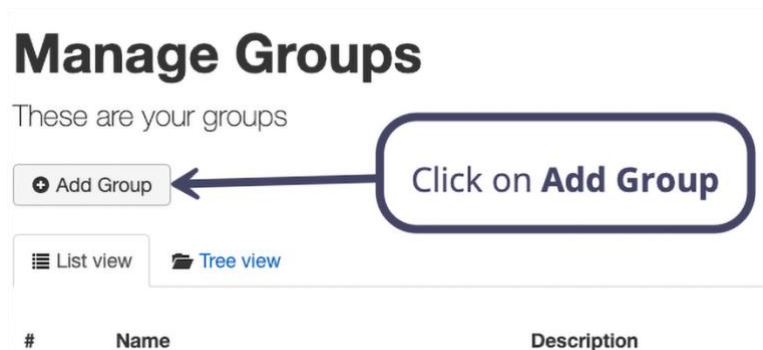
Let's create a group.

- Begin by clicking on **your name** at the top right corner of the TextAid page on the black stripe.

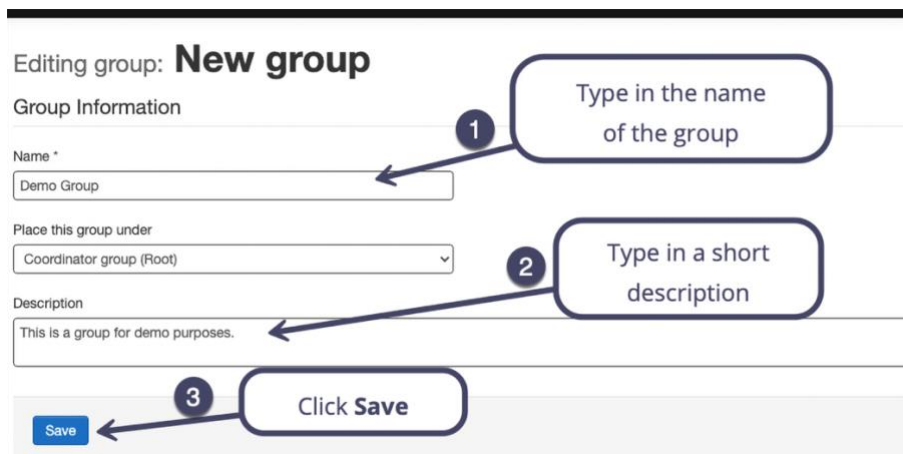
- Click on **Organization** and then on **Manage Groups**.



- Click on **Add Group**.



- Add the **Name** of the group and a **short description**.
- Click on **Save**.



- At this point, the group has been created. In the next area, we will learn how to manage group members.

## Adding Group Members

After creating a group, members must be added, and a group owner needs to be selected.

- When you create and save the group, **Manage Members** will appear on the right-hand side of the screen.

The screenshot shows the 'Editing group: Demo Group' interface. On the left, there is a 'Group Information' section with fields for Name (Demo Group), a dropdown for 'Place this group under' (Coordinator group (Root)), and a Description field (This is a group for demo purposes.). At the bottom of this section are 'Update' and 'Delete' buttons. On the right, the 'Group Members' section is visible, featuring a 'Manage Members' button with a person icon. A callout box with an arrow points to this button, containing the text 'Click on Manage Members'. Below the button, a yellow message states 'This group has no members yet'. A 'Back to group list' link is in the top right corner.

- Please check **the boxes** to the left for the members' names who need to be added to the group.
- Click on **Add Selected Users**.

The screenshot shows the 'Editing group: Demo Group' interface with a 'Note' section at the top containing three bullet points: 'Owners can share documents with the group and any subgroups.', 'Members can only read documents shared with the group(s) he/she is a member of.', and 'Groups can have zero or more owners.' Below the note, the 'Group Members' section on the left is empty, with a 'Remove Selected' button and a search filter. A callout box with an arrow points to the 'Add Selected Users' button in the 'Not in this group' section, containing the text 'Click on Add Selected Users' and a circled '2'. Below this, a table lists users with checkboxes. A callout box with an arrow points to the checked boxes, containing the text 'Check the boxes for the people to be added to the group' and a circled '1'. The table has columns for 'First Name' and 'Last Name'. The users listed are: Awesome (Student), Life (Savers), Donald (Duck), and ReadSpeaker (Student).

<input type="checkbox"/>	First Name	Last Name
<input checked="" type="checkbox"/>	Awesome	Student
<input checked="" type="checkbox"/>	Life	Savers
<input type="checkbox"/>	Donald	Duck
<input type="checkbox"/>	ReadSpeaker	Student

- The group members appear on the left side of the screen.

---

## Editing group: **Demo Group**

Note:

- Owners can share documents with the group and any subgroups.
- Members can only read documents shared with the group(s) he/she is a member of.
- Groups can have zero or more owners.

### Group Members

Remove Selected

First Name  =

<input type="checkbox"/>	First Name	Last Name	Role
<input type="checkbox"/>	Awesome	Student	Member <input type="button" value="✎"/>
<input type="checkbox"/>	Life	Savers	Member <input type="button" value="✎"/>

## Creating a Group Owner

A group owner must be selected after creating a group and adding members. Groups can have multiple group owners who can share documents with other group members and owners.

- Click on the toggle to change the member's status between **Member** and **Owner**. The toggle looks like a rounded box with a pencil inside.

### Editing group: **Demo Group**

Note:

- Owners can share documents with the group and any subgroups.
- Members can only read documents shared with the group(s) he/she is a member of.
- Groups can have zero or more owners.

#### Group Members

Remove Selected

First Name =  Filter

<input type="checkbox"/> First Name	Last Name	Role
<input type="checkbox"/> Awesome	Student	Member 
<input type="checkbox"/> Life	Savers	Member 

Click on the toggle to change **member status**.

- The image below shows the group owner.

### Editing group: **Demo Group**

Note:

- Owners can share documents with the group and any subgroups.
- Members can only read documents shared with the group(s) he/she is a member of.
- Groups can have zero or more owners.

#### Group Members

Remove Selected

First Name =  Filter

<input type="checkbox"/> First Name	Last Name	Role
<input type="checkbox"/> Awesome	Student	Member 
<input type="checkbox"/> Life	Savers	Owner 

Notice the **"Owner"** status

## Removing a Group Member

Sometimes, a group member needs to be removed from a group. This process is described below.

- Place a **check** in the box to the left of the member's name you wish to remove from the group.

- Click on **Remove Selected**.

Editing group: **Demo Group**

Note:

- Owners can share documents with the group and any subgroups.
- Members can only read documents shared with the group(s) he/she is a member of.
- Groups can have zero or more owners.

Group Members

Remove Selected

First Name =  Filter

<input type="checkbox"/>	First Name	Last Name	Role
<input checked="" type="checkbox"/>	Awesome	Student	Member <input type="checkbox"/>
<input type="checkbox"/>	Life	Savers	Owner <input type="checkbox"/>

- Notice the member is no longer in the group.

Editing group: **Demo Group**

Note:

- Owners can share documents with the group and any subgroups.
- Members can only read documents shared with the group(s) he/she is a member of.
- Groups can have zero or more owners.

Group Members

Remove Selected

First Name =  Filter

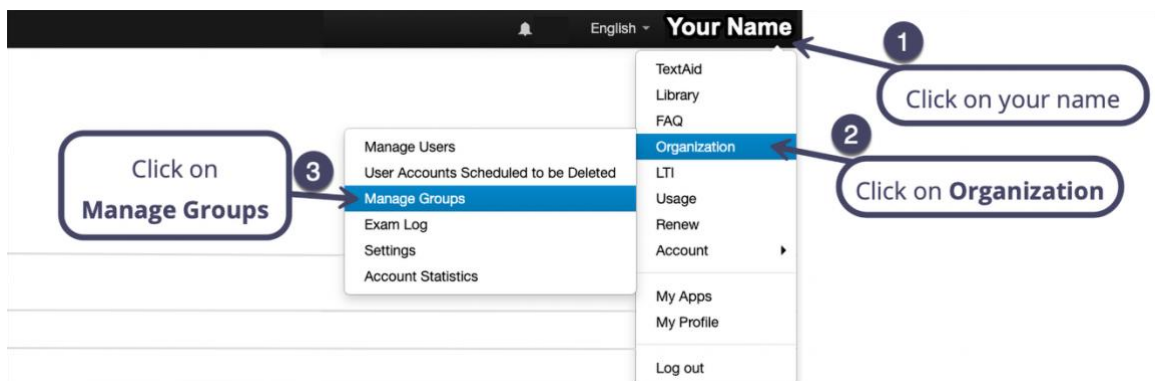
<input type="checkbox"/>	First Name	Last Name	Role
<input type="checkbox"/>	Life	Savers	Owner <input type="checkbox"/>

## Deleting a Group

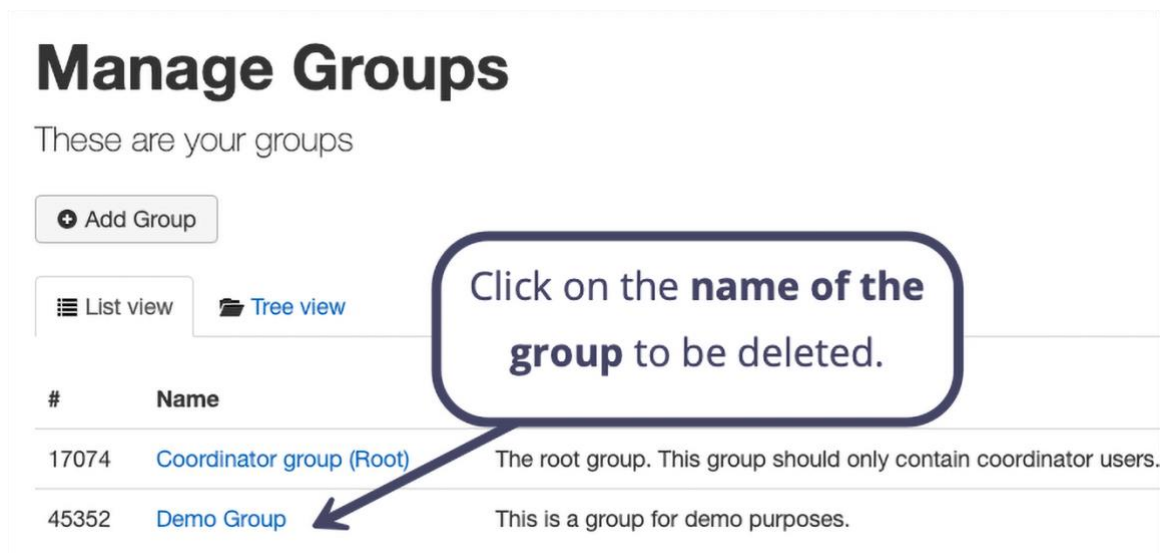
If you have an unused group, you can delete it. The process for deleting a group follows.

- Begin by clicking on **your name** at the top right corner of the TextAid page on the black stripe.

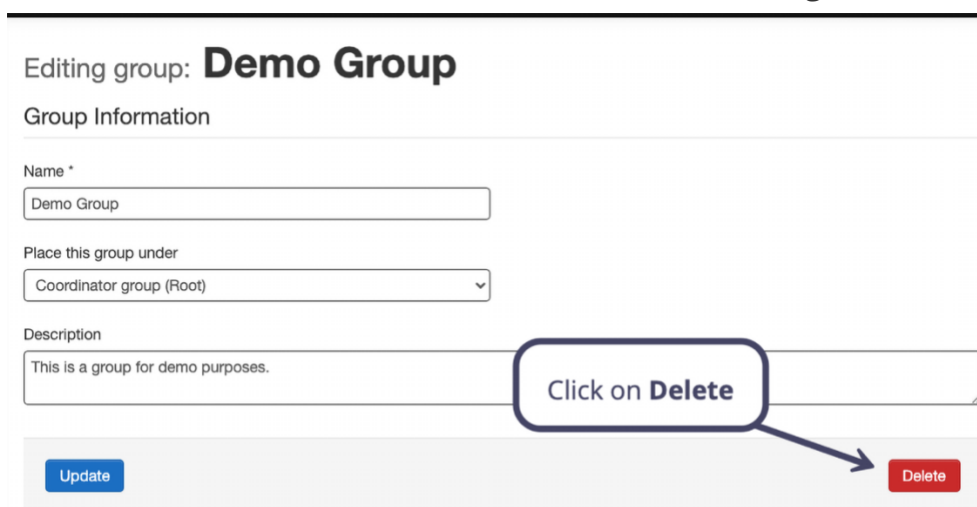
- Click on **Organization** and then on **Manage Groups**.



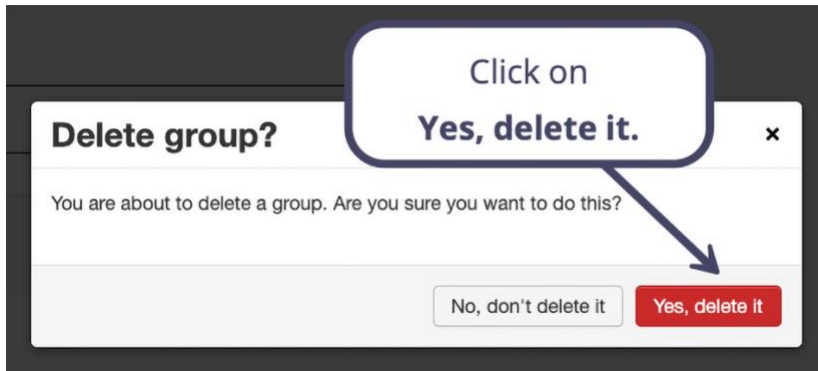
- Click on the **Group Name**.



- Click on **Delete**, which is listed in the screen's lower right-hand corner.



- If you have decided to delete this group, then click on **Yes, delete it**. If not, then click on **Cancel**.



- Notice the group is no longer listed in the list of Group Names.

