

## Creating a Group for Advanced Sharing

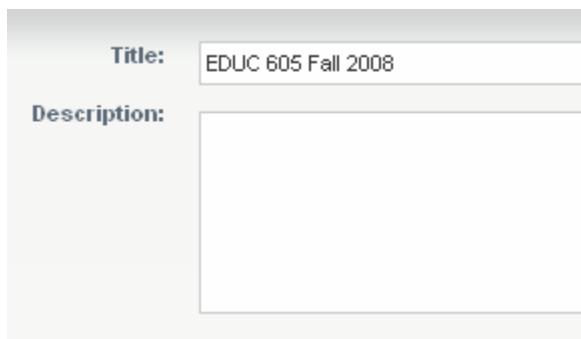
1. From your dashboard, click on the “Community” tab in the toolbar.



2. To create a new group, click on the “New” button.



3. Title your group by the course name and semester. You may also give the group a description if you'd like.

A form with two sections. The first section is labeled 'Title:' and has a text input field containing 'EDUC 605 Fall 2008'. The second section is labeled 'Description:' and has a large, empty text area for input.

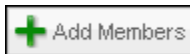
4. Click on “Save” in the bottom right.



5. To add members to this group, click on “Members” beside the group name.



6. Click on “Add Members” to add new people to the group.




7. To search for members for the group, you can search by full name, last name, or their username on LiveText. The easiest way is to use simply the **last name**. Click on the button beside last name, and type the last name of the people you are searching for. Click on the “Search” button.


**Search by:**  
 first and last name  last name  username

Thompson, Rogers, Robertson

**Search members within:**  
 My Institutions  All Users

 Search

8. All the members of Winthrop with those last names and a LiveText account will show up. Select the user that you are wishing to add to the group by putting a check mark in the box beside their name. Then click on the “Add Selected Member(s)” button at the top.



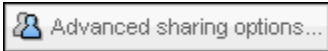
| <input type="checkbox"/>            | Name                              |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Sha'Ron Robertson <robertsons2>   |
| <input type="checkbox"/>            | John Rogers <Rogersj3>            |
| <input checked="" type="checkbox"/> | Kristen Rogers <carolinagirkr>    |
| <input type="checkbox"/>            | Betsy Thompson <Thompbe>          |
| <input type="checkbox"/>            | Brittany Thompson <thompsonb3>    |
| <input type="checkbox"/>            | Brittney Thompson <thomb2>        |
| <input type="checkbox"/>            | DANIELLE THOMPSON <grisbyd>       |
| <input type="checkbox"/>            | Dorothy Thompson <DorothyT>       |
| <input checked="" type="checkbox"/> | Katherine Thompson <kgthompson>   |
| <input type="checkbox"/>            | LAUREN THOMPSON <Inicolethompson> |
| <input type="checkbox"/>            | Matthew Leon Thompson <MghtyPhew> |
| <input type="checkbox"/>            | Michelle Thompson <thompsonm807>  |
| <input type="checkbox"/>            | Monica Thompson <mt40>            |
| <input type="checkbox"/>            | Sarah Thompson <thompsons1>       |
| <input type="checkbox"/>            | Shemia Thompson <Shemia>          |

9. Your group is complete.

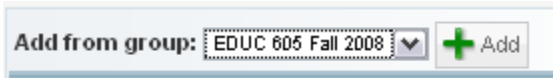
10. To share a document with this group, open the document you wish to share. Click on the share button at the top of the page.



11. Click on “Advanced Sharing Options.”



12. Choose the group you wish to share this document with from the pull down bar, and click on “Add.”



13. Click on “Save & Finish” in the top right when are done.

