

Groups

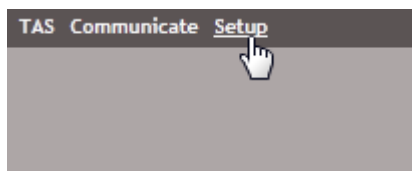


Groups

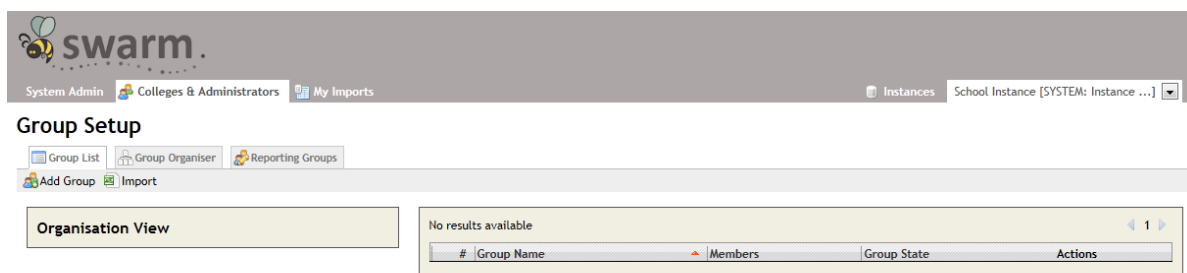
Groups are hierarchical and are used to segregate users within Swarm. Every user must be a member of one or more groups as permissions are based on the groups the users are in. Putting users in the correct group is important as this is what defines the permissions that affect them. Once an instance has been created, you need to create groups.

Group Setup

- Click *Setup* then scroll over *Colleges & Administrators* where a drop menu will appear. Click on *Groups*.




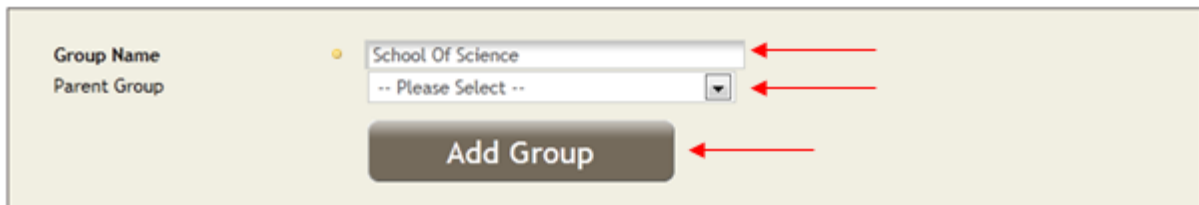
- You will be taken to the Group Setup page where you can add or import groups.
- The “Organisation View” shows an easy to view overview of your organisation. It is organised in terms of hierarchy of groups and sub-groups. Also shown is a flat list of all the groups that exist within the organisation along with the number of members each group has belonging to it.



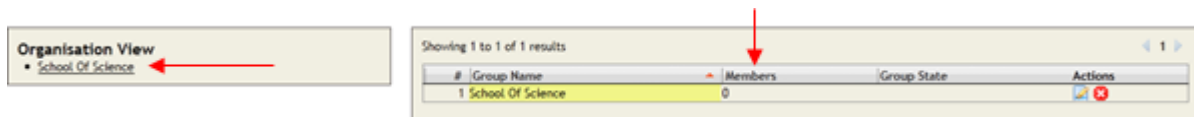




Adding Groups

- To add a group into Swarm click on the  **Add Group** button.
- You will be taken to a new page (shown below) where you enter a group name and select the parent group from the drop down box.
 - The parent group is the group above the group you are creating. In a tree hierarchy, you should start creating the top level groups and then create sub-level groups afterwards.
- Once you have entered the *Group Name* and the optional *Parent Group* press the *Add Group* button.

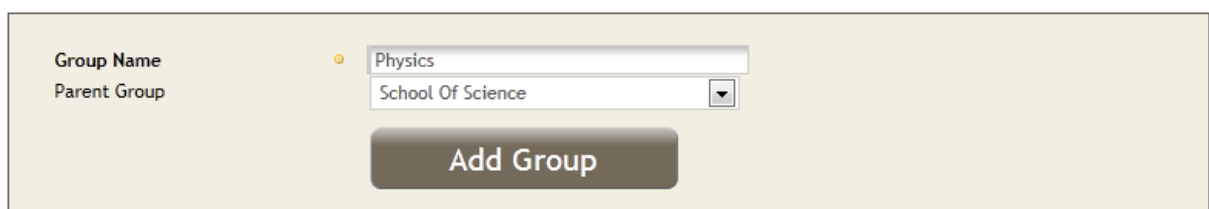


- A new group has been created and the group is now shown in the *Organisation View*. There are currently no members in this group so the *Members* column shows 0. When members are added to this group, the *Members* column shows the total number of members assigned to this group.

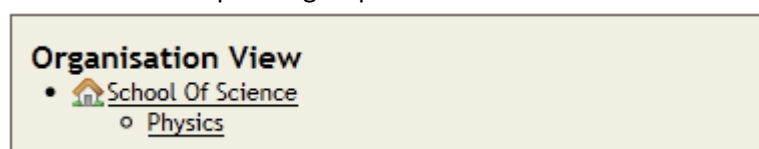



#	Group Name	Members	Group State	Actions
1	School Of Science	0		 

- To add another group as the child of the parent group select *Add Group* and enter the *Group Name*. In the *Parent Group* field select the parent group. Click *Add Group*



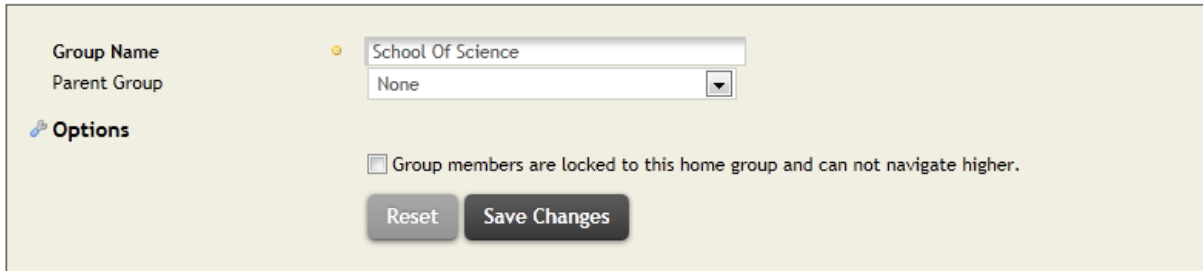
- Once the group has been added the organisation list will show again and *Physics* is under the parent group of *School Of Science*. More groups can be added under the *School Of Science* by using the add groups button. If you want the parent group of a new group to be *Physics* then select that as the parent group.




Organisation View	
•	 School Of Science
○	Physics



Editing Groups / Advanced group functions




- Users can be locked into groups. By locking users into a group they cannot navigate any higher up the organisation than their home group. This means that they cannot view anything that is outside of their own group (but they can see sub-groups). This feature can be used to restrict viewing of data between your academic groups.

Groups that have this setting show a  symbol next to them.



- Once you have selected to edit a group you can change the group name, the parent group or check the check box that locks users to this home group. When you are finished click *Save Changes*. If you want to revert the settings back to what they were before you edited them click *Reset*.

Deleting a Group

- To delete a group that you no longer require click on the  button. You have to confirm that you want to delete the group and press *Proceed with delete*. The group will then be deleted.

