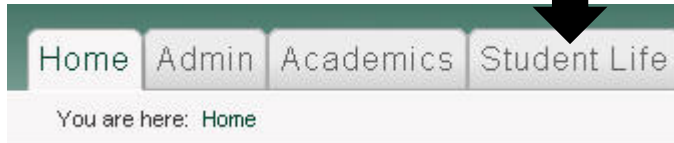
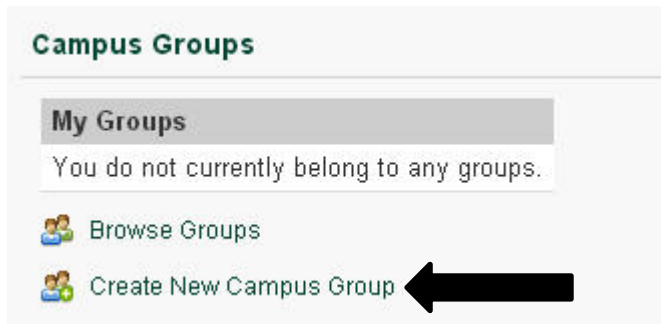


Creating a group in OwlNet

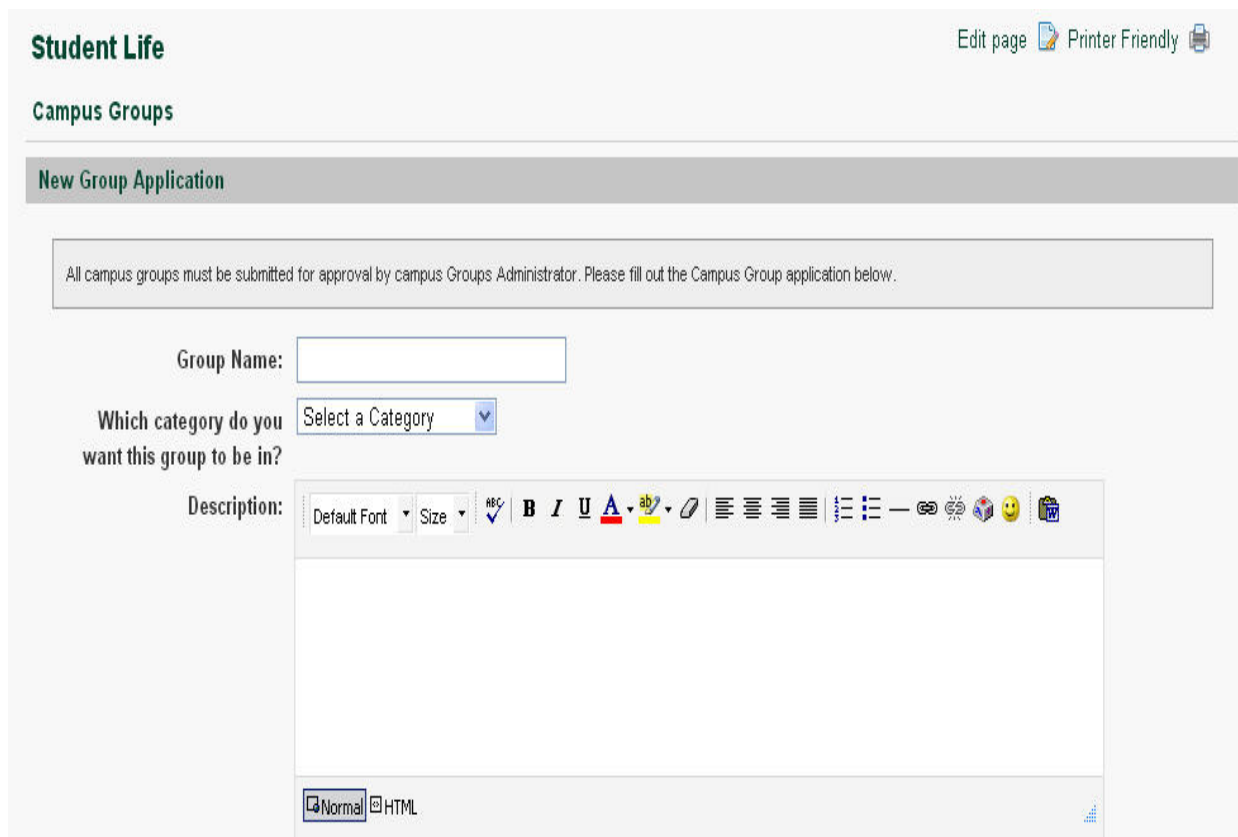
1. Login to OwlNet
2. Click on the "Student Life" tab



3. Under the Campus Group section select "Create New Campus Group"



4. This will take you to a New Group Application form.




A screenshot of the 'New Group Application' form in OwlNet. The page has a header 'Student Life' and 'Campus Groups'. The form title is 'New Group Application'. A message box states: 'All campus groups must be submitted for approval by campus Groups Administrator. Please fill out the Campus Group application below.' The form fields include: 'Group Name:' with a text input box; 'Which category do you want this group to be in?' with a dropdown menu showing 'Select a Category'; and 'Description:' with a rich text editor. The rich text editor toolbar includes options for font (Default Font), size, bold (B), italic (I), underline (U), text color (A), background color (ab), link, unlink, list, and image. At the bottom of the form, there are radio buttons for 'Normal' and 'HTML'.

5. Fill out the application and select “Submit Application”

Maximum # of Members: *# you do not enter a number in this field, there will no*

Do you want this group to be public or private? Public
 Private - Do not list in Campus Groups Directory.

Public Group Enrollment: Open, no application required
 Open, by membership application
 Membership by invitation only
 Closed to new members



6. Once your application has been submitted it will be reviewed and either accepted or denied.
7. If your application is accepted you will then be able to start adding things to your group.

Public Page Edit page Printer Friendly

Custom Content

There is no content in this portlet.

You can add content in the following way(s):

- Create Content
- Load From Server File
- Show external remote content

Announcements

You have no incoming announcements.

[Show All Announcements](#)

Join Group

Are you interested in joining Day Care Centers? Click the button below to join.

[Click here to apply to join.](#)

Bookmarks

Add a Bookmark

There are no Bookmarks for this portlet.

[Go to Main Screen](#)

Calendar

< **October 2012** > Add an Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

[Full Size Calendar](#)

8. You will be able to set up your public page, member’s page, start your forums, and much more. Below is a list of walkthroughs that will help you build your group.

- [Adding a handout](#)
- [Creating Forums](#)
- [Embedding Videos](#)
- [Adding a Custom Page](#)

- [Adding Images](#)
- [Creating Bookmarks](#)

9. All of the documentation can be found on OwlNet under the ‘Help’ tab. If you have been through the documentation and would like some extra help contact the helpdesk at helpdesk@williamwoods.edu.