iGROUPS

User Manual

Step-by-step guide to using the iGROUPS system

TABLE OF CONTENTS

INTRODUCTION

iGROUPS is a communication and information sharing online system that facilitates day-to-day operations of student project teams. Primarily, the iGROUPS system enables effective team communication. Moreover, through iGroups team members can also exchange files and emails, organize tasks, make a team calendar, create to-do lists and keep track of the time spent working on the project. All communication and information shared through iGROUPS is stored in the system for future reference and archival purposes.

iGROUPS can be found online at **http://igroups.iit.edu**

LOGGING IN

To use iGroups, you must log in first:

1. Go to at http://igroups.iit.edu
2. Insert your username and password in the login fields

   IIT Username and Password (students, faculty)
   Your default username and password are initially the same and they are derived from your IIT's email account. For example, if your email is student@iit.edu, your username would be ***student*** (not the full email address) and your initial password would also be ***student*** (same as the username). Make sure to change your password after the first login by clicking on the "Update Profile" link at the bottom of the left-hand side navigation.

Non-IIT Username and Password (sponsors, consultants)
If you do not have an MTU email address (such as project sponsor or consultant) and need to access iGROUPS, please contact the project admin (usually the instructor) to add your name and email to the project contact list. Your username will be the entire non-MTU email address (i.e. username@yahoo.com) and the initial password would be the part of the email address before the "@" sign (i.e. username).

3. Click the "Login" button

If you have any login problems, please contact the iGROUPS administrator at igroups@iit.edu

GETTING TO YOUR PROJECT

Once logged in the system, you will be able to view all the system options that are available to you. iGROUPS organizes projects by semesters. To get to your project:

1. Click the plus sign next to the semester that your project is associated with (usually the current semester, unless it's a continuing project and you need to access archives from past semesters)
2. Click the specific project name to expand all the options available to you

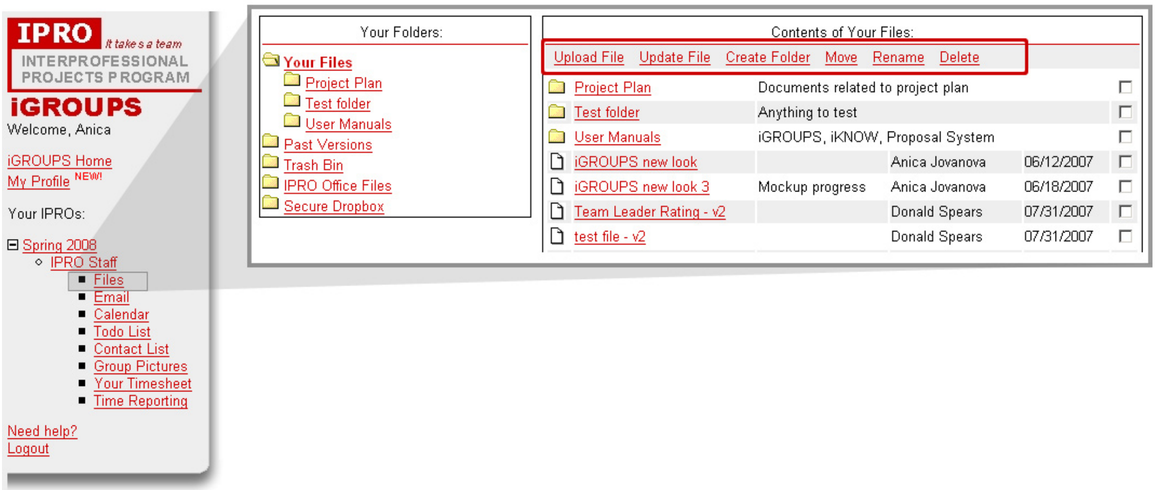
LEVELS OF ACCESS

Depending on your role in the project, you will have specific menu options available to you once logged in the system. The table below outlines the differences among the different access levels.

Access Level	Example	Available Options
Regular User	Student	• All options, except "Delete", in Files and Email • All options in Calendar, To-do List, Contact List, Group Pictures, Your Timesheet, Time Reporting
Guest	Consultant, sponsor, collaborator	• Viewing content in Files, Email, Calendar, To-do List, Contact List, Group Pictures, Your Timesheet, Time Reporting • No uploading, emailing or creating folders
Moderator	Team leader	• All options in Files, Email, Calendar, To-do List, Contact List, Group Pictures, Your Timesheet, **Manage Groups**, Time Reporting • Deleting files and emails from trash bin; deleting categories
Administrator	Instructor	• All options available in Files, Email, Calendar, To-do List, Contact List, Group Pictures, **Manage Groups,** Time Reporting • Deleting files and emails from trash bin; deleting categories

FILES

iGroups allows users to upload, manipulate, and share files with one another. To get to this section, choose "Files" from the left-hand side menu.



Upload a File

You can upload files to iGROUPS and they will be viewable by everyone in your project. Files are automatically uploaded to the default folder named "Your Files". To upload a file:

1. Click the "Upload File" link located on the top yellow bar of the "Contents" section
2. Choose a file to upload by clicking the "Browse" button
3. Enter a file name and description (optional)
4. Click "Upload File" button

Note: If you do not want to share the file with everyone in the group, please see the section "Protect a File" below for instructions on how to do that.

Update a File

If you have a new version of a file, you can update it without loosing the old version. The system automatically saves the old file versions in a folder named "Past Versions" and adds a version number to the end of the name (such as v2, v3, etc.). To update a file:

1. Click the checkbox next to the file you would like to update
2. Click the "Update File" link located on the top yellow bar of the "Contents" section
3. Click the "Browse" button to choose the new version of the file
4. Enter file name and description (optional)
5. Click the "Upload File" button

Create a Folder

You can create new folders in order to better organize your project files. The new folder will appear as a subfolder of the "Your Files" folder. To create folders:

1. Click the “Create Folder” link located on the top yellow bar of the “Contents” section
2. Enter folder name
3. Enter folder description (optional)
4. Click “Create Folder” button

Move a File
You have an option to move a file from one folder to another. To move a file:

1. Click the checkbox next to the file or files you would like to move
2. Click the “Move” link located on the top yellow bar of the “Contents” section
3. Select a folder from the drop down menu to which you wish to move your file to

Rename a File
You have an option change the name and/or description of the files. To rename a file:

1. Click the checkbox next to the file you would like to rename
2. Click the “Rename” link located on the top yellow bar of the “Contents” section
3. Enter a new name and/or description
4. Click the “Rename” button

Delete a File (option available to moderators and administrators only)
You have an option to delete a file from the system. To delete a file:

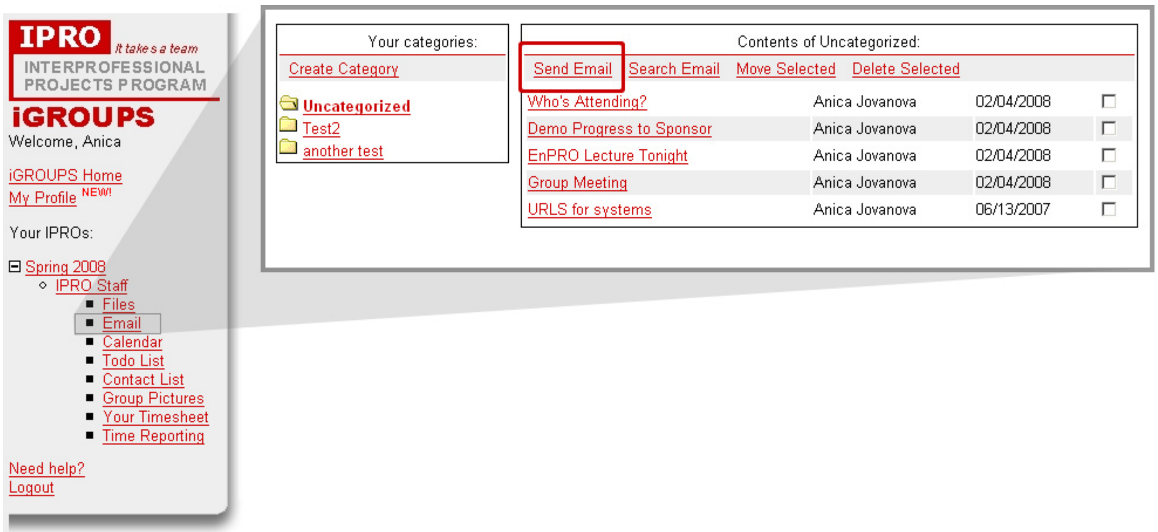
1. Click the checkbox next to the file or files you would like to delete
2. Click the “Delete” button

Protect a File
If there is a file (i.e. individual assignment) that you need to submit to your instructor, but do not want to share with your group members then you have the option to do so by using the “Secure Dropbox” folder. To upload a file to the Secure Dropbox:

1. Click on “Secure Dropbox” folder located under “Your Files” heading
2. Click the “Add File” link located on the top yellow bar of the “My Secure Dropbox” section
3. Click the “Browse” button to choose the file you would like to upload
4. Enter a file name and description (optional)
5. Click “Upload File” button

EMAIL

iGroups allows users to email one another and stores those email messages (including any attachments) in the system. To get to this section, choose "Email" from the left-hand side menu.



Send Email

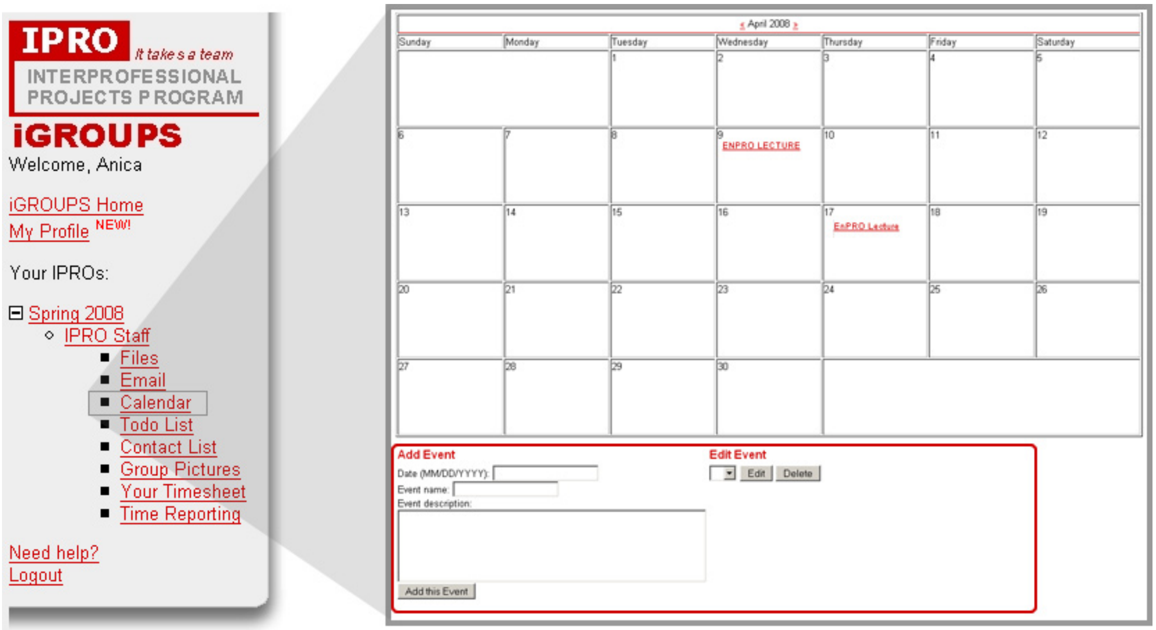
1. Click the "Send Email" located on the top yellow bar of the "Contents" section
2. Click the checkboxes next to the team members and/or subgroups you would like to email, or click "Check All" if you wish to send an email to all team members. You may also include a guest by first clicking on the "+" sign in front of "Guests" to extend the list and then check the box in front of the guest name(s).
3. Check the box in front of "Keep Confidential?" only if you *do not* want the email stored in the system
4. Choose a category from the "Category" drop-down menu if you wish to store your email under a certain topic (optional)
5. Attach one or more files by clicking on the "Browse" button (optional)
6. Compose message in the "Body" field
7. Click "Send Email" button on the bottom

Search Email

1. Click the "Search Email" link located on the top yellow bar of the "Contents" section
2. You can do one of the following:
   a. Search by keyword
      OR
   b. Search by sender

CALENDAR

iGroups calendar allows any team member to add events or announcements related to the project and it is viewable by all members of the group. To get to this section, choose "Calendar" from the left-hand side menu.



Add an Event

You can post important events to a visual calendar so that any group member can see what is coming up. To add an event:

1. Enter a date (format MM/DD/YYYY)or click "Select a Date" button to popup a calendar
2. Enter event name
3. Enter event description
4. Click the "Add this Event" button

Note: If the event you entered is scheduled for the current month, it will appear on the current calendar view. To see an event for a later month, you have to go to that month by clicking the arrows next to the current month.

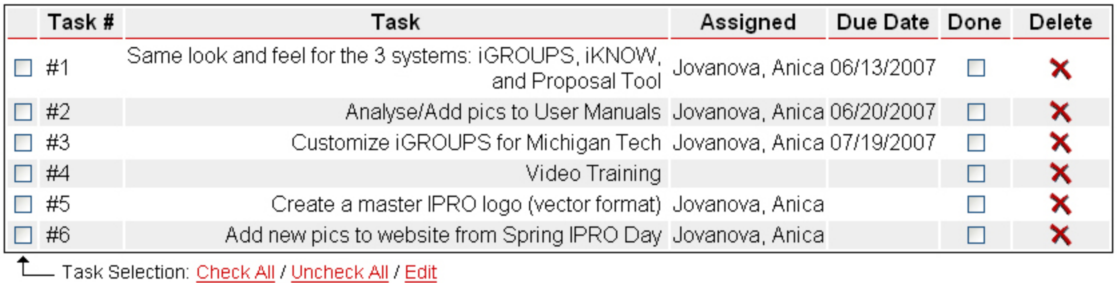
Edit an Event

1. Click the link of the event on the actual calendar *OR* choose an event from the drop down menu under the "Edit Event" heading
2. Select a new date, change event name, or change event description
3. Click the "Edit this Event" button

Note: If you wish to edit an event that is scheduled for a later month (not the current month) you will have to go to that month by clicking the arrows in order to view the event on the edit list.

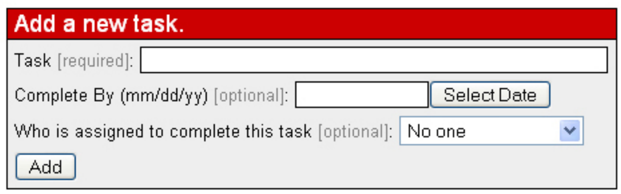
TO-DO LIST

Team leaders and other members can keep track the project's progress by creating a list of tasks in a form of a "to-do" list. To get to this section, choose "To-Do List" from the left-hand side menu.



	Task #	Task	Assigned	Due Date	Done	Delete
☐	#1	Same look and feel for the 3 systems: iGROUPS, iKNOW, and Proposal Tool	Jovanova, Anica	06/13/2007	☐	✕
☐	#2	Analyse/Add pics to User Manuals	Jovanova, Anica	06/20/2007	☐	✕
☐	#3	Customize iGROUPS for Michigan Tech	Jovanova, Anica	07/19/2007	☐	✕
☐	#4	Video Training			☐	✕
☐	#5	Create a master IPRO logo (vector format)	Jovanova, Anica		☐	✕
☐	#6	Add new pics to website from Spring IPRO Day	Jovanova, Anica		☐	✕

Task Selection: Check All / Uncheck All / Edit



Add a Task

1. Enter the description of the task
2. Choose a completion date (optional)
3. Choose a team member to assign the task to (optional)
4. An email will be sent to the member whom the task is assigned to

Delete a Task

1. Click the large red X icon next to the task you wish to delete

Marking a Completed Task

After a task has been completed, it should be marked as completed so the team can see what has been done. This action will gray out the row of the completed task to visually distinguish it from the rest of the to-do list. To mark a task as being completed:

1. Click on the checkbox under "Done" next to the task

CONTACT LIST

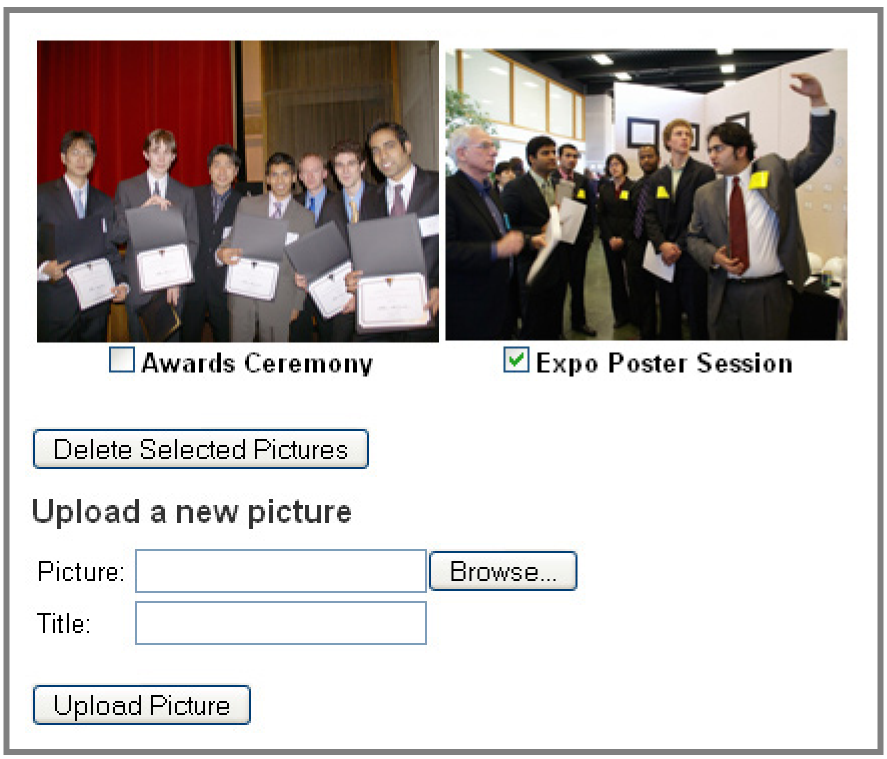
The contact list feature allows you to view contact information for all your team members and to update your contact information. To get to it, choose "Contact List" from the left-hand side menu.

Update Your Contact Information

1. Click the "Update Contact Information" link found after the member's contact list
2. Change your phone number and/or password if needed
3. Click the "Update Information" button

GROUP PICTURES

iGroups allows you to personalize your web space by adding pictures for your own project team. The pictures will appear on your group home page. To get to this section, choose "Group Pictures" from the left-hand side menu.



Add a Picture

1. Click the "Browse" button found under the "Upload a new picture" heading
2. Choose the picture file you would like to upload

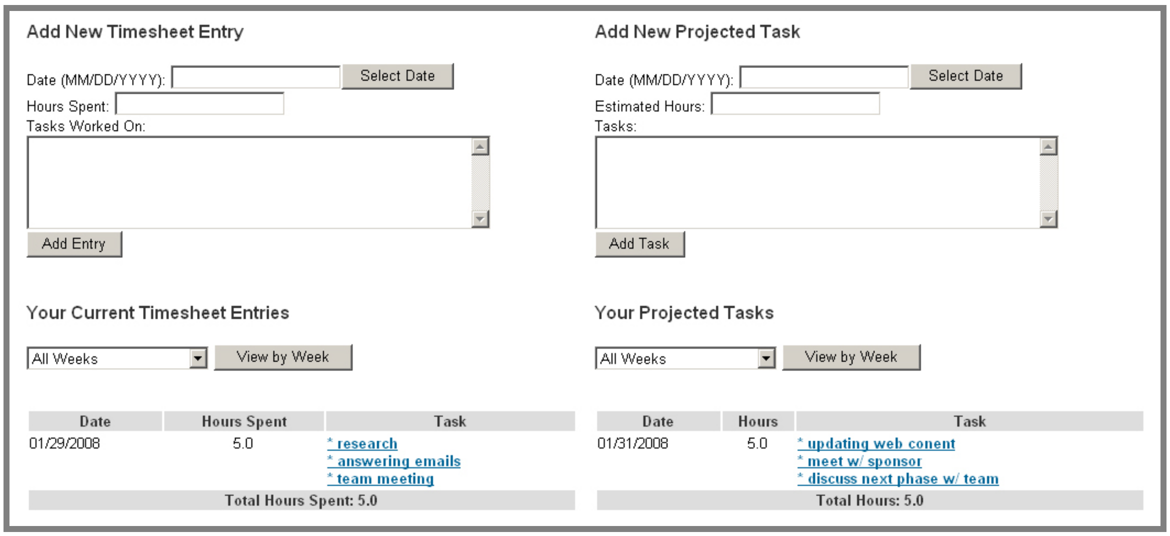
3. Enter a picture description in the "Title" field (optional)
4. Click "Upload Picture"

Delete a Picture

1. Click the checkbox below the picture(s) you wish to delete
2. Click the "Delete Selected Pictures" button

YOUR TIMESHEETS

The timesheet function allows you to submit and store weekly timesheets. The timesheets are viewable by all group members through the "Your Timesheet" feature.



Add a New Timesheet Entry

1. Enter the date
2. Enter the number of hours worked (in .5 hour increments)
3. Enter the tasks you worked on
4. Click the "Add Entry" button

View Your Timesheets by Week

1. Choose a week from the drop down menu on the right hand side of the page
2. Click the "View by Week" button

Add a New Projected Task

1. Enter the date
2. Enter the number of estimated hours (in .5 hour increments)

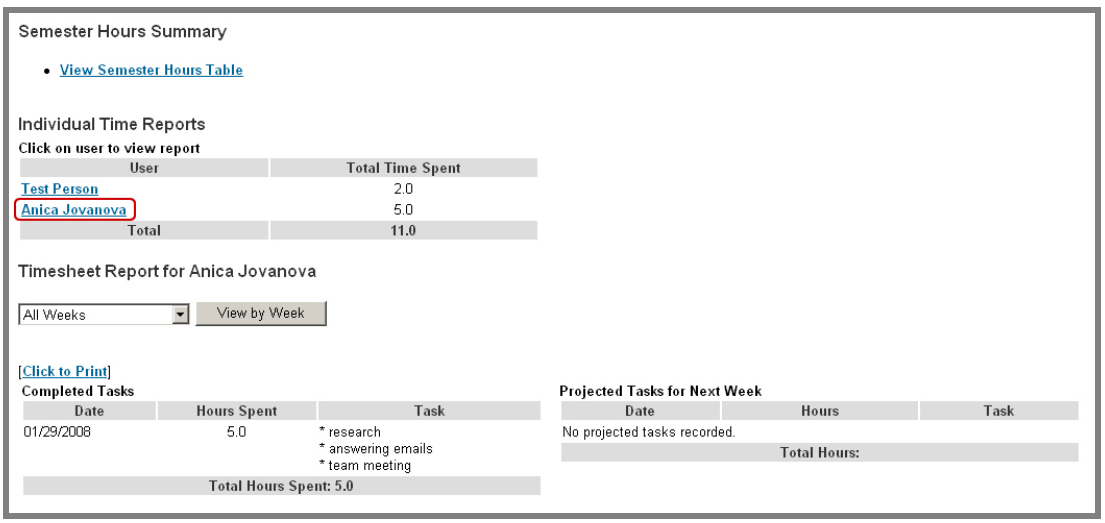
3. Enter the tasks you plan to work on
4. Click the "Add Task" button

View Your Projected Tasks

1. Choose a week from the drop down menu on the right hand side of the page
2. Click the "View by Week" button

TIME REPORTING

The "Time Reporting" feature allows you to view team members' timesheets. To get to this section, choose "Time Reporting" from the left-hand side menu.



View Semester Hours Summary

The semester hours summary table shows the hours of each team member for each week and the total hours for the semester. To view the table:

1. Click on the link "View Semester Hours Table"

View an Individual Time Report

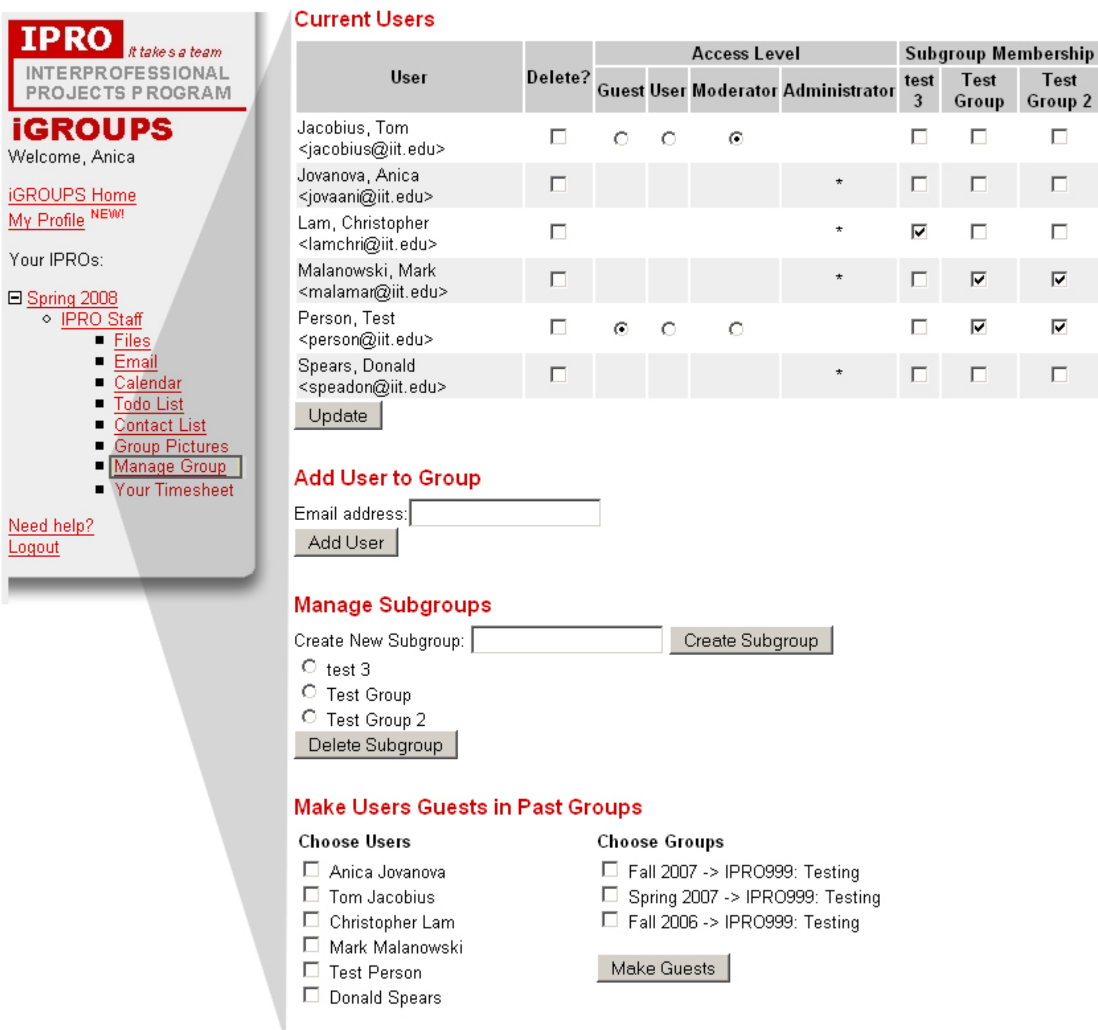
2. Click on a name from the list under the "Individual Time Reports" heading (all timesheet entries for that person will be displayed by default)
3. Pick a week from the dropdown menu under the "Timesheet Report for [User]" heading
4. Click the "View by Week" button

ADMINISTRATOR AND MODERATOR ACCOUNTS

If you have iGROUPS **Administrator** or **Moderator** privileges, there will be one extra option available to you and that is "Manage Groups". It will be displayed in the left-hand side navigation as the second to the last option of the expanding drop down menu under the project for which you are an administrator.

MANAGE GROUPS

The "Manage Groups" feature (accessible only to Moderator and Administrators) allows you to add and delete users, change user access level – such as upgrade regular users to moderators or downgrade moderators to regular users. Additionally you could give someone a guest access, which would allow them to view and send and receive information, but not delete.



Add a New User

1. Enter the person's email address
2. Click "Add User" button
    a. If the system finds the email address in the database, it will automatically recognize the user and add it to the list
    b. If the system does not find the email address, it will ask you to enter the user's first and last name and click "Create New User" button

Delete a User

1. Check the box next to the user(s) you would like to delete
2. Click the "Update" button

Change User's Access Level

Access Level	Example	Available Options
Regular User	Student	• All options, except "Delete", in Files and Email • All options in Calendar, To-do List, Contact List, Group Pictures, Your Timesheet, Time Reporting
Guest	Consultant, sponsor, collaborator	• Viewing content in Files, Email, Calendar, To-do List, Contact List, Group Pictures, Your Timesheet, Time Reporting • No uploading, emailing or creating folders
Moderator	Team leader	• All options in Files, Email, Calendar, To-do List, Contact List, Group Pictures, Your Timesheet, **Manage Groups**, Time Reporting • Deleting files and emails from trash bin; deleting categories
Administrator	Instructor	• All options available in Files, Email, Calendar, To-do List, Contact List, Group Pictures, **Manage Groups,** Time Reporting • Deleting files and emails from trash bin; deleting categories

a. **Upgrade a user to moderator**
    1. Click the radio button under the "Moderator" column next to the user you would like to upgrade the access level
    2. Click "Update"

b. **Downgrade a moderator to a regular user or guest**
    1. Click the radio button under the "User" or "Guest" next to the user you would like to downgrade the access level
    2. Click "Update"

Manage Subgroups

Subroups are divisions of the overall group whose members share a common quality. For example, a team can have a "Research" subgroup or a "Marketing" subgroup.

a. **Create a subgroup**
   1. Type a subgroup name in the field next to "Create New Subgroup" found under the heading "Manage Subgroups"
   2. Click "Create New Subgroup" button

b. **Delete a subgroup**
   1. Check the radio button in front of the subgroup you wish to delete from the list found under "Manage Subgroups" heading
   2. Click "Delete Subgroup" button

c. **Add a user to a subgroup** (In the "Current Users" matrix)
   1. Click the checkbox for one of the subgroups found under the "Subgroup Membership" heading, matching the row with the user you wish to add to that subgroup
   2. Click "Update" button

Make Users Guests to Past Groups

1. Check the box in front of the user(s) you would like to give access to past groups
2. Check the box in front of the name of the past group(s)
3. Click "Make Guests" button

HELP CONTACT

If you encounter any problems when using the system, please contact the iGROUPS system administrator for help at igroups@iit.edu.