

# MANAGING WORK AREA MEMBERS\*

## Connexions

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### Abstract

This module describes how to manages Work Area members.

### What are group members?

A Workgroup is a collaborative Work Area<sup>1</sup> where content may be reviewed or edited by the Workgroup members prior (or after) being published. A Workgroup is not visible to the general public: you can become a Workgroup member by being added to the Workgroup by an existing member.

NOTE: Only a person who has a Connexions account<sup>2</sup> can be a member of a Workgroup.

Workgroup members can perform any of the allowed actions to manage Workgroup contents (Section ), including adding and removing modules and collections, viewing content, modifying content, and renaming content in the Workgroup. For this reason, it's important to communicate with other group members so that no content is modified or deleted that shouldn't be. However, content may not be published by a group member unless that group member also has the maintainer role for that content.

### Workgroup Uses

1. Solicit reviews and comments on content before you publish it by moving the content to a Workgroup and adding your reviewers as Workgroup members.
2. Keep projects separate by creating a different Workgroup for each project.
3. Keep your Personal Workspace less cluttered by moving contents to different Workgroups.

The names and e-mail addresses of the members of the workgroup are listed on the Members tab (Figure 1). This tab is not available in the "My Workspace" work area since that is your personal work area. You are the only person who can access that work area.

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<sup>1</sup>"Work Areas Overview" <<http://cnx.org/content/m37462/latest/>>

<sup>2</sup>"Create a Connexions Account": Section Account Requests  
<<http://cnx.org/content/m37412/latest/#createaccoutsection>>

Contents

Properties

Members

## Workgroup membership

Remove me from this group

### Search for New Group Members

Enter names or e-mail addresses of people with Connexions accounts you want to add to this group. For example, to locate George Washington you could enter:

- George
- Washington
- "G\* Washington"
- gwash@example.com

You can use a space-separated list to search for multiple people.

Search

### Current Group Members (e-mail group)

Remove	Name	User Id	E-mail
<input type="checkbox"/>	John Doe	john	john@group.edu
<input type="checkbox"/>	Jane Smith	jane	jane@group.edu
<input type="checkbox"/>	David Johnson	daavid	daavid@group.edu
<input type="checkbox"/>	Jonathan Brown	jonath	jonath@group.edu
<input type="checkbox"/>	Bill Green	bill	bill@group.edu
<input type="checkbox"/>	Tom Black	tom	tom@group.edu
<input type="checkbox"/>	Margaret Lee	margaret	margaret@group.edu
<input type="checkbox"/>	Kevin White	kevin	kevin@group.edu
<input type="checkbox"/>	Phil Green	phil	phil@group.edu
<input type="checkbox"/>	Thomas Brown	thomas	thomas@group.edu

Remove selected users from group

Figure 1: Workgroup "Members" tab.

You can perform the following actions from the "Members" tab:

- Adding Members to a Workgroup (Section 1: Adding Members to a Workgroup)
- Removing Members from a Workgroup (Section 2: Removing Members from a Workgroup)
- E-mailing the Entire Workgroup (Section 3: E-mailing the Entire Workgroup)
- E-mailing an Individual Member (Section 4: E-mailing an Individual Member)
- Leaving a Workgroup (Section 6: Leaving a Workgroup)

Joining a workgroup requires an invitation. See [Joining a Workgroup \(Section 5: Joining a Workgroup\)](#) for more information.

## 1 Adding Members to a Workgroup

To add new members to a workgroup you are in, use the following steps:

1. Type the name of the person you wish to add to the list of members in the text box next to the **Search** button.
2. Click **Search**. A list of the Connexions account holders that match the search string appears. If the search returns no results, try the search again using just a username or a last name.
3. Select the checkbox next to the name of the person or persons you wish to add to the workgroup.
4. Click **Add selected users**. The "Current Group Members" table is updated to include the new member or members. When that user logs on, the Workgroup will be listed in the blue navigation sidebar<sup>3</sup>.

## 2 Removing Members from a Workgroup

To remove members from your workgroup, use the following steps:

1. Select the checkbox in the "Remove" column for the member you wish to remove from the workgroup.
2. Click **Remove selected users from group**. The "Current Group Members" table is updated to show the removal of the member.

## 3 E-mailing the Entire Workgroup

To e-mail the entire workgroup, use the following steps:

1. Click on the **email group** link next to the table title "Current Group Members". Your e-mail application is launched displaying a new message addressed to the group members.
2. Type in the text of the message and send it.

## 4 E-mailing an Individual Member

In addition to e-mailing the entire group, you can e-mail an individual member of the workgroup. To e-mail an individual member, use the following steps:

1. Click on the address in the "E-mail" column next to the name of the member to which you want to send an e-mail. Your e-mail application is launched displaying a new message addressed to the group member.
2. Type in the text of the message and send it.

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<sup>3</sup>"Navigating the Editing Interface": Section Navigation Bar  
<<http://cnx.org/content/m37463/latest/#navigationbar-section>>

## 5 Joining a Workgroup

To join a group, a current member of the group must add you to the workgroup member list. If you wish to join a workgroup, contact a member of that workgroup and ask them to add you to the workgroup.

## 6 Leaving a Workgroup

If you leave a workgroup or remove yourself from the member list, you are no longer a member of that workgroup. To become a member again, a current member of the workgroup must add you to the list of members again. To leave a workgroup, use the following steps:

1. Display the "Members" tab for the workgroup you wish to leave.
2. Select the checkbox in the "Remove" column next to your name.
3. Click **Remove selected users from group**. The "Leave Workgroup" confirmation screen displays.
4. Click **Yes, Leave**. You are removed from the workgroup and the workgroup name is removed from the "Workspaces" sidebar on your Connexions web page.

Once every member of a group has left the group, the group will be deleted. The last member to leave will be asked to confirm this step.