



Getting started
guide



Make the most of the Groups function

This guide covers:

- The SWAPBox Group function
- Creating a new Group
- Joining an existing Group
- Contributing to a Group

Other guides you might be interested in are: Registering on SWAPBox, How to modify your profile and Uploading resources to SWAPbox.

What are 'Groups' on SWAPBox?

There are two types of profile pages on SWAPBox: one for individual members and one to display collaborative work from a variety of sources including voluntary organisations, higher education departments and projects as well as more informal collaborations between SWAPBox users around a shared topic of interest.

The purpose of the 'Groups' page is to share resources and outputs commissioned or developed by the collaboration: for example, learning resources created by a voluntary organisation, teaching materials by a group of lecturers in a higher education department, outputs from a project, or a collection of resources around a specific topic.

Furthermore, sharing resources on a page dedicated to the organisation or team behind them, guarantees a prominent display about the context in which these materials were developed, as a logo and free text description can be added to the profile page. Links to the individual profile pages of SWAPBox members associated with the group are also displayed on the group profile page.

Most 'Group Page' features (such as creating, becoming a member or uploading resources to a group) require you to be an individual SWAPBox member and logged in to your account. These features will be explained in greater detail in the sections below.

If you are not registered on SWAPBox or not logged in to your account, you can still view existing group pages and the resources they contain:

Existing Group Pages can be viewed by going to the Browse Page:
To view the profile page, click on the hyperlinked name of the group:

The screenshot shows the profile page for the 'SWAP' group. At the top, there is a blue circular logo for 'The Higher Education Academy (SWAP)'. Below it, a brief description states: 'SWAP is the UK subject centre for social policy and social work, one of the Higher Education Academy's 24 discipline based centres. SWAP aims to enhance the student learning experience by promoting high quality learning, teaching and assessment. The Academy is an independent organisation funded by grants from the four UK funding bodies for HE; subscriptions from higher education institutions; and contract income for specific initiatives.' A section titled 'Members:' lists five individuals with their names and roles: Dr Jules Newman (Admin), Mrs Helen Carmichael (Admin), Dr Rebecca Johnson (Admin), Mr John Williams, and Jackie Rafferty.

Latest Additions		Embed
1. The student learning experience - what exactly do they learn and what exactly do they experience?		

Most Viewed Items	
Item title	Views
1 Introduction to SWAPBox Presentation	120

You are now able to view and access the group's latest resource additions and associated members.

To create a new group on SWAPBox

In order to create a new group on SWAPBox, you must have registered as an individual member first, and be logged in to your account.

On your task bar, click on the 'Group Manager' button.

The screenshot shows the task bar of the SWAPBox interface. It includes links for Home, Browse, About, Getting Started, Profile, Resource manager, Group Manager (which is highlighted with a red box), Bookmarks, Logout, and a search bar.

Now click on 'Create Group'.

You can create group pages within SWAPBox, to give a profile to your organisation, research group or project and add relevant resources.

Once you have set up a group page, you will be given an administrator function that allows you invite individual SWAPBox members associated with the group to join and approve requests from SWAPBox members to join your group. There is no limit to the number of groups an individual SWAPBox member can be associated with.

The idea behind the group page function is to showcase output that has been commissioned by an organisation and/or developed collaboratively. For examples of existing groups, please go to the 'Browse' page within SWAPBox, and select 'All Groups'.

To create a group, you will need to fill in the details on this page, including the group name, a brief description and any members you would like to add at this stage. You can also add new members quickly and easily at a later stage, and designate admin functions to individual members.

All members within a group can add relevant resources to the group page through their individual profiles. For further details on this and other information on setting up and maintaining group pages, please see the 'How to Guide on Group Pages' on the Getting Started Page.

[Create Group](#)

Complete all the fields as demonstrated in the example below, then click save and finish. Add group members by either typing in their last name or email address.

Note: In order to add a group member, you will need to ensure that the person you wish to include has registered on SWAPBox as an individual member first.

Save | Cancel | Save & Finish

Group Information

1 Name: Example Group
This group has been set up with the aim of facilitating collaboration between anyone interested in...

2 Description:

3 Website: www.examplegroup.ac.uk

Members

4 Search for users by either Family name or email address and click to add them to this group. Users can also be designated as additional Group Administrators if desired.
Search by family name U
Dr Test User (pm5@ecs.soton.ac.uk)

Dr Jules Newman (j.c.newman@soton.ac.uk) Admin

Save | Cancel | [Save & Finish](#)

You should now see the link to the group page displayed under 'Group Manager.'

All members within a group can add relevant resources to the group page through their individual profiles. For further details on this and other information on setting up and maintaining group pages, please see the 'How to Guide on Group Pages' on the Getting Started Page.

[Create Group](#)

 SWAP

 Mental Health in Higher Education

 Example Group

When you go to the group profile page, you will see a taskbar under the group description. This allows you to leave the group and if you have administrative rights (which you automatically have as the group creator) to amend the group logo, edit group and to delete the group

The screenshot shows the 'Example Group' profile page. At the top, it says 'Example Group' and has a description: 'This group has been set up with the aim of facilitating collaboration between anyone interested in...'. Below this is a 'Members:' section listing 'Dr Jules Newman (Admin)' and 'Dr Test User'. To the right is a graphic of five user icons. At the bottom is a taskbar with four buttons: 'Edit Group', 'Change Logo', 'Leave Group', and 'Delete group'. The 'Change Logo' button is highlighted with a red box.

Joining an Existing Group

Another function only available to SWAPBox members logged in to their account, is that to join an existing group. As already mentioned, on the Browse page, you can look through all Group pages that have been set up. When you are logged in, you will also see a task bar displayed on the group's profile page, with a 'join group' button. –Click on this to become a group member and you will be able to add relevant resources to the group page.

Note: You should ONLY join those groups that you are already collaborating with or where the description states that the group seeks members and contributions on the basis of a shared interest (for an example of this, see the group 'Mental Health in Higher Education'). If you are in doubt as to a SWAPBox group's membership policy, please contact the group's administrator directly, prior to joining.

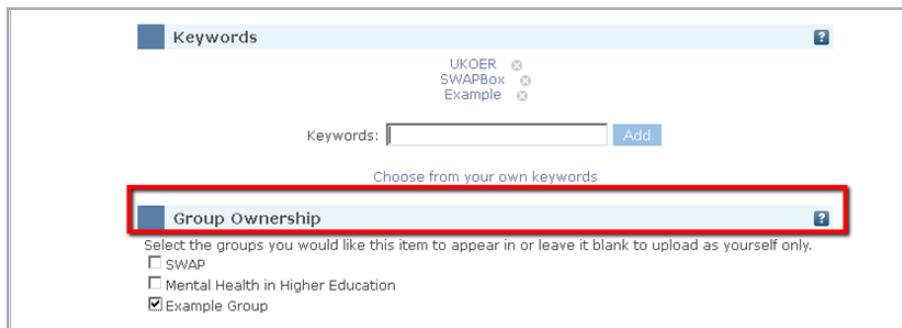
The screenshot shows the 'Mental Health in Higher Education' group profile page. At the top, it says 'Mental Health in Higher Education' and has a description: 'This group has been established by the Mental Health in Higher Education project www.mhhe.heacademy.ac.uk with a view to collating learning and teaching resources in the area of mental health (defined broadly to encompass both mental wellbeing and distress). It is open to anyone with an interest in contributing.' Below this is a 'Members:' section listing 'Ms Jill Anderson (Admin)' and 'Dr Jules Newman'. To the right is the 'mhhe' logo with the tagline 'enhancing learning and teaching about mental health in higher education'. At the bottom is a taskbar with a single button: 'Join Group', which is highlighted with a red box.

Contributing to a group

As a member of a group you are able to add relevant content to the group's profile page. Just like when uploading resources to your own profile (see separate guide on How to Upload Resources to SWAPBox), you need to upload files and add descriptive information via the Resource Manager function.



As part of the resource description during the upload process, you can select to link the item to one or (if applicable) several groups you belong to. However, you will need to be a group member first in order to contribute resources.



Your resource will now be displayed on the Group Page(s) you have linked it to.

A screenshot of a group profile page for 'Example Group'. It shows the group's name, a brief description, member list, and various management options. The 'Latest Additions' section is highlighted with a red rectangular box, showing a single item: '1. Example Resource'. Another section, 'Most viewed Items', also lists '1. Example Resource' with 1 view.

Example Group

This group has been set up with the aim of facilitating collaboration between anyone interested in...

Members:

Dr Jules Newman (Admin)
 Dr Test User

Members

Edit Group Change Logo Leave Group Delete group

Latest Additions

Embed

1. Example Resource

Most viewed Items

Item title	Views
1 Example Resource	1

Where do I go from here?

To register on SWAPBox, please see the guide on How to register. To modify your user profile, please take a look at the ‘Modifying your Profile’ guide. For further information on sharing resources on SWAPBox, please read the user guide on uploading resources.