

University of Central Oklahoma
Group and Course Studio Procedure

1. **Application:** These procedures apply to all group and course communities residing in the UCO portal, UCONNECT.
2. **Introduction:** UCONNECT has the ability to provide group and course communities through the use of the Group and Course Studio tool. Certain procedures have been developed to facilitate usage with university policies and procedures. Training for use of the Group and Course Studio tool is encouraged. See OIT Academic Technologies and Training website, <http://blue.ucok.edu:8080/training/schedule.asp>, for training schedule. Groups are available under a variety of categories listed in the group's index.
3. **Description of Group Studio:** Group portals are a significant component of the UCO portal. Each group can have its own guest homepage, member homepage, e-mail list, calendar, message board, chat room, access links, posted articles, file sharing area, and photographs. Groups can be either public or restricted. Restricted groups require that request approval for membership by a designed group manager.
4. **Purpose:** The purpose of this procedure is to set guidelines for the UCONNECT group and course communities.
5. **Group and Course Procedure:**
 - a. Appropriate Use. Groups are authorized and established in UCONNECT if they meet certain criteria.
 - i. The group must be composed of students, faculty, staff, alumni or other University related entities.
 - ii. The group must have an identified UCO sponsor.
 - iii. The group must be used for activities related to University functions.
 - iv. The group must not promote activities that are illegal, fraudulent, harassing, defamatory, obscene, or threatening. The group must not violate the rights of others or support commercial activities not associated with the University. The group must not be in violation of University policies, local, state or federal laws in good standing with all UCO authorities.
 - b. Technical Considerations. There can be no more than 1000 members in any group and a member cannot join more than 300 groups. Each group has a maximum of 50 MB of disk storage space for photos and file sharing. Each file or photo can be no larger than 4 MB in size. Photos must be in .gif, .jpg, or .jpeg format. Each group can have no more than 300 photos in their Photo Album.

Groups will be reviewed on an annual basis and inactive groups will be purged from the system.

- c. Group Classifications. Groups are classified as Student Groups, University Groups, General Groups and Course Groups. Student groups are composed primarily of student members and are often associated with sanctioned student organizations on campus. Student groups must have an active University employee (faculty or staff) identified as the group sponsor. University groups are composed primarily of faculty and staff members and are often associated with governance groups or project work groups. A University group must have an administrator identified as the group sponsor. General groups may be composed of any mixture of students, faculty, staff, alumni, or other University related entities and are often specialized interest groups. A General group must have a University faculty or staff member identified as the group sponsor. Course Groups are composed of students and faculty currently enrolled or assigned to a University course. The course instructor is the recognized group leader and sponsor.
- d. Group Status. A group will either be active or inactive. Groups may be inactivated at the request of the sponsor or group leader. Yearly reviews of active groups will be made to determine validity and status of the group. Inactive groups that can not be contacted through the sponsors or group leader will be deleted. Course groups will be active from the beginning of enrollment through the scheduled end of the course. Group leaders who need to delegate or transfer leadership authority should contact IT Support either by email or through IT Support at extension 2255. Group leadership can only be transferred to individuals who willingly accept the responsibility. The following list contains examples of situations where group leadership should be transferred:
 - i. The group leader is leaving UCO and the group needs to continue.
 - ii. The group leader no longer has an interest in leading the group and a new leader has been identified.
 - iii. The group organization may choose to have group portal leadership change periodically as part of their group protocol.
- e. Group Categories. Groups will be added to the existing categories and sub categories. Group categories do not apply to course groups.
- f. Group Type. Group type does not apply to course groups.
 - i. *Public.* Public groups are open for anyone (student, faculty, staff, alumni, and other University entities) to join. The majority of UCONNECT groups fall under this type.

- ii. *Restricted.* Restricted groups have membership that is subject to certain criteria. The criteria must be identified at the time the group is requested. Membership of restricted groups will be available **without regard** to race, color, sex, national origin, religion, disability, or status as a veteran.
- g. Group Applications. By default, all group and course applications are available, delegable, and enabled.
- h. Member Conduct and Enrollment. Group members shall accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members. Members also agree to share their user names and e-mail addresses with other members of the group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software. Enrollment in a group is at the member's request. Enrollment in a UCO course constitutes the individual's approval to join course specific group.
- i. Group leadership. Group leadership is an important responsibility. Without exception, any individual accepting this role is responsible for moderating group content to assure that all applicable University policies and guidelines are followed. If Portal group tools are used in a manner that conflicts with University Policy, the Group Leader should take appropriate actions in coordination with the individual who is responsible for maintaining the group category. In order to join a group, a potential group member is informed through membership criteria and/or policy dialog boxes about usage protocols. Potential members are also informed that a breach of protocol may result in the loss of membership, or other appropriate disciplinary actions.
- j. Requesting a Group. A group request is submitted through the "create group" tab located in the Group function icon. Requests for group creation must be submitted under the appropriate group category utilizing the request mechanism available in UCONNECT. Requests will be evaluated based upon approval by appropriate UCO authorities.
 - i. Group name – names must adhere to published naming conventions
 - ii. Short description that will appear next to the name on lists
 - iii. Long description detailing the proposed group's purpose and mission
 - iv. Type of Group – with a choice to be either a public or restricted groupGroups are requested using the Group Studio Tool.

- k. Approval Authority. Approval of groups is facilitated by the Portal Administrator and appropriate UCO authorities. Groups will be acted upon within three (3) business days upon submission.
 - l. Maintenance. Once approved, it is incumbent upon the group leader and other group members to maintain a group's homepage.
6. **Enforcement:** Groups requested outside of these guidelines will be denied immediately. If a group is found to be in violation of these guidelines after creation, the group will be inactivated and the group sponsor, leader, or instructor will be warned via written notification of the procedure violation.
7. **Related Policies and Guidelines: Related Policies and Guidelines:**
- a. UCO Computer and Network Usage Policy
<http://technology.ucok.edu/oit/networkusagepolicy.htm>
 - b. UCO Principles and Guidelines for the Use of the World Wide Web
http://technology.ucok.edu/oit/web_guidelines.htm
 - c. UCO Mass Email Policy
http://technology.ucok.edu/oit/mass_email_policy.pdf
 - d. UCO Announcements Procedure
http://technology.ucok.edu/oit/UCO_accouncements_procedure
 - e. Student Organization Policy
http://www.ucok.edu/campus_life/building.pdf
 - f. UCO Code of Student Conduct
[http://www.ucok.edu/ssvp/conduct/CoSC%202005-2006%20\(Final%20Website%20Adobe%20Version\).pdf](http://www.ucok.edu/ssvp/conduct/CoSC%202005-2006%20(Final%20Website%20Adobe%20Version).pdf)
 - g. Employee Handbook
http://administration.ucok.edu/employeerelations/employee_handbook.htm
 - h. Faculty handbook
<http://www.busn.ucok.edu/academicaffairs/FacHanbook03-04OFFICIAL1405.pdf>
8. **Revision History:**
- a. Established October 2005
 - b. Activated January 2006
 - c. Revised February 2006
9. **Glossary:**
- Channels** – Channels provide information at-a-glance with click-throughs to topic-specific information, web services or other applications. Channels can have targeted and non-targeted content.

Content – Content is the information and services displayed in a channel containing links, text, and images.

Custom – The term custom is used to describe a tab or channel that is not out-of-the-box.

Layout – Layout is the term used to describe what the content of portal page looks like. It is a combination of tabs, columns, and channels.

Luminis – the name of the suite of software products, developed by SunGard SCT, that runs the UCONNECT portal.

Predefined – Predefined is a term that refers to those tabs and channels that the portal administrator has placed in each user's layout. When a user first logs in to UCONNECT, the users sees a set number of predefined tabs with predefined channels. This layout was created by portal administrators with content relevant to all users and to the user's specific role (student, faculty, and staff). Users can add new tabs to their layouts and populate them with other channels to which they are able to subscribe.

Role – UCONNECT users are assigned one or more roles based on information extracted from Banner. A user will have the role of 'student', 'faculty', 'staff', or 'Alumni', or any combination of the three if they hold multiple roles. The portal software uses roles to personalize content presented to users.

Tabs – Tabs are click-through navigational tools in the portal. Just as a section of the newspapers contains stories on the same topic, tabs usually contains channels with a common theme. Predefined Tabs appear in the portal according to the user's role. Users can also create their own tabs.

Targeted Content Channels – Content for channels can be targeted at users based upon their role(s) or access group.