

Groups

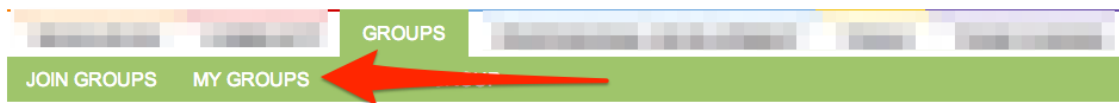
Groups are a great way to collaborate, network, exchange ideas, organize meetings and share files amongst other members of your team or other Tutela Members. Tutela offers both Public and Private groups. Public groups can be accessed by any Tutela user whereas Private groups require approval to join.

Access Your Groups

1. Click on Groups in the Tutela Main Menu. It is the third option.



2. Click on My Groups found in the Groups Sub-Menu. It is the second option.



3. Click on the Title of the Group you wish to enter.

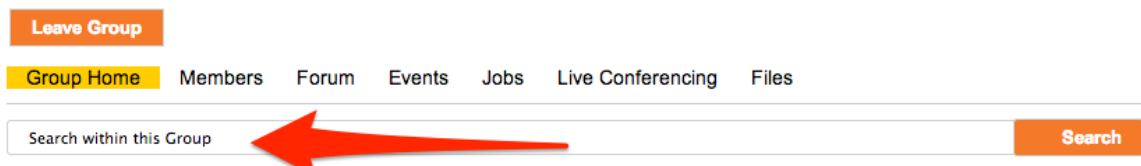
4. Notice the Group menu giving you access to all the features of your group

Group Home Members Forum Events Jobs Live Conferencing Files

- Group Home - Gives you general updates on what is happening in this specific group
- Members - Allows you to see other group members and to network with them
- Forum - Allows you to ask questions and share ideas with your group
- Events - Allows you to view and create new events
- Jobs - Allows you to view and create new job postings within your group
- Live Conferencing - Allows you to have a real time meeting with other group members
- Files - Allows you to share files with your group members

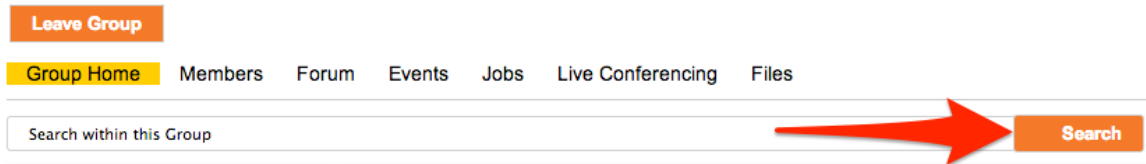
Search within a Group

1. Enter a search term in the search bar found on the Group Home page.



- From the group homepage, you can search for any content found within your group. Search results will return matches found in Members, Forum, Jobs, Events and Files.


2. Click the Search button found on the right side of the search bar.




- You can reset your search by clicking on the Reset Search button on the right hand side of the search bar.




- Notice how the results return all types of content items.




Webinar 1
 Posted by [Diane Ram](#) on 31-12-2013 12:12 EST
 From on 01-01-2014 10:00 EST to on 01-01-2014 11:00 EST
 Location: Post Webinar Chat Group on Tutela
 Intro, presenter info

 Add to My Favorites

An instructor from Ottawa, Ontario, Canada
 Name: [Diane Ram](#) (User ID: DianeRam)
 Position: Instructor
 Organization: Tutela



Literacy Rubrics
 Hi Fauzia, I have shared your wonderful rubrics in the group "Resources and Te... [read more](#)
 Started by [Diane Ramanathan](#) on 29-12-2013 09:52 EST
 0

 Add to My Favorites

An instructor from Edmonton, Alberta, Canada
 Name: [Bonnie Nicholas](#) (User ID: BonnieJean)
 Position: Instructor
 Organization: NorQuest College