

Create and Manage Groups

Last Modified on 06/14/2021 4:27 pm EDT

Community Managers can create and manage groups in MyWharton. New groups will appear in the Groups tab of MyWharton.

Before You Start

You must have Community Manager privileges to add groups in MyWharton.

Create and Manage Groups

To publish a new group:

1. Log in to **MyWharton Community** (<https://mywharton.wharton.upenn.edu/s/>).
2. Navigate to the **Groups** tab from the main navigation menu.
3. Select the **New** button.

The screenshot shows the MyWharton interface. At the top, there's a header with the Wharton University of Pennsylvania logo, a search bar, and user information for ERIN MURPHY. Below the header is a navigation bar with tabs: DASHBOARD, CALENDAR, MY ACADEMICS, GROUPS (selected), PEOPLE, ANNOUNCEMENTS, ALL LINKS, SUPPORT, MBA INSIDE, and UNDERGRAD INSIDE. Under the GROUPS tab, there's a sub-header 'Groups' with a dropdown arrow and 'Active Groups'. To the right of this sub-header is a 'New' button, which is circled in red. Below the sub-header is a table with columns: NAME, LAST ACTIVITY, MEMBERS, and OWNER. The table lists five groups: Wharton EMBA (Unlisted), EMBA PHIL Class of 2020 (Private), EMBA PHIL Class of 2018 (Private), Wharton MBA (Unlisted), and Wharton UGR (Unlisted). Each group entry includes a group icon, the group name, its status, the last activity date and time, the number of members, the owner's name, and a dropdown arrow.

NAME	LAST ACTIVITY	MEMBERS	OWNER
Wharton EMBA (Unlisted)	7/10/2018 3:57 PM	579 Members	Integration User
EMBA PHIL Class of 2020 (Private)	7/10/2018 3:56 PM	121 Members	Integration User
EMBA PHIL Class of 2018 (Private)	7/10/2018 2:59 PM	87 Members	Integration User
Wharton MBA (Unlisted)	6/28/2018 1:33 PM	2544 Members	Integration User
Wharton UGR (Unlisted)	6/27/2018 3:17 PM	3014 Members	Integration User

4. Complete the fields. Asterisks (*) indicate a required field:
 - **Name:** Enter the name of the group.
 - **Description:** Include a short description that will display on the group detail page and when users hover over the group name in the Groups tab.

The screenshot displays a list of groups on the left and a detailed view of the 'Asian American Association of MBAs' group on the right. The list includes:

- Alpha Kappa Psi (Unlisted)
- Asia Club (Unlisted)
- Asian American Association of MBAs
- Australia/New Zealand Club (Unlisted)
- Basketball Club (Unlisted)

The detailed view for the 'Asian American Association of MBAs' group shows:

- Access Type:** Unlisted
- Member Count:** 2 Members
- Description:** WAAAM is the community organization for Asian American MBA students at Wharton. WAAAM provides a variety of large and small events to make lasting relationships among members, alumni, and the Asian American MBA student network at large.
- Date/Time:** 6/18/2018 10:51 AM
- Members:** 2 Members

- **Information:** Enter more detailed information about the group in the rich text editor that will display on the group detail page.
- **Owner:** Select the owner of the group.
- **Access Type:** Choose the access type.
 - **Public** - Publicly available to all community users. Users can view discussions without being a member. Anyone can join.
 - **Private** - Visible to all community users but users must be group members to view discussions. Users must request to join.
 - **Unlisted** - Hidden from community users. Users must be invited by the Group Owner or Admin.
- **Allow Customers:** Leave the box unchecked.; this feature is not available in MyWharton Community.
- **Broadcast Only:** Allows only the group owner/manager to initiate a post in the group.

S GROUPS PEOPLE ANNOUNCEMENTS ALL LINKS SUPPORT MBA INSIDE UNDERGRAD

New Group

* Name

Description

Information

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* Owner

 Erin Murphy

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Disable automatic archiving

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Cancel Save & Next


5. Click **Save & Next**.

6. Upload a **group photo** (not required but recommended). Maximum file size: 16MB. Acceptable file types: JPG, GIF, or PNG. Click **Next**.

Upload Group Photo

You can upload a JPG, GIF or PNG file. Maximum file size is 16 MB.

Current Photo:

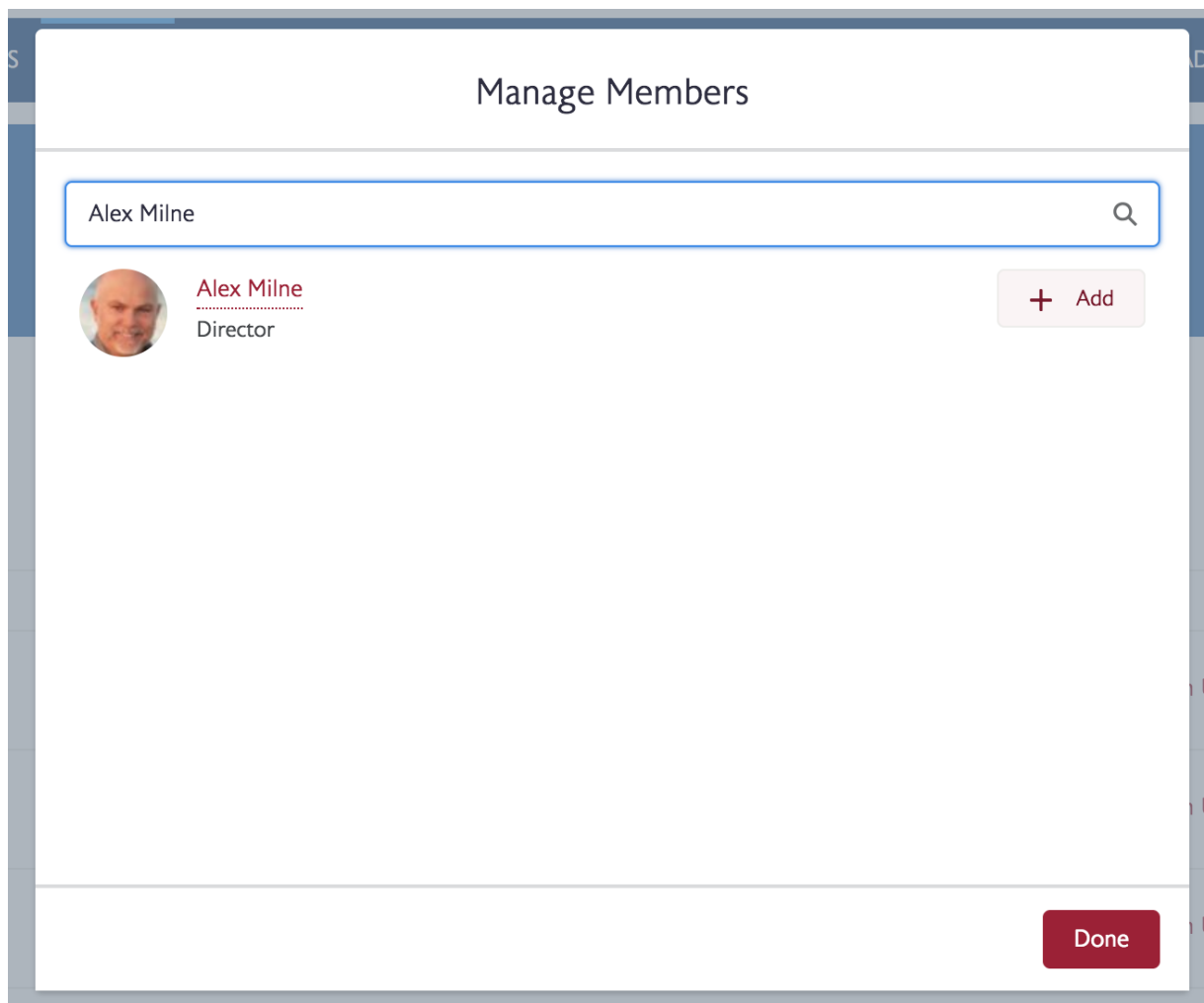


Upload Image

Cancel

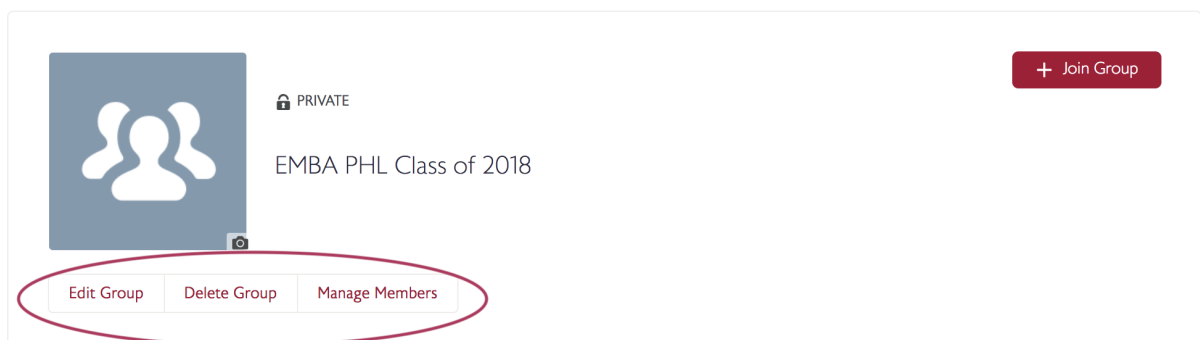
Next

7. **Add members** to your group and click **Done**.



8. To **Edit Group, Delete Group, or Manage Members**, click on the group link in the Group's tab and those options will appear under the group name.

NOTE: Deleting groups permanently deletes all the information in the group, but not the files themselves.



Questions?

Contact: Staff Computing Support

Email: admin-support@wharton.upenn.edu