



RICE

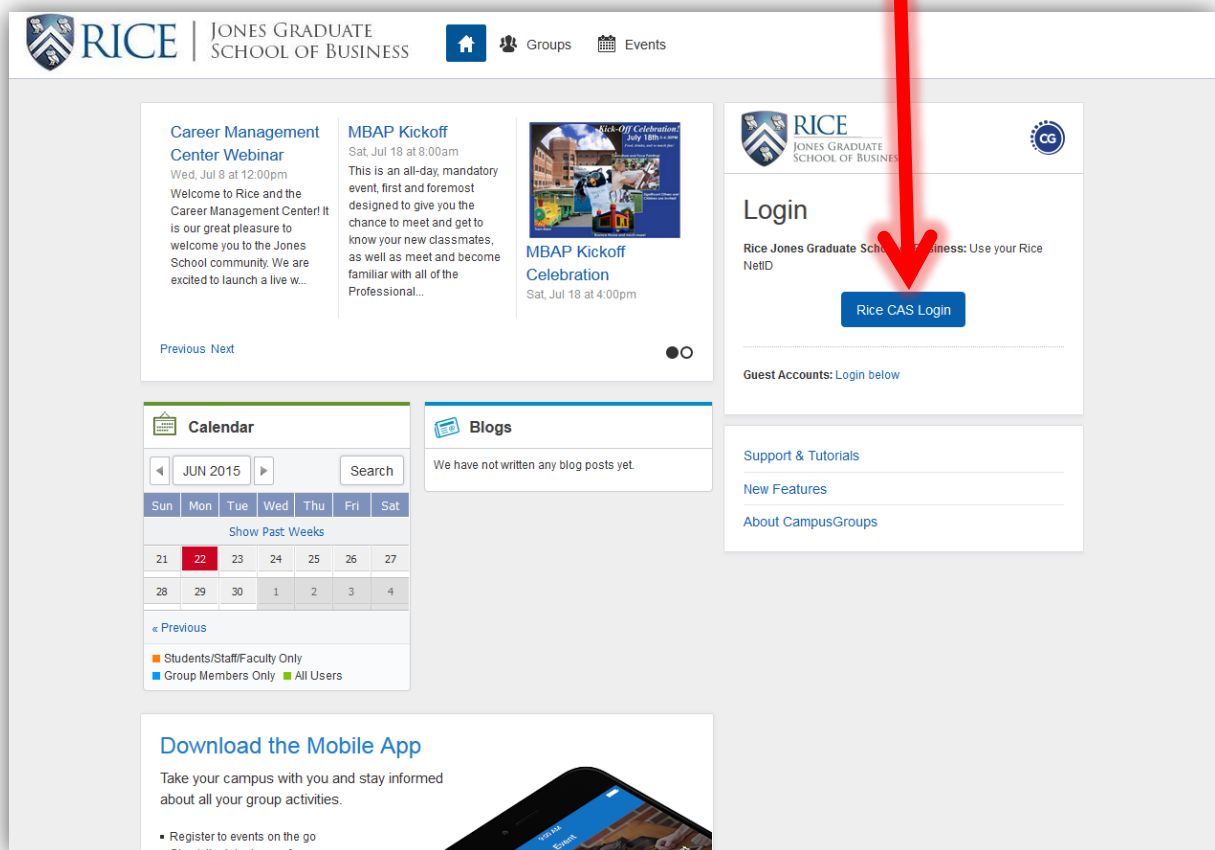
| JONES GRADUATE
SCHOOL OF BUSINESS

CampusGroups Initial User Guide

Club Administration

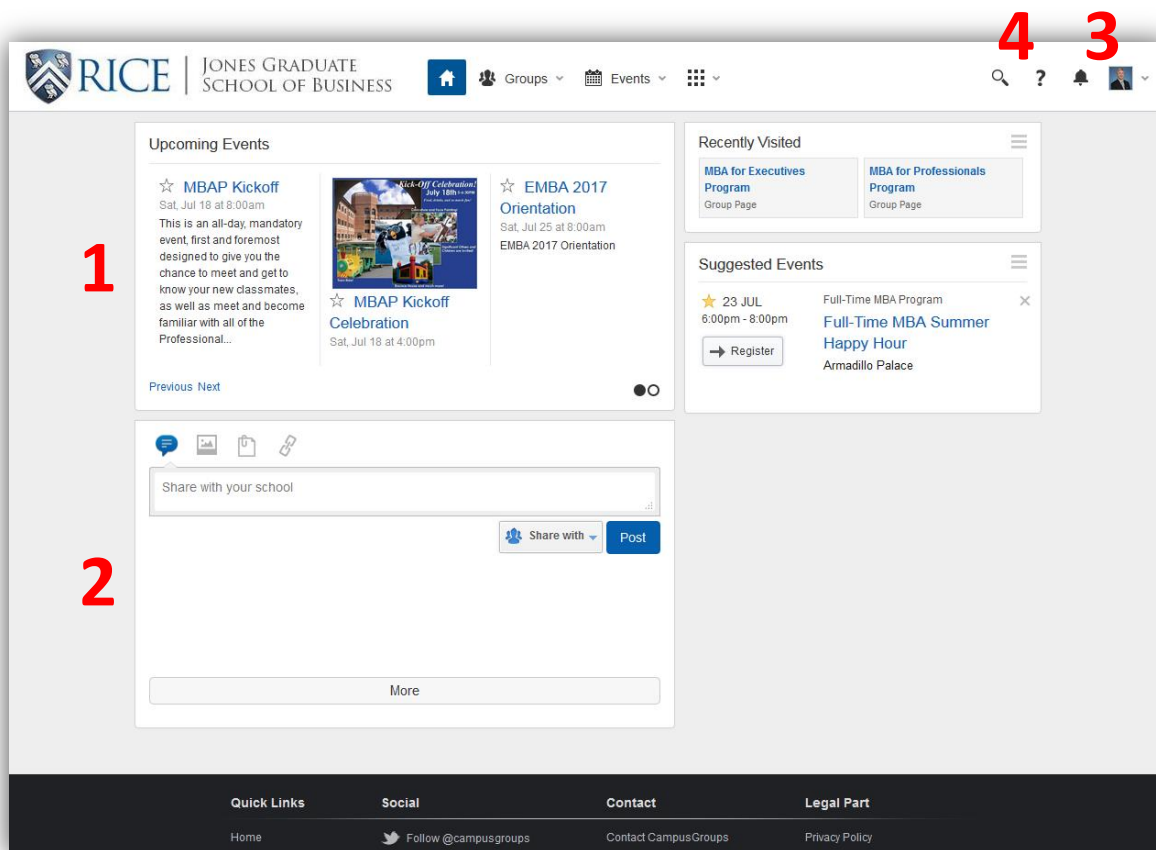
Accessing CampusGroups

1. Enter <http://jones.campusgroups.com/> into your preferred browser.
2. Select the “Rice CAS Login” button. CampusGroups utilizes single sign-on (SSO) authentication, so you will be prompted to enter your Rice NetID and password if not already logged in to another Rice resource (OWL-Space, ESTHER, etc.).



3. Upon initial login, you will be prompted to update your user profile – please verify your preloaded personal info and edit as necessary.

Homepage & School Feed

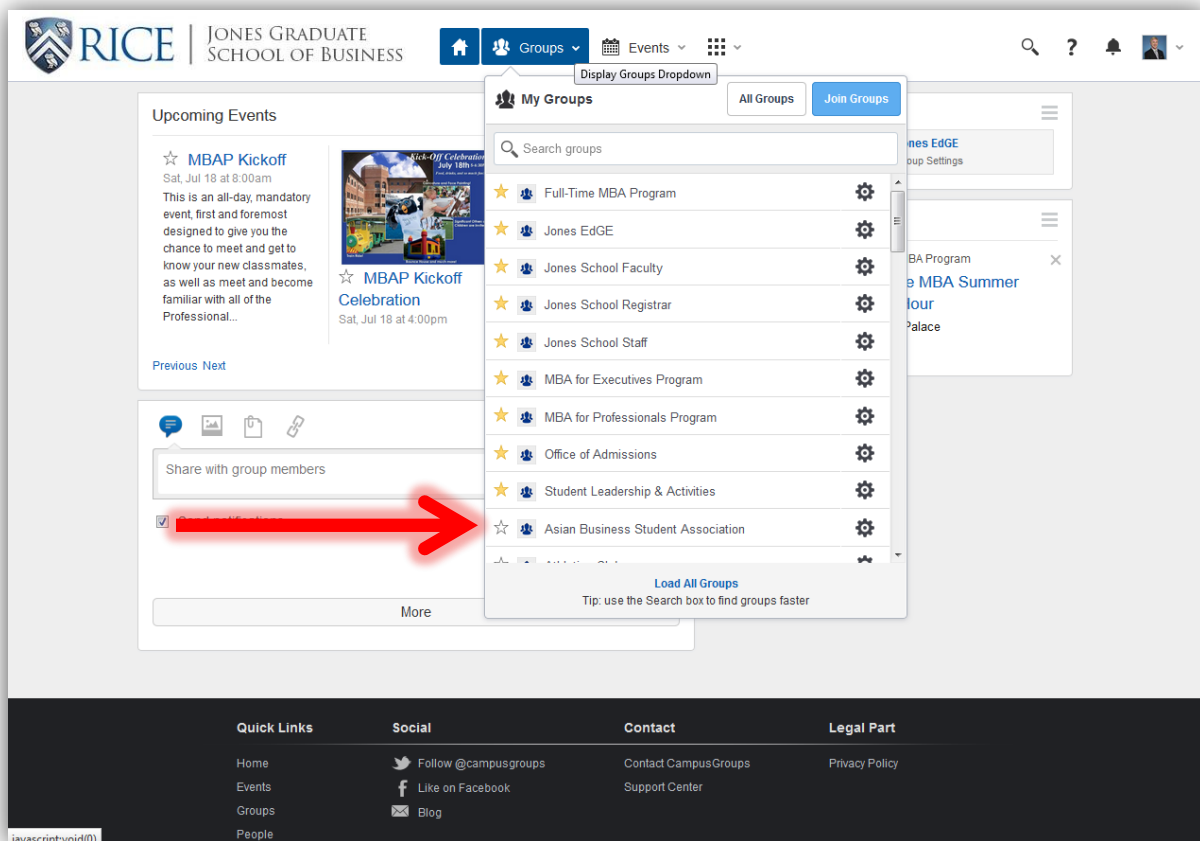


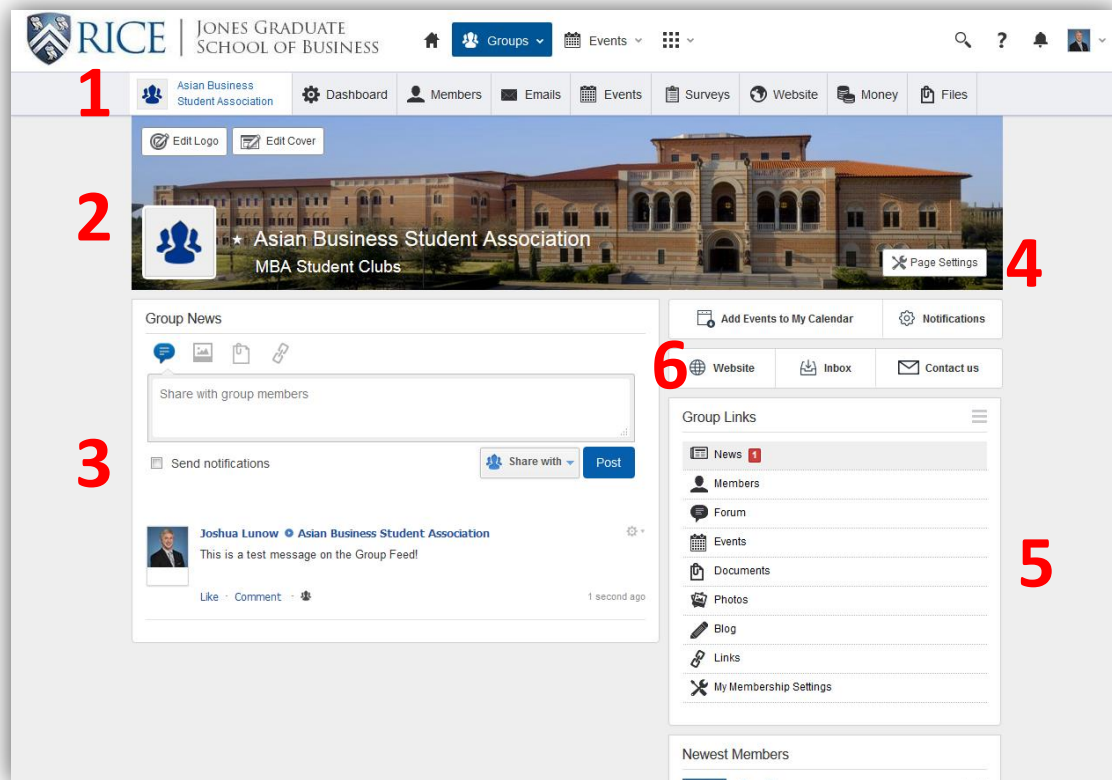
1. **Event Slider:** Rotates through all campus events, and allows users to easily sign up for events.
2. **School Feed:** Will display all posts and announcements made by the user's groupmates (fellow full-time students, fellow Consulting Club members, etc.)
3. **Account Menu & Notifications:** Allows management of personal options, such as profile, privacy settings, and notification settings. Also allows users to view their submitted and pending forms & surveys, as well as financial transactions.
4. **Search & Support:** Quick-search function, as well as general support documentation provided by CampusGroups.

Officer Admin Basics – Group Feed

Your club's CampusGroups presence is made up of two distinct aspects: the *Group Feed* and the *Group Website*. The Group Feed is internal-facing, and is only accessible by members or officers of a club. The Group Website is external-facing, completely customizable, and can be accessed by anyone – including people outside of the Jones School. Both should be maintained to ensure a consistent and effective web presence.

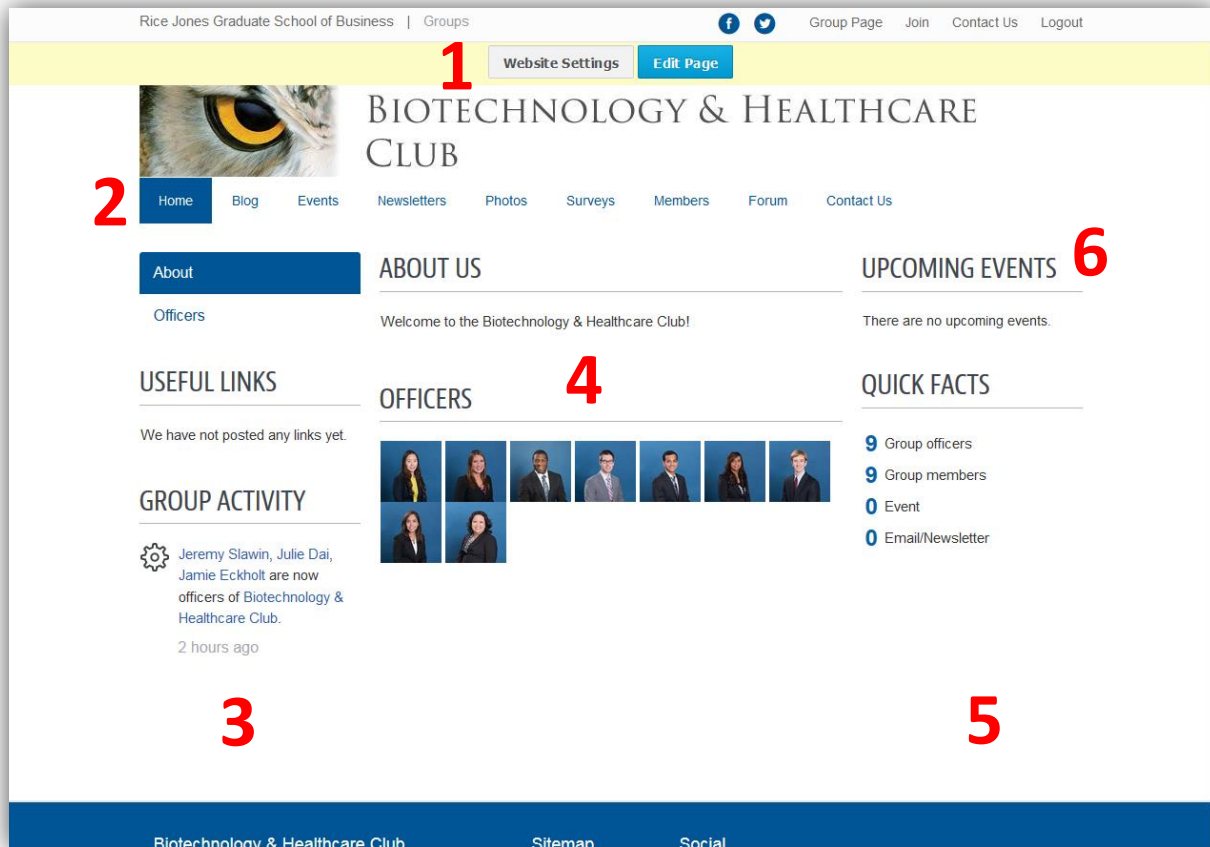
To begin, find and select your group within the Groups list. Groups can be “favorited” for easy access by clicking the star next to each group name.





1. **Group Administrator Menu:** Visible only to officers, this menu allows officers to access and manage various aspects of their club.
2. **Group Feed Header:** Logo and cover photos may be customized here. Please note that these changes only take effect on the group feed, not the website.
3. **Group Feed:** Message board for members of the group. Users may post pictures, files, and URLs, and may choose to share content with specific sub-groups within the group membership.
4. **Page Settings:** Allows customization of group feed options.
5. **Resources:** Allows members to directly access forums, documents, blogs, and useful links.
6. **Website:** Select this option to access the club's public website.

Officer Admin Basics – Group Website



1. **Site Editor:** Use the “Website Settings” button to access the website editing module. Please note: the “Edit Page” button is currently offline, but will be replaced in the newest version of CampusGroups.
2. **Site Navigation:** Menu headings default to the standard website modules, but can be completely customized.
3. **Left Sidebar Content**
4. **Main Content**
5. **Right Sidebar Content**
6. **Widget:** A core aspect of CampusGroups, *widgets* pull data from various sources, such as events from your club calendar, useful links, newsletters, or pictures. A large number of widgets exist, but it is also possible to create custom widgets to suit your website needs.