How to Create a New Group

Project Noosphere groups can be made by any Project Noosphere member to create, share, and/or exchange information and ideas with like-minded individuals.

1. Login to your Project Noosphere account
2. Go to www.projectnoosphere.com/create-new-group/
3. Type in the name of your group and the description
   a. The name and description of your group will be seen by other members of Project Noosphere.
4. Choose your privacy setting
   a. There are 3 different privacy settings: Public, Private, and Hidden
      i. Setting your group to **Public** will allow all members of Project Noosphere to see and join your group. Your group will be listed within the group directory and can be found through the search results. In addition, the group content and activity will be visible to all members of Project Noosphere.
      ii. Setting your group to **Private** will allow all members of Project Noosphere to see your group. Your group will be listed within the group directory and can be found through the search results. Only users who request membership and are accepted by the admin user of the group will be able to join. The group content and activity will only be visible to the members of the group.
      iii. By setting your group to **Hidden,** members of Project Noosphere will not be able to see your group listed in the directory or search results. Users will be able to see and join the group if they are invited by the group's admin user. The group content/activity will only be visible to the members of the group.
5. Choose the moderation settings of your group's post
   a. **Auto Published** will allow posts written by any member to be posted automatically to your group.
   b. **Required Mod/Admin** will allow the admin and moderators of the group to moderate posts by reviewing and approving them before they are posted.
6. Choose to enable invite features
   a. Enabling the invite feature allows Project Noosphere members to be invited to your group.
7. Choose who can invite members to your group
   a. Selecting **All Group Members** allows individuals within your group to invite other Project Noosphere members to join.
   b. Selecting **Group Administrators & Moderators only** limits group invites to be sent by either the group admin users or moderators.
   c. Selecting **Group Administrators only** limits group invites to be sent by the group admin users.

8. Choose a category for your group
    a. By selecting a category that best describes your group, Project Noosphere members will be able to search your group and similar groups listed under your chosen category. This allows Project Noosphere members to find groups they are interested in. You may choose more than 1 category that best classifies your group.
    b. If you would like to add a specific group category to be listed, please email makenzieboyd@quantumuniversity.com.
9. Choose your avatar
    a. Your avatar should be an image that best represents your group.
10. Click "Submit" to create your group.

How to Search for and Join a Group
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/groups-2/ to view all Public and Private groups.
3. Search for a group by name, category, or tag.
    a. **Search Groups by Name:** If you know the name of the group you want to join, simply type the group name into the search bar, press search, find the group you want to join, and click "Join Group". If the group is Public you will be automatically added to the group and if the group is Private an invite will be sent to the group admin for approval.
    b. **Search by Category:** If you are looking for a specific type of group, click the down arrow next to "All Categories" to toggle between different classifications. Once you find a category you are interested in, click that specific category, and press search. This will allow you to see and choose from all of the groups categorized under that topic. For example, if you are searching for a meditation group, search the mediation category to find a group that is your best fit!

How to See Your Groups
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/

How to Invite Members to Your Group
Depending on your group settings, either Group Admins, Moderators or All Members will be able to invite new members into the group.
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Click on "Send Invites"
5. Choose a member you would like to invite or search for a member in the search bar and click "Invite"
    a. Once the invite is sent, the member will receive a request to join.

How to Accept Group Invites
If you have been invited to a group by another group member, you will need to accept the invitation before you can be a part of the group.
1. Log into your Project Noosphere Account
2. Go to https://www.projectnoosphere.com/my-invites/
3. Click "Confirm" to accept the invitation or click "Ignore" to decline the invitation.

How to Leave a Group
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Choose the group you want to leave and click "Leave Group"

How to Write a Discussion Post
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Choose the "Discussions" tab
5. Write your message in the posting box labeled "Write Post"
   a. Here, you will be able to write a post and share an image for your entire group to see.

How to Comment on a Post
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Choose a post you wish to comment on
5. Write your comment in the box labeled "Write a comment…"
6. Click "Comment" or press enter to post your comment for the rest of your group members to see

How to Like a Post
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Choose a post you wish to like
5. Click the thumbs-up icon
   a. To view who else has liked the post, click on the number above "likes".

How to See Who is in Your Group
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Click on "Members"
   a. Here you will be able to see everyone part of your group. If you click on a member's name, you will be directed to their profile page. On this page, you will have access to information about this user, the posts they have written, and the comments they have made.

How to Edit/Delete a Group
To edit a group after it has been created, you must be a group administrator.
1. Log into your Project Noosphere account
2. Go to https://www.projectnoosphere.com/my-groups/
3. Click on the group you want to interact with
4. Click on the settings wheel icon
5. Make changes as needed and click "Update".
6. Click "Delete" to delete the group. Once you delete the group, you cannot undo this action.

Group Titles/Abilities

There are 3 different types of user capabilities within each group.

1. **Administrator:** The admin of the group is the owner/creator of the group. This user capability allows you to edit a group, delete a group, invite group members, delete group members, and accept group members.
2. **Moderator:** Depending on the group settings, moderators can approve posts and invite members to the group.
3. **Basic Group Member:** Basic group members can post, comment, and like. In some cases, depending on the group settings, group members are able to invite members to the group.