



Using di Gameworks Groups

Use the following steps to join, create, and manage groups.
Visit [http:// digw.org](http://digw.org) to begin.

What is the Purpose of di Gameworks Groups?

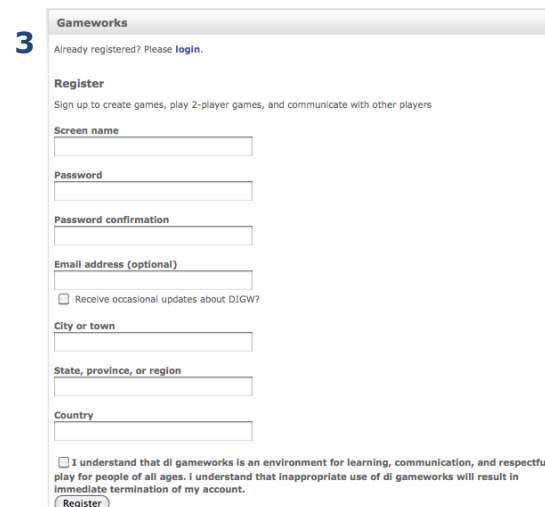
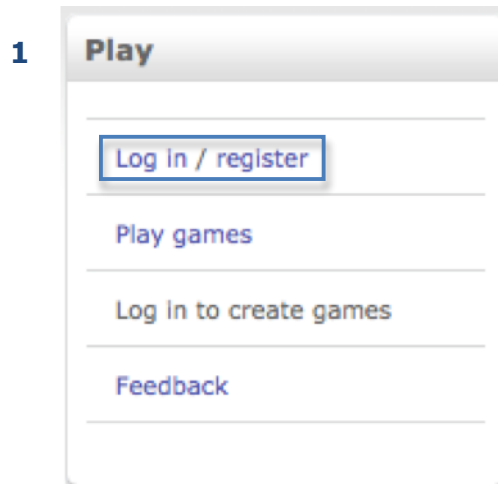
Groups allow individual **Members** to more easily connect, collaborate, and play together. Groups are useful when organizing teams within a class, classes within a school, areas within a geographic region or country, or even a community of players with similar interests. A **Private Group** may be more appropriate for teachers administering Groups of students within his or her classroom, whereas a **Public Group** of players interested in a common topic - such as international development - is accessible to all members of the di Gameworks community.

An **Administrator** - any learner, teacher, or di Gameworks community member - can oversee the function of a group, which includes:

- Creation and management of Member accounts and roles
- Establishment of public and private Group settings
- Publication of di Gameworks games
- Facilitation of Group games to the broader di Gameworks community

To Begin Using Groups Visit <http://digw.org> and Login or Register:

1. Select either of the **Log in / register** links from the right-hand **Play** menu.
2. **Login** to di Gameworks if you have previously registered by entering your **Screen name** and **Password**.
3. **Register** with di Gameworks if you will be creating or playing a game for the first time.

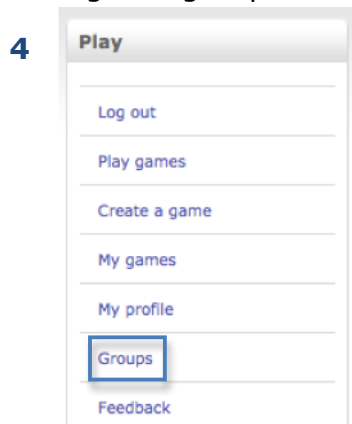




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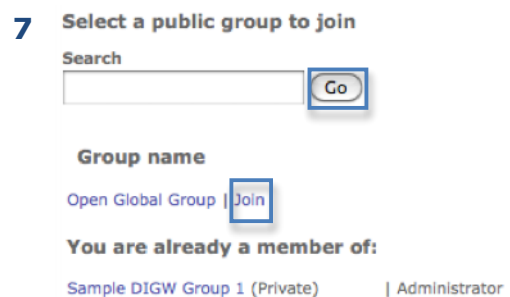
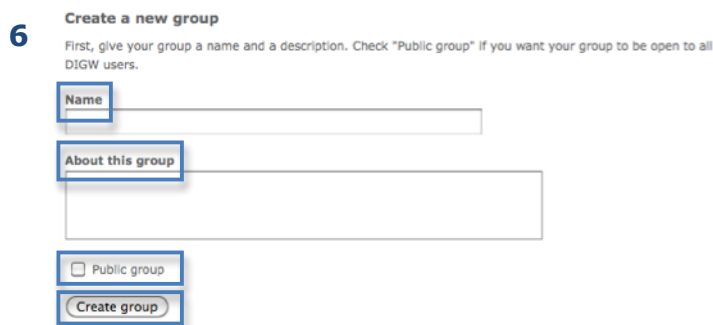
Accessing di Gameworks Groups:

4. Select the **Groups** link from the right-hand Play menu.
5. Select one of the following options:
 - A) Click the **Browse public groups** link to view a list of all public groups.
 - B) Click the **Create a new group** link to create and manage a new group.
 - C) Click a group name listed under **My groups** if you currently manage or belong to a group.



Creating and Joining a di Gameworks Group:

6. To create a new Group, begin by typing a Group **Name**, describe the Group by writing **About this group**, select whether or not this is a **Public group** (leaving the box to the left of **Public group** unchecked will designate the group as **Private**), and then click the **Create group** button.
7. To **Browse public groups** (step 5), or to select a Public Group to join:
 - A) **Search** by typing in a group name and clicking the **Go** button.
 - B) Click the **Join** button next to Public Groups listed under **Group name**.





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Editing and Managing a di Gameworks Group:

8. Group information, including **Group type**, **Current group members**, and **Group games** is visible after clicking the **Group name**. If you are the Group Administrator, this Group information view provides links to **Edit** or **Deactivate** the Group.
9. If you have created a Group, or serve as a Group Administrator, you may edit the Group's **Name**, change the Group's **Public** setting, and revise information **About this group**. To save changes click the **Update** button.
10. Group Administrators may also view **Current group members** and **Remove** selected members, **Add an existing user to this group**, or **Create a new user and add to this group**. To save changes click either of the **Add** buttons.

The screenshot shows the group management interface for "Sample DIGW Group 1".

- 8** points to the group name and the "Edit | Deactivate" buttons.
- 9** points to the "Editing group" section, which includes a "Name" field (containing "Sample DIGW Group 1"), a "Public" checkbox (checked), an "About this group" text area (containing "This is a sample DIGW group."), and an "Update" button.
- 10** points to the "Current group members" section, which lists "remi | Administrator", "Player1 | Member", and "Player2 | Member", each with a "Remove" button. Below this are two "Add" buttons: "Add an existing user to this group" and "Create a new user and add to this group". The "Create a new user" form includes a "Login" field (containing "Player3"), a "Password" field (containing "****"), and an "Add" button.

A Note to Administrators Regarding Members and Passwords:

Administrators must choose a **Login** and **Password** when creating a new user and adding this user to a Group. Administrators are advised to use simple naming conventions when establishing user logins, and using (at least initially, and dependent upon the average age of user) the same password for all group members. The Administrator must then provide these Logins and Passwords to group members so they may begin creating and playing games.

For questions about creating and managing groups, or for additional information, please email info@digw.org.