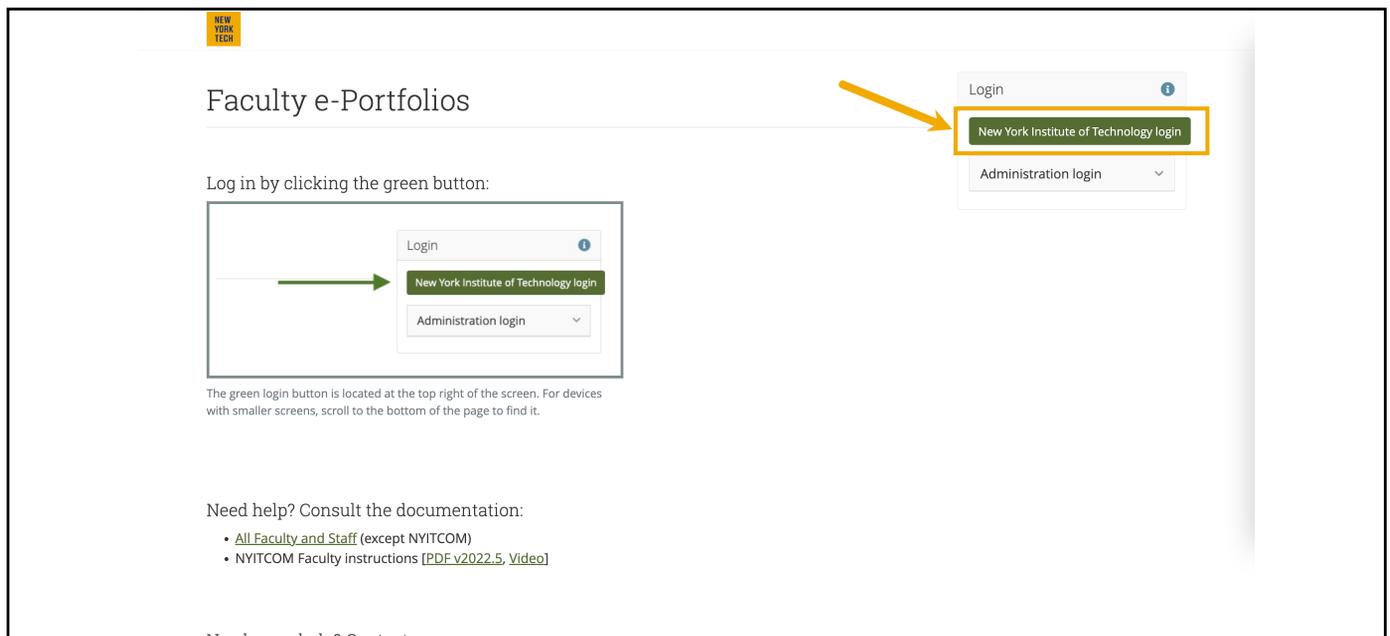


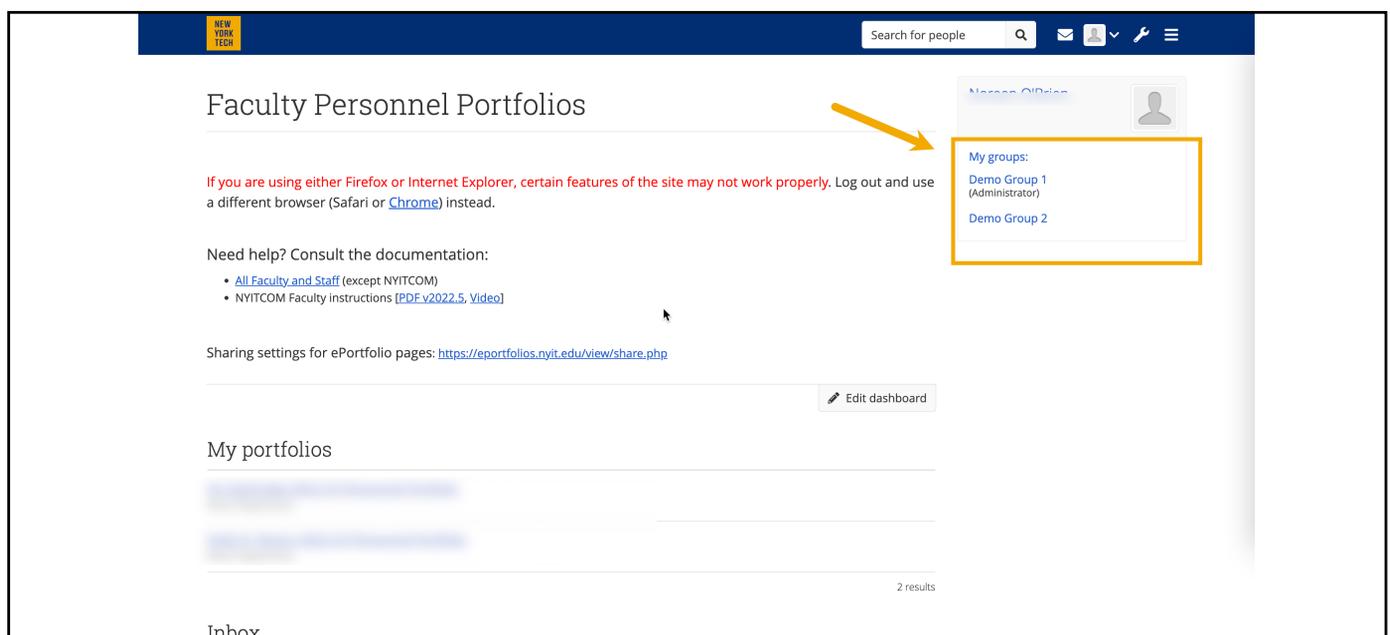
## Adding and Removing Group Members

### Overview

Access at <https://eportfolios.nyit.edu/>



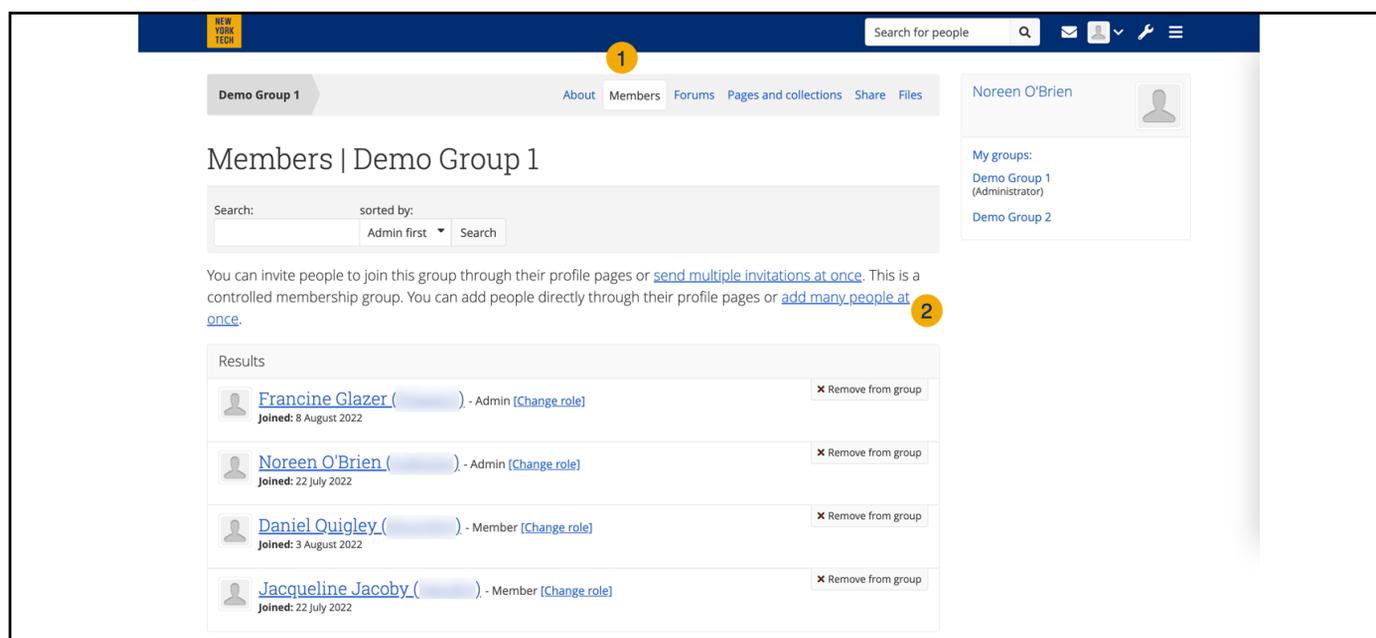
From the dashboard, click the group name in the *My groups* list.



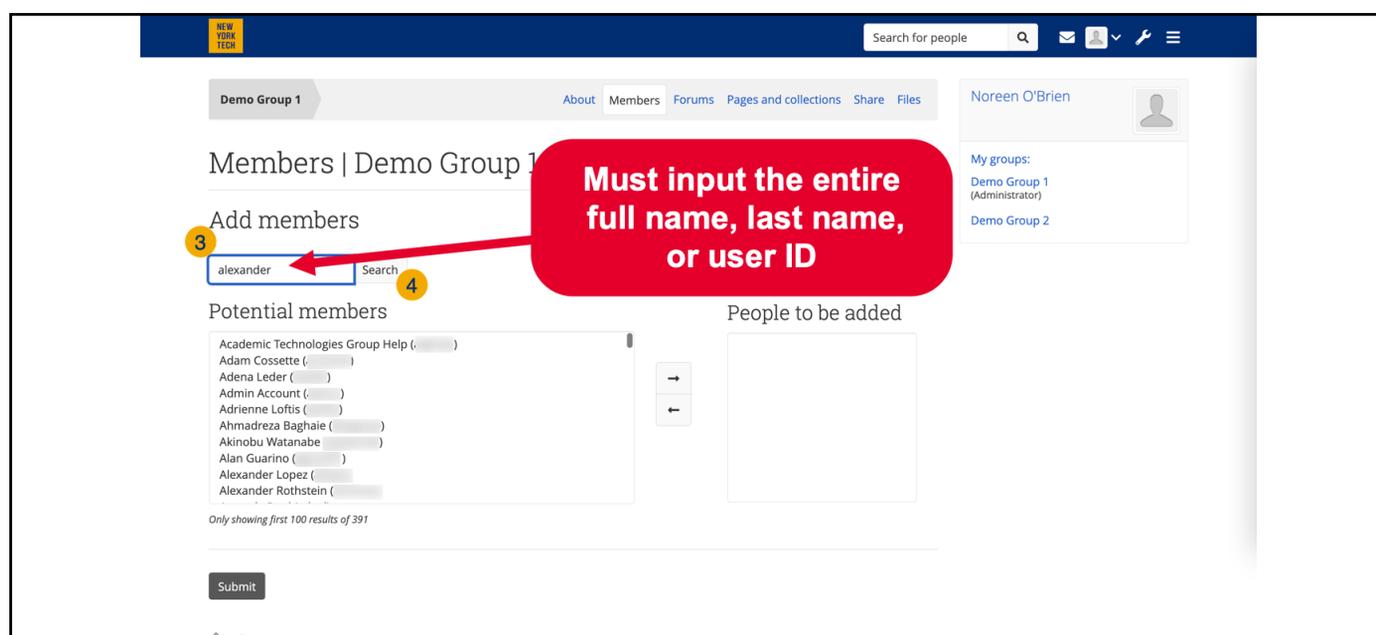
## Adding and Removing Group Members

### Add Members

1. Click *Members*.
2. Click *add many users at once*.

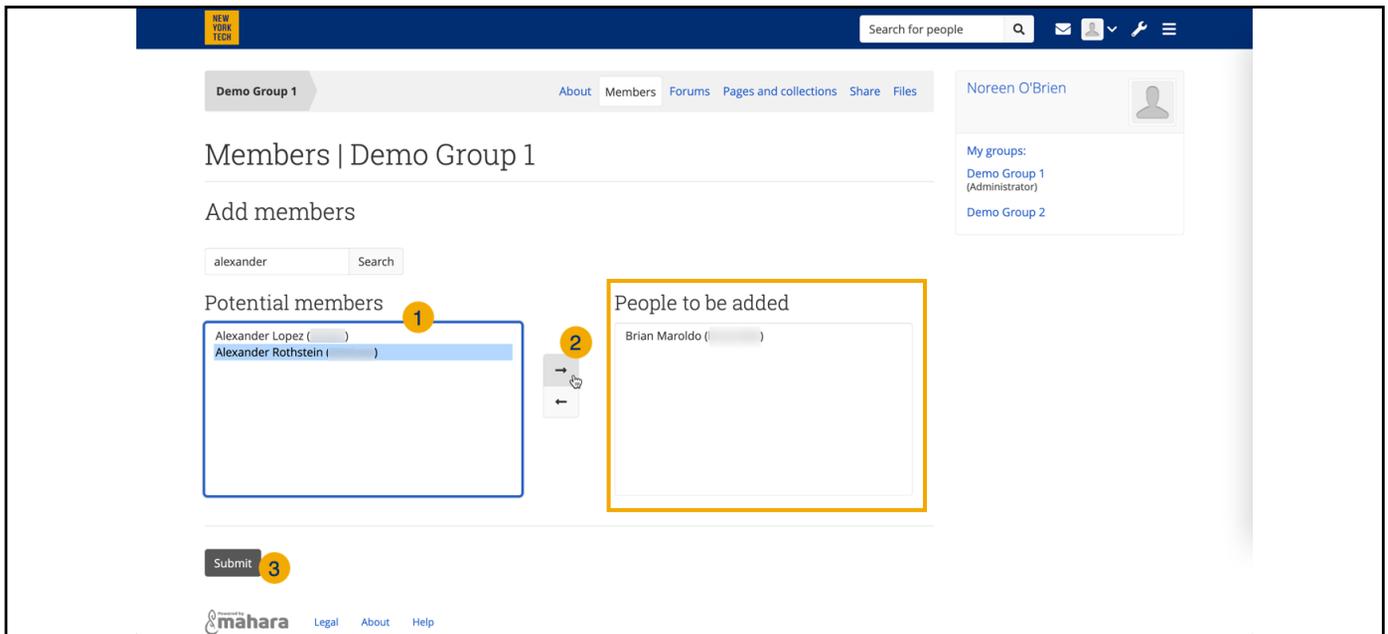


3. Type in the **entire** first name, last name, or user ID for the person you want to add.
4. Click *search*.

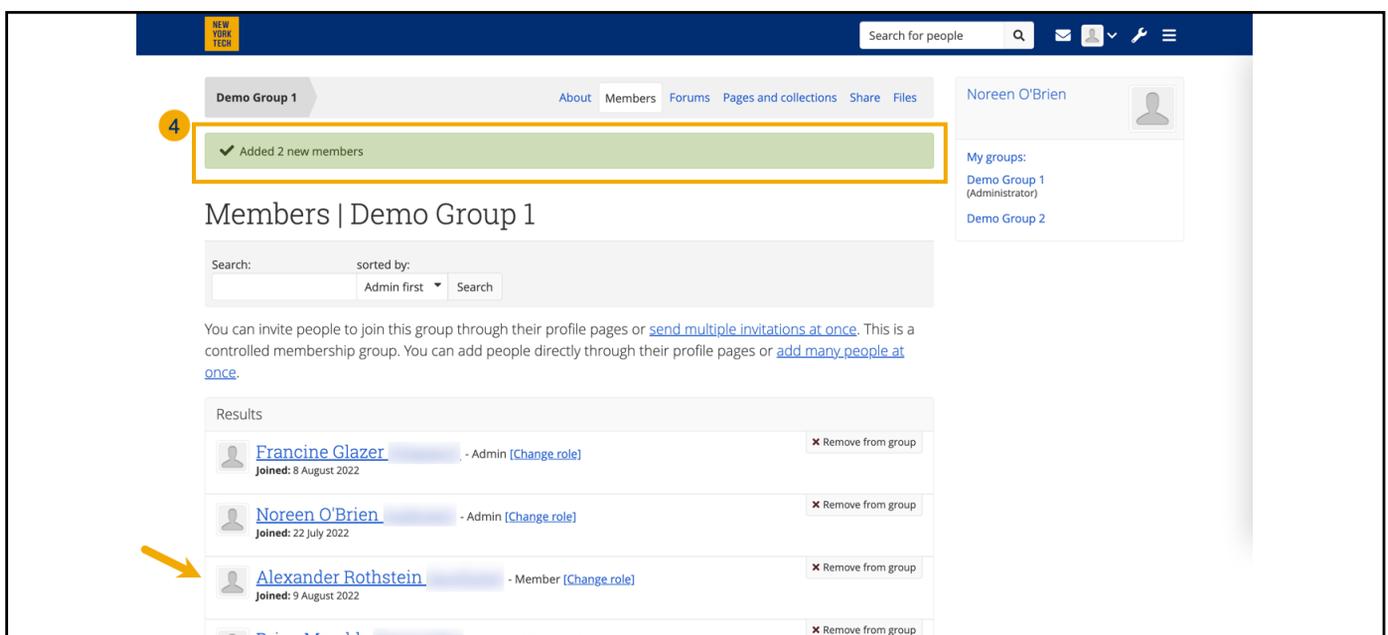


## Adding and Removing Group Members

1. Locate user in list of *Potential members* and select. (User will be highlighted)
2. Click the right arrow to add users to *People to be added* list.
3. Once all new group members are in the *People to be added* column, click *Submit*.



4. You will be redirected to the group's members page. A confirmation notification will appear at the top of the page and the users will be listed on the page with a joined date below their name.

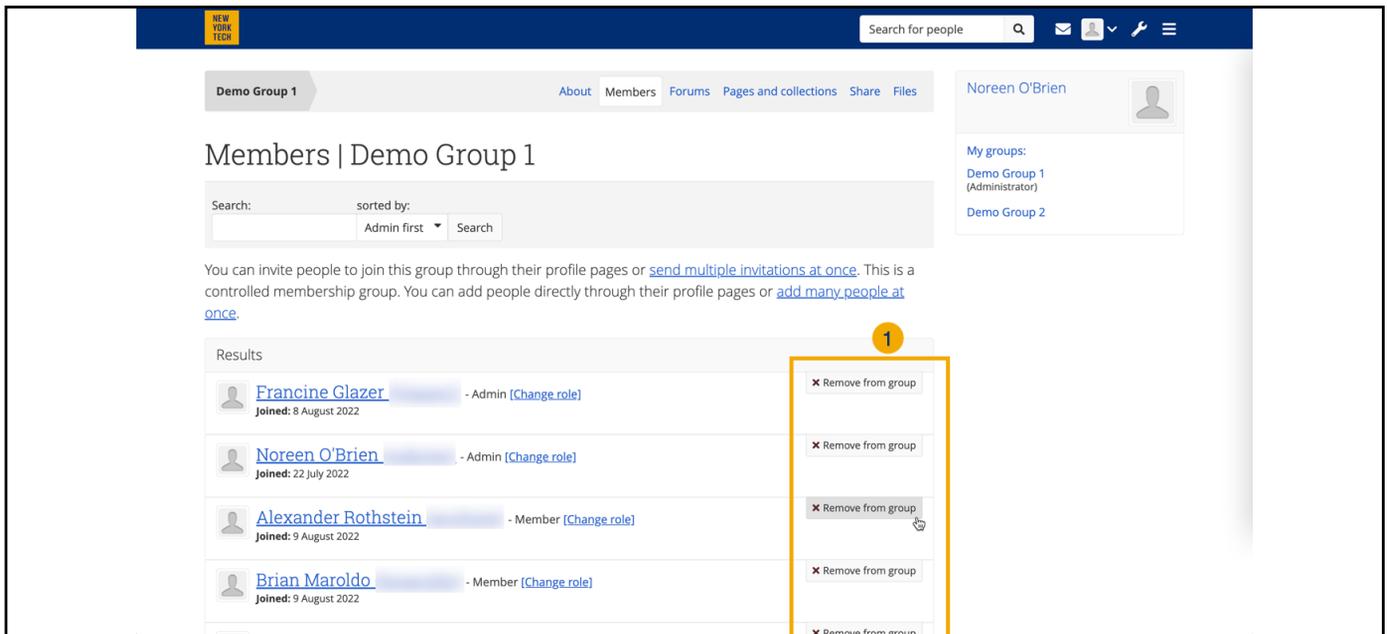


## Adding and Removing Group Members

### Remove Members

\*Remember to remove DPC and SPC chairs from the group before uploading the letter from the dean.

1. Locate user in list and click *Remove from group* button to the right of the user's name.

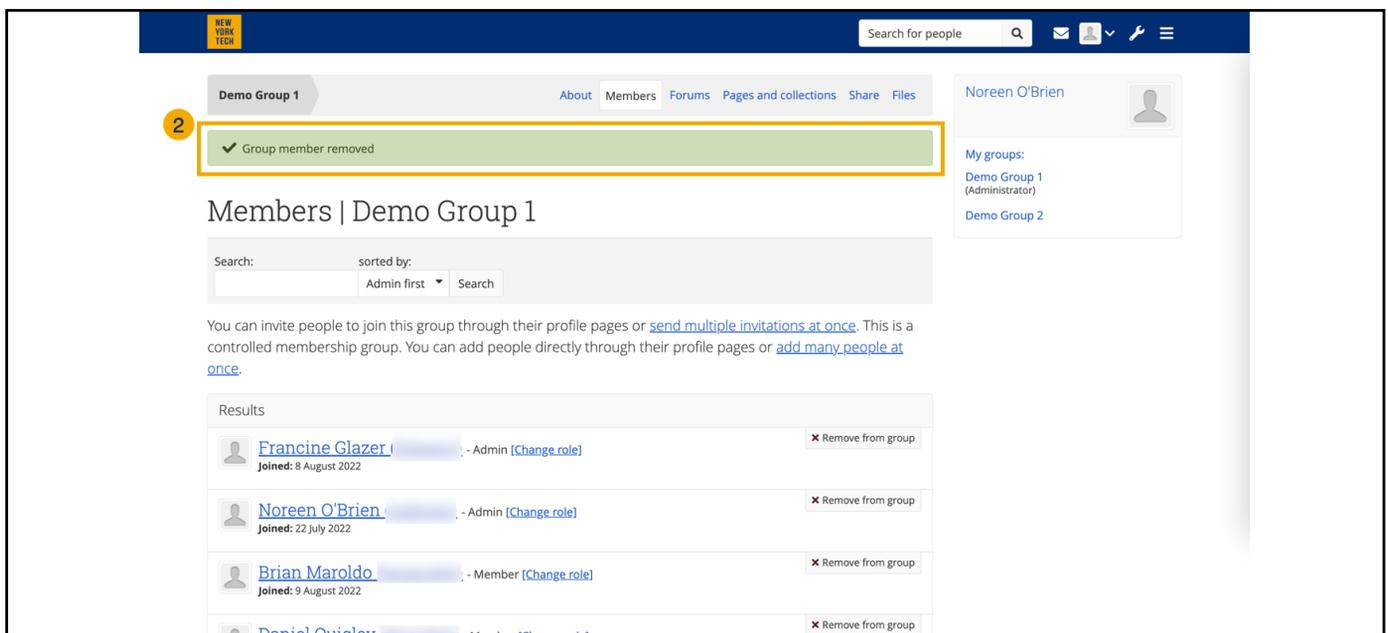


The screenshot shows the 'Members | Demo Group 1' page. At the top, there is a search bar and navigation tabs for 'About', 'Members', 'Forums', 'Pages and collections', 'Share', and 'Files'. Below the search bar, there is a search input field and a 'sorted by' dropdown menu set to 'Admin first'. A message explains that this is a controlled membership group and provides links for adding members. A 'Results' section contains a table of members:

Name	Role	Joined	Action
<a href="#">Francine Glazer</a>	Admin	8 August 2022	<a href="#">Remove from group</a>
<a href="#">Noreen O'Brien</a>	Admin	22 July 2022	<a href="#">Remove from group</a>
<a href="#">Alexander Rothstein</a>	Member	9 August 2022	<a href="#">Remove from group</a>
<a href="#">Brian Maroldo</a>	Member	9 August 2022	<a href="#">Remove from group</a>

A yellow box highlights the 'Remove from group' buttons for all members, with a circled '1' above it. A right-hand sidebar shows the user's profile for Noreen O'Brien and a list of groups: 'Demo Group 1 (Administrator)' and 'Demo Group 2'.

2. A confirmation notification will appear at the top of the page, and the users will no longer be listed on the page.



The screenshot shows the 'Members | Demo Group 1' page after a member has been removed. A green notification box at the top left contains a checkmark and the text 'Group member removed'. The 'Results' section now shows a different list of members:

Name	Role	Joined	Action
<a href="#">Francine Glazer</a>	Admin	8 August 2022	<a href="#">Remove from group</a>
<a href="#">Noreen O'Brien</a>	Admin	22 July 2022	<a href="#">Remove from group</a>
<a href="#">Brian Maroldo</a>	Member	9 August 2022	<a href="#">Remove from group</a>
<a href="#">Daniel Quigley</a>	Member		<a href="#">Remove from group</a>

A yellow box highlights the notification, with a circled '2' to its left. The right-hand sidebar remains the same as in the previous screenshot.