

THE ENRICHMENT PROJECT

Badge Program

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Create Yahoo! Groups

You should complete the "Explore Yahoo! Groups" badge or have equivalent knowledge before attempting to do this badge program. We'll look deeper into the possibilities of hosting your own Yahoo! Group.

CREATE YAHOO! GROUPS

Steps

1. Create an account (Yahoo! ID).

You must have an account to create a Yahoo! Group. If you do not have one, please do so before starting this badge program.

2. Examine other groups.

Examine groups you are in, those that are publicly listed, etc. Ask the moderators why they chose to allow some features and not others. Keep notes on the things that you'd like to incorporate into your own group.

3. Yahoo! Groups blog.

yahoogroups.tumblr.com

Yahoo! Groups has a blog. Look through the posts and identify issues that might affect you.

SETTING UP YOUR GROUP

4. Log in.

To create a group, you need to be logged in. See Step 1.

5. Group categories.

Explore the categories and find a group similar to yours. Search by various terms *you* would use. Where they are located within the group's hierarchy? You may find more than one possibility for your group's location. You will want to go deeper than one level to put yourself into a "niche." Make a note where you want to be placed so you're ready for this question.

6. Name.

You want a unique name. You may want your name to be easily identifiable with your group's purpose or have a completely unique name that you plan to build into a brand.

Write down a few ideas. Check to see if there are groups with the same or similar names before choosing one.

7. Group description.

Create a group description before you start. Proofread it carefully to make sure you have no errors. After your group name, this is the item most people will read.



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MANAGEMENT

8. **Group settings.**

Explore your group settings. These include:

- Description & Appearance
- Messages
- Membership
- Web Tools

Make any adjustments you feel are necessary.

9. **Security.**

To keep your group secure, you can choose a variety of possibilities from the Management menu. Think about how you and your group members will be using this group. You can have a lot of security or very little. NOTE: Some options, once chosen, cannot be changed. Be very careful before you choose them.

Listed / Not Listed

Description & Appearance: If you're listed, anyone can find you by searching through Yahoo!'s directory. Not being listed helps you keep undesirables out as well as people who might be genuinely interested. Decide if security is more important to you.

Posting / Archiving Messages

Messages: You can determine who can post, where it goes, whether it's moderated (you approve before messages go out) and if attachments are allowed. This keeps possible spammers from bombarding your group before you realize what's happening. You can also turn off Archiving so that messages are not saved.

If you're sending out a newsletter, you can be the only one posting. For feedback, make sure everyone can post.

Membership

When someone wants to become a member, this information is what they will find. Is it open and anyone can just click to join? You can use restricted (like the Enrichment Project group) where you need to let the moderator know why you're joining. This keeps groups from being taken over by spammers. You can also chose closed, so only people you directly invite can join. An extra security measure is to hide e-mail addresses from the group.

10. **Confusion.**

If you're confused about security, join a few groups and see how they handle security. Ask the moderator why certain settings are selected and decide if that's what you want too.

YAHOO! GROUP TOOLS

11. **Messages / mail.**

Messages and mail come not only from the people in your group. Yahoo! can send out a message when you add files and do other work on the group's pages. Here are a few message issues to start thinking about. Review your group to see what other tweaks you want.

- Attachments
- Approval before releasing mail
- Archiving mail



12. Files.

Before starting your filing system, think about the files you'll be uploading. Ask yourself how these can be grouped into folders. If you are allowing others to post files into your area, you may want to create empty folders with descriptions so they know where to place items. Remember you have a limited space. If you approach the file limit, you will need to remove some. This may just be deleting and keeping them available for request offline or finding a place online to host them for you.

File access can be one of the following:

- Members (upload / modify / download files)
- Limited (members can download; moderators do all)
- Moderators only (members cannot access files)
- Off (file area not available)

Decide how you want your members to use your File area.

13. Photos.

When you just want to show finished projects, photos or other viewable items, you'll want to use the Photos area. Create photo albums for uploads, similar to what you did for the Files area.

Photo access can be one of the following:

- Members (upload / modify / download)
- Limited (members download; moderators do all)
- Moderators only (members cannot access files)
- Off (photo albums not available)

Decide how photos can help your group.

14. Links.

Links allow you to create a list of links to relevant Web sites. You can leave them loose or place them in folders to help your members find this information quickly. By clicking a link, it will take you outside Yahoo! If you feel that your members might not be savvy with this, you may want to place a note about opening links in a separate tab / window.

Links access can be one of the following:

- Public (anyone, including non-members, can view)
- Members (create / modify / delete links)
- Limited (members can view; moderators can adjust)
- Moderators only (members cannot access links)
- Off (no links available)

You may want to make your links available outside of Yahoo! Groups. If so, find a bookmarking site that you are comfortable with and utilize it.

15. Database.

Database allows you to create a table of information that the group can add to. Yahoo! provides a few templates you can use, such as a Frequently Asked Questions template. Look through the provided templates and brainstorm how you can utilize them.

You can also import databases from programs you use. You'll need to be able to export from your software and import into Yahoo! groups. Try importing a database to see how the fields look from the different programs and what adjustments you need to make for visual appeal.

Database access can be one of the following:

- Members (members can access)
- Limited (members can view; moderators can adjust)
- Moderators only (members cannot access database)
- Off (database not available)



16. **Polls.**

Want to know what your members think? You can write your own questions and answers. Choose one answer or many. Add a completion dates on your polls so all that remains after your polling time is a chart showing the results.

Polls can be utilized by:

- Members (members can create / modify / vote)
- Limited (members vote; moderators create and adjust)
- Moderators only (members cannot access polls)
- Off (polls not used)

17. **Members.**

This area gives you a brief glance at the people in your group. It shows their profile information, how they're receiving mail from your group, etc. If you have set your membership to "restricted" this is where you will need to go to approve new members from the Web who have requested to join. You can also approve pending members via email.

Members can be used as follows:

- Members (members view profiles; moderators can view / change)
- Moderators only (only moderators have access)
- Off (no one can see the member list)

ADDITIONAL TOOLS

18. **Invite people.**

You can invite people to your group. This is great for people who will be willing to help. However, you may want to wait until you've set up your design and played with it a bit before releasing it to the world. Invite people by using the "Invite" link to send invitations to individual email addresses. If the addresses are not Yahoo! group IDs, you may want to suggest they obtain a Yahoo! ID for additional access to group information.

19. **Promote.**

Promote gives you graphics and HTML code to place on your Web site, blog, etc. that links back to the group.

20. **Share.**

If you've created your own group, please share it with other members of AEP. You can serve as a mentor to someone else or even just use this as an opportunity to promote your group.

Sites to Explore

groups.yahoo.com
help.yahoo.com/l/us/yahoo/groups/original
yahoogroups.tumblr.com
tech.groups.yahoo.com/group/moderatorcentral
web.archive.org/web/*/http://groups.yahoo.com

Check out larajla's Enrichment Project to start your own adventure.