

An Introduction to BrownGroups

BrownGroups makes it easier to maintain lists of people and to share those lists among many applications such as email, scheduling, Google, Canvas, etc. Groups can also be used to share and control access to applications and resources. You can now use a single group to meet a variety of needs.

At Brown we use a system called Grouper as the backbone of our Groups activity. Grouper makes it possible for certain groups such as department or course groups to be automatically maintained, or provisioned, by Workday and Banner. This means that you will no longer have to worry about updating a list when someone leaves a department or withdraws from a course. You can continue to use a group to send email or allow access to sensitive information with confidence, knowing that it has been updated and represents the most current list.

Grouper is a complex and powerful tool that offers capabilities that go way beyond the needs of the average user, so we have created a more basic interface for you.

Please contact the Help Desk if you have questions regarding the use of BrownGroups or concerns about how your groups' lists appear within the system.

Overview of Functions

As an administrator for a department group at Brown, you can perform the following functions:

- View and sort group membership
- View member details
- Add a person to a group
- Remove a previously added person from a group
- Assign administrator privileges to someone else
- Send email to a group
- Share a resource with a group
- Schedule events for a group
- Allow group access to a Wiki
- Restrict access to a group

How to Use BrownGroups

To Access Your Groups

1. Go to <https://secure.brown.edu/my/groups/manage>.
2. Click on Manage Groups on the main page.
3. Log in on the authentication screen.
4. Access to BrownGroups administrator privileges is automatically granted to Departmental Identity Administrators . If you would like access, please see the Departmental Identity Administrator for your department.

View Folders, Subfolders, and Groups

Political Science



Your groups will be organized in folders and subfolders. Each folder will have a group called All that lists every member within. A folder (Faculty) can be expanded to show its subfolders (Regular Faculty, Research Faculty), which can in turn be expanded to show groups (Tenured, Professors, etc.).

Click on the arrows to the left of a folder or subfolder name to expand or contract the list.

[View Membership of a Group](#)

Each group contains members who have a role or title in common with other members of the group. You can view the member names, sort by name, and also see which members you can remove from the group. Please note that only members who have been manually added can be removed; all other members are maintained automatically with data from Banner or Workday.

Click on the name of a group in the left hand list to see the list of members for that group. Use the arrows at the top of the member list to sort alphabetically and also to easily find all members who can be removed from the group. A red minus sign button indicates group members who can be removed.

MEMBERS	
Amanda Lynn Aquilera	
Katherine C. Archambault	
Rahul Banerjee	
Taylor Catherine Bantle	
Amber Joy Bledsoe	
Ivy Meredith Marie Brenneman	
Morgan Paige Brown	
Ashley Lynn Brown	
Katherine Elizabeth Byron	
Luke Ernest Camery	
Shanna Xiao Chen	

[View Information about a Member](#)

Esteban Ron	Display Name:	Sharon Roy
Sharon Roy		
Benjamin Ad	Department:	Computing and Information Services
Allan Hayato		
Diane Elizab	Email:	Sharon_Roy@brown.edu
Bryan Coope	Title:	
Jean Othniel		

Click on a member name to view that member's department, title, and email address.

Add a Person to a Group

When you click on the Add Person button at the bottom of the list of group members, a box will pop up allowing you to search for the person you want to add to the group.

[Tala Catherine Worrell](#)

[Kevin Hao Xu](#)

[Yifan Zhang](#)

[Diane Jia Zhou](#)

 **Add Person**

The search function will return a list of all people known to the system who match the name you entered. (Please note that this list may include people who are from outside of the Brown community.) Once added, the new group member will have all of the privileges associated with the group.

Click the red plus sign button when you find the person you want to add.

Enter a portion of a person's name.

Search

[Close](#)

Display Name	Sharon R. Krause	
Mail	Sharon_Krause@Brown.EDU	
Department	Political Science	
Display Name	Sharon I. Rounds	
Mail	Sharon_Rounds@Brown.EDU	
Department	Bio Med Medicine	
Display Name	Sharon Roy	
Mail	Sharon_Roy@brown.edu	
Department	Computing and Information Services	

Remove a Person from a Group

Each list of members will contain two columns. One column will display the name of the person and the other column will display a minus sign button when a person can be removed by an administrator. Only people who have been manually added to the group using the Add a Person function described above can be removed. Once removed, a person's privileges are automatically revoked for all group applications.

Click on the minus button to remove the person from the group.

MEMBERS	
Amy Turner Bushnell	
Jack Greene	
Jane L. Lancaster	
Joel W. Revill	
Rachel Rojanski	
Sharon Roy	
Anthony J. Watson	
Edward L. Widmer	

Remove Sharon Roy

[Assign Admin Privileges](#)

Expand the Administrators folder and click on the GroupsAdmins group to open the membership list. Click Add Person at the bottom of the list and follow the steps to Add a Person to a Group.

ORG:CIS:People

All

- Administrators
- GroupsAdmins**
- Staff
- All
- Exempt
- Non-exempt
- StudentEmployees
- Union

ORG:Chemistry:People

All

- Administrators
- Faculty

MEMBERS	
Donna M. Bello	
Christine E. Brown	
Steven T. Carmody	
Kathleen C. Daquanno	
Peter J. DiCamillo	
Kenise Mae Harris	
Sharon Roy	
Marjorie Smith Rubin	
John Spadaro	
Test User001	
Huiling Xu	

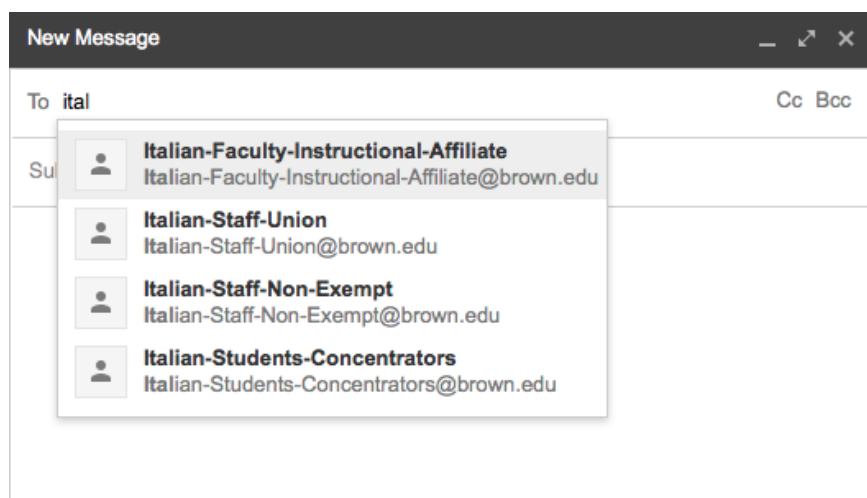
 Add Person

[Send Email to a Group](#)

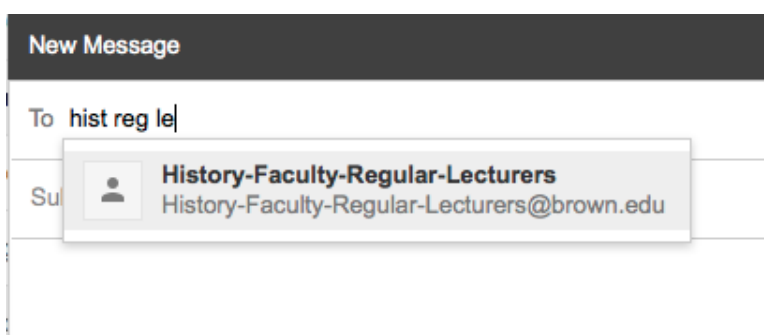
Each one of your groups has a corresponding email address in the following format:

DepartmentName-FolderName-SubfolderName-GroupName@brown.edu

When you begin to type the department name into the message To: field, Google will display a list of possible groups for you to choose from.

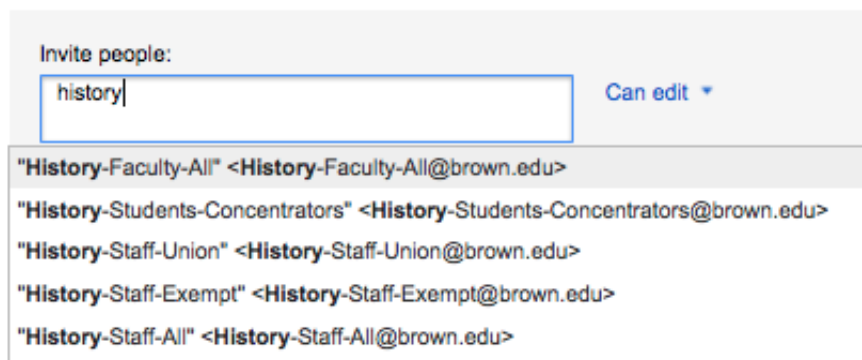


After typing the first few letters of your department name, you can hit space and then begin typing the name of a subgroup or group to narrow your choices. An example is below:



[Share a Resource with a Group](#)

To share a Google Drive resource with a group, simply begin to type the group's Google name (format shown above) into the Invite box after you click Share. As you enter the department name subgroup and group options will appear. Select the group you want to share with.



Invite people:

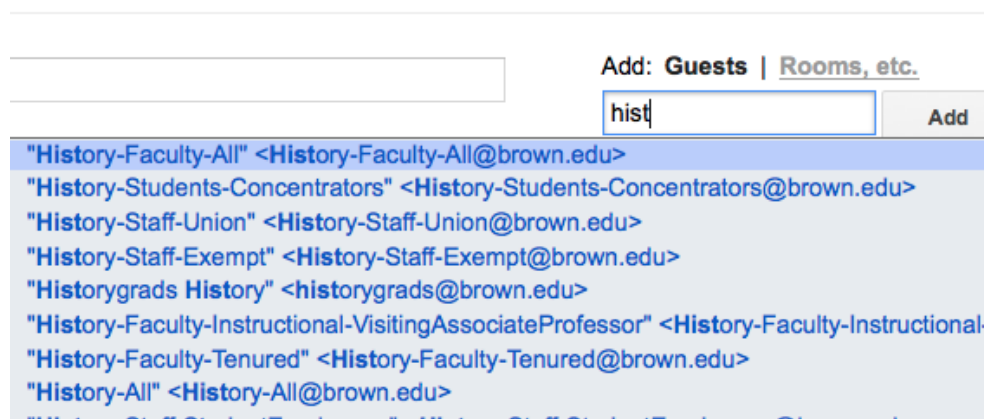
history

Can edit ▾

- "History-Faculty-All" <History-Faculty-All@brown.edu>
- "History-Students-Concentrators" <History-Students-Concentrators@brown.edu>
- "History-Staff-Union" <History-Staff-Union@brown.edu>
- "History-Staff-Exempt" <History-Staff-Exempt@brown.edu>
- "History-Staff-All" <History-Staff-All@brown.edu>

[Schedule Events for a Group](#)

To invite a group to an event, type the group's Google name (format shown above) into the Add Guests box. As you type, a list of your department groups will appear for you to select from.



Add: **Guests** | Rooms, etc.

hist

Add

- "History-Faculty-All" <History-Faculty-All@brown.edu>
- "History-Students-Concentrators" <History-Students-Concentrators@brown.edu>
- "History-Staff-Union" <History-Staff-Union@brown.edu>
- "History-Staff-Exempt" <History-Staff-Exempt@brown.edu>
- "Historygrads History" <historygrads@brown.edu>
- "History-Faculty-Instructional-VisitingAssociateProfessor" <History-Faculty-Instructional-VisitingAssociateProfessor@brown.edu>
- "History-Faculty-Tenured" <History-Faculty-Tenured@brown.edu>
- "History-All" <History-All@brown.edu>