FAQ – Participate
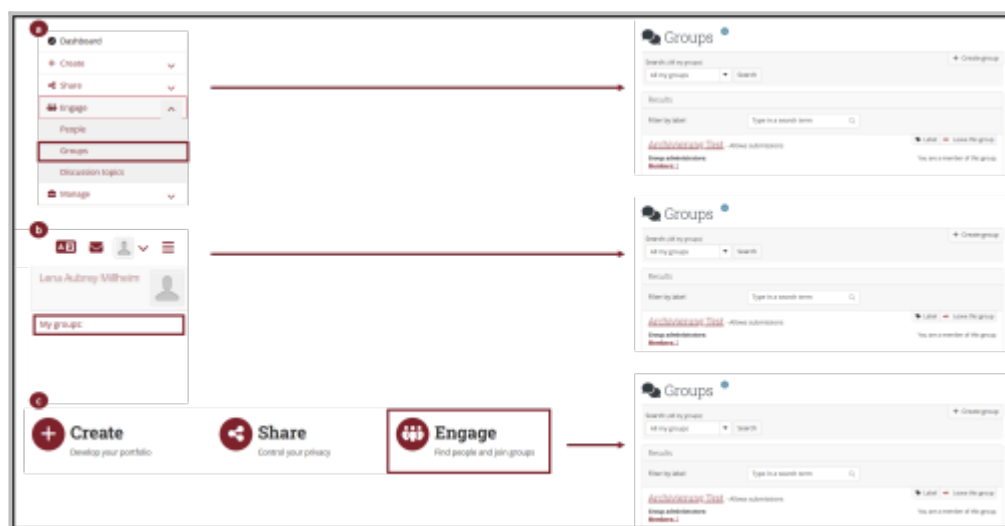
Here you will find the most frequently asked questions about the instructions Participate. If you have a question that is not listed here, please contact lehrservice@leuphana.de.

1. Can several people work on a portfolio?

You can use the Participate function to create a group and work together on a page or collection.

2. How to create groups?

The following is a step-by-step guide to creating a group. First open the Groups area. You can access this via the Burger menu and the sub-item Join (a), via the My groups link under your profile picture (b) or via the Join button on the start page (Dashboard) ©.

Fig. 1: Create a group

1. In the Groups section, go to My groups and click on Create group.
2. Enter the name of the group and a description if required. In the Settings area, specify, for example, whether your group is freely accessible or whether you need to confirm each entry or even invite each person to join.
3. By clicking on Save group your group is now created and you are on the About us page of the created group.

Note: All your groups are listed under your name on the start page. If you are an administrator:in a group, this is shown in brackets. Click on the group name to go directly to the group. Group invitations can be found under your name on the start page, clicking on them will take you to the page where you can confirm or decline them.

3. How can you collaborate?

When creating a group, you can specify which group members can collaborate under *General settings*. There are several options for this:

1. All group members can create and edit.
2. All group members who have been assigned a role can edit.
3. Only the group administrator can edit.
4. No one can edit further and it is only viewed.

4. What possibilities does the forum offer?

In a forum, you and/or your students can ask questions and every member can answer them. This provides the opportunity for exchange and mutual support. The two variants of the forums are the FAQ with the typical question-answer system and the general discussion forum.