

## **Building your social network (Social networks 2) Megan Poore**

### **Purpose**

To build your social network.

### **Learning outcomes**

By the end of this workshop, you should be able to use the basic functions of your social network. You should be able to:

1. Add and remove features
2. Create an events and sub-groups
3. Post a message in the forum

If you are a little more skilled, you should also be able to:

1. Create groupings for discussion forums
2. Manage members and tabs
3. Customise your social network
4. Add html or embed code to text boxes

### **Program**

1. Basic functions are to

- Add and remove features, such as forums, notes and events
- Create an event
- Create sub-groups
- Post a message in the forum

2. Advanced functions are to

- Create groupings for discussion forums
- Manage members
- Customise your social network
- Manage tabs
- Add html or embed code to text boxes
- Change your privacy settings

3. Reflection

4. Evaluation

5. Useful links

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## 1. Basic functions

**Work in pairs.** Go into the 'Manage' tab on your site's homepage and explore the basic functions of your site, as outlined above. For example,

- Add and remove features such as activity and events. Don't forget to save!
- Create an event and sub-groups
- Post a message in the forum.

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## 2. Advanced functions

Explore the advanced functions of your site, as outlined above.

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## 3. Review

What do you think or know now? What is still confusing? What do you need to follow up on?

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## 4. Evaluation

Helpful or not? Let us know your thoughts.

## 5. Useful links

Web 2.0 survival guide: <http://web2survivalguide.wordpress.com/>

Social network basics: <http://web2survivalguide.wordpress.com/web-20-tools/social-networking/>