

Groups in Relay: Best Practices and Use Cases

TechSmith Relay uses Groups as one means to get video content to the right people. You might also think of them as folders. Typically they are used for classes, departments, shared interests, and well, any type of group.

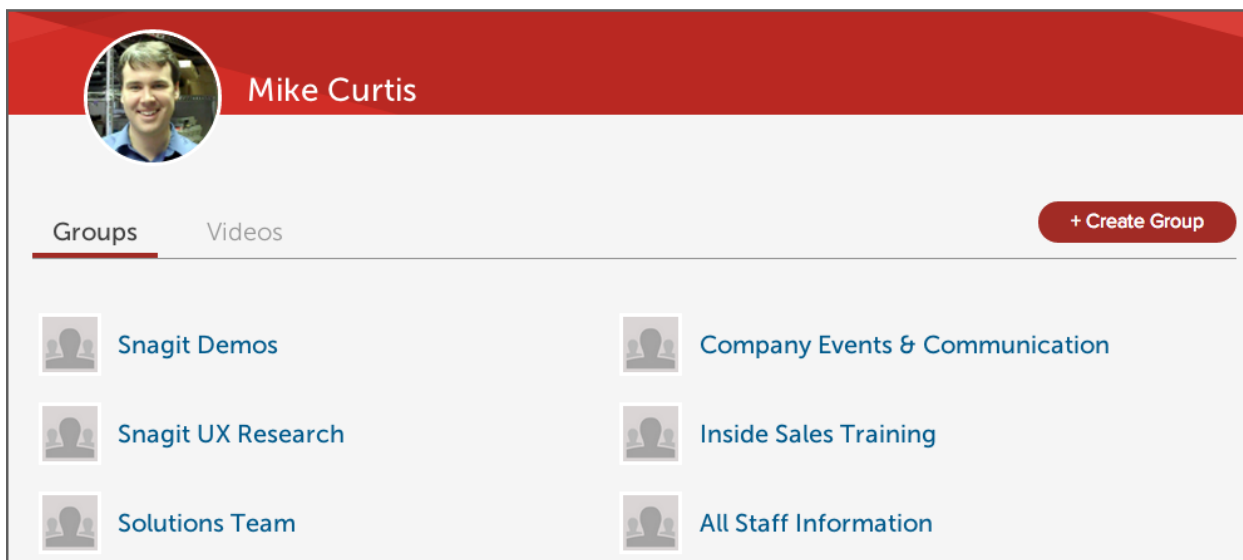
Groups are very flexible, and anyone who is authorized to create content in the system can make one or more groups. Furthermore, anyone who can make a group can invite others to the group

When is sharing content via groups the best choice?

The best thing about groups (besides perhaps a level of organization) is that anyone in the group is automatically notified by email when videos are added to the group.

Tip: Adding a quiz to your video? If so, it's a good idea to add the quiz before you add the video to the group. Why? If you add the video to the group, people will be notified and some might watch the video before you are done with the quiz!

Another nice thing about having people in groups is that you can filter your analytics in a more refined manner. Instead of seeing a list of all viewers, you can break it down by Group.



The screenshot displays the user profile for Mike Curtis. At the top left is a circular profile picture of Mike Curtis. To the right of the picture is the name "Mike Curtis". Below the profile picture and name are two tabs: "Groups" (which is selected and underlined) and "Videos". In the top right corner of the profile area, there is a red button with a white plus sign and the text "+ Create Group". Below the tabs, there is a list of six groups, each represented by a small icon of three people and a text label:

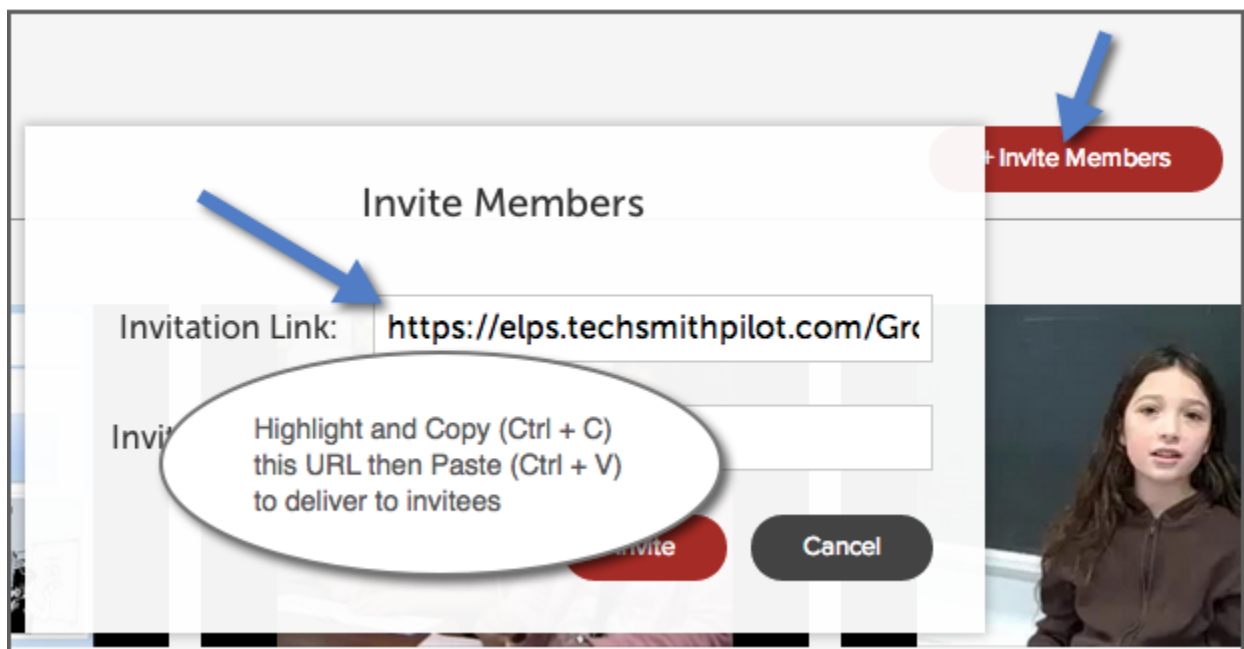
- Snagit Demos
- Company Events & Communication
- Snagit UX Research
- Inside Sales Training
- Solutions Team
- All Staff Information

Some sample groups I belong to. In K-12 education, you might see various professional development groups, policy and procedures, and each teacher would have one or more classes or clubs.

What's the best way to get people into a group?

You cannot currently mandate that people join groups; you can only invite them. To invite multiple people, the best way is to:

1. Click the Group for which you would like to add Members.
2. Click Invite Members.
3. Highlight the URL, and Copy it to your clipboard. (Ctrl + C is the hotkey combination).
4. Paste the URL into an email, LMS, Remind101, SMS text message or however else you plan to deliver the Group invite link to your audience.



Tip: URL shortening sites like <http://bit.ly.com> can turn long URLs (hyperlinks) into short ones that are more convenient to print, write out, etc.

How do you allow certain people (or all people) to submit content to the Group?

By default, the only person who can add content to the group is the person who made the group. However, they can easily determine who else in the group is allowed to add content.

Tip: Anyone who can add content to the group can also remove content from the group. However, removing a video from the group does not delete the video. The video will always remain in the content creator's video library until the creator themselves delete it.

1. Click the desired Group.
2. Click the Members tab.
3. Click Change role to Manager. This individual will now be able to add videos to the Group.

