

Join the Horticulture Club on Flashline Groups

(Anyone who has a Flashline account can join!)

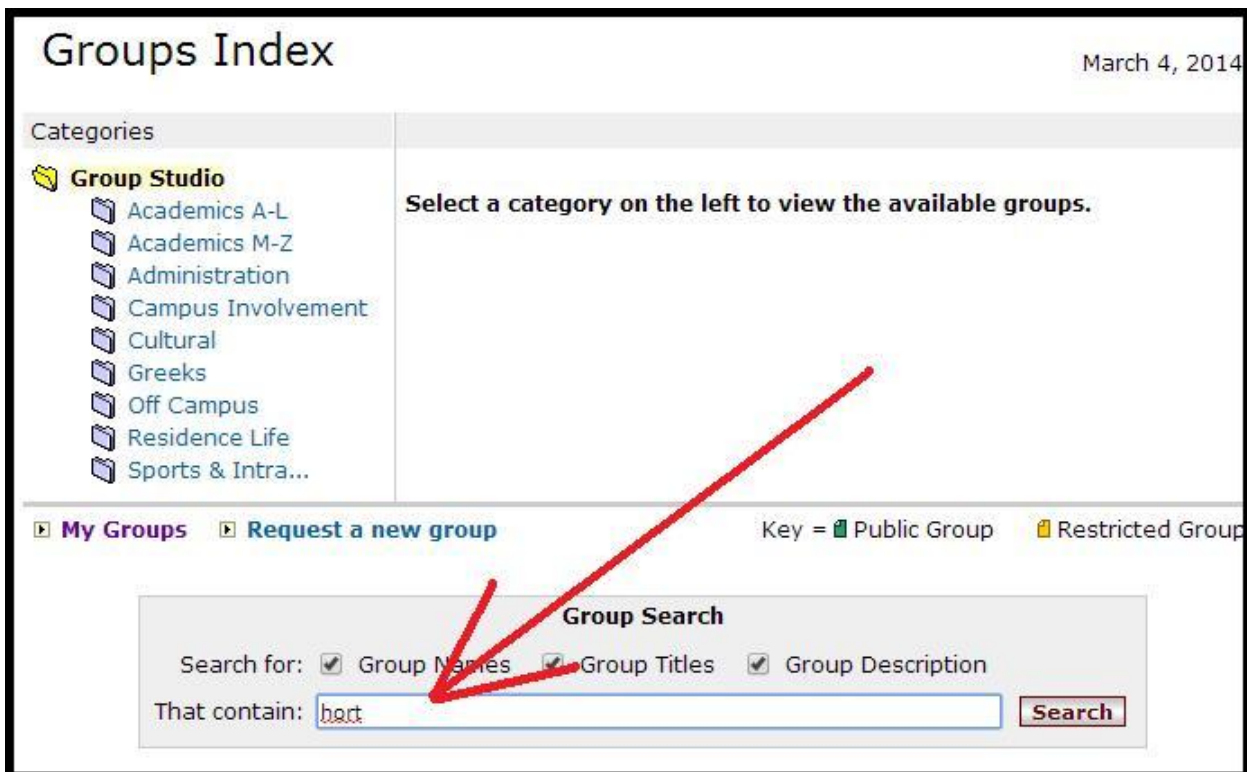
1. Login to Flashline (<https://login.kent.edu/>)
2. Click the “Groups” button (next to Blackboard).



3. A new window will open. Click the “Groups Index” tab near the top of the new window.



4. Near the bottom of the next page click inside the text box and type “hort” (without quotes). Then press enter (or click Search).



5. Search results will appear near the top. Click the “KSU Horticulture Club” link.

The screenshot shows a web interface for group search. At the top, there are navigation tabs: "My Groups", "Groups Index", and "Request Group". The main heading is "Group search Results" with the date "March 4, 2014" on the right. Below the heading, the breadcrumb "Your Location: Group Index / Group Search / Group search Results" is visible. The search results list includes a link for "KSU Horticulture Club" with a green icon, followed by the group name "Horticulture Club - KSU Salem" and a description: "We would like a page so we can post activites, events and information pertaining to the the Green Industry and horticulture." A red arrow points to the "KSU Horticulture Club" link. To the right of the search results, there is a "Key =" section with "Public Group" (green icon) and "Restricted Group" (yellow icon). Below the search results is a "Group Search" form with the following fields: "Search for:" with checkboxes for "Group Names", "Group Titles", and "Group Description" (all checked); "That contain:" with a text input field containing "hort" and a "Search" button.

6. Lastly, click the “Join Group” Button.



7. There may be one more button to confirm your selection or to accept “Terms & Conditions.”

To read minutes of the Horticulture Club meetings, follow the instructions on the next page.

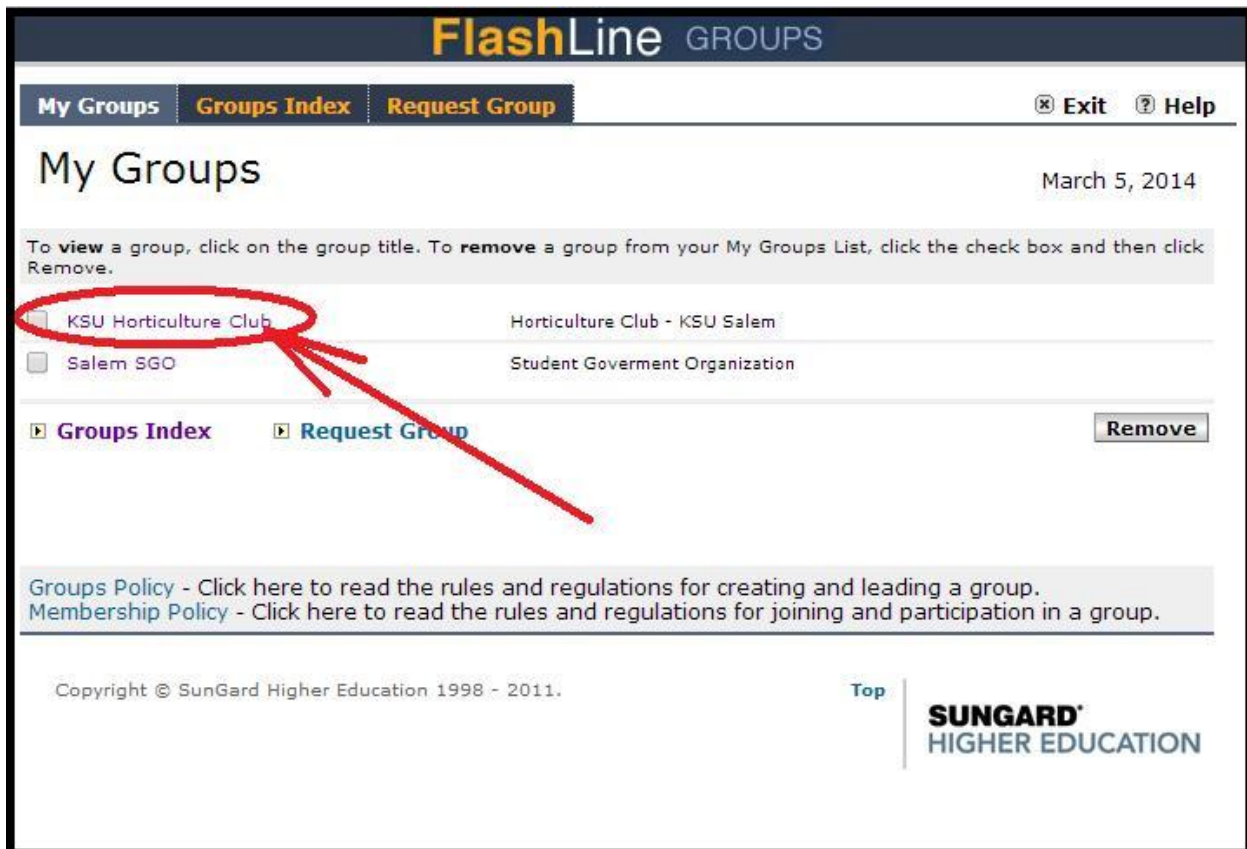
Read Minutes of the Horticulture Club Meetings

(Anyone who has a Flashline account and followed the steps above can read minutes)

1. Login to Flashline (<https://login.kent.edu/>)
2. Click the “Groups” button (next to Blackboard).



3. A new window will open. Click the “KSU Horticulture Club” link.

A screenshot of the FlashLine GROUPS 'My Groups' page. The page has a dark blue header with 'FlashLine GROUPS' in white and yellow. Below the header is a navigation bar with 'My Groups', 'Groups Index', and 'Request Group' tabs. The main content area is titled 'My Groups' and shows a list of groups. The first group, 'KSU Horticulture Club', is circled in red, and a red arrow points to it. The second group is 'Salem SGO'. Below the list are links for 'Groups Index' and 'Request Group', and a 'Remove' button. At the bottom, there is a copyright notice and the SunGard Higher Education logo.

4. You are now on the Horticulture Club group page. Next, under Group Tools (left pane) click “Files.”

My Groups | **Groups Index** | **Request Group**

Group Homepage - KSU Horticulture Club

Your Location: Group Homepage March 5, 2014

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files**
- Message Board
- E-mail
- Chat
- Members

Personal Tools

- Groups Policy
- My Profile

Announcements

No Announcements.

[More announcements...](#) [Send announcements](#)

Message Board Topics

Spring 2014

- Tree Campus USA Requirements
- Pumpkin carving kit
- Goals

[More Topics...](#) [Post a topic](#)

5. Locate the most recent meeting minutes file in the list and click the link to download it.

My Groups | **Groups Index** | **Request Group**

Group Files - KSU Horticulture Club

Your Location: [Group Homepage](#) / Group Files March 5, 2014

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- E-mail
- Chat
- Members

Personal Tools

- Groups Policy
- My Profile

Folders	Files in KSU Horticulture Club
KSU Horticulture Club	Attendance form.docx
2013 Minutes	Minutes template.docx
Misc	Mtg. Min. 2.11.14.docx
	Mtg. Min. 2.25.14.docx
	Mtg. Min. 2.4.14.docx

[Add a new File to KSU Horticulture Club](#)

File and Folder Search

Search for: File Names Folder Names File Content*

that contain:

* we only search text files

6. Your browser will automatically download the file or it may prompt you to Save or Open the file. If you have trouble finding the download, press **Control+J** in your browser (Chrome, Firefox, or IE) to display a list of all your recent downloads.