

## Basic tips for setting up a Google Group

When you log in to Google using your @joplinsschools.org account, click on Groups and another tab should open. From there, click Create Group and this window will open. Follow the instructions below to set up your group.

The screenshot shows the Google Group creation interface with several red annotations and arrows:

- Group name:** A red box highlights the text "GoogleGroupName". A red arrow points to it with the text "Group Name, concise, but descriptive, no spaces".
- Group email address:** A red box highlights the text "googlegroupname". A red arrow points to it with the text "Email address, matches group name @joplinsschools.org". Below the box is the URL "https://groups.google.com/a/joplinsschools.org/d/forum/googlegroupname".
- Group description:** A red box highlights the text "Please use a detailed description for your group (i.e., YOURBUILDING Faculty & Staff)". A red arrow points to it with the text "Please leave a basic description of the group so folks that are looking for you can locate your group". A "216 characters remaining" indicator is visible at the bottom right of the text area.
- Group's primary language:** A dropdown menu is set to "English (United States)".
- Group type:** A red box highlights the "Select a group type" dropdown, which is set to "Email list". A red arrow points to it with the text "Email list is default, but you can fit to your group needs". Below this is a blue box with the text "An email list allows users to post from the web or through email. This is a mailing list group."
- Basic permissions:** A red box highlights the "View topics", "Post", and "Join the group" settings. A red arrow points to it with the text "Extremely important to protect the messages and integrity of your group that settings match these exactly". The "View topics" and "Post" settings are both set to "All members of the group". The "Join the group" setting is set to "Only invited users".

- The permissions are very important so that everyone in the system (especially Students) don't see the content of your Group. There may be information contained in the group that, if accessed by a student, could cause FERPA issues, etc.

Once your group is created, you can add users and make other tweaks to ensure your group functions how you like.

### Add users & email options

- You can use either Direct Add or Invite Members—if your Group is for your building, use Direct Add because you know the members will need to be part of the group.
- Use Invite Members for those users that are not directly part of your building, but may need to see the information you're posting.
- When adding members, be sure you're using the correct name. We have some students with names that resemble our staff members closely. Please be diligent and make sure you have the right one.

The screenshot shows the 'Add' page for a Google Group. At the top, there is a 'Groups' header with a 'Take a tour' link and a blue 'Add' button. Below the header, a yellow warning box states: 'Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.' The main content area is divided into several sections:

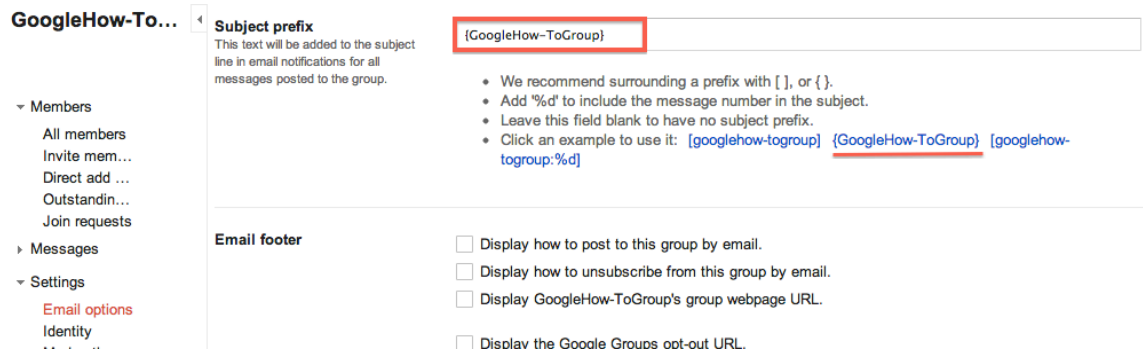
- Enter email addresses to add as members:** A text input field with a red border containing the placeholder text 'Start typing names to add to your group'. Below it, a note says 'Separate email addresses with commas. Each person will immediately become a member and can start receiving messages.'
- Write a welcome message:** A text input field with the placeholder text 'Welcome to the Google Group! Welcome message of your choosing'.
- Email subscription options:** A section with a red border containing four radio button options:
  - No email: web-only participation
  - Abridged Email: one summary email of new activity per day
  - Digest Email: up to 25 full new messages in a single email
  - All Email: send each message as it arrives

Below the subscription options, a red text block explains: 'This affects how you will receive notifications of postings in your group. I would highly recommend an ABRIDGED EMAIL notification if you receive several emails throughout the day, or you may be inundated with messages. It will send a summary at the end of the day of all posts to the group. If you prefer to be notified any time anyone posts, use ALL EMAIL. If you use NO EMAIL, you will not get any messages from the group sent to your Inbox. You will have to check the group page for notifications.'

The message setting is at your discretion, but please be mindful of the users you add and their volume of email received. *Example: Administrators may not need to see every email from every building every day.* If you set the group to NO EMAIL, your users will have to be responsible for checking the group daily for new posts. I don't recommend this until we get more familiar with the use of the Google Suite. The exception is if you know the members of the Group will be comfortable with it.

## Email Options

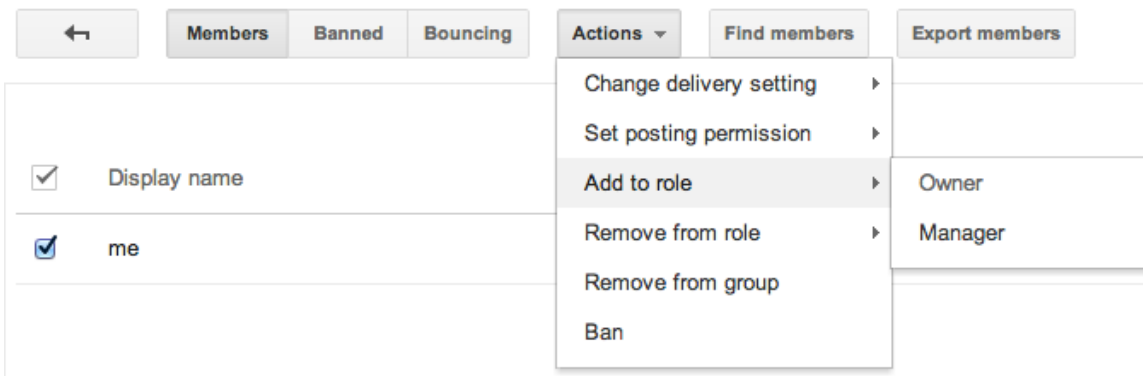
Should you choose anything other than NO EMAIL, I recommend using a tag to denote a message that's from the group as opposed to an individual user.



The screenshot shows the 'Email options' settings for a Google Group named 'GoogleHow-To...'. On the left is a navigation menu with 'Settings' expanded to 'Email options'. The main area is titled 'Subject prefix' and contains a text input field with the value '{GoogleHow-ToGroup}'. Below the input field are four bullet points: 'We recommend surrounding a prefix with [], or {}.', 'Add %d' to include the message number in the subject.', 'Leave this field blank to have no subject prefix.', and 'Click an example to use it: [googlehow-togroup] {GoogleHow-ToGroup} [googlehow-togroup:%d]'. The 'Email footer' section below has four checkboxes, all of which are unchecked: 'Display how to post to this group by email.', 'Display how to unsubscribe from this group by email.', 'Display GoogleHow-ToGroup's group webpage URL.', and 'Display the Google Groups out-out URL.'

You can set the group tag to whatever you like, but one of the examples should be fine...just click on one to insert it.

Once you have users added and the details sorted out, you can modify those settings by clicking ALL USERS under the MEMBERS tab. You can select a user and change email delivery settings or add the user as an Owner or Manager.



The screenshot shows the 'Members' tab of a Google Group. At the top are tabs for 'Members', 'Banned', and 'Bouncing', along with buttons for 'Actions', 'Find members', and 'Export members'. Below the tabs is a table of members. The first row has a checked checkbox and the name 'Display name'. The second row has a checked checkbox and the name 'me'. A context menu is open over the 'me' row, showing options: 'Change delivery setting', 'Set posting permission', 'Add to role', 'Remove from role', 'Remove from group', and 'Ban'. The 'Add to role' option is highlighted, and a sub-menu is open showing 'Owner' and 'Manager' as available roles.

I would highly recommend setting another user as at least a Manager, if not Owner, as a backup plan. If anything happens, the group can still function until normalcy is restored. I would recommend an Administrator/Building Tech/CIT/etc., but again, be mindful of your email settings for that user.