


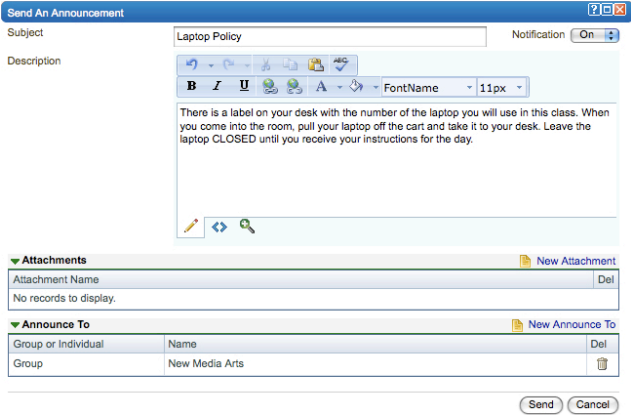

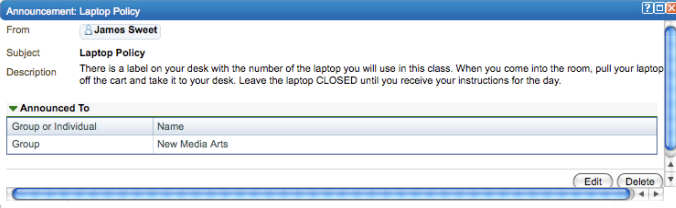







Group Tools

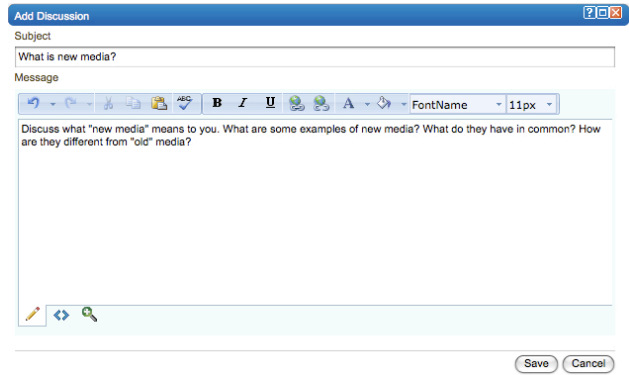
<p>Announcements</p> <p>Step 1</p> <p>Click the Announcements icon.</p>	 <p>Announcements</p>
<p>Step 2</p> <p>Click  and then click Send An Announcement.</p>	
<p>Step 3</p> <p>Enter a Subject and Description for your announcement.</p> <p>Click New Attachment to add a file such as a flyer to the announcement.</p> <p>Click New Announce To if you want to send the announcement to an individual rather than the whole group.</p> <p>Click Send to distribute the announcement or Cancel.</p>	
<p>Step 4</p> <p>You can view the announcement by clicking on the Announcements icon and then clicking the subject link.</p>	
<p>Step 5</p> <p>You can Edit or Delete the announcement at any time.</p>	
<p>Discuss</p> <p>Step 1</p> <p>Click the Discuss icon.</p>	 <p>Discuss</p>
<p>Step 2</p> <p>Click  and then click Add.</p>	

Group Tools

Step 3

Enter a **Subject** and **Message** to instruct students what to discuss and set any guidelines for student responses.

Click **Save** to post the subject and message to the discussion forum or **Cancel**.



Step 4

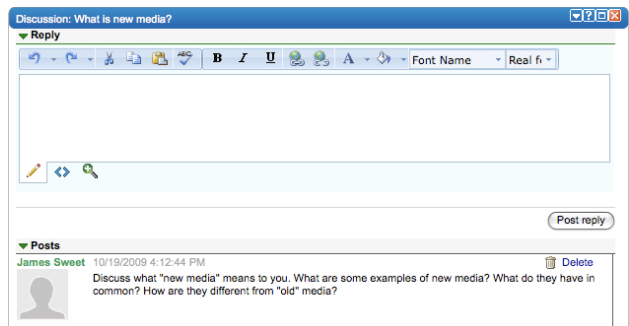
View the discussion by clicking on the **Discuss** icon and then clicking the subject link.



Step 5

You can monitor student responses to the discussion subject.

You may need to post further instructions to students or comments on the discussion and click **Post reply**.




Your Class

Step 1

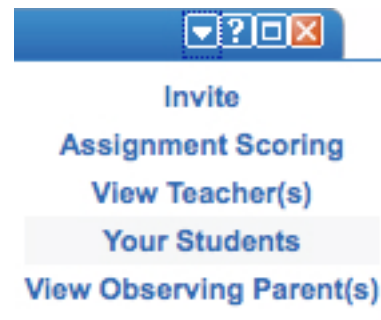
Click the **Your Class** icon.



Step 2

Click  to see a list of possible actions.

- Click **Invite** to add new members.
- Click **Assignment Scoring** to see grades you have given students.
- Click **View Teacher(s)** to see only teacher members of the group.
- Click **Your Students** to see only student members of the group.
- Click **View Observing Parents** to see parent members of the group.



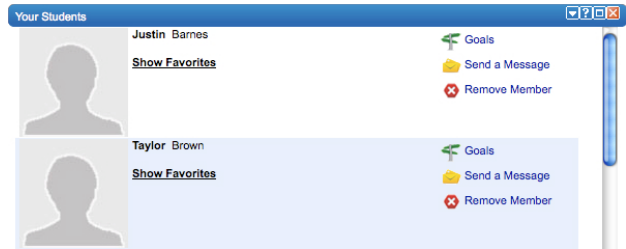
Group Tools

Step 3

Click **Goals** to see the learning goals that students have set for themselves.

Click **Send a Message** to send a message with an individual student.

Click **Remove Member** to remove a student from the group.




Bookmarks

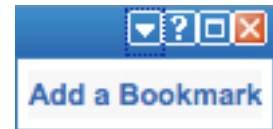
Step 1

Click the **Bookmarks** icon.



Step 2

Click  and then click **Add a Bookmark**.



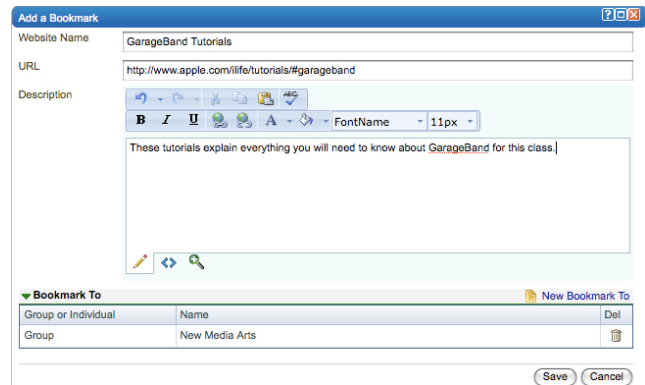
Step 3

Enter a label for the bookmark link in **Website Name**.

Enter the **URL** for the bookmark.

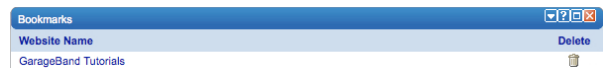
Enter a **Description** of the bookmarked website that explains to students why it is useful or how they should use it.

Save the bookmark or **Cancel**.



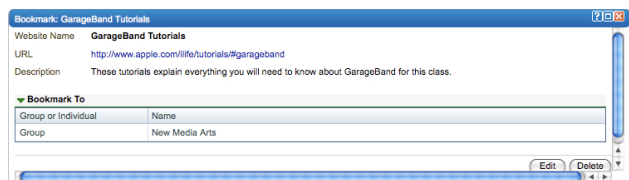
Step 4

View the bookmark by clicking on the **Bookmarks** icon and then clicking the link.



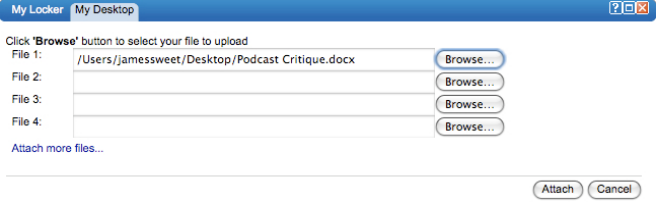
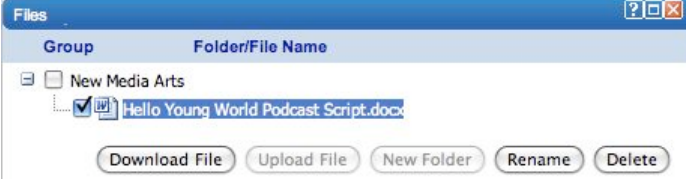
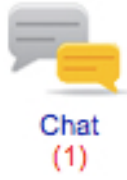
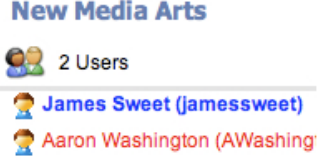
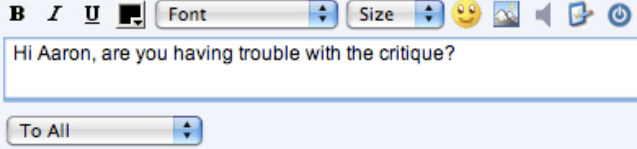


Step 5

You can **Edit** or **Delete** the bookmark at any time.



Group Tools

<p>Group Files</p> <p>Step 1</p> <p>Click the Files icon.</p>	
<p>Step 2</p> <p>Click Upload File to add a file to the library.</p>	
<p>Step 3</p> <p>Click My Desktop and Browse to find the file(s) you want to add to the library.</p> <p>Click Attach more files if you want to add more than four files to the library.</p> <p>Click Attach to upload the file(s) or Cancel.</p>	
<p>Step 4</p> <p>You can select a file by clicking on the file name or its check box. With the file selected, you can:</p> <ul style="list-style-type: none"> • Click Download File to save the file to your computer. • Click Rename to change the file name. • Click Delete to remove the file from the group. 	
<p>Chat</p> <p>Step 1</p> <p>Click the Chat icon. The number of users currently connected is shown below the icon.</p>	
<p>Step 2</p> <p>After you connect, you can see a list of all users currently connected to the chat room.</p>	
<p>Step 3</p> <p>Compose a message and choose whether to send To All or to an individual user.</p>	

Group Tools

Step 4

Click Send to send your message.
Click Disconnect to leave the chat room.



Step 5

Click **OK** to confirm that you want to disconnect, or
Cancel to remain connected.

