

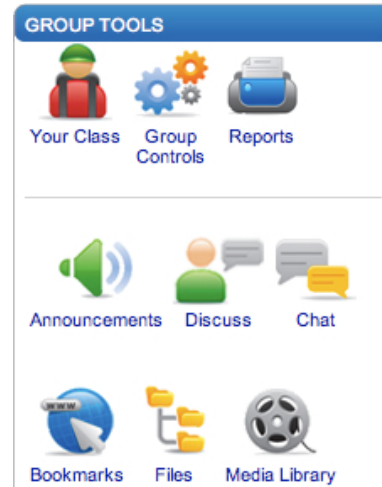


# Group Tools Quick Reference

## Group Tools

Teacher tools are displayed above the gray line with student tools below the line.

- Click **Your Class** to view group members.
- Click **Group Controls** to manage the group.
- Click **Reports** to monitor group activity.
- Click **Announcements** to send a message to the group.
- Click **Discuss** to post a discussion topic.
- Click **Chat** to enter the group chat room.
- Click **Bookmarks** to view or add a website or other online resource.
- Click the **Files** icon to upload or download files.

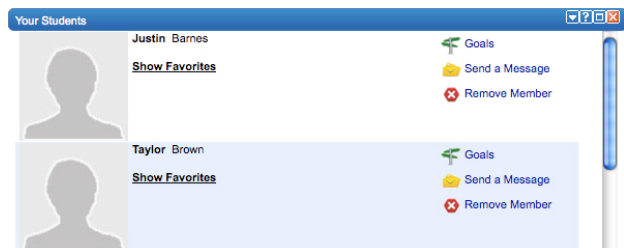


## Your Class

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

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

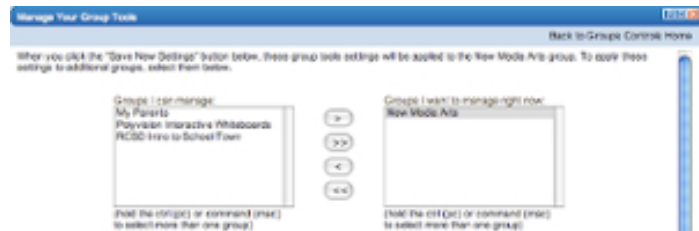
Click **Remove Member** to remove a student from the group.



## Group Controls

Choose the group tools that your students will use.

You can apply settings to the current group only, to selected groups, or to all of your groups.

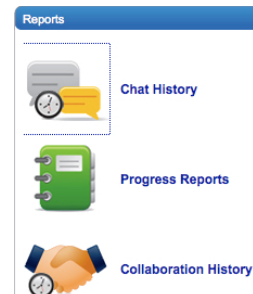


## Reports

Click the **Chat History** icon to see a record of group chats (if you have enabled **Chat** in **Group Controls**).

Click the **Progress Reports** icon to see a record of each student's use of School Town.

**Collaboration History** is coming soon.



# Group Tools Quick Reference

## Send an Announcement

Enter a **Subject** and **Description** for your announcement.

Click **New Attachment** to add a file such as a flyer to the announcement.

Click **New Announce To** if you want to send the announcement to an individual rather than the whole group.

Click **Send** to distribute the announcement or **Cancel**.

Send An Announcement

Subject: Laptop Policy Notification: On

Description: There is a label on your desk with the number of the laptop you will use in this class. When you come into the room, pull your laptop off the cart and take it to your desk. Leave the laptop CLOSED until you receive your instructions for the day.

Attachments: No records to display.

Group or Individual	Name
Group	New Media Arts

Send Cancel

## Add Discussion

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**.

Add Discussion

Subject: What is new media?

Message: Discuss what "new media" means to you. What are some examples of new media? What do they have in common? How are they different from "old" media?

Save Cancel

## Connect to Chat

Click a chat room to enter.

Compose a message and choose whether to send **To All** or to an individual user.

Click **Send** to send your message.

Click **Disconnect** to leave the chat room.

SCHOOL TOWN

Please wait, connecting to server... Connected!

New Media Arts

1 Users

James Sweet (jamesweet)

Channel List

Disconnect Send

To All

## Add a Bookmark

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**.

Add a Bookmark

Website Name: GarageBand Tutorials

URL: http://www.apple.com/life/tutorials/#garageband

Description: These tutorials explain everything you will need to know about GarageBand for this class.

Group or Individual	Name
Group	New Media Arts

Save Cancel

# Group Tools Quick Reference

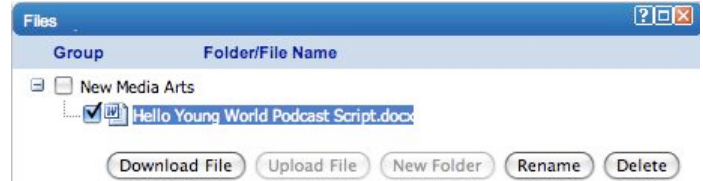
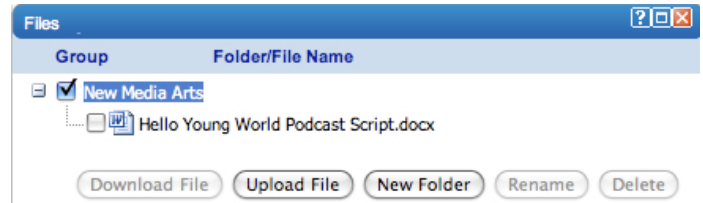
## Manage Files

Click the checkbox next to a folder in **My Files** to select the folder, then:

- Click **Upload File** to add a file to the folder from your computer.
- Click **New Folder** to create a sub-folder.

Click the checkbox next to a file in **My Files** to select the file, then:

- Click **Download File** to save the file to your computer.
- Click **Rename** to change the name of the file.
- Click **Delete** to remove the file.



## Media Library

You can view, rate, and post comments on videos or other media added to the library by you, your teachers, or your classmates.

Click **Media List** to see all media or filter by category or tag.

Click **Add Media** to upload or embed a video or other media to the library.

Click **My Media** to search or filter media by keyword, series, or category.

