

Groups on My Big Campus

Groups - Groups is a great way to create your own interactive classroom website. You can add your students to the group so they can participate in online discussions, get announcements and even submit assignments online.

- a. Creating a group - Make sure you are on the home page and click on "groups" on the left side of the screen. Click on "add group". Enter the name of the group (most likely your class), and a group description. You can also optionally add a photo. Then click save.
- b. Editing a group – Once you have created the group, edit the preferences, by clicking "edit" on the top left. Here you can determine privacy and which types of pages are enabled.
- c. Adding members – When you are in the group you created, click on "members" on the top right. Start typing the name of the first student in the search box and names will begin appearing. Click on the name of the student you would like to add, and repeat the process for the rest of your students. Once you are finished click "add users."
- d. Creating discussions – When you are in the group you created, click on the "discussions" tab at the top. Click on "Add Discussion." Type the title of the discussion, choose when you want it to start, and type the question or prompt you would like the students to respond to in the "Post" box. If you would like to include a video, photo, or file for the students to access, then click on the appropriate link next to "share" to attach it. To finish click "save."
- e. Creating announcements – Click on the announcements tab while in your group and type your announcement in the box. If you'd like to include a video, photo or document click on any link next to "share." When you are finished click "post."