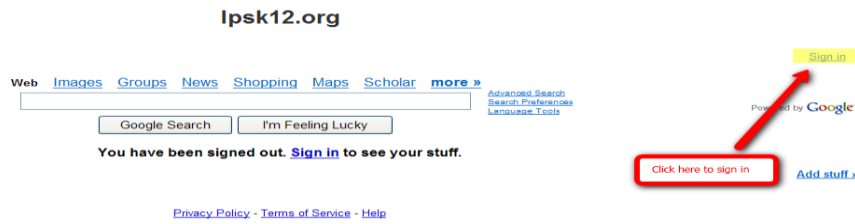


How to Create a Google Group

- 1.) First go to www.lpsk12.org and click sign in on the upper right hand corner.

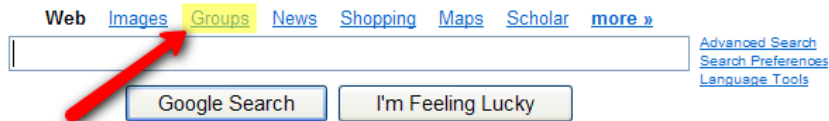


- 2.) Sign in with your assigned LPS user name and password.

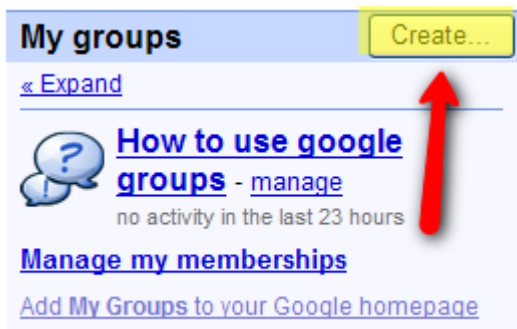


- 3.) On the main LPS Google start page click on the link that says "Groups" this link will take you to the start page of Google Groups

lpsk12.org



- 4.) On the right hand side of the Google Groups page, there will be a section named "My Groups" and right next to it is a link called "Create..." click on the create link to begin the process of making your very own Google group.



- 5.) Now on the next step you will actually create your group. Select a name for your group (please remember to keep it appropriate). As you choose the name of the group it will automatically fill out the email address, so that all members can send emails to the group which the owner would receive. Briefly write a description of the group, describing its purpose and goals. Then finally select an access level, I would suggest **“Announcement Only”** or **“Restricted”**. If **“Public”** chosen, remember that anyone can join and anyone can see what is being written in the group. When all the necessary information is filled out click on **“Create Group”**

Google groups Create a group

1 Set up group 2 Add members

Name your group
Littleton Public Schools

Create a group email address
littleton-public-schools@googlegroups.com

Group web address: <http://groups.google.com/group/littleton-public-schools>

Write a group description
This group is to inform the Students, Staff and Parents of the events that are occurring within the school district!

Letters remaining: 183

This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.

Choose an Access level

Public - Anyone can read the archives. Anyone can join, but only members can post messages and view the members list. Only managers can create pages and upload files.

Announcement-only - Anyone can read the archives. Anyone can join, but only managers can post messages, view the members list, create pages and upload files.

Restricted - People must be invited to join the group. Only members can post messages, read the archives, view the members list, create pages and upload files. Your group and its archives do not appear in public Google search results or the directory.

Create my group

- 6.) Now that your group is created you can add the members that you would like to invite. You would need to enter in their LPS Gmail address. These members do need to accept the invitation, in order to be accepted into the group as well as allowed to post any messages on the message board. You can also write an invitation message to the members of your group.

Google groups Create a group

1 Set up group 2 Add members

Invite members by email | [Add members directly](#)

Enter email addresses of people to invite
student1@gmail.com, student2@gmail.com, teacher@gmail.com

Each person will receive an invitation to your group and must accept before they can receive messages.

Write an invitation message
Come and Join this group! It's going to be a blast!

Google Groups will automatically include the group's name, description, and address in the email.

Invite members Skip this step

7.) Once your group is created, you will now have a main group page. You can go ahead customize your page by adding pictures, backgrounds etc. You can also start new discussion topics, as well as uploading files. Remember you can always add more members as well as change any of the group settings. This is your group! So customize your page with the personalities of the group. Just remember to make sure it is appropriate!

The screenshot shows the Google Groups interface for a group named "Google School Groups". At the top, there are navigation links for Gmail, Calendar, Documents, Reader, Web, and more. The user's email, hdebaca@gmail.com, and links for My Groups, Favorites, Profile, Help, My Account, and Sign out are also visible. The main content area is titled "Home" and includes a search bar and a "[edit welcome message]" link. Below this, the "Members" section shows 1 member, Heather DeBaca (you), the Group owner, with a "view all »" link. A red box highlights this link with the text "You can view all the members of your group". To the right of the members list is a "+ invite members" button. Below the members list are five action buttons: "Start a new discussion topic", "Invite or add members", "Create some pages", "Upload some files", and "Tune your group's settings". Red arrows point to each of these buttons, and a red box highlights them with the text "These are your main options for your group." Below these buttons is a red box containing the text "Email address for the group, Emails will be sent to the group owner", with an arrow pointing to the email address "google-school-groups@googlegroups.com". At the bottom left, there are links for "Report this group" and "XML". On the right side, there is a sidebar with "Home", "Discussions", "Members", "Pages", and "Files" sections. The "Group info" section shows "Members: 1 (you)", "Group categories: Not categorized", and links for "add a category" and "More group info »".

Groups are an excellent idea for connecting with a class; you can post topics of discussion, which pose questions for your students. You can also upload files, pictures or anything else that you think your students may be interested in. You may also open the group up to allow collaboration with other schools, and teachers, which would give your students a different view point on topics, that you are learning and discussing in class.