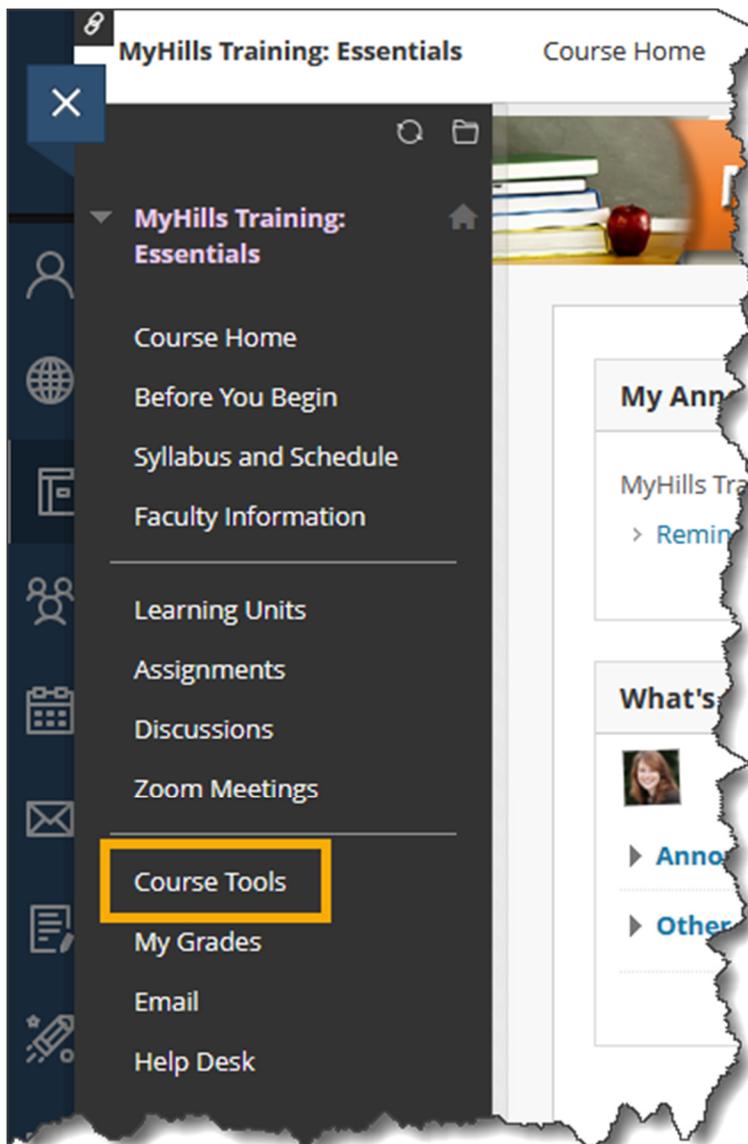


## Computer Tutorial: Using Groups in MyHills

**Purpose:** To demonstrate to students how to use “Groups.”

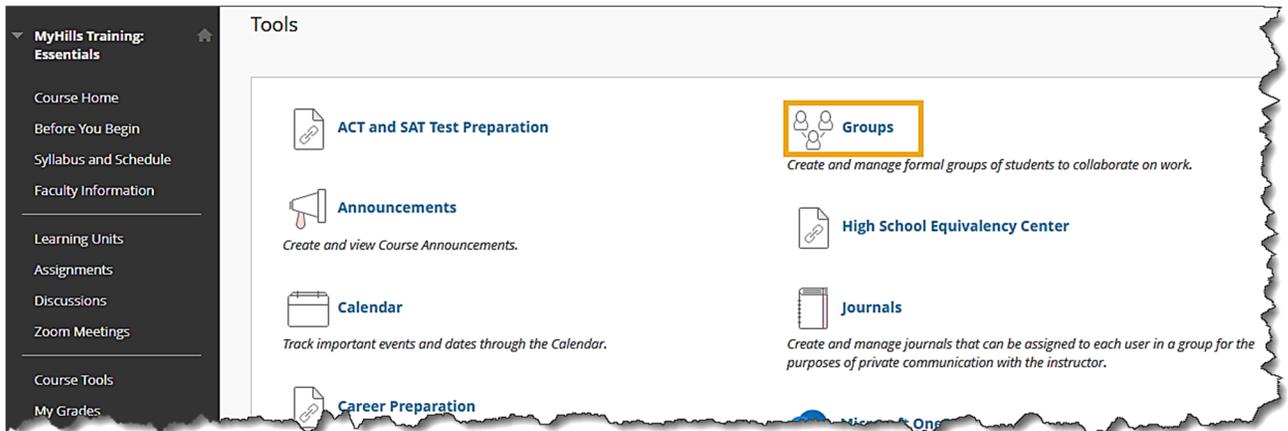
Instructors can create “Groups” within a course. Usually, “Groups” consist of a group of students who must work together on a group project or assignment. Each group has their own area in the course to collaborate. These “Group Areas” are equipped with “Group Tools,” that group members can use to communicate and collaborate.

From within a course, click “**Course Tools**,” which is located in the black “Course Menu.”

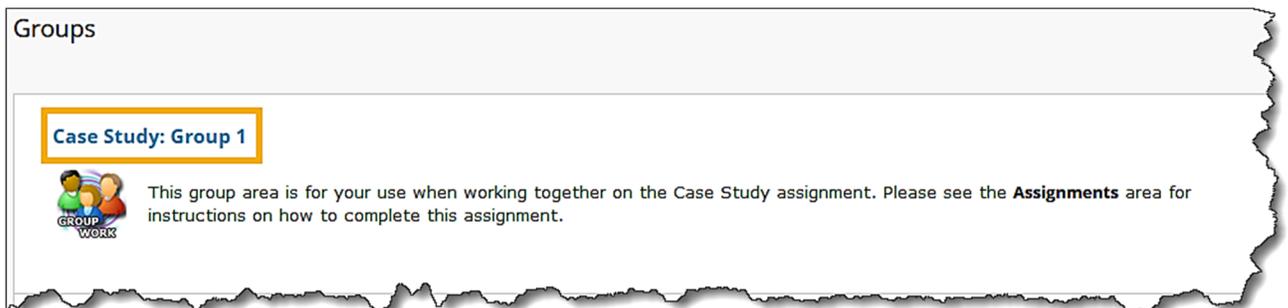


The “Tools” page will open.

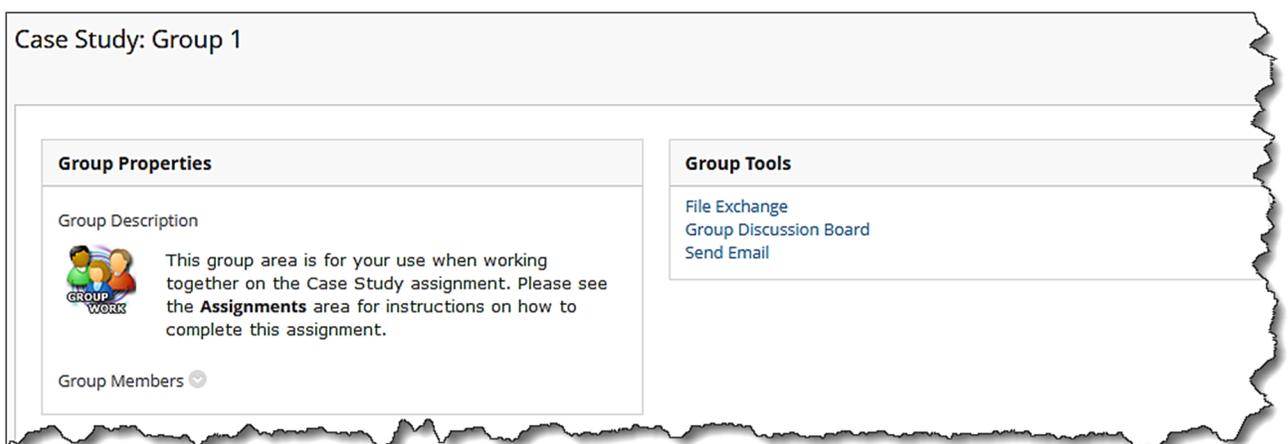
Click “Groups.”



The “Groups” page will open. Click the title of a group to access that group’s homepage.



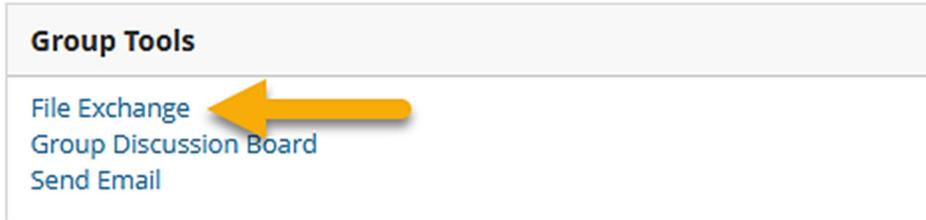
On the “Group Homepage,” you can view the “Group Properties,” which include a “Group Description,” if available, and a list of “Group Members.”



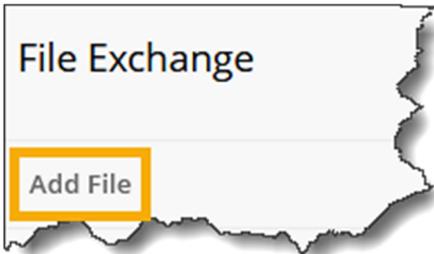
A list of all of the “Group Tools” that are available to your group will be listed under “Group Tools.”

**Note:** Only tools that your instructor has made available to your group will appear here.

Click **“File Exchange”** to upload a file to the group area. Only members of your group and your instructor will have access to the uploaded files.



On the “File Exchange” page, click **“Add File”** to upload a file.

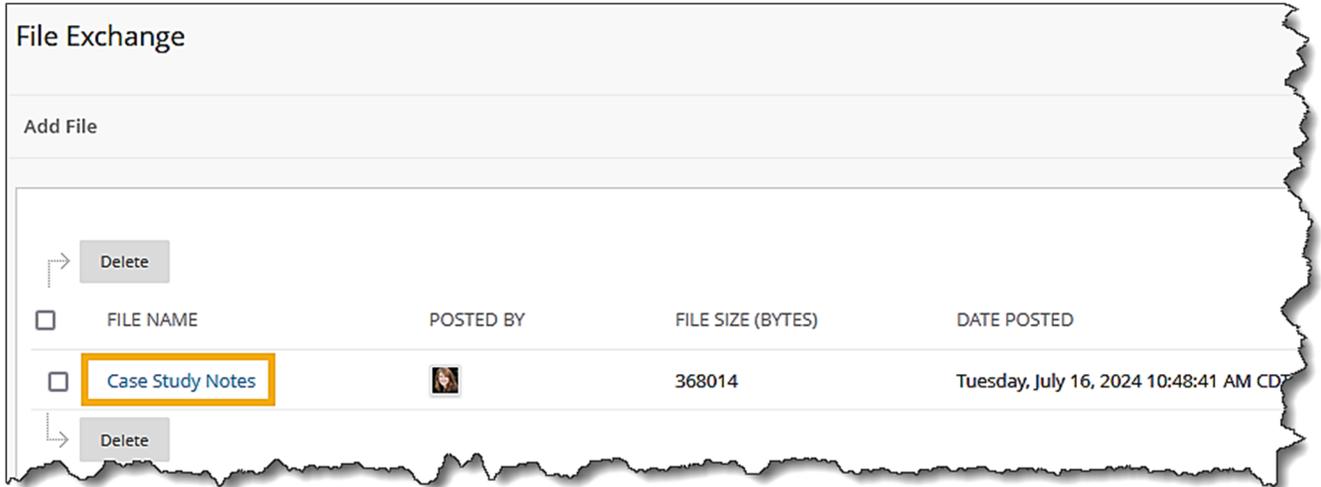


On the “Add File” page, type the name of your file in the space provided. Then, click **“Browse My Computer”** to locate and attach your file.

Once you have added your file, click **“Submit.”**



The file you uploaded, along with a “Success” message, will appear on the “File Exchange” page. Click the name of the file to open it.



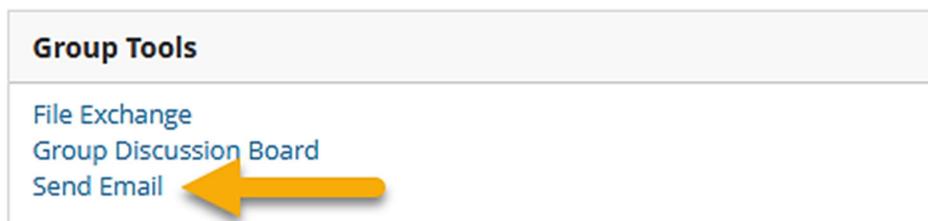
Click “**Group Discussion Board**” to access this area. The “Group Discussion Board” allows group members to participate in threaded discussions. Only members of your group and your instructor have access to your “Group Discussion Board.”

**Note: For more information on Discussions, see the tutorials “Create a New Discussion Thread in MyHills” and “Reply to a Discussion Thread in MyHills.”**



Click “**Send Email**” to send email to selected group members or the entire group.

**Note: See the tutorial “Create and Send Email from within MyHills” for step-by-step instructions on sending email.**



Congratulations! You now know how to use “Groups” in MyHills!

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**Office of Online Learning**

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