

## 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."

<ul> <li>MyHills Training:</li> <li>Essentials</li> </ul>	Tools	
Course Home		5
Before You Begin	ACT and SAT Test Preparation	မို္ကမိ Groups 🧳
Syllabus and Schedule		Create and manage formal groups of students to collaborate on work.
Faculty Information	Announcements	
Learning Units	Create and view Course Announcements.	High School Equivalency Center
Assignments		}
Discussions	Calendar	Journals
Zoom Meetings	Track important events and dates through the Calendar.	Create and manage journals that can be assigned to each user in a group for the
Course Tools		purposes of private communication with the instructor.
My Grades	Career Preparation	man down of the second and the second s

The "Groups" page will open. Click the title of a group to access that group's homepage.

Groups	
Case Study: Group 1	
This group area is for your use when working together on the Case Study assignment. Please see the Assignments area for instructions on how to complete this assignment.	
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On the "Group Homepage," you can view the "Group Properties," which include a "Group Description," if available, and a list of "Group Members."

e Study: Group 1		
Group Properties	Group Tools	
Group Description This group area is for your use when working together on the Case Study assignment. Please see	File Exchange Group Discussion Board Send Email	
the Assignments area for instructions on how to complete this assignment.		

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.

Group Tools	
File Exchange Group Discussion Board Send Email	

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."

FILE INFORMATION	$\left\{ \right\}$
<ul> <li>Name</li> <li>Case Study Notes</li> </ul>	~~~~
* Attach File Browse Local Files Browse Content Collection	
Click Submit to proceed.	
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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.

File Exchange			la l
Add File			
Delete			
FILE NAME	POSTED BY	FILE SIZE (BYTES)	DATE POSTED
Case Study Notes		368014	Tuesday, July 16, 2024 10:48:41 AM CD
Delete	~~~~		

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."

Group Tools
File Exchange Group Discussion Board Send Email

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.

Group Tools	
File Exchange Group Discussion Board Send Email	

Congratulations! You now know how to use "Groups" in MyHills!

— Office of Online Learning<sup>—</sup>

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>