

 RB Group Cheat Sheet

* Click “Groups” – click “See All Groups” – click “Create Group”
* Name Your Group – Group Type – select **Instructors –** click “Next”
* Select Subjects & Ages for your PLC (hold control and select all that apply) – click “Next”
* Describe your group – E.g., This group is for members of the Future Design PLC to collaborate. – click “Next”
* Permissions – select “Need Approval” – click “Next”
* Click “Information” across the top bar in the group
* Click the settings wheel/cog on the top left side beside “Manage Group”
* Click “Change Group Cover”
* Find a Creative Commons picture at Pexels.com or Pixaby.com related to your group; save it and add it here – click save changes
* Add any other group administrators you need.
* Click “Membership Control” on the top left side of your screen.
* You can now add your group members to invite them to your group. Use “;” between their email addresses. – Click “Send Invitation” to the right of the area you add the email addresses. (If your group is over 25 you may need to go do the rest after 24 hours; or have another admin send the other invites)
* Now go to “Shared Resources” across the top of the page.
* On the left side by Folders click “+New” and create the folders you need for your group. Suggested: FAQ; Checklists; Norms; Our Goals; Who’s In the Room; Working Documents; PLC Information
* Then use the very top of the page to go back to “Groups” and select the “PLC Facilitators Unite!” Group. Save the resources you need into your group’s folders. Go folder by folder – click save as in the yellow box for each resource you want to move, and drop it down into the folder you’d like to put it in. (You can also click create new folder if needed).
* A video on groups can be found here: <https://youtu.be/rrks5xLLS78>
* To find your group after you make it – select “Groups” at the very top of the screen – click “See All Groups” – on the top right of the screen below Create a Group there is a box that says “Search all Groups”; you can type in your group name to go right to it.