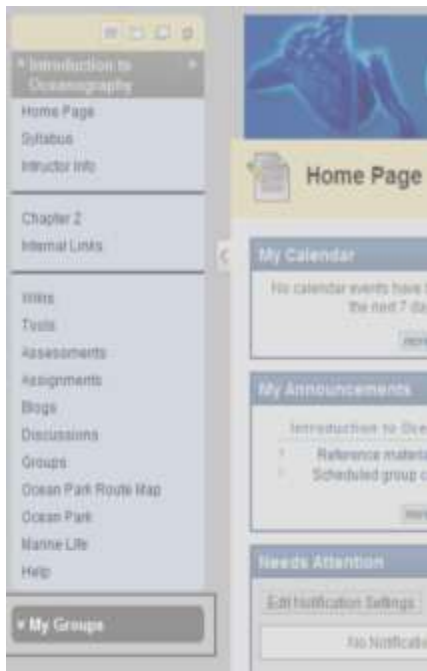




DARE TO DO MORE

Working In Groups

Step 1 – Your Group will appear in the panel called My Groups under the course menu.

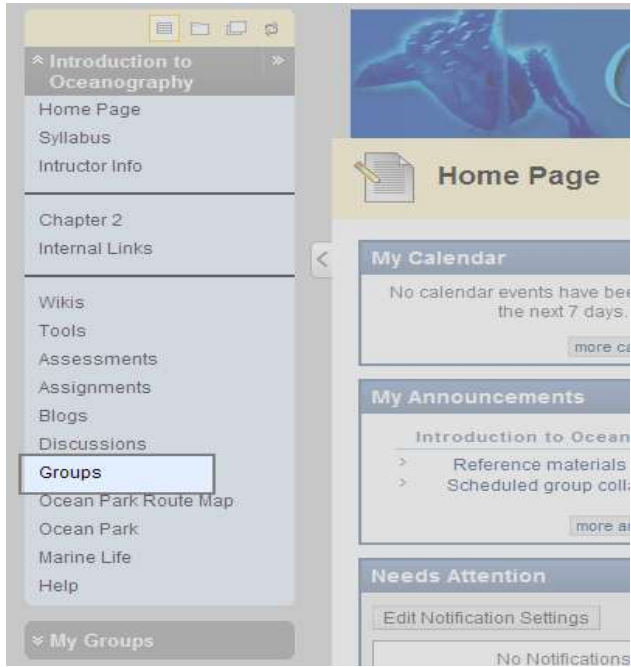


LaGuardia Community College

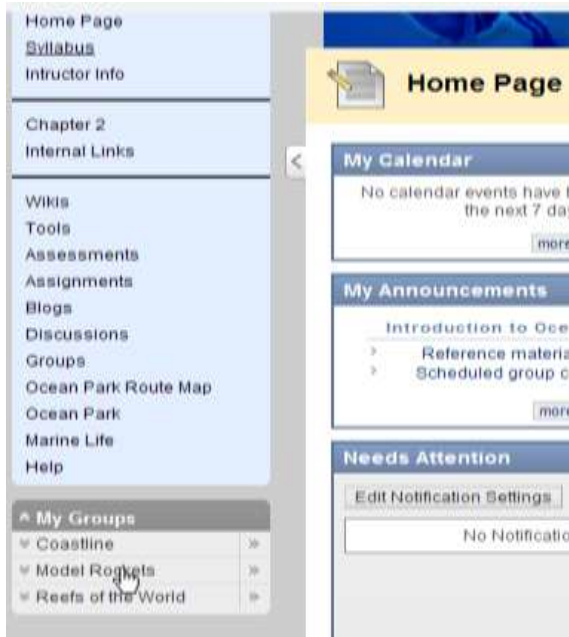
31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

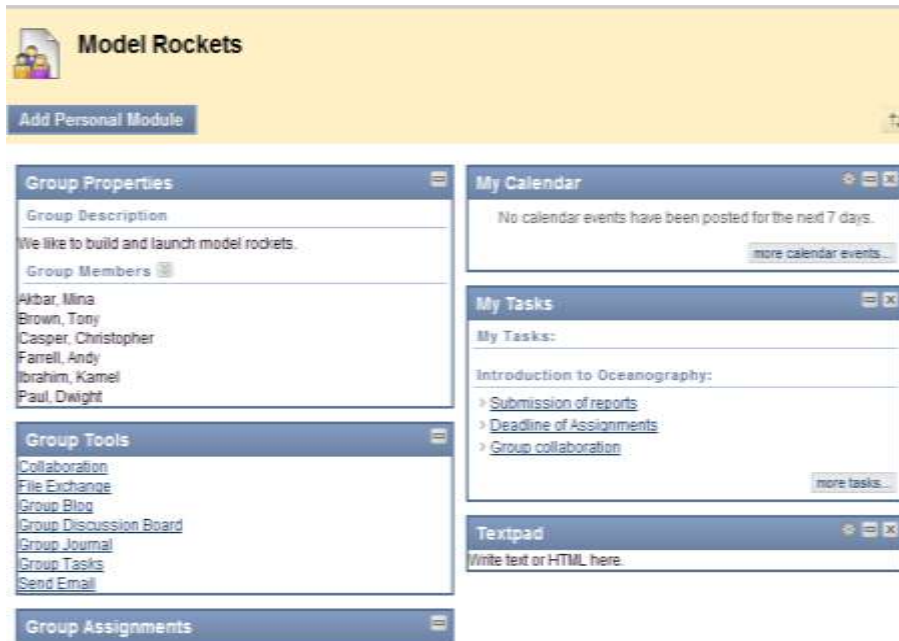
Step 2 – Your instructor may also put links to your group in other places in the course or even on the course menu.



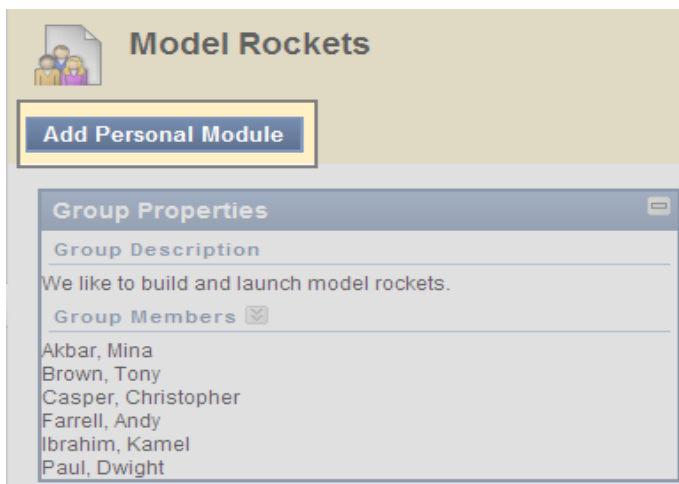
Step 3 – To begin Click to access to one of your groups.



Step 4 – The Group link opens to a Model Page. If your instructor permits, you can customize this page by adding a banner and selecting a color theme.



Step 5 – Members can also Add Personal Module to the page.



Step 6 – The group page displays the tools during instructor has made it available to you. Your instructor may not turn on all the tools, be sure to ask any tools you want to use but do not find in your group page.

The screenshot shows a group page for 'Model Rockets'. At the top left is a group icon and the title 'Model Rockets'. Below the title is a button labeled 'Add Personal Module'. The main content area is divided into several sections:

- Group Properties:** Contains a 'Group Description' with the text 'We like to build and launch model rockets.' and a 'Group Members' list: Akbar, Mina; Brown, Tony; Casper, Christopher; Farrell, Andy; Ibrahim, Kamel; Paul, Dwight.
- Group Tools:** A list of available tools: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, and Send Email.
- My Calendar:** Shows 'No calendar'.
- My Tasks:** Shows a list of tasks: Introduction, Submission, Deadline of, and Group collat.
- Textpad:** A section for writing text or HTML.
- Group Assignments:** A partially visible section at the bottom.