

# Job Aid

## How to Notify Students about Group Assignments



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CENTER *for*  
eLEARNING  
VALDOSTA STATE UNIVERSITY

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## How to Email Students about Group Assignments

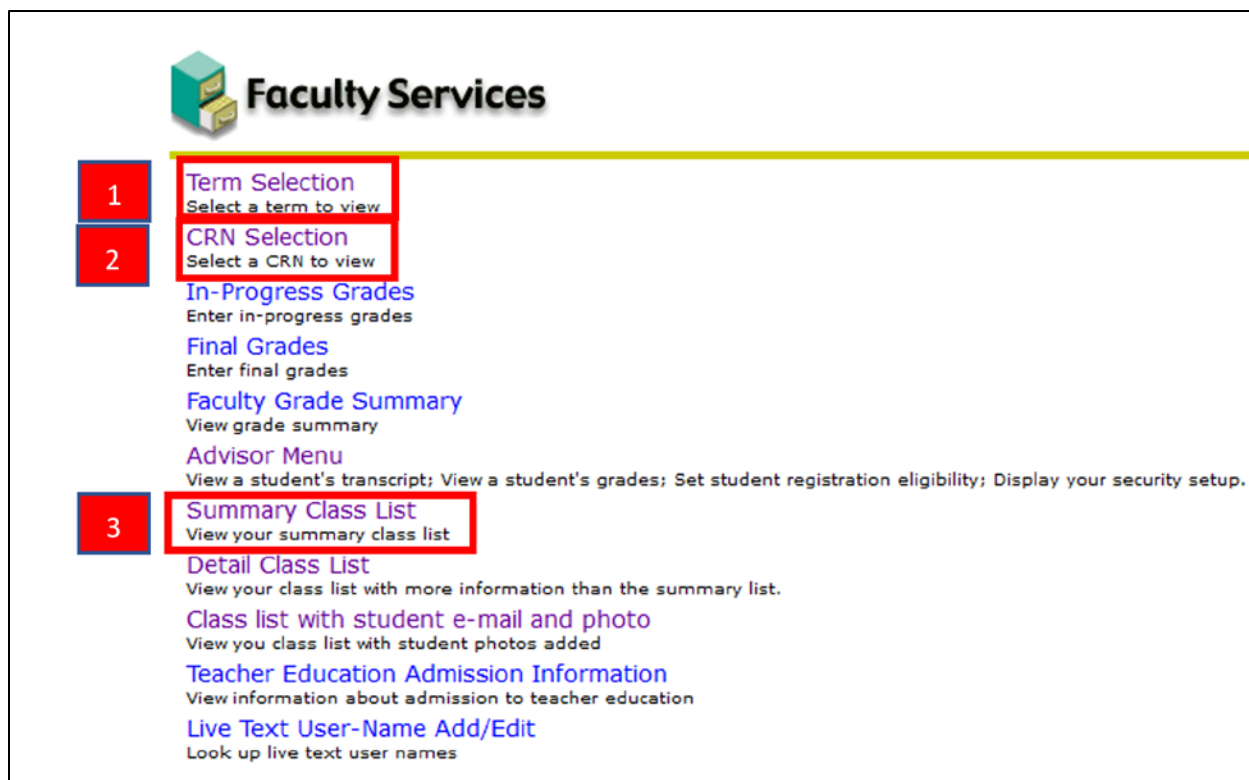
**STEP 1:** Follow the steps to set up Groups to organize on-campus class attendance using the [How to Set Up Classroom Groups in BlazeVIEW](#) job aid.

**STEP 2:** Notify students about their group and on-campus attendance assignments by emailing through Banner or the Success Portal.

### Emailing Students through Banner

Login to MyVSU and select **Banner**, **Legacy Banner**, then select **Faculty Services**. **NOTE:** If you choose to email through Banner you must to set up your VSU Outlook desktop application or your VSU Office 365 web mail account to automatically generate an email message.

1. Under **Term Selection**, select the Fall 2020 term
2. Use the **CRN Selection** link to select the **CRN** of your on-campus course.
3. Click on the **Summary Class List** link. The **Summary Class List** displays a list of students currently enrolled in the course.



4. Select the **Email Class** link at the bottom of the screen:

Personal Information Faculty Services

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

**Course Information**  
**Seminar in Juvenile Justice - CRJU 4400 A**  
 CRN: 81408  
 Duration: Aug 17, 2020 - Dec 07, 2020  
 Status: Active



**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment: 40	24	16	
Cross List: 0	0	0	0

**Summary Class List**













































Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Grade Detail	Notification Expires
1	0			**Web Registered**	Undergraduate-Semester	3.000		
2	0			**Web Registered**	Undergraduate-Semester	3.000		
23	0			**Web Registered**	Undergraduate-Semester	3.000		
24	0			**Web Registered**	Undergraduate-Semester	3.000		

**Scroll to the bottom to find the link "Email Class."**

[Email class](#)  

[Return to Previous](#)

5. When you click on the link to email all the students in the class, an email window opens with all the students' email addresses populated in the **BCC** line.

Most Visited                                              

## Group Assignment Message to Students – Weekly Schedule

Use the following as a guide to notify students about group assignments and on-campus class meeting day when each group is assigned a specific day of the week to attend.

*Hello and welcome to **[Enter course name here]**.*

*I am very excited that we will be returning for fall semester classes.*

*When we return, we will face new challenges with all on-campus instruction in the midst of the coronavirus pandemic. To address these challenges, Valdosta State University has implemented a number of guidelines to protect the health and safety of faculty, staff, and students.*

*One guideline we will follow for this course requires us to implement a hybrid format that splits attendance so all students will not physically attend class on-campus each day. This will limit the number of students in the classroom at any one time. For our **[select Monday/Wednesday, Tuesday/Thursday or Monday/Wednesday/Friday]** classes, half the students will meet physically on campus one day per week and while the other half of the students will connect to the class via an online format to participate in class activities. **[For Monday/Wednesday/Friday classes, one-third of the students attend face-to-face on any given day.]***

*I have divided our class into **[select two or three]** groups and assigned each group a specific day to meet physically on campus. Attached are the group assignments for you to review prior to the first class meeting.*

## Group Assignment Message to Students – Rotation Schedule

Use the following as a guide to notify students about group assignments and on-campus class meeting dates when the schedule is alternated for three or more groups.

*Hello and welcome to **[Enter course name here]**.*

*I am very excited that we will be returning for fall semester classes.*

*When we return, we will face new challenges with all on-campus instruction in the midst of the coronavirus pandemic. To address these challenges, Valdosta State University has implemented a number of guidelines to protect the health and safety of faculty, staff, and students.*

*One guideline we will follow for this course requires us to implement a hybrid format that splits attendance so all students will not physically attend class on-campus each day. This will limit the number of students in the classroom at any one time. For our **[select Monday/Wednesday, Tuesday/Thursday or Monday/Wednesday/Friday]** classes, **[select one-third, one-fourth]** of the students will meet physically on campus on*

*the assigned date and while the other students will connect to the class via an online format to participate in class activities.*

*I have divided our class into [select three or four] groups and assigned each group a specific day to meet physically on campus using a rotation schedule. Attached are the group assignments for you to review prior to the first class meeting.*

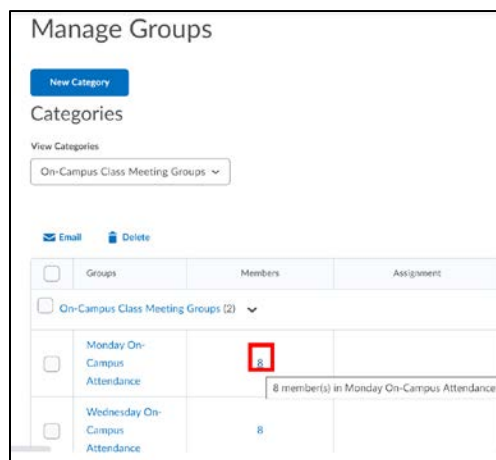
## Recommended Rotation for Tuesday/Thursday Class Split into Three Groups

In the event that classes must be divided into smaller group assignments requiring students to meet every third scheduled class, create a table that includes a list of on-campus attendance dates. This is an example of the schedule for a Tuesday/Thursday class that requires three groups:

Group 1	Group 2	Group 3
Tuesday, August 18	Thursday, August 20	Tuesday, August 25
Thursday, August 27	Tuesday, September 1	Thursday, September 3
Tuesday, September 8	Thursday, September 10	Tuesday, September 15
Thursday, September 17	Tuesday, September 22	Thursday, September 24
Tuesday, September 29	Thursday, October 1	Tuesday, October 6
Thursday, October 8	Tuesday, October 13	Thursday, October 15
Tuesday, October 20	Thursday, October 22	Tuesday, October 27
Thursday, October 29	Tuesday, November 3	Thursday, November 5
Tuesday, November 10	Thursday, November 12	Tuesday, November 17
Thursday, November 19	Tuesday, November 24	

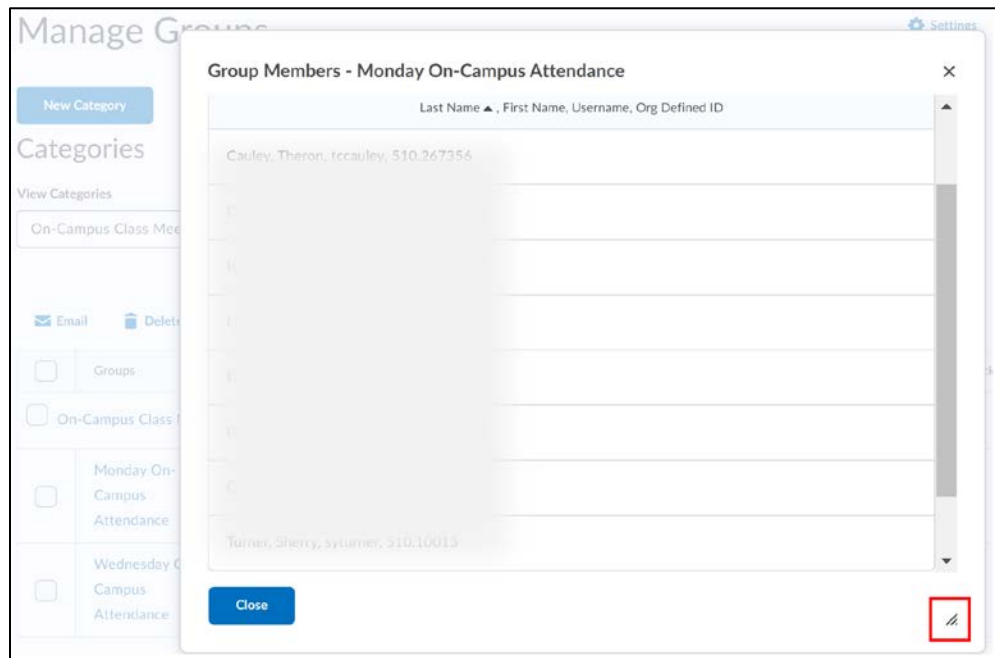
## How to Take a Screen Shot of the Group Assignment to Attach to an Email

1. Login to BlazeVIEW and locate your course.
2. Select Communication from the Navbar and then select Groups.
3. Select the number in the Members column for a specific group.



4. Tap the **Print Screen** key on your computer keyboard to make a screenshot of each group and paste into your email message using the CTRL + V keyboard combination.

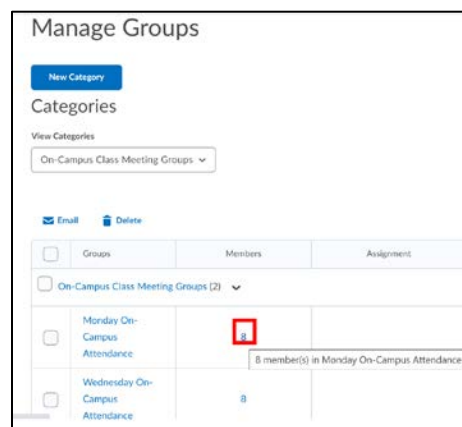
**NOTE:** Drag the three bars in the bottom right corner of the Group Members window to enlarge the window.



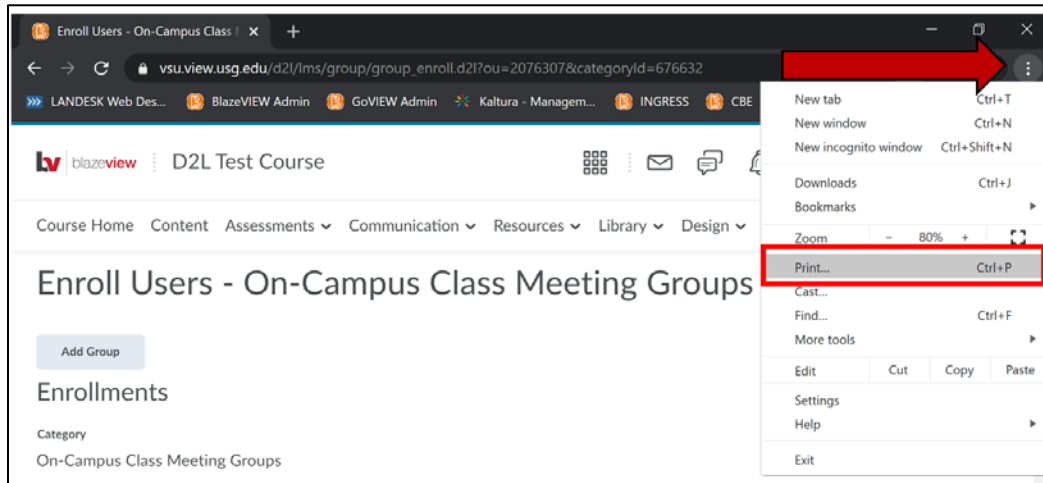
## How to Print Group Enrollments to Adobe PDF

To print from your browser to Adobe PDF, ensure that Acrobat is installed on your computer, otherwise, the **Adobe PDF** printer or the **Save As Adobe PDF** option won't appear.

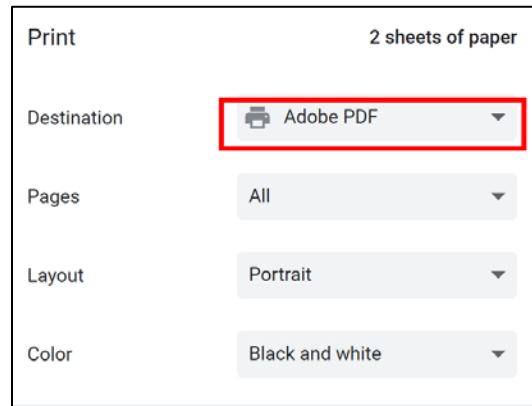
1. Login to BlazeVIEW and locate your course.
2. Select Communication from the Navbar and then select Groups.
3. Select the number in the Members column for a specific group.



- From the Enroll Users page, select Customize and Control in the upper right corner of the Google Chrome window and select Print from the menu.



- Under Destination, select Adobe PDF



- Expand More Settings by clicking on the arrow, check Background graphics, and select the Print button.

**NOTE:** The checkmarks indicating group assignment will not display when printing the file if the Background Graphics option is not checked.



7/28/2020 Enroll Users - On-Campus Class Meeting Groups - D2L Test Course - Valdosta State University

D2L Test Course

Enroll Users - On-Campus Class Meeting Groups

Add Group

Enrollments

Category  
On-Campus Class Meeting Groups

Display  
All Groups

Search For: Show Search Options

Last Name • First Name, Username, Org Defined ID	Monday On-Campus Attendance Users: 8	Wednesday On-Campus Attendance Users: 8
Baxter, Hunter, hbaxter, 510.243022 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bugby, Britt, lrbugby, 510.28742 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cauley, Theron, tccauley, 510.267356 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Downey, Allison, adowney, 510.461492 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dukes, Marshu, mbdukes, 510.73634 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edmondson, Luke, lredmondson, 510.504863 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gibbons, Shawn, sgibbons, 510.58627 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hall, Obediah, oehall, 510.314169 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jordan, William, wjordan, 510.424653 id	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kyles, Gwendolyn, gkyles, 510.113789 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landau, Jamie, jlandau, 510.571529 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Li, Benjamin, bali, 510.7676 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overlaur, Kevin, koverlaur, 510.613876 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Queen, Jessica, jqueen, 510.482942 id	<input checked="" type="checkbox"/>	<input type="checkbox"/>

https://vnu.view.usg.edu/d2l/m/group/group\_enroll.d2l?ou=2076307&categoryid=679632 1/2

Print 2 sheets of paper

More settings

Paper size Letter

Pages per sheet 1

Margins Default

Quality 1,200 dpi

Scale Default

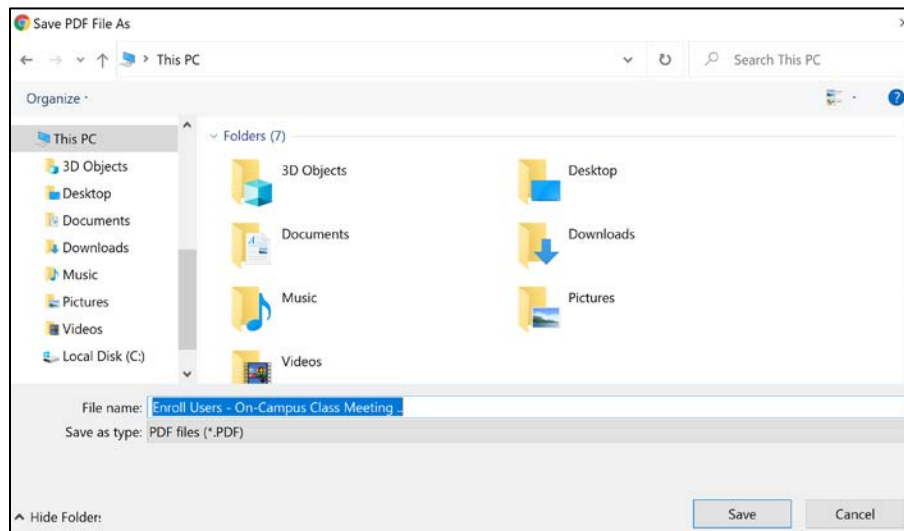
Options

☒ Headers and footers

☒ Background graphics

Print Cancel

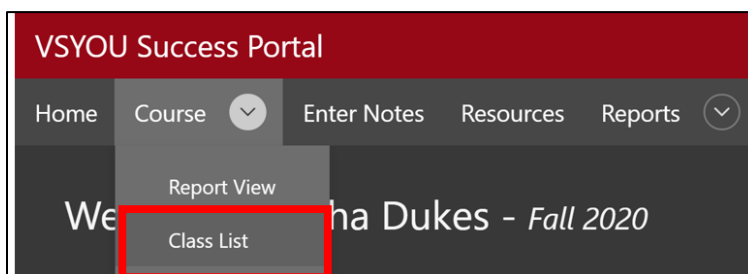
7. Select the location where you want to save your Group Assignments file. Attach to your Email Class message in Banner.



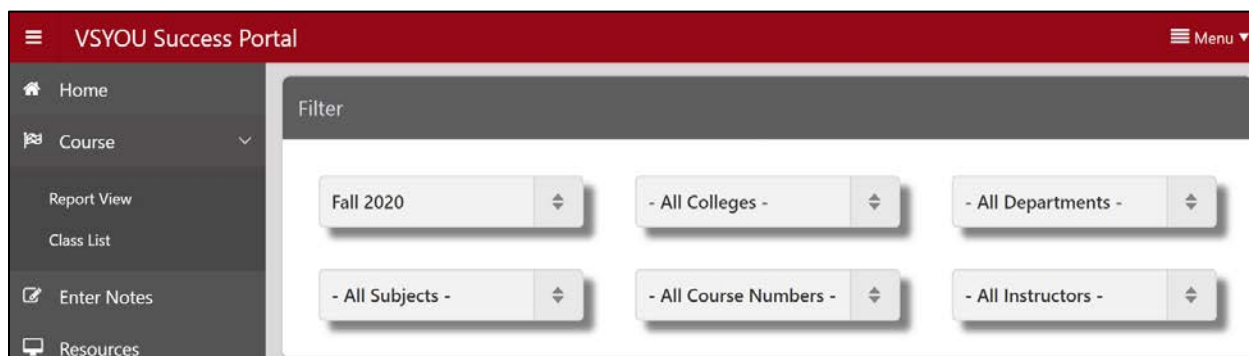
## Emailing Students Through the Success Portal

To email students through the Success Portal, login to MyVSU and select Success Portal from the home page. **NOTE: Screen Shots and attachments cannot be included when emailing through the Success Portal.**

1. From the **Success Portal**, select **Course**, then **Class List**.



2. Use the **Filter** options to locate a course

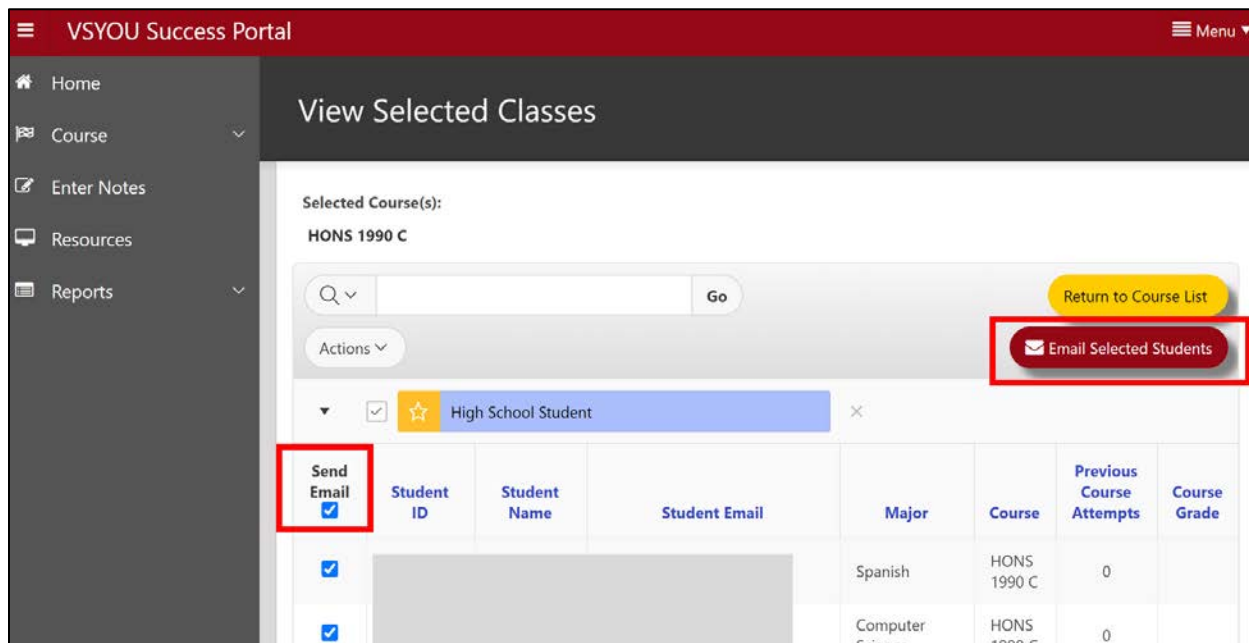


3. Select the **Course Name** link of the class you wish to email.

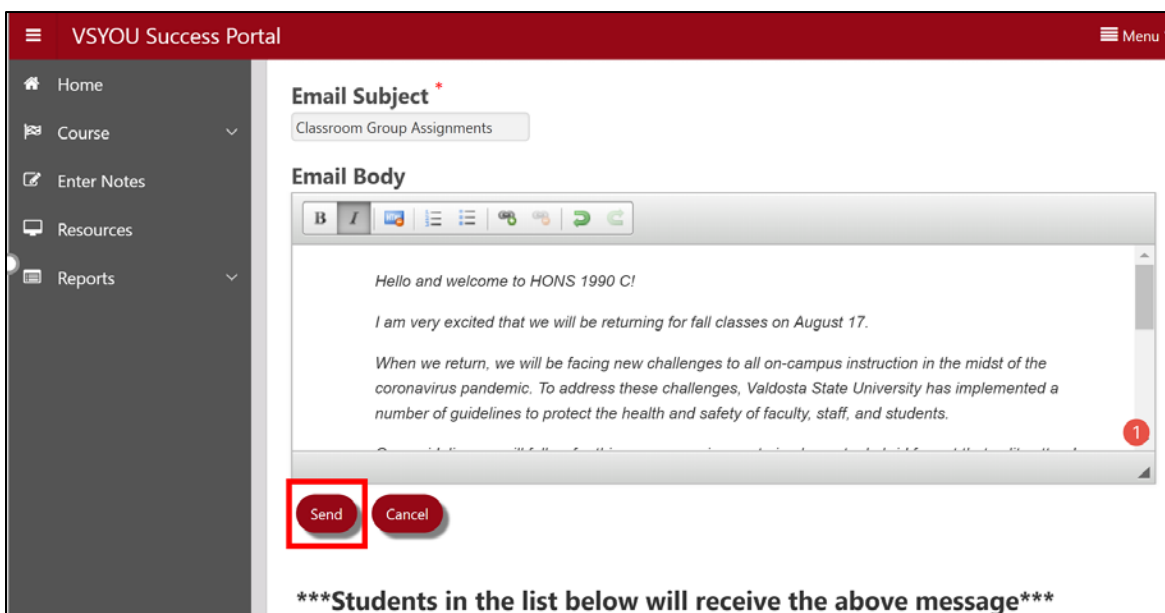
The screenshot shows the VSYOU Success Portal interface with the 'Class List' table displayed. The table has columns: 'Select Course', 'Course Closed', 'Students on Wait List?', 'CRN', 'Course Name', 'Title', 'Campus', 'Days', 'Class Time', and 'Location'. The 'Course Name' column is highlighted with a red rectangular box.

Select Course	Course Closed	Students on Wait List?	CRN	Course Name	Title	Campus	Days	Class Time	Location
<input type="checkbox"/>			80378	HONS 1990 A	Honors Introductory Seminar	A	MW	09:00 am - 09:50 am	Bailey Science Center 1023
<input type="checkbox"/>	CLOSED		80379	HONS 1990 B	Honors Introductory Seminar	A	TR	11:00 am - 12:15 pm	Bailey Science Center 1023
<input type="checkbox"/>			83295	HONS 1990 C	Honors Introductory Seminar	A	TR	03:30 pm - 04:20 pm	Bailey Science Center 1023

4. Check **Send Email** to select all students enrolled in the course, or select individual students to email. Select the **Email Selected Students** button.



5. Type in the **Email Subject** and message in the **Email Body**. Include information about the Group assignments in the message. Select the **Send** button to send the message. **NOTE: Screen Shots and attachments cannot be included when emailing through the Success Portal.**



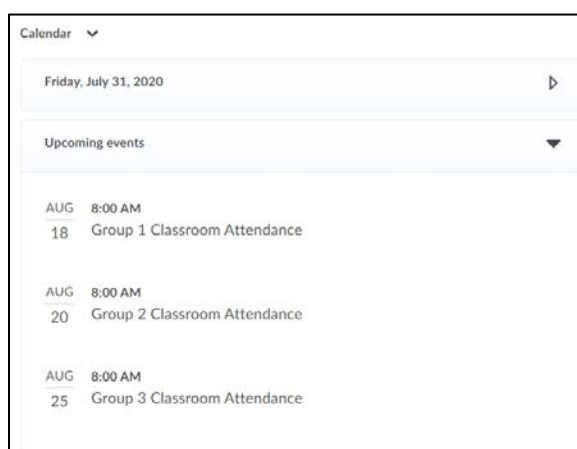
## Adding a Group Announcement to Your BlazeVIEW Course

Use the Announcements tool in BlazeVIEW to notify students about their Group assignments and scheduled attendance dates. For more information about adding Announcements in BlazeVIEW, check out our guide at [How Do I Use the Announcements Tool](#).

## Creating Group Calendar Events in Your BlazeVIEW Course

Use the Calendar tool to create an individual event for each of the Group class meeting dates. The Calendar events will be visible in the Calendar widget on the BlazeVIEW course home page. For more information about creating Calendar events, check out our guide at [How Do I Update My Course Calendar](#).

Students view of the Event in the Calendar Widget:



For more information or assistance, call 229-245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu).  
 For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

