Job Aid

How to Notify Students about Group Assignments

Center for eLearning
Valdosta State University

Center for eLearning
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7/31/20
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:

![Image of Faculty Class List]

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

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.

![Image of Email Window]
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:

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 18</td>
<td>Thursday, August 20</td>
<td>Tuesday, August 25</td>
</tr>
<tr>
<td>Thursday, August 27</td>
<td>Tuesday, September 1</td>
<td>Thursday, September 3</td>
</tr>
<tr>
<td>Tuesday, September 8</td>
<td>Thursday, September 10</td>
<td>Tuesday, September 15</td>
</tr>
<tr>
<td>Thursday, September 17</td>
<td>Tuesday, September 22</td>
<td>Thursday, September 24</td>
</tr>
<tr>
<td>Tuesday, September 29</td>
<td>Thursday, October 1</td>
<td>Tuesday, October 6</td>
</tr>
<tr>
<td>Thursday, October 8</td>
<td>Tuesday, October 13</td>
<td>Thursday, October 15</td>
</tr>
<tr>
<td>Tuesday, October 20</td>
<td>Thursday, October 22</td>
<td>Tuesday, October 27</td>
</tr>
<tr>
<td>Thursday, October 29</td>
<td>Tuesday, November 3</td>
<td>Thursday, November 5</td>
</tr>
<tr>
<td>Tuesday, November 10</td>
<td>Thursday, November 12</td>
<td>Tuesday, November 17</td>
</tr>
<tr>
<td>Thursday, November 19</td>
<td>Tuesday, November 24</td>
<td></td>
</tr>
</tbody>
</table>

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.

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**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.
4. 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.

5. Under Destination, select Adobe PDF

6. 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. 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.

![Class List](image1)

2. Use the Filter options to locate a course

![Filter Options](image2)

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

![Course Name](image3)
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. For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.