GAcollege411 Professional Center Communications Tools Transcript

Hi there and welcome to the communications tools tutorial for GAcollege411. In this tutorial, I'll show you how to create groups of students for messaging, then, of course, how to send messages to your students and finally, how to add events to the calendars of individual students, classes and groups.

Ready? Okay, let's begin with creating groups of students. First, you're going to want to click on the 'Group Builder' button. Try to think of a descriptive name for each new group you create. For example, let's call this group 10thGradeEnglishStudents. Check the box if you would like this group to be an advisory group. In this case, we'll leave the box unchecked. Next, you going to want to identify which students belong to this group. You can choose to search for students in a variety of ways. You can search by their first or last name or student number here in the search box. You can also search by class, browse by last name or you can search by specific characteristics. So when you group students by specific characteristics you can see here that your options are to search for students by age, gender, ethnicity or GPA. However, for the purpose of this demonstration, we're going to search for students by grade. So click next on the names of all students who should be included your group and then simply click 'Add'. To review your group, click 'View group'. Here you'll have the option to revise the group and remove any students who no longer belong, for instance, if a student leaves the school or is no longer enrolled in the program.

Okay, so now that you know how to create a group, I'll show you how can send messages to your students which really isn't any more complicated than sending an email. So naturally, you're going to want to click on 'compose message'. You can then choose to select a group, like the one we just created, or you can select a class or if you click on 'find students', you can choose to select individual students from a specific group or class. Another option is to simply enter a student's email address. Once you've chosen the students you want to communicate with, just enter your subject line and message as you would with any other email program. Now, what makes 'GAcollege411' different is that you have the option to send a copy to yourself as well as send repeat reminders to your students once every so many days until a designated date. Then when you're done, you can either save your letter as a draft or return to it later or just click send and it will immediately be sent to your students' inboxes.

Now before we wrap up this tutorial, I'll show you how you can easily post reminders in your students' event calendars. So first, click on 'Add an event'. Now just like when we were sending an email to students, you'll find that you have the same options here. You can select whether you want to post the event on the calendars of specific groups, classes or individual students. Then also like an email, you'll need to enter your title and some details about the event in the text boxes below, and, of course, most importantly, be sure to enter a start and end time for the event. You'll notice that you also have the option to send a notification message to students' inboxes about the event as well. If this event is ongoing like a yearbook meeting or drama club, then you can also choose to repeat the event in students' calendars every week, month or even every year until a specified date. Then, simply click 'add event' for it to appear in your students'

event calendars. Also, if you look to the sidebar, you'll notice that you have the option to view all events, both future and past. You can also choose from a daily view, a weekly view and, of course, a monthly view.

And there you have it. Those are your GAcollege411 communication tools, designed to help make your life a little easier by improving your communication with students and creating awareness about upcoming events.