Job Aid

How to Notify Students about Group Assignments

Contents

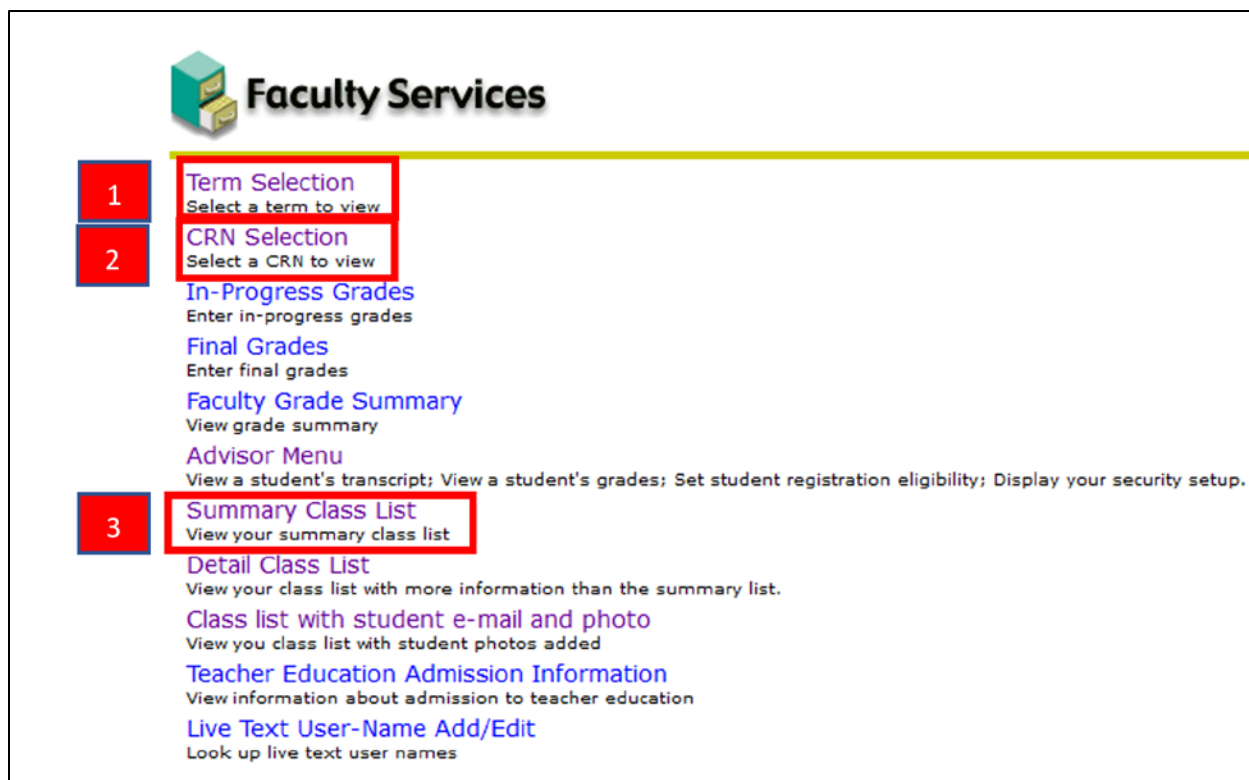# How to Email Students about Group Assignments

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:

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.

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, October27
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**.**
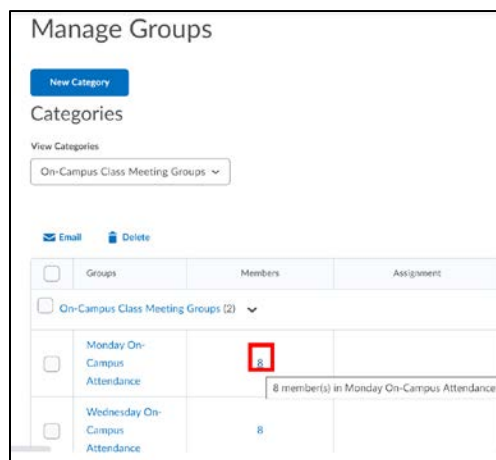
4. Tap the **Print Screen** key on your computer keyboard to make a screenshot of each group and paste into your email message using the CTRL + V keyboard combination.

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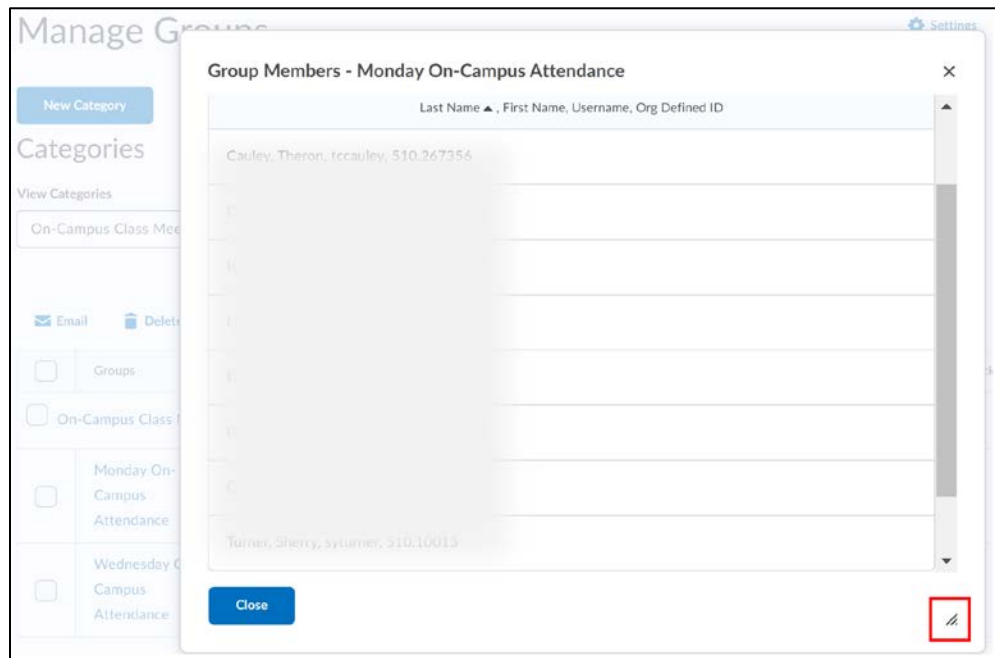

How to Print Group Enrollments to Adobe PDF

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.
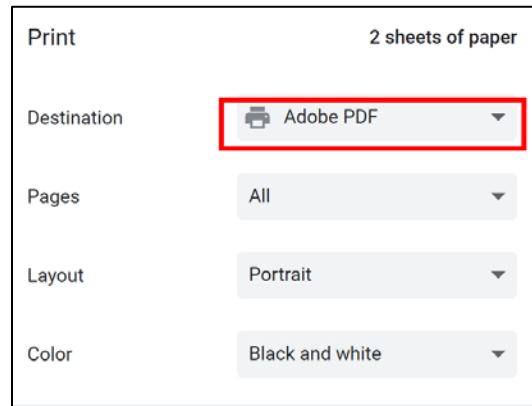
1. Login to BlazeVIEW and locate your course.
2. Select Communication from the Navbar and then select Groups.
3. Select the number in the Members column for a specific group**.**
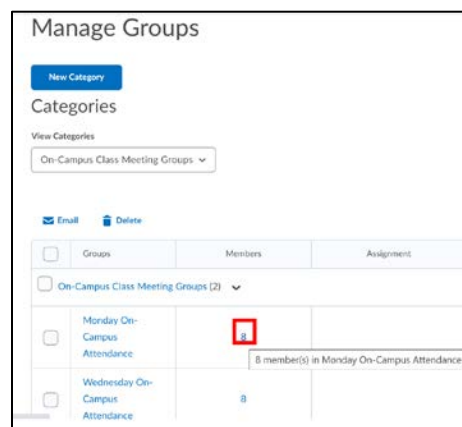
4. From the Enroll Users page, select Customize and Control in the upper right corner of the Google Chrome window and select Print from the menu.
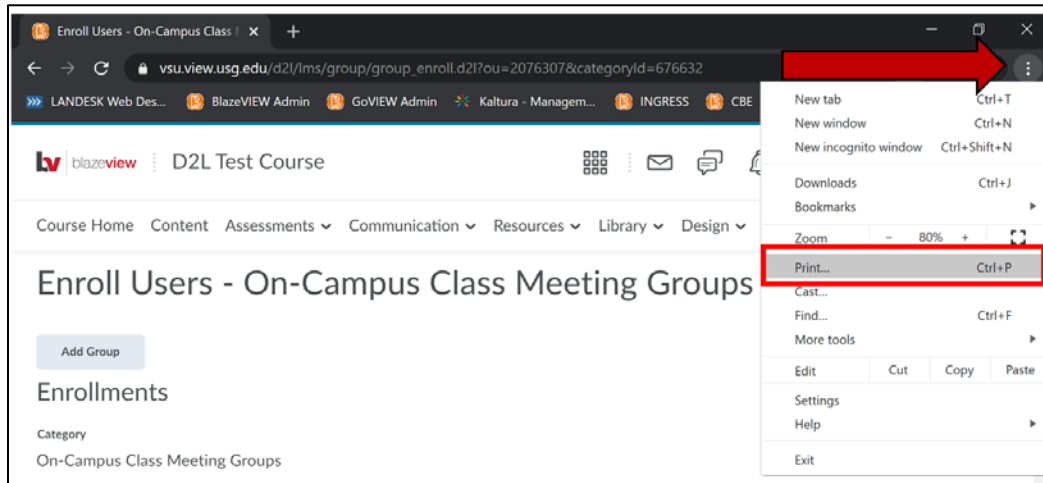
5. Under Destination, select Adobe PDF

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.
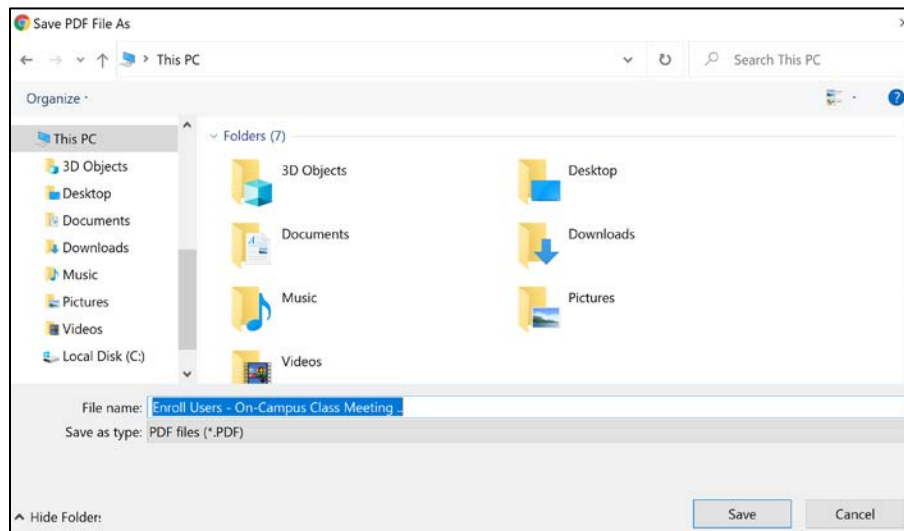
Emailing Students Through the Success Portal

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**.
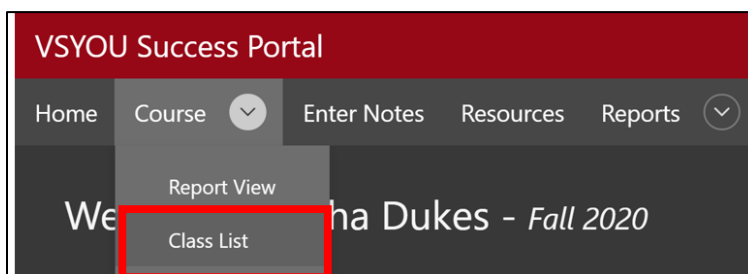
2. Use the **Filter** options to locate a course
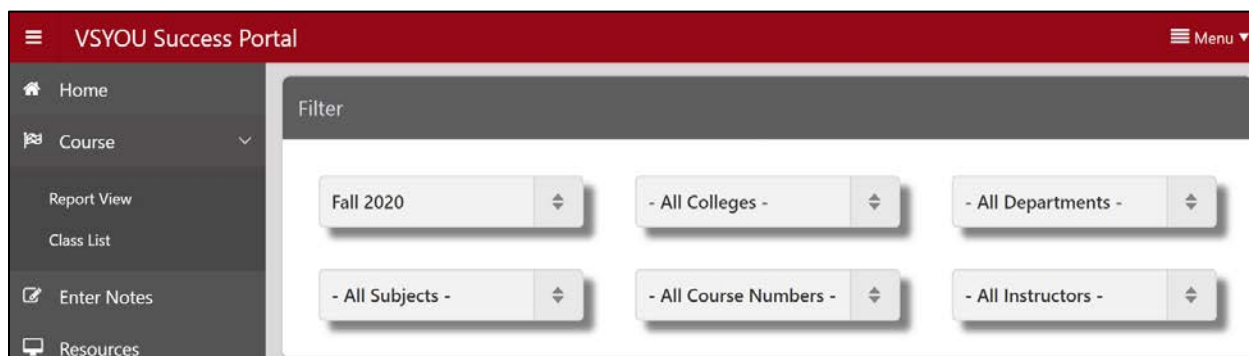
3. Select the **Course Name** link of the class you wish to email.

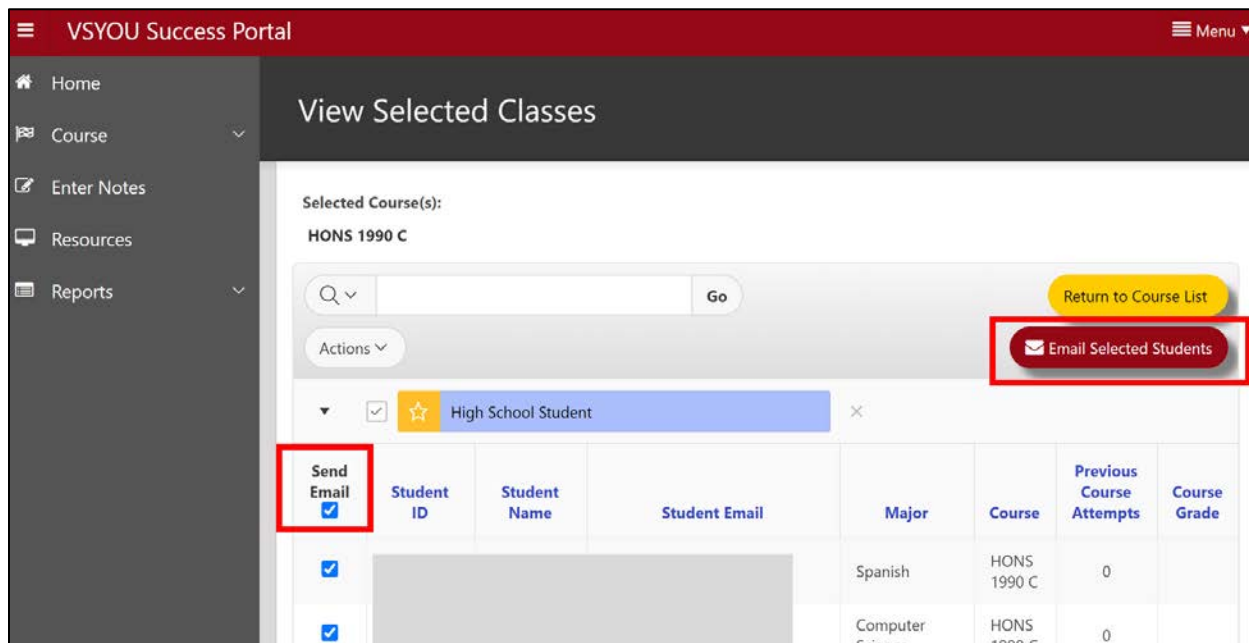4. Check **Send Email** to select all students enrolled in the course, or select individual students to email. Select the **Email Selected Students** button.

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.**
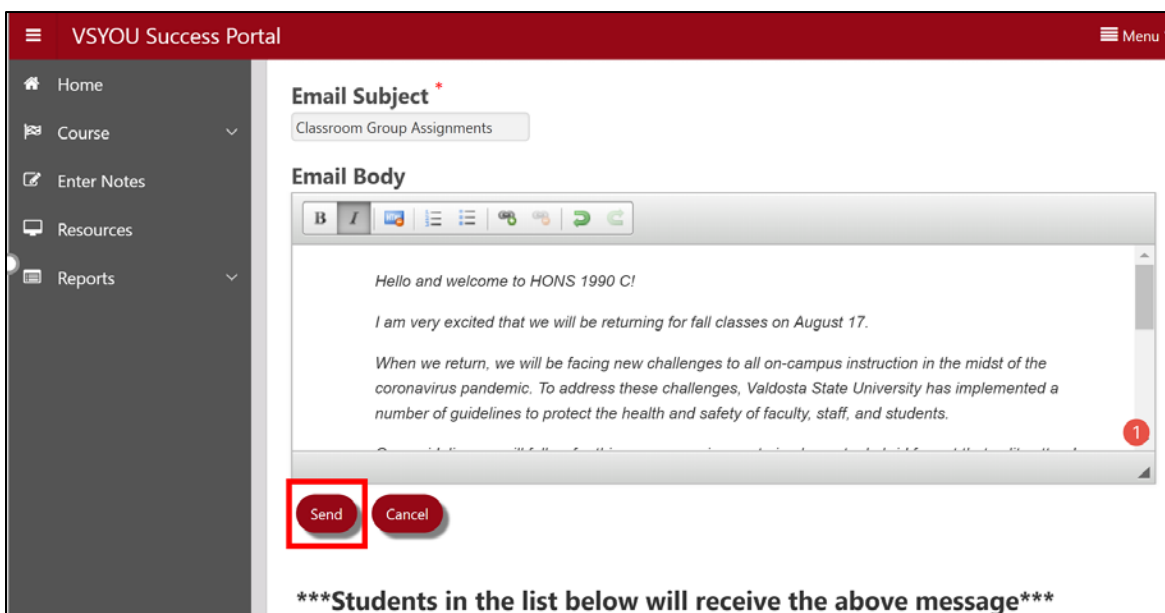
Adding a Group Announcement to Your BlazeVIEW Course

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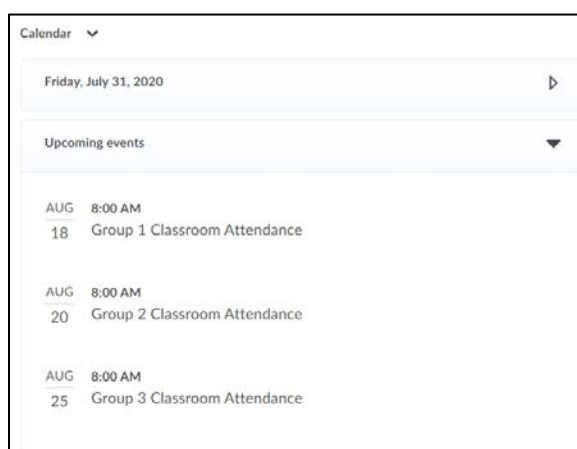
For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.