

# RHP 8 Learning Collaborative Quick Reference Guide



**What are Google Groups™?** With Google Groups™ you can do the following: Engage in discussions about a specific subject; create and answer questions; organize meetings, conferences; or events among members of a group; and read group posts through email, the online interface, or both.

**What is a Google member?** In this guide a Google member is referred to as someone who “possesses a Google email address, otherwise known as Gmail”. Possessing a Gmail address will allow members to post to the web interface and utilize the Google features such as email preferences.

**What is Non-Google member?** A non-Google member is referred to as someone who “uses a non-Google email address to participate in the Google Group™”. Non-Google members are still able to participate in all discussion threads, but have limited access as it relates to accessing the web-interface and identifying email preferences.

## How to Subscribe to a Group

### Google member:

1. Go directly to the group's webpage or access it through the Groups Directory. The RHP 8 Group is named RHP8Learn. Next to the group name, you will see one of the following buttons:
  - **Join group** – Anyone can join the group.
  - **Apply for membership** – You must apply to join the group. Managers of the group can approve or deny your request.
  - **Request an invite to this group** – You must request an invitation from the owner to join the group.
2. Choose your nickname and your e-mail delivery option, and click **Apply to this group**.

### Non-Google member:

If you do not have a Google account you can still read and join discussions through your email; however, you will not be able to post directly to files. All posts will be made by sending an email to the group email address.

\*\* To join the group, send an initial request to [rhp8@tamhsc.edu](mailto:rhp8@tamhsc.edu) with the subject: “Request to Join Discussion Forum.” We will manually add you to the group and send you a welcome message with additional information.

## How to Read and Respond to Group Posts

### Google member:

#### **Reading and responding to posts using the web interface:**

1. Click on the **My Groups** button on the Home screen and click on a group name.
2. Click on the topic you want to read. The first post in the topic is displayed on top followed by all responses.
3. Click the **Post reply** button to the right of the time for the post.
  - a. Click on **Reply to Author** under "More message options" to reply to the poster through private email.
  - b. Click on **Forward** under "More message options" to forward the post to an email address.
4. Type your reply in the reply field.
5. Click the **Post** button to reply to that post.

#### **Reading and responding to posts in email:**

1. Click on the email in your inbox. The contents of the email are displayed.
2. Type a response to the email.
3. Click **Reply** to respond the discussion post. Your response will be shared with the entire forum.
  - a. If would like to respond directly to the person who posted the original discussion, click on the individual’s email address in the “From:” heading.

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## **Non-Google member:**

1. To reply to a topic/question posted by another group member via email, you can use either the “Reply” or “Reply All” feature in your email program to send a response that will post to the entire group (you should see that the “To:” email displays as [rhp8learn@groups.tamhsc.edu](mailto:rhp8learn@groups.tamhsc.edu)).
2. If you want to send a response only to the author of a post, you will need to select the individual’s email address from within the post itself.

## **How to Create a New Discussion Topic**

### **Google member:**

1. From the Topics screen, click on the **New topic** button. A "New topic" screen appears.
2. Select the type of post:
  - **Discussion** – General post where members of the group can both read and respond to posts.
  - **Question** – Questions can be assigned to specific members of the group.
  - **Announcement** – Posts containing an announcement for all members of the group.

If you wish to share an attachment with the group, click the **Attach a file** icon.

**Non-Google member-** Send an email to [rhp8learn@groups.tamhsc.edu](mailto:rhp8learn@groups.tamhsc.edu). This email will be sent to all members of the Learning Collaborative Forum group

## **How to Manage your E-mail Delivery Options**

### **Google member:**

1. Click the **My groups** button from the Google homepage.
2. Click on the **Edit membership’s** button.
3. Select from one the following e-mail delivery options from the drop-down menu:
  - **No E-mail** – You will not receive messages sent to the group in your inbox, but you are still able to visit the group's webpage to read messages.
  - **Abridged E-mail** – You will receive a summary of new messages once a day.
  - **Digest E-mail** – You will receive multiple messages bundled into one single message once a day.
  - **E-mail** – You will receive each message sent to the group separately.

## **Non-Google member:**

If you requested membership to the Learning Collaborative Forum, you will be able to indicate how often you would like to receive notifications from the discussion group. If you were added to the forum by a system administrator, your email delivery options will be pre-set, but can be altered with a request sent directly to the RHP 8 email address: [rhp8@tamhsc.edu](mailto:rhp8@tamhsc.edu).

## **How to Leave a Group:**

### **Google member:**

1. Click the **My groups** button on the Google Groups homepage.
2. Click on the **Edit memberships** button.
3. To the right of the group you wish to leave, click on the **Manage membership** link.
4. From the pop-up window, click on the **Leave group** button.

## **Non-Google member:**

To unsubscribe from the RHP8Learn Group, click the following link [rhp8learn+unsubscribe@groups.tamhsc.edu](mailto:rhp8learn+unsubscribe@groups.tamhsc.edu).

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