

COURSE-EPC-3 (1.4 EPC3)

CRITICAL UNDERSTANDING OF ICT

Engagement with Field

PRACTICUM-01

TOPIC-06

PROJECT TO CREATING GOOGLE GROUPS

Presented By:-

Registration No:-

Roll No:-

NAME OF THE INSTITUTE:-PURNADISHA JOYCHANDI TEACHER TRAINING COLLEGE

Session:-2023-2025

Objectives

- ❑ To understand the use of Google Groups as a collaborative ICT tool.
- ❑ To create a Google Group for communication and resource sharing.
- ❑ To learn how to manage group members and settings.
- ❑ To use Google Groups for educational discussions and information exchange.

Materials and Tools Used

- Computer/Laptop/Smartphone with Internet access
- Google Account (Gmail ID)
- Projector & Smart Board (for demonstrating the process to students)
- Camcorder (to record the session for future ICT-based material)

ABOUT GOOGLE GROUPS

You can use Google Groups to:

- Host discussions and make plans with a team, organization, or social group.
- Meet people with similar hobbies, interests, or backgrounds.
- Learn about a topic and join discussions on that topic.
- Create a Q&A forum for any topic, such as baking, health, or a task at work.
- Organize meetings, conferences, and social events.
- Note: By joining Google Groups, you acknowledge that Cloud Print sends your documents to Google. Google keeps these documents until the print job is complete. Google may store data about the print job.

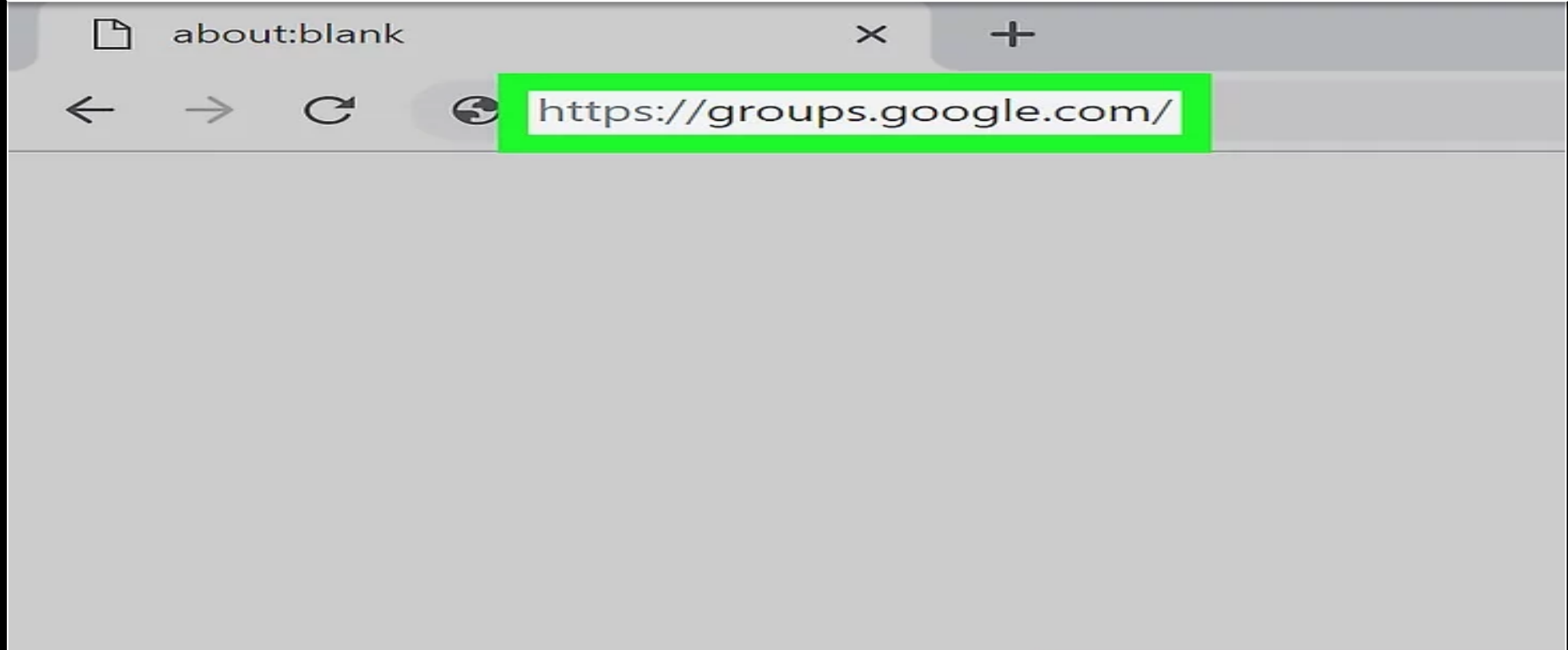
PART-1



Creating the Google Group

STEP-01

Open the Google Groups website. Go to <https://groups.google.com/> in your computer's web browser. This will open the Google Groups creation page.



STEP-02



Sign in



Sign into your Google Account if necessary. If you aren't signed into a Google Account, click the blue Sign in button in the top-right corner of the page, then enter your Google Account's email address and password.

- You can also switch to a different Google Account by clicking your profile image in the upper-right corner of the screen and then either selecting a different account or clicking Add account and signing in with the account's login information.

STEP-03

Click **CREATE GROUP**. It's a red button in the upper-left side of the page. Doing so opens a new group form



The screenshot shows the Google Groups interface. At the top left is the Google logo. To its right is a search bar with the placeholder text "Search for groups or messages". Below the Google logo, the word "Groups" is displayed in a large, dark font. In the upper-left area, a red button with the text "CREATE GROUP" is highlighted with a thick green rectangular border. To the left of the main content area is a sidebar. It contains the text "My groups" followed by "Home" and "Starred". Below these is a section titled "Favorites" with a downward-pointing arrow. A yellow callout box points to a star icon and contains the text: "Click on a group's star icon to add it to your favorites". At the bottom of the sidebar is a link for "Privacy - Terms of Service". The main content area features a header with three stylized person icons (blue, yellow, and green) and the text "My groups". Below this header, there are three sections of text: "All of your discussions in one place" followed by "Organize with favorites and folders, choose to follow along"; "Express yourself" followed by "Use rich-text editing to customize your posts with fonts, colors, and more"; and "People power discussions" followed by "Use photos, nicknames, and automatic translations to share your ideas".

Google

Search for groups or messages

Groups

CREATE GROUP

My groups

Home

Starred

▼ Favorites

Click on a group's star icon to add it to your favorites

Privacy - Terms of Service

 My groups

All of your discussions in one place
Organize with favorites and folders, choose to follow along

Express yourself
Use rich-text editing to customize your posts with fonts, colors, and more

People power discussions
Use photos, nicknames, and automatic translations to share your ideas

STEP-04

Search for groups or messages

← CREATE Cancel

Group name

Group email address
<https://groups.google.com/d/forum/coffeepeople>

Group description

Group's primary language
This is the language emails from the Google groups service will be sent in.
For example: digest emails, email footers, etc.

English (United States) ▼

wikiHow to Create a Google Group

Enter a group name. Click the "Group name" text box near the top of the page, then type in whatever you want to name your group.

STEP-05

Search for groups or messages



CREATE

Cancel

Group name

coffeepeople

Group email address

coffeepeople

Group description

Group's primary language

This is the language emails from the Google groups service will be sent in. For example: digest emails, email

English (United States) ▼

Add an email address username. Type whatever you want your group's email username to be into the "Group email address" text box.

- For example, typing coffeepople into this text box will set "coffeepople@googlegroups.com" as your group email address.
- If the email address you want to use is already taken, the text box's contents will turn red and you'll be asked to set a different name.

STEP-06

Enter a description for your group. Click the "Group description" text box, then type in a brief sentence or two about the purpose of the group.

←

CREATE

Cancel

Group name

coffeepeople

Group email address

coffeepeople

@ googlegroups.com

https://groups.google.com/d/forum/coffeepeople

Group description

Coffee drinkers around the world!

957 characters remaining

Group's primary language

This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.

English (United States) ▾

Group type

Group types are pre-configured settings for your Google group and make configuring your group a little easier. You can always change the specific settings and enable additional features to match your needs. Select a type to get more information.

Select a group type

Email list ▾

An email list allows users to post from the web or through email. This is a mailing list group.

STEP-07

Select a primary language. In the "Group's primary language" section, click the current language box to prompt a drop-down menu, then scroll to and click the language you want to use in the drop-down menu.

- Skip this step if your Google Group is already using the language you want to use.

Group description

Coffee drinkers around the world!

Group's primary language

This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.

English (United States) ▼

Group type

Group types are pre-configured settings for your Google Group. You can always change the specific settings and Select a type to get more information.

Select a group type

Email list ▼

An email list allows users to post from the web or through email.

STEP-08

Select a group type. In the "Group type" section, click the "Select a group type" drop-down box, then click one of the following options in the resulting drop-down menu:

- Email list — Allows you to contact all group members at once by emailing the Google Group email address.
- Web forum — Allows group members to post and reply to topics.
- Q&A forum — Allows group members to post questions, add answers, and mark addressed questions as answered.
- Collaborative inbox — Allows you to assign questions or topics to specific group members.

Group's primary language

This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.

English (United States) ▼

Group type

Group types are pre-configured settings for your Google group and make it easier. You can always change the specific settings and enable or disable them. Select a type to get more information.

Select a group type

Email list ▼

Email list

Web forum

Q&A forum

Collaborative inbox

An email list allows

or through email

Basic permissions

View Topics

These users can view topics in this group.

Post

These users can post messages to this group.

Select groups of users ▼

✓ All members

✓ All members

STEP-09

267 charac

Group's primary language

This is the language emails from the Google groups service will be sent in. For example: digest emails, email footers, etc.

English (United States) ▼

Group type

Group types are pre-configured settings for your Google group and make configuring your group easier. You can always change the specific settings and enable additional features to match your needs. Select a type to get more information.

Select a group type Email list ▼

An email list allows users to post from the web or through email. This is a mailing list group.

Basic permissions

View Topics

Select groups of users ▼



All members of the group

These users can view topics in this group.

Post

Select groups of users ▼



All members of the group

These users can post messages to this group.

Join the Group

Select who can join ▼



Anyone can ask

Set your group's permissions. You can determine who can view your group's topics, post in the group, and join the group by doing the following:

- **View Topics** — Click the Select Groups of Users box, then click a privacy option to check or uncheck it.
- **Post** — Click the Select Groups of Users box, then click a privacy option to check or uncheck it.
- **Join the Group** — Click the Select who can join box, then check the option you want to use.

STEP-10

Click CREATE It's a red button at the top of the page.

The screenshot shows the Google Groups interface for creating a new group. The Google logo is at the top left, followed by a search bar. Below the search bar, the word 'Groups' is displayed. To the right of 'Groups' are three buttons: a back arrow, a red 'CREATE' button (highlighted with a green box), and a 'Cancel' button. On the left side, there is a sidebar with 'My groups' (containing 'Home' and 'Starred') and 'Favorites' (with a dropdown arrow). A yellow callout box points to the 'Favorites' section, stating: 'Click on a group's star icon to add it to your favorites'. At the bottom left of the sidebar are links for 'Privacy' and 'Terms of Service'. The main form area contains three fields: 'Group name' with the value 'coffeepeople', 'Group email address' with the value 'coffeepeople@https://groups.google.com', and 'Group description' with the value 'Coffee drinkers'.

Google

Search for groups or messages

Groups

← CREATE Cancel

My groups

Home

Starred

▼ Favorites

Click on a group's star icon to add it to your favorites

Privacy - Terms of Service

Group name

coffeepeople

Group email address

coffeepeople@https://groups.google.com

Group description

Coffee drinkers


STEP-11

Confirm that you're human. When asked, check the "I'm not a robot" box in the middle of the prompt window, then click Continue at the bottom of the window.

eepeople @ googlegroups
/groups.google.com/d/forum/coffeepeople

ee drinkers a

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Continue

sh (United States)

267 characters rem

types are pre-configured settings for your Google group and make configuring your group a li
You can always change the specific settings and enable additional features to match your ne
a type to get more information.

STEP-12

Click Okay when prompted. Doing so confirms that you've created your Google Group.

profile

coffeepeople group created



Congratulations! Your Google Group has been created.

Get started with your new group:

- Invite people to join the group
- Customize your group's settings
- Add a topic and start posting

Okay

your email address

initial settings

message

No topics are available in this group

STEP-13

Click Save my changes. It's a blue button near the top of the page. Your Google Group has now been created; at this point, you can proceed with adding members.

Google profile

☐ Link to my [Google profile](#) and show my photo on posts

Display name

☒ Use the full name from my [Google profile](#)

☐ Use this nickname:

How will I look to others?



Stevesky Bolingerus

Other members of this group can find your email address and could discover your Google profile.

Save my changes

Keep my original settings

coffeepeople Shared privately

0 of 0 topics ★

This group does not have a welcome message.

[Add welcome message](#)

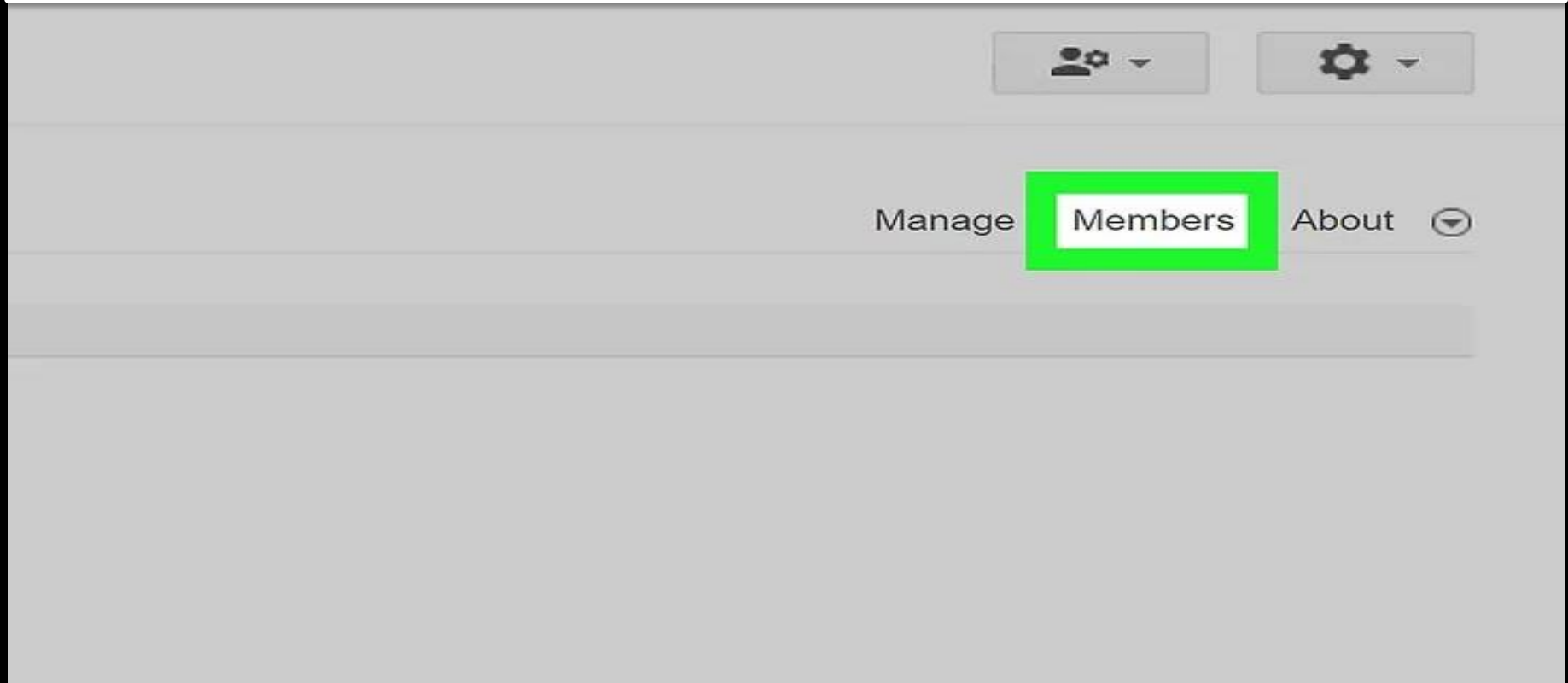
PART2



Inviting Members

STEP-01

Click the Members tab. It's in the upper-right side of your group's page.



STEP-02

Click Manage. You'll see this green button at the top of the page



Search for members

Groups

My groups

Home

Starred

▼ Favorites

Click on a group's star icon to add it to your favorites

▼ Recently viewed

coffeepeople

coffeepeople Shared privately



Manage

Sorted by name Sort by join date



me (Stevesky
Bolingurus [change](#))
joined Oct 21, 2018
(Owner)

STEP-03

Click Invite members. It's on the left side of the page. Doing so opens the invitation form



STEP-04

Enter email addresses. In the "Enter email addresses" text box, type in the email address of a person whom you want to invite to your group, type a comma, and repeat with the email address of each additional person you want to add.

The screenshot shows the Google Groups interface for a group named 'coffeepeople'. On the left, a sidebar contains the Google logo, the group name 'coffeepeople', and a menu with options: 'Members' (expanded to show 'All members', 'Invite members', 'Direct add m...', 'Outstanding i...', and 'Join requests'), 'Messages', 'Settings', and 'Permissions'. The main area displays a 'Search for members' bar, a 'Send invites' button, and a text input field for entering email addresses. The email address 'wikihowstephanie@gmail.com' is entered and highlighted with a green box. Below the input field, a preview shows the email format: '"Stephanie Amanda" <wikihowstephanie@gmail.com>'. At the bottom, a note states: 'The group's name, description, and address will automatically be included in the email.'

STEP-05

Enter an invitation message. Click the text box below the email addresses, then type in the message you want to include in the invitation.

The screenshot shows a web interface for managing a group named "coffeepeople". On the left is a sidebar with navigation options: "Members" (expanded), "Messages", "Settings", "Permissions", "Roles", and "Information". Under "Members", there are links for "All members", "Invite members" (highlighted in red), "Direct add m...", "Outstanding i...", and "Join requests". The main area at the top has a "Groups" header, a back arrow, and a "Send invites" button. Below this is a text input field for email addresses, containing "Stephanie Amanda" and the email "<wikihowstephanie@gmail.com>,". A modal window titled "Write an invitation message" is open, showing a text area with the message "Hi! I am inviting you to join our new group coffeepeople". At the bottom of the modal, a small note states: "The group's name, description, and address will automatically be included in the email."

Groups

← Send invites

coffeepeople

▼ Members

- All members
- Invite members
- Direct add m...
- Outstanding i...
- Join requests

► Messages

► Settings

► Permissions

► Roles

► Information

Enter email addresses of people to invite

"Stephanie Amanda" <wikihowstephanie@gmail.com>,

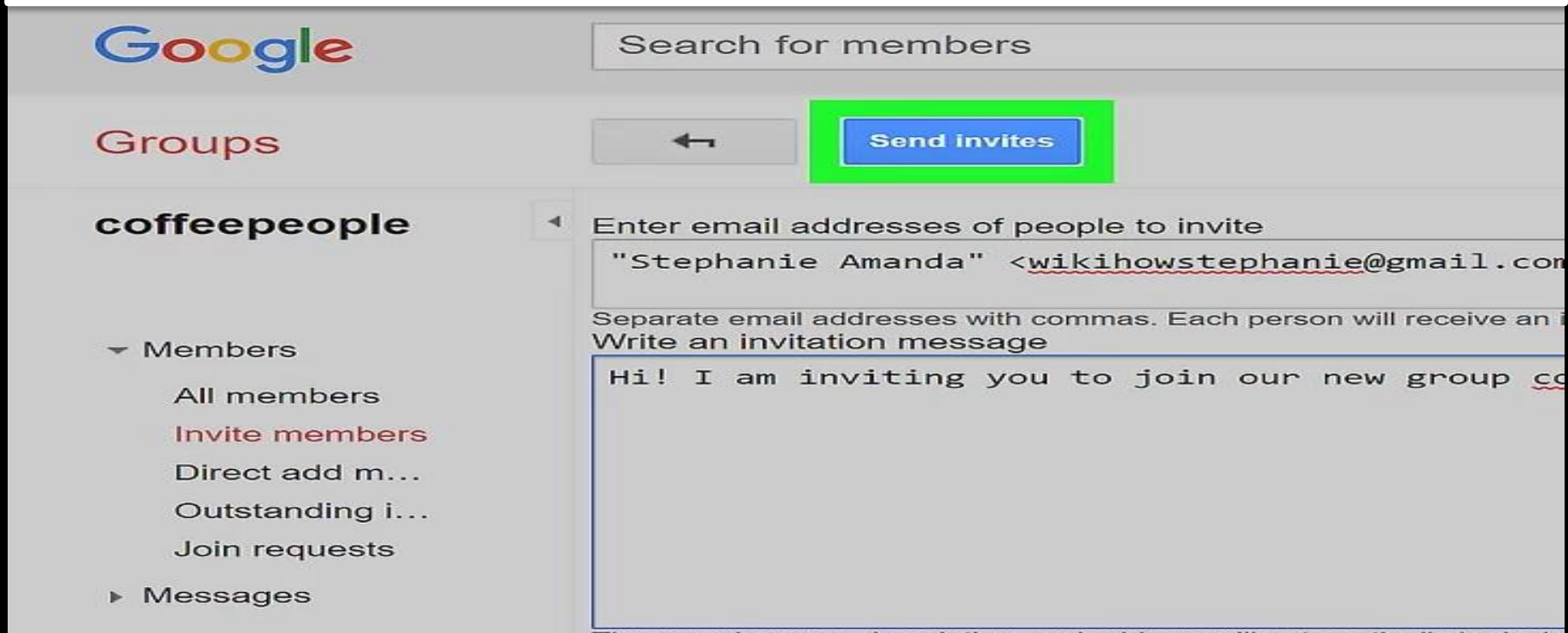
Write an invitation message

Hi! I am inviting you to join our new group coffeepeople

The group's name, description, and address will automatically be included in the email.

STEP-06

Click Send invites. This blue button is at the top of the page. A pop-up prompt will appear



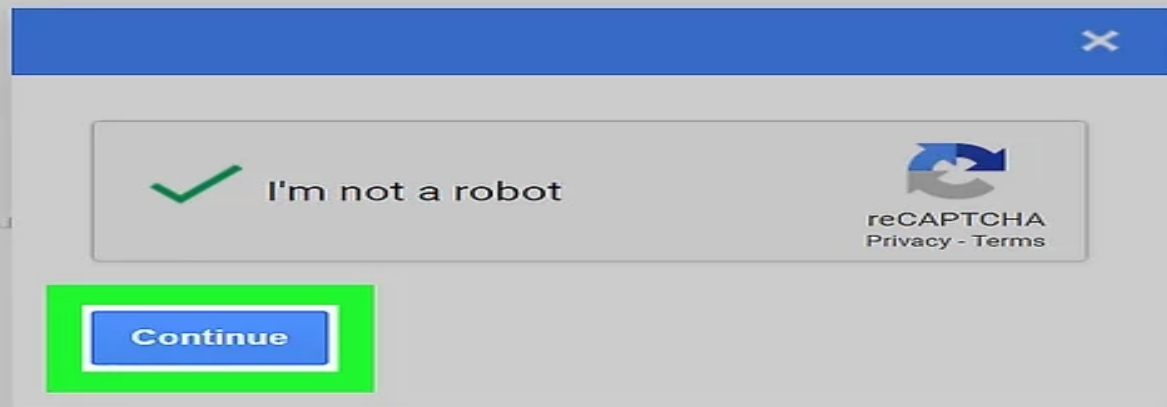
STEP-07

Check the "I'm not a robot" box. You'll see this checkbox in the middle of the pop-up prompt.



STEP-08

Click Continue. It's at the bottom of the prompt. Doing so sends your invitations to the specified people.



STEP-09

Have the invited people accept their invitations. To accept an invitation, the people you invited simply need to open the invitation email and click the blue Accept this invitation button.

About this group

Coffee drinkers around the world!

Google Groups allows you to create and participate in online forums and email-based groups with a rich community experience. You can also use your Group to share documents, pictures, calendar invitations, and other resources. [Learn more.](#)

If you do not wish to be a member of this group or believe this group may contain spam, you can [report](#) the group for abuse. For additional information see our [help center](#).

[Accept this invitation](#)

If you do not wish to be added to Google Groups in the future you can opt out [here](#).

[Start](#) a new group. [Visit](#) the help center.

Observations

- ✓ Google Groups allowed easy communication between all members.
- ✓ Messages were automatically sent to members' email inboxes.
- ✓ Useful for academic discussions, announcements, and sharing learning resources.
- ✓ Recording the demonstration ensures future batches can learn the process.

Conclusion

This practicum provided hands-on experience in creating and managing Google Groups. It highlighted the importance of ICT in collaborative learning. Google Groups can be a powerful educational tool for sharing information, encouraging discussions, and building an academic community.

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RESOURCES

- 1.<http://www.slideshare.com>
- 2.<http://www.wikihow.com>
- 3.<http://www.clker.com>



"Thank you."