

Class Wiki Enrollment Instructions and Helpful Hints

Instructions for enrolling in class wiki (hosted by Google Groups):

1. Go to our class webpage (www.broachweb.com/classes) - click on your class – either Standard, Honors or APUSH). Then click the link for our class wiki.
2. Select “Sign in and Apply for Membership”
3. Enter your Google Account log-in information **OR** select “Create an account”

For creating an account:

- Enter the required information with a valid e-mail address*
- You will have to access this e-mail when you get home to confirm the account
- De-select the checkbox labeled “keep me signed in” ←this is because you will often work with this account on a public computer in our library.

*Note: This is an e-mail address that will be visible only to other members of the class.

VERY IMPORTANT: Once you have logged in with an existing account OR have created a new one:

- Select “**No E-mail**”
- For your nickname, enter your **First and Last Name**
- Click “**Apply to this Group**”

REQUIRED!

(example)

The screenshot shows the 'Apply for group membership' page for the 'Summer 2010-American History (Broach)' group. The page is titled 'Join' and contains the following sections:

- How do you want to read this group?**
 - No Email
I will read this group on the web
 - Abridged Email (No more than 1 email per day)
Get a summary of new activity each day
 - Digest Email (Approximately 1 email per day)
Get up to 25 full new messages bundled into a single email
 - Email (Approximately 1 email per day)
Send each message to me as it arrives
- What nickname do you want people in this group to see?**
John Doe
- You can send additional information to the manager by filling in the text box below.**
[Empty text box]
- Apply to this group** button

On the right side of the page, there is a sidebar with the following links: Home, Discussions, Pages, Files, About this group, and Apply for group membership. The 'About this group' section contains the following information:

- About this group**
members can post, people can request an invitation to join, only members can read
- Description:** Mr. Broach's U.S. History Class; Summer Program 2010 at Bishop Kenny High School
- Group email:** summer-10-AH@googlegroups.com

Once you click this button, you will receive a message that your request is pending.

Once I confirm your membership, you should be able to sign-in to this group using your Google Account.

If when using the site today you receive a message that “Account Verification” is still needed, select **continue to use the service with limited access. You will have full access once you go home and confirm the account from your e-mail.

VERY IMPORTANT: If you registered for a Google Account today, you must confirm your account from your e-mail at home. Otherwise, you will not be able to access our group site in the future.

Sample E-mail (this is what you should see in your e-mail inbox if you created a new Google Account today):

Welcome to Google Accounts. To activate your account and verify your email address, please click the following link:

<https://www.google.com/accounts/VE?service=groups2&c=CMWupICMq-iUlgEQtL 2vaLgm-SUAQ&hl=en>

NOTE Please print this page for your records. You'll need your verification link if you lose access to your account (for example, if you forget your username or password).

If you've received this mail in error, it's likely that another user entered your email address while trying to create an account for a different email address. If you don't click the verification link, the account won't be activated.

If you didn't request this email, but you decide to use this account, or delete it, you'll first need to reset the account password by entering your email address at

<https://www.google.com/accounts/ForgotPasswd?fpOnly=1&continue=http%3A%2F%2Fgroups.google.com%2Fgroup%2Fsummer-10-AH%2Fsubscribe%3Fnote%3D1&cd=US&hl=en&service=groups2&t=null&dEM=postmaster%40broachweb.com>.

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

Thank you for using Google.

For questions or concerns about your account, please visit the Google Accounts Help Center at <http://www.google.com/support/accounts/>

This is a post-only mailing. Replies to this message are not monitored or answered.

Google Docs

We will also utilize "Google Docs" in this class to collaborate on study guides and conduct group activities. Any documents that I share with you will be placed in a special folder within our Group Site.

Here's how to find them: **On the main page, under the welcome message, click the link "Study Guides and Class Files on Google Docs"** (example below)

Home New since last time: 1 message

Welcome to our class wiki, hosted by Google Groups! The site, along with the features of Google Documents, will give us the opportunity to collaborate in and out of class by editing study guides, discussing topics online and working in groups.

Please remember that you must follow the enrollment instructions carefully and that your "nickname" should be your first and last name. Also, you must follow our [electronic communications procedures](#) and use this forum in an appropriate manner.

[Class Links: Announcements | Current Class Documents | Study Guides and Class Files on Google Docs](#)

Step 1 – Find the file you wish to open and click on it (i.e. Chapter 1 Study Guide, or group activity, etc)

Step 2 – **IMPORTANT: Click Open** (example below)

Google docs

US in World - Chart-Map - Team 1.doc

Share Open

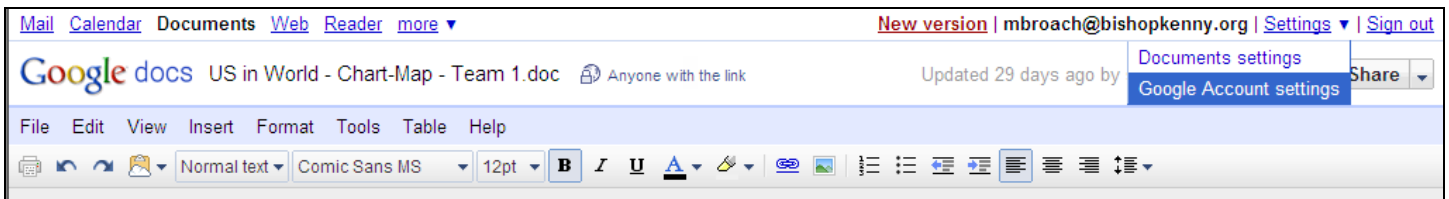
just insert as much as you can find (the major areas of involvement)
[Group Member # 1]

Place (island/nation/etc)	When?	Acquired from? (if applicable)	Reasons for acquisition involvement?
Hawaii	1889	itself	because of American buisnesses over in Hawaii revolted

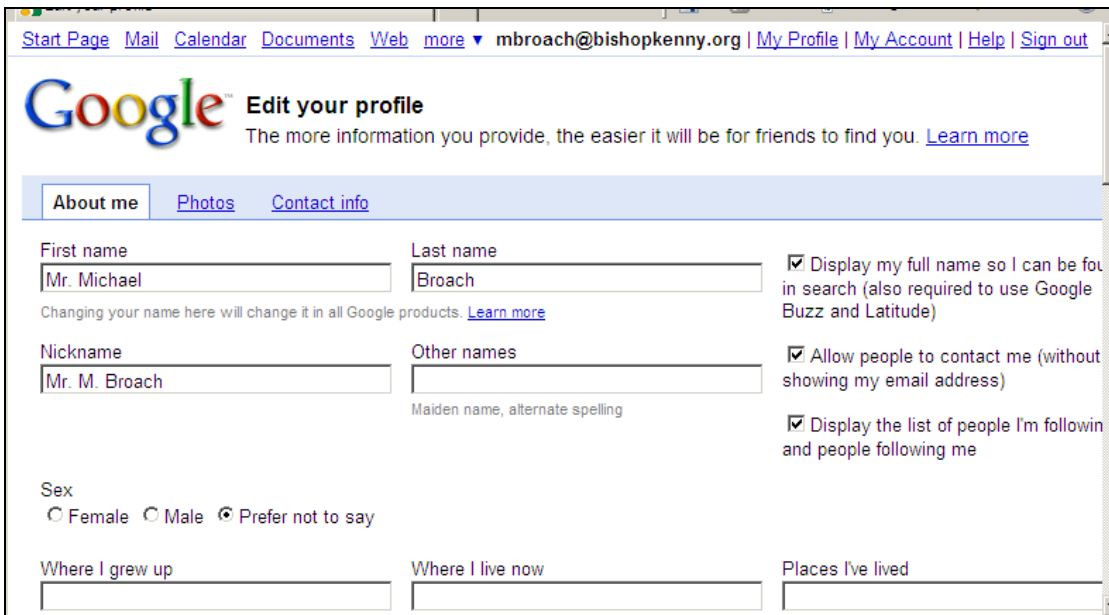
Step 3 – Begin editing the document!

Profile Names: You will need to also set Google Docs with your full name. Here's how:

Step 1 – Click Settings → Google Account Settings (example below)



Step 2 – Click **Edit Profile** and then use your full First and Last Name



YOU DO NOT NEED TO ENTER ANY OTHER INFORMATION. Remember, by school policy, no personal information should appear in this site.

Guidelines

1. Anything you post must be academically appropriate. There should not be any slang, foul language, or unnecessary abbreviations or acronyms.
2. Any discussion that takes place in this forum must be pertained to the subject material.
3. No personal comments or criticisms should ever appear in this forum. Respect the thoughts and opinions of everyone involved.
4. Only post a response when necessary. Responses such as "I agree" without any further thoughts are unnecessary.
5. Only post on pages for your class or group and when assigned to do so. Only edit pages when instructed to do so. You should only work on pages assigned to your particular class or group.
6. Though my e-mail address is visible in this site, you may not send any direct electronic correspondence to me. School policy forbids any private communication between a teacher and a student. Anything you post in this site is visible to the entire class and can be viewed at any time by the Bishop Kenny Administration.
7. Please remember that all policies contained in the Bishop Kenny Parent and Student Handbook, including policies on the use of the internet and electronic communication, apply to this site.