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University of the West of
Scotland

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[CREATING A YAMMER GROUP AND ADDING IT TO YOUR MOODLE MODULE]

This document covers the steps involved in creating a Yammer group and then adding it to your UWS Moodle module.

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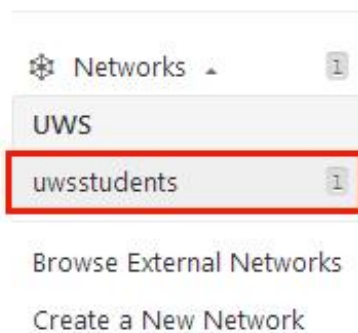
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How to create Yammer Student group(s)

Please note; make sure the students you require have already signed up to UWS student Yammer before progressing with the remainder of this guide.

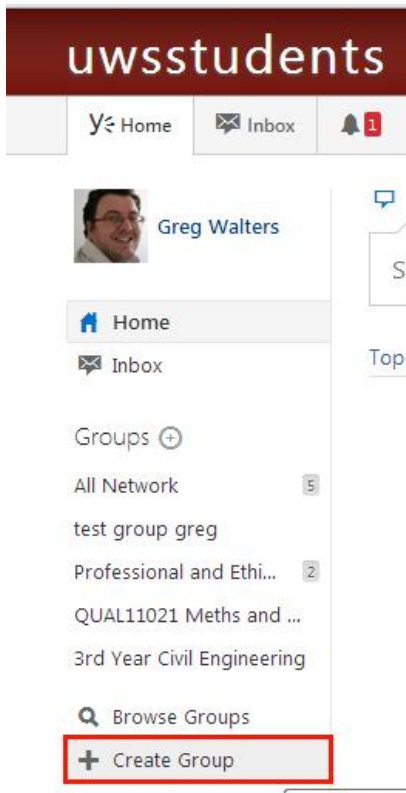
Step 1:

Click on 'Networks', to reveal a dropdown menu – from this select 'uwsstudents'. Networks is found in the left-hand column.



Step 2:

Click on 'create group' when you are in the UWS student network.



Step 3:

A new pop up will appear. Type in the name of your group name and in the description field type in the purpose of your group; choose whether you want your group to be private or public.

- Private means you control who is in the group you can manually enrol the students or they can request to be part of the group.
- Public means anyone in the UWS student network can become a member of your group, this option is handy if you are looking for a programme discussion group for example.

Create a New Workspace

Internal Group To collaborate with people inside your company.

Group Name Name is available.
Demo Group

Description 121 characters remaining
Type purpose of group in here

Who can view content?

Public - Anyone in this network

Private - Only approved members

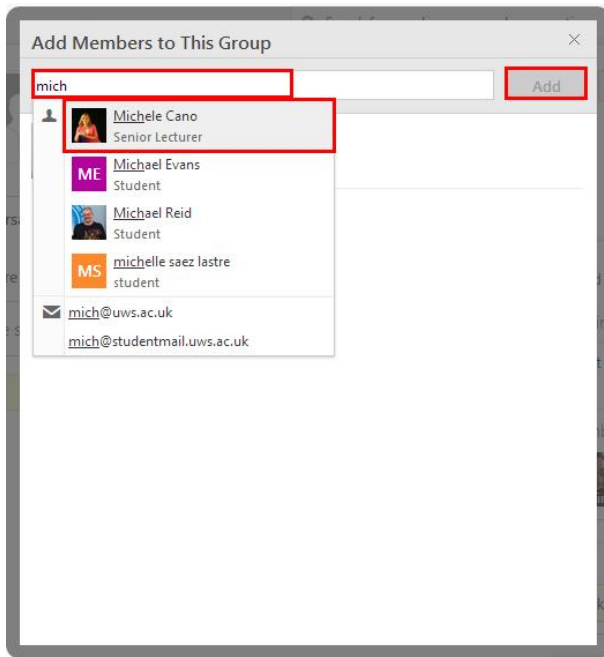
List in Group Directory

Create Group

When you have entered all of the required information and chosen if your group is private or not, click on the 'Create group' button.

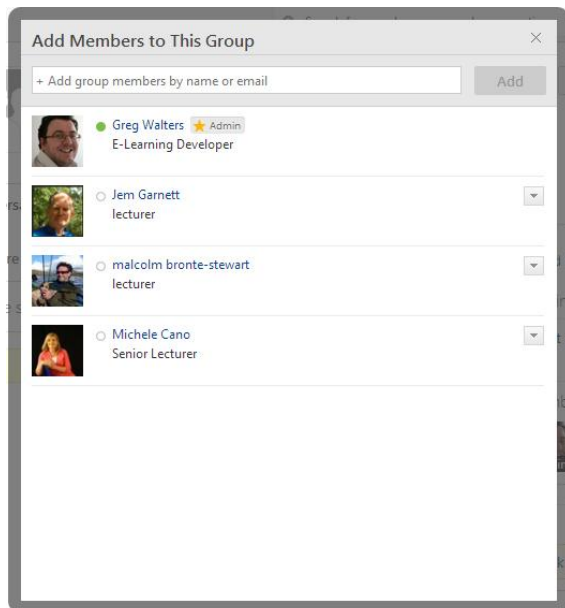
Step 4:

You can now begin to add members to your group; type in the name of the person you would like to add, click on the picture of their profile to add them to the list of people you would like to add. Repeat this process for the remaining group members you like to add. When done click on the 'Add' button.



Step 5:

When you have added the people you require to your group, the following pop up will appear showing everyone you have added.

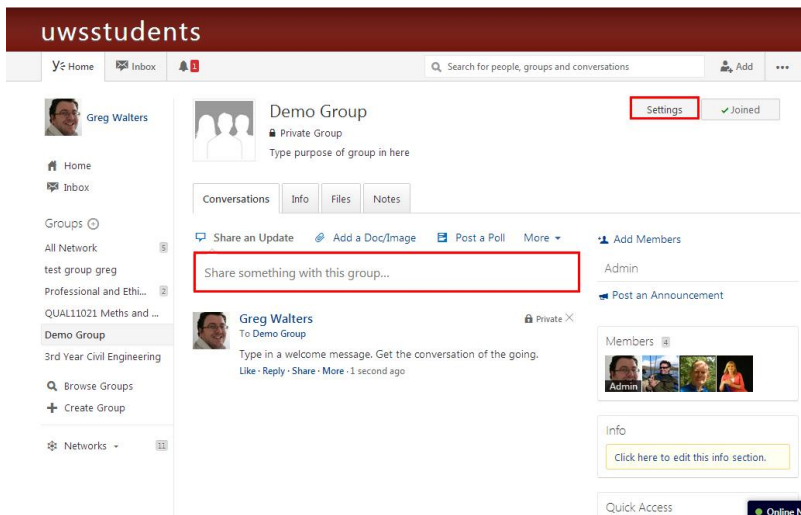


Step 6:

With the group created and members added, you can now begin to create some content for your group and adjust the settings if you wish.

A good first step is to add a message to your group discussion area. It's always good practice to show that the resource (yammer in this case), is in use and active. This encourages discussion and interaction, why not post a welcoming message or start a poll?

You can change the settings of your group, by clicking on the 'Settings' button. This will allow you to change the name and description of your group, add or remove group members. Send announcements to everyone in group, change whether it is a private or public group and methods on how people can join. You can even add an image to your groups profile to further distinguish it.



Settings Screen

<ul style="list-style-type: none"> All Network test group greg Professional and Ethi... 2 QUAL11021 Meths and ... 3rd Year Civil Engineering Browse Groups Create Group Networks - 11 	<p>Group name</p> <input type="text" value="test group greg"/>				
	<p>Description 138 characters remaining</p> <input type="text" value="project name"/>				
	<p>Members 2 members Add Members Import from Address Book</p>				
	<p>Member Management</p> <table border="0"> <tr> <td>Manage Admins</td> <td>Add and Remove Admins</td> </tr> <tr> <td>Manage Members</td> <td>Remove Members</td> </tr> </table>	Manage Admins	Add and Remove Admins	Manage Members	Remove Members
Manage Admins	Add and Remove Admins				
Manage Members	Remove Members				
	<p>Content Options</p> <p>Announcements Send an Announcement to the Entire Group</p>				
	<p>Who can view content?</p> <p> <input type="radio"/> Public - Anyone in this network <input checked="" type="radio"/> Private - Only approved members <input checked="" type="checkbox"/> List in Group Directory </p>				
	<p>Who can join this group?</p> <p> <input type="radio"/> Anyone in this network <input checked="" type="radio"/> Only those approved by an admin </p>				
	<p>Save Changes Cancel</p>				

Adding your Yammer Group to Moodle Module

Please note before proceeding any further, make sure you have your Moodle module open in one browser window and your Yammer group page in another.

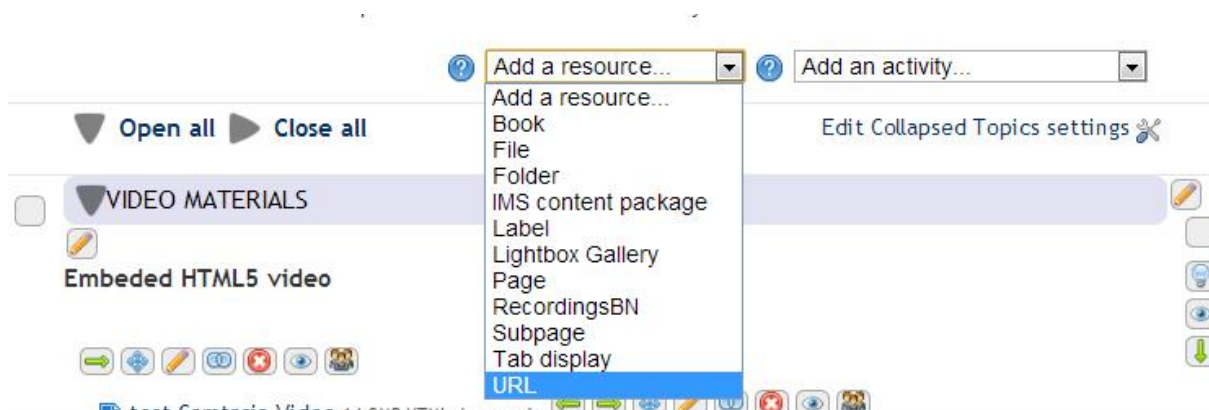
Step 1:

Open the internet window with your Yammer group home page. Highlight the web address in the top bar of your internet web browser by dragging your mouse over it. When the address is highlighted copy it by pressing the following keys on your keyboard of Ctrl +C.



Step 2:

Now open the internet window with your Moodle module, click on the button saying 'turn editing on'. Go to the section of your module you want to add the Yammer group to. Click on add a resource and select URL from the drop down menu.




Step 3:

Type in the name of your Yammer group in the 'Name' field. In the description type instructions for the student to click on the Yammer link, you can also include additional information as well. In the

'external URL' field, click in it with your mouse and then paste in your Yammer group URL by pressing Ctrl+V on your keyboard. For display, choose 'New Window' from the drop down menu. Now scroll down to the bottom of the screen and click on the 'save and return to module' button.

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The process is now complete; you will have a link present within your module for your Yammer group.