

Google Groups Basics for Principals and Secretaries

This document is a basic primer for principals, secretaries, and others who manage email groups within our district G Suite for education. There are two parts: a broad overview of our district Groups tree structure, followed by a brief how-to for managing group memberships.

District Groups Structure Overview

There are three standard Google groups for each building, all three of which are managed by building administrators and secretaries. The three groups are a Faculty group, a Support group, and an All group. Faculty normally includes teachers, teacher consultants, social workers, psychologists, counselors, and so on. Support normally includes office workers, food service staff, custodians, crossing guards, etc. Paraprofessionals and assistant teachers are often members of both Faculty and Support. Each building's All group is a metagroup containing both Faculty and Support. Building administrators and secretaries are members and managers of all three groups: Faculty, Support, and All. Email messages sent to the All group automatically flow to both Faculty and Support, so modifications to the All group are almost never needed.

- Sample-All
 - Sample-Faculty
 - Sample-Support

In addition to the building groups, almost all staff are also members of various district-wide functional groups, depending upon assignment. For example, there are groups for teachers (both by grade level and subject area), paraprofessionals, facilities, secretaries, technology, food service, building administrators, nurses, transportation, social workers, and many others. Staff are assigned to functional groups based upon information provided by human resources.

On the student side, there are groups for each grade level within each building. These are grouped across grade levels within each building, and across buildings at each grade level. Memberships of the individual student groups are managed by a vendor, and are automatically updated overnight using enrollment data from PowerSchool.

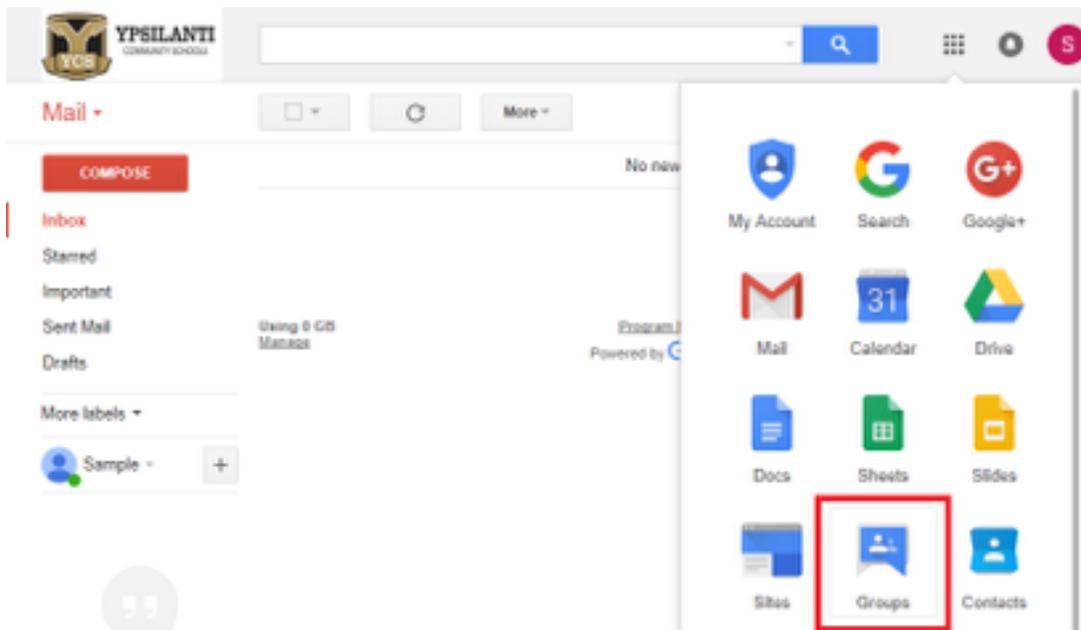
Above these, there are umbrella groups that contain sets of other groups, such as all elementary teachers, all middle school students, and so on. Finally, at the very top are two overarching groups, one that sends messages to all staff, district-wide (YCS-All) and another to all students (Students-All). Posting to these umbrella groups is restricted.

Note that the superintendent, communications and marketing director, and board secretary are members of all building and functional groups, district-wide. They do not routinely receive email messages sent to those groups, but they need access to group message archives.

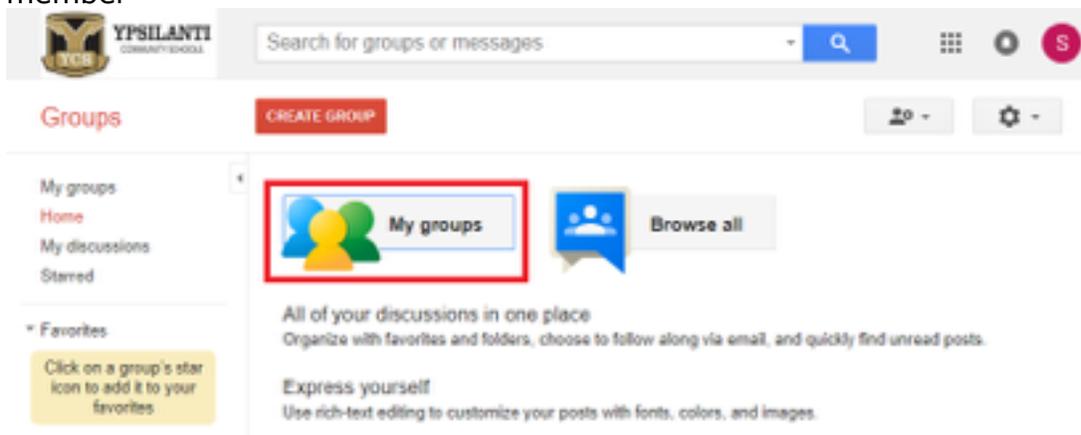
Managing Memberships for Your Groups

Updating membership for the groups you manage is very easy. Here are the steps:

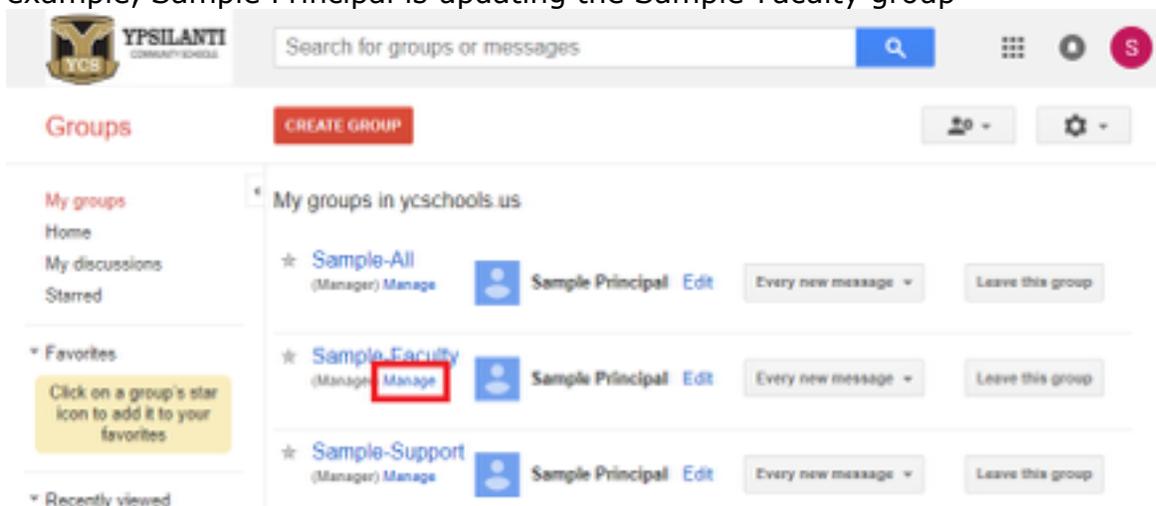
- i. While logged into your district G Suite account, click on the waffle (the box of nine squares near the upper right), and choose Groups from the drop-down menu



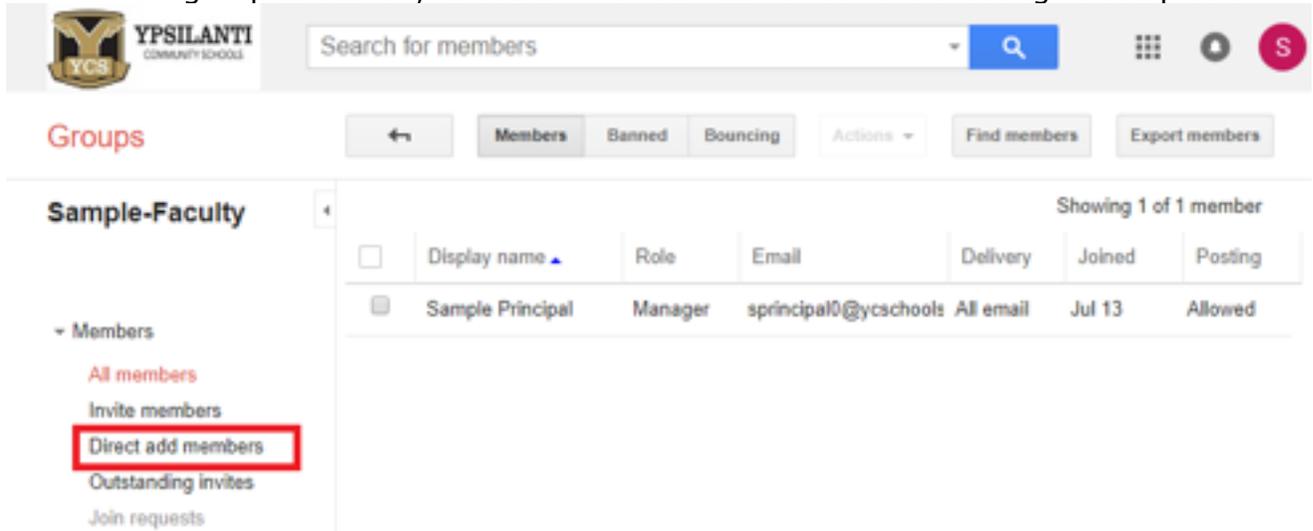
- ii. In the top-level Groups app, click My groups to bring up a list of groups of which you are a member



- iii. Each group for which you have been assigned the role of Manager has a Manage link below that group's name. Click the Manage link for the group you want to update. For this example, Sample Principal is updating the Sample-Faculty group

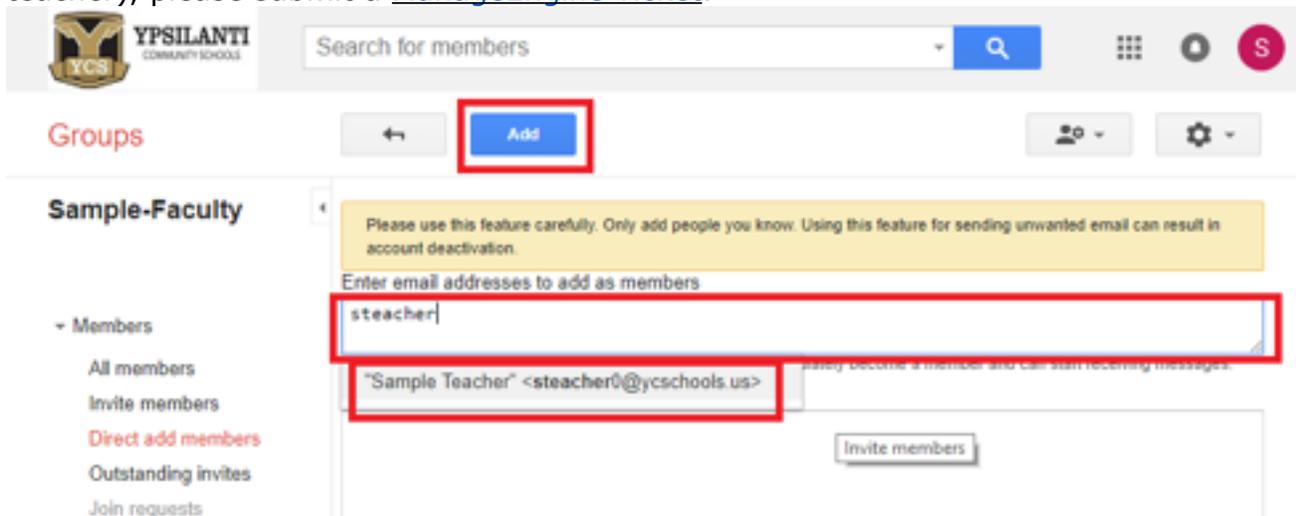


- iv. To add new group members, click Direct add members in the left navigational panel



- v. As you start typing the name or email address for the people you would like to add, the G Suite directory should be able to find the user for you. Up to 25 new email addresses can be added at once. When the list is ready, click Add.

Note that in most cases, only users with a valid and active account within the @yicschools.us G Suite for Education may be added to our internal groups. There are several reasons for this restriction, including student data confidentiality (FERPA), health information confidentiality (HIPPA), and compliance with CAN-SPAM. If you need to add someone with an email address outside the district G Suite (for example, a student teacher), please submit a [ManageEngine Ticket](#).



- vi. To edit or modify existing group memberships, click All members in the left navigational panel

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Search for members

Groups

Done Add more

Sample-Faculty

Member added

One person was added to the group | [show](#)

Members

All members

Invite members

Direct add members

Outstanding invites

Join requests

vii.

viii. To remove members from a group, check the boxes next to the users you would like to remove, then click Actions → Remove from group

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Search for members

Groups

Members Banned Bouncing Actions Find members Export members

Sample-Faculty

	Display name	Role	Email		
<input checked="" type="checkbox"/>	Clark Rodeffer	Member			
<input type="checkbox"/>	Sample Principa	Manager	spincipal0		
<input type="checkbox"/>	Sample Teacher	Member		All email	1:34 PM (1... Allowed

Remove from group



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