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Living and Learning with Animals

Logging into Groups.io

To log in and find your groups:

1. Go to the URL Groups.io in your Internet browser
2. Click "Log In" in the upper right-hand corner
3. Enter the email address that received the subscription notice
4. You now have three options:
   a. Click "Forgot your password, or don't have one yet?" and follow instructions to create a password
   b. Click "Email me a link to log in" and then click the link in the email you received
   c. Log in with Facebook or Google
5. Once logged in, click on "Your Groups" in the upper left portion of the screen to navigate to the Main list or your homework subgroup

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Changing your Email Address in Groups.io

Students are subscribed to Groups.io with the email address used to correspond with Susan. If you would prefer to use a different account for groups.io, you can change your email address any time you'd like.

To change your email address in Groups.io:

1. Log in to Groups.io
2. Click on your name in the upper right-hand corner
3. Click on "Account"
4. Enter your new email address into the "Email" box
5. Click "Change Email" to save the new setting
6. Follow the instructions in the confirmation email to verify your new email address
7. Log in to Groups.io with your new email address

**Using the Groups.io Web Interface**

If you use the Groups.io web interface rather than your email program to post your homework replies to the groups.io class list, here are 8 helpful tips with screen shots when appropriate.

> **ATTENTION!** It is possible to lose posts, so it's best to have a copy of your homework by drafting it in a word processing program like Word, Notepad, Open Office, Polaris Office, etc. From there you can copy and paste your response into the Groups.io text area shown below. Better safe than sorry.
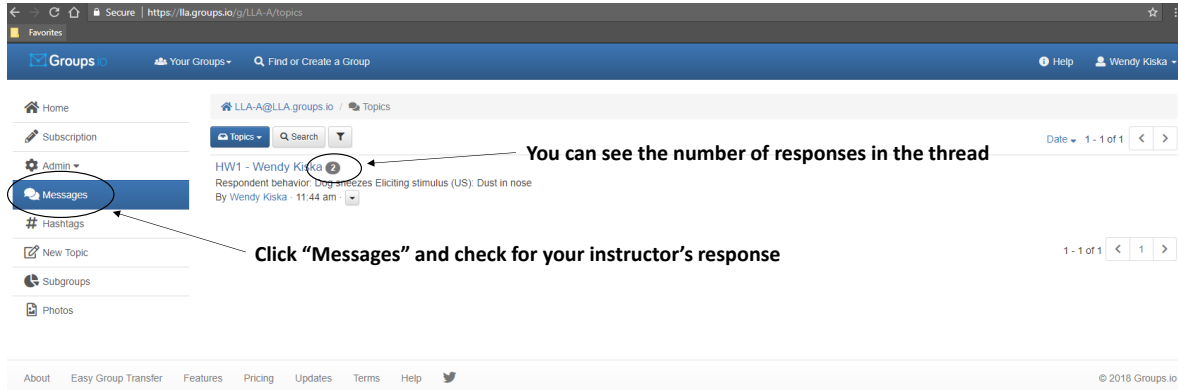
1. From the landing page, click New Topic for any new submission.
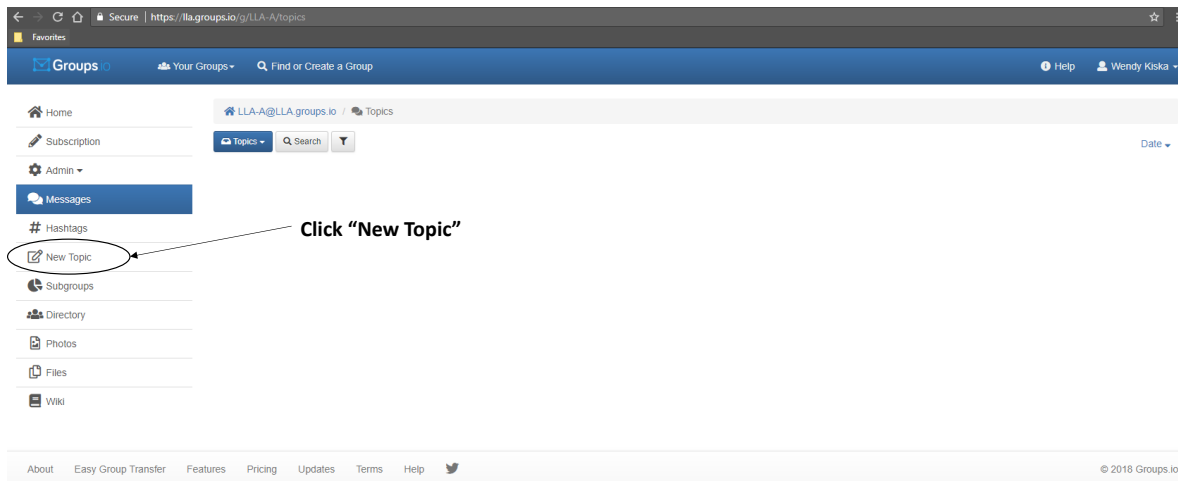
2. Fill in the subject line: homework # and your full name. Then type (or paste in) your answer in the message field and click Send.
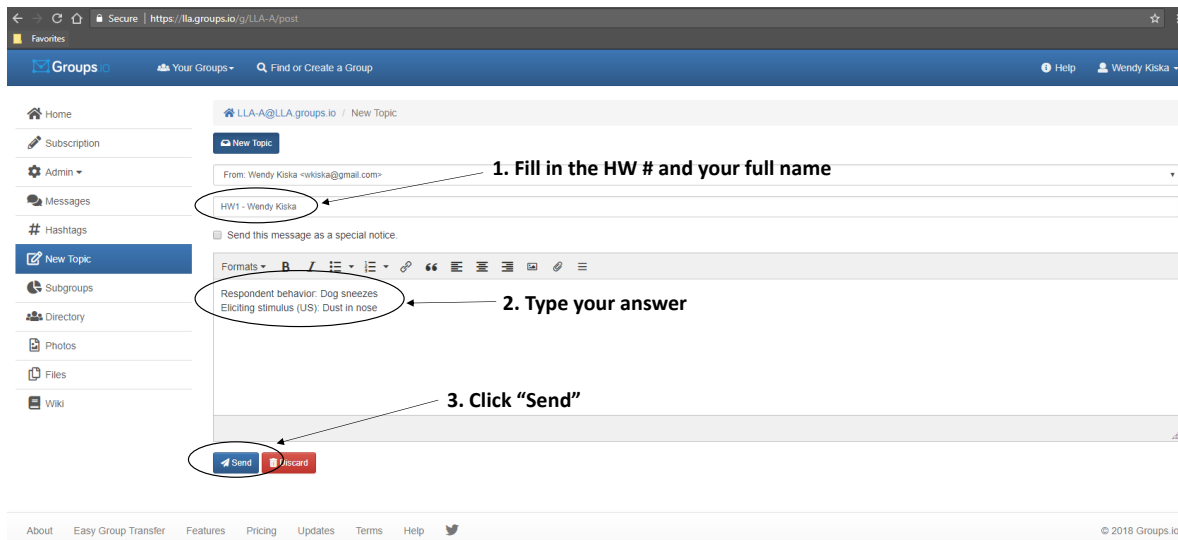
3. Check back for your instructor's response by clicking on Messages. Then click on the response to read what he/she wrote back to you.
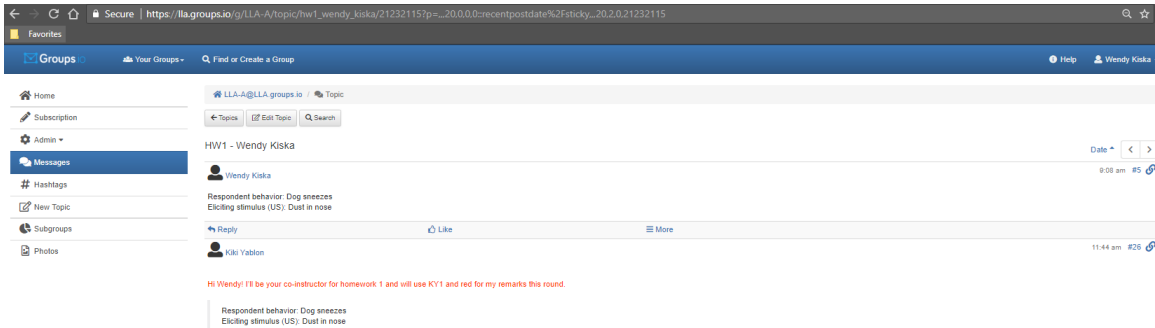

4. Read your instructor's comments. Find the learning or practice opportunity. And when you are ready to respond, click Reply.
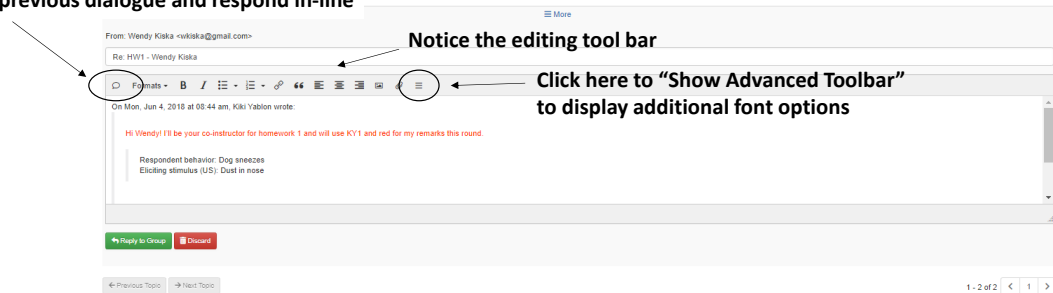
> **ATTENTION!** Be sure to reply keeping the same subject line so the emails stay in a thread, rather than a new topic. General rule: create a new subject line for a new homework assignment, and use the same subject line for replies to the current homework assignment.
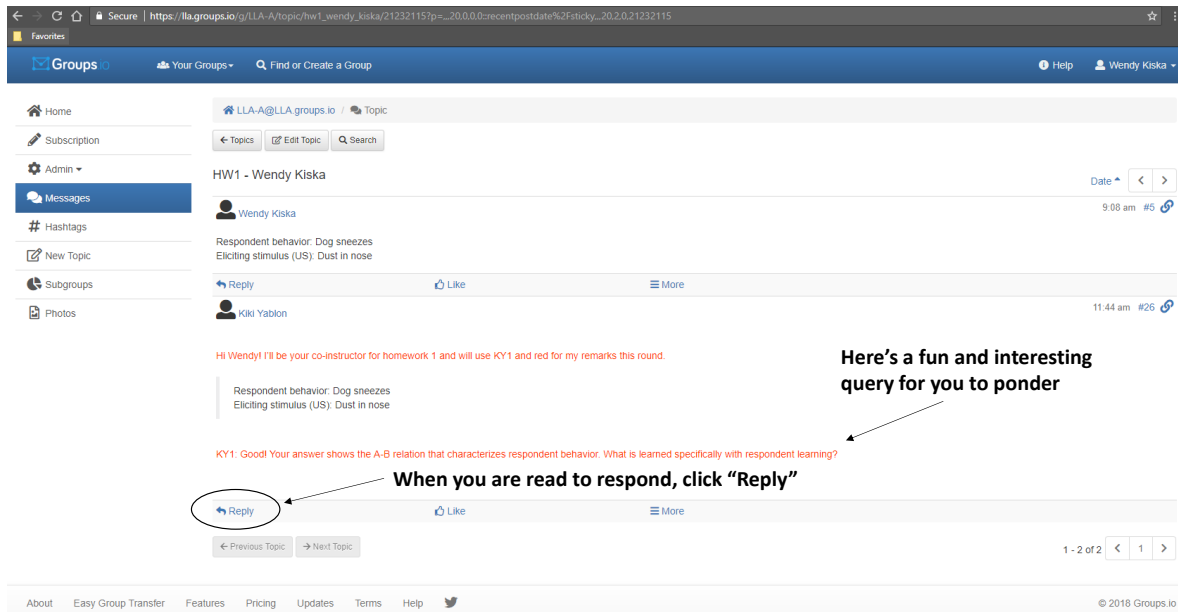
5. **ATTENTION!** This is the trickiest step of all. To see the previous dialogue and respond in-line to queries, click on the comment bubble for "Quote Whole Post" (located at the top left of the gray toolbar above the text box) right after you click reply and before you start typing. Click "Show Advanced Toolbar" (the icon with three horizontal lines located at the far right of the editing toolbar) to display additional color options, so that you can clearly denote a new round of responses by using a different color. Place your cursor directly underneath the query, and click so that your typing will be in-line.


6. This is what it looks like after clicking Quote Whole Post and Show Advanced Toolbar. To respond in-line, place your cursor directly underneath the query, click and begin typing. Wendy has replied in-line in green. To see more of your reply on the screen, resize the window by dragging the arrow in the bottom right-hand corner. Click Reply to Group and repeat the dialogue loop until your instructor clears you for the next lesson.
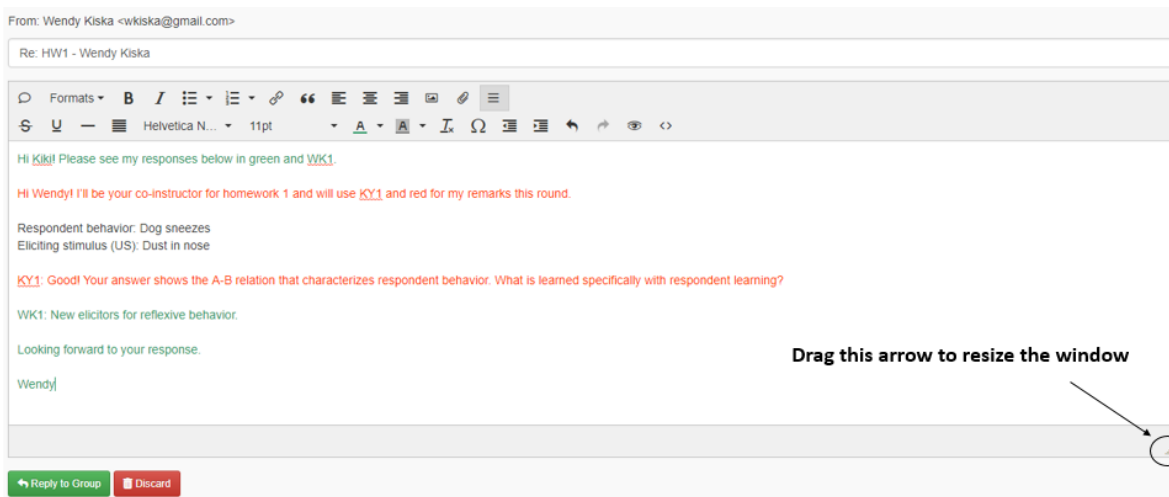
7. Finding your email thread is easy with the Search field!

Click "Search" and then enter your name to efficiently find your thread
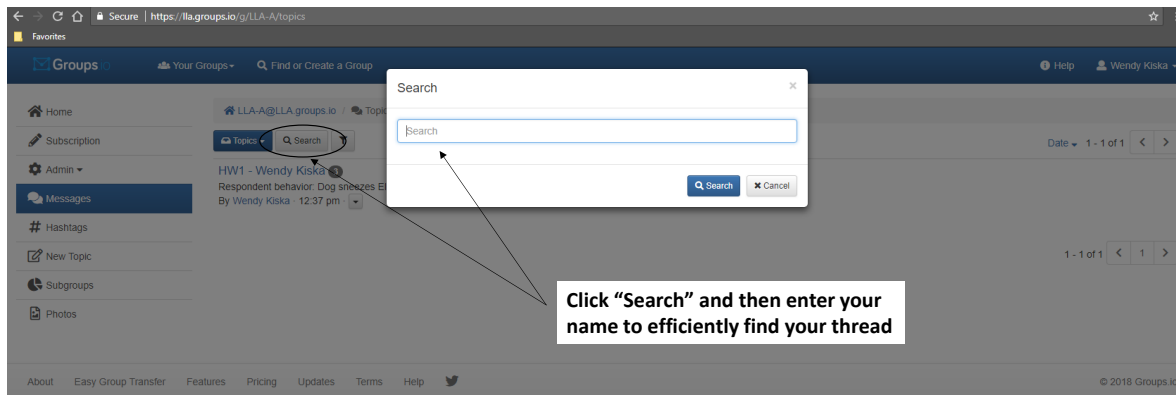
8. To show the most recent messages at the top of the page, click the arrow next to "Date" such that the arrow points down.

Click the arrow next to "Date" such that the arrow points down