

# Google Groups - How to Check

## What are Google Groups?

Google Groups are ways to manage collections of email accounts. Depending upon the group settings, someone from inside the group, inside the district, or any email at all, can send an email to the whole group just by sending a single email to the group address. Some groups, such as [wls-student@wlsstudents.org](mailto:wls-student@wlsstudents.org), are moderated. This means any message sent to that group email must be approved by a manager of the group prior to the message being delivered.

## What Types of Google Groups are There?

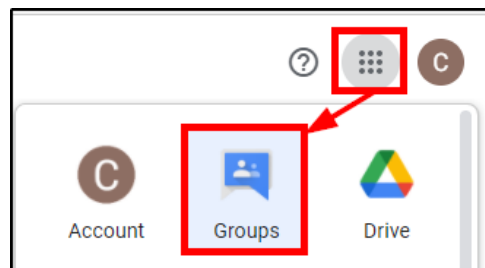
WLS-?????@wlsstudents.org: These groups are typically automatically maintained by information found in the WLS Staff Portal, PowerSchool Student Schedules, Payroll / HR Records, and a few other places. A few WLS-groups are manually maintained.

Y##BLDG-???@wlsstduents.org: These groups are based on teacher of record student schedules. Each Year + Building + Course Code + Section Code have their own unique group. The primary teacher of record and any co-teacher in PowerSchool for that course section are listed as group managers.

Other ad-hoc groups as needed.

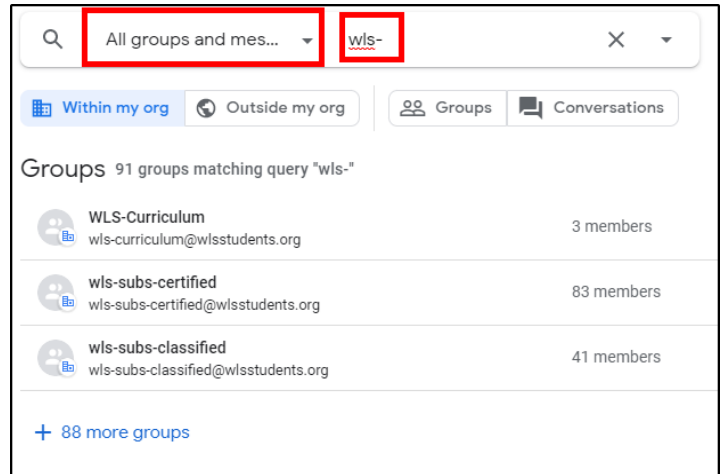
## Which Google Groups am I in?

1. Go to <https://www.google.com> >> Login using your WLS Google Account
2. Click on the Google Apps Icon (Waffle) near the top right corner
3. Scroll down and left click on the Groups icon
4. Near the top, middle you will see you are on the “My Groups” view

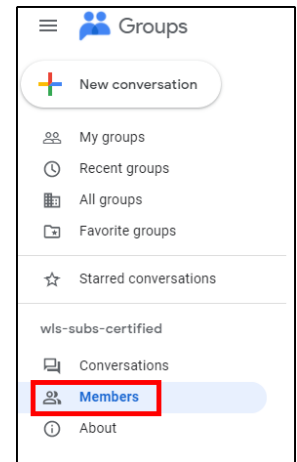
A screenshot of the Google Groups 'My groups' page. The page has a header with a search bar containing 'My groups' and a 'Search my groups' dropdown. Below the header, there is a 'My groups' section with a sub-header '4 groups' and a pagination indicator '1-4 of 4'. The main content is a table with columns for 'Groups', 'Join date', and 'Subscription'. The table lists four groups: 'WLS-Everyone', 'WLS-Jackman', 'WLS-Teachers', and 'WLS-Teachers-Elementary'. Each group entry includes a group icon, the group name, the group email address, the join date, and the subscription type (all are 'Each email').

Groups	Join date	Subscription
WLS-Everyone wls-everyone@wlsstudents.org	Aug 13, 2019	Each email
WLS-Jackman wls-jackman@wlsstudents.org	Aug 28, 2019	Each email
WLS-Teachers wls-teachers@wlsstudents.org	Aug 28, 2019	Each email
WLS-Teachers-Elementary wls-teachers-elementary@wlsstudents.org	Aug 28, 2019	Each email

5. Below that you will see all of your groups.
6. Under “Subscription” you can change how often you get email updates. It can be every message (by default) or you can ask for a daily digest.
7. If you change the drop down at the top to “All Groups” and then search for WLS- you will see the list of wls- groups. You can do the same for things like “HIAW” or “Grade”



8. You can click on any group to get a closer look. If you are a member (or depending upon the settings) you will see the list of past messages sent to the group.
9. For most groups (depending upon the settings) you can also click on “Members” along the left hand menu and see who is listed as being a member of that group.



## Reporting a Problem?

If you are not in the correct Google Group:

- Make sure you have updated your directory information at <https://www.wls4kids.org> > Staff > Staff Portal > Edit your Account Information > Directory Information -- note that it takes 24 hours for any changes to be applied to the groups
- Make sure you actually are a teacher of record in PowerSchool
- Submit a Help Desk Ticket at <https://helpdesk.wls4kids.org> > G Suite - Groups Topic