

## About Facebook



Facebook can be used to connect with students outside of the classroom. By using a Facebook Group for your class, students will be able to communicate with both the instructor and other students. Events can be scheduled or virtual office hours can occur, and information, notes, and examples can be posted for students to see and share.

## Your Profile Page

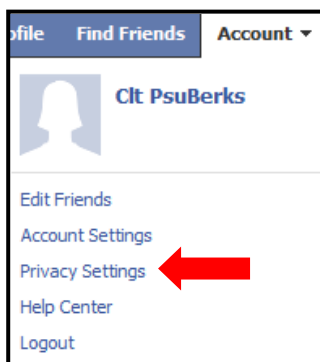
Because students will need to friend you in order to access the group, it is recommended that you **do not** use your personal profile to create your class group.

If you choose to use a new account, you can make a new account by going to [www.facebook.com](http://www.facebook.com) and completing the **Sign Up** wizard.

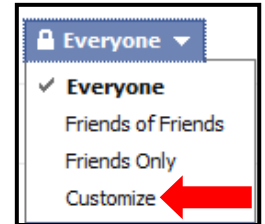
If you choose to use your personal profile, you should change your **Privacy Settings** so that students cannot access information and pictures that you do not want them to see.

To change your privacy settings:

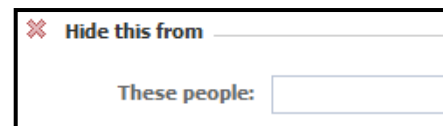
1. Go to **Account** and click on **Privacy Settings**.



2. You can customize your settings by clicking on **Customize Settings**. Then, for example, if you want to hide “Photos and videos I’m tagged in” from your students, you can hide them by changing **Everyone** to **Customize**.



3. Enter the names of your students in the “Hide this from these people” textbox.



**Note:** You can hide things from a group by entering the name of the group in this text box.

It is recommended that you ask students to hide their pictures, posts, etc. from you by changing the account settings for privacy on their page.

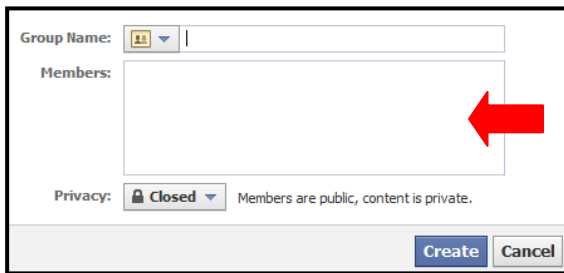
## How to Create a Group

The group you will create will be used to “run” your class. This is how you will communicate with your class as a whole and where they will be able to communicate with each other.

1. Click on the **Create Group** button on the left hand column of the home page.
2. In the Create Group pop-up box, enter a name for your group in the **Group Name**

textbox. It is recommended that this include the course name.

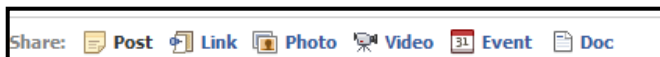
3. Add members (students) by typing their names in the **Members** text box.



4. In order to keep the group as private as possible, under the **Privacy** dropdown box, change it from **Closed** to **Secret**. This keeps the members and content private.
5. Click the **Create** button.

Members will be automatically added. You may choose to customize your group such as adding a picture underneath the **Edit Group** section. You can add more students to your group by clicking the **Add Friends to Group** button on the right of the group page.

### Using the Group for Class



**Posts:** Posts can be made to share announcements or reminders. They can also be used for students to ask questions that can be answered by the instructor and fellow students.

**Links, photos, and videos:** Links, photos and videos can be shared by the instructor or students to add additional course related material.

**Events:** Events can be scheduled and shared with group members. This is useful for

scheduling review sessions or changing the due date of an assignment.

**Docs:** Docs allow people to collectively write and edit notes with one another. They can be viewed and edited by any member of a group.

**Messages:** You can send messages to the whole group. This can be used like email. Instructors may use this to cancel class. Individual members can also be contacted through a message. This can be useful if a student needs to privately contact the instructor.

**Chat:** You can carry out online office hours through chat. The group chat allows all members to chat at once.

### Integration of Facebook Applications

Applications are available for use and will expand the functionality of Facebook, however, everyone in the group must download the applications.

**Poll:** This application allows you to interact with your class through a poll. Once created, the poll can be posted to your wall and students are able to vote.

**Webinaria:** An application that allows you to record class lectures and post them on Facebook

**Files:** Use this application to upload files and share them with students. Files such as a class syllabus and assignments can be uploaded using this app.

**Slideshare:** This application can be used to create slide presentations.