

## About Yammer



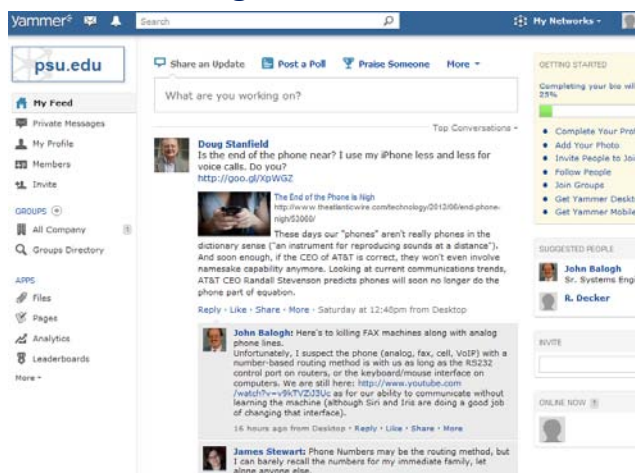
Yammer can be used to connect with students outside of the classroom. By using a Yammer Group for your class, students will be able to communicate with both the instructor and other students. Events can be scheduled or virtual office hours can occur, and information, notes, and examples can be posted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

## Signing Up

You can make a new account by going to [Yammer](http://Yammer) and clicking **Sign Up** on the right hand side of the screen. Enter your PSU email and click sign up.

A confirmation email will be sent to you. In order for your Yammer account to be created, you must go to your email and follow the instructions to complete your account set up.

## Home Feed Page



Once you've logged into your Yammer account, you will be directed to your Home

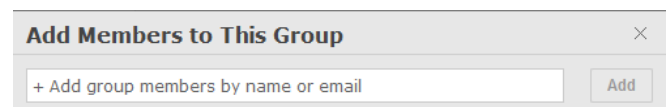
Feed Page. This is where you can see posts and comments made by people and groups you are following. Here you can see your feed, and send updates to your followers/groups.

## 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 next to the **Groups** link on the left hand column of the home feed 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. Include a brief description of the course if desired.
4. In order to keep the group as private as possible, under **Who can view content?**, change it from **Public** to **Private**. Also, under **Who can join this group?**, change it from **Anyone in this network** to **Only those approved by an admin**.
5. Click the **Create Group** button.

In the Add members to This Group pop up, you may type in students' PSU emails to add them to your group.



## Using the Group for Class

**Updates:** Updates 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.

**Info:** Info can be edited by the instructor to add links to important documents, lists of useful tools, and/or anything else that improves the efficiency of your class.

**Files:** Files can be uploaded directly to your group. You can upload files for students, or they can upload assignments that can be shared with group members. This is useful for organizing assignments.

**Pages:** Pages can be created to gather and share policies, ideas, notes, and other information with your group.

**Schedule an Event:** This link can be found on the right hand side of the page. This allows you to Schedule an event for your group. This can be useful if you want to schedule office hours or set up due dates for assignments.