2018-19 Budget Bill Requirement Google Group Instructions

Overview

Adult Education Program (AEP) members that were active during the 2017-18 program year are required to submit 17-18 hours of instruction by program area and 17-18 operational expenditure data by program area in NOVA by February 15, 2019. The 2018-19 Budget Bill Requirement Google Group has been established to provide the field with a peer-to-peer platform to discuss and exchange practices for calculating hours and expenses.

Types of Posts Allowed

The Budget Bill Requirement Google Group will open on November 30, 2018 and will remain open until shortly after the reporting due date of February 15, 2019. The Google Group is set up as a Q&A Forum to allow for extra features enabled to support the experience of asking and answering questions. Topics can be marked as resolved or be rated by users. In addition, categories will be used to organize questions within the forum. The Google Group will **only** be used to exchange practices for this reporting requirement, and will **not** be used to exchange or provide advice related to policy guidance, etc.

Type of Account to Join the Group

To join the Budget Bill Requirement Google Group, you will have to have an active Gmail account that you have access to. In addition, you will have to be signed in to your Gmail Account in order to successfully accept the invitation.

If you do not have an active Gmail account and would like to set one up in order to participate in this group, use the following URL to create a Gmail account (see picture below).

Google

Create your Google Account

to continue to Gmail
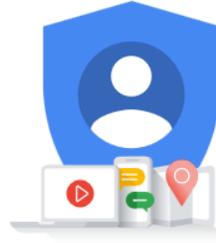
First name

Last name

Username   @gmail.com

You can use letters, numbers & periods

Password   Confirm   👁

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead   **Next**

One account. All of Google working for you.

Once a Gmail account has been created, stay logged in and accept the invitation sent to you.

How to Join the Group with an Invitation

Identified AEP Consortium Leads, Directors, Co-chairs and Members will be invited to join the Google Group. Any member of the AEP field can request to join the group by using the following link.

The invitation message will read:

The AEP Office invites you to join the 2018-19 Budget Bill Requirement Google Group. The purpose of this group is to provide Consortia an opportunity to engage in peer-to-peer networking on the topic of the 2018-19 Budget Bill Requirement for reporting 17-18 hours of instructions by program area and 17-18 operational expenditure data by program area in NOVA by February 15, 2019. In this Google Group, members will be able to share best practices, post questions, and receive feedback from the field.

Select the blue "Accept this Invitation" button to join the group.

AEP TAP System Administrator invited you to join the **2018-19 Budget Bill Requirement Google Group** group.

Message from AEP TAP System Administrator

The AEP Office invites you to join the 2018-19 Budget Bill Requirement Google Group. The purpose of this group is to provide Consortia an opportunity to engage in peer to peer networking on the topic of the 2018-19 Budget Bill Requirement. In this Google Group, members will be able to share best practices, post questions, and receive feedback from the field. Select the blue "Accept this Invitation" button to join the group.

About this group

The purpose of this group is to provide Consortia an opportunity to engage in peer to peer networking on the topic of the 2018-19 Budget Bill Requirement. In this Google Group, members will be able to share best practices, post questions, and receive feedback from the field.

Google Groups allows you to create and participate in online forums and email-based groups with a rich community experience. You can also use your Group to share documents, pictures, calendars, invitations, and other resources. Learn more.

If you do not wish to be a member of this group or believe this group may contain spam, you can report the group for abuse. For additional information see our help center.

Accept this invitation

If you do not wish to be added to Google Groups in the future you can opt out here.

How to Join the Group without an Inivitation

Members who did not receive an invitation are still able to join the Group. If a member did not receive an invitation, he or she may click on the following link to join the group. If you are not signed in to Google, you will receive the following message:

2018-19 Budget Bill Requirement Google Group

You must be signed in as a member of this group to view and participate in it.

Sign in to view this group

The next screen will prompt a member to "Apply for membership" or contact the "Owner and the Manager (AEP Administrator)."

2018-19 Budget Bill Requirement Google Group

You must be a member of this group to view and participate in it.

Apply for membership or contact the owner and the manager.

Report this group

Click on Apply for membership and you will be taken to the following screen:

There will be an option to link to an exisiting Google profile, email delivery preference, and send additional information. Complete these optional tasks (if applicable) and press "Apply to join this group." The AEP Administrator will be notified of all new requests to join and will accept requests within 48 hours.

How to Submit a Post

Once you have successfully joined the group, you're now ready to start posting. To create a post, simply go to the top of the screen and click on the red "New Question" button.
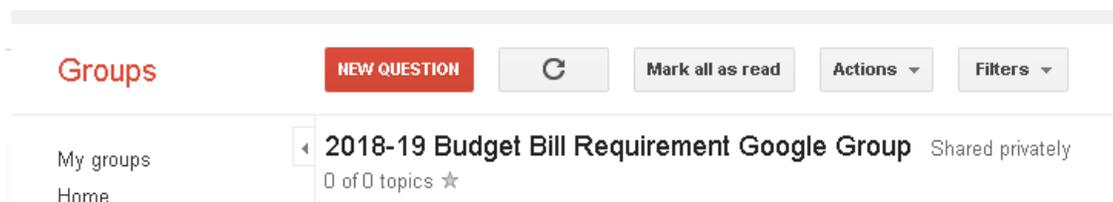
On the next screen, you will enter your question title, type of post (question or announcement), display option, attach a file (if applicable), add a reference (if applicable), and the content of the question or

announcement. Once all of your content has been added, click on the red "Post" button. If you decide you no longer wish to post, you can simply select the "Discard" button and the post will be removed.

Once a post has been submitted, it will be submitted to the Group and an email will be sent to all members of the group.

Contact AEP TAP with questions or to request additional assistance – tap@aebg.org or (888) 827-2324.