CAEP COVID-19 Google Group

Purpose of the Google Group

The CAEP Office and CAEP TAP has launched the **CAEP COVID-19 Google Group** to expand our collaboration efforts during the COVID-19 pandemic. The purpose of the **CAEP COVID-19 Google Group** is to provide a platform where practitioners, across the State, can engage in open, ongoing dialogue about the successes, challenges, model practices, and available resources that will benefit adult education agencies and adult learners.

Types of Posts Allowed

The Google Group is set up as a Web Forum to allow for extra features enabled to support the experience of engaging in open discussions around particular topics. Users post topics and replies through the web interface, but can still receive updates via email. Users can also filter posts by topic. The Google Group will **only** be used to share successes, challenges, opportunities, model practices and resources, and will **not** be used to exchange or provide advice related to policy guidance, etc.

The topic areas could include successes, challenges, opportunities, model practices and resources related to the seven CAEP program areas, support services, pre/post testing, enrollment (existing and new), and rural and remote areas.

Type of Account to Join the Group

To join the **CAEP COVID-19 Google Group**, users will have to have an active Gmail account, including districtwide Gmail accounts. Additionally, users will have to be signed in to their Gmail Account to receive and accept the Google Group invitation.

If you do not have an active Gmail account and would like to set one up to participate in this group, use the following URL to create a Gmail account (see picture below).
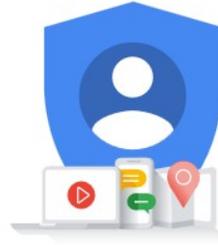
Once a Gmail account has been created, stay logged in and accept the invitation sent to you.

How to Join the Group with an Invitation

Identified CAEP Consortium Leads, Directors, Co-chairs and Members will be invited to join the Google Group. Any member of the CAEP field (Instructors, Counselors, Transition Specialists, Support Staff, etc.) can request to join the group by using the following link.

The invitation message will read:

It goes without saying, COVID-19 has presented some unforeseen challenges in adult education, inside and outside of the classroom. However, COVID-19 provides an opportunity for the CAEP to come together and expand our collaboration efforts, and turn these challenges into successes for our adult learners. The CAEP Office and CAEP TAP invites you to join the *CAEP COVID-19 Google Group* to share your experiences.

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

CAEP TAP invited you to join the **CAEP COVID-19 Google Group** group.

Message from CAEP TAP

> It goes without saying, COVID-19 has presented some unforeseen challenges in adult education, inside and outside of the classroom. However, COVID-19 provides an opportunity for the CAEP to come together and expand our collaboration efforts, and turn these challenges into successes for our adult learners. The CAEP Office and CAEP TAP invites you to join the CAEP COVID-19 Google Group to share your experiences.

About this group

> The purpose of CAEP COVID-19 Google Group is to provide a platform where practitioners, across the State, can engage in open, ongoing dialogue about the successes, challenges, model practices, and available resources that will benefit adult education agencies and adult learners.

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.

Once you have successfully joined the group, the following message will appear:

Groups

CAEP COVID-19 Google Group

You have successfully joined the group CAEP COVID-19 Google Group.

Get started and join the conversation with your new group

- Visit this group's homepage
- Email this group
- Learn more about Google Groups

How to Join the Group without an Invitation

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:

CAEP COVID-19 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

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

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

Apply to join the CAEP COVID-19 Google Group group

My display name:

[Your group display name]

Email used for your membership: parkernveronica@gmail.com

Email delivery preference: **Notify me for every new message (fewer than 1 per day)** ▾

☑ Automatically subscribe me to email updates when I post to a topic

Other members of this group can find your email address and could discover your Google profile. Joining this group will grant you access to resources shared with the Group. Learn More.

You can send additional information to the manager by filling in the text box below.

[ ]

Apply to join this group   **Cancel**

By clicking "Join this group" you are agreeing to the Google Groups Terms of Service.

There will be an option to link to an existing Google profile, email delivery preference, and send additional information. Complete these optional tasks (if applicable) and press "Apply to join this group." The CAEP 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 "TOPIC" button.
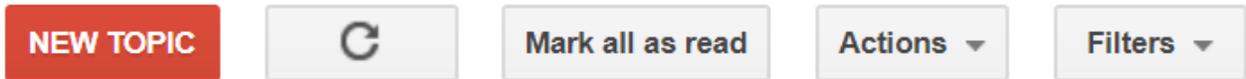
On the next screen, you will enter your topic title, type of post (start a discussion, ask a question, or make an announcement), display option, attach a file (if applicable), and the content of the question or announcement. Once all of your content has been added, click on the red "Post" button. If 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 CAEP TAP with questions or to request additional assistance – tap@caladulted.org or (888) 827-2324.