

Class Google Groups

Software: Google Docs (LCapps)	Platform: Web
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Overview:

At Lewis & Clark, we create a google group automatically for each class on campus to make it easy to communicate via email and collaborate and share in other Google Apps (Drive, Calendar, etc.). In this helpsheet we'll help you find the email address for your group and review default group settings.

Email Address for Class Google Groups

The email address for your Class Google Group uses a standard naming scheme:

term-subject-number-section@lclark.edu.

- **term:** The last two digits of the year followed by the two letter semester abbreviation. For example, 13sp for Spring 2013 Undergraduate courses.
- **subject:** The course subject as it appears in the catalog. For example, econ for undergraduate economics courses.
- **number:** The course number.
- **section:** The course section.

For example, the class list email address for Fall 2014 Economics 100, Section 3 would be:
14fa-econ-100-03@lclark.edu.

To use your group, log in to your LC email account and send a message to your class group email address. Do the same if you are sharing a Google Drive folder, Google Doc, etc. with your class. When you are using one of our Google Apps, just start to type the address and suggestions from the LC directory will automatically appear.

A link to your class group email address will also appear on your roster web page in WebAdvisor.

How Groups Work

- All groups are created as a **closed email list**. This means only group members can send and receive emails to the group email address. If you prefer to send email from a non-LC email address, you will need to add it to your group. (see the Managing Your Google Group helpsheet)
- Groups are updated each night to match enrollment changes.
- We will keep the group for 90 days after the end of the term.