


Manage Your Google Group Settings

Stephanie Obodda - 2023-11-08 - Comments (0) - Google groups

Request Your Google Course Group


To request your Google Group, navigate to your coursetools page, then select "Request Google Course Group" in the bottom left of your screen.




CANVAS

REQUEST

Course websites with built-in tools for communication, assignments, assessments, etc.


[more information](#) 




TOP HAT

REQUEST

Active learning platform for in-class polling and more.


[more information](#) 




LECTURE CAPTURE

REQUEST

Pre-scheduled automated classroom recording; available in several rooms on campus.


[more information](#) 



GOOGLE COURSE GROUP

REQUEST

Suite of Google tools including a shared email, calendar, documents, and website.

[more information](#) 

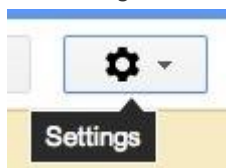
Access Your Group

Instructions can be found in the article [Access a Google Group on the Web](#).

Access Group Settings

To change settings for your group:

1. Access your group as described above.
2. Click the gear menu on the top right.



3. Choose "Group Settings".

4. A left menu will appear with setting categories.

- ▶ **Members**
- ▶ Settings
- ▶ Permissions
- ▶ Roles
- ▶ Information

Recommended Settings to Evaluate

We recommend considering the following settings and whether they are appropriate for your group.

| Setting | Default | Where to Change this Setting |
|---|---------------|--|
| Who can email the group? | Members Only | Permissions > Basic Permissions > Post |
| Who can see group membership? <i>Note: this affects calendar invites</i> | Managers Only | Permissions > Access Permissions > View Members |
| Can people external to Brown be added? | No | Permissions > Basic Permissions > Allow members external to the organization |
| Are emails archived on your group page? | No | Information > Content control > Archive options |

Resources from Google

- Google support article: [Understanding Permissions](#)
- Google support article: [Adjust Your Group Settings](#)
- Google support article: [Administrative Tasks](#)