Facebook: Create a Secret Group

INSTRUCTOR GUIDE

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  This will be indicated on the same topic page at the top right corner in a RED box

Introduction

Welcome to Creating a Secret Facebook Group Training!

This instructional program is designed to introduce secondary and higher education professionals to Facebook's group pages then guide them in creating their own Facebook group page. It is important to be aware and understand that although Facebook is a popular public website, of instant sharing, it is not uncommon for educators to find reluctance to use Facebook group pages for serious course work.

As you begin the session please ask participants to scan their booklet then read pages 1-6 before the session begins. During this time, read over the next several pages and become familar with this guide.

During the session it is recommended that you share any information that you feel will help participants have a better understanding of the usefulness and purpose of the facebook group pages.

This instructor guide and the participant handbook have virtually identical visual aids and screen shots.

[NOTE: BOOKLET AND THIS GUIDE PAGE NUMBERS DIFFER AFTER PAGE 7. This will be indicated on the same topic page at the top right corner in a RED box]

Your guide will cue you to direct participant to specific pages within their booklet.

What is included within this guide & the participant booklets?

- Visual aids that display how to set up group pages within the Facebook website

- Screen-shots with step by step instructions

- Directional arrows that show navigational paths

- (Instructor guide only) hints and tips to assist with frequently asked questions

Rationale

In 2009 Facebook launched a new set of pages within their portal for private groups. These semi-customizable group pages can be set to share content within a variant of models; Open, Closed or Secret.

Highlights about a Facebook Private or Secret group page:

- Administrators are in control of every post

- Administrator can customize the group settings and control post visibility and determine whether posts will be used or viewed by the group

- Secret groups are pages where only invited members can share

•Participants who have grown up using computers their entire life and are naturally comfortable with technology will be motivated to communicate, engage, learn, share, and do research within this platform

• The Facebook.com Secret page can provide a place where all participants can synchronously view and comment on posts. The Facebook group page is more like a "study group" in which instructors and participants participate

→ Top 6 reasons to use Secret Facebook group (this is NOT in the Particpant Booklet):

1.   User- ease of use

2.   Teach awareness of selective online sharing

3.   Motivate participants/ faculty to work more together, while they think they are playing

4.   Eliminate data storage issues

5.   Use of tools that are relevant with what is happening in the real world

6.   Improve written communication

Intended Users

The intended users for this program are adults, Secondary and Community College educators, who have a need for remote communication to share content (images, videos, Live Chat, link), projects, club activities and calendar dates, group agendas, voting, within a user-friendly website portal. This format for sharing can provide district-wide or national collaboration for educators and colleagues to become familiar, aware, and at ease using this user-friendly communication portal.

Educators have the need for web-based communication and most if not all are familiar with facebook.com. With a more complete understanding of the use of and purpose for social media platforms, generational gaps may be reduced and better communication and higher levels of respectful participant-teacher relationships may be built.

More information is available by opening the linked pdf document below that explains the usefulness and purpose of facebook group pages from the Facebook educator's standpoint. (this pdf link will be added to facebook group by Instructional Designer)

Facebook for Educators & Community Leaders

Instructional Objectives

1: The participant will login to Facebook to create a private "Facebook group" page for a specific target group, club, organization, etc. Locating the "Group" tab on the participant's Home page and select "Create Group"

2: The participant will be given a link to the privacy settings [Open, Closed, Secret] of the Facebook group. Define the group privacy options for your group [a link will be given]

3: Citing the rules of Facebook "joining a group" the participants select Facebook friends and "invite" non-Facebook friends to the new group [list provided]

4: The participant will identify characteristics of the group and write a description of the new group on the new group home page [sample text provided]. Also, locate the "About" and set "Tags" links on the new group homepage and compose descriptions of the new group. [sample text provided]

5: Construct a New Group Event. Compose an upcoming event and invite all new Facebook group members.

Length

 The training will be delivered in a computer lab via a live instructor. The estimated time required to complete the session of the training is approximately one and one half hours (1 1/2 hr).

→ As the instructor, you are encouraged to make adjustments to the agenda in order to accommodate the learning of the participants.

Posttest
The post test will require students to demoinstrate mastery of 5 objectives by sending the Instructional Designer an invitation to join their New Facebook group page.
Email address: sknab@asu.edu

As the training proceeds, take a moment to observe the participants, then rate the participants level of completion. This is not a judgment about the quality of the performance. The instructor will enter "yes" if the step has been +50% completed.
The instructor will enter "no" if the step was less than 50% completed.
Please return this evaluation page to Instructional Designer at the end of the training session.

TASK COMPLETE					+50% = Yes
					-50% = No
	S1	S2	S3	S4	S5
Created new group page					
Defined group page settings					
Invited "friends to join group					
Under "About" defined new group					
Set "Tags" on new group					
Composed New Event					
Invite me: @asu.edu to join the group					

To proceed with the instructions, briefly explain
- that you will be using the booklet and guiding them through instructions
- together you will review visual screen shots found in the booklet along with step by step instructions
- To help the training run more smoothly participants will be given: Scripts [sample text] and sample email addresses

The estimated time to complete the training is one hour and thirty minutes
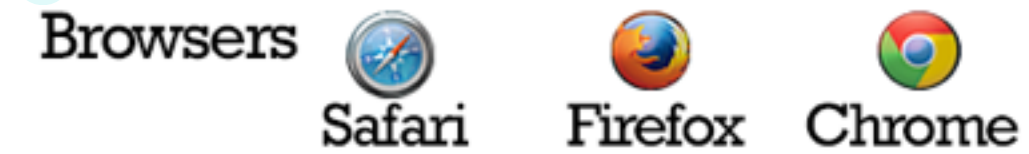
To begin participants will need:
A. a live Internet connection
(IP set-up will be the responsiblity of the Instructional Designer)

B. Facebook: username and password

1. Turn on the computer

2. Open a browser

3. Type in the address bar: www.facebook.com
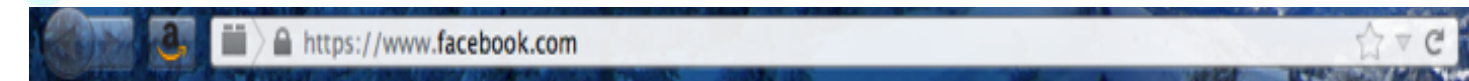
(Firefox is the example)

4. Facebook website homepage appears

5. Next, add your Log in: username and password (log in example)

6. **CREATING A NEW GROUP PAGE**
   Opens to the home page or News Feed

HINT: Go to lower left side menu to CREATE GROUP

TIP: To create a group:

From your home page, go to the Groups section on the left side menu and click More.

Click Create Group.

HINT: To learn more about Group types and options click on link or turn to in the participants booklet

Groups are a great way to share and keep in touch with the important people in your life.

Start Your Own Group

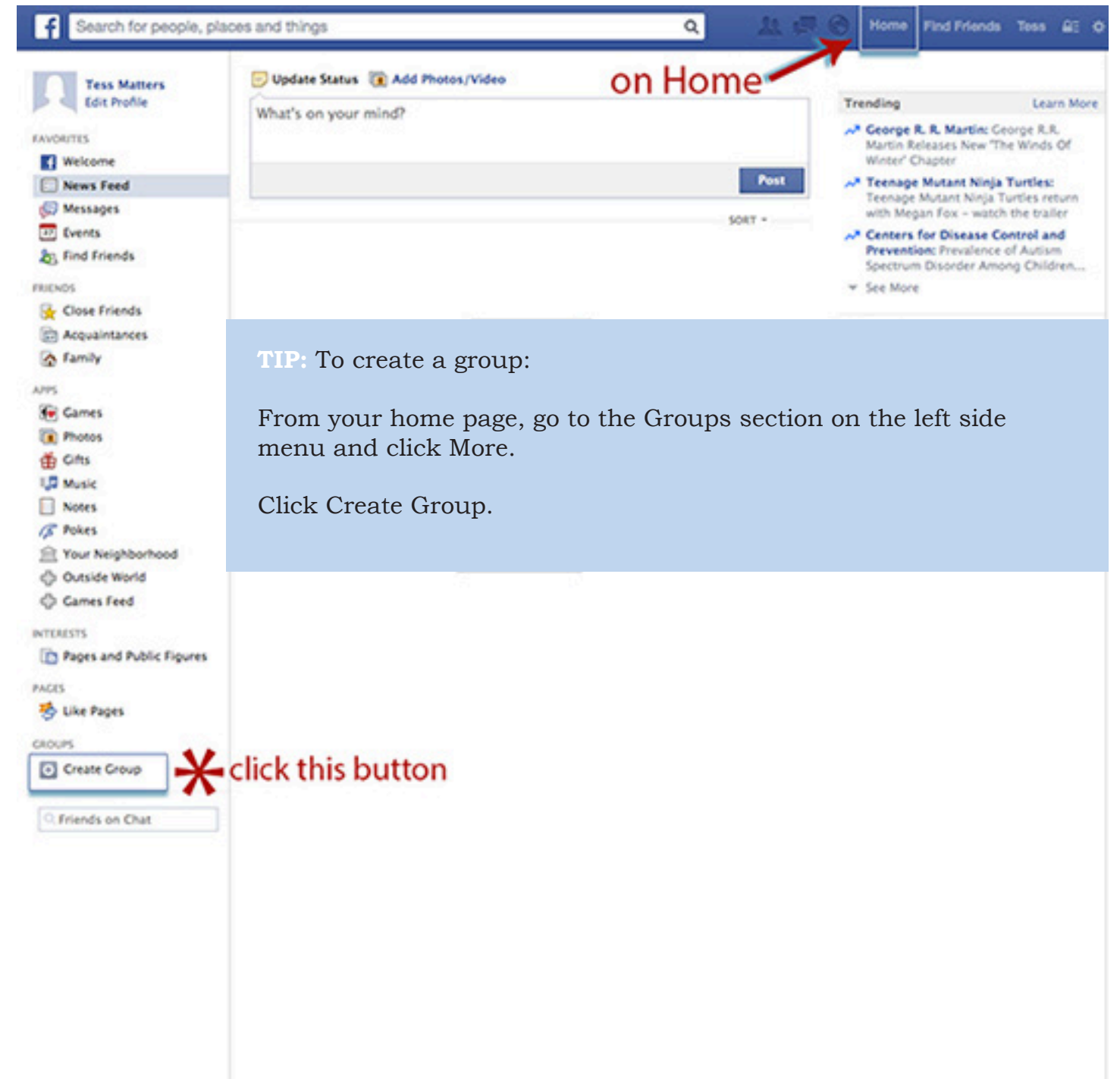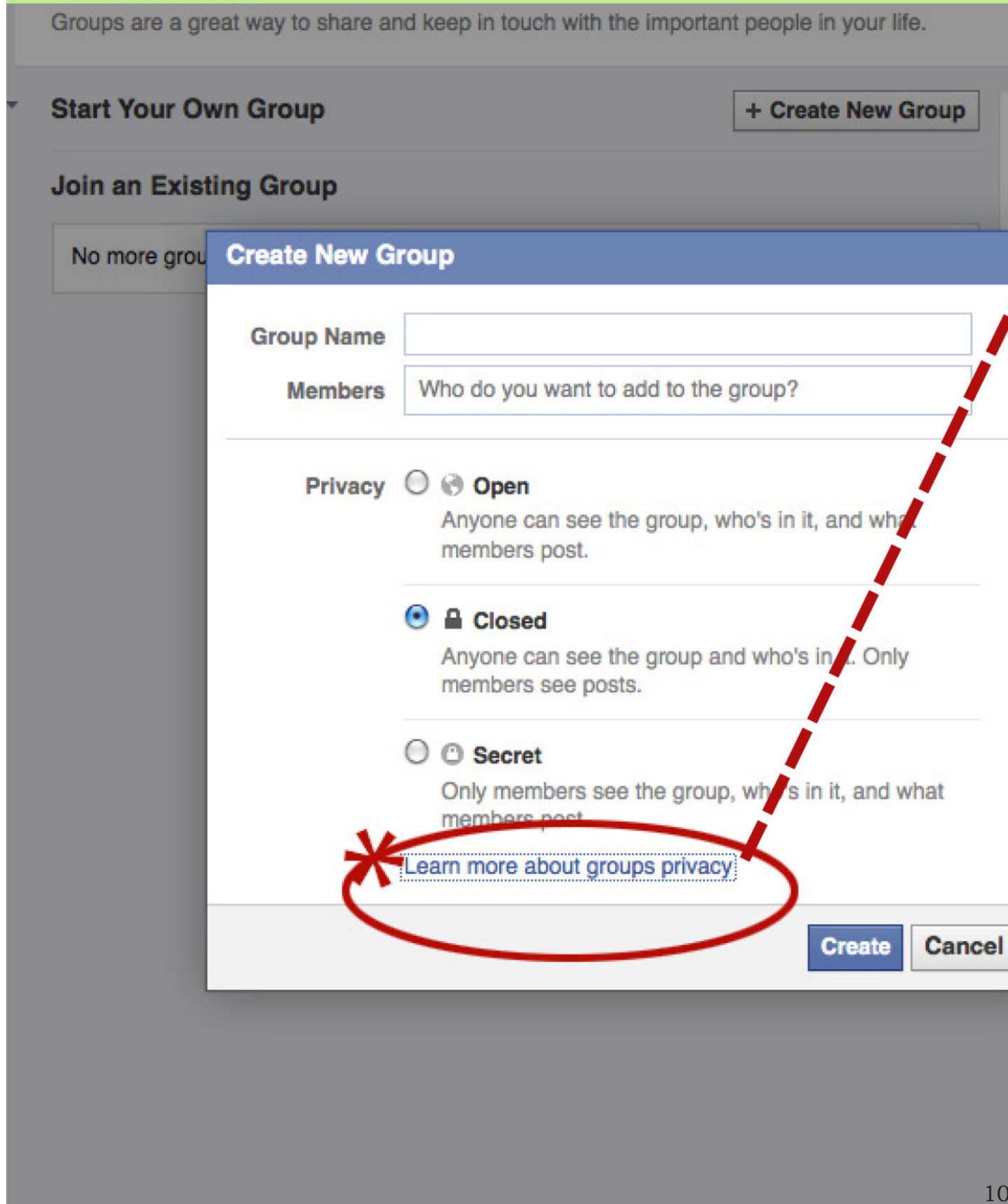+ Create New Group

Join an Existing Group

No more grou

Create New Group

Group Name

Members   Who do you want to add to the group?

Privacy   ○ 🌐 **Open**
Anyone can see the group, who's in it, and what members post.

● 🔒 **Closed**
Anyone can see the group and who's in it. Only members see posts.

○ ⊗ **Secret**
Only members see the group, who's in it, and what members post.
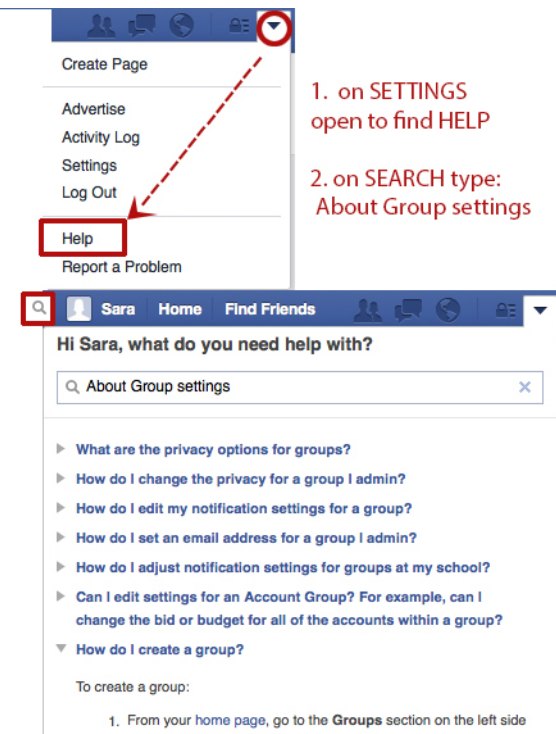
Learn more about groups privacy

Create   Cancel

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What are the privacy options for groups?

There are three privacy options for groups: Open, Closed and Secret. The table below shows who can join these groups and what people can see about them.

	Open	Closed	Secret
Who can join?	Anyone can join or be added or invited by a member	Anyone can ask to join or be added or invited by a member	Anyone, but they have to be added or invited by a member
Who can see the group's name?	Anyone	Anyone	Current and former members
Who can see who's in the group?	Anyone	Anyone	Only members
Who can see the group description?	Anyone	Anyone	Current and former members
Who can see the group tags?	Anyone	Anyone	Current and former members
Who can see what members post in the group?	Anyone	Only members	Only members
Who can find the group in search?	Anyone	Anyone	Only members
Who can see stories about the group on Facebook (like in News Feed and search)?	Anyone	Anyone	Only members

Learn more about joining groups. If you're an admin of a group, learn how to change the privacy settings depending on the size of your group.

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TIP: Participants can learn more about GROUPS by using HELP then SEARCH

1. on SETTINGS open to find HELP

2. on SEARCH type: About Group settings

Hi Sara, what do you need help with?

About Group settings

▷ What are the privacy options for groups?
▷ How do I change the privacy for a group I admin?
▷ How do I edit my notification settings for a group?
▷ How do I set an email address for a group I admin?
▷ How do I adjust notification settings for groups at my school?
▷ Can I edit settings for an Account Group? For example, can I change the bid or budget for all of the accounts within a group?
▽ How do I create a group?

To create a group:

1. From your home page, go to the **Groups** section on the left side

8. Name your New Group [Your name Group

Create New Group

Group Name

Member [ ] to the group?

Please fill out this field.

Privacy ○ ⊕ **Open**

Anyone can see the group, who's in it, and what members post.

○ 🔒 **Closed**

Anyone can see the group and who's in it. Only members see posts.

⦿ 🔒 **Secret**

Only members see the group, who's in it, and what members post.

Learn more about groups privacy

Create **Cancel**

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HINT: Participants will add at least two members from their facebook friend list Instructional Designer can be invited at this time.

*

Participants who are new to facebook pages or have not invited friends to their existing page will be unable to continue, they will need to add a friend request and await a cconfirmation reply before continuing.

Create New Group

9. Invite New Members to your Group

Group Name Sara Ann Family Group

Members Web Strata ×

B

Jodi Bathey-McLau

Bianca Del Carmen

TIP: Add Letter of Name and Facebook page current friend list will appear in drop-down list

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CUSTOMIZING YOUR NEW GROUP PAGE

TIP: Selection of an Icon is optional. If the training is proceeding at a good pace then take time to implement this step otherwise suggest that the participants come back to this step at a later time and proceed with Group set-up.
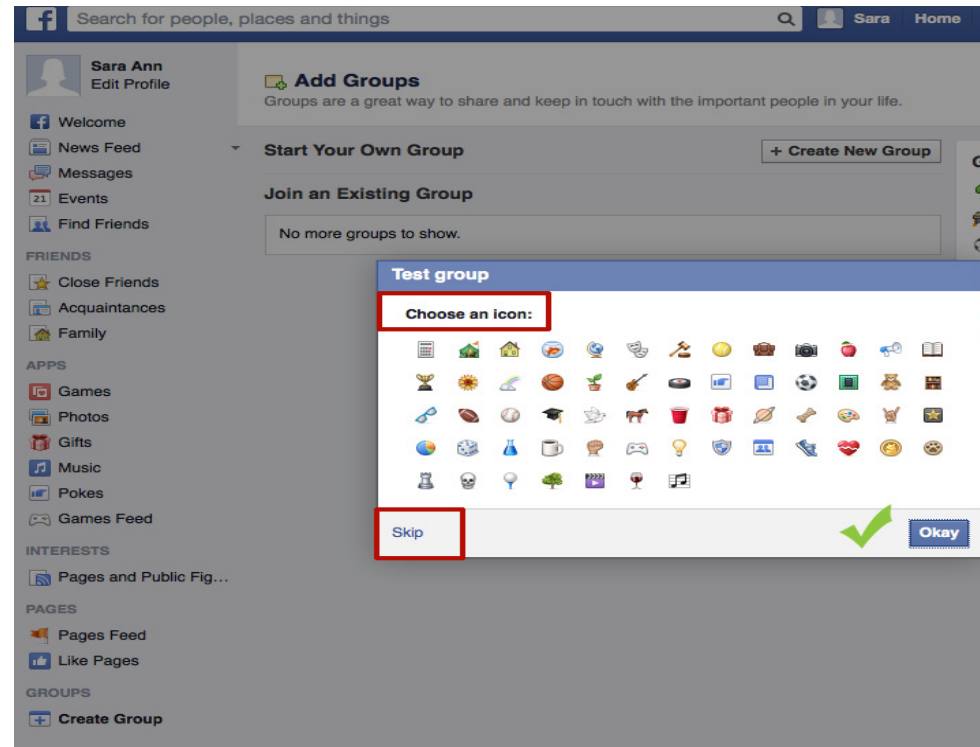
10. Participants New Group Page will be identified with Group name and look something like this at the beginning (Page#8-9). At a later time participants may continue to Personalize your Group page. Next, we will select the About link located on the right below Notifications
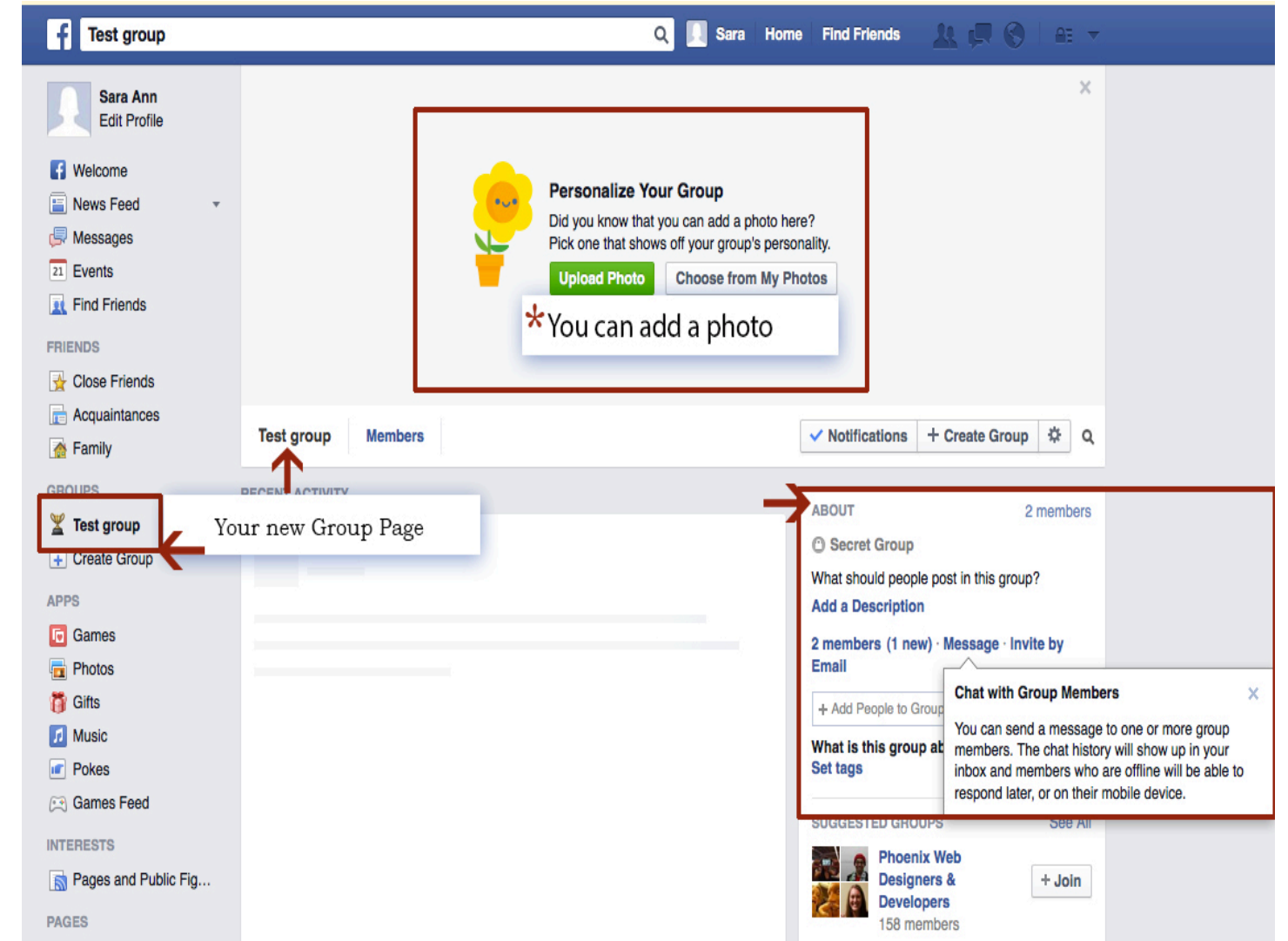
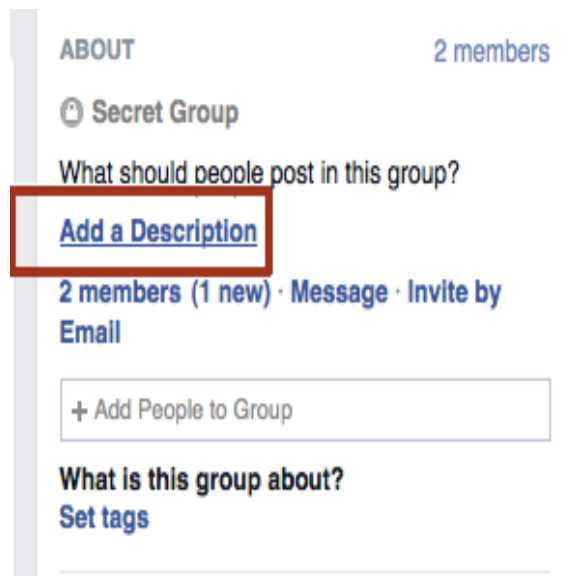11. The participants will add text by opening Add a Description Link
ABOUT THE SECRET GROUP Text:

Welcome to our New Secret Facebook Group!

This group page will be used to inform the team about meeting dates, new

research items on the agenda and policy changes. We will share team projects

updates, photos and communicate about new, current and ongoing events. As

the administrator of this New Group page I will determine whether your posts will

be posted and viewed on our shared news feed.

Then SAVE

TIP: TAGS ARE LIKE KEYWORDS that person might type into the Search box

Admins can add tags to their group to help people understand what the group is about, and to help people search for groups by topics that they're interested in.
Who can see a group's tags depends on the privacy setting of the group.

To add tags to your group:
From your group, click and select Edit Group Settings
Under Tags, enter words that describe what your group is about (ex: soccer, music, travel) and then click the suggestions that appear in the dropdown
Click Save

Note: You can add a maximum of 3 tags to your group.

1. Open Add a Description link

2. Type in text to describe group

ABOUT   2 members

Secret Group

What should people post in this group?

Add a Description

2 members (1 new) · Message · Invite by Email

+ Add People to Group

What is this group about?
Set tags

ABOUT   2 members

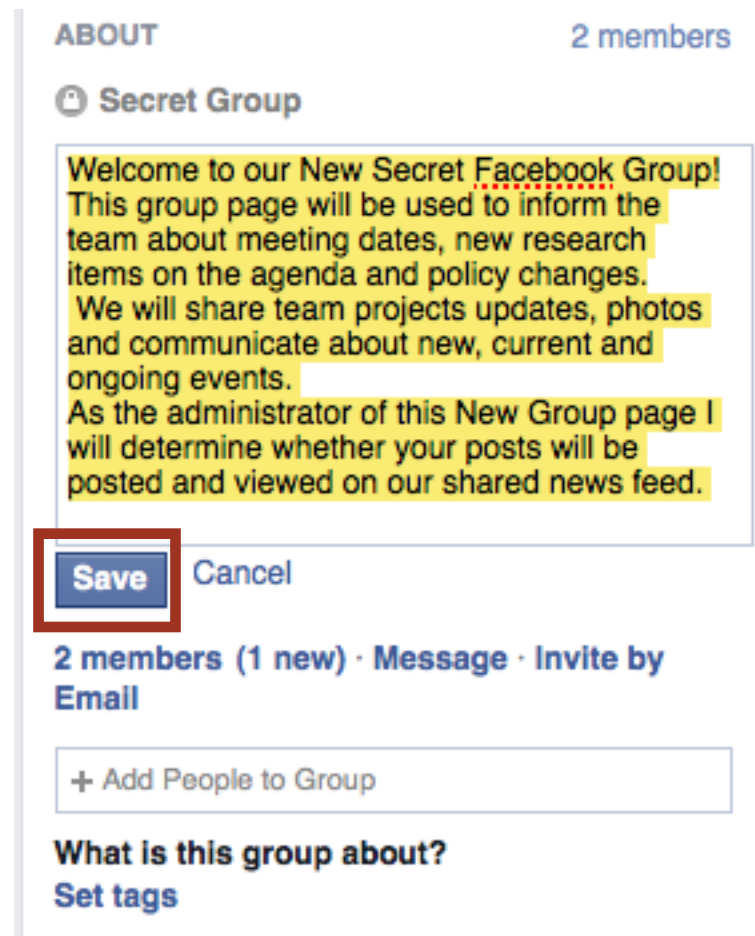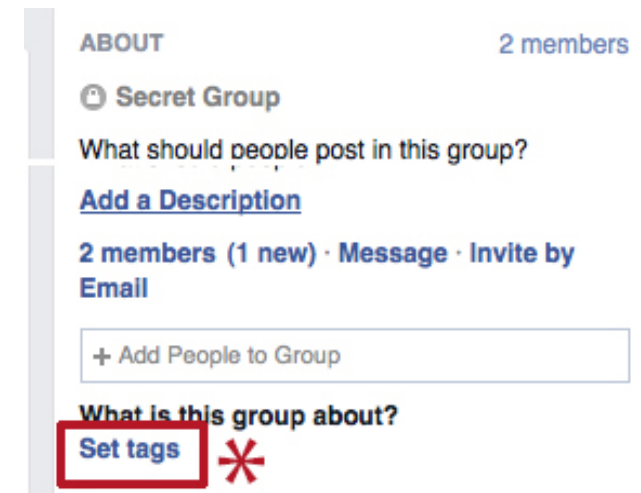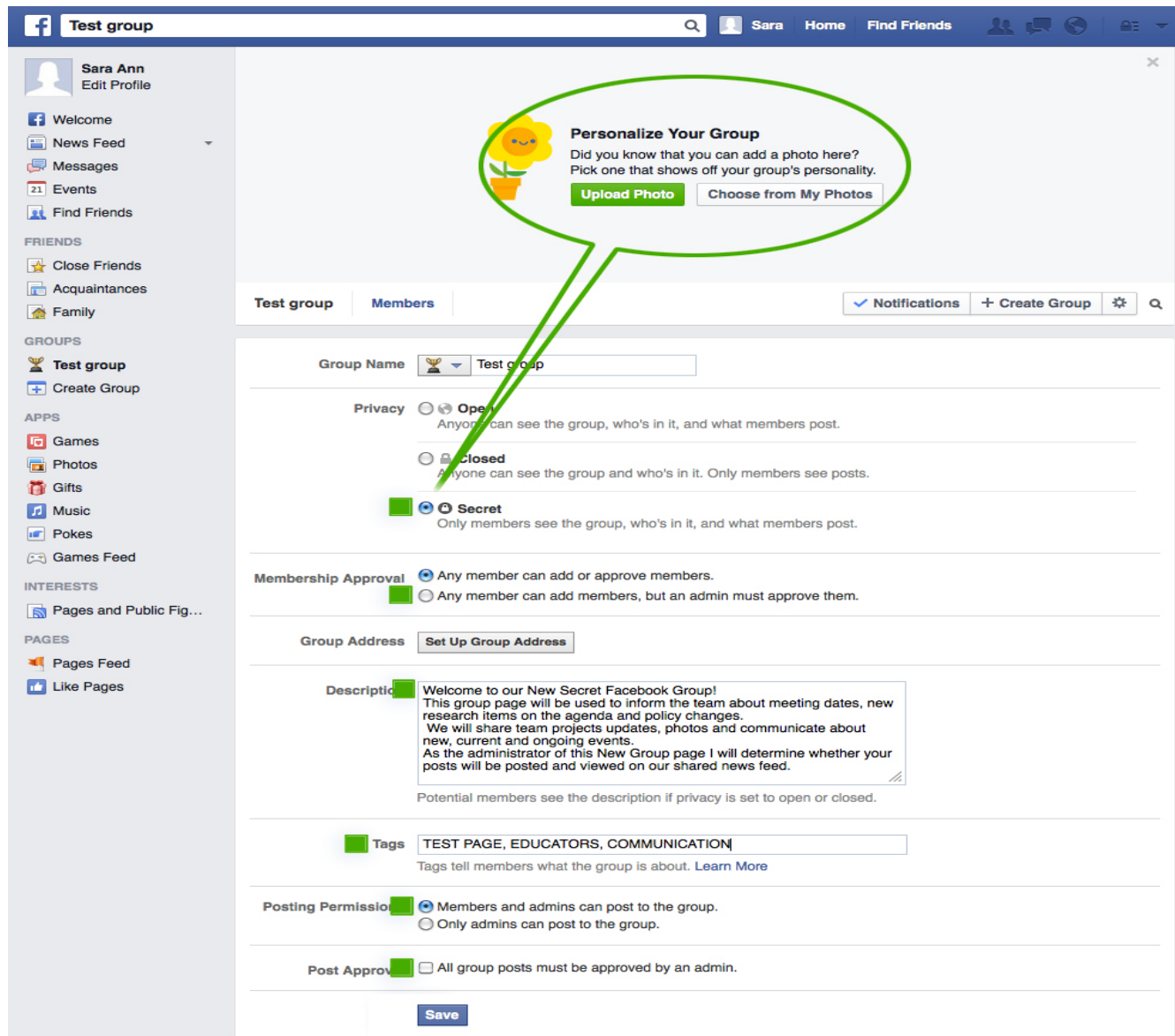Secret Group

Welcome to our New Secret Facebook Group! This group page will be used to inform the team about meeting dates, new research items on the agenda and policy changes. We will share team projects updates, photos and communicate about new, current and ongoing events. As the administrator of this New Group page I will determine whether your posts will be posted and viewed on our shared news feed.

Save Cancel

2 members (1 new) · Message · Invite by Email

+ Add People to Group

What is this group about?
Set tags

12. Participants will select the What is the group about? and
Click on SET TAGS located on the lower right side under Invite Members

ABOUT   2 members

Secret Group

What should people post in this group?

Add a Description

2 members (1 new) · Message · Invite by Email

+ Add People to Group

What is this group about?
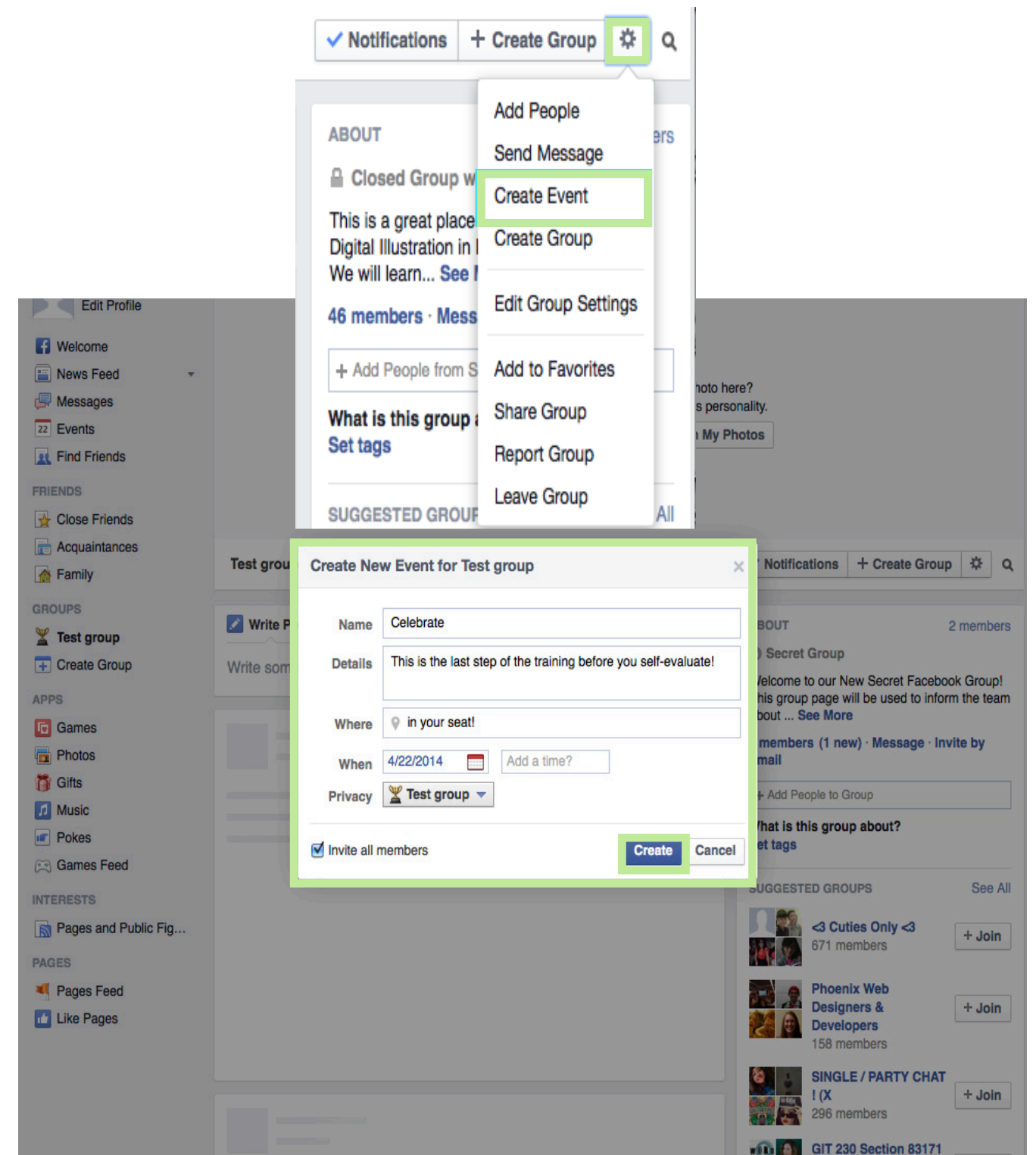**Set tags** ✳

16   17

13. Participants will SET TAGS to Personalize Group Page
    Hit buttons and SAVE

14. Participants will create an Event then invite members of their group.
    Located under the Settings Icon a drop-down menu reveals: Add People, Send Message
    Create EVENT, Edit Group Settings, Add to Favorites, …

Your Group Wall

Once you have created your Group page click the navigation buttons within the **red boxes** and learn how best to use your group page

Additional Information
Enter email addresses and Click Invite by email
(Located on the right menu below About. See: # of Members>Message>Invite by Email

notifications
your use of facebook
Inbox

Secret Facebook Group   Group Wall   Sara   Home   Find Friends

about individuals   current or past events   photos placed on wall by group   files on group page   friend request   privacy settings

Members   Events   Photos   Files   ✓ Notifications   + Create Group

Write Post   Add Photo / Video   Ask Question   Add File

Write something...

new post here

ABOUT   46 members

Closed Group within Arizona State

This is a great place to post questions about Digital Illustration in Publishing. We will learn... See More

46 members · Message · Invite by Email

+ Add People from School

What is this group about?
Set tags

about the group

Sara Mayo-Knab
Edit Profile

GROUPS
GIT 230 DIP (2014 S...
group name

Create Group

The Promotion
Robert Downey Jr. & Jennifer Lawrence

Invite People to Group by Email

Invite   Close

Notifications   + Create Group

ABOUT   2 members

Secret Group

Welcome to our New Secret Facebook Group! This group page will be used to inform the team about ... See More

2 members (1 new) · Message · Invite by Email

+ Add People to Group

Conduct a Group Chat

Sara   Home   Find Friends

Group Chat

How do I start a chat with members of a group I'm in?

Starting a chat with all members of a group you're in is currently only available in smaller groups. To send a message to other members of a group:

1. Click ⚙ at the top right of your group > **Send Message**
2. Use the checkboxes to select who you want to message, or click **Select All** to message the entire group
3. Click **Start Chat**

Note: Anyone in the conversation can add other people, whether those people are in the group or not. Anyone added can also see all of the previous messages in the conversation.

Permalink · Share

Was this answer helpful?   Yes · No

Can I message members of a group if they are not my friends?

How do I chat with more than one friend at once?

What do I do if someone is attacking me in a group message?

Don't see your issue above?
See more help about groups ▸

Name:_____

1. Facebook Group pages can be customized

a. by the page administrator
b. by any member of the facebook group
c. by the technical staff at facebook.com

2. In your new Secret facebook group page any member can post any comment without administrators approval

a) True
b) False
c) Not applicable

3. What is the first step you take to login to your new facebook group

a) Enter username and password
b) Enter your email address
c) Enter your new facebook group name

4. Members of the new facebook group can post photos

a) Links to websites
b) Images and Videos
c) Screenshots
d) All of the above

Case studies that support the use and effectiveness of facebook groups and in turn support the goal statement of the training.

- http://www.irrodl.org/index.php/irrodl/article/view/1294/2295

- http://www.ncbi.nlm.nih.gov/pubmed/21090950

- http://www.academia.edu/3701635/The_Use_of_Social_Networking_Sites_in_Education_A_Case_Study_of_Facebook

Please encourage participants to invite the Instructional Designer to their new GROUP page. She would like to post a file on each of their new facebook secret group page within the next two days.

EMAIL: @asu.edu