

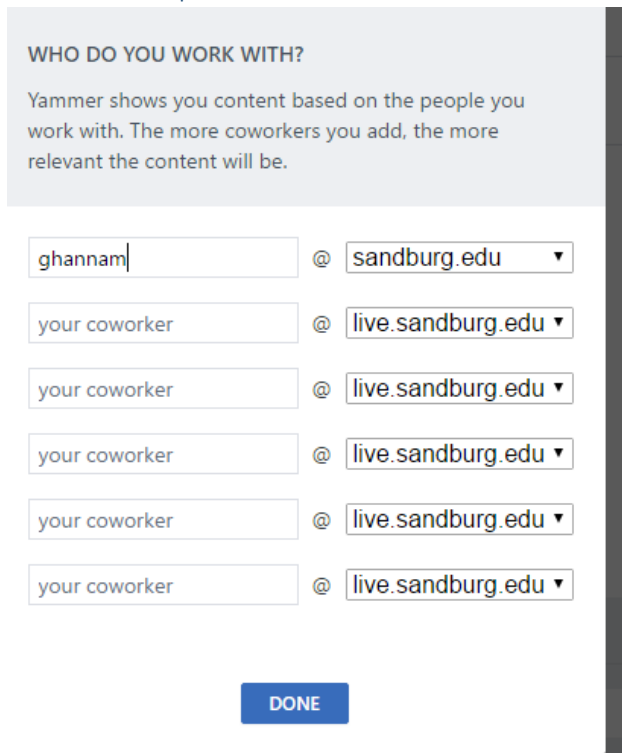
# Yammer

## Step 1

### Face to Face

Have the students log into Office 365 and choose Yammer.

Students will put the teachers name in the window below and press done.

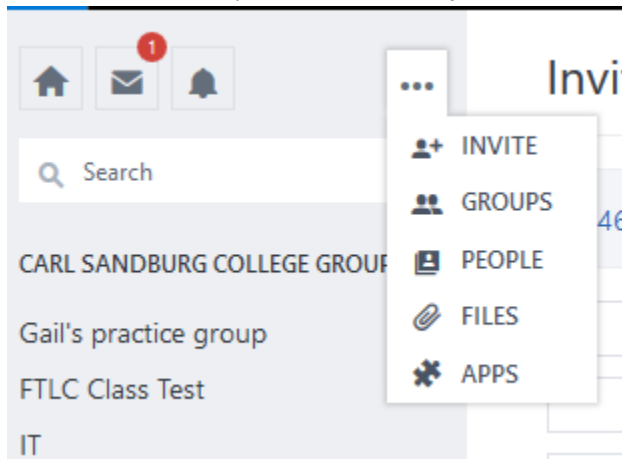


The screenshot shows a dialog box titled "WHO DO YOU WORK WITH?". Below the title is a paragraph: "Yammer shows you content based on the people you work with. The more coworkers you add, the more relevant the content will be." There are six input fields, each followed by an "@" symbol and a dropdown menu. The first field contains "ghannam" and the dropdown is set to "sandburg.edu". The remaining five fields contain "your coworker" and the dropdown is set to "live.sandburg.edu". At the bottom of the dialog is a blue button labeled "DONE".

## Web based class

Export your Moodle gradebook to excel and save as a csv.

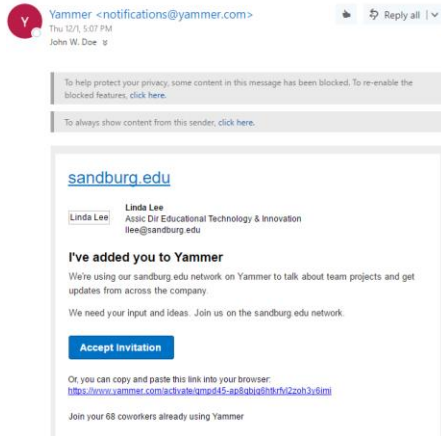
In Yammer Invite your students to join Yammer



Choose Import from Address Book  
Select your csv file and invite students.

Students will receive an email from you

Linda Lee has invited you to the sandburg.edu network



Students will need to “Accept Invitation”

Students will put the teachers name in the window below and press done.

**WHO DO YOU WORK WITH?**

Yammer shows you content based on the people you work with. The more coworkers you add, the more relevant the content will be.

ghannam | @ sandburg.edu ▾

your coworker | @ live.sandburg.edu ▾

your coworker | @ live.sandburg.edu ▾

your coworker | @ live.sandburg.edu ▾

your coworker | @ live.sandburg.edu ▾

your coworker | @ live.sandburg.edu ▾

**DONE**

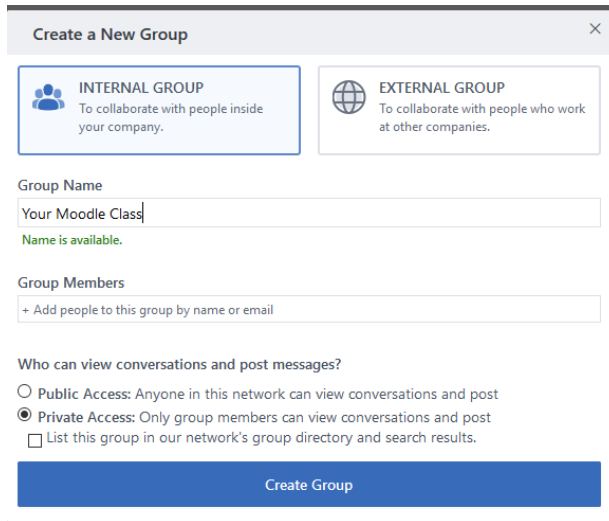
## Step 2

Once the student has accepted the invitation and joined the network, they are ready to be added to your group.

### Creating a group in Yammer

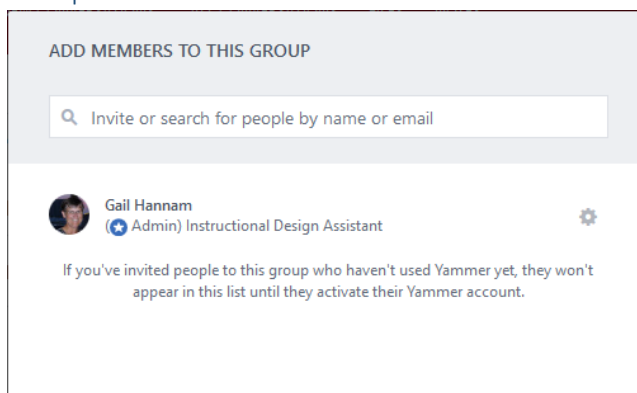
Click Create a new group (lower left on Yammer)

Use these settings



The screenshot shows the 'Create a New Group' dialog box. At the top, there are two options: 'INTERNAL GROUP' (with a group of people icon) and 'EXTERNAL GROUP' (with a globe icon). Below these are fields for 'Group Name' (containing 'Your Moodle Class') and 'Group Members' (with a '+ Add people to this group by name or email' button). Underneath, there are radio buttons for 'Public Access' and 'Private Access', and a checkbox for 'List this group in our network's group directory and search results'. A blue 'Create Group' button is at the bottom.

Once your students have joined Yammer, you can type in their name and invite into your Class Group.




The screenshot shows the 'ADD MEMBERS TO THIS GROUP' dialog box. It features a search bar with the placeholder text 'Invite or search for people by name or email'. Below the search bar, there is a profile card for 'Gail Hannam' (Admin) Instructional Design Assistant, with a gear icon for settings. A note at the bottom states: 'If you've invited people to this group who haven't used Yammer yet, they won't appear in this list until they activate their Yammer account.'


To add or remove members

Select your group, then the gear

The students will receive the following. They should click on the group name and join.

#### NOTIFICATIONS

 Gail Hannam has added you to the Gail's practice group group.

 You have 1 new follower:



**Linda Lee**  
Assic Dir  
Educational  
Technology &  
Innovation

Follow your coworkers to see more conversations that matter to you.



**MN**  
Morgan Newton

Follow



**MN**  
Marcus Neal

Follow



**Cindy Arthur**  
Instructional  
Technology  
Assistant

Follow

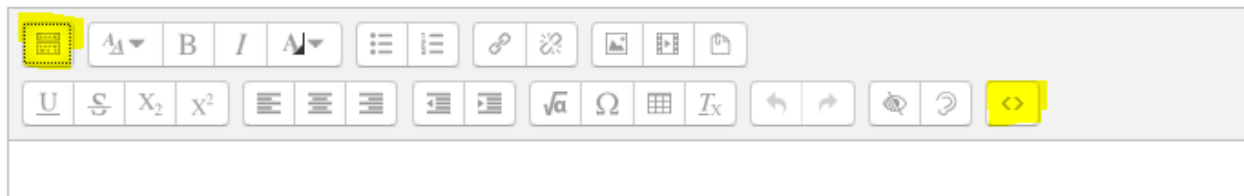
## Embedding Yammer into Moodle

Select the group

On the right side of Yammer, choose "Embed the feed in your site"

Copy the embed code

In your Moodle class add a label



Paste in you embed code and save.