## Arrive Ready to Study

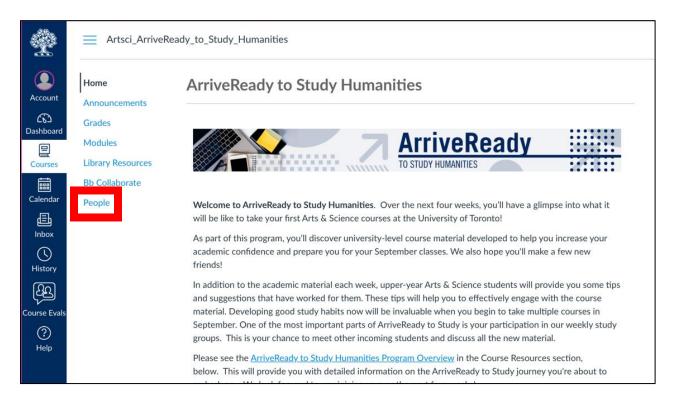
## Posting an Announcement to your Study Group

Once you have emailed us your Zoom meeting link, create an announcement on your Quercus Study Group homepage. Here's how you can access and post an announcement:

- 1. Go to <u>Quercus</u>, U of T's online learning platform.
- 2. Log in using your JOINid or UTORid and password.

3. You should be able to access your **Arrive Ready to Study** course on your Quercus Dashboard.

4. Once you are logged in to Quercus and in your Arrive Ready to Study Course, click on "People" on the left-hand side.



5. Click the "Groups" tab.

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Account	Home			
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Calendar	People			

6. Find your study group by searching for the study group name provided in your email (e.g. Tuesday, 12:01 am (EST) 1). *Your group will have an unlocked icon, instead of a locked one.* 

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Everyone Groups			
Search Groups or People			
Thursday 4:00 pm (EST) 1 Study Groups	7 students	A	
Thursday 4:00 pm (EST) 2 Study Groups	7 students	£	
Thursday 8:00 pm (EST) 1 Study Groups	9 students	£	
Thursday 12:00 pm (EST) 1 Study Groups	9 students	£	
Thursday 12:00 pm (EST) 2 Study Groups	8 students	£	
Tuesday 4:00 pm (EST) 1 Study Groups	8 students	£	

7. Once you are on your study group home page, you can add an announcement by clicking **Announcements** on the left column or **+ Announcement** on the right column.

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	Announcements	No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private	+ Announcement		
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8. Click on the "+ Announcement" in the top right corner.



9. Now you can write your announcement!

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- Introduce yourself and welcome everyone to your study group.
- Inform members of your first study group meeting time.
- Provide the Zoom invitation with meeting link, meeting ID & password. If you have not yet set up your Zoom meetings, follow the steps to <u>Setting up a Study</u> <u>Group Meeting in Zoom</u>.
- Click Save.

- 10. Congratulations: you have created your first announcement!
- 11. Please post a reminder of your first meeting **one day in advance** of the meeting. Be sure to include any points of discussion or questions you would like your members to think about in advance.

Thank you for being an Arrive Ready Study Group Leader! If you have any questions or concerns, please email us at <u>arriveready@utoronto.ca.</u>