Instructions for the Project BEST Google Group and Site

For questions, problems, or concerns contact Sarah Sweeney at sweeneys@musc.edu

Three easy steps (see details below):
Step 1: Establish a Google account.
Step 2: Become a member of the Project BEST Google Group
Step 3: Become a member of the Project BEST Google Site.

Step 1: Establishing a Google account

Using your computer’s web browser (e.g., Internet Explorer, Firefox, Safari) go to the main Google homepage at www.google.com.

Move the arrow cursor to the very upper right corner of the Google home page and click on “Sign In”. The Sign In page will appear.

To create your Google account, on the bottom right side of the page, click “Create an Account Now”. The account information page will appear.

Complete the information in the boxes. Enter the email address you gave us to register for Project BEST into the email box.

Pick a password that you will use with your Google account. It can be anything, but it has to be a minimum of 8 characters.

The weird shaped word that requires you to type in the box below is to keep spammers from establishing many computer generated accounts. Type these characters into the designated box.

Complete the rest of the information. Click on “I accept. Create My Account”.

Google then will send you an email to ask you to confirm that you really want to create an account. This step is to prevent someone else from establishing an account with your email address. When you receive this confirmation email, click on the link in the email to verify your Google account. You now have a Google account.

Some Tips

1. Remember, make sure the email address you used to establish the Google account is your regular email address, the one we use to send you info about Project BEST.
2. When you sign-in to Google, make sure you use your regular email address to sign-in along with your Google password. That way you will be able to go to the Project BEST Site since it is that email address that is a member of the Project BEST Site. If you want, you can click a box in the sign-in area to have your computer “remember” your Google login information.

Step 2: Becoming a member of the Project BEST Google Group

- We will sign you up for the Project BEST Group using the email address you gave us in your online registration. Google will then send you an email asking you to confirm that you want to be part of the Project BEST group. Please make sure you have this email address as part of your Google account profile and have signed in to Google using this email address.
- The email will ask you to click on a link to confirm that you want to participate in the Project BEST Group. Click on the link and follow the directions. You are now a member of the Project BEST Group.
- Congratulations! You can now go join in the discussions and easily send emails to your Project BEST colleagues.

Step 3: Becoming a member of the Project BEST Google Site:

- We will sign you up for the Project BEST Google Site. You will receive an email inviting you to the site. Click on the link and it should bring you to the site: https://sites.google.com/site/projectbestsc/home. You are now a member!
- Congratulations! Check out the web site: you can download resources, read materials on-line, and directly correspond with your Project BEST colleagues.
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How to Navigate the Google Site:

- **Links to Resources:** when you view the home screen, you will see that there are several links available. Click on the icon to take you to the site.

- **Emails to the Project BEST group:** Click on “Go Now” under the page titled Email Discussion (this will provide you with instructions for sending emails via the Google group; OR Click under Email Discussion where it says, “click here” - this will bring up an email template that is ready to be filled out and sent.

- **Assessments:** Assessments have own page titled “Assessments.” Click the icon and it will bring you to a page where you may find the Pre, Follow-up and Post assessments to download. There are also instructions about when to administer these assessments and how to turn them in to your site coordinator.

- **Resources:** Click on the icon under “Resources.” This takes you to a page that includes helpful handouts, recommended books, articles, reports, PowerPoints, and other website resources. These have been organized into categories. You may download the linked resources from this page.

- **Files:** At the top of the page, click on the link to “Files.” This takes you to a page where all uploaded files are listed alphabetically. The Files page contains all documents uploaded to the site.

- **Pre-Work Activities:** The page titled “Pre-Work Activities” contains instructions and links to all the surveys and documents that you will need to complete prior to the first learning session. Click on the icon under the Pre-work Activities on the home page to be directed to this page. From there you can download and gain access to all of the Project BEST requirements.

- **Calendar:** The Project BEST Google calendar contains important dates such as registration deadlines, dates for the Learning Sessions, call schedules, and project completion deadlines. There will be links to each individual call groups’ own calendar at the bottom of the page.
  - There is also a countdown on the left side bar of important project-related dates.

- **Conference Calls:** This contains call-in instructions as well as the schedule of calls.

- **Metrics:** These will be updated weekly and monthly with the active links to connect you to the surveys. You will also be receiving reminder emails about these surveys.

- **Contact Project BEST Faculty:** This page has the email addresses of the entire Faculty along with a link to the MUSC Project BEST website.

**Quick Tip:** You can also use the left sidebar to access most of these pages.

**Final Checklist:**
- Have you established a Google account?
- Have you become a member of the Google Group?
- Have you become a member of the Google Site?