HOW TO SEND AN INVITATION TO HAVE A CLASS STUDY GROUP

Would you like to meet with classmates to have a study session? There is a way to set this up.

1. Log into Anoka-Ramsey Community College Web Page

2. From there follow the Current Students D2L BrightSpace tab.

3. Click on Sign on with Star ID
4. Enter Your Start ID and Password and click Sign on

5. Choose the course that you would like to set up a study group for from My Courses.
6. Once you are in your course click on the Communications tab then Click on Classlist

7. Here you will see the list of students in your class and section. Click on the Students tab.
8. From here you can select all students by clicking the top left corner square, or you can select the students you would like to contact by clicking the square next to each student's name.
9. Once you have selected the students you would like to contact, click email.

10. A new window will open
11. In this window, you need to add your email address to the TO: line. Then add Study Group Invite to the Subject line.
12. Compose the body of your email to let your classmates know that you would like to set up a Zoom study group. At this point you can either send out an email asking if anyone is interested in a study group and find out who, and when they are available; Or You could set up a Zoom meeting at the time that you would like to meet and send the email body with the following:
   a. Include the class and section of the study group
   b. Include the date and time you would like to meet (you could set it up as recurring the same day and time each week)
   c. Include the link/invite to the zoom room (directions on how to create a zoom room are below.)
13. You can even upload files of the homework or section that you want to work on during the study session.

14. On the day and time of the meeting, open your zoom room and enjoy your study group.

**ZOOM INFORMATION**

All Anoka-Ramsey Community College students have a zoom account.

Go to https://minnstate.zoom.us/

When logging into you zoom account you use your Star ID and Password.

For Zoom Video Tutorials click this link, FIND THE TUTORIAL ON SCHEDULING A MEETING WITH ZOOM