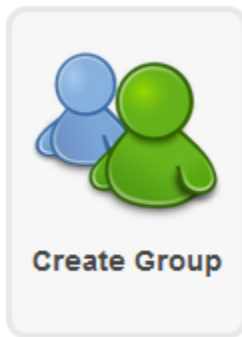


NJVID: Messaging Student E-IDs to Create Groups

1. Obtain a list of your student e-IDs in a .csv or Excel file; open it.
2. In the next column over to the right of the student's e-ID, type out the e-ID with @jmu.edu attached to it, then click return. For example:
 - a. gainedsj@jmu.edu
3. Begin entering the next e-ID in the next line down. Excel should automatically fill the rest of the cell with the e-ID and @jmu.edu tacked on to it, and will do so all the way down the column until it reaches a break in data.
 - a. Details on this feature, called Flash Fill, can be found on [Microsoft's support site](#).
4. From here, navigate in your web browser to NJVid, log in, and go to the Admin Dashboard. One of the options available to you should be 'Create Group'. Click on that!



5. Enter a name for your group.
6. Under 'Select group type,' the option of 'User based' should be selected by default. Using the space provided, copy the list of student e-IDs with @jmu.edu attached and paste them here.

Select group type

User based

ainsliam@jmu.edu
austi2ta@jmu.edu
banksee@jmu.edu
berryks@jmu.edu
brown7hm@jmu.edu
clayaj@jmu.edu
cook2kt@jmu.edu

7. Click '**Submit.**'
8. Now navigate to Media and access the Sharing settings for the video you would like to share. In the space under 'Share with Groups' begin entering in the name of the group you would like to share your media with, and select it from the choice(s) provided.

Share (harrison2114-20170912140138) ×

Private
Viewing access is permitted to only owners of this resource and administrators

Share with Users
Share resource with specific users. Note: Media resources shared with instructors can be used by them to upload it into their LMS courses.

Share with Groups
Share resource with specific groups. Note: resource shared with instructors can be used by them to upload it into their LMS courses.

Public
Viewing access is only permitted to members of your Institution

9. Now **Save** the share setting. Your class should all be able to access this video now!