

Groups

Groups are a great way to collaborate, network, exchange ideas, organize meetings and share files amongst other members of your team or other Tutela Members. Tutela offers both Public and Private groups. Public groups can be accessed by any Tutela user whereas Private groups require approval to join.


Searching for Groups

1. Click on Groups in the Tutela Main Menu. It is the 3rd option



2. On the Groups homepage, you will see a full list of all the groups available. They are sorted in alphabetical order. Public groups are on the left column where the Private groups are on the right column.


Public Groups




ADMINISTRATIVE ASSISTANTS
Created by [Priscilla Lee](#)

To share information, discuss the best tracking system for students movements, progress and statistics.

[Recent conversations](#)


Collecting Client Information for CIC regarding eligibility to programming
 [Rebecca Siebert rebsie@wtc.mb.ca](#) started a new discussion


Private Groups





A and O Entry Program Volunteers
Created by [Maureen Keelan](#)

This group is for all A & O Entry program volunteers and staff to share ideas, get questions answered and share important information.

 **5**
Members

 **2**
Forum Topics

 **3**
Events

 **0**
Job Postings


3. Enter a topic of interest in the group search bar found above the Public Groups heading.

Type a topic here, e.g. PBLA

Search


Only the group title & description are used for search results

Public Groups



ADMINISTRATIVE

Private Groups



A and O Entry Program

4. Click on the Search button found on the right of the Search Bar.

Stage 2, Joining Groups in Tutela

5. Notice how the groups list is now filtered based on the topic you entered.

Public Groups

**PBLA Lead Teachers in Ottawa**
Created by Catherine Hodgins

This is a group to exchange and share PBLA information, resources and tips.

Recent conversations


PBLA Forms now available through Tutela

 **Nelson Ko** started a new discussion
Good day everyone, Here is a direct link to access the PLBA Forms allowing you to fill out your st...


PBLA in New Brunswick


 **Angela MacMichael** started a new discussion
Hi All, I am one of the lead teachers trying out PBLA in New Brunswick. I began in September 2011...


Private Groups


**PBLA - Administrators**
Created by Joanne Pettis


This is a private group for administrators and coordinators of adult ESL programs implementing PBLA. This is a private forum for asking questions, sharing ideas, raising issues and brainstorming solutions. PBLA updates will be posted here.

 **95**
Members

 **0**
Forum Topics

 **0**
Events

 **0**
Job Postings

**PBLA - Lead Teachers**
Created by Joanne Pettis

This is a private group to support PBLA Lead Teachers nationally. We will share ideas, explore emerging concerns, discuss challenges and brainstorm solutions. We will celebrate successes, network and be part of a community of professional practice

Joining a Public Group

1. Click on the Title of any public group that you want to join.
2. Click on the Join Group button found near the top of the Group Homepage.

Join Group

Joining a Private Group

1. Click on the Title of any private group that you want to join.
2. Click on the Request to Join Group button found near the top of the Group Homepage.

Request to Join Group

3. Once your request is approved, you will receive an e-mail confirming your access to the private group.