



Minnesota Stroke Registry Data and QI Interest Groups: Google Group Instructions

The Minnesota Stroke Registry (MSR) developed the MSR Data and MSR Quality Improvement (QI) Google Groups to easily allow MSR hospitals to communicate amongst themselves, post questions and receive answers, and make suggestions to improve MSR support services. To become a member of the Minnesota Stroke Registry Data or QI Interest Groups, please contact Mr. Jacob Zdon at jacob.zdon@state.mn.us for an invitation to the Data group or contact Ms. Lisa Calhoun at lisa.calhoun@state.mn.us for an invitation to the QI group. In addition to receiving an invitation, it is required to create a Google Account to be a member. This document describes how to create a Google Account and participate in the groups.

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Creating a Google Account

1. An invitation to join the group will be sent to your email account. Go to this email message, and click the link indicated for accepting the invitation.
2. From the web-page select "Sign in to Google Groups."
3. Select the "Create an account" button. If you use Gmail for personal email, do **not** sign in to the Google account with your Gmail address unless you want all email from the MSR interest group to be sent to your personal Gmail account.
4. Follow the instructions on the Create an Account page.
 - Enter the email address to which you would like to receive communication with the MSR interest group.
 - Enter a Nickname. This name will appear to all members of the group.
 - Deselect the options by un-checking the boxes (if desired).
 - Once you submit the information successfully, a confirmation message will appear.
2. Before you can fully participate in the Google group, you must verify your new Google account. Go to your email inbox, open the Google Email Verification email notice, and click on the indicated link. A confirmation message for account activation will appear.
5. Welcome to the interest group! You are now free to participate. The next time you sign into the Google group you will be able to post items to the discussion board and edit your account settings.
6. To edit your account settings log in to the Google group and click on "Edit my membership" below the main menu (right). This option lets you choose how frequently you receive email from the group.

Note: Registering for a Google account does **not** automatically give you a Google e-mail account (known as a Gmail account).

Note: If you already have joined one of the MSR groups, you do not need to create a second account to join the other Google group. See [Navigating Between Groups](#) for details.

Navigating Between Groups

- If you are a member of both the Data and QI interest groups, you may want to navigate between them.
- Once you have logged in to one of the groups, go to “My Groups” on the menu at the top-right of the screen. A new page will open that displays all Google groups of which you are a member. From the “My groups” box you can go any group’s home page by clicking on the group name.

How to Start or Respond to a Discussion

Discussions are a way for you and your Minnesota Stroke Registry (MSR) colleagues to present or discuss topics relevant to data abstraction and data quality issues. You can either start a discussion on your own or, if you would like to remain anonymous, you can email your discussion topic to the group owner (Jacob Zdon for the Data Group; Lisa Calhoun for the QI Group) and the group owner will post it. Below are instructions for starting a discussion and replying to a discussion topic. Please note that these instructions describe one of several ways to perform these actions.

In your discussion content please remember to abide by patient privacy policies including HIPAA. If it appears that a message contains information that might compromise patient confidentiality, the group owner will edit the message in a way that excludes such information.

Starting a Discussion

1. Log in to the MSR Data or QI Google Group. (For the Data Group go to <http://groups.google.com/group/minnesota-stroke-registry-data?hl=en>. For the QI Group go to <http://groups.google.com/group/minnesota-stroke-registry---qi?lnk=srg>)
2. From the main menu click "Discussions" (on the right).
3. On the Discussions web-page, click on the "+ New post" button.
4. Enter a subject and the content of your post in the Subject field and Message box.
 - Please keep your Subject heading as concise as possible!
5. When you have finished typing, select the "Post message" button at the bottom of the page.
 - There must be a Subject heading and text in the Message box in order to post the message successfully!
6. You have started a new discussion! View it by selecting "Discussions" from the main menu (on the right) and then by selecting your discussion subject under the Topic list.

Replying to a Discussion Topic

Replying to a discussion topic begins a conversation. You can reply to a discussion topic using your regular email account or by using the Discussion features within the Google group. The Discussion features of the Google group allow you to view the entire conversation about a topic and provide more communication options than regular email.

- Replying by email
 1. To reply to a discussion by email just reply to the post sent by the MSR data group as you would to a regular email.
 2. Your reply will automatically be posted to the Google group discussion board under the specific Topic to which you replied. It will be visible to all members of the group.

- Replying using the Google group Discussion features
 1. Log in to the Google group. From the main menu click "Discussions" (on the right).
 2. A list of Discussion topics will appear under "Topic." Click on the Topic you would like to discuss.
 3. All responses to the Topic will appear in the order in which they were posted. If you are the first person to respond to the discussion topic, only the original discussion message will appear. If there are multiple messages, some might be responses to someone else's reply and not to the original message. In order to see exactly what message someone is replying to, click on the "Show quoted text" option in the message box of interest.
 4. You have a few options for participation in the discussion.
 - a. "Reply" posts a response that everyone can see. If possible, please use this option. When you are finished typing your response, click "Send" to post your message. The response will be sent to members of the group. (This also can be done using regular email as described above.)
 - b. "Reply to Author" sends a message as an email to the person who created the message in the message box, **not the person who started the discussion**. Please limit your use of this option so that the members of the group can learn and benefit from the responses.
 - c. "Forward" gives you the option to email the contents of a specific message box to anyone including yourself. The email recipient does not need to be a member of the group.
 - d. The "Discard" button cancels your response.

Deleting Your Google Account

If you would like to delete your Google account, here are the directions:

1. Go to the Google Accounts login home page: www.google.com/accounts/login
2. Enter in the email address and password you used to create the account.
3. At the Google Account home page click on the "Edit" link next to "My Products."
4. A new page will appear and click on "Close account and delete all services and info associated with it."
5. Another page will appear and follow the directions for deleting your account by checking all of the check boxes.
6. Then, click on "Delete Google Account."
7. A page should appear confirming your account deletion.

Please contact Mr. Jacob Zdon at jacob.zdon@state.mn.us about questions regarding the Data group and Ms. Lisa Calhoun at lisa.calhoun@state.mn.us about questions regarding the QI group. Over-the-phone tutorials are available upon request.