An online course for the public health workforce.
Information on signing up for this course is located at the end of this document.

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How to Create and Lead a Group

The course material is designed around group participation — primarily through group discussions on specific topics and the results of activities in the units. **Sample screens are provided as visual guides.**

Plan a Group

Before you begin, gather colleagues from your organization who are interested in taking the "Roots of Health Inequity" course. Consider including colleagues who work in different parts of your organization with different experiences in addressing health equity and learning about the root causes. With this type of diversity, your group discussions may reveal surprising insights.

Select the Group Leader

This person will serve as a central contact and administrator for the group. Group leader responsibilities include:

- Creating the group
- Selecting the units, activities, and discussion prompts for your group
- Establishing a calendar with schedule, goals, meetings
- Inviting others to join the group
- Posting bulletin board updates and announcements
- Encouraging and monitoring online discussions

HINT: Leaders may want to look over the course units before starting their group to get a sense of the course topics, interactive presentations and depth of content. This will help the leader allocate time and create a schedule that meets the needs of the group. To do this, join the "General Group" and look for the unit titles under "Units."

Create a Group

The person designated to be the group leader must create the group. Once members have joined the group, the leader can give administrative access to others. **Follow these steps to create a group. See sample screens for visual guidance.**

1. Log in to the "Roots of Health Inequity."

2. On your dashboard page, click on the "Create a Group" link under the heading "My Actions."

3. The next screen provides fields for a group name, description, affiliation, address and privacy options. The options for privacy are as follows:

- **List in groups directory** allows all members of the "Roots" Community to see this group name. Choose this if you want others to join your group without an invitation.
- **Open** means that membership requests are accepted immediately.
- **Invitation Only** means that membership requests must be approved by the group leader

4. The units are copied into your group. This may take several minutes to complete.
5. The group is ready for you to invite members, create a calendar, a bulletin board post or discussion.

NOTE: Once your group is populated with members, discussions, calendar events and bulletin board posts, the page will look like the current "General Group" page. (See Sample Screen # 8).

Invite Others to Join

Members of your group can use the "Invite Members" link located under "Actions" on the group page to send an email to one or more people inviting them to join the group. The email includes a direct link to your group, as well as space for a personal note *(See Sample Screens # 6&7).*

Establish a Strategy for Completion

The group leader can use tools in the "Roots" Community to post goals, target dates, meetings and an overall schedule. The bulletin board can be used to make announcements and direct group members to specific areas of the course for discussion. The calendar is useful for posting a long-term schedule, as well as specific events like meetings or conference calls. The discussion area is where conversations can take place outside of the individual units. These are good for general topics and discussing the course as a whole. The group leader can also email all the members of their group to send them reminders or notify them of upcoming meetings.

Begin the Course

The units for the course are located on the upper right portion of the group page under the title "Units." Members can access the course at any time, once they are in a group. The units can be studied in any order. As a team, the group should determine which units they want to study first. Note that Continuing Education is available in "Unit 1: Where Do We Start?".

Take the Course as an Individual

If you want to take the course with others, but are not able to form a group from your organization, join the "General Group." You will see the comments from other members and you can engage in their discussions, activities, and bulletin board posts. Access the course units from the group page under the heading "Units." Take this course as a solitary individual by creating a private, closed group. Comments and postings from other members will not appear in this type of group.

Sample #1: Log In to the "Roots of Health Inequity" Online Course

Find the log in page here: http://members.rootsofhealthinequity.org/

ROOTS of HEALTH INEQUITY
A Web-Based Course for the Public Health Workforce

Log in | Request new password

Welcome, please log in.

"The Roots of Health Inequity" is an online course for the public health workforce.

This course contains five units that present different aspects of social justice as it relates to public health. Each unit provides an in-depth look at a specific topic by using interactive maps and timelines, slideshows, resource libraries, videos and interviews with practitioners.

Use your NACCHO login and password.*

E-mail

Enter your e-mail address.

Password

Enter the password that accompanies your e-mail.

Log in

*If you don't have a login and password, register at the NACCHO website. Anyone can register and take this "Roots" online course.

QUICK START FOR NEW USERS

This course is organized around learning groups. You must be a member of at least one group to access course units. Links to the units are available from a group page. Follow these steps to get started:

(1) Log in.
(2) On your dashboard, click "Join a Group Now" or "Create a Group".
(3) On the group page, click a title under "Units" to begin the course.

Help Guides

Download these visual help guides to learn how to use this online course.

Main Features of this Course
Create & Lead a Group
Take the Course Without a Group
Navigating the Units
Index of Course Units
Frequently Asked Questions (FAQs)

About the Course

Learn more about the course here.

Technical Requirements
Continuing Education
About This Project
Contact NACCHO
Preview The Course

Sample #2: Create a Group from Your Dashboard

Sample #3: Fill Out the Form

NACCHO

LOGOUT | About This Project | FAQs | Help | Contact

ROOTS of **HEALTH INEQUITY**

Welcome **Average Joe,**

Average Joe's Dashboard

MY DASHBOARD
[+] Report a Problem

My Dashboard » Create content » Create Group

Create Group

Name *

Affiliation
– None –

Location name

e.g. a place of business, venue, meeting point

Street

City

Additional

State/Province

Postal code

PRIVACY OPTIONS

Groups are private. Comments, discussions and bulletin board posts are available only to group members. However, allowing other members of the "Roots" Community to join your group could affect the feeling of privacy and the willingness to share ideas.

☑ **List in groups directory**

Allows all members of the "Roots" Community to see this group name. Choose this if you want others to join your group without an invitation.

Membership requests *

⦿ **Open:** Membership requests are accepted immediately.

◯ **Invitation Only:** Membership requests must be approved by the Group Leader.

Group Description

This is optional. If your group is "open", consider describing your organization, the type of people involved in this group, as well as your goals for taking this course.

Sample #4: The Course Units Copy to Your New Group

The group in this sample is called "Test Group" your group can have any title you choose.

Sample #5: Your New Group is Ready

Sample #6: Invite Others to Join Your Group

Send invitation

Email addresses or usernames

Enter up to *10* email addresses or usernames. Separate multiple addresses by commas or new lines. Each person will receive an invitation message from you.

Your invitation will have the following text and include links to your group and this course.

Email Subject Title: Join Me at the "Roots of Health Inequity" Online Course

Email Message:
Please join me in taking NACCHO's "Roots of Health Inequity" online course to study social justice as it relates to public health. The course is made up of five units that provide an in-depth look at specific topics using interactive maps and timelines, slideshows, resource libraries, video presentations, and interviews with practitioners.

The course material is designed around group participation, and I'd like you to be a member of my learning group called Test Group. To join this group, go to http://www.rootsofhealthinequity.org/groups/test-group.

Log in with your NACCHO email and password. If you do not have one, first register at the main NACCHO website.

[*** Your Personal Message Goes Here ***]

I look forward to working with you.

Learn more about this course at http://www.rootsofhealthinequity.org/

Personal message

Format | **B** *I* <u>U</u>

Optional. Enter a message which will become part of the invitation email.

Switch to plain text editor | **Send invitation**

Sample #7: Sample Invitation Sent by Email

ROOTS *of* **HEALTH INEQUITY** | A Web-Based Course for the Public Health Workforce

Greetings!

Please join me in taking NACCHO's "Roots of Health Inequity" online course to study social justice as it relates to public health. The course is made up of five units that provide an in-depth look at specific topics using interactive maps and timelines, slideshows, resource libraries, video presentations, and interviews with practitioners.

The course material is designed around group participation, and I'd like you to be a member of my learning group called Test Group. To join this group, go to http://members.rootsofhealthinequity.org/og/subscribe/10823.

Log in with your NACCHO email and password. If you do not have one, first register at the main NACCHO website.

I've looked at the units in this course and I think we will learn a lot and have some interesting discussions. Let's get started in about two weeks.

I look forward to working with you.

Learn more about this course at http://www.rootsofhealthinequity.org/

A Web-Based Course for the Public Health Workforce
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ROOTS *of* **HEALTH INEQUITY**

This is where your personal note appears

Sample #8: Example of an Active Group Page (General Group)

ROOTS *of* **HEALTH INEQUITY**

MY DASHBOARD

Welcome **Average Joe**,
You are working in **General Group**

ROOTS Community

Group Overview | Units | Discussions | Bulletin Board | Calendar

My Dashboard » General Group

General Group

Group Managers

admin

Andrew Martin

Group Members

abarna@bedhd.org
abby.charles@gmai...
admin
agkefalas@charter...
Allison Wolf (Online)
Andrew Elligers
Andrew Martin
Average Joe (Online)
awarlen@indepmo.org
denise.payton@kct...
dogondoutchi@aol.com
frances.varela@sp...
hughesbd@dhec.sc.gov
Julianne_Price@do...
khy8@cdc.gov
kodegaard@wisc.edu
kristen.westfall@...
kristin.dixon@ful...
Lou Kinard
lscottokerblom@co...
Michael Coletta
Mikhaila Richards
ngozi.oleru@kingc...
Richard Hofrichter
schafer.l@ghc.org
Simon Simple
susan.triggs@vdh....
Tim Songer
ushah@hcphes.org
vqp7@cdc.gov (Online)

Group Description:
Join the General Group if you want to take the course with others, but do not have a pre-arranged set of co-workers, colleagues or friends ready to take the course with you. Note that you must be a member of at least one group to access the educational content in the course units.

Recent Group Activity

Unit 1: Where Do We Start?: Discussion: Envision New Possibilities
10/29/2011 02:56 PM
I have found, from experience, that most forums are made up of the leaders of the local community. Many of the committees that I am on do not have representation from the underserved in our community. Living in a small,...

Unit 1: Where Do We Start?: Discussion: Envision New Possibilities
10/29/2011 02:51 PM
I agree with the responses related to the fact that senior leaders will have to be fully on board to address health inequities. There needs to be specific definitions in order for everyone to truely understand the problems...

Unit 3: Public Health History: Discussion: Thoughts About the Examples
09/22/2011 04:48 PM
It is amazing how strong the linkage is between social justice and positive health outcomes. It seems so silly to think that we can continue to let people be paid unfare wages and subsequenlty eat unhealthily, live in poor...

Unit 3: Public Health History: Discussion: Thoughts About the Examples
09/22/2011 02:32 PM
I was surprised by the info about the documentary about loving everyone.

Unit 3: Public Health History: Discussion: Thoughts About the Examples
09/15/2011 12:59 PM
The House We Live In was interesting...

Recent Bulletin Board Posts

Be sure to see the "How Class Works" video new	**Average Joe** *57 sec* ago

Recent Discussions

What do our testers think about this course? 2 replies	**Lou Kinard** *6 weeks 28 min* ago

Units

Below are the five units of this course. Click on a title to enter that unit.

Unit 1: Where Do We Start?
Unit 2: Perspectives on Framing
Unit 3: Public Health History
Unit 4: Root Causes
Unit 5: Social Justice

My Actions

Click on the links below to take the action described.

My Membership
Create Discussion
Create Bulletin Board Post
Invite Members

Upcoming Events

For a complete calendar click on "See All Events."

Kickoff Meeting
11/04/2011 11:30 AM
Conference Call
11/07/2011 02:00 AM
See All Events

Search

Find specific content in the units and group with this keyword search.

Search group

Tips and Tools for Facilitating Dialogue about Social Justice

The goal of your work in this course is to co-create knowledge in a respectful and engaging community. To meet this goal, you are asked to initiate and participate in challenging — but ultimately rewarding — dialogue about power, privilege, and social injustice.

You and your group will benefit the most from this experience by establishing and maintaining a safe and constructive space for dialogue. NACCHO has compiled a few tips and tools about group facilitation that may help you establish an equitable, effective, and comfortable group.

Negotiate common safe space.

Create a nonjudgmental space for challenging discussions by establishing "ground rules." Review your group's ground rules often and remind group members who violate them. Discussion comments will be flagged and possibly deleted if your group members consider them offensive or disrespectful.

Acknowledge the challenges.

This course explores unjust systems and ways of thinking that have taken hundreds of years to construct. Because these systems are entrenched, commiseration about the painfulness and pervasiveness of oppression is a natural and important part of dialogue about power, privilege and social injustice. However, as part of this community, you are asked to directly confront the structural injustices influencing your life and work, and become personally responsible for problem-solving. Even as you recognize the importance of this work, you may find the process difficult. Consider that your participation in this course is one step in a long and intensive journey towards social justice.

Notice how power and privilege work in your group discussions.

Acknowledge and address how power and privilege are being exercised in your group, particularly as your group establishes and revisits group norms. For example, in a common experience during discussions about power, privilege, and social injustice, people belonging to historically marginalized communities are often asked by people belonging to privileged groups to share experiences and knowledge, without a mutual exchange. In this way, knowledge and painful experiences are "harvested" to educate the privileged, even as those who share them have little opportunity to influence group norms, values, processes, or outcomes. This dynamic can undermine trust and foster resentment. At an institutional level, this dynamic is one NACCHO hopes to address through your participation in this learning collaborative.

Review and reflect on a few background resources.

As you form a group and establish group norms, NACCHO strongly recommends reviewing and reflecting on the resources below. Each resource describes an approach to facilitating tough conversations and includes helpful examples of issues you may encounter during dialogue about power, privilege, and social injustice.

• Doak Bloss, "Initiating Social Justice Action through Dialogue in a Local Health Department: The Ingham County Experience" In Tackling Health Inequities Through Public Health Practice: Theory to Action, Richard Hofrichter and Rajiv Bhatia, eds. New York, NY: Oxford University Press, 2010.

- Maurianne Adams, Lee Anne Bell, and Pat Griffin. Teaching for Diversity and Social Justice. New York, NY: Routledge, 1997.
- R. Brian Stanfield. The Art of Focused Conversation: 100 Ways to Access Group Wisdom in the Workplace. Gabriola Island, BC: New Society Publishers, 2000.
- Sheri Lyn Schmidt and Stephen J. Dunn. Talking About Race Facilitation Guide. College Station, TX: Texas A&M University, 1994.
- Nina Wallerstein and Elsa Auerbach. Problem Posing at Work: Popular Educator's Guide. Edmonton, AB: Grassroots Press, 2004.

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Sign Up for the "Roots of Health Inequity" Online Course

Signing up for the "Roots of Health Inequity" online course is easy. There is no fee and you can get started at any time. Just go to http://members.rootsofhealthinequity.org and log in with your current NACCHO email and password.

If you are not registered at NACCHO, then go to http://www.naccho.org/ and sign up there. When your registration is complete, use the same email and password to log into the "Roots of Health Inequity" course.

Once you log in, you will see your "Dashboard" with personal information. From here you can join a group or create a group. **You must be a member of at least one group to access the educational content in the course units.**

For quick access to the course units, join the "General Group." On the group page you will see the titles of each unit under the heading "Units." Click on one of these to see that unit.