

Gaggle 101 User Guide

Home Tab

The Home tab is the first page displayed upon login. Here you will see customized windows or widgets. Once set, the widgets can be accessed directly by clicking on them from this page.

- The Widgets can be customized by selecting the Edit Tabs link in the top right hand corner
- Customize for your personal preference by clicking, dragging and dropping your widgets to the desired position.

Inbox Tab

- Translates over 40 different languages to and from English - benefits ESL students and families
- Auditory Feedback System – benefits auditory learners, ESL students, students who learn better having instructions read aloud to them
- Right click on a received message to show options
- Click on Compose Message to open a new tab – Click the To: button to access contacts, groups, built in groups, and the directory – select user to send a message
- Options allow users the ability to create messages and schedule them to be sent at a later date and time.
- When the word “attach” is used in the subject line or body of a message and there is no attachment, a reminder to submit attachment is given.
- Student emails are filtered when sending mail with the following filters: blocked word list, domain list, and anti-pornography scanner

My Account

The “My Account” link is located in the top right hand corner and allows you to set your personal options. Depending on the access level, different settings can be changed. These options include, but are not limited to, user name, full name, and password.

- Basic Tab - password change, storage amount, forwarding email options, registration of cell phone
- Advanced Tab – set parameters for Gaggle Applications here
- Create Signature - has html tool bar and can create up to 7 lines
- Create Auto reply - has html tool bar and can type 1500 characters
- Create Routing Rule - rule can be created to allow all incoming homework to be directed to folder
- Click on the “More Settings” button to view and edit Gaggle Application

Gaggle’s Left Panel

The left panel provides the location of Gaggle’s different features. The menu options include: Mail, My Classes, Applications, Portal Links, and Admin. Depending on your access level in Gaggle, the admin menu may show as student admin, school admin, or district admin.

Student, School or District Admin

The admin menu will display administrative access rights depending on access level in Gaggle. Access rights are found under Functions and Community. A school master or school administrator will have additional access rights under the Functions listing and access rights under Administer and Community. All access levels will have access to the Help section.

Functions:

This section is designed to assist at both the administrative and teacher access level. All access levels will be able to utilize various functions in some capacity.

User Search *also the F8 key*

- Enhanced School Teachers and School Admin/Masters will search their school only.
- Enter any criteria that is available

Add User (this may be an automated process or handled at the district level)

- Mass Import: Utilize when adding multiple users
- Create User Keys: Not recommended for students
- Add Single User: Make sure the administrator and access level are correct

User List

- Similar to the user search, Enhanced School Teachers and School Admin/Masters will see all users in their school.
- When searching for a user from the User List; always use sort (View all users) or by using the Search Users box.
- Right click on any user with a lower access level to access individual user data or drill into the account (mail folders appear in the left Mail panel).
- Select multiple users by checking the box at the left of the user name.
- Creating User Groups and/or Classes is important for teachers and will be a great time saver as you continue to use Gaggle. Groups or classes can be created for email and when utilizing various Gaggle applications.
 - These lists are universal across the school
 - Names of classes and groups should be very specific so they are easy to identify by all users
- IM Monitor will allow user to see IM conversations taking place. Sort the User List to have a specific class or group displayed in the IM Monitor screen.

Mass Delete Mail/Mass Recover Mail

- This function is available at the School Administrator access level and higher.
- A total count of emails found will be given before the delete or recover runs.

Administer:

This section is not covered in detail in Gaggle 101, however the information provided here will support anyone in the administrator role.

District Setup

Any user set as a District Master or District Administrator will have access to all of the district wide settings AND individual school settings.

District Controls -The District Controls allow a district to set maximum levels for various Gaggle tools and options. This will not necessarily change settings at every school; rather it creates a ceiling for settings that individual schools cannot override.

Access Levels

District Master -This access level is the highest in a district and enables the user to control multiple schools. They can allocate their subscription accounts to schools, create users, edit school and user settings, reset passwords, monitor mail, etc. Only a Gaggle representative can create the first user in a district with this access level. Please contact Gaggle Customer Service if an account at this level is needed.

District Administrator -This access level has the same privileges as the District Master but can be edited by the District Master. A District Administrator account can be limited to accessing only a specific subset of schools using the Group List feature.

School Setup

Users set as a School Master or School Administrator will have access to the individual school settings. While there is no limit to the number of school masters or administrators that can be set, Gaggle recommends keeping this to a small group to minimize changes to the settings.

Access Levels

School Master -This access level is the highest in a school and is appropriate for the principal, school technology coordinator, or the teacher who initiated the Gaggle service at a particular school. It allows users to set the options for the school, create accounts, monitor mail, and control all aspects of the email accounts for its members.

School Administrator -This access level has the same privileges as the School Master but can be edited by the School Master. It is appropriate for an educator who is allowed to edit the school settings and monitor all students. For instance, a principal may give this access to the school technology coordinator or the teacher in charge of the media lab.

Basic Tab/Advanced Tab

All default settings are established on the Basic and Advanced tabs of the School Set-up Page. General settings are on the Basic tab with all of the email and application settings on the Advanced Tab.

More Settings

Blocking Rules can be found under More Settings. If your district is using Gaggle's Standard Human Monitoring Service (HMS) the Blocking Rules have already been set for you. If your district is managing blocked messages internally or subscribes to Gaggle's Premium HMS the Blocking Rules are customizable.

Usage Reports

Usage Reports can be used to obtain valuable usage data for individual users, specific schools or the entire district.

Help:

The Help section provides you with information on Gaggle Apps, quick start guides, FAQ's and some general suggestions. Links to Teacher Help, Admin Guide and Training Videos are available here.

Portal Links

Portal Links are a way to customize your interface so users can easily navigate to other sites and web-based services the school or district is utilizing. These links may be frequently used web sites that do not require login credentials or they can include login information that directs the user into the site or specific account.

- Click on existing portal link to view a site in a new tab
- To create: Go to Edit Portal Links (for School Masters and School Administrative access levels only)
- Click on Portal Link How To for specific instructions

Applications

The Applications menu provides a listing of all Gaggle Applications available to the school.

Digital Locker

The Digital Locker is an online file storage system, similar to a network drive. Within the Digital Locker, file creation and collaboration with Zoho allows for editing, sharing, searching and viewing all your documents in a filtered environment. Since any document, spreadsheet or presentation created in Zoho are stored in the Digital Locker, just as with files uploaded from your computer into the Digital Locker, these files are stored on Gaggle servers and can be accessed from anywhere there is an internet connection.

- Filter by columns: name, size, created, modified, sharing, status or blocked
- Click on “Add file” button to select a file located on the computer
- Click on “Add Folder” button next to the “Add File” button to add folder and name folder. You may drag and drop files into created folder
- To create a file using Zoho, click on New File, choose a file type, name the file and click new. The new file will be saved to the Digital Locker or available for immediate editing
- Click on “All files” button for filter options or type a file name in the white search files box
- Gaggle filters documents on upload and by each subsequent save and a notification is provide to the student’s administrator when something has been caught by the filters
- Right click on a document to: Edit, Undelete, Delete, View Version History, and Assign to Assignment Drop Box – select Assign to Assignment Drop Box
- Double click on the document for the options of editing the document using Zoho or downloading to computer
- To share a stored file, locate a document and click on the “Not Shared” link and proceed to Invite People or People with Access tab. Once you click ‘Invite & Send’ the file will be uploaded to all shared users’ digital lockers
- When providing edit access to users, you are allowing users to collaborate in real time using Zoho. For collaboration purposes, Zoho separates documents into sections so you will see color coding throughout the document during collaboration. Also note, you determine if students can share documents.
- Display the “People with access” tab to remove users from document
- Image editing capability is provided in the Digital Locker with SumoPaint and FotoFlexer

Assignment Drop Box

Gaggle's Assignment Drop Boxes allow teachers to collect assignments electronically and all in one location. A drop box can be created for each class or period with sub folders for specific assignments. All communication on the assignment can then be viewed in one location. Submissions to the drop boxes do not count towards storage limits and bypass the safety filters because students can only submit

information to their teachers. Teachers can also use Gaggle's Mark It Up feature within the Assignment Drop Box to evaluate submitted assignments and return to students, all online.

- School wide, district wide, and specified Assignment Drop Boxes that can be created
- Can sort by poster, posted, and latest reply
- To Create: Go to Admin menu, select Edit Assignment Drop Box
- You can sort tabs by Drop Box Name, Posts, Last Post, etc.
- Click the Add button to create a Assignment Drop Box
- Name new drop box, assign teacher, and select access- choose Specified Users
- Go to Specified Users tab and click on Add Non-District Users and type in email address
- Right click on created Assignment Drop Box and select "View drop box"
- Create New Assignment Folder to add specific details, due date and assignment distribution date
- Assignments created in a HWDB can be duplicated and placed in another HWDB
- Once assignments are submitted by students, right click on the submission and select Mark It Up to evaluate student's work
- Mark It Up allows for comments, feedback and grading to be done all within the document
- Evaluated student work using Mark It Up can be returned to individual students or held until all submitted assignments are evaluated

Calendar

Gaggle Calendars allow students and educators to easily create, edit, and manage their day to day events, assignments, and activities.

- Click on Create Calendar button – Name calendar and select Add users to share calendar with
- Determine viewing and editing capabilities after users are selected
- Users can see all calendars shared with them under the "My Calendars"
- Click on Add Event tab - Type in New Event and set date with a description
- Click on More Details and go to scheduling tab - Add other email addresses or select Pick other Gaggle Users to add others to the event
- Click on Manage Calendars - Go to Edit Calendars - Modify calendar
- Right click on event that has been created - Users can edit, delete, or add another event

Social Wall

The Gaggle Social Wall application is a social networking page that allows you to stay in touch with friends (teachers or students) and safely share information.

- Click on the Social Wall application
- My Profile is where you go to update your account status, add photos, and view or create groups.
- All photos can be viewed in the digital locker but do not count towards storage space
- On the left is a listing of confirmed friends and groups
- Uses of a Social Wall Group include; collaboration, class discussion, clubs, etc.
- Click on Settings to view configurations for the social wall and upload personal profile picture
- When SMS Texting is on - configuration and registration can be completed here – you can post and receive messages from your wall
- From the "Friends" link to view listing of friends – go to the "Add Friends" button to request more friends
- Click on the "Friend Requests" tab to view any outside friend requests
- Click on the "Admin" tab to view blocked posts, blocked users, group settings, and can look up users

Gaggle Tube

Gaggle Tube offers a filtered version of YouTube. Teachers can find, preview, and play videos for their students even if YouTube is blocked at the school. Educational videos and tutorials can be accessed and shared without the inappropriate content being made available.

- Gaggle scans for the description and title content as well as the video. (Note: Audio is not filtered so it is important to view the video in its entirety before sharing with students)
- For a search by an educator, any video not approved, will be highlighted in pink and will not be viewable by any access level
- Educators can request videos to be unblocked and request videos to be blocked
- The “My Videos” link provides the listing of saved videos to be viewable upon login (Note: videos must be saved in this location to upload to blog)
- Videos can be tagged and named accordingly to be listed in “My Videos”
- Educators can check the box: “Approved For Students” so that students can find video in their search
- GaggleTube videos can be shared with students via email or by embedding videos with a provided link from the Share icon
- Gaggle Community Tags can be used to identify a video with a specific subject area
- Once a YouTube account has been set up on the School Setup page, videos can be uploaded directly from GaggleTube
- Any student upload has to be approved by a Gaggle administrator

SMS Texting

Gaggle’s SMS Texting provides safe teacher-to-student mobile texting, with all incoming and outgoing text messages filtered and logged through the Gaggle SMS Gateway. Individual phone numbers are hidden with only Gaggle’s information displayed.

- Go to the Basic Tab under “My Account” to “Register Mobile Device”
- Accept Terms and Conditions
- Go to SMS Texting link
- Click on the “To:” field to view a listing of users that have registered phone
- SMS Text Messages can be created and scheduled to be sent at a later date and time
- Select name and type in message (note message will be sent via text and email)
- Go to the Mail Menu and click on SMS Thread to view texts

Blogs

Gaggle Blogs provide a forum to communicate on-line in a safe and controlled environment. Teachers can decide if access to the student blogs is restricted to just the class, school, district, or opened to the outside world. Teachers can restrict who can comment on the blogs, hide full names and email addresses, prevent pictures, and more.

- When you select the Blogs application it will open in a new window
- To create a blog click on link to go to blog controls and create a name for the blog
- Other Blog settings will be highlighted in the administrative portion
- Multiple Blogs can be created by clicking on “Create New Blog” under Blog Controls
- To create a Blog post, Click on “New Post”
- Enter the Title, determine the target, enter the blog entry
- Links to websites, images, and Gaggle Tube videos can be added to a blog
- Click on the “Comments” link to view comments and reply a comment

Discussion Boards

The Gaggle Discussion Boards are a filtered online forum where teachers can increase participation in the discussion. From content discussions and homework centers to special committees and professional development, Discussion Boards are a great way to promote literacy skills and higher-level thinking.

- School, district, gaggle wide, educator, and specified user boards available
- Discussion Boards can be sorted by Name, Posts, Last Post, Last Poster, and Teacher
- To Create: Go to the Admin menu, select Edit Discussion Boards
- Click on the “Add” button to create a new board – complete fields just like you did when you created your Assignment Drop Boxes
- Name the board, select moderator, and select specified users for Access level
- Specified Users, Specified User Groups, and Specified Classes tabs – add a group or class and save
- Right click on created Discussion Board and select “View Discussion Board”
- Click on New Post – type in subject line and post a message
- Double click on the Discussion Board to view entire thread all at once
- Select reply to reply to a thread
- Remember that Discussion Boards are filtered

Instant Messenger/Chat

The Gaggle Instant Messenger/Chat allows for students and educators to communicate in real time on line. The ability to monitor, filter, and log all conversations makes it easy for teachers to monitor students’ chat activity and to encourage use of this tool.

- Students can be limited to chat with just educators or with other students
- Initiate communication with another user by double clicking on their name from the list of people on line in the Chat box or from the User List
- There are different types of chat rooms available: District, School, Educator, Gaggle Wide, and Specified Users
- Create a Chat Room by going to the Admin menu and selecting Edit Chat Rooms
- Sort Chat Rooms by: Room Name, Number of Users, Owner, Access, and Type
- Click on the “Add” button to create new chat room
- Type in name of chat room, owner, room type, and access level and then click the “Create New Room” button
- Right click on new chat room to view room or view chat logs
- Chat Rooms can be entered by clicking on the Chat Rooms Application icon and selecting the room. The chat room will automatically open in the chat window

My Classes

My Classes provide a central location for teachers to post to a class social wall, organize class documents, create Assignment Drop Boxes, manage a class calendar and Discussion Board, and view a class directory. Students are provided with single click access to everything they need to be successful in a specific class.

- Any Files or Folders shared with the entire class will appear under Class Documents, providing easy access for students.
- Link Assignment Drop Boxes to any class and assignments with due dates will be posted on the Class Page
- Use the Class Social Wall to post reminders, class activities or even continue class discussions

Mail Menu

- Email search and advanced search can locate messages within Gaggle
- Pre-populated folders – Inbox, Blocked, Drafts, Deleted, and Starred

*Note: The blocked folder is for administrators only. Students cannot completely delete mail out of gaggle- all deleted messages will stay in the deleted folder for approximately 30 days and then moved to Gaggle's archiving folders for another 60-90 days. All educators can access students' deleted folder.

Contacts

- The Contacts folder allows you to add any number of address listings for friends and colleagues.
- Contacts can be created manually, imported, or utilize drag and drop functionality from the inbox or directory to place into the contacts folder.

**Directory- The Directory screen is a quick way to find email addresses for other Gaggle users in the school or district.*

- The Gaggle Directory can be searched by using the "View All Users Tab" or by typing in the name of the user in the white box at the top of the page
- The Directory allows you to right click on name to send email directly
- The Directory can be used to access other Gaggle Blogs

**My Groups - My Groups are personalized distribution lists and can be seen in the Compose mail by clicking on the To: button.*

- Right Click on My Groups to name your personal address group
- Drag and drop names from contacts or Directory to the group
- Double Click on group name and go over settings: Type, Share Address Group with (for school admins and masters), Add contact, Edit, Send Email, and Convert Address Group to User Group or Class

My Folders

Here you can create and delete personal folders for your Gaggle account. These personal folders can be given any name and are a great way to store messages that relate to specific topics or subjects.

- Right click on my folders to create new folder
- Name the new folder
- Drag and drop email messages from inbox into new folder