

Gaggle Overview for Students

Welcome to Gaggle! Your school or district has purchased a Gaggle account for you and this document will give you some quick information regarding how to get started using your Gaggle account.

The first time you login you will need to Read and Accept the terms of service. You also may have the opportunity to change your password and enter an outside email address. The outside email address will be used for password retrieval, if you can't get into your Gaggle account. If your school or district requires you to complete an online CyberSafety course before accessing your Gaggle account, you will be asked to complete the course now.

Home Tab - The first page displayed upon login. Here you will see customized windows or widgets. To select the widgets you would like to see on your Home Tab, select the Edit Tabs link in the right hand corner. There are several Gaggle widgets, along with third party widgets to choose from.

Inbox Tab - Provides you with easy access to your Gaggle email. Remember all emails go through the Gaggle filters. These filters include a blocked word list and anti-pornography scanner. Any email that gets caught by the filters will be reviewed by Gaggle's Human Monitoring Service and School Administrators.

My Account - Located in the top right hand corner. Click here to review your personal options. Depending on your school settings some account settings may be changed. These options may include password, Gaggle color theme, mail forwarding and mobile phone registration. The Classes and User Group tabs will list the classes or groups you are a member of. You will need to visit the Signature Tab to create your signature line, which will be included at the bottom of all Gaggle emails.

Gaggle's Left Panel - Mail, My Classes, Applications, and Portal Links.

Mail - This is the home for all your Gaggle email. There is a Contacts Folder and Directory, where you can find the email address for teachers and students. You can add non-Gaggle contacts to your contacts list, for easy access to their information. You can also view your SMS and Chat conversations in the Mail Panel. Finally you can create folders to organize your mail, if necessary. Once folders are created, you can drag and drop your messages from your inbox into the new folder.

My Classes - My Classes provide a location for your teachers to organize class documents, Assignment Drop Boxes, calendars, Discussion Boards, a directory and even a class social wall, giving you single click access to everything needed to be successful in their class. Any Files or Folders shared with your class will appear under Class Documents. The Assignment Drop Box for your class can be accessed here, along with the Class Calendar, Chat Room and Discussion Board that were created for your class.

Applications - Here you will find a listing of all Gaggle Applications available to you. Additional information on each of the Gaggle Applications can be found on the following page.

Portal Links - Bookmarks to websites or links to other web services your school or district may subscribe to. These links may be frequently used web sites that do not require login credentials or they can include login information that directs you into the site or specific account.

The Gaggle Applications

Cyber Safety Course - If your school is not forcing you to complete the Cyber Safety Course upon first login, they may still want you to complete the course at your earliest convenience. If so, you will see a link to the Cyber Safety Course under Applications. Please click on the link and complete the course, but remember you must have sound available and you will be required to answer questions correctly before moving to the next section.

Calendar – A personal and individual class calendar may have been automatically created for you, but your teachers, coaches, club sponsors, etc. may also create calendars and share with you.

Digital Locker - An online file storage system, similar to a flash drive. You may notice that your teachers may have already shared files with you, giving you access to documents that you need to be successful in your classroom. In the Digital Locker you can also create documents by clicking on the New File drop down. Zoho allows for editing, sharing and viewing your document. Since files created in Zoho or uploaded from a computer are housed in your Digital Locker, they are stored on Gaggle servers and can be accessed from anywhere there is an internet connection.

Assignment Drop Box - Allow your teachers to collect assignments electronically. Your teachers have created a drop box for your class and may ask you to submit some of your assignments using this application.

Blogs - Provide a forum to communicate. When you select the Blog application, it will open in a new window, where you can create your blog. Remember that you can create multiple blogs so if several of your teachers all want you to Blog, you can create multiple blogs, rather than have the same blog for every subject.

Social Wall - A social networking page that allows you to stay in touch with your teachers, classmates and friends. Set up your Social Wall profile, by clicking on Social Wall - Settings. Upload a profile picture; remember all images go through Gaggle's anti-pornography scanner! Start adding friends from the "Friends" link, go to the "Add Friends" button to request friends. Click on the "Friend Requests" tab to view any pending friend requests. Consider browsing the Groups Link to see if your teachers have created Groups you might be interested in joining.

Gaggle Tube - Filtered version of YouTube. You can search Teacher Approved Videos, so feel free to begin searching Gaggle's bank of teacher approved videos.

SMS Texting -Teacher-to-student mobile texting. All messages are filtered and logged in Gaggle. Your phone number will never be shared with your teachers, nor will their phone number be shared with you. Remember that all regular text messaging rates apply. Also, if you DO NOT enter a phone number, you will still receive any text notifications via email, so you don't have to worry about missing an important message.

Discussion Boards - An online forum where your teachers can hold discussions or post messages. Your club advisors or coaches may also create Discussion Boards for you to view. You will find those under Specified User Discussion Boards. Some districts may also give you access to school wide, district wide or even Gaggle wide Discussion Boards.

Chat - Your school may have Chat Rooms and Instant Messaging turned on. Chat and IM provide locations for students and teachers to communicate. Remember that all communication in Chat and IM is monitored and inappropriate messages will be blocked.

Training Videos - Gaggle has included several training videos so if you have questions regarding Gaggle, make sure you review the videos listed here.