

## You Have a Gaggle Account, Now What? For Teachers and Administrators

Welcome to Gaggle! This document will give you some quick information regarding how to get started using your Gaggle account.

### **Customize Your Home Tab**

The Home tab is the first page displayed upon login. To customize select the Edit Tabs link in the right hand corner. There are several Gaggle widgets, along with third party widgets to choose from.

### **Visit My Account**

The “My Account” link is located in the top right hand corner and allows you to review or change your account settings. Depending on your district settings they may include, but are not limited to password, Gaggle color theme, mail forwarding and mobile phone registration. Make sure you visit the Signature Tab to create your signature line, which will be included at the bottom of all Gaggle emails.

### **Familiarize Yourself with 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.

### **Know Where to Find Help**

Under Admin you will see a Help Section. This gives you access to a Teacher and Admin Guides, along with Training Videos. You can also find an additional Help tool under Applications, called Live Chat Support. This Live Chat will connect you directly to Gaggle’s Customer Service Team who will be happy to assist you with your questions.

### **Check Out the User List**

Click on School or Student Admin (depending on your access level) in the left panel. Select User List, which is located under Functions. The User List will show you all the teachers and students in your school. You can right click on any student to access their account.

### **Create Classes and User Groups**

At the bottom of the User List, click on the Classes Tab to see if your school has already created classes for you or if you need to create a class. To create a class, click on New Class and Add a Class Name. Find your students on the User List and Drag and Drop them into your class. Remember that you can select multiple students, by selecting them on the User List and dropping them all at one time.

User Groups are created the same way as Classes, except under the User Group Tab. User Groups are great for clubs, athletic teams and other organizations at your school.

### **Add Events to Your Personal Calendar and Create Additional Calendars to Share**

Gaggle Calendars provide you with a personal calendar and for every class created a class calendar is available. You can also create calendars for your clubs, athletic teams and other organizations and share them with your members. Create Calendars by clicking on Create Calendar and to add users click on Manage Calendars.

### **Try Uploading and Sharing Files in Your Digital Locker**

The Digital Locker is an online file storage system that can be accessed anytime you have access to the internet. Upload files like your class syllabus, PowerPoint presentations, grading rubrics, and project information and share the files with your students. Within the Digital Locker you can also create, edit, share, collaborate and view documents using Zoho. To create a new file, just click on the New File drop down to select the file type.

### **Set Up Your Social Wall Profile**

The Social Wall application is a social networking page that allows you to stay in touch with your students and other teachers within your school. To Set Up Your Profile click on Social Wall - Settings. Here you can upload a profile picture; set the number of email notifications you would like to receive when someone posts to your profile and configure your mobile device to allow you to text to your Social Wall. Of course social networking is more fun when you begin adding friends, so from the "Friends" link; go to the "Add Friends" button to request friends. You can click on the "Friend Requests" tab to view any pending friend requests. You may also want to consider creating a Group for clubs, athletic teams, or organizations you are involved in; this is done by selecting Groups at the top of your Social Wall Profile Page.

### **Add an Introduction Assignment to Your Class Assignment Drop Boxes**

Gaggle's Assignment Drop Boxes allow you to create, collect and grade assignments electronically. To start the school year off, consider creating an assignment that requires your students to write about themselves. Another idea is to create an assignment attaching a Getting to Know You Questionnaire/Student Information Sheet and have the students complete and return to you via the Assignment Drop Box. Once you have created the assignment for one class you can Right Click on the assignment and Duplicate it, placing it in the Drop Box for another class.

### **Create a Gaggle Blog**

Gaggle 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. You will also have the ability to decide who can see your blog, by clicking on the Advanced Settings of the Blog Creation Page. Remember teachers and students can create multiple blogs.

### **Build Your Gaggle Tube Library**

Gaggle Tube offers a filtered version of YouTube. Even if your district is blocking YouTube, you now have access to videos in your classroom. Since students can search Teacher Approved Videos, feel free to begin searching Gaggle Tube for videos to enhance your curriculum. Once you find a video and review it, approve it for students. This approval process allows your student to now have access to the video.

### **Explore How Gaggle Pulls Class Information Together Under My Classes**

My Classes provide a location for you to organize class documents, Assignment Drop Boxes, Calendars, Discussion Boards, a directory and even a class social wall, giving students single click access to everything needed to be successful in your 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 and Discussion Board that were created for your class. Begin by posting a welcome message on the Class Social Wall. Then encourage your students to ask questions and participate in class discussions on the Class Social Wall.

### **Check Your Gaggle Email**

Visit the Inbox Tab or the Mail Pane to access 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.