



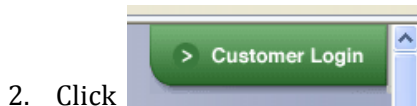
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Logging In

1. Visit www.gaggle.net



Email: @gaggle.net Click here if your email ends in something different.

Password:

- 3.

Email: Enter your full email address.

Password:

- 4.

Example:
cbaskas@126.gaggle.net

5. Type in your **password** and then click **Login**
6. If logging in for the first time, you will see the next screen.

Welcome to access level 71, Enhanced School Teacher for Gaggle.Net accounts.

By clicking the Accept button below you hereby agree to abide by the Terms of Service for Gaggle.Net, Inc. and your organization's Acceptable Use Policy.

Note that no content on the Gaggle system is private. All content is subject to review by Gaggle personnel and your school, district or organization.

Click 

- Now change your password to your District 126 log in password.

Password
 Confirm
 Outside Email

Optional - You may enter an outside email address to use for password retrieval. If you're a teacher, enter your district or personal address. If you are a student, you may enter your parent's email address or your personal email address if you have one.

- If this screen pops up, check **Don't Show Wizard Again** and click **Later**.


Welcome to the Gaggle Setup Wizard

This Wizard will help you get started with Gaggle by entering your outside email address, registering your mobile phone and setting up your classes including homework assignments, calendar events and a welcome message to your students.

Do you want to do it Now or Later?



Changing Your Theme

- Click on **My Account** in the top right corner of the page.
- Locate **Theme** and choose a new theme from the drop-down menu.
- Click  **Save** in the top left corner of the **My Account** window.

Customizing Your Home Tab

- Click on the **Edit Tabs** link in the right hand corner of the Home Tab window.
- Check any Gaggle and/or third party widgets you would like displayed on your Home Tab.

<input checked="" type="checkbox"/>	Assignment Drop Boxes - View homework assignments and upload
<input checked="" type="checkbox"/>	Discussion Boards - View Gaggle message boards. (Home)
<input checked="" type="checkbox"/>	Social Wall - View your Wall. (Home)
<input checked="" type="checkbox"/>	Calendar Widget - Widget displaying upcoming events from your calendar
<input checked="" type="checkbox"/>	Weather Widget - Widget that displays current weather plus forecast
<input type="checkbox"/>	GaggleTube Widget - View your GaggleTube
<input checked="" type="checkbox"/>	Favorite Blogs - Recent posts on all of your favorite blogs. (Home)
- When finished, select .
- Organize the widgets on your Home Tab by dragging and dropping the widget to the desired location.

Third Party Widgets Click on the title to preview.	
<input type="checkbox"/>	Scientific Calculator - Scientific calculator with double digit precision
<input type="checkbox"/>	CNN News - CNN Main widget
<input type="checkbox"/>	BBC News News Front Page - Get the latest BBC World news: international analysis from Africa, Americas, South Asia, Asia-Pacific, Europe and



Left Navigation Panel



The left panel provides the location of Gaggle's different features. The menu options include: Mail, My Classes, Applications, Portal Links and Student Admin.

Mail

This is the location for access to Gaggle email. This contains a Contacts Folder and Directory. Gaggle email addresses for teachers and students are located in the Directory. You can add **non-Gaggle contacts** to a contacts list to have easy access to their information. You can also view SMS and Chat conversations in the Mail Menu. Folders can be created to

organize mail. Once folders are created, you can drag and drop messages from the inbox into the new folder.

My Classes

Similar to a class web page...this provides a central location for you 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 class.

Applications

This contains a listing and link to all Gaggle Applications available to you. Applications include Cyber Safety Course, Live Chat Support, Calendar, Digital Locker, Assignment Drop Boxes, Social Wall, Blogs, Gaggle Tube, SMS Texting, Discussion Boards, Chat Rooms, and Training Videos.

Portal Links

This is a way to customize the interface so you can easily navigate to other sites and web-based services the school or district is utilizing. These links may be frequently used web sites.

Student Admin

This displays administrative access rights depending on your access level in Gaggle. This is where you can find the User List and create classes and/or groups.



Overview of Select Applications



Cyber Safety Course

This is a Safety Course that each student must pass in order to continue using Gaggle. It consists of 4 one-minute videos with corresponding questions dealing with cyber safety.



Live Chat Support

This is an additional Help tool under the Applications menu. It will instantly connect you to Gaggle's Customer Service Team. They will be happy to assist you with your questions.



Training Videos

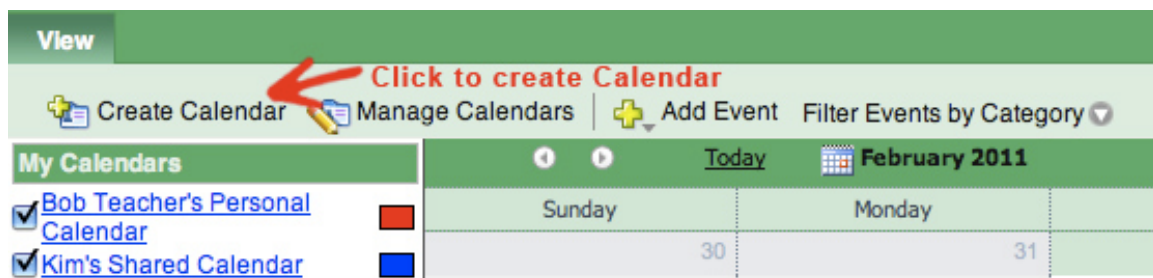
This link provides you with over eighty-five Training Videos in both the Student Admin and Applications menu.



Calendar

Creating Calendars

1. Expand the **Applications** menu on the left and select the **Calendar** icon. *The Calendar will open in a new window.*
2. Select the **Create Calendar** link located at the top of the page.
3. Name the calendar, check Public to assign the calendar a URL, making it available outside of Gaggle and click **Save**. *Anyone with the public address will be able to view the calendar if it is made public.*



Adding/Editing Events

New events can be added to any calendar you own or to any calendars for which you've been granted edit privileges.

1. Click the **Add Event** button at the top of the Calendar page.
2. Type in the new event Title, Time, Start, and End date information. Add option description information. This information will be viewable by all shared users.
3. Check the **All Day Event** box if applicable.
4. Click the drop down menu in the **Calendar box** to select which calendar will display the event.
5. Select **Categories** or the link for **New Reminder** if applicable.
6. Select **More Details** for additional event information, including recurrence info and invite participants to the event.
7. Click **Save** at the top of the calendar page when finished.

Events can be grouped into categories, such as Extracurricular, Birthdays, etc. Categories can be applied to new events by making a selection from the Categories list. If a category is added to an event, the events can be filtered in the Calendar view

by clicking on the **Filter Events by Category** drop down menu.

Recurrence Info

Events can be set to automatically occur repeatedly on a specified basis. The recurrence info can be modified under the **More Details** tab in the event settings.

Reminders

Reminders can be added to send out a notification when an event is approaching. They can be set in the form of an email or a pop-up or an SMS text.

Invites/Scheduling

Invites can be sent out for events as well. The invites are sent out via email after recipients are added to the event. Recipients will be able to RSVP from within the email. An .ics file is included with invite as well to easily add the event to a desktop calendar.

Creating Invites from Compose Screen

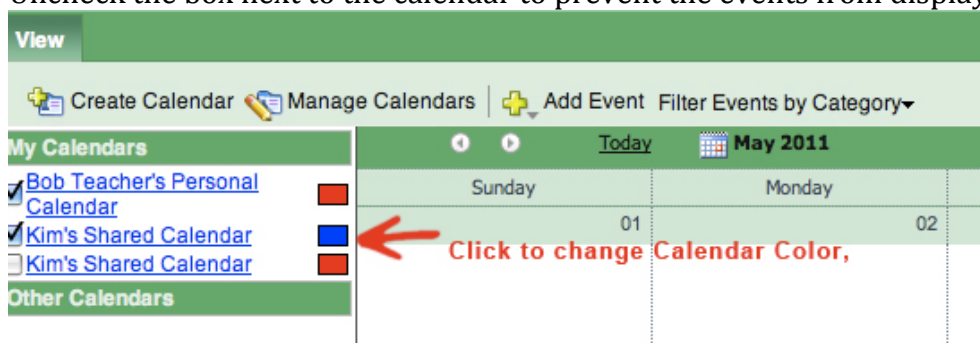
1. From the compose screen, click the **Add Invitation** button.
2. Enter the event details in the invitation pop-out and click **Save**.
3. Add recipients and message text, then send message.

Email notifications will be sent to the guests. The notifications contain links allowing the recipient to RSVP. An RSVP of **Yes** will add the event to the recipients' personal Calendar.

Shared Calendars

Shared calendars are listed on the left if the calendar owner has granted you access. Events on the main calendar are denoted by the corresponding color assigned to a shared calendar.

Select the colored box to the right of a shared calendar to assign a new color. Uncheck the box next to the calendar to prevent the events from displaying.



Editing/Sharing Calendars

Calendars that appear as a link in the list are clickable and can be modified. To edit a calendar, select the desired calendar from the list under My Calendars/Other

Calendars OR click the **Manage Calendars** link at the top of the Calendar page. An Edit Calendar link will display next to any calendars you can edit. Click Edit Calendar to modify the calendar's name, users, and access levels.

Add or modify the calendar name from the **Details Tab**. The calendar owner will also be listed; the owner is the calendar creator and cannot be edited. Click the **Make Public** box to publish your calendar via public address.

Sharing a Calendar to Specific Users

After a Calendar is created you can specify which users or schools can view it.

1. Locate desired calendar under *Name* and Click **Edit Calendar**.
2. Select the **Users** tab.
3. Click the **Add Users** icon.
4. Check the boxes next to all the names the calendar should be assigned to and click the **Add Selected Users** button. The View (All Users) filtering allows for the ability to sort by user groups, graduation year, etc.

Sharing a Calendar to Schools

Schools can be added in the same manner as adding users.

1. Locate desired calendar under *Name* and Click **Edit Calendar**.
2. Select the **Schools** tab
3. Click the **Add Groups** icon.
4. Select the groups for the list and click **Add Selected to Calendar**.

To Remove Selected Users from Calendar

1. From the Manage Calendars button at the top of the Calendar page, locate the desired calendar under Name and Click Edit Calendar.
2. Click the Users tab.
3. Highlight the name of users to be removed.
4. Click the Trash bin icon titled Remove Selected from Calendar.
5. A pop up will display "Remove selected users from this calendar?" Click OK.



Digital Locker

The Digital Locker is an online file storage system for each user, similar to a network drive. Users can store files on the Gaggle servers and can access them from anywhere there is an Internet connection. For example, students can upload a word document at school and download the file at home to finish as homework. There is no need for jump drives and the risk of viruses is greatly reduced. All files are checked for viruses when they are uploaded and again before they are downloaded from the servers.

The Digital Lockers are also a great way for teachers to store class notes, permission slips, and school information or function as an online homework portfolio. Teachers can share files with students and give them access to view or edit them.

Uploading and Downloading Files

1. Expand the **Applications** menu on the left and select the **Digital Locker** icon.
2. Click the **Add File** button to locate the desired file.
3. Double-click the desired file to upload the file into the Digital Locker.
4. To download files from the Digital Locker: Double-click the file name and select **Download to Computer**.

How to Add Folders for Organization of Files

1. Click the **Add Folder** button.
2. Enter the name of the new folder and press Enter on keyboard.

To Share a File with Specified Users

1. Select the **Not Shared** link next to the file to open the sharing window.
2. Click the **To:** button.
3. Click the drop down menu to view **Contacts, Classes, User Groups, Shared Address Groups, Built in Address Groups, or School/District Directory**.
4. Highlight each name (or use the CTRL key to select multiple) and Click the **To->** button at the bottom of the window to populate this field.
5. After all desired users have been selected; click **OK** at the bottom of the window. *This will take User back to the sharing window.*
6. Determine if selected users can **Edit** or **View** the document by clicking the circle next to the desired access option.
7. Type in an optional message to be sent to all specified users.

8. Click **Invite & Send**. *The file will now show in the specified user's Digital Locker.*

To Remove Shared Access

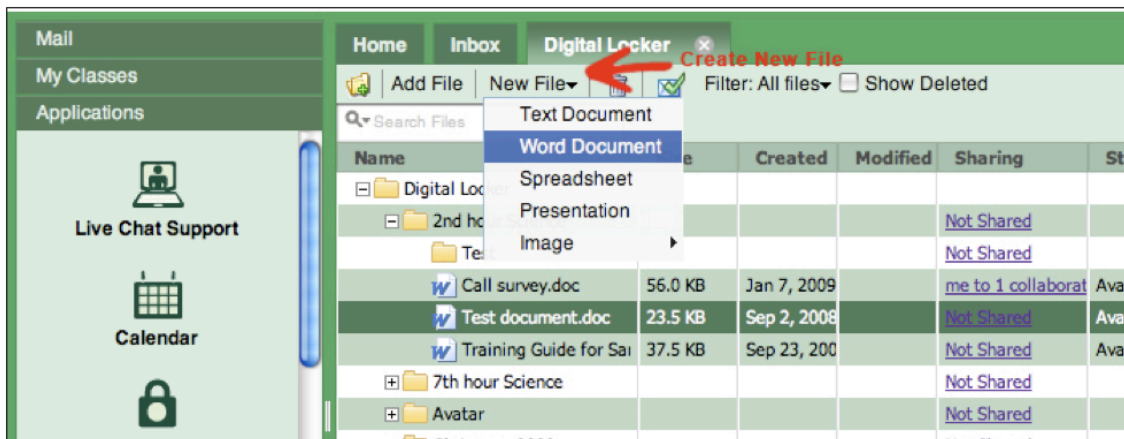
1. Select the **Me to _ of collaborators** link next to the file.
2. Select the **People with Access** Tab.
3. Click the white "x" next to the drop down menu button to remove access.
4. Click the **Save and Close** button.

Zoho Documents

Gaggle provides a one-stop-shop for creating, editing, sharing, searching and viewing documents in a filtered environment by utilizing an Online Document Management system called Zoho. Any documents, spreadsheets, or presentations created are all stored in the Digital Locker, and can be accessed with any computer that has an Internet connection.

Create a Zoho Document

1. Expand the **Applications** menu on the left side of the screen and select the **Digital Locker** icon.
2. Select the **New File** drop down on the toolbar at the top of the tab. This will display options for Text Document, Word Document, Spreadsheet and Presentation.

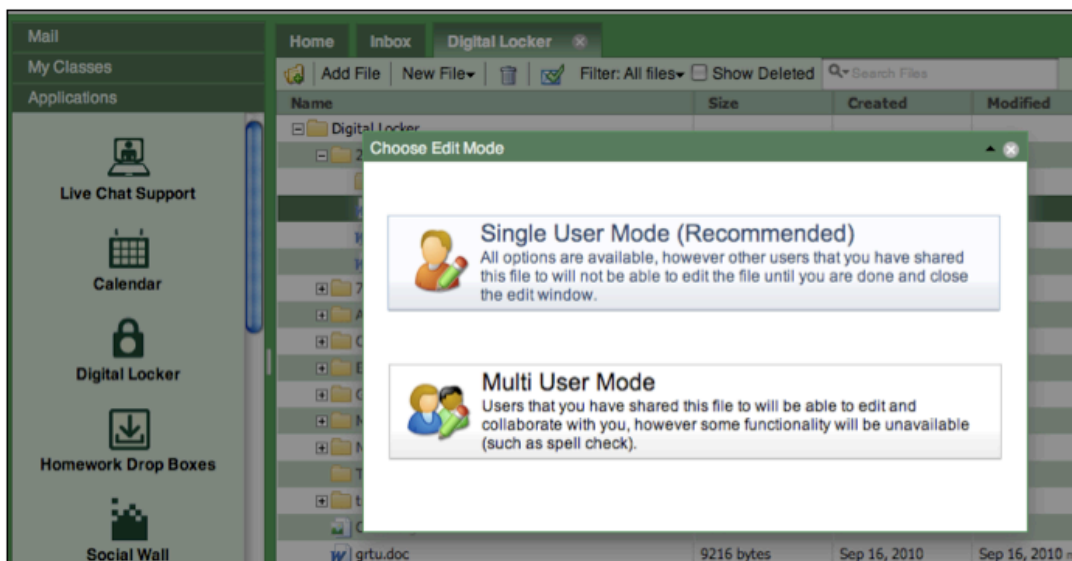


3. Select the type of document to create from the listed options.
4. Name the file.
5. After naming the file and selecting the **New** button, an option to **Close** the file or **Edit File** to open it for editing will appear.
6. Select **Edit File** to open a Zoho edit window.

7. Edit the file as needed. When finished, select the **Save** icon in the left hand corner of the window. The edited copy will be saved to the Digital Locker.

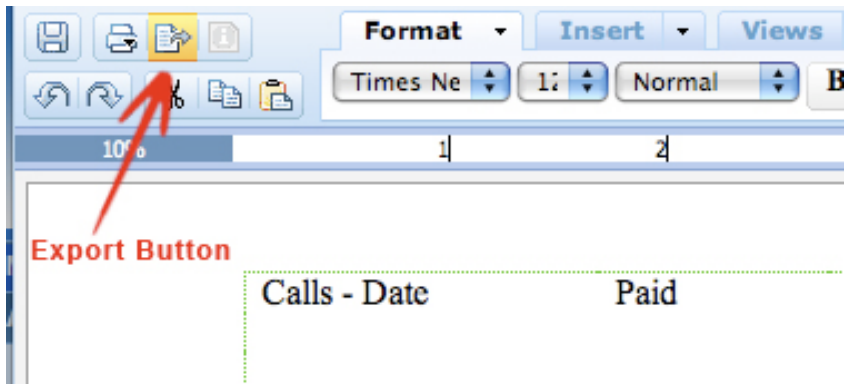
Edit an Existing Document in Gaggle

1. Expand the **Applications** menu on the left and select the **Digital Locker** icon.
2. Double click or Right-click on the file and select the **Edit in Zoho Docs** option. This will display the selected document in a new Zoho edit window.
3. After editing the document, select the save icon at the top, left-hand corner of the window. The edited copy will be saved to the Digital Locker.
4. To edit a shared document, double click on the file and select Single User mode to edit the document with full formatting capabilities. Select Multi-User Mode for collaboration capabilities.
5. Utilize the tabs located at the top of the document in Zoho: Format, Insert, Review, and Views for formatting the document



Export a Zoho Document

1. Expand the **Applications** menu on the left and select the **Digital Locker** icon.
2. Double click on the file to be edited and select the **Edit in Zoho Docs** option. This will display the selected document in a new Zoho edit window. Users may select Download to computer to save document externally.
3. To export the file in Zoho, select the **Export** icon at the top, left-hand corner of the Zoho edit screen shown below.



4. Select the file type to export the document to. Options include Word Document, DOCX, ODF, SXW, RTF, HTML, Text File, PDF and LaTeX.
5. After selecting the file type, users will be prompted to either open the file in an external program or save it to the computer.



Assignment Drop Boxes

Gaggle's Assignment Drop Boxes were created for teachers so they can easily collect assignments from their students. A drop box can be created for each class or period with sub folders for specific assignments and all communication on the assignment can then be viewed in one location.

Teachers can not only post assignments, but they can also reply to their students submissions within the drop box and use Mark It Up to critique student work. Submissions to the drop boxes do not count towards a user's storage limits. All submissions bypass the safety filters since students can only submit information to their teachers and the submissions are not viewable by other student users.

Most teachers will want to utilize a drop box for each class or period they teach. For example, Mrs. Keith might create Keith's Period 1 Lit, Keith's Period 2 English, and so on. Within each drop box, a folder for each assignment will be created.

Adding Assignment Folders

An Assignment Folder must be created before any students can submit assignments. Multiple assignment folders can be added for each drop box.

1. Expand the **Applications** menu on the left and select the **Assignment Drop Box** icon.
2. Double click the desired Drop Box Name. *Access to a Class Assignment Drop Box is also available from the Class Page.*
3. Click **New Assignment**. The New Assignment Wizard will pop up. Select "The Easy Way" for step-by-step instructions on creating the assignment. **Select "The Detailed Way" to skip instructions** and if you would like Gaggle Tube videos to be inserted into the assignment.

The steps below demonstrate "The Detailed Way" of creating assignments:

1. Type the assignment name in the subject field. Select an optional Due Date and Distribution date. *If a due date is selected, the assignment will appear on the students' calendars. The Distribution Date determines when the assignment will be visible to the students. Check the **Accept Assignments After***

The Due Date box if students are permitted to submit assignments after the set due date.

2. Enter the assignment information into the text field.
 - **ATTACH FILES:** Click the **Attach** button to add a file. Browse to the file and click **Open**.
 - **ATTACH FROM LOCKER:** Click the **Attach From Locker** button in the top pane and select file to add.
 - **EMBED GAGGLETUBE VIDEOS:** Select the Blue TV icon and select a video from your video library.
3. Click **Submit** to save the folder to the Assignment Drop Box.

Mark It Up

Mark It Up is a Teacher Assessment Tool used to make notes on assignments that are submitted to the **Assignment Drop Box**. This feature is available for teacher use only. Students do not have the ability to use the Mark It Up tool. Mark It Up is an almost entirely virtual way for teachers to give feedback to students regarding submitted assignments.

Marking Up Assignments

1. Once assignments have been submitted, right click the Assignment Folder and select Mark It Up. *Mark It Up will open in a new window.*
2. Zoom in or out of a submitted assignment by selecting the magnifying glass icons.
3. Select Comment to begin evaluating an assignment. *The comment toolbar will drop down providing options to Comment, Draw, Highlight, Text, and Strikeout:*
 - **Point Comment** – Pinpoints a particular word within an assignment, linking to a comment in the right margin. To edit or delete a comment hover over the comment and select Edit or Delete.
 - **Area Comment** – Place a red box around a particular area within an assignment, linking to a comment in the right margin. To edit or delete a comment hover over the comment and select Edit or Delete.
 - **Text Comment** – Highlight a word, phrase, sentence or paragraph within an assignment, linking to a comment in the right margin. To edit or delete a comment hover over the comment and select Edit or Delete.
 - **Draw** – Select pen color and write or draw directly on the document. When finished a box will surround the “Drawing”, select Complete to confirm and Cancel to delete. Once completed the drawing can be moved around the

- assignment. A right click will give the option to remove drawing.
- **Highlight** – Select highlight color and select the area to be highlighted. To add a comment to the highlights or to remove the highlights right click the highlighted area.
 - **Text** – Select text color and font size, click anywhere within an assignment and a text box will appear. Once completed the drawing can be moved around the assignment. A right click will give the option to remove drawing.
 - **Strikeout** – Select Strikeout on the tool bar. Hover over items for strikeout in an assignment, and select the items for strikeout. A text box for additional notations related to the strikeout. A right click on the strikeout will give the option to remove drawing.
4. Once the evaluation is complete, select **Return to Student** to immediately return the assignment to the individual student. A popup will appear allowing for additional feedback, which will be emailed to the student, along with a pdf copy of the annotated assignment.
 5. To return all assignments at one time, select the **Mark Ready for Return** box and select **Next** to move to the next assignment.
 6. Once all assignments are evaluated, return to the Assignment Drop Box. Right click the **Assignment Folder** and select **Return To Students**. A popup will appear allowing for additional feedback, which will be emailed to all students, along with a pdf copy of the annotated assignment.

How Students Can View the Marked Up Document

Students have two options available to view the assignment after the teacher has used the Mark It Up tools. Students will receive an **email** with a direct link to the document to view. Students can also navigate back to the Assignment folder that they originally submitted the assignment to. The Mark It Up document will be marked as a **reply** to the original submitted assignment.



Set Up Social Wall

A setup link will display in the Social Wall widget in the Home Tab when users visit the Social Wall for the first time. A user can access their own wall by selecting **Social Wall** from the **Applications** panel.

1. Click the **Set up Your Profile** link in the Social Wall gadget. These settings can be changed at any time by navigating to the Social Wall and selecting the **Settings** link in the top pane.
2. The **Max Email Notifications Per Day** drop down sets the max number of messages users will receive regarding Wall updates.
3. Click the **Upload Photo** link to add a Profile picture.
4. Select **Save Settings**.

Friend Management

Students will need to send friend requests to add friends to the Social Wall before they can post and add comments on other users' walls. A student's Friend Access will determine who can be added as a Friend.

Add a Friend

1. Expand the **Applications** Panel on the left and select the **Social Wall** icon.
2. Click the **Friends** link in the top right corner of the Social Wall pane.
3. Select the **Add Friends** button to view the directory of users. *The directory of Users can be filtered by using View (All User) button.*
4. Check the box next to the name of the selected friends and click the **Request as Friend** button. *The Friend request will be sent out for approval to the user(s).*

Delete a Friend

1. Expand the **Applications** panel on the left and select the **Social Wall** icon.
2. Click the **Friends** link in the top right corner of the screen.
3. Select the desired friends from the list and click the **Remove Friend** button at the top of the screen.

Confirm Friends

1. Click the **Friends** link in the top right corner of the pane.
2. Select the **Friend Requests** tab.
3. Select the new Friend Request and click the **Confirm Request** button. Click the **Deny Request** button to deny the request.

An email will also be sent when a friend request is made. There is a link provided in the email that will open the Friend Request page. User will then be able to follow the above steps to confirm or deny the request.

Wall Posts and Comments

Posts can be made to a user's personal wall or to a friend's wall. Users can also add comments to existing posts.

Post to Wall

1. Expand the **Applications** menu on the left and select the **Social Wall** icon.
2. Enter the post into the text field above your wall. Select the **Link a Site, Add Photo, or Add Locker Photo** buttons to add links or images to your post.
3. Click the **Submit** button.

Post or Comment on a Friend's Wall

1. Expand the **Applications** menu on the left and select the **Social Wall** icon.
2. Click the **Friends** link in the top right corner. The friends list will also be shown to the left of the wall.
3. Double click on a Friend's name in the list.
4. Enter the post into the text box above the wall. Select the **Link a Site, Add Photo, or Add Locker Photo** icons to add links or images to the post.

5. Click the **Add Comment** link below an existing post to comment on a post or select the **Like** link to share your approval of the post.
6. Click the **Submit** button.

Select the **Wall of Friends** link in the top right corner of the screen to view recent posts made to friends' walls. Comments can be added to this page as well by selecting the **Add Comment** link. Navigate back to your personal wall at any time by selecting the **Profile** link.

Tagging Posts

The tagging option is a way to sort and group the posts. For instance, you may want to tag all posts relating to a specific assignment or discussion. Then, you can sort by that filter, and view all posts concerning the relevant discussion instead of scrolling through the whole social wall feed. To create a tag, follow the steps below.

1. Navigate to the post on the social wall and click the **Tag Post** link located next to the post.
2. From the pop up window, name the new tag in the **Add New Tag** field.
3. Click **Save It**.
4. Select the new tag from the list of **Available Tags** and click the **Add Tag** link.
5. Click **Done** when finished.
6. Repeat the above steps to group like posts together.
7. To filter by the newly created posts, click the **Filter Posts By Tag** drop down at the top of the wall and select a tag.

Tagging Photos

Tagging photos is a great way to share a photo with friends on the Social wall.

1. Upload a photo to the social wall by either sending it to the wall from a registered mobile device, or by uploading the photo through the **Add Photo** link.
2. Next, click the **Tag Friends** link above the photo.
3. From the pop up window, select the friends to tag in the photo.
4. Each tagged user will then receive a notification email letting them know they have been tagged in a photo. The email will contain a link for them to click to view the photo.

After creating the tag, it will now be an option for the **Filter Posts by Tag** drop down at the top of the wall. This can help when sorting the photo tags.



Blogs

Gaggle Blogs are a safe blogging solution to help protect students from the dangers associated with typical blogging sites. They provide a safe platform where students can share their thoughts, ideas, and creativity. A blog, in its simplest form, is an online journal.

The following are some of the project ideas:

Free Journaling/Creative Writing

Teachers can use blogs as free journals for students by requiring them to create daily or weekly journal entries. This activity helps students learn how to properly convey their thoughts in writing. This also provides a good outlet for young authors to share their creative writings and poetry.

Writing Prompts

Blogs can be used as a place for students to submit responses to writing prompts given to them by their teachers. For instance, this is a great way for English and Literature teachers to have their students post responses to different stories and books they are reading in class. Since the students can read each other's responses, they can easily read their classmates' thoughts on the responses and learn from one another's feedback. Writing prompts can help the students better prepare for class discussions.

Literature Reviews

Students can use their blogs to post their literature reviews or book reports. Using blogs for book reports puts a new twist on this traditional assignment. Blogs can help promote literacy among students by allowing them to recommend and review books for their peers.

Current Event Log

Students can post a weekly blog entry on a current event from their local community, the country, or the world. They can write a short paragraph about the event and post a related picture in their blog. This activity helps students develop their writing and reading comprehension skills and increases their knowledge of current events.

E-Portfolio

An e-portfolio is an online archive of a student's work. This is a great way for students to keep a record of all of their papers, research projects, and other assignments throughout their school career.

Discussion Board

Blogs can be used as another type of discussion board. Since students have the ability to post comments to other students' blog entries, a blog can become an elaborate online discussion with many different participants.

Research Findings

Students and teachers can share interesting research findings and statistics on their blogs. These research findings and statistics can be used to help educate others or for collaboration with other classmates on group projects and assignments.

Creating Blogs

All Users can create blogs. Once a blog entry is submitted, it can be edited or deleted by the blog owner. The blog entry can also be posted to the user's Social Wall.

Creating a Blog

Students and Staff can create multiple blogs. Posts can be made to all blogs simultaneously or to an individual blog.

1. Expand the **Applications** menu on the left and select **Blogs**.
2. Click **Create New Blog** in the Blog Controls section.
3. Enter the Blog information.
 - Blog Name:** The name of the individual Blog
 - Blog URL:** The Blog URL will determine the unique web address for your blog. E.G. If you enter jondoe for your blog URL, your blog's web address will be <http://www.gaggle.net/blog/jondoe>.
 - Blog Theme:** The background theme for the blog.
 - About this Blog:** Description of the blog
 - Upload a Blog Photo:** Image to be displayed on the blog.
4. To select this Blog as the main Blog, check the box next to **Default Blog**.
5. Allow contributors to this blog, giving permission to contributors to post new entries as well as edit previous entries they have posted, by clicking the **Adding Contributors** link.
6. Click the **Advanced Settings** to make changes to Blog and Comment Access Settings.
7. When finished click **Save Settings**.

Creating a Blog Entry

1. Expand the **Applications** menu on the left panel and select **Blog**.
2. Click **New Post** at the top of the Blog Controls section.

3. Create a title for the entry and type it in the *Title* field.
4. Select the *Target Blog* to determine which blog will published the post. Select the **Display in All Blogs** link to post to multiple blogs.
5. Type the desired text in the box provided. *Users can change the style, font, size, and color of the text.*
6. To insert a picture that is stored in the Digital Locker, click the blue lock icon in the tool bar.
7. To insert a Gaggle Tube Video that has been saved to the Video Library, click the *TV icon* in the tool bar, and select from the Available Videos.
8. When finished, click the **Post Blog Entry button** to post the Blog entry. *Check the Always show at top box to always display the blog entry first.*

Blog Entry Options

The icons in the top right corner of the blog post provide additional options.

- **SAY IT:** Click the **SAY IT** icon to read the blog post aloud.
- **TRANSLATE:** Click the **TRANSLATE** icon to translate the blog text into a different language.
- **EDIT POST:** Click the **EDIT POST** icon to modify the Blog Entry.
- **EMAIL BLOG POST:** Click the **EMAIL BLOG POST** icon to send the post in an email.
- **REMOVE POST:** Click the **DELETE** icon to delete the blog post.

Edit Blog Settings

Staff access and higher can modify their blog settings and privileges. Blog settings can be modified from the user's Blog page or from the My Account page.

EDIT FROM BLOG PAGE

1. Expand the **Applications** menu on the left and select **Blog**.
2. Select the **Edit Blog Settings** link in the Blog Controls box in the top right.
3. Enter the Blog information.
 - Blog Name:** The name of the individual Blog
 - Blog URL:** The Blog URL will determine the unique web address for your blog. E.G. If you enter jondoe for your blog URL, your blog's web address will be <http://www.gaggle.net/blog/jondoe>.
 - Blog Theme:** The background theme for the blog.
 - Upload Blog Photo:** Upload the photo that will be associated with the blog.
4. Click the **Advanced Settings** drop-down menu to modify the **Blog Options**.
5. Click the **Save Settings** button.

EDIT FROM 'MY ACCOUNT' PAGE

1. Select the **My Account** link in the top right.
2. Select the **Advanced** Tab.
3. Select the **Blogs** drop-down menu.
4. Adjust the **Blogs Options** as desired (Only Staff Access Level and higher can edit personal settings.)
5. Click **Save**.

Finding a Blog

To access Gaggle Blogs, open **Applications** in the **Left Panel** and select the **My Blog** icon. The Gaggle Blog screen will open in a new window or tab. Depending on their access level, users may be able to view blogs from everyone in their school, district, or Gaggle wide. Gaggle blogs can be viewed using the Directory or the Blog Lookup tool.

Viewing Blogs via the Directory

1. Expand the **Mail** menu on the left so the blue colored **Contacts** folder is viewable.
2. Open the **Contacts** folder and click on **Directory**.
3. Next to each person's name in the Directory are three different links: Locker, Profile, and Blog. The Blog link will only be active if a user has created a blog and if the user logged into Gaggle has access to the person's blog.
4. Click on **Blog**, and the user's blog will open in a new window.

Viewing Blogs via the Blog Lookup tool

1. Expand the **Applications** menu on the left and select **Blog**.
2. Click on the **Blog Lookup** link within the Blog Controls section.
3. Under Blog Look Up, select a button for your search:
SCHOOL: Select the **School** radio button and click **Find Blogs** to search for all blogs in a specific School
CLASS: Select the Class radio button to search for blogs created by users within an assigned Class.
EMAIL: Select the **Email/Name** radio button and enter an email address. Click the **Find Blogs** button to search for a specific user's blog.
4. Blogs that meet the search criteria will display below. Click the Blog name to

view it.

BLOG HISTORY

When viewing a blog, old posts can be accessed from the Blog History box on the right. Old posts will be sorted by year and month. Click one of the month links to view the posts from that month.

Commenting on a Blog Post

1. When viewing a blog, click the **Add Comment** link at the bottom of the blog post.
2. Type the comment into the text field.
3. Click **Post**.

After commenting, users will be prompted with an option to subscribe to the blog. Blog subscribers will receive email notifications whenever a blog entry or comment is posted to the blog.

DELETE COMMENT: Click the 'x' icon in the top right of the comment to delete a comment. Students can only delete their own comments.

EDIT COMMENT: Click the edit icon in the top right of the comment to edit comment. Students can only edit their own comments.

Adding a Blog to 'My Favorites'

1. When viewing a blog, click the **Add to Favorites** link in the Blog Controls box in the top right.
2. Enter a comment to describe the blog (optional).
3. Click **Create Favorite**.

The blog will appear in the My Favorites list on right. Users can select a blog name to in the My Favorites list to be taken directly to the blog. A user's My Favorites list will also be visible to anyone who is viewing his or her blog.



GaggleTube (filtered YouTube)

GaggleTube offers a filtered version of YouTube. Teachers can find, preview, upload, 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.

Search Videos

1. Expand the applications menu on the left and select the **Gaggle Tube** icon.
2. Enter search criteria in the text field and click **Search**.
3. Click on the desired video to play it.

Sharing Videos

1. Expand the applications menu on the left and select the **Gaggle Tube** icon. Navigate to the video to be shared.
2. Click the **Share** link to the right of the video. A new window will open.
3. Select the **TO:** button or enter an address to share the video via email.
4. Click the Link/Embed Video tab to view video link or to embed the code for the video.

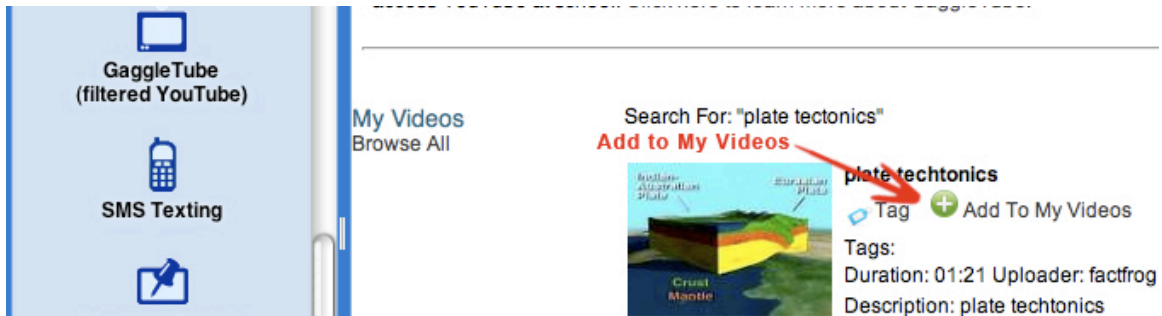
Tagging

Tagging allows you to organize your videos together in specific categories. Videos can be tagged from Search Results or previously Tagged videos.

Saving and Tagging Videos

1. Expand the **Applications** menu on the left and select the **GaggleTube** icon.
2. Click the **Add to My Videos** link located on the right of a selected video. The video can now be accessed from the My Videos link in the top left corner.
3. To tag a video for "Your Video Tags" select the **Tag** link located to the right of

- the video. *All Tagged Videos will be added to the Users "My Videos" library.*
4. Enter the name of *New Tag* and click the **Add** button.
 5. Click **Save** in the bottom right hand corner. *The video can now be accessed from the **My Videos** links in the top left corner.*
 6. To allow student access to the video, check the **Approved for Students** box in the bottom section.



School Library

The School Library displays in the menus on the left. It will consist of other videos that have been Approved For Students by any teacher in the School. When teachers Tag or add video to My Videos, they will have the option to approve for students.

APPROVE FOR STUDENTS

1. Expand the applications menu on the left and select the **Gaggle Tube** icon.
2. GaggleTube will open in a new tab. Search or navigate to the video to be approved.
3. Select the **Tag** button to the right of the video.
4. A window will open with the option to add a Tag for the video. Select an existing Gaggle Community tag or add new one.
5. Check the **Approve for Students** box in the bottom section.
6. Click **Save**.

Gaggle Community

The Gaggle Community Library displays in the drop-down menus on the left. Videos will appear in the Gaggle Community Library after they are Tagged as Gaggle Community by an educator. The videos must also be marked Approve for Students.



SMS Texting

SMS Texting provides safe teacher and student mobile texting, with all incoming and outgoing text messages filtered and logged through the Gaggle SMS Gateway. By utilizing the Gateway, individual cell numbers are protected with only Gaggle's number displayed.

Registering Phone in Gaggle

1. Click the My Account link located in the upper right hand corner.
2. Select the Basic Tab.
3. Scroll to the bottom of the page and click the **Add Mobile Device** link.
4. Click the link to view the Terms and Conditions and select the Accept button.
5. Follow instructions to register phone. *A text message will be sent to the registered phone notifying user the number has been validated and message and data rates may apply.*

***Text **Stop** to **424453** to unregister your phone at any time.

Send SMS Text Message through Gaggle

1. Expand the applications menu on the left and select the SMS Texting icon.
2. Click the **To:** button to select users.
3. Click the drop down menu to select contacts, user groups, shared address groups, built in address groups, or school list.
4. Highlight registered user(s). (If user groups is selected in the drop down menu, Gaggle will populate the list with the number of registered users in this group).
5. Click the **OK** button at the bottom of the window.
6. Type the message in the body of email and click the **Send** button. *All messages will be sent via email and text. Registrants can reply to messages from their phone. Utilize the Options button from the Teacher-Student Texting on the Compose tab to schedule a date and time for delivery.*

Responding to Texts

1. Recipients can Reply to a text via phone if one is registered to their Gaggle account, or by email.
2. The Reply will go to the sender's Gaggle account as an email and to their phone, assuming one is registered.
3. All texts are filtered for content according to school's blocking rules.
4. Text messages will be logged in the SMS Thread folder located in each user's mail folders panel on the left side of the screen.

Text to Your Personal Social Wall

1. On registered phone, text the word WALL before the message, type the message, and send the text to GAGGLE or 424453.

Digital Locker

1. Text the word **Locker** followed by the desired image file to the **424453** to upload an image directly to the Digital Locker.



Discussion Boards

Discussion Board Project Ideas

The Gaggle Discussion Boards can be used for many great projects. Teachers can create individual boards accessible to the entire school or district or just to specific groups of students like their own class or differentiated student groups. There are also Gaggle Wide Discussion Boards that are shared by all students and teachers on Gaggle.

The Discussion Boards can eliminate the physical walls of the classroom and enable learning to take place outside normal school hours. The boards also have the Auditory Feedback System and the Translator tools available for those students who would benefit from this extra support. Below are some project ideas we have seen from some of our Gaggle educators.

Content Discussions A discussion board can be used as an online discussion forum to promote higher-level thinking. Unlike a verbal class discussion, participation can be required, measured, and assessed. Students have time to formulate their responses, and are often more comfortable sharing their ideas in a protected environment. Discussions on the boards also provide writing opportunities, thus promoting literacy in the content areas.

Homework Centers The discussion boards are a great way to communicate with students. They can be used as a homework center where teachers post assignments and due dates. Students can post questions and help each other with assignments, creating your own set of class FAQ's.

Differentiated Instruction Because discussion boards can be created for specific users to access; they are a perfect tool for discreet differentiation. Teachers can post differentiated assignments rather than having to pull aside a group of students during class. Specialized instruction, alternate reading material, and small group discussions can all happen on the privacy of the message board.

Character Impersonations Some teachers have used the boards for character impersonations. The teacher posts information and answers students' questions as a famous character. A similar project could be done by creating a board for students to moderate as a character or answer questions about a research topic. A form of "Who Am I" is a popular variation of this kind of board activity.

Professional Development/Committee Work Many school districts take advantage of the Gaggle's district wide discussion boards for professional development, teacher book studies, and for special committees. It's a great way to have cross-district discussions without fighting traffic!

Creating Discussion Boards

Any user with School Teacher access level or higher can create discussion boards. Class discussion boards are created automatically during class creation; however if additional discussion boards are needed, below are the steps to create a new board:

1. Expand the **Admin** menu on the left panel and select **Edit Discussion Boards** located under Community.
2. Click **Add** located under the Edit Discussion Board tab. *A message will pop up requesting the user to "Fill out the fields at the bottom of the page and save."*
3. Name the Discussion Board and select a moderator.
4. To make the Discussion Board District Wide or Read only, select **True**.
5. Select the desired access level.
6. Click **Save New Discussion Board**.

Creating Specified User Boards

Add Specified Users

1. Expand the **Admin** menu on the left and select **Edit Discussion Boards** located under Community.
2. Click **Add** at the top of the page to create a new Discussion Board. *A message will pop up requesting the user to "Fill out the fields at the bottom of the page and save."*
3. Name the Discussion Board and select a moderator.
4. Select **Specified Users** from the **Access Level** drop down.
5. Click **Save**.
6. After the Discussion Board is saved, select the Specified Users tab to assign the users. Specific User Groups or Classes can be added as well.
7. From the **Specified Users Tab**, select **Add Members** to add users within the district.
8. Select users from the list, and click Add Selected Users button. *District level access will have a drop down menu to allow for navigation to other schools in the district.*

Add Specified Groups

1. From the **Specified Groups** tab, select **Add User Groups**.
2. Select the desired groups and click Add Selected Groups. *Check the Show Only My User Groups box at the bottom to view your groups.*

Add Specified Classes

1. From the **Specified Classes** tab, select **Add Classes**.
2. Select the desired classes and click **Add Selected Classes**. *Check the Show Only My Classes at the bottom to view only your classes.*

Reading and Posting to Discussion Boards

Below are step-by-step instructions for reading and posting to the discussion boards:

1. Expand the **Applications** menu on the left and select **Discussion Boards**.
2. Double click on the desired Discussion Board.
3. By default, the posts are organized by date with the most recent post at the top. Teachers and students can view the posts by topic, email address of the poster, date posted, and latest reply. Click on selected sub header to have the discussion board sorted by your preference.
4. Double click one of the subjects to view the post. This screen will display the discussion board posts with topics listed as folders. Click the + sign to the left of the folder to view the threaded replies to that topic.
5. Click on a post to view the thread in the reading pane below.
6. Clicking the **Reply** button will bring up the reply form. Users can alter the subject and type their message. The text editor Tool Bar is available on each reply and allows users to post images, conduct a spell check, change the font, text color, etc. When finished, click the **Submit** button to save post to the discussion board.

Deleting Posts

School Administrator level and higher can delete any post from the discussion boards set up in a school. Users with Administrator level access can delete posts from the discussion boards for which they are listed as the owner. Posts can be deleted by highlighting the post title in the list and clicking the **Delete** link in the top tool bar. Student users cannot delete discussion board posts.



Chat Rooms

Each chat room is assigned to a particular educator much like the students are assigned to an administrator. The chat room owner is generally the educator who created the chat room, but the rooms can be reassigned to a different educator as needed. Gaggle's chat filtering system makes it easy for teachers to monitor students' chat activity and to encourage students to be better chat citizens.

When students post chat messages with blocked words, the system does not tell the student the chat was blocked. In fact, the inappropriate chat is displayed on the chat screen as though it went through, but the offensive text does not appear on any of the other students' chat screens. Teachers will still see that the student tried to post questionable chat and the student's administrator and the chat room owner are sent notifications about the offense.

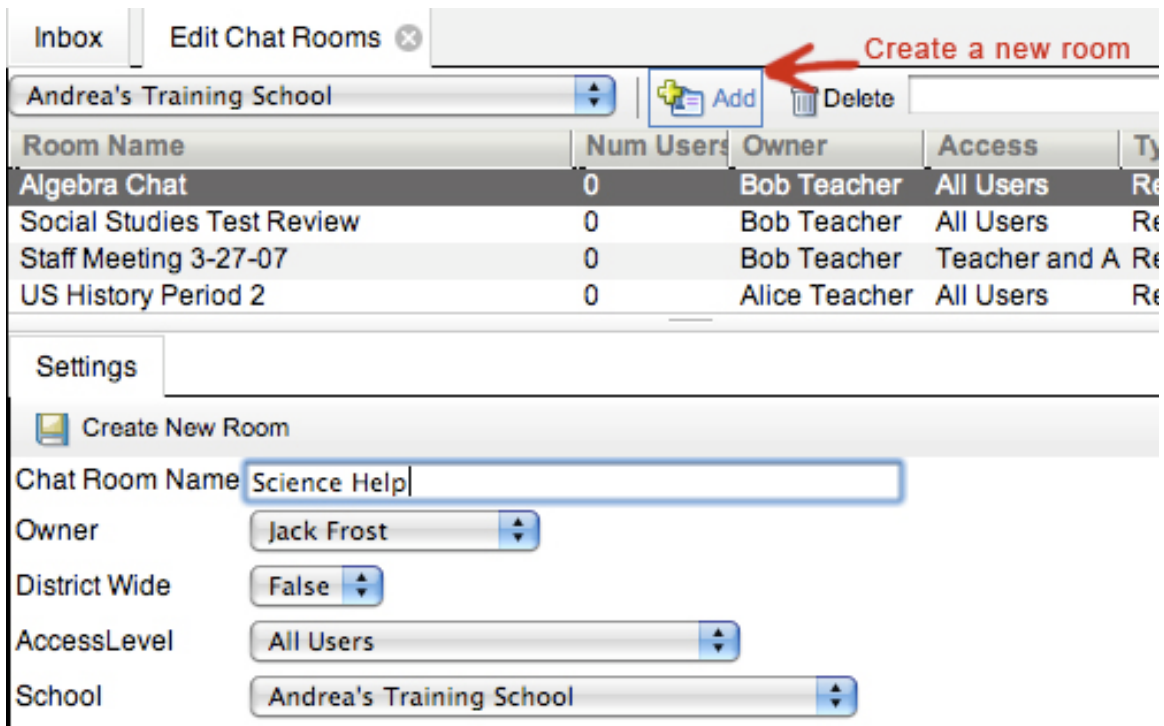
When a student tries to post an offensive chat message for the 9th time during one chat session, the student will get a warning. The warning states that the student's chat access is about to be revoked for bad language. When a student posts a 10th offensive chat message, he or she will be kicked out of the room and chat access will be revoked. An email explaining why the chat was disabled is sent to the student and the student's administrator.

Creating and Using Chat Rooms

Any user with a School Teacher access level or higher can create a Chat Room.

Create a New Chat Room

1. Expand the **Admin** menu on the left and select the **Edit Chat Rooms** link under the Community header.



Inbox Edit Chat Rooms ×

Andrea's Training School Add Delete

Room Name	Num Users	Owner	Access	Type
Algebra Chat	0	Bob Teacher	All Users	Re
Social Studies Test Review	0	Bob Teacher	All Users	Re
Staff Meeting 3-27-07	0	Bob Teacher	Teacher and A	Re
US History Period 2	0	Alice Teacher	All Users	Re

Settings

Create New Room

Chat Room Name Science Help

Owner Jack Frost

District Wide False

AccessLevel All Users

School Andrea's Training School

2. Click **Add** in the top left and enter the chat room name in the text box.
3. Select an owner for the chat room from the drop down menu.
4. Set the District Wide drop down to **True** if this chat room should be accessible to other users within the district.
5. Specify the Access Levels that can access the Room. Select Specified Users to customize what users can access the room.
6. Select the Target School from the School Drop down. (Only available to District Admin access and higher)
7. Click **Create New Room**.

Specified Users Chat Rooms

If a chat room is created as Specified Users, it can be customized to only allow access to specific users, Classes, or Use Groups.

1. Expand the **Admin** menu on the left and select the **Edit Chat Rooms** link under the Community header.
2. Make sure **Specified Users** is selected from the **Access Level** drop down. If not, select **Specified Users** and click **Save**.
3. Select the **Specified Users** tab and click the **Add Members** button. Alternatively, select the **Non-District Users** button to add Gaggle users outside the district.
4. Check the specific users from the user list. Click **Add Selected Users**. If the

Add Non-District Users option was selected, enter the Gaggle email addresses and select **Submit**.

Specified Classes and User Group Chat Rooms

Classes and User Groups can also be assigned to Specified Users Chat Rooms.

1. Expand the **Admin** menu on the left and select the **Edit Chat Rooms** link under the Community header.
2. Make sure **Specified Users** is selected from the **Access Level** drop down. If not, select **Specified Users** and click **Save**.
3. Select the **Specified Classes** tab and click the **Add Classes** button. Alternatively, select the **Specified User Groups** tab to add a User Group(s).
4. Select the desired classes or groups and click the **Add Selected Classes(Groups)** button.

Starting Chat

1. Expand the **Applications** menu on the left and select the **Chat** icon.
2. Click on the **+** sign next to the name of the Chat Room category to view all chat rooms in this category.
3. Click on a chat room from the list.
4. Type a message and press enter to send. Select the Smiley Face icon to add emoticons.

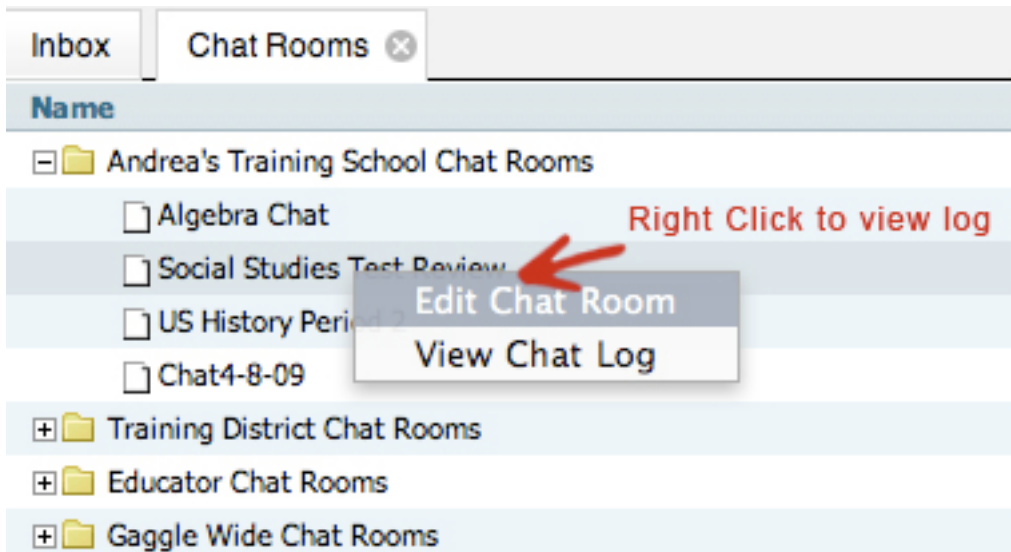
Chat Logs

Educators have the ability to view chat logs for chat rooms they own. Users at the School Administrator access level and above can view chat logs for all chat rooms in the school, even if they are not the owner. The chat logs allow a teacher to view all conversations that have taken place in a particular chat room since its creation. This way teachers can monitor the activity of their chat rooms even when they are not participating in the chat rooms with the students. For each entry in the chat room, the chat log shows the date and time of the entry and the user name of the person who sent the message. The chat logs will display all text that was entered in by a user, including any blocked messages. And messages that were blocked for a student account are not displayed to other students in the chat even though the messages appear in the chat logs.

VIEW CHAT LOG

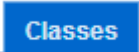
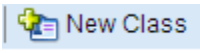
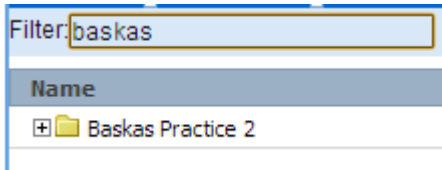
1. Expand the **Admin** menu on the left and select the **Edit Chat Rooms** link under the Community header.

2. Right click on the name of the chat room.
3. Select **View Chat Log**.





Create Classes/Groups

1. Click the Student Admin menu on the bottom of the left navigation panel.
2. Select the **User List**.
3. To view existing classes, select the  tab at the bottom of the User List.
4. Create a new class by clicking on .
5. Add a Class Name in the Name field and click **OK** (teacher last name, subject and period).
6. Select **Yes** when asked: Do you want to be a member of this class.
7. Select **Yes** when asked: Do you want to create an Assignment Drop Box for this class?
8. Use the filter box to isolate your class from the rest of the classes by typing in the first few letters of the name of your class. For example:


The screenshot shows a search filter box with the text 'Filter: baskas' and a list of results below it. The first result is 'Baskas Practice 2' with a folder icon and a plus sign to its left.
9. Add members to the Class by selecting the checkbox next to the User Name on the User List.
10. Drag and drop the highlighted user(s) from the above User List into the new Class below.
11. To add information such as the Room, Office Hours, and Phone Number click the **Edit** link located in the last column of the list of classes.
12. User Groups (Clubs, Athletic Teams, etc.) are created the same way as Classes, but will be found under the User Group Tab.



Dear Parents,

School District 126 strives to provide all students with a range of experiences to meet state and national technology standards. These standards include electronic communication, so it is important for students to become responsible and proficient with this tool. In order to meet these standards and give our students hands-on experience with email, the district is providing 5th—8th grade students with e-mail accounts.

The web-based email account will allow students to submit assignments electronically or easily collaborate with other students on topics being studied. We have chosen Gaggle.net, which is a safe, web-based Internet system for students. Gaggle is structured so the teacher or school email administrator is in control and is able to manage what level of access the students have and with whom they can communicate.

All communication will pass through a number of filters so that any messages with offensive language, questionable domains, banned file types, or inappropriate images will be automatically blocked and rerouted to the student's teacher or school email administrator for review.

In addition to email, Gaggle provides students with a Digital Locker, which is an online file storage system. Files can be uploaded and accessed from anywhere, so students can work on documents or projects at home without needing a USB drive.

We are excited about providing this digital service to our students! Please feel free to contact the school with any questions or concerns or visit www.gaggle.net for more information.

Sincerely,
Carol Baskas

126 Tech Coach
cbaskas@dist126.org



Online Safety Pledge

I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules:

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers, to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of others or myself over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

Student's Signature

Date

Parent's Signature

Date

Teacher's Signature

Date

Promesa de Seguridad Bajo el Control de la Computadora

Quiero usar la computadora y el Internet. Entiendo que hay ciertas reglas de lo que debo hacer bajo el control de la computadora. Estoy de acuerdo en seguir estas reglas:

1. No dare mi nombre, direccion, numero de telefono, escuela, o el nombre de mi maestro(a) o nombre de mis padres, direccion, o numero de telefono, a quien conozca en el Internet.
2. No dare la clave de mi direccion a nadie (ni a mi mejor amigo/a), solamente a mi maestro(a) o a mis padres.
3. No mandare fotos mias atraves del Internet sin permiso de mi maestro(a) o de mis padres.
4. No llenare formas o pedidos atraves del Internet que me pregunten cualquier informacion acerca de mi escuela, mi familia, o de mi mismo sin primero pedir permiso de mi maestro(a) o de mis padres.
5. Le dire a mi maestro/a o a mis padres se veo lenguaje vulgar o retratos malos en el Internet, o si alguien me hace sentir mal o incomodo bajo el control de la computadora.
6. Nunca estare de acuerdo en hacer una cita para conocer alguien que "conozca" atraves del Internet sin primero verificar con la maestro(a) o con mis padres. Si mi maestro(a) o mis padres estan de acuerdo, me asegurare de que este en un lugar publico y este acompañado(a) de un adulto en todo momento.
7. No usare articulos, historias, o otros trabajos que encuentre atraves del Internet y fingir que es mio.
8. No usare lenguaje inapropiado sobre el Internet.
9. Practicare computacion cuidadosa, y verificare que no haiga virus cuando obtenga un disco prestado, transferencia directa del Internet, o recibir notas atadas.
10. Sere un buen ciudadano atraves del Internet y no participare en ninguna actividad que pueda lastimar a otros o que sean en contra de la ley o en contra de la poliza de mi escuela.

Firma de estudiante

Fecha

Firma de padre

Fecha

Firma de maestro(a)

Fecha