

User's Guide

Version 2.6



Glogster EDU

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1. EDUHOMEPAGE

1.1 REGISTRATION TO EDU

As a new user, navigate to <u>www.edu.glogster.com</u>. The Glogster EDU <u>homepage</u> will appear.



The Glogster EDU homepage contains useful information and content.

You can always return here by clicking the



To register as a new user, click on the **Products & Pricing** tab located in the navigation bar.



You can also register by clicking on the banner located on the Glogster EDU homepage.

From the product information page, select the type of product you are interested in.



From the **product information page** you can compare **Basic** vs. **EDU Premium** Memberships.

Student management			
Account administration	0	0	0
Access to student accounts ?	0	0	
Student nickname editing	0	O	
Student sharing among teachers		Ø	
Classroom management			
Class administration	0	S	
Class Projects	Ø	0	
Class page 🕐	O	O	
1-click class messaging	0	0	
Project management			
Project administration	0	S	
Project Glog template 📀	0	0	
Project reminders	0	0	
Teacher assessment 🕐	0	0	
Glog Creation Interface			
Multimedia 🦻	0	0	0
Data attachment ?	0	0	
Drawing tool	Ø	Ø	
Extra graphics galleries	0	Ø	
Glog Organization Tools			
Glog Presentations	0	0	
Student Glog Portfolios	0	0	
Extra features			
Glog sharing	0	0	Ø
Unlimited future updates	0	S	
No advertising, ever	0	Ø	
Support			
Community Support Center	0	Ø	S
Email support 🧿	0	S	0
Phone support 🦻	0	S	
	SUBSCRIBE	SUBSCRIBE	GET IT
	Try 30-day Premium Trial		It's FREE

1.1.1 REGISTER AS BASIC TEACHER



Click on the GET IT button on this banner to access the Basic Teacher registration menu.

_			
Dog	ictor	to	
Neu	IJLCI	ιU	EDU

Nickname:	
Password:	
Confirm password:	
E-mail:	@
	Remember me on this computer.
First name:	
Last name:	
Birthday:	January 💌 1 💌 2010 💌
Gender:	© Female ◎ Male
Country:	Select Country 💌
Type the code shown:	S N 5 / HS
	ENTER THE ABOVE CODE, PLEASI Change
	I agree to the <u>Terms of Use</u>
	SIGN UP

Complete the fields found on the **registration** form.

The required fields are Nickname, Password, Confirm password, E-mail, and Verification code, and you must agree to the Glogster EDU Terms of Use.

Your Nickname and Password must be longer than **4 characters**. Otherwise, a prompt will appear, and you will not be able to finish registering.

Other fields such as **First name**, **Last name**, **Birthday**, **Gender** and **Country** are not required, and can be filled out later from the <u>Edit my profile</u> menu.

Register to EDU	
Nickname: teacher25852	
Password:	
Confirm password:	
E-mail: teacher25852@wdf-testing	
Remember me on this computer.	
First name: John	
Last name: Lambert	
Birthday: April 🔹 10 💌 1968 💌	
Gender: 🔘 Female 🔘 Male	

Note: Glogster recommends filling in all of the information during the **registration** process — if not, the system will automatically prompt you for information upon each subsequent login.

Choose the **Country** field, and other pop-ups according to geographic information will automatically appear.



Fill in additional fields with the **State**, **City**, **District** and **School** drop down menus.

If any information does not appear in the drop down menus, you can add the required information on your own.

When everything is properly filled out, click the **SIGN UP** button.

The system will redirect you to your personal dashboard.



1.1.2 REGISTER AS PREMIUM TEACHER



Click on the SUBSCRIBE button on this banner to access the Premium Teacher registration menu.

You will be directed to the price selection page.

Select \$11.95 /month to be charged \$11.95 monthly for your Premium Teacher account.

Select \$99 /year to be charged \$99 yearly for your Premium Teacher account.

bogster vourself			Log in or Sign U
Billing information Great choice! By subscribing to EDU Premium Teacher you will pro experience.	wide your clas	sroom with a full online learning	1 2
Product	Licenses	Price	Re.
Premium Teacher month Glogster EDU Premium with monthly payments	1	 \$99/year \$8.25/month (You save 30%!) \$11.95/month 	Your data is safe and secure
		Total: \$11.95	information.

After you select the price that suits your requirements, fill out the form with your personal information.

Please fill o	but
First name:	John
Last name:	Dace
District name:	High Abendeer
School name:	High Abendeer school
Email address:	john.dace@gmail.com
Phone:	771234567
Street:	Davyfield road 33
City:	Abendeer
Postal Code:	12345
Country:	United States
	VERIFICATION & PAYMENT »

After all of the information is filled in, click the **VERIFICATION & PAYMENT** button.

Verification & Payment

You are just one step away from becoming a 21st century teacher.

Product	Licenses	Price
Premium Teacher year Glogster EDU Premium with annual payments	1	\$99
License number: GLG1-AUGQVBPX-XXXXXXX (You will receive the full license code via email after the	XX payment.)	Total: \$99

Billing information:	
- John Dace	Davyfield road 33
john.dace@gmail.com	Abendeer
771234567	12345
High Abendeer school	United States
High Abendeer	

As you can see, the system has generated your unique license number before the payment. The verification form includes basic information about your purchased license, license number, license price, and purchaser billing information.

If you need to change any of the billing information, you can do so by pressing the EDIT button. Change the necessary information and click the **VERIFICATION & PAYMENT** button again.

At the bottom of the page, you will see two options for payment – PayPal recurrent payment or payment by check.



Your pay	nent method		Sele
	PavPal		redi
	Reccurent payment	Pay by check	gate
PayPal: All sub: simply log back	criptions will automatically renev into your PayPal account and st	w. If you would like to cancel your renewal, op the recurring billing function. By purchasing	
this order you	are agreeing to Glogster EDU Te	rms of Use.	

Select the PayPal option and press the PROCEED TO PAYPAL button to be redirected to the PayPal payment gateway.

Log in to your PayPal account, or create an account if you do not currently have one.

Glogster yourself EDU Yo Pu ED	u are now rchasing Glogster U Premium	You are just on away from bein century EDUca	e step g a 21st tor!
Billing Information		PayPal	Secure Payments
* Required			
Description	Terms		Amount
Premium Teacher year Glogster EDU Premium with annual payments (GLG1- GEDCX6K8)	\$99.00 USD for each year		\$99.00 USD
Choose a Payment Method			
You need a PayPal account for this purchase.			

• PavPal I already have a PayPal account.

After successful login, you will be redirected to the payment review. Press the AGREE AND PAY button to pay for the license type you have selected.

Glogster yourself EDU Poster yourself EDU EDU	are now nasing Glogster Premium	You are just away from b century EDU	one step eing a 21st cator!
Your purchase was successful		PayPa	Secure Payments
Description	Terms		Amount
(GLGX	Effective Date:		s
Note			
The details of this transaction are stored in your PayPal account for easy and	ccess anytime. For details login to <u>w</u>	ww.paypal.com	
Contact Information			
Business Name: Glogster EDU Premium Contact Email: edupremium@glogster.com Contact Phone: +1 8884564748			
	PayPal Account Overview	Return To G	logster EDU Premium

By pressing the **Return To Glogster EDU Premium** button, you will be redirected into **Summary & Activation** page which will inform you about the actual status of your payment.



Using Glogster EDU

Immary & Activation are now a proud owner of the leading 21st century ec	lucation platform.	
		\bigcirc \bigcirc \bigcirc
All information below has been sent to your email.		Billing Verification Summary information & Payment Activatio
\sim		92
		Feel free to use our
Order details		Support Center
Product Sul	bscriber	User's Guide
Premium Teacher year 0 ilogster EDU Premium with annual ayments		T
vate of order: 2011-04-04		
icenses: 1		
otal: \$99.0		
icense number: GLG1-E5A6ZDKU-XXXXXXXXXXXX		
Go to license manage	ment	
icense activation summary		
o activate your account, click the following link(s) or copy n your Dashboard.	the activation code and insert manually	
Activation link	Activation code	
	Street and an operation of the second street and the	

1.1.2.2 PAY BY CHECK OPTION

	o PayPal		
	Reccurent payment	Pay by check	
Our Sales Departme	nt will contact you with pays	ment information. Your license will	be
activated after the o	heck receipt. By purchasing	this order, you are agreeing to Gl	ogster EDU
Terms of Use.			

Select the **Pay by check** option and press the **ORDER NOW** button to sent the quotation to our sales department.

You will be redirected to the **Summary & Activation** page which will inform you about the actual status of your request.

Summary & Activation

All information below has been sent to your email.

Order details

Product

Premium Teacher year Glogster EDU Premium with annual payments

Date of order: 2011-3-31

Total: \$99

Subscriber

(john.dace@gmail.com) John Dace Vodickova 36 High Abendeer school Davyfield Road 33 15500 United Kingdom

Our sales department will contact you as soon as possible.

You will receive a notification by email.

1.1.3 REGISTER THE SCHOOL LICENSE



Select to apply for school license quotation.

Note: For more information about a <u>school</u> <u>license</u> <u>purchase</u>, navigate to the <u>School license</u> section.

1.2 ACCOUNT VERIFICATION

After **registration**, check your **e-mail** for the **registration** confirmation email , with **Nickname**, **Password** and **confirmation link** for **account verification**.



Click the link located in confirmation email <u>Confirm your account by clicking here, please</u> to authorize his **Glogster EDU** account. You will be redirected to <u>My Dashboard</u>.

Your	v, r e-mail has been au	thorized.	el <u>View my profile</u> <u>Account settings</u>	f your profile is ready
	(Tr	y it out with your students for one FREE mo	onth)	
	teacher2585 Online John Lambert Male	Forget Blogging, try Glogging!	EDU BASIC	G 1 Gloss
	United States		Basic vs. Premium	
		CREATE NEW GLOG	Enter your license ID	0 Views

1.3 LOGGING IN

After <u>registration</u> and <u>account confirmation</u> are complete, you will be able to <u>log in</u> to your new account by clicking the <u>Log in</u> link located in upper right corner of **Glogster EDU** pages.

Glogster yourself What is Glogster EDU?	Once the Nickname and Password fields have been completed, click the LOG IN button.
Log In	The login screen contain also links such as Lost password,
Nickname: nickname	Register here and create a Glog.
Password:	
remember me on this computer	
Lost your password?	
Not registered yet? Register here!	
There's no registration required to create a Glog!	



1.3.1 LOST PASSWORD

If you have lost your **password**, you can easily ask for new one. Click the **Lost your password**

link. Lost your password	rd?
--------------------------	-----

After this action, this prompt will appear.

Glogster y	ourself	What is Glogster EDU?	New Glogs	Categories	G-lat
Lost you	ır passwo	ord?			
Tell us your e-mail your password. If retrieve your pass	address and we'll s you didn't register v word.	end you instructions on with an e-mail address, y	how to reset ou cannot		
Email address:	0				
	Send me info				

Enter your **Email address**, then click the **Send me info** button.

Instructions will be sent to the user's email account.

From: To: Cc:	Glogster EDU [noreply@edu.glogster.com] teacher25852
Subject:	Password reset request from Glogster.com
Hi teachei Someone If this req Thanks. The Glogs	r25852 has requested a password reset for your account on <mark>Glogster.com</mark> . uest was from you, and is valid, please click <u>this link</u> to reset your password. :ter team.

Press the **reset password** link located in your email, you will be redirected to the **account settings** page.

Account settings
Password
Change your password
Enter new password:
Current password:
New password:
Re-enter new password:
CHANGE PASSWORD

From the <u>Account settings</u> menu, set a new password by completing the **New password** and **Re-enter new password** fields. Click the **Change password** button.

2. LICENSE ACTIVATION



After you have logged in into your account, you will be directed to My Dashboard page of Glogster EDU.

Heads Up! <u>My Dashboard</u> is an anchor for you, and many of Glogster EDU's most important capabilities are found here. These functionalities will be introduced in the subsequent sections of this manual.



Once the account confirmation has been completed, activate the Glogster EDU Premium Trial offer.

2.1 LICENSE ACTIVATION

After the **PayPal** payment is done, you will receive an email containing a **payment confirmation** message.

From: To: Cc:	Glogster EDU [noreply@edu.glogster.com] Iaura.kingstorm@wdf-testing.cz		
Subject:	Thank you for becoming a Glogster EDU Premium client – welcome aboard!		
🖂 Message	Drochure.pdf (2 MB)		
Dear Laur	a Kingstorm,		
Thank you	Thank you for becoming a Glogster EDU Premium client – welcome aboard!		
In the PI	OF attachment you will find a Welcome Kit.		
Your LIC	ENSE ID is: GLG1-QHGBC3Z5-8ZQSNDTAXJ		
Keep this	ID safe and do not share with others. Enter this ID on your Teacher Dashboard page to activate your License or activate by following this link:		
http://edu	1.alogster.com/licence/GLG1-QHGBC3Z5-8ZQSNDTAX3		
To fully us	e all the features of Glogster EDU Premium, the license has to be paid for.		

The message contains the Welcome Kit Brochure in PDF form, and fully unique License Code.

You can activate **EDU Premium** subscription now via either the **activation** link or by filling the **activation code** directly from <u>My Dashboard</u>.

2.1.1.1 ACTIVATION VIA ACTIVATION LINK

http://edu.glogster.com/licence/GLG1-QHGBC3Z5-8ZQSNDTAXJ

Click on the activation link located in your mail to go to the login page.

Log In	nickname	You must co	omplete the	Nickname and
Nickname:		Password fiel	ds, and click th	le <u>Log in</u> button.
Password:		A pop-up mes	ssage will appe	ar.
License License assignment confirmation CODE: GLG1-BKWTM6XD-V5K4XJYEGH This license expires on: 2010-10-02 Are you sure you want to assign this standard license to preedutch account CONFIRM CANCEL INVITATION		WTM6XD-V5K4XJYEGH 0-02 se to preedutch account? TION	Click the Co activate <u>typ</u>	nfirm button, to e of license .

2.1.1.2 ACTIVATION VIA FILLING THE ACTIVATION CODE

Activate **EDU PREMIUM** mode from the **My Dashboard**.

Log In		Log In into user accourt	nt.
Nickname:	nickname		
Password:			
	remember me on this computer		
	LOG IN		
22	teacher2585: © Online John Lambert Glogging!	try EDU BASIC	@ 1
	Male 42 years United States	Compare Basic vs. Premium	G O Glogs
	CREATE NEW GL	OG Enter your license ID	

Enter your license ID	Click Enter type inforr appear.	your license ID link located in account mation box. The Activation pop-up will
Put your license number in here to EDU premium features.	activate the	Copy and paste the activation code from your email, and click the Activate EDU PREMIUM button.
Your license number or activation code:		



Error message:

LicenceCode matching query does not exist. <u>Type again...</u> If the **license code** doesn't match, you will receive the error code popup.

Note: Double-check that the **license code** entered matches the **license code** in your email. If the error message persists, contact the <u>EDU Glogster support team</u>.

If the **license code** matches, a pop-up message will appear.

License	
License assignment confirmati This license o	ion CODE: GLG1-BKWTM6XD-V5K4XJYEGH expires on: 2010-10-02
Are you sure you want to assign	this standard license to preedutch account? CANCEL INVITATION

Click the **Confirm** button to **activate** the <u>purchased type</u> of **license** and you will be directed to <u>My</u> <u>Dashboard</u>.





A successful **activation** is indicated by a green **EDU PREMIUM** box Click **your license** link in this box, to see the purchased license information as shown.

By clicking **your license** link in this box, user will see the purchased license information as shown bellow.

EDU Premium - License information

Your license number is:	Gxxx-xxxxxxx-263DPEWU5Y
Renewal Date:	2012-04-01
Subscription:	Premium year
Payment type:	PayPal

The license information menu reflects the actual status of purchased license and contains information about License number, Expiration/Renewal Date, Subscription type, Payment type, and License Utilization information.

2.2 TRIAL OPTION

Picture below is the **Trial activation** popup.

Get a taste of ED	U Premium for FREE!
Activate Premium Trial and you will be able to pu This offer is available only fro	urchase Premium Month at an exlusive price of \$8,30! m activated Premium Trial interface!
ACTIVATE LATER	ACTIVATE NOW
Too busy, I will check it out later!	Sure, my students and I want to check it out!

Click the Activate Now button, to activate the EDU PREMIUM TRIAL mode.

Click the **Activate Later** button, to stay in **EDU BASIC** mode.

The popup box will appear every time you log in.

EDU PREMIUM TRIAL

You have a unique chance to subscribe to <u>Premium Month</u> for a special price of \$8,30 (available only here!) for another 31 DAYS! Enter your license ID Upon **EDU PREMIUM Trial** activation, the information box located on **My Dashboard** will change to orange.

The **EDU PREMIUM TRIAL** mode is offered just once per account. After one month, the **EDU Premium Trial** will automatically revert to **Basic** mode.



Note: Most features are only available with a Premium account.

A Basic user will frequently receive green prompts The enhanced features described are only enabled for <u>EDU</u> <u>Premium users</u> or <u>School license users</u> only.

3. MY DASHBOARD



My Dashboard is an anchor. It includes important Glogster EDU functionalities.



3.1 USER PROFILE

At the top of **My Dashboard** the **User Profile box** can be found, which includes general information about you.

3.1.1 GENERAL INFORMATION



User profile box contains the Photo, Nickname, Status, and personal information about you. You are able to change this information from <u>Edit my</u> <u>profile</u> menu.

3.1.2 MOOD BOX



This is the **Mood box**. The information can be changed anytime, and is visible to all other **EDU Glogster** users previewing your profile.

3.1.3 ACCOUNT TYPE BOX



This is the **Account type** Information box. When the box is **gray**, the account type is **EDU Basic**.

Orange color of this box denotes EDU Premium Trial.

Green denotes EDU Premium.



3.1.4 G-POINTS



G-Points. The G-Points value will increase by each click on another users profile, or by each <u>Glog creation</u>.

3.1.5 NUMBER OF USER GLOGS



This informational box displays the actual number of <u>Glogs</u> you`ve created.

3.1.6 NUMBER OF PROFILE VIEWS



This box displays the actual number of users who have visited your **profile** page.

3.2 EDIT MY PROFILE

In the right upper corner of <u>My Dashboard</u> the **Profile** and **account settings** links can be found.



Click the Edit my profile link **<u>« Edit my profile</u>** and you will be directed to **Edit user profile** menu.



The **profile** menu consists of your **information**, **Photo** and **Mood Box**, and **interests**.

3.2.1 USER INFORMATION



The **User information** can be changed at anytime from this menu.

SAVE CHANGES

Any changes to the **profile** need to be confirmed by clicking the **Save changes** button.

3.2.2 Рното вох



3.2.3 INTERESTS

Describe yourself:	Hey, you want more Gs? Promote your Glog everywhere! More visits = more Gs :)
Lifestyle:	
Music:	
Movies and TV:	
Sports:	
Arts:	

The **interests** information can be changed anytime from this menu. Information will be visible to other users.

SAVE CHANGES

Any changes to the **profile** need to be confirmed by clicking the **Save changes** button.

3.3 DESIGN MY PROFILE

From <u>Edit profile</u> menu, you can access the **Design profile** menu by clicking the **Design profile tab** shown below.

Glogster state EDU My Dashboard What is Glogster	EDU? New Glogs Categories G-lab Hi <u>teacher25852 Logout</u>
Profile settings	<u>« Back to dashboard</u> View my profile Account settings
Edit profile Design profile	SAVE CHANGES
Tell us something about yourself @	teacher25852 🥝

Design profile

The **Design profile** menu contains the **Profile edit tool**, which can be used for changing your **Profile** look.





3.3.1 PROFILE EDIT TOOL



The **Profile edit tool** is located in the upper left corner of **Design profile** menu.

This tool contain from the **Skins tab**, and **Skin Maker** tab.

3.3.1.1 SKINS TAB

Click the Skins tab, and an additional Skins menu will appear.

Next sub-menu of Skins Tab is My skins.

This menu contains the Gallery of pre-created Profile skins. You can click on any of the pre-created skins, and use them by clicking the Use it button.

The appearance of profile will be changed according to selected skin.

Gallery My Skins My custom001	
1	USE IT

In this sub-menu are Custom skins created from <u>Skin Maker Tab</u> menu.

3.3.1.2 SKIN MAKER TAB

By clicking the Skin maker tab, an additional own customization menu will appear.



In the **Content menu**, you are able to change the color of individual elements according to content. The steps are identical for most of the menu tabs.



Heading Click on the color tab field. E Choose color Text After color is selected, click Link the Use it button. Link hover System link System link hover SELECT USE IT Add to my colors Add Hexa (#) code: APPLY Page Wall Info Box ines Informational: The Wall and Page Wall Ann ... Hexa (#) code: APPLY contains additional menus, including Gallery

and My Pictures.

Content Boxes Info Box Wall Page Wall
Solid Color
My. Pictures
Hexe (r) code:
Hexe (r) code:
USE IT
SAVE TO MY SKINS

To learn about this additional content, navigate to the <u>Wall bar</u> content located under <u>All about glog</u> section.



When you are finished with editing, you can save the custom skin of Profile. Click the **Save to my Skins** button.



An additional pop-up will appear.

Fill the **name** of custom skin in the column, and click **save skin** button.

The skin will be saved into **My skins** located under <u>Skins Tab</u> menu.

Example: Change the Contents heading color to specific color.

REMOVE IMAGE

SAVE TO MY SKIN

3.4 VIEW MY PROFILE

In the right upper corner of <u>My Dashboard</u> the <u>View my Profile</u> and <u>Account settings</u> links can be found.



Click the <u>View my profile</u> link to view the profile menu.

According to changes applied in **Design User Profile** menu, you can check your accounts skin.



3.5 ACCOUNT SETTINGS

In the right upper corner of <u>My Dashboard</u> are located the <u>View my Profile</u> and <u>Account settings</u> links.





Account setting	gs	<u>« Back to dashboa</u> <u>View my prof</u> <u>Account settin</u>	rd ile gs	your profile is ready	/
Password Email B	locked Users	 			
Change your p	assword				
Current password:					
New password:					

The Account settings menu contains the Password menu, Email menu and Blocked users menu.

3.5.1 PASSWORD

EDU

Glogster

Account settings					
Password	Email	Blocked Users			
Change your password Current password: New password: Re-enter new password:					
	HANGE	PASSWORD			

From the <u>Account settings</u> menu, change your password. Fill out the **Current password**, **New password** and **Re-enter new password** fields, and then click the **Change password** button.

3.5.2 E-MAIL



From the <u>Account settings</u> menu, change the email associated with your license. Fill out the **Current e-mail, New e-mail, Confirm e-mail** and **current password** fields, and then click the **Change e-mail** button.

Note: You need to finish the account verification process to be able to change your e-mail.



3.5.3 BLOCKED USERS

From the <u>Account settings</u> menu, you are able to see and remove the blocked users.

Account settings					
Password	Email	Blocked Users			
Blocked	l use	rs			

Users on this list are not able to send any <u>Messages</u> or <u>comment</u> Glogs of users who are blocking them.

Note: Information about how to block the users can be found under Messaging content.

3.6 STUDENTS

The **Students menu** is located on <u>My Dashboard</u>. From this menu you can create and manage the students.



Number of students depends on your <u>Account type</u>. An EDU Basic account and an Edu Premium Trial account can add up to 50 students. An Edu Premium account can add up to 200 students.

Edu <u>School license</u> account can have multiple students. This number is based on your <u>license</u> <u>guotation</u>. For more information about the **School license**, navigate to the <u>School license</u> section.

3.6.1 ADDING STUDENTS



By clicking the **Add new students'** button, a pop-up will appear.





Generate students by inserting the number of students in the popup field, or import students via the Excel import tool.

3.6.1.1 ADDING STUDENTS ACCOUNTS VIA POP-UP

How many accounts do you want to add?	1	Still 100 unused accounts.
	ADD AC	COUNTS

Enter the number of students into the pop-up field, and confirm the action by clicking the **Add accounts** button.

Classes (EDU Premium)	Students	Now students will specer in
ent2huf		New students will appear in
0 Glogs		the Students tab located on
<u></u>		<u>My Dashboard</u> .
Add new students or Ma	anage students	
	<u>1 students</u> - <u>show all</u>	

3.6.1.2 ADDING STUDENTS ACCOUNTS VIA EXCEL IMPORT

You can also import students via excel import tool.

low many accounts	do you want to add? Still 37 unused accounts.
	ADD ACCOUNTS
Or download and fil	l out a file in the Excel Format (it's easier).
The Excel tool is available	ailable only under PC platform and it is Excel file for Microsoft Office 2007 & 2003!
f you are using olde nstall it first.	r version of MS Excel, please download the following <u>plugin from Microsoft</u> page and
	DOWNLOAD FILE
	Video tutorial of using Excel import tool:

Click the **download file** button to download the excel import tool.



You have chosen to open	excel
Students-import.xls	
which is a: Pracovný hárok programu Microsoft Office Excel 97-2003 from: http://edu.glogster.com What should Firefox do with this file?	Atten 2003
Open with Microsoft Office Excel (default)	unbio
O DownThemAll!	conte
 Save File Do this <u>a</u>utomatically for files like this from now on. 	Follov sectio
OK Cancel	<u>securi</u> macro
	assista

Click OK button to open the excel import sheet.

Attention: MS Excel 2007 & 2003 users may need to unblock the Excel Macro content.

Follow the instructions in sections <u>MS Office 2007 macro</u> <u>security</u> and <u>MS Office 2003</u> <u>macro security</u> for further assistance.

0	Security Warning	Macros have bee	en disabled.	Options					
	18	• ()	f _x						
	A B C	D	E	F	G	Н	1	J	
1 2 3 4	Glog	poster yourse	EDU	In order to use this Click options butto	tool you ne on above.	ed to enable	e macros!	Login: Login at:	Login
5 6 7		Upload stude Glogster E	ents to DU	HOW TO USE THIS	TOOL			1	
9 10		Import					L	1	



Press Login button located in the upper right corner of Excel import tool.

Login with Ed	u Glogster account
Nick :	schoolteacher25852
Password :	*****
Cancel	Login

Enter the **Nickname** and **password** information, and confirm by clicking the **Login** button.

Login: Login at:	<u>teacher25852</u> 5. září 2010
	Login

When you've successfully logged in, the **Login** and **Login at** information will change.

Now, you can complete the fields.



The **Nick** column is required and needs to be unique to each student.

First Name	Last Name	Grade	Gender
Mario	Lutson	1	m
Ivan	Dose	1	m
Susan	Lewins	2	f
Leon	Gordie	3	m
Peter	Grilli	4	m
Aleksey	Rembish	4	m
Marek	Palatinus	4	m
Filip	Hlinka	4	m
Franz	Rewilak	4	m
Igor	Timko	3	m

First name, Last name, Grade and Gender are not required, but recommended. When these fields are filled in, students will be generated with all information included visible in their Profile.



The Password field is not required. If you leave these fields blank, the system will automatically generate random passwords.

When complete click the **Import** button.

Glog	Ster BETA	EDU	In order to use this Click options butto	tool you ne on above.	ed to enabl	e macros!	Login: Login at:	teacher25852 5. září 2010 Login
Up	load studen Glogster ED	ts to U	HOW TO USE THIS	TOOL				
_	Import							
	Nick	First Name	Last Name	Grade	Gender	Password	Status	
1. Artwo	rkstudent001	Mario	Lutson	1	m	artwork001		
2. Artwo	rkstudent002	Ivan	Dose	1	m	artwork001		
3. Artwo	rkstudent003	Susan	Lewins	2	f	artwork001		
4. Artwo	rkstudent004	Leon	Gordie	3	m	artwork001		
5. Artwo	rkstudent005	Peter	Grilli	4	m	artwork001		

Shortly, the fields will change color indicating that the data was successfully imported.

Nick	First Name	Last Name	Grade	Gender	Password	Status	First Login Link
1. Artworkstu	dent001 Mario	Lutson	1	Male	artwork001	Imported	http://edu.glogster.com/go/qh5u2n
2. Artworkstu	dent002 Ivan	Dose	1	Male	artwork001	Imported	http://edu.glogster.com/go/4qqqae
3. Artworkstu	dent003 Susan	Lewins	2	Female	artwork001	Imported	http://edu.glogster.com/go/8gtyb2
4. Artworkstu	dent004 Leon	Gordie	3	Male	artwork001	Imported	http://edu.glogster.com/go/96vmtk
5. Artworkstu	dent005 Peter	Grilli	4	Male	artwork001	Imported	http://edu.glogster.com/go/w1bwnj
6. Artworkstu	dent006 Aleksey	Rembish	4	Male	artwork001	Imported	http://edu.glogster.com/go/8q7y7e
7. Artworkstu	dent007 Marek	Palatinus	4	Male	artwork001	Imported	http://edu.glogster.com/go/cbffv5
8. Artworkstu	dent008 Filip	Hlinka	4	Male	artwork001	Imported	http://edu.glogster.com/go/lw9hz7
9. Artworkstu	dent009 Franz	Rewilak	4	Male	artwork001	Imported	http://edu.glogster.com/go/9x1sxw
10. Artworkstu	dent010 Igor	Timko	3	Male	artwork001	Imported	http://edu.glogster.com/go/zl8237

The Status field shows the student's status after import.

Status
Existent

If the Status field is pink, and reads **Existent**, it means that the **Nickname** is already taken. In this case, you need to change the **nickname** to another non-existing one, and import again.


When the Status field is green, and reads imported, it means that the student has been created.

First Login Link http://edu.glogster.com/go/qh5u2n http://edu.glogster.com/go/4qqqae http://edu.glogster.com/go/8gtyb2 http://edu.glogster.com/go/96vmtk http://edu.glogster.com/go/w1bwnj First login link is used for the first login for newly created student. Copy and, paste the First Login Link into the web browser and the Student's account will appear.

3.6.1.2.1 MS OFFICE 2007 MACRO SECURITY

If using the MS Office 2007 version of excel, allow the Macros.



This can be done by clicking the **Options** button.





The Security pop-up will appear.

Select **Enable this content** and confirm by clicking the **OK** button.

3.6.1.2.2 MS OFFICE 2003 MACRO SECURITY

If using the MS Office 2003 version of excel, allow the Macros.

Click the **Tools menu**, navigate to **Macro tab**, and click the **Security tab**.

10	Spelling F7	8	Σ - ≙↓ ऱ↓ 🛄	1 🚯 100%	- 0
1	Research Alt+Click				
	Shared Workspace		G	н	1
	Protection Online Collaboration		e this tool you ne	ed to enab	le macros
	Online Collaboration	ons	button above.		
	Online Collaboration Formula Auditing	JSE	button above.		
	Online Collaboration + Formula Auditing + Macro +	DNS JSE	THIS TOOL Macros		Alt+F8
	Online Collaboration Formula Auditing Macro Customize	DINS JSE	THIS TOOL Macros Record New Mac	ro	Alt+F8
	Online Collaboration Formula Auditing Macro Qustomize Options	ons JSE	THIS TOOL Macros Record New Mac Security	ro	Alt+F8

In the security menu, you can select the **Medium Security level**, and confirm by clicking the **OK** button.

ecurity		8
Security Level	Irusted Publishers	
 Very High. (to run. All o High. Only s run. Unsign 	Only macros installed in ther signed and unsign igned macros from trus ed macros are automati	trusted locations will be allowed ed macros are disabled. sted sources will be allowed to ically disabled.
Medium. You macros.	i can choose whether o	or not to run potentially unsafe
unsafe mad software ins you open.	os. Use this setting on italled, or you have che	ly if you have virus scanning ecked the safety of all documen
		OK Cancel
curity Warning	-	
:\Users\pmisun\	AppData Local \Temp \St	udents-import-1.xls" contains

Select the **Medium Security level**, and confirm by clicking the **OK** button.



Each time the Excel import tool is opened, Excel will ask to Enable or Disable macros. Click Enable Macros button.

3.6.2 MANAGING STUDENTS

After successfully adding students, the Students tab on <u>My Dashboard</u> will reflect your updates.



Additional editing of student accounts can be performed by clicking the **Manage students** button.

NOTE: Sometimes the students will not shown up in students tab immediately because of database replication. In this case, try to wait for cca. 15 minutes.

3.6.2.1 EDIT STUDENT ACCOUNTS

The Edit Student accounts menu appears.



You are able complete actions required with the students from this menu.

3.6.2.1.1 DELETE STUDENTS





Student will be deleted by clicking the **Delete** button.

3.6.2.1.2 CHANGE STUDENTS PASSWORD



A pop-up will appear. Enter the **New Password** and **Confirm password** fields, and confirm by clicking the **Change password** button.

Change password	for: Mark Webber	
New password:	Choose a password with more than 4 characters.	
Confirm password:		
	CHANGE PASSWORD	

NOTE: Sometimes the change will not work immediately because of database replication. In this case, try to wait for cca. 15 minutes.

3.6.2.1.3 EDIT ACCOUNT





3.6.2.1.4 EDIT PORTFOLIO (EDU PREMIUM & SCHOOL LICENSE ONLY)

In the <u>EDU Premium</u> account, or if account is under a <u>School license</u>, utilize **Premium** functions. **Edit portfolio** is a Premium Feature.



Click the **Edit portfolio** link or icon, to **edit a student** portfolio. For more information about this feature, navigate to the **Portfolios** section.

3.6.2.1.5 ACCESS STUDENTS ACCOUNT (EDU PREMIUM & SCHOOL LICENSE ONLY)

In the <u>EDU Premium</u> account, or if the account is under a <u>School license</u>, utilize Premium functions. Access student's account is a Premium Feature.



Click the Access students account link located under student's avatar, The teacher will be redirected to the Students account page. The Teacher can update account in this mode as with his own account.

The Teacher can always return to his account by clicking the **Back to teacher account** link located on the navigation bar.



3.6.2.1.6 EDIT NICKNAMES (EDU PREMIUM & SCHOOL LICENSE ONLY)

In the <u>EDU Premium</u> account, or IF account is under a <u>School license</u>, you can utilize Premium functionalities. **Edit nickname** of students is a Premium Feature.



Check the **Edit nickname** thick box located under student's box, to edit nicknames of Students.



EDIT NICKNAMES

When the **Edit nickname** thick boxes are checked, you will be redirected to **Edit nickname** menu by clicking of Edit nicknames button.

Enter new nickname field, and click the **Change nicknames** button, to change student nickname.

change your students' nicknames so that you can communicate more easily on Glogster EDU! For example, you are more likely to ecognize your students' profile, message or a Glog alert if you edit their nickname to Mary Simmons rather than having Glogster generated nickname sft89sdS.				
Old nickname: snt3buf Full name: Noname	Enter new nickname: artworkstudent01			
lease enter only alphanumeric characters without spaces . T 0 characters.	he nickname must be longer than 4 characters and shorter or equal than CHANGE NICKNAMES			
Are you sure you want to change these students' nicknames?	At confirmation popup will appear. Click Yes, change button, to confirm			
YES, CHANGE CANCEL	the change of the student's Nickname			
Student's nicknames has been changed successfully	Now, the nickname of selected			
Add new students Sort by: online +	student will be changed.			
tworkstudent01				

3.7 CLASSES (EDU PREMIUM & SCHOOL LICENSE ONLY)

Classes menu is located on <u>User Dashboard</u>. From this menu, the teacher can create and manage the classes.

Classes	Students
No classo	es found ite class

Click the **Create class** button, to access the class menu.



3.7.1 CLASS CREATION

Create class	
Class name:	Artwork class
Class description:	In this class are students of artwork.
	You can upload GIF, JPG or PNG file
Class icon:	C:\Users\pmisun\Pictures\ar Procházet
	(File size limit 5 MB)
School/organisation	address
This information is automatically	copied from your settings, but you can change it if needed.
Country:	
State:	
City:	
School with address:	
	SAVE CLASS

The Class name field is the only field which is required to complete. Others fields are not required, but we recommended that you complete all of the fields.

Confirm the **Class creation** by clicking the **Save class** button.

3.7.2 MANAGING CLASSES

From the **Class menu**, you can view and manage the class.

Glogster BITA EDU My Dashboard What is Glogster EDU?	New Glogs Categories G-lab
	<u>« back to dashboard</u>
Artwork class Edu Class:	MESSAGE ALL STUDENTS
0 Students 0 Glogs 0 Projects	Class settings
Class Projects	Class Description
There are no projects in this class start projects here	Solution Class teacher
Students Glogs	In this class are students of artwork.
There are no Glogs in this class	Classmates
Comments	There are no students in your class. Use the button below.
Enter text	
Send	

3.7.2.1 CLASS SETTINGS



The **class settings** link directs you to the General menu of the class. The information can be changed using the same method described in the <u>Class</u> <u>creation</u> section.

3.7.2.2 DELETE CLASS



The **delete class** link will delete a class. **Attention!** : This action is not reversible and none of the data from this class can be recovered.

3.7.2.3 CLASS ASSIGNMENT



Assign students to the class by clicking the **Add students here** button, in the <u>Class menu</u>.

Your students			Class Artwork class	Unassign all
(set3buf)	Assign >>	*		
		-		
		-		

You will be directed to the **assignment** menu.

Click the **Assign** link located in the left window to assign the current student to the class.



The student will be moved to right side of the window. To confirm the selection, click the **Assign Classmates** button.

Your students	Class Artwork class	<u>Unassign all</u>
	(snt3buf)	Unassign >>

A pop-up will appear to confirm the update. Click the **Continue** button to return to the Class menu.

Class updated.		
	You have successfully assigned students to this class.	
		Continue



This menu will clearly show that the selected students have been added to class.

3.7.2.4 COMMENTS

Comments		
Enter text		

In the **Comments tab**, teacher and members of the class can add comments. Type the comments, and click the **Send** button.

3.7.2.5 STUDENTS GLOGS



There are no Glogs in this class

The **Students Glogs tab** shows the Students **Glogs**. For more information, read the <u>**Projects**</u> section and <u>All</u> <u>about Glog</u> section. **3.7.2.6** CLASS PROJECTS



The **Class projects tab**, shows the class **Projects**. For more information, read the **<u>Projects</u> section**.

3.8 PROJECTS (EDU PREMIUM & SCHOOL LICENSE ONLY)

The **Projects menu** is located on **My Dashboard**. From this menu, the teacher can create and manage projects.

Projects	
CREATE NEW PROJECT	
No projects found	
	0 projects

3.8.1 PROJECT CREATION

Click the **Create new project** button, to access the create project menu.

Create project		
Choose template Glog All the Glogs created in this project will start with this Glog as a template. Choose any	of your Glogs an	d set it as a template.
	se	lected Glog preview
Choose template Glog for your project or <u>Create a new Glog</u> !	Þ	

3.8.1.1 TEMPLATE SELECTION



Select the **Glog Template** for a new project. If the template area is empty, click the **Create a new Glog** link under **Templates**. For more information about **Glog creation**, navigate to the **All about Glog** section.

vg	vvg

When finished, you are able to select the **<u>Glog</u> Template**.

3.8.1.2 PROJECT DESCRIPTION

The next task is to complete the **Project description**.

3	Vincent van Gogn
roject description:	Try to create a glog about the main theme of this project - Vincent Van Gogh
	Finish this project until end of this week.
	Describe the project in details.
Tags:	arts

The **Project name** field is required. All other fields are not required, but recommended to complete.

Fill the **Tags** fields. For more information about this feature, navigate to the **Tagging** section.

3.8.1.3 ASSIGN PROJECT TO CLASSES



You can select the **class** to **assign** the **Project to**. Click the **thick box** marked **'Class'**.

3.8.1.4 SENDING MESSAGE TO ASSIGNEES



From the **Project creation** menu, you can type a message to your assigned students.

Select **all assigned classmates** to send the message to all of the assigned students for this project.



Select **only the newly added** to send the message to newly added students into this project.

Click the **Save project** button **SAVE PROJECT** to create the **Project**.

3.8.2 PROJECT MANAGEMENT

After the **Project** is saved, the teacher is able to manage the **Project** from the **Project menu**.

The Teacher can send reminders, check the student's work, or grade and comment on students work.

3.8.2.1 REMINDERS



Click the **Send reminder** link located in Project Menu and a pop-up will appear.

essage to all assignees:	2
	SEND

Enter message and click the **Send** button, to send the **Reminder message** to all **assigned students**. The students will find the **reminder message** in the <u>Messages</u> section in <u>My Dashboard</u>.

3.8.2.2 STUDENT VIEW - PROJECT ASSIGNMENT MESSAGE

From the student view, the student will see the Assignment message.



Your sent message can be found under the **Messages** menu on <u>My</u> <u>Dashboard</u>.

For more information about **Messaging**, navigate to **Messaging** section.

3.8.2.3 STUDENT VIEW - PROJECT GLOG CREATION

Click the Name of project link Vincent Van

You have been assigned to a project <u>Vincent Van Gogh</u>.

in the **Messages** menu

located on <u>My Dashboard</u>, to will the Project detail page.

<u>« back to dashboard</u>
Vincent Van Gogh Assigned by: teacher25852 Assignments: 1 students assigned Description: Try to create a glog about the main theme of this project - Vincent Van Gogh Finish this project until end of this week. CREATE GLOG FOR THIS PROJECT

When students click the **Create Glog for this project** button, the student will access the **Glog creation** menu. For more information about **Glog creation**, navigate to the <u>All</u> <u>about Glog</u> section.

3.8.2.4 STUDENT VIEW - PROJECT GLOG PUBLISHING



When saving the Glog, student can determine whether the Project Glog is **finished** or **unfinished**.



When **unfinished** is selected, the teacher will know that the Glog for this project isn't considered as finished by the student.



When **finished** is selected, the teacher will know that the Glog for this project is considered as finished by the student.

3.8.2.5 TEACHER VIEW - FEEDBACK



The status of **finished** or **unfinished Project Glog** is visible from the **Project menu** under the preview of student's **project Glog**.

When the **Project Glog** is considered as **finished** by student, teacher can click the **preview picture** of the **Glog**. to access the **project Glog**.

The teacher's feedback box is located under the **Glog**.

Comment:	
This is very nic so we will discu	e work. The information inside is copied from internet, uss next hour what did you learned from the content.

Enter the **Grade** and **comments**, and click the **Submit** button tool send the **feedback** results to the student..

3.8.2.6 STUDENT VIEW -FEEDBACK VIEW



The Student will receive the Message, located under the Messages menu on My Dashboard.

The message will contain the information about **Grade** and **comment** of student's **Project Glog**.



The student will also be able to see the **Grade** of current Project Glog from the <u>Project menu.</u>

3.9 MESSAGING



The Messaging menu is located on <u>My</u> <u>Dashboard</u> of every **Glogster EDU** user.

Messages can be sent from different places of **Glogster EDU** pages.

3.9.1 MESSAGE TYPES

Glogster EDU employs three different types of messages, which are <u>System messages</u>, <u>User</u> <u>Messages</u> and <u>Teacher Messages</u>.

3.9.1.1 SYSTEM MESSAGES



The system messages are messages with the header of **GlogsterEDU** as the sender. You will receive these messages when **Glogster EDU** is sending newsletters, or when you makes changes to an account (for example **adding students**)

Note: Some of the system messages can't be deleted and they will auto delete after a designated period of time.

3.9.1.2 USER MESSAGES

Comments	
Enter text	
© Public Immessage for Laxgirl11	Send

The user messages are sent by other users.

The **Comments** box is located under each **Public** Glog. Select **message for user** option, and click the **Send** button..

3.9.1.3 TEACHER MESSAGES

The Teacher messages are messages which can be sent to student directly from <u>My</u> <u>Dashboard</u>.



In the **<u>Students</u> Tab** there is a little envelope near each student.

Click this envelope, and a **message** pop-up will appear.

Enter message and click the **Send** button.

Enter text	kstudentoooj	
		SEND

3.9.2 REPLY TO MESSAGE



The student can **reply** to the message received by clicking the **Reply** button located at the end of each message.

3.9.3 DELETE MESSAGE

EDU, 4 minutes
ccounts for nickname :
udent's accounts:
nt3buf wcjfasc ık: http://edu.glogster.com/go/e11qyb
on go to <u>FAQ</u> .

Delete messages by checking the thick box on left side of **sender**. The message will be deleted by clicking the **Delete selected** button.

To delete all messages, check the **Select All** thick box, and click the **Delete selected** button.

Note: Some of the system messages can't be deleted. For more information, navigate into **System messages** section.

3.9.4 MARK AS READ MESSAGE

Select all	Mark as read Delete selected
G Glogste	rEDU , 4 minutes
Glogster EDU sul	paccounts for nickname :
Your generated	Student's accounts:
 Nickname: Password: First login 	snt3buf hwcjfasc link: http://edu.glogster.com/go/e11qyb
For more informa	ation go to <u>FAQ</u> .

You can **mark as read** by checking the thick box located on left side of **sender**. The message will be **mark as read** after clicking of the **Mark as read** button.

To mark all messages as **mark as read** check the **Select All** thick box, and confirm the action by clicking the **Mark as read** button.

3.10 NEW GLOGS FROM CLASSMATES WIDGET

The New Glogs from classmates widget is located on <u>My Dashboard</u>, under the <u>Students</u> and <u>Classes</u>.

New Glogs from	classmates	
RSS RSS		Show all

If the Teacher changes the **visibility** to **Publish for all** from the **Teacher menu**, the Glog will be rotating in this widget.

3.11 GLOG ALERTS WIDGET

The Glog alerts widget is located on My Dashboard, under the New Glogs from classmates.



You can **alert a created Glog** from the **additional menu** option under the Glog.

For more information about **Alerting,** navigate to <u>Glog</u> <u>alerts</u> section.

3.12 FAVORITE GLOGS WIDGET

The Favorite Glogs widget is located at the bottome of <u>My Dashboard</u>.



You can add a created Glog to Add Glog to Favorites from <u>additional menu</u> located under the Glog.

For more information about **Adding Glogs to favorites**, navigate to <u>Adding to Favorites</u> section.

3.13 PRESENTATIONS (EDU PREMIUM & SCHOOL LICENSE ONLY)



The **Presentation menu** is located on **My Dashboard**. From this menu, the teacher can create and manage Glog presentations.

By clicking the **Create Glog presentation** button, presentation menu will appear.



Presentations	Glogs in this presentation	Glogs
First prese (0) 🥖	X Drag selected "Glogs"	Q Search Glogs & Students
		Projects
		Students
	All modifications are automatically saved	Prepared Glogs
Choose style of presentation		
	PREVIEW or PUBLISH & SHAR	1/1 ×

3.13.1 PRESENTATION CREATION



By default, the first presentation name is in the presentation list. You can use this default group to create new presentation, or click the **Create new group** button in Presentation list, enter the **presentation name**, and confirm by clicking the **OK** button.

This will create the presentation folder.



Click the pencil picture, to **change the name** of the **presentation folder**.

Click the red X button, to **delete** the **presentation folder**.

Glogs
Q
HOME
My Glogs
Projects
Students
Prepared Glogs
高高 Classes
1/1

When the presentation folder is created, navigate into right side of presentation menu, and select the Glogs to publish.

The <u>Glogs</u> are arranged into multiple groups as <u>My</u> <u>Glogs</u>, <u>Projects Glogs</u>, <u>Students Glogs</u>, <u>Prepared Glogs</u> and <u>Classes Glogs</u>.

Click one of the **Glog groups**, the **<u>Glogs</u>** to view available **Glogs**.

To add the <u>Glogs</u> into presentation, drag and drop the Glog from selected group into Glogs in this presentation part of menu.

Presentations	Glogs in this presentation	Glogs
	Remove all Glogs from this presentation	
Choose style of presentation	PREVIEW or SAVE & SHARE	Select all Glogs (2)

3.13.2 PRESENTATION STYLE & PREVIEW



Select the **style** of presentation first by clicking the **style** button.



Click the **Preview** button, to access the **preview** of the current presentation in your selected **style**.





This is the first presentation style.

This is the second presentation style.

This is the third presentation style.

3.13.3 SAVING OF PRESENTATION



History of New Kent County

County

When adding <u>Glogs</u> and selecting of **style** is complete, the presentation can be **saved** by clicking the **Save & Publish** button located in **presentations** menu.

Glogster EDU

An additional pop-up menu will appear.

History of New Kent



3.13.3.1 PRESENTATION NAME & ADDRESS

ame of this Glog prese	entation
rst presentation	CHANGE
ddress of this Glog pre	sentation
ttp://edu.stage.glogster.com/j	presentation/glog-flow,
ublic	
Public	
aas	
	presentation
pe in words that describe your dog p	

You can change the **Name** and **URL address** of the **presentation** by clicking the **Change** button.

Fill in desired **new name** of the **presentation**, and confirm the action by clicking the **Apply** button.

3.13.3.2 PRESENTATION TAGS

Tags		
Type in words tha	it describe your Glog presentation	

You can set the **Tags** for the **presentation** by filling up the **Tags** field.

For more information about **Tagging**, navigate to **Tagging** section.

Now, click the **Save & Publish** button. An informational pop-up will appear.

Vhat next?	
Link your Glog presentation	
ttp://edu.glogster.devel.gsvn/glog-presentation/swing/9756	
Share Glog presentation	
last Bookmark Email	
MuSanan El Encebank 🔿 Orkut 🕞 Uis	Roba
Embed code:	Сору
<object height="390" id="flashBrowser" n<="" td="" type="application/x-shockwave-flash" width="526"><td>ame="flashBrowser"</td></object>	ame="flashBrowser"
data="http://edu.glogster.devel.gsvn/flash/GlogBrowser.swf?ver=2"> <param_name="allowsor< td=""><td>iptaccess"</td></param_name="allowsor<>	iptaccess"
	gigya

3.13.4 LINKING OF PRESENTATION

() Inter Jeer ereg presentation	
http://edu.glogster.devel.gsvn/glog-presentation/	swing/9756

Link the presentation to any pages. **Copy** the link located in this pop-up, and **paste** it into required page.



3.13.5 SHARING OF PRESENTATION

🗘 Share	Glog prese	ntation		
Post Book	mark Email			
4	MySpace	Facebook	Orkut	Hi5
Embod ood	a.			

You are also able to share the **presentation**.

3.13.5.1 POSTING OF PRESENTATION

Share the **presentation** by clicking on the appropriate **community** button.

🗘 Share Glog presentation			
Post Bookmark Email			
🍟 MySpace 📑 Facebook 🔘 Orkut	Hi5	🕑 Friendster	6 Bebo

3.13.5.2 BOOKMARKING OF PRESENTATION

Bookmark the **presentation** by clicking on the **Bookmark** link, and by select the desired **community**.

🕞 Share Glog presentat	tion		
Post Bookmark Email			
Del.icio.us	₽ <mark>D</mark> Digg	ff FriendFeed	n Google Buzz
Google Bookmarks	🖧 Messenger	My AOL	StumbleUpon
Facebook Share	in LinkedIn	Yahoo Bookmarks	Live Bookmarks
🕒 Technorati	Plaxo	/. Slashdot	More

3.13.5.3 EMAILING OF PRESENTATION

Email the **presentation** by clicking on the **Email** link, and by selection of the email provider.



3.14 PORTFOLIOS (EDU PREMIUM & SCHOOL LICENSE ONLY)

Presentations	Portfolios
Random stude	ent's portfolios
You didn't add any Glo Start Port	g to students`portfolio folio Now!
MANAGE P	ORTFOLIOS
	portfolios - <u>Show all</u>

The **Portfolios menu** can be found on <u>My</u> <u>Dashboard</u>. From this menu, the teacher can create and manage the <u>Students</u> portfolios.

Click the Manage portfolios button, to view the portfolios menu.

udents	Glogs in this portfolio	Glogs from: Chris Sadler		
	· · · · · · · · · · · · · · · · · · ·	Sort by		
hris Sadier (0)	Drag	Created		
mmyLyee (0)	selected "Glogs"			
Gevin Enterprise (0)	to here!	We love math		
Jim Hero (0)				
JimFreak (0)				
KaterinaReally (0)				
Peater Bridge (0)				
s677ptc (0)				
s7xqft7 (0)	·			
s7z542c (0)	All modifications are automatically sa	weekle .		
Choose style of portfolio		Select all Glogs (2)		

3.14.1 PORTFOLIO CREATION



Create students portfolio, by clicking on the **student** located in Students list.

The student Glogs will appear in the **Glogs in this portfolio** menu.

To add the <u>Glogs</u> to student portfolio, drag and drop the Glogs from selected student into Glogs in this portfolio menu.



3.14.2 PORTFOLIO STYLE & PREVIEW



Select the **style** of portfolio by selecting of the **style** button.

Click the **Preview** button, to access the **preview** of current presentation in selected **style**.

esentation preview	e node: W <u>A</u>			Bas	c Obg view: [11]
		Alexander Graham Del Soci			
	12	Alexander Graham B	ell		

First portfolio style.





Second portfolio style.

Third portfolio style.

3.14.3 SAVING OF PORTFOLIO

The student portfolio can be **saved** by clicking the **Publish & Share** button located in **portfolios** menu.



An additional pop-up menu will appear.

Attention! All Students Glogs added into Portfolios will became Read-only and can no longer be edited.

3.14.3.1 PORTFOLIO PRESENTATION TAGS

Tags	You c
	prese
Type in words that describe your Glog presentation	Tield.
SAVE & PUBLISH	For n
	navig

You can set the **Tags** for the **portfolio presentation** by completing the **Tags** field.

For more information about **Tagging**, navigate to **Tagging** section.

Click the **Save & Publish** button. An informational pop-up will appear.

Vhat next?						
🖇 Link to portfolio						
ttp://pmisun.edu	.stage.glogste	er.com/port	tfolio/glog-flo	w/		
Share Glog port	folio					
ost Bookmark Email						
HySpace MySpace	Facebook	Orkut	★ Hi5	🕑 Friendster	6 Bebo	
MySpace	Facebook	Orkut	Hi5	Triendster	6 Bebo	Сору
MySpace mbed code: <object hei<br="" width="528">ciredirecturl="http://edu. name="allowscriptacces</object>	Facebook ight="390" type="a stage.glogster.com s" value="always"?	Orkut application/x-sh n/" data="http:/ > <param name<="" td=""/> <td>Hi5 Hi5 Hodwave-flash" id= Vedu.stage.glogste ="menu" value="fa</td> <td>Friendster</td> <td>Bebo e="flashBrowse owser.swf?ver=2 ="flashvars"</td> <td>Copy r" "><param< td=""></param<></td>	Hi5 Hi5 Hodwave-flash" id= Vedu.stage.glogste ="menu" value="fa	Friendster	Bebo e="flashBrowse owser.swf?ver=2 ="flashvars"	Copy r" "> <param< td=""></param<>
MySpace Embed code: <object hei<br="" width="528">xiredirecturl="http://edu. name="allowscriptacces</object>	Facebook	Orkut application/x-sh n/" data="http:/ > <param name<="" td=""/> <td>Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5</td> <td>Friendster "flashBrowser" nam .com/flash/GlogBr .lse"><param name<="" td=""/><td>Bebo e="flashBrowse owser.swf?ver=2 ="flashvars"</td><td>Copy f" "><param< td=""></param<></td></td>	Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5 Hi5	Friendster "flashBrowser" nam .com/flash/GlogBr .lse"> <param name<="" td=""/> <td>Bebo e="flashBrowse owser.swf?ver=2 ="flashvars"</td> <td>Copy f" "><param< td=""></param<></td>	Bebo e="flashBrowse owser.swf?ver=2 ="flashvars"	Copy f" "> <param< td=""></param<>

3.14.4 LINKING OF STUDENTS PORTFOLIO



Link the portfolio presentation by copying, and pasting the link.

3.14.5 SHARING OF STUDENTS PORTFOLIO



You are also able to share the **students'** portfolio presentation.

3.14.5.1 POSTING OF STUDENTS PORTFOLIO

Share the **students' portfolio presentation** by clicking on the appropriate **community** button.

Post Bookmark Email					
🍟 MySpace	f Facebook	Orkut	★ Hi5	Triendster	6 Bebo

3.14.5.2 BOOKMARKING OF STUDENTS PORTFOLIO

Bookmark the portfolio by clicking on the Bookmark link, and selecting the community.

Post Bookmark Email			
Del.icio.us	P Digg	ff FriendFeed	💕 Google Buzz
Google Bookmarks	🚯 Messenger	My AOL	StumbleUpon
Facebook Share	in LinkedIn	Yahoo Bookmarks	Live Bookmarks
[Technorati	Plaxo	/ Slashdot	More

3.14.5.3 EMAILING OF STUDENTS PORTFOLIO

Email the **portfolio** by clicking on the **Email** link, and by selection of the mailing provider he wants to use.

Post Bookmark Email	😝 🖂 📢 🚳
	Friend's email:
	My name:
	Remember Me Send

4. All about Glog

A **Glog** is digital poster using a very easy to understand, drag and drop interface that is relevant, enjoyable, and scalable for students and teachers of all ages and learning styles.

A **Glog** is an interactive visual platform in which you create a "poster or web page" containing multimedia elements including: **graphic**, **text**, **images**, **video**, **sound**, **drawings**, and **data**.

4.1 GLOG CREATION

There are multiple ways to access the **Glog creation** on **Glogster EDU** pages.





4.1.1 MAGNET TOOL

The Magnet tool can be found in **Glog creation interface.**



The **Magnet tool** is an anchor including all of the Glogster main features.

You can move this tool vertically with the mouse, or hide it by clicking the pink square with left arrow.

Note: EDU Basic account doesn't include the <u>Data</u> and <u>Draw</u> functionality. To be able use this features, navigate to <u>From</u> <u>basic to premium</u> section.

4.1.1.1 GRAPHIC BAR



Click on the Graphic Bar, to access additional menu.

4.1.1.1.1 DECORATION TAB

The menu includes all of the **Decoration elements**.



Click the decoration element and confirm selection by clicking the **USE IT!** button, the element will be moved to the <u>Glog Wall</u>.

You can also drag & drop any element into Glog Wall.

Navigate through the Numbers located below the **elements**, to find your **element** selection.

You can **close** this tab by clicking on the Red **X** button located in the upper right corner.

4.1.1.1.1.1 DECORATION CATEGORIES

« see all
Basic
Cute
<u>Edu</u>
Flowers
<u>Hippie</u>
Papers
Pets
Poprock
<u>Retro</u>
<u>Romantic</u>
Vinyl & Toys
<u>Christmas</u>

The **Decoration tab** includes the **Categories menu**. Click on the selected **Category**, the **Decoration elements** will be refreshed.

The **Decoration tab** will show only those elements, belonging in that **Category**.

You can return to **default** view of All **Decoration elements** by clicking on the **See all** link.

4.1.1.1.2 EDIT ELEMENT BAR



After adding the selected element into the **<u>Glog</u>** <u>**Wall**</u>, you can edit it..

You can change the **size** or **rotate** the **element** by dragging of the arrows located around element.







Click this button to bring the element forward.

Click this button to **put the** element behind.

Click this button to **clone the element**.



- Click this button to **cancel changes** made with **the element**.
- Click this button to **delete the** element.



Click this button to access **Edit menu** of **the element**.



This is the **Edit menu** of **the element**. You can return to **previous menu** by clicking the **OK** button.

4.1.1.1.2.1

CHANGE COLOR MENU



Click this button to access the **Change color menu**..

Change	Color
	VIEW
	SELE
Add to my colors	Add

To change color of **the element**, click on the **color tab** field. After the color is selected, click the **Apply** button.

To add color to my colors bar, click on the color tab field. After the color is selected, click the **Add** button.

You can **close** this tab by clicking on the Red ${\bf X}$ button in the upper right corner.



4.1.1.1.2.2 ADD URL MENU





Click this button to access the Add URL menu.

To **Add URL** to **the element**, copy & paste the URL address into Link field. After URL is pasted, click the **Apply** button.

You can **close** this tab by clicking on the Red **X** button.

4.1.1.1.2.3

ADD EFFECTS MENU



Click this button to access the Add effects menu.

Shadow Alph	a
BLUR	5
ALPHA	0.8
ANGLE	45
DISTANCE	20
	RESET
	VIEW
	SELE
Add to my colors	

Click the **shadow tab** field. After **Blur**, **Alpha**, **Angle** and **Distance** are set, click the **Apply** button.

Click the **Reset** button to return to default position.

To add color to my colors bar, click on the color tab field. After color is selected, click the **Add** button.

Close this tab by clicking on the Red **X** button.





Click on the **alpha tab** field. After **Alpha** of **shadows** is set, click the **Apply** button.

Click the **Reset** button, **to** return to the default position.

Close this tab by clicking on the Red **X** button.

4.1.1.2 TEXT BAR



Click on the **Text Bar**, to open the text menu.

4.1.1.2.1 TEXT TAB

The menu includes all of the **Text content**.



Click on a **Text element** and confirm selection by clicking the **USE IT!** button,. The Text element will be moved into <u>Glog</u> <u>Wall</u>.

Drag & drop any element into Glog Wall.

Navigate through Numbers located below **text elements**, to search pages of **text elements**.

You can **close** this tab by clicking on the Red **X** button.
4.1.1.2.1.1 TEXT FIELD TYPES



Click on selected text type, to see **text field types**.

4.1.1.2.1.2

TEXT CATEGORIES

Text tab includes the Categories menu. By clicking on selected Category, the Text elements will be refreshed.

After this action, the **Text tab** will show only those elements, which belong to selected **Category**.

You can return to **default** view of All **Text elements** by clicking on the **See all** link.

4.1.1.2.2 EDIT TEXT ELEMENT BAR





After you add random text into the **Glog wall**, you are able to edit.

You can change the **size** or **rotate** the **text element** by dragging of the arrows located around **text element**.

Click this button to bring the text element forward.



Click this button to **put the text** element behind.



Click this button to **clone the text** element.



Click this button to **cancel changes** made with **the text element**.

EDIT 🖲	2.	<u>ه</u>	Î
			Ť

Click this button to **delete the text** element.



Click this button to access **Edit menu** of **the text element**.



This is the **Edit menu** of **the element**. Click the **OK** button to return to **previous menu**.

4.1.1.2.2.1 CHANGE COLOR MENU



Click this button to access **Change** color menu.

To change color of the text element, you need to click on the color tab



field. After color is selected, click the **Apply** button.

To add color to my colors bar, you can click on the color tab field. After color is selected, click the **Add** button.

Click the Red **X** button to **close** this tab.

4.1.1.2.2.2 ADD URL MENU



Click this button to open Add URL menu.



Click the Red **X** button to **close** this tab.

Copy & paste the URL address into Link column to Add URL to the text element.

After **URL** added, click the **Add** button.



4.1.1.2.2.3 ADD TEXT/FONT/COLOR MENU



Fonts	Charao	ters	
Arial(ĜĻõ̀ĝ)			
Arial(中文)			
Arial(日本)			
Diavlo Mediu	ım		
	в 1	25	•
	ві	25	ELE)

Click the **Text/Font/Color menu** to access the additional menu.

To change **Fonts** of **text**, click on the **Fonts tab** field. After **font** is set, click the **Apply** button.

Click the **Alignment, Text type** buttons or change the **Text size** number, **text** accordingly.

To add color to my colors bar, click on the color tab field. After color is selected, click the **Add** button.

You can **close** this tab by clicking on the Red **X** button.

You can **close** this tab by clicking on the Red **X** button.

Ab1 Change Text
Fonts Characters
Select character set
ABcd
ABcd -
✔ 中文
☑ 日本
🖌 АЗЬУКА
APPLY

To add or revoke **Character sets** to **Fonts tab**, click on the **Characters tab** field. After **Character sets are modified**, click the **Apply** button.

You can **close** this tab by clicking on the Red **X** button.



4.1.1.2.2.4 ADD 8

ADD EFFECTS MENU



Click this button to access Add effects menu.



Click on the **shadow tab** field to add **shadow effects** to a **text element**. After **Blur**, **Alpha**, **Angle** and **Distance** of **text elements shadow** are set; you can click the **Apply** button.

Click on **Reset** button to set **Shadow fields** to default position.

Click on the color tab to add color to colors bar, and click the **Add** button.

Click the Red **X** button to **close** this tab.

× Chai	nge ef	fects	
Shadow	Alpha		
ALPHA		100	
		RESET	
	Α	PPLY	

Click the alpha **tab** to apply **alpha effects** to **text shadows**.

Click on **Reset** button to set **alpha** to default position.

Click the Red **X** button to **close** this tab.



4.1.1.3 IMAGE BAR



Click on the Image Bar, to view image menu.

4.1.1.3.1 IMAGES TAB

The menu includes all of the **Image content**.



Click on selected **Image** and confirm selection by clicking the **USE IT!** button. The image will be moved into **Glog Wall**.

Drag & drop any image into Glog Wall.

Navigate through Numbers located below images, to search pages of images.

You can **close** this tab by clicking on the Red **X** Image upload

4.1.1.3.1.1 IMAGE UPLOAD





4.1.1.3.1.3 IMAGE GRABBING



Click the **Grab** button to Grab images from webcam. The additional Grab menu will appear.



 HIDE SETTINGS

 Size:
 Format:

 Small
 Medium

 Big
 4:3

 16:9

Select the **Size** and **Format** of the image. Click the **Take a snapshot** button.

Click Show settings button to

access the additional menu.

Click the **continue** button, to confirm taken picture.



This will open the saving image menu. Complete the Photo name field.

Webcam grab		Video	Audio	Photo
Photo name	Battery			
Add tags	battery		_	
	Add to WALL			
	CANCEL		SAVE	

You can fill the **Add tags** field, but it's not required.





For more information about **Tagging**, navigate to **Tagging** section.

By checking of **Add to WALL** thick box, you will save the picture to **Wall bar**.



For more information, navigate to **Wall bar** section.

Click the **Save** button.



The **grabbed** content is now in the **Images tab**.

4.1.1.3.2 FRAMES TAB

The menu includes Frames content.



Click on selected **frame** and confirm selection by clicking the **USE IT!** Button. The frame will be moved to the selected **Image**.

Drag & drop any frame onto an Image on the <u>Glog Wall</u>.

Navigate through Numbers below images, to search pages of images.

You can **close** this tab by clicking on the Red **X** button.

4.1.1.3.2.1 FRAMES CATEGORIES

« see all
Basic
<u>Cute</u>
<u>Edu</u>
Flowers
<u>Hippie</u>
Papers
Pets
Poprock
<u>Retro</u>
Romantic
Vinyl & Toys
<u>Christmas</u>

Frames tab includes the Categories menu. By clicking on random Category, the Frames elements will be refreshed.

After this action, the **Frames tab** will show only those frames, which belong to selected **Category**.

You can return to **default** view of All **frames elements** by clicking on the **See all** link.

*All other edit functions perform the same operation, so refer to <u>element</u> instructions for use.

4.1.1.4 VIDEO BAR Click on the Text Bar, to view the video menu.

4.1.1.4.1 VIDEO TAB



The menu includes all of the **Video content**.

By on selected **Video** and confirm selection by clicking the **USE IT!** Button. The video will be moved into <u>Glog Wall</u>.

Drag & drop any video into Glog Wall.

Navigate through the Numbers located below **videos**, to search selected page of **videos**.

You can **close** this tab by clicking on the Red **X**.

4.1.1.4.1.1	Upload		
	UPLOAD	Click the Upload located on your o	button to upload any video computer
4.1.1.4.1.2	LINK LINK Add Image from f paste link to media paste web address here	Click the Link bu located on web.	tton to link any of the videos To Link video copy & paste the URL address of video into Media field. After the URL is pasted, click the
	ADD TO Y HELP: Get image, copy link and For example : <u>http://mail.google.c</u>	OUR FILES paste in textfield abowe. pom/mail/images/2/5/logo.png	Apply button.

You can **close** this tab by clicking on the Red **X** button.





Click the **Show settings** button, accessing the settings menu.

HIDE SETTINGS Size:		Format:	Quality:
Small Medium	Big	4:3	16:9

Select the **Size, Format** and **Quality** of the video. After the selection is done, click the **Record** button.

Click the continue button to confirm recorded video.



The saving video menu will appear. Enter the **Video name**.

Webcam grab		/ideo	Audio	Photo
Video name	battery video			
Add tags	battery			
	CANCEL		SAVE	

You can fill the **Add tags** field, but it's not required.

Add tags	battery

For more information about **Tagging**, navigate to **<u>Tagging</u>** section.

Now, when everything is set according to your needs, click the **Save** button.





The grabbed content is now in your Video tab. You may need to refresh to view the video.

4.1.1.4.1.4 SCHOOLTUBE VIDEO

The menu includes all of the SchoolTube video content.



Click on selected **Video** and confirm by clicking the **USE IT!** Button. The video will be moved into **Glog Wall**.

Drag & drop any video into Glog Wall.

Navigate through the Numbers located below **images**to search pages of **images**.

Close this tab by clicking on the Red **X**.

4.1.1.4.2 PLAYERS TAB

The menu includes all of the Players content.



search pages of players.

You can **close** this tab by clicking on the Red.

Click on **player** and confirm selection by clicking the **USE IT!** Button. The frame will be moved onto selected **video**.

Drag & drop any frame onto video located on <u>Glog Wall</u>.

Navigate through Numbers located below **players**, to

4.1.1.4.2.1 PLAYERS CATEGORIES

« see all
Basic
Cute
<u>Edu</u>
Flowers
<u>Hippie</u>
Papers
Pets
Poprock
<u>Retro</u>
<u>Romantic</u>
Vinyl & Toys
<u>Christmas</u>

Players tab includes the Categories menu. Click on selected Category, to view the Players elements.

The **Players tab** will show only those players, which belong to selected **Category**.

You can return to **default** view of **all players** by clicking on the **See all** link..

*All other edit functions perform the same operation, so refer to <u>element</u> instructions for use.

4.1.1.5 SOUND BAR

Click on the **Sound Bar**, to view sound bar menu.

4.1.1.5.1 AUDIO TAB

The menu includes all of the Audio content.



Click on selected **Audio** and confirm selection by clicking the **USE IT!** Button. The audio will be moved onto <u>**Glog Wall**</u>.

Drag & drop any audio into Glog Wall.

Navigate through Numbers click located below **audio**; you will navigate to search pages of **audio**.

You can **close** this tab by clicking on the Red **X**.

4.1.1.5.1.1 UPLOAD



Click the **Upload** button, to upload any audio located on the computer.

4.1.1.5.1.2 LINK



Click the **Link** button, to link any of the audio files located on the web.



To **Link audio**, copy & paste the URL address of video into Media field. After URL is pasted, click the **Apply** button.

You can **close** this tab by clicking on the Red **X** button.

4.1.1.5.1.3 GRAB



Click the **Grab** button, you to grab audio from webcam. An additional Grab menu will appear.

Webcam grab	Video	Audio	Photo
	- 2		
Set audio length: 10.00			
Set audio length: 10.00		_	RECORD

Click the **Record** button. When recording complete, click the continue button, to accept recorded audio.

The saving audio menu will appear. Fill in the Audio name field.



Webcam grab		Video	Audio	Photo
Audio name	battery au	dio		
Add tags	battery			
			_	
		_		
	CANCEL		SAVE	

Fill the **Add tags** column, but it's not required.



For more information about **Tagging**, navigate to **Tagging** section.

When complete, click the **Save** button.

The grabbed content can now be found in the Audio tab.

Audio	Players		Search sounds	SEARCH
My sounds	UPLOAD		GRAB	
no categories yet	battery a	udio		
				ADD A PLAYER



4.1.1.5.2 PLAYERS TAB

The menu includes all of the **Players content**.



Click on **player** and confirm selection by clicking the **USE IT!** Button. The frame will be moved into selected **audio**.

Drag & drop any frame into audio located on <u>Glog Wall</u>.

Navigate through the

Numbers below players, to search pages of players.

You can **close** this tab by clicking on the Red **X**.

4.1.1.5.2.1 PLAYERS CATEGORIES

« see all Basic	Players tab includes the Categories menu. By clicking on selected Category,
Cute Edu	the Players elements will be refreshed.
Flowers	The Players tab will show only those
<u>Hippie</u> <u>Papers</u> <u>Pets</u>	players, which belong to the selected Category .
Poprock Retro Romantic Vinyl & Toys Christmas	You can return to default view of All players by clicking on the See all link.

*All other edit functions perform the same operation, so refer to <u>element</u> instructions for use.

4.1.1.6 DATA BAR (EDU PREMIUM & SCHOOL LICENSE ONLY)



Click on the Data Bar, to view Data menu.



4.1.1.6.1 DATA TAB

The menu includes all of the **Data content**.



Click on selected **Data** and confirm selection by clicking the **USE IT!** Button. The data will be attached in the **Glog**.



An additional pop-up will appear about adding a file as an attachment to your Glog.

Close this tab by clicking on the Red **X** button, or by clicking the **OK** button.

4.1.1.6.1.1 UPLOAD



Click **Upload** button, to upload any data file located on your computer.

4.1.1.6.1.2 ATTACHMENTS



The added attachment can be viewed by clicking on the little **clip** button located at the bottom of the **Glog**.

Click on the **attachment** from **pop-up**, to download the **attachment**.

You can **delete** the attachment by clicking on the Red **X** button.

You can also **close** this tab by clicking on the Red **X** button, or clicking the **OK** button.



4.1.1.7 DRAW BAR (EDU PREMIUM & SCHOOL LICENSE ONLY)



Click on the Draw Bar, to view Draw menu.

4.1.1.7.1 DRAW TAB

The menu includes all of the Draw content.



Click on selected **Drawing** and confirm selection by clicking the **USE IT!** Button. The drawing will be moved into <u>Glog Wall</u>.

Drag & drop any drawing into Glog Wall.

Navigate through Numbers located below **drawings**, to search pages of **drawings**.

You can **close** this tab by clicking on the Red **X**.

4.1.1.7.1.1 DRAW



Click the **Draw** button to draw.

4.1.1.7.2 EDIT DRAWINGS

After adding the selected drawing into the **<u>Glog wall</u>**, he is able to **edit**.



You can change the **size** or **rotate** the **drawing** by dragging of the arrows located around drawing.

*All other edit functions perform the same operation, so refer to <u>element</u> instructions for use.

4.1.1.8 WALL BAR



Click on the Wall Bar, to view Wall Menu.

4.1.1.8.1 GLOG WALL TAB

The menu includes all of the **Glog Wall content**.



Click on selected **Glog Wall** and confirm selection by clicking the **USE IT!** Button. The **Glog Wall** will be changed.

Drag & drop any Wall element into Glog Wall.

Navigate through numbers located below **Glog wall elements**, to search pages of **Glog wall elements**.

You can **close** this tab by clicking on the Red X.

4.1.1.8.1.1 MY PICTURES

The menu includes all of the User images content.



Click your **image** and confirm selection by clicking the **USE IT!** Button. The **Glog Wall** will be changed.

Drag & drop any Image onto Glog Wall.

Navigate through Numbers located below **Images**, to selected page of **Images**.

Note: For more information about **Upload**, **Link** and **Grab** features, navigate to **Images tab** section.





Apply additional options to your Glog Wall from this tab

All of the changes need to be confirmed by clicking the **Use it!** Button.

4.1.1.8.1.2 SOLID COLOR

The menu includes all the **Color content**.

Click on the selected **color** and confirm selection by clicking the **USE IT!** Button. The **Glog Wall** will be changed.

Glog Wall	Page Wall	
Gallery My pictures Solid color	Choose color	
	Add to my colors Add Hexa (#) code: [ffffff APPLY	
		USE IT!

You may need to click **Remove image** button if an **Image** was applied to **Glog Wall** prior.

4.1.1.8.2 PAGE WALL TAB

The menu includes all of the Page Wall content.



Click on selected **Page Wall** and confirm selection by clicking the **USE IT!** Button. The **Page Wall** will be changed.

Drag & drop any Page element into Page Wall.

Navigate through Numbers located below **Page elements**, to selected page of **page elements**.

You can **close** this tab by clicking on the Red **X** button located in the upper right corner.

4.1.1.8.2.1 MY PICTURES

The menu includes the images content.



Click on selected **image** and confirm selection by clicking the **USE IT!** Button. The **Page Wall** will be changed.

Drag & drop any of Your pictures into Page Wall.

Navigate through Numbers located below Images, to search pages of Images.

Note: For more information about **Upload**, **Link** and **Grab** features, navigate to **Images tab** section.



From this part of **Page Wall tab** is you able to apply additional options to **Page Wall.**

All of the changes need to be confirmed by clicking of the **Use it!** button.

4.1.1.8.2.2 SOLID COLOR

The menu includes all the **Color content**.

The **Solid color** under **Page wall tab** is identical with Solid color under **Glog Wall tab**. For More information about Solid color navigate to <u>Solid color</u>.

4.2 PREVIEW OF GLOG



Once a **Glog** has been created, you can click the **Preview** button to preview how the **Glog** will appear.

Click the Back to edit button, to switch back to edit mode.

BACK TO EDIT You are in preview mode. This is how others will see your Glog.

4.3 SAVING OF GLOG



button.

An additional pop-up menu will appear.

Publish change	es		
Name of this O	elog		
Glog-7764			CLASSICOLUL Restantion TOU
Address of this	i Glog	CHANGE	prophic from tool galance for even tool galance download
http://teacher25852.e	edu.glogster.com/Glo	g-7764/	
Category			*
Chemistry	Language	Writing	
Current Events	Arts	Technology	
Earth Sciences	Life Sciences	Lesson Planning	
Ecology	Physical Sciences	School	
Economics	Math	Wikis, Blogs, Websites	
English/Language Arts	Reading	Library	Finished
Environmental Science	Religion	not set	rinisnea
History	Social Sciences		Finished Unfinished
Tags			
			SAVE &
words that describe you	r Glog to make it easie	er for others to find it	PUBLISH

4.3.1 GLOG NAME & ADDRESS

You can change the **Name** and **URL address** of the **Glog** by clicking the **Change** button from previous picture.

			1
Name of this G	log		ware to a Million of the
changed name			The Contract of Marine
Address of this		EL APPLY	And the second s
changed-name			
Category			*
Chemistry	Language	Writing	
Current Events	Arts	Technology	
Earth Sciences	Life Sciences	Lesson Planning	
Ecology	Physical Sciences	School	
Economics	Math	Wikis, Blogs, Websites	
English/Language Arts	Reading	Ubrary	
Environmental Science	Religion	not set	Finished
History	Social Sciences		Finished Unfinished
Tags			
			SAVE &
			PUBLISH

Complete **new name** and **new address** of the **Glog**, and confirm by clicking the **Apply** button.

4.3.2 GLOG CATEGORIES

Category		
Chemistry	Language	Writing
Current Events	Arts	Technology
Earth Sciences	Life Sciences	Lesson Planning
Ecology	Physical Sciences	School
Economics	Math	Wikis, Blogs, Websites
English/Language Arts	Reading	Library
Environmental Science	Religion	not set
History	Social Sciences	

You can set the **Category** of the **Glog** by selecting a **Category** option.

Note: Category selection is required.



If you forget to select a Category for the Glog, when Saving the Glog, an additional pop-up will appear reminding you to choose a category.

For more information about **Categories**, navigate to the <u>Categories</u> section.

4.3.3 GLOG TAGS

Tags	
words that describe your Glog to make it easier for others to find it	- 1

You can set the **Tags** for the **Glog** by entering identifiers in the **Tags** field.

For more information about **Tagging**, navigate to **<u>Tagging</u>** section.

4.3.4 FINISHED, UNFINISHED AND PUBLIC GLOG

Finished	I		
OPublic			
 Unfinished 	Finished		
SAVE			

EDU

Before saving, you can select if the **Glog** is **Finished**, **Unfinished** or **Public** by clicking of the appropriate button.

Now, you can click the **Save** button.

NOTE: Only teachers can **Save the Glog** as **Public**. Students can **Save the Glog** as **Unfinished** or **Finished** only.

After this action, an informational pop-up will appear.

What ne	ct?			
🛞 Link your	Glog			
http://teacher2	852.edu.glogster.com/ch	anged-name/		
🕀 Share yo	r Glog			
Post Bookmark	mail	Paka by Tuiller	C Value	A
Embed code:	Facebook	Debo C I Willer	Yanoo	Cop
<embed sl="htt</th" src="http
flashvars="/> <td>//edu.glogster.com/flash/fl ://edu.glogster.com/flash/g</td> <td>ash_loader.swf?ver=128316 glog.swf?ver=1283164325&g</td> <td>4325" i=9780664&ui=495466</td> <td>9&li=3&fu=http://edu.glo</td>	//edu.glogster.com/flash/fl ://edu.glogster.com/flash/g	ash_loader.swf?ver=128316 glog.swf?ver=1283164325&g	4325" i=9780664&ui=495466	9&li=3&fu=http://edu.glo
				gig
_				
	EW THIS GLOG	CONTINUE EDITING	BACK TO DAS	HBOARD

4.4 LINKING OF GLOG



You can **link** the **Glog** by **copying** the link located in the last pop-up, and **pasting** it into the desired page.

4.5 SHARING OF GLOG



You can also share the Glog.



4.5.1 POSTING OF GLOG

You can share the **Glog** by clicking the chosen **community** button.

Share your Glog Bookmark Email			
WySpace Facebook Bebo	E Twitter	😵 Yahoo	More Copy
<pre><embed sl="http://edu.glogster.com/flash/glog.swf?v</pre" src="http://edu.glogster.com/flash/flash_loader
flashvars="/></pre>	.sw f?ver=128316432 er=1283164325&gi=97	5" '80664&ui=495466!	9&li=3&fu=http://edu.glo
			gigya

4.5.2 BOOKMARKING OF GLOG

You can **bookmark** the **Glog** by clicking the **Bookmark** link, and by selecting the community choice.

Share your Glog Post Bookmark Email			
Del.icio.us	우라 Digg	ff FriendFeed	🗲 Google Buzz
G Google Bookmarks	🌇 Messenger	My AOL	StumbleUpon
Facebook Share	in LinkedIn	Yahoo Bookmarks	🎥 Live Bookmarks
[Technorati	Plaxo	/. Slashdot	🔿 More
			gigya

4.5.3 EMAILING OF GLOG

You can **email** the **Glog** by clicking the **Email** link, and by selecting the email provider.

🕀 Share your Glog	
Post Bookmark Email	
	🞽 💟 💙 🖤
	Friend's email:
	My name:
	Remember Me Send
Back	gigya

4.6 GLOG VIEW

By clicking any **Glog**, you can access the **Glog view**. Important **Glogster EDU** features are located under each **Glog** in **view mode**.

4.6.1 TEACHER MENU

The Teacher menu is located under each Glog, and is visible to all teachers.

Teacher menu		
Name of the Glog		
vvgmain		
URL of the Glog		
vvg		
Visibility Ounfinished private Finished private	Public for all	Deleted
Add new tags	Category Arts	•
Delete tags		
Add Glog to class:		

4.6.1.1 GLOG NAME

4.6.1.2

Teacher menu	Change the Name of Glog by changing the Name of the Glog field
Name of the Glog vvgmain	located in Teacher menu .
Click the Submit changes button Submit changes finish this action.	located under Teacher menu to
GLOG URL	
	Change the URL of a Glog by

URL of the Glog	
vvg	

Change the URL of a Glog by changing the **URL of the Glog** field located in the **Teacher menu**.

Submit changes

Click the **Submit changes** button located under **Teacher menu** to finish this action.

4.6.1.3 VISIBILITY OF THE GLOG

Visibility ◎ Unfinished	Deleted	Change the visibility of Glog by changing the Visibility of the Glog field located in the Teacher menu .
Click the Submit changes button finish this action.	Submit chang	located under Teacher menu to

4.6.1.4 TAGGING THE GLOG



Note: For more information about Tagging, navigate to the Tagging section.

4.6.1.5 CATEGORY OF THE GLOG

finish this action.



Click the Submit changes button located under Teacher menu to Submit changes finish this action.

Note: For more information about **Categories**, navigate to the **<u>Categories</u>** section.

4.6.1.6 ADDING OF THE GLOG TO CLASS



Add Glog to class by checking the thick box in Teacher menu.

Click the Submit changes button located under Teacher menu to Submit changes finish this action.

Note: For more information about Classes, navigate to the <u>Classes</u> section.

4.6.2 ADDITIONAL USER MENU

The **Additional User menu** is located under each **Glog. Different** individual features located in this menu are visible to users, depending on the account type.

Rate It!	1	Add to favorites
		Embed into your page
	4	Send to friends
Not rated yet Flag as Inappropriate	e	edmodo this Glog
	-	Add to student's portfolio
	•	Add to prepared Glogs
		Alert this Glog NEW!

4.6.2.1 RATING



Rate the Glog by clicking on the star under Rating. Clicking the first star means that the Glog is poor. Clicking the last star means that the Glog is excellent.

4.6.2.2 ADDING TO FAVORITES



Click this link, to add the Glog to your **Favorite Glogs**.

For more information about Favorites Glog, navigate to **<u>Favorite Glogs widget</u>** section.

4.6.2.3 EMBEDDING (BOOKMARKING)



Click on this link, to open an additional menu displaying information required for embedding Glog.



4.6.2.4 SEND TO FRIENDS



Click this link, to open an additional menu allow emailing of the Glog.

The email will contain the link to Glog and the message typed into the message box.

Send to friends	\times
E-mail address	
Add from my addressbook	
Your message	
Send to friends	

Click the Send to friends button to confirm.

4.6.2.5 EDMODO GLOG



Click this link, to be directed to edmodo. Log into Edmodo and share the Glog.

4.6.2.6 ADD TO STUDENTS PORTFOLIO (EDU PREMIUM & SCHOOL LICENSE TEACHER ONLY)



Click this link, to add Glog to student's portfolio.



For more information about portfolios, navigate to the **Portfolios** section.



The prepared Glogs can be found under **Presentations**.

4.6.2.8 GLOG ALERTS

	Comments	The Comment widget is located under the Glogs.
4.6.2.9	COMMENTS	
	Select class ▼ Choose student Select student ▼ Send or <u>CANCEL</u>	the Send button. For more information about Alerting , navigate to the <u>Glog Alerts widget</u> .
	 Alert this Glog NEW! All Choose class 	Click this link, to send an alert about the Glog in multiple ways. Alert all students, or select <u>Class</u> or current <u>Student</u> . The alert is confirmed by clicking

Enter text	
Public	Send

The **Comment** widget is located under the **Glogs.** You can send a **Public comment** for current **Glog**.

4.6.2.10 TAGGING

Tagging is a useful feature, which can help find current content. **Glogster EDU** contains multiple entries for Tagging over **Glogster EDU** pages.



(WHAT IS GLOGSTER EDU)





From the navigation bar, access **Tour** Tab.

This page contains information for all people interested into learning more about Glogster EDU.

6. Best Glogs

From the navigation bar, access the **Best Glogs** Tab. This page contains all of the best Glogs.



Click on any of the newly added **Glog**, to access the <u>**Glog view**</u> mode.

7. CATEGORIES





From the navigation bar, access the **Categories** Tab. This page contains **Glogs** sorted into **Categories**.



7.1 GLOGPEDIA

You can access and preview the **best of Glogs** by clicking the **Glogpedia** link.


7.2 CATEGORIES

Access and **preview** the **Glogs ordered** by **Categories** by clicking on any **category** located under **Glogpedia**.





Access **G-Lab** Tab from the navigation bar. This page contains **a forum for Teachers.**

Glogster sourself	ogster edu?	New Glogs	Categories	G-lab	Hi preedutch Logout
Teacher's Forum Share your Glogster EDU experience with other EDU	Jcators		C	Search	in G-lab Search
1 2 3 4 5 6 7 8 Next »	Started b	IV R	eplies V	<u>Notify</u>	New Topic Post new poll
EDUcators Wishlist for the upcoming versions * (new!)	GlogsterE	DU	119 4	261	16 hours ago by scrogginslibrarian
How are you involved in training others about Glogster EDU? * (new!)	GlogsterE	DU	31 1	.950	2 days ago by colleen64
How does Glogster EDU benefit your students? * (new!)	GlogsterE	DU	8 2	2023	1 month ago by nikoflash
🗐 Glogster EDU Ambassadors – Join us! * (new!) 🛪	GlogsterE	DU	6 1	.026	1 month ago by kerwin

8.1 NEW TOPIC

Click the **new topic** link, to be directed into **Start new topic** menu.

B		()			
	Change Color •				
			949		

Enter the **Subject** and text of **new topic**.

Click the **Preview** button, to see the preview of **new topic**.

Click the **Post** button, to post the topic into **G-Lab forum** wall.

New features		preedutch	0	0		1 minute ago by preedutch
How to make friends * (new!)	8	gbcn55	2	39	*	3 hours ago by gbcn55

Click on the created topic to **Post new comment** on an already created topic.



The comments will be visible to all teachers.

Share your Glogster ED	U experience with other EDUcators	
	Q Search in G-I	ab Search
G-Lab > New features		post new comment
Glogger		
e preedutch	ew features inutes ago ould like to be able use new features as presentations of Glogs, or kir at do you think about this?	nd of Portfolios.
Remove Topic Lock topic		8
G-Lab > New features		Post new comment



The created topic can be removed by clicking the **Remove Topic** link located under Topic preview.

Click the **Lock topic** link, to disable **posting of new comments** for another user.

8.2 NEW POLL

Click the **Start new Poll** link, to be directed to **start new Poll** menu.

<u>G-Lab</u> >	
Post new poll	
Subject:	
Question.	Option 1 :
	Option 2 :
	Option 3 :
	Option 4 :
	Option 5 :
((Add Option)

Enter the **Subject**, **Question** and **Question options** of **new Poll**. Click the **Add option** link, to create more **Answer options** for the poll.

B 🖉 Change Color 🗸 🖮 🚳

Poll Options:	1 Maximum votes per user.
	Run the poll for days. (leave blank for no limit)
	Allow user to change vote.
	Show the poll's results to anyone.
	Only show the results after someone has voted.
	Only show the results after the poll has expired.

The **Poll Options** menu allows you to modify the Poll according to the required options.

Enter the text of **new poll**.

By clicking the **Preview** button, you will see the preview of **new Poll**.

Click the **Post** button, to post the Poll onto **G-Lab forum** wall.

Question about Glog sharing	preedutch	0	0	1 minute ago by preedutch
New features	preedutch	0	3	28 minutes ago by preedutch

Preview Post

Click on the created Poll, to **Vote** on current created Poll.

Share your Glogster EDU experience with other EDUcators		
	Q Search in G-lab	Search
Rell		
Does the sharing of the Glog contain enough Bookmarks? (Voting closes: 1 minute ago) Ves I do not know about bookmarking I do not use other social networks I use only few other social networks Submit Vete View results Lock Voting Edit Poll		
G-Lab > Question about Glog sharing	ø	Post new comment
Question about Glog sharing 2 minutes ago		
• preedutch Does the sharing of the Glog contain enough Bookmarks?		
<u>Remove Topic</u>		
Remove Poll		
<u>G-Lab</u> › Question about Glog sharing	4	Post new comment

Select the **Poll Answer** and click the **Submit vote** button, to Vote for the created Poll.



The **Poll menu** will show actual **voting** status.

🖩 Poll	
Does the sharing of the Glog contain e	enough Bookmarks? (Voting closes: 1 minute ago)
Yes No I do not know about bookmarking I do not use other social networks I use only few other social networks Total Voters: 1	1 (100%) 0 (0%) 0 (0%) 0 (0%) 0 (0%)

Remove Vote Lock Voting Edit Poll Click the **Remove Vote**, to remove the vote from the Poll. Click the **Lock Voting**, to create the Poll and disable **Voting** of other users for the Poll. Click the **Edit Poll**, to edit the Poll entries.



Click the **Post new comment** on the Poll.

9. EDUCATOR RESOURCE LIBRARY

The Glogster EDU **Educator Resource Library** with access on the <u>Homepage</u> is a database of outstanding examples of Glogster lesson plans, standards aligned activities, and <u>Glog</u> building resources. It has been built by and for our community of educators and users, which we hope will offer inspiration to others implementing and learning about **Glogster EDU**. The intention is to create a library of creative, documented, and exciting examples and resources for all to use and share. Each submission that is published will be formatted by the Glogster EDU Team as a detailed example that other Glogster EDU educators can draw on to help guide their work.



Click the <u>Contribute</u> button, to contribute to the Educator Resource Library. Fill and send the form to **Glogster EDU**.

Click the **Download** button, to download the actual **Educator Resource Library** documentation.

10. AMBASSADORS



The Glogster EDU Ambassadors access is located on Homepage of Glogster EDU.



The Glogster EDU **Ambassadors** access is located on the **Homepage** of **Glogster EDU**.

The Glogster EDU Ambassador Program offers educational professionals unique opportunities that foster local and global networking opportunities, career development, and personal enrichment.

Glogster EDU Ambassadors interact with other professionals through trainings, networking, locally, nationally and globally from around the world, engaging in activities to spread the **Glogster EDU** message.

The **Glogster EDU** community is now over 1.5 million members strong and still growing. As this educational collaborative of educators, students, and partners flourishes in creating a passionate global educational alliance; we want to reward those individuals whose extraordinary efforts have made a unique and lasting contribution to **Glogster EDU**. These Ambassadors have created extraordinary levels of Glogster implementation, displaying educationally sound instructional principles and practices, as well as introducing fresh and creative approaches.

To become a Glogster EDU Ambassador, contact ambassadors@glogster.com.

11. SCHOOL LICENSE

11.1 SCHOOL LICENSE ORDER



Navigate to the **product purchasing page**, and select from the following purchase options.

By selecting this option, user will apply for school license quotation.

After pressing the **Order** button, **<u>Order form</u>** will appear.

Complete all of the fields found in the **Order form**. The **Number of teachers** field is generated automatically according to **Number of students** field. You can move the slider to change the number of students required. All of the other fields are required to complete.

poster you	rself		
illing infor eat choice! subscribing to t irning experience	rmation he EDU Premium School License, y	bu will provide your school with a full online	Summar
Product		Price / \$2 student / year	
Premium Scl How many studer	hool year Its do you need? Set up your school.	Students Teachers 200 20 available	guards
25%off Sale on S	ichool Licenses with 1000 students or i	ore! Total: \$400	
\sim			
Please fill	out		
First name:			
Last name:			
District name:			
School name:			
Email address:			
Phone:			
Street:			
City:			
Postal Code:			
Country:	Select Country	-	

When everything is filled correctly, click **VERIFICATION & PAYMENT** button.



			Billing Verification Summary information & Payment Activation
Premium School year ilogster EDU Premium School Licen ayments	se with annual 20	200	Your data is safe and secure
icense number: GLGX-JBMPV86	N-XXXXXXXXXX email after the payment.)	Total: \$400	Glogster EDU guards your personal information.
~			
/erification			
illing information:			
ohn Dace	Davyfield Road 33		
hn.dace@gmail.com	Abendeer		
71234567	12345		
igh Abendeer school	United Kingdom		
bendire District			
Edit			

As you can see, the system has generated your unique license number before the payment. The verification form includes basic information about your purchased license, license number, license price, and purchaser billing information.

If you need to change any of the billing information, you can do so by pressing the EDIT button. Change the necessary information and click the **VERIFICATION & PAYMENT** button again.

At the bottom of the page, you will see two options for payment – PayPal recurrent payment or payment by check.



11.1.1 PAY BY PAYPAL OPTION

Your payment method	Select the PayPal option and
PayPar PayPar Pay by check PayPal: All subscriptions will automatically renew. If you would like to cancel your renewal, simply log back into your PayPal account and stop the recurring billing function. By purchasing this order, you are agreeing to Glogster EDU Terms of Use.	press the PROCEED TO PAYPAL button to be redirected to the PayPal payment gateway.
PROCEED TO PAYPAL	

Log in to your PayPal account, or create an account if you do not currently have one.

Glogster yourself EDU	You are now Purchasing Glogster EDU Premium	You are just o away from bein century EDUcc	ne step ng a 21st itor!
Billing Information		PayPal	Secure Payments
* Required			
Description	Terms		Amount
Premium School year Glogster EDU Premium School License with annual (GLGX-JBMPV86N)	I payments \$400.00 USD for each year		\$400.00 USD
Choose a Payment Method			
You need a PayPal account for this purchase.			
PayPal I already have a PayPal account.			
Email:			
Password:			
Log In			

After successful login, you will be redirected to the payment review. Press the AGREE AND PAY button to pay for the license type you have selected.

Your purchase was successful	PayPal	Secure Payments
Description	Terms	Amount
(GLGX-	Effective Date:	ş
Note		
The details of this transaction are stored in your PayPal account for easy acce	ess anytime. For details login to <u>www.paypal.com</u>	
Contact Information		
Business Name: Glogster EDU Premium Contact Email: edupremium@glogster.com Contact Phone: +1 8884564748		

PayPal Account Overview Return To Glogster EDU Premium

By pressing the **Return To Glogster EDU Premium** button, you will be redirected into **Summary & Activation** page which will inform you about the actual status of your payment.



	32
	Feel free to use our
	Support Center
Subscriber	User's Guide
0	1
nanagement	
	Subscriber ()

11.1.2 PAY BY CHECK OPTION

Your payment method	Select the Pay by check option and press the ORDER NOW
	button to sent the quotation to
Reccurent payment Pay by check	our sales department.
Our Sales Department will contact you with payment information. Your license will be activated after the check receipt. By purchasing this order, you are agreeing to Glogster E <u>Terms of Use</u> .	EDU
ORDER NOW	

You will be redirected to the **Summary & Activation** page which will inform you about the actual status of your request.

Summary & Activation

All information below has been sent to your email.

Order details

Product

Premium Teacher year Glogster EDU Premium with annual payments

Date of order: 2011-3-31

Total: \$99

Subscriber

(john.dace@gmail.com) John Dace Vodickova 36 High Abendeer school Davyfield Road 33 15500 United Kingdom

Our sales department will contact you as soon as possible.

You will receive a notification by email.

11.2 SCHOOL LICENSE ADMINISTRATION (ADMINISTRATOR)

After the **payment** of **school license** is done, you will receive 2 messages. The first email will inform you about **schooladmin account**.



After the Payment is confirmed, user will receive second email.



This message contains the Welcome Kit Brochure in PDF form and your purchased License Codes.

11.2.1 Administrator account

Log In	
Nickname:	nickname
Password:	
	remember me on this computer

To access administrator account, navigate to the **login page**, and enter the **Nickname** and **Password** fields according to administrator account information received via mail, and click the **Log in** button.

You will be redirected to my dashboard of administrator account.



11.2.2 LICENSE MANAGEMENT



Click the **Your license and School Administration** link located in **account type box**, administrator will be redirected into **School licenses administration**.

11.2.2.1 GENERAL INFORMATION



The Upper section of the school license administration menu contains information about License number, Renewal Date, Subscription type, Payment type, and License Utilization information, which describes the current status of purchased license.

11.2.2.2 LICENSE ASSIGNMENT

The lower section of the **school license administration** menu contains the **license assignment** menu.

Activation code	User	Status	
58D9QXFACJ	schooladmin2099	active	(administrator)
762TBZ5LYE	(use Glogster user name o	r email)	Activate user
7HKY6GNF2S	(use Glogster user name o	r email)	Activate user
8TDQE4GU5B	(use Glogster user name or email) <u>Activate user</u>		
8W7CJA93UR	(use Glogster user name o	r email)	Activate user

Enter the **User** field with **e-mail** or **nickname** of teacher and click the **activate user** link, inviting the teachers to the school license. The status of license slot will be changed.

4TKWDVHFY3 An invitation with the activation code has been sent to: mrmathews@wdf-testing.cz	Cancel invitation Resend
---	--------------------------

Attention: After the teacher accepts the **school license invitation**, he will be not able to create **students** anymore. This can be done by **school license administrator** only.

11.2.2.2.1 INVITATION VIA E-MAIL

If the administrator has sent the **school license** invitation via e-mail, you will receive the following **e-mail**. This method of **school license** invitation can be used when teacher does not have an already created EDU account, or the **administrator** is not sure about the teacher's **nickname**.

F	From: Fo: Ec:	Glogster EDU [noreply@edu.glogster.com] eduteacher@wdf-testing.cz	Sent:	n
1	Subject:	Your school/district assigned you to Glogster EDU Premium Multilicense!		
	Dear scho	pol,		
	You have	been assigned to use Glogster EDU Premium! Welcome!		
	Your ACT Enter this <u>http://edu</u> If you are	TVATION CODE is: 762TBZ5LYE CODE on your Teacher Dashboard page to activate your License or activate by following th alogaster.devel.asyn/register/rmailing=1&from=4(No)(KY)(6Zqc)bkyOuq6Nt1055 not a registered on Glogster EDU you will need to register prior to the activation.	is link	c:
	Follow this <u>http://edu</u>	s link for some helpful information regarding our Premium Services: u.glogster.com/download/glogster-edu-premium-brochure.pdf		
	Feel free t	to contact us if you need help with the license activation.		
	We appre	ciate your business. Glogster is Yours!		
	Sincerely, The Glogs	ter EDU Team		

Click the **activation link** located in mail, user will be redirected into the following **Glogster EDU** page.



bogster yourself	Categories G-lab Register or Log
Yolur school/district assigned you to Glogster ED	U Premium! Welcome!
Not registered yet? Please register here and your EDU Premium account will automatically activate!	Already registered?
Nickname: Password: Confirm password:	Nickname: nickname Password: •••••••
E-mail: 🙍	LOG IN & ACTIVATE

Unregistered complete the left side of registration form. By pressing the **Sign up & Activate** button, you will create the Teacher account with school license included. Already **Registered** teachers should complete the right side of form. Click the **Login & Activate** button, to be redirected to the school license confirmation page.



Click on **Confirm** button to activate the **school license**.

11.2.2.2.2 INVITATION VIA NICKNAME

If the administrator has sent **school license** invitation via **nickname**, the existing user will find the school license invitation bubble at **My dashboard**.



This method of **school license** invitation can be used when teacher has created EDU account, or the **administrator** is not sure about teachers **e-mail**.

Note: Teacher invited to **school license via nickname** will receive also the email invitation described in previous **Invitation via e-mail** section. Click the **Manage invitation** button located in invitation bubble, to access the invitation popup.



By selecting the radio button of **school license**, and clicking the **Activate license** button, you will activate and join the school license.

	canitaria (Bioitaria mitoitaria)
To:	Adam Mathews
Cc	
Subject:	Welcome to the School license.
Welco	ne to the School license.
If you y Please 1. Click 2. Click 3. Find 4. Choo	and to share students among the school you need to transfer them to the School Administrator of the "Coleagues" tab "Show all fail, "didd" transfer" link at the bottom of his card administrator and add: "transfer" link at the bottom of his card on "Transfer" button.
5. Click 6. You 7. You	vill receive Instant message from administrator about accepter or declined students. an add shared students to class.

After the activation is complete, you will receive the email confirmation message.



TeacherwillreceivealsoconfirmationandactivationcodemessageswhichcanbefoundundermessageslocatedonMy Dashboardof user.

Attention! In case that teacher with an existing account accepts the school license invitation, all of student accounts need to be transferred under administrator account by teacher or administrator in purpose of enabling the sharing mode of private students. Additionally, only administrator will be able to add new students.

For more information about enabling **sharing of students**, navigate into **<u>sharing</u>** <u>**students**</u> section.

11.2.2.2.3 CANCELING OF LICENSE

After the teacher confirms the license assignment, the license slots under **license management** will be changed.

Activation code	User	Status	
2JKTANZY7D	schooladmin4271	active	(administrator)
4TKWDVHFY3	mrmathews	active	Cancel license
YD5A3T9FWR	basedutch01	active	Cancel license

By pressing the **Cancel license** link, administrator will attempt to remove current teacher from school license.

After this action, an informational popup will appear.

Would you like to transmit students to this teacher before removal?		
Attention! If you choose to transmit students, student content (Glogs and Student portfolios) will no longer be available under School license!		
TRANSMIT STUDENTS	CANCEL LICENSE	

Click the **Transmit students** button, to access the **transmit students** menu. This action will allow the **administrator** to return **shared students** to their original teacher. For more information about **shared students** navigate into <u>Student</u> <u>management</u> section.

By pressing the **Cancel license** button, the administrator will cancel the school license for current user.

11.2.3 STUDENT MANAGEMENT (ADMINISTRATOR & TEACHERS)

The Administrator is able to manage all of the school license teachers' students.

Attention: To enable <u>sharing of students</u>, the teacher needs to <u>transfer students</u> to administrator account. After the administrator confirms transferred students, assign students into class option available to manage the shared students.

11.2.3.1 GLOBAL TRANSFER

After the teacher accepted the <u>school license invitation</u>, administrator can grab all of the students from teachers by clicking the **Global transfer** button located in <u>School</u> administration menu.



After this action, an additional pop-up will appear.



Attention!

Number of students affected by this action: 16

This action will transfer all private students from all teachers within your School license to School administrator. All transferred students must be confirmed after in order to finish the transfer process. As a result all students will become shared among the School license.



Enter the **administrator password** and click the **transfer** button. The administrator will transfer all private students from all teachers within the **School license** to administrator account to activate <u>sharing of students</u>.

After this action, the **Global transfer** information box will be changed.



Note: Global transfer button can be used again when another teacher with private students accepts the school license invitation.

Transfer of all private students by this **administrator action** must be **approved** or **declined** by **administrator**.

When the **Global transfer** information box says '**done**', the administrator will receive a **message**, which can be found under **Messages** located on **My Dashboard**.





By clicking the **Accept or decline** link located in the **message**, the administrator will have access to the **Student transfer** menu.

ccepting students you will become the ma	nager of their accounts.
J are a regular teacher, these students w J are the School License administrator the	II no longer be available under the school license. se students will be available under the school license as shared students
	Accept selected
basedutch01	Mark all
<u>Eie Khin (EieiKhin)</u>	decline accept
stvg82c	decline accept
sxfzbru	decline accept
sb2bsvm	decline accept
<u>sxr7gvd</u>	decline accept
mrmathews	Mark all
<u>sx4ovu3</u>	decline accept
shrjuf5	decline accept
<u>s9vj7g2</u>	decline accept
sed23rv	decline accept
- 4407	decline accent

By selecting the thick boxes according to action required, the administrator will **accept or decline** the **students transfer** into **administrator** account.

By clicking the **Accept selected** button, a confirmation popup will appear.

Action confirmation	
By clicking the confirmation button you will accept all selected students and your students. If you are an administrator of the School license, these stud shared students within the school.	d they will become dents will become
CONFIRM	CANCEL

By clicking the **Confirm** button, the **administrator** will transfer the students from under the **administrator account**. The students will become **shared students** within the **school license**.

For more information about **shared students**, navigate to the **<u>Shared student</u>** section.

11.2.3.2 TEACHERS STUDENT MANAGEMENT



After the teacher accepts the school license invitation, the administrator can enable or disable the student management to teachers.

When the **student management** is **disabled**, teacher is not able to manage <u>shared</u> <u>students</u> (left student). If the shared student is in any of **Teachers class**, he is able to **Edit his portfolio** (right student).



When the **student management** is **enabled**, teacher is able to **edit portfolio**, **edit student account**, **change student password**, **delete student account**, **edit nickname** or **access student account** of **shared students** which is in any of **Teachers class** (right student).



Note: To enable sharing of students, transfer student into administrator account. After the administrator confirms transferred students, assign students to class to be able manage the shared students.



11.2.4 SHARED STUDENTS (TEACHERS)

Shared student is a student, which belong to **school license administrator**.



The identification of **shared student** is the **shared student icon** located at beginning of student name.

The student will become **shared student** when the **administrator** uses the **<u>Global transfer</u> function**, or when a teacher <u>transfers</u> the **private students** to the **administrator**.

Attention: To enable sharing of students, <u>transfer student</u> into the administrator account. After the administrator confirms transferred students, assign students to a class to be able manage the shared students.

User is also able to **transfer students** to colleagues.

11.2.4.1 TRANSFER STUDENTS TO ADMINISTRATOR (ENABLE STUDENTS SHARING)

To transfer students, a teacher needs to navigate to **Colleagues** tab located on **My Dashboard** of **school license** user.



By pressing the **show all** link located in **colleagues tab**, teacher will be redirected into **colleagues** menu.

The **colleagues** menu contains all of the **colleagues** which accepted the <u>school license</u> <u>invitation</u>, and <u>school license</u> administrator.



By pressing the **Transfer students** link located under **administrator** box, **teacher** will attempt to access the **transfer students** menu.



After this action, informational pop-up will appear.

By pressing the continue button, you will access the **transfer students** menu.



	*		*
Assign >>			
Assign >>			
	-		
	Assign >> Assign >> Assign >>	Assign >> Assign >> Assign >>	Assign >> Assign >> Assign >>

To **transfer students** into **administrator account** to **enable** the **sharing mode** for **transferred students**, a teacher needs to press the **Assign** link of current student located on left side of **transfer students** menu, and confirm by pressing the **Transfer students** button.

	(sr98we4)	Unassign >>
	-	(Sryowea)

When finished, an informational pop-up shown below will appear.



The school license administrator will then receive a message.



Using Glogster EDU



By pressing the Accept or decline link located in the message, administrator will access to Student transfer menu.

ransfer	« Back to dashboar
of their accounts. nger be available under the school license. dents will be available under the school license as sha	ared students.
Accept selected Mark all	
decline accept	
decline pasent	
	f their accounts. Iger be available under the school license. Jents will be available under the school license as sha Accept selected Mark all decline accept

By selecting the boxes according to action required, administrator **accepts or declines** the **students transfer** into **administrator** account.

By pressing the **Accept selected** button, confirmation popup will appear.



By pressing the **Confirm** button, the **administrator** will transfer the students under the **administrator account**. The students will become **shared students** within the **school license**.

11.2.4.2 TRANSFER STUDENTS TO COLLEAGUE (CHANGE OWNER OF PRIVATE STUDENT)

To transfer students, teacher needs to navigate into **Colleagues** tab located on **My Dashboard** of **school license** user.



By pressing the **show all** link located in **colleagues tab**, teacher will be redirected into **colleagues** menu.

The **colleagues** menu contains all of the **colleagues** which accepted the <u>school license</u> <u>invitation</u>, and school license administrator.

sort by: online	v		View colleagues
basedutch01	97 Glogs	achooladmin4271 O Glogs	
	Transfer students	Transfer students	

Click the **Transfer students** link located under **colleague** box, **teacher** will attempt to access the **transfer students** menu.

Attention		\times
It is used to tra all their conter	nsfer students to administrator of your School license. Students will be transf All transferred students will be shared among the school license and can be any class in the school.	erred with added to

After this action, pop-up shown on this picture will appear.

By pressing the continue button, you will access the **transfer students** menu.



To **transfer students** into a **colleague's account** in order to **change** the primary teacher of **student in question**, the teacher needs to click the **Assign** link of current student located on left side of **transfer students** menu, and confirm by clicking the **Transfer students** button.

Your students			
Tour students	*	(sq3okqj)	Unassign >>

When finished, an informational pop-up as shown below will appear.



After this action, teachers' **colleague** will receive a **message**.



By pressing the Accept or decline link located in the message, colleague will access to Student transfer

ccept or decline stud	ent transfer
accepting students you will become the r ou are a regular teacher, these students ou are the School License administrator	nanager of their accounts. will no longer be available under the school license. hese students will be available under the school license as shared students.
	Accept selected
mrmathews	Mark all 🖉
<u>sq3okqj</u>	decline accept
	Accept selected

By selecting the appropriate boxes, a teacher's colleagues can accept or decline the students transferred to their account.

Click the Accept selected button, confirmation pop to receive a confirmation shown below.



Click the Confirm button, to transfer the students to his/her account. The students will then become private students.

Thank You!





Glogster is yours!