User's Guide

Version 2.6

Glogster EDU

CONTENTS

1. EDU Homepage

1.1 REGISTRATION TO EDU

As a new user, navigate to **www.edu.glogster.com**.

The Glogster EDU **homepage** will appear.
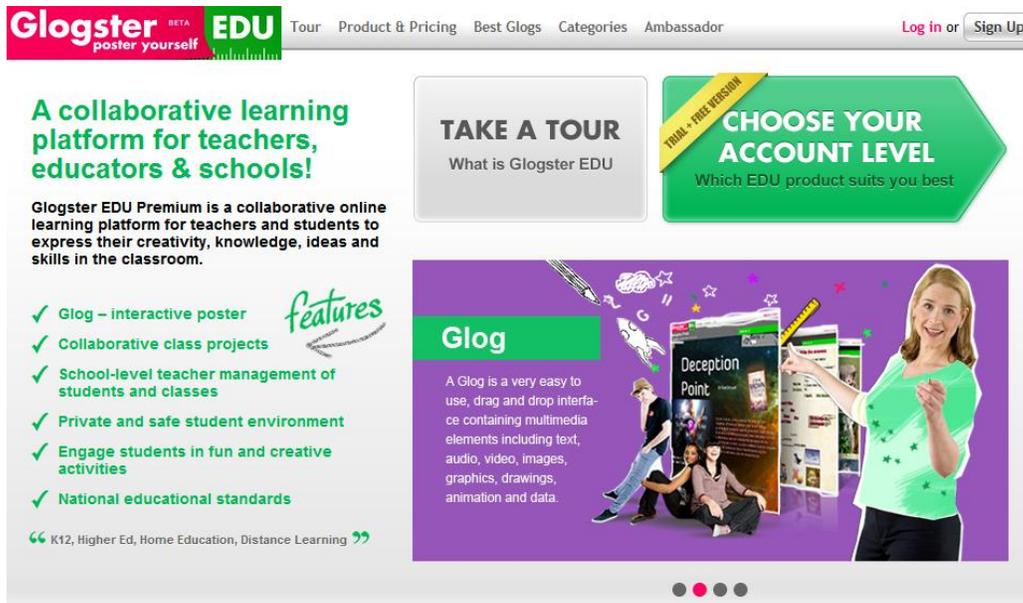
The Glogster EDU **homepage** contains useful information and content.

You can always return here by clicking the [Glogster EDU logo] button.

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

[CHOOSE YOUR ACCOUNT LEVEL graphic] 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.

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

1.1.1 REGISTER AS BASIC TEACHER
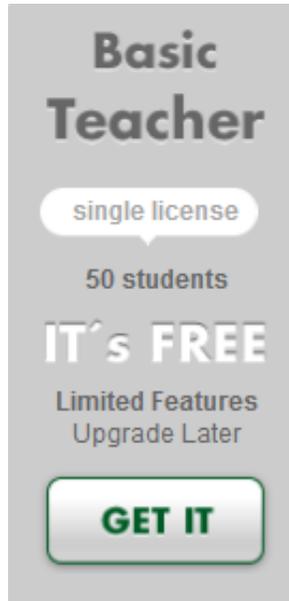
Click on the GET IT button on this banner to access the Basic Teacher registration menu.

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 **Edit my profile** menu.

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.

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

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-XXXXXXXXXX** (You will receive the full license code via email after the payment.)		**Total: $99**

Verification

Billing information:

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

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.

Your payment method

PayPal
Reccurent payment   Pay by check

1.1.2.1   PAY BY PAYPAL OPTION

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.

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.

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.

1.1.2.2   PAY BY CHECK OPTION

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 **school license purchase**, navigate to the **School license** section.

Premium

School

multilicense

unlimited number of students

$2 per student per year

Share Students with School Level Administration

SUBSCRIBE

1.2 Account verification

After **registration**, check your **e-mail** for the **registration** confirmation email , with **Nickname**, **Password** and **confirmation link** for **account verification**.
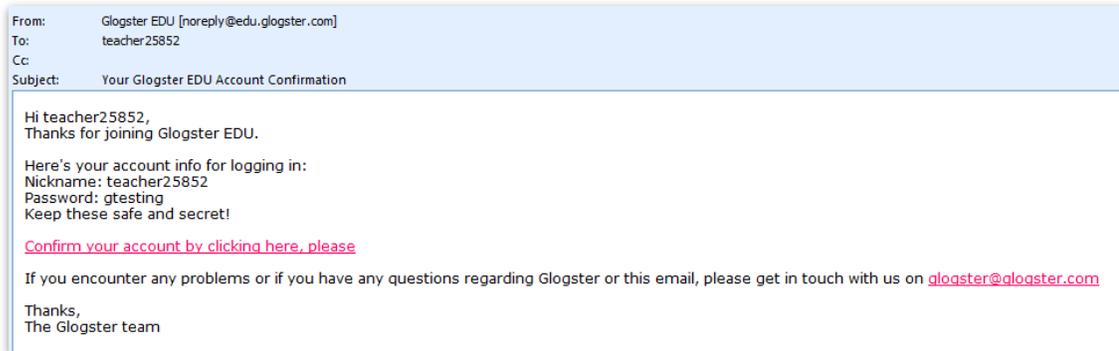
Click the link located in confirmation email to authorize his **Glogster EDU** account. You will be redirected to **My Dashboard.**
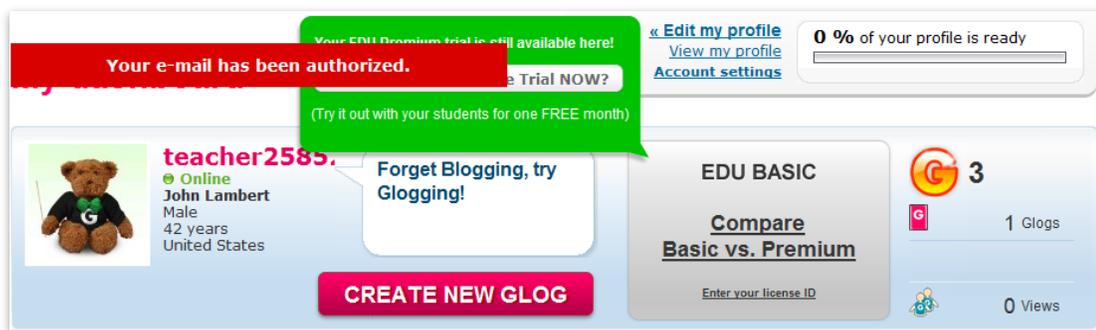
1.3 Logging in

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

Once the **Nickname** and **Password** fields have been completed, click the button.

The login screen contain also links such as **Lost password**, **Register here** and **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?

After this action, this prompt will appear.

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

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

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

From the **Account settings** 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! **My Dashboard** 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**.
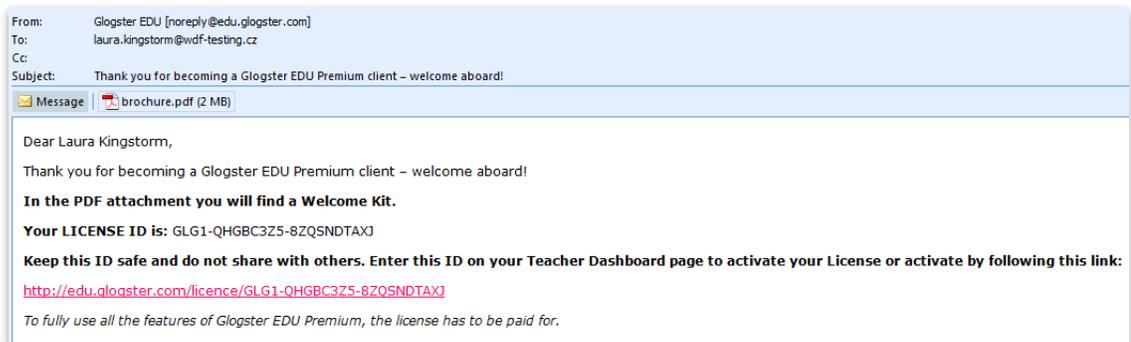
The message contains the **Welcome Kit** Brochure in PDF form, and fully unique **License Code**.

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

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: nickname

Password:

☐ remember me on this computer

LOG IN

You must complete the **Nickname** and **Password** fields, and click the **Log in** button.

A pop-up message will appear.

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**

Click the **Confirm** button, to activate **type of license**.

2.1.1.2   ACTIVATION VIA FILLING THE ACTIVATION CODE

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

Log In

Nickname: nickname

Password:

☐ remember me on this computer

LOG IN

Log In into user account.

teacher2585
⊕ Online
John Lambert
Male
42 years
United States

Forget Blogging, try Glogging!

CREATE NEW GLOG

EDU BASIC

Compare Basic vs. Premium

Enter your license ID

1

0 Glogs

0 Views

Enter your license ID

Click **Enter your license ID** link located in **account type** information box. The **Activation** pop-up will appear.

Put your license number in here to activate the EDU premium features.

Your license number or activation code:

ACTIVATE EDU PREMIUM

Copy and paste the **activation code** from your **email**, and click the **Activate EDU PREMIUM** button.

Error message:

LicenceCode matching query does not exist.

Type again...

If the **license code** doesn't match, you will receive the error code pop-up.

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

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

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

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

My dashboard

20110422
Online
John Dace
Unisex
38 years
New York

GlogsterEDU is the best available educational tool on market...

CREATE NEW GLOG

EDU PREMIUM

Your license

Expires on 22.04.2012

1 Glogs

0 Views

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.

EDU PREMIUM

Your license

Expires on 22.04.2012

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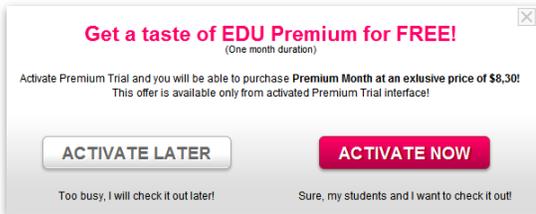
Click the **Activate Now** button, to activate the **EDU PREMIUM TRIAL** mode.

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

The popup box will appear every time you log in.
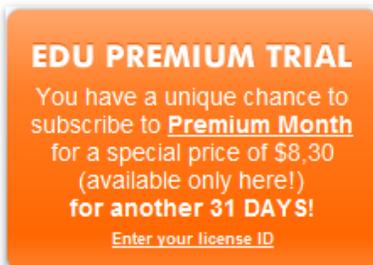
Upon **EDU PREMIUM Trial** activation**,** the information box located on **My Dashboard** will change to orange.

The **EDU PREMIUM TRIAL** mode is offered just once per account. After one month, the **EDU Premium Trial** will automatically revert to **Basic** mode.
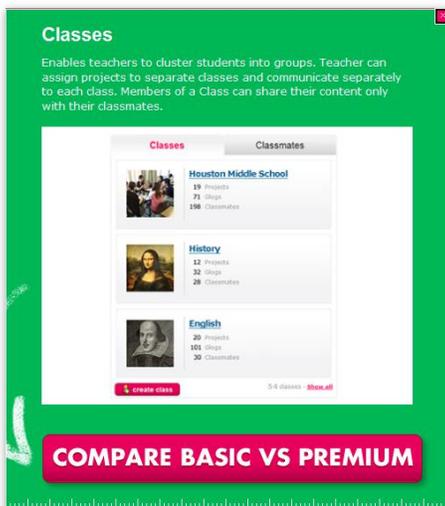
Note: Most features are only available with a Premium account.

.

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

3.   MY DASHBOARD

My Dashboard is an anchor. It includes important **Glogster EDU** functionalities.
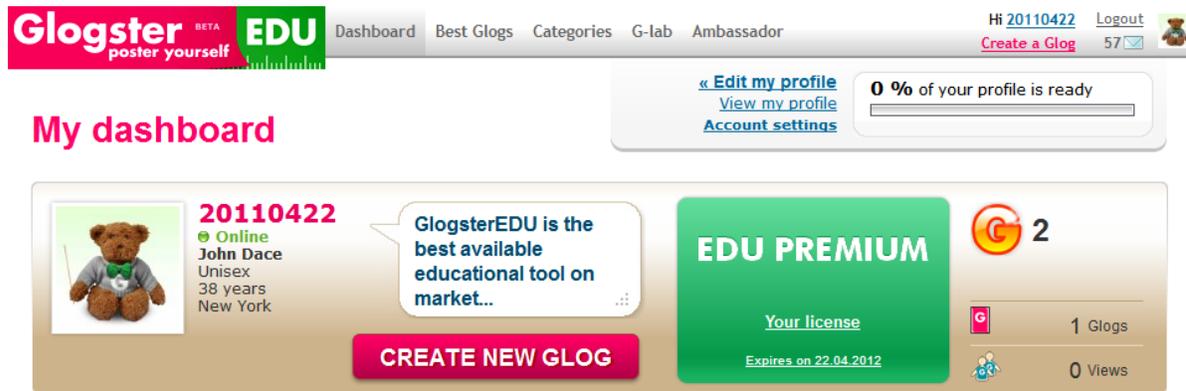
3.1   USER PROFILE

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 **Edit my profile** menu.

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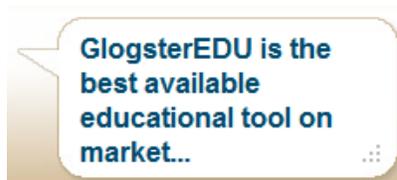
This is the **Mood box**. The information can be changed anytime, and is visible to all other **EDU Glogster** users previewing your profile.

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 **Glog creation.**

3.1.5 NUMBER OF USER GLOGS
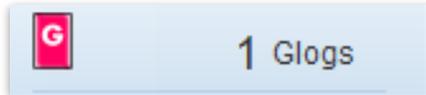
This informational box displays the actual number of **Glogs** you`ve created.

3.1.6 NUMBER OF PROFILE VIEWS
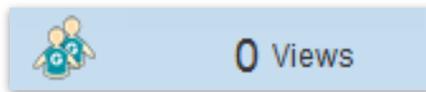
This box displays the actual number of users who have visited your **profile** page.

3.2 EDIT MY PROFILE

In the right upper corner of **My Dashboard** the **Profile** and **account settings** links can be found.
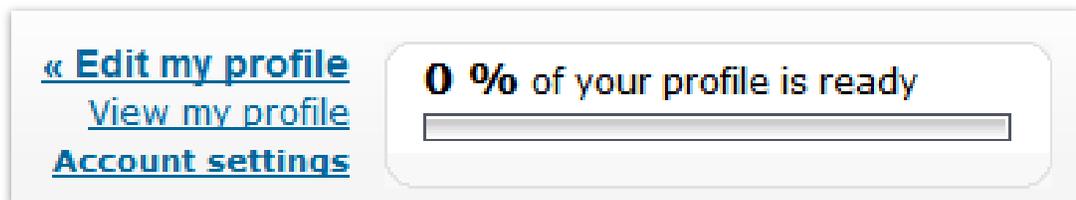
Click the Edit my profile link ❮❮ **Edit my profile** and you will be directed to **Edit user profile** menu.

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.

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

3.2.2   PHOTO BOX

The avatar can be changed here.

You can click the **Change photo** link.

A new menu will appear. Click on **Browse** button, select the Photo to upload from computer location, confirm selection, and click the **Upload Avatar** button to finish the action.

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

3.2.3   INTERESTS

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

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

3.3   DESIGN MY PROFILE

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

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.

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.

Next sub-menu of Skins Tab is **My skins**.
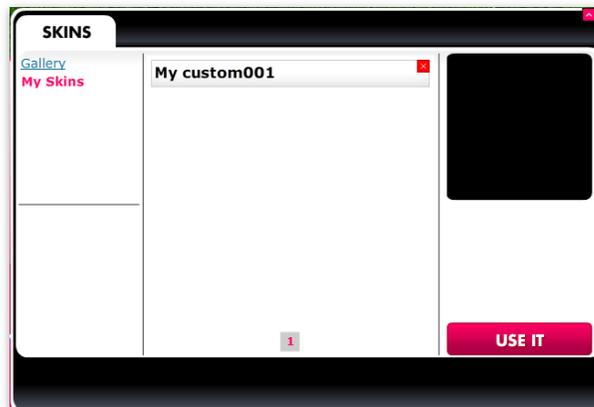
In this sub-menu are Custom skins created from **Skin Maker Tab** menu.

3.3.1.2 SKIN MAKER TAB

By clicking the Skin maker tab, an additional own customization menu will appear.
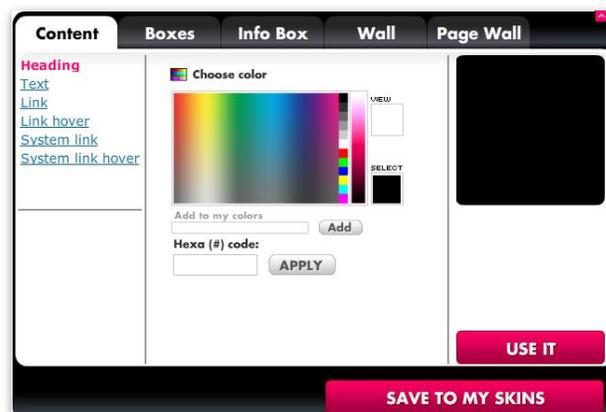
In the **Content menu**, you are able to change the color of individual elements according to content. The steps are identical for most of the menu tabs.

Example: Change the Contents heading color to specific color.
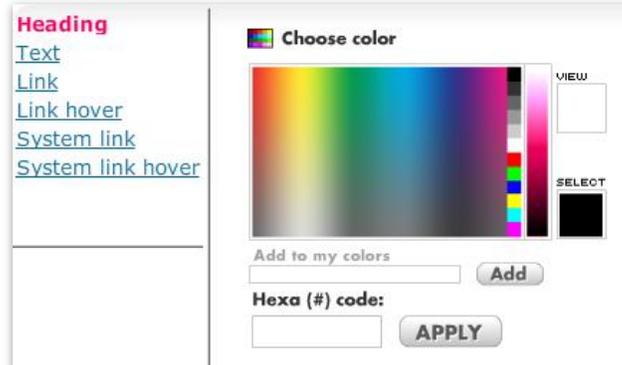
Click on the color tab field. After color is selected, click the **Use it** button.
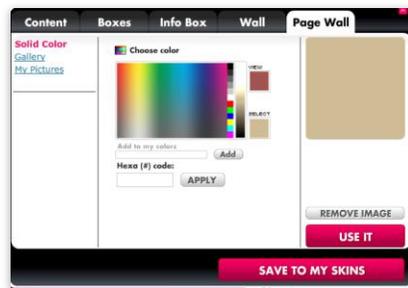
Informational: The **Wall** and **Page Wall** contains additional menus, including **Gallery** and **My Pictures.**
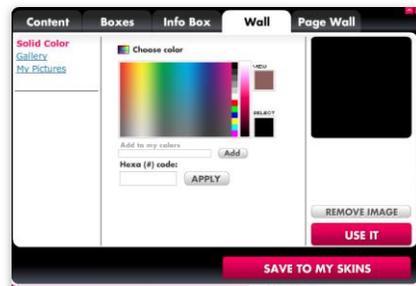
To learn about this additional content, navigate to the **Wall bar** content located under **All about glog** section.

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 **Skins Tab** menu.

3.4 VIEW MY PROFILE

In the right upper corner of **My Dashboard** the **View my Profile** and **Account settings** links can be found.
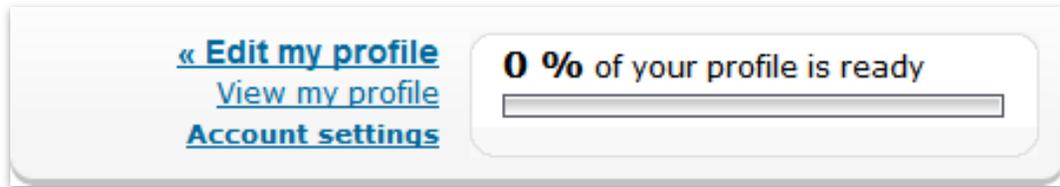
Click the *View my profile* link to view the profile menu.

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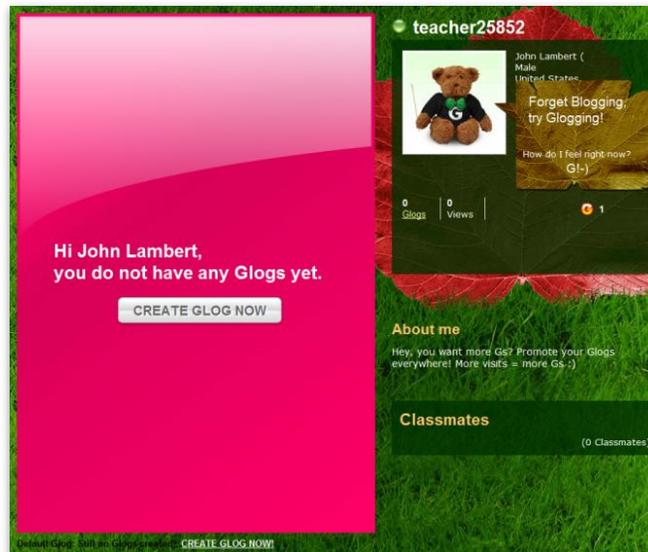
3.5 ACCOUNT SETTINGS

In the right upper corner of **My Dashboard** are located the **View my Profile** and **Account settings** links.
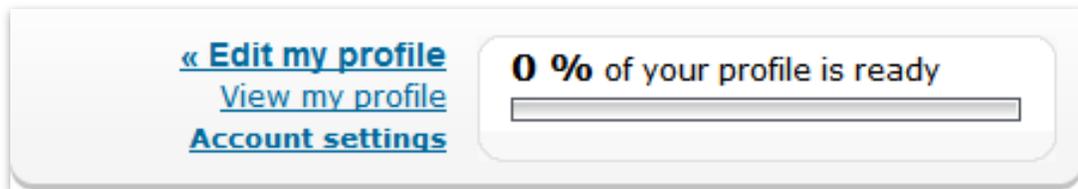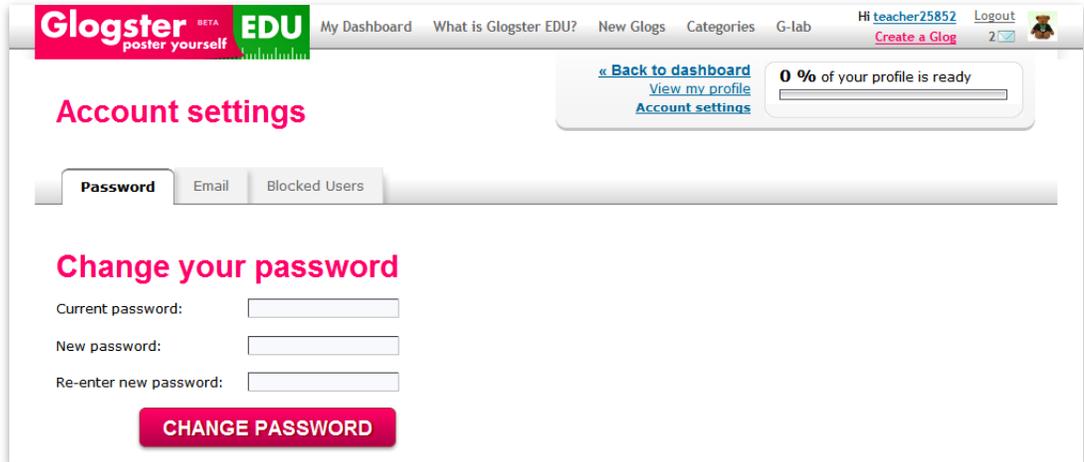
The **Account settings** menu contains the **Password** menu, **Email** menu and **Blocked users** menu.

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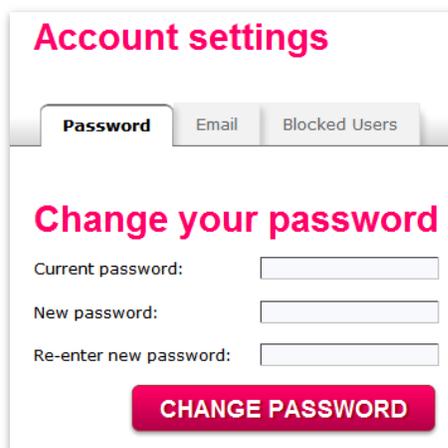
From the **Account settings** menu, change your password. Fill out the **Current password**, **New password** and **Re-enter new password** fields, and then click the **Change password** button.

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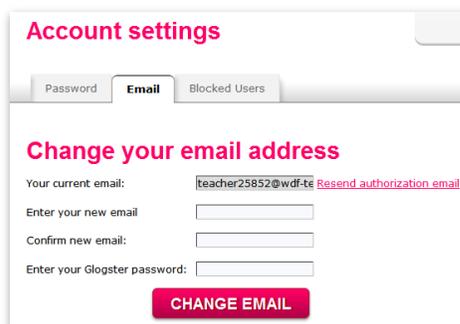
From the **Account settings** menu, change the email associated with your license. Fill out the **Current e-mail**, **New e-mail, Confirm   e-mail** and **current password** fields, and then click the **Change e-mail** button.

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

3.5.3 BLOCKED USERS

From the **Account settings** menu, you are able to see and remove the blocked users.
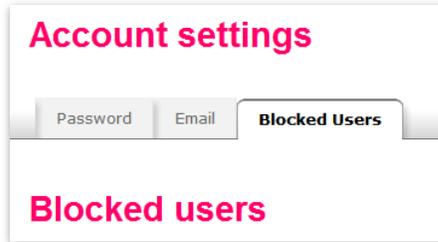
Users on this list are not able to send any **Messages** or **comment** Glogs of users who are blocking them.

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

3.6 STUDENTS

The **Students menu** is located on **My Dashboard**. From this menu you can create and manage the students.
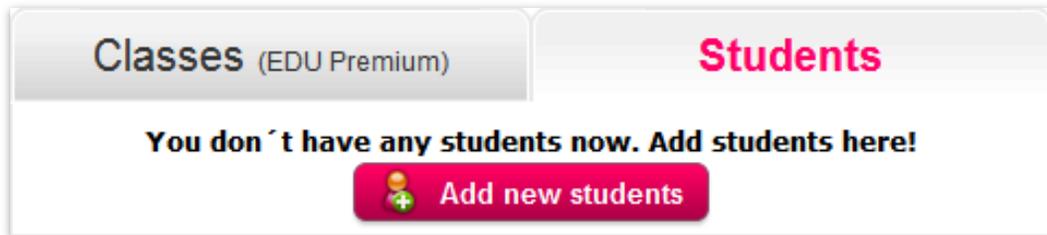
Number of students depends on your **Account type**. **An EDU Basic** account and **an Edu Premium Trial** account can add up to **50 students**. **An Edu Premium** account can add up to **200 students**.

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

3.6.1 ADDING STUDENTS

By clicking the **Add new students'** button, a pop-up will appear.
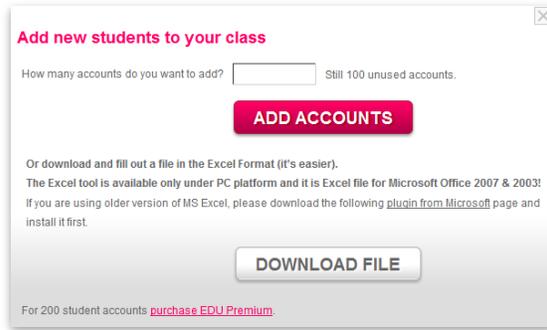
Generate students by inserting the number of students in the popup field, or import students via the Excel import tool.

3.6.1.1 ADDING STUDENTS ACCOUNTS VIA POP-UP

Enter the number of students into the pop-up field, and confirm the action by clicking the **Add accounts** button.
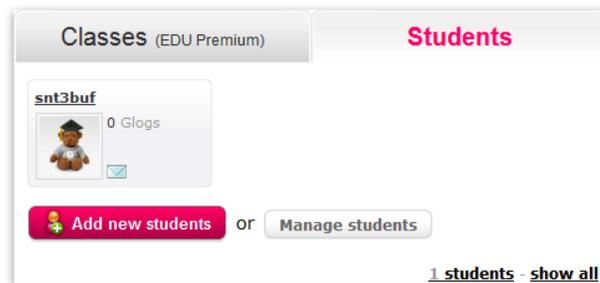
New students will appear in the **Students tab** located on **My Dashboard**.

3.6.1.2 ADDING STUDENTS ACCOUNTS VIA EXCEL IMPORT

You can also import students via excel import tool.
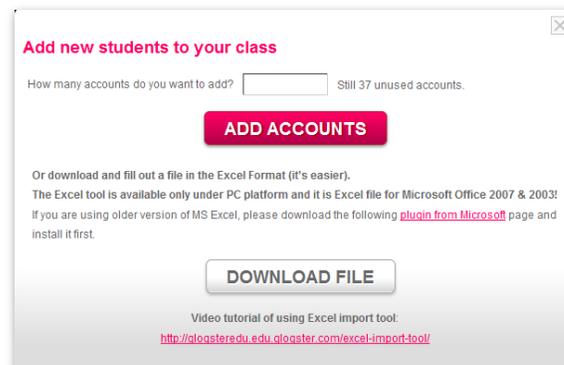
Click the **download file** button to download the excel import tool.
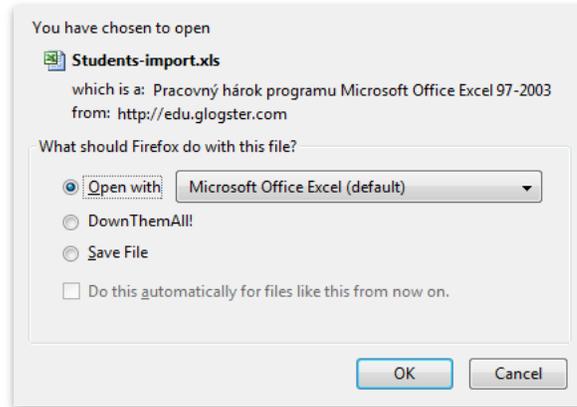
Click OK button to open the excel import sheet.

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

Follow the instructions in sections **MS Office 2007 macro security** and **MS Office 2003 macro security** for further assistance.
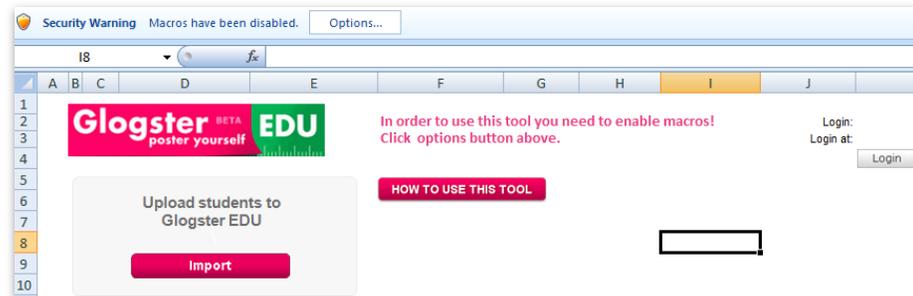
Press **Login** button located in the upper right corner of **Excel import tool**.
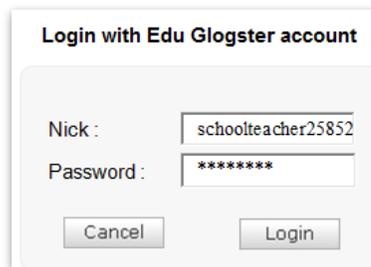
Enter the **Nickname** and **password** information, and confirm by clicking the **Login** button.

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** 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.

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

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

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.
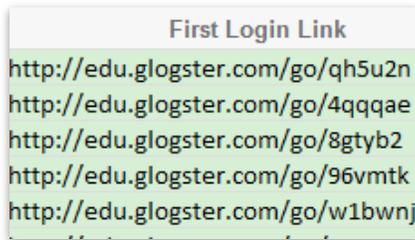
First login link is used for the first login for newly created student. Copy and, paste the First Login Link into the web browser and the **Student's account** will appear.

3.6.1.2.1   MS OFFICE 2007 MACRO SECURITY

If using the **MS Office 2007** version of excel, allow the Macros.
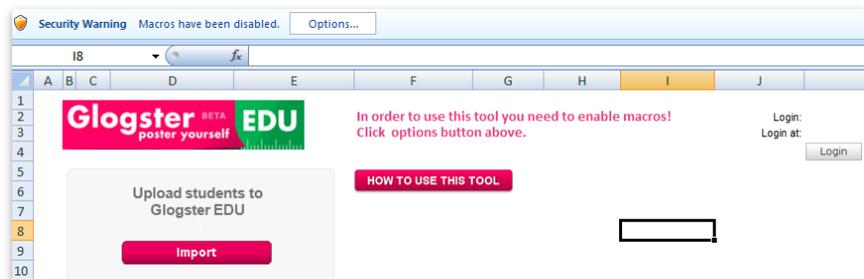
This can be done by clicking the **Options** button.
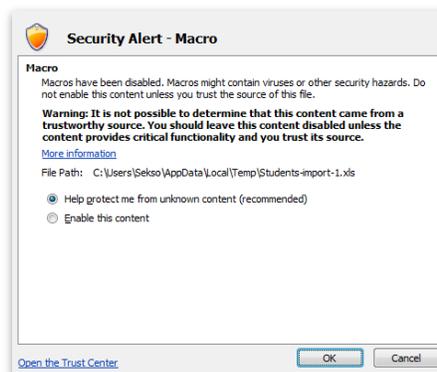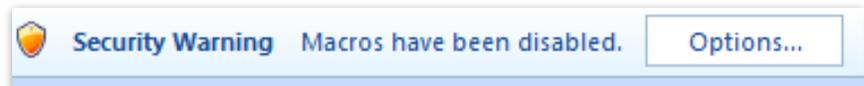
The Security pop-up will appear.

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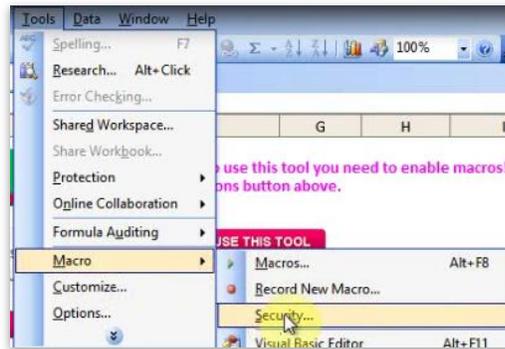
In the security menu, you can select the **Medium Security level**, and confirm by clicking the **OK** button.

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 **My Dashboard** will reflect your updates.
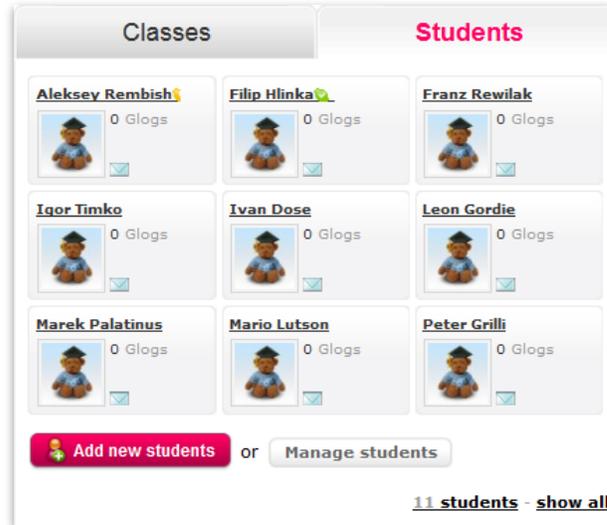
Additional editing of student accounts can be performed by clicking the **Manage students** button.

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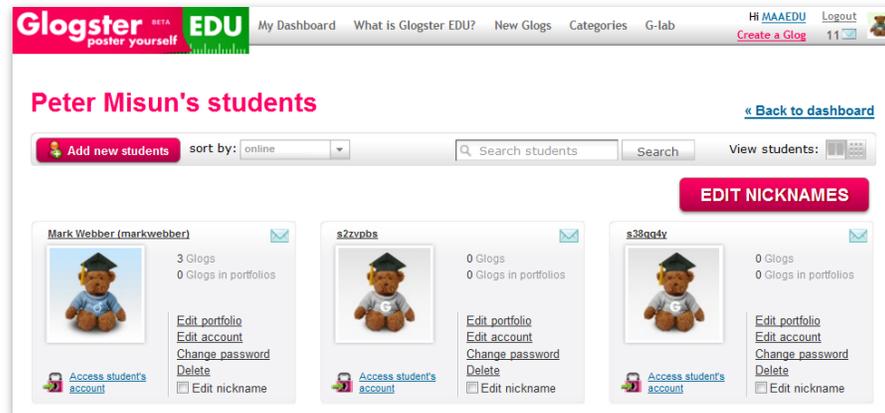
You are able complete actions required with the students from this menu.

3.6.2.1.1   DELETE STUDENTS

To **delete** student, click the **Delete** link.

A pop-up will appear verifying this action.

Do you really want to delete the student: Mark Webber

Beware, the account will be deleted with all the data including the shared Glogs.

DELETE or Cancel
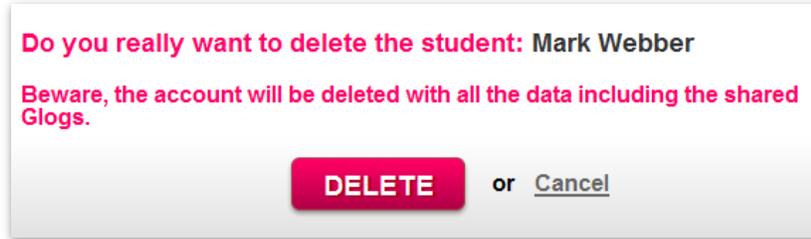
Student will be deleted by clicking the **Delete** button.

3.6.2.1.2   CHANGE STUDENTS PASSWORD

Mark Webber (markwebber)

3 Glogs
0 Glogs in portfolios

.

Edit portfolio
Edit account
Change password
Delete
Access student's account   ☐ Edit nickname

Click the **Change password** link, to change the **password** of a student.

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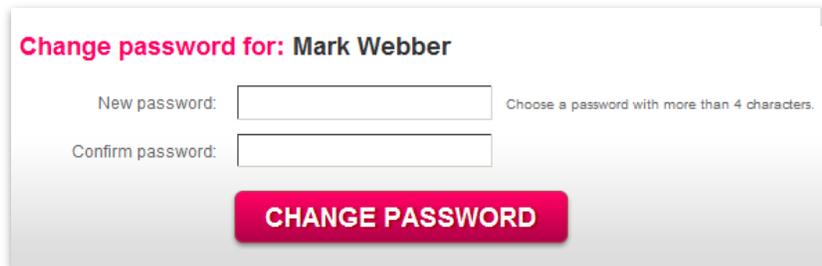
NOTE: Sometimes the change will not work immediately because of database replication. In this case, try to wait for cca. 15 minutes.

3.6.2.1.3   EDIT ACCOUNT

Mark Webber (markwebber)

3 Glogs
0 Glogs in portfolios

Edit portfolio
Edit account
Change password
Delete
Access student's account   ☐ Edit nickname

Click **Edit account** link, to **edit** student's account.

The teacher will see the **Profile edit menu** of the student. For more information, navigate to **Edit my profile** section.

3.6.2.1.4 EDIT PORTFOLIO (EDU PREMIUM & SCHOOL LICENSE ONLY)

In the **EDU Premium** account, or if account is under a **School license,** 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 **EDU Premium** account, or if the account is under a **School license,** 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 **EDU Premium** account, or IF account is under a **School license,** 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.

Nickname settings

Change your students' nicknames so that you can communicate more easily on Glogster EDU! For example, you are more likely to **recognize 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** | Enter new nickname: | artworkstudent01 |
| Full name: | Noname | | |

Please enter only **alphanumeric characters without spaces**. The nickname must be longer than 4 characters and shorter or equal than 30 characters.

CHANGE NICKNAMES

.

Are you sure you want to change these students' nicknames?

YES, CHANGE   **CANCEL**

At confirmation popup will appear. Click **Yes, change** button, to confirm the change of the student's Nickname.

Student's nicknames has been changed successfully

Add new students   sort by: online ▼

artworkstudent01   ✉

Now, the **nickname** of selected student will be changed.

3.7   Classes (EDU Premium & School license only)

Classes menu is located on **User Dashboard**. From this menu, the teacher can create and manage the classes.

Classes   **Students**

No classes found
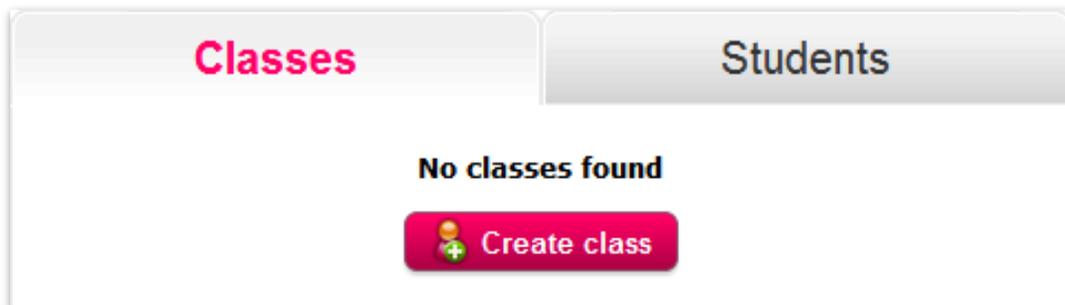
👤 **Create class**

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

3.7.1   CLASS CREATION

.

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.

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 **Class creation** section.

3.7.2.2 DELETE CLASS
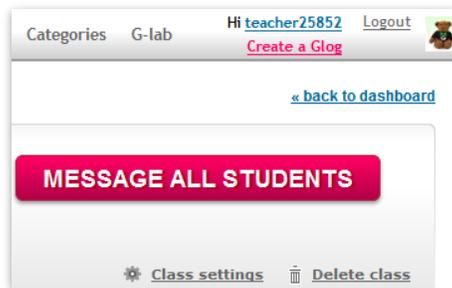
The **delete class** link will delete a class.

Attention! : This action is not reversible and none of the data from this class can be recovered.

3.7.2.3 CLASS ASSIGNMENT
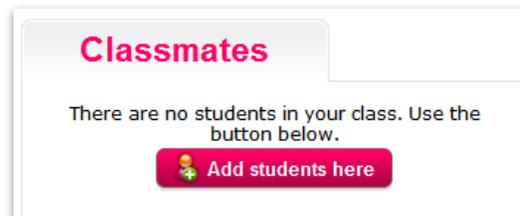
Assign students to the class by clicking the **Add students here** button, in the **Class menu**.
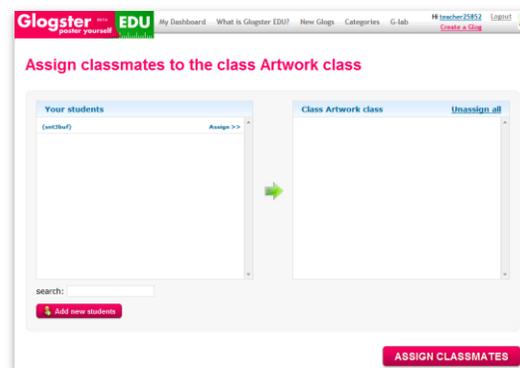
You will be directed to the **assignment** menu.

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	Unassign all
	(snt3buf)	Unassign >>
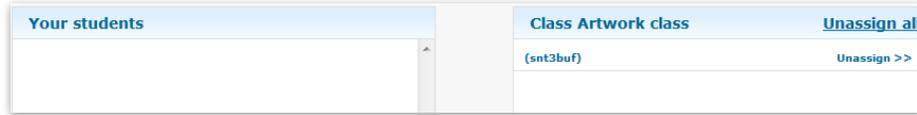
A pop-up will appear to confirm the update. Click the **Continue** button to return to the Class menu.

Class updated.

You have successfully assigned students to this class.

Continue

Class Description

John Lambert (teacher25852)
Class teacher

In this class are students of artwork.

Classmates

snt3buf

1 Classmates · Show all

Add students here

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

3.7.2.4   COMMENTS

Comments

Enter text...
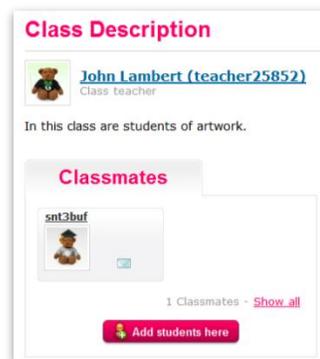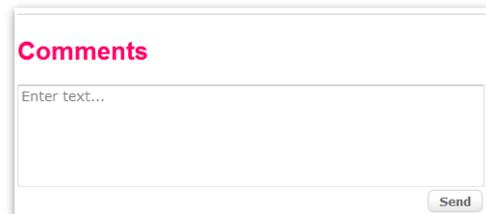
Send

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

Students Glogs

There are no Glogs in this class

The **Students Glogs tab** shows the Students **Glogs**. For more information, read the **Projects** section and **All about Glog** section.

3.7.2.6 CLASS PROJECTS

The **Class projects tab**, shows the class **Projects**. For more information, read the **Projects** 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.
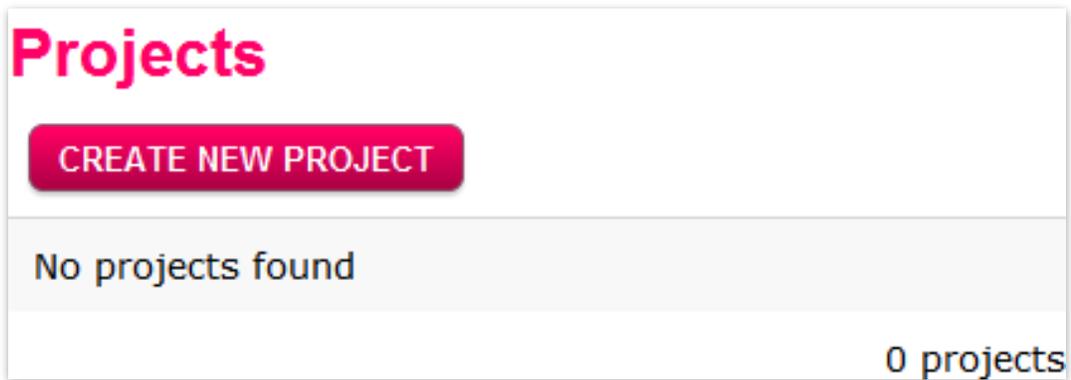
3.8.1 PROJECT CREATION

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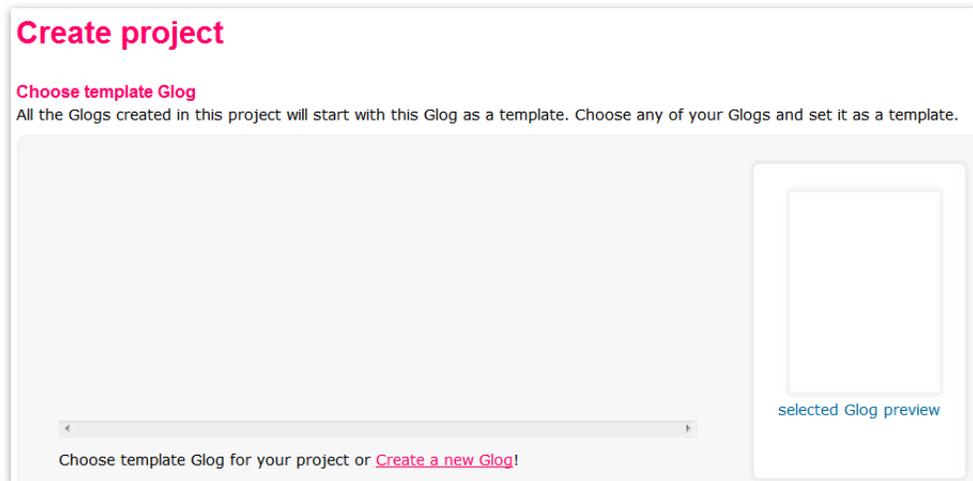
3.8.1.1 TEMPLATE SELECTION

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.

When finished, you are able to select the **Glog** **Template**.

3.8.1.2 PROJECT DESCRIPTION

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

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 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.

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 **Messages** section in **My Dashboard**.

3.8.2.2 STUDENT VIEW – PROJECT ASSIGNMENT MESSAGE

From the student view, the student will see the **Assignment message**.
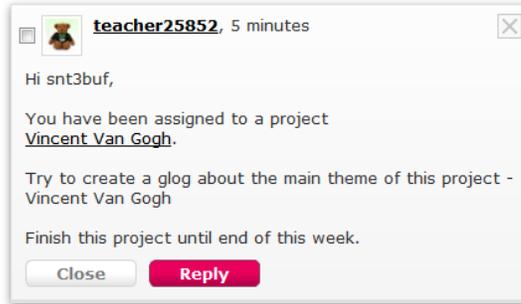
Your sent message can be found under the **Messages** menu on **My Dashboard.**

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

3.8.2.3 STUDENT VIEW – PROJECT GLOG CREATION

Click the Name of project link
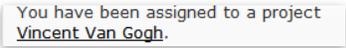
in the **Messages** menu located on **My Dashboard,** to will the **Project detail** page.
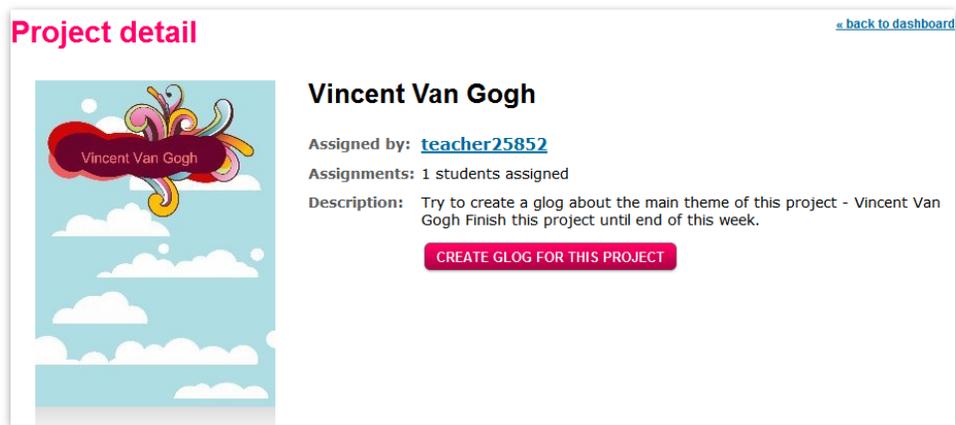
When students click the **Create Glog for this project** button, the student will access the **Glog creation** menu. For more information about **Glog creation**, navigate to the **All about Glog** section.

3.8.2.4 STUDENT VIEW – PROJECT GLOG PUBLISHING
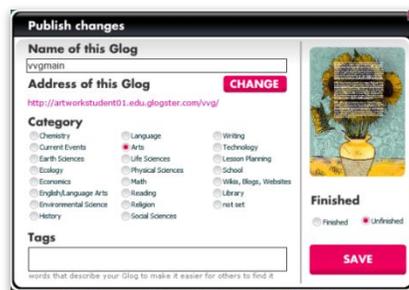
When saving the Glog, student can determine whether the Project Glog is **finished** or **unfinished**. .
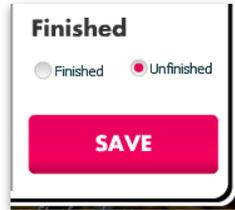
When **unfinished** is selected, the teacher will know that the Glog for this project isn't considered as finished by the student.
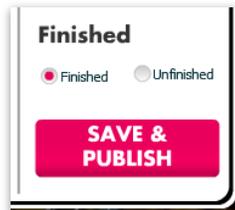
When **finished** is selected, the teacher will know that the Glog for this project is considered as finished by the student.

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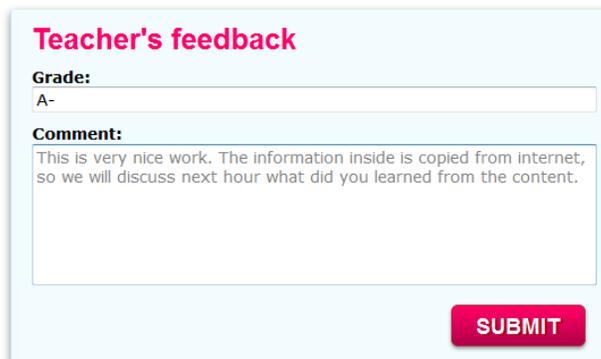
Enter the **Grade** and **comments**, and click the **Submit** button tool send the **feedback** results to the student..

3.8.2.6   STUDENT VIEW – FEEDBACK VIEW

Messages (4 new!)

☐ Select all   Mark as read   Delete selected

☐ 🧸 **teacher25852**, 1 minute   ✕

Dear student artworkstudent01,

Your project Glog vvgmain has received the following grade:
"A-" and this Glog comment: **"This is very nice work. The
information inside is copied from internet, so we will
discuss next hour what did you learned from the
content."**

John Lambert

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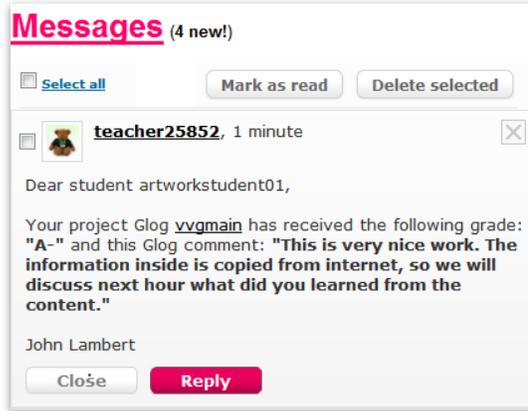
The Student will receive the **Message**, located under the **Messages** menu on **My Dashboard**.

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

Glogs in this project

sort by: [▼]

vvgmain
artworkstudent01

A-

Finished Glog   Send reminder ✉

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

3.9   MESSAGING
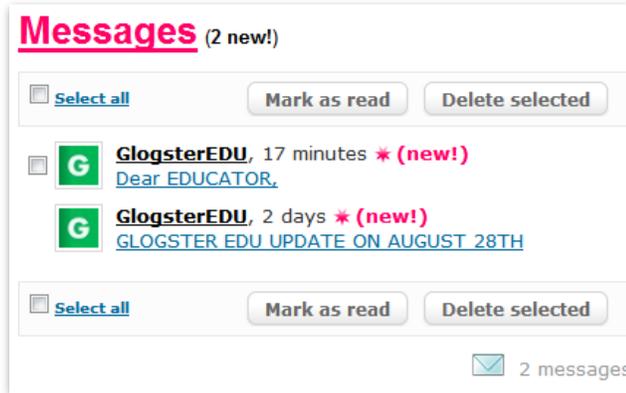
The Messaging menu is located on **My Dashboard** of every **Glogster EDU** user.

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 **System messages**, **User Messages** and **Teacher Messages**.

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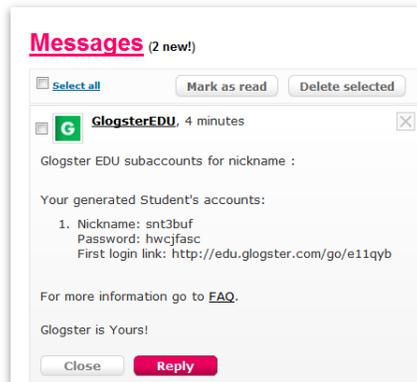
The system messages are messages with the header of **GlogsterEDU** as the sender. You will receive these messages when **Glogster EDU** is sending newsletters, or when you makes changes to an account (for example **adding students**)

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
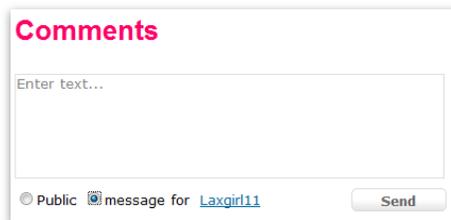
The user messages are sent by other users.

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 **My Dashboard**.
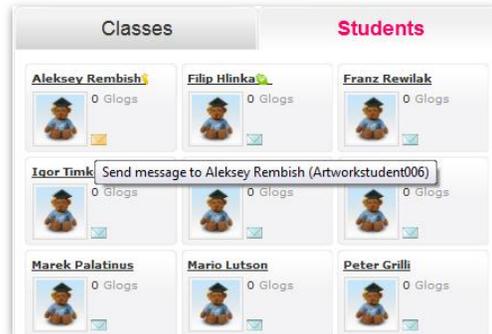
In the **Students** **Tab** there is a little envelope near each student.

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

Enter message and click the **Send** button.
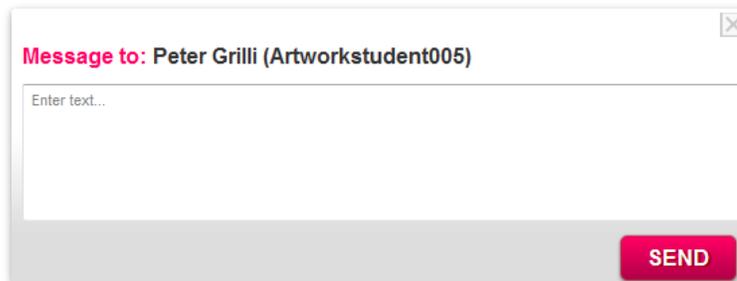
3.9.2 REPLY TO MESSAGE
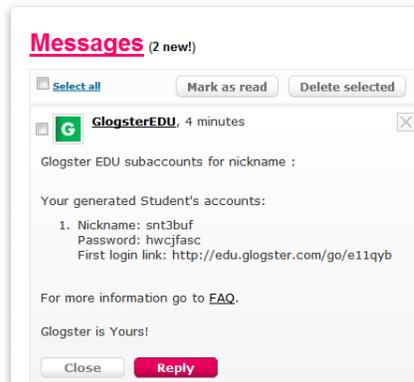
The student can **reply** to the message received by clicking the **Reply** button located at the end of each message.

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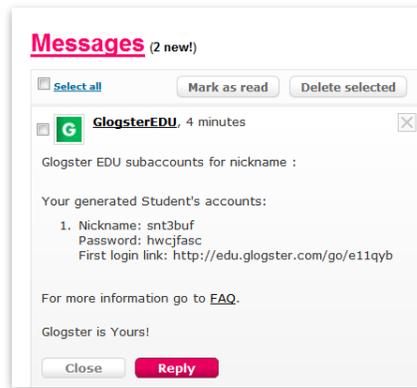
Delete messages by checking the thick box on left side of **sender**. The message will be deleted by clicking the **Delete selected** button.

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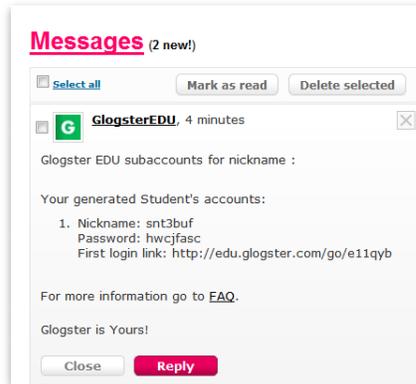
You can **mark as read** by checking the thick box located on left side of **sender**. The message will be **mark as read** after clicking of the **Mark as read** button.

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 **My Dashboard,** under the **Students** and **Classes**.

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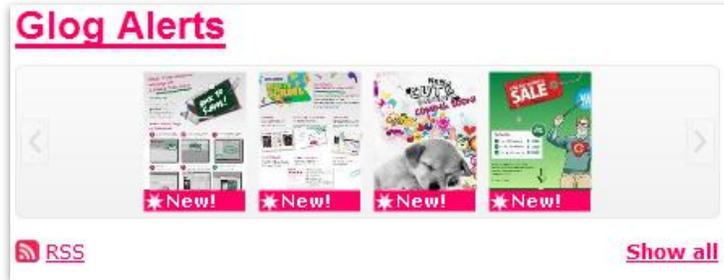
You can **alert a created Glog** from the **additional menu** option under the Glog.

For more information about **Alerting,** navigate to **Glog alerts** section.

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3.12   Favorite glogs widget

The **Favorite Glogs** widget is located at the bottome of **My Dashboard**.
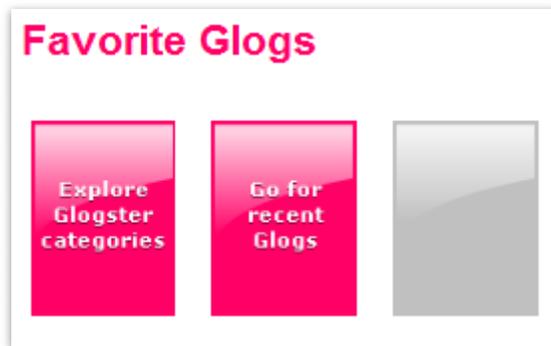
You can add a created Glog to **Add Glog to Favorites** from **additional menu** located under the **Glog**.

For more information about **Adding Glogs to favorites**, navigate to **Adding to Favorites** section.

3.13   Presentations (EDU Premium & School license only)
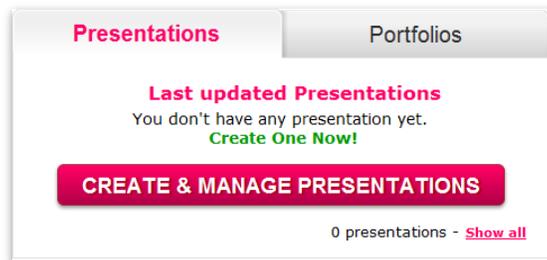
The **Presentation menu** is located on **My Dashboard**. From this menu, the teacher can create and manage Glog presentations.

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

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.
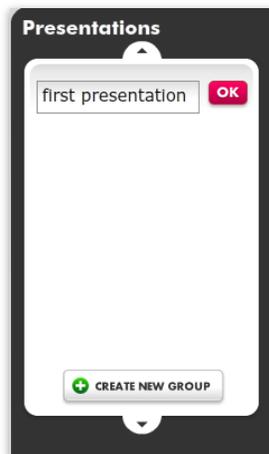
This will create the presentation folder.

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

Click the red **X** button, to **delete** the **presentation folder.**
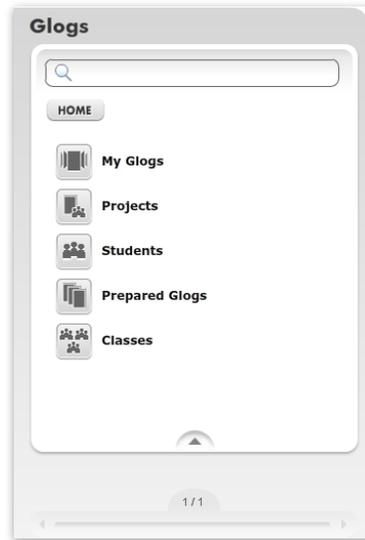
When the presentation folder is created, navigate into right side of presentation menu, and select the Glogs to publish.

The **Glogs** are arranged into multiple groups as **My Glogs**, **Projects Glogs**, **Students Glogs**, **Prepared Glogs** and **Classes Glogs**.

Click one of the **Glog groups**, the **Glogs** to view available **Glogs**.

To add the **Glogs** into **presentation**, drag and drop the Glog from selected group into **Glogs in this presentation** part of menu.
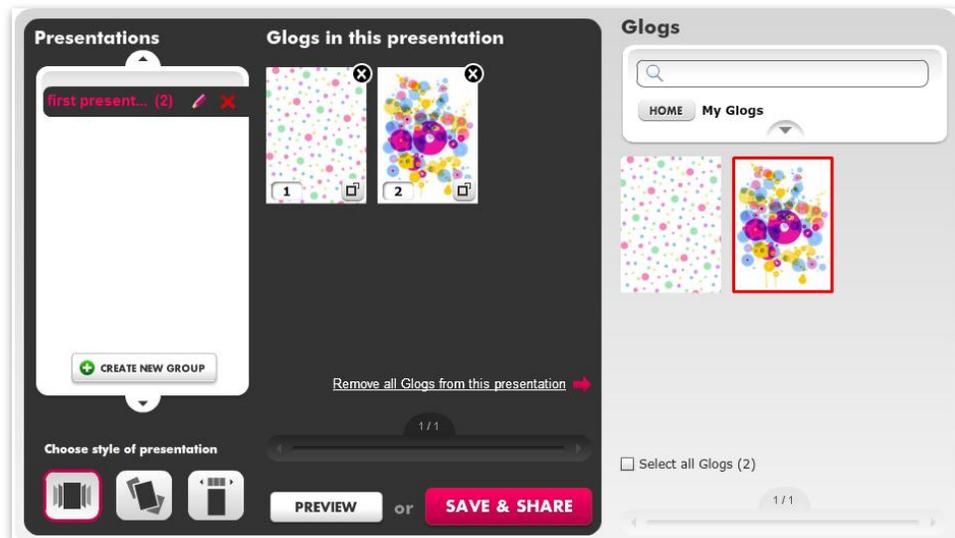
3.13.2 PRESENTATION STYLE & PREVIEW

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**.
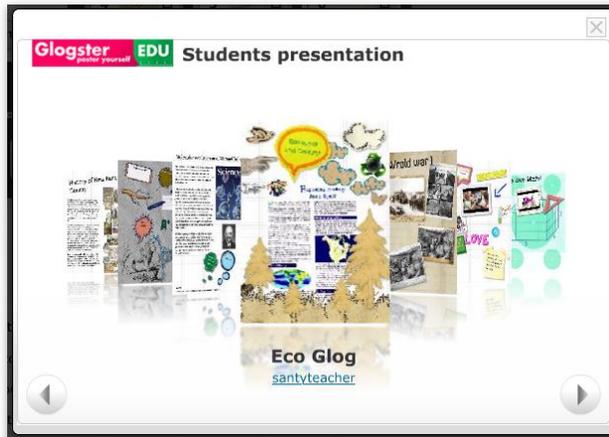
This is the first presentation style.
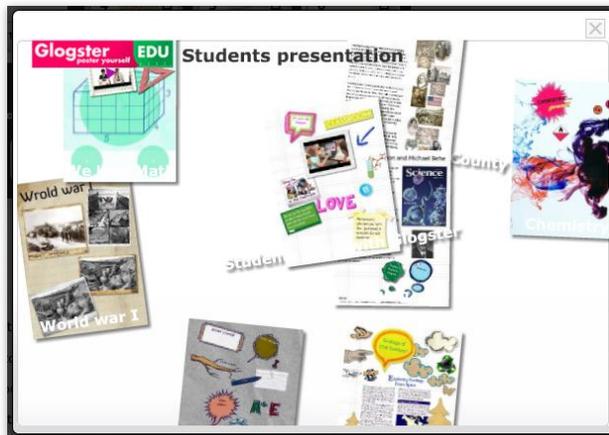
This is the second presentation style.

This is the third presentation style.

3.13.3 SAVING OF PRESENTATION

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

An additional pop-up menu will appear.

3.13.3.1 PRESENTATION NAME & ADDRESS

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

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.

3.13.4 LINKING OF PRESENTATION

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

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.

3.13.5.2 BOOKMARKING OF PRESENTATION

Bookmark the **presentation** by clicking on the **Bookmark** link, and by select the desired **community**.
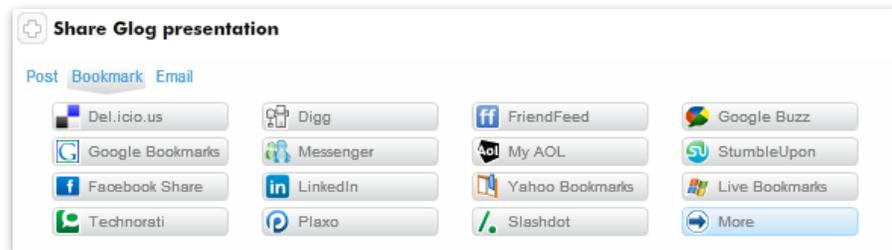
3.13.5.3 EMAILING OF PRESENTATION

Email the **presentation** by clicking on the **Email** link, and by selection of the email provider.
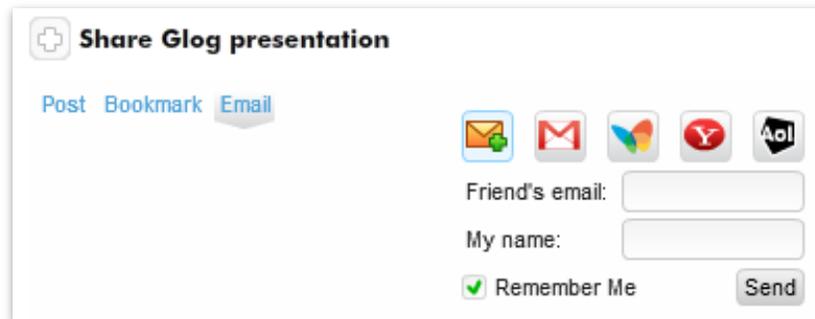
3.14   PORTFOLIOS (EDU PREMIUM & SCHOOL LICENSE ONLY)
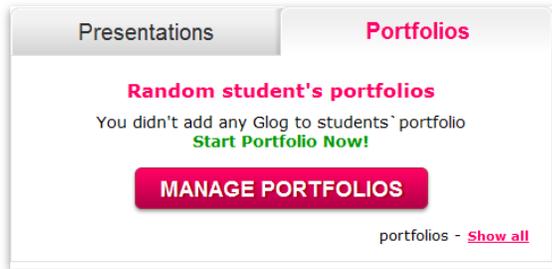
The **Portfolios menu** can be found on **My Dashboard**. From this menu, the teacher can create and manage the **Students** portfolios.

Click the **Manage portfolios** button, to view the portfolios menu.
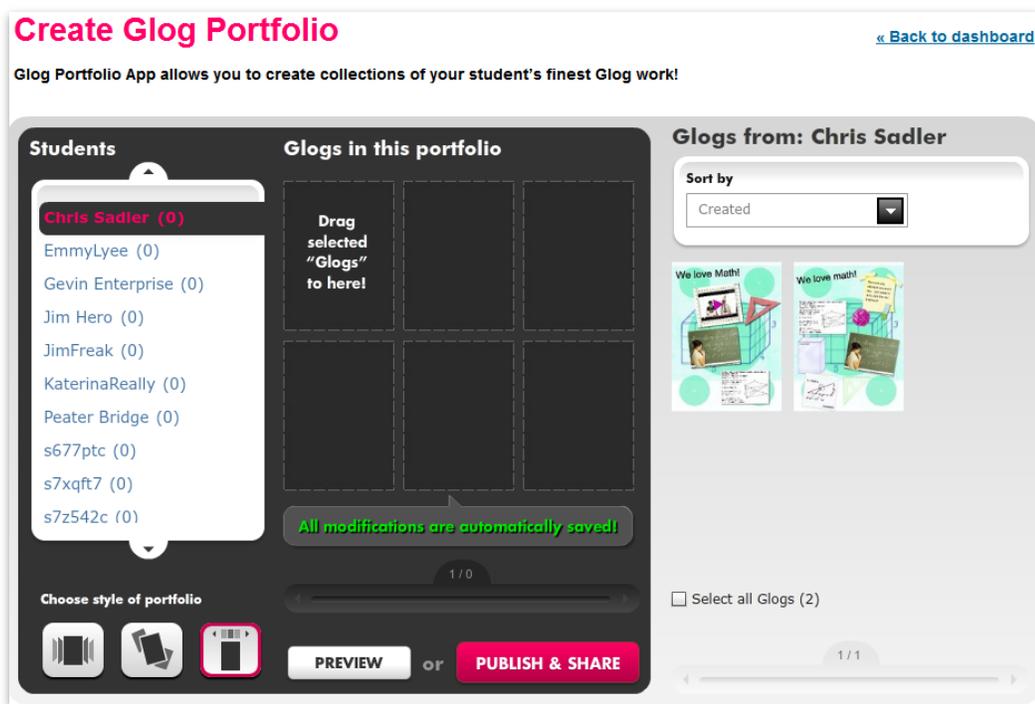
3.14.1   PORTFOLIO CREATION
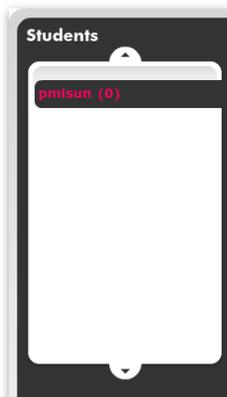
Create students portfolio, by clicking on the **student** located in Students list.

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

To add the **Glogs** to **student portfolio**, drag and drop the **Glogs** from selected student into **Glogs in this portfolio** menu.
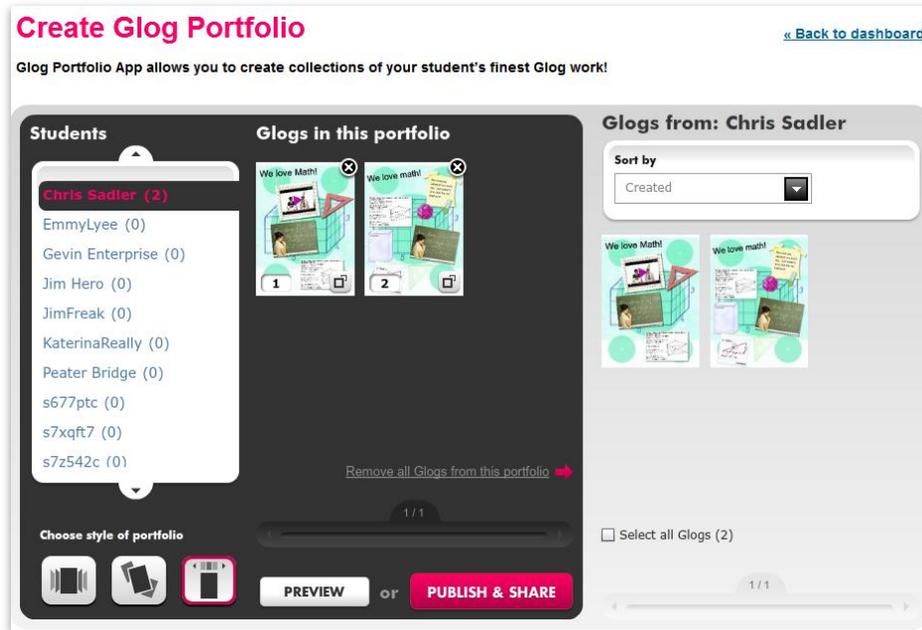
3.14.2 PORTFOLIO STYLE & PREVIEW

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**.

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

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.

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.
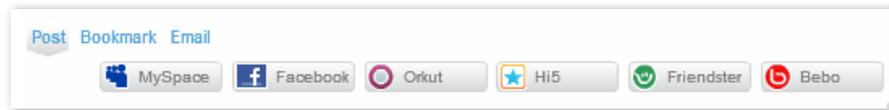
3.14.5.2 BOOKMARKING OF STUDENTS PORTFOLIO

Bookmark the **portfolio** by clicking on the **Bookmark** link, and selecting the **community**.
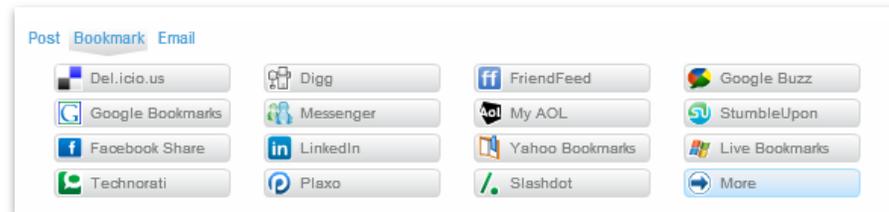
3.14.5.3 EMAILING OF STUDENTS PORTFOLIO

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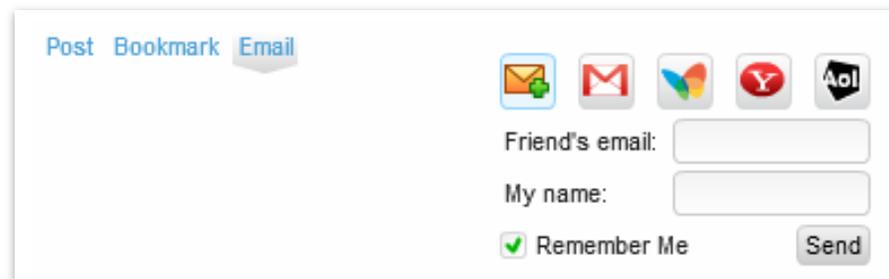
4. All about Glog

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.

For creating a new Glog, you can use **Create new Glog** button in **Your Profile** box from **My Dashboard.**
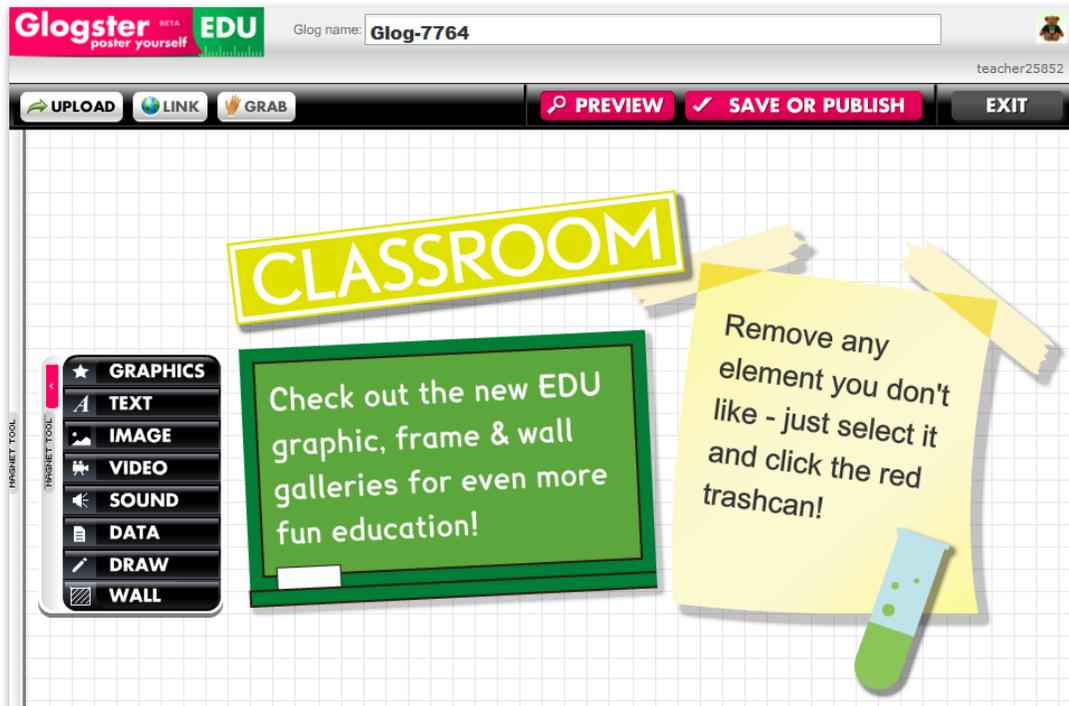
4.1.1   MAGNET TOOL

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 **Data** and **Draw** functionality. To be able use this features, navigate to **From basic to premium** 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**.
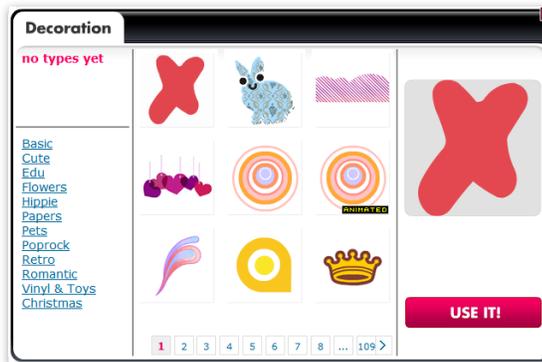
Click the decoration element and confirm selection by clicking the **USE IT!** button, the element will be moved to the **Glog Wall**.

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
Edu
Flowers
Hippie
Papers
Pets
Poprock
Retro
Romantic
Vinyl & Toys
Christmas

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
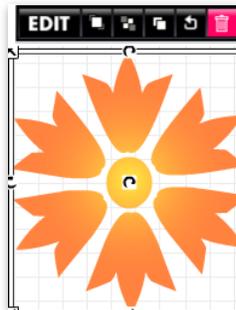
After adding the selected element into the **Glog Wall**, you can edit it..

You can change the **size** or **rotate** the **element** by dragging of the arrows located around element.
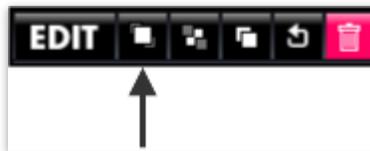
Click this button to **bring the element forward.**
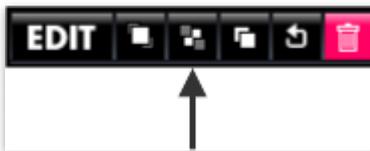
Click this button to **put the element behind**.
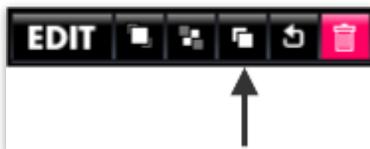
Click this button to **clone the element**.

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**..

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 **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
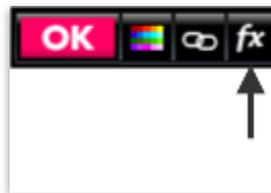
Click this button to access the **Add effects menu.**
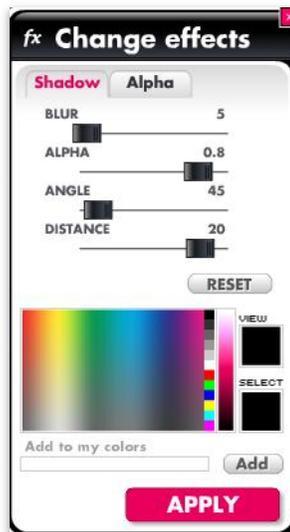
Click the **shadow tab** field. After **Blur**, **Alpha**, **Angle** and **Distance** are set, click the **Apply** button.

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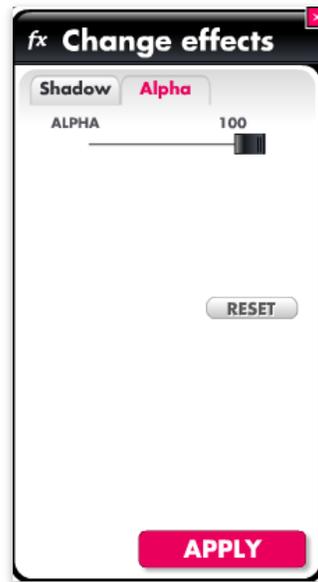
Click on the **alpha tab** field. After **Alpha** of **shadows** is set, click the **Apply** button.

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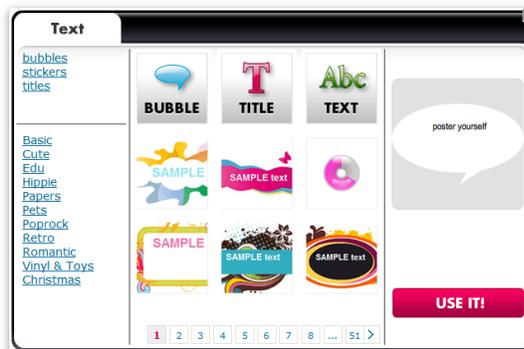
Click on a **Text element** and confirm selection by clicking the **USE IT!** button,. The Text element will be moved into **Glog Wall**.

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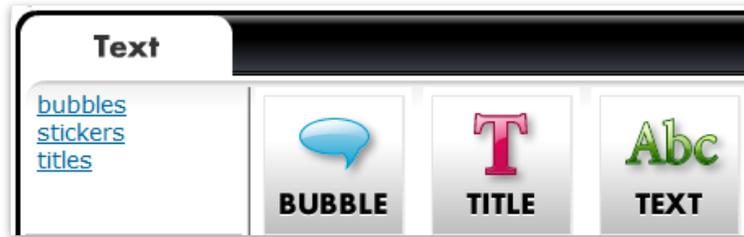
Click on selected text type, to see **text field types**.

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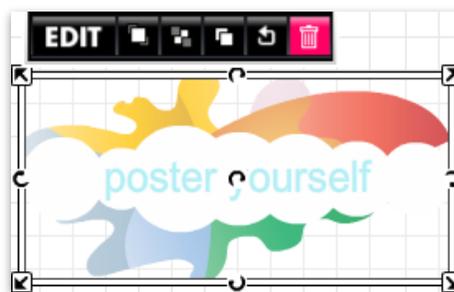
After you add random text into the **Glog wall**, you are able to edit.

You can change the **size** or **rotate** the **text element** by dragging of the arrows located around **text element**.
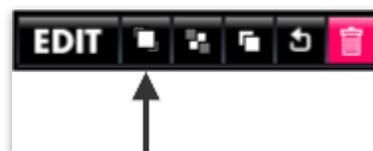
Click this button to **bring the text element forward.**
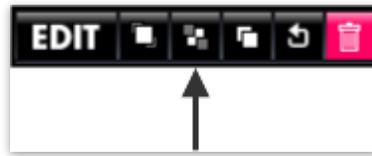
Click this button to **put the text element behind**.
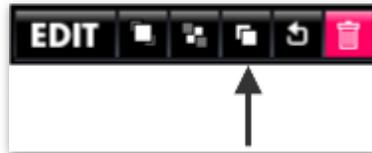
Click this button to **clone the text element**.

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

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.**

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

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

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

4.1.1.2.2.3 ADD TEXT/FONT/COLOR MENU

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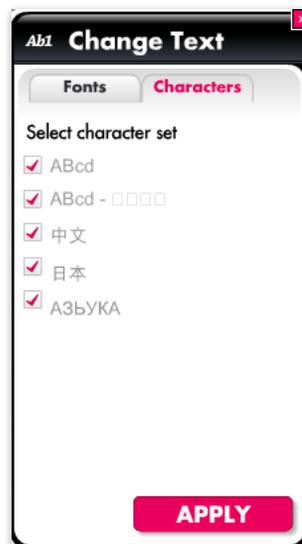
To add or revoke **Character sets** to **Fonts tab**, click on the **Characters tab** field. After **Character sets are modified,** click the **Apply** button.

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

4.1.1.2.2.4   ADD EFFECTS MENU
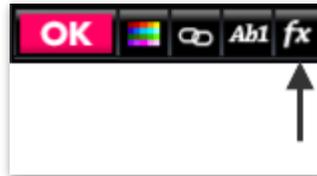
Click this button to access **Add effects menu**.
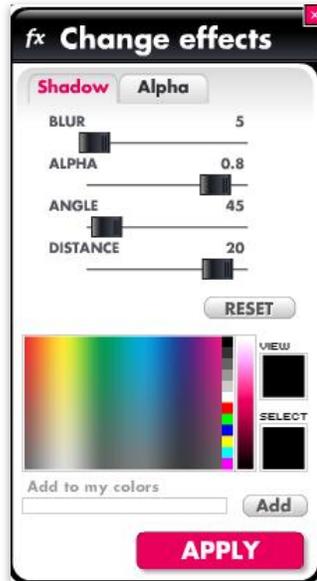
Click on the **shadow tab** field to add **shadow effects** to a **text element**. After **Blur**, **Alpha**, **Angle** and **Distance** of **text elements shadow** are set; you can click the **Apply** button.

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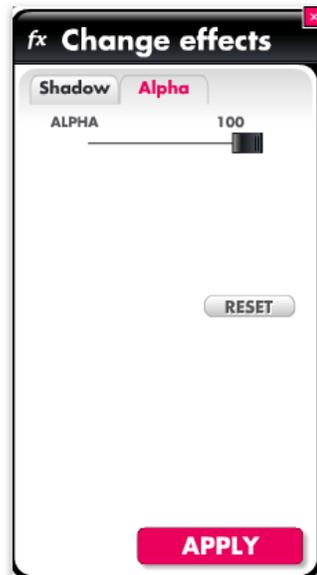
Click the alpha **tab** to apply **alpha effects** to **text shadows**.

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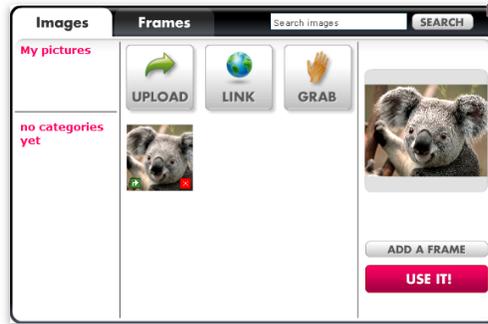
Click on selected **Image** and confirm selection by clicking the **USE IT!** button. The image will be moved into **Glog Wall**.

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

By clicking the **Upload** button, you can upload any image on your computer.

4.1.1.3.1.2   IMAGE LINKING

Click the **Link** button, you to link any of the images located on web.
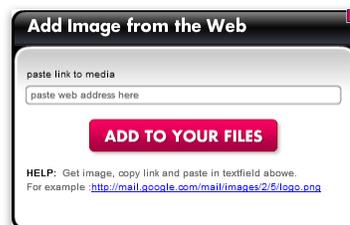
To **Link picture**, copy & paste the URL address of picture into Media field. Click **Add to your files** button.

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

4.1.1.3.1.3   IMAGE GRABBING

Click the **Grab** button to Grab images from webcam. The additional Grab menu will appear.
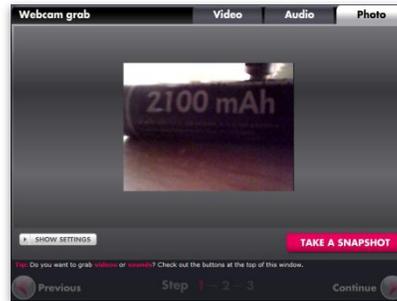
Click **Show settings** button to access the additional menu.
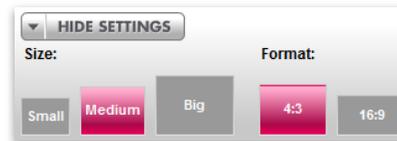
Select the **Size** and **Format** of the image. Click the **Take a snapshot** button.

Click the **continue** button, to confirm taken picture.
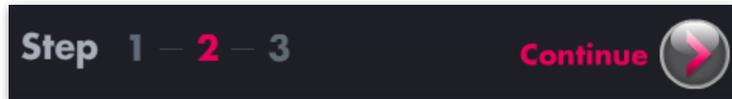
This will open the saving image menu. Complete the **Photo name** field.
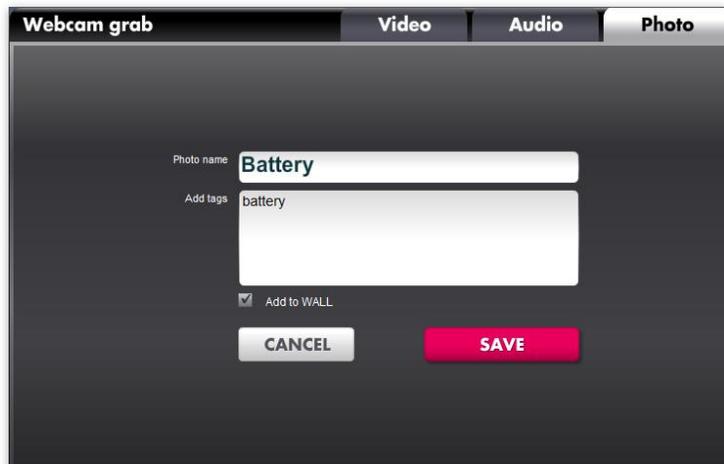
You can fill the **Add tags** field, but it's not required.

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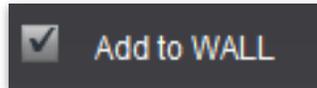
For more information, navigate to **Wall bar** section.

Click the **Save** button.
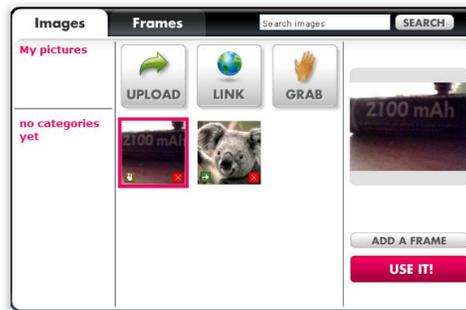
The **grabbed** content is now in the **Images tab**.

4.1.1.3.2   FRAMES TAB

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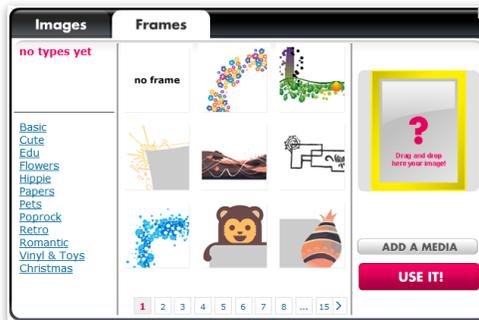
Click on selected **frame** and confirm selection by clicking the **USE IT!** Button. The frame will be moved to the selected **Image**.

Drag & drop any frame onto an **Image** on the **Glog Wall**.

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

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

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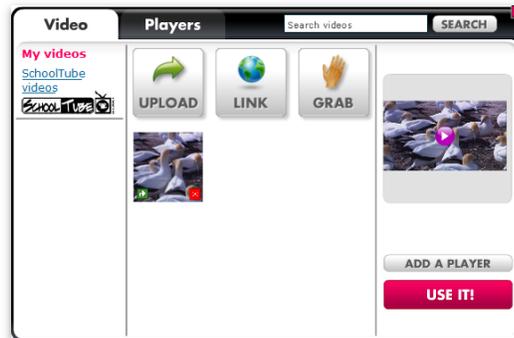
The menu includes all of the **Video content**.

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

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   U PLOAD

Click the **Upload** button to upload any video located on your computer..

4.1.1.4.1.2   L INK

Click the **Link** button to link any of the videos located on web.
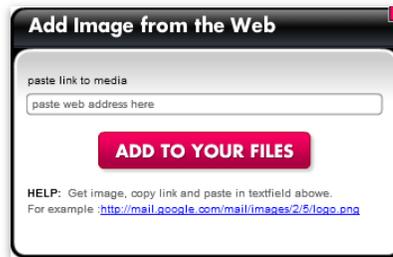
To **Link video** copy & paste the URL address of video into Media field. After the URL is pasted, click the **Apply** button.

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

4.1.1.4.1.3   G RAB

Click the **Grab** button to grab video from webcam. An additional Grab menu will appear.
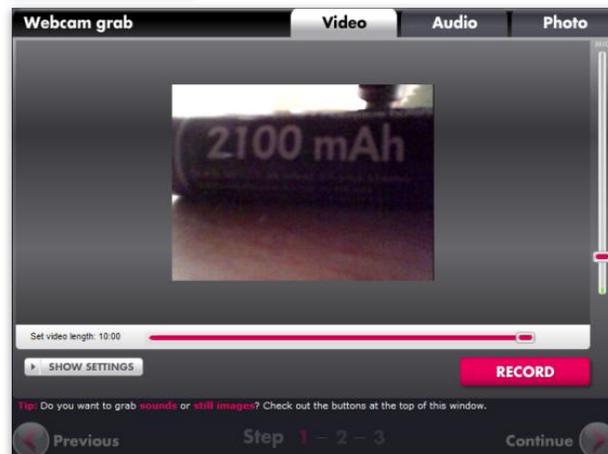
Click the **Show settings** button, accessing the settings menu.
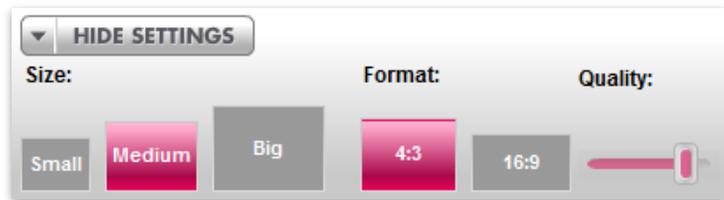
Select the **Size, Format** and **Quality** of the video. After the selection is done, click the **Record** button.

Click the continue button to confirm recorded video.

The saving video menu will appear. Enter the **Video name**.
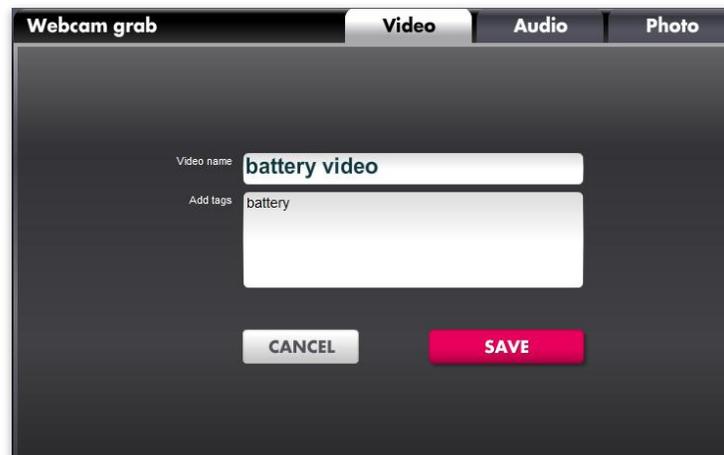
You can fill the **Add tags** field, but it's not required.
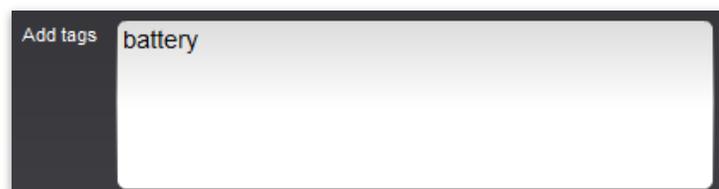
For more information about **Tagging**, navigate to **Tagging** section.

Now, when everything is set according to your needs, click the **Save** button.
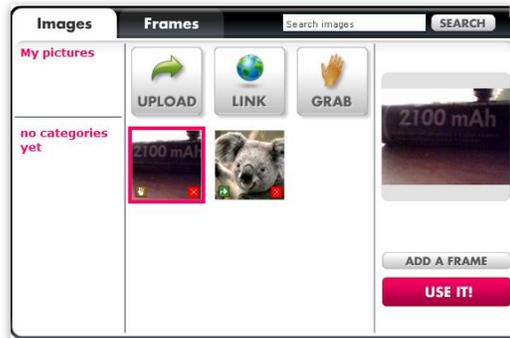
The **grabbed** content is now in your **Video tab**. You may need to refresh to view the video.

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4.1.1.4.1.4   SCHOOLTUBE VIDEO

The menu includes all of the **SchoolTube video content**.
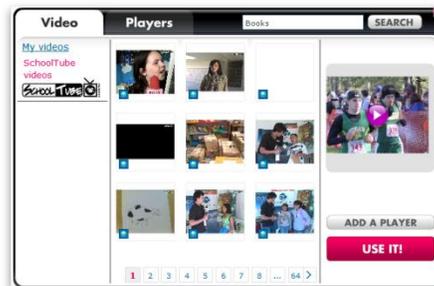
Click on selected **Video** and confirm by clicking the **USE IT!** Button. The video will be moved into **Glog Wall**.

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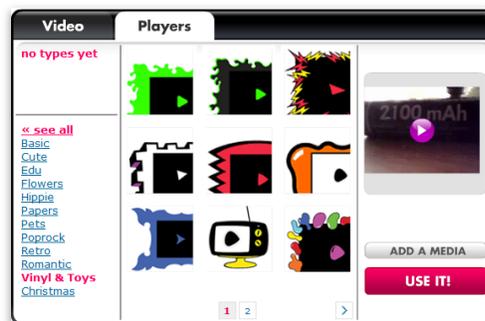
Click on **player** and confirm selection by clicking the **USE IT!** Button. The frame will be moved onto selected **video**.

Drag & drop any frame onto **video** located on **Glog Wall.**

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

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

4.1.1.4.2.1 PLAYERS CATEGORIES

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

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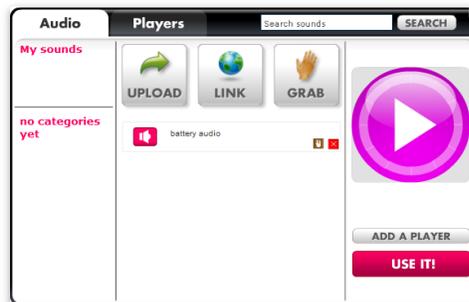
Click on selected **Audio** and confirm selection by clicking the **USE IT!** Button. The audio will be moved onto **Glog Wall**.

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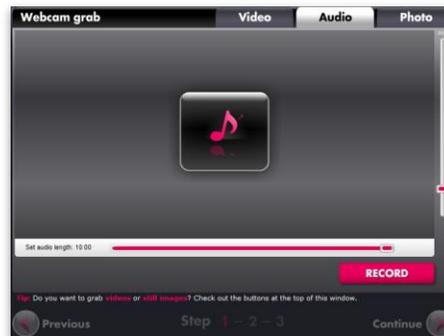
Click the **Record** button. When recording complete, click the continue button, to accept recorded audio.

The saving audio menu will appear. Fill in the **Audio name** field.
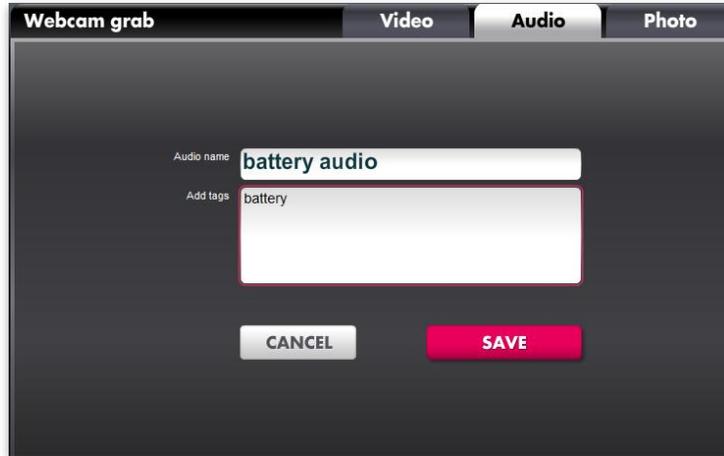
Fill the **Add tags** column, but it's not required.
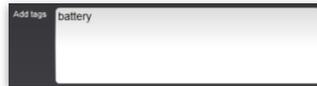
For more information about **Tagging**, navigate to **Tagging** section.

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

The **grabbed** content can now be found in the **Audio tab**.
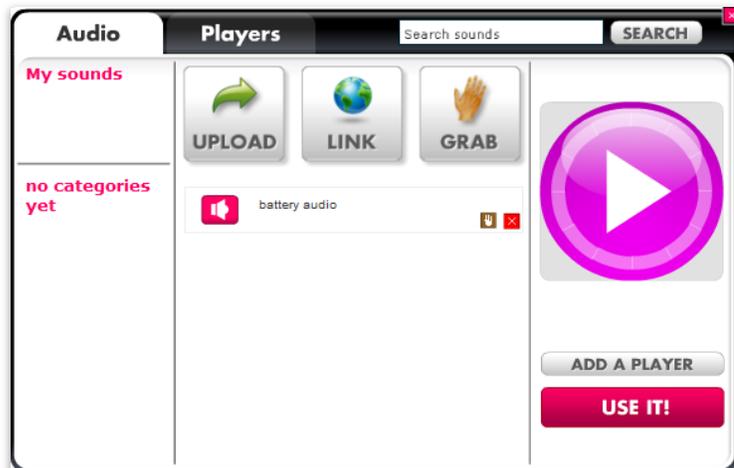
4.1.1.5.2   PLAYERS TAB

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 **Glog Wall**.

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

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

The **Players tab** will show only those players, which belong to the 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 element 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**.
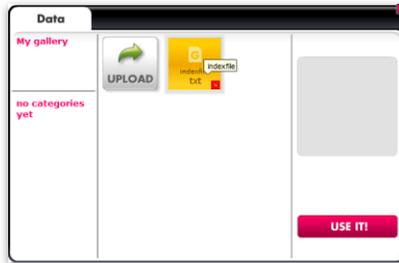
Click on selected **Data** and confirm selection by clicking the **USE IT!** Button. The data will be attached in the **Glog**.
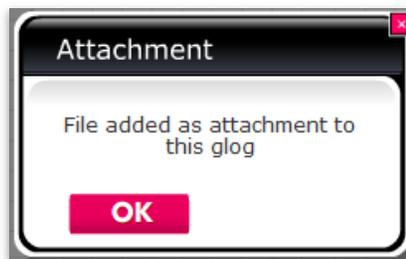
An additional pop-up will appear about **adding a file as an attachment** to your Glog.

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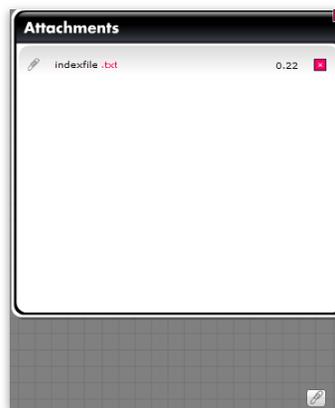
The added attachment can be viewed by clicking on the little **clip** button located at the bottom of the **Glog**.

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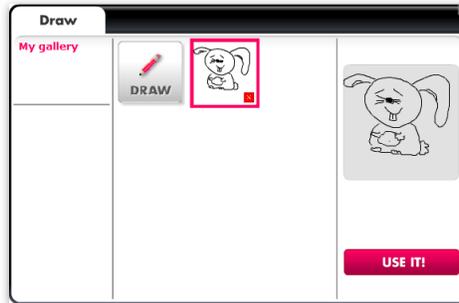
Click on selected **Drawing** and confirm selection by clicking the **USE IT!** Button. The drawing will be moved into **Glog Wall**.

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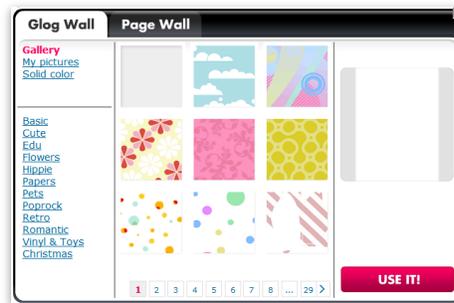
Click on selected **Glog Wall** and confirm selection by clicking the **USE IT!** Button. The **Glog Wall** will be changed.

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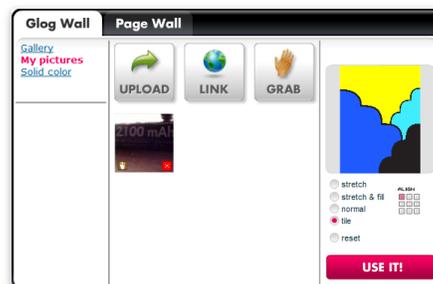
Click your **image** and confirm selection by clicking the **USE IT!** Button. The **Glog Wall** will be changed.

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.
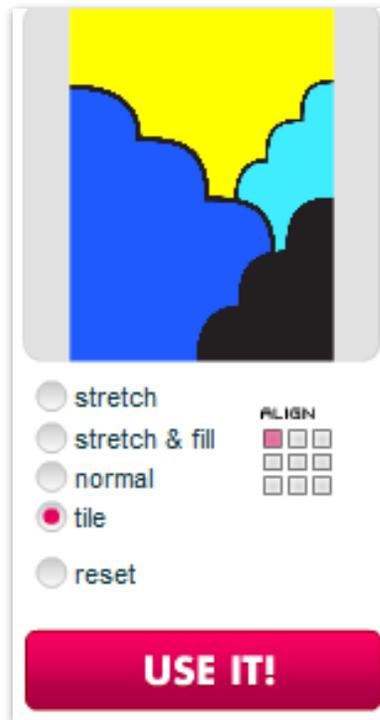
Apply additional options to your **Glog Wall** from this **tab**

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

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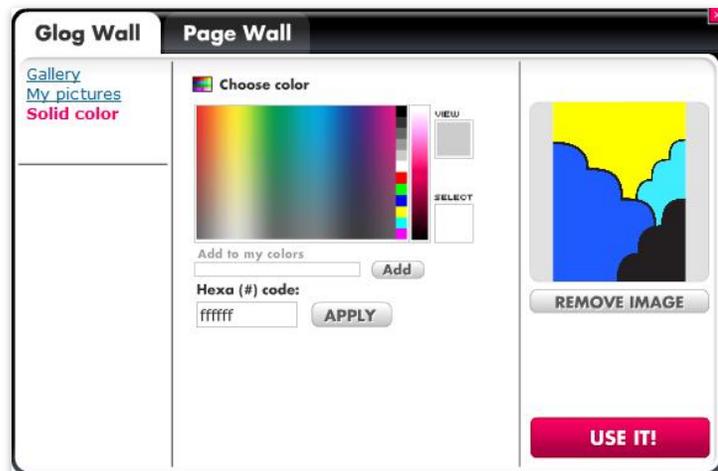
You may need to click **Remove image** button if an **Image** was applied to **Glog Wall** prior.

4.1.1.8.2   PAGE WALL TAB

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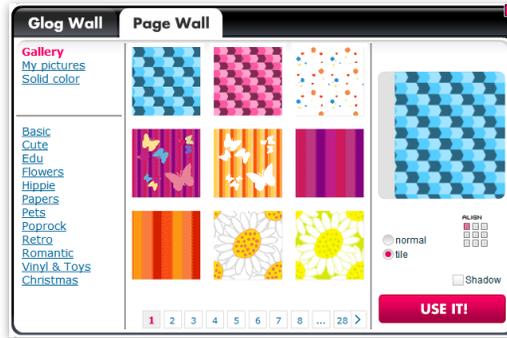
Click on selected **Page Wall** and confirm selection by clicking the **USE IT!** Button. The **Page Wall** will be changed.

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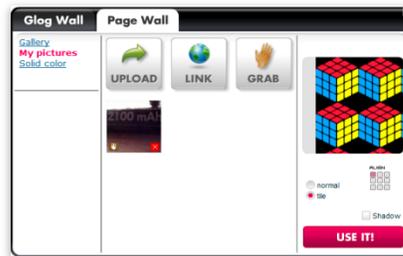
Click on selected **image** and confirm selection by clicking the **USE IT!** Button. The **Page Wall** will be changed.

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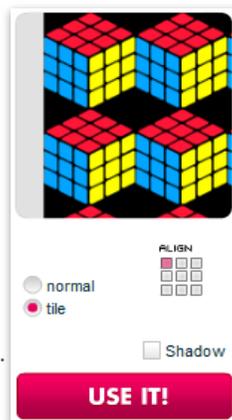
From this part of **Page Wall tab** is you able to apply additional options to **Page Wall.**

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 **Solid color**.

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.

4.3   SAVING OF GLOG

Save Your Glog by clicking the button.

An additional pop-up menu will appear.

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.

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

4.3.2 GLOG CATEGORIES

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 **Categories** section.

4.3.3 GLOG TAGS

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

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

4.3.4 FINISHED, UNFINISHED AND PUBLIC GLOG
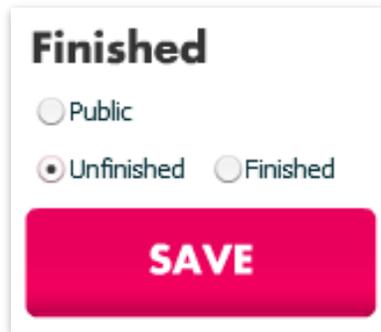
Before saving, you can select if the **Glog** is **Finished**, **Unfinished** or **Public** by clicking of the appropriate button.

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.
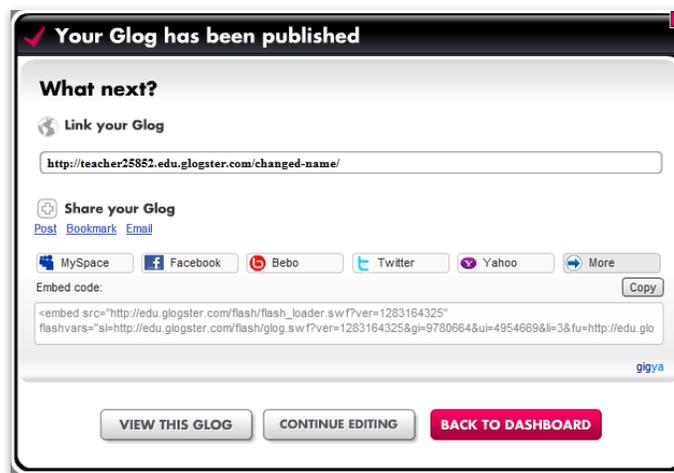
4.4 LINKING OF GLOG

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
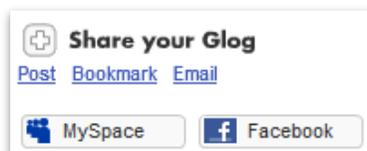
You can also share the Glog.

4.5.1 POSTING OF GLOG

You can share the **Glog** by clicking the chosen **community** button.
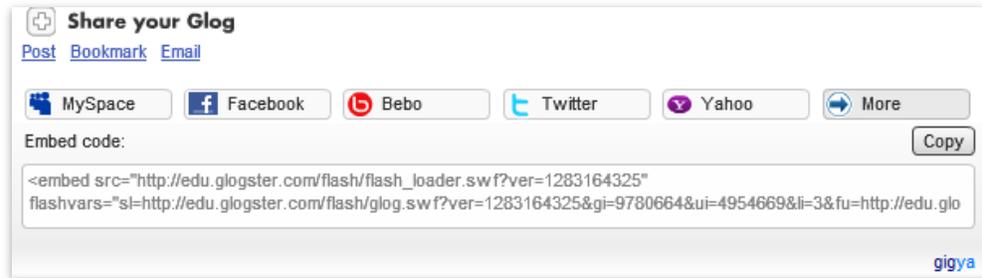
4.5.2 BOOKMARKING OF GLOG

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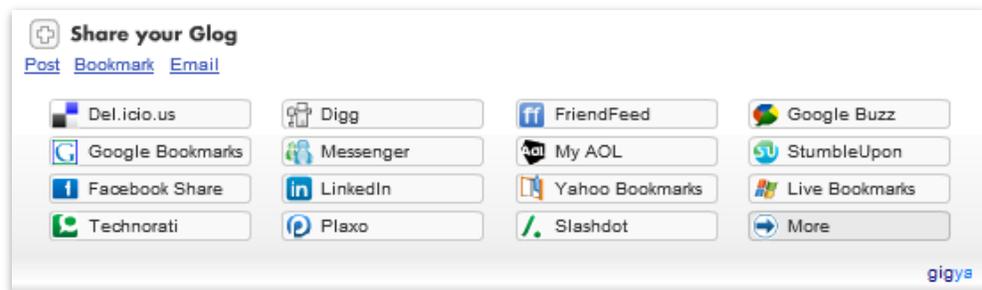
4.5.3 EMAILING OF GLOG

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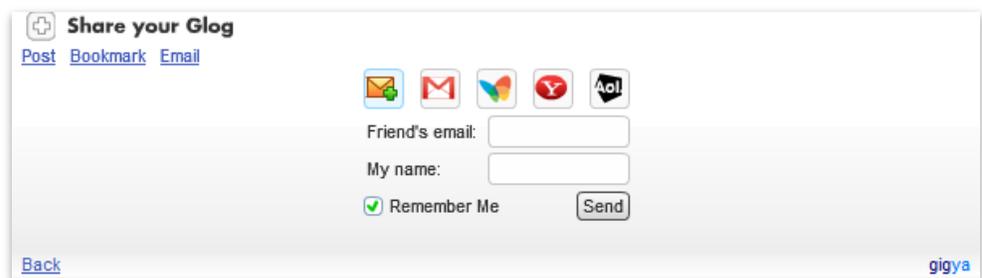
4.6   GLOG VIEW

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.

4.6.1.1   GLOG NAME

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

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

4.6.1.2   GLOG URL

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

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

4.6.1.3   VISIBILITY OF THE GLOG
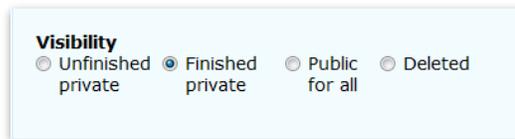
Change the visibility of Glog by changing the **Visibility of the Glog** field located in the **Teacher menu**.

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

4.6.1.4   TAGGING THE GLOG
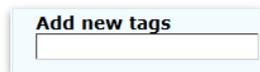
Add a new tag to Glog by filling the **Add new tags** field located in Teacher menu.

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

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

4.6.1.5   CATEGORY OF THE GLOG

Change category of Glog by filling the **Category** field located in Teacher menu.

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

Note: For more information about **Categories**, navigate to the **Categories** 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 finish this action.

Note: For more information about **Classes**, navigate to the **Classes** 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.
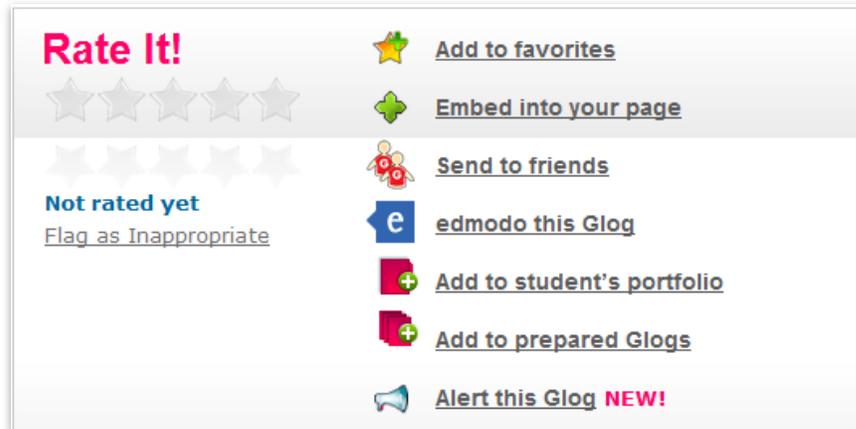
4.6.2.1 RATING
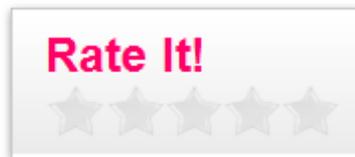
Rate the Glog by clicking on the star under Rating. Clicking the first star means that the Glog is poor. Clicking the last star means that the Glog is excellent.

4.6.2.2 ADDING TO FAVORITES
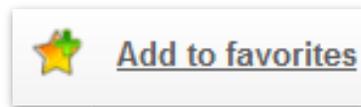
Click this link, to add the Glog to your **Favorite Glogs**.

For more information about Favorites Glog, navigate to **Favorite Glogs widget** 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.
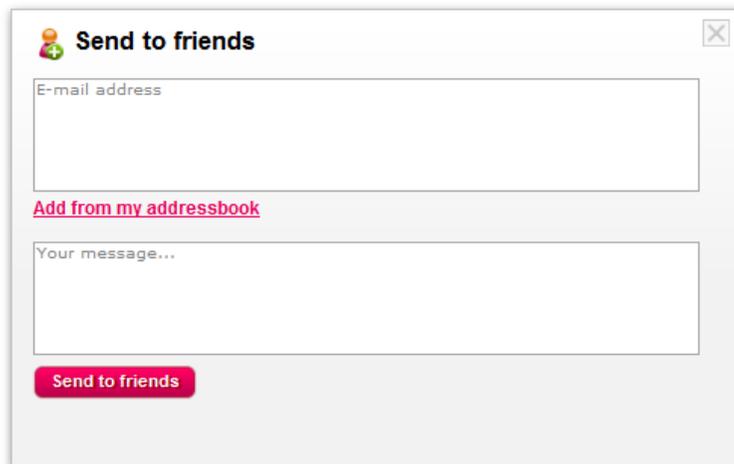
Click the **Send to friends** button to confirm.

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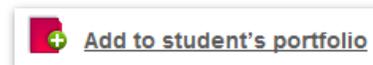
Click this link, to add Glog to student's portfolio.

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

4.6.2.7   ADD TO PREPARED GLOGS
(EDU PREMIUM & SCHOOL LICENSE TEACHER ONLY)
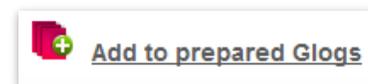
Click this link, to add **Glog** to the **prepared Glogs group**.

.

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

4.6.2.8   GLOG ALERTS
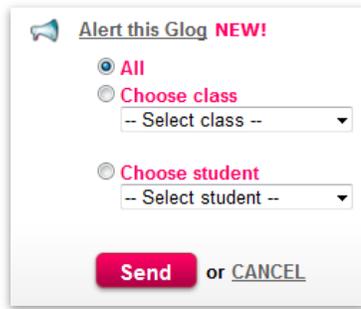
Click this link, to send an alert about the Glog in multiple ways. Alert all students, or select **Class** or current **Student**. The alert is confirmed by clicking the **Send** button.

For more information about **Alerting**, navigate to the **Glog Alerts widget**.

4.6.2.9   COMMENTS

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.

5.   Tour

(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 **Glog view** mode.

7. Categories

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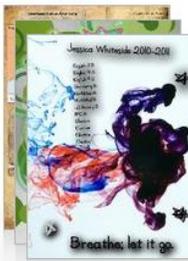
7.1 GLOGPEDIA

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**.

8. G-LAB

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

8.1   NEW TOPIC

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

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.

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

The comments will be visible to all teachers.
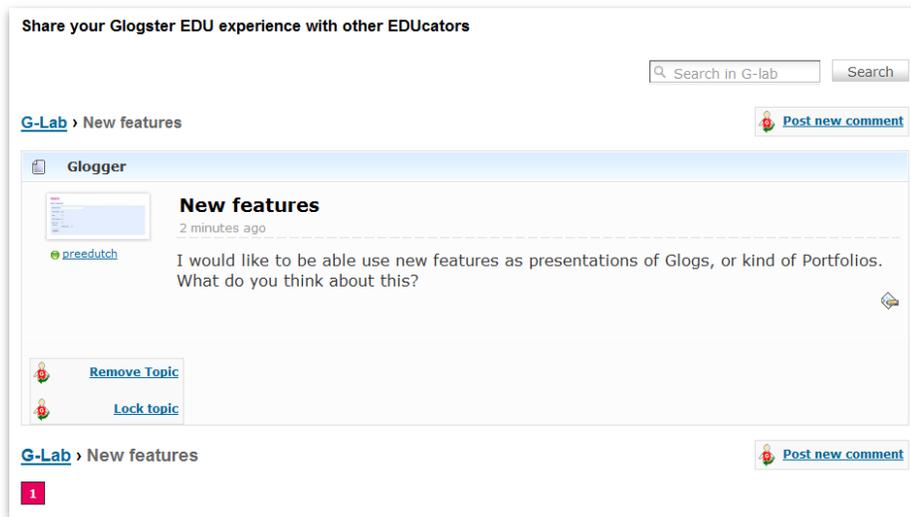
The created topic can be removed by clicking the **Remove Topic** link located under Topic preview.

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.

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

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.

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

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

The **Poll menu** will show actual **voting** status.
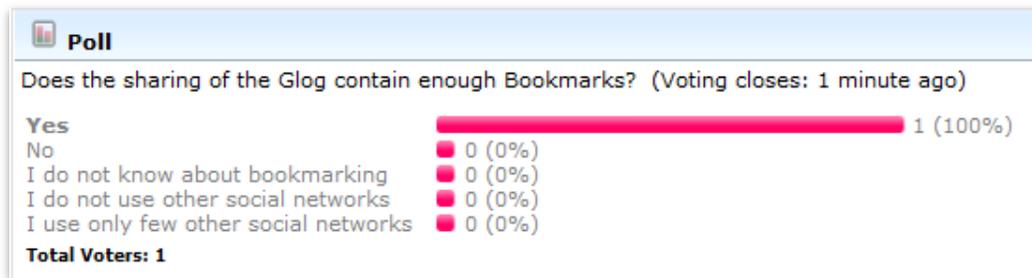
Click the **Remove Vote**, to remove the vote from the Poll. Click the **Lock Voting**, to create the Poll and disable **Voting** of other users for the Poll. Click the **Edit Poll**, to edit the Poll entries.

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

9. EDUCATOR RESOURCE LIBRARY

The Glogster EDU **Educator Resource Library** with access on the **Homepage** is a database of outstanding examples of Glogster lesson plans, standards aligned activities, and **Glog** 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 **Contribute** 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, **Order form** 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.

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

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

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.

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.

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.

11.1.2 PAY BY CHECK OPTION

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.

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**.

From:	Glogster EDU [noreply@edu.glogster.com]		Sent: po 27.9.2010
To:	Laura Kingstorm		
Cc:			
Subject:	Thank you for becoming a Glogster EDU Premium client – welcome aboard!		

Dear Teacher,

Thank you for becoming a Glogster EDU Premium client – welcome aboard!

Administrator Login: schooladmin2317
Administrator Password: ysdzx8r2

This account is Basic only and will be changed to the EDU Premium after the payment. You will receive confirmation email with all neccessary details.

*Keep this detials safe and do not share with others.

We want you to hit the ground running and start using Glogster EDU as more than just a tool, but as a true, game-changing educational resource. So, we've attached a link to our Educator Resource Library right here:
http://edu.glogster.com/download/glogster-edu-educator-resource-library.pdf.

Questions & Answers – Our FAQs are the best way to find answers to your basic questions and they can be found at this link here: http://edu.glogster.devel.gsvn/faq/.

If you need more help – feel free to email us at edupremium@glogster.com and we'll reply within 24 hours of your email.

Now for the fun part! Go to http://edu.glogster.com right away and start Glogging!

We appreciate your business. Glogster is Yours!

NOTE - 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: http://edu.glogster.com/terms-of-use

Sincerely,
The Glogster EDU Team

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

From:	Glogster EDU [noreply@edu.glogster.com]		Sent: ne 26.9.2010 11:
To:	laura.kingstorm@wdf-testing.cz		
Cc:			
Subject:	Thank you for becoming a Glogster EDU Premium client – welcome aboard!		
✉ Message	📄 brochure.pdf (2 MB)		

Dear Laura Kingstorm,

Thank you for becoming a Glogster EDU Premium client – welcome aboard!

In the PDF attachment you will find a Welcome Kit.

Your MULTILICENSE ID is: GSCHOOL-6BMT5C8U
Your ACTIVATION CODES are:

Activate your License by following these links or enter the CODE in the brackets on your teacher dashboard page. Keep these CODES safe and do not share with others.

http://edu.glogster.devel.gsvn/licence/LJG9E83FUK [LJG9E83FUK]
http://edu.glogster.devel.gsvn/licence/JQDB6VRH49 [JQDB6VRH49]
http://edu.glogster.devel.gsvn/licence/CML2HDGPQR [CML2HDGPQR]
http://edu.glogster.devel.gsvn/licence/JPWDQZ4XEL [JPWDQZ4XEL]
http://edu.glogster.devel.gsvn/licence/LQC2JNDX4Z [LQC2JNDX4Z]
http://edu.glogster.devel.gsvn/licence/ZFRM3WVEX7 [ZFRM3WVEX7]
http://edu.glogster.devel.gsvn/licence/EGLYB8RHZ4 [EGLYB8RHZ4]
http://edu.glogster.devel.gsvn/licence/KGM2B3SXUQ [KGM2B3SXUQ]
http://edu.glogster.devel.gsvn/licence/3MUFKGZ5HX [3MUFKGZ5HX]
http://edu.glogster.devel.gsvn/licence/YL7G8XSCMU [YL7G8XSCMU]
http://edu.glogster.devel.gsvn/licence/MNCR25AGQX [MNCR25AGQX]
http://edu.glogster.devel.gsvn/licence/ALF57TJD9M [ALF57TJD9M]
http://edu.glogster.devel.gsvn/licence/8XWBL5C2Q9 [8XWBL5C2Q9]
http://edu.glogster.devel.gsvn/licence/JG2TR7A9VZ [JG2TR7A9VZ]
http://edu.glogster.devel.gsvn/licence/RZU8ANVXFS [RZU8ANVXFS]
http://edu.glogster.devel.gsvn/licence/QRE6H5XKW8 [QRE6H5XKW8]
http://edu.glogster.devel.gsvn/licence/FMURL63A2S [FMURL63A2S]
http://edu.glogster.devel.gsvn/licence/2T683XKWGQ [2T683XKWGQ]
http://edu.glogster.devel.gsvn/licence/8TCRQVDU2K [8TCRQVDU2K]
http://edu.glogster.devel.gsvn/licence/SF4LDAGRXJ [SF4LDAGRXJ]

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

11.2.1 ADMINISTRATOR ACCOUNT

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 or email)		**Activate user**
7HKY6GNF2S		(use Glogster user name or email)		**Activate user**
8TDQE4GU5B		(use Glogster user name or email)		**Activate user**
8W7CJA93UR		(use Glogster user name or 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**.

From: Glogster EDU [noreply@edu.glogster.com] Sent: n
To: eduteacher@wdf-testing.cz
Cc:
Subject: Your school/district assigned you to Glogster EDU Premium Multilicense!

Dear school,

You have been assigned to use Glogster EDU Premium! **Welcome!**

Your ACTIVATION CODE is: 762TBZ5LYE
Enter this CODE on your Teacher Dashboard page to activate your License **or activate by following this link:**
http://edu.glogster.devel.gsvn/register/?mailing=1&from=4(No)(kY)(6Zgc)bkvOug6Nt1055
If you are not a registered on Glogster EDU you will need to register prior to the activation.

Follow this link for some helpful information regarding our Premium Services:
http://edu.glogster.com/download/glogster-edu-premium-brochure.pdf

Feel free to contact us if you need help with the license activation.

We appreciate your business. **Glogster is Yours!**

Sincerely,
The Glogster EDU Team

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

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 e-mail invitation described in previous **Invitation via e-mail** section.

Click the **Manage invitation** button located in invitation bubble, to access the invitation popup.
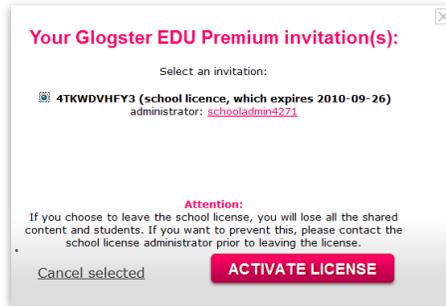
By selecting the radio button of **school license**, and clicking the **Activate license** button, you will activate and join the school license.
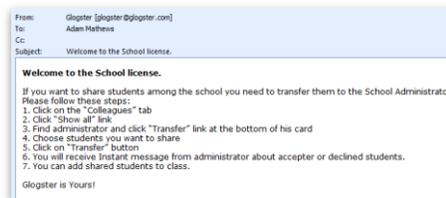
After the activation is complete, you will receive the email confirmation message.

Teacher will receive also **confirmation** and **activation code** messages which can be found under **messages** located on **My Dashboard** of 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 **sharing students** section.

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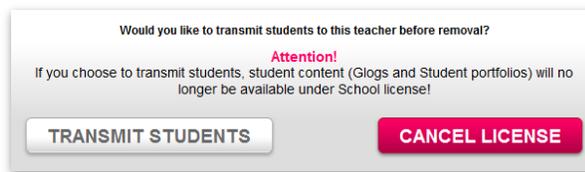
Click the **Transmit students** button, to access the **transmit students** menu. This action will allow the **administrator** to return **shared students** to their original teacher. For more information about **shared students** navigate into **Student management** section.

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 **sharing of students**, the teacher needs to **transfer students** 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 **school license invitation**, **administrator** can grab all of the students from teachers by clicking the **Global transfer** button located in **School administration menu**.

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

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 **sharing of students**.

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.

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.

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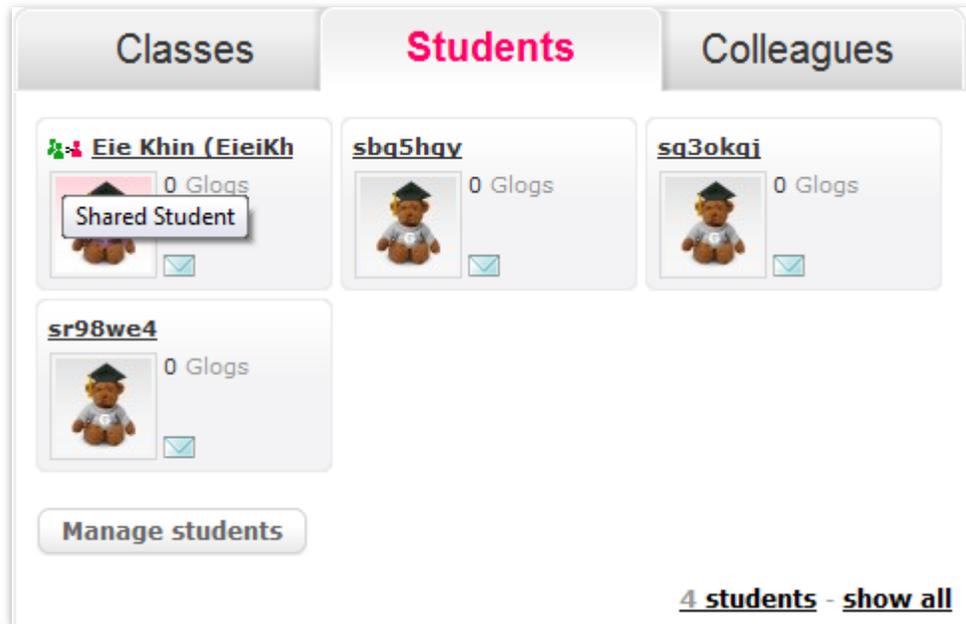
The identification of **shared student** is the **shared student icon** located at beginning of student name.

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

Attention: To enable **sharing of students**, **transfer student** 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.
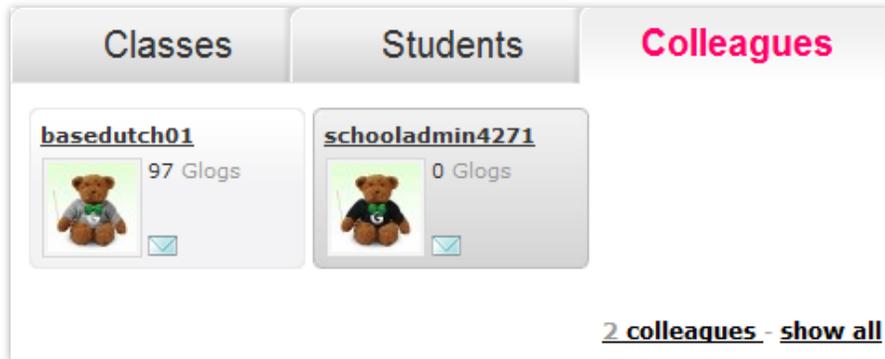
By pressing the **show all** link located in **colleagues tab**, teacher will be redirected into **colleagues** menu.

The **colleagues** menu contains all of the **colleagues** which accepted the **school license invitation**, and **school license administrator**.
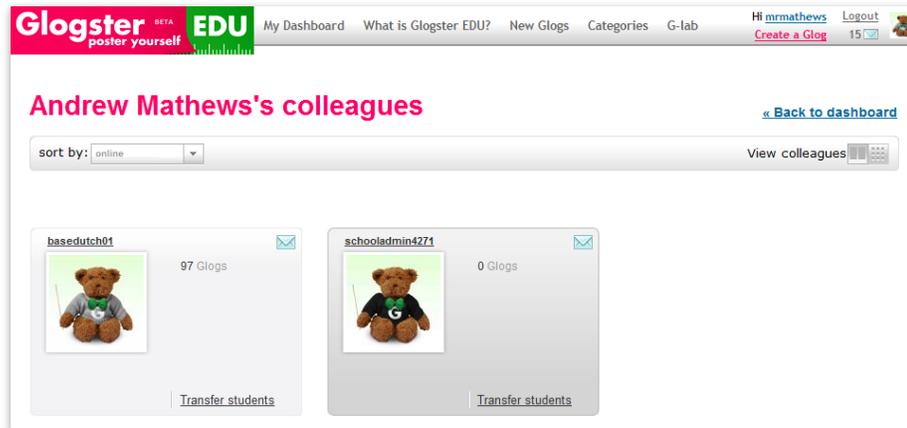
By pressing the **Transfer students** link located under **administrator** box, **teacher** will attempt to access the **transfer students** menu.
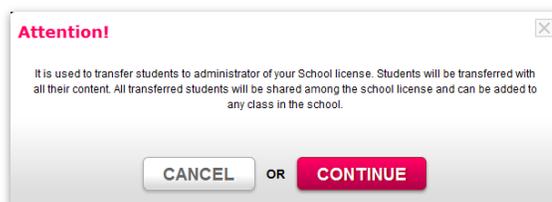
After this action, informational pop-up will appear.

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

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.

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

The **school license administrator** will then receive a **message**.

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

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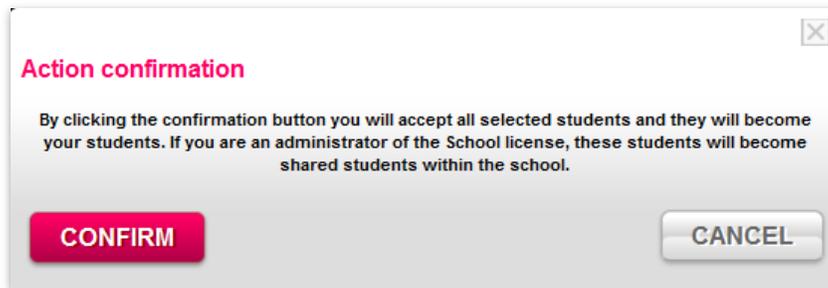
By pressing the **Confirm** button, the **administrator** will transfer the students under the **administrator account**. The students will become **shared students** within the **school license**.

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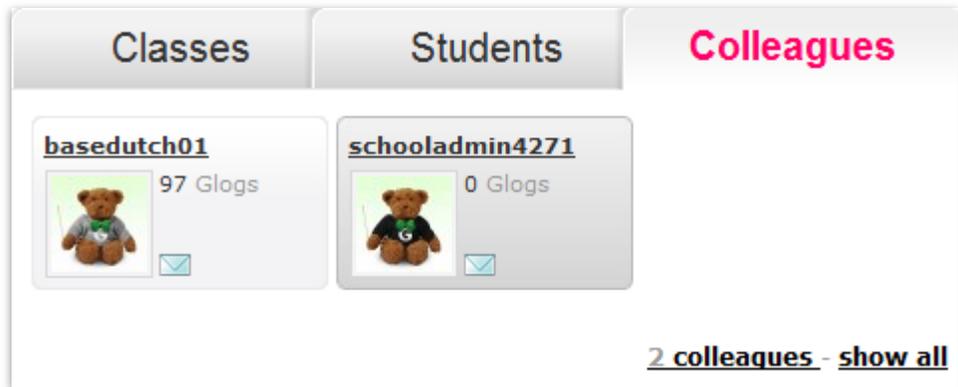
By pressing the **show all** link located in **colleagues tab**, teacher will be redirected into **colleagues** menu.

The **colleagues** menu contains all of the **colleagues** which accepted the **school license invitation**, and **school license administrator**.
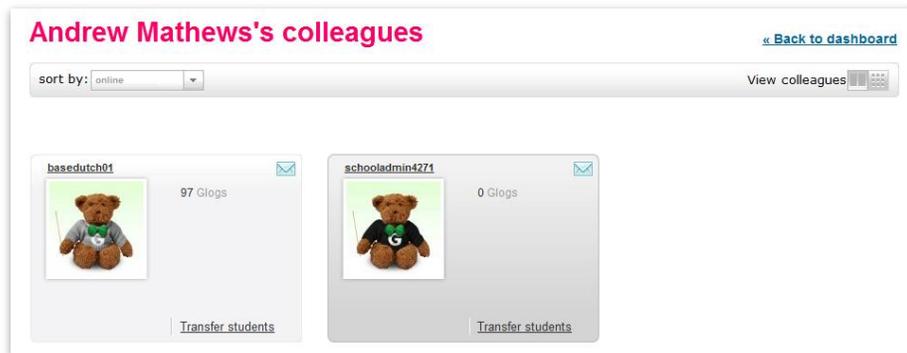
Click the **Transfer students** link located under **colleague** box, **teacher** will attempt to access the **transfer students** menu.
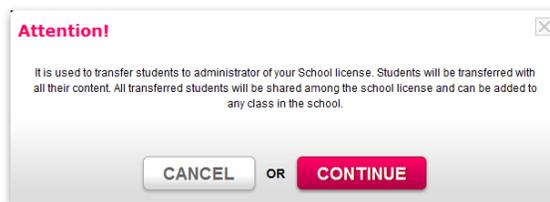
After this action, pop-up shown on this picture will appear.

By pressing the continue button, you will access the **transfer students** menu.
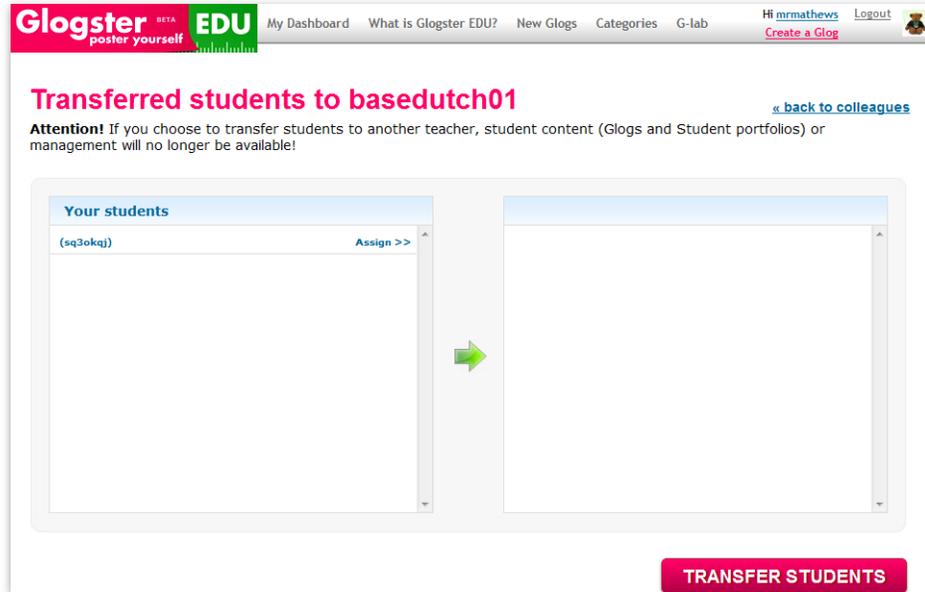
To **transfer students** into a **colleague's account** in order to **change** the primary teacher of **student in question**, the teacher needs to click the **Assign** link of current student located on left side of **transfer students** menu, and confirm by clicking the **Transfer students** button.
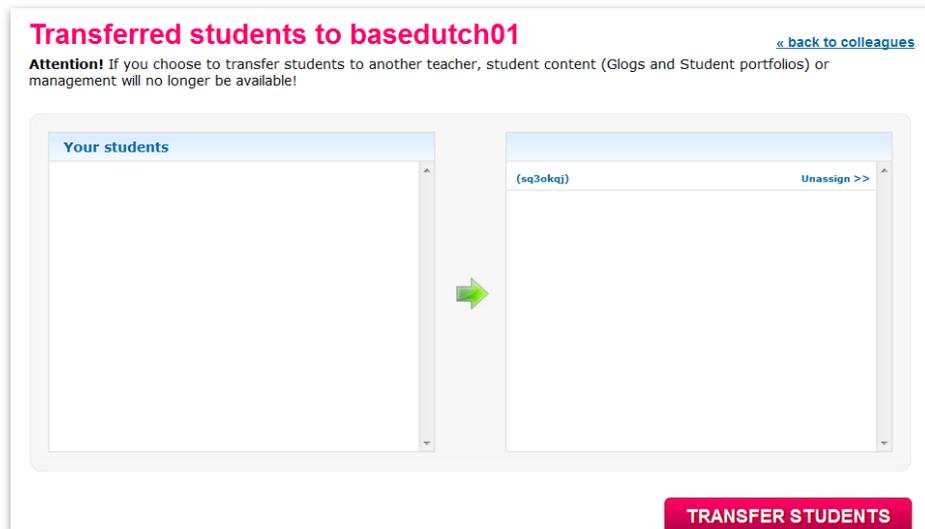
When finished, an informational pop-up as shown below will appear.

Student(s) transferred.

The student(s) have been successfully transferred.
The transfer will take place after being confirmed by the other party.

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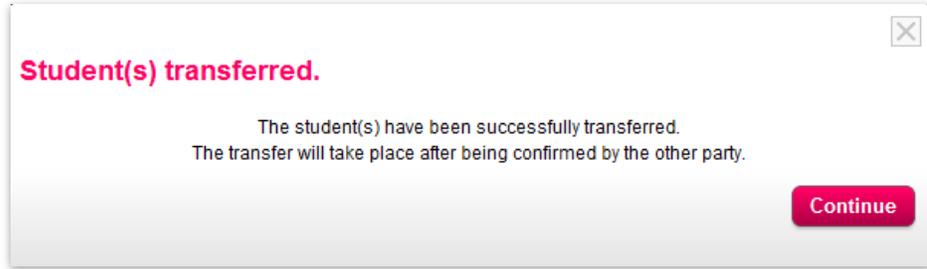
After this action, teachers' **colleague** will receive a **message**.

mrmathews, 1 minute

The user mrmathews wants to transfer students to you.
Accept or decline transferred students.

Close   Reply

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

Accept or decline student transfer   « Back to dashboard

By accepting students you will become the manager of their accounts.
If you are a regular teacher, these students will no longer be available under the school license.
If you are the School License administrator these students will be available under the school license as shared students.

Accept selected

mrmathews   Mark all ☑
sq3okqj   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.

Action confirmation

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

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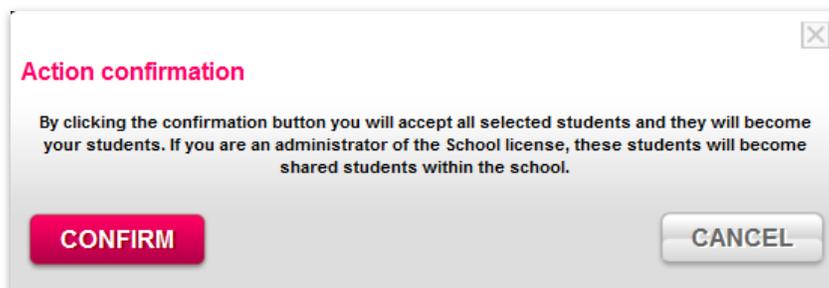
Click the **Confirm** button, to transfer the students to **his/her account**. The students will then become **private students**.

Thank You!

edu.glogster.com