# Welcome to the Glogster Edu District License!

As the administrator for the District you are responsible for bringing schools into the license. The best place to begin is to use the provided blue 'Tour' button at the top right of the account dashboard to familiarize yourself with the location and function of the buttons on the dashboard. The 'Tour' button is indicated by the red arrow below.
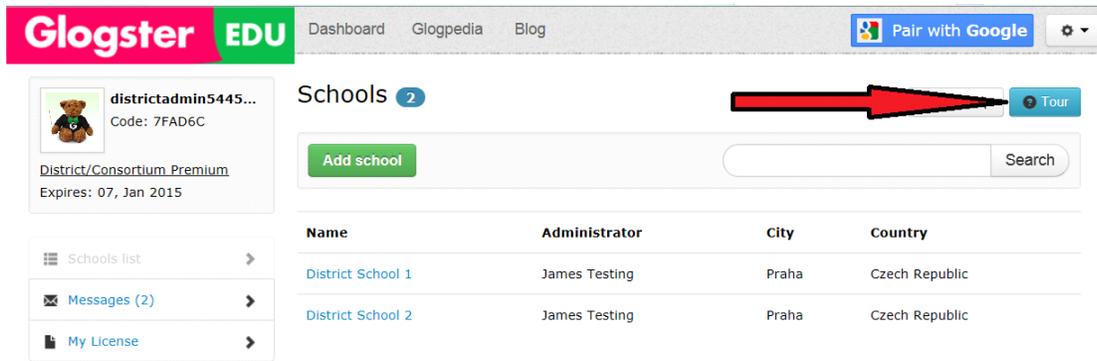

To add schools use the green 'Add school' button shown above and complete the drop-down 'Create school' box that appears. Most of the fields are self-explanatory. Please note that the inserted email must be one that is not currently in use with another account on Glogster Edu.

Once you have added 1 or more schools you can access them by clicking on the blue link with the school name (E.g. District School 1 in the example) and then on the 'Log into school account' option (See below). Adding teachers and students to the school is done from each individual school account dashboard rather than the District admin dashboard.
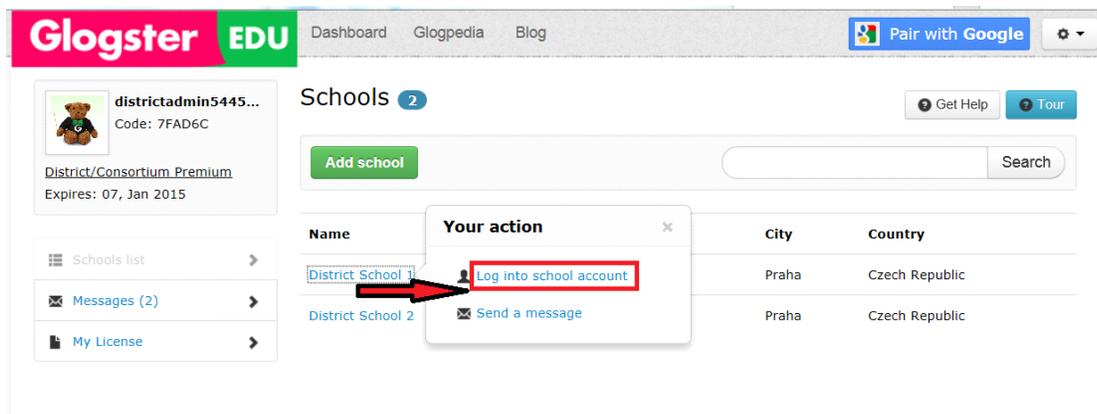
The 'Log into school account' link leads to the School Admin. dashboard:
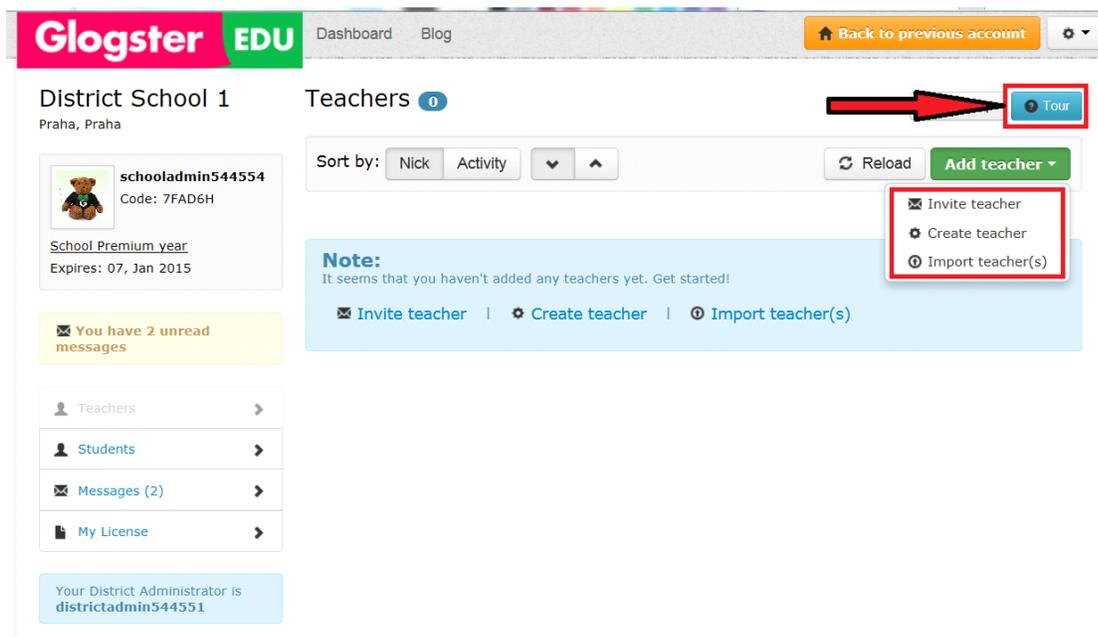
Again the blue 'Tour' button can be helpful at this point. There are 3 options for bringing teachers into the schools:

i) Invite teacher: This can only be used to invite a teacher with an existing Glogster Edu account into the school using the teacher's email address or existing account log in nickname. The invitation will then be sent directly to the corresponding account dashboard for acceptance. The teacher should simply log in to his/her account and accept the invitation to join the school license.

ii) Create teacher: This can only be used if the email address to be used for a teacher has not already been used on Glogster Edu. If the email has already been used the 'Invite' option should be used. To create an account for a teacher in the school license simply complete all fields in the 'Create a Teacher' drop down box.

iii) Import teacher: This is a mass upload tool to be used when creating multiple teacher accounts. If an email address or account nickname is already existing the 'Invite teacher' option should be used. The required fields for creating multiple teacher accounts are as follows: Nickname, First Name, Last Name, E-mail, Password

To create a .csv document - open a blank Excel document and 'save as...' .csv (comma delimited). If any pop-up messages appear select yes for both. You can then insert the required details as shown above.

Please note that any students already existing in teachers' accounts will automatically be brought into the school license unless removed beforehand.

You can either add new students one by one - which most schools would only do later after the bulk of students have been added or using the CSV upload method. Instructions for creating students by CSV can be seen here: http://glogstereduteacher.edu.glogster.com/creating-students-with-a-csv-file/

Whilst the school admin dashboard is a new design the teachers' account are still the same as before and the following glogs explain how to create classes and assign projects:

http://glogstereduteacher.edu.glogster.com/setting-up-classes/

http://glogstereduteacher.edu.glogster.com/create-a-project-assign-it-to-your-class/

So please take a look at the above but get back to us once you require further help.

Happy Glogging!!

The Glogster Edu team.