

Glogster EDU School/Faculty account set-up instructions.

Please take a few minutes to familiarize yourself with your new account by following these instructions:

Firstly log in to your administrative account dashboard using the nickname and password* that was issued to you by email: <https://edu.glogster.com//login/> (The log in nickname for School & Faculty licenses begins with 'schooladmin....' and is then followed by a series of numbers e.g. schooladmin12345)

*If you do not have your log in details, or require help at any time please email: customercare@glogster.com or use the 'Get Help' button - next to the 'Tour' button with details of the issue.

Your Admin Dashboard - will look like this:

The screenshot shows the Glogster EDU Admin Dashboard. At the top, there is a navigation bar with the Glogster EDU logo, links for Dashboard, Glogpedia, and Blog, and a Google search bar. Below the navigation bar, the user's profile is displayed, including a profile picture of a teddy bear, the nickname 'schooladmin43415!', the code '7AGFUC', and the text 'Faculty Edition Expires: 16, Oct 2014'. To the right of the profile, there are 'Get Help' and 'Tour' buttons. Below the profile, there is a 'You have 2 unread messages' notification. On the left side, there is a sidebar with links for Teachers, Students, Messages (2), and My License. In the main content area, there is a 'Teachers' section with a 'Sort by:' dropdown menu (set to 'Nick') and an 'Add teacher' button. A blue arrow points to the 'Add teacher' button, which has a dropdown menu with options: 'Invite teacher', 'Create teacher', and 'Import teacher(s)'. Another blue arrow points to the 'Tour' button. A third blue arrow points to the 'Students' link in the sidebar. A 'Note' box is also present, stating 'It seems that you haven't added any teachers yet. Get started!' with links for 'Invite teacher', 'Create teacher', and 'Import teacher(s)'. At the bottom left, there is a 'Does your District have a license?' section with a 'Join District' button.

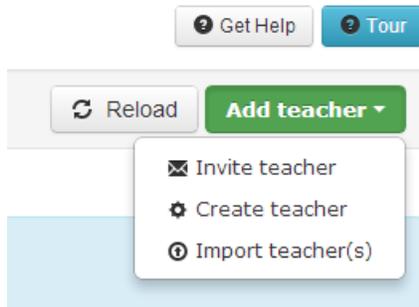
Please note the Blue tour button at the top right of the dashboard. Click this now and take a moment to follow the tour. Next click on 'Students' on the left and repeat the tour for the student section. Please note also the 'Messages' and 'My license' links on the left. Messages are for system messages from Glogster EDU (such as notifying when students and teacher have joined the license and also personal messages from teachers and students). My license shows

the date of your license expiry and how many of your teacher and student slots you have used.

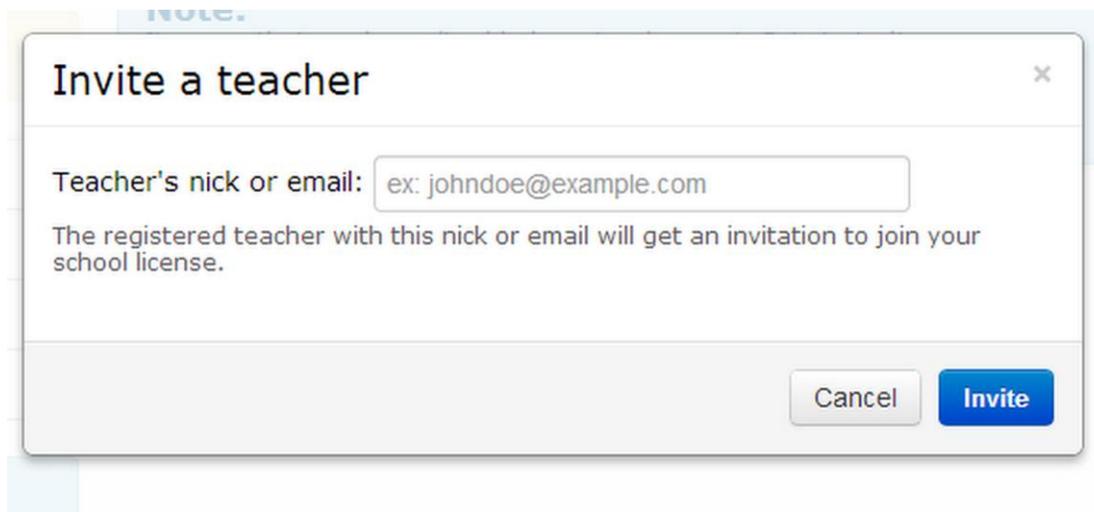
You can now begin to add teachers and students to your license.

To add teachers - click the green 'Add Teacher' button as shown above. You will see 3 options

- Invite, Create and Import (see below) - (Please note that if teachers with existing accounts already have students within their accounts those students will be brought into the School/Faculty license and become shared student unless those students are removed from the teachers account beforehand):



i) Invite - this is for teachers with existing accounts that you would like to bring into the school/faculty license. You can invite by their existing nickname (if you know it) or their email address:



ii) Create - this is to create a new teacher's account. (If the email address is already in use you can use the Invite option instead, use a different email for that teacher, or contact us to delete the account). Once the account is created the log in details, as you provided them, will be sent to the teacher's email address:

Create a teacher ✕

Teacher's email:

Teacher's nick:

Password:

First name:

Last name:

?

iii) Import teacher(s) - this is the same as the Create teacher option but enables the creation of multiple accounts simultaneously. Open an Excel document and 'save as...' CSV (Comma delimited). Five columns are required in this order: Nickname, First name, Last name, Email and password (the column headers are not required):

Import new teacher(s) ✕

Note
The import process takes time to implement on our servers. If teachers do not display immediately after uploading, they should appear soon.

Add teachers, upload CSV file

Step 1
File Upload

Step 2
Column Mapping & Preview

Step 3
Data Validation

Step 4
Import

Step 5
Completion

File upload

Upload a CSV file.

Your CSV file should contain the following columns: Nickname, First Name, Last Name, E-mail, Password

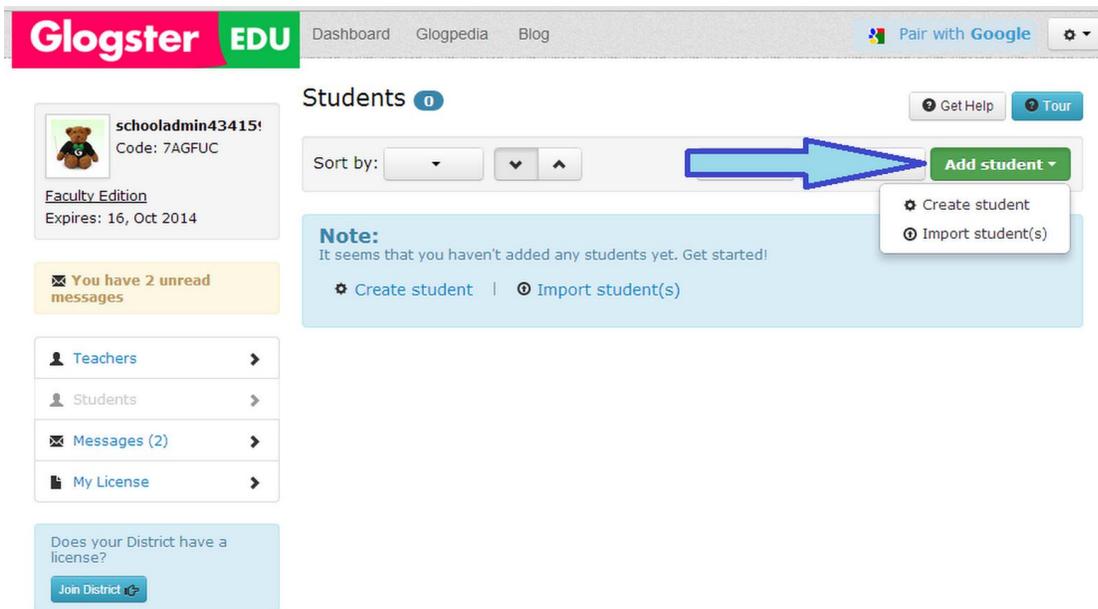
No file chosen




Once the document is prepared click on 'Choose File' > locate the file on your machine > double click to select and then click on the 'Upload' button and follow the provided instructions to complete the upload. If you require further help - again please contact us: customercare@glogster.com or use the 'Get Help' button - next to the 'Tour' button with details of the issue.

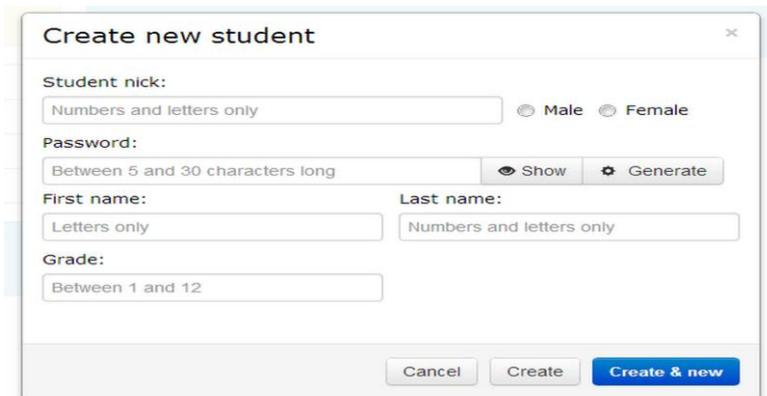
Once the teachers have been added (you may need to use the 'Reload' button next to the Add Teachers button for them to appear) you can access their accounts directly by clicking on their nickname and then on the 'Access teacher's account' link. This way, if required, you can set up classes and/or projects for them.

To add students - click on the green button 'Add student'. You will see two options - Create student and Import student(s):



The screenshot shows the Glogster EDU dashboard. At the top, there is a navigation bar with 'Glogster EDU', 'Dashboard', 'Glogpedia', 'Blog', and 'Pair with Google'. The main content area is titled 'Students' and shows a user profile for 'schooladmin43415!' with a code '7AGFUC' and a 'Faculty Edition' that expires on '16, Oct 2014'. There is a notification for '2 unread messages'. A sidebar on the left contains links for 'Teachers', 'Students', 'Messages (2)', and 'My License'. A blue box at the bottom left asks 'Does your District have a license?' with a 'Join District' button. In the center, there is a 'Students' section with a 'Sort by:' dropdown and an 'Add student' button. A blue arrow points to the 'Add student' button, which has a dropdown menu showing 'Create student' and 'Import student(s)'. A 'Note' box below the 'Add student' button states: 'It seems that you haven't added any students yet. Get started!' with links for 'Create student' and 'Import student(s)'.

i) The Create student option is to create student account one by one - this would usually only be done after the bulk of students have been added using the Import students option:



The screenshot shows the 'Create new student' form. It has the following fields and options:

- Student nick:** A text input field with the placeholder 'Numbers and letters only' and radio buttons for 'Male' and 'Female'.
- Password:** A text input field with the placeholder 'Between 5 and 30 characters long', a 'Show' button, and a 'Generate' button.
- First name:** A text input field with the placeholder 'Letters only'.
- Last name:** A text input field with the placeholder 'Numbers and letters only'.
- Grade:** A text input field with the placeholder 'Between 1 and 12'.

At the bottom of the form, there are three buttons: 'Cancel', 'Create', and 'Create & new'.

ii) Import student(s) - This enables multiple student accounts to be created at one time. The only limit is the number of student accounts that you purchased. To add students using the .csv upload:

Import new student(s)

Note
The import process takes time to implement on our servers. If students do not display immediately after uploading, you can select "refresh cache" under the Mass Action button to access the updated list.

Add students, upload CSV file

Step 1 File Upload | Step 2 Column Mapping & Preview | Step 3 Data Validation | Step 4 Import | Step 5 Completion

File upload
Upload a CSV file.
Your CSV file should contain the following columns: **Nickname, First Name, Last Name, Grade, Gender, Password**

Choose File No file chosen

UPLOAD

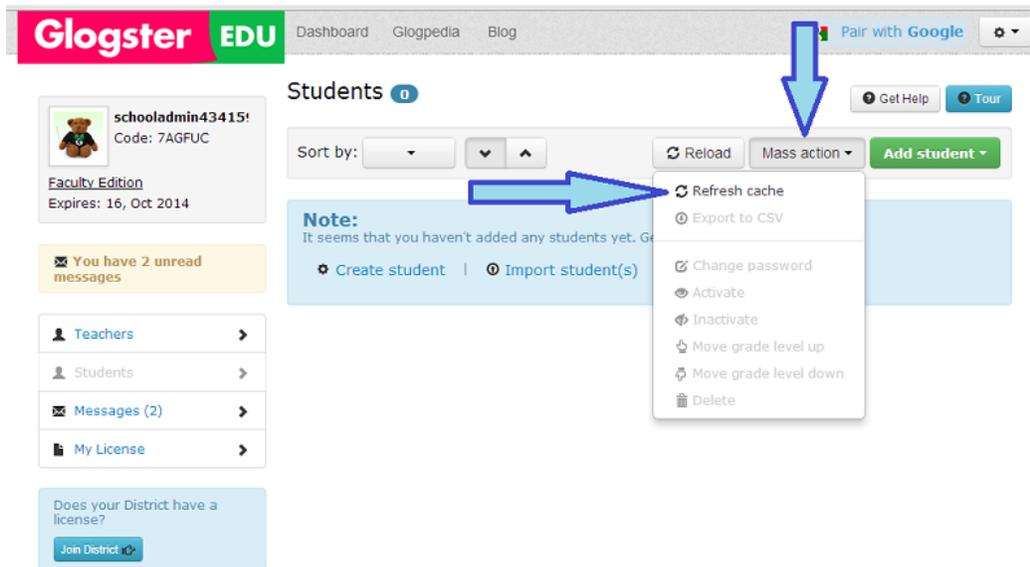
CSV upload instructions: Open a blank Excel document and 'save as...' .csv (comma delimited)
If any pop-up messages appear select yes for both. You can now either input your student details or copy and paste the columns over from an already completed document. Be sure to only insert the students' details - column headers are not required. There must be 6 completed columns with the following information:

- A) Student's nicknames - This can be either letters or a combination of letters and numbers but NOT just numbers. Please try to create something that is not likely to be already in use by other users on Glogster EDU. We recommend using teacher's or school initials as a prefix or suffix to the nicknames to increase the likelihood of them not being used.
- B) Student's first name.
- C) Student's last name.
- D) Grade
- E) Gender (m or f is sufficient for each name.)
- F) Password - this must be a minimum of 5 characters comprising of only letters and numbers. It can be unique, the same for each student, the same as the nickname, or sequential e.g. pass1, pass2

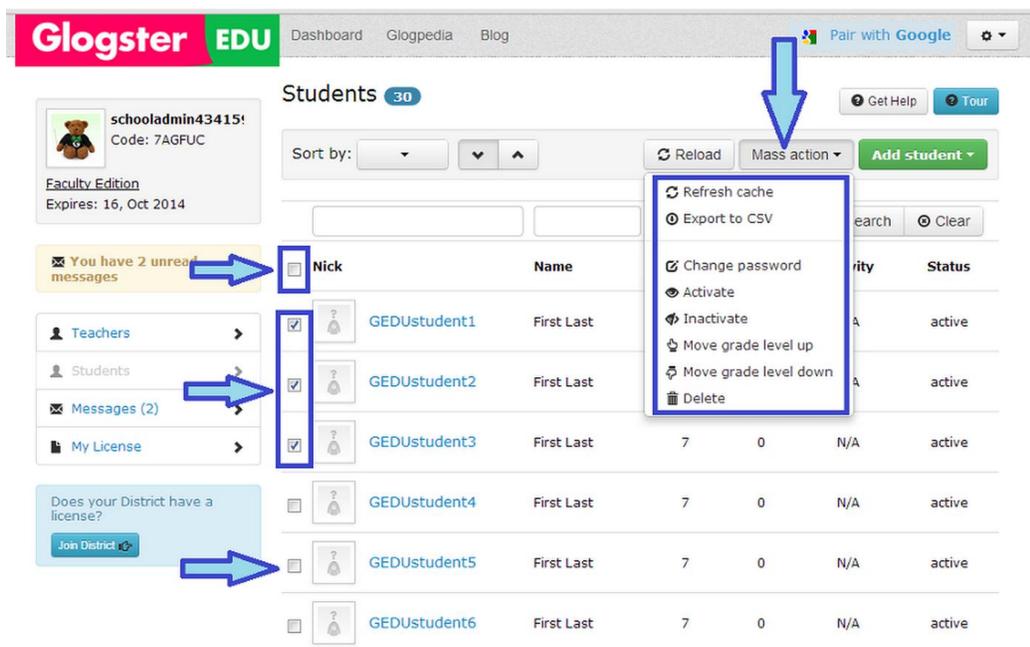
- Please note that if students know each other's passwords we recommend that they are changed later to avoid them accessing other students' accounts. When your document is ready click on the 'add students' button at the top of the student tab on your account dashboard - click on 'choose file' double click on the file from your machine and then click 'upload' and proceed from there. The most likely error message is that the nickname is already used. In this case please adjust - e.g. if scstudentjw is already used try scstudentjw1, etc.
Please note also that numeral only nicknames are not accepted and if there are any duplicate student nicknames the file will not upload.

If you are not able to upload after following the instructions please attach your fully completed doc. to an email and send to: customercare@glogster.com providing your Admin account log in nickname.

After upload please check your Glogster messages to ensure that the upload was successful. If you receive a failure message it usually indicates that there are duplicated nicknames on the file itself. Remember if you need help - get in touch with Glogster EDU Customer Care. If the students do not appear on your dashboard after upload click the 'Mass Action' button at the top right of your dashboard and then the 'Refresh cache' option:



Once the students appear in your account the Mass Action button provides more options:



You can see the various student management tools available above. To use these it is necessary to select at least one student by ticking the box on the left (as indicated). You can select several students or even

tick the box at the top (next to 'Nick') - this will select all students on that page (but not all in your account).

Once the teachers and students are added to the license classes can be set-up, students added to the classes and projects assigned. These tasks are completed within the teachers' accounts themselves. The following glogs explain how teachers can create classes and assign projects. This task can be done by the school admin account user accessing the teachers' accounts or by providing the teachers with the instructions in the glog below:

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

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

Please take a look at the above but get back to us as you require further help.

Glogster EDU – setting the standard for EDUcation.