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:

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):
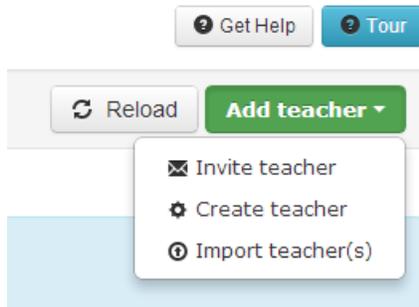
i) Invite - this is for teachers with existing accounts that you would like to bring into the school/faculty license. You can invite by their existing nickname (if you know it) or their email address:
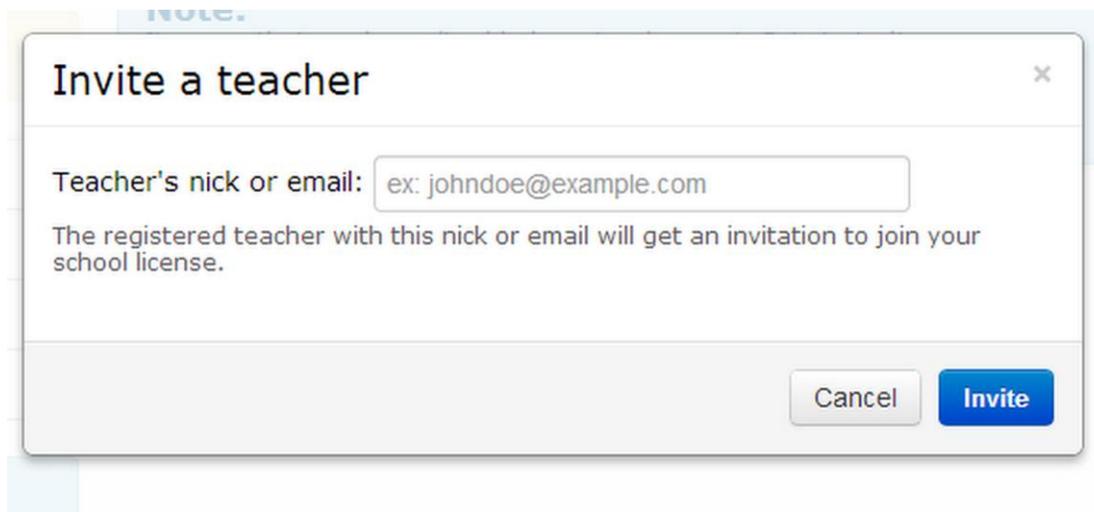
ii) Create - this is to create a new teacher's account. (If the email address is already in use you can use the Invite option instead, use a different email for that teacher, or contact us to delete the account). Once the account is created the log in details, as you provided them, will be sent to the teacher's email address:

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):
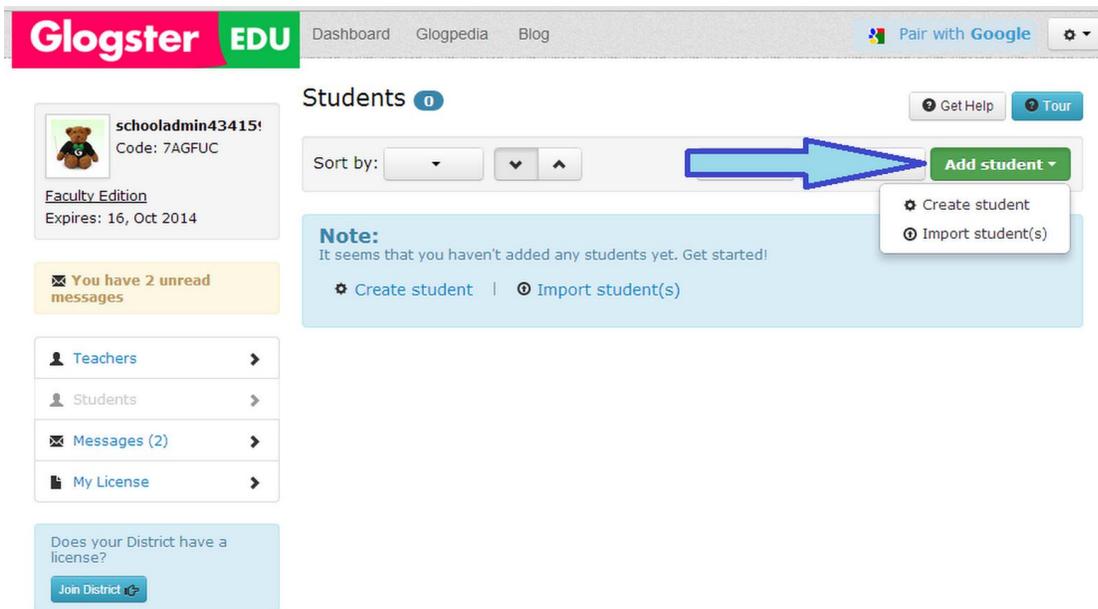
Once the document is prepared click on 'Choose File' > locate the file on your machine > double click to select and then click on the 'Upload' button and follow the provided instructions to complete the upload. If you require further help - again please contact us: customercare@glogster.com or use the 'Get Help' button - next to the 'Tour' button with details of the issue.
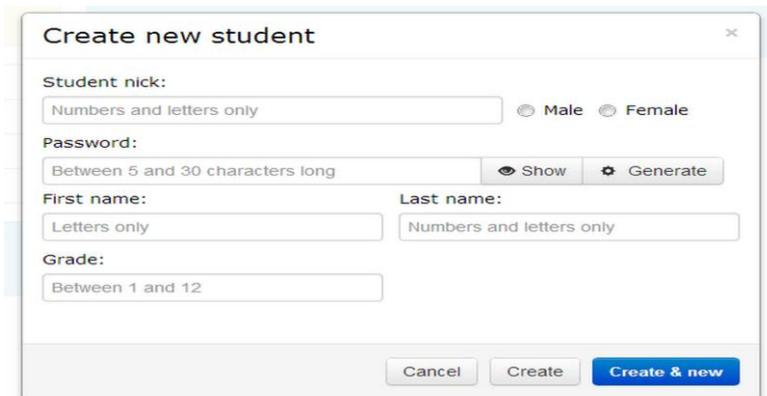
Once the teachers have been added (you may need to use the 'Reload' button next to the Add Teachers button for them to appear) you can access their accounts directly by clicking on their nickname and then on the 'Access teacher's account' link. This way, if required, you can set up classes and/or projects for them.

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

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:

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:


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:
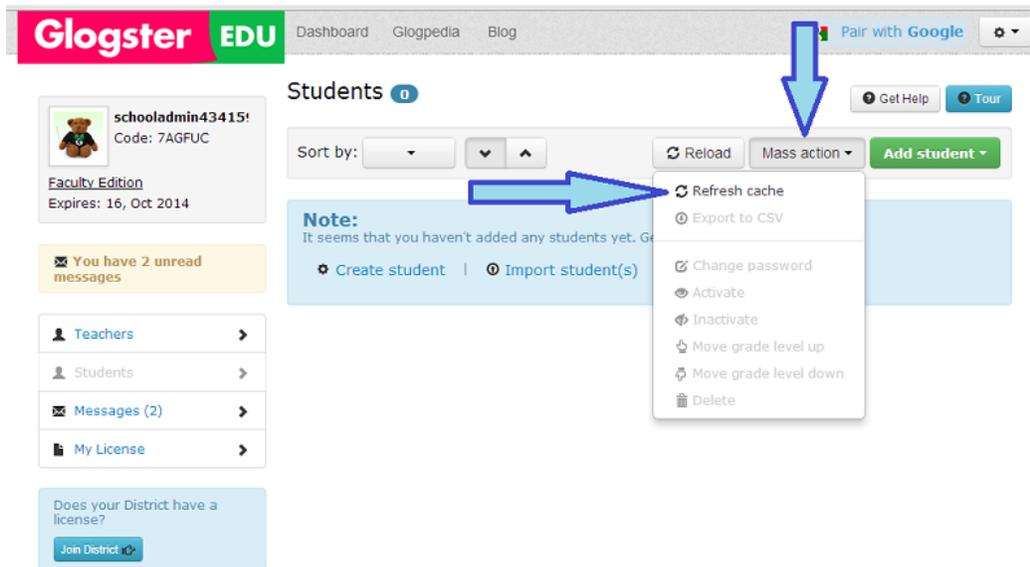
Once the students appear in your account the Mass Action button provides more options:
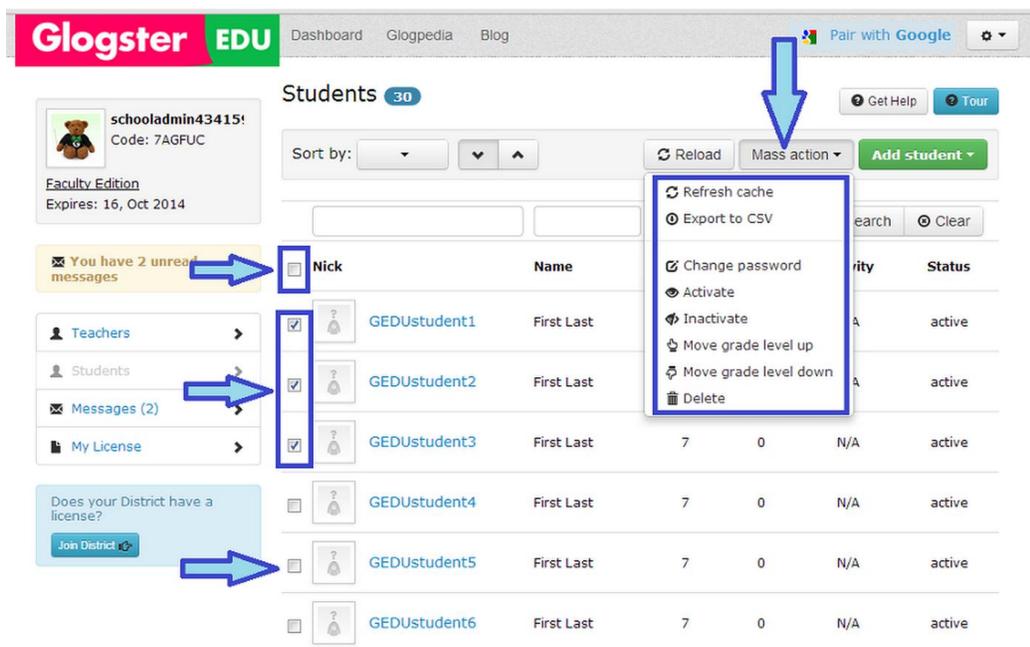
You can see the various student management tools available above. To use these it is necessary to select at least one student by ticking the box on the left (as indicated). You can select several students or even

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.