Welcome to your Glogster EDU teacher's account. Please take a few minutes to read this guide to help get the maximum benefit from your account.

If you need help at any time you can use the 'Need help' tab on the right side of your dashboard or email us - customercare@glogster.com

When you first log in you will see your account Dashboard:

In the top right corner, hi-lighted purple, is the tool icon. This is used to log-out and also to access your profile and account settings pages. Your account nickname and profile details are shown at the top left, hi-lighted lime green. Your log in nickname cannot be changed but your other profile details (display name & avatar) can be changed using the 'Edit profile' option. Click on the tool icon to see the options.

At the very top, hi-lighted yellow, are links to access Glogpedia, our Blog page and return to your Dashboard when you have navigated to a different page.

Beneath the tool icon, hi-lighted blue, is your Glogster EDU license. The type is indicated and more info. is accessible by clicking on the black underlined text. Your EDUcationator code is also shown. This code can be provided to students to register their own accounts. More about this later.

Across the middle of your dashboard, hi-lighted red, are seven tabs. Each of these can be clicked on to access different pages in your account.

Take a couple of minutes to explore the links and different tabs and make any profile changes before returning to your dashboard to continue.
Creating your first glog:

Use the large green 'Create New Glog' button to open the glog editor and begin creating your first glog. If you wish you can visit the Glogpedia for inspiration first.

To move forward with the set-up of your account it will help if you have a little experience of glog creation. To use the project tool with your students it is also necessary to have at least one glog saved to your account. Go ahead now and create your first glog.

**Glogster EDU Next Gen glog editor:**

The heart of Glogster EDU is our Next Gen glog editor. It is a simple but powerful tool enabling creative expression with multiple media formats. These include text, graphics, images, video, documents & audio. To cover all aspects of glog creation is much too large a subject to cover in this short guide. For tips on glog creation you can search Google or YouTube with a relevant search term such as 'Glogster EDU how to create a glog'. Links to the Glogster YouTube channel can be found below:

- [https://www.youtube.com/playlist?list=PLpW4aq3GIl8m7jL0FJeKhxVmlLPWwBMPc](https://www.youtube.com/playlist?list=PLpW4aq3GIl8m7jL0FJeKhxVmlLPWwBMPc)
- [https://www.youtube.com/watch?v=eiwBuRL6SUg](https://www.youtube.com/watch?v=eiwBuRL6SUg)
- [http://www.youtube.com/watch?v=8A_cpnR1DCM&feature=youtu.be](http://www.youtube.com/watch?v=8A_cpnR1DCM&feature=youtu.be)
- [http://www.youtube.com/playlist?list=PLFC8416482974B140](http://www.youtube.com/playlist?list=PLFC8416482974B140)

The videos accessible through the 3rd & 4th links above are already slightly out of date. Many of the principles remain the same though. As Glogster EDU releases new developments to meet our EDUcators requirements our video library will be updated accordingly.

**Students in the School license:**

When you click on the ‘Students’ tab in your account you will see that there are two options – ‘My Students’ & ‘Shared Students’. My students are the students that you have added to a class in your account. Shared students are a pool of all students in the whole school license:
Adding students to your account:

As a teacher in a school or district license the school admin account user has the task of creating or adding students for the teachers to work with. It is possible, however, with the permission of the school admin to provide your students with the Educator/School code so that students can register their own accounts. The School code is provided at the top right of your account dashboard under the text ‘School Premium’ – see below.
Provide your students with the School code. They can register their own accounts here: https://edu.glogster.com//register?edu_type=student

Provide them with the following glog to help with this also: http://glogstereduteacher.edu.glogster.com/how-students-register-their-own-accounts/

Using this method it is important that the students remember the nickname and password that they create as the details will not be sent to you as the teacher.

Once their accounts are created please provide them with the following 'Student’s guide': http://glogstereduteacher.edu.glogster.com/quick-guide-for-students/

Although not compulsory the following steps, creating a class(es) and assigning a project to the class(es) help greatly with viewing and grading students glogs. You will be able to monitor the status of your students’ glogs, view and grade all from the Project page. We especially recommend that teachers in school licenses make use of these features.

Creating Classes for your students:

Once your students have been added you can create a class:

On the screen that opens insert your class name, any description that you wish to provide and a class avatar image and click the ‘Save class’ button. You will then be on the class page:
The main features of the class page are highlighted above: Number of students, glogs & projects in yellow. Class settings and delete class options in purple. (Delete class only deletes the class container – it does not remove the students from your account). Once students are in the class you can message them using the button highlighted green above. For now we will use the ‘Add students here’ button highlighted blue to add students to the class:

**Assign classmates to the class English Literature**

The list of your existing students appears in the left column. You can assign them to the class by clicking the ‘Assign’ link shown next to each student. They will then move over to the right column.

There is a useful search box provided beneath the list on the left. Students can be removed from a class...
using the ‘Unassign’ link next to the students on the right. To save the class with assigned students click the ‘Assign Classmates’ button.

Creating a Project and assigning it to your class:

You can now create a project and assign it to your class. To create a project you can use the ‘Start projects here’ button on the class page or from the ‘Projects’ tab on your dashboard:

A list of all glogs that have been saved to your account will appear. Any of these can be selected by as the project template for assignment to the students as the starting point for their glogs. Just click on the glog you wish to use. The glog you select can be as plain or rich as you like. The students can edit as much as they wish or as you instruct.
Provide a description of what is expected from your students, select which class you wish to assign the project to, any accompanying message and hit the ‘Save project’ button to create the project and send it to your students. The message box can also be used to send subsequent messages as required.

The project has been sent to the students’ accounts and you will then be on the project page:
The status of each student’s glog is shown. In this case none of the students has yet started their glog for the project. Once students have started their glogs the status will change. When the students have saved their glogs as ‘finished’ their glog thumbnails will be shown on the project page and you will have the option to grade the glog.

Please provide your students with the following guide so that they create their glogs correctly for the project and not independently of the project tool otherwise their glogs will not appear on the project and class pages: [http://glogstereduteacher.edu.glogster.com/quick-guide-for-students/](http://glogstereduteacher.edu.glogster.com/quick-guide-for-students/)

**The Glog Admin menu:**

Beneath every student’s glog when viewed from your account (NOT after using the ‘Access student account’ link) is a glog admin menu:
The key features to note are:

The glog visibility can be changed from private to public or public with re-glog.

The glog can be manually added to a class page.

You can provide a grade and feedback for students relating to their glog.

There are many more features to explore. Contact us anytime using the 'Need help' tab on the right side of your dashboard or email us - customercare@glogster.com

Happy Glogging!!