

Glogster

Getting Started Guide



SOUTH TEXAS
COLLEGE

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Section 1:

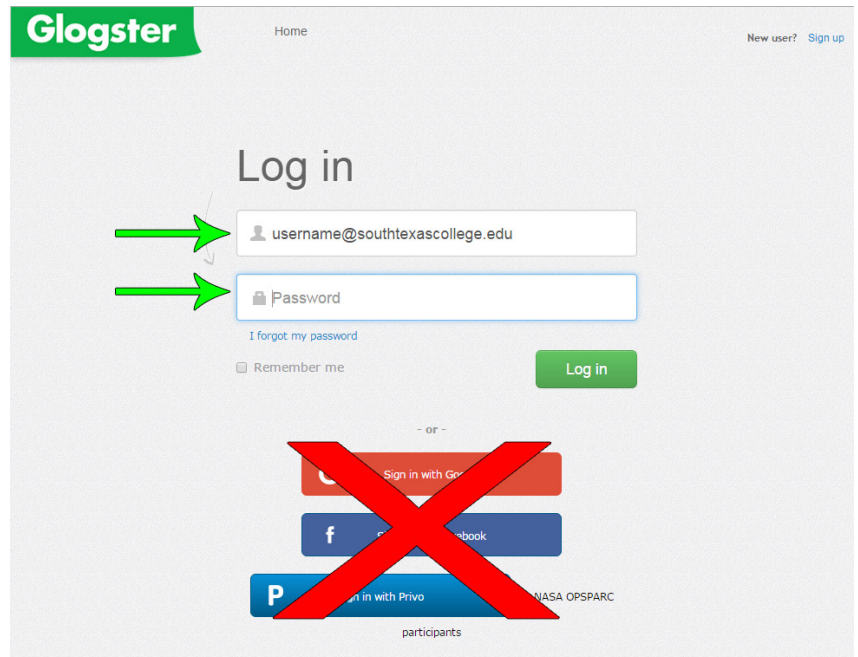
Let's Get You Started!

Let's get you started on how to use Glogster!

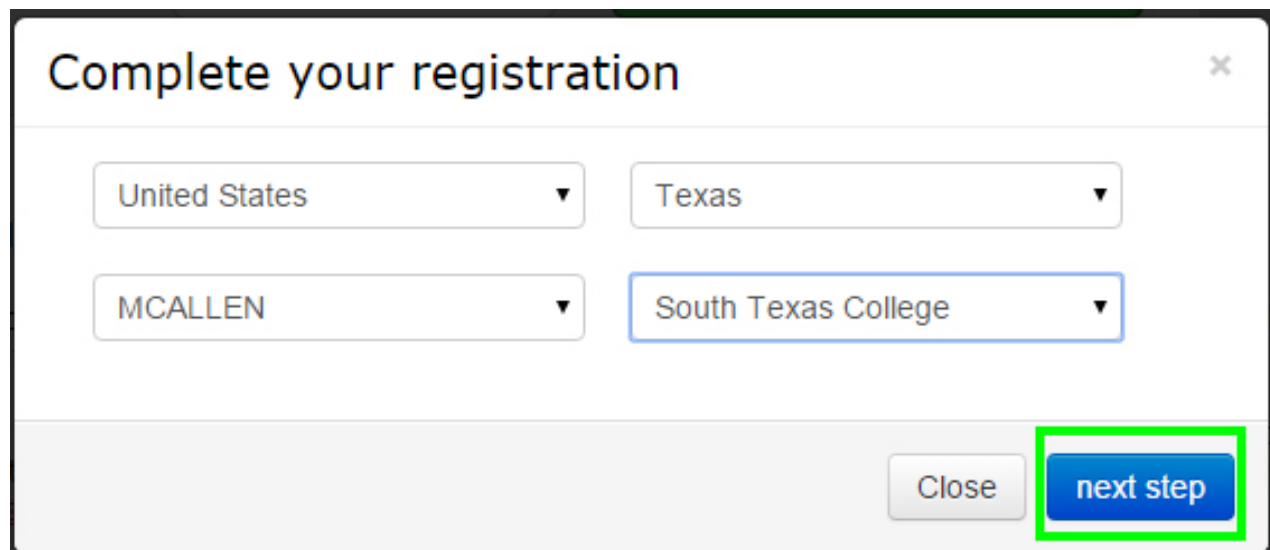
First things first, you're going to need to login. You should have received an email from Glogster with your username and password. Let's go to the website:

edu.glogster.com

1 Use the username and password provided to log in. The username should be the same as your STC username. Don't worry about the links below that are marked out with a red **X**. Since you are being provided a license by South Texas College, you won't be using these.

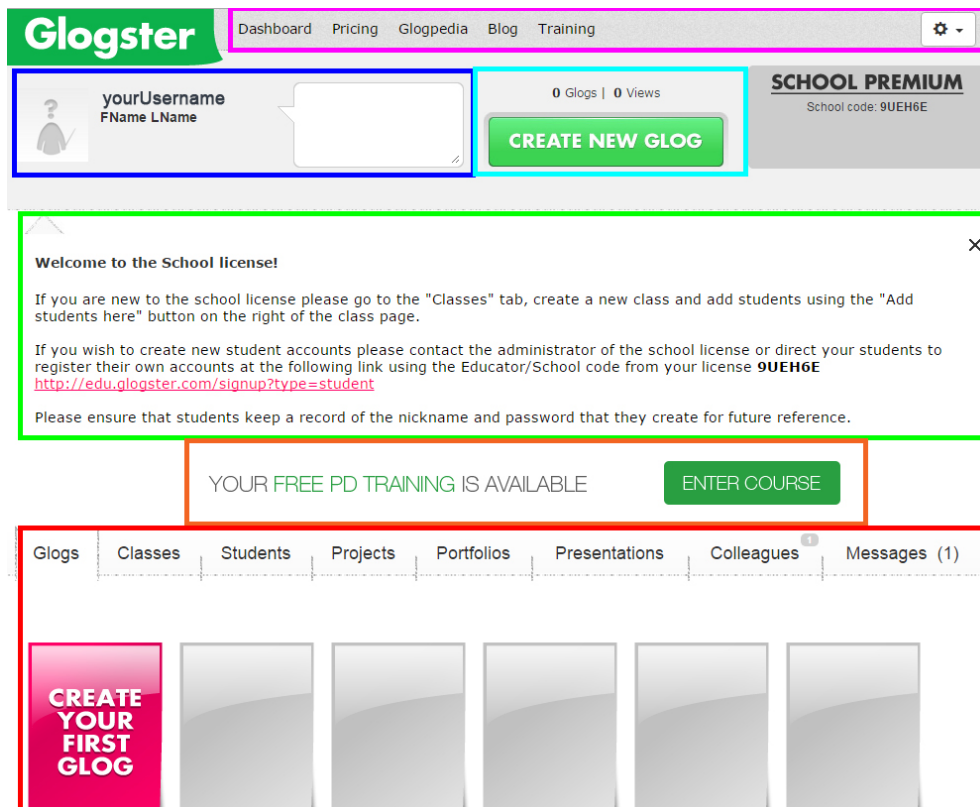


2 Before you can start using Glogster, you will receive an assortment of drop downs that request general information on where you are located. Answer with the following and then press the "Next Step" button:



3 There will be two more registration questions but these are unimportant. Answer these as you like and press “Save”.

4 Now that you are logged in, you should see the following screen:



Account Buttons: These buttons allow you to navigate parts of your account, such as your Dashboard, your Glogs, and your Account Information.


Your Account: Here is a quick preview of your account, the way students will see it. Feel free to put a fun comment for them to see!

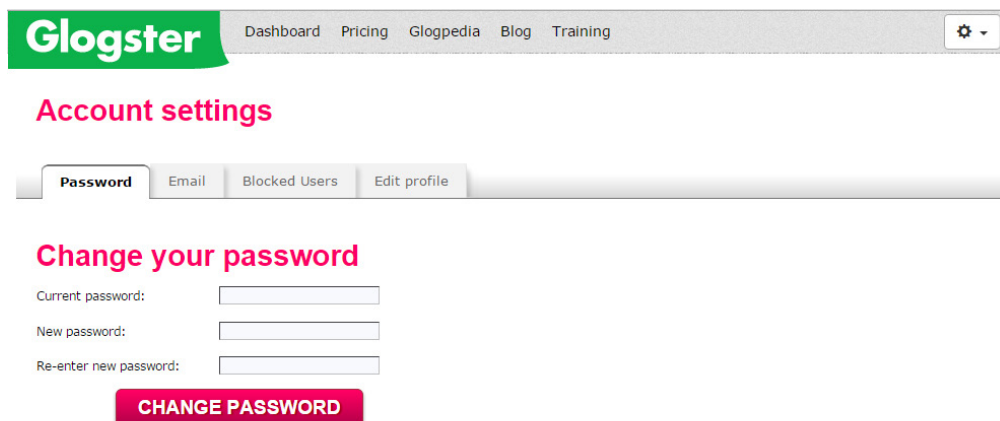
Create New Glog: Here is one of the buttons that will let you create a new “Glog”

School License Information: This area gives you information on how to inform your students to sign up for a student account. ***Please disregard this area, as students are NOT allowed to create their own account. Any students that do create their own account, using the license code provided, will be deleted.***

PD Training: Click on the button for this link to sign up for your Free Training! I highly recommend this, as this will give you tons of tutorial videos to learn how to use this program. If you don’t see this link right away, refresh the page or navigate a few tabs. It’ll pop up.

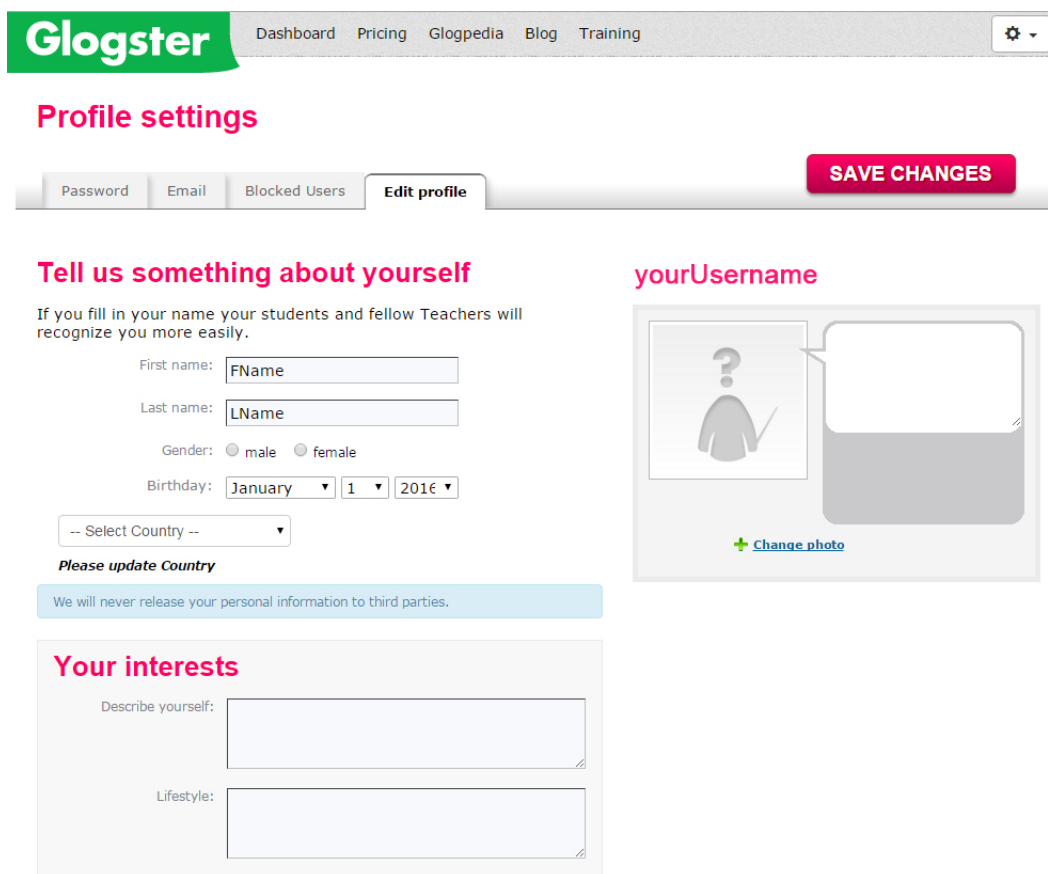
The Dashboard: This dashboard gives you all the options you need to manage your Glogs and your classes. Check these out to see what options you have available to you!

5 Before we go too far, let's start the account off right by changing some of your account information. Go ahead and select the  in the upper right hand corner. From the drop down, select the option: "Account Settings". This will bring you to the following



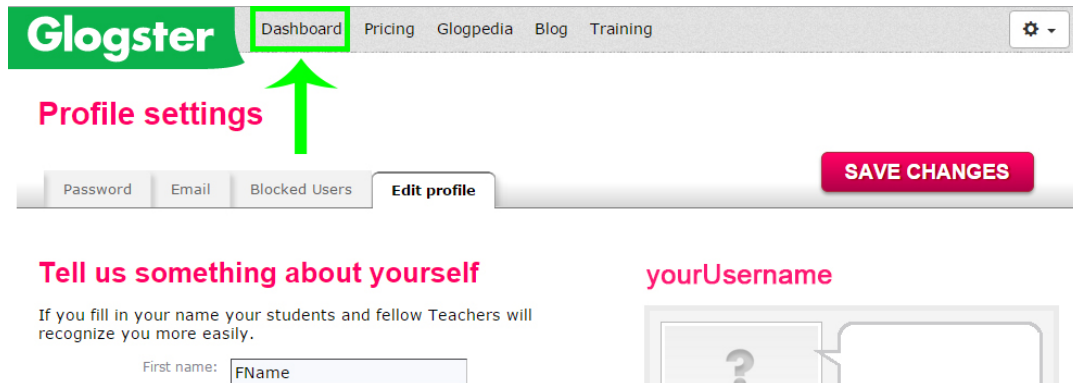
The screenshot shows the Glogster website's account settings page. At the top, there is a navigation bar with the Glogster logo and links for Dashboard, Pricing, Glogpedia, Blog, and Training. A settings gear icon is in the top right. Below the navigation bar, the page title is "Account settings". There are four tabs: "Password" (selected), "Email", "Blocked Users", and "Edit profile". Under the "Password" tab, there is a section titled "Change your password" with three input fields: "Current password:", "New password:", and "Re-enter new password:". A red "CHANGE PASSWORD" button is at the bottom.

6 Here you will see several tabs that allow you to change your account information. If you want to change your password, you can change it on the "Password" Tab. You can also change your email, block users (let's hope you don't need to use that one), and edit your profile so that it looks friendlier to the students that log in on your page!



The screenshot shows the Glogster website's profile settings page. At the top, there is a navigation bar with the Glogster logo and links for Dashboard, Pricing, Glogpedia, Blog, and Training. A settings gear icon is in the top right. Below the navigation bar, the page title is "Profile settings". There are four tabs: "Password", "Email", "Blocked Users", and "Edit profile" (selected). A red "SAVE CHANGES" button is in the top right. Under the "Edit profile" tab, there is a section titled "Tell us something about yourself" with a sub-heading "yourUsername". Below this, there is a text box: "If you fill in your name your students and fellow Teachers will recognize you more easily." There are input fields for "First name:" (containing "FName") and "Last name:" (containing "LName"). There are radio buttons for "Gender:" (male and female). There are dropdown menus for "Birthday:" (January, 1, 2016) and "-- Select Country --". A blue box says "Please update Country". Below this, there is a section titled "Your interests" with two text boxes: "Describe yourself:" and "Lifestyle:". On the right side, there is a profile picture placeholder with a question mark and a "Change photo" link.

7 To go back to the original “DashBoard” page, click on the “Dashboard” link at the top of the page, next to the “Glogster” logo:



8 That's it! You've successfully logged into your account, and you are ready to get started! Please see the next chapter to see what you need to get started with first!

Congrats on your new Glogster Account!

Section 2

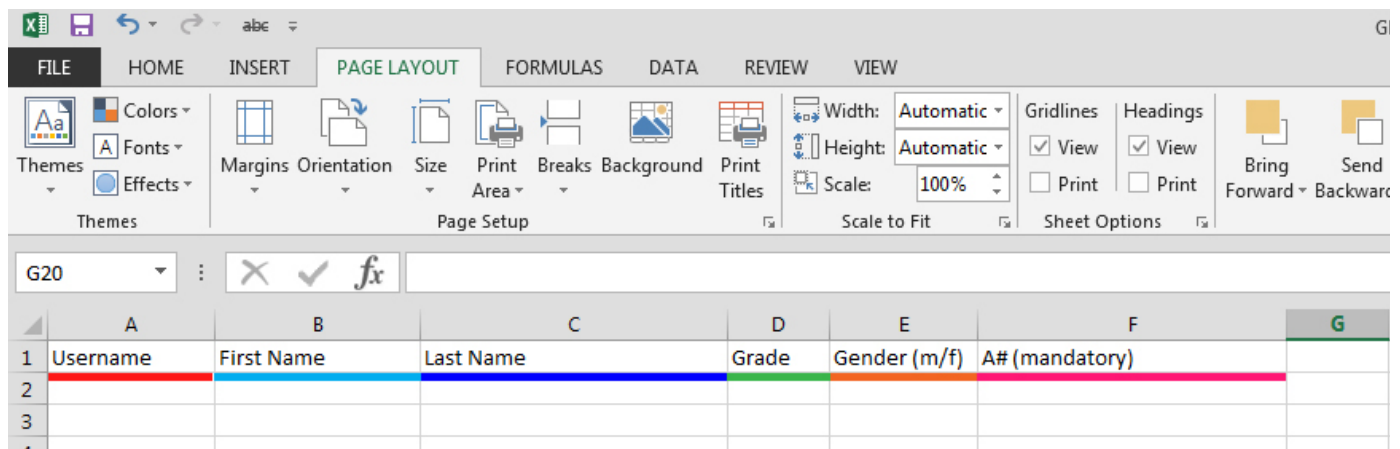
Creating Classes

Alright, so now that you've got your Glogster Account, we need to get you started with making classes. But before that, we need to add some students so that you can start to "create" these classes.

Check out this tutorial if you want a video version on how to make and manage your classes:

<https://www.youtube.com/watch?v=8bMJrOKVvbw>

1 When you signed up for you Glogster Account, you should have received an excel file labeled "Glogster - Student Information". Have your students fill in the fields listed below:



The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The spreadsheet contains a table with the following structure:

	A	B	C	D	E	F	G
1	Username	First Name	Last Name	Grade	Gender (m/f)	A# (mandatory)	
2							
3							

Username: This should be the same username the student uses to log in to the computer here at the College.

First Name: Their first name capitalized

Last Name: Their last name capitalized

Grade: You can leave this blank

Gender: This can also be left blank.

A#: **This is mandatory.** Please enter the students A#. A student without an A# will not receive an account

2 Once you have a list of students, send them to glogster@southtexascollege.edu so that they can be imported into Glogster. You should receive a follow up email confirming that your students have been submitted into Glogster with login instructions for your students.

3 Let's create a class to get started with. Log into your Glogster account if you aren't logged in already, and click on the tab labeled "Classes".

The screenshot shows the Glogster dashboard. At the top left is the Glogster logo. To its right are navigation links: Dashboard, Pricing, Glogpedia, Blog, and Training. A settings gear icon is in the top right. Below the navigation is a user profile section for 'adbabineaux2' with 'FName LName' and a 'CREATE NEW GLOG' button. To the right of the profile is a 'SCHOOL PREMIUM' badge with the school code '9UEH6E'. A banner for the 'NASA OPTIMUS PRIME CONTEST' is visible. Below the banner is a navigation menu with tabs: Glogs, Classes (highlighted with a green box and a green arrow pointing to it), Students, Projects, Portfolios, Presentations, Colleagues (with a '1' notification), and Messages (1). Below the navigation menu is a row of buttons, the first of which is a pink 'CREATE YOUR' button.

4 Click on the button labeled "Create new class".

The screenshot shows the 'Classes' page in Glogster. At the top is a navigation menu with tabs: Glogs, Classes (highlighted with a green box and a green arrow pointing to it), Students (with a '1' notification), and Projects. Below the navigation menu is a pink button labeled 'Create new class' with a person icon, which is also highlighted with a green box. To the right of the button is a 'Sort by:' dropdown menu. Below the button and menu, the text 'No classes found' is displayed.

5 Feel free to name your class, give it a fun description, and even upload an icon for it. I recommend naming the Class the same way South Texas College does to prevent confusion. For instance, I will be using “ENGL 1301 - Composition” for this example, to show the students that it’s a “Composition” class, and that it’s the ENGL 1301 they signed up for. This way, if some of these students are using Glogster for more than one teacher, they will have an easier time discerning your class from any other classes currently on the site. Press the “**Save Class**” button when you are finished.

Create class

Class name: ENGL 1301 - Composition

Class description: This is an English Class concentrated on Composition.

You can upload GIF, JPG or PNG file

Class icon: Choose File No file chosen
(File size limit 5 MB)

SAVE CLASS

6 When you’ve saved the class, you should see a screen like the one below. This is your “Classroom” screen. You’ll see there’s a lot of great features to make managing your class easy-peasy.

Glogster ✓ Class created successful

Back to dashboard

ENGL 1301 - Composition

0 Students | 0 Glogs | 0 Projects

MESSAGE ALL STUDENTS

Class settings | Delete class

Class Projects

There are no projects in this class

Start projects here

Students Glogs

There are no Glogs in this class

Comments

Enter text...

Send

Class Description

FName LName
Class Teacher

This is an English Class concentrated on Composition.

Classmates

There are no students in your class. Use the button below.

Add students here

The screenshot shows the Glogster interface for a newly created class named "ENGL 1301 - Composition". At the top, a green notification bar says "Class created successful" with a checkmark and a close button. Below this, the class overview shows a graduation cap icon, the class name, and counts for "0 Students", "0 Glogs", and "0 Projects". A "MESSAGE ALL STUDENTS" button is prominent. Below the overview are several sections: "Class Projects" with a "Start projects here" button; "Students Glogs" with a message "There are no Glogs in this class"; "Comments" with a text input field and a "Send" button; "Class Description" showing the teacher's name "FName LName" and a description: "This is an English Class concentrated on Composition."; and "Classmates" with a message "There are no students in your class. Use the button below." and an "Add students here" button. At the bottom right of the overview, there are links for "Class settings" and "Delete class".

Class Information: This block gives you an overview of the number of students in this class, the number of Glogs created for it, and the number of Projects that have been assigned.

Message Students: This block allows you to send a message to all of the students in your class, change the class settings, or delete a class. Just so you know, you can use the class settings to change the Class Description if you noticed a mistake, or wanted to go back and add an icon.

Class Projects: This block is where you can start class projects or assign one to the class.

Students Glogs: This is where you can see a list of glogs created by the students in this class.

Comments: You can write comments here if you want your students to see them.

Class Description: This is what your students see about you and the class they are taking.

Classmates: This is where you can add students that are already in the Glogster system.

7 Now that we've created a class, we need to add students. Go to the "Classmates" section of the class dashboard, and select the button labeled "Add students here".

Classmates

There are no students in your class. Use the button below.



Add students here

8 You should see a list of students available through the South Texas College account. Select the students currently listed on the left side, and click on the "Assign >>" link to send them into your class. This will assign them to your class, and allow you to message them, send them projects, etc. If you assign any by accident, just click the "<< Unassign" link and they'll be returned to the South Texas College "pool".

Assign classmates to the class ENGL 1301 - Composition

A screenshot of the Glogster interface. On the left, under the heading "Your students", there is a list containing one entry: "Student Student (username)". To the right of this entry is a button labeled "Assign >>". A green box highlights the "Assign >>" button, and a green arrow points from it to the right. On the right side of the interface, under the heading "Class ENGL 1301 - Composition", there is a link labeled "Unassign all".

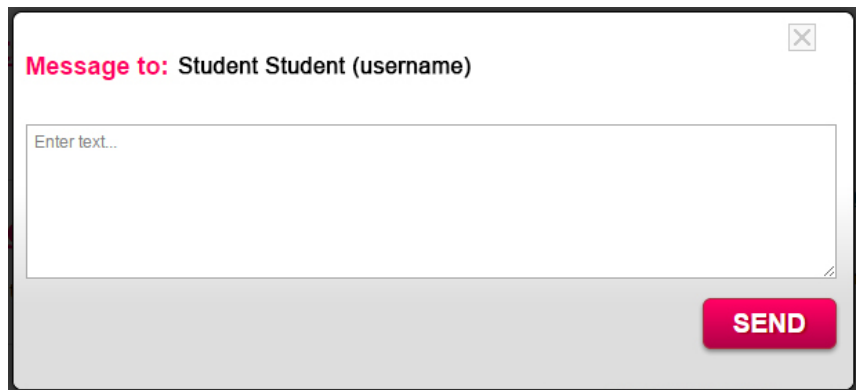
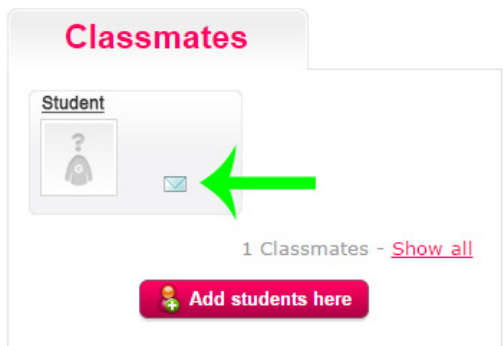
Assign classmates to the class ENGL 1301 - Composition

A screenshot of the Glogster interface. On the left, under the heading "Your students", the list is empty. On the right side, under the heading "Class ENGL 1301 - Composition", there is a link labeled "Unassign all". Below this heading, the list contains one entry: "Student Student (username)". To the right of this entry is a button labeled "<< Unassign". A green box highlights the "<< Unassign" button, and a green arrow points from the "Your students" list area to it.

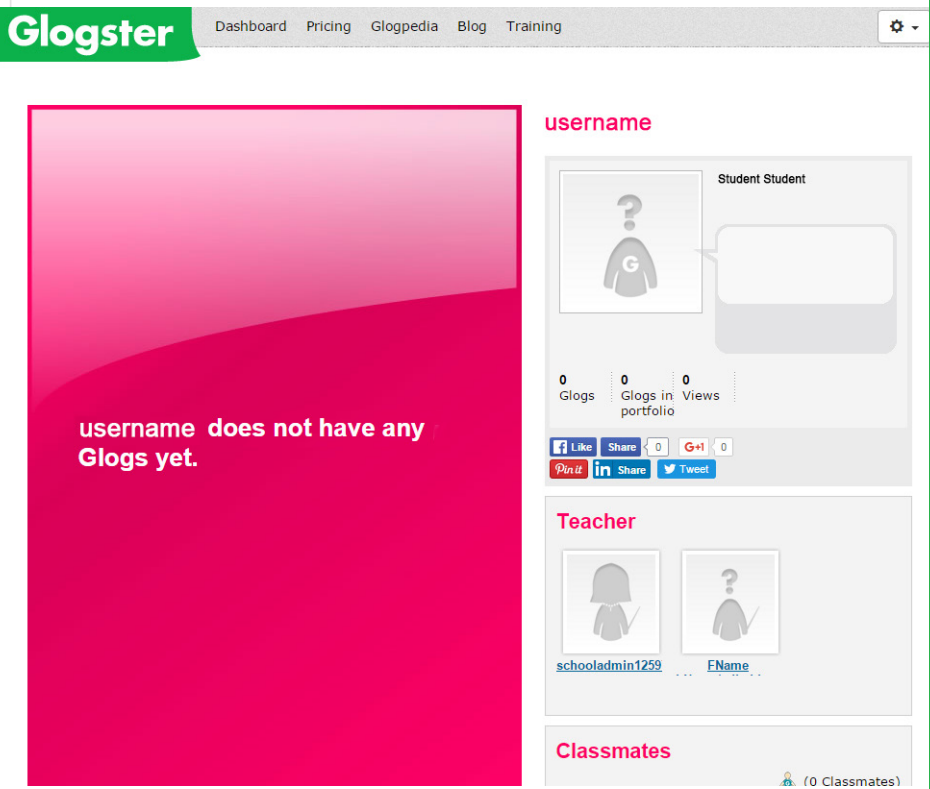
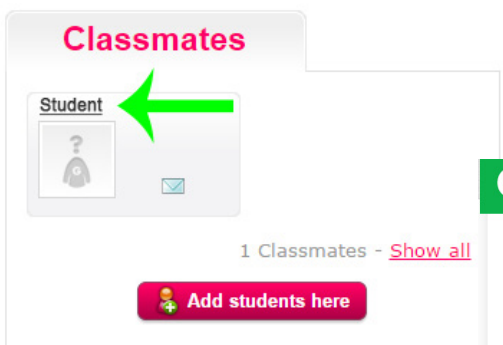
9 Once you've added all of the students you want into your class, press the "Assign Classmates" button.

ASSIGN CLASSMATES

10 When you get back to your class dashboard, you will see that the “Classmates” area of your dashboard has updated. In this case you only see one student, but it should give a brief listing of the students in your class by alphabetical order. You’ll also notice that there is a small envelope on that student’s profile. If you click on it, it will give you the option to send a message to that student, instead of just to all of them.



If you select the students name, you will be taken to their Glogster page, where you can see what Glogs they’ve made, leave comments, etc.

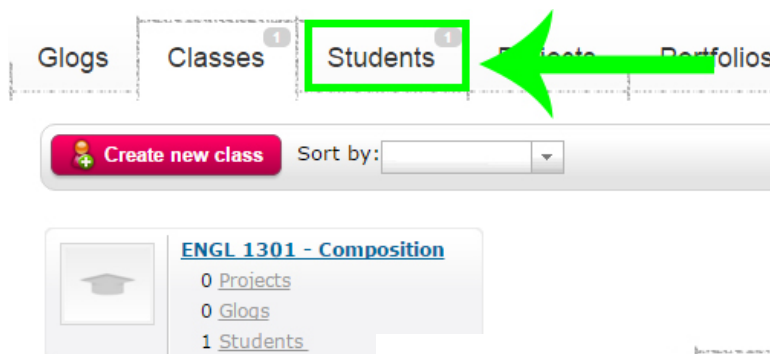


username does not have any Glogs yet.

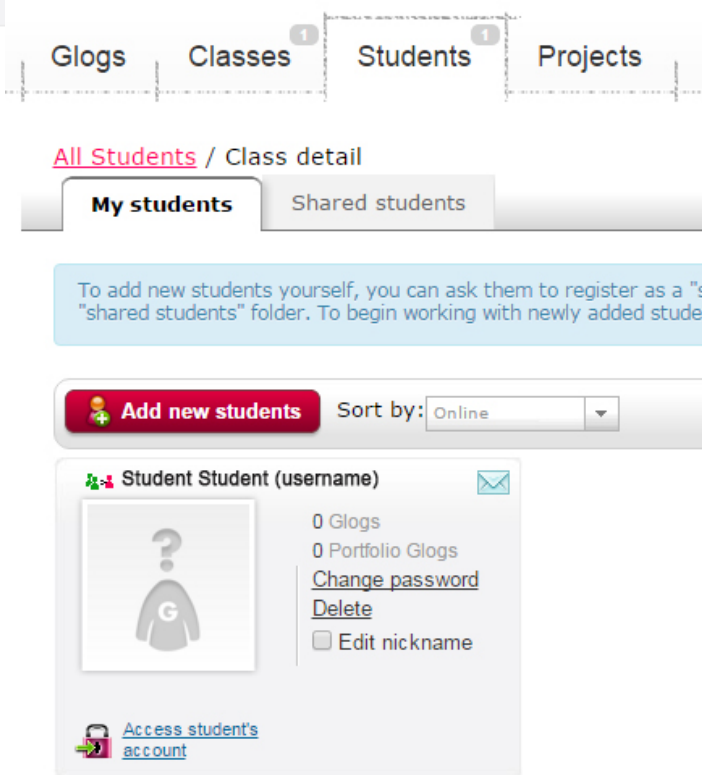
If you go back to your dashboard, you will also see that your class is now listed under the “Classes” tab, and that a student is currently a part of the class.



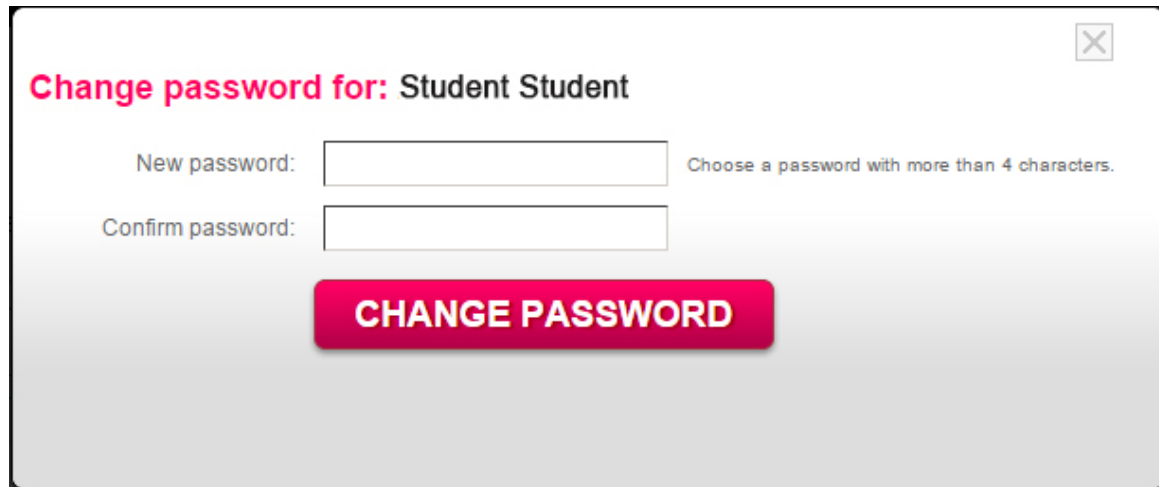
11 Finally, let's touch on how to change a student's password should they forget it. To do this, select the “Students” tab on your “Dashboard”.



12 You should see a page like the one on the right. Right now there is only one student listed, but for your class there will be more. Find the student account that is having issues, and select the “Change Password” link on the right of the



13 Have the student enter a new password and confirm it. Once you click on the “**Change Password**” button, if the password met the right criteria, the password will be changed. If it did not, the student will need to enter a new password that meets Glogster’s password security criteria.



The screenshot shows a web form titled "Change password for: Student Student" with a close button (X) in the top right corner. Below the title, there are two input fields: "New password:" and "Confirm password:". To the right of the "New password:" field, there is a note: "Choose a password with more than 4 characters." Below the input fields is a large red button with the text "CHANGE PASSWORD" in white capital letters.

And that’s it for putting together classes!

Please keep in mind that at the end of every semester, **the students from each class will be cleared out and deleted.** This is to maintain the licensing for students, and to prevent any accounts from being abandoned or not used should the student not return for another semester, or attend classes that are not using Glogster.

A new list of students will need to be submitted every semester so that the class can use the Glogster accounts.

Section 3:
Other Tutorials

Glogster has a ton of tutorials and tools available to make your software experience the best that it can be. Below are a list of Tutorials that will help you get accustomed to the software you've just requested. Please keep in mind that your license also includes a PD Training license free of charge--a training class packed full of tutorial videos and tidbits that you can use for your Glogster account. You can sign up for that at this link (but only if you're already logged into your Glogster account):

[Glogster PD Course \(Free!\)](#)

Other Tutorials:

Some basic Glogster Tutorials:

<http://tutorials.glogster.com/>

<https://www.youtube.com/user/glogster/videos>

Creating and Managing Classes and Student Projects

<https://www.youtube.com/watch?v=8bMJrOKVvbw>

How to make or edit a Glogster:

<https://www.youtube.com/watch?v=4KCNBzgjZE>

Glogster Tutorial for Educators:

<https://www.youtube.com/watch?v=Kg8ODiI9sJA>