

Getting Started with Gaggle Apps

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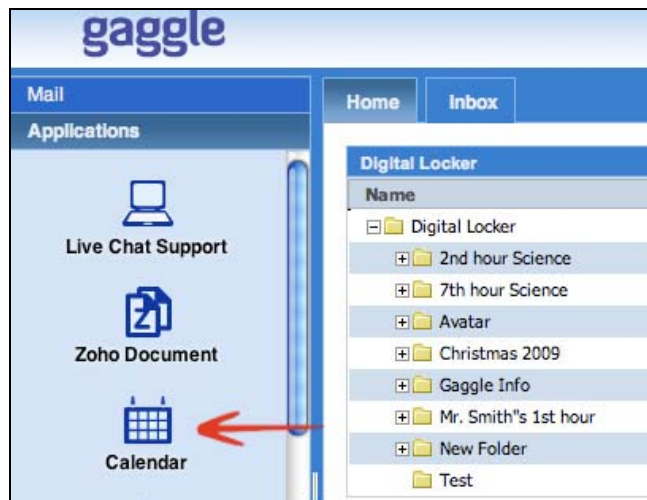
Getting Started With Gaggle Apps

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**View the Full Administrator Guide here: [Admin Guide](#)

Calendars

Gaggle Calendars allow users to create, manage, and view information such as events and assignments. Users can create multiple calendars and assign specific users, groups, schools, or an entire district to each calendar created. Calendars can also be linked to due dates selected by a Homework Drop Box owner.

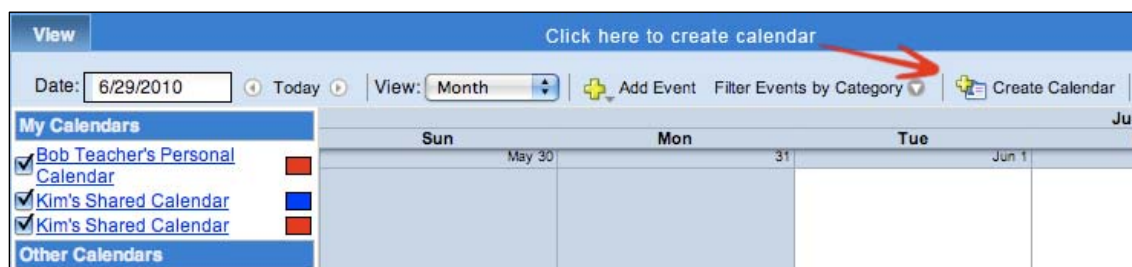


To View Calendars:

1. Expand the **Applications** menu on the left and select the **Calendar** icon.
2. The Calendar will open in a new window.
3. Select the **View** drop down above the calendar to view in Month, Week, or Day mode.
4. Select the **Date** field to navigate to a specific day or week.
5. Click on the arrows on either side of the **Today** button to allow a user to navigate to the next day, week, or month depending on the view mode.
6. Double click on an event to open in new window and view provided additional information.
7. Right click on an event to edit or delete it.
8. Any available shared calendar will be located in the left tool bar under **Other Calendars**.
9. Events on the main calendar are denoted by the corresponding color assigned to a calendar.

To Create a Calendar:

1. Open the **Applications** menu on the left and select the **Calendar** icon.
2. The Calendar will open in a new window.
3. Click on the new browser listed as Gaggle Calendar. Select the **Create Calendar** button located at the top of the page, **Name** the calendar, and click **Save**.
4. The newly created Calendar will be displayed in the left Tool Bar under **My Calendar**.



To Share Created Calendar with other Gaggle Users using *Manage Calendars*:

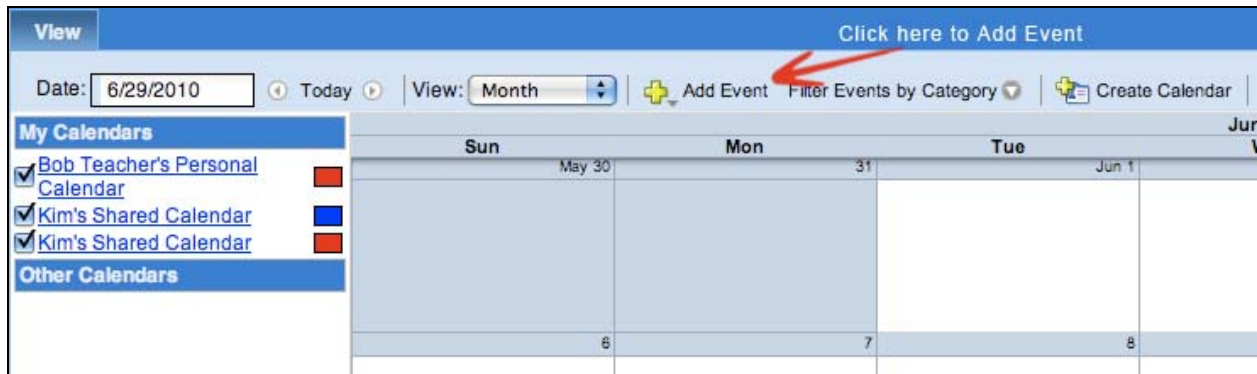
1. Click on the **Manage Calendars** button located at the top of the Calendar page.
2. Locate desired calendar under **Name** and click on **Edit Calendar**.
3. Select the **Users** tab for specified Users or the Schools tab for the entire school.
4. If Selecting *Users*, check the boxes next to the names you want to assign the calendar to and when finished, click on the **Add Selected Users** button. The View (All Users) filtering allows for the ability to sort by user groups, graduation year, alphabetically, etc.

To Remove Selected Users from Calendar:

1. Click on the **Manage Calendars** button at the top of the Calendar page.
2. Locate the desired calendar under **Name** and click on **Edit Calendar**.
3. Click on the Users tab.
4. Highlight the name of user to be removed.
5. Click on the Trash bin **Remove Selected From Calendar** button.
6. A pop up will display "Remove selected users from this calendar?" Click **OK**.

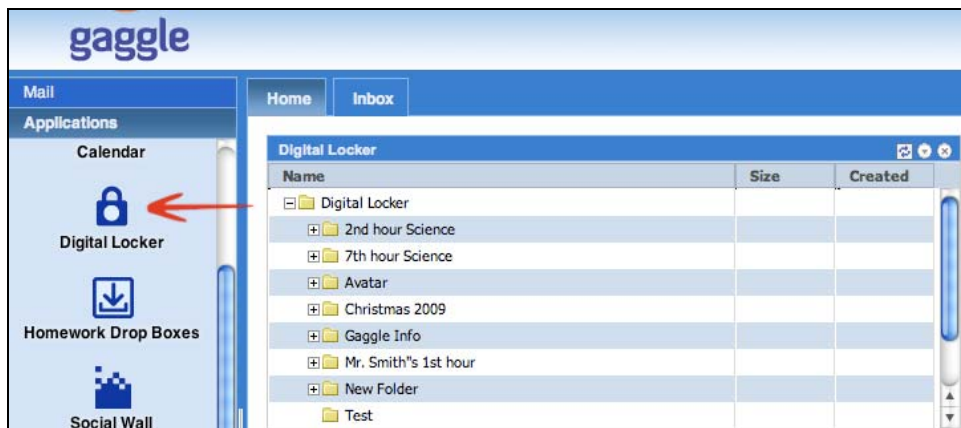
To Add an Event to the Calendar:

1. Click on the **Add Event** button at the top of the Calendar page.
2. Type in the new event title, time, start and end date information.
3. Description information is optional and will be viewable by all shared users.
4. Check the **All Day Event** box if applicable.
5. Click on the drop down Calendar box to select which calendar will display the event.
6. Select categories or link for New Reminder if applicable.
7. Click **Save** at the top of the calendar page when event information has been completed.



Digital Lockers

The Digital Locker provides online file storage that can be accessed from home or school. Teachers and students can store files and share and collaborate with others directly in their school or district.



Uploading and Downloading Files:

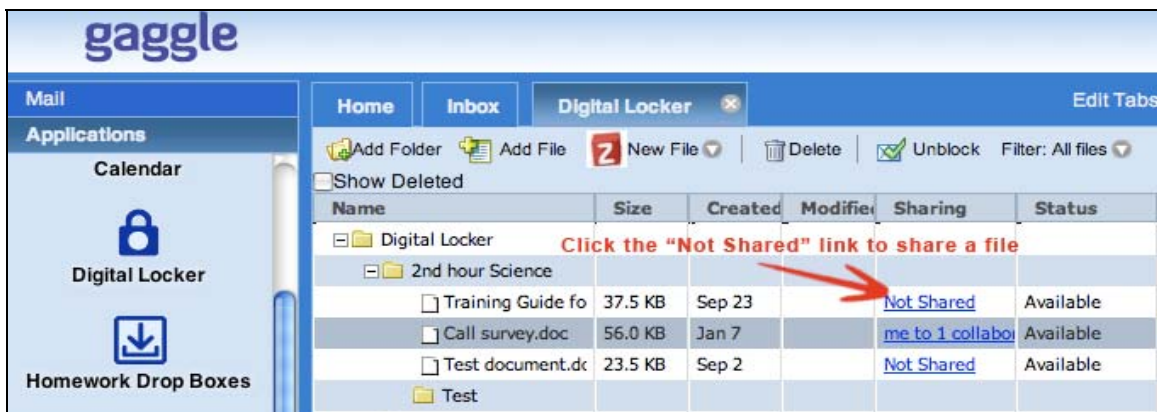
1. Expand the **Applications** menu on the left and select the **Digital Locker** icon.
2. Click the **Add File** button to bring up a window for locating the desired file.
3. Double click on the desired file to upload the file into the Digital Locker.
4. To download files from a Digital Locker click on the file name.

How to Add Folders for Organization of Files:

1. Click on the **Add Folder** button.
2. Enter the name of the new folder and press enter on keyboard.

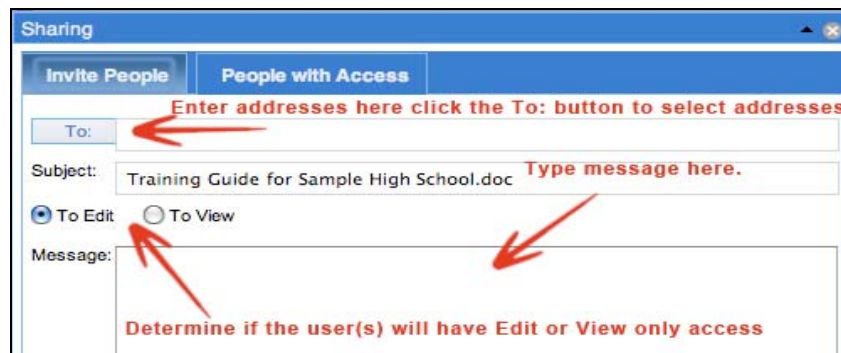
To Share a File with Specified Users:

1. Select the **Not Shared** link next to the file to bring up the Sharing window.



2. Click on the **To:** button.
3. Click on the Show Names **From:** Drop Down Menu to view **Contacts, User Groups, Shared Address Groups, Built in Address Groups, or School/District Directory.**
4. Highlight names and click on the **"To->"** button at the bottom of the window to populate this field. Please note, you must populate any selected users in the **"To->"** field before selecting a different list from the **"Show Names From:"** drop down.

5. After all desired users have been specified, click **OK** at the bottom of the window. This will take you back to the Sharing window.
6. Select <Option> to allow the selected users to **Edit** or **View** document.
7. Type in a message to be sent to all specified users. This is optional.
8. Click **Invite & Send**. The file will now show in the specified users' Digital Locker.

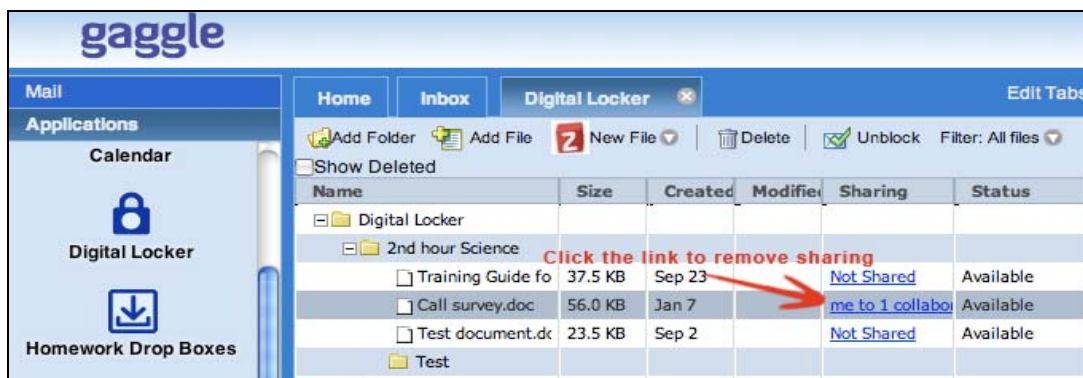


To Allow School or District Wide Access to a file (administrators only):

1. Select the **Not Shared** link next to the file to bring up the Sharing window.
2. Click on the tab labeled **People with Access**. Within this tab, you will see the name of your district and school along with a drop down next to each listing.
3. Click on the drop down to select **Can View** or **Can Edit** to give district or school wide access to the specified file.
4. Click on **Save & Close** button at the bottom of the window to share the file.

To Remove Shared Access:

1. Click on the *me to # of collaborators* link next to the files.



2. Select the **People with Access** Button.
3. Click on the circle with the x in the middle next to the drop down button.
4. Select the **Save and Close** button to remove user, school, or district.

Deleting Files from the Locker

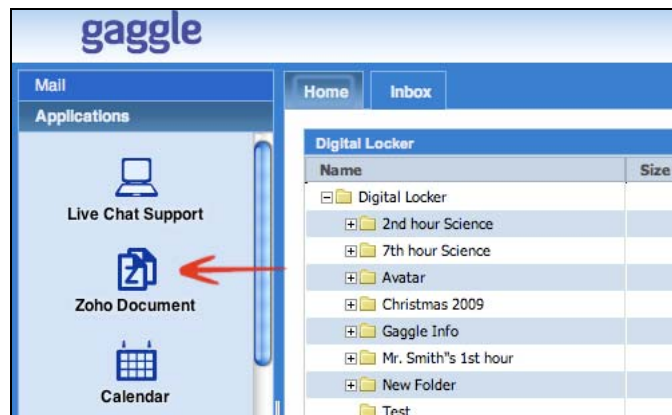
As a safety feature on Gaggle, students cannot actually delete files from the Digital Locker. Students can only mark files for deletion. Files marked for deletion will no longer appear in the file list when students view their locker. Users at the School Teacher access level and higher will continue to see the deleted files in the file list for 30 days. Deleted files can be undeleted by teachers. To permanently remove a file from the system, delete the file a second time.

Zoho Docs

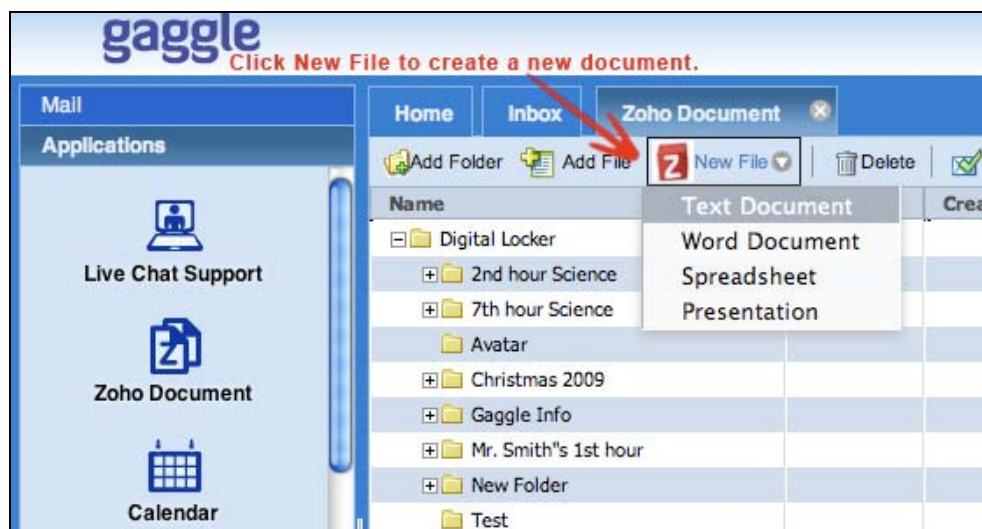
Zoho Document is Online Document Management. Gaggle provides a one-stop-shop for creating, editing, sharing, searching and viewing documents in a filtered environment. Any documents, spreadsheets or presentations created are all stored in your Digital Locker, and you can access them anywhere from any computer with internet access.

To Create a Document:

1. Expand the **Applications** menu on the left and select the **Zoho Docs** icon.



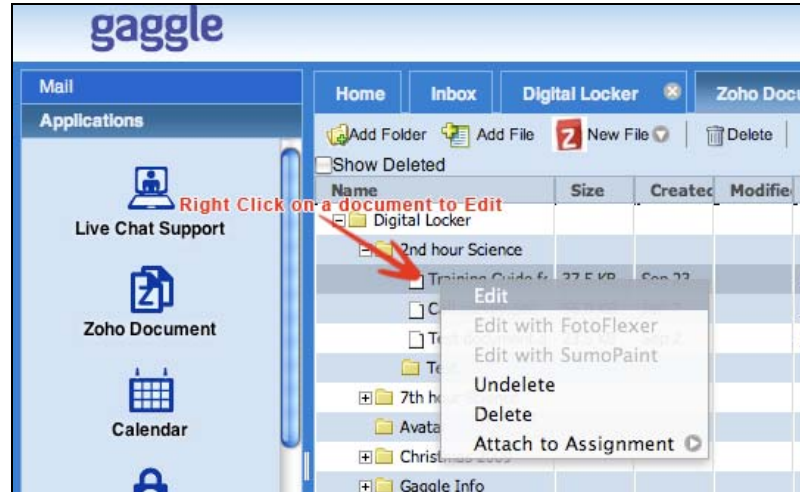
2. Select the **New File** drop down on the toolbar at the top of the tab. This will display options for Text Document, Word Document, Spreadsheet and Presentation.



3. Select the type of document you would like to create.
4. Name the file.
5. After you have named the file, select the **New** button. You will be given the option to **Close** the file or **Edit File** to open it for editing.
6. Select **Edit File** to open a Zoho edit window.
7. After you have finished adding to the document, select the **Save** icon at the top, left-hand corner of the window. The edited copy will be saved to your Digital Locker.

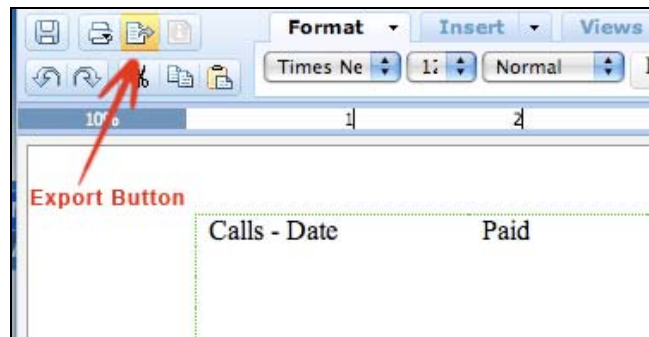
To Edit an Existing Document:

1. Open the **Applications** menu on the left and select the **Zoho Docs** icon.
2. Right-click on the file you wish to edit and select the **Edit** option. This will display the selected document in a new Zoho edit window.
3. Once you have finished editing the document, select the save icon at the top, left-hand corner of the window. The edited copy will be saved to your Digital Locker.



To Export a Zoho Doc:

1. Open the **Applications** menu on the left and select the **Zoho Docs** icon.
2. Right-click on the file you wish to edit and select the **Edit** option. This will display the selected document in a new Zoho edit window.
3. To export the file, select the **Export** icon at the top, left-hand corner of the Zoho edit screen shown below.



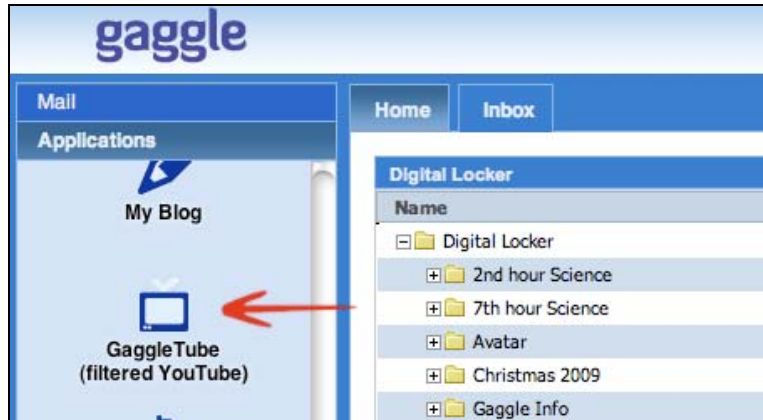
4. Select the file type you would like to export to. Your options are Word Document, DOCX, ODF, SXW, RTF, HTML, Text File, PDF and LaTeX.
5. After you have selected the file type, you will be prompted to either open the file in an external program or save it to your computer.
6. Once you have selected the option you desire, you have successfully exported the file.

GaggleTube

GaggleTube offers a filtered version of YouTube. Teachers can find, preview, and play videos for their students even when YouTube is blocked at the school. Educational videos and tutorials can be accessed and shared without the inappropriate content being made available.

Viewing and Playing Videos

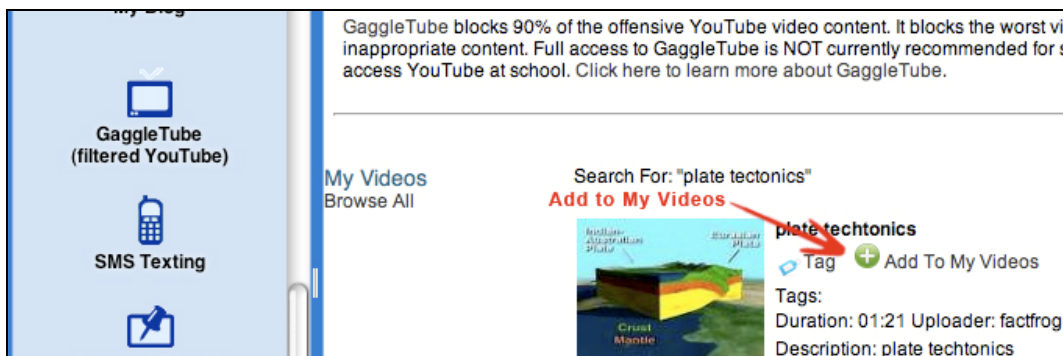
1. Select **GaggleTube** from the **Applications** panel on the left toolbar.



2. Enter search criteria in the text field and click **Search**.
3. Double click on the video to play video.

Saving and Tagging Videos:

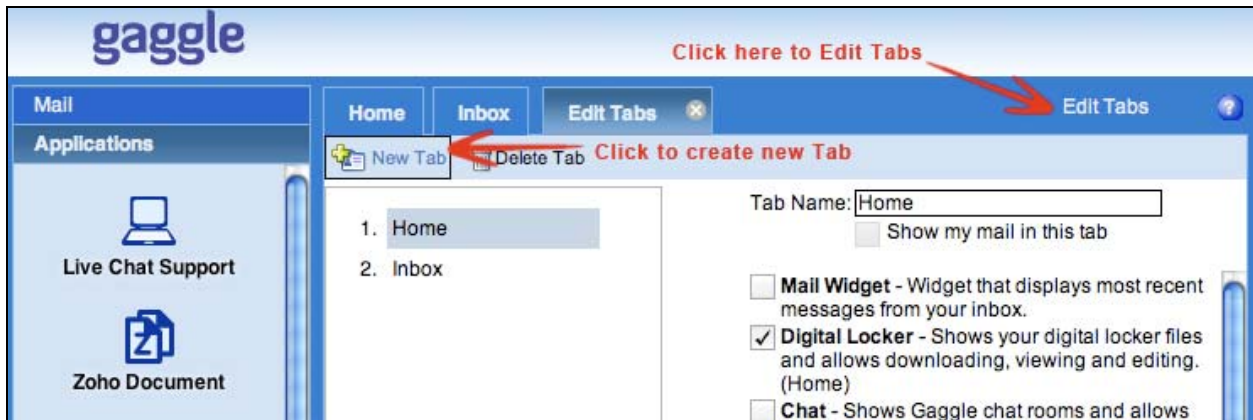
1. Select **GaggleTube** from the **Applications** panel on the left toolbar.
2. Enter search criteria in the text field and click **Search**.
3. Locate the desired video by using scroll bar.
4. Click the **Add To My Videos** button to the right of the video. The video can now be accessed from the **My Videos** link in the top left corner.



5. To tag a video, select the **Tag** link to the right of the video. All Tagged Videos will be added to the Gaggle Wide Library of approved videos for students to access.
6. Enter in the name of *New Tag* and click the **Add** button. The video can now be accessed from the **My Videos** link in the top left corner.

Widgets

The Home tab is the first page displayed upon login. This page allows for customized windows or widgets. Gaggle's applications and approved third party widgets can be displayed and customized for each individual user.



To Add Widgets:

1. Click on the **Edit Tabs** link in the top right hand corner.
2. Specify a tab by selecting the Tab's name in the left box pane.
3. Check the box next to each widget to be displayed on custom Home Page.
4. Click the **Update** button.

To Delete Widget from Home Page:

1. Click on the **Edit Tabs** link in the top right hand corner.
2. Specify a tab by selecting the Tab's name in the left box pane.
3. Uncheck the box next to each widget for removal from custom Home Page.
4. Click the **Update** button.

To Add a New Tab:

1. Click on **Edit Tabs** link.
2. Select the **New Tab** button.
3. Enter a tab name in the Text box.
4. Select the widgets to be displayed in the new tab.
5. Click the **Add** button.

To Remove Tab:

1. Select tab name from list.
2. Click the **Delete Tab** button located in the upper left hand corner of the Edit Tabs page.

To Change Tab Order:

1. Drag tabs up or down to rearrange order.
2. The top tab will be the default tab that displays upon login.

SMS Texting

Gaggle's SMS Texting provides safe teacher-to-student mobile texting with all incoming and outgoing text messages filtered and logged through the Gaggle SMS Gateway. Individual cell numbers are hidden and only Gaggle email addresses are displayed.

Registering Phone in Gaggle

1. Click on the **My Account** link located in the upper right hand corner.
2. Click on the **Basic** Tab.
3. Scroll to the bottom of the page and click on the **Add Mobile Device**.
4. Click the link to view the **Terms and Conditions** and select the **Accept** Button.
5. Follow instructions to register phone.
6. A text message will be sent to the registered phone notifying user the number has been validated and message and data rates may apply.



Send SMS Text Message through Gaggle:

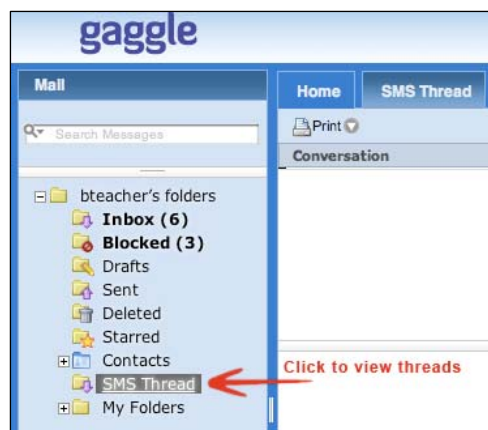
1. Expand application list and select the SMS Texting icon.
2. Click on the **To:** button to view registered users.
3. Click on the **Show Names From:** drop down menu to select from contacts, user groups, shared address groups, built in address groups, or school list.
4. Highlight registered user(s) (if user group is selected, Gaggle will populate how many users are registered within the user group) and click the **To:** button to populate recipient.
5. Click the **OK** button at the bottom of the window.
6. Type in message in the body of email and click the **Send** button.
7. All messages will be sent via email and text.
8. Registrants can reply to messages from their phone.

Text to Your Personal Social Wall:

1. If phone has not been registered, select the **Social Wall** icon located in the **Applications** panel.
2. Click on the **Register Mobile Device** link in the upper right hand corner.
3. Click on the link to view the **Terms and Conditions** and select the **Accept** Button.
4. Follow instructions to register phone.
5. A text message will be sent to the registered phone notifying the user that the number has been validated and message and data rates may apply.
6. On registered phone, text the word WALL before your message, type the message, and text to GAGGLE or 424453 and send the message.

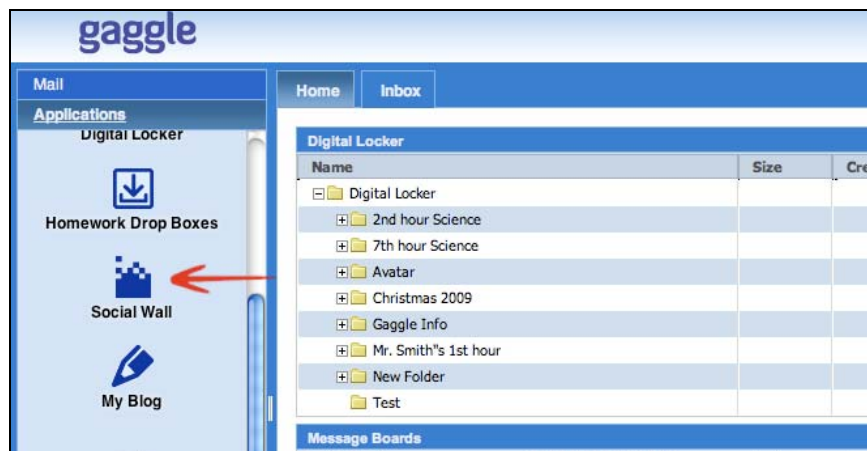
Viewing Message Threads:

1. Click on the **Mail** drop down in the left tool bar.
2. Click on the **SMS Thread** folder and highlight conversation to view thread.



Social Wall

The Gaggle Wall feature is a social networking page that allows users to stay in touch with friends and safely share information. Access your wall by selecting **Social Wall** from the **Applications** panel.



Post to your Wall:

1. Select **Social Wall** from the **Applications Panel** on the left.
2. Enter your post into the text box above your wall. Select the **Add Photo** button to add an image.
3. Click the **Submit** button.

Post or Comment on a Friend's Wall:

1. Select **Social Wall** from the **Applications Panel** on the left.
2. Click the **Friends** link in the top pane. Your friends will also be listed to the left of your wall.
3. Double click on a Friend's name in the list.
4. Enter your post into the text box above your wall. Select the **Add Photo** button to add an image.
5. Click the **Add Comment** link below an existing post to comment on a post.
6. Click the **Submit** button.

Add a Friend:

1. Select **Social Wall** from the **Applications Panel** on the left.
2. Click the **Friends** link in the top pane.
3. Select the **Add Friends** drop down to view the directory of users.
4. Select the Friends you would like to add and select the **Request As Friend** button.
5. The Friend request will be sent out for approval to the user(s).

Confirm Friends:

1. Select **Social Wall** from the **Applications Panel** on the left.
2. Click the **Friends** link in the top pane.
3. Select the **Friend Requests** tab.
4. Select the new Friend Request and click the **Confirm Request** button. Click the **Deny Request** button to deny the request.

Create a Group:

1. Teacher access level and above may create groups on the **Social Wall**.
2. Click on the **Create Group** link located in the bottom left hand corner of the **Social Wall**.
3. Type in the name of the group and description information in appropriate text fields.
4. Click on the drop down menu of **Group View Access** to select access to group.
5. Click on the drop down menu of **Join View Access** to select who may join group.

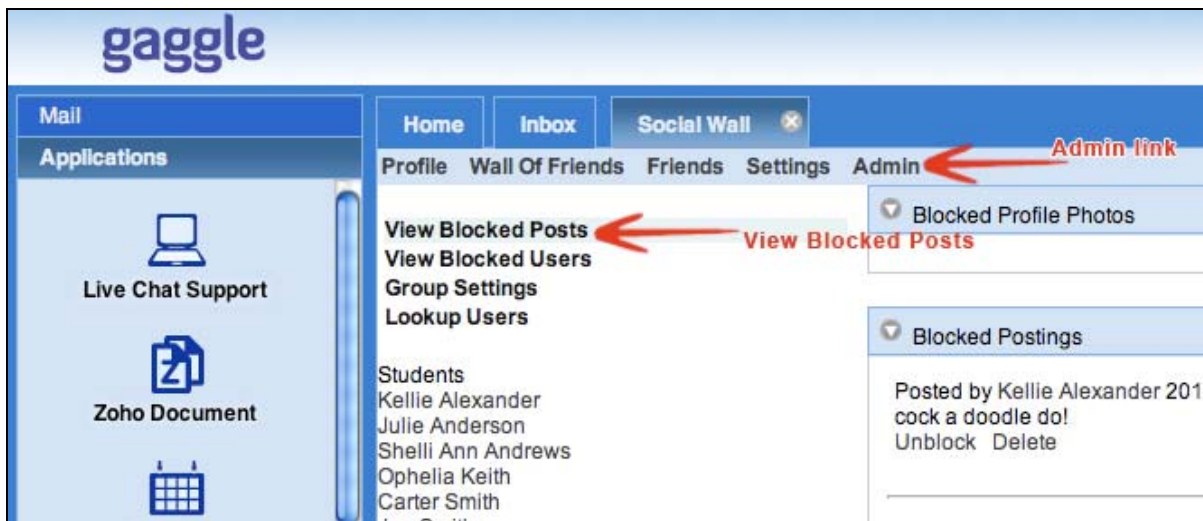
6. Click the **Save** button.
7. Users may click on the **Invite people to view the group** button to add specified users.

Admin Interface

Administrators can monitor their students Social Wall Admin Page. Access your Admin options by opening your Social Wall and selecting the **Admin** tab. Administrators can view blocked users, blocked posts, and student profiles from the Admin page.

View Blocked Posts:

1. Select **Social Wall** from the **Applications Panel** on the left.
2. Open the **Admin** tab in the top pane.
3. Click the **Blocked Posts** link.
4. All blocked posts and images will display with a link to either Unblock or Delete.



View Blocked Users:

1. Select **Social Wall** from the **Applications Panel** on the left.
2. Open the **Admin** tab in the top pane.
3. Click the **Blocked Users** link.
4. All students who violate the three strike rule will be blocked. Select the **Unblock** link to restore Social Wall access.