

HOW TO CREATE STUDENT ACCOUNTS IN GLOGSTER

Go to <http://edu.glogster.com/> and log into your Glogster account. If you are not already on your Glogster Dashboard page, click the “My Dashboard” tab at the top of the screen:

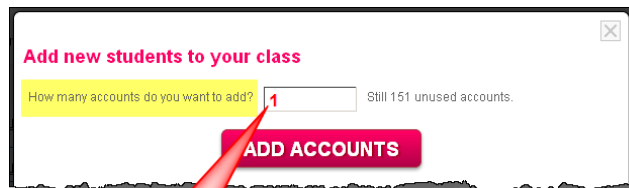


Scroll down your Dashboard page, and click the pink button that says “Add new students:”



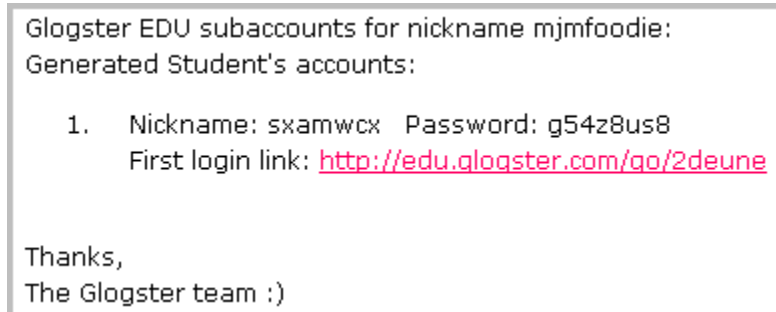
ADD STUDENT GLOGSTER ACCOUNTS MANUALLY:

1. When you are adding just a few students, it makes sense to add accounts manually. In this example, I will add one student account to my already existing class:



I could add any amount (up to my limit), but right now I just want to add one person.

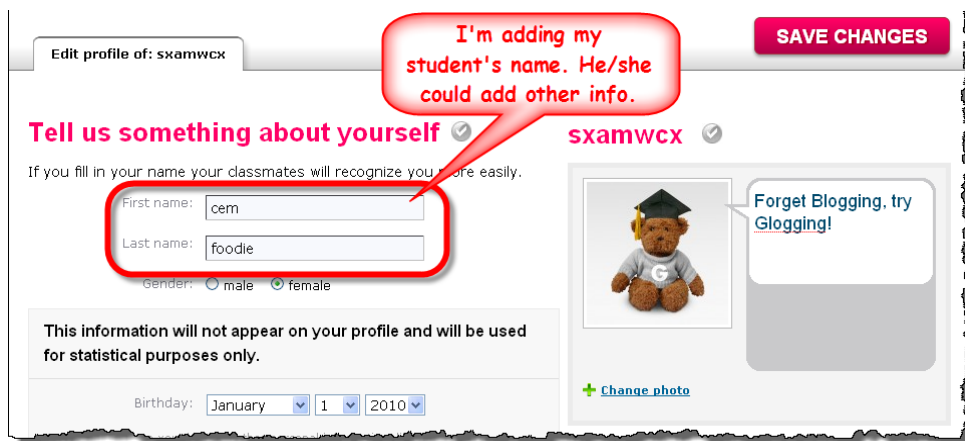
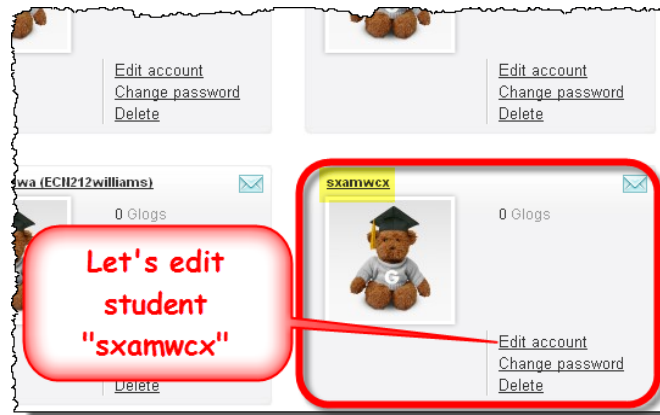
Once I click “ADD ACCOUNTS,” the new student account is automatically created. Glogster sends you an email confirmation with the password for this new account:



Notice that Glogster has generated a random name for that account, so I will want to go into “Manage Students” to add the student’s actual name to the account:



2. Now I need to scroll through the existing student accounts (you may not have any yet, which makes this part easy) to the end, where I will see the newly created student account. I can give this account specifics by clicking “edit:”



When you are done, click “SAVE CHANGES.” Now click the “My Dashboard” tab at the top of the page - “sxamwxc” shows as “cem foodie” in your Dashboard! It’s also easy to change the student’s password, or to delete the student’s account (you would want to do this at the start of a new semester, since the free glogster account limits you to 50 student accounts – the Glogster EDU premium allows 200 accounts):

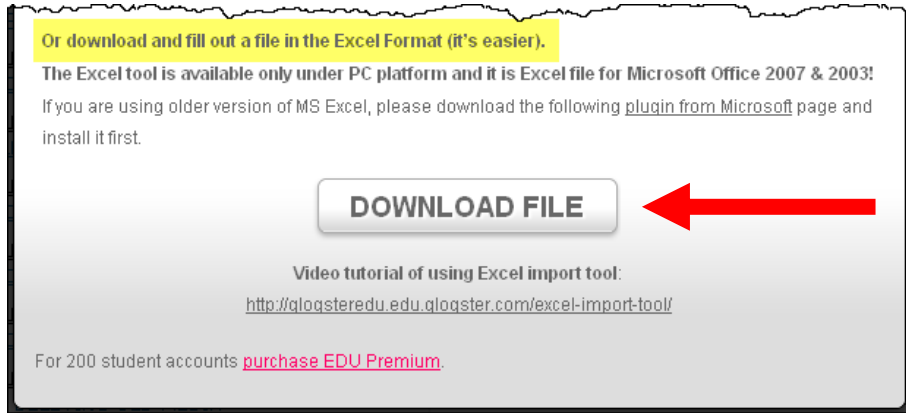


ADD STUDENT GLOGSTER ACCOUNTS VIA EXCEL:

1. Scroll down your Dashboard page, and click the pink button that says “Add new students:”



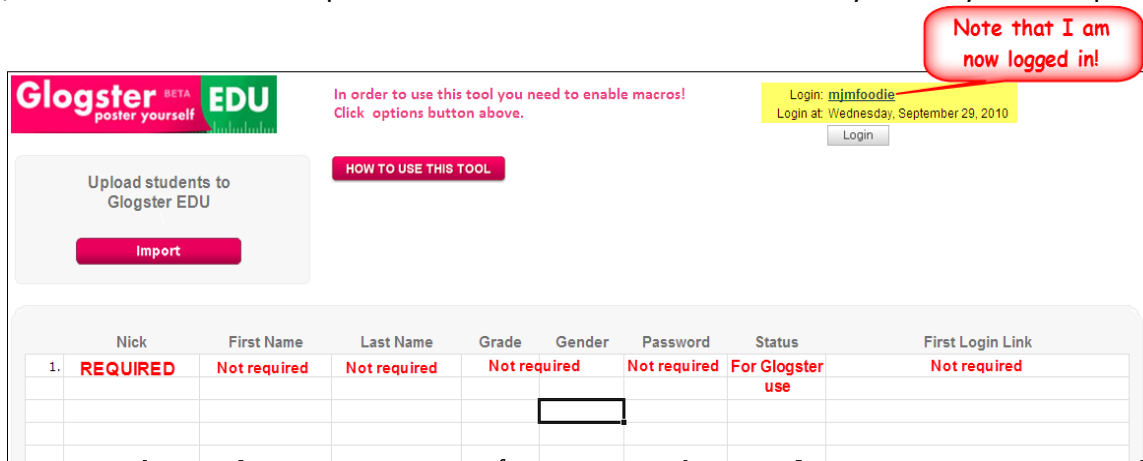
2. If you want to add a lot of students – say, an entire class – you can use the “Excel import tool” by clicking “DOWNLOAD FILE” (note, just below this button there is a link to video tutorial for using the import tool - <http://glogsteredu.edu.glogster.com/excel-import-tool>). This tool cannot be used to edit existing student accounts, only to add students. If you do not have MS Office version 2003 or 2007, you will need to download a Microsoft plugin (Glogster provides a link):



When you click the “DOWNLOAD FILE” button, you will download a special Excel file to your computer. Before you actually start entering any student information, you will need to log in to Glogster from inside the import tool (even if you are already logged in on the Glogster site) by clicking the “Login” button that is at the top of the blank Glogster spreadsheet:



Now, let’s take a look at the spreadsheet – how much information do you really need to provide?



The spreadsheet has a column for nickname, first and last names, grade, gender, status, and first login link. Not all of these are required, but there are some that you will want to complete:

“Nick” - the nickname column is the one REQUIRED element in this entire spreadsheet. The nickname must be at least 5 characters, but no longer than 30 characters; alphanumeric only, no spaces.

“First Name,” “Last Name” – the students’ first and last names are not required, but you **will** want to enter them so that you can tell who is who in Glogster, once the accounts have been created. This is pretty easy, if you already have the names in your own Excel spreadsheet – you can just copy and paste into the Glogster spreadsheet.

“Grade” – not required.

“Gender” – not required.

“Password” – not required, if you are willing to let Glogster generate a different random password for each student. As a personal preference, I start every student in my class with the same password (ecn212, so we can all remember), then I tell them to re-set their own password the first time that they log in to Glogster.

“Status” – this is not for your use, it is for Glogster’s – once you submit the students, Glogster will populate the “status” column by telling you whether the student account has successfully been created, whether it already exists, or whether it failed to create the account.

“First Login Link” – Glogster populates this column, as well.

Here’s how my spreadsheet looks, after copying the students names, creating nicknames, and creating passwords (again, the nickname is the only truly required element):

The screenshot shows a spreadsheet with the following columns: Nick, First Name, Last Name, Grade, Gender, Password, Status, and First Login Link. The rows contain student data. Two red callouts provide instructions: one pointing to the 'Nick' column stating 'Create a nickname (my personal naming convention is COURSEfirstnamelastinitial, e.g., I would be ECN212marym) for each student.' and another pointing to the 'Password' column stating 'I gave everyone the course name as an initial login password, but you could set up whatever you like.'

	Nick	First Name	Last Name	Grade	Gender	Password	Status	First Login Link
1.	ECN212martya					ecn212		
2.	ECN212alex					ecn212		
3.	ECN212codyb							
4.	ECN212andrewb							
5.	ECN212christinac							
6.	ECN212codyd							
7.	ECN212brandond							
8.	ECN212kristinad							
9.	ECN212barryh					ecn212		
10.	ECN212marij					ecn212		
11.	ECN212johnj					ecn212		
12.	ECN212pawelk					ecn212		
13.	ECN212tawnym					ecn212		
14.	ECN212kylem					ecn212		
15.	ECN212veronicam					ecn212		
16.	ECN212paulm					ecn212		
17.	ECN212petern					ecn212		
18.	ECN212nickp					ecn212		
19.	ECN212tonyr					ecn212		
20.	ECN212alexs					ecn212		
21.	ECN212ryans					ecn212		
22.	ECN212colbyw					ecn212		
23.	ECN212trentw					ecn212		

When you have finished filling out the student information, just click the pink “Import” button that is in the upper left-hand side of the import tool page:



3. Success!! After submission, all of the rows in the spreadsheet should show up in blue, and say "imported" in the status column:

	Nick	First Name	Last Name	Grade	Gender	Password	Status	First Login Link
1.	ECN212martya	Martya	Johnson			ecn212	Imported	http://edu.glogster.com/go/xbch61
2.	ECN212alex	Alex	Johnson			ecn212	Imported	http://edu.glogster.com/go/4rn1ex
3.	ECN212codyb	Cody	Johnson			ecn212	Imported	http://edu.glogster.com/go/rnlj4t
4.	ECN212andrewb	Andrew	Johnson			ecn212	Imported	http://edu.glogster.com/go/4rn1ex
5.	ECN212christinac	Christina	Johnson			ecn212	Imported	http://edu.glogster.com/go/a765mz
6.	ECN212codyd	Cody	Johnson			ecn212	Imported	http://edu.glogster.com/go/x0tb4l
7.	ECN212brandond	Brandon	Johnson			ecn212	Imported	http://edu.glogster.com/go/vc4yu7
8.	ECN212kristinad	Kristina	Johnson			ecn212	Imported	http://edu.glogster.com/go/4rn1ex
9.	ECN212barryh	Barry	Johnson			ecn212	Imported	http://edu.glogster.com/go/w5czj6
10.	ECN212mollii	Molli	Johnson			ecn212	Imported	http://edu.glogster.com/go/0vtqyc
11.	ECN212johnj	John	Johnson			ecn212	Imported	http://edu.glogster.com/go/o5j890
12.	ECN212garrettk	Garrett	Johnson			ecn212	Imported	http://edu.glogster.com/go/qzmmzm
13.	ECN212tawnym	Tawni	Johnson			ecn212	Imported	http://edu.glogster.com/go/2kil8y

Each student has a unique initial login link.

When I see "Imported," I know that I've been successful.

It's one thing to see the word "imported" in the spreadsheet – does that mean that the students are now all in Glogster? If you just check your Glogster Dashboard page, you will see an email confirmation (you will also receive an email notification in the email account that you registered with when you created your account), and more importantly, if you click the tab that says "Students," you should see individual student accounts for each of the students that you just added using the Import tool.

The screenshot shows the Glogster dashboard interface. On the left, a message from "GlogsterEDU" is highlighted with a red circle and a callout bubble that says "email confirmation...". The message text includes "GlogsterEDU, 6 minutes * (new!) Glogster EDU subaccounts for nickname :". On the right, the "Classes (EDU Premium)" section is visible, and the "Students" tab is circled in red with a callout bubble that says "... or just click the 'Students' tab." Below the "Students" tab, there are three student account cards, each showing "0 Glogs" and a checkmark.

You can come back and add more students later, as long as you don't go beyond the allotted limit – with a free Glogster EDU account, you get 100 students (with the premium account, which costs \$12/month or \$99/year, you get 200 students).

The screenshot shows the Glogster dashboard with the "Students" tab selected. A callout bubble says "I already have some students that I have added . . .". Below this, another callout bubble says ". . . but I could add more." The interface shows a grid of student account cards, some with names like "Andrew Nathan", "Amanda Thomas", and "Alex Thomas". At the bottom of the grid, there is a red button labeled "Add new students" and a grey button labeled "Manage students". The text "49 students - show all" is visible at the bottom right of the student grid.