



[Back](#)

Check out Gaggle's Free Webinars: <https://www.gaggle.net/blog/webinars>

Student and Teacher Login

Email: @gaggle.net [Click here if your email ends in something different.](#)

Password:

Login



Forget your password?

Click here to get your password by email or by phone.



Get your login information using your phone.

If you do not have your login information, [click here](#) to see if you can get your account c
Gaggle's phone based account retrieval system.



Have a new user key?

Did your teacher give you a 'new user key'? If so, [click here](#) to activate your account.

You must click on this link and then enter your [username@jvps.org](#)

The default goes to Gaggle's domain

Welcome, L
Simp
My Account, Log O

gaggle

Mail Home Inbox My Account Edit Tabs

Search Message

Isimpso
Inbo
Draft
Sent
Dele
Star
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Fi
Fi
M
SMS
My F
G
JV
M

Social Wall
View Your Profile
Share with your friends

Your Blog
• No entries for this feed.

Weather
Rio Rancho, NM
82.7°F
Current: Sunny
Wind: WSW at 10 mph
Humidity: 10%

TUE WED THU
56° | 80° 59° | 83° 59° | 85°
FRI SAT

Agenda
View Calendar - New Event

Homework Drop Boxes
All Homework Drop Boxes

Name	Subject	Date

Message Boards

Name	Pe	Last	Last	Teac
[-] Cer				
[+] Jen				
[+] Edu				
[+] Gaç				
[-] Spe				
0				Lisa Si

Applications
Portal Links
District Admin

Select **My Account** to make changes to your account such as setting up an alternate email address or forwarding messages to another account

Welcome, Lisa Simpson
My Account , Log Out

gaggle

Mall Home Inbox My Account Edit Tabs

Save Cancel More Settings

Basic Advanced Classes User Groups Auto Reply Signature

Isimpso
Inbo
Drafi
Sent
Dele
Star
Arch
Cont
D
Fi
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M
SMS
My F
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J
M

Applications
Portal Links
District Admin

User ID 5578390
School Name [Central Office](#)
First Name Lisa
Middle Name
Last Name Simpson
User Name Isimpson
New Password
Retype Password
Force Password Change
Outside Email [leesimpson@hotmail.com](#) [remove](#)
[Add Outside Email](#)
Access Level District Master
Parent Account No
Administrator
Human Monitor Same As School
Staff/Student ID
Graduation Year
Mailbox Storage Limit 4.862 MB used of 7168.0 MB (0%) [Recalculate](#)
Theme Same As School
Creation Date 01/23/2008
Last Login 06/14/2011
Group List
Forwarding Email Address [1.lisa.simpson@gmail.com](#) [remove](#)
[Add a Forwarding Address](#)
Mail Forwarding Copy all mail to forwarding email address [What's this?](#)
Mobile Phone Registration: [Add Mobile Device](#)
Auto Mail Check Every 5 minutes

Add **outside email** address – this is used in case you forget your password, reset directions will be sent to this address.

Forwarding email address is used for forwarding to an alternate email address. Several options for “mail forwarding” options are available.

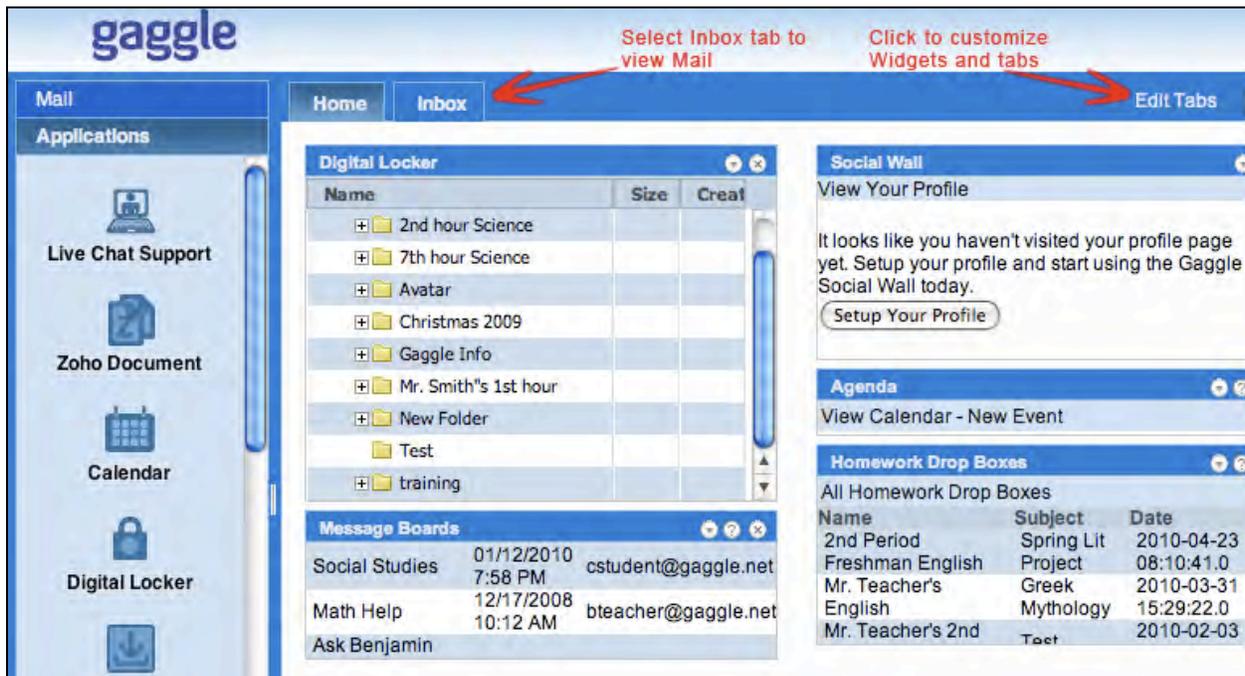
Auto mail check: recommend every 5 minutes.

Home Page

Home

The Home tab is the first page displayed upon login. Here you will see your customized windows or widgets. Gaggle's tools such as Digital Locker, Social Wall, and Calendar can be displayed in Widget form on the home page. Locker files, Drop boxes, Calendars, etc... can be accessed directly by clicking on them from this page.

The windows can be reorganized by clicking and dragging and dropping them to the desired position. Click the "x" symbol in the top right to remove a widget. Select the down arrow in the top right to hide a window. The Widgets can be customized by selecting Edit Tabs link in the top right.



Edit Tabs

Select the **Edit Tabs** link in the top right to customize your tabs and widgets. From this screen you can add and remove widgets for specific tabs. Third party Widgets such as Famous quotes and Weather alerts can also be added.

Change Tab Order:

By default the **Home** tab will display upon initial Login. The default Tab can be changed to the **Inbox** tab or any custom tab. To change the default tab, drag the tabs up or down to rearrange their order. The top tab will be the default tab that displays when logging in.

Add a Tab:

1. Select the Edits Tabs link.
2. Enter the tab name in the Text box.
3. Check off the widgets you want to display in the new tab.

4. Click add.

Select a tab name from the list and click the **Delete Tab** button to remove it.

Add or Remove Widgets:

1. Select the **Edit Tabs** link.
2. Specify a tab by selecting the Tab's name on the left.
3. Check or uncheck the desired Widgets from the list.
4. Click the **Update** button to save.

Changes to your Widget settings will not appear until next login.

Email

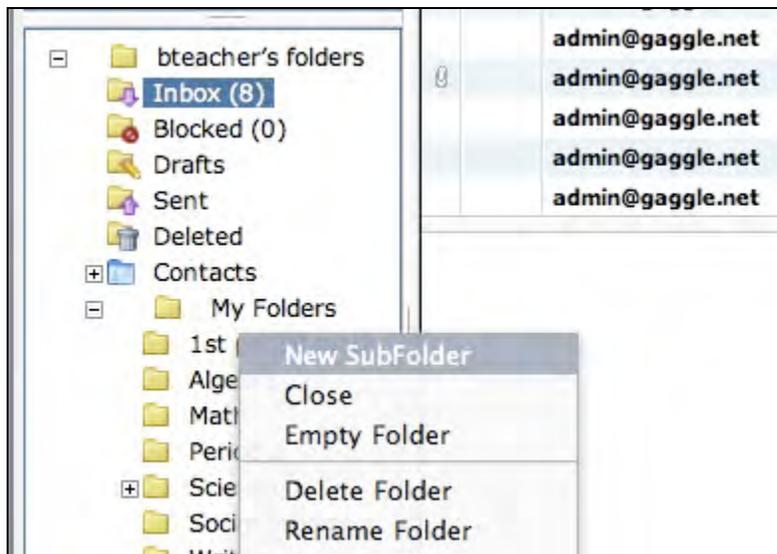
Inbox

After logging into Gaggle, select the **Inbox** tab to view your mail. All new mail will appear in this folder. Users can view their email by clicking on a message and viewing the message in the bottom reading pane or by double clicking the message to view as a full screen in a separate tab.

From the Inbox, users can choose to read any message, move a message by dragging and dropping into the appropriate folder, translate the message to another language, click on the audio feedback button, and sort email by the From, Subject, Date, and Size headers. To delete a message, right click on an email and select **Delete** or highlight the message and select the **Delete** button at the top of the page.

Creating and Deleting Folders

Users can create and delete personal folders for their Gaggle account. These personal folders can be given any name and are a great way to store messages that relate to specific topics. To create a folder, right click on the **My Folders** link located in the left pane. Select **New Folder** and the new folder will appear and allow you to name the new folder. Once the folder is named, right click to create a subfolder or empty, delete, and rename that folder. Messages can be dragged and dropped from the inbox to a desired folder. When a user deletes the folder, all of the messages from the folder will be moved to the Deleted folder.



Language Translator

Gaggle's Language Translator makes it easy for students to communicate with other students around the world. The Language Translator can translate bi-directionally from 15 different languages, including Spanish, French, German, Japanese, Simplified Chinese, Traditional Chinese, Korean, Russian, Italian, Portugese, Greek, Dutch, Arabic, Swedish, and Creole.

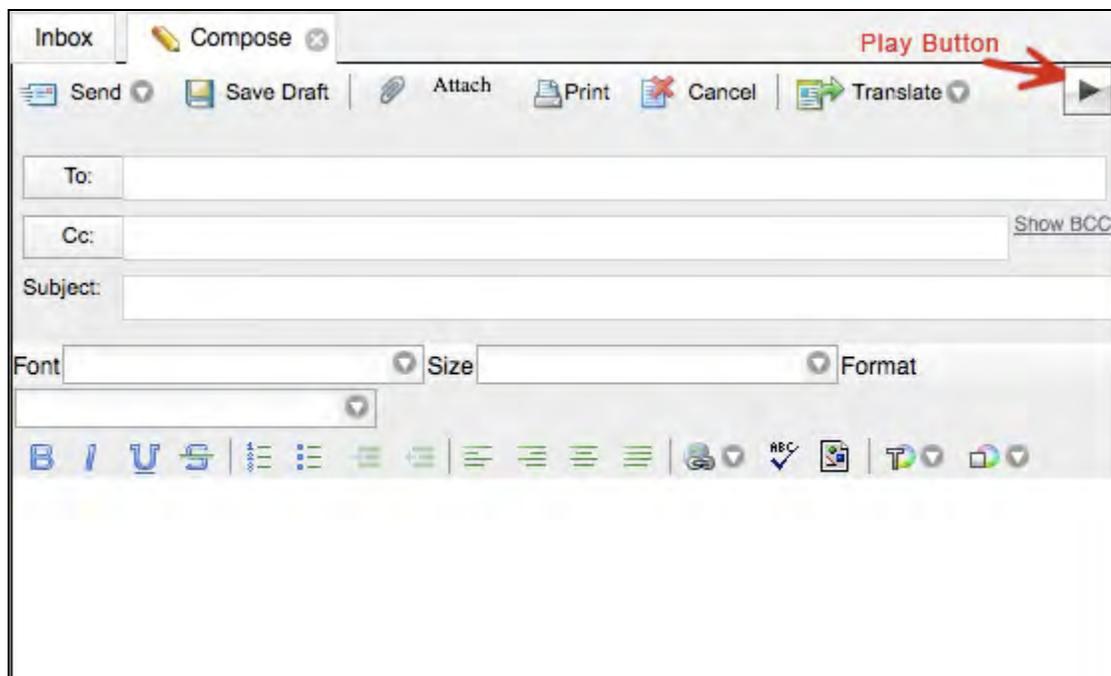
The Language Translator can be turned on or off from the **School Setup** page or for individual users via the **User List**. When the feature is turned on, the list of languages and a **Translate** button will appear on the Inbox, Compose, Message Board, Homework Dropbox, and Blog screens. After users compose an email in English, they can choose a language from the drop down menu, and click the **Translate** button.

The text in the message box will be converted to the chosen language. After the message is translated, a document with the original English text will be attached to the email. Users can also convert incoming emails to English using the same process. All messages are compared to the school's Blocked Word List for inappropriate content no matter what language is used as soon as the Translate button is clicked. If an inappropriate word is found, the translation is not done, and students see a pop up informing them the offending text has been sent to their administrator. Notices of inappropriate use of the translator will go to the assigned administrator's inbox.

Auditory Feedback System

Gaggle's Auditory Feedback System (AFS) enables students and teachers to receive audible reinforcement with all outbound and inbound emails, blogs, homework drop box, and message board posts. The Auditory Feedback System provides audible reinforcement for students to enhance their literary success.

The AFS feature can be turned on or off from the School Setup page or for individual users from the User List. When the feature is turned on, a play button will appear on the right side of the screen. This will appear in the reading pane for all message folders, Message Board postings, and Homework Drop Boxes. In Gaggle's blogs, you will see a clickable link that says **Say It** below each blog entry and comment. When this button or link is clicked, the AFS will read the text aloud.



The AFS feature will scan the text in a message and compare it to the school's Blocked Text List before it is read aloud. If students try to activate the AFS on a message with inappropriate text, they will receive a message saying their text has been blocked because of an improper word. A message will then be sent to the student's administrator and the **Play** button or link will be disabled on that page.

Gaggle has provided 5 different voices for reading the text aloud. Samples of these voices can be found on the School Setup page under the Audio Voice option. Gaggle also provides two voices for both Spanish and French. When the AFS is used with the Language Translator, Gaggle will automatically switch to a Spanish or French voice when reading aloud in either of these languages.

Compose Screen

There are several ways to get to the Compose screen; however, the most common method is by clicking on the **Compose** button in the **Mail** panel on the left. The Compose screen allows users to compose messages to be sent over the internet. Recipients can be added by clicking on the **To** button and selecting an address from the Contacts box or by typing an email address in the **To** field. Compose a message in the message field and click **Send** in the upper left hand corner. Multiple addresses can be added in the **To** field if they are separated by commas.

Detailed explanations of the controls are below.

To: Clicking on the **To** button will display a Contacts box with a drop down menu containing several different categories. Users can show names from My Contacts, which will display both their individual contacts and any groups they have created: User Groups, Built In Address Groups, or the school's Directory. Select a name from the menu and double click to see the address in the To field or click on the name and click the **To** button to see the address populate in the To field.

CC: This button allows users to create a carbon copy list for the email. This is simply a list of additional recipients. Users at the Staff access level and higher also have the option of using the BCC. This option allows users to send a blind carbon copy of a message. BCC means each recipient will not be able to see who receives the email. The BCC option is not available for student users.

HTML: The HTML toolbar allows users to compose messages with different fonts, colors, bold, italics, input images, conduct spell check, etc.

Save Draft: This button saves the message to the Drafts folder to be modified later before sending it out.

Spell Check

To check the spelling in an email, click the **Spell Check** button on the HTML toolbar. A new window will open showing a user each misspelled word, one at a time, in the Word Not Found field. The spell check will then suggest a replacement for the misspelled word and other spelling suggestions.

Click the **Replace** or **Replace All** buttons to replace the misspelled word with the chosen suggestion and move on to the next word. The **Ignore** or **Ignore All** buttons can be used to ignore the misspelled word and skip to the next word. By clicking the **Learn** button, users can add a particular word to their personal dictionary. The **Finish** button will exit the spell check and return you to your email.

Contacts

The Contacts folder is located below the mail folders in **Mail** panel on the left. This folder allows users to add any number of address listings for friends and colleagues. To add a contact, click on the Contacts folder and select the **Add Contact** button in the upper left hand corner of the screen to populate new address information. Users can also drag and drop names from the directory page or drag and drop names from received emails into the contacts folder. These addresses will appear in the section titled “My Contacts” when the **To** button is selected on the Compose screen. The **To** button is a fast way to find a recipient's address. If a new message or reply is sent to an address that is not already in the Contacts list, the user will be asked if the address should be added.

My Groups

Click on the “+” symbol next to the **Contacts** folder to view **My Groups**. My Groups are personalized distribution lists. By selecting one of the groups from the **To** button on the Compose screen, users can quickly send an email to multiple recipients.

My Groups are a grouping of the individual addresses from the Contacts folder. There is no limit to the number of addresses that can be put into My Groups.

To create personal Groups:

1. Right click on **My Groups**, then click **Add New Address Group**. A New Address Group icon will appear. Type the name of the Address Group in the box to the right of the icon.
2. Users can choose addresses from their Contacts List and/or the Directory. Click the **Contacts** or **Directory** link to open that list in a new tab.
3. Drag and drop names into the folder from the Contacts list or Directory list. Users can select several users at once by holding the control or the shift key while clicking on names.

Addresses can be added to an existing Group by selecting the Group icon and clicking on the **Add Contact** button. Populate the information in the text fields accordingly. Addresses can also be added to an existing group by dragging and dropping names from the directory into the correct group.

Once a group has been created, users can click on that group to view options, to add contacts, edit, delete the group, change the address group type, or send an email to that specific group. The following describes the available Address Group options:

Address Group BCC Recipients: The individual recipient addresses will not be visible. A Reply from the recipient will go just to the sender. (A Reply All will also only go to the sender.)

Address Book CC Recipients: A reply from a recipient will go just to the sender. A Reply All will go to all members of the group, whose Addresses will be visible in the To field.

Mailing List: By marking a group as a Mailing List, the user will be able to create a name for the group, such as ScienceTeachers. When replying to an email sent to this Group, the individual addresses will not be visible. The reply will be sent to all the members, shown as, groupname@addresses.gaggle.net or as in the example above scienceteachers@addresses.gaggle.net.

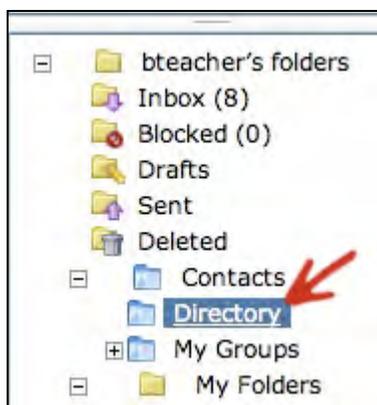
Restrict Email from Non-List Members: Only users that are members of a particular group will be allowed to send email to that specific group.

Directory

The Directory screen is a quick way to find email addresses for other Gaggle users in the school or district. The Directory link is located on the left hand toolbar on the main page under the **Contacts** folder. Users can quickly email anyone on the list, drag and drop names into their Contacts folder or their Group folders and access other users' Digital Lockers, Profile Pages, and Blogs.

Access the Directory:

1. Open the **Mail** panel on the left.
2. Click the "+" sign next to **Contacts** to open the folder.
3. Click the **Directory** Link to view the directory.



Search Feature

Gaggle provides users with an advanced search feature to easily search all email messages by keyword, address, etc. To use the search feature, simply enter text in the box provided in the upper left hand corner next to the magnifying glass icon. Hit enter to generate results in a new tab. Gaggle's search feature provides many different search options to give users optimal search results. The following sections describe the various search options.

Advanced Searches

The Advanced search feature allows users to select more information on their searches such as dates, subject, body, to, from, and attachments in an email. To select Advanced search, click on the magnifying glass in the search box and select Advanced Search.

1. Open the **Mail** panel on the left.
2. Click the Magnifying Glass in the search field and Select **Advanced Search**.
3. Enter the search criteria and click **Search**.

School/District Administrator and Masters can choose to search either their own mail, or the messages of all the users in the school. This can be done by clicking the **All Users** or **Your Mail** button in the search window. District Administrators and Masters can search mail in any or all schools within the district by highlighting a single school or checking the **All Schools** box.

Wildcard Searches

Gaggle's search feature supports the use of single and multiple character wildcard searches. To perform a single character wildcard search, a user should use the "?" symbol in the term. To perform a multiple character wildcard search, a user should use the "*" symbol in the term. The wildcard search symbols cannot be used as the first character of the search criteria.

The single character wildcard search will yield results that match the term provided in the search field with the single character replaced. For example, to search for "small" or "smell" a user can use the search: sm?ll.

A multiple character wildcard search will yield results that match the term provided in the search field with 0 or more characters replaced. For example, to search for the words "party" or "parties", a user can use the search: part*. Multiple wildcard searches can also be used in the middle of a term if necessary.

Boolean Operators

Boolean operators allow users to combine terms in a specific search. Gaggle's Search feature supports the following Boolean operators: AND, "+", OR, NOT, and "-." When using a Boolean operator, it must be entered in all capital letters in the search field.

OR:

The OR operator links two terms and finds matching emails in which either of the terms exist. The OR operator is the default operator in any search. For example, to search for an email that contains the word "test" or "exam," use the search: test OR exam.

AND:

The AND operator finds matching emails where both terms exist anywhere in the text. For example, to search for an email that contains the words "music" and "program," use the search: music AND program.

+:

The "+" operator requires that the term following the "+" symbol in the search field must exist somewhere in the text of an email. For example, to search for an email that must contain the word "internet" and may contain the word "safety," use the search: +internet safety.

NOT:

The NOT operator excludes all email messages that contain the term after NOT in the search field. For example, to search for emails that contain the word "computer" but do not contain the word "lab," use the search: computer NOT lab.

-:

The “-“ operator excludes all email messages that contain the term after the “-“ symbol in the search field. For example, to search for emails that contain the word “principal” but do not contain the word “meeting,” use the search: principal-meeting.

Grouping

The grouping function allows users to group together two or more Boolean operators using parentheses to further control the results of their search. For example, to search for an email message that contains either the word “test” or “exam” and the word “science” use this search: (test OR exam) AND science.

Fuzzy Searches

Fuzzy searches allow users to search for words that are similar in spelling to the term entered in the search field. To perform a fuzzy search, use the “~” symbol at the end of a single term. For example, to find words that are similar in spelling to the word “cat,” use this search: cat~. This search would yield results for words such as cats, hat, and mat.

Proximity Searches

Proximity searches allow users to find words that are within a certain distance from each other in a single email. To perform a proximity search, use the “~” and a number at the end of a phrase in the search field. For example, if a user wanted to search for the words “school” and “achievement” within a certain distance from each other in an email, he or she would use the search: “school achievement”~10. This would search for these two words within 10 words of each other in an email message.

Escaping Special Characters

When a user is performing a search that contains a special character which is also part of one of the searching methods described above, a user can neutralize the character by placing a “\” in front of it. For example, if a user is searching for an email that contains the word “a**,” he or she can use this search: a**. By placing the “\” in front of the “*” it allows this character to be included as part of the actual search rather than as a wildcard character described above.

Setting Personal Account Options

Select the **My Account** link in the top right to set your personal options. Depending on the access level of the user, different settings can be changed. These options include, but are not limited to, user name, full name, and password.

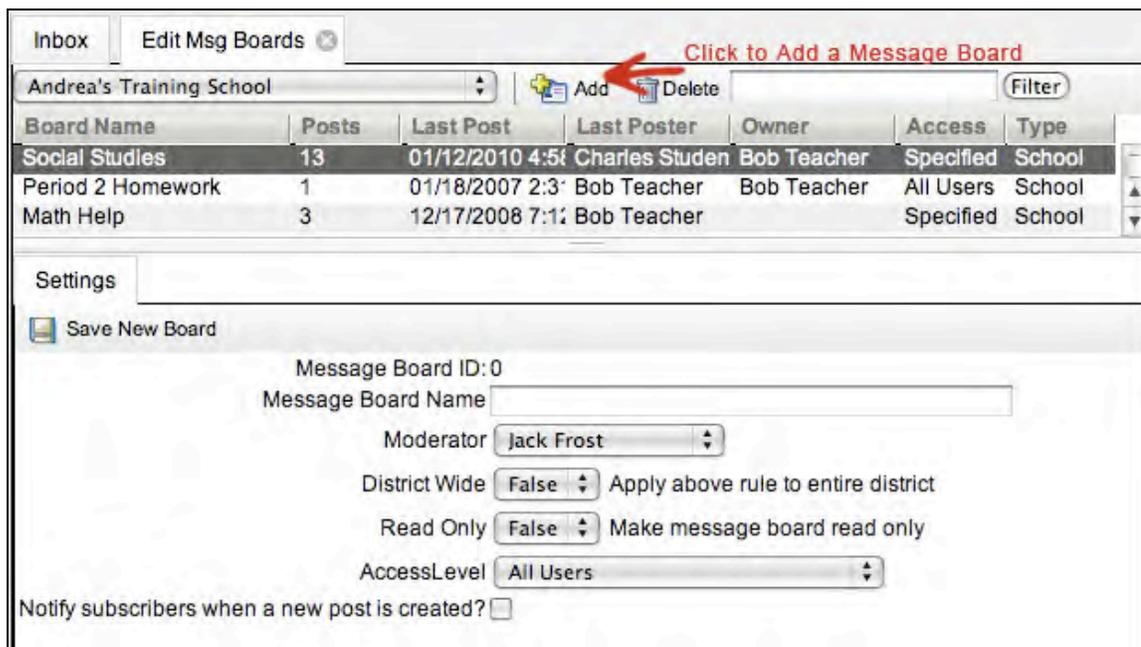
The following sections explain some of the more common fields and settings on the My Accounts page. There are several other items on this page that provide additional settings or account information. They will be more thoroughly explained throughout the following chapters of this guide.

Changing a Password

Creating Message Boards

Any user with School Teacher access level or higher can create message boards. The steps below describe how to create a message board:

1. Open the **Admin** panel on the left and select **Edit Message Boards**.
2. Click **Add** to create a new Message Board.



3. Click **OK** in the popup box.
4. Name the Message Board, select a Moderator, and select the Board type.
5. To make the Message Board District Wide or Read only, select **True**.
6. For the Message Board to be accessible to a specific group, click on **Specified Users** from the **Access Level** drop down menu.
7. Click **Save** to activate the Message Board.
8. If the Specified Users option was selected, click on the new Message Board from the list to activate the Specified User List. Select **Add Members** to select specific users.

Reading and Posting to Boards

Below are step-by-step instructions for reading and posting to the message boards:

1. Open the **Applications** panel on the left and select **Message Boards**.
2. Choose a category, such as Gaggle Wide Message Boards by clicking the + sign.
3. By default, the posts are organized by date with the most recent post at the top. Teachers and students can view the posts by topic, email address of the poster, date posted, and latest reply. Click on selected sub header to have the message board sorted by your preference.
4. Double click one of the subjects to view the post. This screen will display the message board posts with topics listed as folders. Click the + sign to the left of the folder to view the threaded replies to that topic.
5. Click a specific post in the thread to display it in the reading pane.

6. Clicking the **Reply** button will bring up the reply form. Users can alter the subject and type their message. The HTML Tool Bar is available on each reply and allows users to post images, conduct a spell check, change the font, text color, etc. When finished, click the **Submit** button.

Deleting Posts

School Administrator level and higher can delete any post from the message boards set up in a school. Users with Teacher level access can delete posts from the message boards for which they are listed as the owner. Posts can be deleted by highlighting the post title in the list and clicking the **Delete** link in the top tool bar. Student users cannot delete message board posts.

Filtering of Message Board Posts

Each time a student makes a post to a message board, it gets compared against the school's Blocked Text List. If any rule from the Blocked Text List is violated, the post will not get added to the message board. The student will see a notification and an email with a copy of the offending post will be sent to both the administrator assigned to the student and the educator who owns the message board.

Each message board is assigned to a particular educator much like the students are assigned to an administrator. The message board owner is generally the educator who created the message board, but the boards can be reassigned to a different educator as needed.

If the student belongs to a different school than the owner of the message board, then the student's post will be compared against both sets of Blocked Text lists. For example, suppose a student makes a post to a Gaggle wide message board. The student's post will be compared against the school's Blocked Text List and the Blocked Text List for the Gaggle group.

Digital Lockers

Overview

The Digital Locker is an online file storage system for each user, similar to a network drive. Users can store files on the Gaggle servers and can access them from anywhere there is an internet connection. For example, students can upload a word document at school and download the file at home to finish as homework. There is no need for jump drives and the risk of viruses is greatly reduced. All files are checked for viruses when they are uploaded and again before they are downloaded from the servers.

The Digital Lockers are also a great way for teachers to store class notes, permission slips, and school information or function as an online homework portfolio. Teachers can store files in their locker and email their students with the location of the file. Students can then either email the file back to their teacher or upload the file to their own Digital Locker.

The subscription version of Gaggle includes 200 megabytes of storage for email and files, while the free version includes 2.5 megabytes of storage.



Uploading Files

To access the Digital Locker, open the **Applications** panel on the left and select **Digital Locker**. The following steps describe how to upload a file to the Digital Locker.

1. Clicking **Add File** will bring up a browse window. Double click on the desired file to upload the file into the Digital Locker.
2. Uploaded files will not be shared by default. Click the **Not Shared** link to share a file.
3. Users may also organize their files by adding folders. To create a file folder, click on **Add Folder** and type in the name of the new folder. When finished, click enter. To add files into the folder, drag and drop files into the folder using the mouse.

*Educators can view all files for any user with an access level below their own. For example, a School Administrator can view all files of a School Teacher.

If a user's access level is School Teacher or higher, the student lockers can be accessed from the User List. A locker link is clickable for each user in the list. The Locker is also accessible on the **More Settings** menu at the top of an individual user's data page.

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.

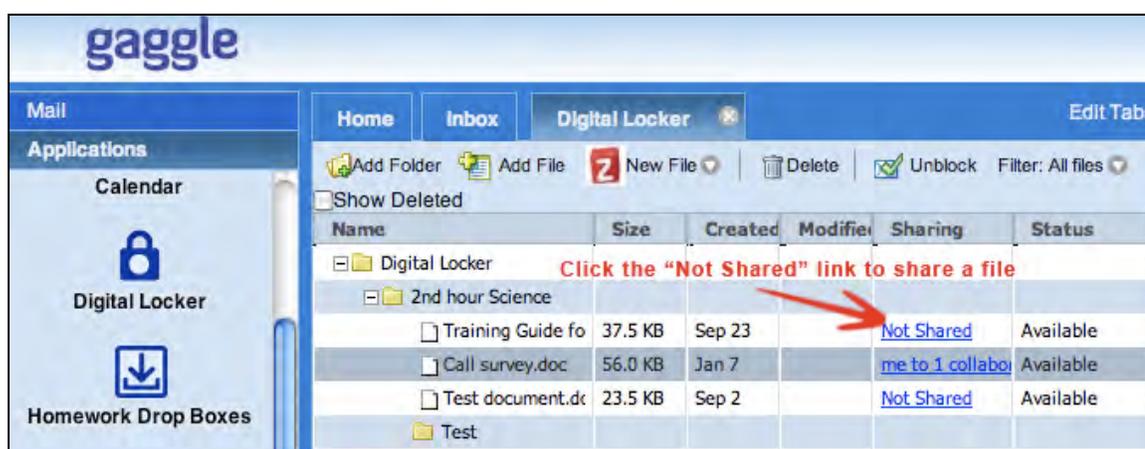
Deleted files can be undeleted by teachers. To permanently remove a file from the system, delete the file a second time.

Sharing Files

Digital locker files can be shared with other users. Shared files can be accessed and edited from the digital locker.

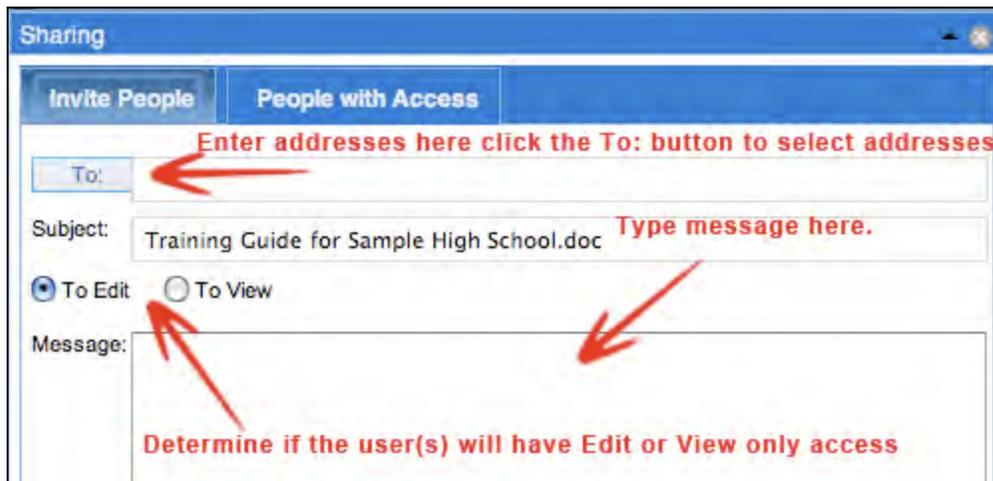
Share a File:

1. Open the **Digital Locker** from the **Applications** panel on the left.
2. Select the **Not Shared** link next to the file to bring up the Sharing window.



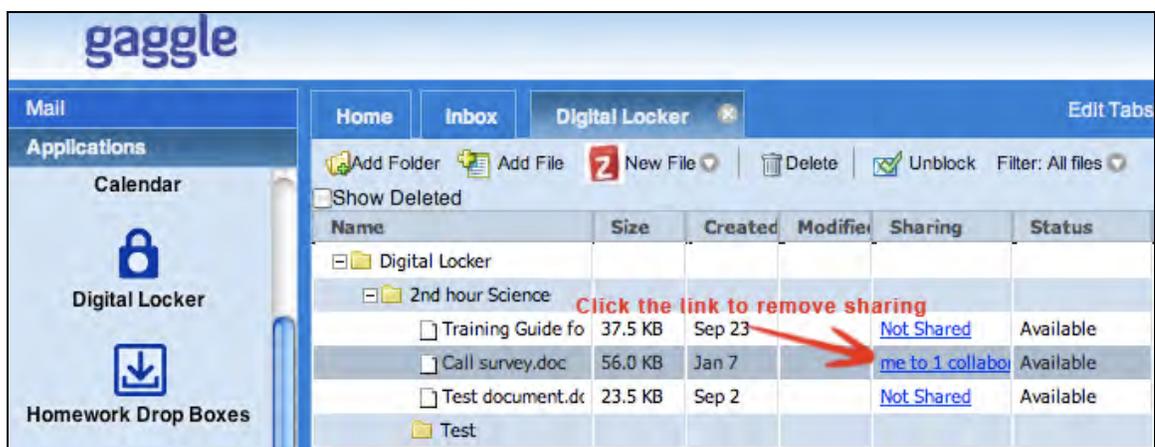
3. To select users to share the file with, click on the **To:** button. This will bring up the Select Names menu that allows you to choose from your contacts, directory, user groups, and built in address groups.
4. Once users have been selected, click on the **To->** button at the bottom of the window to populate the 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 on the **OK** button at the bottom of the window.
6. Select the **To Edit** radio button to allow Edit access with the shared contacts. Select the **To View** button to make the shared document Read Only.
7. You may add a message that will be sent to all the shared contacts. This is optional.

- Click **Invite & Send**. The file will now show in the specified users' Digital Lockers.



Remove Shared Access:

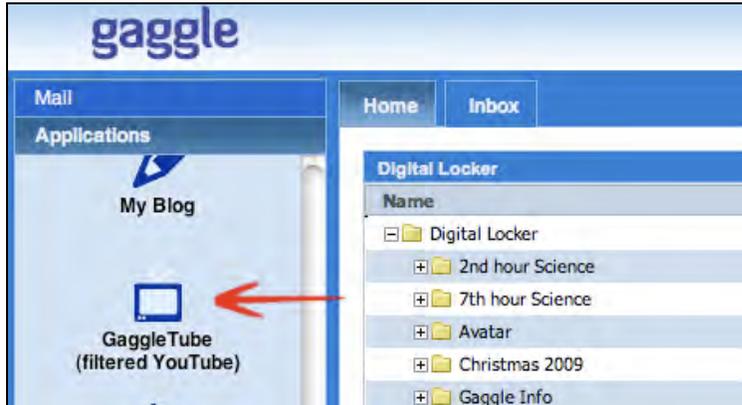
- Click on the **me to # of collaborators** link next to the files.



GaggleTube

GaggleTube

GaggleTube offers a filtered version of YouTube. Teachers can find, preview, and play videos for their students even if 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

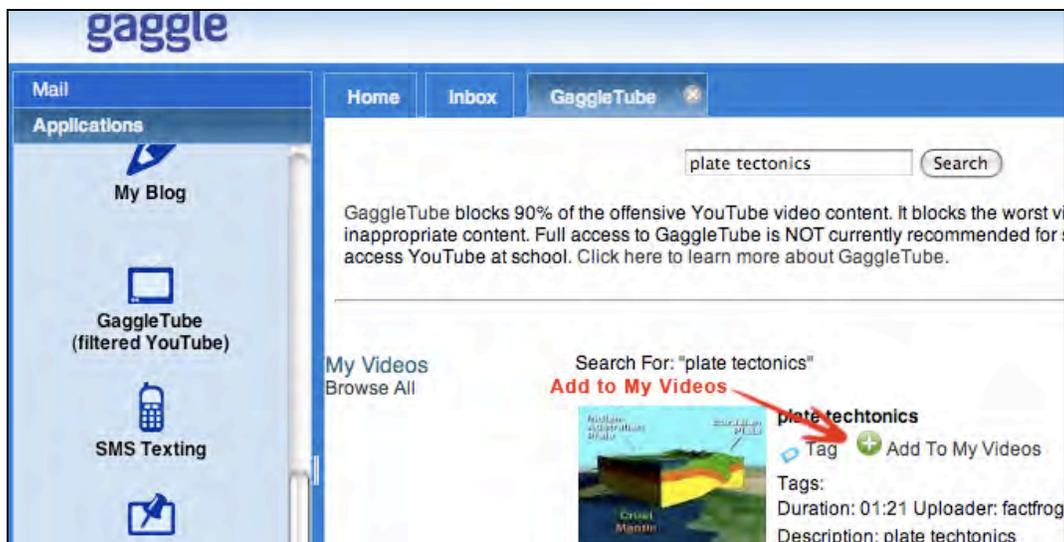
1. Select **GaggleTube** from the **Applications** panel on the left.
2. The GaggleTube window will open. Enter your search criteria in the text field and click **Search**.
3. Double click on the desired video to play it.

If a video has already been saved, it can be viewed by selecting the links under the **My Videos** heading in the top left.

Saving and Tagging videos

Videos can be tagged and saved after a search is performed. Tagging allows you to group videos together in specific categories. The Tags will be displayed on the left under **My Videos**.

1. Select **GaggleTube** from the **Applications** panel on the left.
2. The GaggleTube window will open. Enter your search criteria in the text field and click **Search**.
3. After the results display, click the **Add To My Videos** button to the right of the video. The video can now be accessed from the **My Videos** links in the top left.



4. Selecting the **Tag** link to the right of a video will also save it to **My Videos**. After selecting the Tag link you will have the option of selecting an existing tag or creating a new one.

Uploading Videos

Educators can upload videos via the Gaggle interface as well. In order to do this you will need to create a YouTube account for your school and enter the credentials in the Gaggle interface. (Only School Master Access and Higher can add a YouTube account.) Gaggle's customer service team can assist with this process.

Adding a School YouTube account:

1. Access YouTube and create an account for your educators to use.
2. In the Gaggle Interface, select **School Setup** from the **Admin** pane on the left.
3. Select the **Advanced** tab and enter the YouTube credentials into the text fields on the bottom of the page.

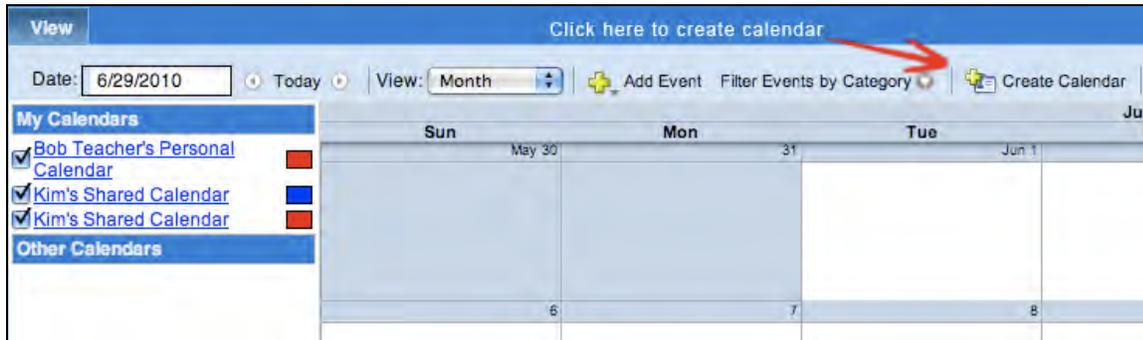
Uploading a Video:

1. Select **GaggleTube** from the **Applications** panel on the left.
2. The GaggleTube window will open. Select the **Upload** link next to the Search button.
3. Enter the necessary description for the video and select the **Click to select file** button to attach a video.
4. After the video is attached, select the **Submit to YouTube** button to upload via GaggleTube.

Calendars

New Calendar Setup

1. Select **Calendar** from the **Applications** pane on the left.
2. Click on the **Create Calendar** button in the top pane.
3. Enter the name of the new calendar and select **Save**.



Editing Calendars, Adding Users and Schools

After a Calendar is created you can specify what users or schools can view it. Calendars that appear as a link in the list are clickable and can be modified.

1. Select the desired calendar from the list.
2. Select the **Users** tab.
3. Click the **Add Users** tab.
4. Select the usernames from the list and click **Add Selected Users**.

Schools can be added in the same manner as adding users.

1. Select the desired calendar from the list.
2. Select the **Schools** tab
3. Click the **Add Groups** drop down.
4. Select the groups for the list and click **Add Selected** to Calendar.

Manage Calendars

Select the **Manage Calendars** button on the main calendar screen to view a list of accessible calendars. Uncheck the box next to any calendar to remove it from the Other Calendars list. That calendar's events will also be removed from the calendar.

An **Edit Calendar** link will display next to any calendars you can edit. Click **Edit Calendar** to modify the calendar's name, users, and access levels. Please see the Creating Calendars section for instructions on modifying these settings.

Student Access

School Master access and above can modify Calendar access for students. Calendar access can be changed under the Advanced tab on the School Set up page. Students can be set to **No Calendar** access or **Personal Calendar** Access.

No Calendar Access: Users can not view or use the Calendar tool.

Personal Calendar Access: Users can view and use personal and shared Calendars.

Set Global Calendar Access:

1. Select **School Setup** from the **School/District Admin** Panel.
2. Select the **Advanced** Tab.
3. Under the **Advanced** Tab change the **Default Calendar Access** drop down to the desired setting.
4. Click **Save**.

Set Calendar Access for Individual Users:

1. Select **User List** from the **School/District Admin** Panel.
2. Double click on the desired account from the user list.
3. Under the **Advanced** Tab select **Calendar Access** and change to desired setting.
4. Click **Save**.

Calendar Access Levels

Access and viewing restrictions can be customized as well. Access levels control what the members can view and edit. Different access levels can be set for individual users. The levels are described below.

- **View Busy/Free Time:** Members can view open slots on the calendar but cannot see existing events or make edits.
- **View Events:** Members can view the calendar events but cannot edit them.
- **View and Edit Events.** Members can view and edit calendar events.
- **Edit Calendar:** User has same control as the Calendar owner.

Access Levels can be changed from the **Manage Calendars** tab or by selecting the calendar from the list in the left pane.

1. Select a calendar from the list.
2. Click the **Users** or **Schools** tab.
3. Select a user(s) or school from the list and choose an access level from the **Change Access Level** drop down.

Adding Events

New events can be added to any calendar you own or to any calendars for which you've been granted edit privileges.

1. Select the **Add Event** link in the top pane or right click on the calendar to add a new event.
2. Enter a title, date, description, etc... in the text fields.
3. Select the correct calendar from the **Calendar** drop down.
4. Click the **Save** button.

Reminders

Reminders can be added to send out a notification when an event is approaching. They can be set in the form of an email or a pop-up.

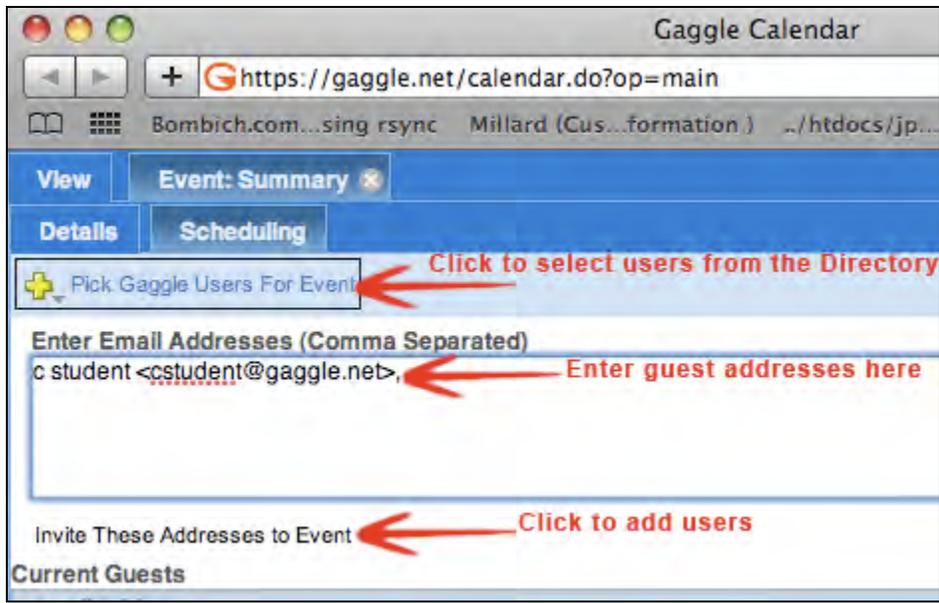
1. Select the **More Details** button when adding an event to add a reminder. The More Details option can also be accessed by double clicking an existing event on the calendar.
2. Click the **New Reminder** link under Event Reminders.
3. Select Email or Pop-up from the drop down.
4. Enter a period of time prior to the event for the reminder to go out. Choose minutes, hours, days, or weeks.
5. Click the **Save** button.

Invites

Invites can be sent out for events as well. After recipients are added the invites are sent out via email. Recipients will be able to RSVP from within the email. An .ics file is included with invite as well to easily add the event to a desktop calendar.

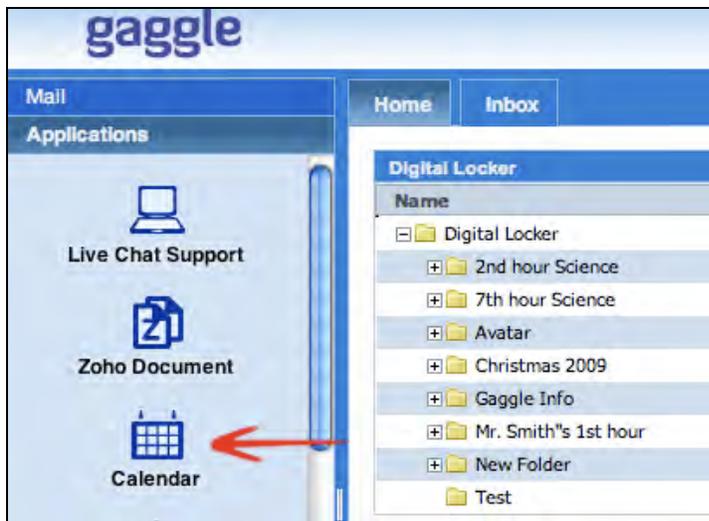
Create an Invite:

1. Double click an event on the calendar.
2. Click the **More Details** tab
3. Select the **Invites** tab.
4. Enter specific email addresses in the email field or select the **Pick Users For Event** button.
5. If the **Pick Users For Event** window is opened, users can be selected from the directory list.
6. Click **Invite Selected Users** after selecting users from the list.
7. Click **Invite These Addresses to Event** link.



Viewing Calendars

Calendars can be accessed by selecting **Calendar** from the **Applications** Pane. The Calendar displays all personal events as well as events for shared calendars.



Select the **View** drop down above the calendar to view in Month, Week, or Day mode. Select the **Date** field to navigate to a specific a day or week. The arrows on either side of the **Today** button allow a user to navigate to the next day, week, or month depending on the view mode.

Double clicking on an event will open it in a new window and provide additional information. Right click on an event to edit or delete it.

Shared Calendars

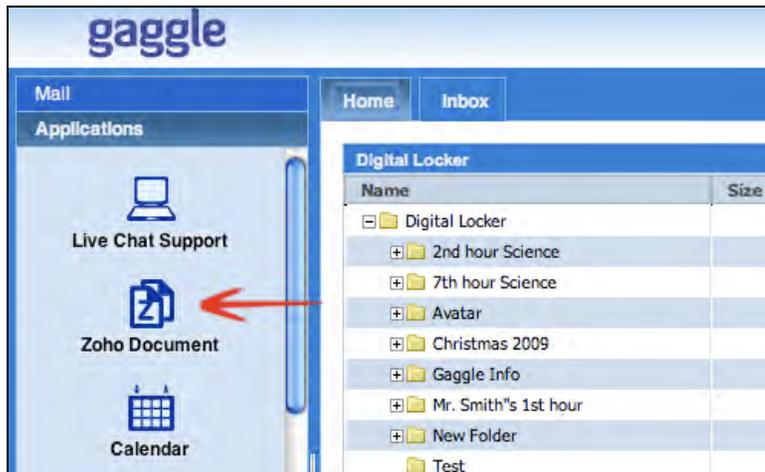
Shared calendars are listed on the left if the calendar owner has granted you access. Events on the main calendar are denoted by the corresponding color assigned to a shared calendar.

Select the colored box to the right of a shared calendar to assign a new color. Uncheck the box next to the calendar to prevent the events from displaying.

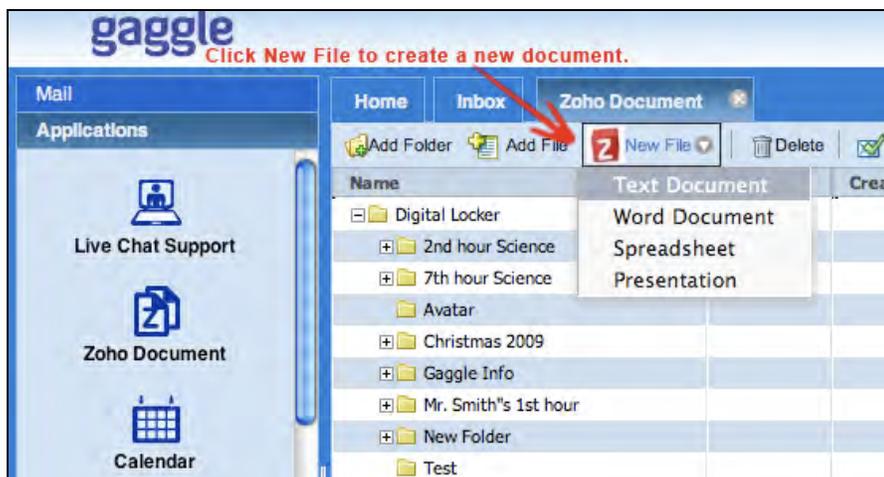
Zoho Docs

Create a Document

1. Open the **Applications** panel on the left and select the **Zoho Documents** icon. This will open a new tab for Zoho Documents.



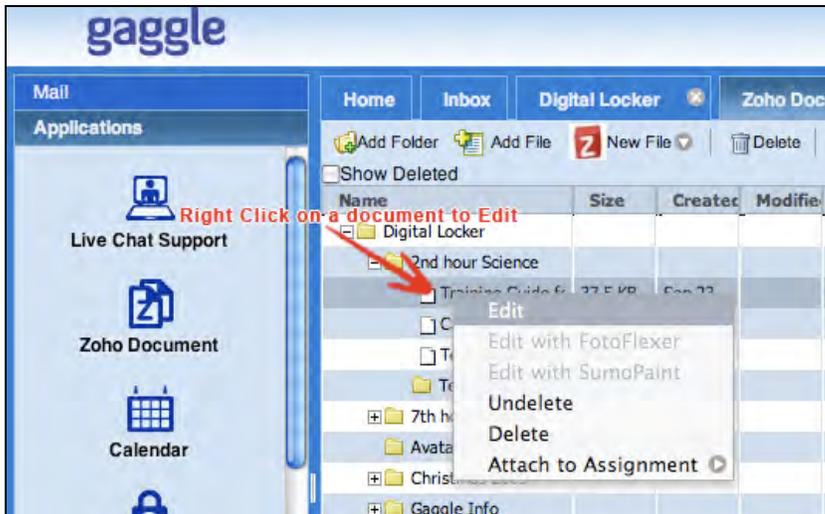
2. Select the **New File** drop down on the toolbar at the top of the tab. This will display options for Text Document, Word Document, Spreadsheet and Presentation.



3. Select the type of document you would like to create and name file.
4. After you have named the file, select the **New** button. You will be given the option to close the file or open it for editing.
5. Select **Edit File** to open a Zoho edit window.
6. After you have finished adding to the document, select the save icon at the top, left-hand corner of the window. When the save is complete, you will see "Document Saved Successfully" in the right-hand corner. The edited copy will be saved directly to your Digital Locker.

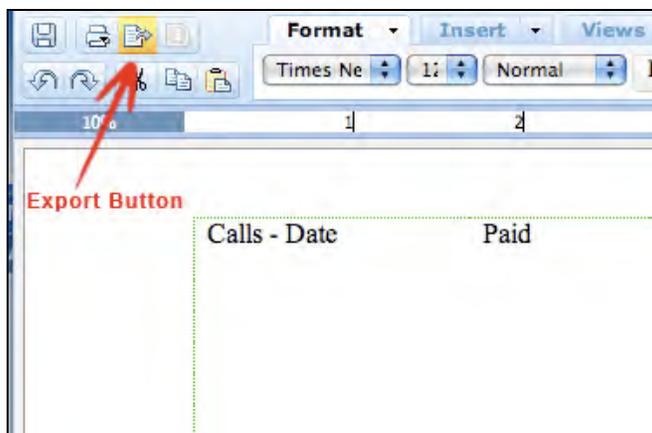
Edit a Document

1. Open the **Applications** panel on the left and select the **Zoho Documents** icon. This will open a new tab for Zoho Documents.
2. Right-click on the file you wish to edit and select the **Edit** option. The document will display in a new Zoho window.
3. Once you have finished editing the document, select the save icon at the top, left-hand corner of the window. When the save is complete, you will see "Document Saved Successfully" in the right-hand corner. The edited copy will be saved directly to your Digital Locker.



Export a Zoho Doc

1. Open the **Applications** panel on the left and select the **Zoho Documents** icon. This will open a new tab for Zoho Documents.
2. Right-click on the file you wish to edit and select the **Edit** option. The document will display in a new Zoho 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.

Gaggle Office and Zoho Docs

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

Document Collaboration

Zoho gives you the ability to share edit access with other users; this allows for collaboration in real time and the potential to chat with peers/educators during a collaboration session.

For collaboration purposes, Zoho automatically separates documents into sections. When two or more users are editing the same document you will see your editable section outlined in green. This green outline determines what text is locked out to other collaborators. Also, you may see some text highlighted in yellow; this shows which text is currently being edited by another user and you will be locked out of this section until the other user navigates away. Not only are you able to see what is changing in the body of the document, but Zoho offers real-time collaboration via live chat. This allows collaborators to discuss changes in the body of the document as they occur.

These files are compatible to edit with Zoho:

Microsoft Word (.doc and docx)
OpenOffice (.sxw)
Open Text Document (.odt)
Rich Text Format (.rtf)
Text File (.txt)
HTML