

Student Instructions- Logging In for the First Time

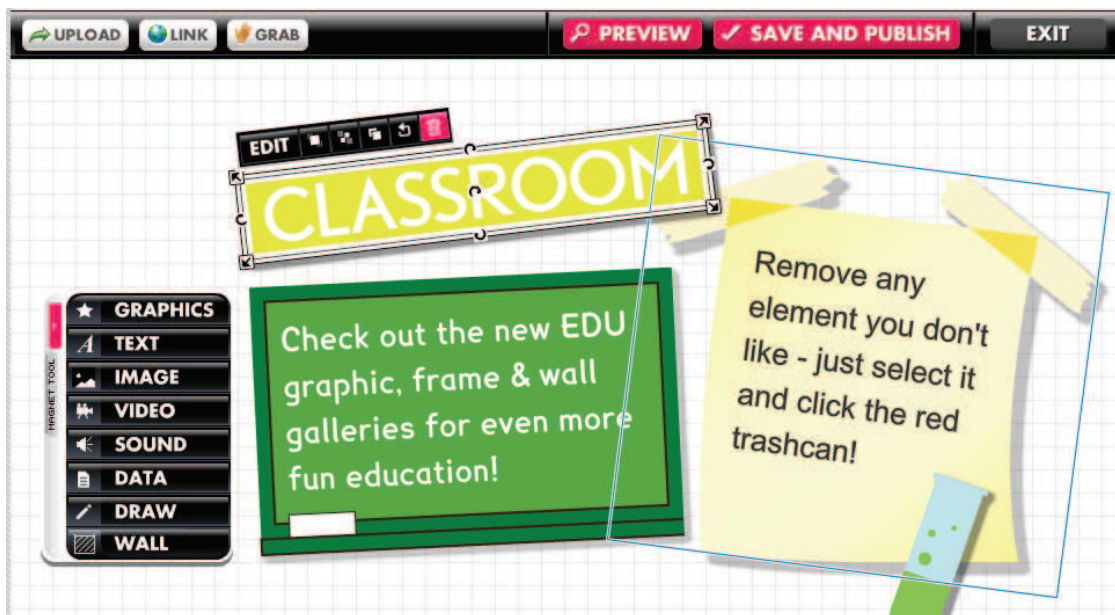
Before Class Use- Hand out the student account nicknames, generated passwords and first login link.

1. Go to the **FIRST LOGIN LINK** address on your account/password card.
2. Click **EDIT MY PROFILE**.
3. When the **EDIT MY PROFILE** box opens, the students should type their full name in the text box. Although they cannot change their “nicknames”, if they do this, the student’s name will appear with the link to their glog access on the teacher’s page. It’s a good idea to have a log where students can write their nickname next to their real name.
4. Students can also change their password from the one created by Glogster by clicking the **ACCOUNT SETTINGS** link.

Student Instructions- Create a Glog

CREATE A NEW GLOG

1. From your dashboard, click the **CREATE A NEW GLOG** button.

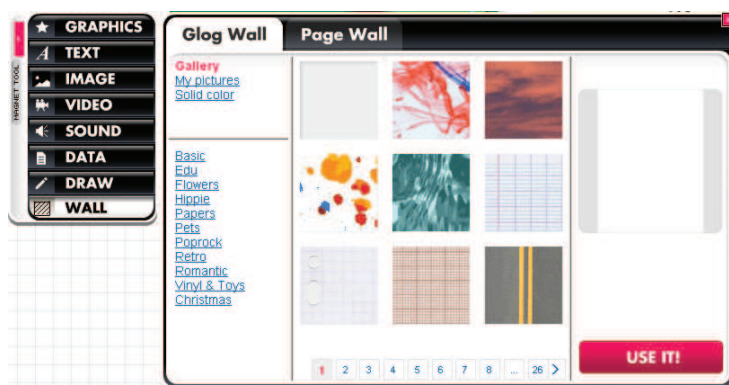


2. When you open a new Glog, you will see an example. To remove any elements you don't want to use in your Glog, click on the element and then click the **RED TRASH CAN** icon on the element toolbar.
3. Give your Glog a name in the box at the top of the Glog screen

Backgrounds

To add a background, click “WALL” from the tool box. (The toolbox may be repositioned on the page as needed by sliding it.)

- The **GLOG WALL** tab places the background on the actual glog.
- The **PAGE WALL** tab changes the color or pattern of the border outside of the glog wall.



Graphics

Click the **GRAPHICS** button to add decorative objects. Search through the collections.

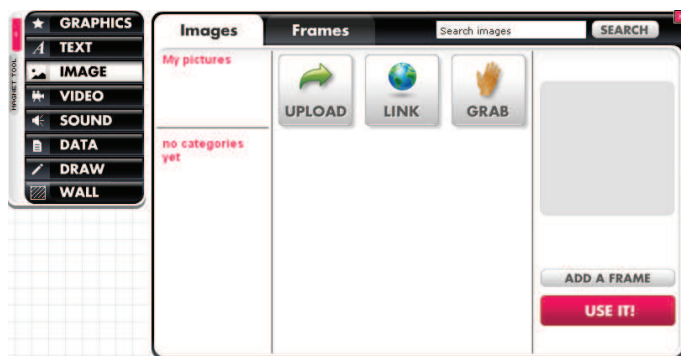
- Click once on your selection to preview it.
- Click **USE IT!** to add the graphic to your Glog.



Images

Click the **IMAGE** button from the toolbox to upload photos, pictures, sound files or video files.

1. Click the **UPLOAD** button and browse to the files on your computer. Your photos will be added to your online Glogster library.
2. To add images to the Glog, select your image, and click **USE IT!** You may use it “as is” or you may add a frame by clicking the **ADD A FRAME** button. You will be able to try out and select from a wide variety of frames.
3. When you add your image, it always moves to the bottom of the screen. Locate it and drag it to the desired position.



To link to an image on the Web

1. Locate the image, click the image to view it full size. Copy the URL of THAT page.
2. In Glogster, click **IMAGE**, then **LINK**.
3. Paste the URL into the text box, and click **ADD TO YOUR FILES**.
4. Close the Link box when done.
5. Select the image in the main box, and click **USE IT**.

Move to Front, Move to Back

1. You may layer images on the screen.
2. Click the desired image.
3. When the edit box opens above the image, use the first button after the "Edit" button to move an image to the front.
4. Use the second button after the "Edit" button to move an image to the back.



Edit Button

The element toolbar changes when you click the EDIT button.

- The first button after OK lets you change the color of a graphic
- The second button lets you insert a hyperlink
- The third button enables TEXT EDITING
- The fourth button lets you add EFFECTS to an image, graphic, or text, such as a shadow or making it more transparent.



Click OK after you complete the editing to return to the previous tool bar.

Video

To add a video (such as *YouTube*) from the web, select the **VIDEO** tool.

1. If you have downloaded a video to your computer, choose **UPLOAD** and browse to the video just as if it were a photo.
2. If the video is on the web, click **LINK**. The link screen will open and allow you to type or paste the URL for the video into the blank.
3. Click **ADD TO YOUR FILES** and the video will be uploaded. (You will not be able to watch the video in the edit mode.)
4. You can also add a **PLAYER** to your video clip by selecting the **PLAYER** tab, choosing a player, then selecting **ADD PLAYER**.

Sound or Music Files

Insert sounds or music files the same as Video files. There is also an **AUTOPLAY** button for music files if you click on the **EDIT** button for the audio player and select the **AUTOPLAY** feature as you do for a video.

Text

To add text, select **TEXT** from the toolbar.

1. You may choose a textbox (default), a title box, bubbles or stickers for your text. A wide variety of text boxes are available from each category.
2. Select the textbox you want click **USE IT**. The textbox will appear on your screen.
3. Click **EDIT** above the textbox to type text.
4. Once you have typed your text, click the **AB1** button on the menu to change the font size and style, or to bold, center, or add italics.
5. The color chart button will allow you to change the font color.
6. Color effects may be changed by the **FX** button.

Tips:

- To create a rectangular textbox, as in a title banner, choose **TITLES**. For a regular (square) textbox, use the default textbox. You can change the size of a textbox, but it will remain square. You cannot pull the sides to make it rectangular.
- To create text with no box or frame around it, choose **BASIC TEXT**, **BASIC BUBBLE** or **BASIC TITLE**.
- Adjust the font size from the **TEXT EDIT** box so that all text is visible.
- Some textboxes allow a great deal of text to be entered and have a scroll bar on the right side to use during presentations.

Hyperlinks

To add a hyperlink to text:

1. Click the **LINK** button.
2. Click the **EDIT** button on the toolbar
3. Click the **LINK** icon on the toolbar and type (or paste) the URL in the box.
4. Click **APPLY**.

To add a hyperlink to images:

1. Select the image by clicking on it.
2. Click the **EDIT** button on the toolbar.
3. Click the **LINK** icon on the toolbar.
4. Type in the URL and click **APPLY**.

Saving Your Glog

1. Click the **SAVE AND PUBLISH** button at the top or bottom of the screen.
2. Double-check to be sure that you have named your glog. If not, give it a unique name.
3. Under Category, check School.
4. You can click **UNFINISHED** until you have finished your glog and want others to see it; however your teacher will be able to view it.
5. Click **SAVE**.