Student Glogster User Guide for Bernards School District

LOGGING INTO YOUR GLOGSTER ACCOUNT

1. **Go to edu.glogster.com/login/** and login.

    Nickname=bts*FirstInitialLastInitialBirthdate(in MMDDYYYY format)*

    Examples: **bts**DG04182003

    Password=*Student ID*

Now you are on your **Glogster Dashboard** which has several TABS. By default you are on the **Glog Tab** where you can see all of the glogs you have made.

CREATING A NEW GLOG

1. Click on the **green** button *CREATE A NEW GLOG* on your Dashboard. Select a blank glog or choose a template.
                    OR
2. Click on **Projects** Tab, and click on the template Glog for your project (your teacher will tell you which one.) Then click *CREATE A GLOG FOR THIS PROJECT*.

SAVING A GLOG

1. **NOTE**: The first time you save a Glog, make sure to change the *Glog Name* to a meaningful name in the field **in the popup Save window**. Categories are optional.
2. Click on the **SAVE** button. Leave the default *Unfinished* button selected if you are not done editing the Glog. Select *Finished* when done.
3. Clic*k SAVE*.

EDITING AN EXISTING GLOG

1. Go to **Dashboard**,
2. Click on the **Glogs** Tab
3. Click on the **Edit** button under the Glog you want to edit.

GLOG EDITING TOOLS

*Now you can begin using the Glog editing tools (**black strip at top of screen**) to add text, graphics, images, etc.*

1.   BACKGROUND (WALL): Select **WALL** to choose a background for your Glog. Use *Gallery, Solid Color* or UPLOAD your own image using the "up arrow".
- Choose your background and click **USE IT!** button or drag/drop your choice.
- To exit WALL, click another tool in menu or click "**x**" in top right corner.

*2.   IMAGES: **You cannot "copy" and "paste" images from web pages or database articles directly into a Glog**.*
- "**Save Image/Picture As**" (*right click on image*) and save it to your personal drive as a JPEG or GIF file.
- Click **IMAGE** in the black tool strip→ click **"up arrow"**, and find your image file on your personal drive. Upload may take a minute depending on file size.
- Select image and click **USE IT** or drag image to your Glog wall.
(*The uploaded image is available to put into **any** of your Glogs.*)

3.   VIDEO or AUDIO :(*Not every video or audio from a webpage can be embedded*)
- **UPLOAD=***Up Arrow* – Browse and select a video or audio file that you have saved on your computer or school personal drive (H drive).
- **LINK=***Arrow Cloud* or **YouTube** – Copy an online link (URL) from a video or audio web page and paste it into the URL box. For *Youtube* videos, this will actually embed the video directly on your Glog. *You may have to link the video/audio webpage to text or an image on your Glog for non-Youtube videos and some audio files.*
- **GRAB=***Camera* – allows you to create your own **video file** (using your computer's web camera) or audio file (using a computer microphone)and add to your Glog directly.

4.   TEXT: You can create and place Text directly on the WALL of your Glog using *Abc Text* , or you can choose a graphic text image and edit the text onto those images.

5.   DATA and paperclip image: Upload and link WORD documents, PowerPoint Slides, EXCEL files or PDF documents to your Glog. The paperclip image is in the top right corner of your Glog and allows you to open up the files after you've attached them.