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:
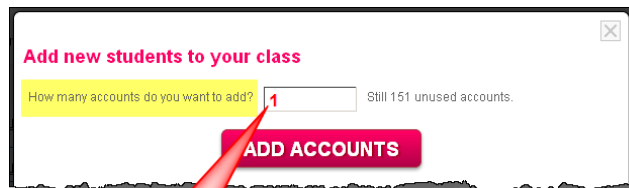

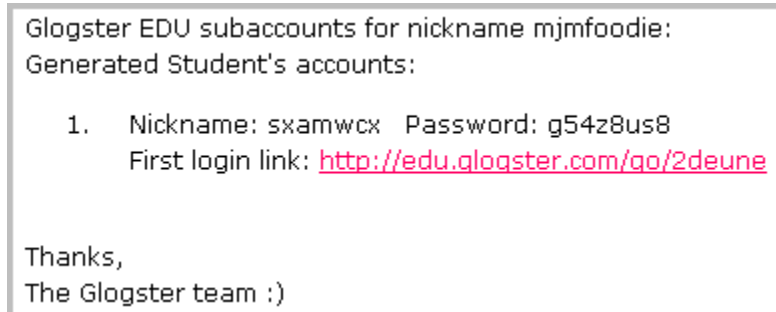Scroll down your Dashboard page, and click the pink button that says "Add new students:"

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:

Glogster EDU subaccounts for nickname mjmfoodie:
Generated Student's accounts:

1. Nickname: sxamwcx   Password: g54z8us8
   First login link: http://edu.glogster.com/go/2deune

Thanks,
The Glogster team :)

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:"
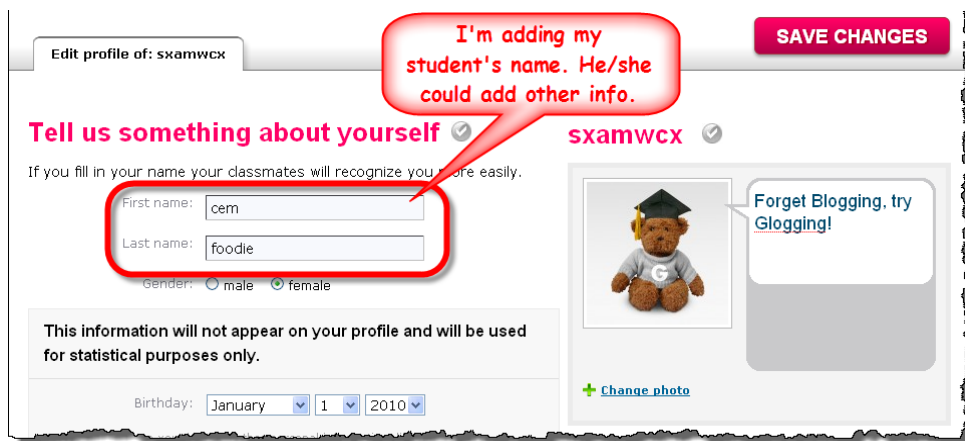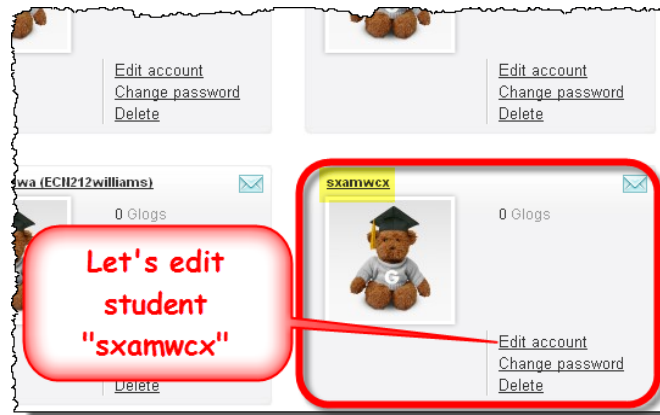
When you are done, click "SAVE CHANGES." Now click the "My Dashboard" tab at the top of the page - "**sxamwcx**" shows as "**cem foodie**" in your Dashboard! It's also easy to change the student's password, or to delete the student's account (you would want to do this at the start of a new semester, 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):
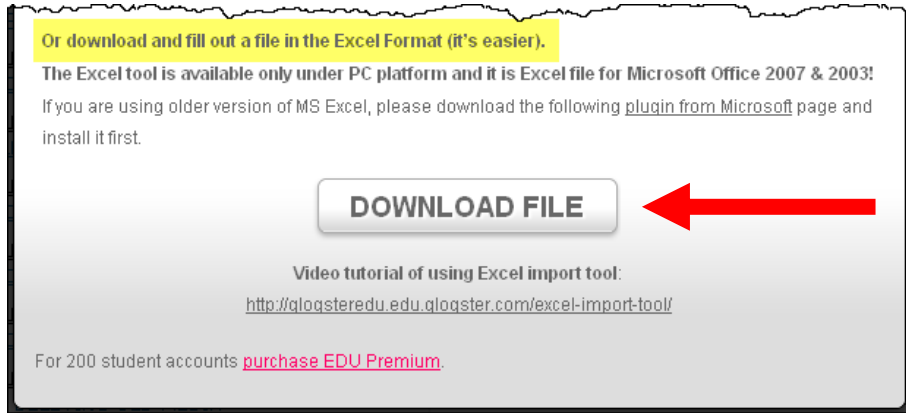
When you click the "DOWNLOAD FILE" button, you will download a special Excel file to your computer. Before you actually start entering any student information, you will need to log in to Glogster from inside the import tool (even if you are already logged in on the Glogster site) by clicking the "Login" 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?
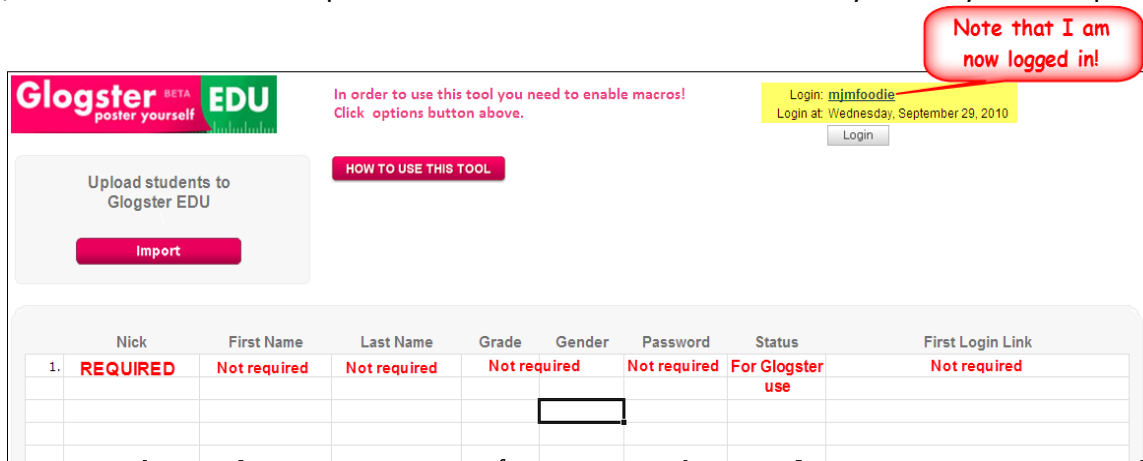
The spreadsheet has a column for nickname, first and last names, grade, gender, status, and first login link. Not all of these are required, but there are some that you will want to complete:

"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):

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:

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.

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).