

## ***I want to Use Gaggle . . . Now What?***

Please use the following procedures to set up Gaggle accounts for your students.

**\*\*All students *must* have a Gaggle permission slip and a district AUP on file prior to creating the account\*\***

### **Prior to going to Computer Lab**

1. A couple of weeks (preferably) prior to wanting to set the Gaggle Accounts up, contact Leslie through email, with a list of the classes you would like to have create accounts. I will also create a Teacher account for you to use. Please try it out so you are familiar with the aspects of the site.
2. I will check your rosters with the database of permission slips and notify you of who has **not** turned in permission slips. By accessing the student's names this way, we prevent duplicate permission slips. You will need to send a permission slip to those people. [Gaggle Permission Slip](#)
3. When you begin receiving the permission slips back, email the names of those students (please include their grade). I will then add their names to the database. You do not need to wait until all of them are in.
4. A few days prior to going to the computer lab, you will need to create the New User Keys for your students. Maximum number you can create at a time is 100, so you might have to follow the same process two times. If you do not feel comfortable taking this on, email Leslie.

### **Creating New User Keys**

1. Sign into Gaggle. Go to **Student Admin**. Click on **Add Users**.
2. Scroll down towards the bottom to **Create User Keys**.

**Create User Keys:**

The last method of creating new users is to generate a list of keys that you will distribute one, to each user. The user will enter the key in the **New User** form that can be accessed from the login screen.

You can create up to 100 keys at a time and there is no limit on the total number of keys you can create. A key cannot be used if the account is already over its maximum number of users. Each key can be used only once.

**# of Keys Required**

**Administrator**

**Access Level**

**Msg Board Access Level**

**Chat Room Access**

**Digital Locker Access Level**

**Max Messages Per Day**

**Max Recipients per Email**

**Directory Access**

**Language Translation**

*Save up to 90% on Gaggle through E-rate!*

1. Choose the # of keys needed (max 100 @ time)

2. Administrator – teacher name  
Once the students use these keys, their administrator will automatically be set.

Leave the rest of the settings and choose Run

3. You might want to copy and paste the keys into a Word document in order to change the size of the font so they can be read more easily.

4. **\*\*Remember that each key can only be used 1 time\*\***

## In the Computer Lab

Here is a document which you can copy and hand out to your students [Student Log In Instructions](#)

1. Go to <http://www.gaggle.net> - Student's need to choose New User Key



2. They will need to type in the information necessary on the screen.

**\*\*User Name:** have them use their regular BHS log in . class period . teacher name

Ex: 09chenson.01.owens - This log in would be for Soph. chenson in Owens first period class  
By using this user name scheme, it will allow me to identify the students more accurately.

3. They click on **Register** and **Accept** on the next screen. They have created an account.