The Gaggle iPad App

The Gaggle iPad works great in both a one-to-one iPad initiative as well as a shared-device environment. All users log into the Gaggle iPad App with their specific log-in credentials which connects them to their Gaggle account.

It is important to note that while the Gaggle iPad App is a perfect student solution, there are some Gaggle features that are only available in Web-based Gaggle. Students will need to log in to Web-based Gaggle to change their password, complete the CyberSafety course, create an email signature, add email contacts, and organize email folders. Teachers will need to access Web-based Gaggle for all administrative functions, including accessing a student's account and creating classes or user groups.

Gaggle App Log in
The Gaggle iPad App is available for download in the iTunes store. It requires log-in and although it can remember a Username, it will <u>not</u> store a password.

- The Gaggle iPad App functions best when the iPad is kept in *landscape mode*.

- Enter complete Username in the box provided. *If the district uses a custom domain, such as @amazingdistrict.gaggle.net, please enter this information as a part of the Username.*

- After 10 minutes of inactivity the user will be automatically logged out of the Gaggle iPad App.

Gaggle Home
The Gaggle iPad App currently allows users to access the Digital Locker, GaggleTube, Calendar, Email, Assignments, Blogs, and Discussion Boards for all users, along with 'Mark It Up!' for educators.

- Tap the icons to access the Gaggle Applications listed on the screen.

- Within an application, tap the *Home icon* (*upper- left corner*) to return to the Home Screen.

- Give App feedback by tapping the *Feedback* icon at the bottom of the Home Screen.

- From the Home Screen, tap *Sign Out* (*bottom-right corner*) to sign out of the app.

Digital Locker
The Digital Locker is secure, virtual file storage providing access to file types including Word, Excel, Power Point, PDF, images, movies and more. The Digital Locker contains a mini document editor for creating and editing .doc and .docx files, along with "open in" functionality compatible with iWork, Evernote, Notability, Adobe, and several other third party iPad Apps. Images and videos stored on the iPad camera roll can be uploaded into the Digital Locker using the video and image insert icon.

- Tap *"+"* to create or upload a new file or image. Choose the location by tapping the **Digital Locker icon** to select an existing folder or to create a new one.

- Tap **Camera** to take a picture or video using the iPad camera. To upload the image or video, tap **Use** and to delete tap **Retake**. To name the file, select a location to upload by tapping **Digital Locker** and choose a folder. Select image size *(the default image size is small)*. Tap **Upload**; the image will appear in the Digital Locker.

- Tap **Photos & Videos** to upload an image or video located on the iPad camera roll. Name the image and choose the location for the picture by tapping the **Digital Locker**. Select image size. Tap **Upload**; the image will appear in the Digital Locker.

- To open a file or image, tap the filename in the Digital Locker file list.

- Doc and Docx files open in a mini document editor that contains basic editing tools.

- Internal image editing tools are available. To open an image, tap **Additional Options icon** and select **Edit Image**.

- Folders, files and images can be deleted by dragging a finger across the folder/file name in the Digital Locker file list or by tapping the **Edit button** from the Digital Locker file list and tapping the **red minus sign (-)**. To delete a file after it has been opened, tap the **Additional Options icon** (*top-right corner*).

- To submit files to the Assignment Drop Box directly from the Digital Locker, open the file and tap the **Additional Options icon** (*top-right corner*).

- Open a file in iWork, Evernote, or other third party iPad Apps from the **Additional Options icon**. Choose **Open in Another App** and select the format, and select the app to open the file.

- Print files by tapping the **Additional Options icon** and choosing **Print**. *Air Print must be enabled to print the file*.

- To mark files as "favorites," open the file and tap the **Star icon** (*top-right corner*).

- To view favorite files, tap the **Favorite icon** (*bottom of the Digital Locker file list*).

GaggleTube

GaggleTube offers a filtered version of YouTube on the iPad. Teachers and students can find, preview, and play filtered videos even if YouTube is blocked. Educational videos and tutorials can be accessed and shared without the inappropriate content being made available.

It is important to note that any Google dynamic ads that pop up over GaggleTube videos are displayed because Google owns YouTube, the source of GaggleTube. Gaggle is unable to strip these ads from the videos. The ads that appear are based on the browser history. Since ads that may appear vary, Gaggle is unable to use these ads as criteria for blocking specific videos.

- The Gaggle Community bank of **Teacher Approved Videos** displays when entering GaggleTube.

- To filter the Gaggle Community bank of videos, tap **Categories** (*upper- left corner*).

- To search videos based on your assigned access level *(Search Filtered YouTube for Teachers or Teacher Approved Videos for Students),* enter keywords in the **Search** box in the upper-right corner or tap the **Search icon** in the lower toolbar.

- Tap the image to select a video. Tap *the **center arrow*** to begin playing the video.

- Tap the video to access play, pause and display options.

- To play a video in full screen mode, tap the **diagonal arrows** (*bottom-right corner*).

- Once a video has been selected, it can be added to the personal video library by tapping *the **Star icon*** (*upper-right corner*). *The video will be added in "My Videos."*

- Access the personal video library by tapping **My Videos** in the lower toolbar.

Calendar

Gaggle Calendars allow students and teachers the opportunity to create, edit and manage their daily events, assignments and activities within the iPad App. Users have the ability to add events, schedule emails, and add popup reminders from the calendar.

A class calendar is automatically created upon class creation either through Active Account Provisioning or manually. Additional calendars can be created via Web-based Gaggle with users being added and parameters set for viewing, editing, and managing. Once a calendar is created, it appears in the Gaggle iPad App.

- Tap the **Calendar icon** to view your personal and other preselected calendars. To add or remove calendars from view, tap **Calendars** *(upper-left corner).*

- Customize the calendar view by tapping Day, Week, Month or Today.

- To move between days, weeks or months, tap the forward or back arrows *(top-right corner).*

- Tap *"+"* to add an event and event details. To complete the event, enter basic event information, select the specific calendar for the event, schedule reminders and recurrences.

- To Edit or Delete a calendar event, tap the event displayed on the calendar.

- Tap the **Additional Options icon** (*top-right corner*) to select print options. *Air Print must be enabled to print the calendar.*

Assignments

Assignment Drop Boxes allow teachers to collect assignments electronically. A drop box is created for each class with sub-folders for specific assignments. Teachers can use the iPad App to create and edit assignments and students can submit assignments within an Assignment Drop Box.

Student submissions to an Assignment Drop Box can be viewed in a single location, do not count towards storage limits, and bypass the safety filters because students can submit information only to their teachers.

- To access an Assignment Drop Box, tap the **Assignments icon** on the home screen and tap the desired **Assignment Drop Box.**

- Tap **Edit** to make changes to an assignment folder. Changes can be made to the assignment name, due date, distribution date or assignment description; tap on the arrow to access the assignment details. *It is important to note that although you can view attachments to a pre-existing assignment, changes cannot be made to the attachments. These features are currently available using Web-based Gaggle.*

- Tap *"+"* to create a new assignment folder within an **Assignment Drop Box**. Enter desired information such as assignment name, due date, distribution date and assignment description. *It is important to note that Assignments created within the iPad App cannot have attachments, nor can GaggleTube videos be added. These features are currently available using Web-based Gaggle.*

- Students can submit assignments with a tap of the **Assignment icon** on the home screen and a tap of the desired **Assignment Drop Box** and **folder**. **Submit** (*upper-right corner*) will allow access to the files in the student's **Digital Locker** and allow them to select a file along with confirm the submission.

Email

The Gaggle iPad App provides access to Gaggle Email including any personal and pre-populated folders.

- Tap the **Compose icon** to create an email.

- Access individual Contacts, User Groups, Classes, and Address Groups, by tapping *"+" (right corner of compose screen).*

- When composing an email, tap **Locker** to add a file from the Digital Locker, **Camera** to take a photo or video, or **Photo Album** to attach an image from the Camera Roll. Attach links to URLs and Images from the **URL Link** and **Image Link** options.

- Tap a folder to access mail. Tap the email to view the message.

- To open and view email attachments, tap the attachment from the body of the email.

- To open an attachment in a third party iPad App tap the **Additional Options icon,** while viewing the attachment and choose the third party application.

- To save an attachment in the **Digital Locker**, tap **Save**.

- Move messages from one folder to another by choosing the **Folder icon**, located at the top of the message. *Note: Other icons including Flag, Delete, and Reply are also located here.*

- Return to email folders by tapping **Mail** *(upper left corner).*

Discussion Boards

The Gaggle Discussion Boards are a filtered online forum where teachers can increase participation in discussion threaded format on any given topic. From content discussions and homework centers to special committees and professional development, Discussion Boards are a great way to promote literacy skills and higher-level thinking.

Discussion Boards can be created via Web-based Gaggle for the entire district, school, class or a specified group of users. Digital Locker files and GaggleTube videos may be included within a Discussion Board post or threaded comment.

- Tap *Discussion Boards* to view the boards that are available. Students have the ability to view discussions and make comments on the board. Teacher access levels and higher can view, comment and create new discussions from the Gaggle iPad App.

- Discussion Boards open to a list of *Discussion Board folders* such as School, District, Gaggle Wide and Specified User. Tap *Specified User Boards* to view *Class Discussion Boards* along with additional boards that have been created for a selected group of Educators and/or Students.

- To view to a *Discussion thread*, tap the Discussion Board location and the board to view. Tap the topic to read the thread.

- To reply to a thread, tap the *Compose icon* at the bottom of a post. The Compose screen will open, allowing for a post to be created. Tap *Done (top right)* or *Cancel (top left)* when complete.

- Create new Discussion Board topic by tapping on the *Compose icon* in the top-right corner. Select the Discussion Board and enter a subject along with the post. Tap *Done or Cancel* when complete.

Blogs

Gaggle Blogs provide a forum to communicate in a safe controlled environment. Teachers and Students can use the iPad App to create, view, edit, delete and post to any Blog.

Students and teachers can create multiple blogs with unique names, URLs and themes. Links to websites, documents, images, and GaggleTube videos can be easily added to any blog post. Use the Blog Lookup feature to find and access a school, a class, or an individual user's blog.

- To access Blogs, tap the *Blog icon* on the home screen. Blogs selected as *Favorites* will be listed first.

- To view or comment on *Favorite Blogs* tap the specific Blog. Tap the Title of the specific entry to view; entries will appear on the right. To add comments to the posting, click in the box to enter your comments here.

- Use *Discover More Blogs* to view Recent Blog Posting or to Lookup a Blog. Once a Blog is found, tap the *Star* icon to add to Favorites.

- From Blog *Lookup* enter the name or email of the blog owner to filter the search. The search results will appear; tap the blog title to view or comment on posts.

- To edit a personal Blog select a blog under *My Blogs* to View, Post or Delete the blog. Tap *Usage* to see the number of blog views. *Settings* give blog owners the ability to edit the blog name, URL, theme, and image.

- A *Post* is created with a tap of a specific blog. Next tap Post and enter the Title along with the post. Tap the *Locker icon* to add files and images from the Digital Locker. Take a photo to add to a post using the *Camera icon*. Upload images directly from the iPad camera roll with a tap of *Photo Album*. Also add links to a Specific URL or web image with the *URL Link* and *Image Link.*

- Create a new blog with a tap of the *"+"* found under My Blogs. Enter the required information along with a Blog Picture and tap Save.

Mark It Up!

Teachers can use the iPad App to digitally evaluate assignments submitted via an Assignment Drop Box using 'Mark It Up!'. 'Mark It Up!' allows for comments, feedback and grading to be done all within the document. Once complete, evaluated student work can be returned to individual students or held until all submitted assignments are evaluated. Upon return students receive a .pdf version of their work with all teacher annotations while a copy of the original and evaluated assignment remains in the Assignment Drop Box for easy retrieval.

- It is important to note that submissions marked up on web-based Gaggle cannot be reviewed using *'Mark It Up!'* on the Gaggle iPad App. The Gaggle iPad App will alert the user that the assignment has been previously marked up. *'Mark It Up!' is available only for submissions with attachments either from the Digital Locker or Computer.*

- To access submitted homework assignments, tap the *'Mark It Up!' icon* on the home screen and tap the desired *Assignment Drop Box*.

- To mark up assignments in an Assignment Drop Box, tap the *Assignment*, tap the *Student's Name*, and tap the *Attachment Name*. The *'Mark It Up!' icon* will appear. Tap the *'Mark It Up!' icon* (*top-right corner*) to open the submission.

- *'Mark It Up!'* on the Gaggle iPad functions in the same manner as web based 'Mark It Up!'. Teachers can annotate using comments, drawing tools, text boxes, highlighting, and strikethroughs. Once teacher annotations are complete, assignments can be marked ready for return or immediately returned to the student.