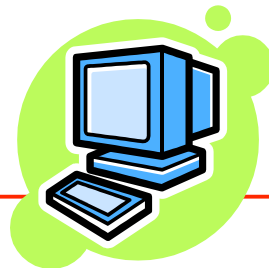# The Gaggler

Bringing You a Gaggle of News

Back to School

Gaggle can be an important component to saving class time, improving communication with your students, and simplifying some of your regular tasks. So before the students walk through the door, get organized with Gaggle.

You'll want to be able to easily send emails with assignments and information to all of your classes. Start by creating an Address Group for each of the courses/periods you teach. In Gaggle 3.0, use the Directory to choose students in each class to add to a group at the bottom of the screen. In our new Velocity interface (on your Jump To), right click My Groups in Contacts to create a new group. Then click the Directory, and drag and drop the selected students to your new group. You'll then be able to select that class when you compose an email, sending to all of the students with one click. You can also create User Groups through the User List screen, which will then be accessible when creating Message Boards or our new Homework Drop Boxes.

If you have subscription Gaggle accounts, our new Homework Drop Boxes are an exciting new feature only available in Velocity. You can create a Drop Box for each of your classes/periods, then make folders for each new assignment. You can include a message, like a due date or instructions, or even attach a document, such as a rubric, for the students to download. Your drop boxes are only accessible to the students you select, and they can turn in their documents or files directly to the proper folder. The Drop Boxes do not count toward your storage limit, and they bypass the filters since the files go directly to the teacher.

Finally, set up any Message Boards, Chat Rooms, or your Blog, so you can start the school year ready to hit the ground running!

Velocity Update

Velocity is almost complete! Our programmers are busy with adjustments and updates to make sure everything works smoothly. You can access this new interface on your Jump To menu. Once you are in Velocity, there is a link in the upper right hand corner that you can click to make Velocity the default every time you log in. If you see the occasional error, please bear with us as we work to correct these small issues over the next month or so.

You have the ability to choose the interface for your students on the School Setup page, Advanced tab, or let the students decide for themselves. However, going forward new features will only be developed in Velocity, and the old interface will not be available after the 2008-2009 school year.

In Velocity, you'll find familiar features in new places, like the Directory and Address Groups which are now in the Contacts folder on the left side bar. You'll also discover a lot of things that you access through a right-click, like creating new email folders or Address Groups.

Please don't hesitate to contact Gaggle's Customer Service staff if you have any questions! 800-288-7750 admin@gaggle.net

Curriculum Corner

Start the school year with an introduction to Gaggle for your students. One often-overlooked feature is the ability for students to create a personal signature for their email. Make this a meaningful assignment by having them research some famous quotes, and choose one they feel represents them. The signature setting is found in the My Account link in the upper right corner in Velocity, or in User Options in the 3.0 interface.