



The Gaggle

Bringing You a Gaggle of News Monthly

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Summer is Fast Approaching – Are your Gaggle Accounts Ready?

Summer is right around the corner and now is the perfect time to consider what to do with your students' Gaggle accounts over the summer. Generally, there are three options teachers can choose from to wrap up the school year.

The first option is to leave the accounts activated for the students to use over the summer. Many students use their email to keep in touch with friends and teachers and some teachers may use Gaggle for special summer projects, or to prepare their students for the beginning of school. If you decide to leave the accounts activated, we do ask that you or another educator monitor the accounts throughout the summer to make sure the students are using appropriate behavior.

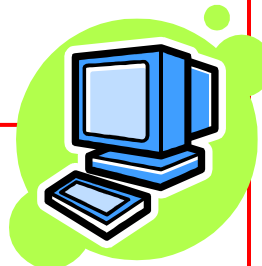
Another option is to change the accounts to the Hold or Suspended access level over the summer. This will leave the accounts intact, but students will not be able to log in. If there are summer programs requiring email, those students can be activated individually. Once school starts again in the fall, students no longer attending can be deleted, new student accounts created,

and new administrators assigned.

Finally, you can choose to delete your student accounts. While this will mean that all student accounts will need to be created at the beginning of the school year, it avoids having to weed through accounts to delete or move users, or assign new administrators. If your current students will not be using Gaggle next year, this may be the best solution for you.

In all cases, it is recommended that teacher accounts be left active. In addition, **it is important to notify all users who will be affected by access changes or account deletion.** High school seniors frequently use their Gaggle accounts for important scholarship and college communication. Advanced notice to all students will allow them to save any important messages or Digital Locker files before their account is suspended or deleted.

Enjoy your summer break!



Curriculum Corner

Summer Reading Projects

Summer reading assignments are an excellent way to keep your students' minds active over the summer. You can assign your students one book to read over the summer and use Gaggle email to communicate with them about the reading assignments and answer any questions they might have. You can also use the message boards and/or blogs to have the students post comments or reviews of the book. This is a simple activity that will get your students away from the TV for a while!

Training Tips

Hold & Suspended Access Levels

Under the Hold and Suspended access levels, your students will not be able to login or access any part of their Gaggle account. Under the Hold status, emails that are sent to them will still be received and stored in their account until it is reactivated. Under the Suspended status, all new messages they receive will be bounced back to the sender as undeliverable.

Delete Old Accounts

If you have students that will no longer be attending your school, due to graduation, moving, etc., we highly recommend that you delete these accounts at the end of the school year. Often these accounts are neglected and students continue to use them after they have left the school, which could potentially lead to unwanted issues.

Forward Blocked Messages

For easier monitoring over the summer, we recommend that you forward your Gaggle email to an email address you use more frequently during the summer months. This will allow you to easily keep tabs on all of your students during the summer. The mail forwarding option can be found on your User Options page.

Please contact our friendly Customer Service Representatives if you need help with this decision/or for assistance in making access changes or deleting accounts.