

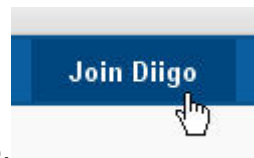
## Sign up for a Diigo Educator Account

**To create a Diigo Educator Account for your class you must first have a Diigo Account!**

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Visit the Diigo site at [www.diigo.com](http://www.diigo.com)

Visit the Diigo site and click



Join Diigo.

Begin to create an account by completing the form. Click Continue.

The reply page will instruct you to check your email for an account activation link.

**Create your account** [Already have an account? Sign In now!](#)

**Choose a Username**

**Incorrect username format.**

6 ~ 16 characters, must begin with a letter, case-insensitive

**First name**

to be used in the Diigo Community

**Last name**

**Email**

We'll email you about new friends and alert you according to your setting! preference! In case you forget your password, you can also retrieve it via Email.

**Choose a Password**

6 ~ 32 characters and is case sensitive

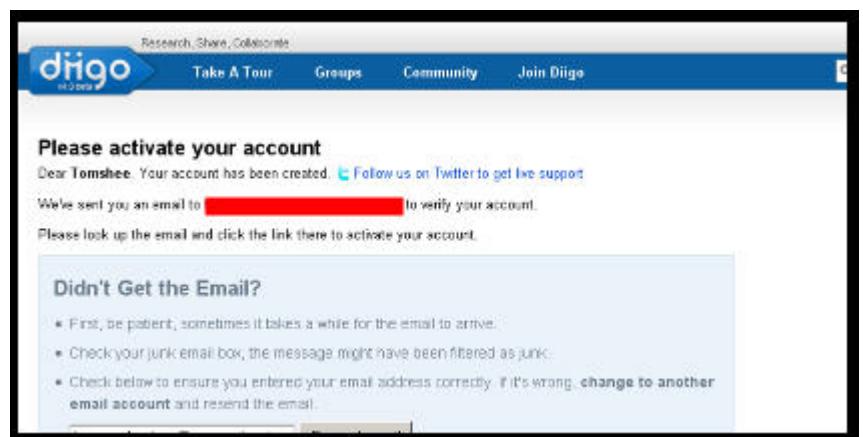
**Retype Password**

KYkf

Please type this number in the box provided.  
(Cannot read? [Try a different one](#) )

☒ Send me the occasional site update and tip. You can unsubscribe at any time.

**Continue**



You must have access to your email account in order to verify your Diigo account when you receive an email like the one shown.

Once you have activated your account, you can signup for a Diigo Educator Account.

Thank you for signing up with Diigo, a next generation social bookmarking and annotation service where you can collaborate and the power of the community, Diigo greatly improves how people discover, remember, coll

To activate your account, click the following link:

[http://www.diigo.com/user\\_mana2/register\\_verify/a71f7ad1409b32ae65b0fe3f3b364cd5](http://www.diigo.com/user_mana2/register_verify/a71f7ad1409b32ae65b0fe3f3b364cd5)

If the link is not clickable, you can copy and paste it into your browser's address box.

## Diigo Educator Account

Follow these steps to get started:

### Step 1: Apply for an Educator Account

Visit the Diigo Education page <http://www.diigo.com/education> and click "APPLY FOR YOUR EDUCATOR UPGRADE." (Note: please make sure that you are first signed into your Diigo account prior to submitting your application.)

Fill out the application, and submit. Please share as much info as possible to facilitate the approval process.

Note: Diigo only accepts school email addresses to verify educator identity. Where it says **School Email Address** if you have an email address that says [somenamehere@yourschool.k12.us](mailto:somenamehere@yourschool.k12.us) then you can apply straight away.

- If you do not have such an email then use the following work around. Enter [yourusername@diigo.edu](mailto:yourusername@diigo.edu). You should use the same username as the individual account you set up and then add the [@diigo.edu](mailto:@diigo.edu). So if your username was tsheehan then your email address would be [tsheehan@diigo.edu](mailto:tsheehan@diigo.edu).

### What are Diigo Educator Accounts?

These are special premium accounts provided specifically to K-12 & higher-ed educators. Once your Diigo Educator application is approved, your account will be upgraded to have these additional features:

- ✓ You can create student accounts for an entire class with just a few clicks (and student email addresses are optional for account creation).
- ✓ Students of the same class are automatically set up as a Diigo group so they can start using all the benefits that a Diigo group provides, such as group bookmarks and annotations, and group forums.
- ✓ Privacy settings of student accounts are pre-set so that only teachers and classmates can communicate with them.
- ✓ Ads presented to student account users are limited to education-related sponsors.

[Learn More »](#)



If you're an educator, **APPLY FOR YOUR EDUCATOR UPGRADE** now!

#### Apply For Diigo Educator Upgrade

Note that the educator upgrade will only be granted if you are an educator and plan to use Diigo with your students or your peers. Please make sure that you've already created / signed into your Diigo user account first before applying for this Educator upgrade.

First Name	<input type="text" value="Toby"/>
Last Name	<input type="text" value="Sheehan"/>
Your School Email	<input type="text" value="tsheehan@yourschool.k12.us"/>
Title	<input type="text" value=""/>
Grade	<input type="text" value=""/>
Subject You Teach	<input type="text" value=""/>
Years as an educator	<input type="text" value=""/>
Country	<input type="text" value="United States"/>
State	<input type="text" value=""/>
City	<input type="text" value=""/>
School	<input type="text" value=""/>

Please explain how you plan to use Diigo with your students (required)

How did you hear about Diigo Educator Account? (required)

☐ I have read and agree to the [Terms of Use](#)

☐ **wsYF** (Please type this number in the box provided. (Clever read "Two a Diigo use.")

- Diigo must approve these requests

Once approved, you will receive an activation email. If you haven't received it within 48 hours, or can't find your confirmation email, please check your spam folder, or contact [education@diigo.com](mailto:education@diigo.com) for assistance.



Hi !

Thank you for signing up with Diigo, a next generation social bookmarking and annotation site. With the power of collaboration and the power of the community, Diigo greatly improves how people discover

To activate your account, click the following link:

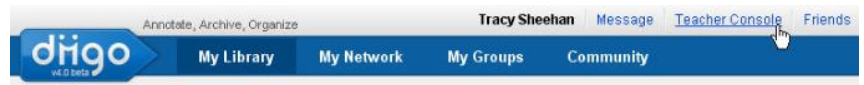
[http://www.diigo.com/user/mana2/register\\_verify/a71f7ad1409b32ae65b0fe3f3b364cd5](http://www.diigo.com/user/mana2/register_verify/a71f7ad1409b32ae65b0fe3f3b364cd5)

If the link is not clickable, you can copy and paste it into your browser's address box.

## Access Teacher Console

Your personalized Teacher Console, is where you create and manage student accounts and class groups.

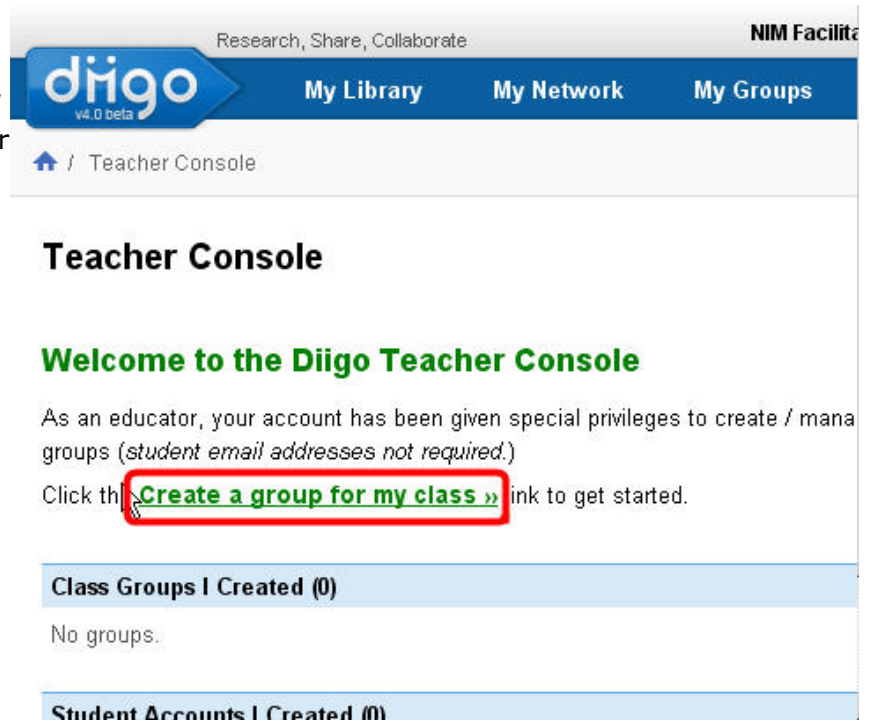
Your teacher console can be accessed via the menu.



## Create A Class Group

The first step for using Diigo for a new class is to create a new Diigo group for the class.

Click the "**Create A Group for My Class**" link to create a group for your class.



The screenshot shows the Diigo Teacher Console interface. At the top, there is a navigation bar with the Diigo logo (v4.0 beta) and the tagline "Research, Share, Collaborate". To the right of the logo are links for "My Library", "My Network", and "My Groups". Below the navigation bar is a breadcrumb trail showing a home icon followed by "/ Teacher Console". The main content area is titled "Teacher Console" and features a green heading "Welcome to the Diigo Teacher Console". Below this, a message states: "As an educator, your account has been given special privileges to create / manage groups (student email addresses not required.)". A link "Create a group for my class »" is highlighted with a red rectangle. Below the message, there are two sections: "Class Groups I Created (0)" and "Student Accounts I Created (0)".

Research, Share, Collaborate

**diigo** v4.0 beta

My Library My Network My Groups

⬆ / Teacher Console

### Teacher Console

#### Welcome to the Diigo Teacher Console

As an educator, your account has been given special privileges to create / manage groups (student email addresses not required.)

Click the **Create a group for my class »** link to get started.

#### Class Groups I Created (0)

No groups.

#### Student Accounts I Created (0)

Add a group name, a description, chose public or private and click "Create my group"

Create a Group Knowledge Repository Tracy Sheehan Message Teacher C

**diigo** v4.0 beta My Library My Network My Groups Community

### Create a group for class

Group Name:  [ Require minimum of 6 characters ]

Group URL:  [ Require minimum of 6 characters ]

Description:  No more than 300 letters

Who can view? ☒ Public - anyone can view ☐ Private - only group members can view

## Create Student Accounts and add to class group.

To create student accounts simply enter their names or upload an entire class roster at once.

Create accounts for students and add them to the group: Sage-classA  
You are here: Diigo Home > Teacher Console > Create accounts for students and add them to the group

**Enter Names** (comma separated, e.g. Michael Jordan, Cindy Smith)

**Or import a CSV file**

Upload a Comma Separated File (CSV) that follows this sample file format.

Input your students' names, and Diigo will automatically create usernames & passwords for them. You can also edit as necessary to change usernames and passwords before the student accounts are created.

To protect student identities, be sure not to use students' full name as their usernames.

Create accounts for students and add them to the group: Sage-classA  
You are here: Diigo Home > Teacher Console > Create accounts for students and add them to the group

**Confirm Account Details**

First Name	Last Name	Username	Password	Email
Lisa	Jordan	lisajorda	hpcca	
Cindy	Watson	cindywats	4723a	
Student	101	student101	plngn	
Student	102	student102	qrszc	

Students will also be able to switch passwords upon logging in to Diigo.

Click "OK, create accounts".

## Manage Class groups / Student Accounts using Teacher Console

Go to your "**Teacher Console**".

Once there, use these options to manage your class groups / student accounts:

- **Group Name** - click to view / manage the class group. For more tips on Diigo group's functionalities, visit Diigo Group Help section
- **Add Members** - click to add more members (either by creating more student accounts or inviting people to join by email or enter your friends' Diigo username)
- **Print Members** - Click to print the class list. You need a copy of the usernames and passwords to post them to students in their PTs.
- **Manage Members** - You can grant any number of members **moderator** access with editing right, **ban** any member, or restore their membership.

Teacher Console  
You are here: [Diigo Home](#) > [Teacher Console](#)

**Class Groups I Created (3)** [Create a group for my class](#)

Group Name	Options
<a href="#">Sage-classA</a>	<a href="#">Add Members</a> <a href="#">Print Members</a> <a href="#">Manage Members</a>
<a href="#">Sageridge-Science</a>	<a href="#">Add Members</a> <a href="#">Print Members</a> <a href="#">Manage Members</a>
<a href="#">Sageupper-Science</a>	<a href="#">Add Members</a> <a href="#">Print Members</a> <a href="#">Manage Members</a>

1

**Student Accounts I Created (13)**  
View: [All](#) | [Activated](#) | [Not yet activated](#) | Sort by: [Created Date](#) | [Real Name](#)

Real Name	Username	Password	Created Date	Email
Student 102	student102	qrsz	2008-09-12	
Student 101	student101	pingn	2008-09-12	
Cindy Watson	cindywatson4	4723	2008-09-12	
Lisa Jordan	lisajorda	hpcca	2008-09-12	

That's all about setting up student accounts and class group. For more information about getting started with

Diigo (how to install diigolet / toolbar, bookmark, annotate, manage group and much more advanced options), please make sure to check out the video tutorials available at the site and the Help File also available on the site.