

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

Visit the Diigo site: <http://www.diigo.com/sign-up>

Begin to create an account by completing the form, and click Continue.

You can optionally skip the profile creation step by clicking the Skip link under the Save and continue button.

You can create a profile and upload an image or avatar.

You can likewise skip Step 3.

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

Last name

to be used in the Diigo Community

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

Retype Password

6 ~ 32 characters and is case sensitive

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

diigo

Step 1 (Create Account) Step 2 (Add Profile) Step 3 (Add Friends)

Set up your profile on Diigo.

Avatar



Upload Image

Industry:

Connect with others practicing in the same field as you

**Skip profile creation  
by clicking the Skip  
link here**

Save and continue

[Skip »](#)

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 sign up for a Diigo Educator Account.

## 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

Thank you for signing up with Diigo, a next generation social bookmarking and annotation service where you 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.

#### 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="Tracy"/>
Last Name	<input type="text" value="Sheehan"/>
Your School Email	<input type="text" value="We only accept school email (such as username@yourschool.k12.us) to verify educator identity. Should you need assistance, please contact us at education@diigo.com"/>
Title	<input type="text" value="-- choose one --"/>
Grade	<input type="text" value="-- choose one --"/>
Subject You Teach	<input type="text" value="-- choose one --"/>
Years as an educator	<input type="text" value="-- choose one --"/>
Country	<input type="text" value="United States"/>
State	<input type="text" value="-- choose one --"/>
City	<input type="text" value="-- choose one --"/>
School	<input type="text"/>
Please explain how you plan to use Diigo with your students (required)	
<input type="text"/>	
How did you hear about Diigo Educator Account? (required)	
<input type="text"/>	
<input type="checkbox"/> I have read and agree to the <a href="#">Terms of Use</a>	
<input type="checkbox"/> w5YF Please type this marker in the box provided. (Cannot read? <a href="#">Click here</a> )	
<input type="button" value="Apply For Diigo Educator Account"/>	

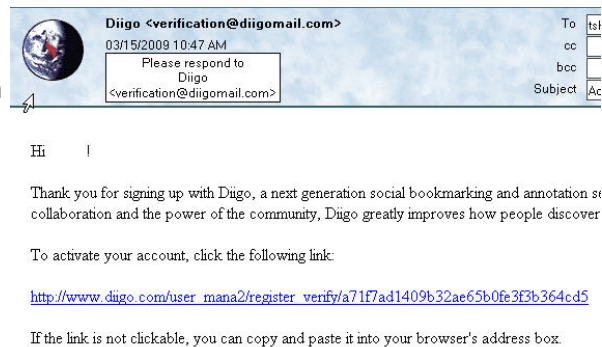
your email address would be  
tsheehan@diigo.edu

- See if your school is on the list.

Diigo will approve these requests within  
three days.

## Step 2: Email Notification

- 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.



## Step 3: Access Teacher Console

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

Your teacher console can be conveniently accessed via the drop-down menu under your username, as illustrated.



## Step 4: 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.

While setting up a class group is fairly similar to a regular group, here are a few differences:

- **Recommended Keywords**- grade and subject for the class should be entered as keywords for the class. This can be done by simply pointing-and-clicking the grades and subjects.
- **Group members as friends** - You as the teacher have the option to automatically make all students in the same class group friends with one another on Diigo so they can easily communicate with each other. This is especially needed since student accounts have been pre-set to only allow messages from friends only.

The screenshot shows the 'Create a group for my class' form in Diigo. At the top, it says 'Class Groups I Created (0)' and 'Student Accounts I Created (0)'. The form includes fields for 'Group Name' (with a minimum of 6 characters), 'Group URL' (with a minimum of 6 characters), and 'Group Interests (Keywords)'. Below these are 'Recommended Keywords' for 'Grade' (K-12, Elementary, Middle School, High School, Higher Ed) and 'Subject' (Arts, Math, PD, Science, Technology, Health & PE, General Studies, Languages, Social Studies). There is a 'Description' field (no more than 300 letters) and options for 'Who can view?' (Public or Private) and 'Group members as friends?' (checked). At the bottom are 'Create my group' and 'Cancel' buttons.

## Step #5: Create Student Accounts and add to class group.

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

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

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

A large text input field for entering student names, comma-separated.

Create

Or import a CSV file

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

Browse...

Upload

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	pingn	
Student	102	student102	qrszc	

OK, Create accounts Cancel

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

Click "OK, create accounts".

## Step #6 Manage Class groups / Student Accounts using Teacher Console

To access, use the drop-down menu under your username and select "**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.

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.

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	grsz	2008-09-12	
Student 101	student101	pingn	2008-09-12	
Cindy Watson	cindywatson4	4723	2008-09-12	
Lisa Jordan	lisajorda	hpcca	2008-09-12	

Make sure to copy the "url" of your Diigo  
Class Bookmarks site to add as a link to  
your course Nav Bar.

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