



# The Gaggle

Bringing You a Gaggle of News Monthly

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## Looking for Online File Storage Solutions?

### Remember Gaggle!

Free yourself and your students from the hassles of external media devices by using your Gaggle Digital Lockers! The Digital Locker is an online file storage solution available to each Gaggle user. You and your students can store files in your Digital Lockers and access them from any computer. For example, if your students are working on an assignment in the computer lab at school, they can upload the unfinished assignment to their Digital Locker and download it on their home computer to finish their work.

Gaggle's Digital Lockers are very easy to use. You can upload and download files to your Digital Locker just like you would upload and download an email attachment. With the Gaggle Digital Lockers, there is no need for floppy disks, USB drives, or other external media devices, which can be unreliable and are prone to carrying viruses. Files in your Digital Locker are checked for viruses before they are uploaded

and again when they are downloaded from the server, so the risk of spreading viruses is greatly reduced.

You and your students can also share files through your Digital Lockers. Students working on a group project together can exchange files with other group members through the Digital Lockers instead of continually emailing everyone with documents. As the teacher, you can upload worksheets, other assignments, and permission forms to your Digital Locker for your students to download and complete. This saves you the hassle of making copies for your students or emailing everyone with the assignment.

All of the files uploaded to Gaggle's Digital Lockers go through our filters for inappropriate content, and inappropriate files still get blocked and are sent to the student's teacher. The Digital Lockers provide you with a safer and easier solution for file storage and sharing right at your fingertips!

## Training Tips

*Learn helpful tricks about the Gaggle system here.*

### **File Access Levels**

Each file in a user's Digital Locker is assigned an access level. Teachers and students can share files with other users by marking them as a "Public" access level. If they do not want to share a particular file with other users, they can mark it with a "Private" access level. Files marked as "Private" will not be viewable to other users in the school. However, teachers can still see all the files in a student's Digital Locker whether they are private or public.

### **Accessing Another User's Digital Locker**

Teachers and students can access another user's Digital Locker from the Directory page. Simply click on the "Locker" link next to the user's name in the list. Only files marked for public access will be viewable when a student clicks on a user's Digital Locker link.

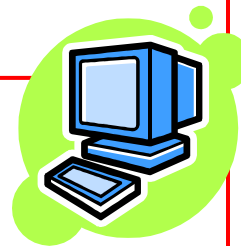
## Curriculum Corner – Winter Break Ideas

### **Middle & High Schools:**

You can use the Digital Lockers to store study guides and review sheets for final exams. You can also store extra credit opportunities for students to earn some extra points before the end of the semester.

### **Elementary Schools:**

You can store extra credit assignments in your Digital Lockers as well, such as worksheets or reading lists for book reports. For the younger students, you could also store fun holiday worksheets such as word jumbles, cross word puzzles, or coloring sheets.



*From the entire Gaggle Staff, we wish everyone a joyous holiday season and a very happy new year!*



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