

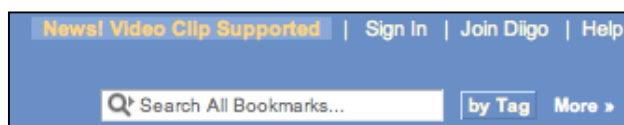
## SOCIAL ANNOTATION AN EDUCATOR'S GUIDE

**Diigo** (pronounced dee'go) is a web-based application that allows users to save bookmarks online, annotate information on web sites and share their work with other users. Diigo is more than just online bookmarking, it is social annotation because users are sharing their work, collaborating with others and participating in groups.



### Creating an Account

1. Go to <http://www.diigo.com>
2. Click the **Join Diigo** in the upper right corner of the screen. Fill out the account information.



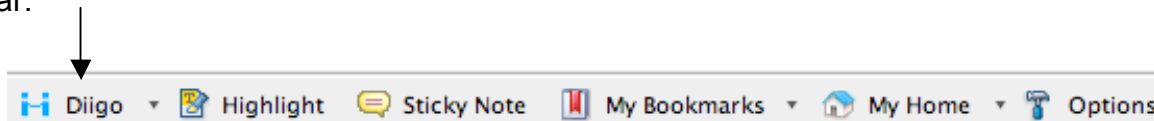
3. Now you are ready to install the Diigo Toolbar. Click Install Diigo Toolbar.



You will receive a message telling you that the **DiigoToolbar** is now installed on your browser.

### Let's Bookmark!

1. Navigate to a page you want to bookmark, then click **Diigo** on your toolbar.

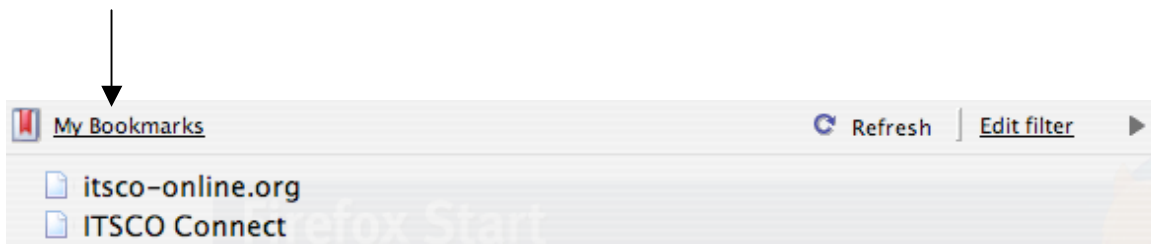


2. A dialog box will appear. Notice the URL and Title are filled in for you. You can add a **Tag** or keyword that describes the bookmark. Tags can be anything you want and can be used to search and sort through your bookmarks. For example, I gave this web site the tags 'education', 'technology' and 'blog' to describe Kathy Schrock's blog.

3. If you want to forward a web site to another person, click the **Forward** button on the right. Type their e-mail address in the e-mail field. The box below is a space to write a personal message. You can leave the standard note or add your own. When you are finished, click **Submit and Close**. Now, take some time to bookmark and forward your favorite web sites to your friends.

## Finding your Bookmarks

Now that you have bookmarked a few web sites, you will probably want to find them! To find your bookmarks, click on **My Bookmarks** and then click **My Bookmarks** again to see a list of all of your bookmarks.

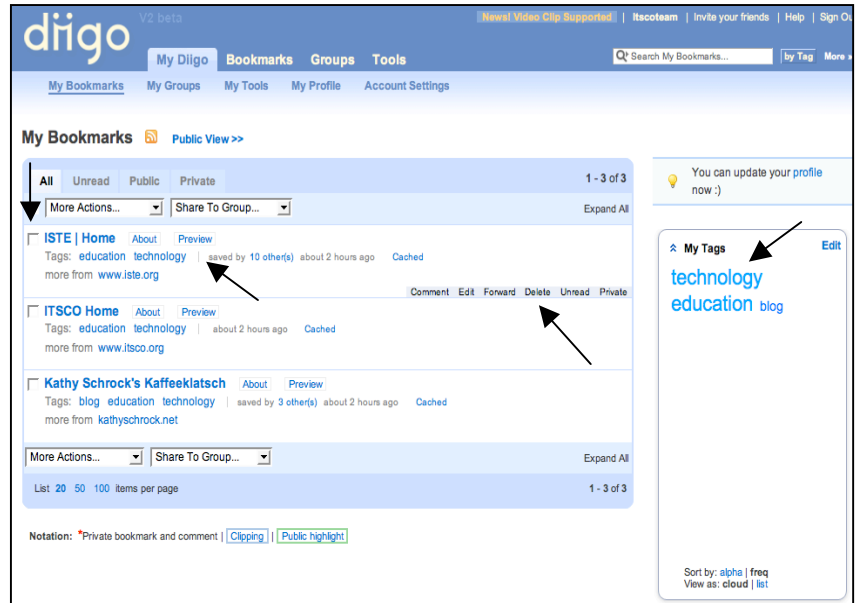


## My Bookmarks page:

**Bookmarks:** Listed in the middle of the page

**Tag:** A word you use to describe a bookmark. They are listed below each bookmark and in the box on the right-hand side of the page under **My Tags**. Clicking on a tag will search for all bookmarks labeled with that tag.

**Bookmarking Options:** When you move your mouse over any bookmark listed on the page, you will see several bookmarking options appear in the lower right. You can:



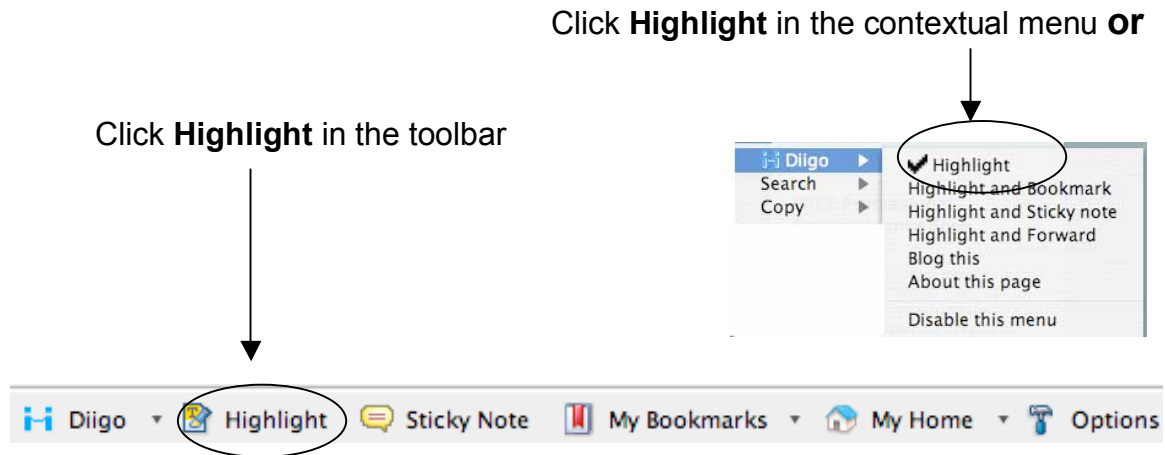
- **Comment** – add a personal comment about the page. This can actually be done at the time of the bookmarking or later on the My Bookmarks page.
- **Edit** - edit the bookmark title or tags
- **Forward** – e-mail the bookmark to another person within the My Bookmarks page
- **Delete** – delete the bookmark
- **Read/Unread** – mark the bookmark either read or unread
- **Private/Public** – mark the bookmark private or public

## Highlighting, Annotating and Sticky Notes

When you find some important information on a web page, not only do you want to come back to the web site, you also want to come back to that specific information. With Diigo, you can highlight or annotate a specific paragraph or section of web page.

## Highlighting

1. Highlight some text or picture by clicking and dragging across it with the cursor. Then click **Highlight** in the Diigo Toolbar or select it from the contextual menu (the box that appears after you highlight).



If this page has not been previously bookmarked, you will be asked to bookmark it. So then the highlight and the page will be bookmarked simultaneously.

2. To remove a highlight, rest the cursor over the highlighted text. The Diigo contextual menu will appear. When you rest your cursor on the menu the option to **Delete highlight** will be visible.

**Note:** Your highlight is only viewable to you on the original page. It is *not* viewable to the public unless there are public Sticky Notes associated with it.

## Annotating with Sticky Notes

You can also add sticky notes or virtual 'post-it' notes to a web page. These notes can be either public or private. The default is set to private. All public sticky notes can be viewed by any Diigo member with the Diigo toolbar installed. Keep in mind that any highlight associated with a public sticky note will be public also.

1. To add a sticky note, first highlight the text. Then click on **Sticky Note** in the toolbar or you can select **Highlight and Sticky Note** from the contextual menu (the box that appears after you highlight).

## Sharing, Building Community and Groups

Aside from being a useful researching tool for individuals, Diigo can be used to connect and collaborate with others. An easy way to do this is create a group. You can create a public or private group, either way you can share your sticky notes, highlights and webpages with your group members.

1. To create a group, go to <http://groups.diigo.com/>. Fill out the information and click **Create Group**.
2. There are many existing groups to join as well. Go to <http://groups.diigo.com> to find and join a group.

## Classroom Integration Ideas

There are countless ways to use Diigo in the classroom. Below are a couple of ideas to spark your creativity!

- Create an in context vocabulary List
- Create an online study guide
- Sharing research with other teachers using Tags
- Share resources with students
- Forwarding information to students/parents
- Create research groups