

# Student Guide to . . .

## Using Diigo

Diigo is your solution to maintaining a record of the useful websites you visit. Follow these steps to make the best use of this tool.

1. You can create your own Diigo account by going to [www.diigo.com](http://www.diigo.com). Click *Join Diigo*. You will be asked to choose a username, supply your first and last name, an email address, and a password (be sure to remember these for future use). After clicking *Continue* you will be directed to go to your email to activate your account.

OR, your teacher may have already prepared an account for you - he or she will supply you with a username and password.



2. Search *diigolet* and click [www.diigo.com/tools/diigolet](http://www.diigo.com/tools/diigolet). Read the directions on the Diigolet page carefully. Where it directs you to right click *Diigolet* and add it to you favorites, be sure to add to *Favorites Bar*. This insures that diigo will be available on the computer you are using.

3. Next, go to [www.diigo.com](http://www.diigo.com). Click *Sign In* and use you username and password. You are now ready to browse the internet and save website locations to Diigo. When you have reached a website you wish to save, click *Bookmark* at the top of your screen. You will be asked to write a description (about the website) and add one or more tags (so you can find the website later). If you are part of a group (your teacher will have told you or will explain how to join), be sure to check the box by *Share to a Group*. Select the group to which you belong (a drop down box - your teacher will have told you) and click *Save*.

4. The best way to understand the features of Diigo is to play with it later when you have more time. Features like *highlighting* and the use of *sticky notes* may be useful for you later.

At home, you can log onto your Diigo account by going to [www.diigo.com](http://www.diigo.com) and then signing in with your username and password. Repeat the steps above to provide the diigolet toolbar on your home computer.

### Remember -

- If your teacher assigns you to bookmark several websites as an assignment, be sure to save them to your group so that you get credit.
- The description box is an important way for you and your classmates to see how the website might be useful.
- The use of a *sticky note* will help you to remember additional things about a website.
- Be sure to select useful tags for each website. Tags are a way to search for bookmarked websites that are in your Diigo library.

*Additional Notes:*