

Symbaloo Help Sheet

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Introduction

Symbaloo is a tool that allows you to organize all of your favorite Web Links in one place. Create your own pages to organize your Web Links by theme or content area. You will be able to access your own Symbaloo by logging into your account. Symbaloo makes internet searching easy as you:

- Discover the best pages for content
- Create your favorite web pages
- Share your web pages with others

Ideas to Use Symbaloo in an Educational Setting

1. Create a webmix for parents and students containing games or tips to reinforce certain content areas. Embed the webmix onto your classroom or district website.
2. Create webmixes for content areas, lessons, or units.
3. Create a resource webmix containing links for the dictionary, thesaurus, vocabulary etc.

4. Create a webmix for educational games or other websites that students can use after a lesson or classroom work. Give it a name like "I'm Done", "Fun Times", "Now What?" etc.
5. Create a webmix for student use only containing the links that you only want them to view within the classroom. Color code the tiles by content area or type of website. Example: Create grammar tiles to be red, presentation tiles to be yellow, resources tiles to be green etc.
6. Create a teacher resource webmix to weblinks on rubrics, lesson and unit plans, activities to use in the classroom etc.
7. Create a webmix for Science, Technology, Engineering and Math (STEM)
8. Create a webmix containing assessment sites.
9. Create a webmix on Close Reading
10. Create a webmix and link to Google Files for Quizzes, Tests, or Assignments.
11. Create a webmix of online books that can be read by Reading level or Lexile level.

Symbaloo Terminology

Webmix-A group of Websites grouped together by a common theme or content area. You can create your own webmix or download one already completed.

Tab-Title of a webmix. The Tab of your webmix can be named anything you desire. For example, 5th-6th grade Science Sites, Math Sites, History, My favorite News Sites etc.

Tiles-Tiles fill the grid of your Symbaloo and link to your favorite websites. You can create your own Tile by typing a name and downloading a picture, or use one already created.

Center Block-This is the white block in the middle of a Symbaloo webmix. When you click on a Tile, the center block loads content related to that Tile.

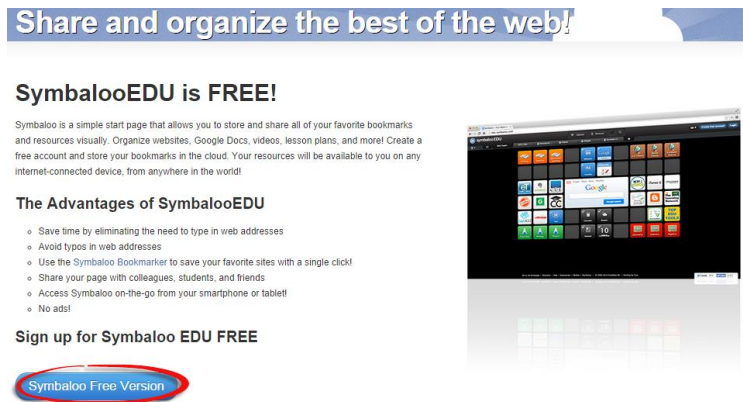
Note: *Not all Tiles will affect the Center Block.*

Creating a Symbaloo Account via Website

1. Type the following website into your Internet Browser:
<http://www.symbalooedu.com/>
2. **Click on Free Version!**





3. Click Symbaloo Free Version



4. Fill out the login information with your **Name**, **Email** and **Password**. Complete the form with your school email, unless you want to create a personal account, use your personal email to bookmark your favorite personal websites i.e.; shopping, news, travel, sports.

New to Symbaloo? Register now! x

 Register with Edmodo

 Register with Facebook

[Show more](#)

I don't want to miss important updates

I agree to Symbaloo's [terms and conditions](#) and [privacy policy](#)

[Register for Symbaloo Premium](#)

5. **Check the boxes: I don't want to miss important updates and I agree to Symbaloo's terms and conditions and privacy policy.**
6. Click **Create my account**.
7. Confirm your account information via email.

Welcome to Symbaloo - Please verify your email address

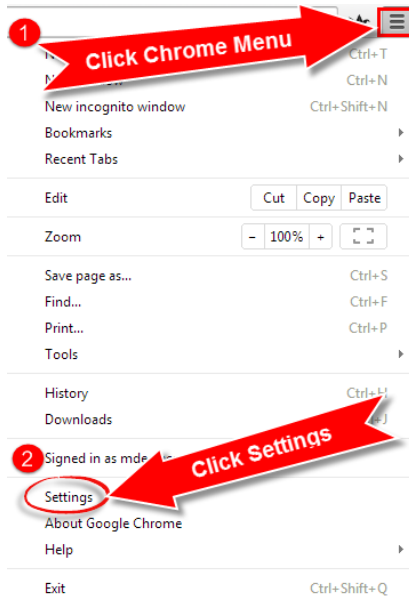
Well done! Your account at Symbaloo has been created successfully. We hope Symbaloo brings you a better surfing experience. [To verify your email address please click on this link!](#)

Note: The SymbalooEDU already comes with preset webmixes for education. These can be deleted or renamed.

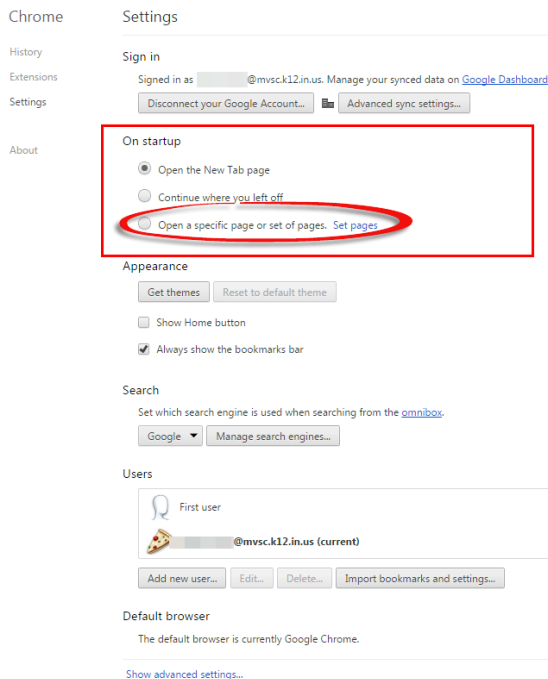
Adding Symbaloo to Chrome Browser as a Home Page



1. Click your **Chrome Browser** from your desktop or Start Menu.
2. Click the **Chrome menu**  and **Select Settings**.



3. In the “On startup” section, select the button- **Open a specific page or set of pages** to set your preferences.

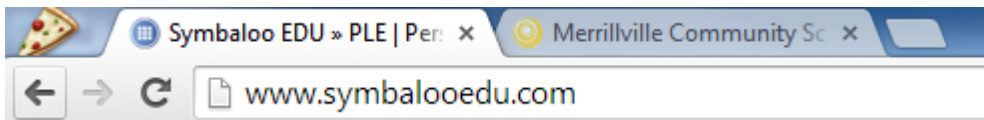


- 4. Click **Open a specific page or set of pages**.
- 5. Click **Set pages**.

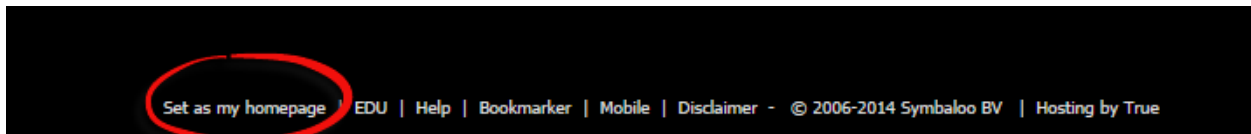
6. Type in the Symbaloo internet address, <http://symbalooedu.com> in the box that states Enter URL... This will allow Symbaloo to open when you click on the Chrome Browser.



7. Click OK.
8. Now when Chrome starts, the webpages you typed as Home Pages will be available.




9. You can also Add Symbaloo to your Homepage by the following:
Click Set as my homepage at the bottom of the screen



Symbaloo Layout

The screenshot shows the Symbaloo dashboard with various webmix tiles (Amazon, Walmart, eBay, Target, etc.) and a navigation menu. Red arrows point from callout boxes to specific UI elements:

- Menu of your Webmixes.** Click here to Add a Webmix or Search for a Webmix (points to the hamburger menu icon).
- Options-Click here to rename your Webmix, change the wallpaper, change the icon, or the size of the Webmix.** (points to the 'Options' button above a tile).
- Remove-Delete a Webmix.** (points to the 'Remove' button above a tile).
- Share-Share your Webmix publicly (with everyone) or privately (with friends).** (points to the 'Share' button above a tile).
- Search Tiles, Webmixes or Profiles** (points to the search bar in the top right).
- Notices-Helpful tips will be located here from Symbaloo.** (points to the notification bell icon).
- Click for Profile, Preferences, Account Settings, Language, or to Sign out.** (points to the user profile icon).



The screenshot shows a Symbaloo webmix dashboard with a grid of tiles. The top navigation bar includes tabs for Home, Tools, EDU News, Features, and Resources. The grid contains various tiles for e-commerce (Amazon, Walmart, eBay, Target, Walgreens, Staples), social media (Facebook, Twitter, Google+, Pinterest, Skype), education (Wikipedia, Grammarly, Dictionary, Thesaurus, Writing, Reading, Grammar, Chemistry, Biology, Physics, Geometry, Statistics, Algebra), and other services (Google search, Evernote, Khan Academy, Edublogs). A central block features a Google search engine.

The Tabs represent the names of the Webmixes. Webmixes are named by Theme or Content Area.

This whole area is called a Webmix. A webmix contains Tiles representing a collection of websites.

Tiles fill the Grid with your favorite websites. Tiles can be created or use the existing tiles.

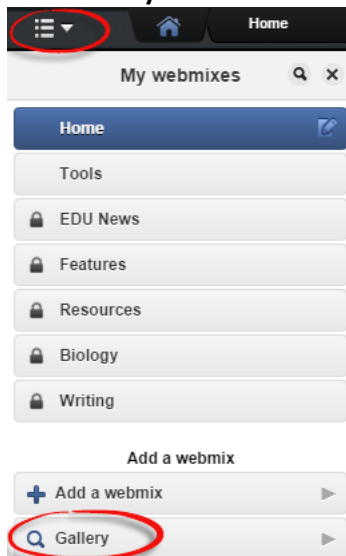
The Center Block located in the middle of the Webmix is an internet search browser. It will also load content related to the Tile that is clicked or load widgets.

Searching for a Webmix-Option 1

Search for and add webmixes published by other Symbaloo users. You can search by the following filters:

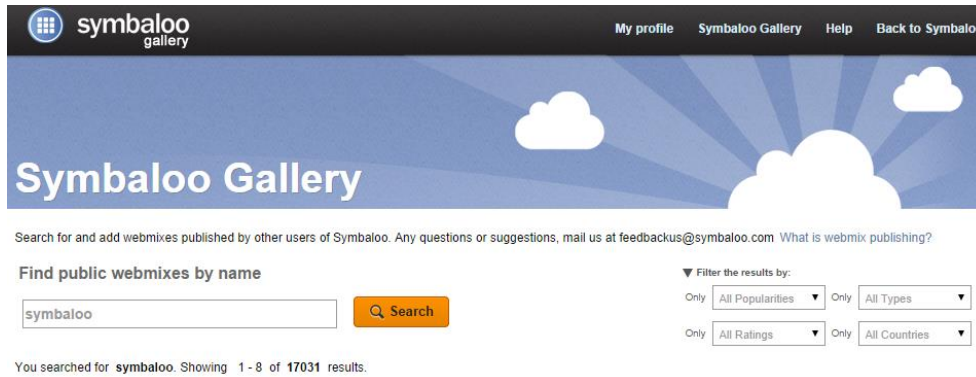
To search for a webmix:

1. Click the **Menu Tab** at the top left of the page.
2. Click **Gallery**.



3. In the Search fields, **type the name of the Public webmix or search by using the filters.**
The filters allow you to search webmixes by popularity, star rating, by type, and by country.

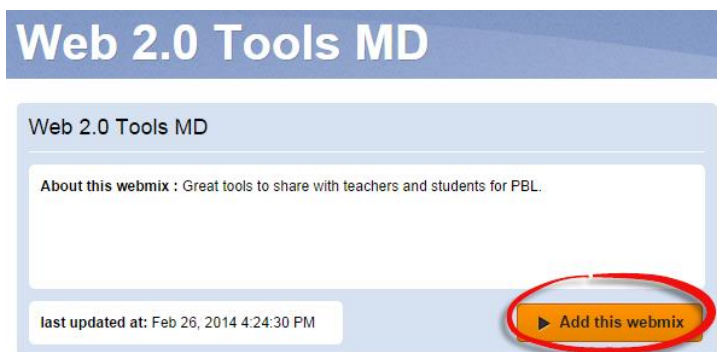
Note: Only webmixes marked Public by their authors when published are searchable.



4. Example: **Enter** in the Find public webmixes by name, **Web 2.0 Tools MD**.
5. **Click Search**
6. **Scroll** until you find the named webmix.
7. **Click View this webmix**



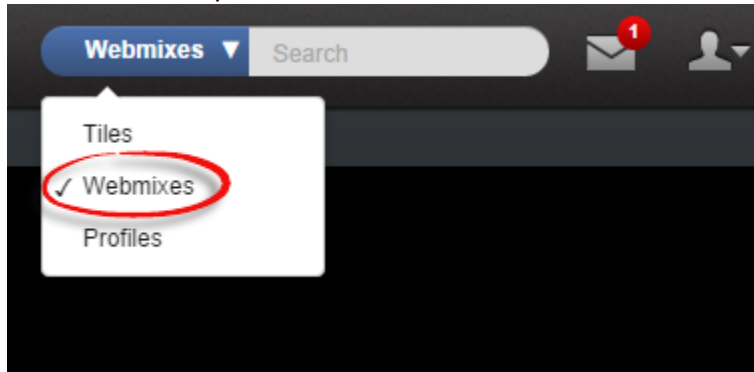
8. The webmix will open with an informative box. Explore the webmix by clicking the tiles and viewing if the content is appropriate for your needs. If you would like to add this webmix to your Symbaloo, **Click Add this webmix**.



9. The webmix will appear in your Symbaloo accessible by the Tab.
10. Search for other webmixes related to your interests and content areas such as science, mathematics, reading, and writing.

Searching for a Webmix-Option 2

1. You can also search for a webmix by utilizing the search bar at the top of the page.
2. **Click the arrow** by the search field and **choose Webmix**.

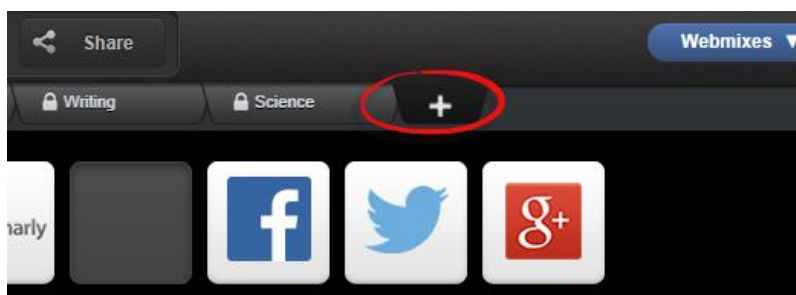


3. **Type** your interest or theme in the **Search Field**.
4. Different webmixes will appear.
5. **Click** on the **webmix** to view.
6. **Click** on **Add this webmix** to add it to your Symbaloo.

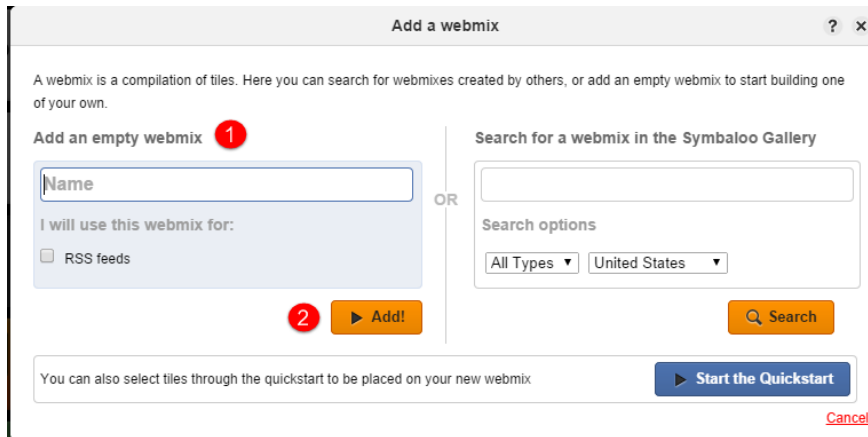
Creating a Webmix

You can create a webmix for the teacher or for your students. For example, you could create a webmix for your students to use within your classroom for a particular subject area. Then the students would only use those tiles (websites) specified on the webmix. Or as a teacher you could create a webmix to help you with lesson planning or rubrics.

1. To create your own webmix, Click on the + sign at the top of the page.



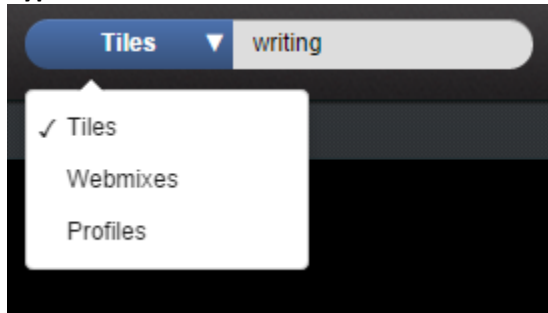
2. Type the name of your webmix, and click Add.



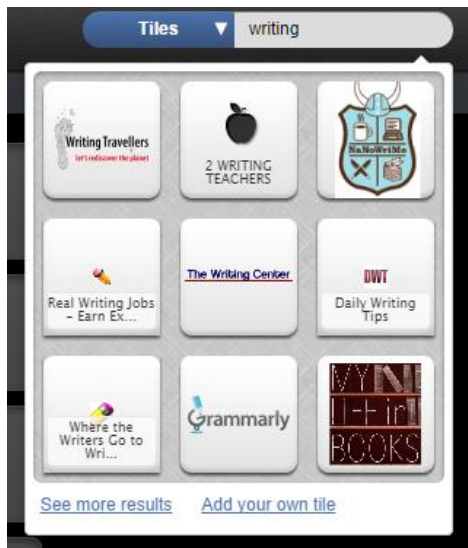
- Now you have a tab for this new webmix and a gray grid to add tiles (websites) to your webmix.

Adding a Tile to the Webmix

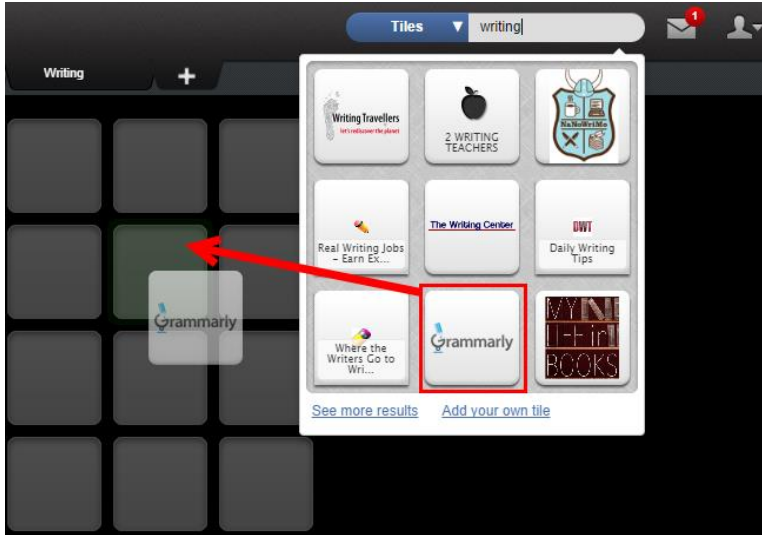
- Click the arrow by the search field and **Select Tile**.
- Type the name of the tile in the search field.



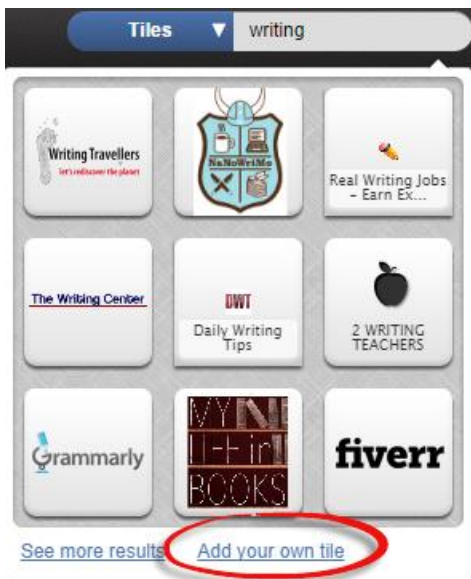
- Tiles will appear related to the topic typed.



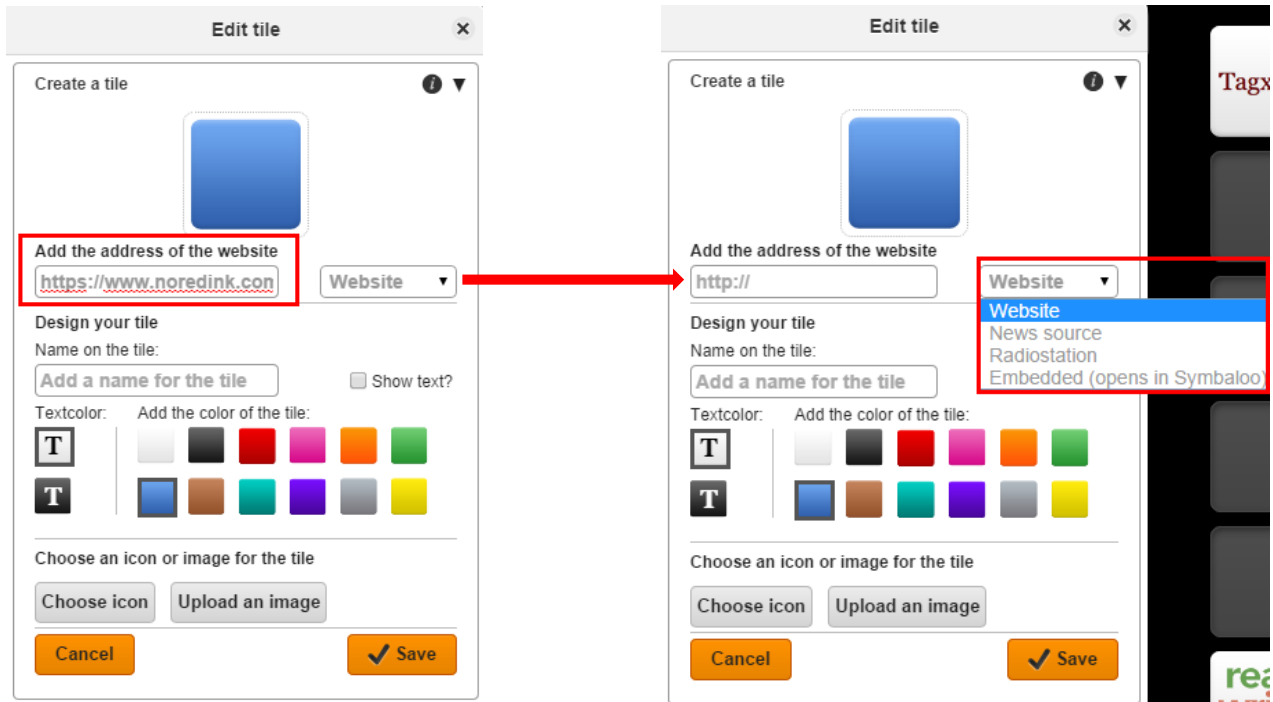
- When you find a tile to add to your webmix, Click and drag it to your webmix.



- Continue searching and adding tiles to your webmix. If you know of websites that are not found in a search, create your own tile by **clicking Add your own tile**.

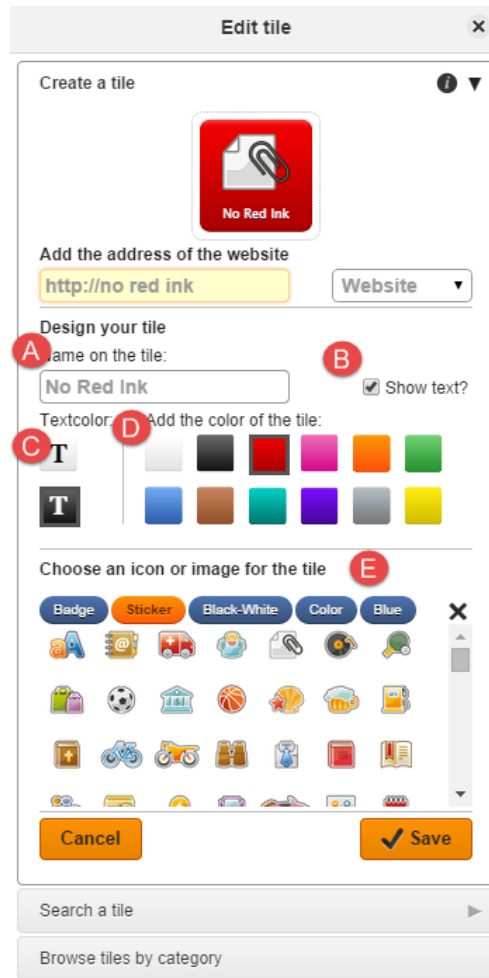


- When you Add your own tile, the Edit Tile box appears.
- Type** the name of the **website** that you want to add to your webmix in the **Add the address of the website box**. And **arrow down** to specify if it's a web address.



8. Design your tile by:

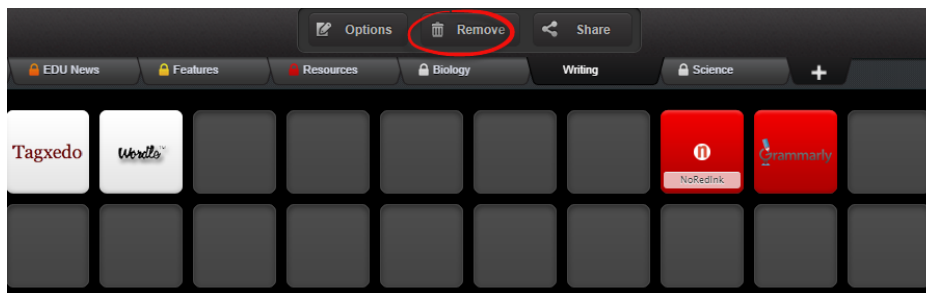
- a. Naming your tile
- b. Check Show text if you would like the text to appear on your
- c. Selecting Text color to black or white font.
- d. Select the color of the tile.
- e. Choose the suggested icon of the tile or click Upload to upload an image from your files.



9. Click Save.

Removing a Tile

1. From a webmix, **click on a tile.**
2. **Drag** the **tile** to the **trash can** icon
3. The trashcan will highlight and remove the tile.



Grouping Tiles into Folders

If you have closely related themed tiles, it might be easier to group the tiles together in a folder.

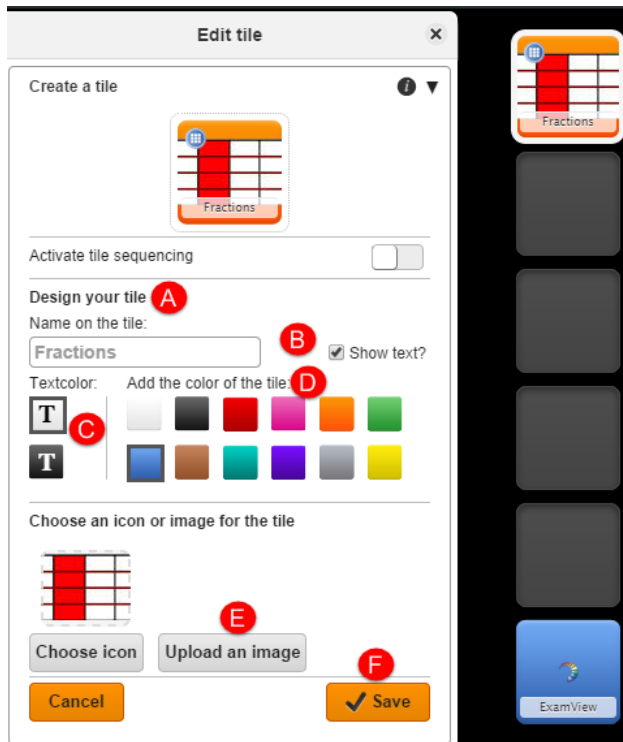
1. **Click** on a **tile**.
2. **Drag** the **tile** over another similar tile that you would like to group together.
3. A folder will automatically be created.



4. **Drop** the related **tiles** into the **folder**.



5. **Right click on folder** to edit the folder title and the edit tile box appears.
 - a. Name your folder
 - b. Check to show text (name of folder) if needed.
 - c. Select the text color (white or black).
 - d. Select the color of the folder.
 - e. Choose or upload an icon for the folder.
 - f. Click Save.

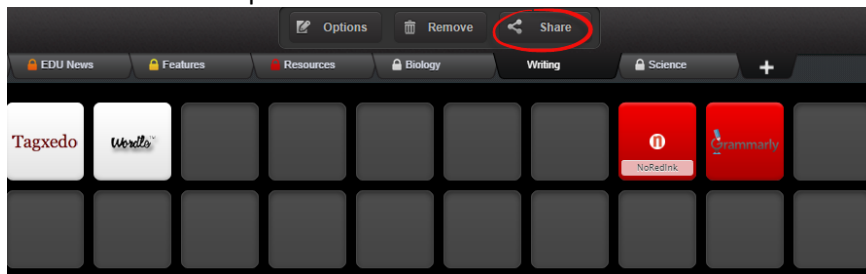


Sharing a Webmix

Sharing allows you to make your webmix available to others. You can provide others a link or embed the webmix into your own personal teacher website or blog. You can make your webmix public (available to anyone searching for a webmix) or private (it will not show up in public webmix searches).

Tip: If you make a webmix for your students, make it public so the students can copy your webmix to their Symbaloo.

1. **Click Share** at the top of the webmix.



2. **Type the following information in the fields:**
 - a. **Webmix Name**-This is the name that others will view when they search for your webmix.
 - b. **Webmix Description**-This is the description of your webmix. The more key words you use the better the search results.
 - c. **Related Words (tags)**-Key words that will help with the search process of identifying your webmix.

- d. **Discoverability Score**-The higher your discoverability score the better chance that someone has in finding it.
- e. **Share my Webmix**-Choose either Publicly (available of webmix searches in the Gallery) and Privately (only with friends or those that have the link).

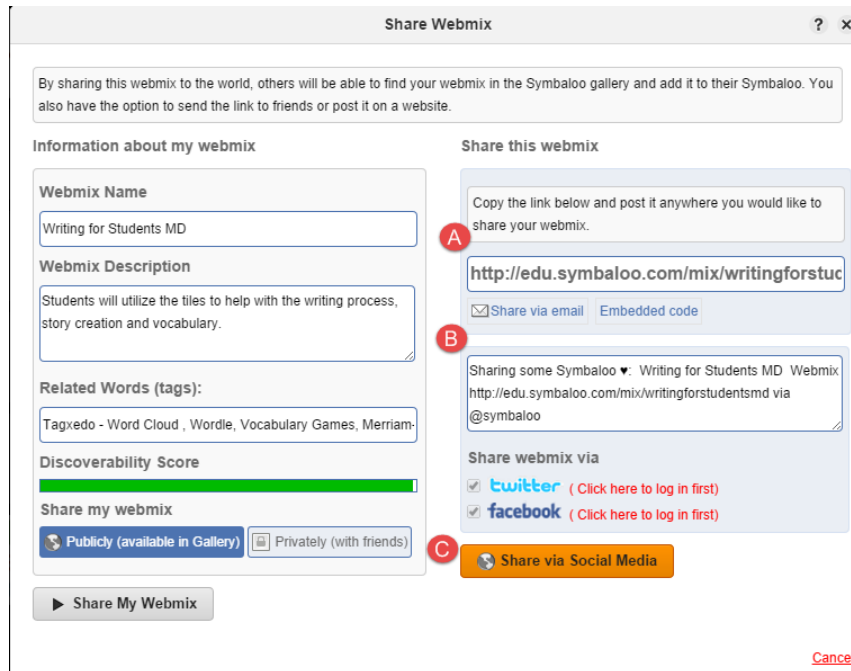
Share Webmix ? x

By sharing this webmix to the world, others will be able to find your webmix in the Symbaloo gallery and add it to their Symbaloo. You also have the option to send the link to friends or post it on a website.

<p>Information about my webmix</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Webmix Name A</p> <input type="text" value="Writing for Students"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Webmix Description B</p> <p>Students will utilize the tiles to help with the writing process, story creation and vocabulary.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Related Words (tags): C</p> <p>Tagxedo - Word Cloud , Wordle, Vocabulary Games, Merriam-</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Discoverability Score D</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, green 70%, red 30%);"></div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Share my webmix E</p> <p><input checked="" type="button" value="Publicly (available in Gallery)"/> <input type="button" value="Privately (with friends)"/></p> <p style="text-align: center; background-color: #f4a460; padding: 5px; color: white; font-weight: bold;">▶ Share My Webmix</p> </div>	<p>Share this webmix</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Copy the link below and post it anywhere you would like to share your webmix.</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><input checked="" type="button" value="Share via email"/> <input type="button" value="Embedded code"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Sharing some Symbaloo ▾ Writing Webmix via @symbaloo</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div> <p>Share webmix via</p> <p><input checked="" type="checkbox"/> twitter (Click here to log in first)</p> <p><input checked="" type="checkbox"/> facebook (Click here to log in first)</p> <p><input type="button" value="Share via Social Media"/></p>
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[Cancel](#)

3. Once you click on either Share my webmix Publicly or Privately, the right side of the box will highlight. The following information will be available:
 - a. The URL of the webmix to share with others. **Copy and Paste this link in other sources.** Or you can **share the link via email.**



- b. **Embed the webmix** on your webpage when copying the embed code.
- c. **Share via Social Media:** Twitter or Facebook after logging into your social media site.

4. **Click Share My Webmix**

Symbaloo App on the iPad

Download Symbaloo App

1. **Search for SymbalooEDU** at the App Store.
*Note: The filter needs to state: **iPhone Only** not iPad Only. Symbaloo will only come up in the Search for iPhone Only.*
2. **Click FREE**
3. **Click Install**

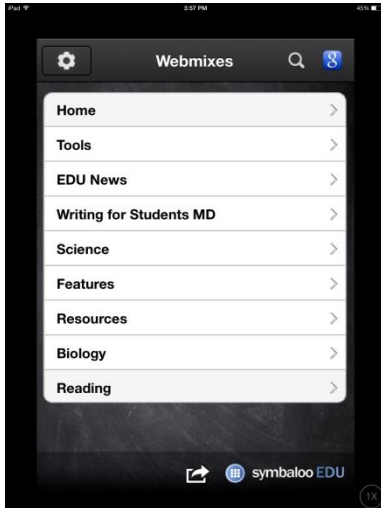
Signing up for an account-iPad App

1. **Click the Symbaloo App**
2. **Click Register**
3. **Sign up for an account**
 - a. **Enter your Username**
 - b. **Enter your Email**
 - c. **Enter a password** containing 6 characters
 - d. **Click account**

Logging into Symbaloo-iPad App

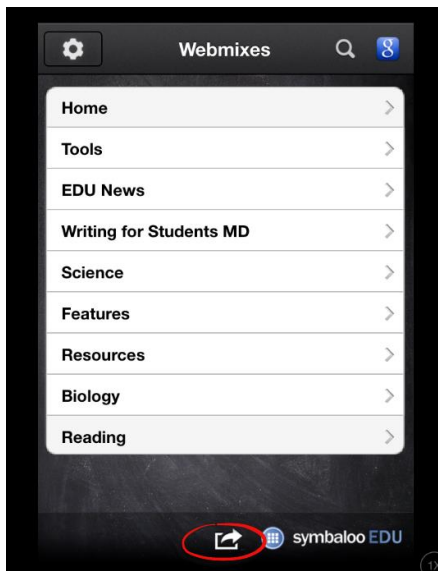
1. **Click on the Symbaloo App**
2. **Click on Log in**

3. Enter your email and your password
4. Click Sign in
5. Webmixes will be the screen that appears when first logging into Symbaloo

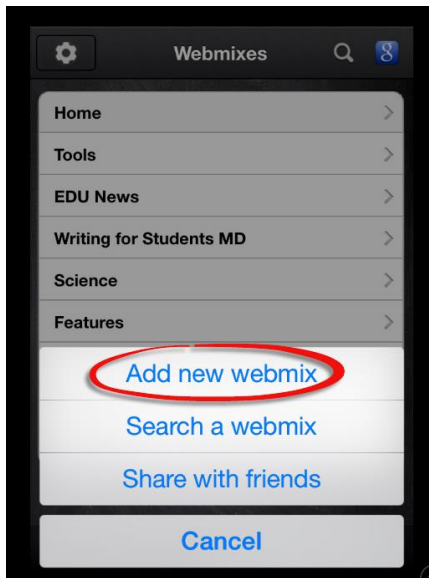


Adding a New Webmix-iPad App

1. Click the arrow in the rectangle at the bottom of the screen.



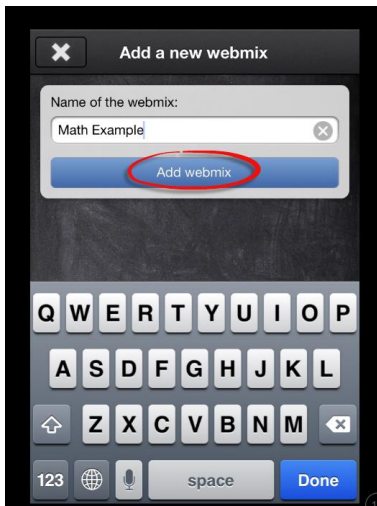
2. Click on Add new Webmix



3. **Type the name of the webmix** into the field such as Mathematics, Social Studies, and Fun Games etc.



4. **Click Add webmix.**

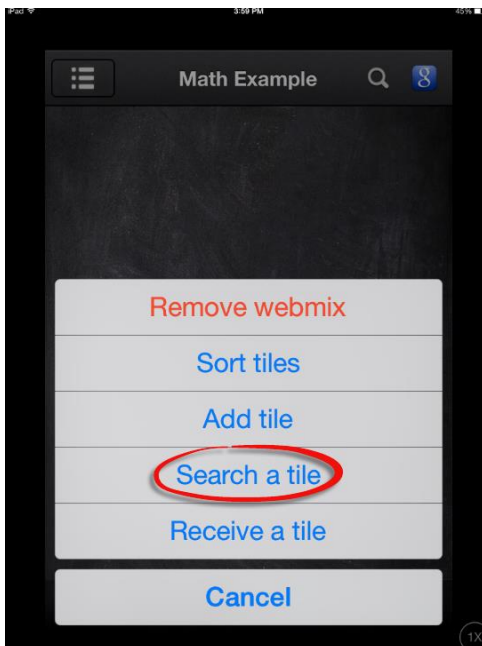


Searching Tiles to Add to a Webmix-iPad App

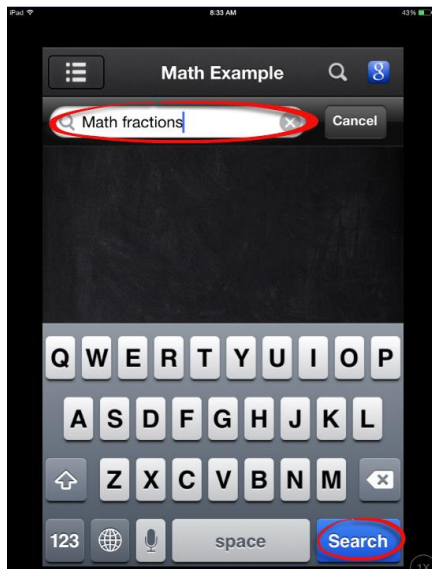
1. Click on the name of your webmix
2. Click the arrow in the rectangle at the bottom of the screen.



3. Click Search a tile.



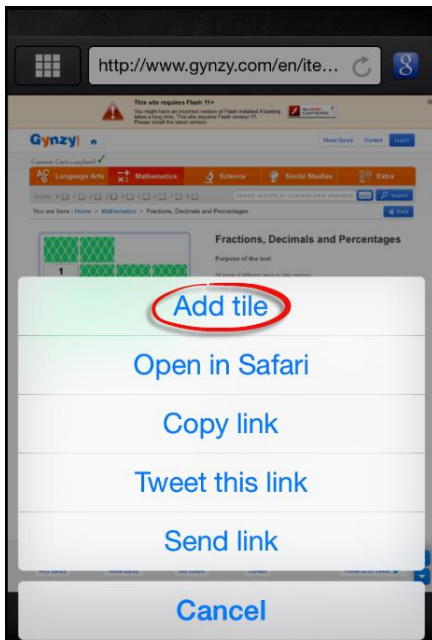
4. Type the theme of tiles to be searched in the search field.
5. Click Search on the keyboard.



6. **Click on a tile** to view it on the internet.



7. **Click Add tile** to add it to your webmix.
Success with a checkmark will appear to verify the tile (website) has been added to your webmix.



8. When your webmix is opened, your new tile will appear.



Note: Search for a Tile by also using the Search Symbol at the top of the page.

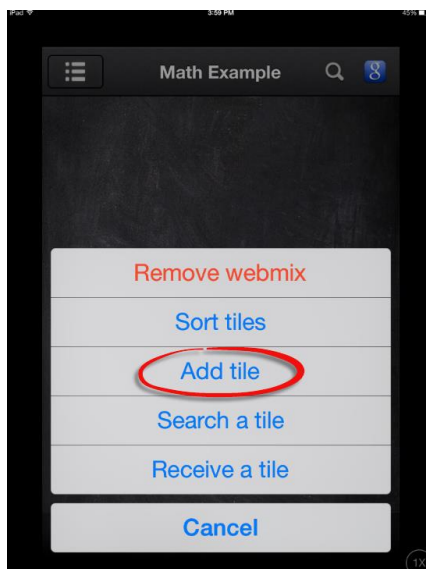


Adding a New Tile-iPad App

1. Click the webmix that will be used to add tiles.

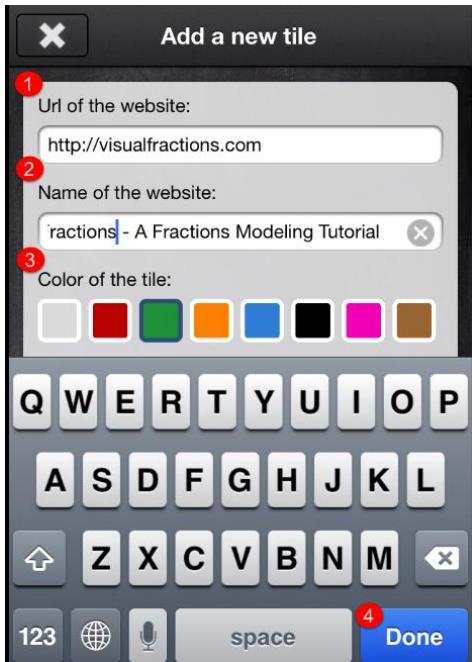


2. Click the arrow at the bottom of the screen,
3. Click Add tile.



4. **Type the Url** of the website into the space.
5. The name of the website will auto fill in the space Name of the website. If it doesn't, **type the name** of the website in the provided space.
6. **Select the Color** of the tile

7. Click Done



8. Click Create the tile.



Once loaded, the Success notice will appear.

9. The new tile will now appear in your webmix.



Deleting a Tile-iPad App

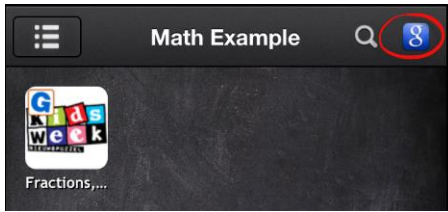
1. **Click on the webmix** to open it.
2. **Click on the tile** to be deleted and hold your finger on it until the tile starts shaking.
3. The Remove Tile will appear.
4. **Click Remove** and the tile will be deleted from your webmix.



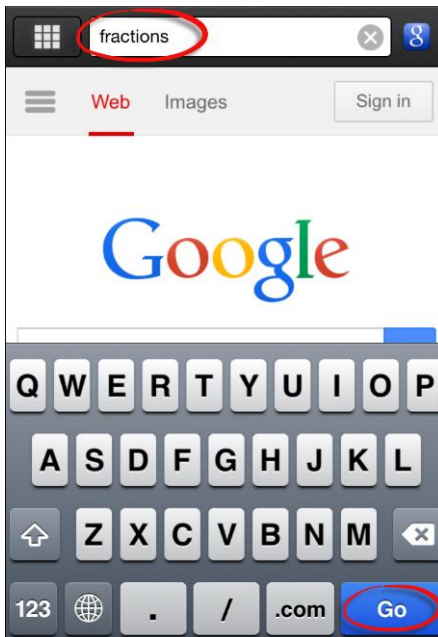
Using Google Search-iPad App

When creating a Tile, a search can be done using Google and the weblink copied to Add a new tile.

1. Open the webmix.
2. **Click on the g icon.**



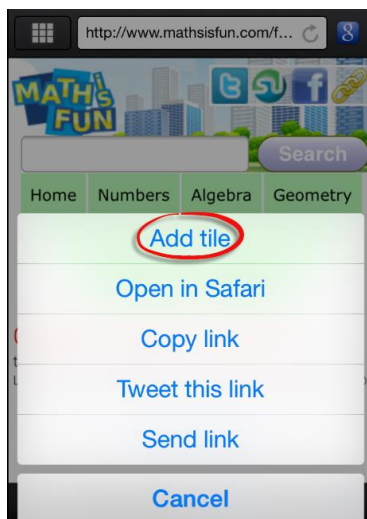
3. **Type** the search word in the **URL** search.
4. **Click Go**



5. **Click** the **website** of interest.
6. **Click** the **arrow** with the rectangle.



7. Click **Add tile** and the tile will appear in your webmix.



Helpful Hints

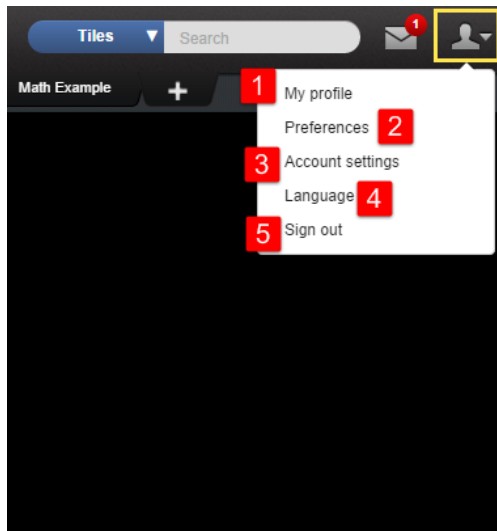
You do not have to use the SymbalooEDU App on your iPad.

Instead you can use the Safari for the Symbaloo website: <http://edu.symbaloo.com>

Select what is easiest for you to navigate and use either the iPad App or the website.

When you click on your **Account Settings**, you can change options for your:

1. **Profile**-Track webmixes publisher, followers and following
2. **Preferences**-Select browser in center of webmix, password preferences etc.
3. **Account Settings**-Select email and preferred language
4. **Language**
5. **Sign out**



Note: In order to get back to your Symbaloo from account settings, Click on the words: **symbalooEDU** or **Back to Symbaloo**.

