



Getting Started with Diigo: A Guide for WcORD Users

Joining Diigo and the WcORD Group

1. Sign up for Diigo <<http://www.diigo.com>>.

While there are several paid Diigo packages to choose from, the free version meets most user needs. Create a new Diigo account by using the “Sign Up” option. Alternately, click “Sign In” to access Diigo using an existing social or email account (Gmail, Facebook, Twitter, Yahoo).

Note: if you would rather not join Diigo, you can still view the group and the archives, but you cannot add entries directly to the database. To add entries to the database without joining Diigo, use this Google form: <<http://goo.gl/forms/rjoE8CINx6>>. To view the WcORD group, go to: <<https://groups.diigo.com/group/wln-resource-archive>>.

2. Join the WcORD group.

Joining WcORD requires moderator approval. Go to <<https://groups.diigo.com/group/wln-resource-archive>>. Use the “apply to join this group” link (right of screen, above “most active members” grid). Users who have been added to the group can then invite/add others (colleagues, students, tutors) without additional moderator approval.

3. Explore existing resources and tags.

Diigo lists resources according to “most recent” and “most popular” entries. The list of existing tags is located on the right; view all resources associated with a tag by clicking on it. “View all” displays a list of tags sorted by either alphabetical order or frequency of use.

The screenshot shows a Diigo group page with the following elements:

- Post: [Bookmark](#) [Topic](#)
- Sort By: **Most Recent** | Popular Filter: All | [Bookmarks](#) | [Topics](#) | [Images](#)
- Group Settings [Invite people](#)
- Most Active Members [View All](#)
- Top 10 Tags [View All](#)

Search results include:

- Handouts & Resources-Global Communication Center - Carnegie Mellon University** - 0 views
www.cmu.edu/...index.html
handouts communication carnegie mellon writing center report writing Powerpoint visual design note taking
citation styles citing sources style
shared by mickey130 on 08 Sep 14 - Comment - Like - No Cached - More
- Online tutoring as accommodation for disabilities** - 0 views
lyris.ttu.edu/...messages
disability learning difference online online tutoring accomodations
shared by laglowzenski on 08 Sep 14 - Comment - Like - No Cached - More

Top 10 Tags:

Tag	Count
faculty	7
writing-related tutor training	5
staffing	5
faculty as tutors	5
training	5
tutor training	5
policies	4
justifying WC work	4
WCOnline	4

Tagging Resources

Note: Many roads will take you to the same place in Diigo. There are browser extensions, for example, that would probably make the work of tagging a bit faster. However, since many users work from university computers that block browser modifications, these instructions cover web-based tagging that can be done from any browser.

1. Locate an online resource and copy the full link.

This example uses a WCenter message: <<http://lyris.ttu.edu/read/messages?id=24525398>>.

2. On the main group page, click “Bookmark.”



Paste the link in the **URL** window that appears and then click “Next.”

3. Modify and tag the resource.

In this example, the title must be changed to something more descriptive (for example, all WCenter links are automatically named “read messages” and so should be changed to reflect searchable content). If a comment would better help a user understand the resource, add one.

A screenshot of a tagging form with a light blue background. It contains the following fields and elements:

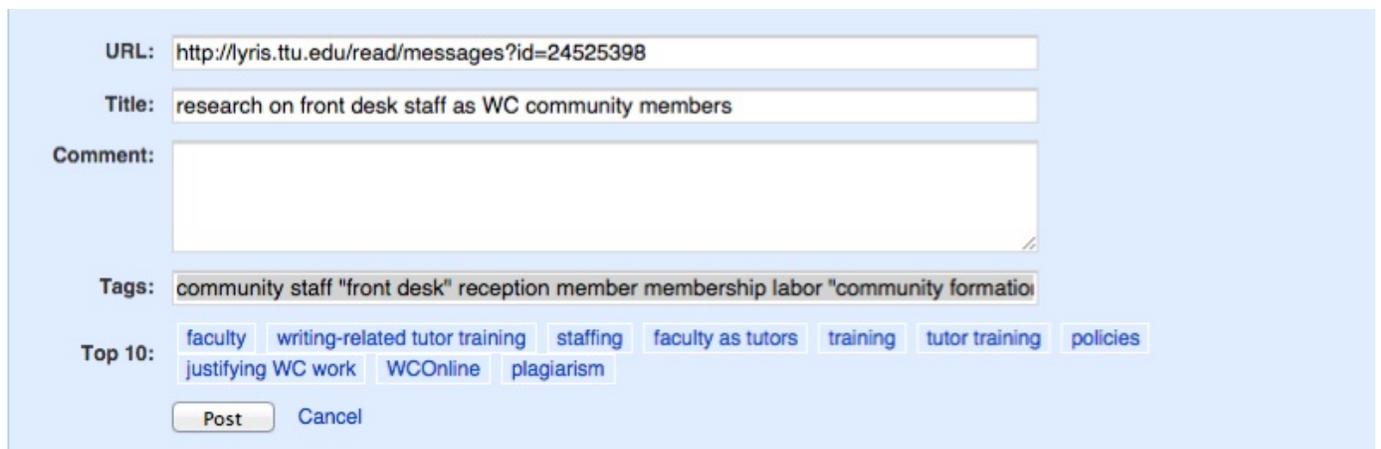
- URL:** A text box containing the URL `http://lyris.ttu.edu/read/messages?id=24525398`.
- Title:** A text box containing the text `Read Messages`.
- Comment:** A large, empty text area for adding a comment.
- Tags:** A text box for entering tags.
- Top 10:** A list of suggested tags: `faculty`, `writing-related tutor training`, `staffing`, `faculty as tutors`, `training`, `tutor training`, `policies`, `justifying WC work`, `WOnline`, and `plagiarism`.
- Buttons:** Two buttons at the bottom: `Post` and `Cancel`.

There are a few rules that govern tag display: One-word tags are entered without punctuation and are separated by a single space. Multiple-word tags are enclosed in quotation marks. For this example, appropriate tags are listed in this format:

community staff "front desk" reception member membership labor "community formation" work "work study" staffing policies

Some of these tags come from the current list of WcORD tags while others attempt to imagine what a person researching this topic (front desk staffers as community members) might use as search terms.

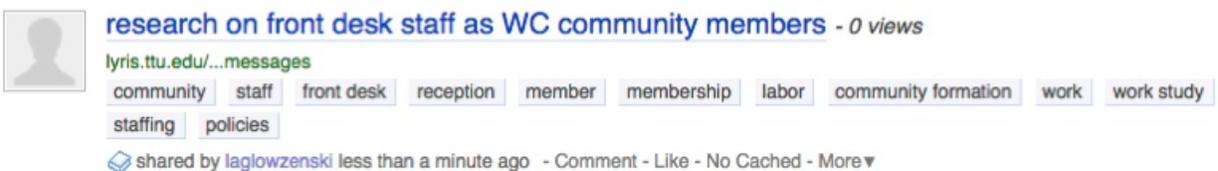
Upon completing the list of tags, click "Post."



The screenshot shows a web form with the following fields and content:

- URL:**
- Title:**
- Comment:**
- Tags:**
- Top 10:** A list of suggested tags: faculty, writing-related tutor training, staffing, faculty as tutors, training, tutor training, policies, justifying WC work, WcOnline, plagiarism.
- Buttons:** Post, Cancel

A new entry should immediately appear:



The screenshot shows a new message entry with the following details:

- Profile Picture:** A placeholder icon.
- Title:** [research on front desk staff as WC community members](#) - 0 views
- URL:** lyris.ttu.edu/...messages
- Tags:** community, staff, front desk, reception, member, membership, labor, community formation, work, work study, staffing, policies
- Metadata:** shared by laglowzenski less than a minute ago - Comment - Like - No Cached - More

Double-check to ensure that multiple-word tags appear as they should. Then click the link to make sure it leads the user to the correct page. Entries can be edited by clicking "More" and then selecting "Edit this item" from the drop-down menu.

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