

# A guide to explain it all

By: Patrick Cauley - IT Babble.com

# edmodo

Create Group

Settings - The Best Edmodo Group

Settings - Block A8

Important: Learn about group management features

Block A8

Gradebook / Block A8

Student Total Get this done! Flash Project 1 Flash Project #2 Video Project #2 Video Project #1

Add Grade

6 Resources

Select: All None

Gijoe1 Copy.gif

Mr. Cauley Preview Download

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# VERSION 3.1

Edmodo worksheet.rtf

Mr. Cauley View Download

Download

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## What is Edmodo?

Edmodo is an educational website that takes the ideas of a social network and refines them and makes it appropriate for a classroom. Using Edmodo, students and teachers can reach out to one another and connect by sharing ideas, problems, and helpful tips. A teacher can assign and grade work on Edmodo; students can get help from the entire class on Edmodo. It is a safe environment. There is no bullying or inappropriate content, because the teacher can see everything that is posted on Edmodo. Also parents can join the class to bring a level of transparency that is difficult to achieve without technology. All in all Edmodo is a great companion to just about any class.

## What is this guide for?

This guide is to be used as a resource. It is not a guide on how you *should* use Edmodo, but simply a how-to. Edmodo is an incredibly flexible and powerful educational tool that can be adapted and used in just about any class in a variety of ways. How I use Edmodo and how you would use Edmodo could be totally different depending on what you are teaching, the temperament of your students and the environment you work in. So read on and see how it could work for you.

## Why Edmodo?

You do not need a computer lab to use, you don't have to have laptops in the room, it is something that will complement your teaching and allow you to improve methods of communication with your students outside of class. More communication usually means less confusion, better work, and more time to engage and focus on those higher level essential questions.

Why do I use Edmodo? The points mentioned above are pretty good, but what I really love about Edmodo is their dedication. I also love the fact that Edmodo is constantly updating to make the site more powerful, easier to use and just better overall. Edmodo can be applied to your classroom, your school, or even your district. Did I mention it is all free?

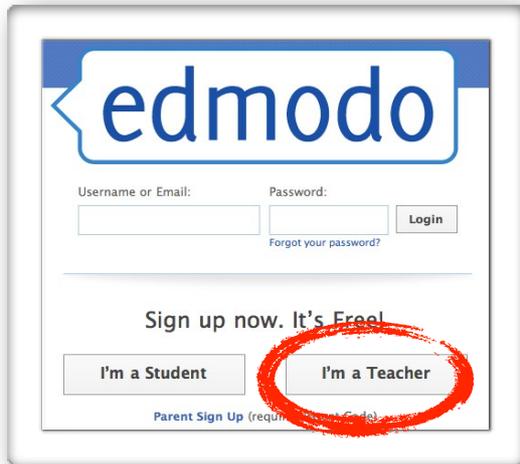
## Should you Edmodo?

This question only you can answer, but I encourage you to keep an open mind. Edmodo is very simple to set up and use. It takes very little time and very little extra effort on your part. If you are not sure how to do something, please ask. I am here to help.

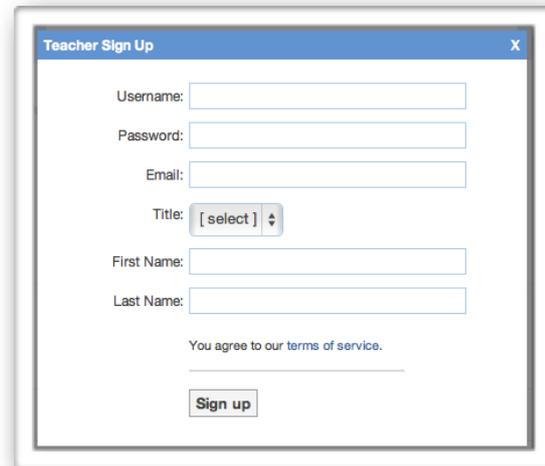
## Getting Started for Teachers

### Signing up

This is very easy. At the homepage, simply click *I'm a Teacher* and a new dialogue box will open up. Simply fill out that information and click *Sign up*. That is it! No junk mail, no verification e-mail; it is just simple and painless.



The image shows the Edmodo homepage. At the top is the Edmodo logo. Below it are fields for 'Username or Email' and 'Password', with a 'Login' button and a link for 'Forgot your password?'. Below the login section, there is a sign-up prompt: 'Sign up now. It's Free!'. Underneath this prompt are two buttons: 'I'm a Student' and 'I'm a Teacher'. The 'I'm a Teacher' button is circled in red. At the bottom, there is a link for 'Parent Sign Up (required for schools)'.

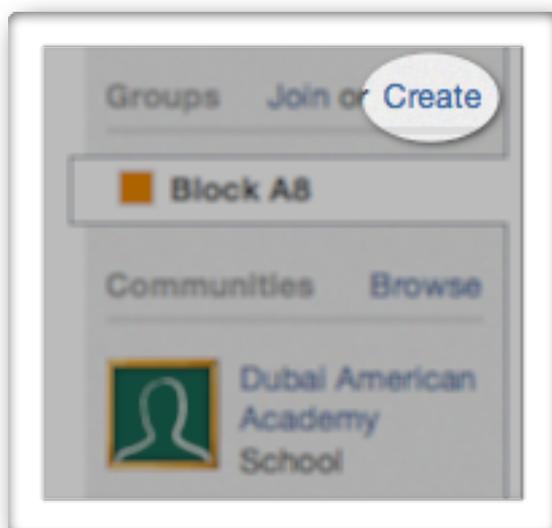


The image shows a 'Teacher Sign Up' dialog box. It contains the following fields: 'Username:', 'Password:', 'Email:', 'Title:' (a dropdown menu with '[ select ]' and a downward arrow), 'First Name:', and 'Last Name:'. Below these fields is a checkbox for 'You agree to our terms of service.' and a 'Sign up' button.

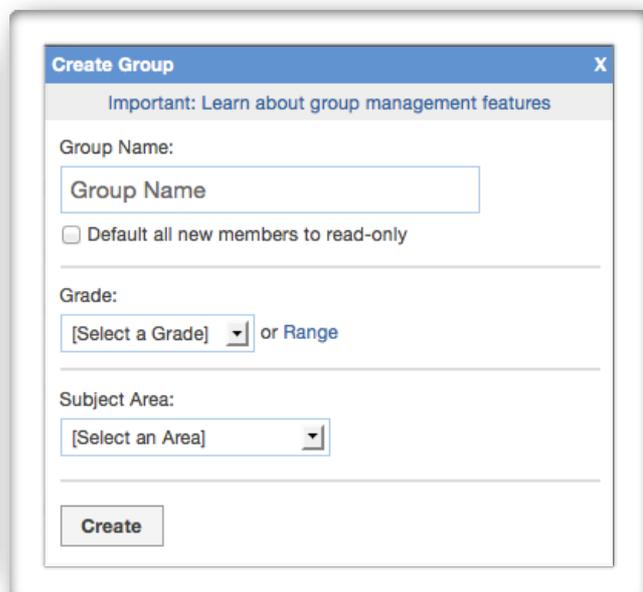
### Group Code

Now that we're into Edmodo, it is time to start setting up your groups. **Groups are basically classes for students to join.** It is very easy to create a group and just as easy for students to join that group. To do this click on *Create* in the *Groups* area of Edmodo (on the left hand side below your profile picture).

A new window will pop up prompting you to name the group assign it a grade level and define the subject that is taught. Also you can all new members to *read-only* option. This will allow the students to read what is posted, but not allow them to post themselves.



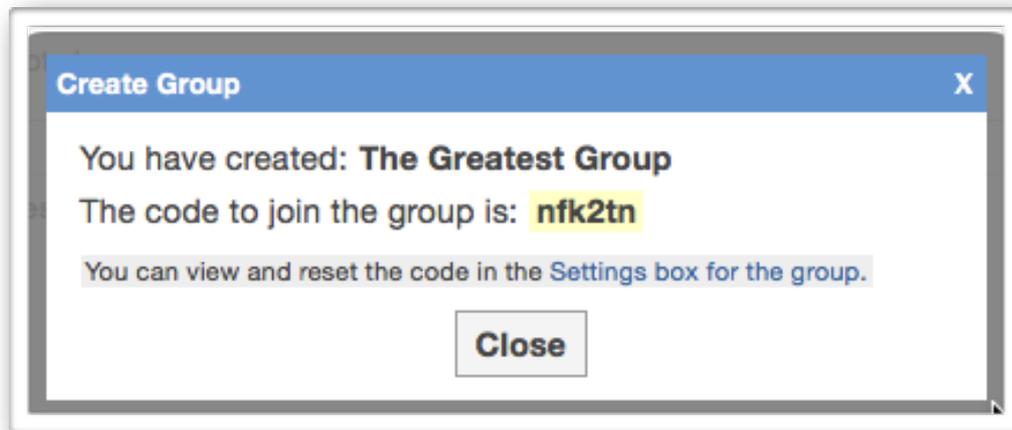
The image shows a sidebar from the Edmodo interface. It has a 'Groups' section with a 'Join or Create' button. Below this is a 'Block A8' section with a square icon. Further down is a 'Communities' section with a 'Browse' button. At the bottom is the logo for 'Dubai American Academy School'.



The image shows a 'Create Group' dialog box. It has a title bar 'Create Group' and a subtitle 'Important: Learn about group management features'. The form contains: 'Group Name:' with a text input field; a checkbox for 'Default all new members to read-only'; 'Grade:' with a dropdown menu '[Select a Grade]' and the text 'or Range'; 'Subject Area:' with a dropdown menu '[Select an Area]'; and a 'Create' button at the bottom.

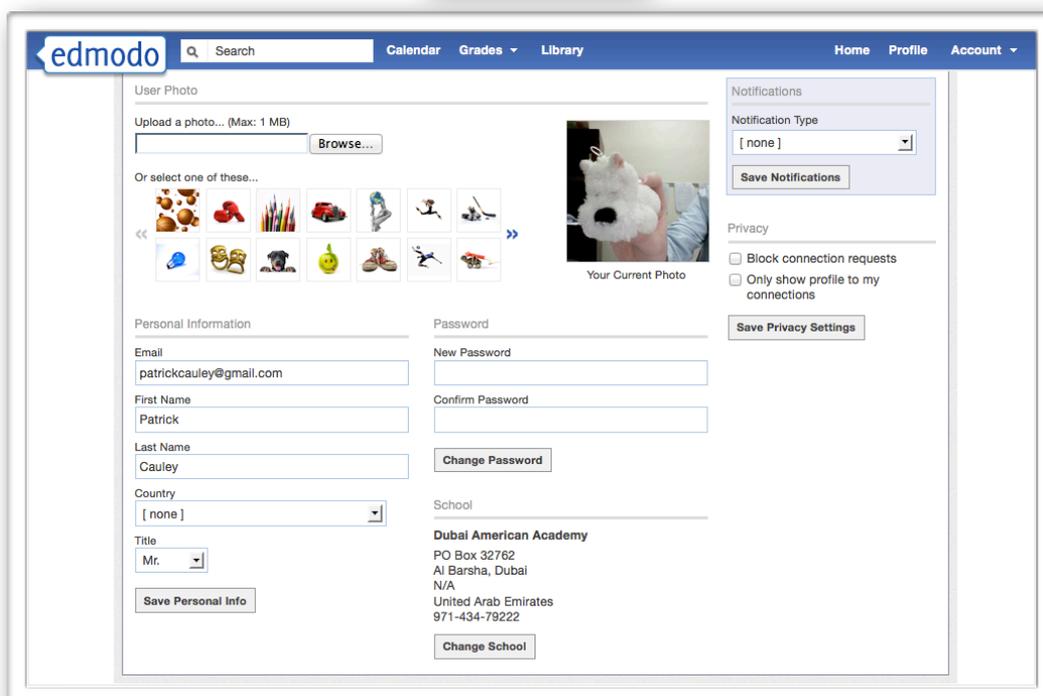
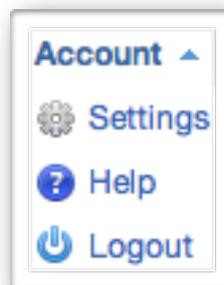
## Group Code (cont.)

After you have created the group, A window will pop up confirming the groups has been created and the code to join the group. This code can be distributed to students as they sign up. This will allow them to join your group and all the privileges that go with it.



## Settings

This is the settings page. To access it look under *Account* (in the upper right hand corner). It is pretty basic. You can change your profile picture by picking a logo provided by Edmodo or by uploading your own picture. Also, you can change your password, add notifications (either an email or text message), or your personal information.



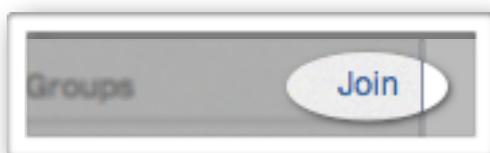
## Student Signup

Now that you have created your *Group*, we need to get your students into it, which is even easier than creating the class. First have the students go to [www.edmodo.com](http://www.edmodo.com) and click on *I'm a Student*. They will need the *Group Code* you received when you signed up.



The students will be greeted with the following screen. Please note that e-mail is optional and that students will not receive any junk mail or e-mail from Edmodo (unless they set up e-mail notifications). However, the *Group Code* you is required.

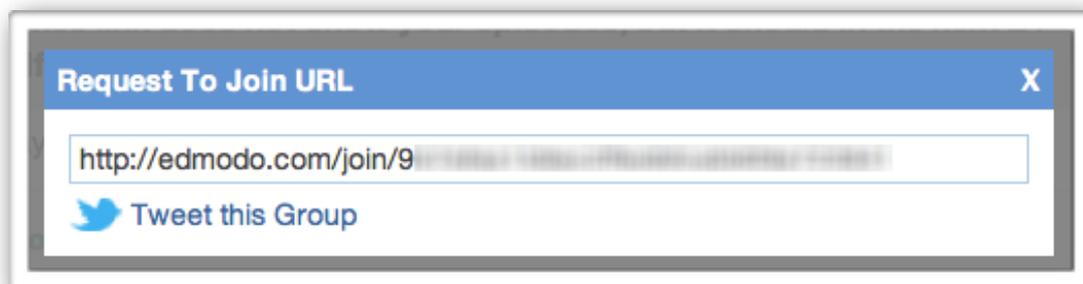
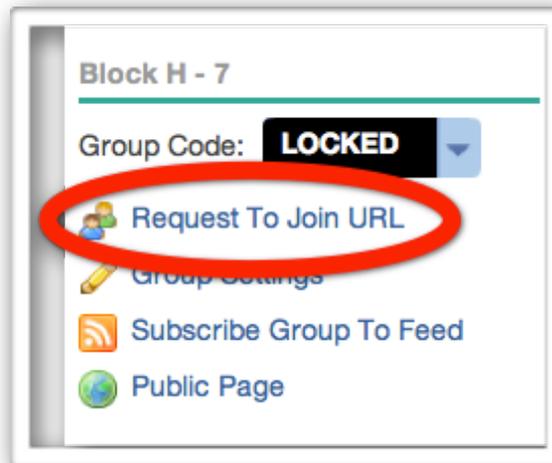
If students are already signed up and using Edmodo. They do **NOT** need a new account. All they need is to *Join* the group. To do this they sign into Edmodo and on the left hand side they will see their class(es) they have joined. They merely need to click *Join* and type in the code. This way they can easily switch from one class to another.



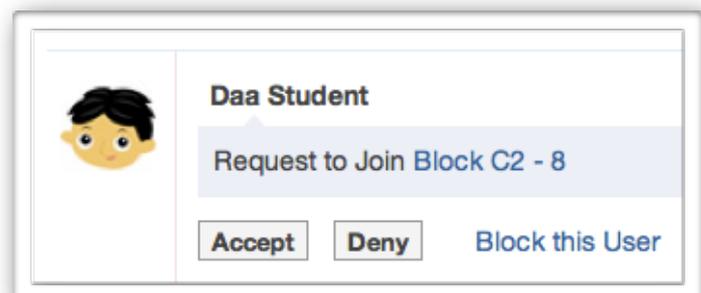
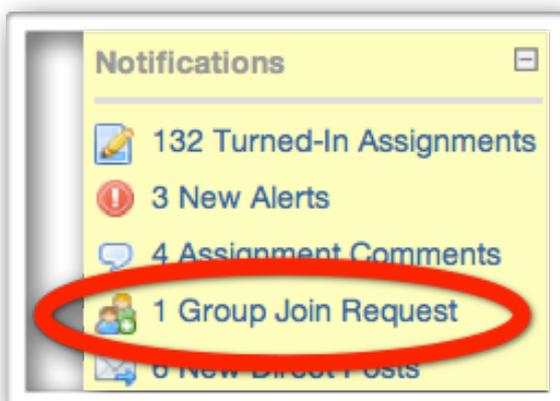
## [Request To Join URL](#)

There is another way for students to sign up. You can give your students (or whoever) a link. If they follow the link it will ask them to either login or create a new account and then it will send a request to the teacher. The teacher then has the ability to approve or deny the request. Even if the group has been *locked*, students can join with the *Join URL*.

You can find the URL on the far right side under the *Group Code*. Heck you can even Tweet the *Join URL* if you use Twitter in your class.



When a student requests to join the class you will receive a notification. Click that and a new window will open where you can *Accept*, *Deny* or *Block*. If you have multiple you can select *Approve All*.

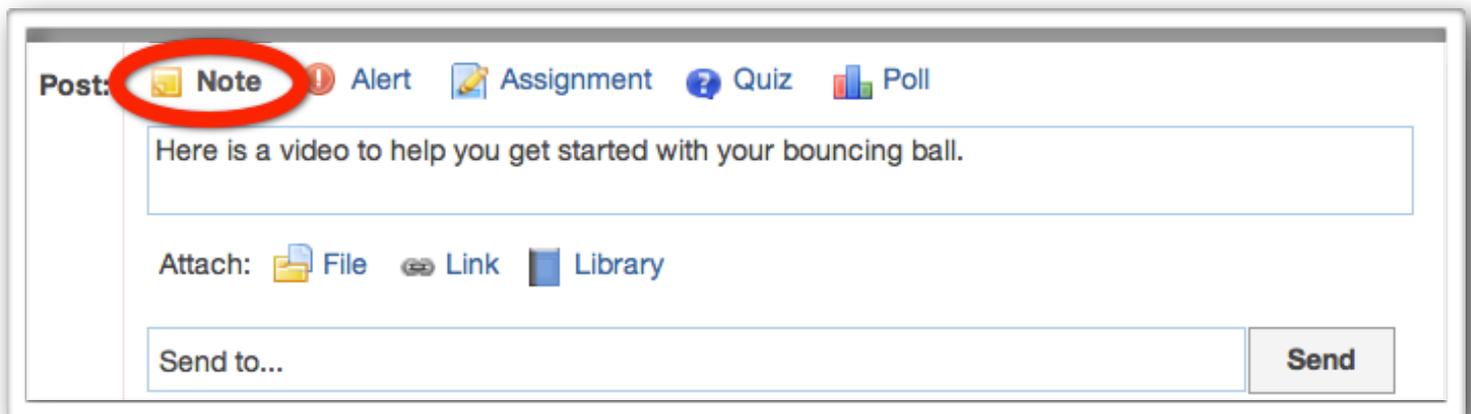


## The Basics of Posting

Now that your groups are created, let's take a look at some of the basic features that Edmodo has to offer. Most are obvious and straightforward, and nearly all of them are meant to help increase communication and make the class a better place.

### Posting Notes

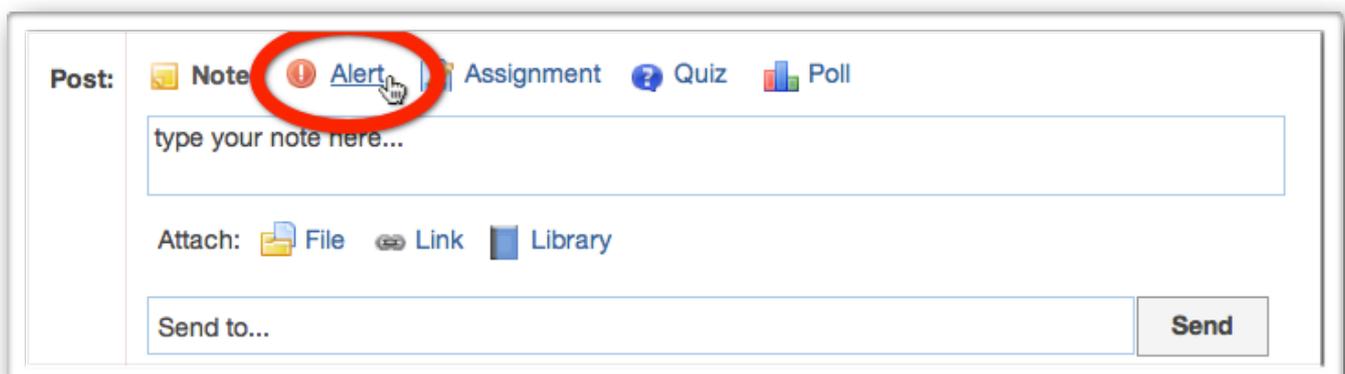
This is the main feature of what makes Edmodo great. The ability for you and your students to post and respond to other posts easily and in real time. It is very easy to do and very helpful. Let's take a look at the *Comment Box* found at the top of your homepage.



It is pretty easy to see what you need to do. Type your message in the larger blank box. Then where it says *Send to...* type in which group or person (people) you want to send the message to. Click *Send* and you're done!

### Posting Alerts

*Alerts* are used to send important messages to people or groups. It is done the same way but will appear in larger font and in bold. It will also show up in the *Notifications*. To create an *Alert*, just click on *Alert* at the top of the *Comment Box* and the rest is the same as creating a note. You only have 140 characters to help you distill your thoughts.



## Posting Polls

Polls are pretty neat. You can create questions with multiple choices and the people in the group vote on it. Click on *Poll* at the top of the *Comment Bubble* to get started. Then write the question and the different choices. At first you only have two choices, but you can add plenty more (I've added up to nine before). Pick who you want to send it to and click *Send*.

Here is an example of what it will look like when it is done and after some students have voted. Each person only gets one vote and there is no way to know who voted for what. It's a lot of fun.



### Helpful Tip

You can edit or delete any post regardless of who posted it!

## Working with Assignments

### Creating an assignment

Like writing a *Note*, *Alert*, or *Poll Question*, creating an Assignment is very easy. On the *Comment Bubble*, click on *Assignment* and you will see this.

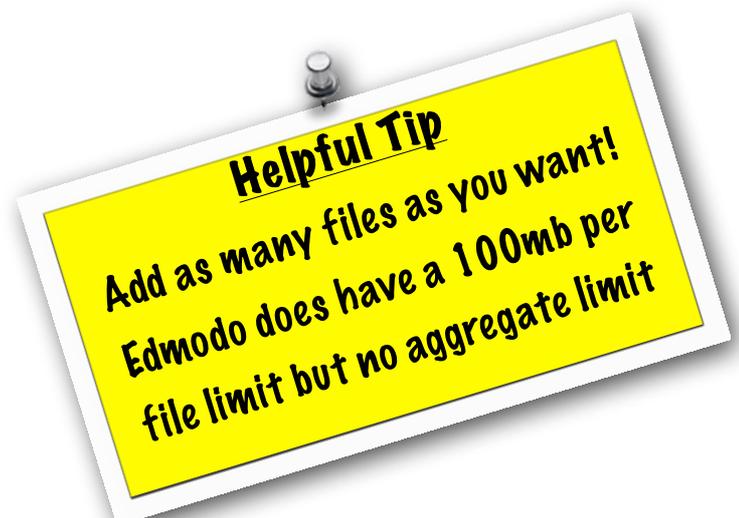
The screenshot shows the Edmodo assignment creation interface. At the top, there are five icons with labels: 'Note' (yellow notepad), 'Alert' (red exclamation mark), 'Assignment' (blue pencil), 'Quiz' (blue question mark), and 'Poll' (blue bar chart). Below these is a form with three main sections: a text input field labeled 'assignment title', a larger text area labeled 'describe the assignment...', and a 'due date' field with a calendar icon. A 'Load Assignment' button is located to the right of the title field.

Filling in the necessary fields is self explanatory. What is great about creating an assignment in Edmodo is you can attach just about any type of file you want to the assignment. You can add as many files as you want to an assignment but you must add them individually. In other words you cannot select ten files and upload them simultaneously. I have added up to five before and it was no problem. Send it to the appropriate Group(s) and you're done.

### Edit an assignment

If you find a mistake in your assignment I have good and bad news for you. The good news is, you can edit the written part of the assignment. The bad news, is you cannot remove or attach any new files to the assignment.

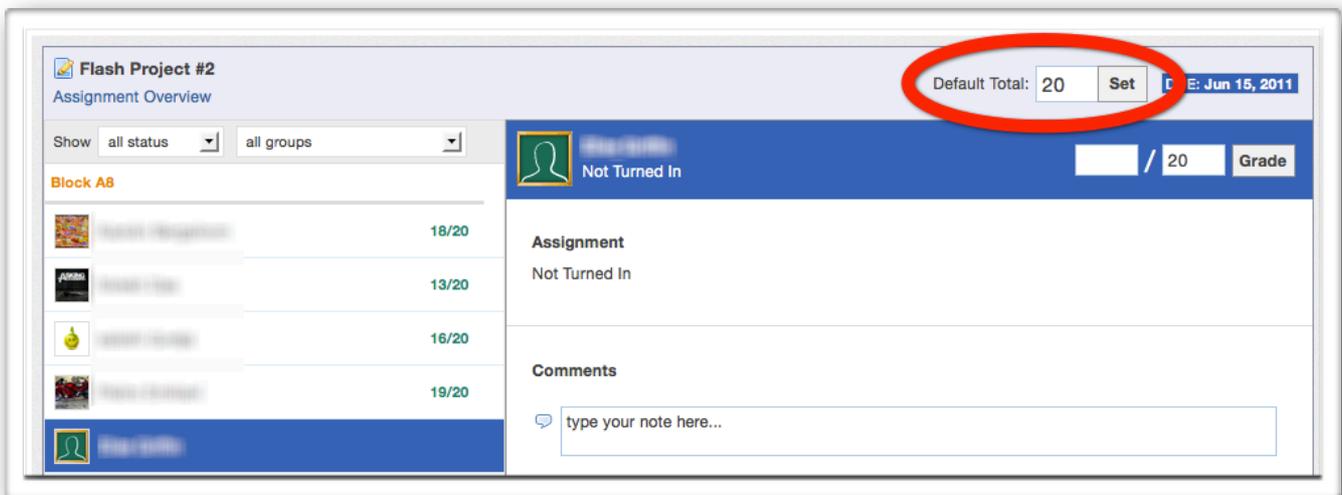
To edit an assignment simply find the assignment on your homepage and click in the top right hand corner.



## Grading assignments

Grading an assignment is easy as well. In the *Default Total*: at the top right corner, type in the total possible points and click *Set*. Then click on a student's name in the list on the left. There assignment will show up on the right. View their work, give them a grade, you can even post a comment about their assignment, attach a file (like a rubric) or even record your voice and add an audio file.

When you click *Grade*, it will immediately show up on that student's Edmodo as well. If you make a mistake you can always click *Clear* and input a new grade. You can also edit, delete, or reattach anything you like. The student will be alerted immediately about the comment and the grade.

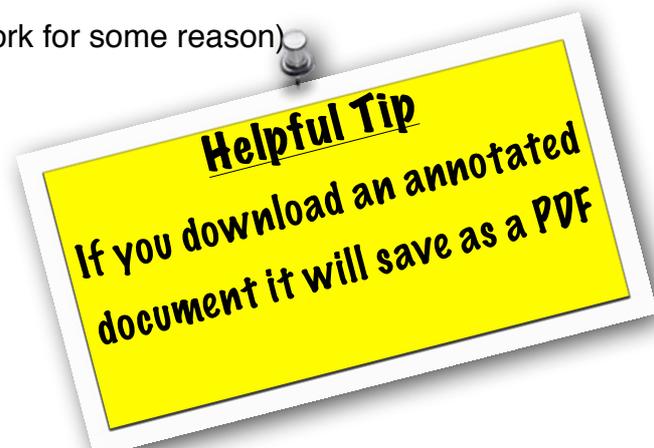


For the *Grade* section, you are not limited to a number. For example, if you would like to excuse a student from an assignment, you can actually type in "Excused" in the box and that is what will be recorded. Pretty awesome huh?

## Annotating assignments

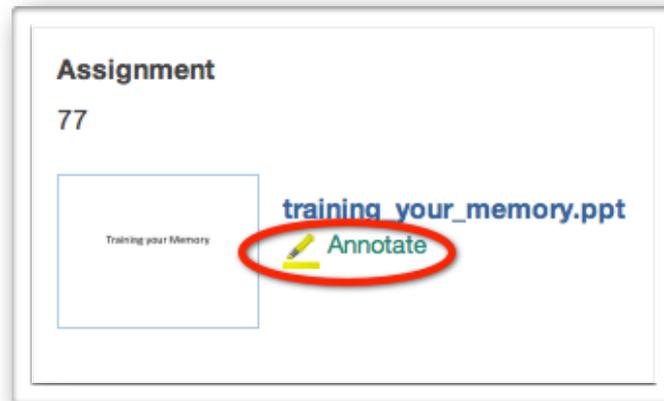
A new feature added to Edmodo gives teachers the power to annotate on turned in assignments. Teachers are able to highlight certain areas and give more meaningful feedback. This will only work with certain file types though. Check out the list below

- Microsoft Word documents (some .doc files do not work for some reason)
- Microsoft PowerPoint
- PDF (Adobe's Portable Document Format)



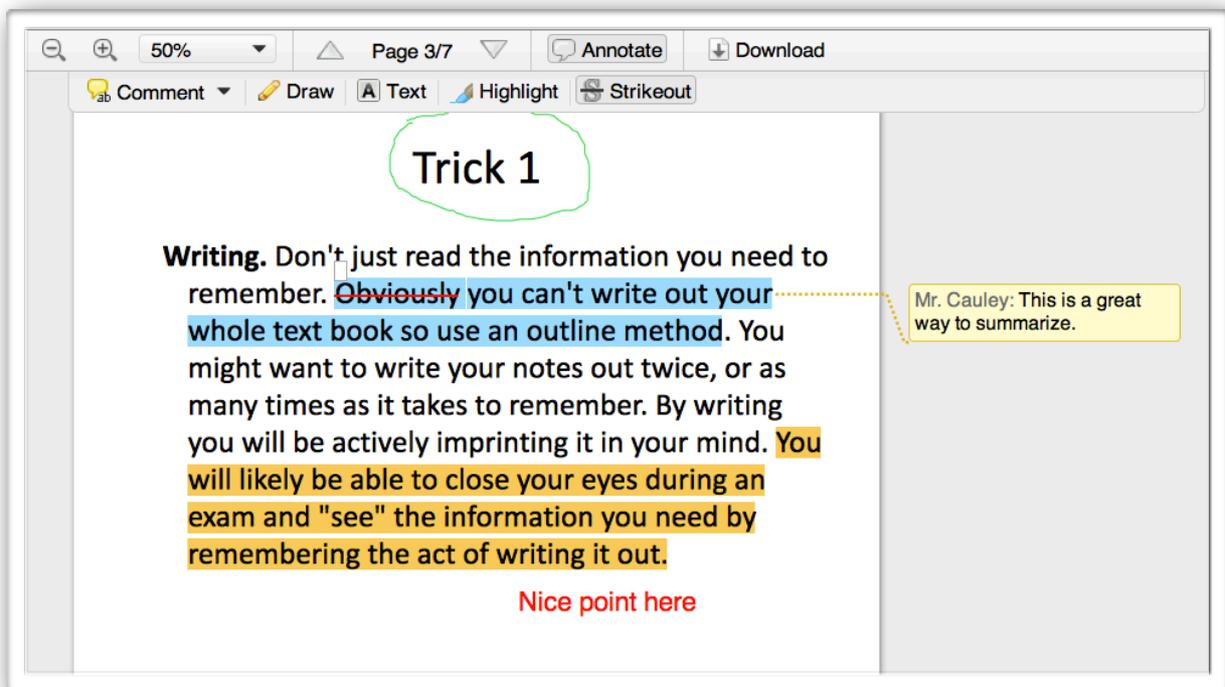
To annotate a document, it must be “*Turned in*” from an assignment.

So find an assignment that has been turned in and you should see the *Annotate* option below the file name and next to the file thumbnail. Go ahead and click that.



A new window will open up and showing you the document and the annotation tools at the top. As you can see you can add comments, draw, text, highlight, strikeouts a document.

All of these annotations are saved in real time so there is no save button. This also means that students will be able to see these annotations as soon as you are done creating them.

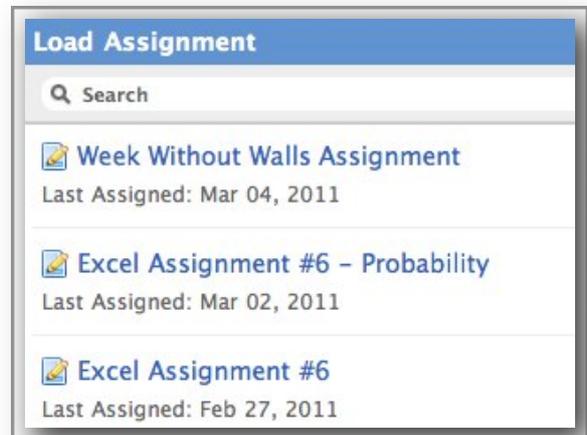
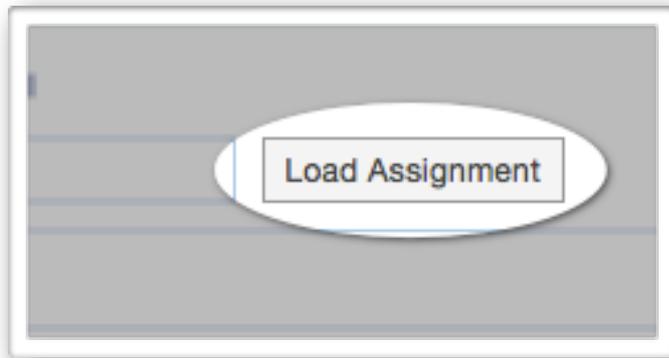


To delete an annotation, simply click on it and remove or change it.

You can download the document with the annotations but it will save the file as a PDF only.

## Load assignment

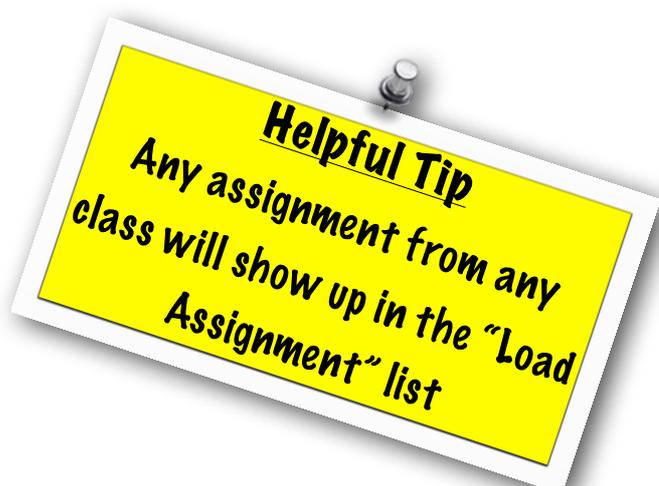
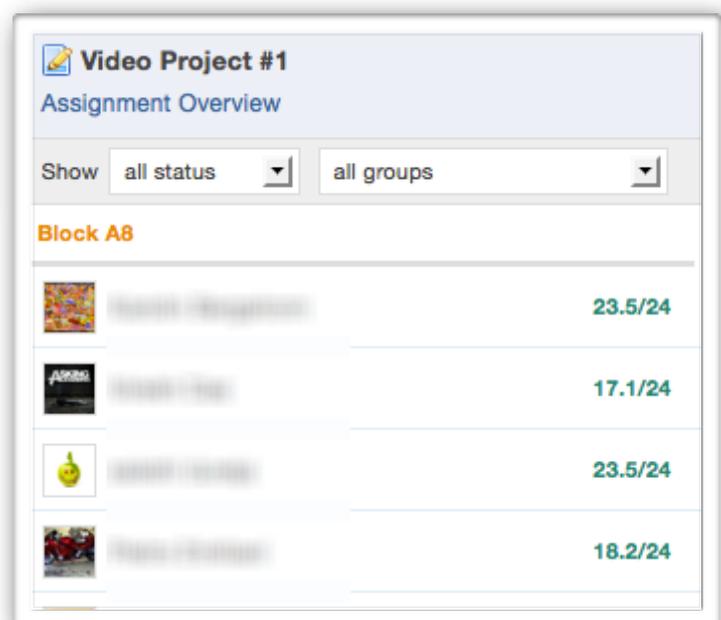
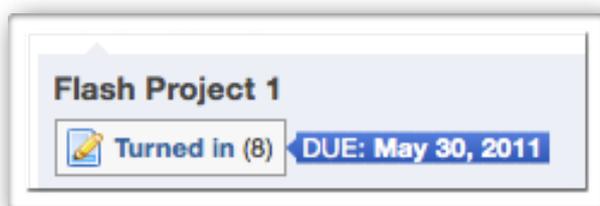
If you have already written an assignment and want to use it again for another class, simply click on *Load Assignment* and it will load the assignment list. Find the particular assignment you want to load and click it. The description and all files that were attached with the original assignment will be attached to this one as well.. All you need to do is select the due date and which Group(s) to send it to. Check out the picture below to get a better idea.



## Turned in assignments

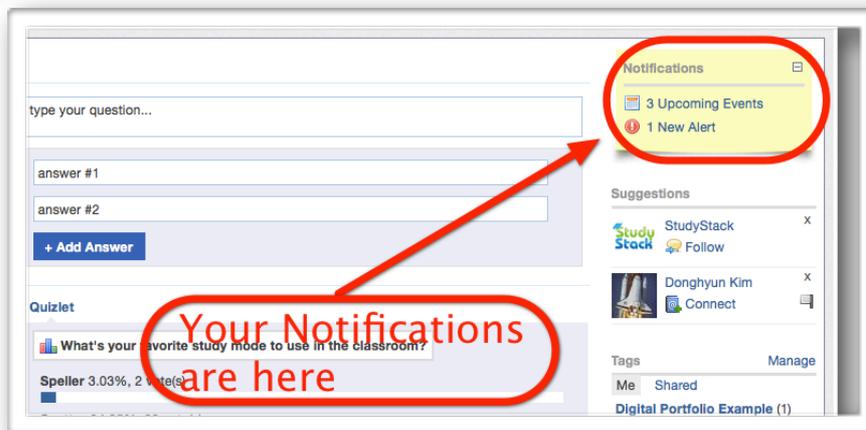
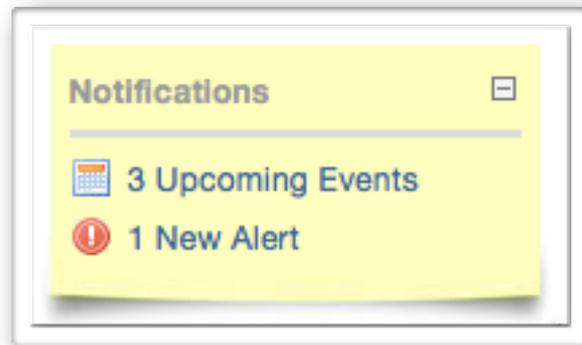
Another great feature of Edmodo is the ability to see who has and who has not turned in an assignment.

When you look at the top of the assignment it will tell you how many students have submitted it through Edmodo. To see the detailed list, click on *Turned in* and it will take you there. As you can see everyone has turned in this assignment.



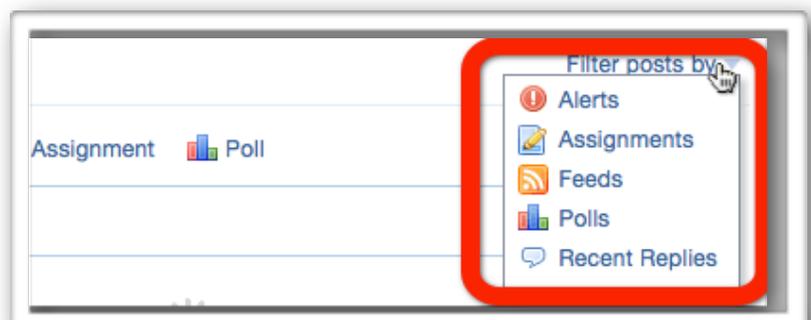
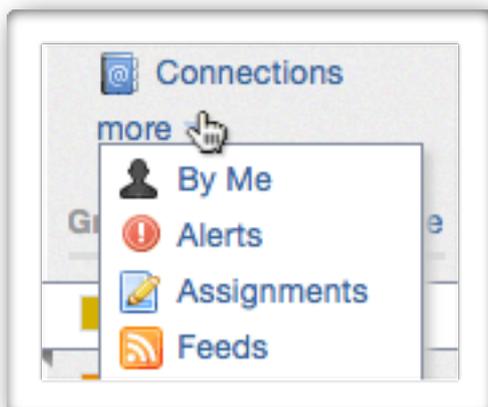
## Notifications

This is a handy feature to get a quick idea of what is awaiting you every time you log into Edmodo. It will tell you if you have any new *Direct messages*, *Replies*, *Turned in assignments*, or *Alerts*. To view the information, simply click on what you want see. It's that simple. You can find the *Notifications* in the upper right hand corner of your screen.



## Filters

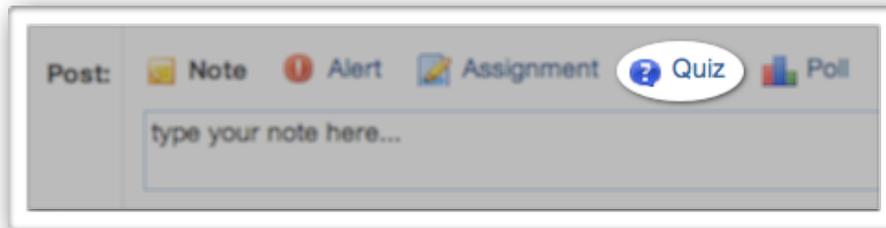
When your class is up and running on Edmodo, you may notice that important information can get buried under comments and replies from you and students. Filters will show you just the type of information you want to see. If you want to see just *Assignments*, click on the *Assignments* filter and everything will disappear except for the assignments. There are two areas where you can filter. One is right under your profile picture (click *more*). The other place is near the *Comment Box*, just click on *Filter posts by* and select what you want to see.



## Creating a Quiz

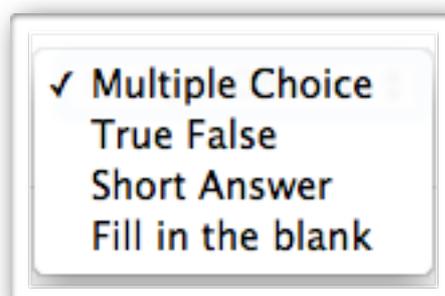
Edmodo offers a way to create and give online quizzes. Just like an assignment, once you create a quiz, it is saved and you can give it again at a later date. So let's get started on making a quiz.

First you click on *Quiz*. It will ask you if you want to *Create a Quiz* or *Load a previously created quiz*



If you chose Create a Quiz, it will take you to this page. Here is what you will see.

Here you can give the quiz a title, add a time limit and start to add questions. Take a look at the pictures below to see what type of questions you can add.



When you select a type of question and create it a new page will open that will look like this. Here you have a lot of options like how many points each question is worth and will there be a time limit.

Obviously you must type the question and the choices. You can add as many responses as you want to the question, but you can only have one correct answer.

The screenshot shows a quiz creation interface. At the top, the 'Quiz Title' is 'Untitled quiz -2012-01-06-08-30-03' and the 'Time Limit' is '60 Minutes'. Below this, the 'Questions' section shows 'Type: Multiple Choice' and 'Points: 1'. On the left, there is a sidebar with a '+Add' button and a 'Load' button. The main area is titled 'Question Prompt:' and contains a large empty text box. Below the prompt, there are 'Attach: Link' and 'Attach: Library' options. Underneath, the 'Responses:' section contains two options, 'A' and 'B', each with a large empty text box. Option 'A' has a 'Correct Answer' button next to it. Option 'B' has a 'Set as Correct Answer' button next to it. At the bottom, there is an 'Add Response' button.

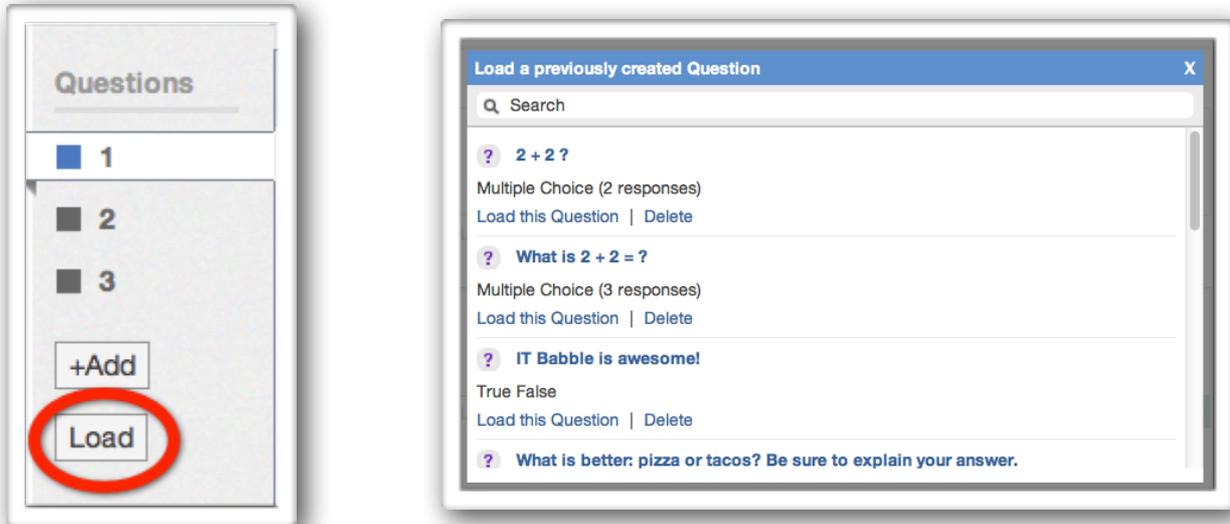
A really nice feature is that you can load a file (image, file, etc.) to the question. You can upload them to your library and then insert them into the quiz. You can also add a link to a webpage as well.

This close-up shows the 'Question Prompt:' section with the text '2 + 2 ?' entered. Below the prompt, the 'Attach: Link' and 'Attach: Library' options are circled in red.



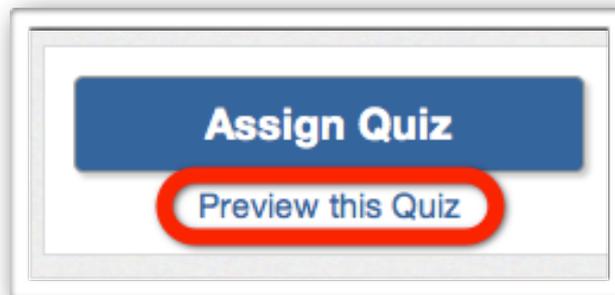
## Loading Questions

Another nice feature is the ability to load a question from another quiz. To do this simply click on *Load* in the left hand column (under your question list). From here a window will open up with all the questions you've ever made. Simply scroll through or search for it, then select the one you want.

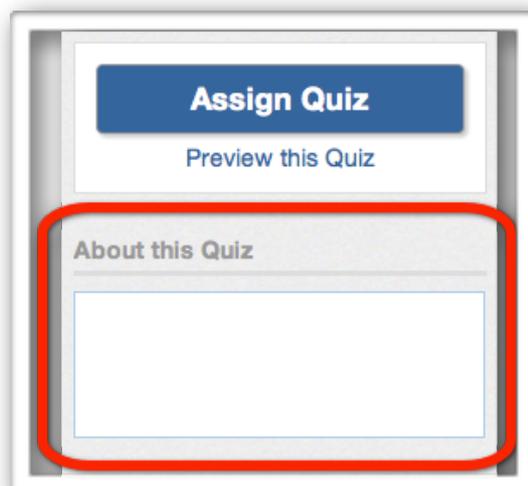


## Previewing, About this Quiz & Options

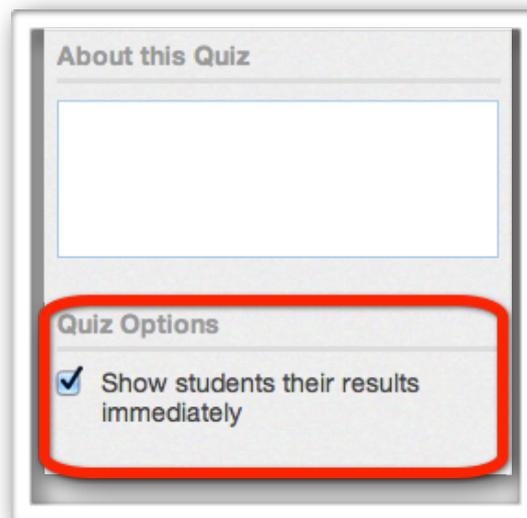
If you would like to experience the quiz or make sure that you have everything in the right place you can preview it! All you have to do is select Preview this Quiz located on the far right column. This will let you take the quiz (students will see the exactly same thing you do).



You have the option of giving information about the quiz. It could be instructions, a synopsis about the quiz or your favorite knock-knock joke. Really it is up to you.



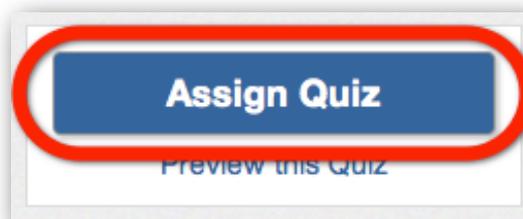
Another option you have is to give the students their results back right after the quiz. To do this simply put a check in this box.



### Assigning a Quiz

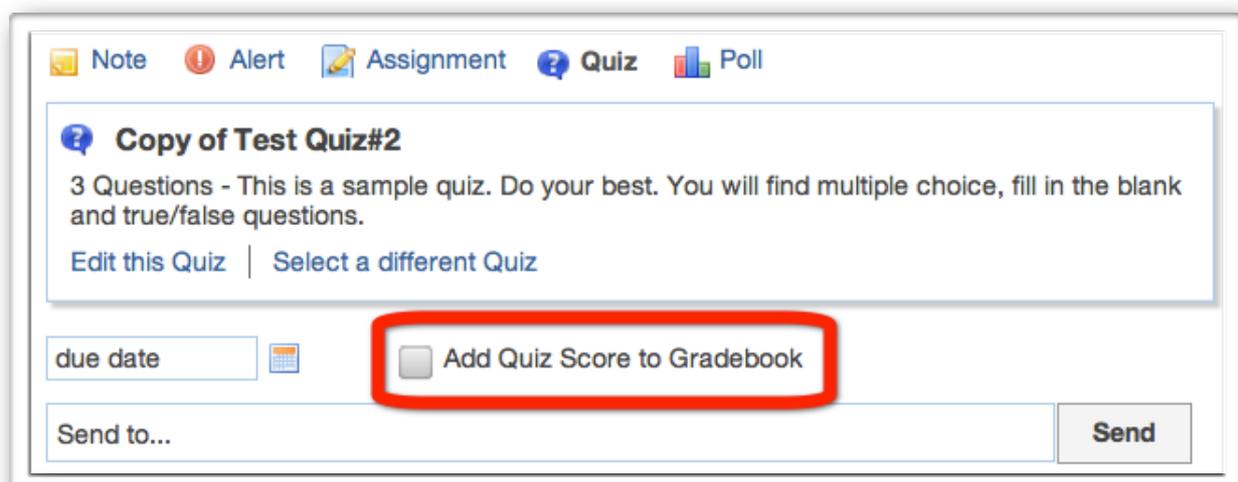
This is pretty simple but you do have an important decision to make.

To assign the quiz just select *Assign Quiz* in the right hand column.



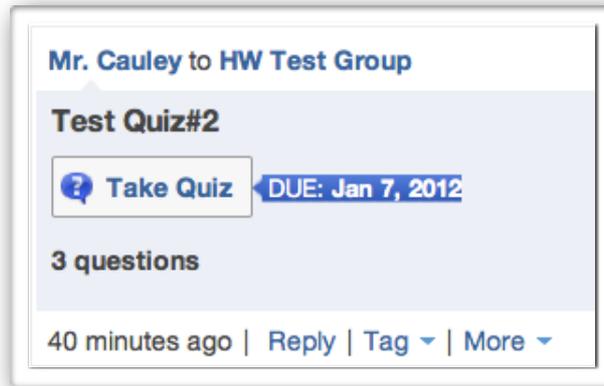
Once you do this it will take you back to your Edmodo home page. At the top the Quiz will be loaded in and waiting for you to assign to the appropriate Group(s), give it a date that it will be taken by and you have the option to *Add the Quiz Score to Gradebook* (highlighted in the image below).

For example if it is a pretest, you may not want that score to be counted, so you would leave the box *unchecked*.

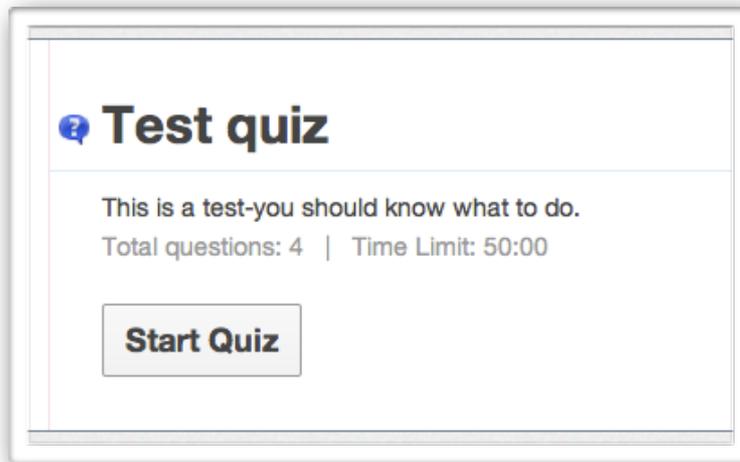


## Taking the Quiz

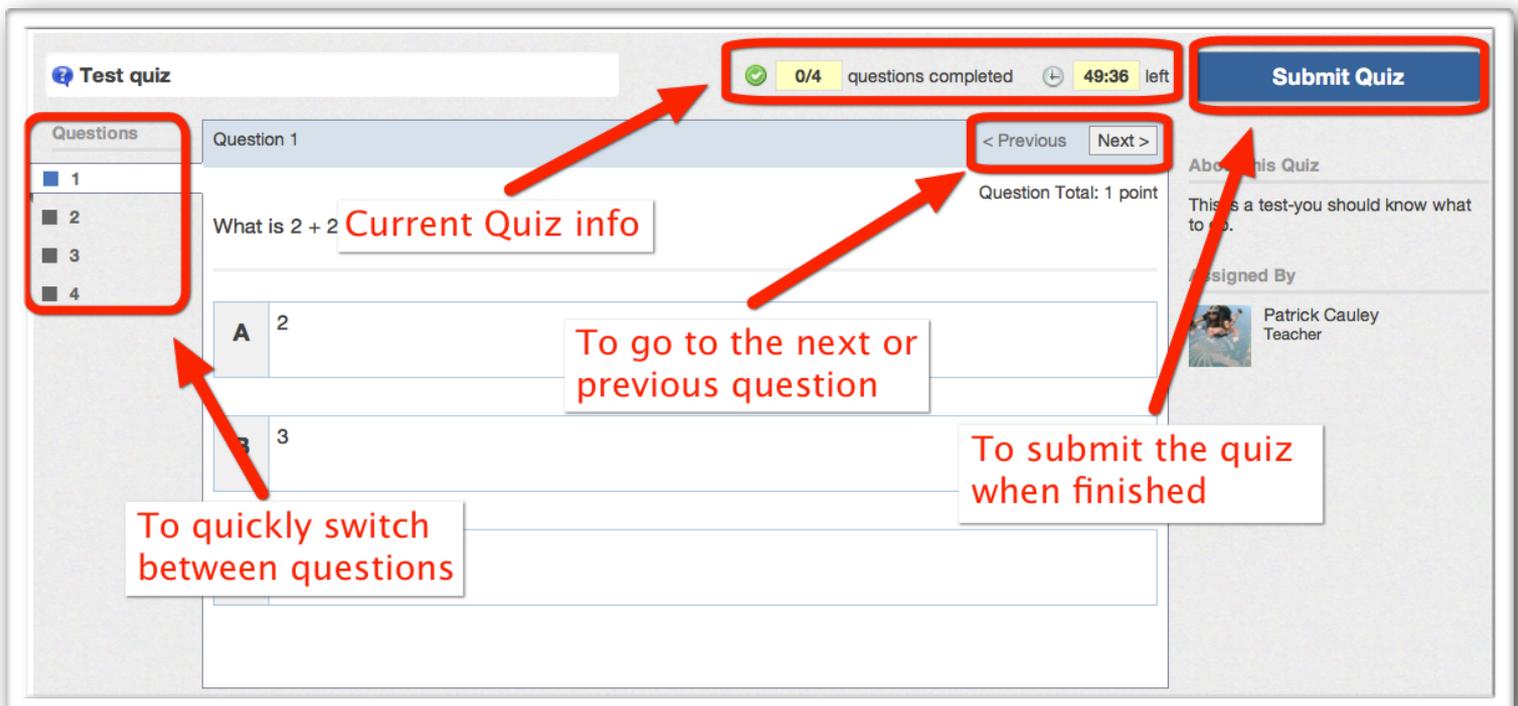
When a student takes the test, here is what it will look like. on their Edmodo homepage. All they need to do is click *Take Quiz*.



When the click on that, Edmodo will take them to a new page that gives them information about the quiz. When the student is ready they simply click *Start Quiz* and they're off!



Here is what the quiz looks like. Important areas have been highlighted.



### Important information about quizzes

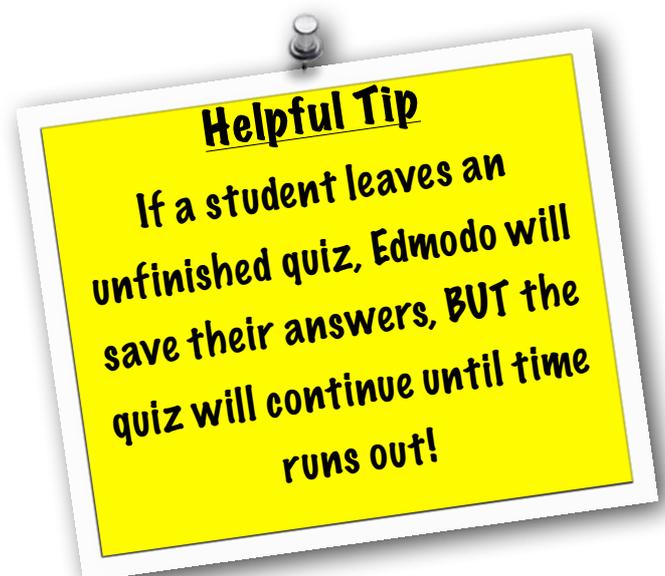
You cannot randomize the questions or answers on a quiz. For example, question #12 will be the same for all students, so someone can easily look at another computer screen to see their answers.

Also, if a student leaves the webpage for whatever reason, the quiz still continues. All their answers will be saved by Edmodo. If there is time remaining, they can log back into Edmodo and resume the quiz.

If a student does not finish the quiz in the appropriate amount of time, Edmodo will automatically submit the quiz for the student. All unanswered questions will be marked incorrect.

Another thing to note, is that there is no option to print the quiz off of Edmodo. It must be taken electronically.

When students finish a quiz and if they are shown the results they see exactly what questions they got incorrect and what the correct answers are. This is a nice touch for reflective purposes.



## Grades

The Grade feature is something Edmodo has been working hard on. It is quick, easy to look at, and easy to get there. All you have to do is click on *Grades* at the top of the page.



A drop down menu will appear and you pick the class you wish to view. Once that is done you can quickly see who has turned in what, what the results were, their total percentages (you can weight grades in Edmodo), or if it still needs to be graded.

 A screenshot of the Edmodo Gradebook interface. The title is 'Gradebook / Block A8'. There are buttons for 'Add Grade' and 'Export (CSV)'. The table below shows student performance across various assignments.
 

Student	Total	Get this done!	Flash Project #1	Flash Project #2	Video Project #2	Video Project #1	Blog Post #5	Std Scrip
[Avatar]	97%	-	12/12	18/20	-	23.5/24	-	
[Avatar]	74%	-	11/12	13/20	-	17.1/24	-	
[Avatar]	90%	-	12/12	16/20	-	23.5/24	-	
[Avatar]	91%	-	16/12	19/20	-	18.2/24	-	
[Avatar]	0%	-	-	-	-	-	-	
[Avatar]	76%	-	16/12	20/20	-	17.1/24	-	
[Avatar]	90%	-	15/12	18/20	-	23.5/24	-	
[Avatar]	89%	-	-	excused/20	-	23.5/24	-	
[Avatar]	84%	-	11/12	-	-	18.2/24	-	
[Avatar]	70%	-	-	13/20	-	17.1/24	-	
[Avatar]	69%	-	-	-	-	18.2/24	-	
[Avatar]	80%	-	not submit/12	-	-	-	-	

From this view, you can do many things. If you click the assignment name at the top you can view the Average or View the assignment or quickly input grades for assignments.

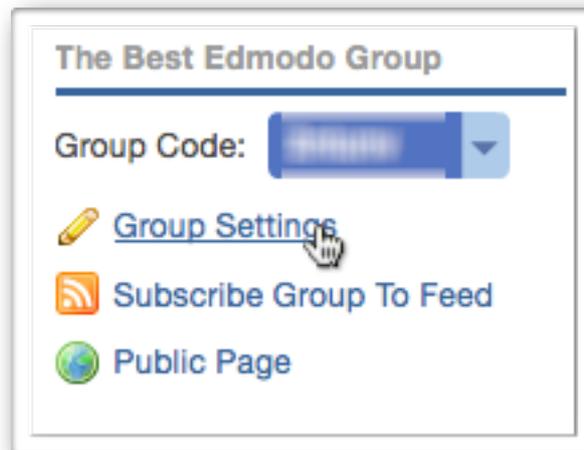
 A pop-up window titled 'Flash Project #2' with a creation date of 'Jun 7, 2011'. It displays an '83% Average' and a 'View' button.
 

<b>Flash Project #2</b>	
Created: Jun 7, 2011	
83%	View
Average	

You can also click on *Add Grade* to (you guessed it) add a grade. You can find this in the upper right hand corner and this is different than an assignment because you CANNOT attach anything or a due date. You can add a detailed description and add a default total (which is optional). This is good for a grade that you track throughout a grading period for example participation. You can also delete and edit this grade in this view (but not assignments).

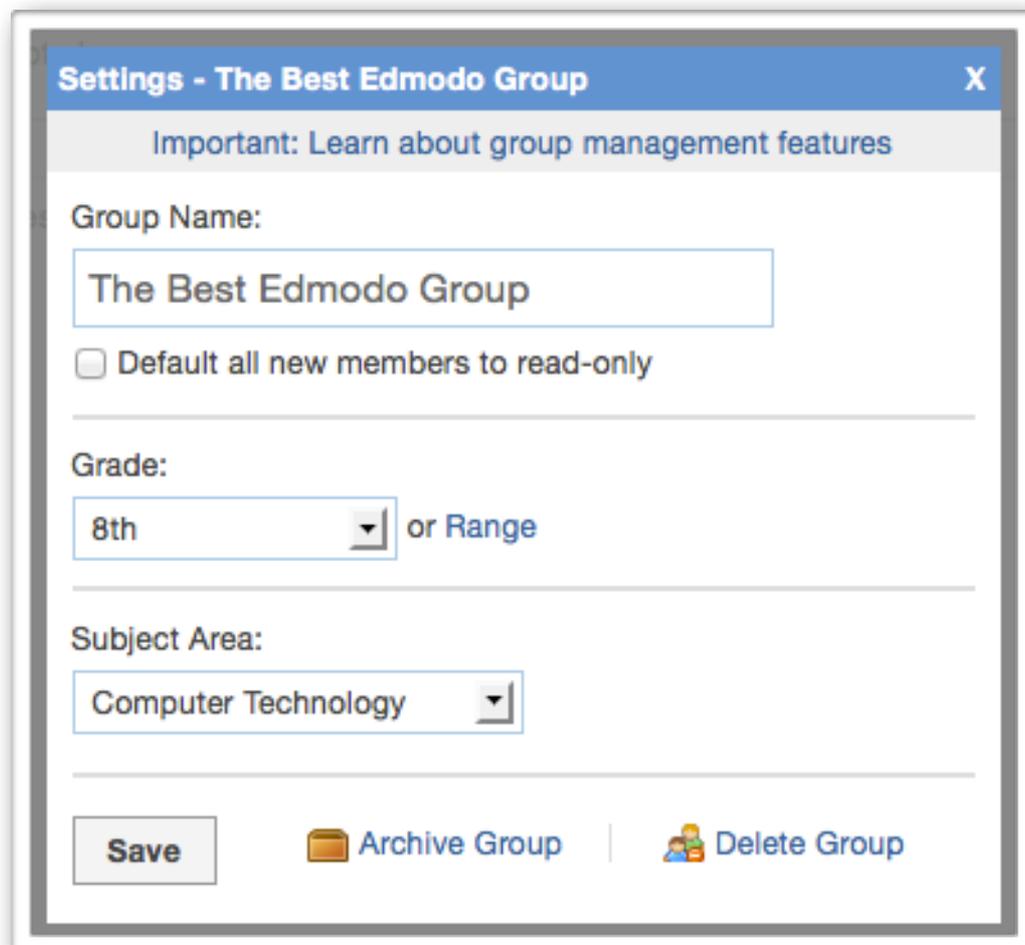
## Group Options

Once a group is created Edmodo gives you a multitude of options that gives you the teacher, a ton of power (to be used for good - not evil). To get to these options look at the right hand side (it is below your *Notifications* window). When you click on the Group Code you may notice that you can *Reset* or *Lock* the group code. Reset is handy to help keep students from distributing the code to their friends and the *Lock* option lets you lock the class down and no one can join without being approved.



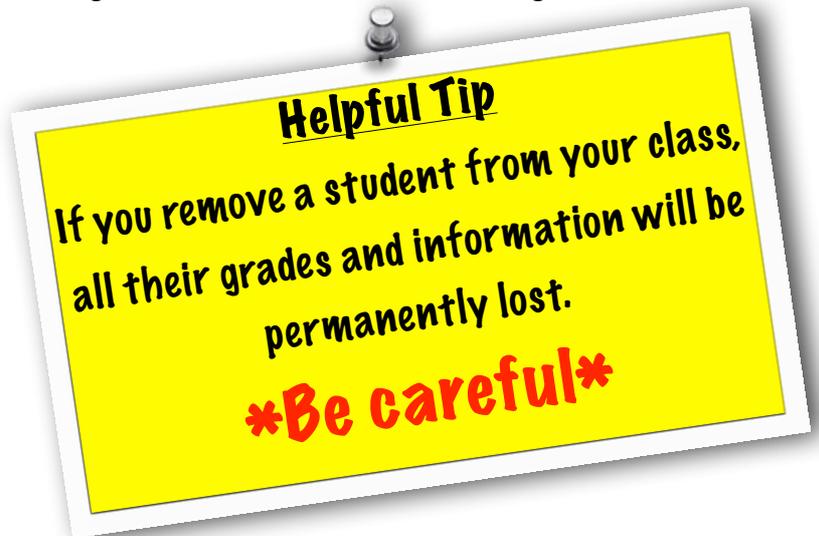
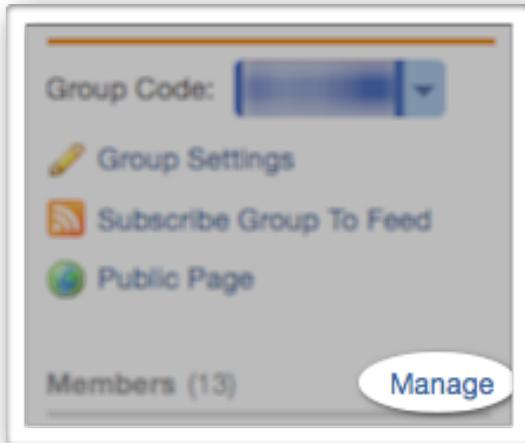
### Settings

This window may look pretty familiar. Here you can change information about the class. You also have the ability to make new members read-only (they can view but not post anything). You can also *Archive* or *Delete* a group. More on that later.

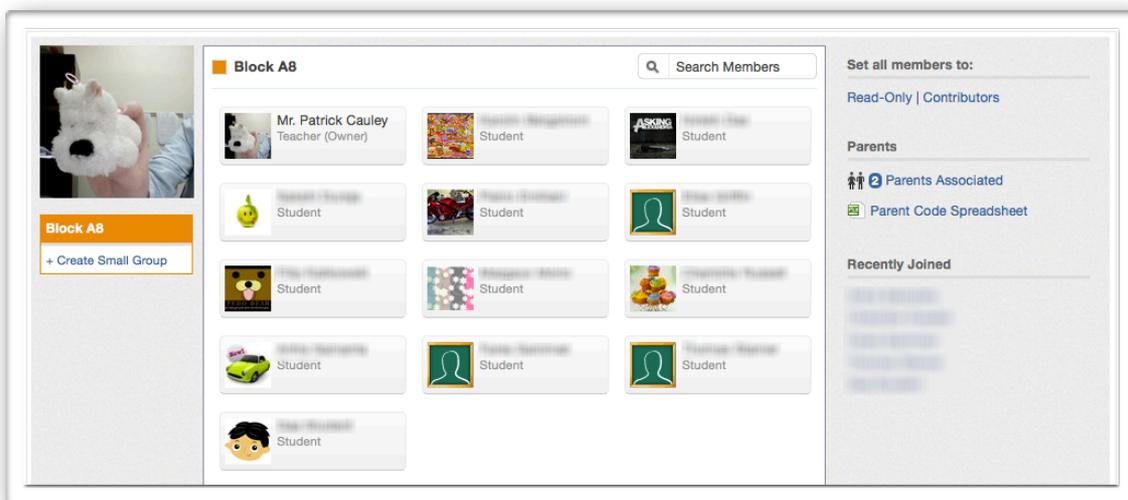


## Members

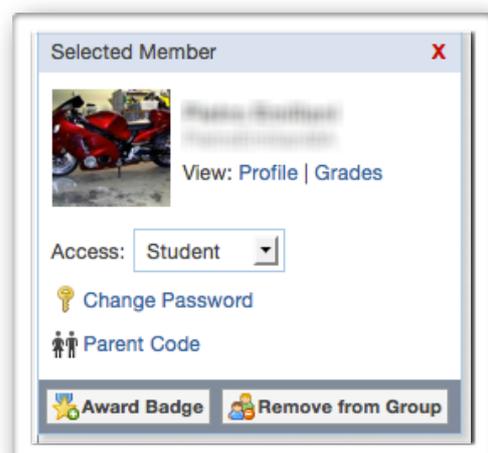
This is probably the most powerful of the Group Options. You can remove students, change their password, get parent codes and more. To get to this feature look on the right hand side and click on the *Manage* button.



When you click on *Manage* it will take you to this page. You see the student's full name, how many parents are associated with the class, the ability to change all members to *Read-Only* or as a *Contributor*. You also have the ability to create smaller groups here as well. If you want details on a particular student, just click on their name.

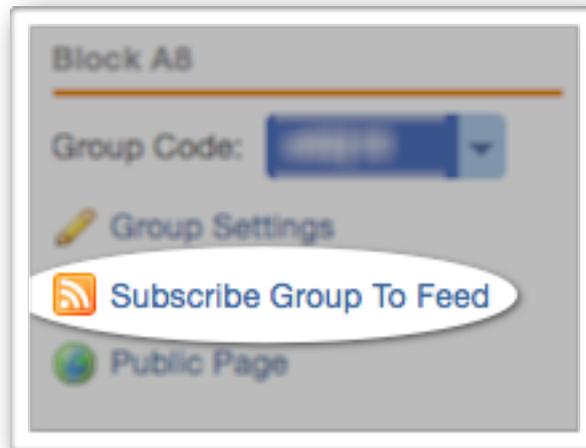


The window that pops up, will show you the students full name, their username, their parent's code, their profile and grades. You can change (not view) their password and change their access from *Student* to *Read-Only*. You also have the ability to Award a Badge to the student (more on that later) or Remove them from the group. **Be careful, once you remove a student all their information will be lost forever.**



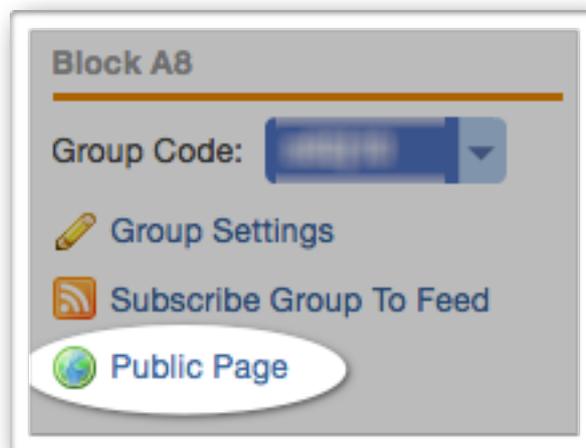
## Feeds

Clicking on the *Feeds* option will allow you to add an RSS (Really Simple Syndication) feeds to your group. So, if you follow [itbabble.com](http://itbabble.com) you can add all their new articles to your group! That way when there is new post, it will show up in Edmodo for all to enjoy.

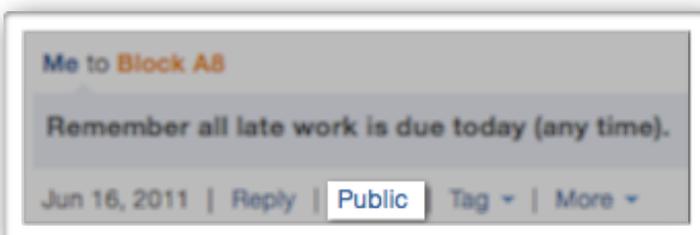


## Public

The *Public* feature allows you to make certain posts (notes, assignments, or polls) public for anyone to see. There is no need to be a part of the group or even Edmodo to view it, but the teacher decides what is public (if anything). When you click on *Public* it will take you to the webpage. Copy that URL and distribute it to whoever you want.



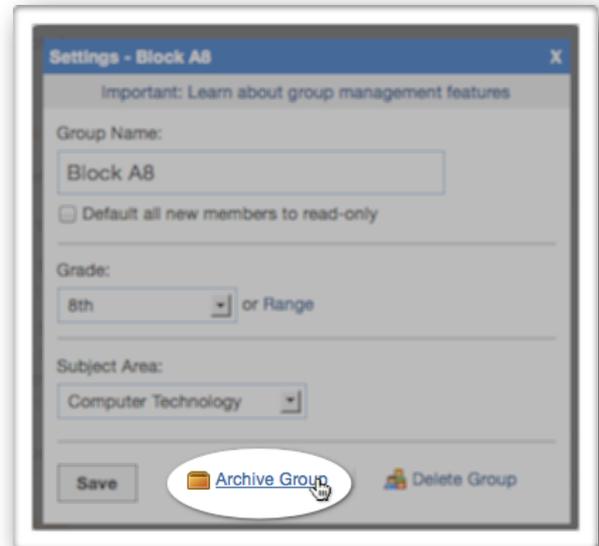
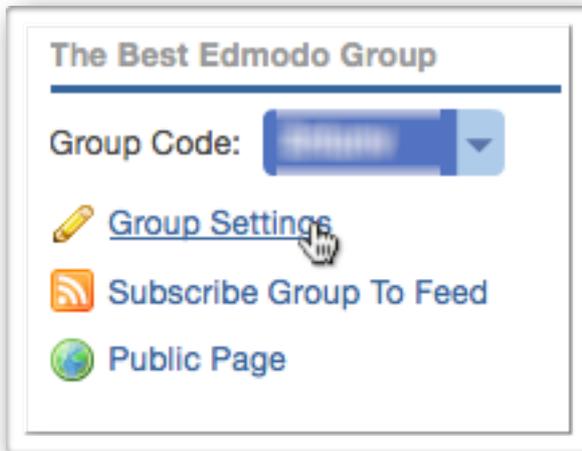
To add a post to the *Public* page find a post and look at the bottom of that post you will see "Public." Click that and it is automatically displayed on the public webpage for your group.



**Helpful Tip**  
 People viewing the public page cannot post or interact with the group in any way.

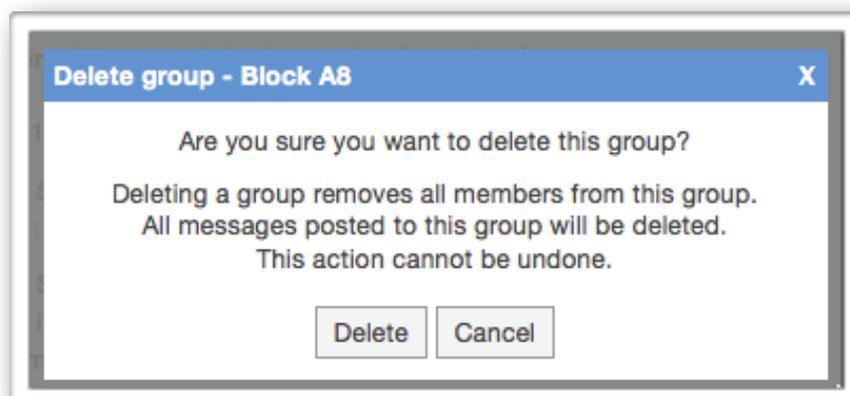
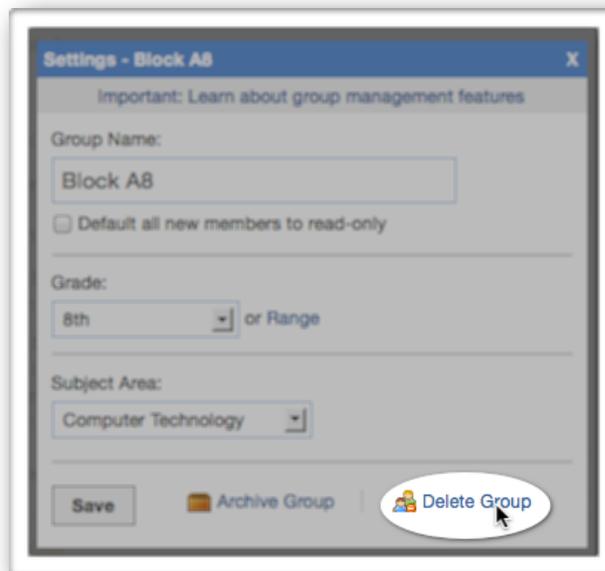
## Archive

This is a handy feature. When you *Archive* a class, no one (including you) can post or add anything to it, but it is available to view and you can always unarchive it later for whatever reason. This will also save student records, all assignments and more. To get to it click on *Group Settings*, then select *Archive Group* at the bottom of the window.



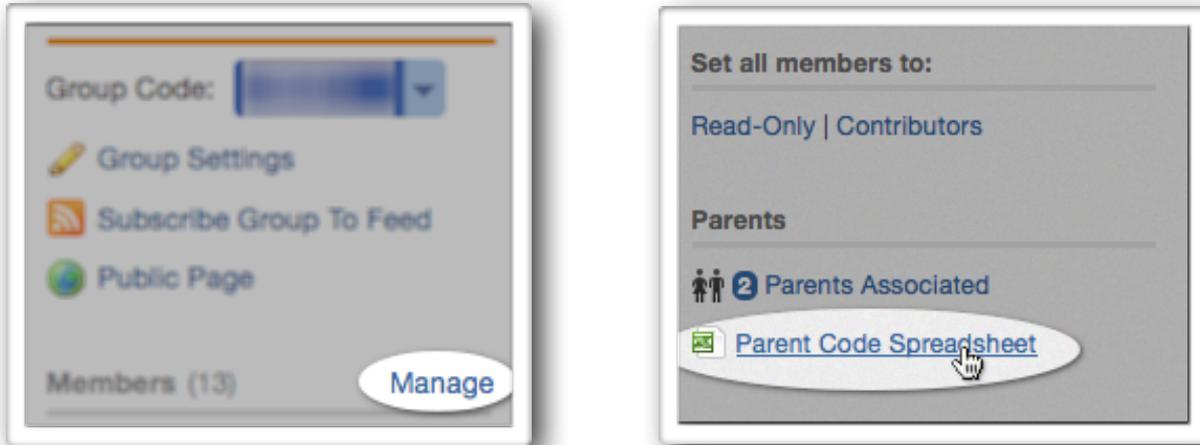
## Delete

Not too much to explain here. If you delete a class everything in that class goes with. Check out the warning below.



## Parent Code

This is a feature found by clicking on *Manage* (right hand side of the page). Then click on *Parent Code Spreadsheet*. This will download an Excel file which has the parents code. You cannot change the parents code.



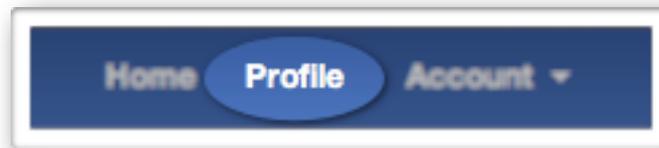
For parents to sign up they need to go to [www.edmodo.com](http://www.edmodo.com) and click on *Parent Sign Up*.



Parents will, of course, need the code to join the Group. Once in, parents can only view information sent from the teacher or from their child (which includes grades on assignments). They cannot send any messages to other students or parents. However, they can send messages to you and their child.

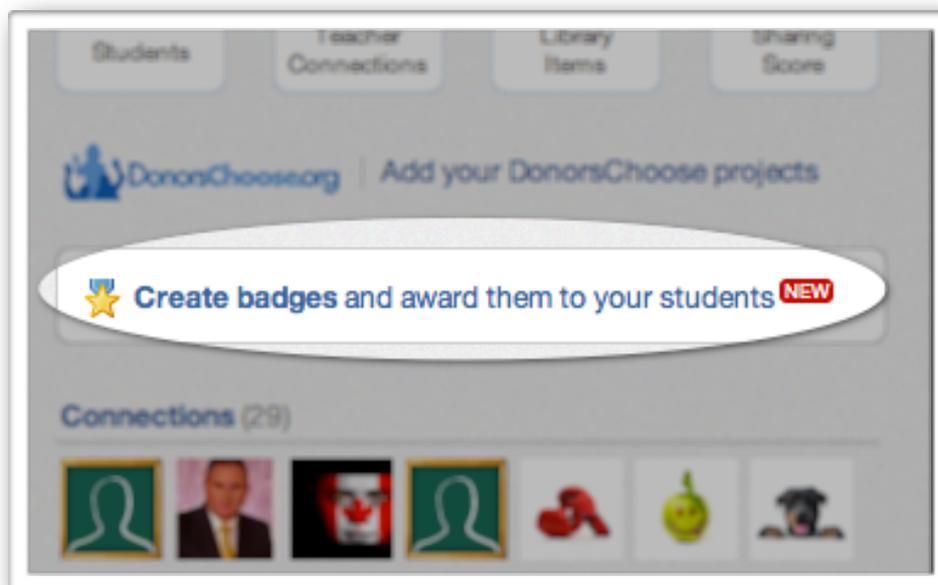
## Profiles & Badges

Your profile allows you to write information about yourself and what teachers you have connected with. That way parents, students, and other teachers can find out more about you. To access your *Profile*, click on *Profile* in the upper right hand corner.



A screenshot of a user profile page for Mr. Patrick Cauley. The profile includes a profile picture of a white stuffed animal, a bio stating "I teach Middle School IT and love it. Check out my blog at http://itbabble.com", and a map showing the location of Dubai American Academy in the United Arab Emirates. On the right side, there are statistics: 100% profile completeness, 305 Students, 29 Teacher Connections, 1 Library Item, and a 6119 Sharing Score. A prominent button reads "Create badges and award them to your students NEW". Below this are sections for "Connections (29)" and "Communities (21)".

A new feature that Edmodo has just added is the ability to create and award badges to students. To create or view the badges that Edmodo has created click on *Create Badges and award them to your students* (on the right hand side of your profile page).



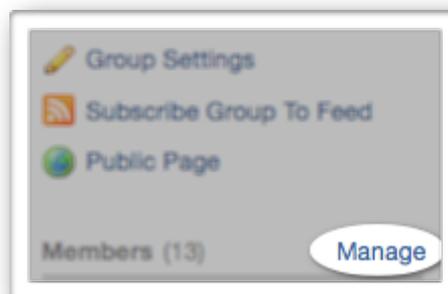
Once you've clicked that a new window will pop up that will let you either look at any badges you've created, create a badge, or look at the pre-made badges by Edmodo. Making a badge is easy. Give it a title, write a quick description and upload an image and you've made a badge!



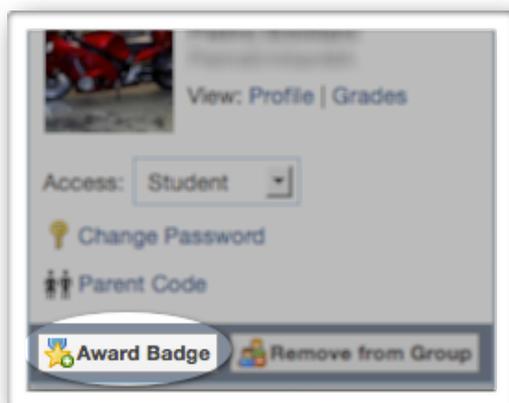
Once you've clicked that a new window will pop up that will let you either look at any badges you've created, create a badge, or look at the pre-made badges by Edmodo. Making a badge is easy. Give it a title, write a quick description and upload an image and you've made a badge!

### [Awarding Badges](#)

Unfortunately to award a badge you must leave the "badge window." Don't worry you won't have to go too far. From your Edmodo home page click on *Manage* (right hand side of your page).



Once in the group, click on the student (or students you can select many at once) you want to award a badge to. It will bring up their profile in a smaller window on the right. Click on *Award Badge* and then select the badge you wish to reward them.



**Student can check what badges they have been awarded in their own profile.**

## Student Profiles

Student profiles are a similar concept to teacher profiles but a little different. Students can pick how their learning style and what career they might be interested in. You can also find their activity on Edmodo (what they've posted), what groups they are in, and what badges they have earned.



**Daa Student**

 Student



**1 Badge Earned**

About

Activity

Groups

**How I Like to Learn**

Select how you like to learn...



**Hands-on**  
More info



**Listening**  
More info



**Visually**  
More info

**Career Goal**

Select your career goal...



**Building & Fixing Things**



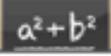
**Computers**



**Helping People**

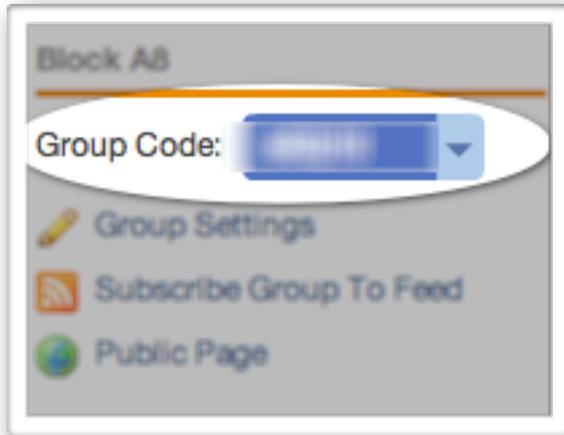






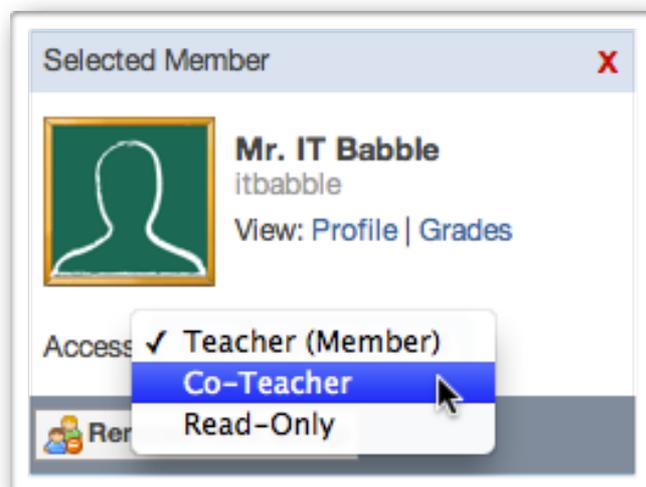
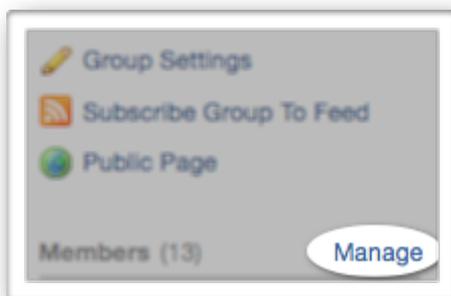
## Co-Teaching

This is a great addition to Edmodo. Often you are teaching across the curriculum or simply co-teaching a class. Edmodo has made it easy for another teacher to join your class. For a teacher to join, all they need is the *Group Code* (found on the right hand side) and then click on *Join* (on the left hand side).

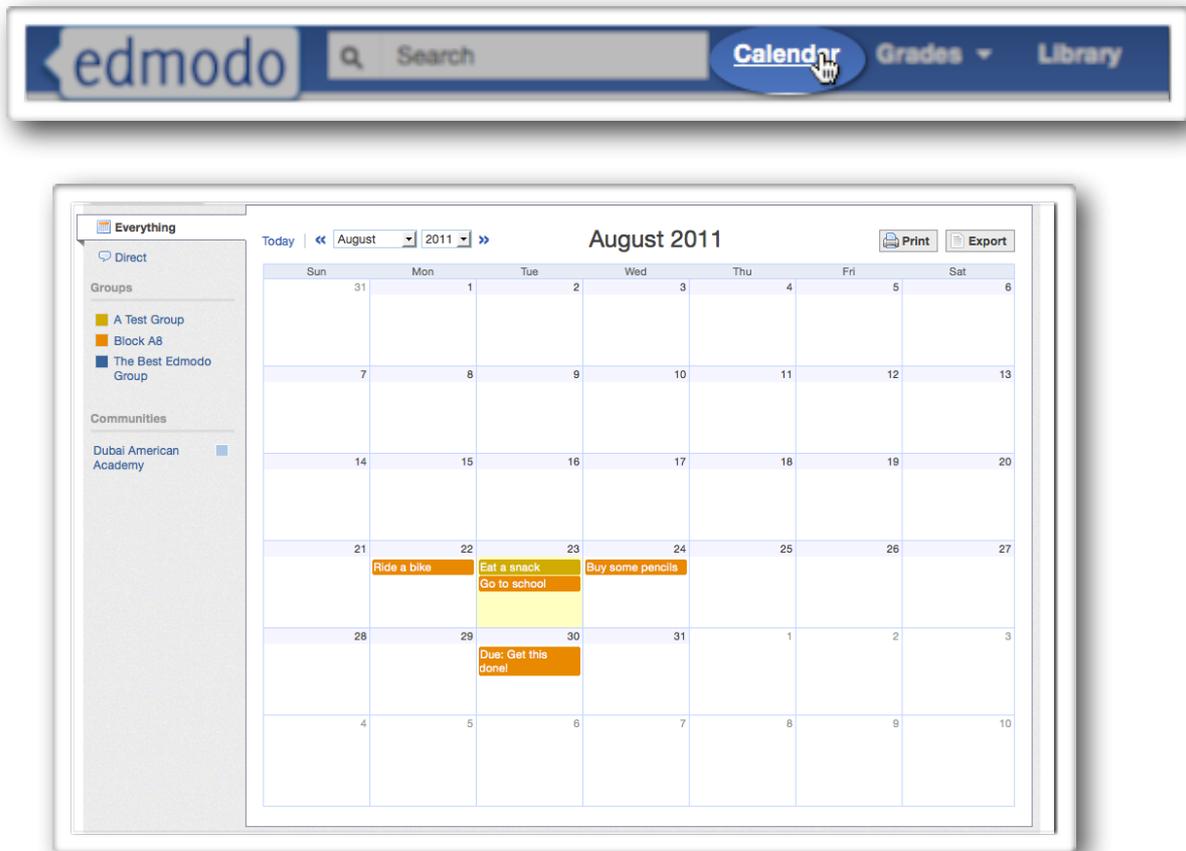


Once a teacher is in the group you they automatically have the ability to add assignments, polls, and alerts as they have been added as a *Teacher*. However, they cannot manage the class. Meaning they cannot delete any students or look or grade of anyone's turned in assignments.

To change them to an official *Co-Teacher* where they can grade and manage students, then you need to click on *Manage* (on the right hand side). Now click on the teacher and you will see some details pop up on the right hand side. Simply change them from *Teacher* to *Co-Teacher*. That is all there is to it!



The calendar is very versatile. Every assignment you post on Edmodo will automatically be added to the calendar and the calendar of each student in that Group.



To add an event, just click on a date, type in the description, and then click on which group(s) or person (people) you would like to send it to. Upcoming events will show up in the *Notifications* as well as the calendar to help you and your students keep up with everything that is going on.

If you want to move an item, simply click and drag it to the new date. Even if it is an assignment, the due date will automatically be updated as well.

Students can also add their own events to their own calendar. Only they will see the events though.

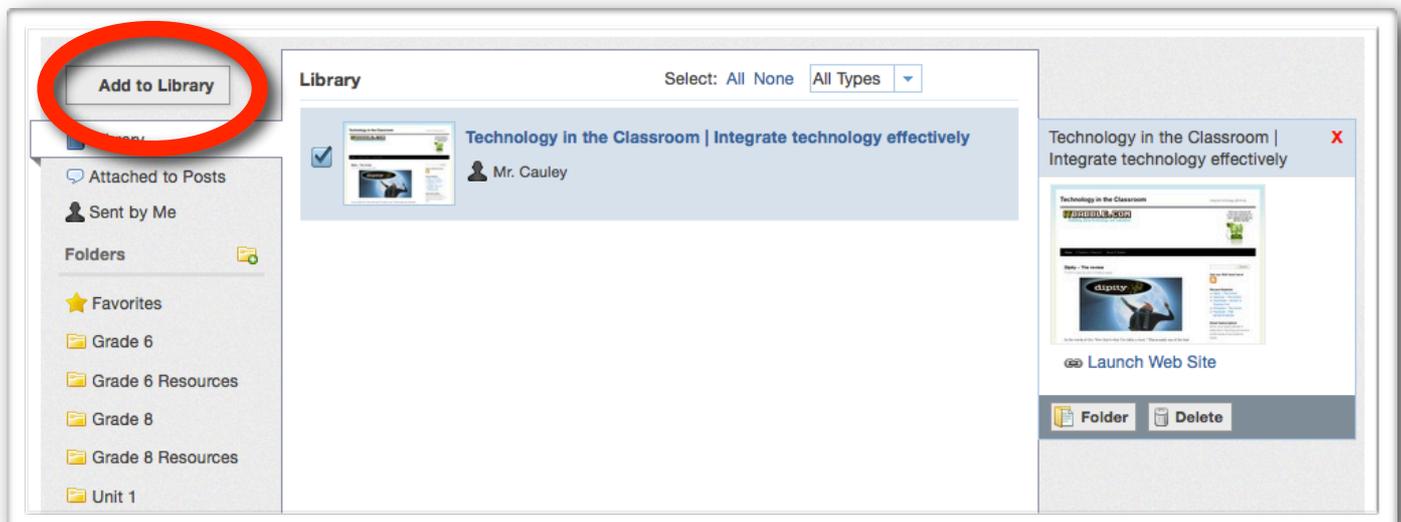


## Library

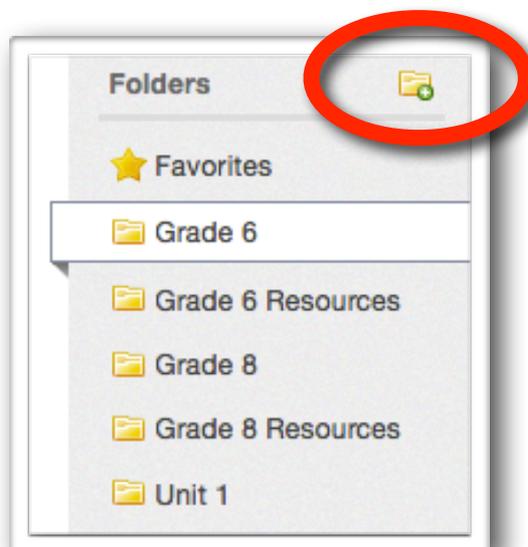
The *Library* can be a handy tool. Every file (document, picture, video, hyperlink, etc.) that gets uploaded on Edmodo will end up in the *Library*. There is no limit to how many files can be added to the *Library*.



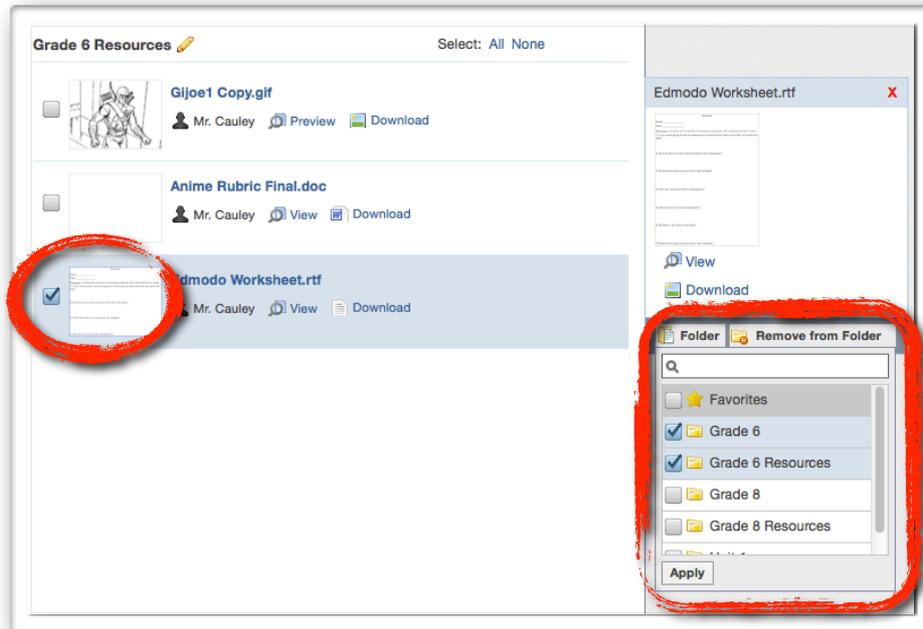
To add something to the library, you can attach it to a regular post or assignment, or click *Add to Library* in the Library window. The problem with this is the *Library* can become an unruly mess where it is very difficult to find a particular file. Edmodo has a solution.



On the left hand side you can create *Folders* that you can “add” certain files to. To create a folder click on the Folder with the little green plus sign. Type a name for the folder and then look and find the file.

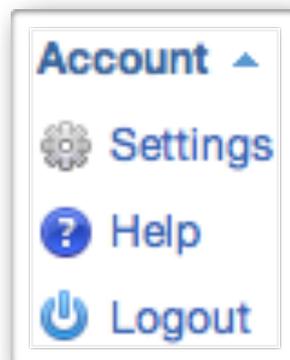


To add a file to a folder you have made, all you have to do is find the file and select it by putting a check mark in the box. On the right hand side a preview of the file will show up and when you click on *Folder* you can select which folder(s) you want to add it to and that is it.



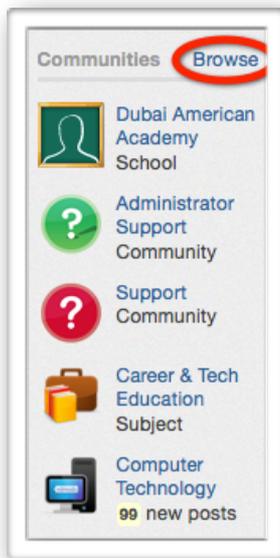
## Logging Out

There will come a time (sadly) when you need to turn off your computer and walk away from Edmodo. Logging off is a good way to make sure that you have safely and securely exited out of Edmodo. To Logout, just click on *Account* (upper right hand corner) and select *Logout*.



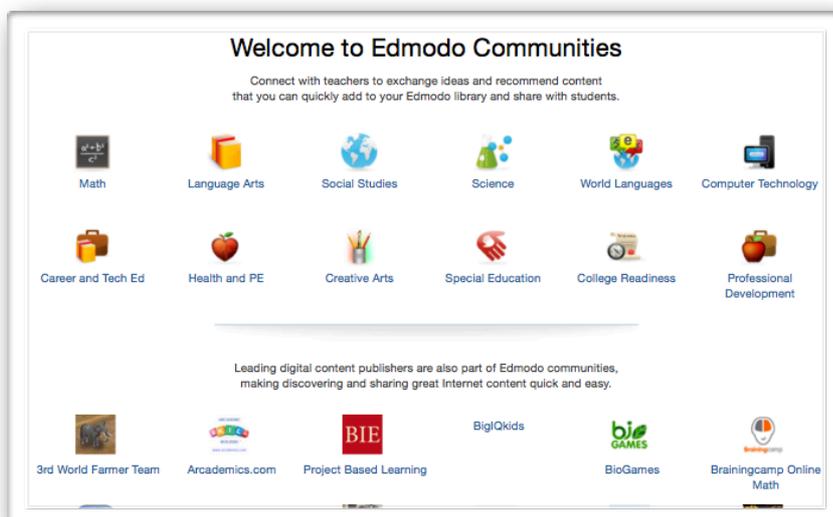
# Communities

*Communities* will allow you to connect to other teachers around the world through Edmodo. This will allow you to share ideas, help other teachers, and join relevant discussions from other professionals in your field. You are automatically joined with the *Support Community*. If you have any problems with Edmodo, you can post a question here. someone from Edmodo will respond (usually within a day) to help you out.



To join a community, simply click on *Browse* in the left hand side of your homepage. From there you can chose from communities that you find interesting.

Also if your school is signed up for Edmodo, you will automatically be added into that group. From here you can write direct messages to other teaches or any teacher apart of that group. Pretty handy way to get important information quickly. Just type the teacher or community name in the *Send to* area of the post and you're done! A great way to develop your PLN (Personal Learners Network).



## Edmodo Webinars

While Edmodo is super easy to learn and use, and while there are a ton of opportunities to connect with other teachers and get great ideas about Edmodo in the *Communities* section. Edmodo does offer online Webinars where teachers can meet online with an Edmodo professional to learn more about new and exciting ways that Edmodo can help you and your class.

To find out more about the Edmodo Webinars, just click this link or copy and paste this URL into your Internet browser. They also record all their webinars for everyone to listen in on.

<http://blog.edmodo.com/category/webinar/>

## Edmodo Schools & Districts

If you love Edmodo why not talk to your administration to sign your school up. It will make it easier for you to collaborate within your school and track student performance (amongst other things). If you work for a district you can also sign your entire district up with Edmodo. A great thing about these options is they are completely free and do not require your school(s) to add any new software or make any space on their servers.

To get more information follow this link here:

<http://www.edmodo.com/institutions?language=en>

**edmodo**

### Connect Your School or District with the Edmodo Community

Sign up for your free School/District Edmodo Web Address

**Get Connected**

- Create your school or district's Edmodo web address
- Connect teachers, students, and parents, securely in real-time

**The Power of Community**

- Support teacher adoption, collaboration and use
- Share educational content and engage in professional development with a global community of educators

**Analyze Activity**

- Track classroom and school participation
- Measure engagement and adoption
- Manage Users

**You must login to sign up for school and district features**

Username or Email:

Password:

[Forgot your password?](#)

## In Conclusion

This is the fourth version of this guide and even though my second guide was only 5 months old, and viewed more than 17,000 times (thank you everyone) Edmodo has made many changes (for the better) to improve their service. This is why I love Edmodo, they work constantly to make a product, they love, better and better.

I encourage you all to keep working and exploring with Edmodo and share it's wide variety of features to other colleagues. It is a great resource that is so flexible I cannot imagine any class that it could not work for. I am sure you will find it helpful for your class as well.

I also encourage everyone who uses Edmodo to join and contribute in the Edmodo communities. I cannot count how many times that resource has inspired and answered many of my questions.

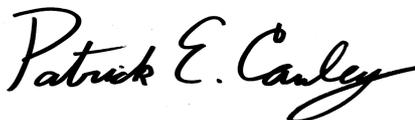
Above else, thanks to Edmodo for making (in my opinion) the best and most focused educational application I've ever used.

## About Me

I currently teach middle school IT and love it!

If you have any questions about Edmodo and would like some more information feel free to send me an e-mail. On the other side, if you used Edmodo in a unique and new way, I'd love to hear about it. To find more writings about educational technology check out my blog at [www.itbabble.com](http://www.itbabble.com).

Thanks for reading,



Patrick Cauley

[patrickcauley@gmail.com](mailto:patrickcauley@gmail.com)

