Edmodo for Teachers Guide (Taken directly from Edmodo’s site.)

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Teacher Sign Up

Need an account? Follow these steps:

**Step 1:** On the Edmodo.com start page, click the button “I’m a Teacher” to sign up for a free account.

**Step 2:** Complete the registration form by choosing a username and password. Then locate your school on Edmodo and create an initial group for your classroom.

[Image of Edmodo sign up page]

[Image of Edmodo registration form]

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Create a Group

Groups make it easy to communicate with select students and keep materials for a single classroom organized. Here’s how to create a new group:

**Step 1:** In the left-hand column of your home page, click the “create” link to choose a group name.

**Step 2:** Type in the important information about your group and receive confirmation. It is important to note that you can designate everyone that joins a group to join in Read-Only mode by default. If you leave this box unchecked, all group members will be able to post and reply within the group immediately upon joining. Once you’ve successfully created a group, Edmodo will display the group name in the left-hand navigation bar of your home page. You will receive a note within the message stream and one in an overlay box with the secure code for the group you’ve just created.
Step 3: Invite students to join your group with the designated code.

If any of your students already have an Edmodo account, they can join your group by logging in and clicking the “join” link in the left-hand navigation bar to enter the designated code.

Note: It is best practice to reset your group’s code after all students have joined so that no additional users can use this code to gain access.
Manage Your Groups

Change passwords, add members to a group, or archive an Edmodo group when the semester ends, all with our simple tools for managing your groups.

To start, find the desired group name in the left-hand navigation bar of your Edmodo home page, and then highlight (mouse over) the name of the group. A drop-down menu will appear with the following options:

- **Settings** – On the settings page, teachers can rename a group, reset a security code (if unauthorized students have received the code), or change the group’s designated grade level and subject matter.
• **Members** – On the members page, teachers can view a list of students in the group. Teachers can view individual student gradebooks, change an individual passwords, remove a student from the group, or get the parent code for that child with the icons on the right side of the screen. The teacher can also set individual students to read-only mode within the group or set all members to read only via that link above the member list.

• **Feeds** – Teachers can add an RSS feed, such as one from YouTube or Flickr, to automatically post video, photos or other content to a group. Select Feeds from the menu to enter an RSS feed address. (Edmodo crawls and updates RSS feeds every three hours.)
• Public – Teachers can view the public timeline of a specific group if they have chosen to make any posts public to nonmembers. (Reminder: Every post is private by default.)

• Archive – Teachers can archive a group once the semester or class has ended, rendering the group inactive. If you want to reuse the name of the group for next semester, make sure to rename the existing group before archiving it.

• Color Grid – Change the color of your group.

• Delete – You can delete the entire group as well, but please only use this if you really mean to.

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Small Groups

Creating a Small Group:

Teachers can create small groups within any group they own. From the group members page, click on “Create Small Group”
Enter a small group name, and click “Create”

Your small group should now be created. The next step is to add members to your small group.

**Adding members to a Small Group:**

The parent group’s owner and co-teachers are members of all small groups by default. Select any members from the “Available Members” box that you would like in the small group. Note that a member must be in the parent group to be in the small group. (Tip: you can select multiple members at once by holding the “Ctrl” key, or a range of members by holding the “Shift” key and clicking.)
Click the “>>” button to put the selected available members into your new small group. These members will be notified by an Edmodo system message that you added them to the small group.

Likewise, you may select members from your new small group and click the “<<” button to remove them from the small group. You may update the member list of your small groups at anytime by clicking on the small group name from its parent group’s members page.

**Using Small Groups:**

Any member of a small group may post a message to it just as they post messages to regular groups. Teachers can even post assignments to small groups!
The parent group filter does not include posts to its small groups. To filter specifically by small group posts, you must first filter by the parent group, and then select the small group.

Managing Small Groups:

Small groups are managed from the parent group’s members page. Here, you’ll have the ability to rename or archive the small group.
Click on the small group name to view or update its member list.

**Co-Teaching**

Teachers who share a classroom at their school can easily share an Edmodo group in much the same way, helping to grade assignments, monitor discussions, and post files or comments to the group. Here’s how to establish a group co-teacher:

- When one teacher creates a group, he or she can then invite the co-teacher to the group with the same secure code used to invite students.
• Once the co-teacher has joined, the group’s creator can then call up the teacher’s profile by highlighting the group name (hovering over), located in the left-hand column of the home page. Choose “Members” from the drop-down menu.

Once granted this new status, a co-teacher can post messages to the group, create events, and manage settings (See the topic Manage Group Settings), including subscribing to feeds and viewing and recording grades. A co-teacher only lacks the privilege to archive or delete a group, upgrade another teacher to a co-teacher, or remove the group’s creator.

• On the member page, the group’s creator can upgrade a teacher to a “co-teacher” from within the drop-down menu adjacent to the teacher’s name.
From the Spotlight section, co-teachers can also view students’ homework submissions. The appearance of Spotlight homework notices is synced on both teachers’ home pages, so if a teacher grades an assignment, the co-teacher’s Spotlight notice for that assignment will disappear.

**Student Sign Up**

To participate in an Edmodo group, students need to create their own account. We’ve simplified the process by not requiring students to enter an email address. Here’s how to sign up:

**Step 1:** Visit Edmodo.com and click on the student sign-up link.

**Step 2:** Enter the code provided by your teacher and complete the registration form.

**Post a Message**

Have something to share? Publish your ideas, files, and homework from the “Post bubble,” located at the top of your Edmodo home page.

Typing directly into the text box allows you to share content with individuals, groups, or your entire network of teacher connections.
For teachers:

Choose note, alert, assignment, or poll by clicking on the corresponding link. For notes and assignments, you can attach files and links from your computer or Edmodo library. Any files or links you post will automatically be added to your library, so make sure to give your links good descriptions!

To post the content, type the name of a student, teacher, or group(s) into the “Send to” box. (Edmodo provides auto-suggestions.)

*Quick tip:* if you click in the box, and hit the down arrow, you’ll see some suggestions right away.

Here’s your full list of possible recipients:

1. `<students>` – any student in any of your groups
2. `<teachers>` – any teacher in any of your groups, including yourself; any teacher connection
3. `<groups>` – any of your groups
4. `<yourself>` – just type your name, and you can post a message to yourself
5. `<communities>` – any community that you have joined
6. `support` – if you need help or discover a problem, post here
7. `All Groups`
8. `All Connections` – post a message to all of your teacher connections
9. `Everyone (All Groups and All Connections)`
School and district subdomains only:

<school> (Everyone) – post a message to all teachers and all students in your school

<school> (Teachers and Admins) – post a message to all teachers in your school

District subdomains only:

<district> (Everyone) – post a message to all teachers and all students in your district

<district> (Teachers and Admins) – post a message to all teachers in your district

For students:

Post notes to your teachers and groups!

Just like teachers, you’ll be able to attach files and links from your computer or Edmodo library. However, you won’t be able to post an alert, assignment, or poll.
You can post a message to the following people:

1. <teachers> – any teacher (group owner or co-teacher) in any of your groups
2. <groups> – any of your groups
3. <yourself> – just type your name, and you can post a message to yourself

Reply to a Message

Want to be part of the conversation? Leave a comment to a published note by clicking the “Reply” button located below a message. Simply type your note in the message window, click reply, and see the message appear threaded below the original content.
Manage Your Messages

Edit, delete, tag or print your messages with our simple tools for managing content.

First, after publishing a post, you can hover over the text to call up three blue icons in the upper right corner of the box.
By clicking the first icon, X, teachers may delete group or student messages. Students may delete only their own messages.

By clicking the second icon, a pencil, teachers can add to or edit group or student messages. Students can edit only their own messages.

By clicking the third icon, a pop-up window, teachers and students can display the message in a separate window for easier viewing or printing.

Located underneath each published post in the message stream (adjacent to the time and date stamp), there are also blue-highlighted links that allow teachers to reply to, make public, or tag content.

Click reply to respond to a specific message. Students may also reply to posts.

By default, every published post is private to the sender and recipient. But the public link allows teachers to publish messages to the public timeline of a specific group, meaning that anyone can view its contents. To view the public timeline for a group, teachers must click the pencil icon in the left sidebar next to the group and scroll down the list to select “public.”
Sort messages easily by creating personalized tags for any and all messages. Click the tag link to call up a drop-down box. Then type in a new or existing name to tag the message.

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Assignments

For teachers, handing out and managing assignments is a breeze with Edmodo. Here’s how to post an assignment:

In the post bubble, click on the “Assignment” from the options on the right.

The message window changes to allow you to fill out the parameters of the assignment, including:

1. Title
2. Description
3. Due date (set by clicking on the calendar icon)
4. Add Files, Links, or Items from the Library
5. Send to (enter the name of a student, teacher or group(s))

Click send.

You may also load a previously given assignment by clicking on the Load Assignment Button. This will auto-populate all of the assignment fields with the information already within Edmodo.
For students, turning in an assignment is just as simple. Once logged on to their member page, students can click on the “Turn-In” link located below the assignment post in the message stream. From this link, students can upload homework and leave a message. (Note: Replies left on an assignment post are viewable by the entire group.)
Grading an Assignment

Instantly see how many students have turned in assignments by looking at the Spotlight section, located at the top of the right-hand column of your home page. Teachers can also view how many students have turned in homework for a particular assignment by looking at the number below the message window for that assignment.

By clicking on turned-in assignments within Spotlight, teachers can view a list of all homework that needs grading. Click a particular student’s assignment to download and review the document. Teachers give grades within the assignment page, and students are notified immediately when they have received a grade.

If a student needs to resubmit a class assignment for any reason, the teacher must delete the student’s existing assignment before he or she can upload a new file.

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Settings

Manage your profile, sign up to receive notifications, and control your privacy with our Settings feature, located in the upper right-hand corner of your home page. Here, you can:

1. **User photo** – Choose to upload a photo from your computer, or select from one of our stylized icons to represent your public image on Edmodo.
2. **Personal information** – Add to or edit your name, email address, and title.
3. **Password** – Change your password.
4. **School** – Select a school to be associated with or change your existing school. If you are within a subdomain, you will need the school code to switch to different school.
5. **Notifications** – Receive notifications of any type of Edmodo communication via email or text message. Simply click on the notifications drop-down menu to choose how you would like to receive alerts.
6. **E-mail** – We automatically select the address from your personal settings.
7. **Text messages** – Enter your 10-digit phone number and select your current mobile provider. Next, select the type of content you’d like to be notified of by checking the box next to one or more of these choices: Alerts, Links, Assignments, Direct Messages, Notes, Files, Events, or Replies. You will have to verify your phone number as well in order to enable text alerts.
8. **Privacy** – Teachers may choose to block connection requests or show their profile only to their personal network by checking a box under privacy settings in the lower right-hand section of the page.
9. **Everything Stream** – Choose which communities and connections display in your Everything stream. This will allow you to simplify your stream while still maintaining membership in as many communities as you like.

**Calendar**

Share events with your classroom and view assignments by the month with the Edmodo calendar.

1. Select the Calendar view from the top of your Edmodo home page.
2. Teachers can add an event by clicking on a desired day and then by describing the activity. Send event details to an individual student, group or teacher to have the event show up in their calendar view.
3. To remove an activity you’ve created, click on the event and hit the delete button.
Public Pages

Each group you create includes a public page that’s accessible by highlighting (hovering over) the group name and selecting the public link within the drop-down menu. We want to emphasize that everything you post on Edmodo is private to your group or the individual(s) with whom you shared the content. But public pages give teachers the option to share Edmodo posts with a wider audience on a case-by-case basis.

To make a post public, click the “Public” link located underneath an individual message.

To remove a public post, click the red “X” next to the “Public” link.
Spotlight

The Spotlight section is located in the top right-hand corner of the teacher and student home page. From this section, teachers and students can view upcoming events, new replies to posts, new alerts posted by teachers, and direct posts from other teachers and students.

Teachers also can see new teacher connections, requests for connections, and student assignments that need grading. For students, the Spotlight section displays notifications for assignments due within two weeks and new grades posted by their teachers.

Teacher Connections

Teachers build their individual professional learning communities by networking and making new connections using the Suggested Connections box.
Search Teachers and Suggested Connections features

From this section, teachers may befriend colleagues from their school or a shared group by clicking the “Connect” link next to their profile, or they may remove the listing from the “X” next to the name.
To manage the full list of contacts, teachers must visit their profile page, linked from their name at the top of their Edmodo home page. Teachers can send a colleague a direct message by clicking on the profile of a contact and typing directly into the message window, or they can remove the contact by tapping the “Remove” button at the top of the page.

**Join Communities**

In addition to the your school and district communities you are a part of now that you have deployed your subdomain, you have the option to join other professional learning communities to engage in conversation, talk best practice and share and discover resources.

There are a number of communities you can join based upon your subject area interests and your curriculum of choice. These communities are great places to get questions answered, share in discussion and discover great resources that you can snap into your libraries. You can find a full listing at [http://www.edmodo.com/communities](http://www.edmodo.com/communities) or simply by scrolling down to the bottom of any Edmodo page and clicking on Communities in the footer.
You can join a community from within your Edmodo accounts or from these public pages, simply by clicking the join button at the top of the page.

**Connect with Teachers from the Communities**

In order to connect with other teachers within a community, simply click on their name or profile picture and you will be taken to their profile page within which you can request a connection or start sending messages if you are already connected.

**Discover Resources in the Communities and Add Them to your Library**

You can also add resources to your own library from any teacher’s profile page. Simply click on the “add to library” button next to an individual resource.
Library

Leveraging the power of the Web, the Edmodo Library allows teachers to store and manage uploaded documents in a wide range of file formats, with the ability to access and edit them anywhere, anytime. A personalized database linked from the very top of the member’s homepage, the Library also allows teachers and students to easily share and discover files with peers. From the Library, teachers and students can:

- Search for documents by name using the search bar at the top of the library.
- Add files (100MB maximum per each), Web links, assignments and polls to the Library by clicking the tab in the upper right corner of the page, and then by following the instructions. The files will appear within the document folders “Everything” and “Me” – located in the upper left-hand column-and within any specified folder.

- Display documents for a specific group or for all member groups by clicking on the dropdown menu “All Groups” at the top of the page.
- Show items in your library that have either been added via the “add” button or by being attached to posts in your groups. Use the filters on the left side (Added to Library, Attached to Posts, Direct).
- Filter content by type-files or links-from the drop-down menu “All Types” at the top of the page.
- File a document within a specific folder or delete content by clicking on and highlighting a Library item. Once you’ve selected the item, choose a group from the drop-down menu “Add to a Folder” at the top of the page, or if you’d like to delete the item, click the “Delete” button at the top of the page.

Once you have created your folders, you can also share them with your groups simply by clicking on the settings button next to each folder name and checking off any groups you would like to share them with.

Likewise, the folders that have been shared with you will appear in the “Shared with me” section of your folder area, shown below:

You can add items to your library at any time in two different ways:
• Add items directly in the Library with the “Add to Library” button
• Click the Add to Library button in the Library, in your stream (on items shared by your connections), on teacher’s profiles, or in Communities.

You will notice that every library item found outside of the library has an engagement number based on how much student and teachers have interacted with it.

Mobile Web

Check updates, view and reply to posts, and publish new messages to your Edmodo groups from anywhere, anytime, with our mobile Web application. It’s optimized for use with Apple’s iPhone or iPod Touch as well as Google’s Android, but you can access the mobile application through any Web-enabled smart phone.

Here’s how to get the application:

1. Log onto our mobile Web site (http://m.edmodo.com) from an iPhone, iPod Touch, or Web-enabled smart phone.
2. Enter your Edmodo username and password.
3. View posts from your Edmodo home page, check for new messages in Spotlight, or post a new message.

Parent Accounts

The following is written specifically for helping parents to know how to use the Parent Account. If you would like a template email for how to announce these parent accounts to parents and
teachers, please follow this link. Please see the instructions at the bottom of this section for how to find the Parent Account codes and sending direct messages to Parents:

Parent accounts allow the exchange of messages between parents and teachers (including due dates and missing assignment reminders), provide parents direct access to grades, and alert families to school events and activities.

**Create a Parent Account:**

In order to create a parent account, click on the “I’m a Parent Button” in the middle of the Edmodo home page. A facebox will appear in the middle of your screen, in which you will write in the parent code that you have been provided by the teacher of your child. You will also need to state your relationship with the child and provide a valid email address to register your account.
Navigate the Parent Account Homepage:

Within the Parent Account home page you can monitor direct messages between parents, teachers and students (only the parent’s children) on the middle of the page in the everything stream. If you have multiple children, you can filter to see just an individual child’s interactions by clicking on their name in the left navigation.

If you need to add additional children to your parent account, click on the “Add Student” button directly below the already added children’s names. If you are looking for quick information about due dates grades and feedback, you can always look in the spotlight in the top right corner of the page beneath the search box.
Navigate the Parent Account Calendar:

Within the calendar you can see all of the events, due dates, and assignments for each child enabled within the parent account. You can filter to see a single child’s calendar by selecting it from the drop down menu directly to the right of the month and year designation. You may navigate the calendar with the drop down menus and forward and backward arrows to the left of the month and year designation. You may also export or print this calendar for use in other calendaring software or to simply have it as a hard copy.
Navigate the Parent Account Grades Page:

From the grading page, you can see all of the assignments that were given to the children within the parent account. You can switch between the children and the courses for those individual children from the left navigation.

Each assignment is hyperlinked to both the original file (or other type of turned-in materials) turned in by the student and comments from the teacher. To access them, simply click on the assignment title from the list.

Each assignment will either have a grade, a dash (for a missing assignment), N/A (for an assignment given to some students in the class but not others for differentiation), or waiting… (for a turned-in assignment that the teacher still needs to grade). At the bottom of the grades page, you will find the total points for the child and the total points possible for the given class (for all of the assignments turned in).
Navigate the Parent Account Settings Page:

From the Parent Account settings page, you can sign up for notification emails about assignments and direct messages from teachers as well as choose an avatar/image to represent your parent account within Edmodo. You can also use this page to change your email and password if you need to do so.

Finding Parent Codes (as a teacher):

By hovering over the group name and then clicking on the Members of that group, you will be able to find the parent codes for all students within that group. To find one code, click on the parent icon. To download all of the codes for a class as a CSV file (which you can open in any spreadsheet program), you can click on the link after clicking on one Parent Code icon:
Note: Once your parents have been notified of their codes and have joined Edmodo, it is best practice to reset all parent codes so that only verified parents have access.

**Sending Direct Messages to Parents (as teachers):**

This is done by typing in either the parent’s names individually into the “Send To” box or by typing in the name of the group and selecting the Parents option from the suggestions. This will allow teachers to send direct messages to all parents in a group at one time.