

# A guide to explain it all

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# edmodo



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## What is Edmodo?

Edmodo is an educational site that takes the ideas of a social network and refines them and to make 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.

## What is guide for?

This guide is to be used as a resource. It is not a guide on how you *should* use Edmodo, but simply how. 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. These actions and basic ethos behind the site will keep me coming back over and over. Also, did I mention it's 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 these fields is a section titled 'Sign up now. It's Free!'. In this section, there 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 of this section, there is a link for 'Parent Sign Up (required for schools)'.


 The image shows the sign-up form for teachers. It contains the following fields: 'Username:', 'Password:', 'Email:', 'Title:' (a dropdown menu with '[ select ]' and an up/down arrow), 'First Name:', and 'Last Name:'. Below these fields is a checkbox labeled '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.

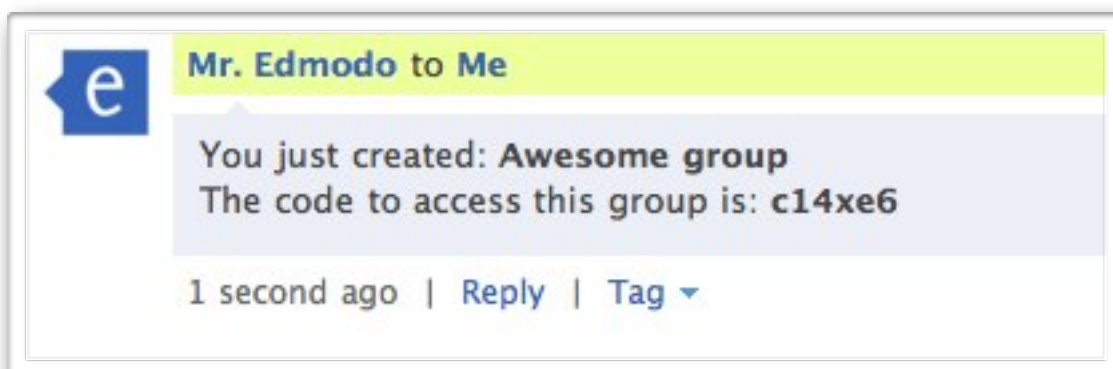
A new window will pop up prompting you to name the group assign it a grade level, and define the subject that is taught. A newer feature to Edmodo is the *read-only* option. This can allow the students to read what is posted, but not allow them to post themselves.

 The image shows the Edmodo navigation menu. It has a sidebar with several options: 'Everything' (with a square icon), 'Direct' (with a right-pointing arrow icon), 'Connections' (with a left-pointing arrow icon), 'Groups' (with a right-pointing arrow icon), 'Join or Create' (with a right-pointing arrow icon and circled in red), 'No Groups yet...', 'Communities', and 'Support Community' (with a red question mark icon).


 The image shows the 'Create a Group' form. It has a title bar 'Create a Group'. Below it is a field for 'Group Name (make it unique):' with a text input box. Below that is a checkbox labeled 'Default all members to read-only' with a link 'Learn more'. Below that is a field for 'Grade:' with a dropdown menu labeled '[Select a Grade]' and an up/down arrow, followed by the text 'or Range'. Below that is a field for 'Subject Area:' with a dropdown menu labeled '[Select an Area]' and an up/down arrow. At the bottom is a 'Create' button.

## Group Code (cont.)

After you have created the group, Edmodo will post the group code to your homepage. 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.



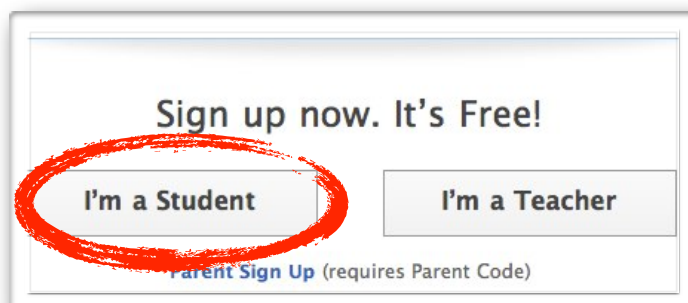
## Settings

This is the settings page. 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, or your personal information.

A screenshot of the Edmodo user settings page. The page is divided into several sections. At the top left is the 'User Photo' section, which includes an 'Upload a photo... (Max: 1 MB)' button with a 'Choose File' link and a 'No file chosen' status. Below this is a grid of 12 small icons for selection. To the right of the icons is a larger photo of a white stuffed dog, labeled 'Your Current Photo'. Below the photo upload section are three main settings panels. The 'Personal Information' panel on the left contains fields for Email (patrickcauley@gmail.com), First Name (Patrick), Last Name (Cauley), Country (a dropdown menu set to '[ none ]'), and Title (a dropdown menu set to 'Mr.'). A 'Save Personal Info' button is at the bottom of this panel. The 'Password' panel in the middle contains fields for 'New Password' and 'Confirm Password', with a 'Change Password' button below. The 'School' panel on the right contains a text field for the school name (Dubai American Academy) and a 'Change School' button. To the right of these panels are two additional settings sections: 'Notifications' with a 'Notification Type' dropdown set to '[ none ]' and a 'Save Notifications' button; and 'Privacy' with two checkboxes, 'Block connection requests' and 'Only show profile to my connections', both of which are unchecked, and a 'Save Privacy Settings' button at the bottom.

## Student Signup

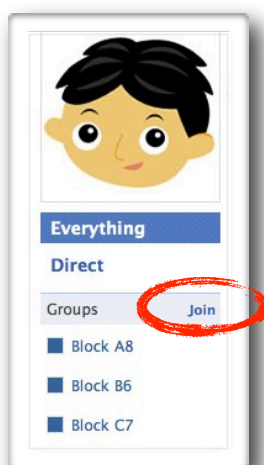
Now that you have created your *Group*, we need to get your students into it, which is even easier than creating the class. First have the students go to [www.edmodo.com](http://www.edmodo.com) and click on *I'm a Student*. They will need the Group code you received when you signed up.



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 received from is required.

 A screenshot of the "Student Sign Up" form. It has a title bar with "Student Sign Up" and a close button. The form contains the following fields: "Group Code:" (with a text input), "Username:" (with a text input), "Password:" (with a text input), "Email (opt):" (with a text input), "First Name:" (with a text input), and "Last Name:" (with a text input). Below these fields is a checkbox labeled "You agree to our terms of service." and a "Sign up" button.

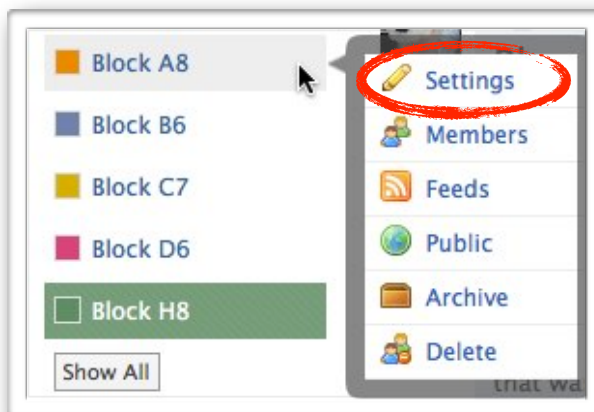
If students are already signed up and using Edmodo. They do **NOT** need a new account. All they need is to *Join* the group. To do this they sign into Edmodo and on the left hand side they will see their class(es) they have joined. They merely need to click *Join* and type in the code.



 A screenshot of the "Join Group" dialog box. It has a title bar with "Join Group" and a close button. The dialog contains a "Group Code" input field and a "Join" button.

## Group Options

Once a group is created you have a multitude of options that give you, the teacher, a load of power (to be used for good - not evil). To get to these options, just hover (don't click your mouse over a group (on your left) and a menu will fly out.



### Settings

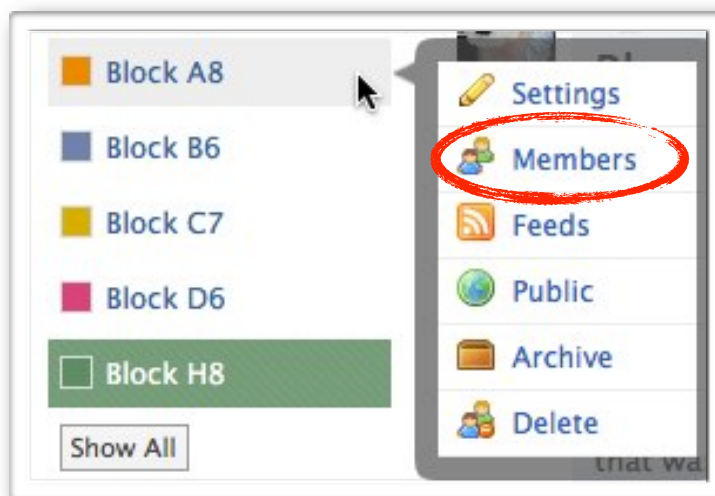
This is pretty basic. You can change the name of the group, reset your *Group Code*, change the grade or subject area.

A screenshot of a 'Settings - Block A8' dialog box. The title bar is blue with the text 'Settings - Block A8' and a close button 'x'. The form contains the following fields:

- 'Group Name (make it unique):' with a text input field containing 'Block A8'.
- 'Code:' with a text input field containing '9732au' and a 'Reset Code' link.
- 'Grade:' with a dropdown menu showing '8th' and a 'Range' link.
- 'Subject Area:' with a dropdown menu showing 'Computer Technology'.
- A 'Save' button at the bottom.

## Members

This is probably the most powerful of Group Options. You can remove students, change their password, get parent codes and more.



When you click on Members it will take you to this page. You see the student's full name, their username (which students can forget), a drop down menu to select if they are a *Student/Read Only*. This *Student* or *Read Only* option is very new (it just updated as I was typing actually) and can let you decide if a student can post anything on Edmodo (the *Student* option) or if they can only log on and watch what is happening (the *Read Only* option).

### Block A8

Set members as: [Read-Only](#) | [Contributors](#)

	Mr. Patrick Cauley	patrickcauley	Teacher (Owner)				
	Karolin Bergstrom	karolinb	Student				
	Nirekh Das	Nirekh	Student				
	sakshi dureja	sdureja	Student				
	Pietro Emiliani	PietroEmiliani8A	Student				
	filip katkowski	fkatkowski	Student				

The first icon is the *Parent Code* for that student. This is a newer feature of Edmodo, which allows parents to join the group in a limited capacity (more on that later).



The next icon is the *Grade Icon*. It basically shows you the grades of that student. It is no different than the *Student Grades* pages mentioned earlier.



The third icon is the *Password Icon*. From time to time students forget their password and by clicking on this icon, you have the power to reset that password. You cannot view a student's password, but with this option you can make them a new one.



The last icon is the *Remove Student* icon. It does exactly what it says. It will remove that student from the class and all their posts, files, and grades will be removed and lost. Be careful when doing this as there is no way to retrieve their information if they need to rejoin the class.

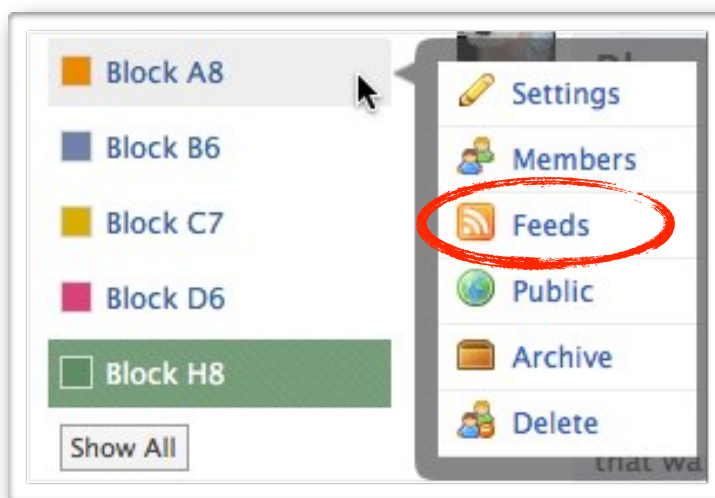


### **Helpful Tip**

If you remove a student from your class, all their grades and information will be permanently lost.  
\*Be careful\*

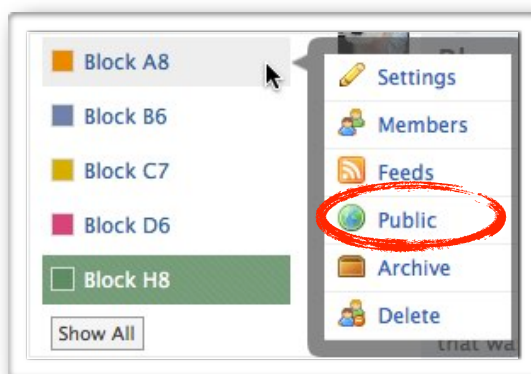
## Feeds

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!

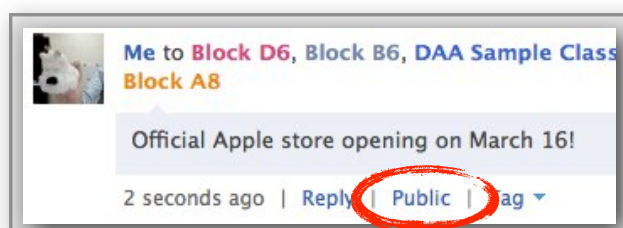


## Public

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 you decide 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.



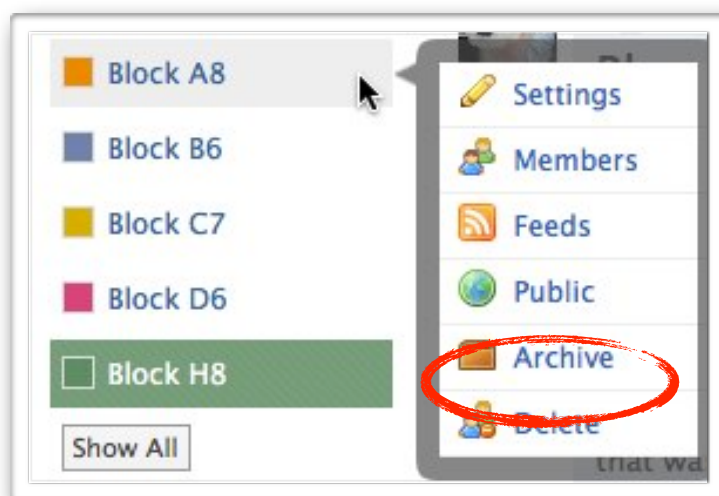
To add a post to the **Public** page find a post and at the bottom of that post you will see "Public." Click that and it is automatically displayed on the public webpage for your group



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

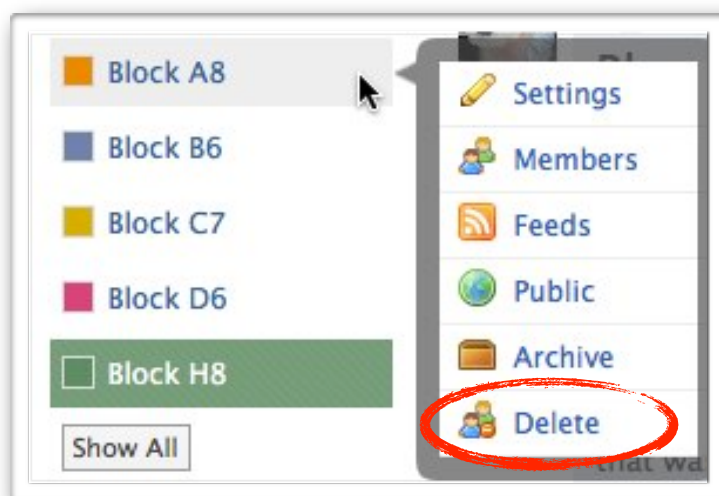
## Archive

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 save student records, results on assignments, etc.



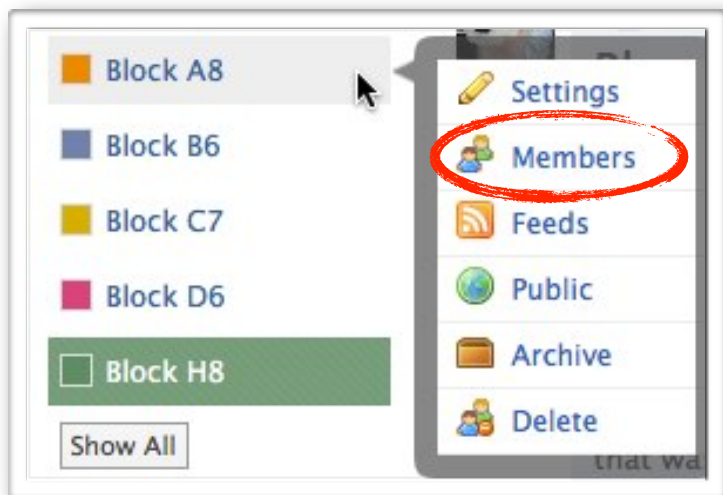
## Delete

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

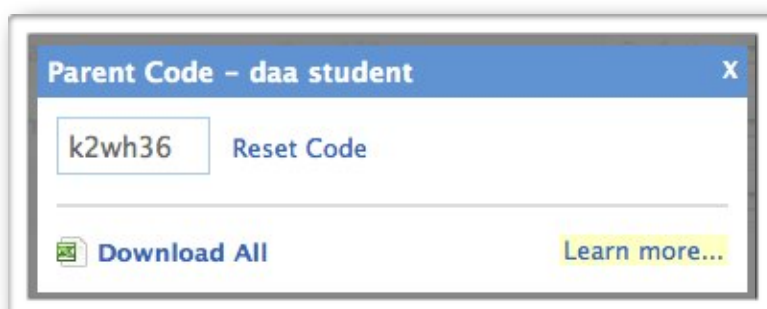


## Parent Code

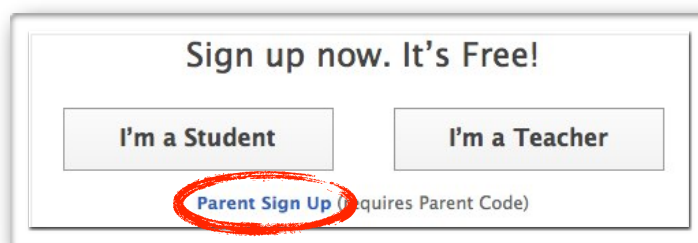
This is a feature found in the *Group Options*. This code will allow parents to join the group but in a limited capacity. To get the code for a specific parent go to the *Members* section of a group. Then click on the *Parent Code* icon



You will see the parent code. You can give it to the student to pass onto their parent, or e-mail it to them directly. Either way, once the parents have the code they can sign up



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



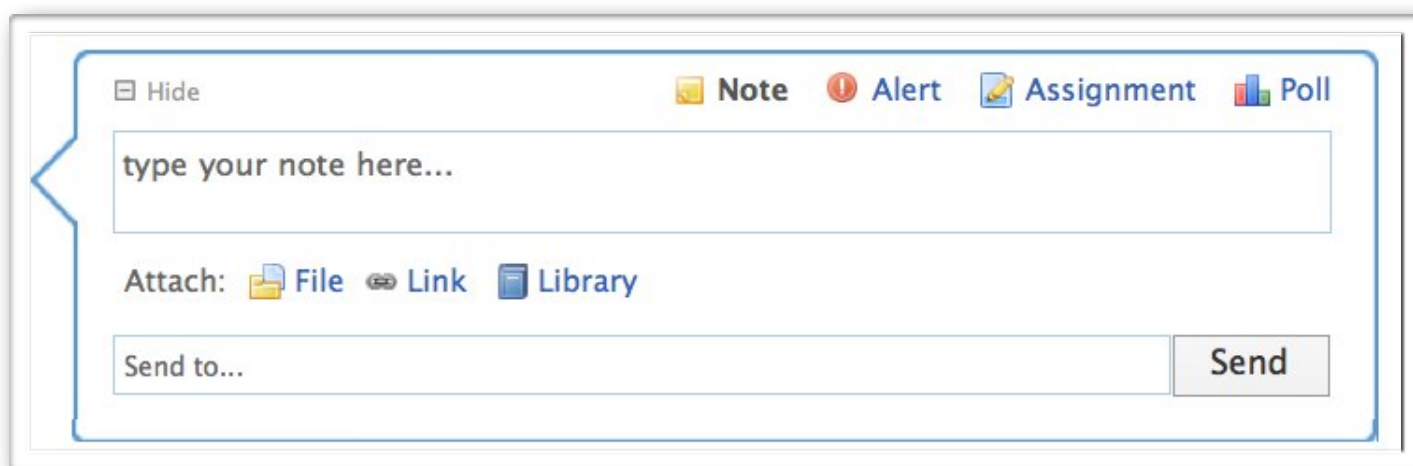
Parents will of course need to code to join the Group. Once in, parents can only view information sent from the teacher or from their child (which includes grades on assignments). They cannot send any messages to other students or parents. However, they can send messages to you and their child.

## 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 make your life easier.

### Posting Notes

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

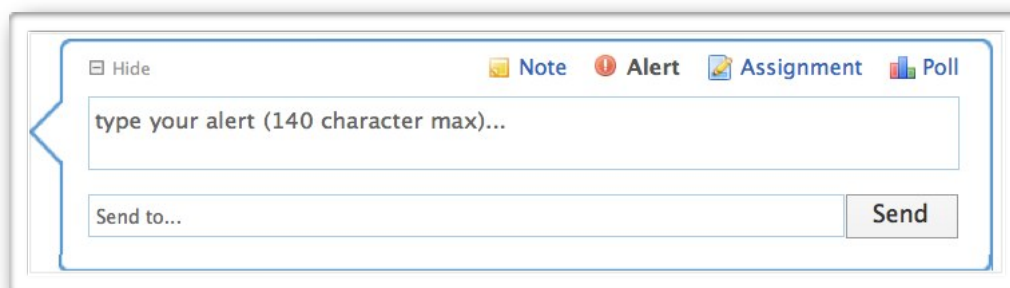


The screenshot shows the 'Comment Bubble' interface. At the top, there is a 'Hide' button and four icons: a yellow square for 'Note', a red circle with an exclamation mark for 'Alert', a blue square with a pencil for 'Assignment', and a blue bar chart for 'Poll'. Below these is a large text input field with the placeholder text 'type your note here...'. Underneath the input field are three options: 'Attach: File' (with a folder icon), 'Link' (with a chain link icon), and 'Library' (with a book icon). At the bottom, there is a 'Send to...' input field and a 'Send' button.

It is pretty easy to see what you need to do. Type your message where it says *Type your note here...* 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 *Spotlight*. To create an *Alert*, just click on *Alert* at the top of the *Comment Bubble* and the rest is the same as creating a note.

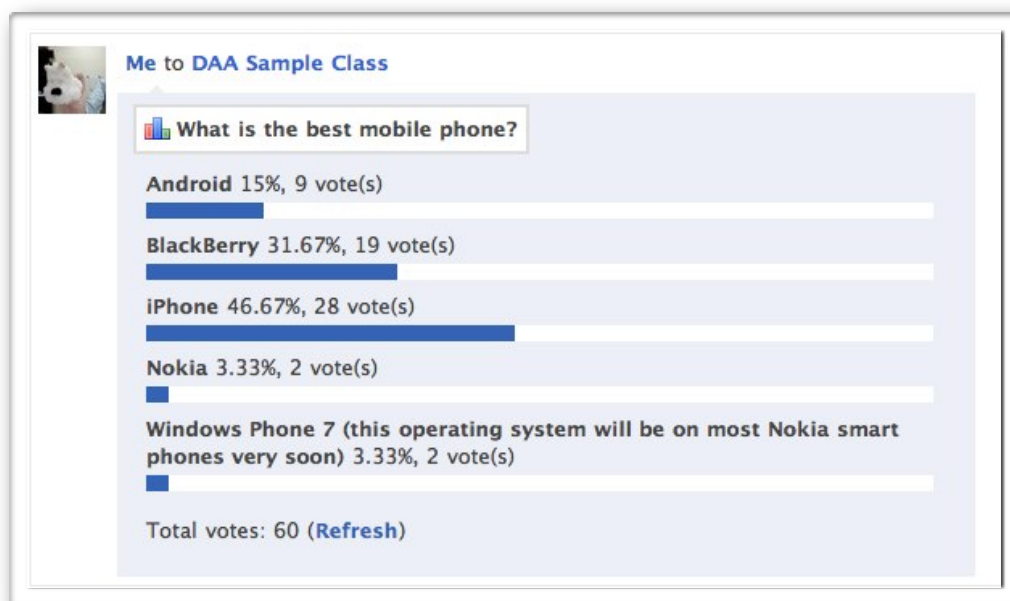


The screenshot shows the 'Comment Bubble' interface for posting an alert. It has the same top navigation bar as the previous image, but the 'Alert' icon is highlighted. The text input field now has the placeholder text 'type your alert (140 character max)...'. The 'Send to...' input field and the 'Send' button are also present at the bottom.

## 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.



### Helpful Tip

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

## Spotlight

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.



## 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. Using filters will show you just that type of information. If you want to see just *Assignments*, click on the *Assignments* filter and everything will disappear except for the assignments.



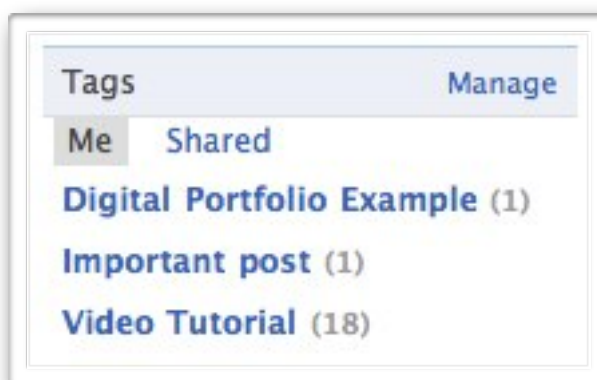
## Tags

Tags act like filters, but they are up to you to define. For example I have put some helpful videos but they can get buried over time. If I create a **Tag** for them, then I can will have the ability to hide everything else except those items I have “tagged.” Students can make their own tags as well that they only see.

To do this select **Tag**, then you can create a new tag or select one that you already have created.



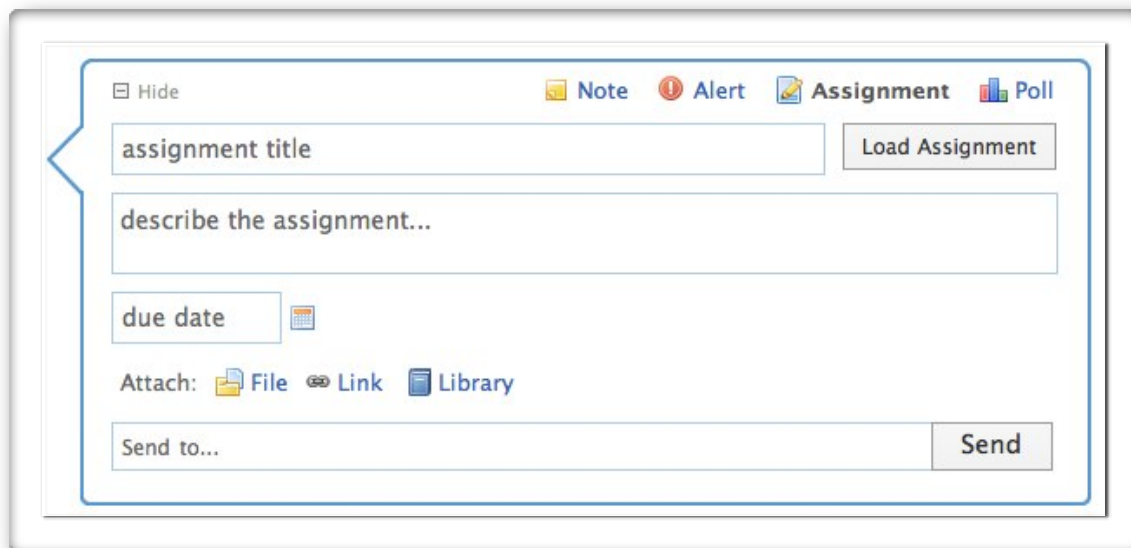
But that is not all **Tags** can do. You can also share your own tags with your classes. On the right hand side, below your **Filters**, select **Manage**. Once there you can chose to **Share**, **Edit**, or **Delete** the **Tag**. **Edit** merely lets you rename the **Tag**, and **Share** allows you to share it with your classes.



## 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 a form for creating an assignment. At the top, there are tabs for 'Note', 'Alert', 'Assignment' (which is selected), and 'Poll'. Below the tabs, there is a 'Hide' button. The form contains the following fields and buttons:

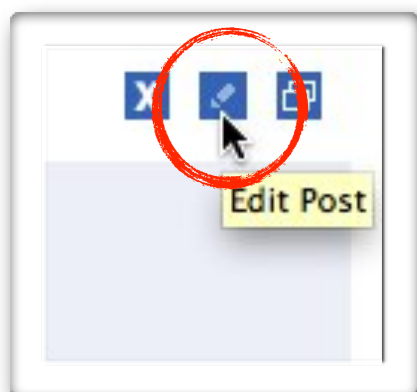
- A text input field labeled 'assignment title' with a 'Load Assignment' button next to it.
- A larger text input field labeled 'describe the assignment...'.
- A 'due date' field with a calendar icon.
- An 'Attach:' section with options for 'File' (with a folder icon), 'Link' (with a chain link icon), and 'Library' (with a book icon).
- A 'Send to...' input field and a 'Send' button.

Filling in the necessary fields is self explanatory. What is great about creating an assignment in Edmodo is you can attach just about any file you want to the assignment. At the present time, you can only add one file at a time, but I believe you can add as many files as you want to an assignment. 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

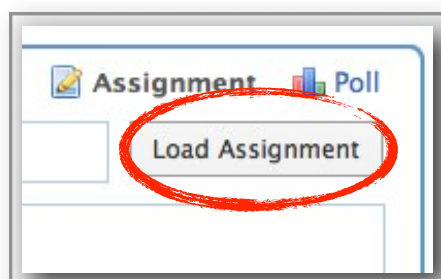
If you find a mistake in your assignment all is not lost. I have good and bad news for you. The good news is, you can edit the written part of the assignment. The bad news, is you cannot remove or attach any new files to the assignment.

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



## Load assignment

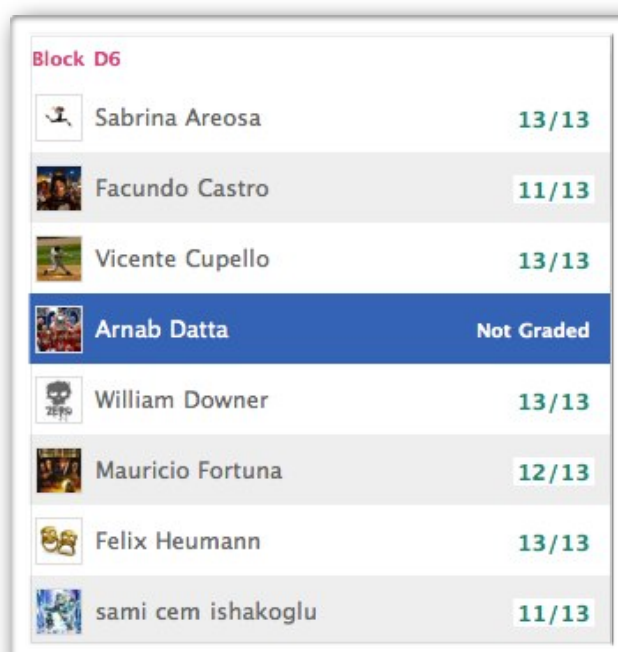
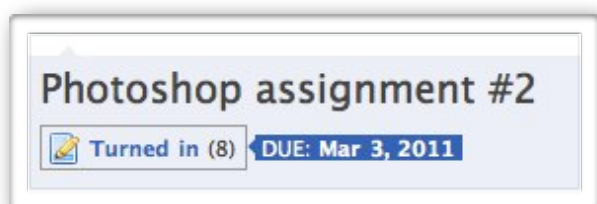
Edmodo is great because of new features they add all the time like this one. If you have already written an assignment and want to use it again for another class, simply click on **Load Assignment** and it will load the assignment list. Find the particular you want to load and click it. The description and all files that were attached with the original 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 & Grading 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, but I still need to assign a grade to one.

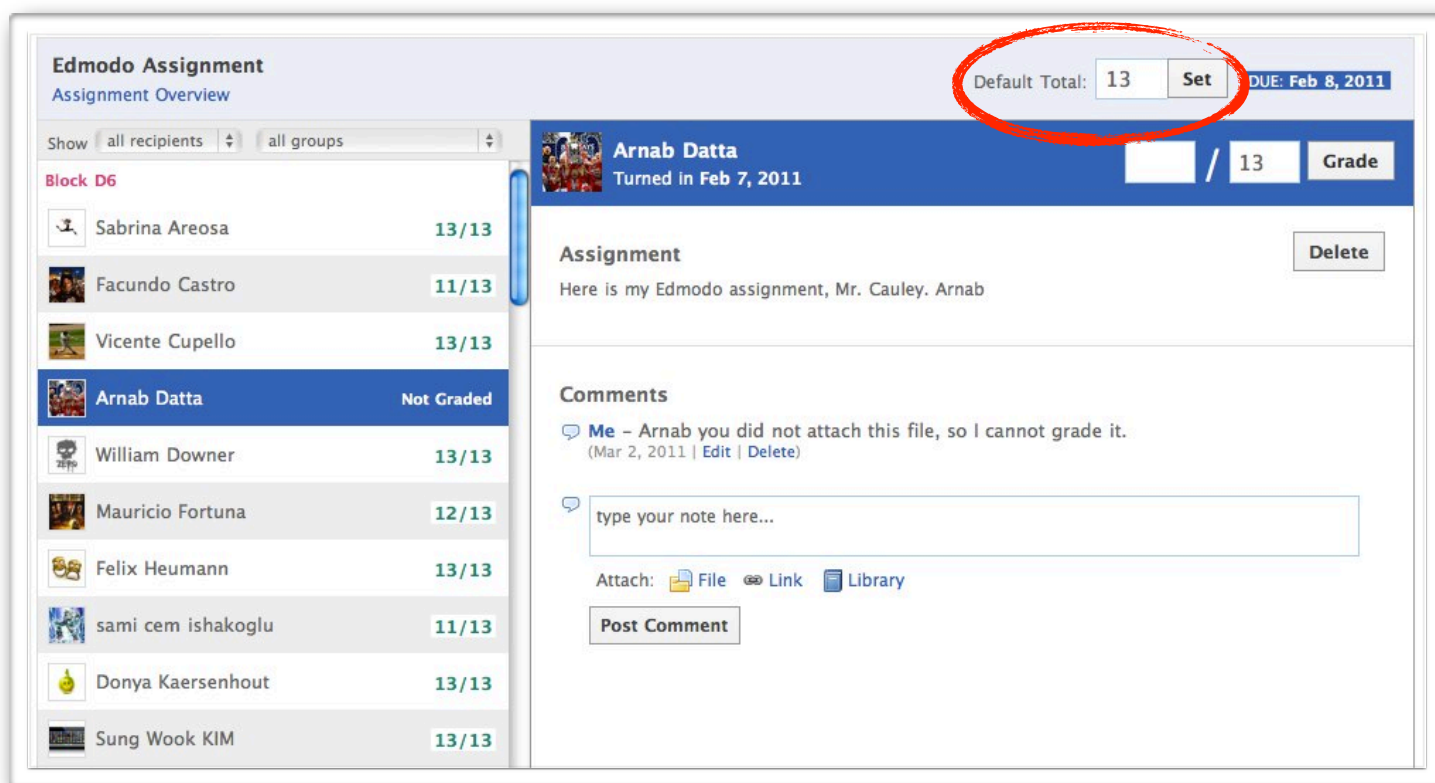


### Helpful Tip

Any assignment from any class will show up in the "Load Assignment" list

Grading an assignment is easy as well. In the **Default Total:** at the top right corner, type in the total possible points and click on **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 or you you can attach a rubric.

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.



**Edmodo Assignment**  
Assignment Overview

Show all recipients all groups

**Block D6**

Student	Score
Sabrina Areosa	13/13
Facundo Castro	11/13
Vicente Cupello	13/13
<b>Arnab Datta</b>	<b>Not Graded</b>
William Downer	13/13
Mauricio Fortuna	12/13
Felix Heumann	13/13
sami cem ishakoglu	11/13
Donya Kaersenhout	13/13
Sung Wook KIM	13/13

**Arnab Datta**  
Turned in Feb 7, 2011

**Assignment**  
Here is my Edmodo assignment, Mr. Cauley. Arnab

**Comments**

**Me** – Arnab you did not attach this file, so I cannot grade it.  
(Mar 2, 2011 | [Edit](#) | [Delete](#))

type your note here...

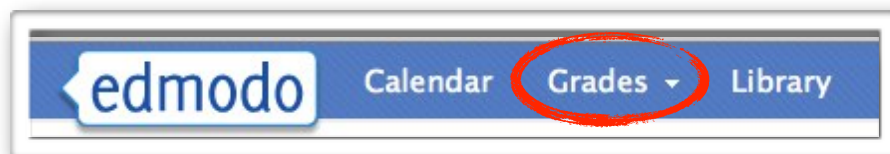
Attach: [File](#) [Link](#) [Library](#)

**Post Comment**

**Helpful Tip**  
If a student has not turned in a work, use the Grading page to send direct messages reminding the student to turn it in ASAP.

## 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, or if it still needs to be graded. To see a particular student, merely click on their name

Gradebook / **Block A8** Export (CSV)

Assignments	Excel Assignment #6 - Probability	Excel Assignment #5 - Pivot tables	Excel Assignment #4 - Sports Shop	Excel Assignment #3 - Travel meals &	Blog Post #1	Excel Assignment 2	Excel - Chart review	Totals
Bergstrom, Karolin	Grade	Grade	24/24	33/33	27/32	14/15	23/23	107/140
Das, Nirekh	Grade	Grade	24/24	33/33	28.5/32	15/15	23/23	135.5/140
dureja, sakshi	Grade	Grade	24/24	31/33	27/32	13/15	19/23	127/140
Emiliani, Pietro	Grade	Grade	20/24	33/33	31/32	15/15	21/23	127/140
katkowski, filip	Grade	Grade	20/24	31/33	22/32	11/15	15/23	107/140
Morio, Margaux	Grade	Grade	24/24	33/33	24/32	13/15	19/23	126/140
Russell, Charlotte	Grade	Grade	24/24	33/33	-	12/15	23/23	101/108
Samanta, Aritra	Grade	Grade	23/24	33/33	18/32	12/15	18/23	113/140
Samman, Fares	Grade	Grade	0/24	33/33	23/32	15/15	19/23	102/140

Groups

☒ Block A8

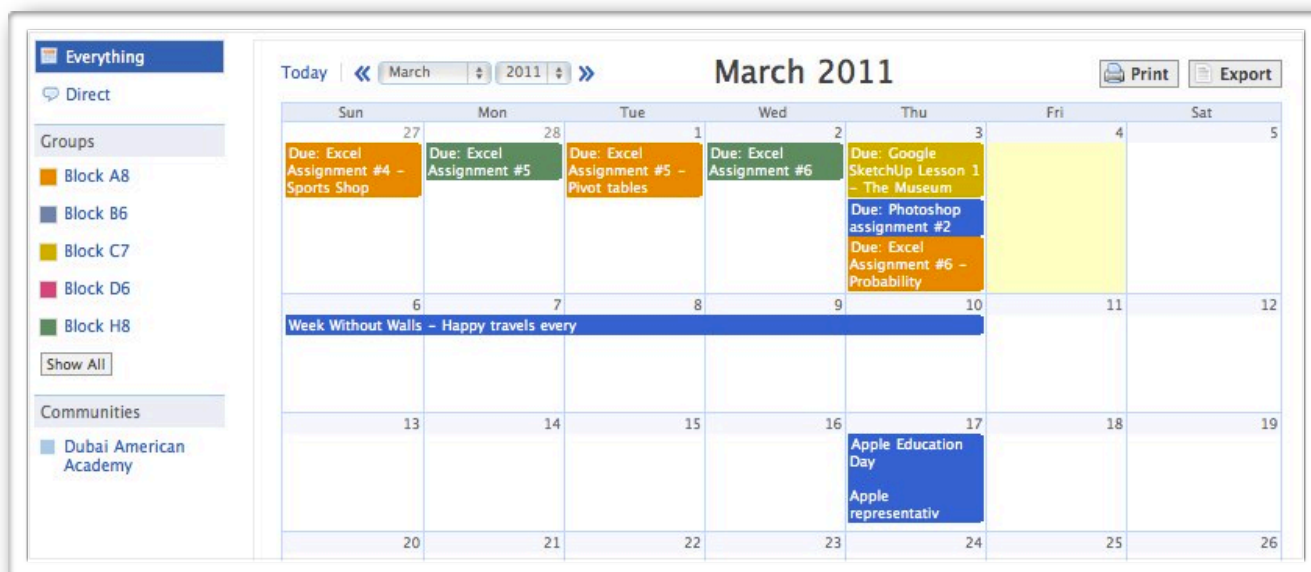
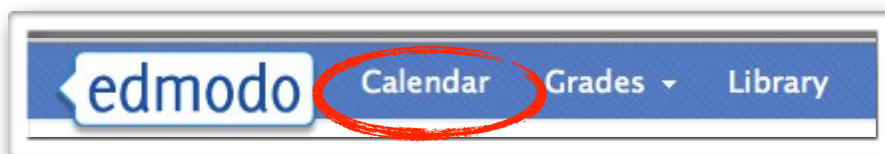
Nirekh Das

### Grades / Block A8

<b>Blog Post #1</b> Graded: Mar 1, 2011	28.5/32
<b>Excel - Chart review</b> Graded: Feb 22, 2011	23/23
<b>Edmodo Assignment</b> Graded: Feb 18, 2011	12/13
<b>Excel Assignment 2</b> Graded: Feb 22, 2011	15/15
<b>Blog Post #2 - YouTube or not to YouTube?</b> Due: Feb 24, 2011	N/A
<b>Excel Assignment #3 - Travel meals &amp; Medals</b> Graded: Mar 2, 2011	33/33
<b>Excel Assignment #4 - Sports Shop</b> Graded: Mar 2, 2011	24/24
<b>Excel Assignment #5 - Pivot tables</b> Turned in: Mar 1, 2011	waiting...
<b>Excel Assignment #6 - Probability</b> Turned in: Mar 2, 2011	waiting...
<b>Total</b>	135 / 140

## Calendar

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 block.



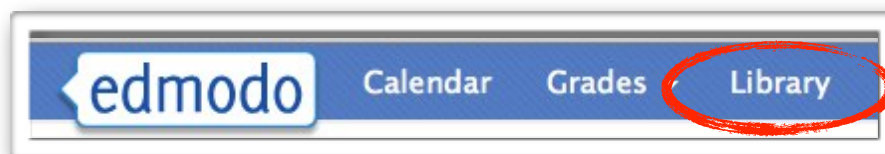
To add an event, just click on a date, type in the description, and then click on which group(s) or person (people) you would like to send it to. Upcoming events will show up in the spotlight as well as the calendar to help you and your students keep up with everything that is going on.

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

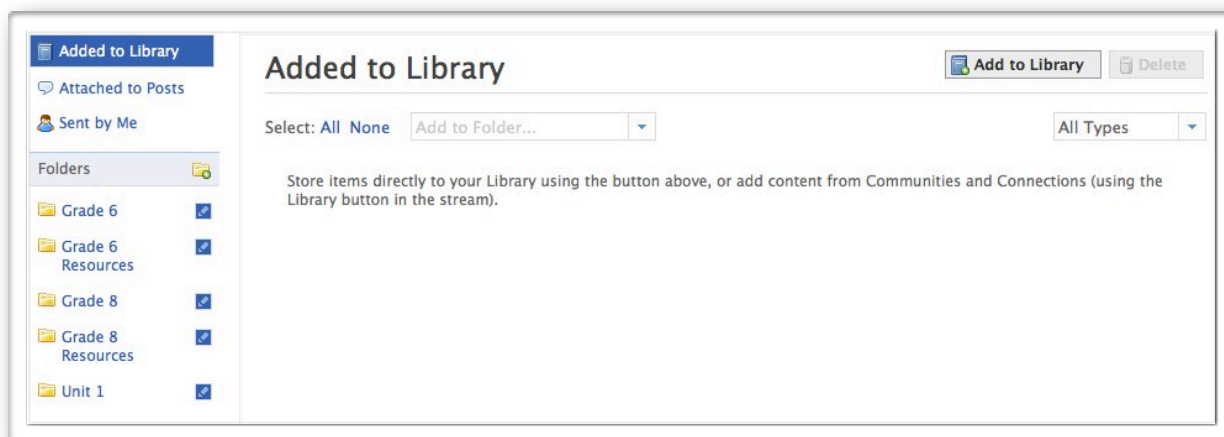
 A screenshot of the 'Add Event' dialog box in Edmodo. The title bar says 'Add Event - March 14, 2011'. Inside, there is a text input field with the placeholder 'describe the event'. Below it is a date picker showing '3/14/2011' and a 'Date Range' link. At the bottom, there is a 'Send to...' field and a 'Create' button.

## Library

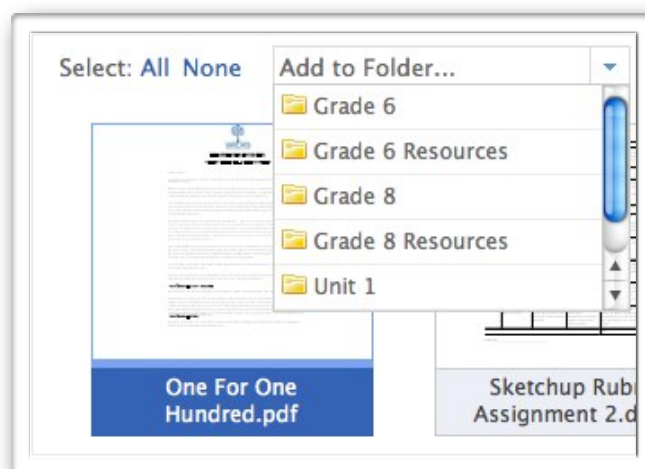
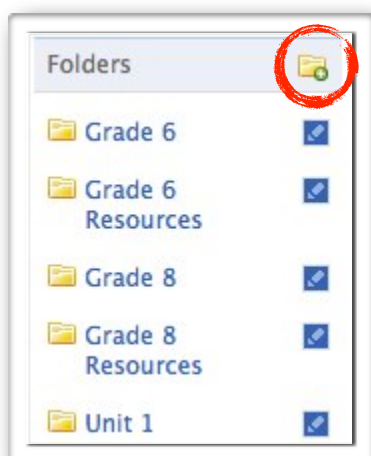
The *Library* can be a handy tool. Every file (document, picture, video, hyperlink, etc.) that gets uploaded on Edmodo will end up in the *Library*.



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.

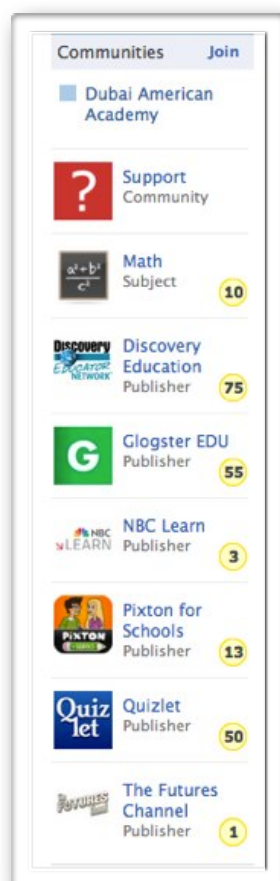


On the left hand side you can create *Folders* that you can add certain files to. To create a folder click on the Folder with the little green plus sign. Type a name for the folder and then look and find the file. Then click where it says *Add to Folder*, select your folder and that is it!



## 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.



**Helpful Tip**  
If your school is signed up you can send messages directly to other teachers.

To join a community, simply click on **Join** in the top right hand part of the Communities area on 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 everyone involved with 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!

**Helpful Tip**  
New communities are being created all the time! Keep checking for one that interests you!

## In conclusion

Last year I did this same professional development workshop on Edmodo. I also made a guide for it. My guide was 8 pages long. This guide is more than 20 pages long. I did not write more, or add features that I forgot in the first guide. It is simply that Edmodo has grown and improved that much within a year. This is why I continue to use Edmodo. It is a platform built for teachers and listens to teachers.

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.

If you want to use Edmodo but are unsure, please reach out to me and I can help you from the set up, to getting your students and parents signed up, to more advanced features. Let me know!

## 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. To find more writings about educational technology check out my blog at [itbabble.com](http://itbabble.com).

Thanks for reading,

*Patrick E. Cauley*

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