

Getting Started With Edmodo

The Edmodo Site

To start with Edmodo you need to go to <http://www.edmodo.com/>. Here you will be asked to Sign Up, either as a Teacher or a Student.

You can also take a Tour of Edmodo, check out the Edmodo Help files in the Guide or see what others are saying about Edmodo in the Press.

Note you can also Sign up for the Free School and District Features which include a set of customizable features built specifically for a group of schools.



Signing Up As A Teacher

To sign up as a teacher you need to click on the I'm a Teacher link and complete the brief registration form.

Note you will be informed if your chosen Username is available or not.

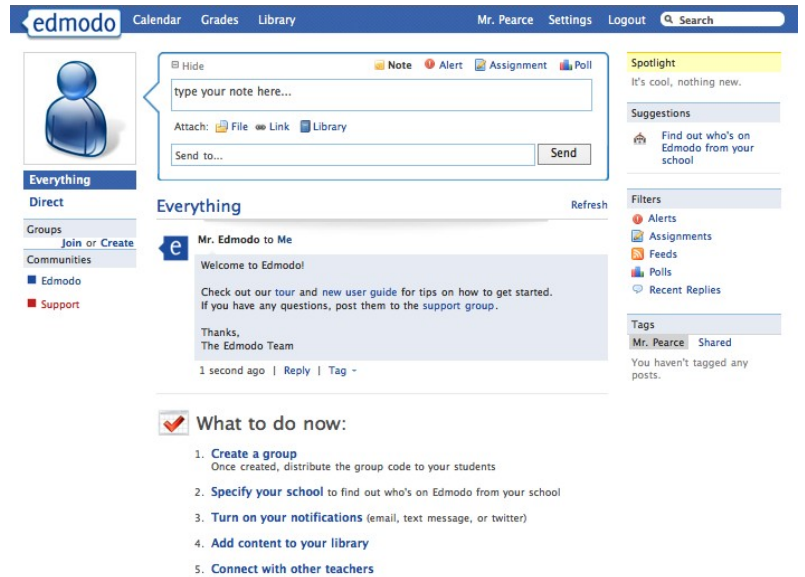
The image shows a registration form for a teacher on the Edmodo website. The form is contained within a window with a blue header and a close button (X) in the top right corner. The fields are: 'Username:' with the value 'mrnbps3223' and a blue bar below it indicating 'available'; 'Password:' with a masked field of ten dots; 'Email:' with the value 'mymail@mail.com'; 'Title:' with a dropdown menu showing 'Mr.'; 'First Name:' with the value 'John'; and 'Last Name:' with the value 'Pearce'. Below the form is a checkbox labeled 'You agree to our terms of service.' and a 'Sign up' button.

The Edmodo Dashboard For Teachers

Once the sign up procedure has been completed, the Edmodo dashboard will open in your browser.

Here you will find a welcome message from Mr Edmodo and be prompted with a What to do now list. You can elect to use these prompts or work from the Dashboard elements.

Note this dashboard has many more elements than the student dashboard as we will see later.



Creating A Group

Students are generally added to Edmodo via Groups. Groups can be year levels, grades, or specifically selected students.

To Create a Group you need to click on the Create link in the left hand column on the dashboard.



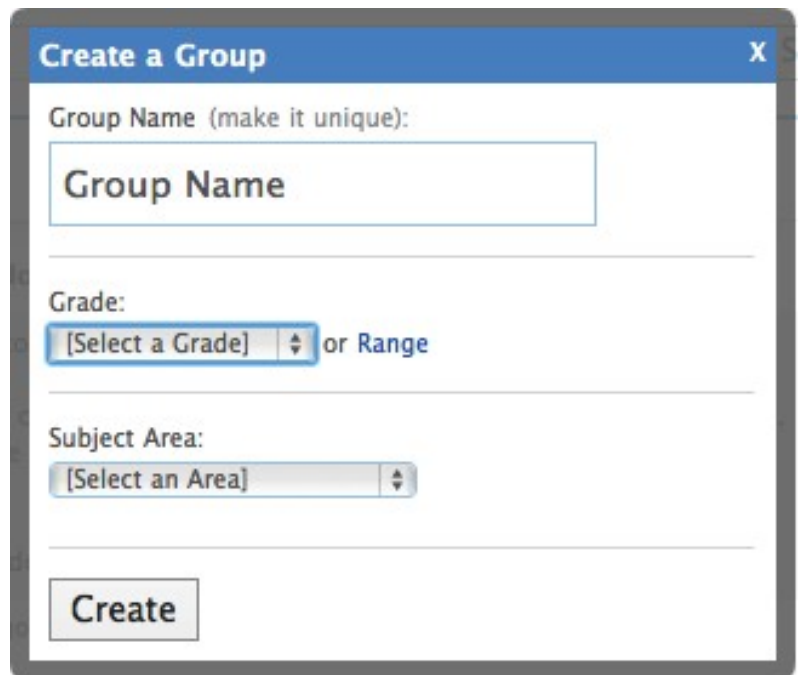
Naming The Group

Having clicked on the Create link a new dialogue window will open where you need to provide details about the new group.

You need to decide on a unique Group Name, (hint using the grade or school initials can assist in making the name unique).

You can either select a year level from the drop down box or use the Range link to access a slider which enables you to use multiple levels.

You can also select from a designated list of subjects or use the Other option to assign a unique subject or activity name.



The Group Code

Having created a group you will then receive a confirmation message which contains the Group name as well as the Secure Code that others will need to use to join that group.



Student Logins

Once you have created a group, (or a number of groups), you can then begin to add students.

To login students need to go to the main Edmodo page and use the I'm a Student Sign up link.

Alternatively teachers can complete the sign up procedure for each student independently.

The advantage of doing this is that teachers can allocate usernames and passwords and ensure that the correct group code is entered.



The banner features the Edmodo logo at the top, followed by the text "Please join our weekly webinars!". Below this is a large blue button that says "Sign up now. It's FREE". Underneath the button are two smaller buttons: "I'm a Teacher" and "I'm a Student". At the bottom of the banner are three circular icons: a bus labeled "Tour", a compass labeled "Guide", and a keyboard labeled "Press".

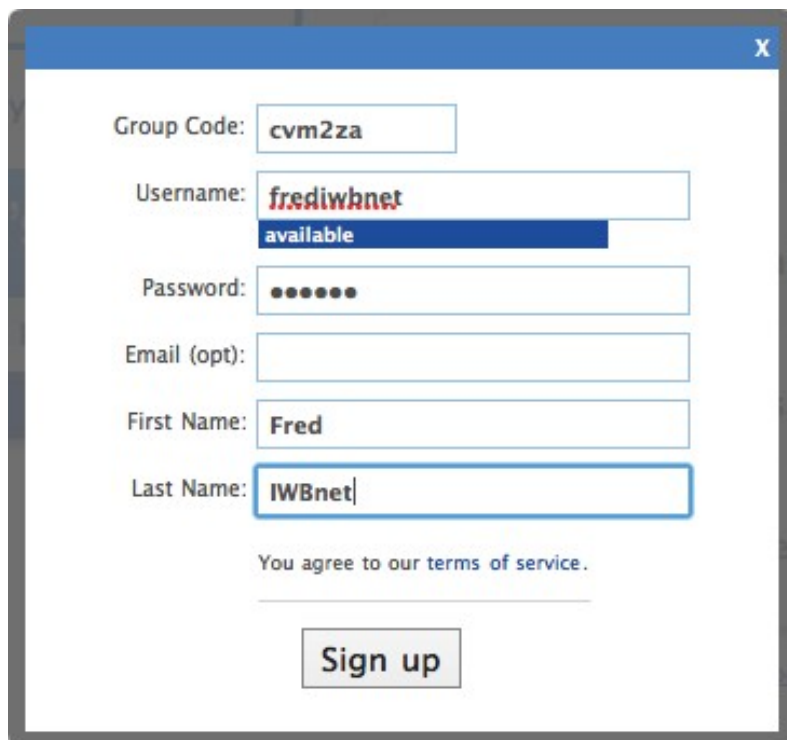
Creating Student ID's

Having clicked on the Student Sign up each student needs to complete the Sign up form.

To do this your students will need to know the access code for the group(s) they are going to join.

Note student email addresses are optional and only required for notifications when changes are made within a group.

If as a teacher you have created identities on behalf of your students, the students can use the Username and password details you provide to login to Edmodo. They should then see the group you have assigned them to.



The form is displayed in a browser window. It contains the following fields and text:

- Group Code:
- Username: available
- Password:
- Email (opt):
- First Name:
- Last Name:

Below the fields is the text "You agree to our terms of service." and a "Sign up" button.

Joining A Group

To Join a group you need to click on the Join Link under the avatar.



Adding The Code

A dialogue window will then open where you need to add the code that has been given to you previously.



Confirmation Of Joining

If you have added the correct code you will then receive a confirmation message.



The Student Dashboard

The Student Dashboard contains a list and links to the groups that the student belongs to.

It also contains the option to Join other groups for which the student has been given the access code.

Note unlike the teacher, the student can't send Alerts, Assignments or



begin Polls.

Sending A Note

To send a note within Edmodo you only need to add it to the Edmodo speech bubble.

If you are logged in as a teacher, (as shown opposite), you can elect to designate the note as a Note, Alert, Assignment or Poll. Students can only post Notes.

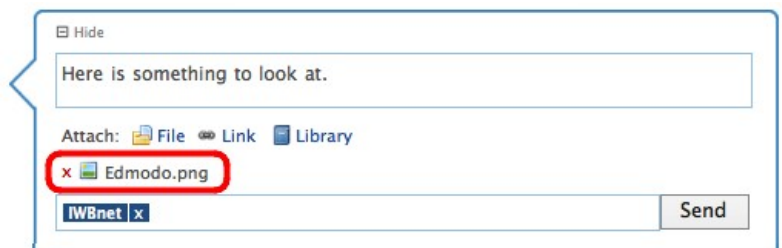
Once you have composed your note you need to select who to send it too. At present this can be either a group, student or teacher, yourself or community if you are logged in as a teacher. If you are logged in as a student you can only send to the teacher, group or yourself.



Attaching Files

To add a file to a message you need to click on the File link under the message and then navigate to where the file you wish to add is located.

Once you have done this you need to Open the file. The attached file will then appear as an icon as shown.



Viewing The Attachment

Once the message has been sent it will appear complete with a thumbnail of the image if it is an image or a link to a document if a document has been attached.

Everything

Refresh



Me to IWBnet

here's a document

 [2010_stav_beginning_sci_and_co_ordinators.docx](#)

1 second ago | Reply | Tag ▾



Me to IWBnet

Here is something to look at.



2 seconds ago | Reply | Tag ▾

Adding Links Or Embeds

To link to a website or add content such as a movie or slideshow etc you need to copy the link or embed code and paste it where shown. You can also add a description before clicking the Attach button.

Attach Link

X

Attach

The Embed

The embedded file will then show in the message stream.

Everything

Refresh



Me to IWBnet

Here's a movie you might like

Diet Coke + Mentos



1 second ago | Reply | Public | Tag ▾

Continuing The Conversation

Notes are posted automatically though you may need to hit the Refresh link to view the latest responses. Once you have received a message you may want to reply to it.

This is done via the Reply link at the bottom of any note. Clicking on it will open the reply dialogue box where you enter the reply before clicking on the Reply button.

Replies to messages and subsequent replies are nested underneath each other and carry date stamps.



Managing Messages

Once a message has been received, they can be edited. Once again teachers have enhanced privileges.

To access the management options you need to hover over the message and three icon options will open.

The X option allows you to delete a note, (students can only delete their own notes).

The Pencil option enables you to Edit a note.

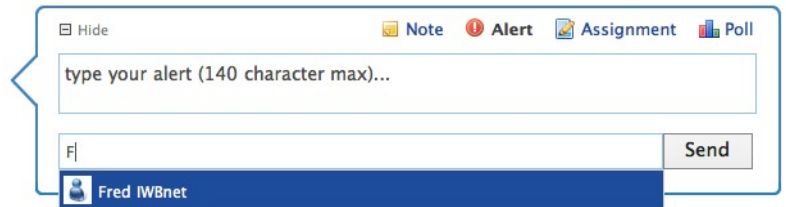
The Two Pages icon enables you to show the note in a pop-out window for easier display and/or printing.



Alerts

Alerts are short Twitter like messages that cannot exceed 140 characters that only teachers have access to.

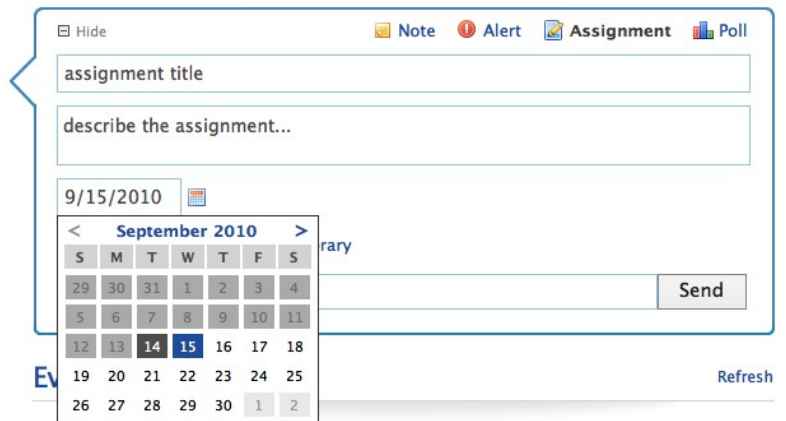
Again you can select a group or individual to Send it to.



Assignments

Teachers can disseminate assignments using the Assignment Link.

Here you can add a title, description and assigned date for the assignment. You can also attach a file, URL or library item (in this pic, the links for these are behind the pop-out calendar).



Turning In An Assignment

To complete an assignment the student needs to click on the Turn-in link underneath the Assignment note.



Completing The Assignment

Having clicked on the Turn-in link, a new page will open where the student can complete the task.

Note if required the student may opt to attach a file up to 100Mb as part of the assignment.

Once completed the student can use the go back home link.



Accessing The Student's Assignment

As students begin to turn in their work teachers will be alerted underneath the original message.

To access the assignment response you need to click on the Turned in link.

Everything

Refresh



Me to Fred I.

What is your Name

DUE: Sep 14, 2010

Please tell me your name

6 minutes ago | **Turned in (1)** | Reply | Tag ▾

Grading The Assignment

You will then be taken to a new page where you can access the Grade link by moving your mouse over the space near the student's name.

edmodo Calendar Grades Library

Me to Fred I. - Assignment

What is your Name

DUE: Sep 14, 2010

Show all recipients all groups

Direct

Fred IWBnet

Not Graded Grade

« go back home

Assigning The Mark

The window will change again to show the assignment as well as the student's response.

You can then assign a mark as well as add comments to your response before hitting the Post Grade button.

The screen will then change again to show your response.

edmodo Calendar Grades Library Mr. Pearce Settings Logout

Me to Fred I. - Assignment

What is your Name

DUE: Sep 14, 2010

Please tell me your name

Turned in by Fred IWBnet

My name is Fred Delete

Grade

10 / 10

well done Fred!

upload file:

Choose File no file selected

Post Grade

Due: Sep 14, 2010

Turned in: Sep 14, 2010

Accessing The Marks

Once a teacher has marked an assignment the mark will appear below the Assignment note in the student's message list.

Alternatively the student can click on the 1 New Grade link under the Spotlight menu or use the Assignments link under the Filters menu.



Polls

To add a Poll you need to click on the Poll link.

Dialogue box will expand and enable you to add a question and a range of possible answers.

You then need to select who or which group you wish to poll and then press the Send button.



Responding To A Poll

The members of the group will then receive a message containing the poll.



Poll Responses

Once students select their response and click the Vote button their response will be added to the poll results which will appear in the message stream.

Everything Refresh

Me to IWBnet

Which pet do you like best?

Dog 0 vote(s)

Cat 0 vote(s)

Bird 0 vote(s)

None 100%, 1 vote(s)

Total votes: 1 (Refresh)

3 minutes ago | Reply | Public | Tag ▾

The Spotlight, Filters and Tags

Each of these tools enable you manage and locate messages within the Edmodo community.

The Spotlight highlights new entries according to category which can be accessed via the direct links under the Spotlight.

Filters enable you to find messages by type eg clicking on the Polls will show only messages containing polls.

Once a message has been recieved, the recipient can decide to add tags to the message. These will show under the Tags option and provide another mechanism for sorting messages, eg clicking on the "mr p" tag will open up only the one message with that tag.

Spotlight

- 1 New Grade
- 1 New Reply
- 1 New Direct Post

Filters

- Alerts
- Assignments
- Feeds
- Polls
- Recent Replies

Tags Manage

Fred I. Shared

mr p (1)

Managing Your Profile

To manage your profile including adding an avatar, setting notifications, updating privacy settings and update or change personal details including passwords you need to click on the

edmodo | Calendar | Grades | Library | Mr. Pearce | **Settings** | Logout | Search

Everything

type your note here...

Attach: File Link Library

Send to... Send

Spotlight

- 1 New Reply

Suggestions

Find out who's on Edmodo from your school

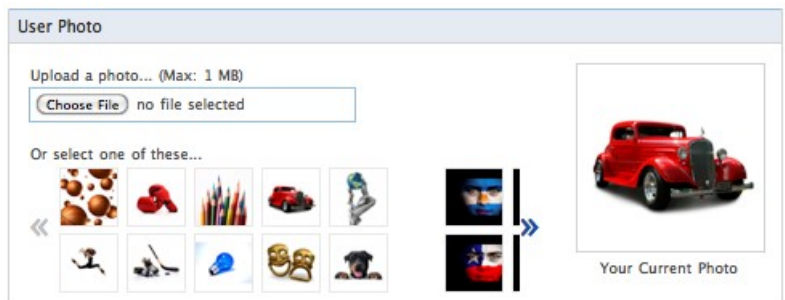
Filters

Settings link in the main menu.

Your Avatar

On the Settings Page you can Upload a photo as your avatar or select from the images provided.

Note the upload avatar is restricted to 1Mb

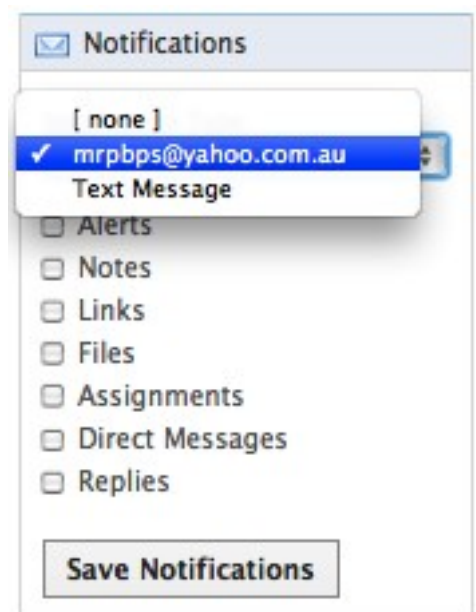


Notifications

To keep up with the traffic in Edmodo In the Notifications dialogue box you elect to receive notifications via your nominated email address or if you are in the US via Text Message.

Note you can elect to be notified of single aspects or the total aspects of interactions within your Edmodo groups. Even if notes are deleted immediately you will still receive notifications.

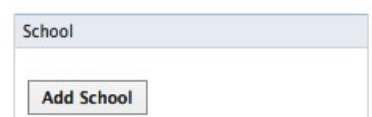
Be warned however if your groups are very active you will receive emails each time changes are made which may become a problem.



Personal Information

Under the Personal Information you can modify your details as well as change your password if needed.

You can also search for and add a school.



Privacy Settings

Under the Privacy Settings you can elect to block requests for connection and/or only show your profile to your connections.

Privacy

Block connection requests

Only show profile to my connections

Save Privacy Settings

The Calendar

The calendar is a great way to share events and tasks. Only teachers can add to the calendar.

Assignments will be posted to the calendar automatically according to the due date.

Other events can be added by clicking on a date in the calendar. A dialogue window will open into which details including the group to which the event is shared can be entered.

Today << Sep 2010 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Events: Due: what is your name (Tue 14), My Birthday (Thu 16), The end of Term (Fri 17), Due: maths (Sat 18)

Grades

As assignments are marked, the scores for them will appear automatically in the Grades window which can be accessed by clicking on the Grades link in the Main Menu.

edmodo Calendar Grades Library

Gradebook / IWBnet

	what is your name	Totals
Pearce, John	-	0/0
IWBnet, Fred	10/10	10/10

[« back to groups](#)

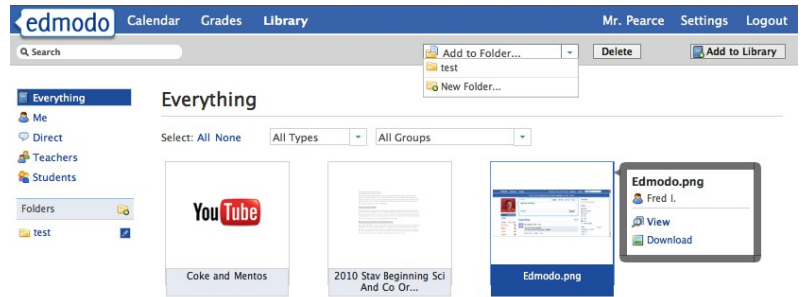
The Library

As content is added to your Edmodo Groups it will be stored within the library which can be accessed by clicking on the Library link in the Main Menu.

You can also add content directly into the library by using the Add to Library button.

As you mouse over content, details about the content will appear.

Content can also be sorted and stored.



Members And Co-Teaching

Groups can have more than one teacher. This is done by sharing the group code with your fellow teacher who can then use it to join the group as shown previously.

Once the teacher has joined, the teacher Owner then needs to mouse over the group that both will work on and then click the member's link.

Note this option also opens up the chance to modify the group settings, collect RSS feeds, set the group to public or private, archive it and/or delete a group.



Managing Members

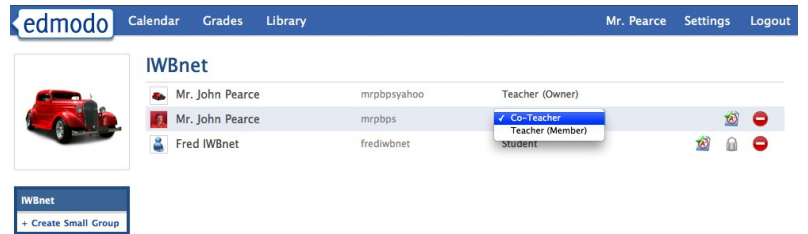
Clicking on the Members link will open up a list of members.

If you wish to add a member as a co-teacher you do so by using the drop down menu.

To delete a member at any time you click on the red minus button.

To reset a student password you need to click on the lock icon.

Note you can also elect to create sub or Small Groups by clicking on the Create Small Groups link.



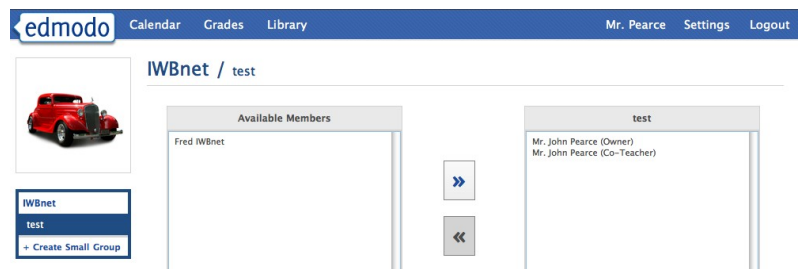
The screenshot shows the Edmodo interface for a group named 'IWbnet'. The top navigation bar includes 'edmodo', 'Calendar', 'Grades', 'Library', 'Mr. Pearce', 'Settings', and 'Logout'. The group page displays a list of members with their names, usernames, and roles. A dropdown menu is open for the second 'Mr. John Pearce' entry, showing options: 'Co-Teacher', 'Teacher (Member)', and 'Student'. A red minus button is visible next to each member. A '+ Create Small Group' link is located at the bottom left of the group page.

Small Groups

Clicking on the Small Groups link will open a dialogue window where you are asked to name the Small Group.

Having named the group a list of the larger group members will appear from which members can be moved back and forth by using the double headed arrows.

Small groups can share information in the same ways as within the large group.



The screenshot shows the Edmodo interface for a group named 'IWbnet'. The page displays a dialog for creating a small group named 'test'. The dialog has two columns: 'Available Members' and 'test'. The 'Available Members' column contains 'Fred IWbnet'. The 'test' column contains 'Mr. John Pearce (Owner)' and 'Mr. John Pearce (Co-Teacher)'. Double-headed arrows are used to move members between the columns. A '+ Create Small Group' link is located at the bottom left of the dialog.