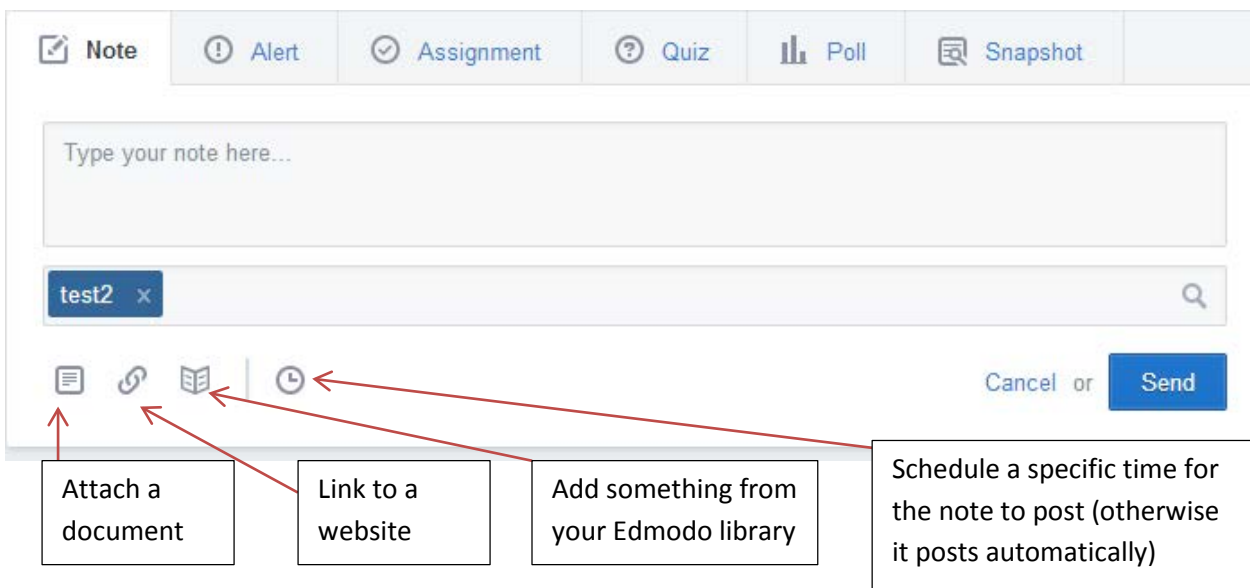# GETTING STARTED WITH EDMODO

CREATING A CLASS

1. After logging into Edmodo with your new Edmodo account, click on the + sign next to the word '**Groups**' on the left and then click '**Create**.' (Groups = Classes)
2. In the new window, fill in the class name, select a grade, and subject area. Click 'Next' and enter the expected class size.
3. Make a note of the '**Group Code**' on the left. This is the code students will need in order to enroll in your Edmodo class. **This course code will automatically be locked after two weeks so that no other students can enroll in your course. If you get a new entrant in you class, you can unlock the course by clicking an arrow on the '**LOCKED**' icon, which will appear also on the left.

POSTING NOTES, ALERTS, ASSIGNMENTS, POLLS, AND QUIZZES

1. **NOTES** – To send a note to your class, click on the '**Note**' tab in your '**feed**' area. Click inside the provided text box and add text. Users can add hyperlinks to notes as well add attachments or add a document from your Edmodo library of files. Below the typed text, begin typing the name of your class. This tells Edmodo which class you want to send your note to. If you have more than one Edmodo class (i.e. different class periods) and want to send the note to everyone, make sure to type in each class name in the provided box. Click Send.

| Attach a document | Link to a website | Add something from your Edmodo library | Schedule a specific time for the note to post (otherwise it posts automatically) |

2. **ALERTS** – Alerts are short messages. Unlike notes, there are no options for attachments. These can be used to send out quick reminders. Remember to type in which class the '**Alert**' should go to in the box below the note.
3. **ASSIGNMENTS** – Assignments can include attachments and hyperlinks just like Notes. In assignments, you must select a due date for the assignment. When an assignment is posted, students will have a button labeled 'Turn In' below the assignment, allowing them to digitally submit a document (PDF, PowerPoint, Word, etc.)
   a. NOTE: Certain formats like Word docs can be graded DIRECTLY in Edmodo. Teachers can annotate and make corrections directly on a submitted assignment, grade the assignment, and then the annotated document gets sent back to the student in their Edmodo account.

b. SECOND OPTION: When you have created assignments in the past, you will notice a button labeled '**Load Assignment'** after clicking on the '**Assignment'** tab. Previously created assignments are stored in your account and can be re-assigned as many times as a teacher wishes.

4. **POLLS** – Polls are a simple way to get feedback from your students. Click the '**Poll'** tab, type in a polling question or statement, and fill in the choices. An '**Add Answer'** button is provided to add more poll choices. Type the name of the class to be assigned the poll in the box beneath and hit '**Send'** (or schedule a future date for the poll to post.)

5. **QUIZZES** – Quizzes can be created within Edmodo and are automatically graded (with the exception of short answer questions.)
   a. Click on the '**Quiz'** tab.
   b. Provide a name for the quiz and select a time limit (default time is 60 minutes.)
   c. Select the type of question (multiple choice, true/false, short answer, matching, fill in the blank) and then click '**Add question**.'
   d. If multiple choice, enter the question and answer choices and select the correct answer.
   e. There is NO save button. To add additional questions, click the + sign located at the upper left.
   f. Other question types provide instructions for entering information. NOTE: Fill-in-the-blank requires an underscore symbol _ to be used to represent the missing word.
   g. Quiz options appear on the right (do you want the quiz questions to be randomized? Should the students see the results immediately after they submit their quiz?)
   h. Click '**Assign Quiz**.' Select a due date and whether to add the quiz results to your Edmodo gradebook.

THE EDMODO LIBRARY

The library option in your Edmodo account is essentially 'cloud storage.' Any documents you have on your computer can be uploaded to your library. These library items can then be linked to any of your posts, assignments, quizzes. You can also create folders in your library and give access to such folders to your students. This tool is helpful to provide students with class notes, PowerPoints used in class, or other materials you wish your students to have easy access to.

= Library icon (upper left hand side of screen)

Click 'Add to Library' to select documents from your computer to be added to your library. NOTE: Students DO NOT have access to your library items unless you add them to any type of post (quiz, assignment, note – but not alerts.)

FOLDERS – Adding Folders
   1. To add a folder (to further organize documents in your Edmodo library), click the Library icon and then '**Folders'** on the left.
   2. Click '**Add a New Folder'** and name the folder.
   3. Click on the new folder name and click the blue button labeled '**Add to Folder**.'
   4. Select '**Upload file**' or '**Upload folder'** to begin uploading documents from your computer to your new Edmodo folder.

SHARING A FOLDER WITH STUDENTS

   1. Click on the folder you wish to share with your class(es) so that all the documents in the folder appear.
   2. Click on the '**Folder options'** link (located just above the thumbnail view of your documents.)
   3. Put a check mark next to each class you wish to share this folder with.

How do my students access my class? (NOTE: Teachers do NOT need to create accounts for students. Students can self-enroll.)

1. **If students already have an Edmodo account**, they **<u>DO NOT</u>** need to create a second account to join your class. Provide the students with the group code for your course. Students will login with their EXISTING Edmodo account, click on the '+' sign next to 'Groups' and choose 'Join group.' After entering the provided group code, the students will be enrolled in your Edmodo class.
2. **If students DO NOT have an existing Edmodo account,** see the 'Edmodo Instructions for Students' page in this packet. They will create their own account and include your provided group code to enroll themselves in your course.

One of my students forgot their password. How will they log in?

1. If a student registered an email address when they created their Edmodo account, they can click the '**Forgot Password**' link to reset it via their email.
2. If a student **DID NOT** register with an email address (as this is not required by Edmodo for students,) follow the steps below:
    1. Log in to your Account as a teacher.
    2. Click on the Group name the student belongs to.
    3. Click on "**Members**" in the left side panel and locate the student.
    4. Click "**More**" to the right of the student's name in the "**Members**" list.
    5. Click Change Password from the drop-down list.
    6. Enter a new password.
    7. Click **Reset Password**.
    8. Give the new password to your student.