GETTING STARTED

Teacher Sign Up
Creating an account on Edmodo is simple. Visit Edmodo.com and select the "I'm a Teacher" button to create your free account. Fill out the registration form and select the "sign up" button to complete the sign up process. You will then receive a confirmation email, along with next steps for setting up your Edmodo account.

Student Sign Up
Before a student can create an Edmodo account, they will need a 6-digit group code from their teacher. Once they have a group code, they can easily create their account by visiting Edmodo.com and selecting "I'm a Student".

The first field of the sign up form will ask for the group code. The student will then need to create a unique username and password, and provide their name. *An email address is not required for student sign up.*

Once the fields are complete, select "sign up" to complete the sign up process.

Account Settings

From the Settings page, you can sign up to receive notifications, control your privacy options and manage your profile information. The view your Settings page, select the "Account" drop-down arrow located in the upper right-hand corner of your Edmodo homepage. In the drop-down menu, select the Settings option. From here you can:

- Set/change your profile photo – Choose to upload a photo from your computer, or select from one of our stylized icons.
- Edit your personal information – Add to or edit your name, email address and title.
- Change your Password
- Specify your school – Select a school to be associated with or change your existing school. If you are logged in through a school/district subdomain, you will need the school code to switch to a different school.
- Set notifications – Click on the notifications drop-down menu to choose from email or text notifications. Email notifications will be sent to the email address associated with your Edmodo account. If you select text notifications, enter your 10-digit phone number and select your current mobile provider. You will need to verify your phone number in order to enable text alerts.
- Notification Type – Select the type of notifications you'd like to receive by checking the box next to one or more of these choices: Alerts, Notes, Direct Messages, Replies or New Group Members.

- Privacy – Teachers may choose to block connection requests or only make their profile visible to their personal network by checking the appropriate box under privacy settings (located in the lower right-hand section of the Settings page.)

Notifications

The notifications section is located in the top right-hand corner of the homepage. From this section, teachers and students can view upcoming events, new replies to posts, alerts, and direct posts from other teachers and students.

Teachers can also see notifications for new group members, new teacher connections, requests for connections, and student assignments that need grading.

For students, the notifications section also displays notifications for assignments due within two weeks and new grades posted by their teachers.
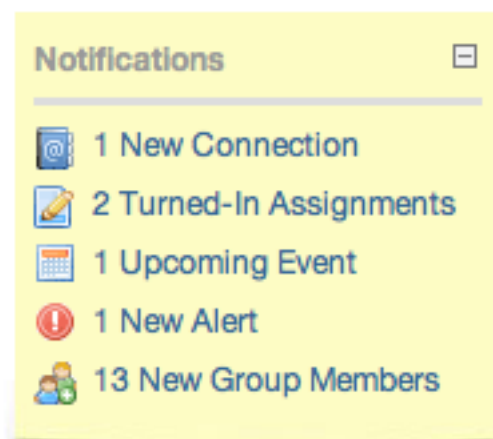
Parent Accounts
Parent accounts are a great way to keep parents informed of classroom activities, assignments, grades and school events. The registration process for parents is similar to student registration, with one additional security measure – each parent will need their own unique parent code to register. This is to ensure that parents can only interact with the teacher and their student/child.

- ▶ How to retrieve parent codes
    - o Select the group you wish to get the codes for.
    - o Select the "manage" option from the members section.
    - o On the right-hand panel of the manage members page, you will see the "Parent Code Spreadsheet". Select this to download an Excel spreadsheet of all parent codes. (There is a unique code for each parent. This will associate them with their student.)

We have created a sample letter you can send parents to invite them to Edmodo.
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.

- ▶ How to create a parent account
To create an account, parents should visit Edmodo.com and select the "I'm a Parent Button" on the homepage, just below the student and teacher sign up buttons. Complete the registration form, which includes your unique parent code, your relationship with the child and a valid email address.

- ▶ Parent account overview
Within the parent account homepage, a parent can see direct messages between their student and his/her teacher(s), any messages posted by the teacher that are marked public and any messages the teacher has sent to the parents of the group.

If a parent has multiple students on Edmodo, they can add additional students to their Edmodo account by clicking on the "Add" button on the left panel, in the Student section. The parent also has the option to filter messages by individual student, by clicking on the student's name from the left panel.

From the right panel a parent can view their student's notifications and a list of their teachers.

► Calendar

Within the calendar (located on the top navigation menu), a parent can see all of their student's events, due dates, and assignments. They can filter to see a single child's calendar by selecting the child's name from the drop down menu located at the top right corner of the calendar. To scroll through other months, select the forward and backward arrows in the upper left corner of the calendar.
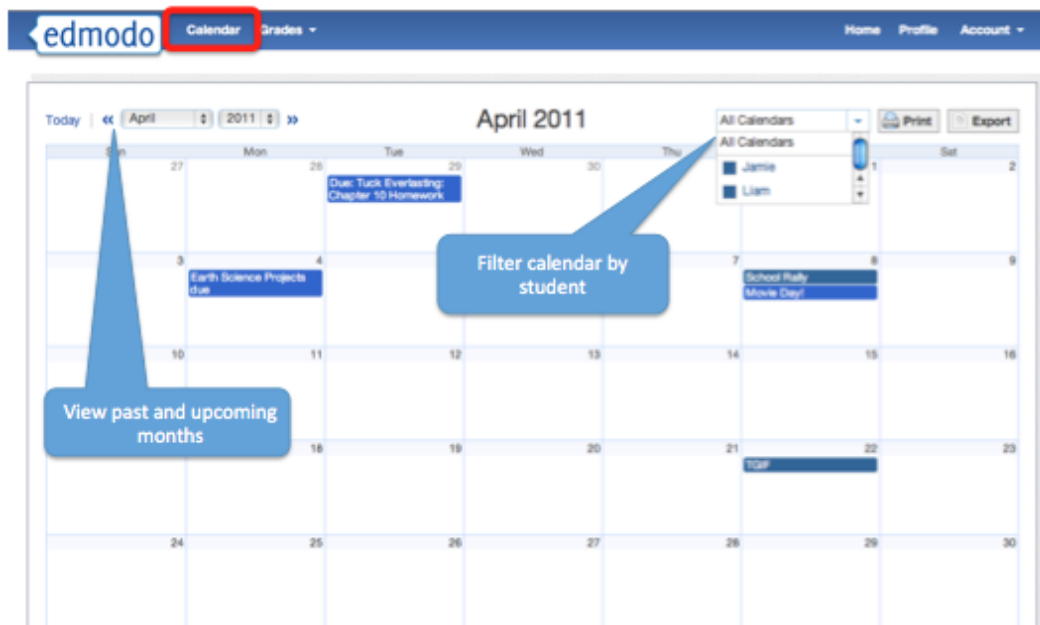
► Grades

From the grades page, a parent can see all assignments given to their student. They can filter between their student's groups from the left navigation panel.

Selecting the assignment title will bring the parent to the students assignment and allows them to view all comments between their student and the teacher.

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 student and the total points possible for the class.

▶ Settings
From the settings page, parents can sign up for email or text notifications that will alert them to any assignments, direct messages or alerts from teachers. Parents can also upload a profile photo or select an Edmodo icon to represent their account, and change their email address or password if needed.

To access the account settings page, select the down arrow located next to the "Account" option in the top navigation. In the drop down menu, select the "Settings" option.

GROUPS

Create a Group
Groups make it easy for students to communicate and collaborate with one another. To create a group, select the "create" link in the left panel of your Edmodo homepage.

A pop up window will appear where you can name your group and provide the details of your group (grade and subject area). Once your details are complete, click the "create" button and Edmodo will display a 6-digit group code. This is the invitation code you will need to provide your students with to enable them to join your group. Your group will now appear in the left-hand navigation bar of your home page.

If any of your students already have an Edmodo account, they can join your group by logging in, clicking the "join" link on the left panel, and entering the designated 6-digit group code.

Once a new member has joined your group, you will be alerted in your notifications section. Note: It is best practice to lock or 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
To manage a group, select the desired group from the left panel of your Edmodo homepage. The right panel of your Edmodo homepage will display the 6-digit group code and the group management options.

▶ **Lock/Reset**
Select the drop down arrow to the right of the group code to reset or lock the code. The reset option will generate a new 6-digit group code. The lock option will lock the group, so that no other members can join.

▶ Group Settings

Select the "Group Settings" link below the group code to access the settings page. On the settings page, you can:

- o Rename a group
- o Set all new members to read-only status (meaning, they cannot post to the entire group, they can only post messages directly to the group owner/teacher.)
- o Change the group's designated grade level and subject matter
- o Archive the group- At the end of the class, semester or year, you may want to archive your groups. This renders the group inactive, but still allows you to view all communications from that group. (Note: If you want to reuse the name of a group, make sure to rename the existing group before archiving it.)
- o Delete the group – You also have the option to delete the group. This will permanently delete the group and all its contents from Edmodo.
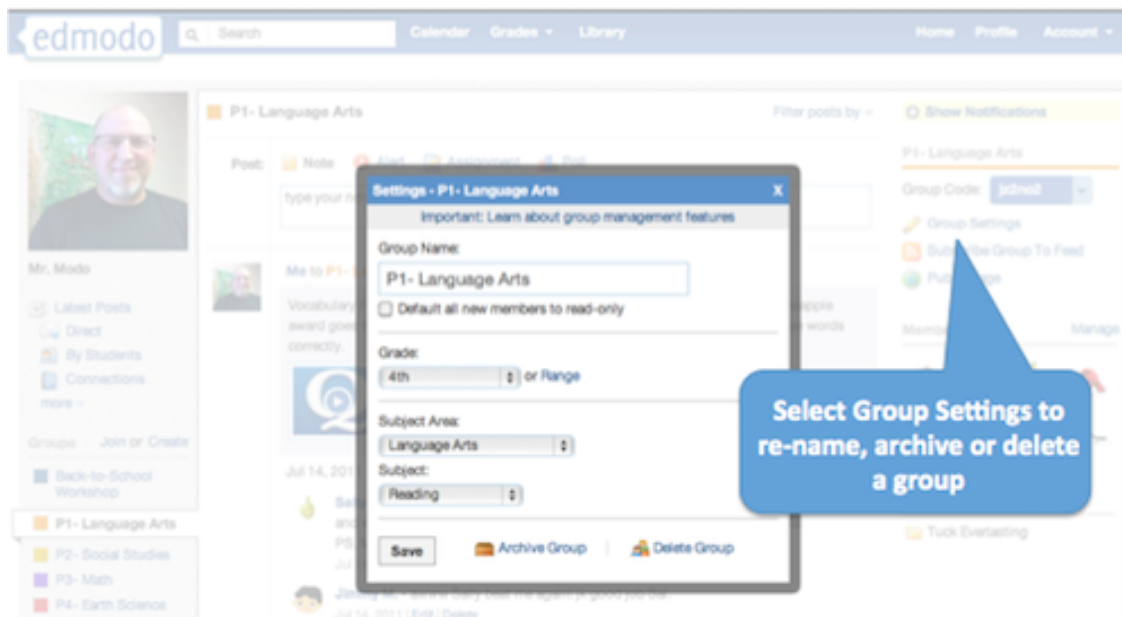
▶ Manage Members

To manage the members of your group, select the "Manage" link located in the Members section of your Edmodo homepage (on the right panel).

On the right panel you will see the option to set all members to read-only status, download all parent codes and view who has recently joining the group.

By selecting a member of the group, you will be able to take the following actions from the right panel:

- o Delete that member from the group by selecting the "Remove from Group" button.
- o Award that member a badge by selecting the "Award Badge" button.

- o Change the member's password by slecting "Change Password"
- o Retrieve the parent code for that member by selecting "Parent code"
- o Put that member in read-only mode by selecting it from the access drop down menu.
- o View the members profile or grades by selecting the appropriate quick link from the right panel.

You can search for members in your group by using the search box in the upper right corner of the Manage Members page.

Small Groups

▶ **Creating small groups**

Teachers can create small groups within any group they own. To create a small group, select the "Manage" link from the Members section on the right panel of your Edmodo homepage.

Once you are on the Manage Members page, select the "Create Small Group" link on the left side of the page. Enter a small group name, and click "Create"

Your small group is now created. The next step is to add members to your small group. By default, the group's owner and any co-teachers of the group will be members of the small group. From the "Available Members" list, select any members that you would like 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 have 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 can update the member list of your small groups at anytime by clicking on the small group name from the Manage Members page.

▶ **Using small groups**

Any member of a small group may post a message to the group just as they would post messages to regular groups. Teachers can post alerts, assignments and polls to small groups, and include parents in posted messages.
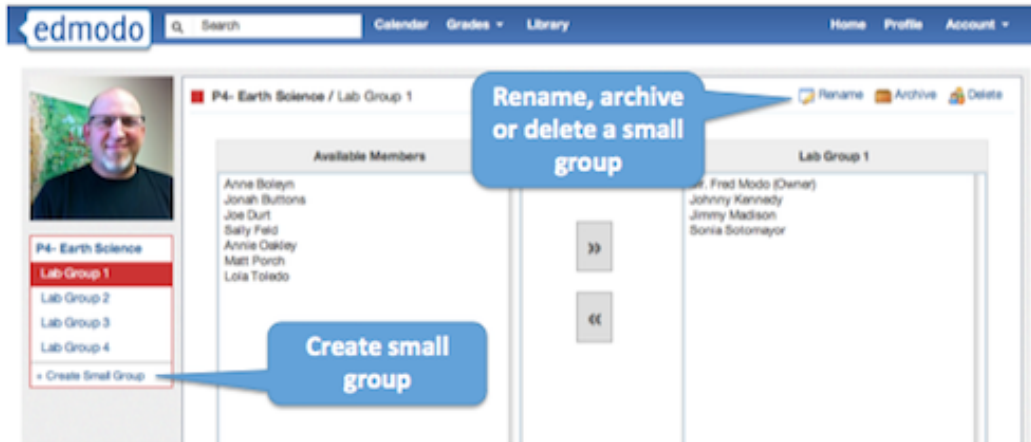
▶ **Managing Small Groups**

To rename, delete or archive a small group, select the small group name from the Manage Members page and choose the appropriate option from the upper right corner of the page.

Co-Teaching

A teacher can easily share an Edmodo group with another teacher by giving them co-teacher access. With co-teacher access, the other teacher (s) can help grade assignments, monitor discussions, and manage members.

To establish a co-teacher for your group:
- o Invite the co-teacher to the group with the same 6-digit group code used to invite students
- o Once the co-teacher has joined, go the members section on the right panel and select the "Manage" link
- o On the manage member page, select the co-teacher's name. On the right panel, select the Access drop down arrow and choose "Co-teacher" from the menu options.
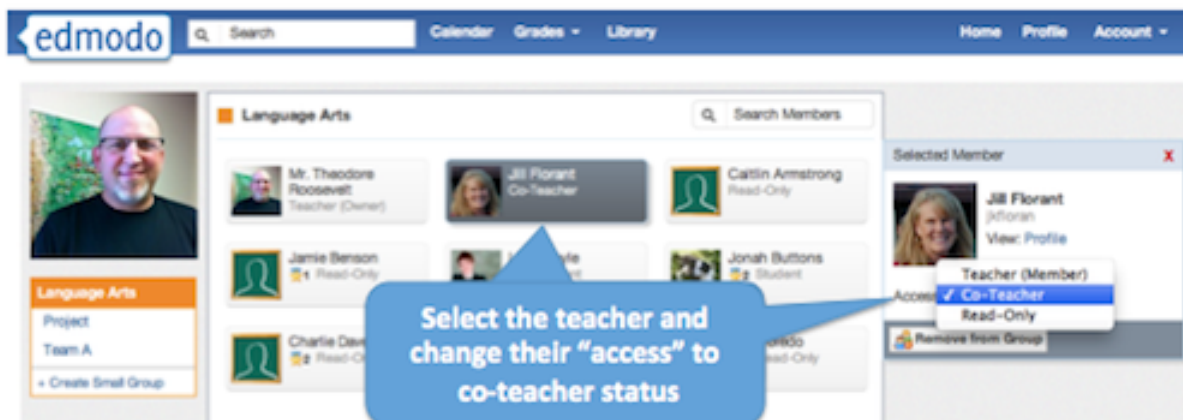
Once a teacher has been given co-teacher access, they will have all the functionality that the group owner has except for the ability to archive or delete a group, upgrade another teacher to co-teacher status and remove the group's creator from the group.

From the Notifications section, co-teachers can also view students' homework submissions. The notification is synced on both teachers' homepages, so if a teacher grades an assignment, the co-teacher's notification for that assignment will disappear.

Public Pages

Each group you create includes a public page that's accessible by selecting the "public page" link on the right panel of your Edmodo homepage. Selecting the public page link will automatically open up a new tab in your browser with the group's unique URL, and will display any posts from the group that are marked "public".

Please note that by default, everything posted in your Edmodo group is private, and only the members of the group are able to view its contents. However, the public page gives teachers the option to share Edmodo posts with a wider audience on a case-by-case basis, including parents who have an account on Edmodo.

To make a post within your group visible from the public page, select the "public" link located underneath an individual post. By marking the post public, the post is now visible from the group's public page, and from any parent account associated with that group.

To remove a public post, click the red "X" next to the "Public" link.
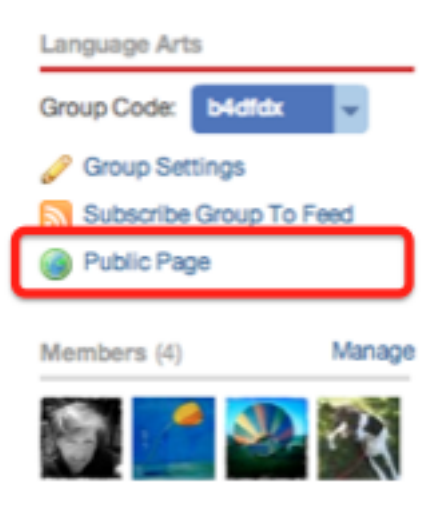
RSS Feeds

Teachers can add an RSS feed to any of their groups. This could be an RSS feed from a blog, or sites such as YouTube or Flickr, and will allow you to automatically post video, photos or content to a group.

To begin, choose the group name from the left panel and select the "Subscribe Group to Feed" link from right panel (located under the group code). You will be taken to your RSS feed page, which will display any RSS feeds the group is currently subscribed to.

To add a new feed, select the "Add a Feed" button at the top right corner of the page. A pop up box will appear that will prompt you to enter the URL to the RSS feed. Copy the feed URL and select subscribe. You will then see the site appear in your RSS feed page.

To unsubscribe the RSS feed from your group, select the red "Unsubscribe" link on the RSS feed page.
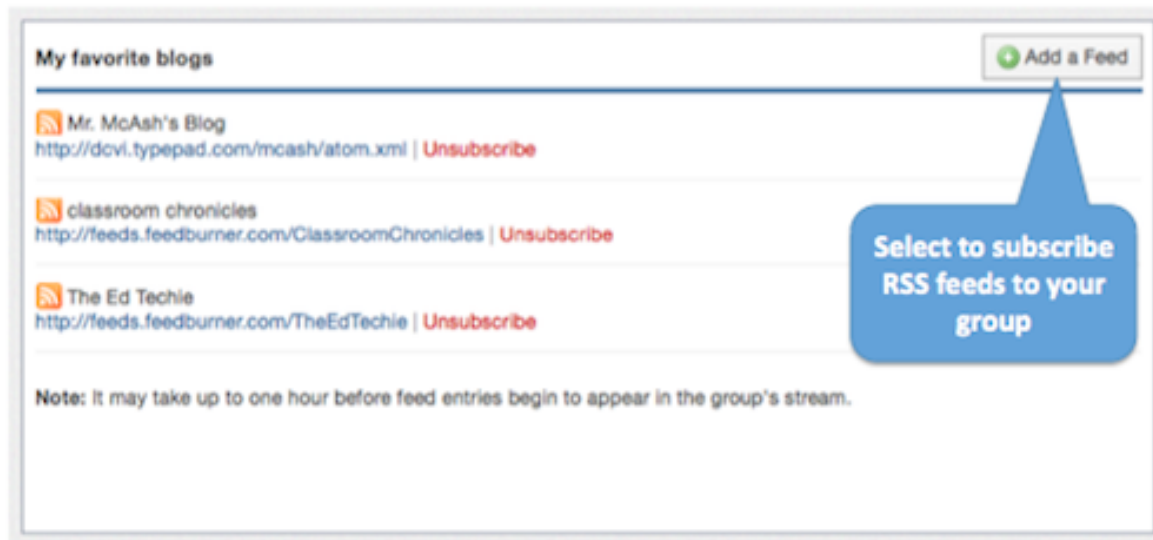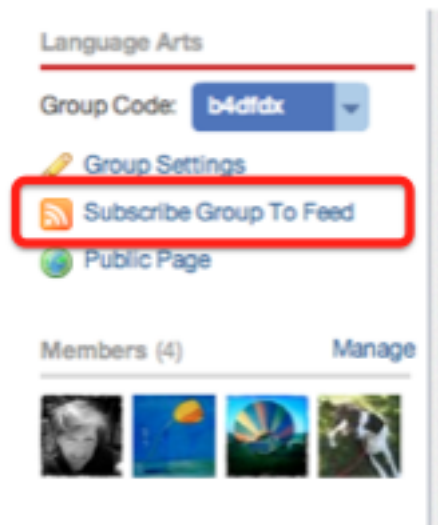
Read Only Status

Teachers have the option to place their group members in "read-only" status. This means that the group member can read posts within the group, but they cannot post a message to the entire group. When in read-only status, the group member can still send direct messages to the teacher/group owner.

To put a group member in read-only status, select the "Manage" link from the right panel. On the right panel of the Manage page you will see the option to set all members to read-only status.
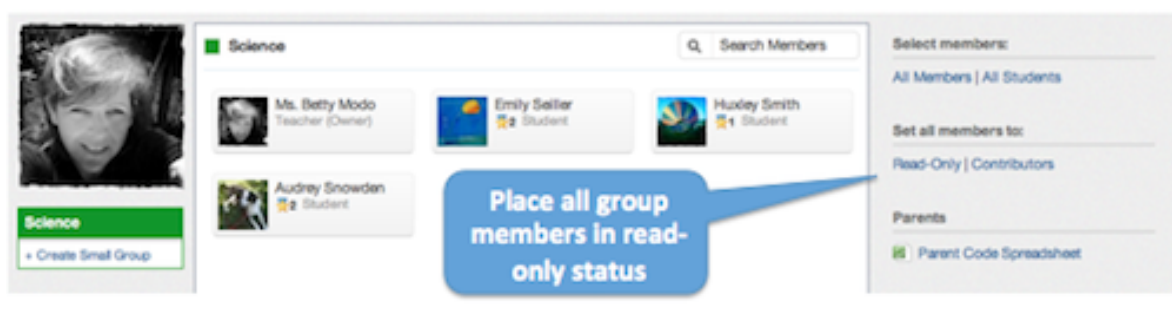
If you want to place only select group members in read-only status, select the group member and on the right panel change the "access" drop down menu to "read-only".
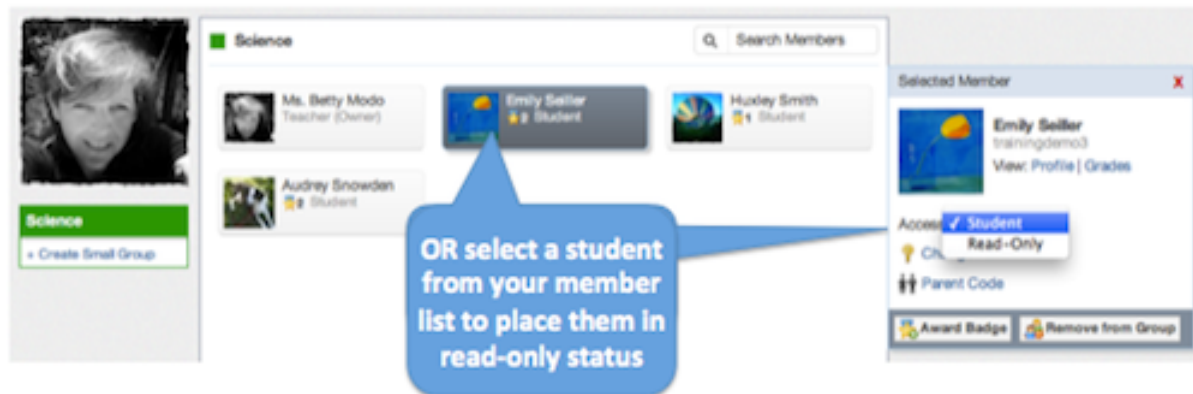
POSTS, EVENTS AND LIBRARY

Send & Reply to Posts
Have something to share with your group? Post your ideas, files, and homework from the post section, located at the top of your Edmodo homepage.
For teachers

Teachers can choose to post a note, alert, assignment, or poll by clicking on the corresponding link in the post section. 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 be sure to provide a good description when posting these items.

To post content, type the name of a student, teacher, or group(s) into the "Send to" box. (Edmodo will provideauto-suggestions as you begin to type). Here is a full list of possible recipients:

- <Student name>- Post a message to any student who is a member of a group you own
- <Teacher name>- Post a message to any teacher in any of your groups or any teacher connection
- <Group name>- any of your groups
- <Your name> – Type in your name to post a message to yourself
- <Support Discussion> – If you need help or discover a problem, post to the Support Community
- <All Groups> – All Gorup
- <Connections> – All your teacher connections
- <Everyone> – All your groups and teacher connections

School and district subdomains only:
- <School name> (Everyone) – post a message to all teachers and all students in your school
- <School name> (Teachers and Admins) – post a message to all teachers and administrators 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
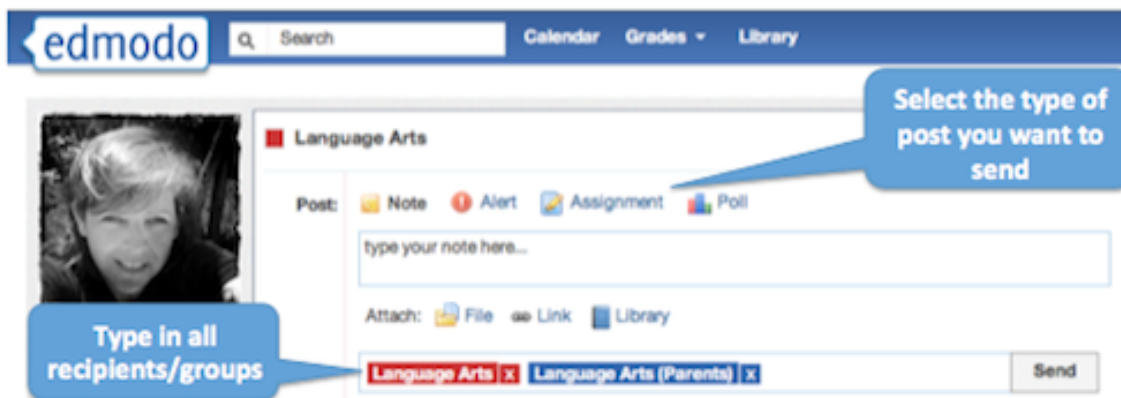
► **Multi-Group Messaging**

Edmodo is designed to provide you with flexibility in how you interact with groups. Please note that when you send a message to multiple groups at once, all of the groups that are copied on your post can see the replies to your post. To keep group replies separate, consider sending posts individually to each class.

► **Sending messages to parents**

Teachers can send messages to parents by typing the note into the post box and in the "Send To" box, either type the parent's names OR type the name of the group and select the Parents option from the auto fill suggestions. This latter option will allow teachers to send direct messages to all parents (in a specific group) at one time.

► **For students**

Students can post notes to their teachers and/or any groups they are a member of. Just like teachers, they are able to attach files and links from their computer or Edmodo library, however, they cannot post an alert, assignment, or poll.

Students can post a message to the following recipients:
- <Teacher name> – Any teacher (group owner or co-teacher) in any of their groups
- <Group name> – Any of their groups
- <Your name> – Type your name in the "send to" box to post a message to yourself

► **Reply to posts**

To reply to a post, select the "reply" link located below a message. A text box will appear where you can type your reply, then select the reply button when you are ready to post it. The reply message will appear below the original post.

If someone has already replied/commented on a post, you do not need to select the reply link, you will automatically see the reply box at the bottom of the comment thread.

Search and Filter Posts

► **Search**

The search box is located on the top navigation menu and allows you to search for teachers, students, communities and keywords from all posts in your groups.

To search through your posts: Type in the keywords you are looking for and select the "Search posts" option that will appear just below the search box OR hit enter. Your search results will appear in your stream.

To close out of the search results, select the "close search" option at the top of your communication stream or select the red "X" located on the search box.

To search for a teacher: As you type in the teacher's name, you will notice a stream will appear below the search box containing matches of anyone already in your teacher network, and anyone who is in a group that you are also a member of.

Filter Posts
To help stay organized, you can filter your Edmodo posts. On the left panel of your Edmodo homepage, you will see the following filter options:
- Direct (only direct messages to or from you)
- By Students (posts from your students)
- Connections (posts from your teacher connections)
- By Me (posts that you sent)
- Alerts
- Assignments*
- Feeds (RSS feeds)
- Polls
- Recent Replies

*If you choose to filter your posts by assignments, you can further filter them by "coming due" or "most recently posted" by choosing the appropriate filter from the top right corner of your stream.

Manage your Posts
▶ **Edit posts**
After publishing a post, you can edit the post by hovering over it and selecting the blue pencil icon in the upper right corner of the post. Once the pencil icon is selected, your post will appear in a text editing box. Make any edits necessary and select the "save" button at the bottom of the text box to save the changes.

To edit a comment below a post, simply select the edit link under the comment. Students can only edit messages and comments that they posted to a group. Teachers can edit their own messages and comments, as well as any messages or comments posted by a student in their group.

▶ **Delete posts**
If you want to delete a post that you sent to a group, hover over the post and select the blue "x" icon in the upper right corner. To delete a comment, select the "delete" icon located under the comment.

Teachers can delete any posts or comments that they sent to the group, as well as any posts or comments by a student in their group. Students can only delete their own posts or comments.
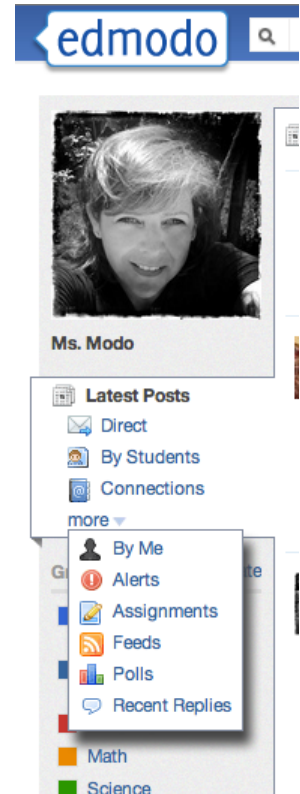
► **View post in a new window**

To view a post in a new window, hover over the post and select the blue "popout" icon in the upper right corner. This will enable easier viewing of the post for teachers and students, and allows you to print the post.

► **Make a post public**

By default, every post is private and only visible to the group's members. However, you can mark a post public by selecting the "public" link located under the post. This will make the post visible from the group's public page. Learn more about public pages.

► **Tag posts**

You can create your own set of personalized tags to help organize and sort all your posts. For example, if you want to keep track of all "extra credit" assignments/posts that you've given out you can do so by creating a tag called "extra credit" and tagging each post appropriately.

To tag a post, click on the "tag" link below the post. This will call up a drop-down box where you can create a new tag, or select from the tags you've already created.
You can view your posts sorted by tags by visiting your Edmodo homepage. Your list of tags will be located at the bottom of the right panel. Select any tag to call up the posts associated with that tag.

► **Link to posts**

Each post has a unique URL associated with it, which enables you to share the post within Edmodo or externally. To access this link, click the "more" link at the bottom of the post. A drop down menu will appear. Select the "link to this post" option to retrieve the URL.
Note: All posts are, by default, private. Providing a URL of the post to a person who is not a member the group, will not enable them to view the post (the post must be marked public in order for a non-member to view it.)

► **Add posts to library**

If you want to save important discussions, examples, or ideas from your groups, you can do so by adding the post to your library. To do this, click on the "More" link located under the post and select the "Add Post to Library" option from the drop down.

Library

The Edmodo Library allows teachers to store and manage documents in a wide range of file formats, with the ability to access these files anywhere and share them with group members or peers. To access your Library, select the "Library" link from the top navigation bar in your Edmodo Account.

► Add content

You can add any type of file (photo, video, document, etc.), in any format, or add web links to your library. Your library has unlimited storage space, however, each piece of content added must be under 100MB.

To add to your library, select the "Add to Library" button at the top left corner. Select the "files" tab to add a file from your computer. Select the "link" tab to add a web page to your library.

► Create folders

To help stay organized, you can place your library content into folders. To create a folder, select the folder icon from the left panel of your Library (next to the "Folders" label). A pop-up window will appear where you can name your folder and select which groups (if any) you want to share the folder with. Select "Create" and your folder will appear on the left panel.
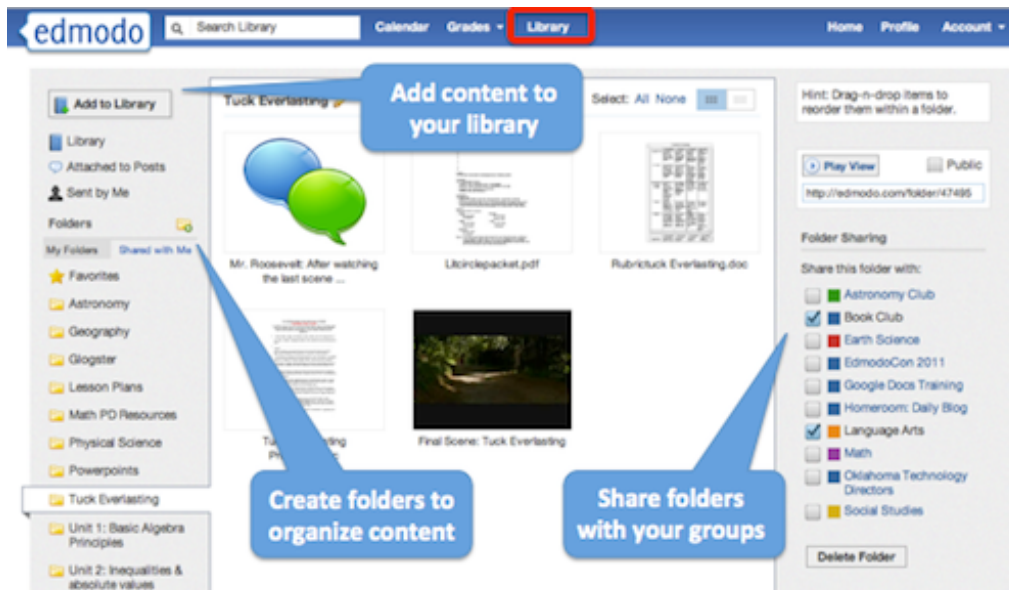
▶ Organize content

To add a library item to a specific folder, select the item (once selected, it will be highlighted) and on the right panel you will see a preview of the item, as well as the option to add it to a folder or delete it. Select the folder option and a drop down menu will appear where you can select the folders you want to add that item to. Click apply to save your changes. *Note: You can select multiple library items to move them at the same time.*

Once the items have been added to the folder, you can select the folder from the left panel and drag and drop library items to organize them within the folder.

▶ Favorites

Mark any library items as favorite by adding it to your "Favorites" folder. Any item saved to the Favorites folder, will also appear in the "Favorites" tab of your your Teacher Profile page.

▶ Share folders

Once you've created your folders, you can also share them with any of your groups. To do this, select the folder you want to share and on the right panel you will see the "folder sharing" option. Select the group(s) you want to share with and the folder will immediately be shared.

When a folder has been shared with a specific group, it will appear on the right panel of the group's page.

▶ Search & Filter

Search your library contents by title or key words via the search box, located on the top navigation bar.

From the left panel, you can filter library items by those attached to posts and those sent by you.

From the upper right corner, you can filter your library items by type (files or links). You can also view the contents of your library in list view or icon view by selecting the appropriate icon.

Calendar

Share events with your groups and help group members track assignments with the Edmodo calendar. To view your calendar, select the "calendar" link from the top navigation bar in your Edmodo account.

▶ **Create an Event**

To create an event, select a date from the calendar. A pop up box will appear where you can add a description of the event, change the date (or add a date range) and select who you want to send it to. You can send events to yourself, an individual teacher or student, or any of your groups. By sending the event to them, the recipient will be able to view the event in their calendar.
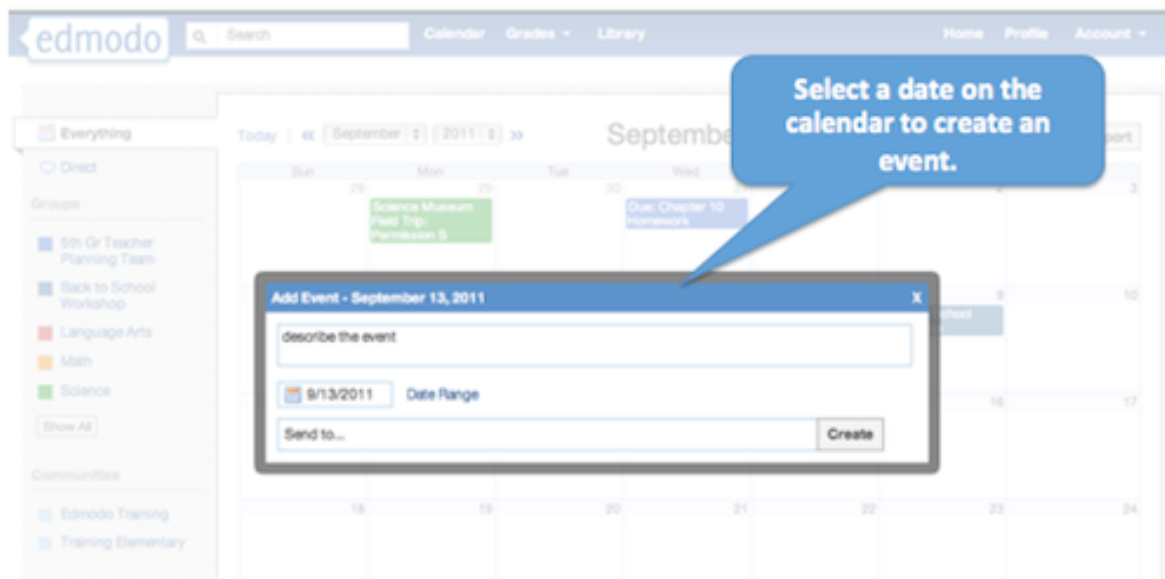
▶ **Remove an Event**

To remove/delete an event you've created, click on the event and select the delete link within the event post. (Note: You cannot edit calendar events once they have been created.)

▶ **Filter Calendar by Groups**

To filter your calendar events by group, select the appropriate group name from the left panel of your Calendar page. If your school or district has a subdomain, you can aso filter your calendar to view school-wide or district-wide events.
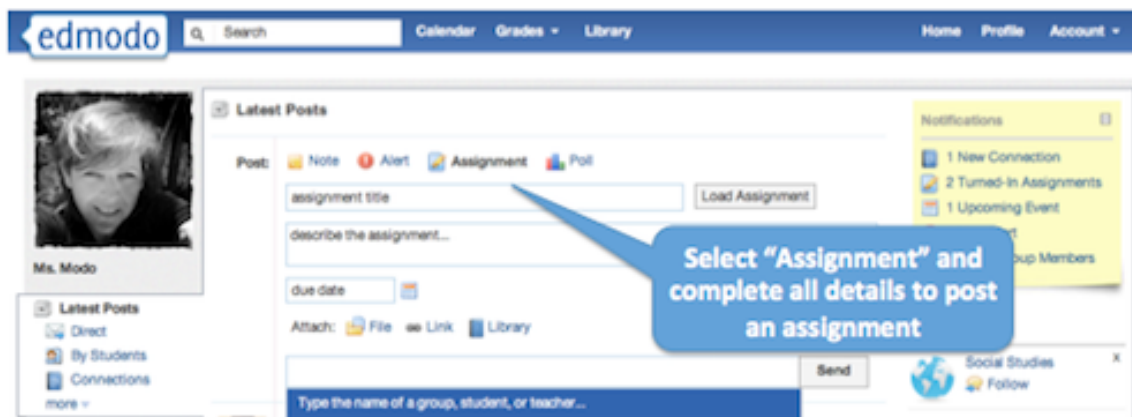
ASSIGNMENTS

Post an Assignment
To post an assignment, select the "assignment" link located above the post box at the top of your Edmodo homepage. The post box will change to allow you to fill out the details of the assignment, including:
- Assignment title
- Description of the assignment
- Due date (set by clicking on the calendar icon)
- Attachements (any files, links, or library items that supplement the assignment)

Once the details are complete, enter the name of the group or group members who should receive the assignment, in the "send to" field and select send.
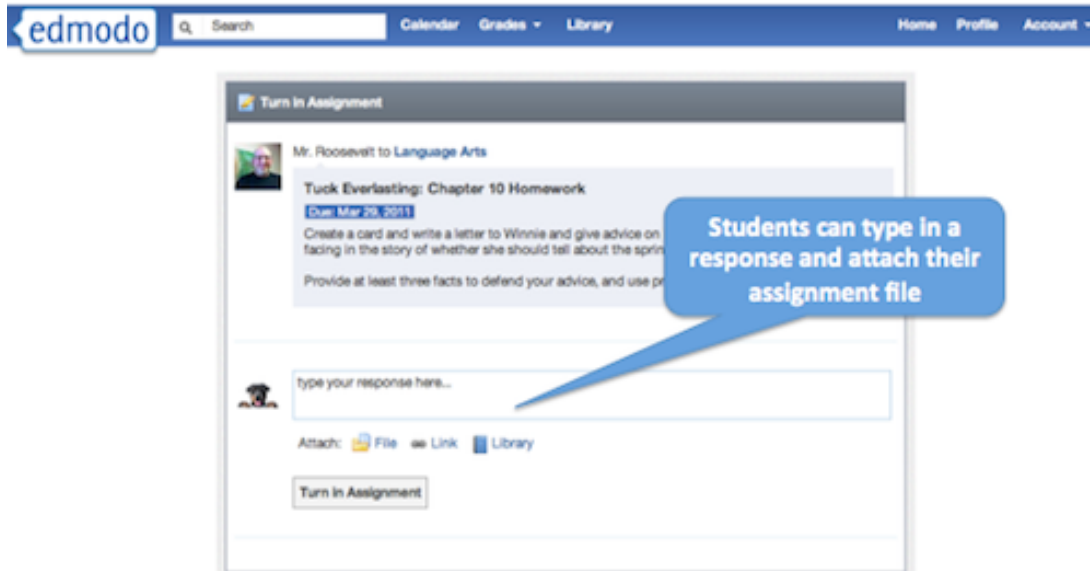

▶ **Load Assignment**
If you've previously posted the assignment in another group, you do not need to re-type the details of the assignment. You can call up the assignment details by selecting the "Load Assignment" button, located next the "assignment title" field. A list of assignment you have posted in the past will appear. Choose the appropriate one and the assignment details will auto-populate for that assignment. Select a new due date and hit send.

▶ **Turning in an Assignment**
Once an assignment has been posted to the stream, the student can use the "Turn in" button located next to the due date to submit their assignment. Once the "turn in" button has been selected, the student can attach their homework and provide a comment/message with it.

Grade an Assignment

After you have given an assignment, you can see how many students have turned in that particular assignment by looking at the "turned-in" number located on the assignment post. You will also receive an alert in your Notifications section any time a student turns in their assignment.
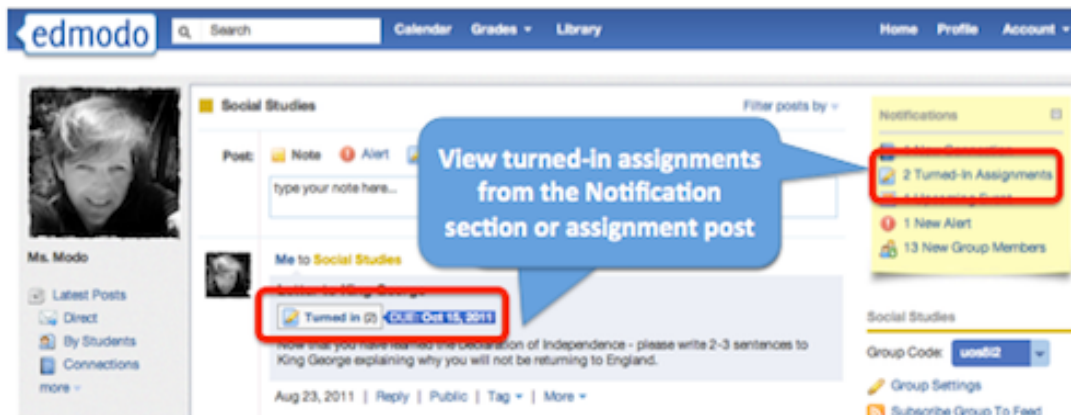
By clicking "turned-in assignments", teachers can view a list of all homework that needs grading. Select a particular student's name from the left panel to review their assignment. You can then provide feedback/comments and mark grades within the assignment page. When a comment and/or grade is provided, students will receive a notification.
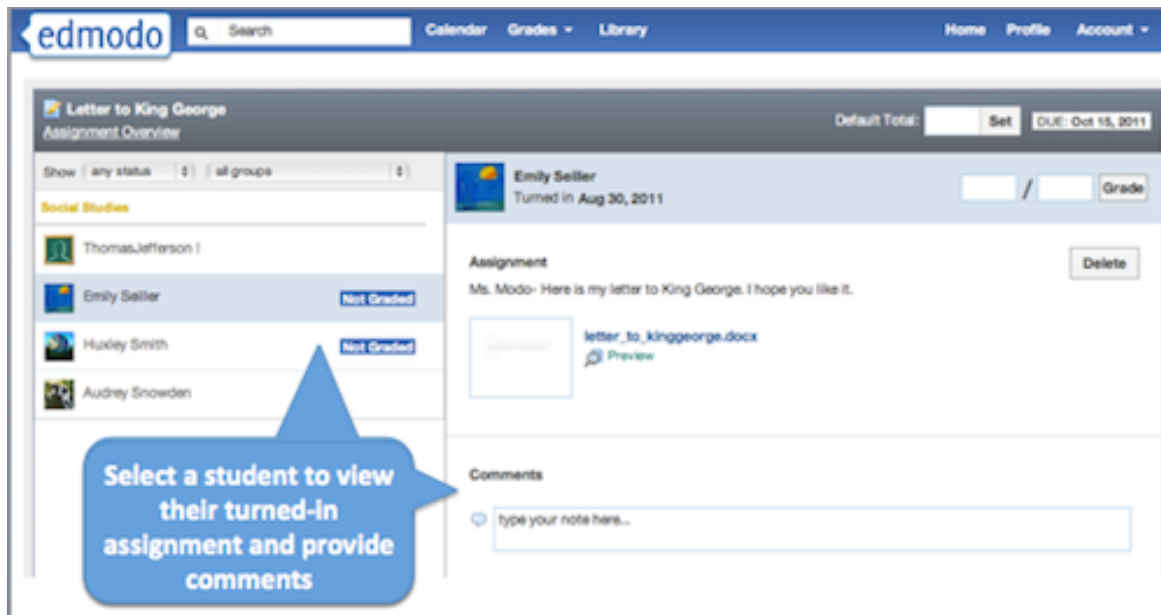
Gradebook

To access the gradebook for a particular group, select the "Grades" option from the top navigation bar. A drop down menu will appear with a list of all your groups. Select the group whose gradebook you would like to access.

For any assignment you post to your group, a column will be added in the gradebook. Once a student's assignment has been graded, the grade will automatically populate in the gradebook. You can edit the grade directly from the gradebook, simply by placing your cursor on the grade. You can also view the assignment associated with the grade, by selecting the "see work" link (You must click on the grade first in order to see the link.)

Edmodo also allows you to add grades for assignments not posted through Edmodo. To add a grade, select the "Add grade" button at the top right corner of the gradebook page. Provide the title of the assignment and the total number of points possible for that assignment.

To export grades into an Excel spreadsheet, select the "Export (CVS)" button at the top right corner of the Gradebook page. The spreadsheet will automatically download to your computer.
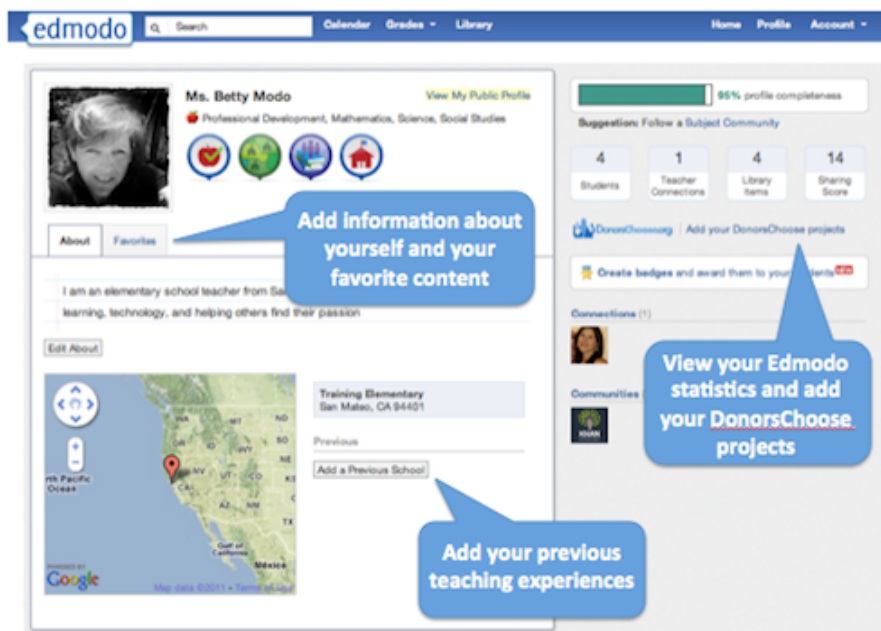
PROFILES

Teacher Profile
Teacher profiles were developed to support you in creating your Edmodo Professional Learning Network (PLN). To complete your profile, fill in the following fields:

- About: Select the "edit about" button to complete the About section of your profile. This is where you can share, in your own words, information about your life as an educator (i.e. Do you teach third grade and chair the Geography Bee? Are you a constructivist or a behaviorist? Do you blog or tweet?)
- Teaching Experience: This section displays your current school and previous schools you've worked at. Your school can be added from the settings section. Once your school is added, you can also indicate previous schools you've worked at by clicking on the "add previous school" button from your profile.
- DonorsChoose: If you have any DonorsChoose projects, highlight it by adding it to your profile. Learn more.

Teacher profiles offer a dashboard view of all your Edmodo activities. As you begin to build your Edmodo PLN, watch your portfolio grow with the following stats:

- Students: Number of students in groups you have created or co-teach.
- Teacher Connections: Number of teacher you are connected with.
- Library Items: Number of items added directly to your library + Number of items added via "Add to Library" buttons.
- Sharing Score: How often the resources you've shared are added to libraries and viewed by other users.

- Profile Completeness Progress Bar: The bar will show your progress as you complete your Teacher Profile, create groups, connect with educators and join edmodo subject and content communities.

Your profile page also allows you to display your favorite content from your Edmodo library. To add content to your favorites tab, visit your library and move any items you want to share in your "favorites" tab to your Favorites folder.

Select "view my public profile" to see how your profile looks to other educators who view it."

▶ **Profile URL**

All teachers can create their own unique Edmodo URL. If you have not claimed your URL, you can do so from the yellow box highlighted across the top of your Edmodo profile. If you have already claimed your URL and you want to change it, select the "change my URL link located above the "About" section of your profile.
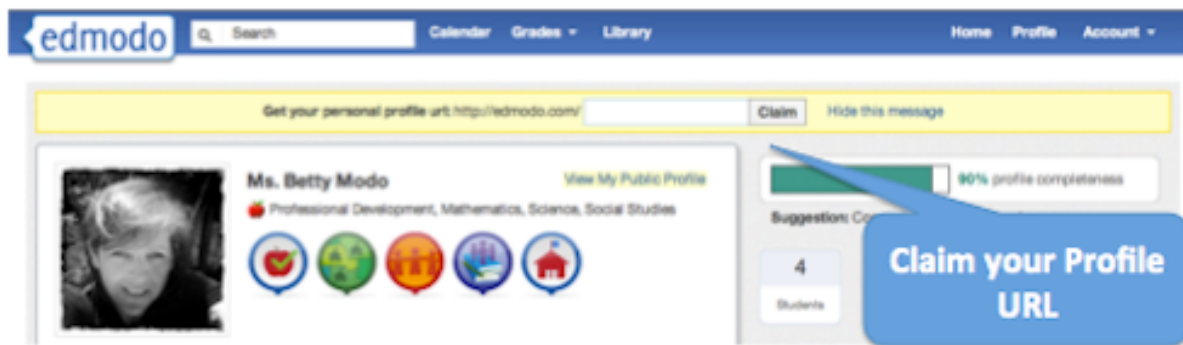
Student Profile

Student profiles showcase select information about the student, including:

- Badges: Any badges that have been awarded to the student will be displayed on their profile page. Learn more about badges

- Learning Style: Students can specify whether they are an auditory, tactile or visual learner

- Career Goal: Students can specify their career goal by choosing from a pre-defined list of career areas

- Activity: The activity tab shows any recent posts and replies that student has shared in a group

- Groups: The group tab shows all groups that student is a member of

On the right panel, you can see a dashboard view of all of the student's Edmodo activities, including:

- Classmates: Number of students that share a group with that student

- Groups: Number of groups the student is a member of
- Backpack items: Number of items added to their backpack + items added via post attachments
- Posts and replies: Number of posts and replies the student has sent

The right hand panel also displays the student's teachers (including group co-teachers) and classmates (i.e. any student that shares a group with that student).
To access a student's profile, simply click on their name or their profile photo.

► Student Badges
Badges enable teachers to provide recognition to students for their achievements. Teachers can choose to award a student with an Edmodo created badge, or create their own custom badges.

► Award a Badge
To award a badge, visit the profile of the student you'd like to award the badge to and select the "award badge" button at the top of their profile page. A panel will open up that will allow you to create a badge, or select from badges you have already created and Edmodo created badges.
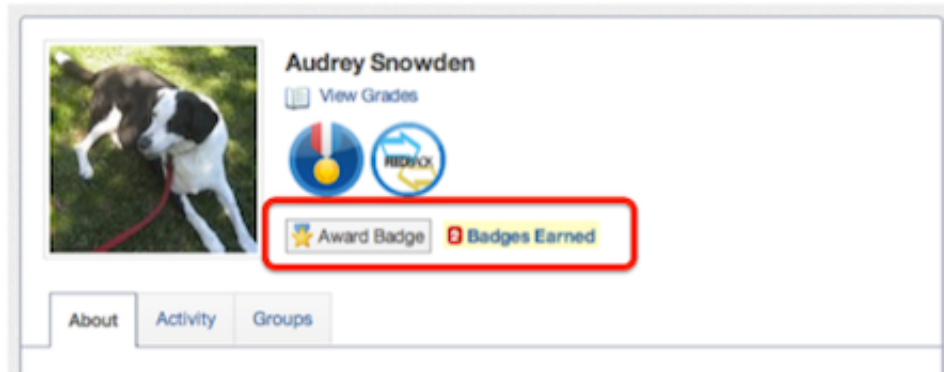
You can also award a badge from your Manage Members page. To do this, select the group name from the left panel and then click the "manage" link located in the Members section. On the Manage Members page, select the student you wish to award a badge to and from the right panel, select the "award badge" button. You can also select multiple students to award multiple badges at once.

Once you select the "award badge" button, you will have the option to create a badge, choose from badges you have created in the past, or choose from Edmodo-created badges. If you would like to select a badge you've already created or an Edmodo created badge, simply select the badge and click the "award badge" button.

Once a badge is awarded, the student will receive a notification.
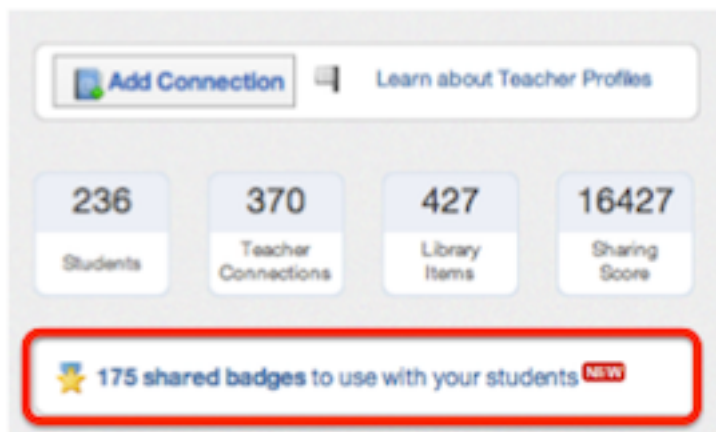
▶ **Create a Badge**

To create a badge, select the "new badge" option from the left panel. Provide a title for the badge and a description, then select the upload button to provide an image for the badge. Your image should be 44 x 44 pixels or it will be automatically resized to fit into this standard badge size.

▶ **Share a Badge**

When creating a new badge, you can elect to share that badge by ticking the "Share this badge with other teachers" (located on the "New badge" panel).

To share a badge that has already been created, or to stop sharing a badge, select "My Student Badges" from the left panel. Choose the badge you want to share (or stop sharing) and click the "edit badge" option at the bottom of the window. From the edit badge page, you can tick (or un-tick) the "Share this badge with other teachers" option.

To view shared badges from other teachers, visit their profile page. If the teacher has any shared badges, it will be indicated on the right panel by a link labeled "# shared badges to use with your students".

▶ **Create a Badge**

To delete a badge you've created, select the badge from your list and choose the "edit badge" option at the bottom of the panel. In the edit screen you will see the option to delete the badge.

▶ **Revoke a Badge**

To revoke a badge, visit the profile of the student who was awarded the badge. Click the "badges earned" link to open up the badge panel. Select the badge you'd like to revoke. Once selected, you will see the "revoke badge" option at the bottom of the panel. (Note: you can only revoke a badge if you awarded that badge.)

COMMUNITIES & CONNECTIONS

Connect with Teachers
Teachers can build their individual professional learning communities by networking and making new connections through Edmodo.

▶ **Search Teachers**
To search for a teacher, type their name in the search box located at the top of your Edmodo homepage and hit enter. You may also use the search box located on your profile page.

As you type in the teacher's name, you'll notice a stream appears below the search box containing matches of anyone already in your teacher network, and anyone who is in a group that you are also a member of.
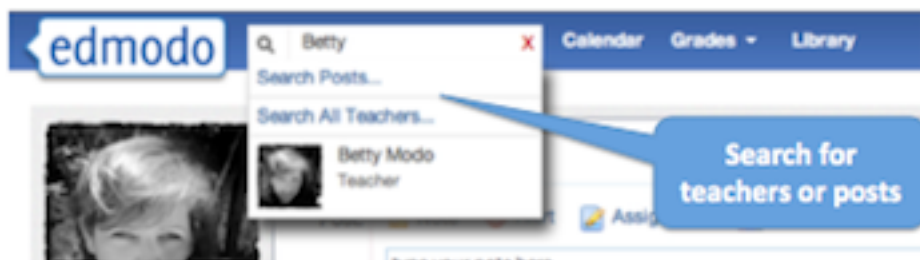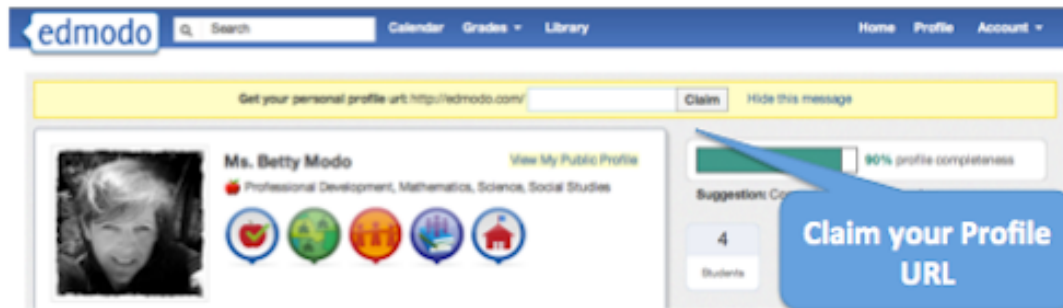

▶ **Connect with Teachers**
To connect with a teacher on Edmodo, visit their profile page and click the "add connection" button located at the top of the right panel. A connection request will be sent to that teacher. The teacher will have the option to accept or deny your connection request.

You also have the option to cancel a connection request by visiting the the profile page of the teacher you requested to connect with, and selecting the "Cancel Request" link from the top right corner.

▶ **Profile URL's**
Teachers can claim their own Edmodo profile URL (www.edmodo.com/yourname). This can be used to easily share your Edmodo profile with other teachers. To claim your Edmodo profile URL, visit your profile page. A yellow box at the top of the page will prompt you to claim your URL.

To change your profile URL, visit your profile page and select the "Change My URL" link located below your badges.

► **Suggested Connections**

On your homepage, just below the "Notification" section, you will notice a section called "Suggestions". From this section, teachers may connect with suggested teachers by clicking the "Connect" link next to their profile, or they may remove the suggested teacher by selecting the "X" next to their name. This section will also display suggested Communities to follow.

► **View all Connections**

To see your full list of teacher connections, visit your profile page. On the right panel, you will see a section called "Connections". Select the word "Connection" to view the full list.

► **Remove a Connection**

To remove a teacher connection, visit the profile of the teacher you'd like to remove and select the "remove connection" button located in the upper right corner of the page.

► **Privacy Settings**

You can adjust your privacy settings from the Settings page (located at the top right corner, in the Account drop down menu). Here you can opt to block connection requests or make your profile visible only to your connections.

Join Communities

Edmodo offers a number of communities you can join based upon your subject area interests and your curriculum of choice. These communities are a great place to ask questions, get advice, exchange ideas and share resources. You can find a full listing of Edmodo Communities at www.edmodo.com/communities or by scrolling down to the bottom of any Edmodo page and clicking on the "Communities" link in the footer.

► **Follow a Community**

You can follow a community, simply by clicking the "Follow this Subject" button at the top of the page. (For Content Publisher communities, the button will read "Follow Community"). When you follow a community, any new posts from that community will appear in your main communication stream on your Edmodo homepage (i.e. "latest posts").

▶ **Post in a Community**

If you are a new Edmodo user, in order to post in a community, you must first request posting rights. You can do this by selecting the "Request Posting Rights" option in the top left section of the community. Verification will take 1-3 days. Once you are verified as an educator you will have posting rights in all communities.

If you are already a verified Edmodo user, simply select the "post" link at the top of the Community page, under the community name.

▶ **Connect with Teachers**

To connect with other teachers within a community, click on their name or profile picture and you will be taken to their profile page. Here you can request connection by selecting the "add connection" button.

▶ **Add Content to your Library**

You can easily add resources shared by other educators within a community to your Edmodo library. To do this, click the "library" button next to the item you want to add to your library. The item will immediately be added to your library. (Note: The number displayed next to the library button shows how many teachers have added that particular piece of content to their library).

On the right panel of the community, you will see a section called "top content". This displays the content that has been shared most in that community.

▶ **Publisher Communities**

Publisher communities provide digital content for you to use in your classroom and also allow you to share ideas and discuss your experiences. To access content provided by our publisher communities, select the community and click on the "collection" link located on the left panel.

MOBILE APPS

Mobile Website
Edmodo offers a mobile website that is available via any Internet enabled mobile device at m.edmodo.com.

From the mobile website, you can:
- Read and reply to posts
- Post notes to your groups
- View your notifications
- Join groups

Edmodo also offers native apps for Android and iPhone devices (including iPod Touch).

Edmodo for Android
Edmodo offers a full-featured application for Android devices available for free from the Android App Marketplace. Download the app now.

With the Edmodo application for Android, you can:
- Read and reply to posts by selecting the "Posts" icon.
- Post notes to your groups or connections by selecting the blue "write" icon in the upper right corner.
- View your notifications by selecting the "Notifications" icon.
- Join new groups and access your existing groups by selecting the "Groups" icon.
- View your profile page by selecting the "Profile" icon. (Note: this is only available for teacher accounts)
    - From the profile page, you can also view all your connections and send direct messages to them
- View the contents of your library (including your folders and shared folders), plus add new content from your mobile device by selecting the "Library" icon.
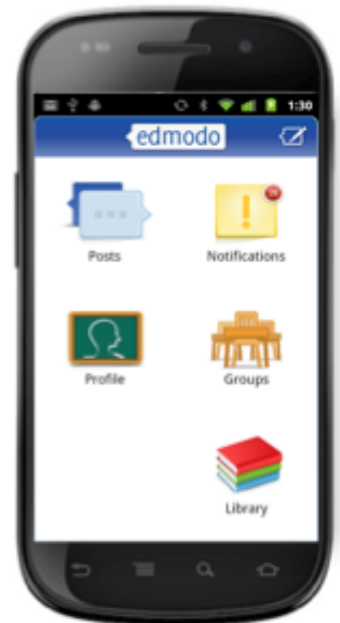
▶ **Bump**
The Android app also has built-in 'Bump' functionality, which allows you to instantly connect with other Edmodo users by simply bumping your phones together. (Note: This is only available for teacher accounts).

To bump with another teacher, open the Edmodo app on your Android device, visit your profile and select the 'bump' button. Once selected, the phone will search for nearby users. Any teachers who are in close proximity will be identified and you can 'bump' phones to make your connection.

Edmodo for iPhone/iPod Touch
Edmodo offers a full-featured application for iPhone and iPod
Touch available for free from the iTunes App
Store. [Download the app now.](#)
Using the Edmodo iPhone/iPod Touch application, you can:

- Read and reply to posts by selecting the "Posts" icon.

- Post notes to your groups or connections by selecting the
  blue "write" icon in the upper right corner.

- View your notifications by selecting the "Notifications" icon.

- Join new groups and access your existing groups by
  selecting the "Groups" icon.

- View your profile page by selecting the "Profile" icon. (Note:
  this is only available for teacher accounts)

  o From the profile page, you can also view all your
    connections and send direct messages to them.

- View the contents of your library (including your folders
  and shared folders), plus add new content from your mobile
  device by selecting the "Library" icon.

▶ **Bump**
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instantly connect with other Edmodo users by simply bumping your phones together.
(Note: This is only available for teacher accounts).

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your profile and select the 'bump' button. Once selected, the phone will search for
nearby users. Any teachers who are in close proximity will be identified and you can
'bump' phones to make your connection.