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REDtone Digital Services

User Guide – Students

REDtone Digital Services

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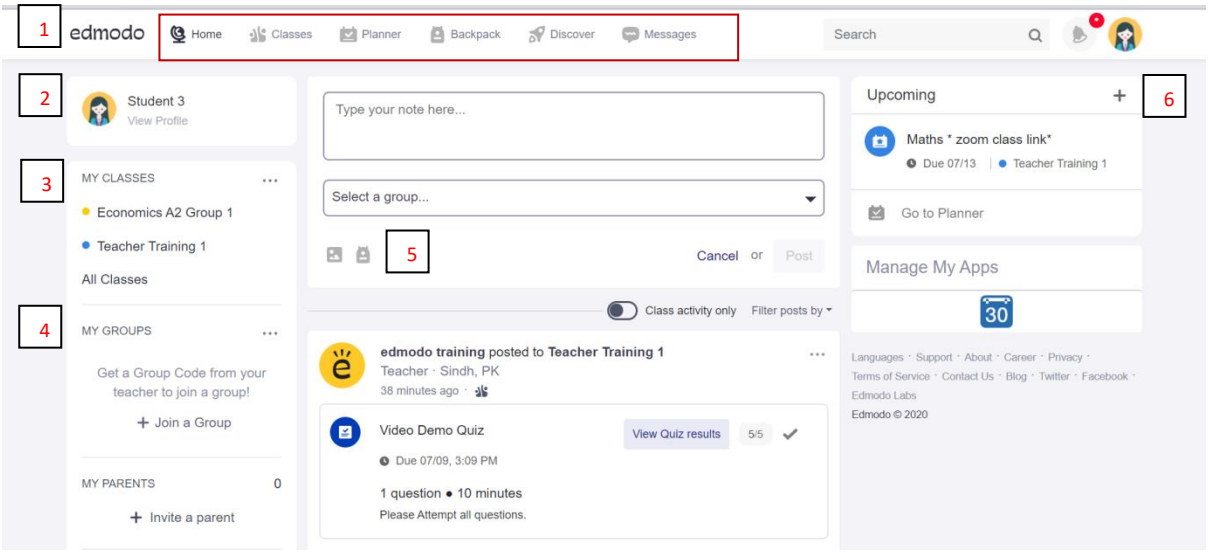
What is Edmodo?

Edmodo is a learning management system often described as a social media platform for schools. It is that and much more. Edmodo attracts teachers and students with a social element that resembles Facebook, but there's even greater value in the educational applications. Edmodo (designed by educators) enables exceptionally secure cloud-based collaboration. A teacher, school, or district can manage a system that provides the best features of the cloud while practically eliminating the anxiety that we associate with students on the internet.

Edmodo's Top Tools & Features

- Teachers and students can collaborate in a secure, closed environment.
- A message board allows secure and open communication that can be monitored and controlled by the teacher.
- It is easy to monitor student interaction.
- Teachers can post assignments and assessments that are electronically submitted and automatically graded.
- A built-in survey tool can be used to check for understanding (no clickers required).
- Teachers and other school personnel can create professional groups, subject area communities, and other networks to extend professional development.
- Teachers and students can store and share documents and files in a wide variety of formats in a cloud-based environment.
- Teachers can maintain a personal content library and share content with members.
- Students can instantly access their files 24/7 through their cloud-based 'Library'.
- Folder-sharing allows teachers to share all content for particular units of study with select groups or all students.
- Parents can create a parent account to connect with their child's groups.
- You get cloud capabilities and convenience with airtight security.
- A brilliantly simple user interface – little or no formal training required

1. HOME PAGE

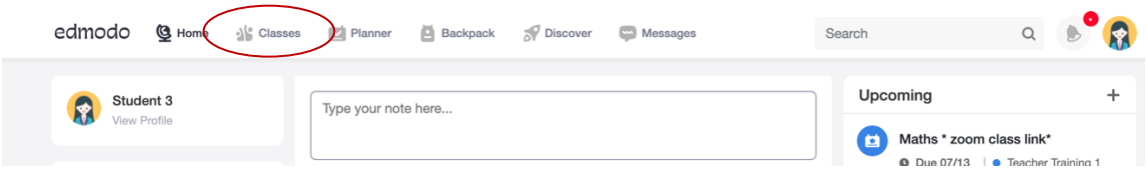


Your Edmodo homepage consists of a home feed and displays multiple feature tabs all around the user interface.

1. **Navigation bar:** Available for everyone to navigate easily.
2. **Profile:** This is your profile which can be customized.
3. **My Classes:** These are all the classes you are a member of.
4. **My Groups:** These are the groups that you belong to.
5. **Composer & Stream:** You can attach files & images within your post.
6. **Upcoming:** Upcoming Assignment/Quizzes can be viewed from you home page.

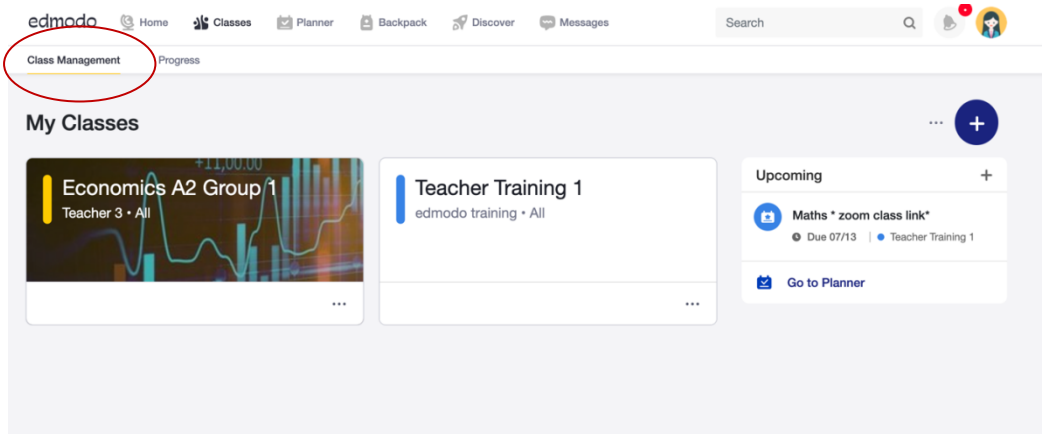
2. CLASSES

These are the virtual classes you are a member of.

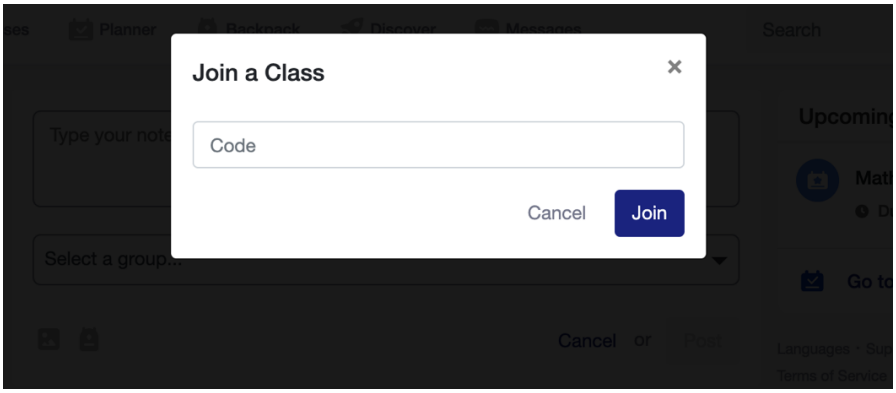


2.1 CLASS MANAGEMENT

With Edmodo, students have an option to access any of the Virtual classrooms they are a member of, and to participate in class activity.

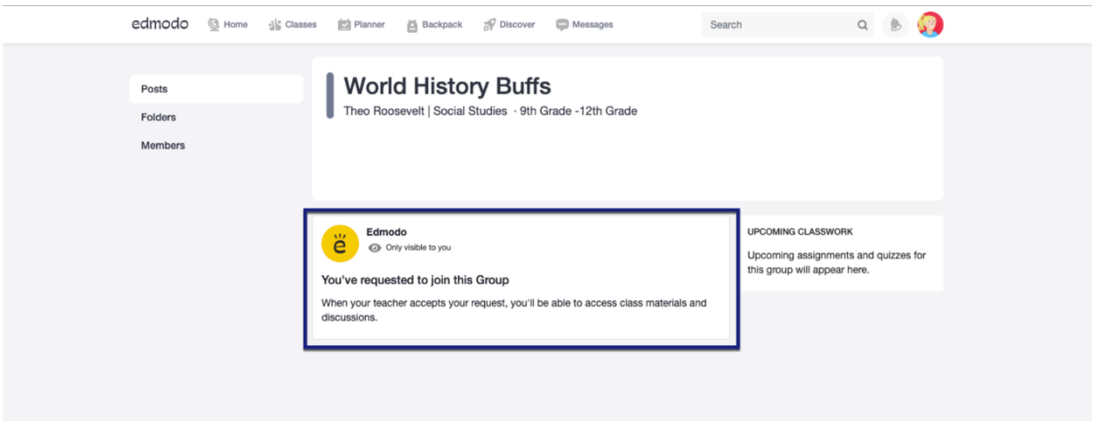


1. Joining a Class as a student is easy! All you need to do is get the Code or the "Join URL" link from the teacher who owns the Class or is a co-teacher. Then, follow these simple steps:
   Click here for a tutorial.



If you have a Code:

- Log in, and click "Join a Group" or "Join a Class" using the blue plus icon, on the right corner of the class management page.
- Enter the Code and click "Join." You must get this code from the teacher who owns the Class or Group or is a co-teacher.
- If the Code is unlocked, you'll be added right to the Class or Group! If it's locked, then you'll be added to an approval queue and must wait for the teacher or co-teacher to approve your join request.

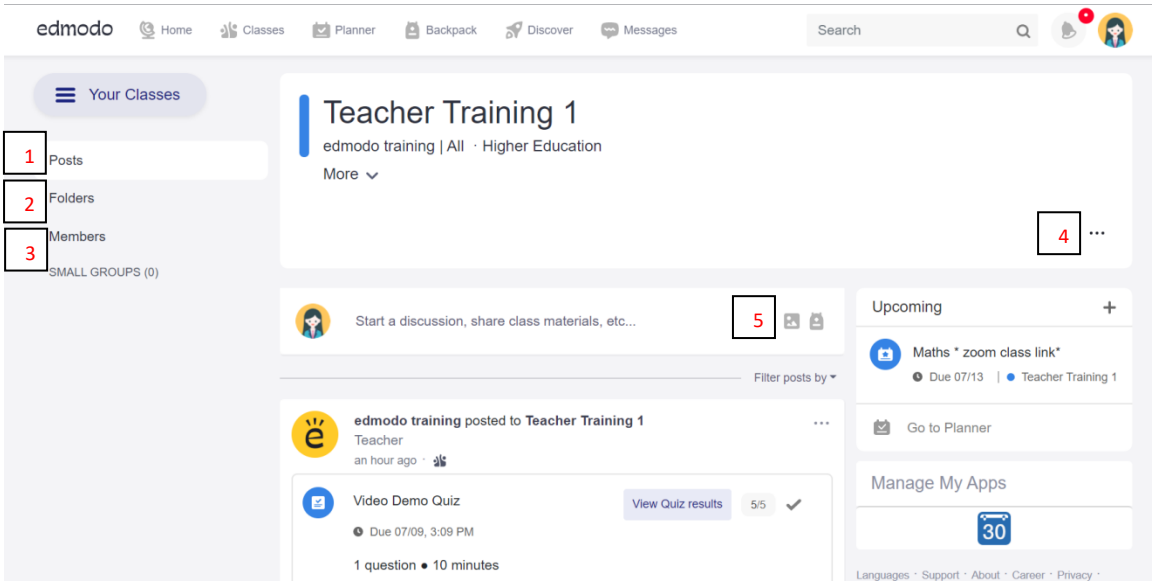


If you have a Join URL:

- Just enter the Join URL in to your browser.
- Log in to your Edmodo account.

You will see a tab that says You've Requested to join this Group. This will confirm that you have been added to an approval queue and must wait for the teacher or co-teacher to approve your join request.

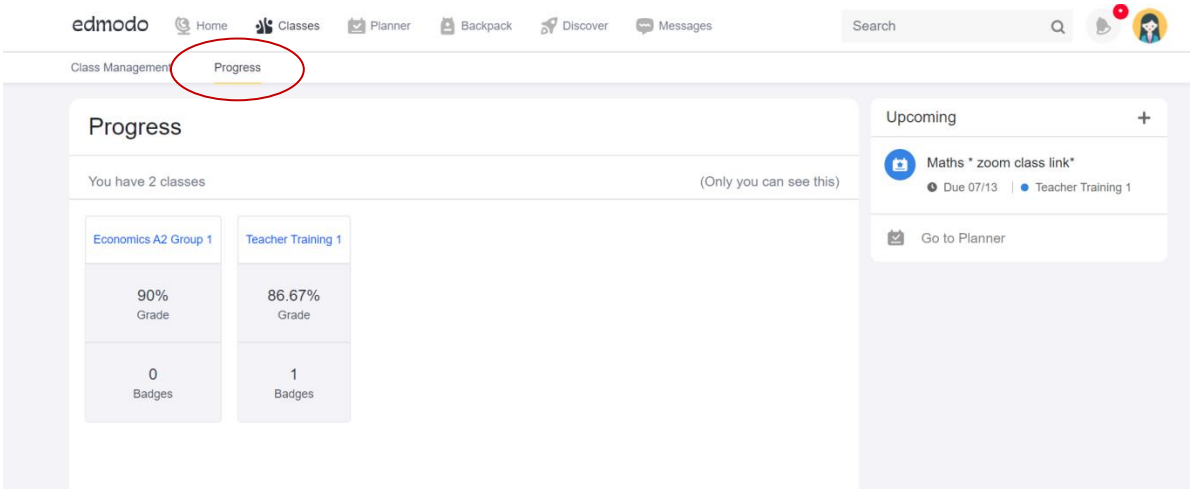
2.1.1 POST (VIRTUAL CLASSROOM)



1. **Posts:** Virtual classroom private posts (only visible to members of the class). *Click here for a tutorial.*
2. **Folders:** You can access the files organized by your class teacher. *Click here for a tutorial.*
3. **Members:** You can view members of the class (Teachers, Students & Parents associated with students).
4. **Ellipsis:** Customize your class settings.
5. **Composer & Stream:** Post your content here and you can also attach files & images.

2.2 PROGRESS

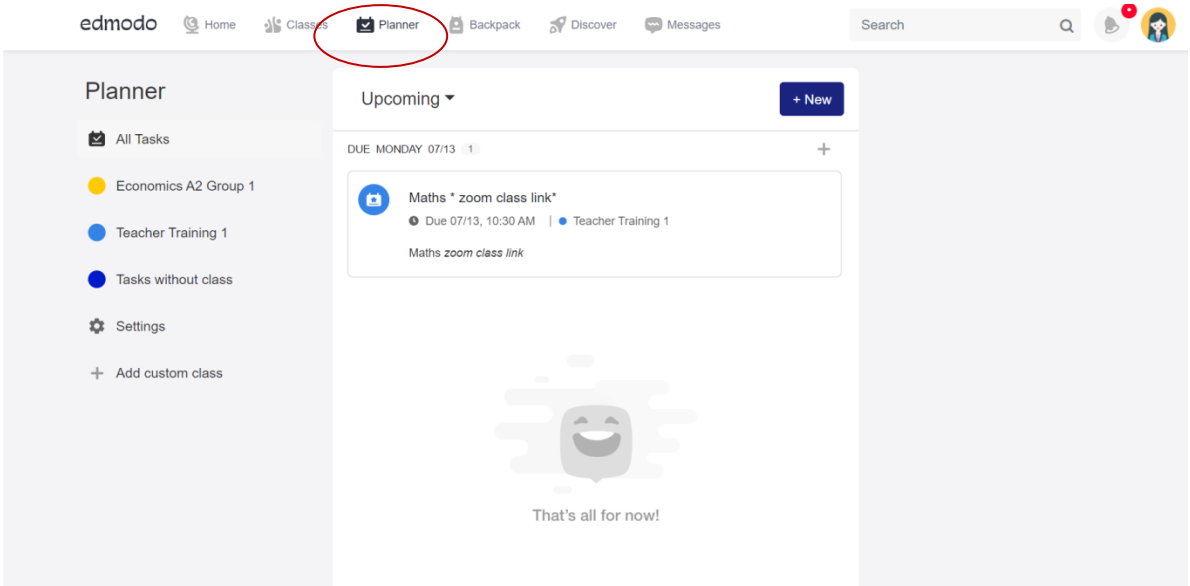
Students can view their progress for the term through the progress tab from classes.



Click here for a tutorial.

3. PLANNER

The Edmodo Planner is a personal, automatically updated organizational tool for students to use. You can view your classes and manage your timetable for all classes and groups. Additionally, you can manage your completed and upcoming quizzes and assignment deadlines.



Here are some brief instructions on how to use the planner.

1. Click the Planner icon in the top toolbar.
2. You will now be directed to the Planner Page. You can select the class that you want to look at in the left side panel.
3. To view Upcoming Assignments and Quizzes, click on the Dropdown tab near the top of the page and select Upcoming. To view Completed Items, click on Completed underneath Upcoming.
4. Graded items will have the grade appear on the right side of each row.
5. To access the Planner settings, click the Settings tab at the bottom of the Left Panel. You can set daily planner reminders here, change your class color, as well as add a custom class.

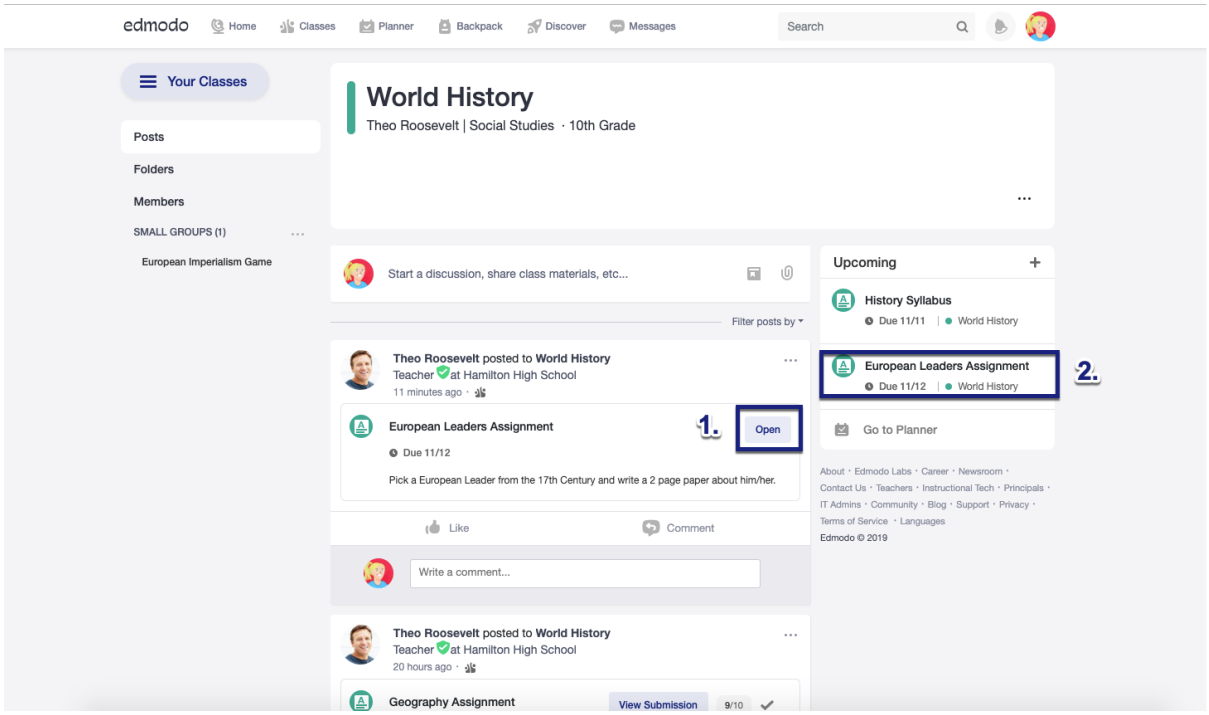
Click here for a tutorial.

3.1 ASSIGNMENTS AND QUIZZES

Once you have completed your Assignment, you can turn it in by following the steps below.

To locate your Assignment:

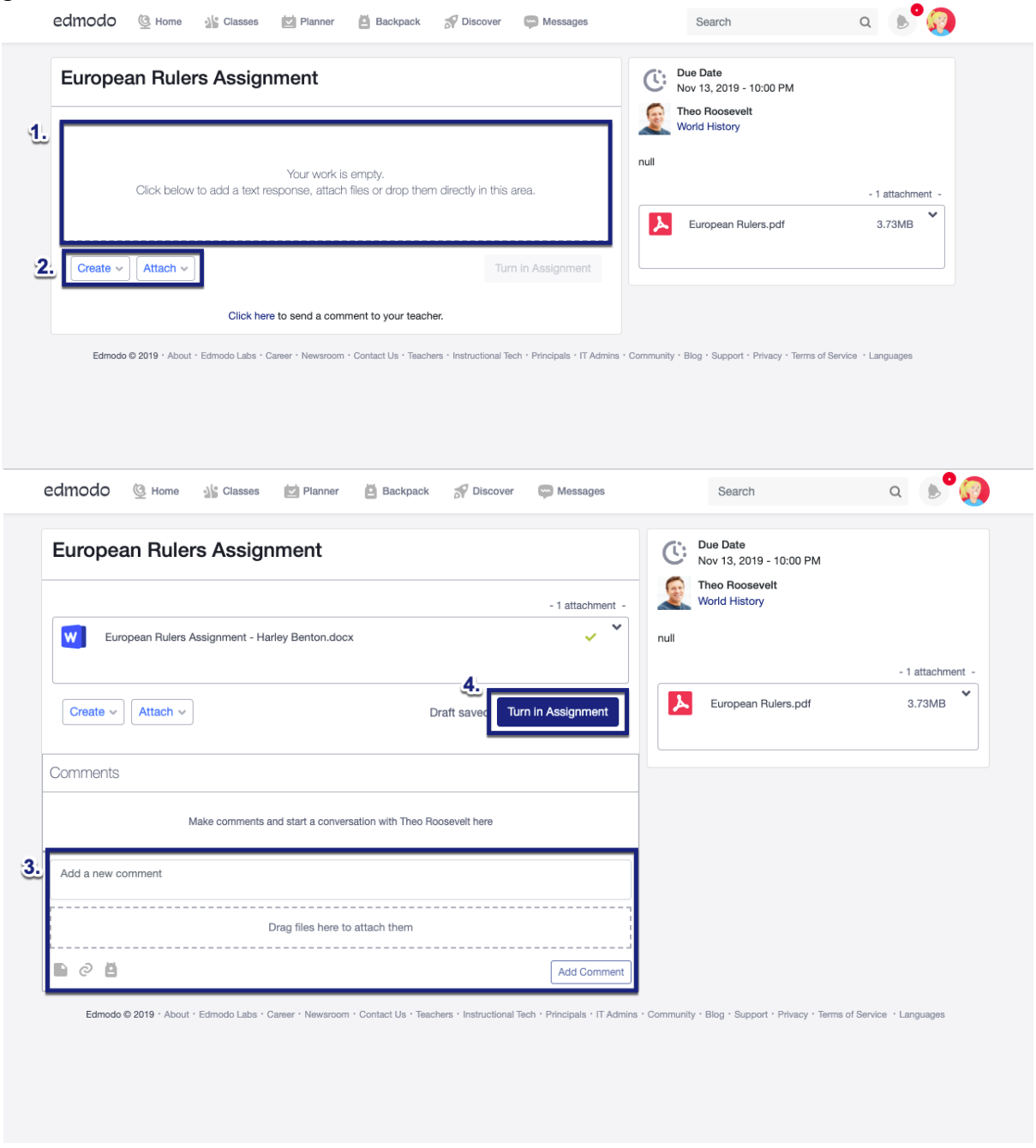
Find the Assignment in the class post stream, and click Open. Otherwise, go to the “Upcoming" area in the right side panel of the Class Page, and select the Assignment.



Important Assignment information, like the due date, Assignment description, and any attachments will be displayed on the right side panel.

To turn in your Assignment:
Click the **"Add Text Response" button** and type in your response in the provided text box.
To add an **attachment**, click the **"Attach" drop down menu** and select a *File from your Computer*, *Link from Web*, *File from Backpack*, or *File from Google Drive*.
To send a **comment** to your teacher, click the link underneath the Assignment submission area to open the Comments section.
When you are ready to submit, click on **"Turn in Assignment."**

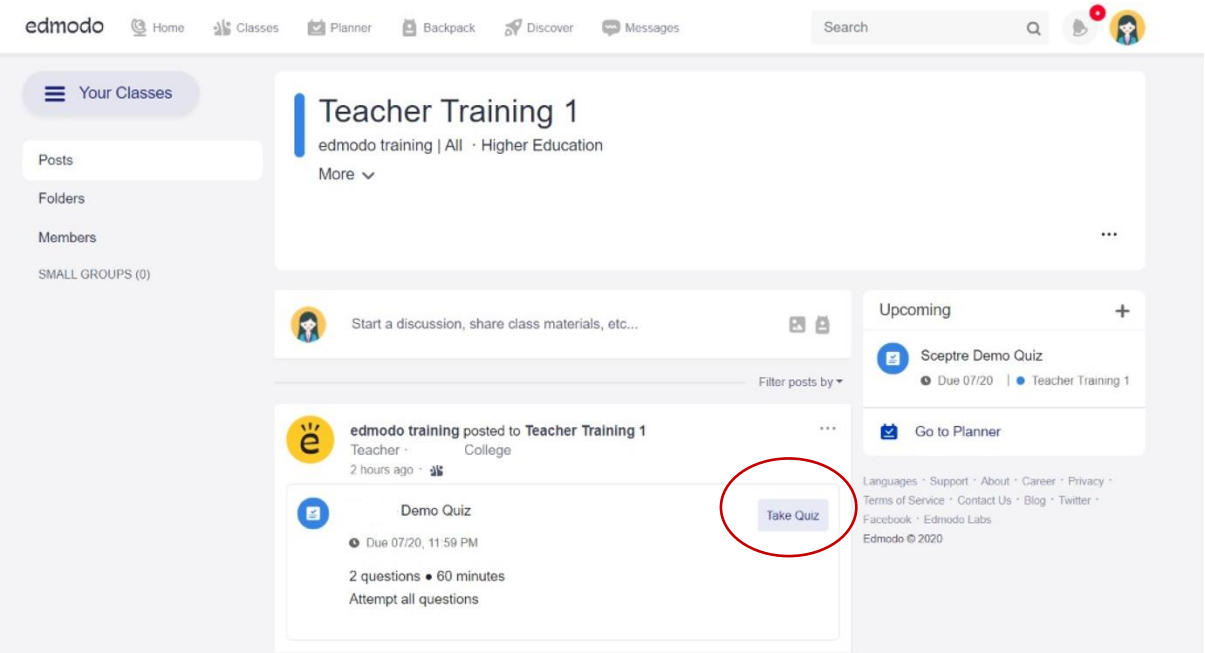
After you have turned in an Assignment and your teacher has graded it, you can view your grade.



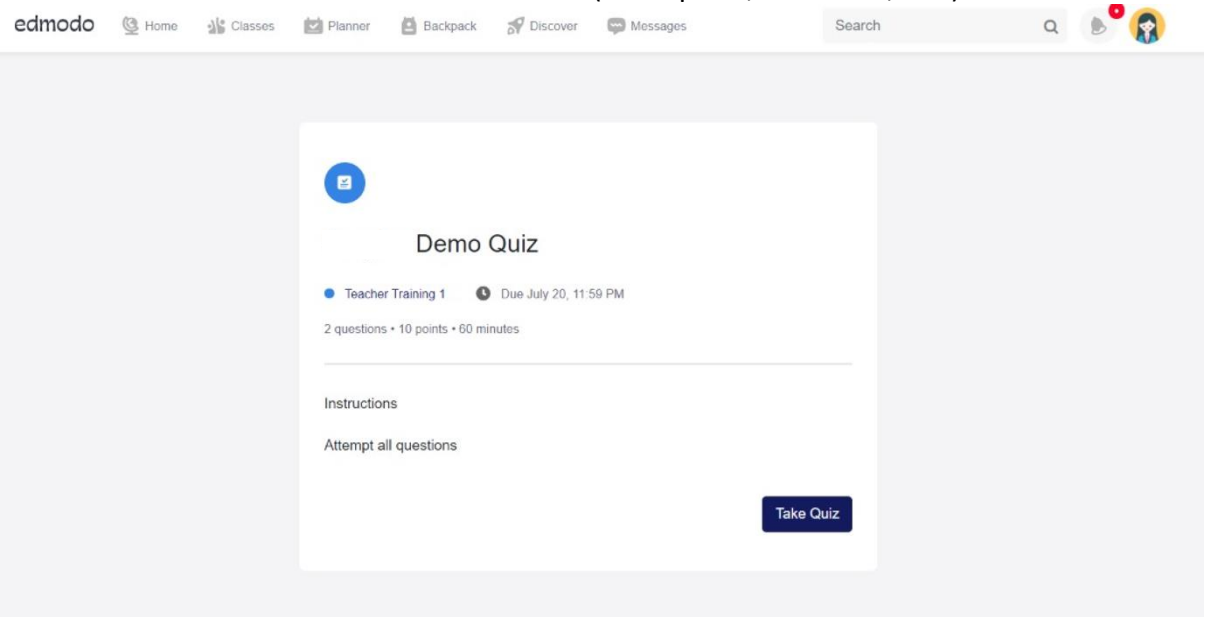
Click here for a tutorial on how to submit an assignment.

Please follow these steps to take an Edmodo Quiz:

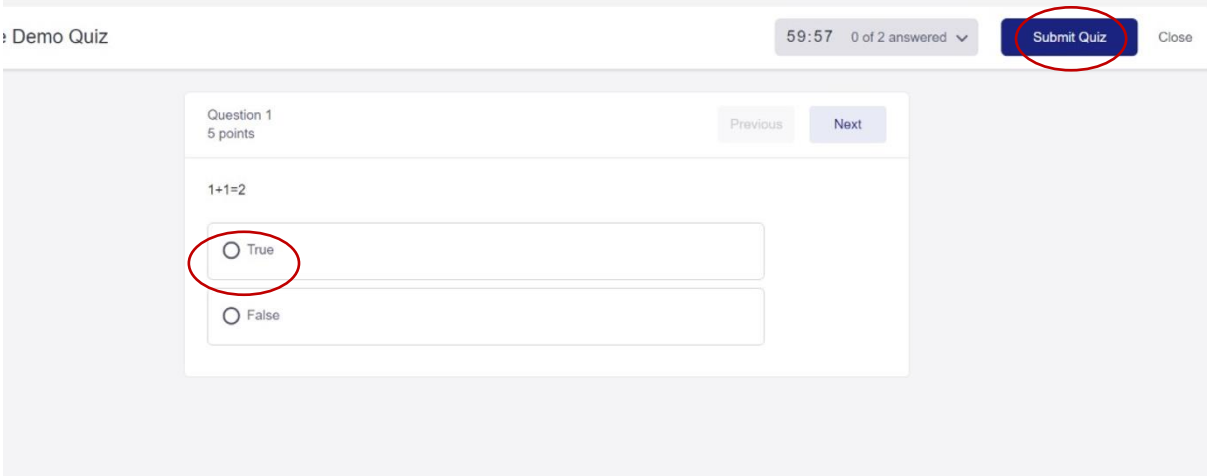
Select the specific **Class** and find the Quiz Post. If you have a lot of posts, you might want to click the "**Filter Posts By"** link in the top right corner and filter by Quizzes.



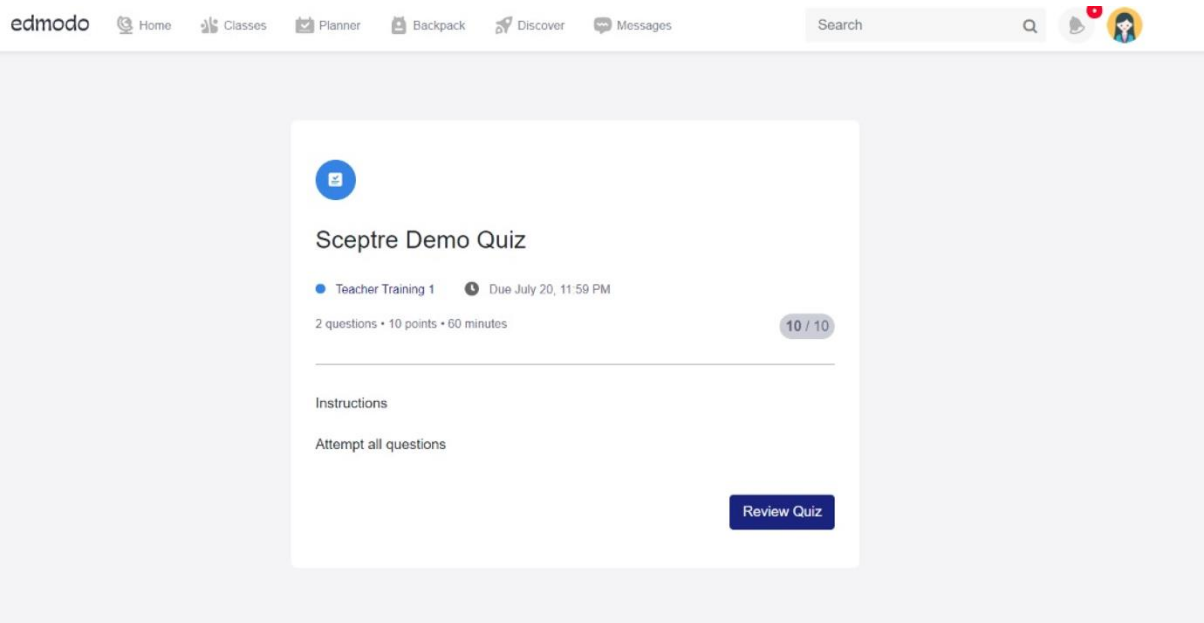
1. Click the **"Take Quiz"** button on the Quiz Post to take the Quiz. A page will appear with the name and details of the Quiz (description, time limit, etc.)



2. Select the **“Start Quiz”** button to start the Quiz. The timer will begin and will continue to go, even if you leave the Quiz window.



3. Select or type the answer to the question, and select the **“Next”** button at the top right of the Quiz to move on to the next question. Repeat until the Quiz is completed. You can also select the **"Previous"** button to go back and correct previous answers.
4. View how many **questions** have been completed and the amount of **time left** to complete the Quiz at the top panel.
5. Click the **“Submit Quiz”** button at the top right corner once the Quiz is completed. A pop up box will appear asking, “Are you sure you want to end this Quiz?” Once you select **“OK,”** the Quiz will be submitted.



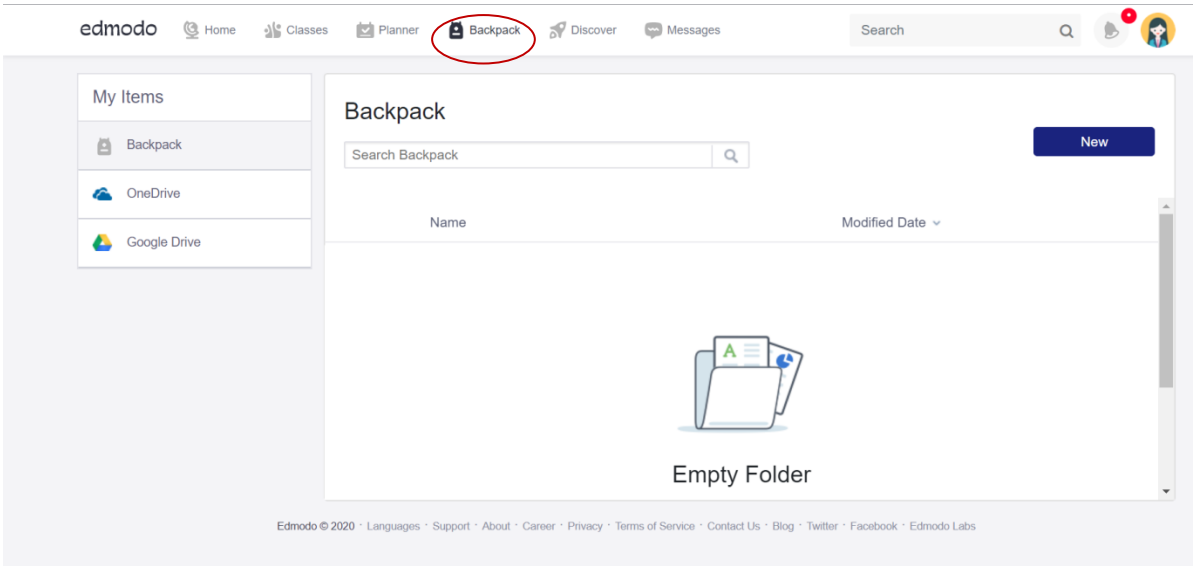
6. Select the **"View Results"** link if your teacher chose to allow you to view your results immediately. By clicking this link, you will be able to review each question and see correct answers.

***Note**: If you leave the Quiz window during a Quiz, you can come back to it later and pick up where you left off. However, please note that the timer will continue to run once you start it, even when you do not have the Quiz window open. You can also take a Quiz using the Edmodo mobile apps.*

Click here for a tutorial on how to take a quiz.

4. BACKPACK

Your backpack has unlimited storage; however, no single item may be over 100MB. You can access your files from anywhere via the web or Edmodo's iOS and Android mobile app, All the content your teachers share will be separate from the backpack, it will only include your own work from quizzes and assignments.



Once you have added content to your **Backpack**, you have several options to help you stay more organized and use your files. Just follow the steps below:

1. Hover over the **item** you want to organize and click the **More Option** to the far right of the item's name. You can also simply **right click** on an individual file.
2. Choose from the options in the **Options Menu.**

What does each option do?

- Edit: Rename any Backpack item.
- **Open in Office:** Some compatible documents can be opened for editing in Office365. This option will not show for non-compatible documents types.

- **Attach to Note:** Send an item straight to one of your Groups as an attachment to a Note, directly from your Backpack.
- **Move:** Move an item to another location in your Backpack, such as inside a Folder.
- **Copy:** Create a copy of an item in another location. Use this option to keep an item in multiple Folders.
- **Download:** Download a copy of the item to your computer.
- **Delete:** Permanently remove an item from your Library. Deleting Folders deletes all of the contents inside, so be careful with this one!

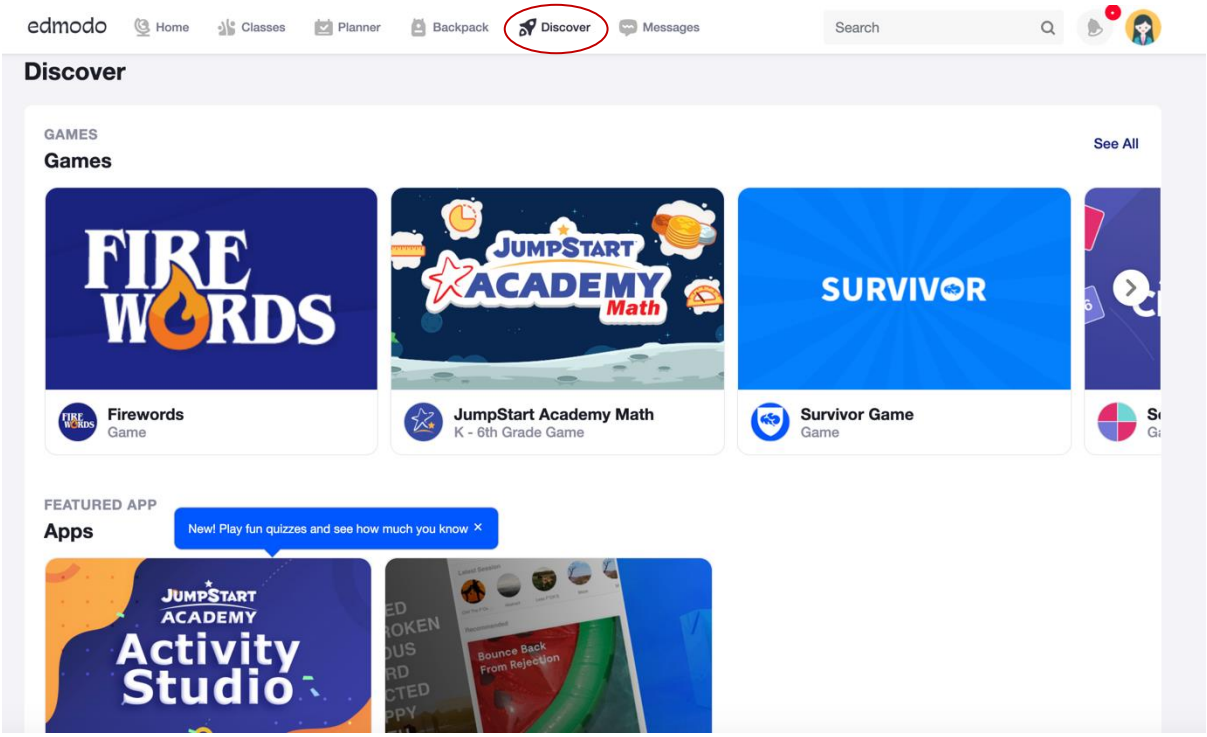
You can also **select multiple items at once**! Use the **"control"** or **"command"** (⌘) key or **"shift"** key to select multiple items. Then, **right click** on an item to see the management options. Not all options will be available with multiple files selected.

Note: *It is not possible to save a resource directly to a folder. You must save it to your Backpack first, then you can move it to a folder.*

Click Here for a tutorial.

5. DISCOVER

Discover is a new space on Edmodo where teachers and students can find free, high-quality educational resources such as activities, apps, and games that are shared by the Edmodo teacher community and our trusted education partners.



To browse activities on Discover:

Desktop:

- Login to your Edmodo account.
- In the Top Toolbar, click on the Discover tab. It is located in the middle of the toolbar on the teacher page, and is the tab that is second to the right on the student page.
- You will be taken to the Discover page. Click on the content that you would like to open.

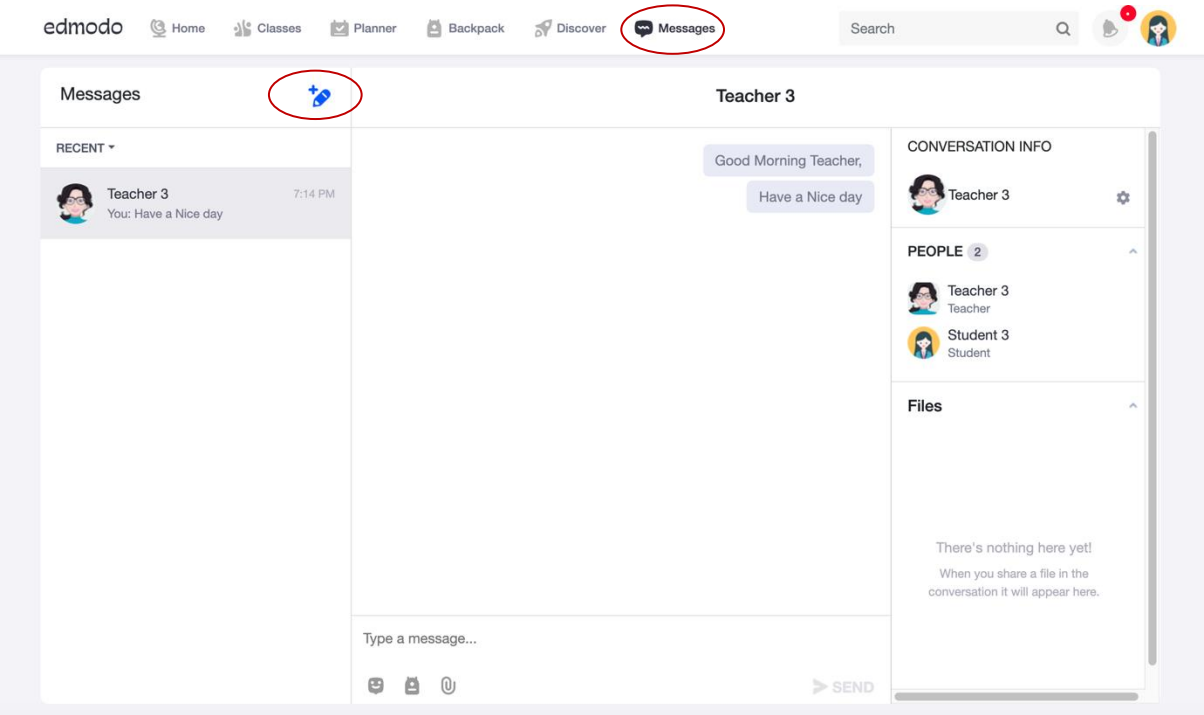
App:

- Download the latest Edmodo app on your mobile device.
- Login or create an account.
- Tap the Discover tab in the bottom navigation bar. It is located in the middle of the navigation bar on the student version, and is the second to the left tab for the teacher's interface.

Click here for a tutorial.

6. MESSAGES

You can easily use Messages **(direct messaging)** to have individual conversations with your students, their parents or any of your Teacher Connections. You can also create group conversations with multiple members as well.



Students can send a message to:

- Students who are in their Classes/Groups.
- Parents who are connected to Students in their Classes/Groups.
- Teachers who are in their Classes/Groups.

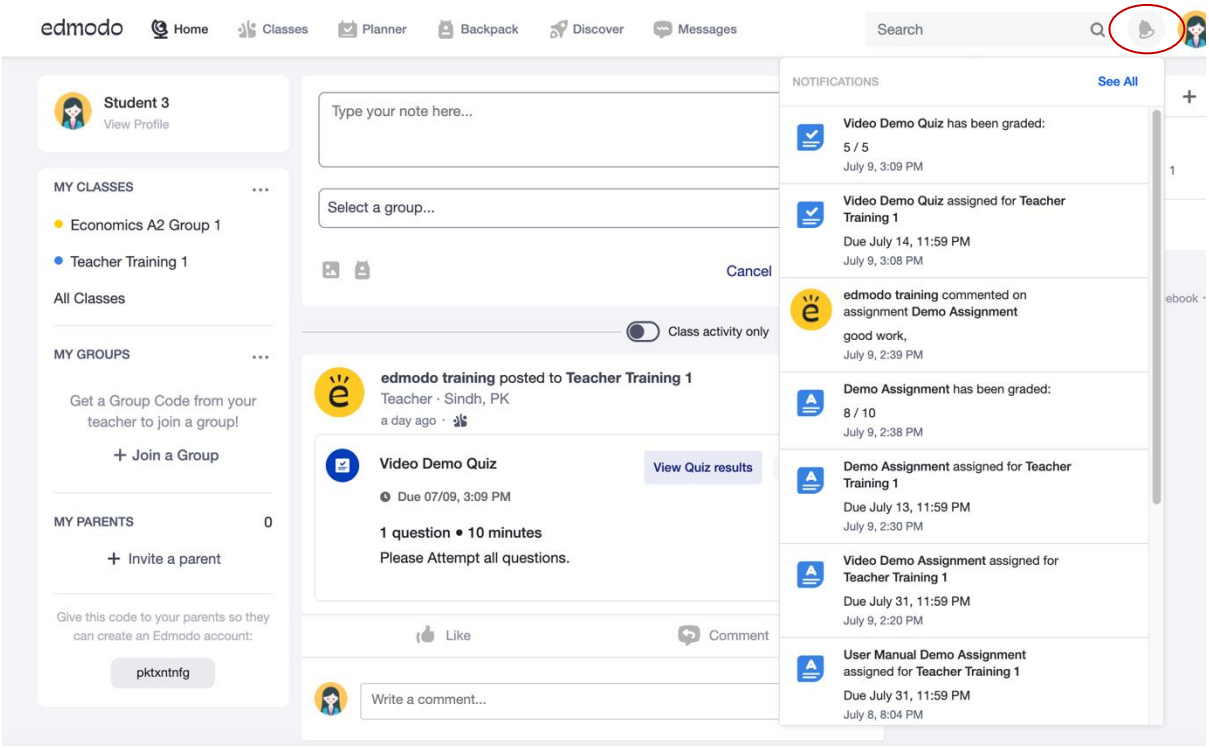
Parents can send a message to:

- Their children's teachers (Teachers whose Class/Group their child belongs to).
- Their children (Students who they are connected to).

Click here for a tutorial.

7. NOTIFICATIONS

Your Notifications are found by clicking the bell icon Bell. Notifications will inform you about the activity in your Edmodo groups. All Notifications will be stored for three months, keeping you updated about the newest activity, while also allowing you to review past activity. The number in the red notification bubble on the top toolbar represents the number of new, unseen Notifications.



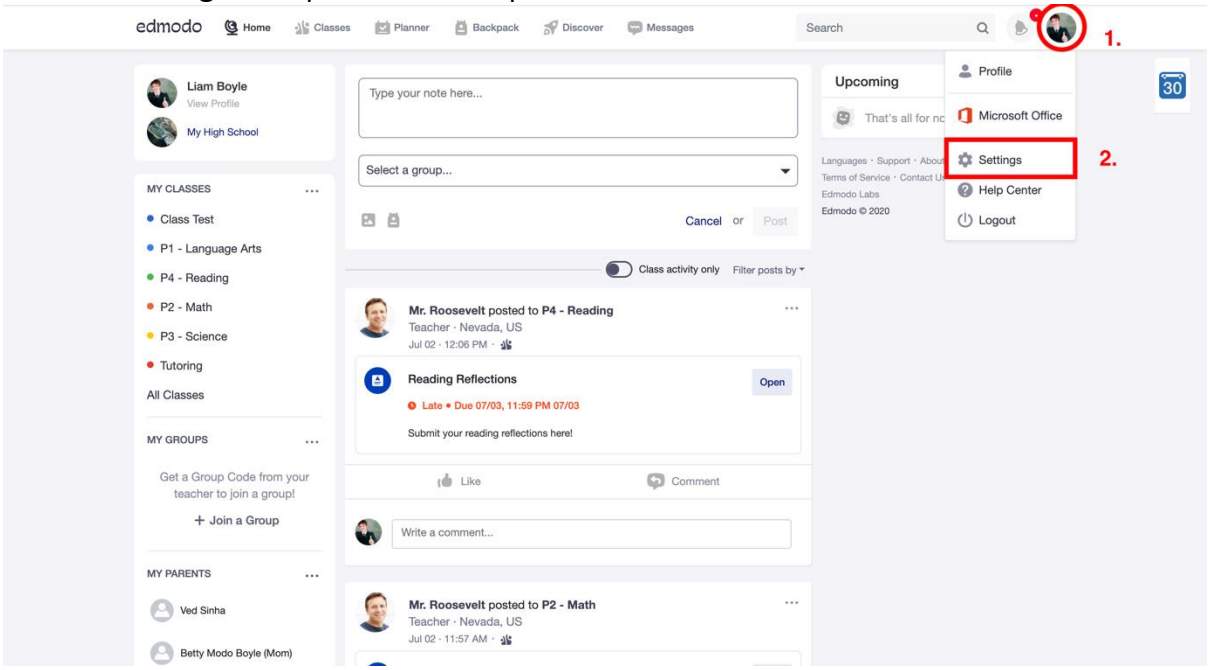
Click here for a tutorial.

8.SETTINGS

To update any personal information on your Account, including your email or password, or your email and text notifications, Account Settings is the place to go. To get started, you can access your Account Settings by following these steps:

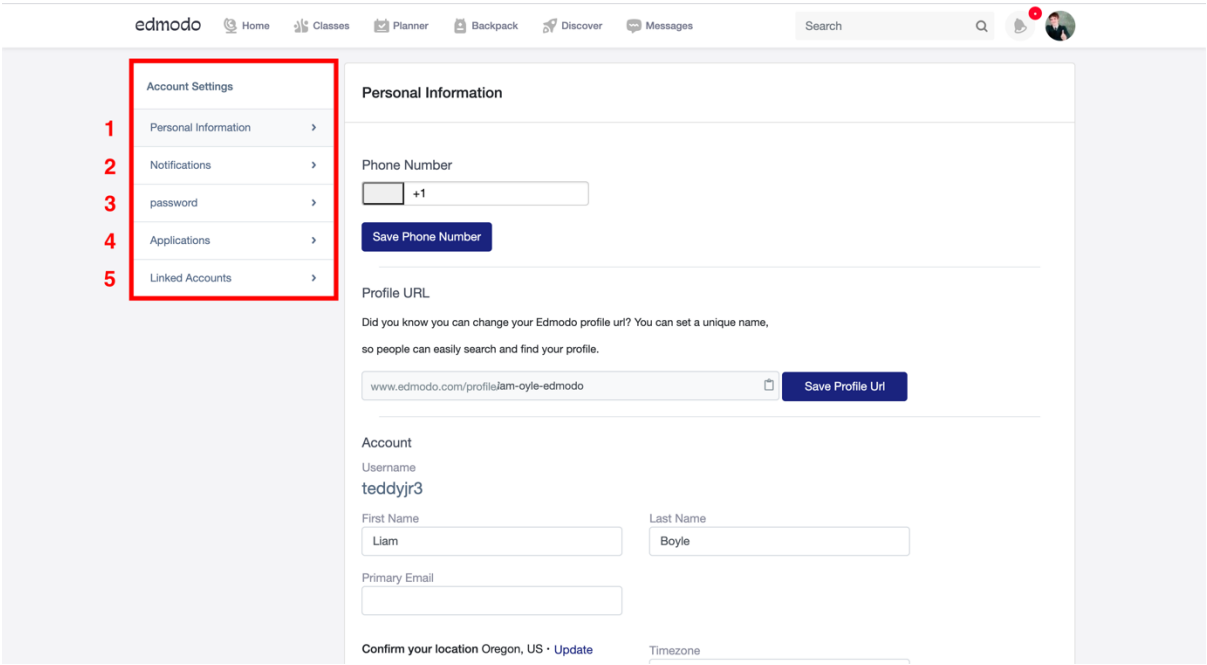
8.1 Select the profile icon in the top toolbar.

8.2 Click the **Settings** option in the dropdown menu.



8.2.1 Personal Information Tab:

- Personal Information: Edit your first/last name (this is your display name.)
- Email address: Not required, but recommended because it will help with resetting your password.
- Country: Add your Country
- Time zone: Make sure your time zone is set to the same as your teacher's time zone.



8.2.2. Notifications Tab:

- Notification Type: Choose email, SMS (text messages), or Push (if you have a mobile app installed) from the top bar.
    - Email: Email notifications will be sent to the email address associated with your Edmodo Account.
    - Text Message: You will need to verify your phone number in order to enable text notifications.
        - *Note: Text Notifications are only available for users in the U.S. and Canada. Standard text messaging rates apply.*
    - Push: You will receive a notification through your iOS or Android mobile apps when you are logged into the app on your device.
- Select the type of notifications you would like to receive by toggling the option next to one or more of the choices. Learn more about adjusting your notifications here.

8.2.3. Password Tab:

- To change your password, enter your existing password and then your new password.
- Select **Change Password** to save the changes.

8.2.4. Applications Tab:

- Learn more about managing your Third Party applications here.

8.2.5. Linked Accounts Tab:

- Click here to view your linked accounts.

Click here for a tutorial.