



User Guide – Teachers

Table of Contents

What is Edmodo?	3
1. HOME PAGE	4
2. CLASSES.....	5
2.1 CLASS MANAGEMENT	5
2.1.1 POST (VIRTUAL CLASS)	6
2.1.2 FOLDERS	7
2.1.3 MEMBERS.....	8
2.1.4 SMALL GROUPS	8
2.1.5 CLASS CODE.....	9
2.1.6 ELLIPSIS (...)	10
2.1.7 CREATE QUIZZES, ASSIGNMENTS & GAMES.....	11
2.1.7 (A) CREATE ASSIGNMENT.....	12
ASSIGNMENTS	12
2.1.7 (B) QUIZZES	12
ASSIGN A QUIZ	13
2.2 WHAT'S DUE	14
2.2.1 REVIEWED	15
2.3 PROGRESS	16
3. DISCOVER	17
4. LIBRARY.....	17
5. MESSAGES	18
6. NOTIFICATIONS	19
7. ACCOUNT SETTINGS.....	19
8. PLANNER	20

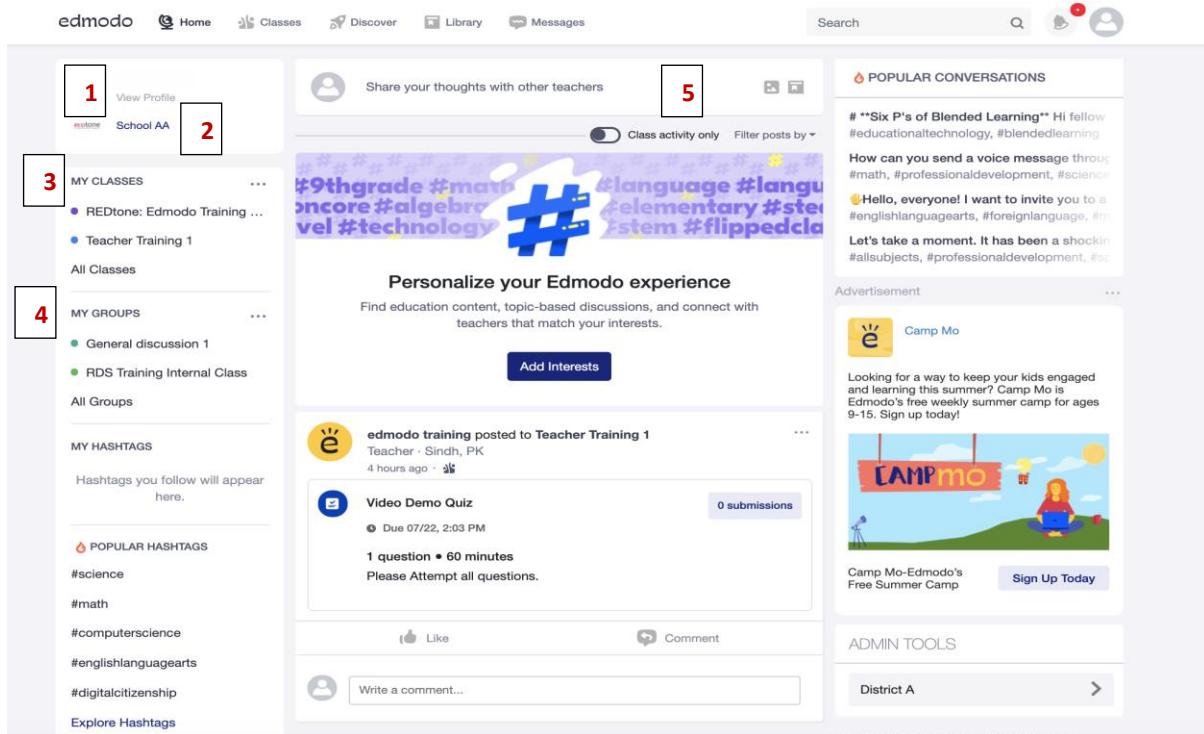
What is Edmodo?

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



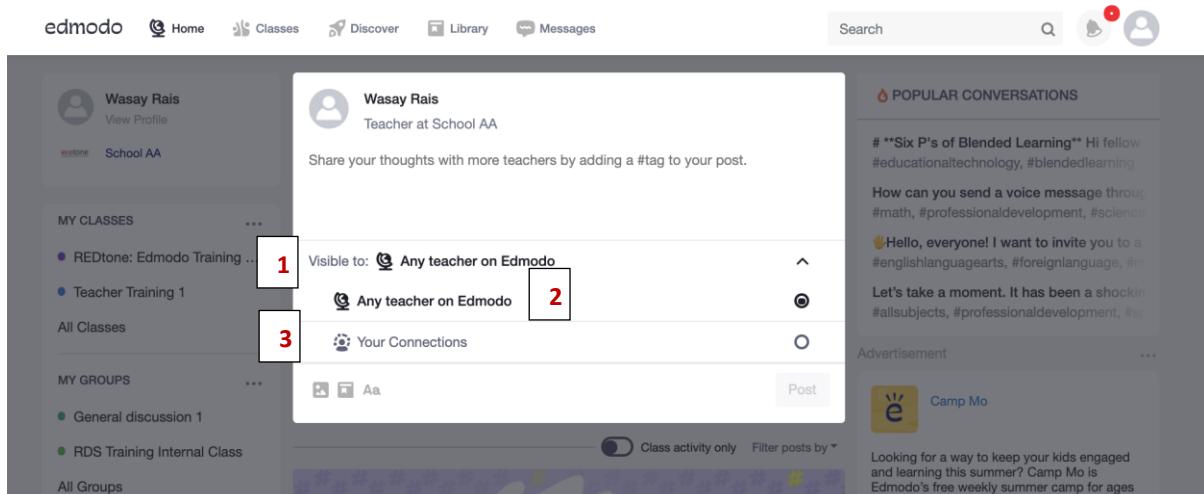
The screenshot shows the Edmodo Home Page with the following sections and features:

- Top Navigation:** edmodo, Home, Classes, Discover, Library, Messages, Search, Notifications, Profile.
- Profile Section (1):** View Profile, School AA.
- My Classes Section (2):** MY CLASSES, REDtone: Edmodo Training 1, Teacher Training 1, All Classes.
- My Groups Section (4):** MY GROUPS, General discussion 1, RDS Training Internal Class, All Groups.
- Popular Hashtags Section (3):** #science, #math, #computerscience, #englishlanguagearts, #digitalcitizenship, Explore Hashtags.
- Home Feed Section (5):** Share your thoughts with other teachers, Class activity only, Filter posts by, #POPULAR CONVERSATIONS, #Six P's of Blended Learning, How can you send a voice message, #Hello, everyone!, Let's take a moment., Advertisement, Camp Mo, Popular hashtags, #science, #math, #computerscience, #englishlanguagearts, #digitalcitizenship, Explore Hashtags.
- Bottom Navigation:** Home, About, Contact, Logout.

Your Edmodo homepage consists of a home feed and displays activities of your students, teachers, and connections from the Edmodo global community.

- Profile:** This is your profile which can be customized.
- School:** This is the school you are associated with. Refer to this page for school updates.
- My Classes:** These are all the classes you are a member of.
- My Groups:** These are the groups that you belong to.
- Posts:** You can attach files & images within your post.

HOME PAGE POSTS



The screenshot shows the Edmodo Home Page with a post by Wasay Rais:

Post Details: Wasay Rais, Teacher at School AA, Share your thoughts with more teachers by adding a #tag to your post.

Visibility Options:

- Visible to: **1** Any teacher on Edmodo (highlighted)
- 2** Any teacher on Edmodo (highlighted)
- 3** Your Connections (highlighted)

Bottom Navigation: Home, About, Contact, Logout.

- All teachers with Edmodo accounts globally will be able to see and interact with your post.
- Only Teachers at your School will be able to see and interact with your post.
- Only your connections will be able to see and interact with your post.

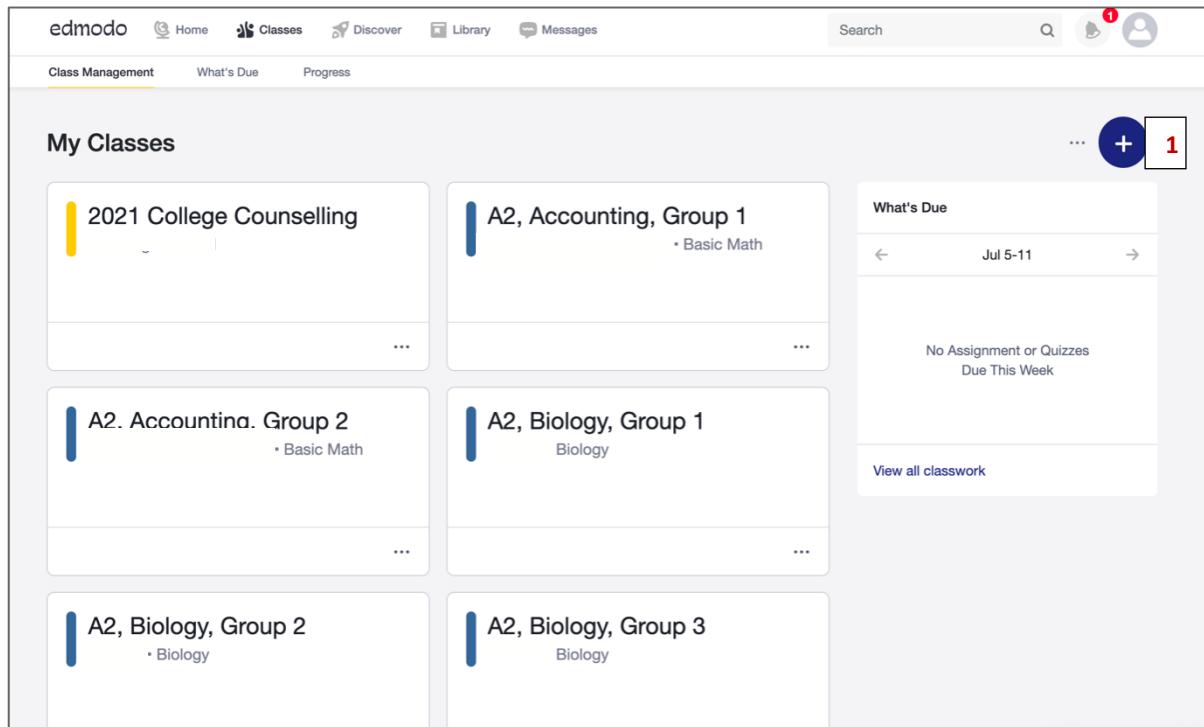
2. CLASSES

These are the virtual classes you belong to.

2.1 CLASS MANAGEMENT

With Edmodo Classes, teachers have the tools to share class materials, assess student learning, keep parents updated, and build vibrant classroom communities.

Classes are enclosed communities where teachers and students can communicate, participate in discussions, and complete assessments.



The screenshot shows the Edmodo Class Management interface. At the top, there is a navigation bar with links for Home, Classes, Discover, Library, and Messages. On the right side of the top bar, there is a search bar, a notification icon with a red '1', and a user profile icon. Below the navigation bar, there are tabs for Class Management, What's Due, and Progress. The main area is titled 'My Classes' and displays a grid of six class cards. The classes are:

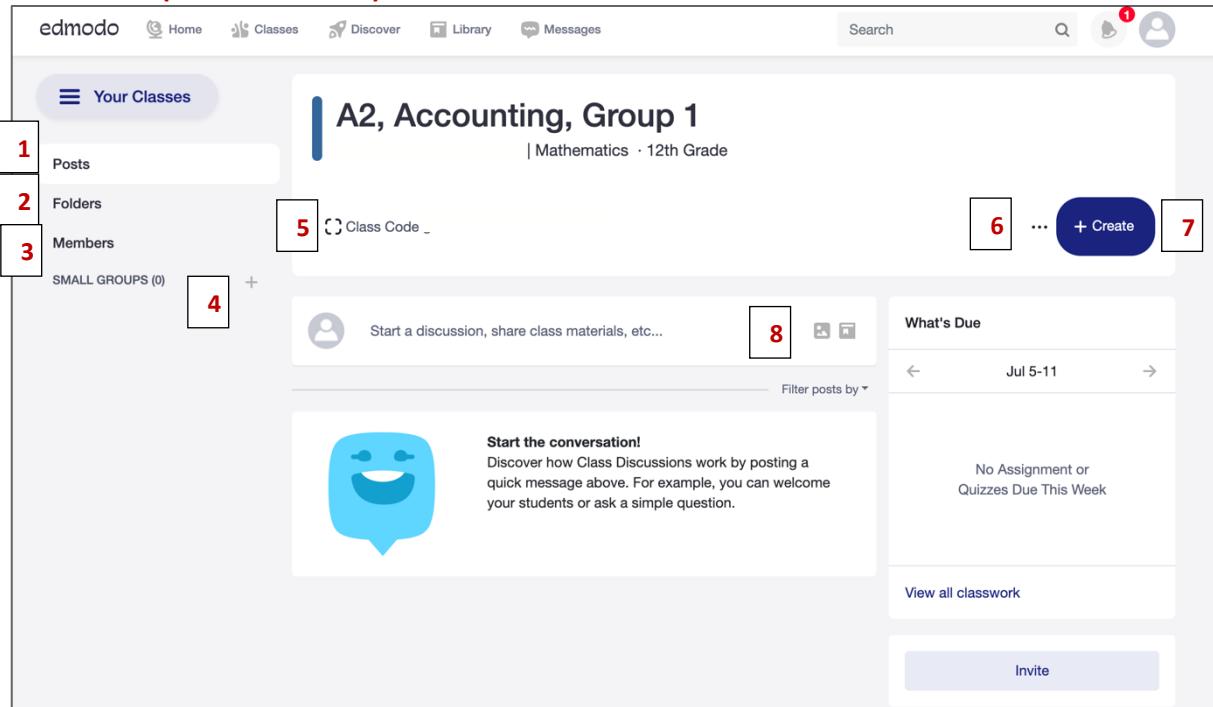
- 2021 College Counselling
- A2, Accounting, Group 1 (Basic Math)
- A2. Accountina. Group 2 (Basic Math)
- A2, Biology, Group 1 (Biology)
- A2, Biology, Group 2 (Biology)
- A2, Biology, Group 3 (Biology)

On the right side of the interface, there is a sidebar titled 'What's Due' which shows a date range from Jul 5-11. Below this, it says 'No Assignment or Quizzes Due This Week' and has a link to 'View all classwork'. At the top right of the sidebar, there is a blue button with a white plus sign and a red '1' indicating a new item.

- Plus Icon: Create your class or join a class

Click [here](#) for a tutorial.

2.1.1 POST (VIRTUAL CLASS)



The screenshot shows the Edmodo interface for a class named 'A2, Accounting, Group 1'. The interface includes a sidebar with 'Your Classes' (1), 'Posts' (1), 'Folders' (2), 'Members' (3), and 'Small Groups (0)' (4). The main area displays the class name, grade level (Mathematics · 12th Grade), a 'Class Code' (5), a discussion input field (6), a 'Start the conversation!' message (7), and a 'What's Due' section (8) showing 'Jul 5-11' and 'No Assignment or Quizzes Due This Week'.

- 1. Posts:** Virtual classroom private posts (only visible to members of the class).
- 2. Folders:** You can access your files, organise them in folders/sub-folders & share resources with your students.
- 3. Members:** You can view members of the class (Teachers, Students & Parents associated with students).
- 4. Small Groups:** Teachers can create small groups within their classes to differentiate instructions and capitalise on personal interactions with students. Small groups are great for ongoing projects, gamification, and differentiated instruction. You can also assign quizzes or assignments to members of your small groups only.
- 5. Class Code:** Your Class/Group Code is the key for members to join your classes or groups or create an account. Providing students or teachers the Code is the easiest way to have them join your Class/Group.
- 6. Ellipsis:** Customize your class settings.
- 7. + Icon:** Create or load existing quizzes, games & assignments.
- 8. Post Content:** Post your content here & you can also attach files & images. (E.g. Past papers).

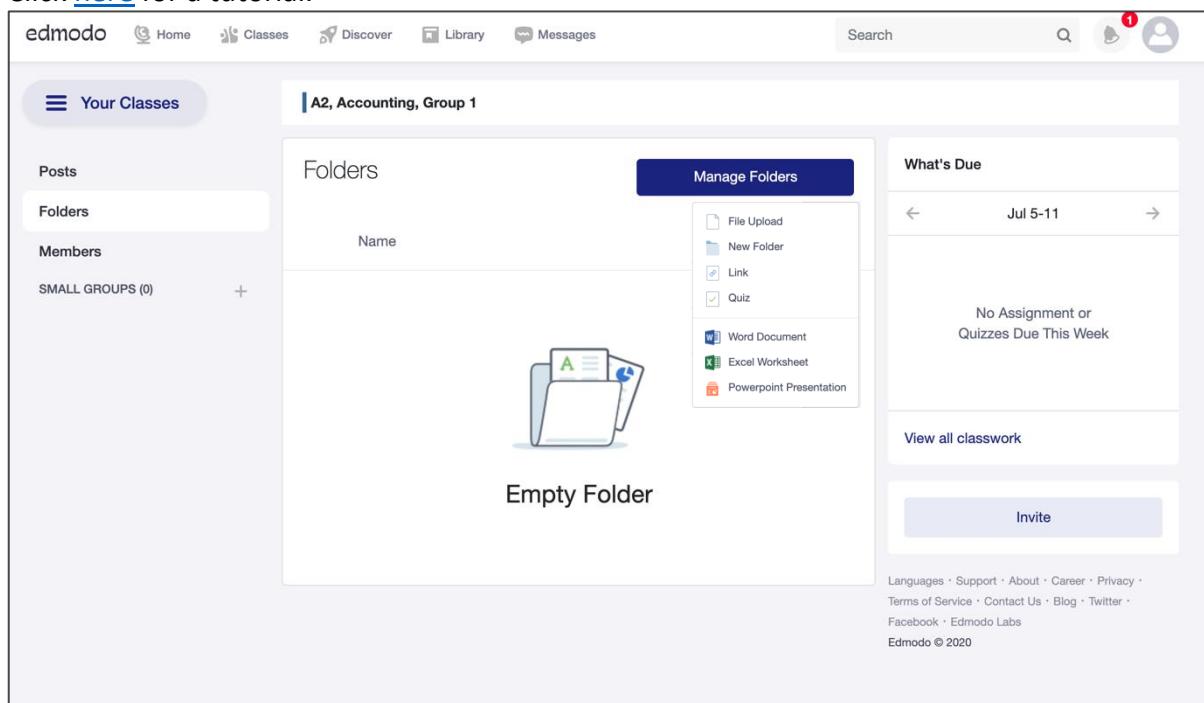
Click [here](#) for a tutorial.

Click [here](#) for a tutorial on how to send notes to parents.

2.1.2 FOLDERS

Your Folders have 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, organise them in Folders and sub-Folders, and share resources with your students. Similar to the Edmodo Library, however, these files/folders are visible to members of your virtual classroom.

Click [here](#) for a tutorial.

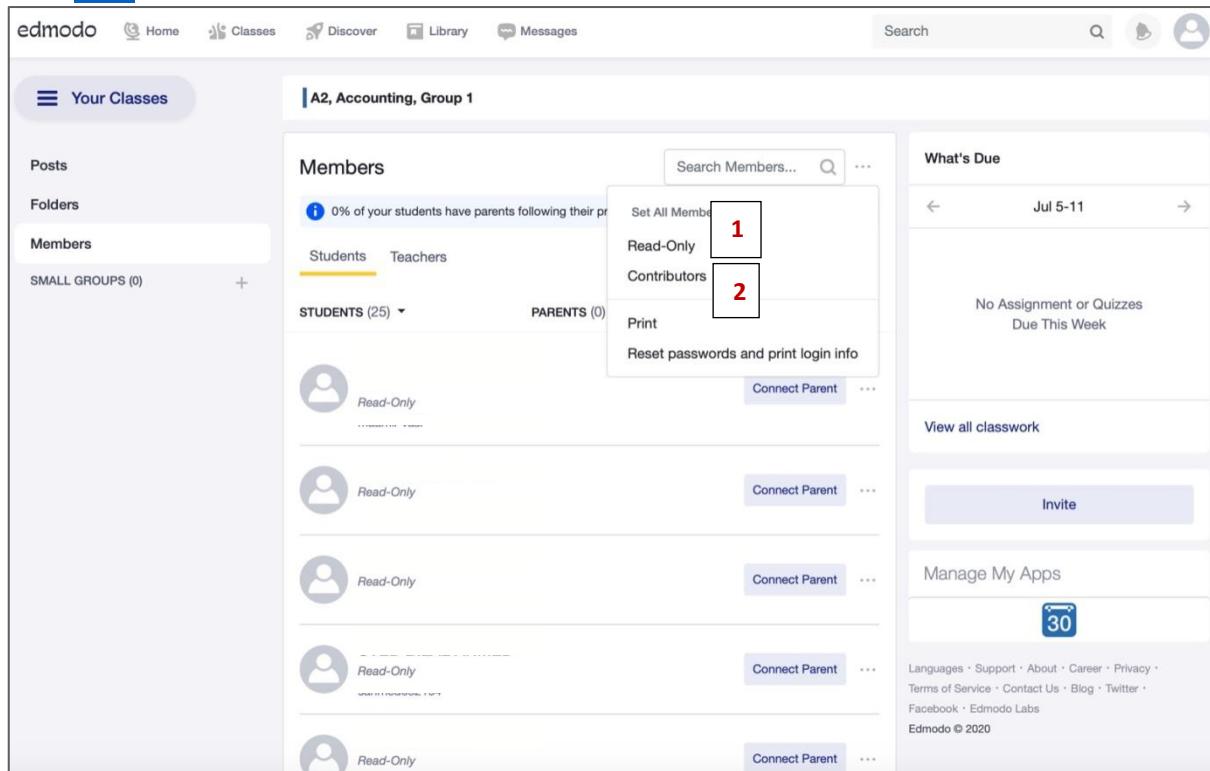


The screenshot shows the Edmodo interface for a class named "A2, Accounting, Group 1". The left sidebar shows "Your Classes" with "Folders" selected. The main content area displays an "Empty Folder" icon. A "Manage Folders" menu is open, listing options: File Upload, New Folder, Link, Quiz, Word Document, Excel Worksheet, and Powerpoint Presentation. The right sidebar shows "What's Due" for the week of Jul 5-11, indicating no assignments or quizzes are due. At the bottom, there are links for Languages, Support, About, Career, Privacy, Terms of Service, Contact Us, Blog, Twitter, Facebook, Edmodo Labs, and the copyright notice Edmodo © 2020.

2.1.3 MEMBERS

You can view Parents, Teachers & Students members of your class room.

Click [here](#) for a tutorial.



Members

0% of your students have parents following their posts

Students **Teachers**

STUDENTS (25) **PARENTS (0)**

Set All Members Read-Only Contributors Print Reset passwords and print login info

Read-Only

Read-Only

Read-Only

Read-Only

Read-Only

Read-Only

What's Due

Jul 5-11

No Assignment or Quizzes Due This Week

View all classwork

Invite

Manage My Apps

30

Languages · Support · About · Career · Privacy · Terms of Service · Contact Us · Blog · Twitter · Facebook · Edmodo Labs

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1. “Read only members” can only read post but cannot contribute to the class.
Click [here](#) for a tutorial.
2. “Contributors” are those members who can comment and post within a virtual class room.
Click [here](#) for a tutorial.
Click [here](#) for a tutorial on how to add a co-teacher to a class.

2.1.4 SMALL GROUPS

Teachers can create small groups within their classes to differentiate instructions and capitalize on personal interactions with students. Small groups are great for ongoing projects, gamification, and differentiated instruction.

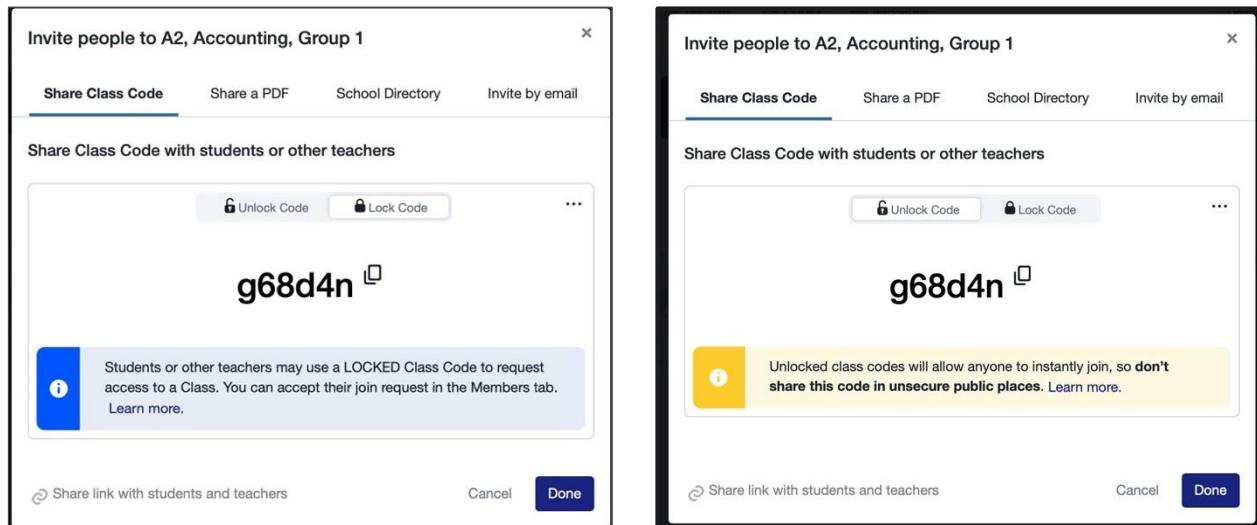
Click [here](#) for a tutorial on how to create a small group.

Click [here](#) for a tutorial on how to add members to a small group.

2.1.5 CLASS CODE

Your Class/Group Code is the key for members to join your classes or groups or create an account. Providing students or teachers the Code is the easiest way to have them join your Class/Group.

Click [here](#) for a tutorial.

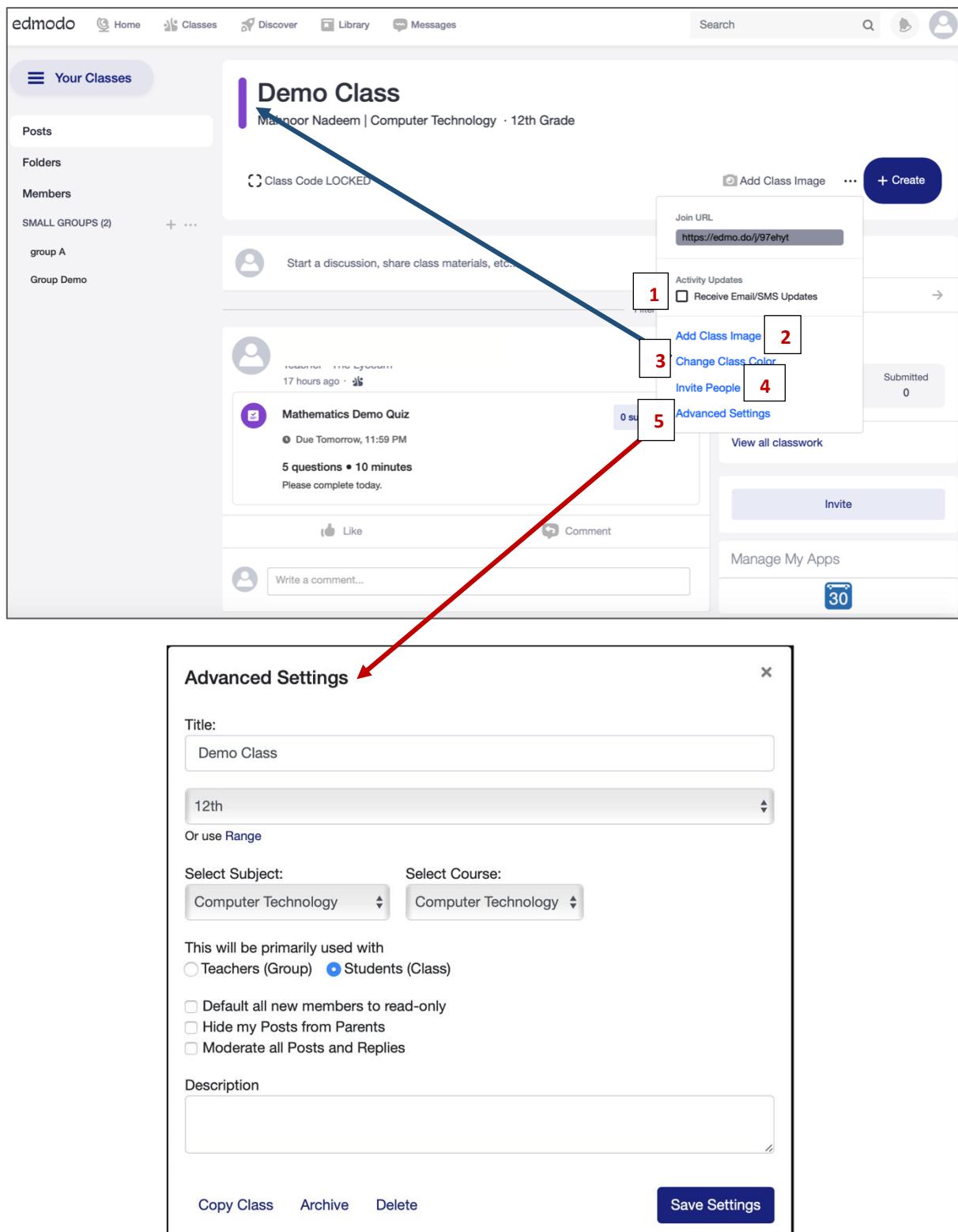


The image contains two side-by-side screenshots of a web interface for managing class codes. Both screenshots have a header 'Invite people to A2, Accounting, Group 1' and a menu bar with 'Share Class Code', 'Share a PDF', 'School Directory', and 'Invite by email'. Below the menu, there's a section titled 'Share Class Code with students or other teachers' containing a code field with 'g68d4n' and a copy icon. Each screenshot has a bottom row with 'Share link with students and teachers', 'Cancel', and a 'Done' button. The left screenshot features a blue info box with text: 'Students or other teachers may use a LOCKED Class Code to request access to a Class. You can accept their join request in the Members tab.' and a 'Learn more.' link. The right screenshot features a yellow info box with text: 'Unlocked class codes will allow anyone to instantly join, so **don't share this code in unsecure public places**. Learn more.' and a 'Learn more.' link.

Here is some key information about Codes:

- Unlocked Codes will allow members to instantly join a Class/Group or create an account, without the owner's permission.
- Codes automatically lock 14 days after creating a Class/Group or resetting the code. Locked Codes can still be used to join a class/group. If a locked Code is used the student will enter an approval queue, and the owner will have to approve the Join request.
- The owner can unlock or reset the Code at any time by clicking on the class Code > clicking the ellipsis > Reset Code.
- Once a code has been reset, students will not be able to use old or historical codes to join a class. They will have to use the new code that has been generated.
- Codes are one of two ways (in addition to the Join URL) that a student or teacher can join a Class/Group. The Join URL is a link that, when entered in to the browser, will add students to an approval queue for the group owner to approve.

2.1.6 ELLIPSIS (...)



Advanced Settings

Title: Demo Class

12th

Or use Range

Select Subject: Computer Technology Select Course: Computer Technology

This will be primarily used with
 Teachers (Group) Students (Class)

Default all new members to read-only
 Hide my Posts from Parents
 Moderate all Posts and Replies

Description

Copy Class Archive Delete **Save Settings**

- Receive Email/SMS updates:** This will ensure an email is sent to all members of the classroom when an activity takes place inside the virtual classroom
- Add class image:** Customise and add a class cover photo.
- Change class color:** Customise the class colour (as shown by the blue arrow)

4. **Invite people:** Invite students & teachers

5. **Advanced settings**

5.1 You can change the name of the class from here.

5.2 You can choose the grade or range or grades.

5.3 Choose subject and course.

5.4 **Customise settings:**

- Default all new members to read-only: You can also edit your Moderation Settings and default all new members to **read only status**.
- **Hide my posts from parents:** You can choose to hide your notes from parents.
- **Moderate all Posts and Replies:** When a student posts or comments within the virtual classroom, it will first be sent to the teacher to “approve” or “decline.”

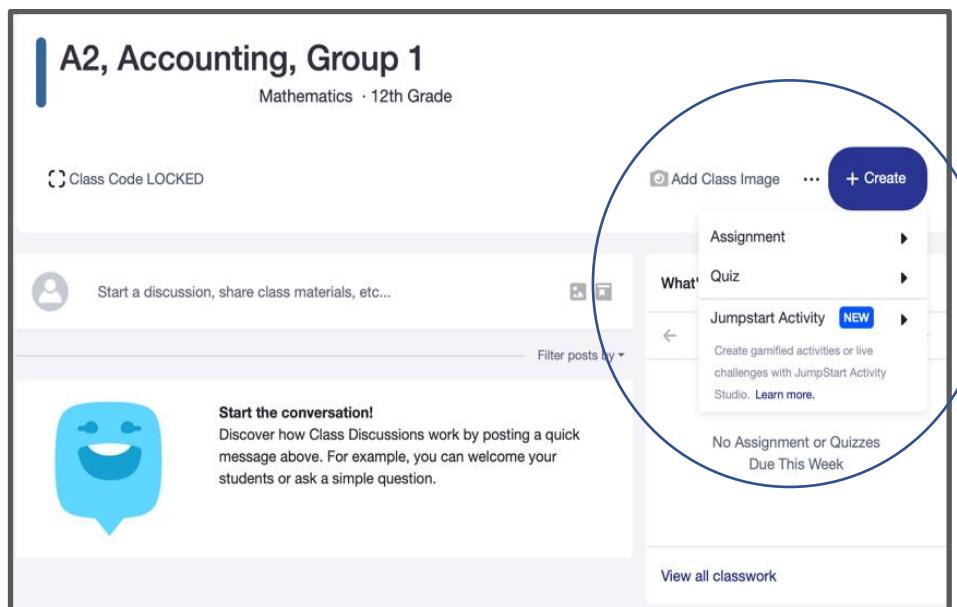
5.5 **Copy class:** You can make a duplicate class with the material from this virtual class.

5.6 **Archive:** You can archive a class if it is not being used.

5.7 **Delete:** You can delete the class

Click [here](#) for a tutorial.

2.1.7 CREATE QUIZZES, ASSIGNMENTS & GAMES



A2, Accounting, Group 1

Mathematics · 12th Grade

Class Code LOCKED

Start a discussion, share class materials, etc...

Start the conversation!

Discover how Class Discussions work by posting a quick message above. For example, you can welcome your students or ask a simple question.

Add Class Image

+ Create

Assignment

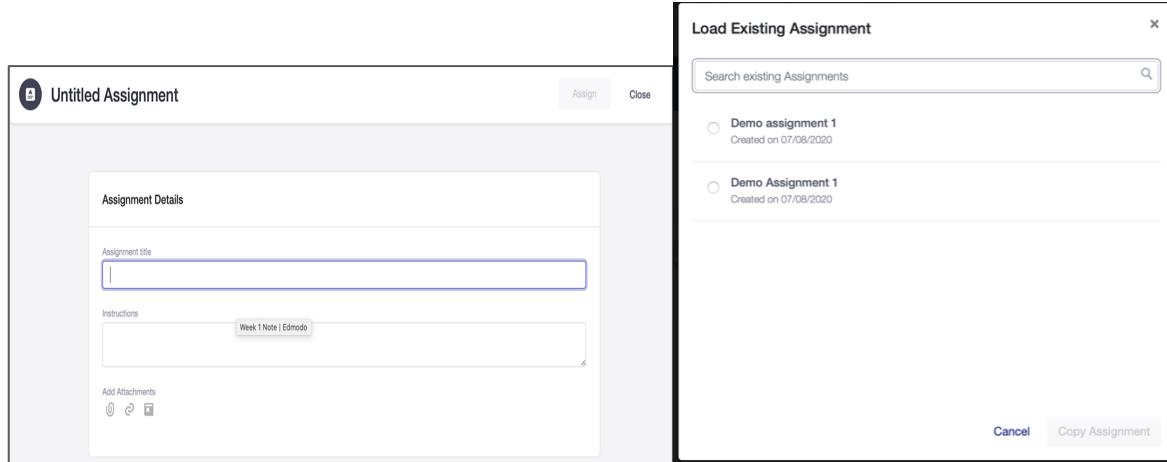
Quiz

Jumpstart Activity NEW

No Assignment or Quizzes Due This Week

View all classwork

2.1.7 (A) CREATE ASSIGNMENT



The screenshot shows the 'Untitled Assignment' creation screen on the left and a 'Load Existing Assignment' modal on the right. The assignment title is empty. The modal lists two existing assignments: 'Demo assignment 1' and 'Demo Assignment 1', both created on 07/08/2020. It includes a search bar, a 'Cancel' button, and a 'Copy Assignment' button.

ASSIGNMENTS

Skip the line at the copier and put away the red pen! It is easy to create and grade Edmodo Assignments.

Teachers can attach resources to the assignment, and students can submit a text response or attach a file to their submission. With just a few clicks, the assignment is scored and the student receives feedback via comments from the teacher.

Click [here](#) for a tutorial.

Loading a Previously Created Quiz or Assignment

Once you have created a Quiz or Assignment and have posted it to a Class or Group, it will be stored in Edmodo and you can easily distribute the Quiz or Assignment at any time to any of your Groups or Classes by clicking on the blue plus (+) button.

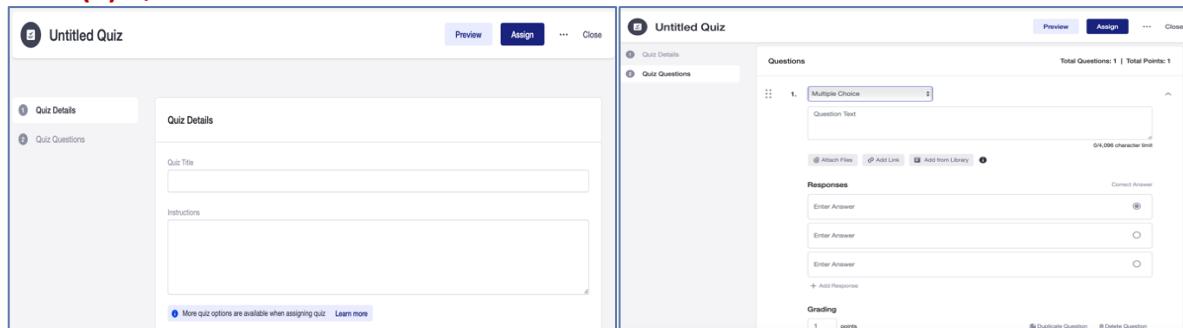
Click [here](#) for a tutorial.

Click [here](#) for a tutorial on how to send an assignment to another teacher.

Click [here](#) for a tutorial on how to delete an assignment.

Click [here](#) for a tutorial on how to lock the assignment after the due date.

2.1.7 (B) QUIZZES



The screenshot shows the 'Untitled Quiz' creation screen. It includes sections for 'Quiz Details' (Quiz Title: empty, Instructions: empty) and 'Quiz Questions' (a single multiple choice question with three options: 'A', 'B', 'C'). The question text is 'Question Text', and the correct answer is 'A'. There are buttons for 'Attach File', 'Add Link', and 'Add from Library'. The quiz has 1 point and no grading details.

Edmodo Quizzes save teachers time and provide instant feedback to students. Use quizzes for quick checks for understanding or a summative unit test.

There are six question types you can create in a Quiz:

- True/False

- Multiple Choice
- Short Answer
- Fill in the blank
- Matching
- Multiple Answer

Note: Edmodo automatically grades Quiz questions, except for Short Answer questions. Teachers can grade Short Answer questions manually or assign partial credit in the quiz grading page.

Click [here](#) for a tutorial on how to create a quiz.

Click [here](#) for a tutorial on how to load an existing quiz.

Click [here](#) for a tutorial on how to edit a quiz.

Click [here](#) for a tutorial on how to lock a quiz after the due date.

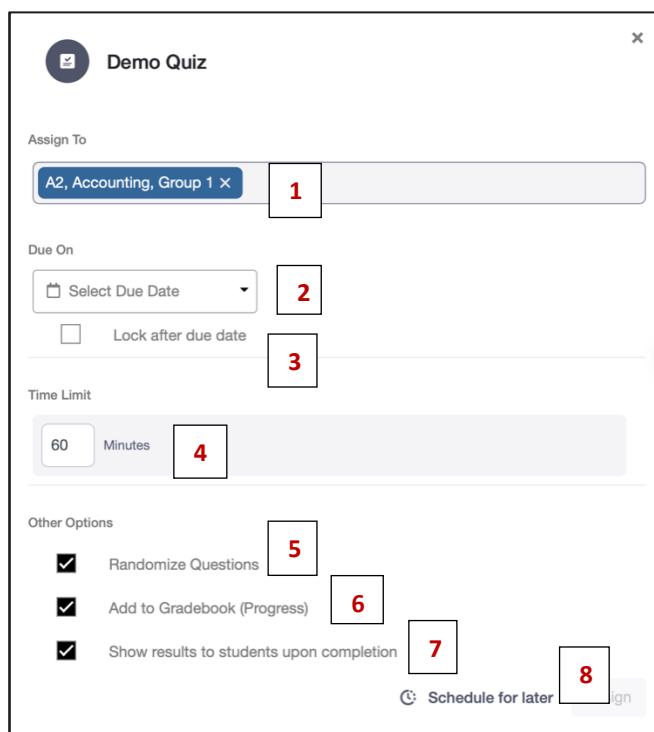
Click [here](#) for a tutorial on how to allow a student to retake a quiz,

Click [here](#) for a tutorial on how to add a picture or video to a quiz.

Click [here](#) for a tutorial on how to print a quiz.

Click [here](#) to learn more about limitations associated with a quiz on Edmodo.

ASSIGN A QUIZ



1. You can assign this Quiz to as many Groups or Classes as you like.
2. Select due date.
3. Lock after due date ensures no late submissions.
4. Time Limit assigned to complete the quiz.
5. Randomize questions: Change the order of questions for all students.

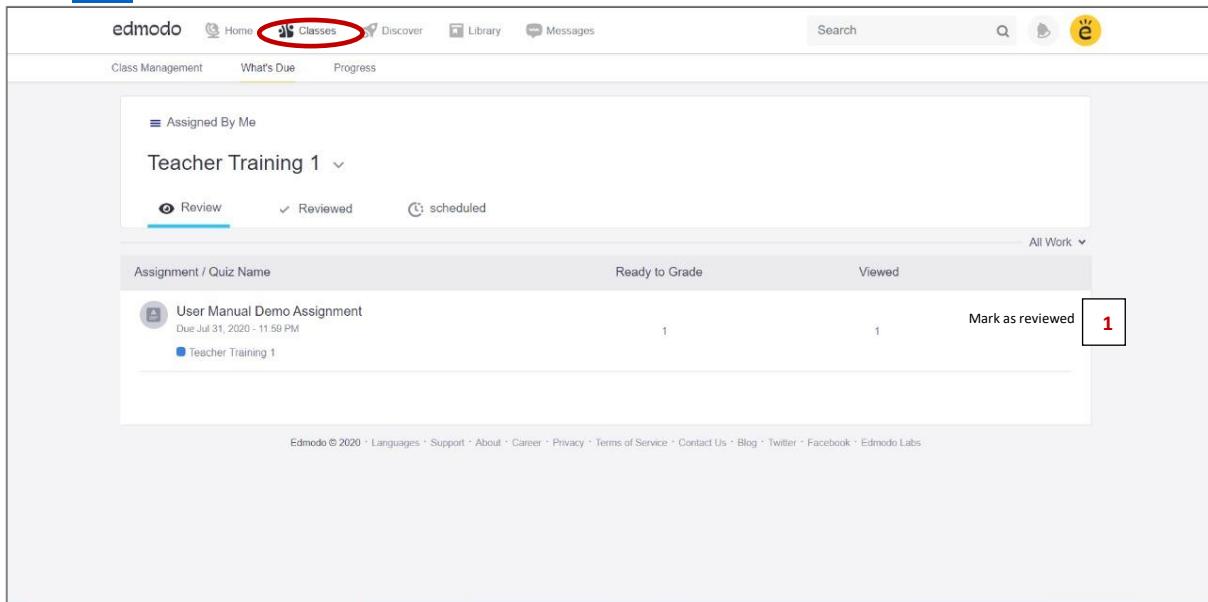
6. Add to Gradebook ensures the final grade is saved directly to the student's gradebook.
7. Choose whether or not to show results to students upon completion of the quiz.
8. "Schedule for later" – create a quiz in advance and choose a time and date of your preference for the quiz to be posted.

2.2 WHAT'S DUE

'What's Due' shows you a list of all Assignments and Quizzes you've sent in your Classes and Groups. From this view, you can see how many submissions each task has, along with how many learners have viewed the task.

To navigate to 'What's Due', click or hover on the Classes tab, then select 'What's Due' from the navigation menu. You can then filter by Class or Group (or view "All my classes") and filter by Assignment or Quiz (or view "All Work").

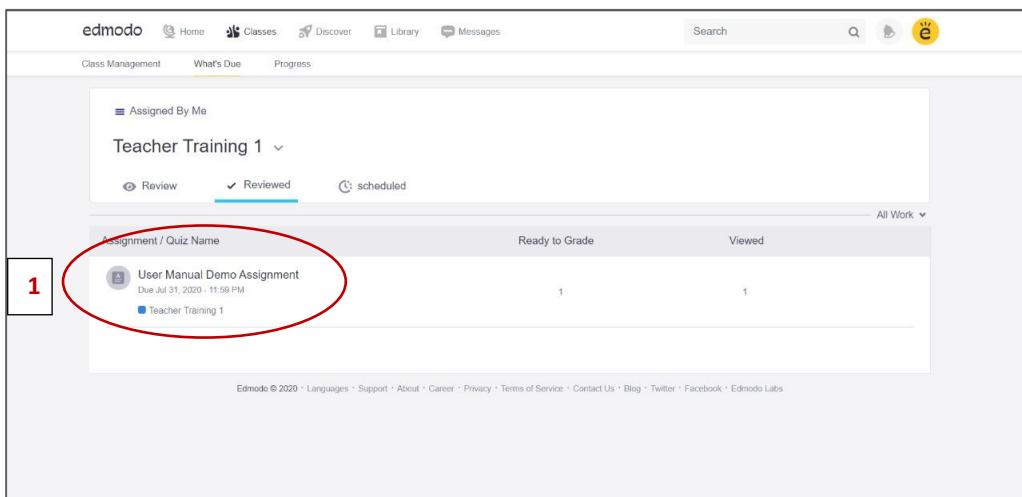
Click [here](#) for a tutorial.



The screenshot shows the Edmodo 'What's Due' page. At the top, there are navigation links: 'edmodo', 'Home', 'Classes' (which is circled in red), 'Discover', 'Library', and 'Messages'. Below the navigation is a search bar and a user icon. The main area shows a list of assignments under 'Assigned By Me' for the class 'Teacher Training 1'. The assignments are listed with columns for 'Assignment / Quiz Name', 'Ready to Grade', and 'Viewed'. A 'Mark as reviewed' button is shown with a red box around it, and a red '1' is placed over the button, indicating a pending action. At the bottom of the page, there is a footer with links to 'Languages', 'Support', 'About', 'Career', 'Privacy', 'Terms of Service', 'Contact Us', 'Blog', 'Twitter', 'Facebook', and 'Edmodo Labs'.

- Mark it as reviewed in order to start grading

2.2.1 REVIEWED



1

Assignment / Quiz Name

User Manual Demo Assignment
Due Jul 31, 2020 - 11:59 PM
Teacher Training 1

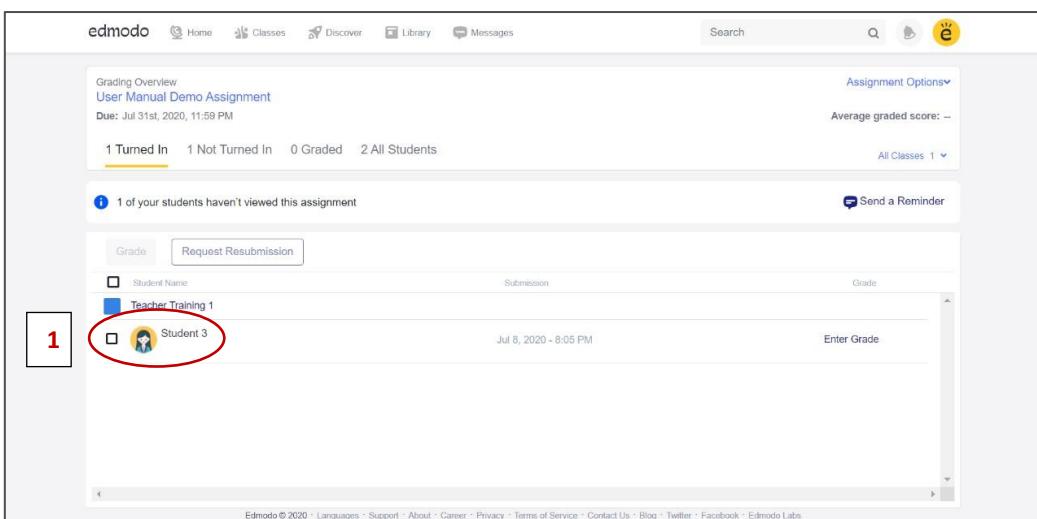
Ready to Grade

Viewed

1

1

- Click on “Assignment [Name]” to view all submissions.



1

1 of your students haven't viewed this assignment

Grade Request Resubmission

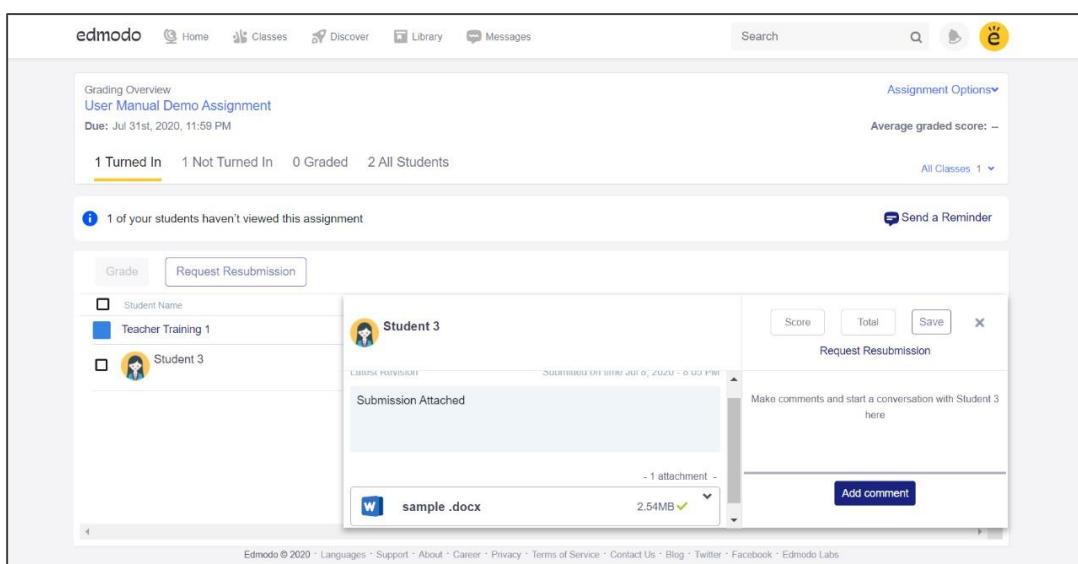
Student Name Submission Grade

Teacher Training 1

Student 3

Jul 8, 2020 - 8:05 PM Enter Grade

- Click on “Student” to open his/her submission.



1

1 of your students haven't viewed this assignment

Grade Request Resubmission

Student Name Submission Grade

Teacher Training 1

Student 3

Submitted on Jul 8, 2020 - 8:05 PM

Score Total Save X

Request Resubmission

Submission Attached

sample .docx 2.54MB ✓

Add comment

The assignment will be submitted as a word document or PDF, which the teacher will then open to annotate on the document itself. Once they are done, they will attach the edited document along with their comments and post it so that it is available for the student to access. They can also add a total score for the assignment. Quizzes are graded automatically and the final result entered in the gradebook.

Click [here](#) for a tutorial on how to grade assignments.

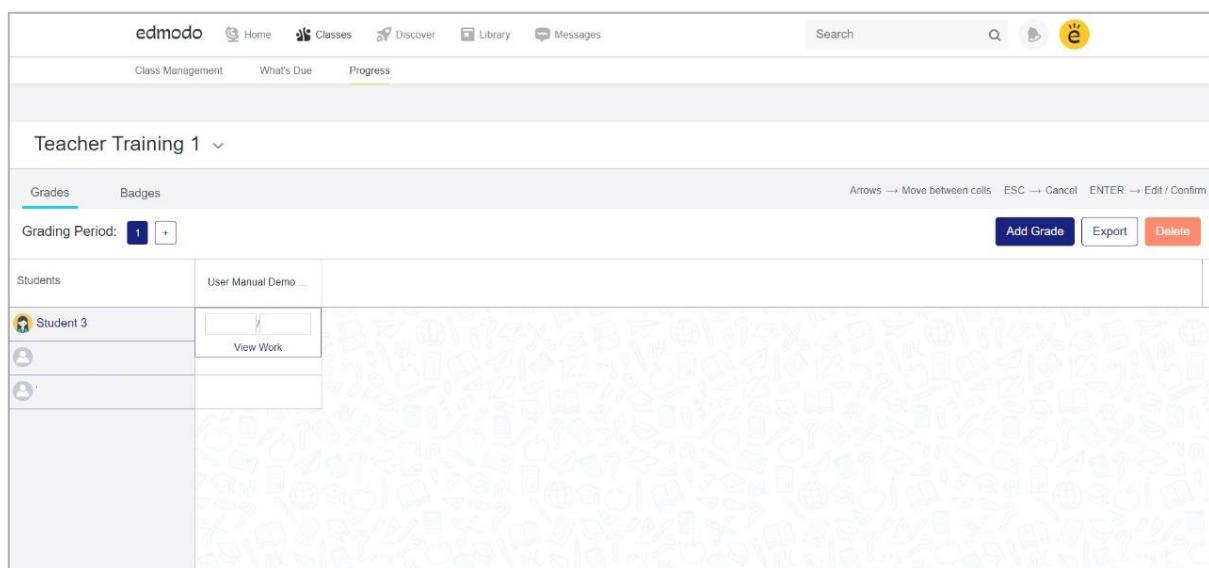
Click [here](#) for a tutorial on how to grade quizzes.

2.3 PROGRESS

Progress shows you a gradebook interface for each of your Classes and Groups. Assignments and Quizzes will automatically populate your gradebook, and you can manually add grade columns as well.

- Within Progress, you can select the Class, Group, or Small Group whose gradebook you'd like to see. You can create multiple grading periods, which will provide separate percentage totals for different ranges of time. You can also export your gradebook into a CSV file, to use alongside other gradebook systems.
- Finally, you can award Badges to provide an exciting incentive that students can display on their Edmodo profile page. You can use the existing set of badges, or create your own!
- To navigate to Progress for your classes, click or hover on the Classes tab, then select Progress from the navigation menu. You can then select to view Grades or Badges.

Click [here](#) for a tutorial.



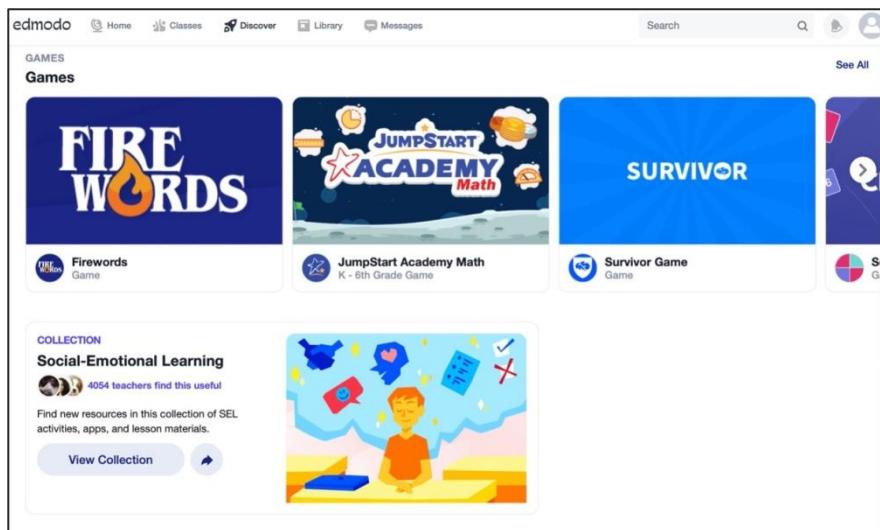
Students	Grades
Student 3	100% View Work
Student 4	
Student 5	
Student 6	

3. DISCOVER

This is a 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.

Click [here](#) for a tutorial.

Click [here](#) for a tutorial on JumpStart Activity.



4. LIBRARY

Your Library 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, organize them in Folders and sub-Folders, and share resources with your students. The Edmodo Library is your personal and private space and no members have access to it.

Click [here](#) for a tutorial.

Click [here](#) for a tutorial on how to link OneDrive with your Library.

Click [here](#) for a tutorial on how to add content to your Library.

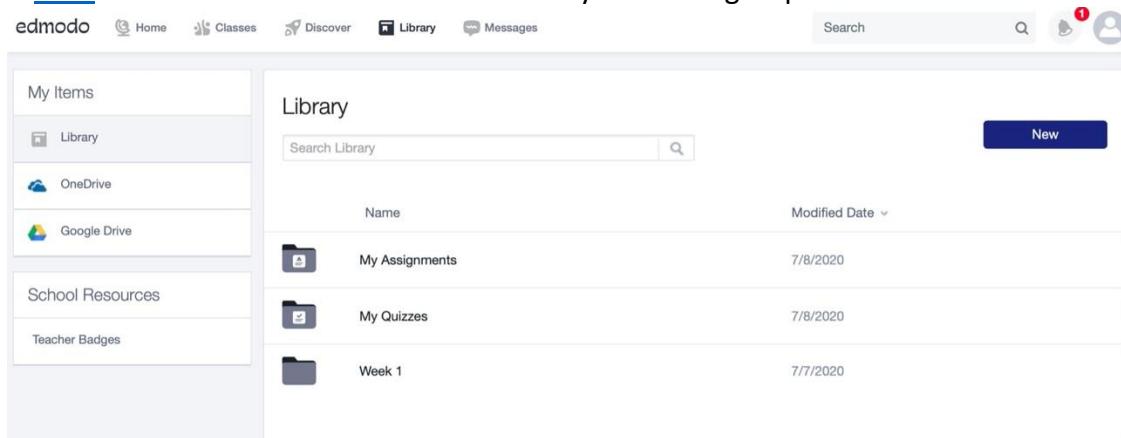
Click [here](#) for a tutorial on how to delete and rename folders and Library items.

Click [here](#) for a tutorial on how to manage Library folders.

Click [here](#) for a tutorial on how to search within your Library.

Click [here](#) for a tutorial on how to assign assignments and quizzes from your Library.

Click [here](#) for a tutorial on how to send a Library item to a group.



5. 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.

Teachers can send a message to:

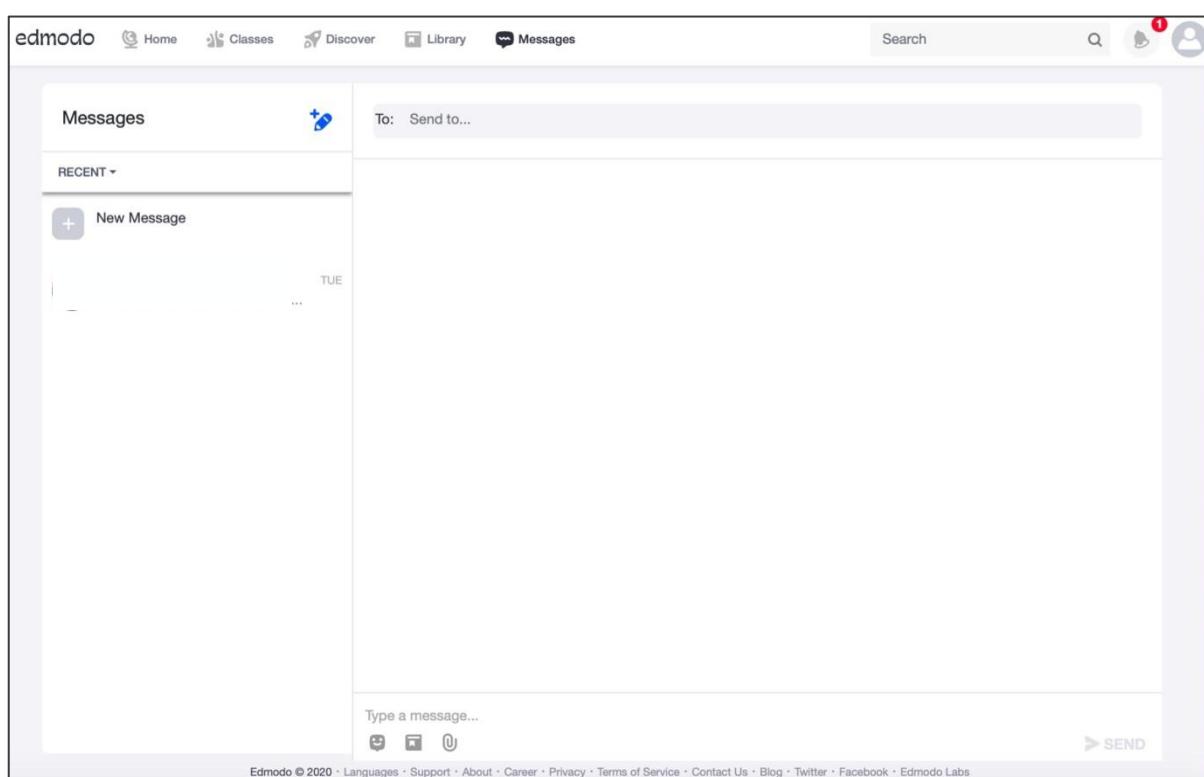
- Students who are in their Classes/Groups
- Parents who are connected to Students in their Classes/Groups
- Teachers who are in their Classes/Groups
- Teachers who are a Teacher Connection

Students can send a message to:

- Their teachers (Teachers and Co-Teachers whose Class/Group they belong to)
- Their parents (Parents who are connected to their account)

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)

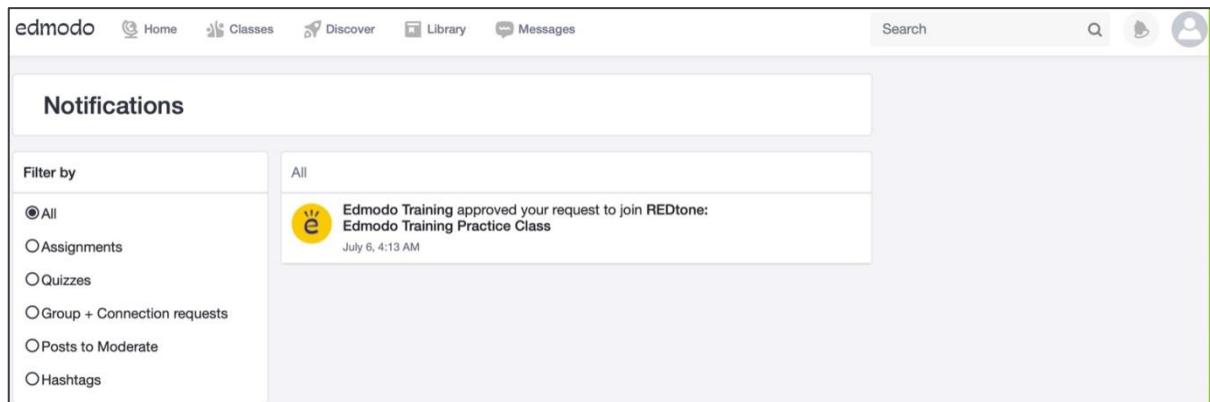


Click [here](#) for a tutorial.

6. NOTIFICATIONS

You can track real time notifications from your virtual classes and activities.

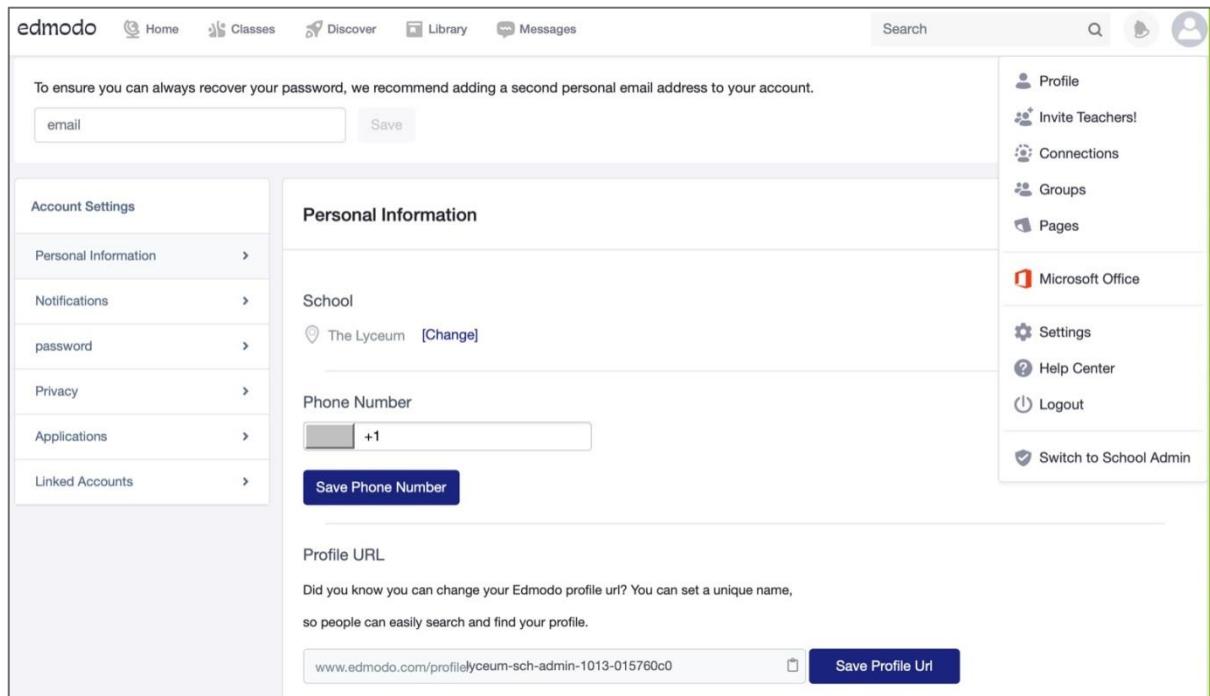
Click [here](#) for a tutorial.



The screenshot shows the Edmodo Notifications page. On the left, a sidebar titled 'Filter by' includes options like 'All', 'Assignments', 'Quizzes', 'Group + Connection requests', 'Posts to Moderate', and 'Hashtags'. The main area is titled 'Notifications' and shows a single item: 'Edmodo Training approved your request to join REDtone: Edmodo Training Practice Class' (July 6, 4:13 AM). The 'All' filter is selected.

7. ACCOUNT SETTINGS

You can personalize your account settings. You can change password and can turn notifications On/Off.



The screenshot shows the Edmodo Account Settings page. The left sidebar lists 'Account Settings' with options: 'Personal Information', 'Notifications', 'password', 'Privacy', 'Applications', and 'Linked Accounts'. The main content area is titled 'Personal Information' and includes fields for 'School' (set to 'The Lyceum' with a 'Change' link), 'Phone Number' (+1), and 'Profile URL' (a text input with the URL 'www.edmodo.com/profile/lyceum-sch-admin-1013-015760c0' and a 'Save Profile Url' button). A vertical sidebar on the right lists links: 'Profile', 'Invite Teachers!', 'Connections', 'Groups', 'Pages', 'Microsoft Office', 'Settings', 'Help Center', 'Logout', and 'Switch to School Admin'.

Click [here](#) for a tutorial.

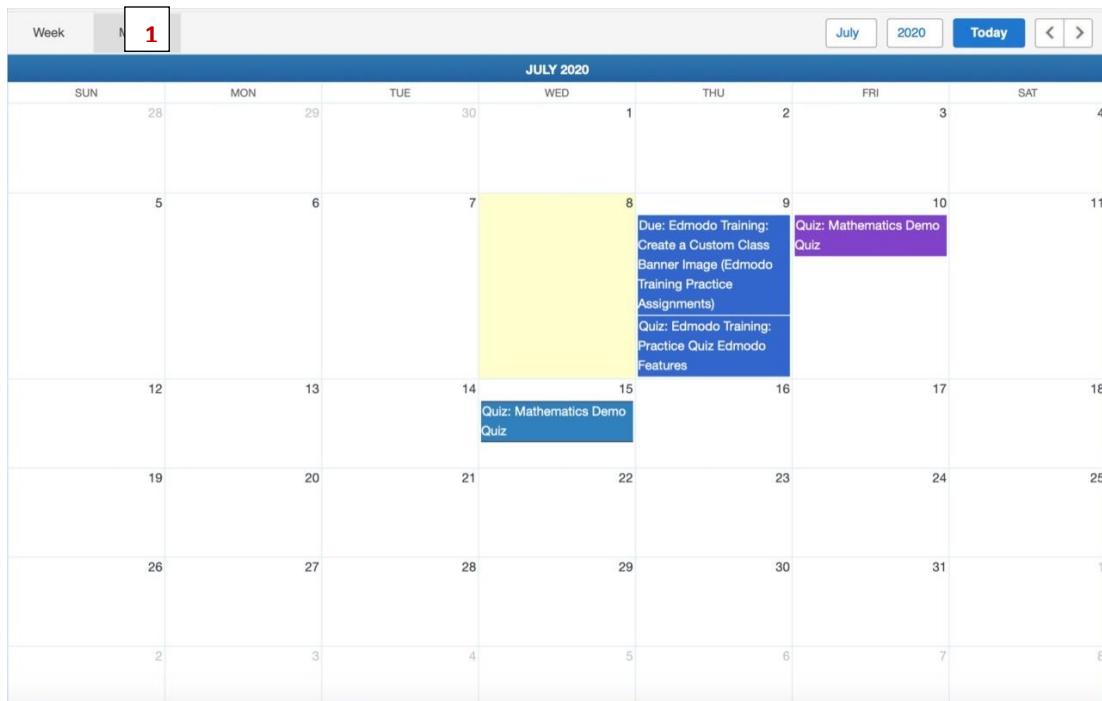
Click [here](#) a tutorial on how to edit your privacy settings.

Click [here](#) for a tutorial on how to edit your email, text and push notifications.

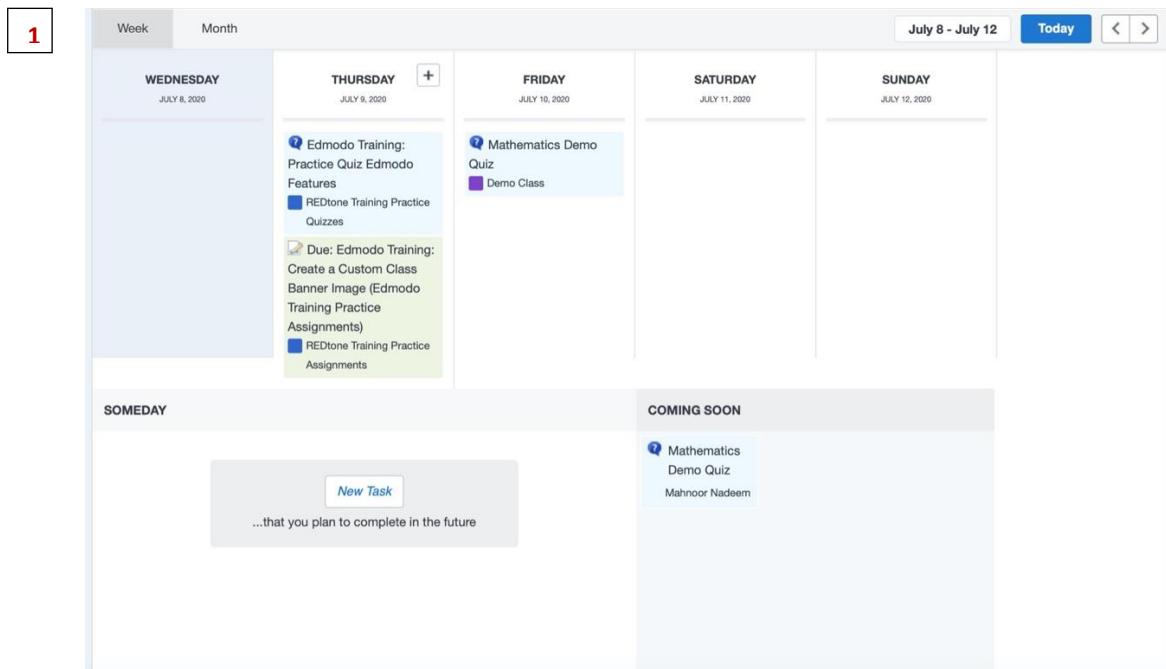
Click [here](#) for a tutorial on how to turn off notifications for a group or class.

8. PLANNER

You can schedule your classes and manage your timetable for all classes and groups. Additionally, you can manage your quizzes and assignment deadlines.



- Monthly view of the calendar



- Weekly view of the calendar.

Click [here](#) for a tutorial.