



User Guide – Teachers

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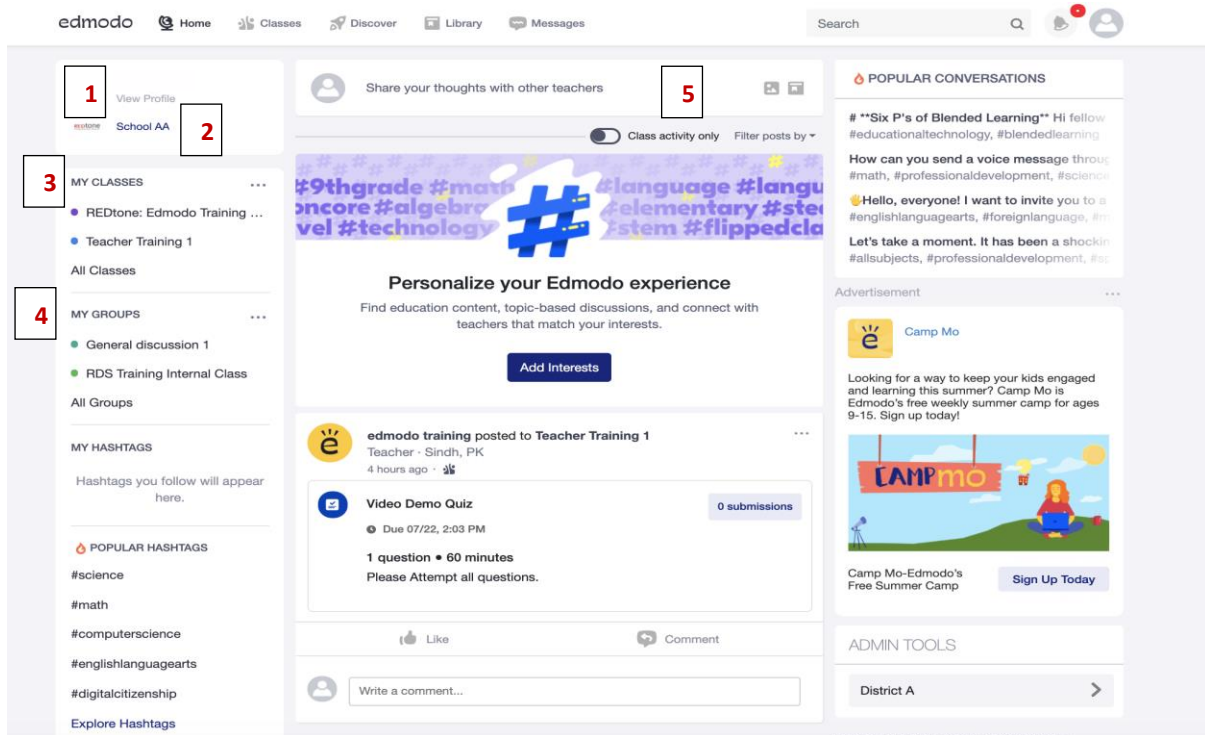
What is Edmodo?

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.

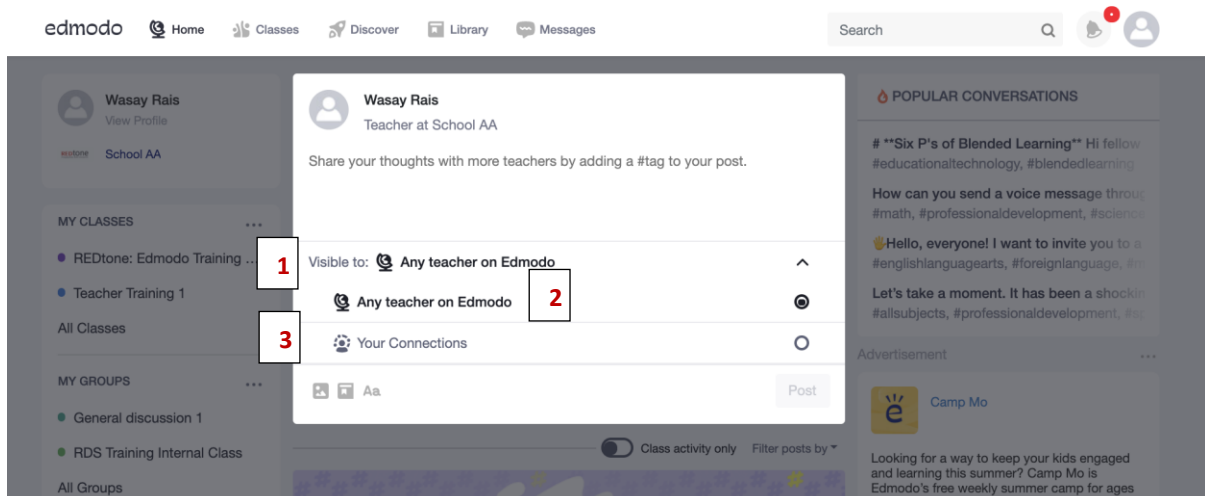
1. HOME PAGE



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

1. **Profile:** This is your profile which can be customized.
2. **School:** This is the school you are associated with. Refer to this page for school updates.
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. **Posts:** You can attach files & images within your post.

HOME PAGE POSTS



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

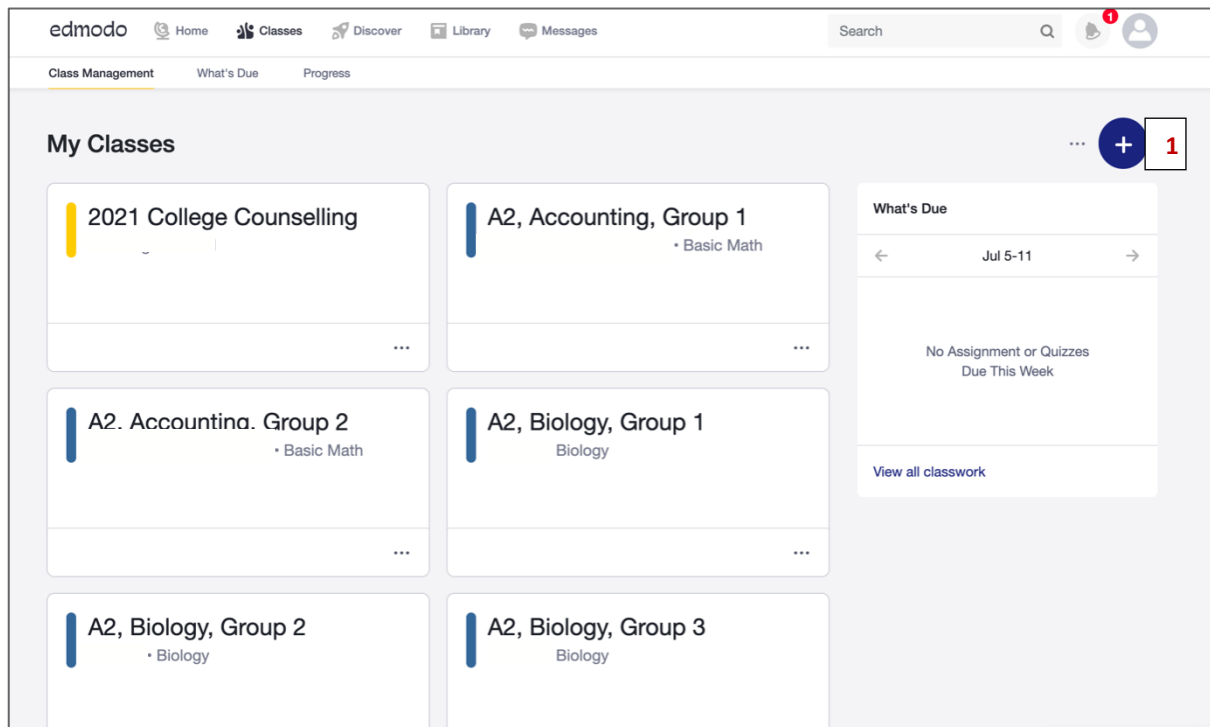
2. CLASSES

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.

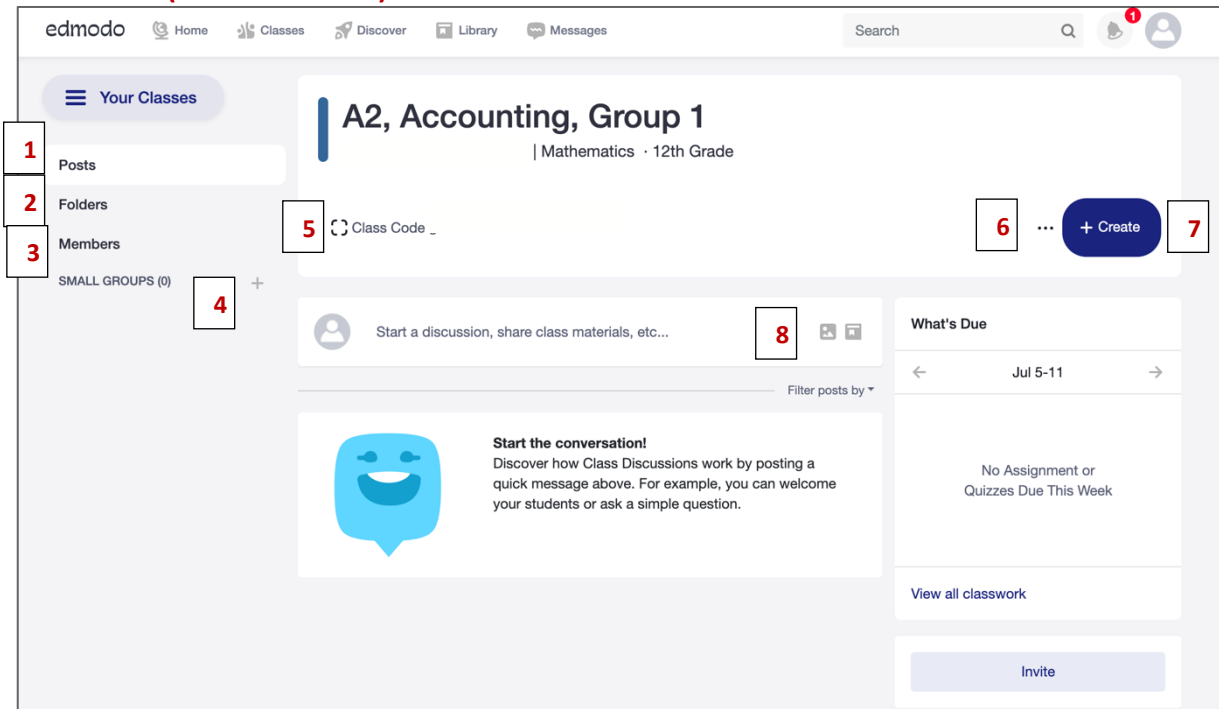
Classes are enclosed communities where teachers and students can communicate, participate in discussions, and complete assessments.



- Plus Icon: Create your class or join a class

Click [here](#) for a tutorial.

2.1.1 POST (VIRTUAL CLASS)



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).

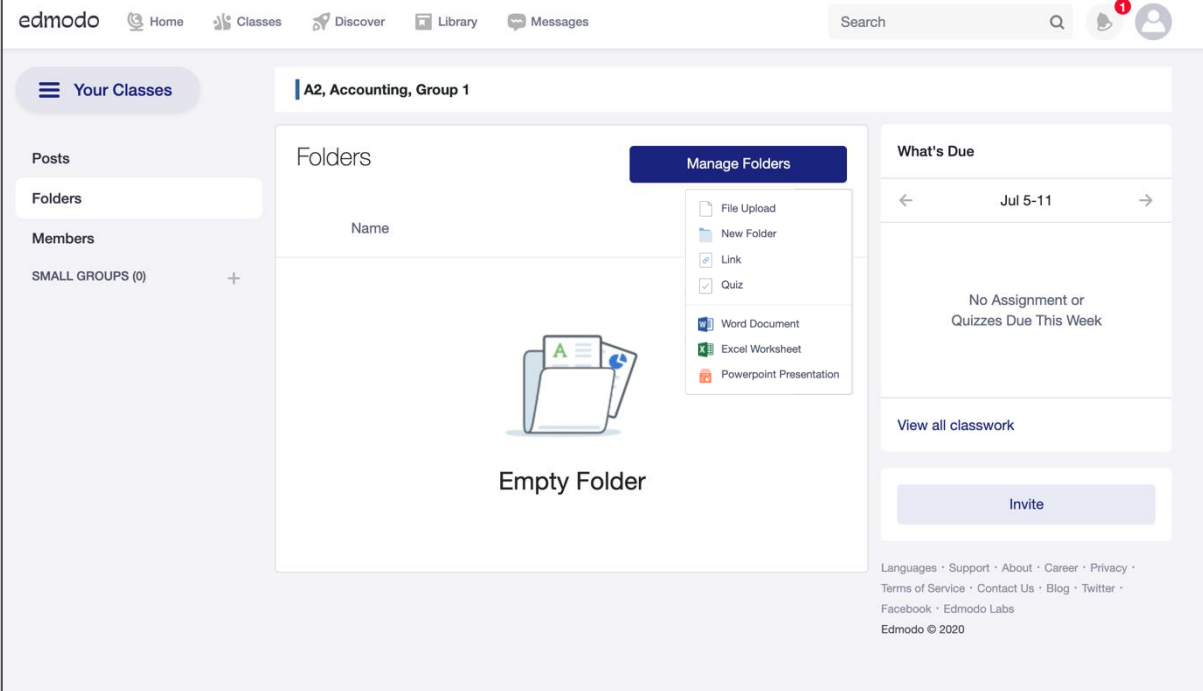
Click [here](#) for a tutorial.

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.

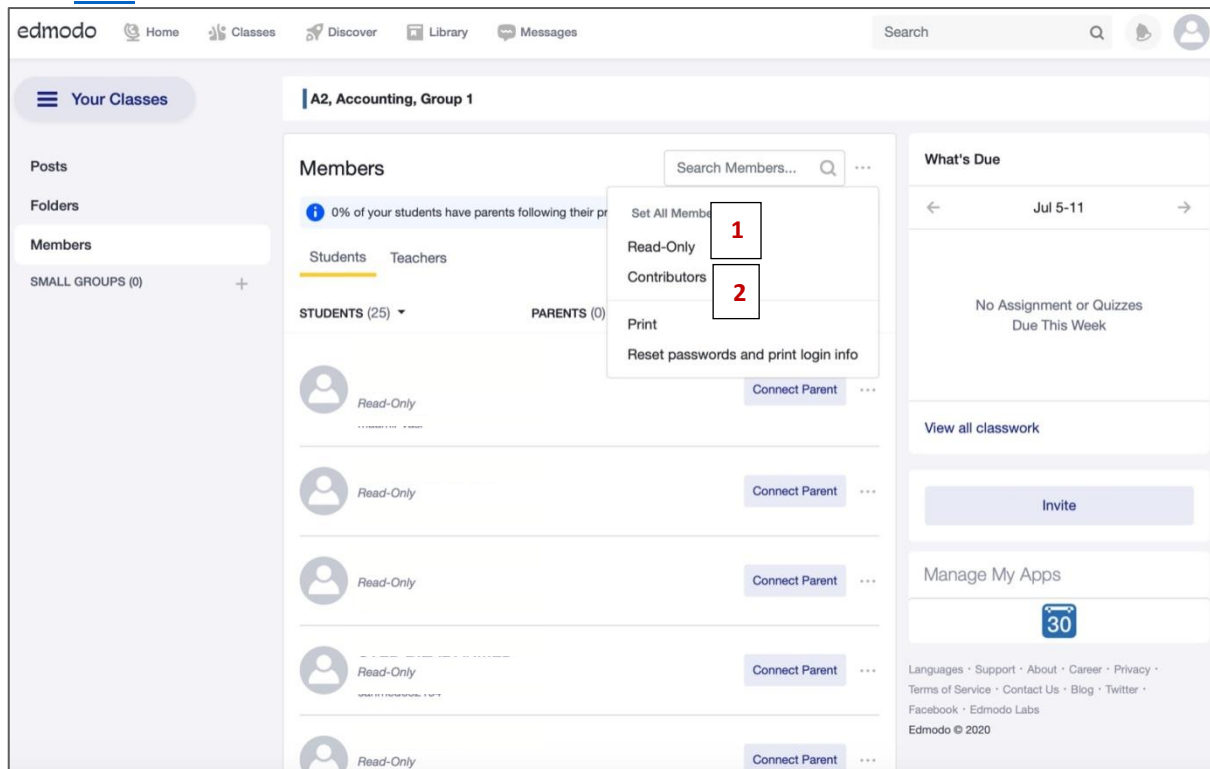
Click [here](#) for a tutorial.



The screenshot displays the Edmodo web interface. At the top, the navigation bar includes 'edmodo', 'Home', 'Classes', 'Discover', 'Library', 'Messages', and a search bar. The left sidebar shows 'Your Classes' with a hamburger menu icon, and below it, 'Posts', 'Folders', and 'Members' sections. The main content area is titled 'A2, Accounting, Group 1' and features a 'Folders' section. It includes a table with a 'Name' header and a large 'Empty Folder' icon. A 'Manage Folders' button is present, along with a dropdown menu for file uploads: '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 Assignment or Quizzes Due This Week'. At the bottom, there are links for 'Languages', 'Support', 'About', 'Career', 'Privacy', 'Terms of Service', 'Contact Us', 'Blog', and 'Twitter', along with 'Facebook', 'Edmodo Labs', and 'Edmodo © 2020'.

2.1.3 MEMBERS

You can view Parents, Teachers & Students members of your class room.
Click [here](#) for a tutorial.



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.

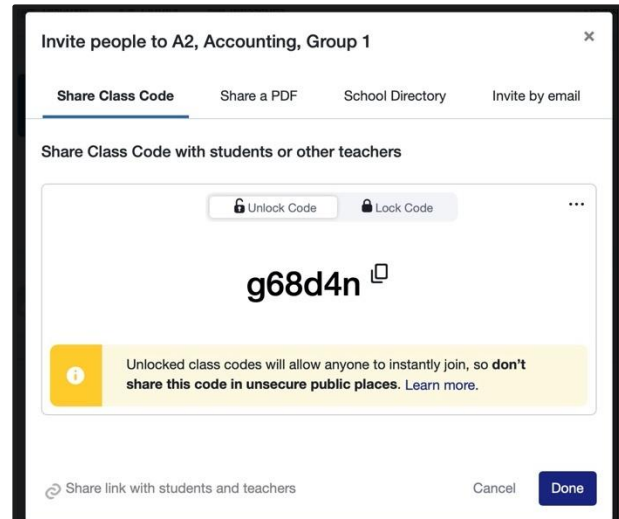
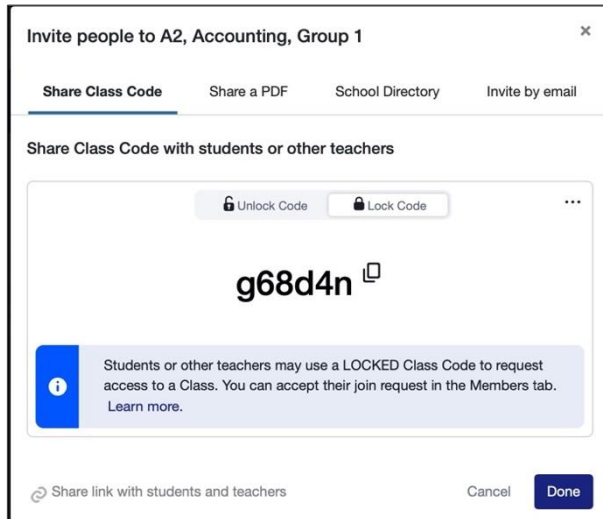
Click [here](#) for a tutorial on how to create a small group.

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.

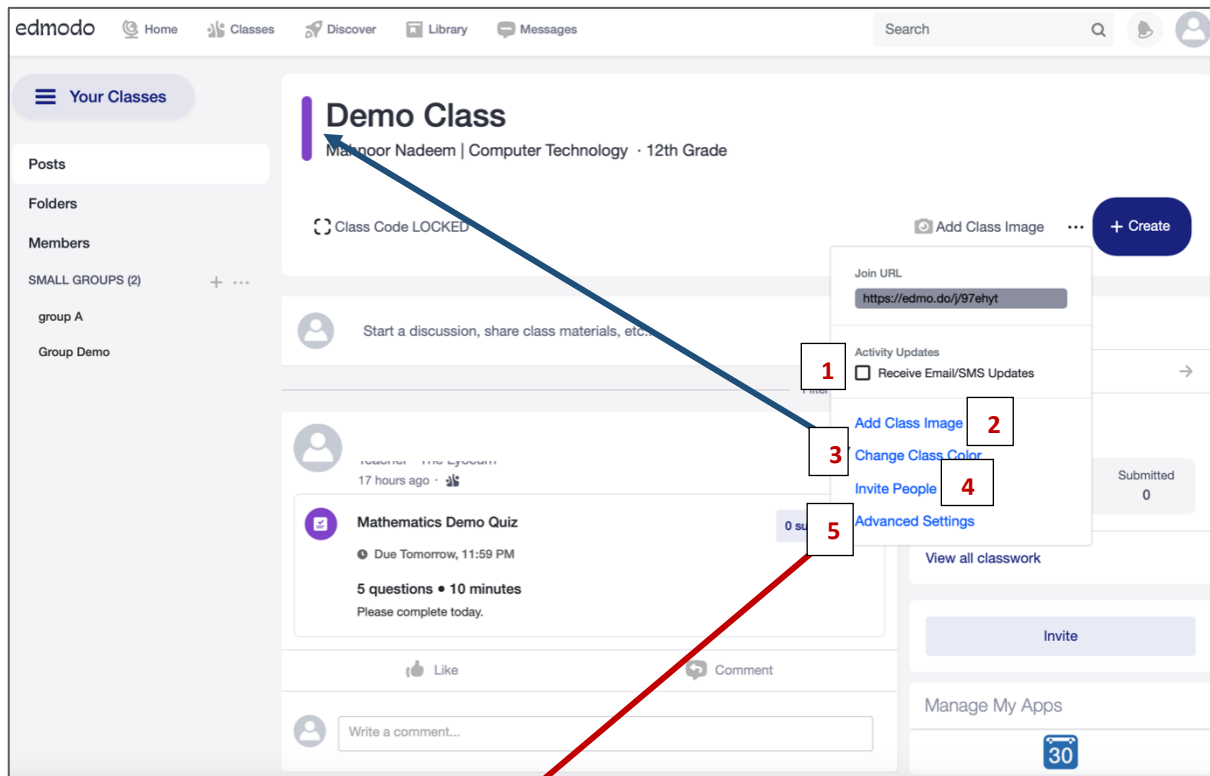
Click [here](#) for a tutorial.



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:

12th

Or use Range

Select Subject: Select Course:

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

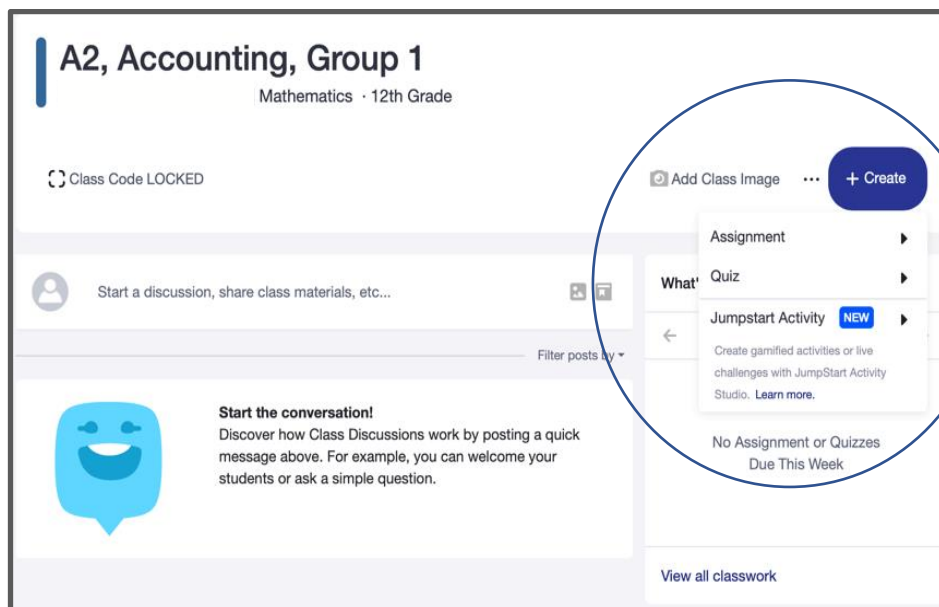
[Copy Class](#)
[Archive](#)
[Delete](#)
[Save Settings](#)

1. **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
2. **Add class image:** Customise and add a class cover photo.
3. **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



2.1.7 (A) CREATE ASSIGNMENT

The image shows two parts of the Edmodo interface. On the left is the 'Untitled Assignment' form, which includes fields for 'Assignment title', 'Instructions' (with a 'Week 1 Note | Edmodo' button), and 'Add Attachments'. On the right is a 'Load Existing Assignment' modal window. This modal has a search bar labeled 'Search existing Assignments' and lists two demo assignments: 'Demo assignment 1' and 'Demo Assignment 1', both created on 07/08/2020. At the bottom of the modal are 'Cancel' and 'Copy Assignment' buttons.

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 image shows the 'Untitled Quiz' creation interface. It has a sidebar with 'Quiz Details' and 'Quiz Questions' tabs. The 'Quiz Details' tab is active, showing fields for 'Quiz Title', 'Instructions', and a note about quiz options. The 'Quiz Questions' tab is also visible, showing a 'Multiple Choice' question type with a 'Question Text' field, 'Attach File', 'Add Link', and 'Add from Library' options. Below the question are 'Responses' and 'Grading' sections.

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.

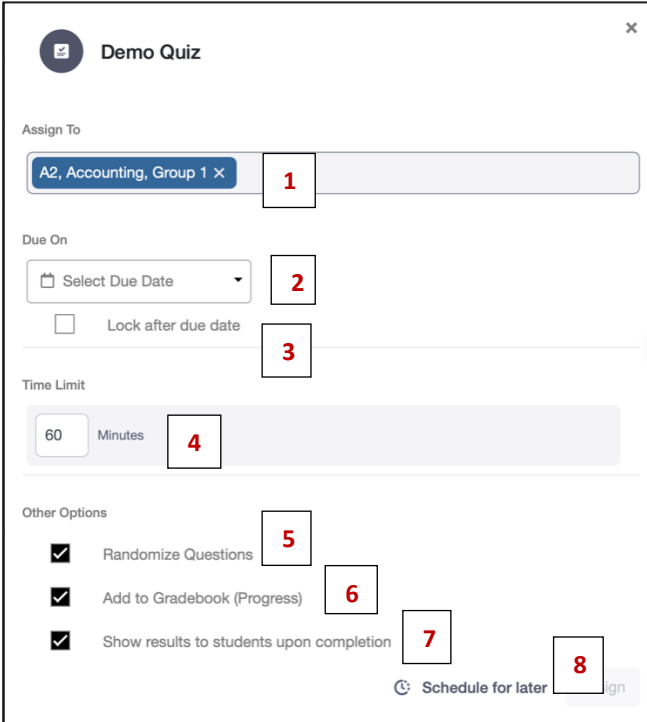
Click [here](#) for a tutorial on how to allow a student to retake a quiz,

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



The screenshot shows the 'Assign Quiz' interface for a 'Demo Quiz'. It includes the following elements:

- Assign To:** A dropdown menu showing 'A2, Accounting, Group 1' with a close button. A red box with the number '1' is placed over this dropdown.
- Due On:** A date selector with a calendar icon and the text 'Select Due Date'. A red box with the number '2' is placed over this selector.
- Lock after due date:** An unchecked checkbox. A red box with the number '3' is placed over this checkbox.
- Time Limit:** A field showing '60' with a 'Minutes' label. A red box with the number '4' is placed over this field.
- Other Options:** A section with three checked checkboxes: 'Randomize Questions', 'Add to Gradebook (Progress)', and 'Show results to students upon completion'. Red boxes with numbers '5', '6', and '7' are placed over these checkboxes respectively.
- Schedule for later:** A button with a clock icon and the text 'Schedule for later'. A red box with the number '8' is placed over this button.

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").

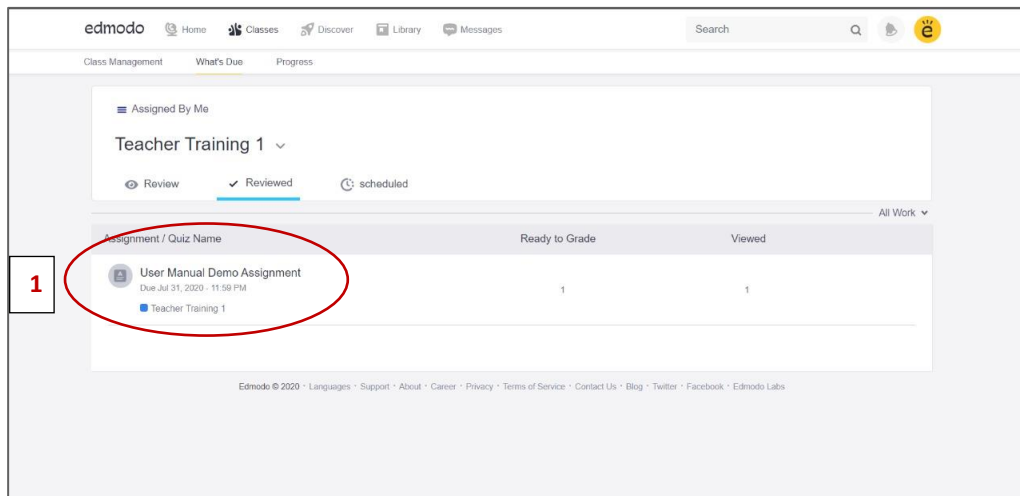
Click [here](#) for a tutorial.

The screenshot shows the Edmodo 'What's Due' page. At the top, the 'Classes' tab is circled in the navigation bar. Below the navigation bar, the 'What's Due' section is active. It shows a filter for 'Teacher Training 1'. Below this, there is a table with the following data:

Assignment / Quiz Name	Ready to Grade	Viewed	
User Manual Demo Assignment Due Jul 31, 2020 - 11:59 PM Teacher Training 1	1	1	Mark as reviewed 1

- Mark it as reviewed in order to start grading

2.2.1 REVIEWED



edmodo Home Classes Discover Library Messages Search

Class Management What's Due Progress

Assigned By Me

Teacher Training 1

Review Reviewed scheduled

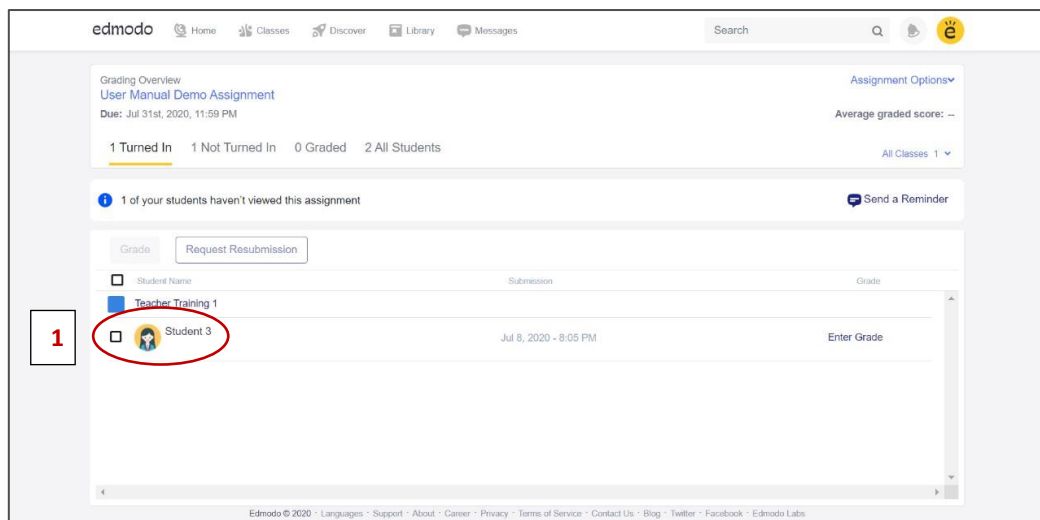
Assignment / Quiz Name Ready to Grade Viewed

1

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

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



edmodo Home Classes Discover Library Messages Search

Grading Overview
User Manual Demo Assignment
Due: Jul 31st, 2020, 11:59 PM

1 Turned In 1 Not Turned In 0 Graded 2 All Students

Assignment Options

Average graded score: --

All Classes 1

1 of your students haven't viewed this assignment

Send a Reminder

Grade Request Resubmission

Student Name Submission Grade

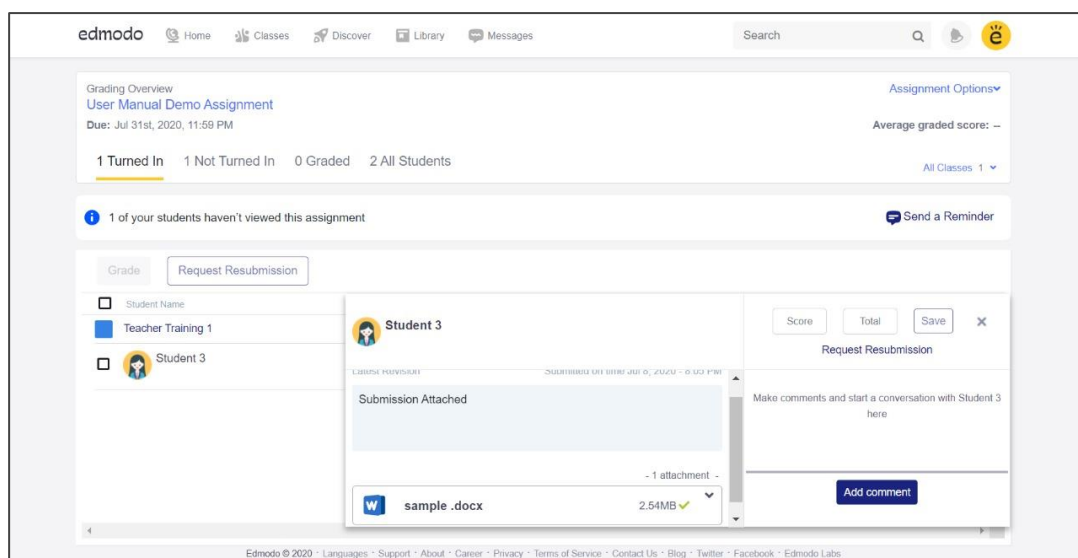
1

Teacher Training 1

Student 3 Jul 8, 2020 - 8:05 PM Enter Grade

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



edmodo Home Classes Discover Library Messages Search

Grading Overview
User Manual Demo Assignment
Due: Jul 31st, 2020, 11:59 PM

1 Turned In 1 Not Turned In 0 Graded 2 All Students

Assignment Options

Average graded score: --

All Classes 1

1 of your students haven't viewed this assignment

Send a Reminder

Grade Request Resubmission

Student Name Submission Grade

Teacher Training 1

Student 3

Student 3

Submission Attached

sample.docx 2.54MB

Score Total Save

Request Resubmission

Make comments and start a conversation with Student 3 here

Add comment

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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.

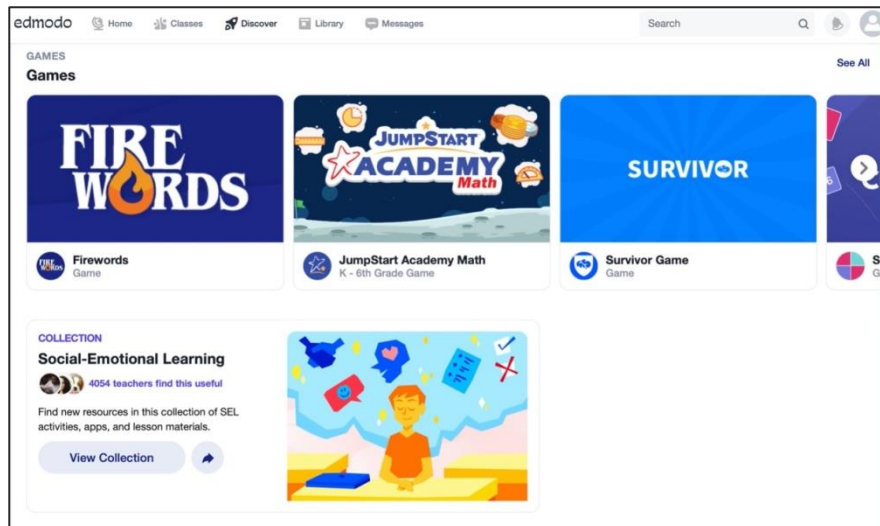
The screenshot shows the Edmodo 'Progress' page for a class named 'Teacher Training 1'. The interface includes a top navigation bar with links to Home, Classes, Discover, Library, and Messages. Below this, there's a sub-navigation bar with 'Class Management', 'What's Due', and 'Progress'. The main content area has tabs for 'Grades' and 'Badges'. A 'Grading Period' dropdown is set to '1'. On the right, there are buttons for 'Add Grade', 'Export', and 'Delete'. The main table has columns for 'Students' and 'User Manual Demo...'. The first row shows 'Student 3' with a 'View Work' link. The background of the table area is filled with a pattern of small, faint icons.

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.

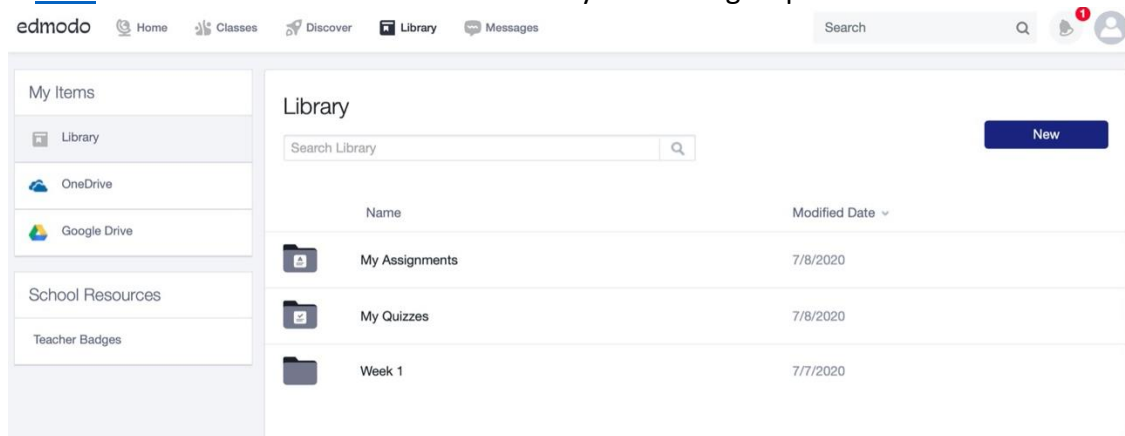
Click [here](#) for a tutorial on how to delete and rename folders and Library items.

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:

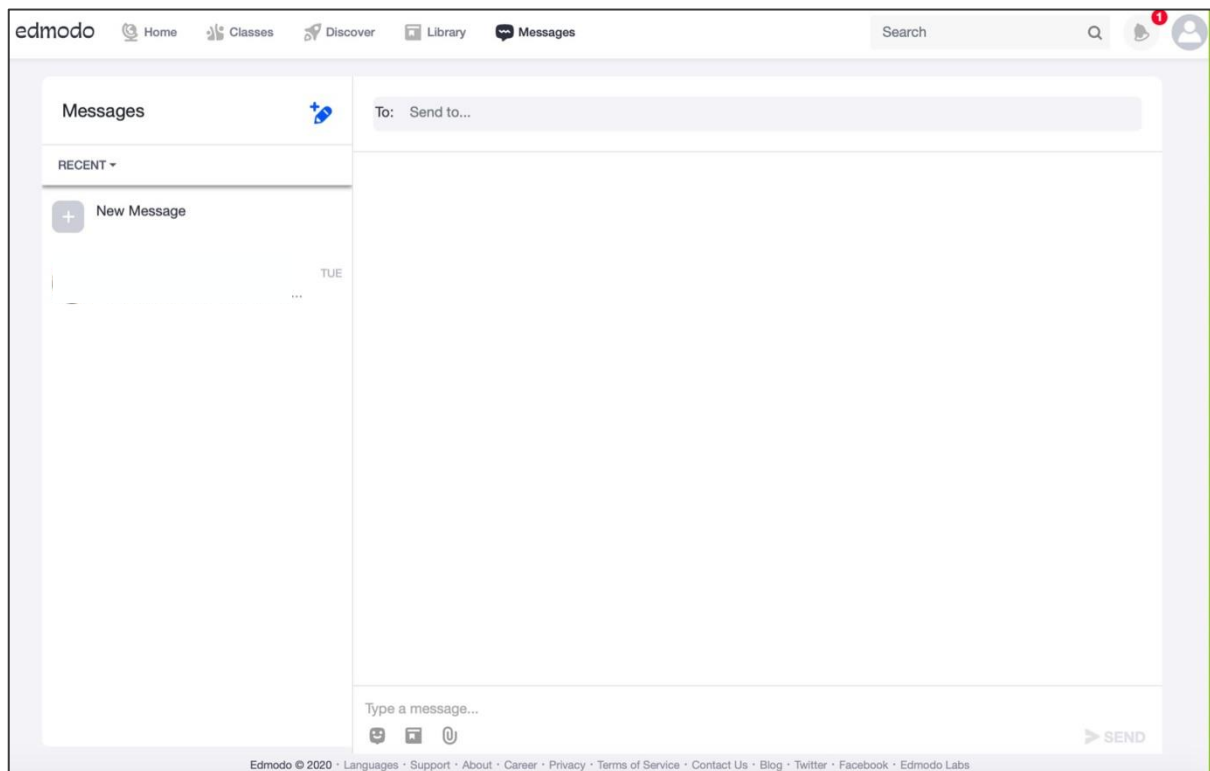
- Students who are in their Classes/Groups
- Parents who are connected to Students in their Classes/Groups
- Teachers who are in their Classes/Groups
- Teachers who are a Teacher Connection

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)

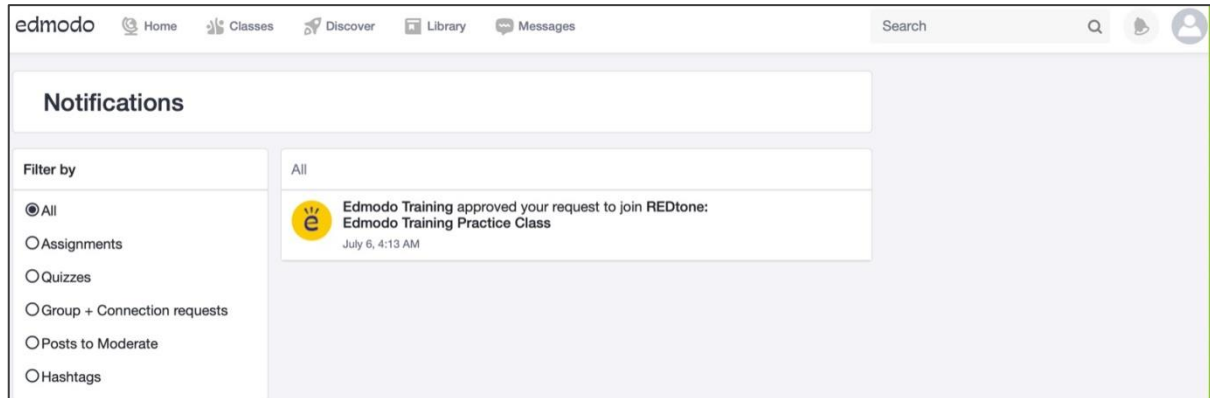


Click [here](#) for a tutorial.

6. NOTIFICATIONS

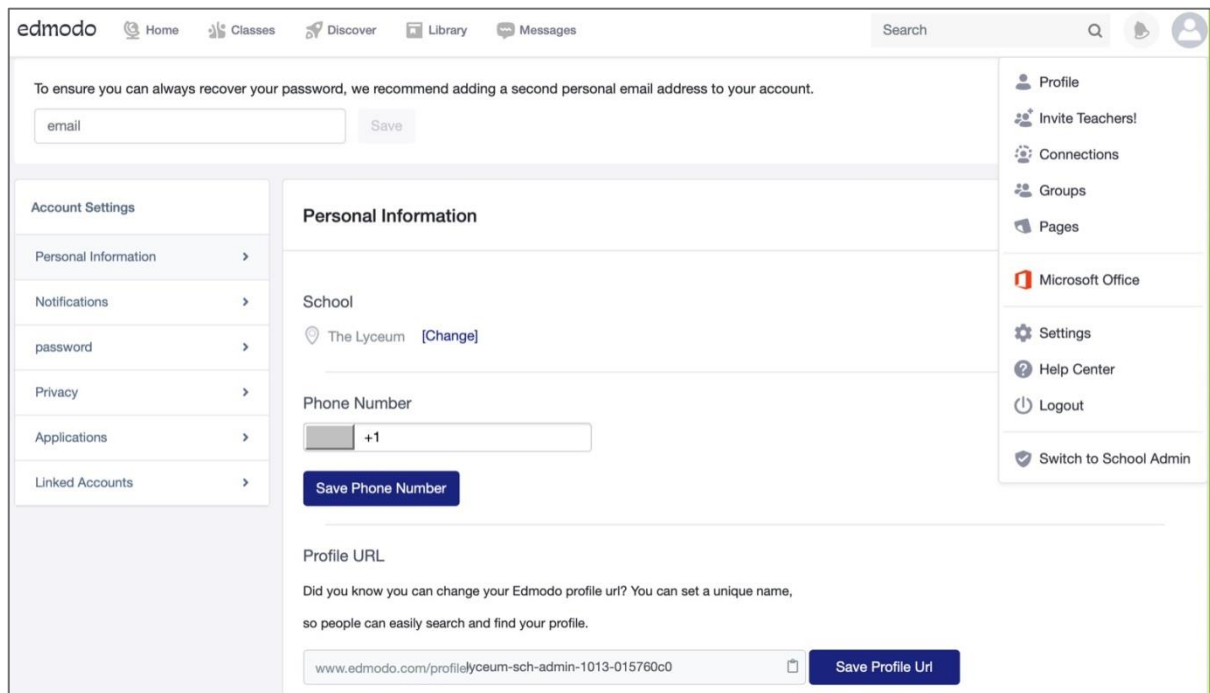
You can track real time notifications from your virtual classes and activities.

Click [here](#) for a tutorial.



7. ACCOUNT SETTINGS

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



Click [here](#) for a tutorial.

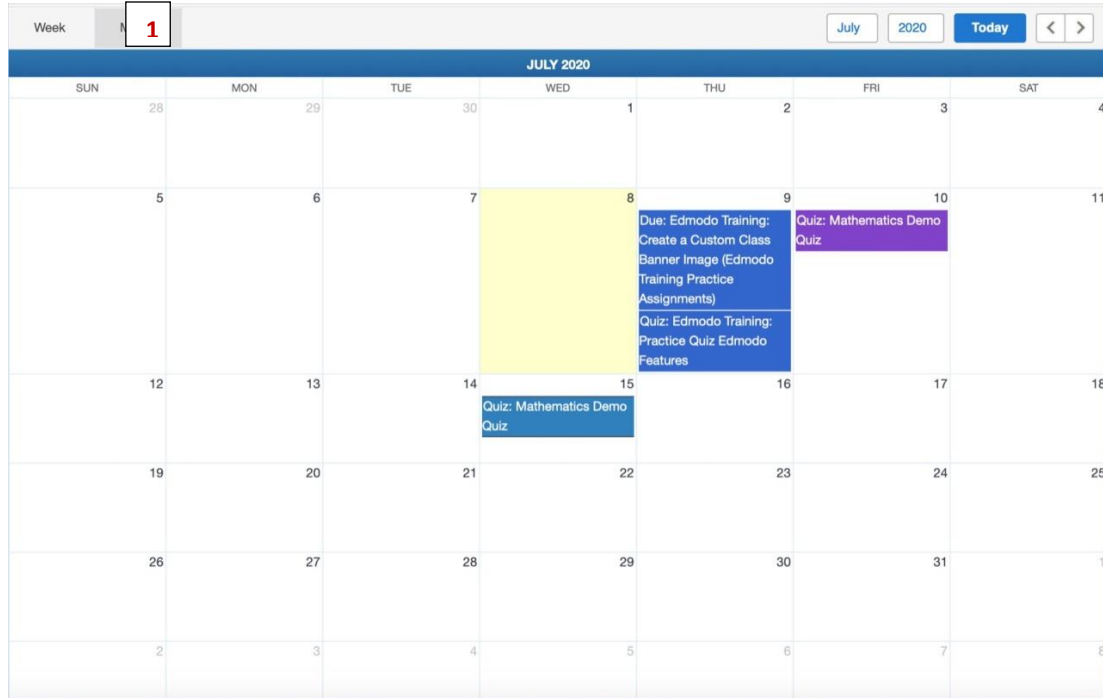
Click [here](#) a tutorial on how to edit your privacy settings.

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

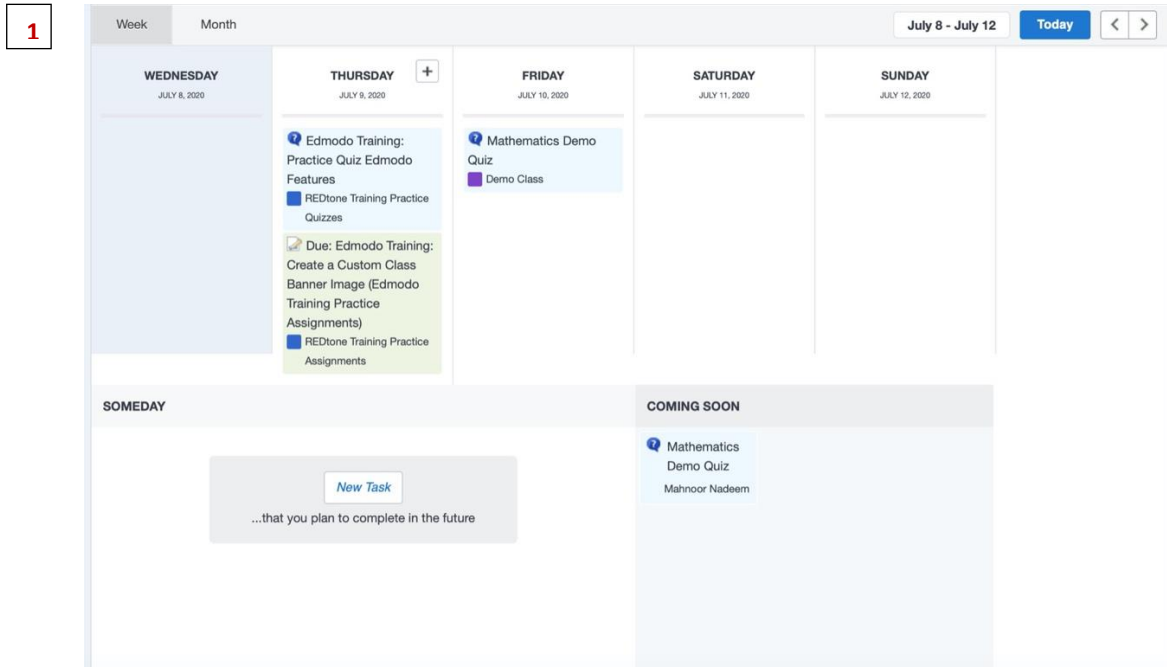
Click [here](#) for a tutorial on how to turn off notifications for a group or class.

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.