Edmodo Tutorial

Getting Closer with Edmodo

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Introduction

Edmodo is a social learning network and secure micro blogging platform where teachers and students can interact and collaborate online. It has an interface similar to Facebook, however it is much more secure since it is a closed network. Both teachers and students can share notes, links, files and resources with each other. There is no bullying or inappropriate content, because the teacher can see everything that is posted on Edmodo. Also parents can join the class to bring a level of transparency that is difficult to achieve without technology.

In addition to this, teachers have the ability to post alerts, assignments, grades, reminders, conduct a poll and share events. Students have the ability to participate in online discussions on the message board, submit homework, view grades, and communicate with their teacher. Also, transmission is fast, and it saves paper. All in all Edmodo is a great companion to just about any class.

What is This Guide for?

This guide is to be used as a resource. It is not a guide on how you should use Edmodo, but simply a how-to. Edmodo is an incredibly flexible and powerful educational tool that can be adapted and used in just about any class in a variety of ways. How I use Edmodo and how you would use Edmodo could be totally different depending on what you are teaching, the temperament of your students and the environment you work in. So read on and see how it could work for you.

Why Edmodo?

You do not need a computer lab to use, you don’t have to have laptops in the room, it is something that will complement your teaching and allow you to improve methods of communication with your students outside of class. More communication usually means less confusion, better work, and more time to engage and focus on those higher level essential questions.

Why do I use Edmodo? The points mentioned above are pretty good, but what I really love about Edmodo is their dedication. I also love the fact that Edmodo is constantly updating to make the site more powerful, easier to use and just better overall. Edmodo can be applied to your classroom, your school, or even your district. Did I mention it is all free?
Should You Use Edmodo?

This question only you can answer, but I encourage you to keep an open mind. Edmodo is very simple to set up and use. It takes very little time and very little extra effort on your part. If you are not sure how to do something, please ask during the workshop. I am here to help.

**Edmodo Framework**

As shown above, Edmodo developed based on the principles of classroom management and group-based social media. The main feature of Edmodo is the active support of the communications model of online social media, and added with online learning materials and online evaluation features.

Getting Started as Teacher

1) **Sign Up as a Teacher**

To sign up as a teacher, it's very easy just visit [www.edmodo.com](http://www.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 signup process. And finally, check your e-mail for a confirmation to view the next steps for setting up your Edmodo account. It is no junk mail, need verification e-mail to make sure you are the owner of email; it is just simple and painless.
2) Account Setting

Want to share information about what you teach? Want to be notified when your student needs help on an assignment? Setting up your account information and notifications is just a click away! From the “Settings” page, you can sign up to receive (or disable) notifications, control your privacy options and manage your profile information.

1. Select the “Account” drop-down arrow on your Edmodo toolbar.
2. Click the “Settings” option in the drop-down menu.

From the left menu you can edit:

Account:

- User Photo – Choose to upload a photo from your computer, or select from one of avatar.
- **Personal Information** – Edit your first/last name (this is your display name), email address, time zone and title.
- **School** – Select a school to be associated with, or change your existing school. Click “Change School” and search by zip code or city. If you are a sub domain user and want to move to another sub domain, you will need the school code to join to the new sub domain.
- **Profile URL** – The web address where people would like to see your profile as Edmodo user. Edmodo will provide a default address and you can change the last part of address to me more specific.

![Account settings](image)

**Email & Text Updates:**

- **Notification Type** – Choose e-mail or text message from the dropdown to edit.
- Select the type of notifications you’d like to receive by checking the box located next to each option. You can receive notifications for alerts, notes, direct messages, replies, new group members and group join requests.
  - **E-mail** - Email notifications will be sent to the email address associated with your Edmodo account.
  - **Text Message** - Type in your phone number and select the type of notifications you’d like to receive by checking the boxes. 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. (Note: Text notifications are only available for users in the U.S. and Canada. Standard text messaging rates apply.)
Password:

Click the “Password” tab at the left of the “Settings” page to change your password. You must remember the current password before change to a new one.

Privacy:

Click the “Privacy” option at the left of the “Settings” page to edit your privacy settings. Check the appropriate box to block connection requests or make your profile visible only to your personal connections.
Notification

There’s no longer a need to stick reminder notes all over your desk. The spotlight notifications are located in the top right-hand corner of the homepage with the bell icon. This section notifies you and your students about upcoming events, new replies to posts, alerts, and direct posts from other teachers and students.

Spotlight notifications include the following:

- **For Teachers:** notifications for new group members, new teacher connections, requests for connections, post moderation approval request, upcoming events, scheduled posts and student assignments and quizzes that need grading.
• **For Students:** notifications for assignments due within two weeks and new grades posted by their teachers.

### How to Create Class & Class Management

For a teacher, organization based on classes, subjects or periods is a key. Groups make it easy for the teacher to distribute notes, assignments and quizzes, and provide a way for students to communicate and collaborate. You can make a separate group for each class or period. There is no limit to the number of groups you can create, and there is no limit for the number of groups a student can join.

1) **Create a class**

   a) Select the “Create a group” link in the “Groups” section on the left panel of your Edmodo homepage.
b) Enter a **group name/class name** and select the particular grade or within a range if you have multiple class with different grade and subject area in the pop-up box that appears. You can also choose a specific subject if the options available. And the last one, you can choose a particular colour that you will use as a symbol this class, then click create.
c) Click the “Create” button and you will go to class homepage. It will display a 6-digit group code. This is the group code that you will need to give your students so they can join your group. Groups/Classes are listed on the left panel of teacher and student accounts.

d) If you want to edit name of group/class and add some description, you can click Group Setting with the gear symbol and choose Manage Group.
e) You may add some description related with the subject taught as the example. If in a class no more teaching and learning activities there are two options that you might choose. The first one is **Archive Group** means you still can read all activities have been done during class period but cannot add more activities/materials. The second one is **Delete Group** means if you really want to drop/remove the class from your Edmodo account forever.

1. **Archive group** - At the end of the class, semester or year, we suggest archiving your groups. This renders the group inactive, but still allows you to view all communications from that group.
2. **Delete group** - You also have the option to delete the group. This will permanently delete the group and all its contents from Edmodo.

![Manage Group](image)

2) **Group Management**

Having full control of your class has never been easier. As the owner of the group, you have the ability to set certain restrictions and safety features for the group and all group members. Even if you turn your head for a minute, you will still be able to focus on classroom management. Click on the **manage groups** on the left panel of your Edmodo homepage. The middle page had shown the list of groups/classes that you following and/or taught. The right
panel of your Edmodo homepage will display the 6-digit **group code** and **invite group members** options.

![Edmodo homepage screenshot](image)

**a) Lock/Reset**

Lock your group when all members have joined. When the group is locked it makes the code invalid so students can not share it with friends outside the group. It does not prevent students from withdrawing from the group.

Select the drop-down arrow to the right of the group code to **reset** the code or to **lock** the class.

- The “**Reset**” option will generate a new 6-digit group code.
- The “**Lock**” option will lock the group/class, so that no other members can join.
b) Small Group
In Edmodo you can share different messages for group projects, study groups, or trying to differentiate assignments for students. Teachers can create small groups within their main groups to make communication simple. Within small groups, you and your students can post, just as you would to a group.

Create a small group
1. Select the desired group on the left panel of your Edmodo homepage.
2. Select the “(+)” symbol entitled Create a Small Group
3. Fill in a small group **name**, and click “Create”.

![Create Small Group](image)

4. It will appear a small group page like shown in the picture below. All materials and management activities that you would do in the middle part of page will be applied to particular group only.

![Small Group Page](image)

**Add members to the small group (only if you have students or any other members in your class):**

1. Click on the **Members** on the top panel in middle part of your small group page. It will appear the member of small group. You can click **Add Members** or **Search Members** to add more members into the group.
2. Any student you drop into this small group will automatically see the small group, under the main group, on the student’s account.

Content Management

Now that your groups are created, let’s take a look at some of the basic features that Edmodo has to offer. Most are obvious and straightforward, and nearly all of them are meant to help increase communication and make the class a better place.

1) Create & Manage Library

Library in Edmodo can be assumed as a library in the school. As a teacher, you can upload any document, including learning materials and links as a
reference for students. You can also set them in folders for access easily by each class. The Edmodo Library has unlimited space and allows teachers to store, organize and manage documents, all within your Edmodo account.

2) Add Content to Library

To utilize the Library, just simply click on the Library link on the top navigation bar, (1). And then you can add the learning materials by clicking the “Add to Library” button at the top right corner of the Library page, (2). Select the “Files” tab to add a file from your computer, or select the “Link” tab to add a link or embed code to your library. (3). The data can be appeared in details form or thumbnails (4). You can also choose to display the materials on file type, or link type, or all type with drop down menus are provided in the upper right (5).
3) Create Folders

Before you set up your learning materials, the Library can be assumed like a warehouse materials. To help stay organized, you can place your library content into folders. To create a folder, do the following:

1. Click the library icon at the top bar.
2. Select the “Folders” section on the left side of your library page.
3. Click “New Folder” on the right corner to create a new folder.
4. Type the name of your folder in the pop-up window and select which groups (if any) you want to share the folder with.
5. Select “Create” and your folder will appear on the main side of your library page.
Posting Notes

This is the main feature of what makes Edmodo great. The ability for you and your students to post and respond to other posts easily and in real time. It is very easy to do and very helpful.

1. Click the “Posts” button
2. Make sure that you select the “Note” tab
3. Let’s take a look at the Box found at the top of your homepage. It is pretty easy to see what you need to do. Type your message in the larger blank box.

4. Make sure that you send your message to correct class or group. You can send one same message to different classes/groups/person in one time. Just type in which group or person (people) you want to send the message to. Click “Send” and you are done.

As a teacher, you can use note to send the instruction, material as well as use it as a discussion tool where you can type down the discussion topic into the box provided and everybody will reply to comment it.

One you must consider that you can attach (1) “File”; (2) “Link”; or take the file from the (3) “Library” and scheduling when will your note posted by using (4) “Schedule Message”. In addition, you can prepare everything well before you start the class and let it run automatically once you set up the schedule.
Posting Alert

Alerts are used to send important messages to people or groups. It is done the same way but will appear in larger font and in bold. It will also show up in the Notifications. To create an Alert, just click on Alert at the top of the Comment Box and the rest is the same as creating a note. You only have 140 characters to help you distil your thoughts.
Posting Polls

Polls are pretty neat. You can create questions with multiple choices and the people in the group vote on it. Click on Poll to get started. Then write the question and the different choices. At first you only have two choices, but you can add plenty more. Pick who you want to send it to and click Send.

![Image of a poll example](Image)

Here is an example of what it will look like when it is done and after some students have voted. Each person only gets one vote and there is no way to know who voted for what. It’s a lot of fun.
Note: You always can edit or delete any post regardless of who posted it!

Post an Assignment

Like writing a Note, Alert, or Poll Question, creating an Assignment is very easy by clicking “Assignment” tab. Filling in the necessary fields is self-explanatory. What is great about creating an assignment in Edmodo is you can attach just about any type of file you want to the assignment. You can add as many files as you want to an assignment but you must add them individually. In other words you cannot select ten files and upload them simultaneously. I have added up to five before and it was no problem. Send it to the appropriate Group(s) and you’re done.
To create assignment, select the “Assignment” link located in the post bubble at the top of your Edmodo homepage. Fill out the following details for the assignment:

1. Assignment title
2. Description of the assignment
3. Due date (set by clicking on the calendar icon)
4. After that, click “File”, “Link” or “Library” to attach any items to supplement the assignment, Choose to Send Now or Scheduled:
   - Send Now: will send the post immediately
   - Scheduled: will automatically send the post at the chosen time (make sure the time zone settings are the same for teachers and students).
5. And for the last, enter the group name(s) or group members who should receive the assignment, in the “Send To” field and select “Send”.

Edit an Assignment

If you find a mistake in your assignment I have good and bad news for you. The good news is, you can edit the written part of the assignment. The bad news, is you cannot remove or attach any new files to the assignment. To edit an assignment simply find the assignment on your homepage and click the “Gear” symbol in the right hand corner.
Grading Assignment

To grade the assignment you just click the “Turned in” button where it also represents the amount of submitted assignment.

Grading an assignment is easy as well. Click on a (1)“student's name” in the list on the left. In the (2)“Default Total”: at the top right corner. View their work, give them a grade, you can type in the total possible points and click “Grade”. You can even (3)“post a comment” about their assignment, (4)“attach a file” (like a rubric) or even record your voice and add an audio file.
When you click Grade, it will immediately show up on that student’s Edmodo as well. If you do a mistake you can always click “Clear” and input a new grade. You can also edit, delete, or reattach anything you like. The student will be alerted immediately about the comment and the grade.

For the Grade section, you are not limited to a number. For example, if you would like to excuse a student from an assignment, you can actually type in “Excused” in the box and that is what will be recorded. Pretty awesome huh?
Annotating Assignment

A new feature added to Edmodo gives teachers the power to annotate on turned in assignments. Teachers are able to highlight certain areas and give more meaningful feedback. This will only work with certain file types though. Check out the list below:

- Microsoft Word documents (some .doc files do not work for some reason)
- Microsoft PowerPoint
- PDF (Adobe’s Portable Document Format)

To annotate a document, it must be “Turned in” from an assignment. So find an assignment that has been turned in and you should see the (1) “Annotate” symbol option below the file name and next to the file thumbnail. Go ahead and click that.

A new window will open up and showing you the document and the annotation tools at the top. As you can see you can add comments, draw, text, highlight, strikeout a document. All of these annotations are saved in real time so there is no save button. This also means that students will be able to see these annotations as soon as you are done creating them.
**Note:** To delete an annotation, simply click on it and remove or change it. You can download the document with the annotations but it will save the file as a PDF only.

**Turned in Assignment**

Another great feature of Edmodo is the ability to see who has and who has not turned in an assignment. When you look at the top of the assignment it will tell you how many students have submitted it through Edmodo. To see the detailed list, click on (1)”Turned in” and it will take you there. As you can see (2)”clearly” everyone has turned in this assignment with.
Load an Assignment

If you have already written an assignment and want to use it again for another class, simply click on “Load Assignment” and it will load the assignment list. Find the particular assignment you want to load and click it. The description and all files that were attached with the original assignment will be attached to this one as well. All you need to do is select the due date and which Group(s) to send it to. Check out the picture below to get a better idea.

Filters

When your class is up and running on Edmodo, you may notice that important information can get buried under comments and replies from you and students. Filters will show you just the type of information you want to see. If you want to see just Assignments, click on the Assignments filter and everything will disappear except for the assignments. The place is in line with Group Posts, just click on “Filter posts by” and select what you want to see.
Creating a Quiz

Edmodo offers a way to create and give online quizzes. Just like an assignment, once you create a quiz, it is saved and you can give it again at a later date. So let’s get started on making a quiz.

First you click on Quiz. It will ask you if you want to Create a Quiz or Load a previously created quiz.
If you chose Create a Quiz, it will take you to this page. Here is what you will see. Here you can give the (1) “quiz a title”, (2) “add a time limit” and (3) “start to add questions”. Take a look at the pictures below to see what type of questions you can add.

**Quiz Title** - name your quiz by completing the title field at the top

**Time Limit** - set a time limit for students to complete the quiz

Quiz in Edmodo for now only provides five types of questions. Take a look at the pictures below to see what type of questions you can add, there are:

1) Multiple Choice
2) True False
3) Short Answer
4) Fill In The Blank
5) Matching
When you select a type of question and create it, a new page will open that will look like this. Here you have a lot of options like how many points each question is worth and will there be a time limit. Obviously you must type the question and the choices. You can add as many responses as you want to the question, but you can only have one correct answer.

Fill in the following details of your quiz:
1. **Description** - complete the “About this Quiz” field on the right panel to describe the quiz
2. **Results** - check the box under “Quiz Options” to show students their immediate quiz results
3. **Random** - check the box under “Quiz Options” to randomize questions for each student taking the quiz
4. Select the **question type** from the drop down. Choose from multiple choices, true/false, short answer or fill in the blank.
5. You may also select the **Load** button from the left panel to load a previously created question from your question bank.
6. Select the “+Add” button panel to add a new question and type in the question in the “Question Prompt” field. You may choose the option to attach any links or files to the question. A really nice feature is that you can load a file (image, file, etc.) to the question. You can upload them to your library and then insert them into the quiz. You can also add a link to a webpage as well. You can go back and edit questions, by selecting the question number from the left panel.
7. **Add responses.** The response fields will vary depending on the type of question. (For **Fill in the Blank** – use ‘_’(underscores) to specify where you would like a blank to appear in the question. Complete the response options and mark the correct one by selecting the “Set As Correct Answer” link.)
8. Change the “**Point**” field if you would like to weight the question (the question is automatically set to 1 point, but you can set it to a higher number if necessary)
9. Select the **question number** on the left panel and click the “Remove Question” button from the top right corner to delete a question.

10. Drag and drop the question numbers on the left panel to **reorder the questions**.

11. Select the “Preview Quiz” link under the “Assign Quiz” button to preview the quiz (just as a student would see it). And “Print” to print the questions just in case you want to deliver it in the form of printed one

12. Click the “Assign Quiz” button at the top right corner of the page to post the quiz.
13. Choose the **due date** which is the last day when the student can do the quiz.
14. Check the **Add to Gradebook** if this quiz graded as one of important activity in the class.
15. Choose to **Send Now** or **Scheduled**:
   1. **Send Now** – will send the post immediately
   2. **Scheduled** – will automatically send the post at the chosen time
      (make sure the timezone settings are the same for teachers and students)
16. Select “**Send**” to post the quiz.

**Note:** If you have sent out a quiz to a group, you cannot edit the quiz. If you need to delete and resend a new quiz, you can do the following:

1. Hover over the **quiz post** (find it by filtering by quiz or view the original post in the group) and click the **gear** button that appears in the top right corner of the post.
2. Click **“delete”** and make any changes.
3. Load the **previously created quiz** (instructions directly above), and make any **changes** before sending to the group/groups.

**Note:**
- If a student leaves an unfinished quiz, Edmodo will save their answer, but the quiz will continue until time runs out!
- Also, if a student leaves the webpage for whatever reason, the quiz still continues. All their answers will be saved by Edmodo. If there is time remaining, they can log back into Edmodo and resume the quiz.
- If a student does not finish the quiz in the appropriate amount of time, Edmodo will automatically submit the quiz for the student. All unanswered questions will be marked incorrect.
• When students finish a quiz and if they are shown the results they see exactly what questions they got incorrect and what the correct answers are. This is a nice touch for reflective purposes.

**Invite Student**

Signing up your students is simple. If a student does not already have an Edmodo account, the student will need a 6-digit group code from a teacher to create an account. If a student has used Edmodo in the past, or created an account for another class, the student is ready to join your group.

To create student account, it’s simply by visit www.edmodo.com and select the “I’m a Student” button. And fill out the registration form with the **group code**, a unique **username** and **password**. An email address is not required for student signup. After that, select the “Sign up” button to complete the signup process. The student will then see the **group** you created on the left sidebar.

**Grading Quiz**

To grade the quiz it is easy, you just click the **“Turned in”** button where it also represents the amount of submitted quiz.

Grading a quiz is easy as well. You can following the steps as follows to grade it:

1. The name with the grey color indicates that he/she does not submitted the quiz yet.
2. Click on a **“student’s name”** with the black color that indicates that he/she already submitted the quiz in the list on the left panel.
3. In the middle down there is information regarding to the statistic of the questions could answer and couldn’t ones. By viewing this information, you
can analyze which question could answer most and the ones that hard to answer. This condition could represent the quality of the question also and so you might reflect and fix it in further based on your own analysis.

4. You can view the ranked of the students score based on their temporary grade and click at one the students’ name to see their result in detail.

If you click one of the students’ name you will find this page where you can check their answer in essay format as well as give them some mark and comment. You can following the steps as follows:

1. Click on the
Progress (Grade)

The progress feature is something Edmodo has been working hard on. It is quick, easy to look at, and easy to get there. All you have to do are

1. Click on **Progress icon** at the top of the page.
2. A drop down menu will appear and you pick the class you wish to view.
3. Once that is done you can quickly see who has turned in what, what the results were, their total percentages (you can weight grades in Edmodo), or if it still needs to be graded.

From this view, you can do many things. If you click the assignment name at the top you can view the **Average** or **View the assignment**
You also can quickly input or revise grades for assignments, quiz or other activity.

You can also click on Add Grade to (you guessed it) add a grade. You can find this in the upper right hand corner and this is different than an assignment because you CANNOT attach anything or a due date. You can add a detailed description and add a default total (which is optional). This is good for a grade that you track throughout a grading period for example participation or discussion. You can also delete and edit this grade in this view (but not assignments).
Members

This is probably the most powerful of the Group Options.
1. To get to this feature look on the left hand side and click on the **Member** button. When you click on it will take you to this page.
2. You can remove students, change their password, get parent codes and more.
3. You see the student’s full name, how many parents are associated with the class.
4. The ability to change all members to Read-Only or as a Contributor. If you want details on a particular student, just click on their name.
5. You can click “Progress” to see how far the students can following the activities in your class.

![Image of Edmodo Members feature]

**Noted:** Be careful! If you remove a student from your class, all their grade and information will be permanently lost.

For more information please visit
https://support.edmodo.com/home#teacher
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