

# Edmodo Quick Start Guide



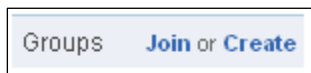
Edmodo is an online social networking site for educators. It is "Facebook for Teachers." Students are able to log on to share ideas, files, and complete assignments with their class. Edmodo is free and each class can have a separate site to view their specific content. It is a powerful Web 2.0 tool that is "kid friendly" and taps into the mobile web experience by allowing students who have mobile internet devices to participate from anywhere at anytime.

## Sign Up For Edmodo

Go to <http://fcps.edmodo.com/> and click "I'm a Teacher" to create a teacher account and complete the sign up form. You will need to have your school code to complete the process. Please ask your TRT or Tech Coordinator for this code. **Be sure to use your FCPS email** so that you will be confirmed as a teacher.

The 'Teacher Sign Up' form includes fields for School Code, Username, Password, Email, Title (a dropdown menu), First Name, and Last Name. It also features a 'Sign up' button and a checkbox for 'You agree to our terms of service.'

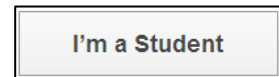
## Create a Group



Groups are ways to organize your students by subject, section, or topic. Teachers and students can join multiple groups and educators can make "small groups" or sub-groups within a group.

- Click on **Create** in the Groups Area on the left of your Home Page.
- Give the group a name, select the grade level or use the slider to select multiple grade levels, and choose a subject.
- Click **Create** and you will be given the group code for others to use to join the group.
- Students will click on I'm a Student to sign-up for your group. You will need to give them the group code. Students will add the group code, their username, a password, their first and last name, and click "**Sign up**" to join.

The 'Create a Group' form includes fields for Group Name, Grade (with a slider), and Subject Area. It also features a 'Create' button.

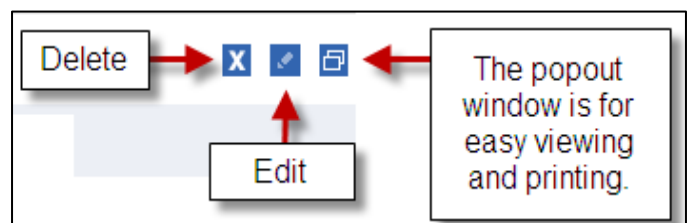
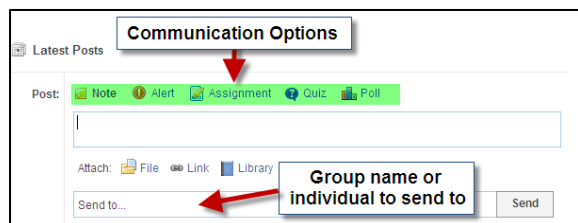


**NOTE:** Students cannot create an Edmodo account without a group code. They will be put into your group when they sign up with the group code you give them. If they are in a group from another class, students can click "**Join**" to be added to your group.

The 'Student Sign Up' form includes fields for Group Code, Username, Password, Email (optional), First Name, and Last Name. It also features a 'Sign up' button and a checkbox for 'You agree to our terms of service.'

## Post/Manage Your Posts

From your Home Page, you can post notes, alert messages, assignments, quizzes, polls, and upload files at the top of the screen. You can also delete or edit a post.

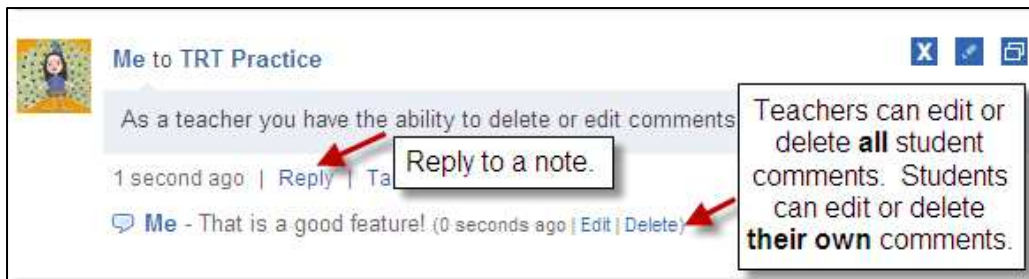


## Reply to a Message

Leave a comment to a note by clicking on **Reply**. Once you type in your note and click **Reply** your message will be posted.

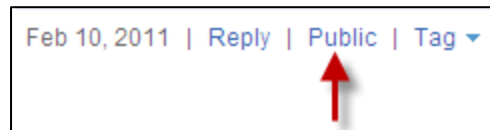
- Teachers can edit or delete all messages.
- Students can edit or delete their own comments/messages.

**NOTE:** You can set-up notifications of when students post content under **Settings** in the top-right corner!



## Make Content Public

Each published post is private to the sender and the person/people receiving it. If a teacher clicks Public on a post, he/she can publish content to the public timeline for anyone to see. You can also change it back to private whenever you wish.



## Tag Content

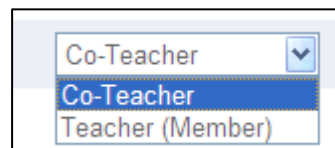
Tagging content allows teachers and students to easily sort messages. The teacher can tag content and students can individually personalize content by tagging with words that would help them to best sort content.



## Manage Students

Teachers are able to change passwords, add members into groups or sub-groups, and also archive groups at the end of a term or year.

- Click on the group you wish to manage.
- Click on **Manage** under **Members** on the right side of the screen.
- You can access parent codes for each student, access grades, change a password, or delete a student.
- You can also promote a fellow teacher to Co-Teacher of the group.



## Edmodo Areas



### Notifications

Spotlight is where you can see important information at a glance.



### Filter

The filter area allows you to view only certain types of postings. Click each one to see only those types of posts.



### Groups

This area shows the groups to which you belong. If it is a group you created, you can reset the group code, view the members, add small groups, change the icon color, archive the group, and delete the group by clicking on the group name.



### Communities

Join various Edmodo community groups of Interest. Find communities by scrolling down under Groups on the left side.



### Tags

You can tag your posts with key words to make it easier to locate. Tagging is a simple way to help students find what they need if they need to reference a specific post, assignment, file, or poll.

### Notes: