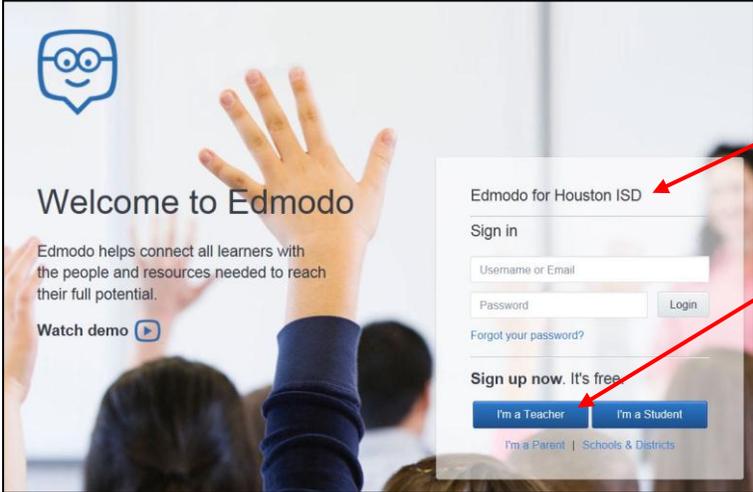
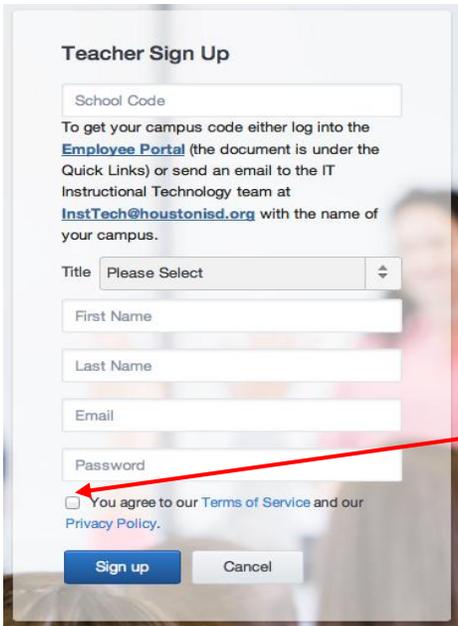
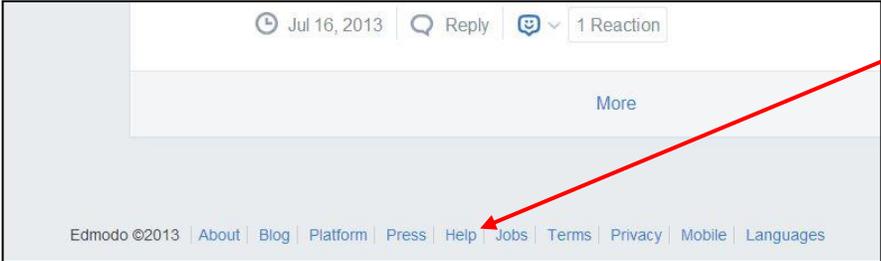


How Do I Use Edmodo to:

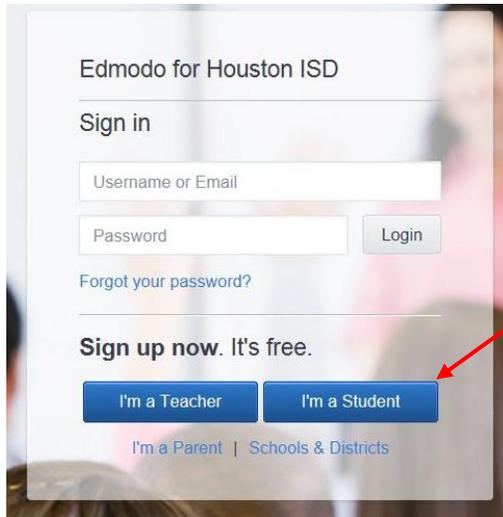
1. Log in for the first time?
2. Create a teacher account?
3. Create a student account?
4. View my library?
5. Get apps?
6. Create a group?
7. Invite others to join my group?
8. Lock/Unlock or reset the code for my group?
9. Manage my group settings (moderate posting)?
10. Edit or Delete Posts?
11. Search through posts?
12. Change my notifications?
13. Set up folders in my library?
14. Use the planner?
15. Create an assignment?
16. Create a quiz?
17. View assignment / quiz results?
18. Find help?

How to Use Edmodo

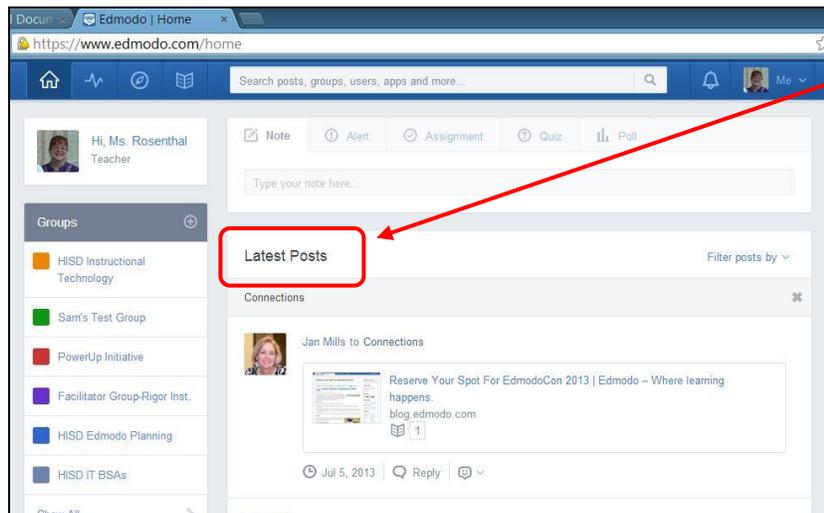
Screen Shot Example	Instructions
 <p>The screenshot shows the Edmodo login page for Houston ISD. It features the Edmodo logo (a blue face with glasses) in the top left. Below the logo is the text "Welcome to Edmodo" and a sub-headline: "Edmodo helps connect all learners with the people and resources needed to reach their full potential." There is a "Watch demo" button with a play icon. The main content area is a "Sign in" form with fields for "Username or Email" and "Password", and a "Login" button. Below the login form is a "Sign up now. It's free" section with buttons for "I'm a Teacher", "I'm a Student", "I'm a Parent", and "Schools & Districts". A red arrow points from the "I'm a Teacher" button to instruction 3.</p>	<p>Logging in the first time</p> <ol style="list-style-type: none"> 1. Open your internet browser. 2. For first time login, you should be on the HISD network, then go to http://hisd.edmodo.com 3. If you don't have an account already, click the button: I'm a Teacher. 4. Later logins can be done from anywhere you have an internet connection.
 <p>The screenshot shows the "Teacher Sign Up" form. It includes a "School Code" input field. Below that is a paragraph of instructions: "To get your campus code either log into the Employee Portal (the document is under the Quick Links) or send an email to the IT Instructional Technology team at InstTech@houstonisd.org with the name of your campus." The form has a "Title" dropdown menu (set to "Please Select"), and input fields for "First Name", "Last Name", "Email", and "Password". At the bottom, there is a checkbox for "You agree to our Terms of Service and our Privacy Policy." and two buttons: "Sign up" and "Cancel". A red arrow points from the checkbox to instruction 8.</p>	<p>Create a Teacher Account</p> <ol style="list-style-type: none"> 5. Follow the on screen directions for establishing your account. 6. Use your HISD email. 7. You will have a campus code that lets you associate with your school. If you don't know your campus code ask an administrator for assistance. 8. Make sure to agree to the Terms of Service. 9. Verify your account by responding to the email that will land in your school email inbox. <p style="text-align: right;">Back to Top</p>
 <p>The screenshot shows the footer of the Edmodo website. It includes a timestamp "Jul 16, 2013", a "Reply" button, and a "1 Reaction" indicator. Below this is a "More" button. At the bottom, there is a navigation menu with links: "Edmodo ©2013 About Blog Platform Press Help Jobs Terms Privacy Mobile Languages". A red arrow points from the "Help" link to instruction 10.</p>	<ol style="list-style-type: none"> 10. Always remember that in the bottom center of your screen, you can click on Help to check for a variety of useful solutions. <p style="text-align: right;">Back to Top</p>

Create a Student Account

11. Invite students to create a login.
12. Students will go through the same steps to get to Edmodo, but select "I'm a Student" at the login screen.
13. Make sure your students use their HISD email as their login and select a password they are likely to remember.
14. Decisions about grouping students will be made on each campus. Please ask your department chairperson if you have questions.

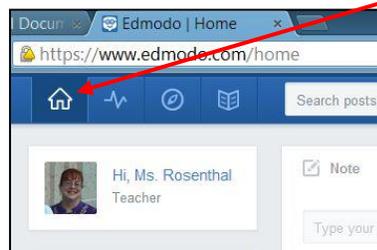
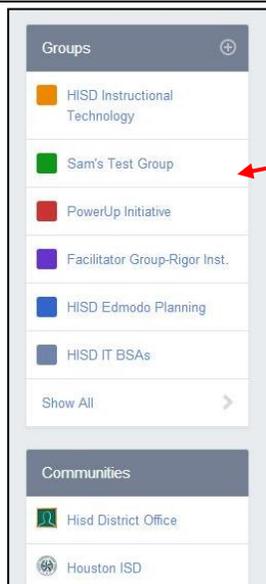


15. Landing page: When you first log in, you will see all the latest posts in the center of your screen. If you've used Edmodo prior to July 2013, you'll notice the look has changed! There are now different icons along the top of your page.

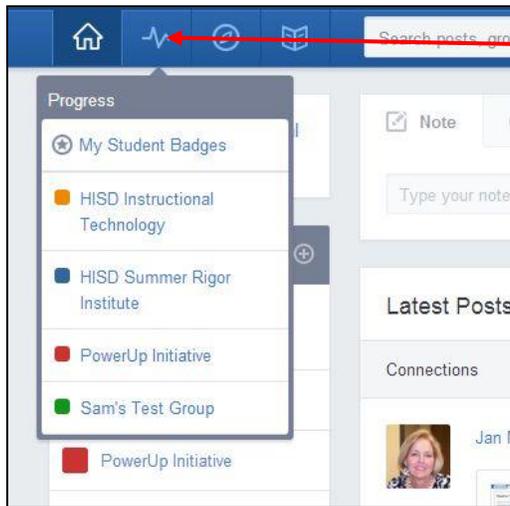


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16. All the groups you've joined are displayed on the left side of your screen, in the middle.
17. At the top left of your screen notice the home icon. Clicking the home button will always bring you back to this first screen.

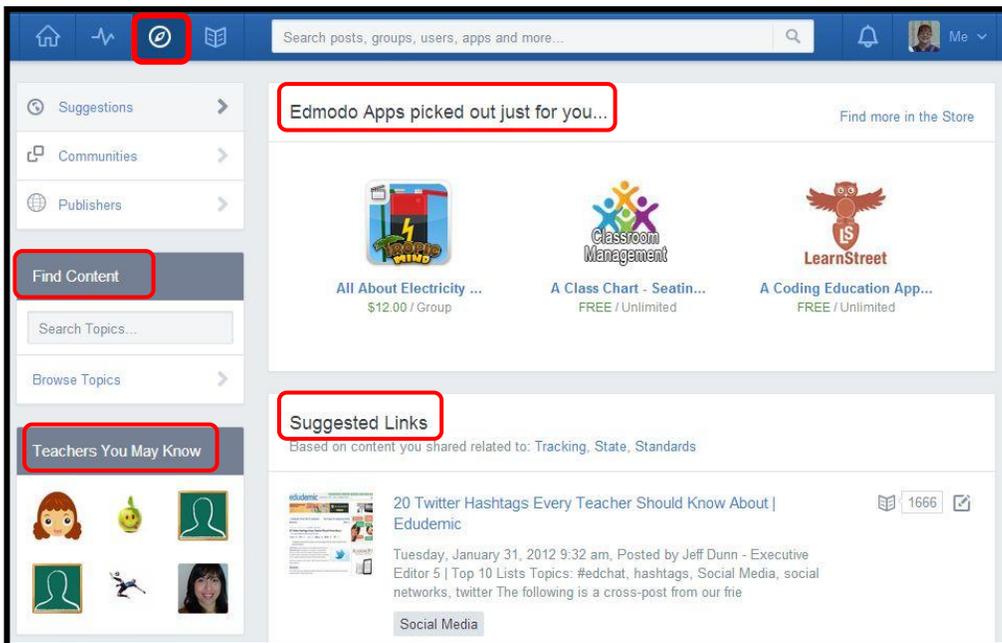


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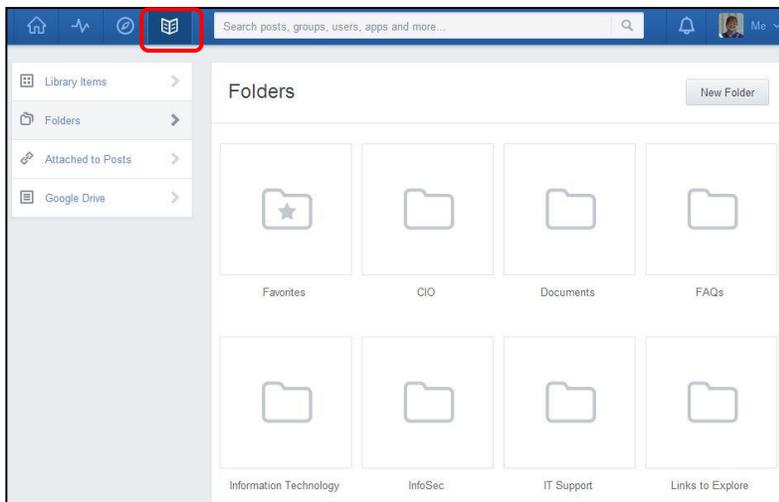
18. Now the 2nd icon, Progress, gives details about each of your groups.
19. Assignments, Quizzes and Grades are visible from the Progress panel.

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20. The third icon on the top left is Discover. Edmodo offers suggestions for:
 - Apps
 - Content Searched
 - Interesting Links
 - Possible Peers
 - Possible Communities

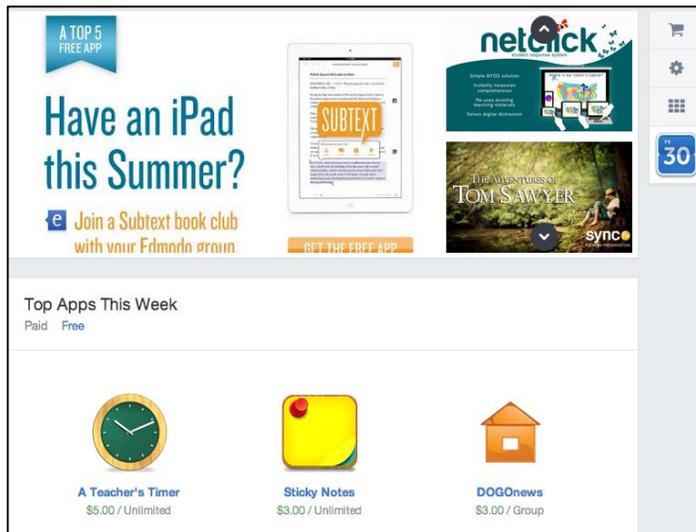
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View Your Library

21. Your library icon is the final icon at the top left. This will show you all the documents and links you have saved. You can share these by including them in posts, alerts or assignments. Organize them in folders to share different items with different groups.

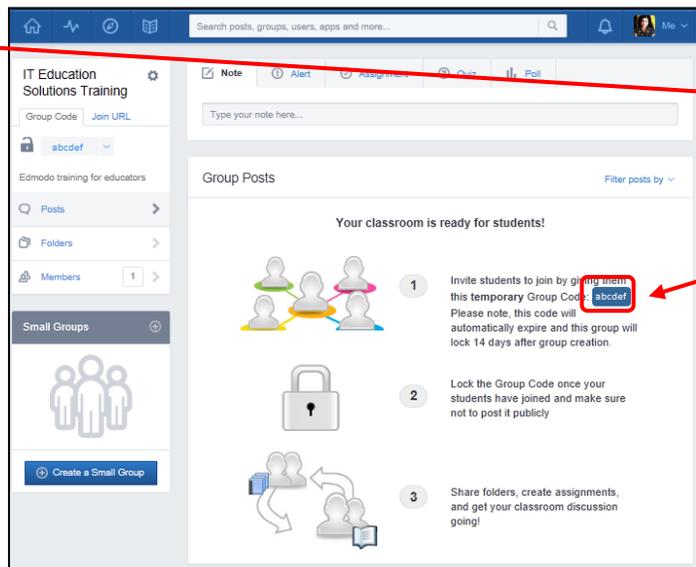
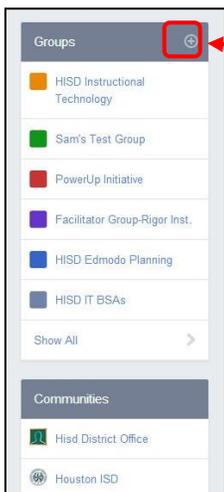
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Get Apps

22. On the right side of your screen, the shopping cart icon takes you to the Edmodo store. From here you can view a variety of apps. Some are free, but some must be purchased.
23. The rights to most of the educational apps usually last only for the school year. Note that many of the apps are free.

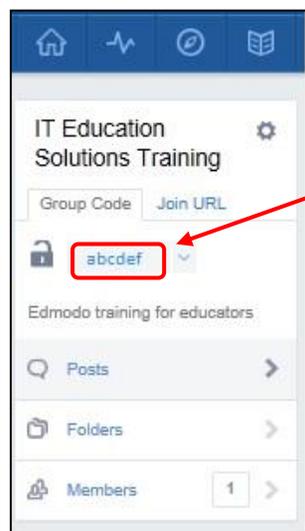
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Create a Group

24. Creating Groups is done using the controls in the center left part of your screen. Once you click  to create, follow the on screen prompts. To invite students to your group, you will need the group code (6 digits) which appears at the center of your screen.

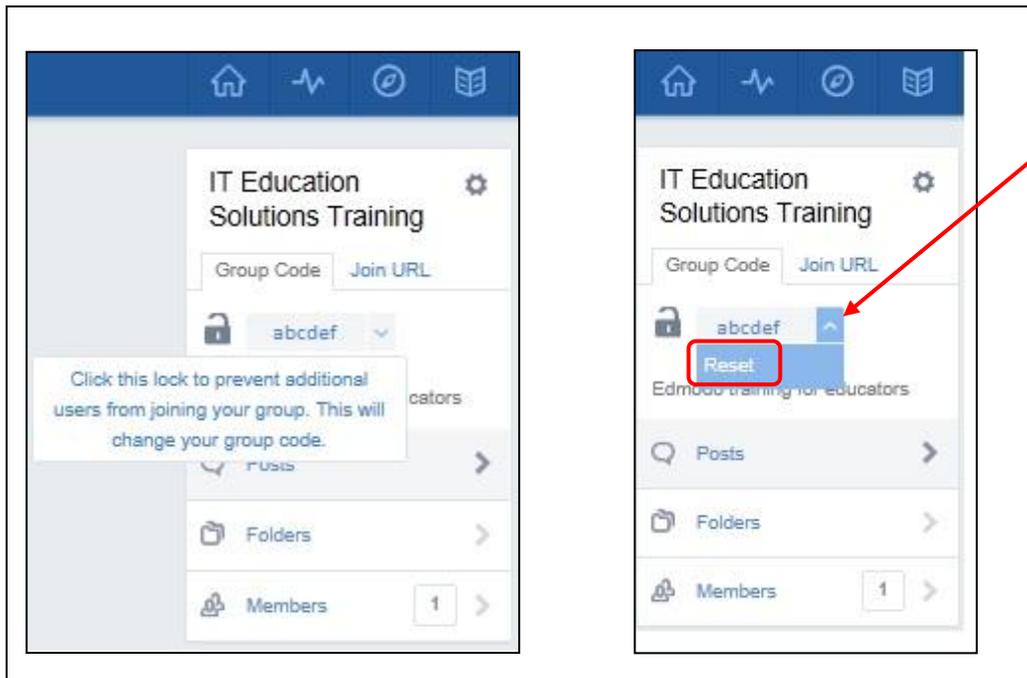
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Invite others to Group

25. Invite students and other teachers to join your group by giving them the six digit group code.

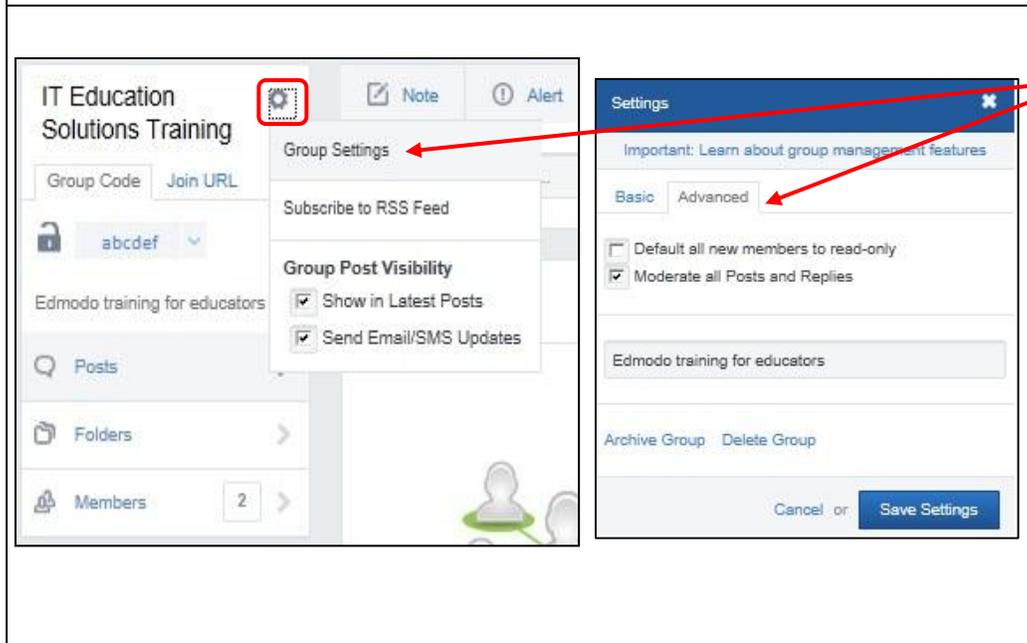
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Lock, Unlock & Reset Code

26. Using the group settings you can Lock or Reset the six digit code for your group. This will keep your group secure and ensure users don't join without your permission. After two weeks, the groups automatically lock, but you can give access by using the Reset option.

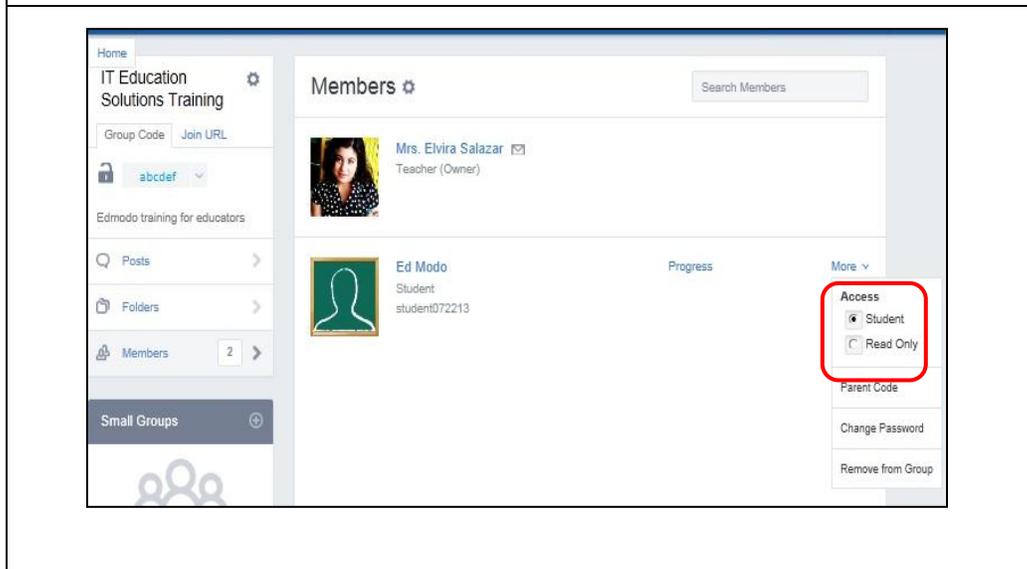
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Manage Group Settings

27. Moderator Options are available when you want to be able to approve posts before they are visible to the whole group. You can apply this to everyone in the group, or to some students only (when necessary). From the Group Settings you can set your notifications (whether you want an email or SMS message each time something is posted to the group).

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28. Student posts are visible to the entire group (if the student is not set to Read Only status) or to the Teacher (if the student doesn't want everyone to see the post). The students cannot post directly to each other (private messages).

Parents (at this time) may not post to the group. They may view their student's grade book and receive notes from the teacher.

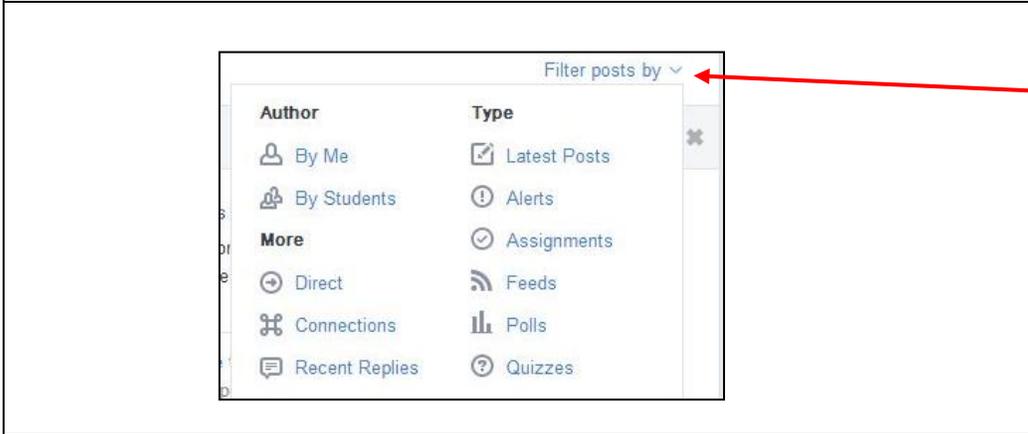
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Edit or Delete Posts

29. The Teacher (group owner) can edit or delete anyone's post, while other users can only edit or delete their own posts.

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Search Posts

30. Posts can be searched (filtered) in a number of different ways.

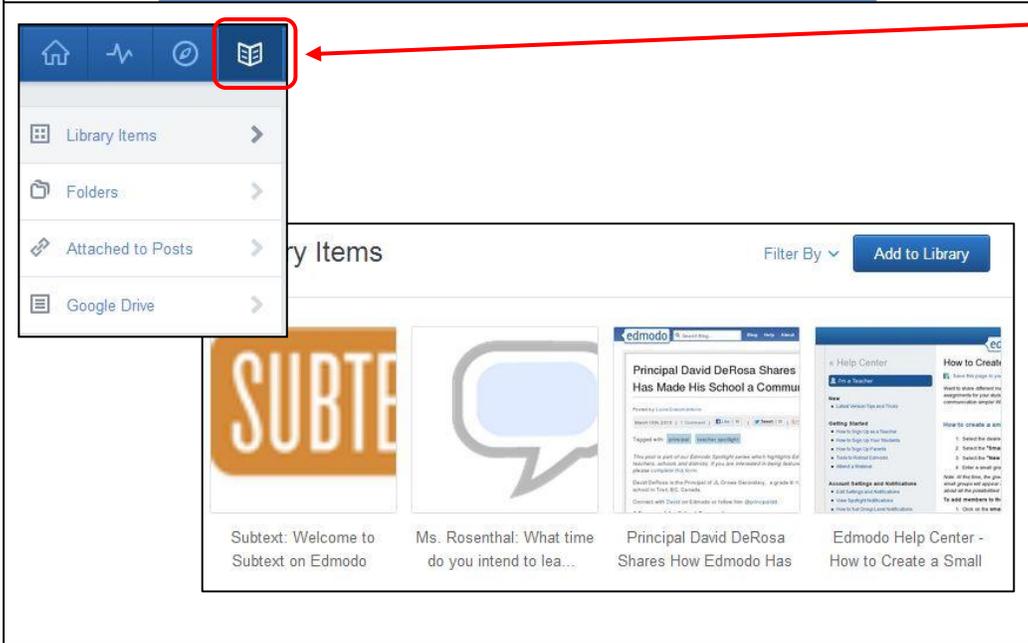
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Change Notifications

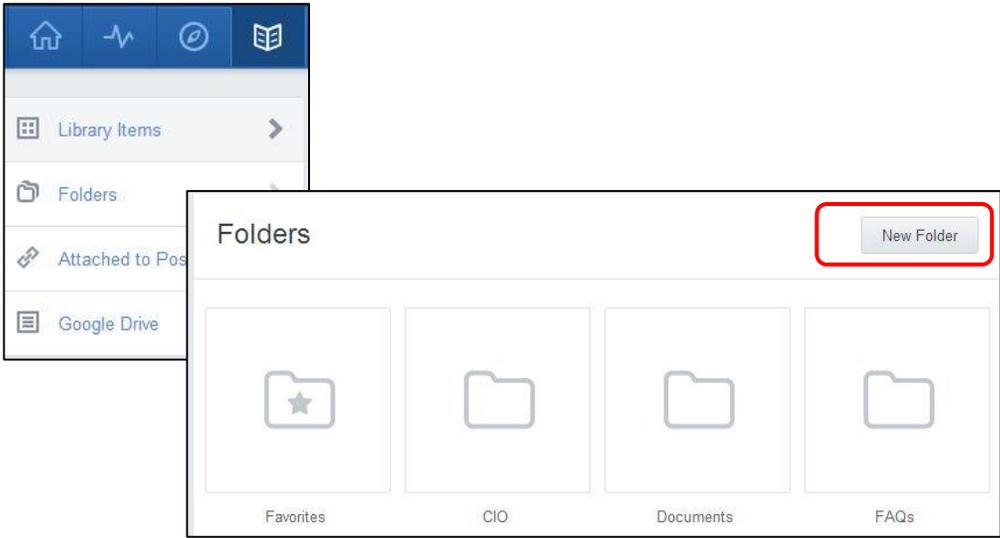
31. The default setting for notifications will send an email each time there is group activity. This can be turned off, if it becomes too voluminous. You may also select to have the emails delivered to your secondary email account (rather than your HISD email).

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32. Your Library contains all the documents you share with others and all the links you post.

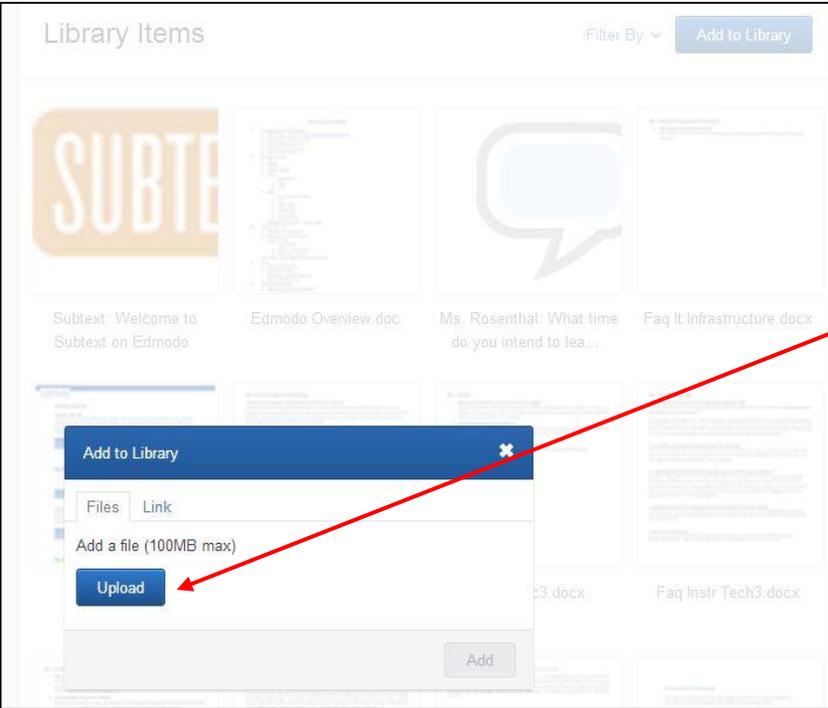
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Create Library Folders

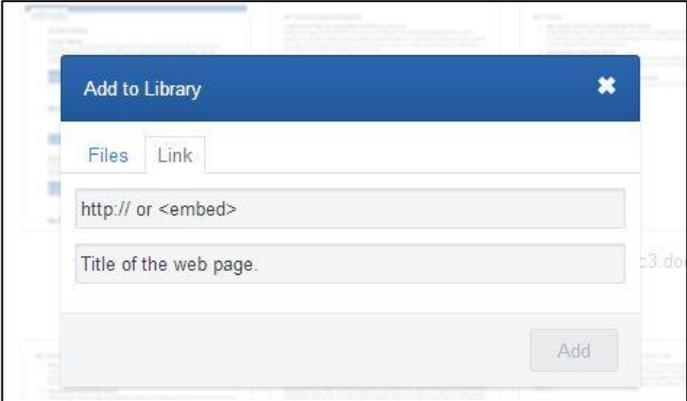
33. Setting up Folders will help you organize documents and links. You can make Folders available to various groups to help keep students focused and on track. Select “New Folder” and create a name for the folder or click on an existing folder to open it.

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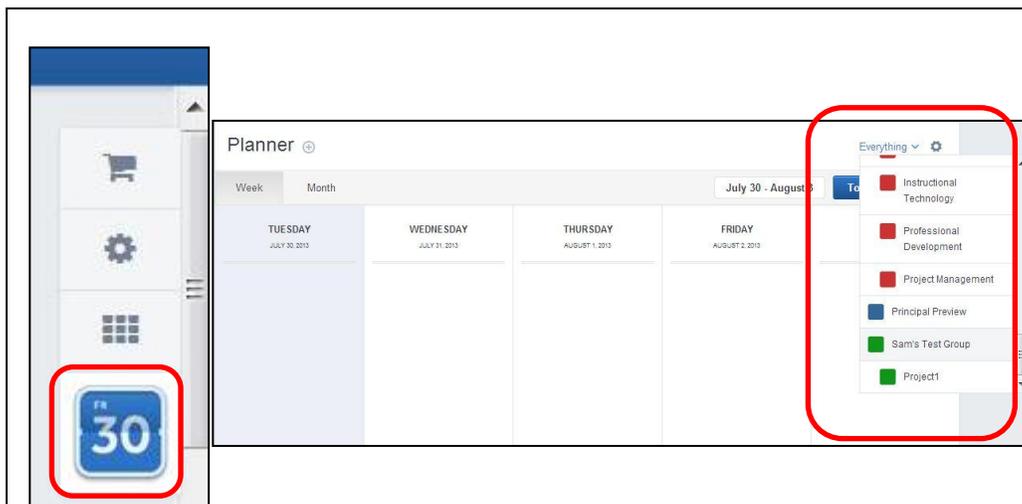
34. Files are added from the library view. Click Add to Library on the right upper corner of the screen. Indicate whether you are adding a Link (URL) or a File (.doc, .pdf). To add the file, you click Upload, indicate the file’s location, and click Open.

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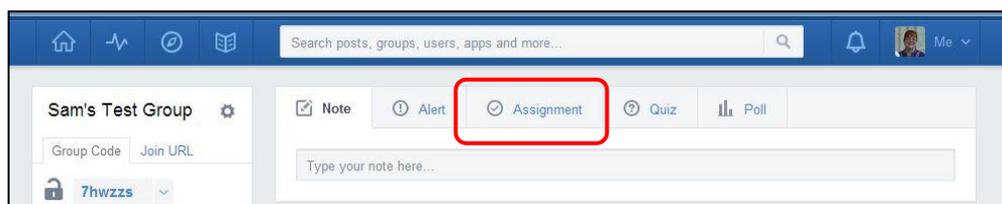
35. Add links by repeating the same steps listed above, instead of a file you may type (or paste) the web address (URL) you want to share. Note that you can control the text title that displays with the web address (if it is long and not very descriptive this is helpful).

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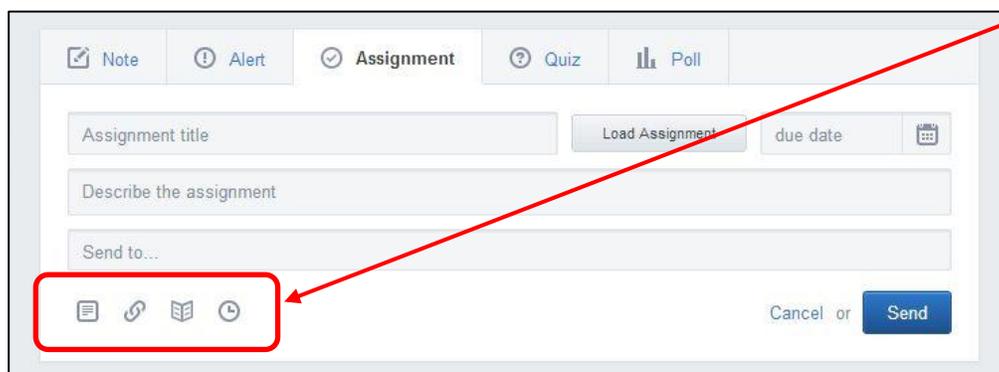
Use the Planner

36. The planner is accessed by clicking the calendar icon on the right side of the screen. The view can be changed (much like the Outlook calendar) to week or month. Along the bottom are things farther out along the timeline: Coming Soon and Someday (long range goals/plans). The planner can be viewed by specific group.

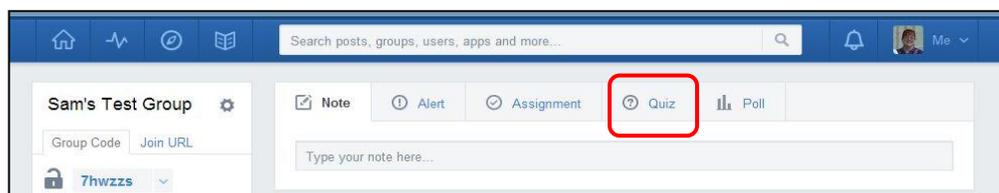


Assignment Creation

37. To create an assignment, click the Assignment tab in the center of the screen. Add the title and due date, describe your assignment or give directions. Attach any needed files, links, or library resources necessary. The clock icon allows you to set the time at which the Assignment will become visible to students (if you don't want to broadcast it immediately).

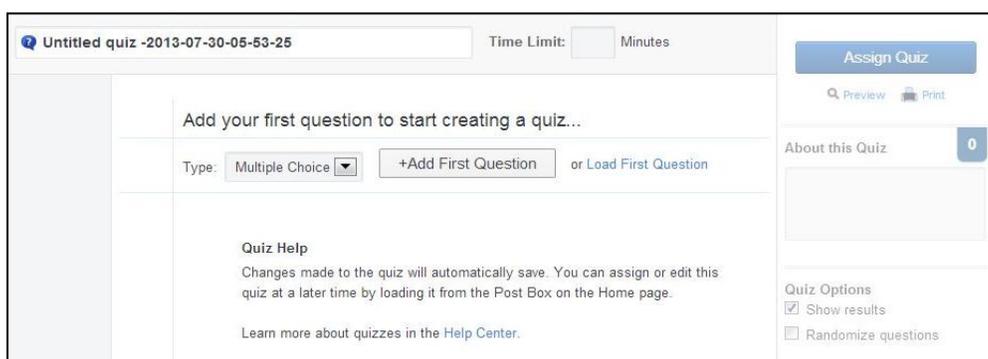


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Quiz Creation

38. To create a quiz, click on the Quiz tab. The resulting window will give you options for: naming your quiz, selecting question types, setting a time limit for completion, randomizing content, adding a description (or instructions), and determining who is supposed to complete the quiz. (Tip: Be sure to remind students after they save their quiz they still need to click the submit button in the upper right hand corner!)



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Untitled quiz -2013-07-30-05-53-25

Time Limit: Minutes

Assign Quiz

Preview Print

Add your first question to start creating a quiz...

Type: Multiple Choice +Add First Question or Load First Question

Quiz Help
Changes made to the quiz will automatically save. You can assign or edit this quiz at a later time by loading it from the Post Box on the Home page.
Learn more about quizzes in the Help Center.

About this Quiz 0

Quiz Options
 Show results
 Randomize questions

39. Set a time limit for your quiz to decrease potential time spent web browsing or in discussion. From this window teachers can choose questions types: Multiple Choice, Matching, Short Answer, True/False, Fill in the Blank.

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Latest Posts



Me to Sam's Test Group

Test quiz 2 -2013-07-30

Turned in (2) Due Aug 9, 2013

View Results

40. Results are reported in the teacher's latest posts. They can also be viewed in the grade book.

Test quiz 2 -2013-07-30

Due Aug 9, 2013 1 question | 1:00:00

This is a test quiz. Please complete it if you have time.

High Scores

	Chris Marshall 10/10		StudentSam TestAccount 10/10
---	-------------------------	---	------------------------------------

Question Breakdown

Question #1
Cow,Pig,Bear,Dog,Cat,Wea...
Matching




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41. There are mobile apps for both Android, Chrome based and iPhone / Apple OS devices. Not all the Edmodo apps are usable on the mobile platform.

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Q

Can't find the answer? Support@edmodo.com

- [I'm a Teacher](#)
- [I'm a Student](#)
- [I'm a Parent](#)
- [I'm an Admin](#)
- [Mobile](#)
- [FAQ](#)
- [I Have a Problem](#)
- [Webinar](#)

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[Classroom Rollout Resources](#)

[How Do Apps Work on Edmodo](#)

[How To Get Apps](#)

Edmodo Teacher Manual

Getting Started >	Features >
Account Settings & Notifications >	Edmodo Apps >
Groups >	User Trust & Safety >
Profiles >	Deactivating Account >
Communities & Connections >	Sharing Best Practices >

Support Team

Find Help

42. Online Resources for Edmodo support include many documents and videos. There are also periodic webinars that are extremely helpful. Don't forget your best resource is always the teachers working with you! Sharing ideas and information improves us all.

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