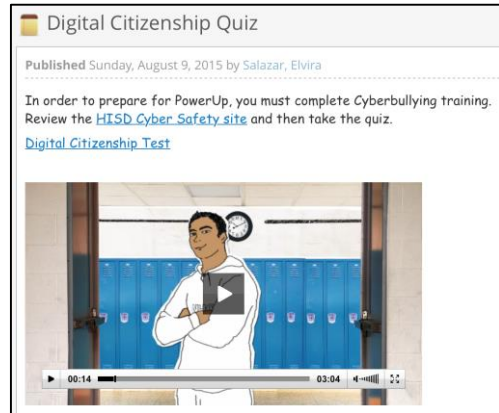


Edmodo Transition Series: Using Notes – Advanced Options

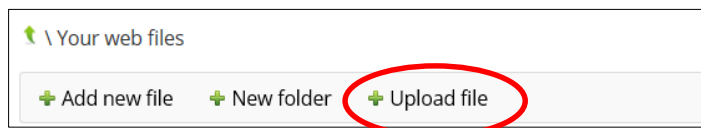
In Edmodo one of the most commonly used tools is the Note. Notes in Edmodo allow the teacher to post a message with file attachments or links to websites, and allows teachers to schedule when the message is posted. In the HUB, teachers can also use the Note with its rich text editor to post a file attachment, links to a website, or to embed third party applications.



Adding a Note with a Video or Picture File

The Note element at a basic level consists of a title and text. There are a few steps to write a note.

1. Click **+add** in the course navigation tree.
2. Click Note in the work area.
3. Fill in the following fields:
 - a. **Title:** Enter a Note title.
 - b. **Text:** Enter the note text.
4. Use the **Insert > File from your web files** option
 - a. If you need to upload the file to the HUB, click on the **+Upload File** link in the toolbar and follow the prompts to upload. When you are done it will add it to your list of web files.



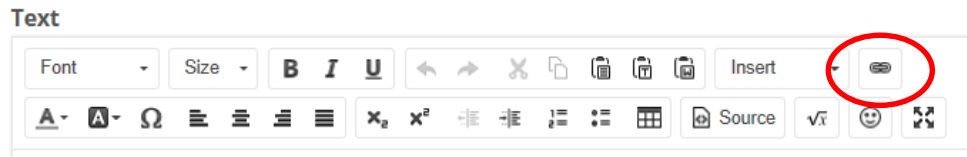
- b. Once the item is in your Web Files, click on the globe icon in the Link column next to the item to add a link to it in your post. If your file was a video, you can use the green embed icon to add the video directly to your post.

Creating a community.docx		480 KB	1/26/2015 7:33 PM	
CRT- Review Linear and Non-Linear Equations-SD.mp4		12 MB	4/28/2015 3:01 PM	
Day 3 Outline.docx		15 KB	5/19/2015 3:02 PM	

5. Click **Save**

Adding Special Items to Your Posts

Links to a Website: Use the link icon directly on the Rich Text Editor toolbar



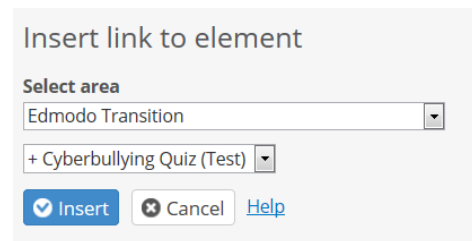
Images: Use *Insert > Image*

Audio Recordings: Use *Insert > New Audio Recording*

Video Recordings: Use *Insert > New Video Recording*

Tree Link: This allows you to add a link to something you create in the HUB, like an assignment, test, or content page. Use *Insert > Tree Link*.

1. In the top dropdown, select the course where the item is located. By default it will select the current course. If you select a different course, students need to be enrolled in that other course as well in order to be able to access it.
2. In the second dropdown, select the item from that course that you want to link to.
3. Click **Insert**.

A screenshot of the "Insert link to element" dialog box. The dialog has a title "Insert link to element" and a "Select area" section. The "Select area" section contains two dropdown menus. The first dropdown menu is set to "Edmodo Transition" and the second dropdown menu is set to "+ Cyberbullying Quiz (Test)". Below the dropdowns are three buttons: "Insert" (with a checkmark icon), "Cancel" (with an X icon), and "Help" (with a question mark icon).