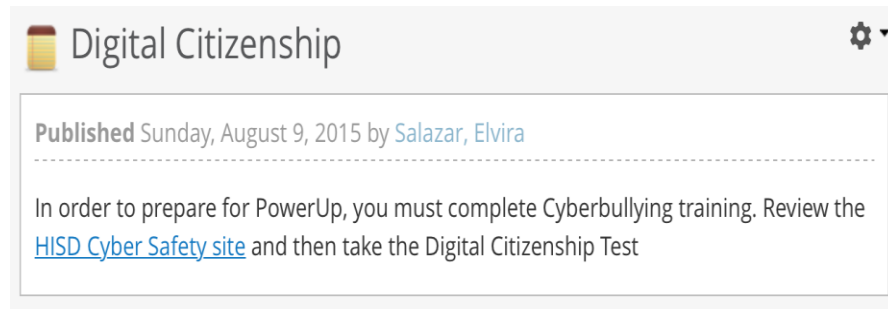


## Edmodo Transition Series: Using Notes as Posts

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 websites, or to embed third party applications.



### Adding a simple note

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:
  - **Title:** Enter a Note title.
  - **Text:** Enter the note text.
  - **Active:** Set the activation status (An active element is visible to participants, whereas an inactive element allows the element to exist in draft mode and is not visible to course participants. You can also set a time span to control when your note becomes active and deactivates).
4. Click **Save**.