Edmodo

Class set up Instructions

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EEATT

Education Easily Advanced Through Technology
Edmodo
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Edmodo Introduction: Edmodo is a simple and free website that allows the teacher to:
A. Load a library with assignments, videos, ... so students can access them any time.
B. Post assignments and communicate with students and parents – important reminders regarding homework, projects, test.
C. Extend the learning beyond the school day.
D. Create a class calendar
E. Join professional educational groups.

Where to begin:
1. Join Edmodo
First go online to Edmodo.com

To register, click on “I’m a Teacher” in the blue rectangle.
Complete the Teacher sign up

Next you will be taken to the Profile page – *This is not anything important – you can do it now, eventually or never.* A photo is a nice touch, a URL is not important, but feel free to make one if you wish. Again, it is not necessary to make a URL.

Next – click on “Select your school”
Next start typing in your school and choose when it appears:

Next you can choose to click on “Follow Communities” and this will give you the opportunity to join a community of teachers – I personally have not used it – just too busy – but may choose to in the future. In theory it could be a great thing to belong to. Again, maybe in the future for me. For now I just want to keep the info I'm exposed to as simple as possible.
Next, click on “Go to My Homepage” and you are ready to begin!

Step 2: Create a class (or 2)

To create a class – click on the “create” link in the left hand border - above. Fill in your Class Name – ie. English per. 1, select grade, subject area and click on create.
This is the new window you will see:

Your “English per. 1” class is now in the left hand border (in the blue stripe) and “active” because it has been clicked on and in the blue stripe.

1. Now you should give your student the class code – this is in the blue shaded rectangle on the main part of the page, it is also on the right hand border. In the future it will always show up on the right side of YOUR Edmodo page. This codewill be the same for every student in this period 1 class (each period and class get their own code).

2. Have your student (at home, or in the computer lab) go online to “Edmodo.com” and register – like you did. The difference is – they will log in as a student and will need the class code. When they complete the registration form and click submit they will be taken to the class Edmodo page – they will only see their classes folder – so if you have other classes – they will not be able to see them.

Now it is time to set up the VERY IMPORTANT – “Alerts,” “Notes,” and “Direct Messages” (for you and your students)

1. Have the go to the upper right hand part of the page and click on “Accounts” and scroll down to “Settings” – you will see this:
2. Have them add a photo if they’d like.
3. Now the IMPORTANT PART – click on “Email and Text Updates” near the top / center:
4. Under “Notification Type” have them choose Email or Text (Text is better with students) – enter their text or email.

5. Have them select the 3 above (you can choose 1 or all 3, and if you want lots of text message to drive you crazy – choose them all!

6. Click “Save Notifications”

7. Now every time you send a Alert, Note or Direct Message – they will get an immediate (if they have an alert) notification. As will you if you have this set up – the nice thing is that only you can send Alerts and Notes. Direct Messages are generally rare and you can de-select if you wish.

8. One last thing – if interested you can go back under “Accounts” in the top right hand corner – you will find:
Now it is time to make your classes first folder to store class materials.

1. Click on the “Home” Icon on the top left of the website.
2. Near the top center of the page click on “Folders”

3. At top center / right click on “New Folder” and make folders to your heart’s content. Folder names might include “Unit 1, Projects, Videos,... In my case I create one folder per Unit, plus one for VMR’s (Video Minute Recordings – 5 – 10 minute video recaps of each lecture – for absent students and test review.
4. This is where you will store all your class stuff – handouts, videos, whatever and this is what you will refer your students to when you send out Alerts.
Next click on “Post” at the center / left / top of the webpage. This will allow you to Post – “Notes,” “Alerts,” “Assignments,” “Quizzes,” and “Polls”

**Note – this section is where you can EXTEND the learning – beyond the class by posting assignments, debates, video for after school.**
1. Use “**Notes**” for long messages / instructions
2. You can attached files, link websites or load something from your library.
3. You can send to your entire class, multiple classes, an individual or parents.
4. You can send immediately or schedule this post / message.

![Post: Note](image)

1. When student’s post responses – you can answer them by using the first icon under their post – looks loosely like a caption with a + in the middle.
2. You can tag post for future reference, as examples, for praise, or add reactions.

![Post: Alert](image)

1. Use “**Alerts**” for short (140 character) messages / reminders / alerts)
2. These are great to send out a blast to all class members (and parents) about upcoming assignments, reminders, updates,…
3. This is similar to “Notes” – but brief and you cannot attach things.
4. **I use this the most** – reminding students and parents about homework an any thing I forgot to mention in class and it can’t wait until tomorrow.

![Post: Assignment](image)

1. Use “**Assignments**” for assignments! This allows you a title, description, assign a date due, attach something, set a time to send, and send to whomever.
2. I like to use this for detailed assignments – such as “read this excerpt and tell me 5 things that reflect the era it was written in. Be sure to list your class period first and number your responses 1-5.”
1. You can use “Quizzes” to make? You’re on own on this one. Good luck.
2. You can also use the “Poll” to create a poll. No kidding.

Next you can click on the “Planner” icon (top left next to the Home button)
1. Click on a date, enter assignment, date, and name recipients.
Next 4th icon from the left is the “Library” icon.

1. This is where you will load your library with any materials for your folders. Handouts, quizzes, videos, anything. You will put these inside unit folders or class folders so your students can access them and / or you can attach them to your post – them in messages (post) to your student.

2. To add to your library – you must have something on your computer to load into the library.

3. Click on the “Add to Library” button near the top left on the left panel.

1. Choose something from your computer or flash drive to “Upload” – this can be a file or web link

2. You can specify which folder you want it to go into – such as “Unit 2” or just place it in the library and choose to put it in a folder later – by clicking on it and designating a folder.

3. Warning – it does not always load easy – sometimes it take several times to load an item. You will know it is loaded successfully when the window disappears and the item is in your library.
Ok, you made it! Here are a couple of last minute tips:

1. There are “Progress” and “App Store” on the top – feel free to check them out.
2. Near the top right you will find “Filter by Post” this can be very handy – to sort long post, or find something you posted. **It is a good thing to be aware of.**
3. You can also see the latest post for a particular class – by clicking on the **class** in the left hand panel and clicking on “Latest Post” just under your profile picture near the top of the left panel.
4. Next to the “Filter by Post” button in the top right – you will find an icon that looks loosely like “dog tags” (ok, that’s what it looks like to me a history teacher). You can click on it to “tag” a post for future reference. You can do the same with the same icon under the post.
5. **A pretty cool feature is the “Discover” button** – right below the “Latest Post” button on the left panel – near the top. Try this and input something you are studying like World War I or Nathanial Hawthorne – then click on “**Check In**” to the right and this will take you to lots of lessons your fellow Edmodo teachers around the nation have posted. There is some pretty cool stuff here.
6. Working down the left panel you can click on **“Insights”** – this stores student responses to post – that you find insightful. You can go back to them over time to high light them, praise students or as examples.
7. Below this you can **“Join”** a group, **“Create”** a new class, or **“Browse”** Communities. Just click on one to explore or get started.
8. Below this is a **Red Help?**
9. Finally, there is a “**Search**” area top center. This will search post, users,…
10. Remember, to see post from different classes you must click on the class in the left panel first.
11. That’s it for me – I’m leaving the right panel for you!
When you are all set up your Home page will look something like this:

Good luck.

Any questions – email Mark Celestin @ mcelestin@losal.org or join us on the EEATT Edmodo group!