Note: If you have previously created an Edmodo account on your own, please go to http://eugene4j.edmodo.com and log in once. You will be prompted to enter your school code. This will associate your account with 4J.

Create a Teacher Account
1. Go to http://eugene4j.edmodo.com
2. Click the I'm a teacher button and fill out the form. (If you don’t know your school code, contact Kim Ketterer or Misty Jackson.)
3. Click the Sign Up button.

Adding Classes
1. Go to http://eugene4j.edmodo.com and log in with your teacher account.
2. In the left sidebar, under Groups, click the icon of a circle with a + and choose Create.
3. Type a name for your class, and select a grade and subject area.
4. Click the Create button.
5. The code for your group will be shown. Please take note of this, as students will need it in order to sign up.

Create Student Accounts
1. Go to http://eugene4j.edmodo.com
2. Click the I’m a Student button.
3. Type the group code of a class that the student will be joining.
4. Fill out the rest of the fields. While the email address is optional, it’s a good idea to include it so you have a way to reset the password if a student forgets or changes it.
5. Click the Sign Up button.

Add Existing Students to New Classes
1. Go to http://eugene4j.edmodo.com and log in with a student account.
2. In the left sidebar, under Groups, click the plus sign in a circle and choose Join.
3. Type the class code from an existing class.
4. Click the Join button.

Post Assignments (Teachers)
1. Go to http://eugene4j.edmodo.com and log in with your teacher account.
2. Click the Assignment button (Top of page).
3. Give your assignment a title, description and due date.
4. Attach a file or link if applicable.
5. In the Send to... field type the name of the student or class(es) you are assigning it to.
6. Click the Send button.
7. You can re-send previous assignments to new groups by clicking Load Assignment and selecting the assignment to send.

Post Quizzes (Teachers)
1. Go to http://eugene4j.edmodo.com and log in with your teacher account.
2. Click the Quiz button, then Create a Quiz.
3. Set up your quiz, then click Assign Quiz.

Complete Assignments (Students)
1. Go to http://eugene4j.edmodo.com and log in with your student account.
2. Next to the name of an assignment, click the Turn In button.
3. Type your response, or upload a file or paste in a link.
4. Click Turn In Assignment.

Answer Quizzes (Students)
1. Go to http://eugene4j.edmodo.com and log in with your student account.
2. Locate a quiz on your homepage.
3. Click the link to take the quiz.