

edmodo: Adding Content to Folders

How edmodo Folders Work

You can store content that you would like to keep and access again in the edmodo “Library”. Within the Library page, you can also create folders to organize your content and share these folders with groups. Files that are added to shared folders will be instantly viewable by students in the groups you have shared your folders to.

How to Use Folders with Classes

Folders help students access resources and can be updated quickly. Add important documents for students to refer to when working on assignments or media files to support new learning.

Examples of Folders to Create and Share

Resources: Homework/grading policy

Writing: Overused word list, synonyms, writing steps, editing marks, homonyms, idioms, and editing checklists

Math: Formulas and examples problems

Project Handouts: Instructions for using new applications and completing large projects.

Images/Clips: Collect media to share with students to use in upcoming assignments.

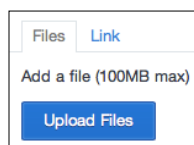
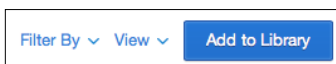
Examples: Showcase student work that shines or share examples of projects to inspire others.

Adding Content to the Library (From Computer)

1. Log into edmodo as a teacher. Click on the library tab (book icon) in the top left corner of page.

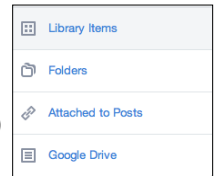


2. Click “add to Library”, choose the “Files” tab, click “upload files”, select content then select “add”.



Creating a Folder

1. Click the Library tab.
2. Click the “Folders” tab (left sidebar)
3. Choose “New Folder” and give the folder a name. You can choose which classes/groups will be able to see the content of the folder.



Adding Content to a Folder

1. Click on Library and navigate to “Library items”
2. Select items to share by clicking their check box
3. Select icon of a folder with a plus sign
4. Select names of folders to add to and click apply

Adding New Groups to a Previously Created Folder

If you find you have forgotten to share a folder with one of your groups, it is simple to return to the folders and add the new groups in. (Such as adding a resource folder to your new classes at the start of each year)

Changing Folder Settings

1. Click on the Library tab, and select Folders from the left sidebar.
2. Click on a previously created folder that you would like to update. (not the check box)
3. Choose “Folder Options”:



From this panel you can change the folder name, make the folder public, and select the groups who can access it.

Accessing Folders as a Student

Students can access class/group folders by clicking on the name of the class, then selecting “Folders”. (Folders should appear below the name of the class)

