



edmodo Teacher Tips

Log into 4j edmodo <http://eugene4j.edmodo.com>: Our district has a customized version of edmodo that is only accessible to students/staff within our schools to improve the safety of our digital classroom tools.

Updating Your Profile: Click on **your name** in the top left corner of the home screen or on the **Me** icon in the top right corner and select **Profile**.



1. Changing profile image: Click the pencil icon in the corner of your image (on your profile page) to select a new icon or image.
2. About You: Click the pencil icon at the bottom of the profile page to share information about yourself.

Updating Settings

Click the **Me** icon in the top right corner of the page and select **Settings**. (Settings Tabs are listed in left sidebar)

1. Account Tab: Update your profile image, email address and current school from this page.
2. Email & Text Update Tab: Allows you to select if you would like to receive notifications about your edmodo groups. (Such as direct messages)
3. Password Tab: Allows you to reset your password

Group Settings

After creating a new group or class. Please check your group settings carefully before welcoming students.

1. To access **Group Settings**, click on name of your group in your sidebar. You will be taken to your group's page. Click the **Gear Icon** and select **Group Settings**.



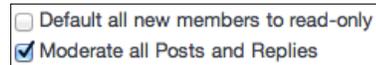
2. While in the **Gear** pull down menu, uncheck send email/SMS updates to prevent unwanted notifications.



Moderate all Posts and Replies

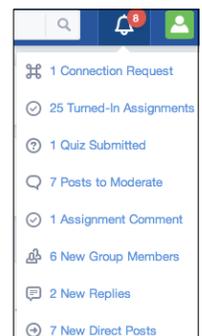
1. Inside **Group Settings** check **Moderate Posts** to prevent students from posting comments and notes

before discussions about appropriate use have taken place.



You can also use this tool to help students understand your expectations for comments, preventing off-topic comments from disrupting others. You can uncheck this setting later.

2. To approve comments and posts, click the **Bell Icon** in the top right corner of your screen. Select **Posts to Moderate**. From this window you can approve and deny student comments individually or all at once.



Notifications and Alerts

1. The **Notifications** pull down menu allows you to see comments for approval, recently turned in assignments, replies, and direct posts from students.
2. You can also have alerts about messages and new assignments sent to you via email. (See Updating Settings Section)

Setting Students to Read Only and Password Reset

1. Select your class/group from **Groups** sidebar.
2. Select **Members**: Find student and click **More** menu.
3. Choose **Read Only** to remove a student's ability to post comments and content on the group page.
4. Choose **Reset Password** if a student has forgotten their password and needs it reset.

Locking Groups

1. On your group's page. Click the **lock icon** to prevent students from joining your class without permission.