Edmodo Best Practices for Teachers and Admins

Account Setup
Create only one account
All Edmodo accounts exist in perpetuity and carry over from school year to school year. It is therefore unnecessary for teachers and students to create new accounts at the beginning of each term. Doing so only makes it more difficult to access past groups and grades.

Set up notifications
We recommend setting up text or email alerts to help you monitor students' posts in your groups. To do this, visit the settings panel in your Edmodo account and select which activities you would like to be notified of (new posts, replies, direct messages, etc.) and how you would like to be notified (text or email).

Student passwords
Students should set up their own Edmodo accounts and choose unique passwords. Passwords are less secure and easier to guess if teachers create generic ones for their students.

Group Management
Do not post group codes publicly
Distribute group codes to your students in class or another private forum. Distributing codes via a blog, Twitter or other public site makes them visible to people you may not want in your group.

Remove unwanted users
Group owners also have the ability to delete any members who join a group in error by clicking "Manage" in the member list on the right hand column of a group page and selecting the member they wish to remove.

Lock and reset the group code
Once your students join your Edmodo group, be sure to lock the group code so that no other students can join. You can lock the group code by selecting the drop down arrow next to the group code and selecting the lock option. Your group code can easily be unlocked if needed. You can also reset a group code by selecting the drop down arrow next to the group code and selecting "reset". A new 6-digit code will immediately be generated. Group members who have already joined will not need to rejoin, but any new members will need the new code to become part of the group.

Set new members to read-only
"Read-only" status allows a student to view classroom messages, submit assignments and communicate directly to their teacher, but does not allow them to post messages to the entire group. We recommend you set new group members to read-only until all the members have joined your group by selecting "Manage" in the Members section of your group page, and clicking "Set all members to read-only". Once all the members have joined your group, you can then make them all contributors, or change each student's status individually by clicking on their name in the Members list.

Archive and delete groups

Once the quarter, semester or school year has ended, it is a good idea to archive groups that are no longer active. To archive a group, click on "Group Settings" on the right-hand column of your group page and select "Archive Group" in the Settings window. Members will still be able to access the group and view all the posts and grades, but they will no longer be able to add new posts or content. You can also delete a group, but doing so will permanently erase all its activity.

Additional Teacher Guidelines

Set expectations

It is important to set clear parameters with students about what content is appropriate for your Edmodo group. At the beginning of the year, you may want to implement expectations for appropriate comments and participation, as well as any guidelines for writing style and grammar.

Invite parents to Edmodo

Keep parents in-the-know of all your classroom activity by inviting them to Edmodo. With an account, a parent can see their student's posts and communication with their teacher, as well as their grades, assignments and calendar.

Administrator Guidelines

Set up a school or district subdomain

An Edmodo subdomain allows all communication within your school or district to be viewed by administrators, providing full disclosure for teachers and students. It also enables better communication by creating a unique community for the members of your school or district. Claim your subdomain today.

Add and edit school information

If you claim a subdomain for a verified school district, Edmodo will generate a list of all the schools in the district, allowing you to invite users and associate them with their schools. However, this list may not be totally up to date, so it is important to make sure that all the schools in your district are included in your subdmain, and that all school information is correct. Admins can add and edit schools by navigating to the "Manage" page in their admin account.

Forward users to your subdomain

In order to take full advantage of subdomain features and accurately track usage, it is necessary for your users to log in to Edmodo through your subdomain URL. You can automatically direct traffic to your subdomain by enabling IP forwarding in the "Settings" menu of your admin account.

Manager users

It is a good idea for districts to assign admin privileges to users at each school in the district so that they can monitor activity at their school. From the "Manage" page in your district admin account, you will be able to see the list of all the users in your subdomain and assign admin rights to teachers. All admins will then have the ability to reset user passwords or remove teachers from the subdomain if needed.