

Edmodo Administrator Guide

Update Your Settings

Once you receive confirmation that your subdomain has been activated, login to your subdomain with your existing Edmodo teacher account username and password. In the top navigation bar, you will find a drop down menu next to *Account* that will allow you to toggle to Edmodo’s administrative features. To make sure your account is properly set up, from your *Admin* account view click *Settings* and complete the following:



1. On the *Settings* page, you will find an area to enter Personal Information. In this area enter the contact information for the person you want users to contact if they have any problems during the sign up process. This contact information will be provided to your teachers when they attempt to sign in to your subdomain for the first time.

Personal Information

First Name
Thurgood

Last Name
Marshall

Country
United States

Title
[none]

Contact for School Code
Please contact Thurgood Marshall at t.marshall@fakemail.com for school code.

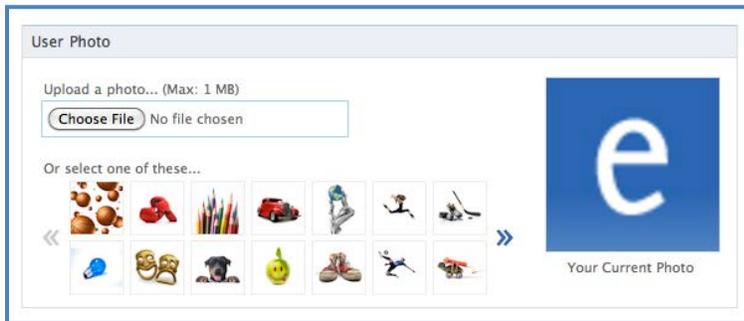
Please also update the School Website field. This information will show up on your public-facing district community.

District Website

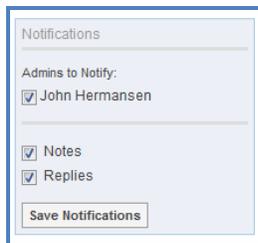
The URL has been updated

URL of District Website
http://www.edmodo.com

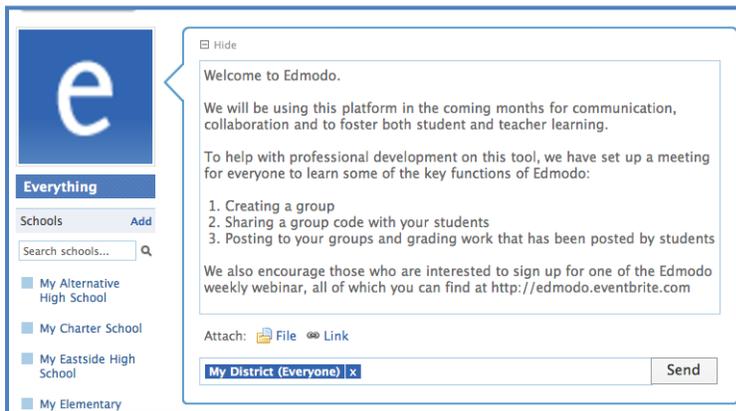
2. Change your administrator avatar to the logo for your school or district. This avatar should be a square image with the dimensions of 200×200 or smaller, otherwise the image will be cropped to fit. This is the avatar users will see when the administrator sends notes to the community.



3. Set your preferences for which types of posts to your school or district community you would like to receive notifications. The mode of notification (email or sms alert) can be set in the *Settings* page of your Teacher Account. To learn more about notifications, visit help.edmodo.com/notifications.



4. From your Admin Home page, enter a post welcoming teachers and administrators to the community, inviting them to any future training sessions about Edmodo and encourage them to share cool examples of ways they are using Edmodo in the classroom. Teachers and administrators will see this message the first time they log into the subdomain.



For more information on how to use your subdomain’s community to communicate important events and professional sessions with your school or district, watch the Professional Development video at help.edmodo.com/edmodo-in-action.

Redirect Users to Your Subdomain

Once you have created a district subdomain, it is best practice to direct users to log in to Edmodo through the subdomain URL. This will ensure that users will be able to access all the features that come with a subdomain, and will enable admins to more accurately track deployment and better manage users.

To automatically forward traffic from specific IP addresses directly to a subdomain, navigate to the *Settings* menu in your District Admin account. On the right hand column, under the *Forward IPs to Subdomain* section, enter the IP addresses, or range of addresses, for the schools in your district for which you would like to redirect traffic, and select *Request Forward*. A request will then be sent to the Edmodo team for approval. You may also remove requests, or remove IP forwards after they have been approved.

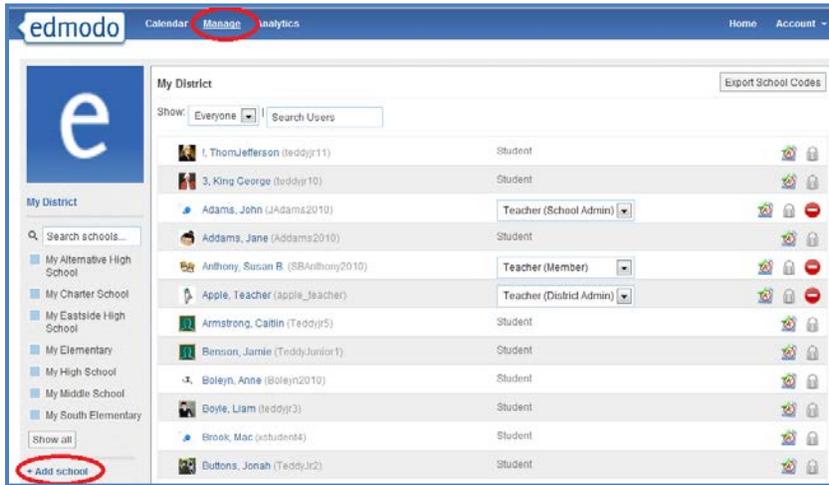
The screenshot shows the Edmodo District Admin interface. The top navigation bar includes 'Calendar', 'Manage', 'Analytics', 'Edmodo District', 'Settings', and 'Logout'. The main content area is divided into several sections: 'District Photo', 'Personal Information', 'Password', 'District', 'Notifications', 'District Website', and 'Forward IPs to Sub Domain'. The 'Forward IPs to Sub Domain' section is highlighted with a green header and contains a table with columns for 'Active Forwards' and 'Pending Requests'. A blue callout box with the text 'Enter IP Address' has an arrow pointing to the input field for the IP address range in the 'Pending Requests' section.

Once a request has been approved, users who access Edmodo from the school(s) associated with the approved IP address(es) will be redirected to your subdomain. It is also recommended that you instruct users to always sign in to your subdomain (instead of www.edmodo.com), as they will still need to access subdomain functionality when they are using Edmodo away from school grounds. Download a sample subdomain invitation letter at help.edmodo.com/school-district.

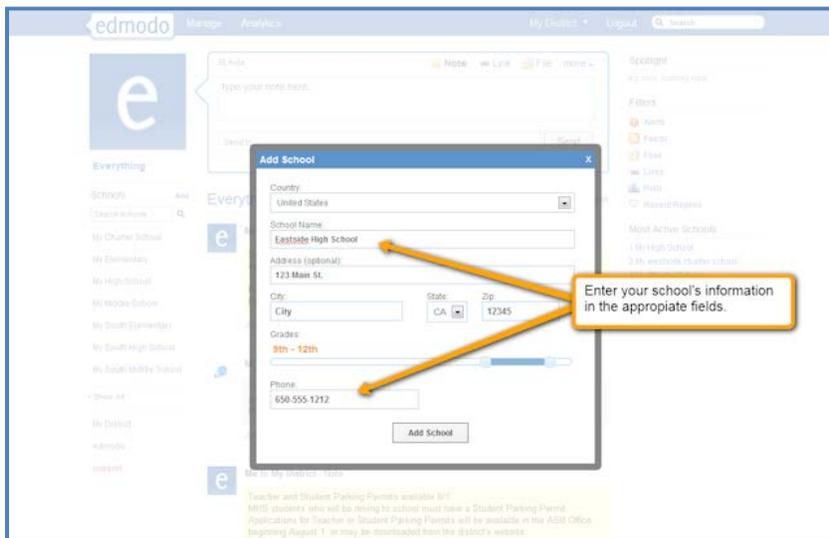
Add Schools (Districts Only)

Your account is most likely pre-populated with all the schools in your district. However, if any of your schools are missing you can easily add them manually as shown below or request assistance from institutions@edmodo.com (especially if you have a large number you would like help importing). Follow these 3 steps to make sure all your schools are added to your community and have unique school codes:

Step 1: Navigate to your *Manage* page and, in the left-hand column, click the “Add School” link.

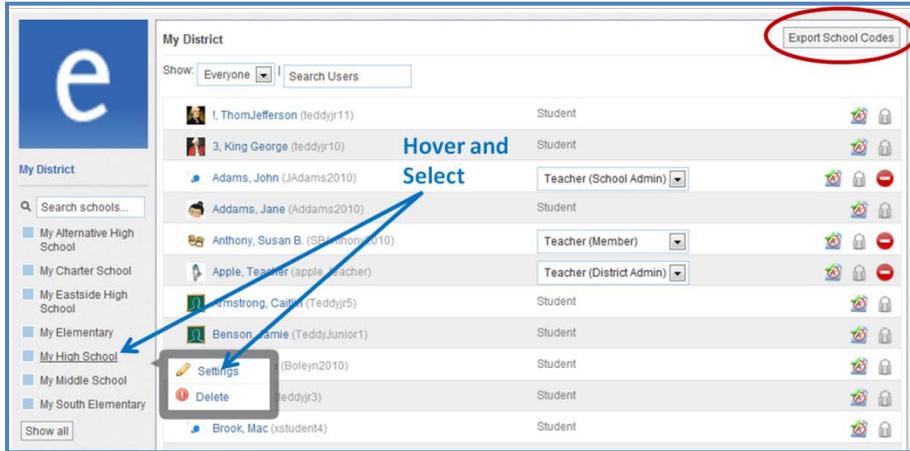


Step 2: Specify the school information and click on the “Add School” button.



Step 3: The added school will now display in the left column of your admin home page (you may need to search for it), and you will receive a message with your school code.

If you need to check a school code at any point, simply go to the *Manage* page, hover over the school name in the list and click on *Settings*. This will present you with the school code and the contact information for that school. You can also export all the school codes in your district to a CSV file by selecting *Export School Codes* in the upper right hand corner of the *Manage* page.



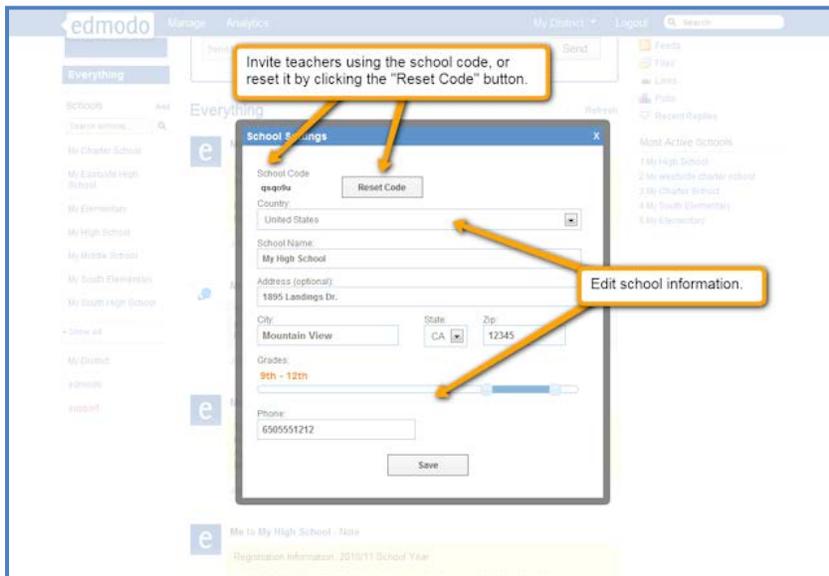
Find Schools in Your District With Existing Subdomains (For Districts Only)

Please keep in mind that some schools in your district might already have deployed a school subdomain. Please contact the Edmodo School and District Support Team (institutions@edmodo.com) to get those schools' subdomains redirected to your district subdomain.

Invite Teachers

Now that you have set up the basic foundation to support your community on Edmodo, it is time to make sure all your teachers begin accessing their accounts through your subdomain. This ensures that teachers are verified and that they have access to school and district level communities. The first time teachers come to the subdomain they will need to enter a school code in order to login or create an account. Teachers will only need to verify their school codes once.

Note: As mentioned, make sure you have updated the contact information in the administrator account to include the person managing the school codes.



Signing Up for an Account and Logging into Subdomain for the First Time

Users without Edmodo accounts:

Go to your subdomain and click on the “I’m a Teacher” button. Enter the code provided by your administrator (or request a code if you do not have one) and complete the registration form.



Users with existing Edmodo accounts:

Go to your subdomain and enter your existing Edmodo username and password and click the “Login” button. When prompted to verify your school code, enter the code provided by your administrator (or request a code if you do not have one).

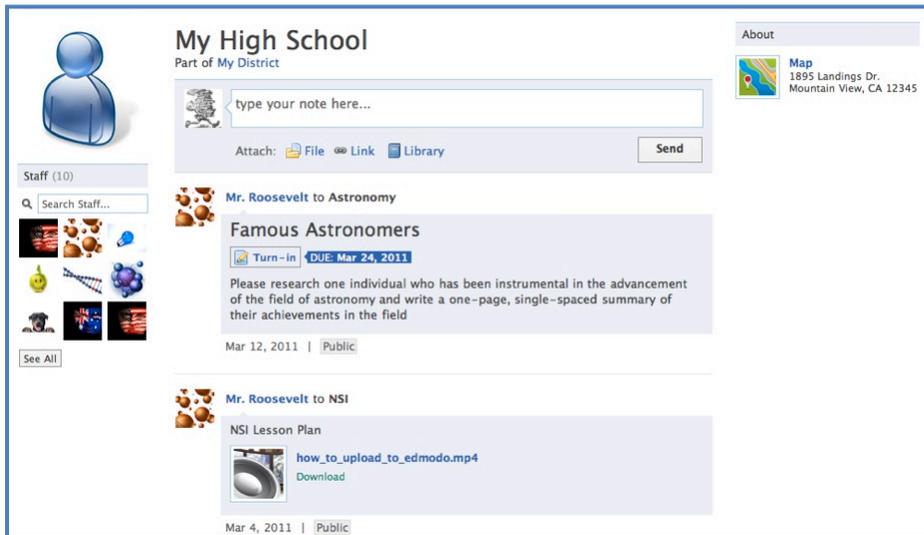


Communities

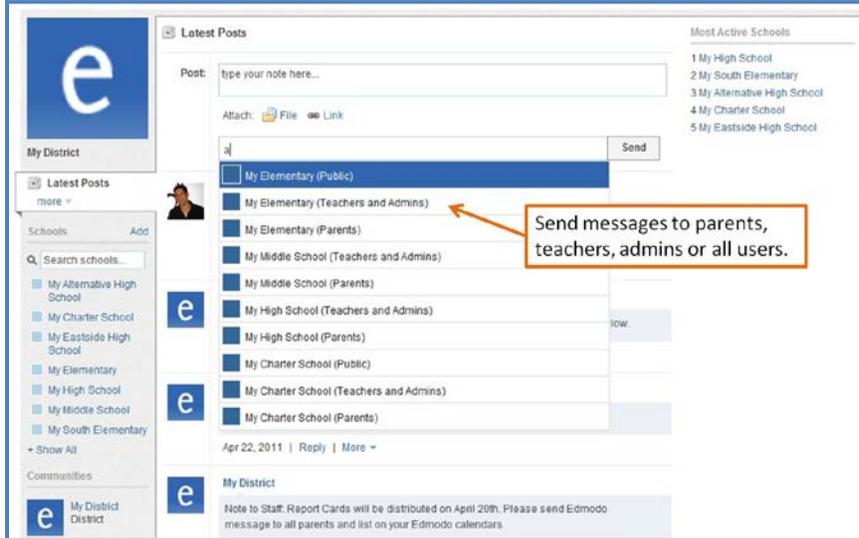
Teachers will have a school community added to their Edmodo accounts the first time they login to your subdomain. If applicable, this school's district community will also be added to their accounts.



Teachers will then be able to post messages to the other teachers and administrators within their school or district. If they start to type the name of their school or district into the send to box, both of those posting options will be available. If teachers click on either the school or district community in the left navigation, they will be taken to a community page with posts made by fellow teachers and administrators. The school community will also show posts that have been made public from within groups in that school.



How Administrators Send Messages to the Community



As an administrator, you can send out messages to your school and district communities. First toggle to your administrative account and simply type an announcement or message in the post bubble and in the send to field include the name(s) of the school or district level communities that you would like to send the note to.



Your options include:

- ▶ Your School (public) – These messages will be posted on the public School Community Page
- ▶ Your District (public) – These messages will be posted on the public District Community Page
- ▶ Only Teachers and Admins in your School/District
- ▶ Only Parents in your School/District

You can also attach files (up to 100 MB) or links with these messages. They can be a great way of sending out alerts about upcoming events or simply continuing conversation about ongoing initiatives.

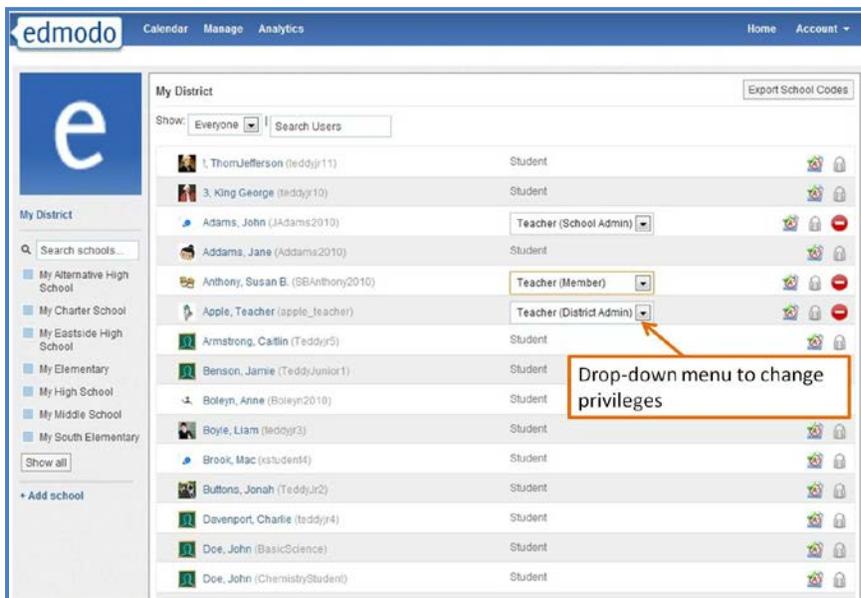
Identify Administrators and Assign Privileges

We recommend that you identify one or more administrators per school. These “admins” can be assigned one of three privilege types, as noted below. Best practice shows that having campus mentors (i.e. lead teachers) in addition to instructional technology team members, improves the quality and pace of the roll out. Edmodo

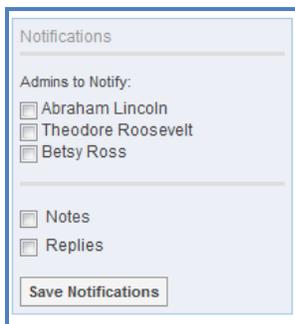
administrators are often instructional technology leaders, professional development coordinators, curriculum specialists in addition to technology administrators.

Teacher accounts can be assigned to 1 of 3 privilege levels:

- ▶ 1. Teacher (Member): Default teacher access to manage your groups (classes) and students.
- ▶ 2. Teacher (School Admin): Ability to manage all teacher and student members in your school, and view your school’s analytics.
- ▶ 3. Teacher (District Admin): Ability to manage all teacher and student members in your district, and view your district’s analytics.
- ▶ To change the rights for individual users click on the “Manage” link at the top of your Edmodo admin homepage. All teachers within the list will have a drop down menu to the right of their name and username. Simply pull down this menu to change their privilege level.



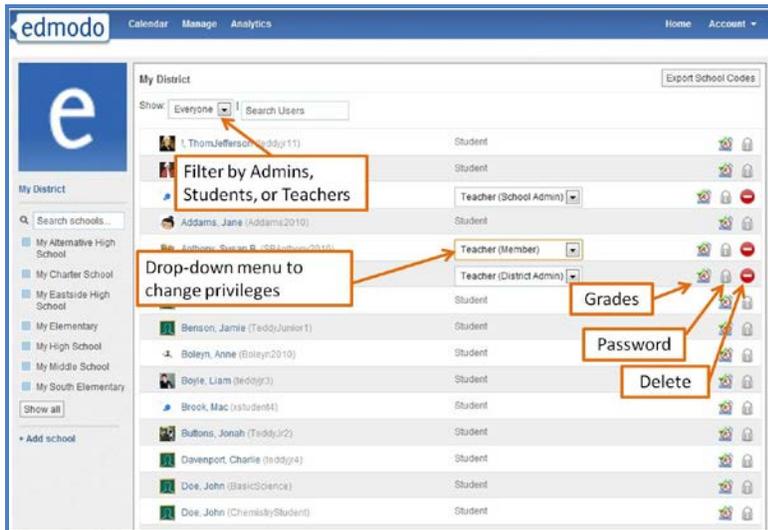
You may also adjust your administrator’s notification settings by going to the *Settings* page of your Admin Account and selecting each administrator and the types of notifications you would like them to receive.



Manage Membership

From the Manage page, you can oversee your entire community. All members of your community: teachers, admins, and students are represented here. You can update access privileges, reset passwords, check grades, and more.

- ▶ Update Privileges – All teachers have member privileges by default. You may advance Teacher Members to Teacher Admin or District Admin privileges.
- ▶ View Grades – View teacher gradebooks or individual student grades by clicking on the gradebook icon.
- ▶ Remove Members – Administrators may remove any teacher from the subdomain. Note that removing teachers removes their students from your school or district as well, unless those students are also members of another teacher’s group in the subdomain.
- ▶ View Message Streams – view any member’s message stream by clicking on their name in the list.
- ▶ Delete Schools (District admins only) – District administrators may remove schools. Note that this removes the entire community membership. Highlight (hover over) the name of the school and click the delete button to remove the school entirely.



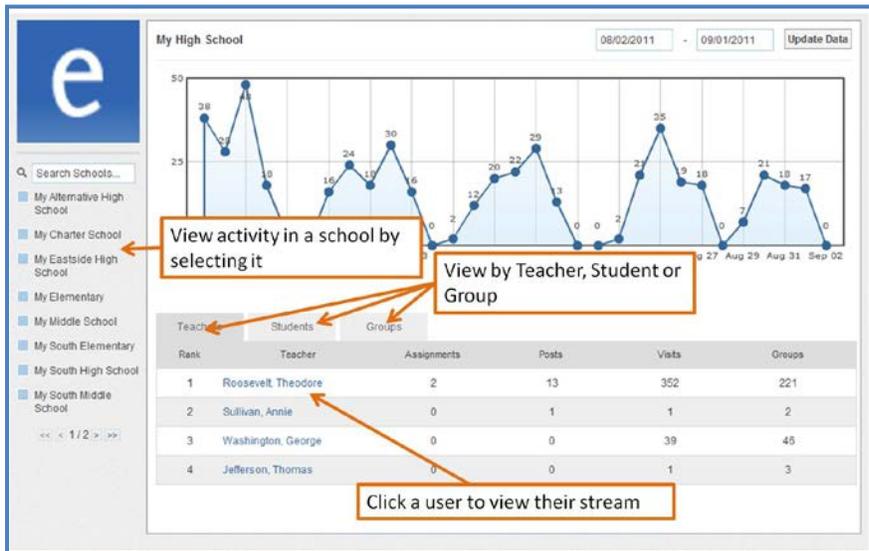
Analytics

An additional benefit of claiming a subdomain is the ability to monitor Edmodo usage throughout your school or district. To access statistics, simply select the *Analytics* menu item at the top of your Admin View. From the *Analytics* page, you will be able to do the following:

- ▶ Monitor the engagement level of your school and district for any given date range.



- ▶ Check activity levels of individual teachers, students, and groups on Edmodo.
- ▶ Compare the activity level of the schools in your district.
- ▶ View the number of teachers, students, and groups in each school.



Ensuring the progress of your entire district is easy from the District Overview layout directly next to the school accounts on the analytics front page:

| Most Active Schools | School Accounts | District Summary | | |
|---------------------|-----------------|------------------|-------------|----------|
| Teachers | Students | Groups | Assignments | Turn-ins |
| 11 | 21 | 85 | 23 | 26 |

For additional assistance implementing Edmodo in your school or district, visit help.edmodo.com/schools-districts, or contact us at institutions@edmodo.com.