



edmodo

Tip Sheet

Communicate and collaborate with your teacher or classmates using Edmodo.
Follow the steps below to send a post/note or reply to a post/note.

Send A Post

Attach a file from your computer, a link or an item from your Backpack by selecting on of these options.

Click here to select who to send the posts to.

Click to send the post.

Edmodo allows teachers to create and post original "Notes" to their students or other teachers. Students cannot post original Notes. After the teacher posts an original Note, students can reply to the teacher's Note or to other students' responses to the teacher.

Create an original Note by completing the following steps:

1. Choose "Note" from the toolbar. It is your first choice.
2. In the block that states "Type your note here...", key your comment.
3. Tab to the block that states "Type the name of the group, student, or teacher..."
4. Key the first letter of the name of the group, student, or teacher. A list will appear. Select the group, student, or teacher from the list. Only the names of groups, students, and teachers who have been invited to the Edmodo classroom will appear.
5. If desired, a teacher can also add a "File," a "Link," "Library" materials, or "Schedule Message" by selecting the icon on the bottom left of the comment box.
6. Choose either "Cancel" or "Send" to complete the post.

Reply To A Post

Click reply.

Click to send your replay.

All users -- both teachers and students -- can reply to a Note or post by completing the following steps:

1. With the original note on the screen, select the "Reply" option that is immediately following the original note. (Hint: It is in-between "Like" and "Share.")
2. Key a response in the box that states "Type a reply..."
3. Select the "Reply" icon on the bottom right-hand corner of the comment box to complete the post.