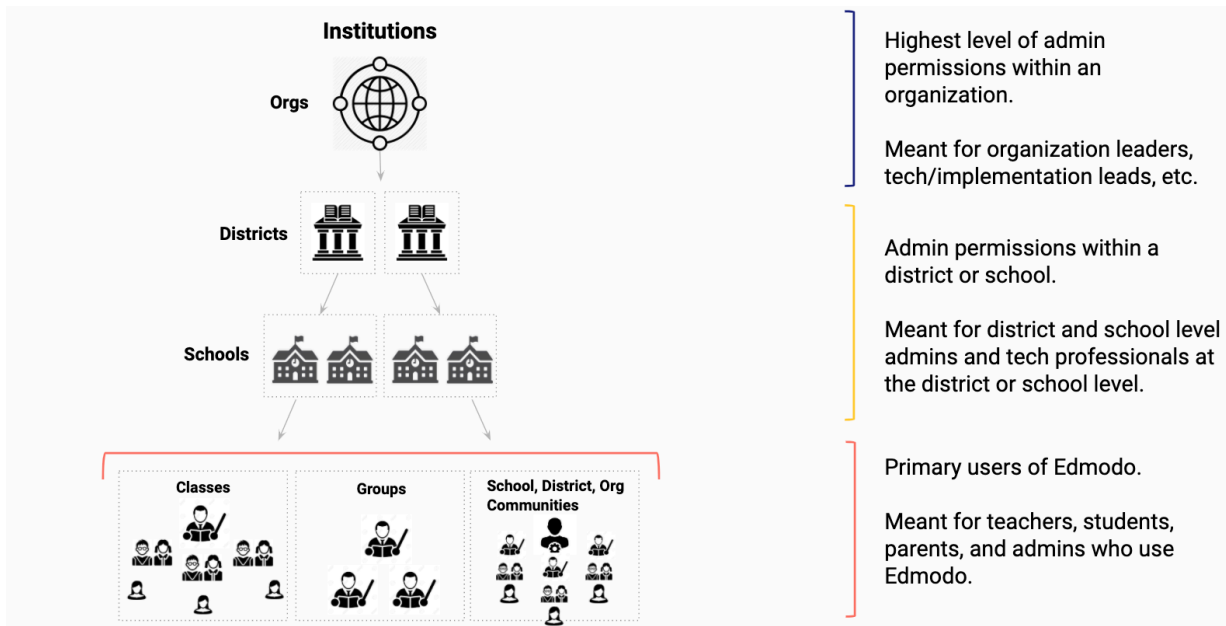# edmodo

Admin User Guide

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What is Edmodo?

Edmodo is an all-in-one solution for distance and hybrid learning, and the only learning platform that brings all stakeholders together to support learning anywhere it happens. Edmodo is a learning management system often described as a social media platform for schools. It is that and much more. Edmodo was founded by educators and has over 10 years of experience in building tools focused on learning outcomes. Edmodo enables exceptionally secure cloud-based collaboration. Edmodo is the only platform that brings all teachers, students, parents, and organizational staff together in one safe, online place to communicate and collaborate. Edmodo gives educators the tools to share engaging lessons, keep parents updated, connect with other educators, and build a vibrant classroom community.

Edmodo's Top Tools & Features

- Teachers and students can collaborate in a secure, closed environment using **Edmodo Classes and Groups**.

- **Class Posts** allow secure and open communication that can be monitored and controlled by the teacher using moderation tools and setting class member permissions.

- Teachers can support synchronous learning and deliver live instruction online with **built-in Zoom conferencing and whiteboarding**.

- Teachers can post **Assignments** and **Quizzes** that are electronically submitted and graded.

- **Edmodo Polls and Wellness Checks**, built-in survey tools, can be used to check for understanding and quick assessment of students' wellbeing (no clickers required).

- Teachers and other school personnel can create professional groups, subject area communities, and other networks to extend professional development.

- Teachers and students can store and share documents and files in a wide variety of formats in the cloud-based environment of the **Edmodo Library and Backpack**, as well as connect their Google Drive and Microsoft Office 365 accounts to their Edmodo account.

- Teachers can maintain a personal content library and share content with members using **Shared Folders**, and can locate additional content in the **Discover** area of Edmodo.

- Parents can create a parent account to connect with their child's classes and use **Messages** to communicate directly with their child's teacher.

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1. ORGANIZATIONAL HIERARCHY

In Edmodo, there are Teacher, Student, and Parent accounts. Teacher accounts can be promoted to become an Admin, at either the School, District, or Org level.

Org Admins can:
- Modify Org-wide settings, including District and School information
- Manage Org members, across all Districts and Schools
- Manage all District and School Pages
- Send out Org-wide communications
- View and export Org-wide usage data, by Org, District, School, or User

District Admins can:
- Modify their District's information
- Manage members within their District and affiliated Schools
- Manage their District Page and affiliated School Pages
- Send out District-wide communications
- View and export District-wide usage data, by District, School, or User

School Admins can:
- Modify their School's information
- Manage members within their School
- Manage their School Page
- Send out School-wide communications
- View and export School-wide usage data, by School or User

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2. DISTRICT / SCHOOL PAGES
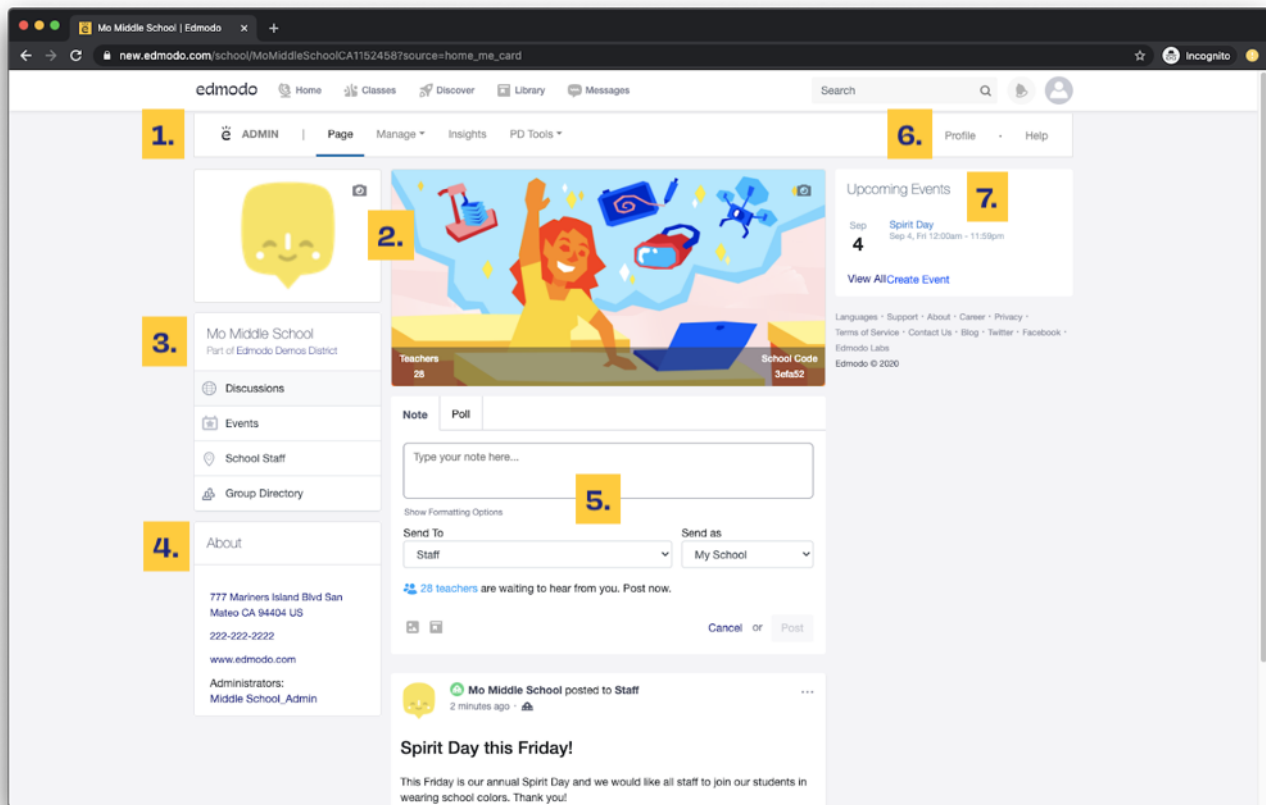
District and School Pages are community spaces for members within your institution.

1. **Admin Navigation Bar:** Available only for Admin, this toolbar appears on your district or school pages and provides access to all admin features.
2. **Profile and Banner Images:** Visible to all users, but editable only by Admin, these two images create the visual identity of your institution. The profile image is used when posts are created by the institution.
3. **Page Navigation Panel:** Accessible to all members of the institution, these options determine what information is displayed in the center of the page.
   - **Discussion:** Communication stream within an institution.
   - **Events:** A detailed listing of upcoming and past Events.
   - **Schools / School Staff:** A clickable listing of Schools within a District or Staff within a School.
   - **Group Directory:** A list of available Groups that are publicly available for teachers to find and join.
4. **About:** Visible to all users, Admin info visible only to members.
5. **Composer & Stream:** Available to all members, advanced post options for Admin
   - **Posts:** Create posts (default audience is Teachers)
   - **"Send to" options:** Admins may create a post directed to Teachers, Students, and/or Parents.
   - **"Send as" options:** Admins may create a post authored by themselves or as the institution.
6. **Profile:** You can customize your institution's information that appears in the About section.
7. **Upcoming Events:** Visible to all members, but editable only by Admin, this widget gives a quick list of Events found on the Events page.

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2.1 MANAGE – MEMBERS
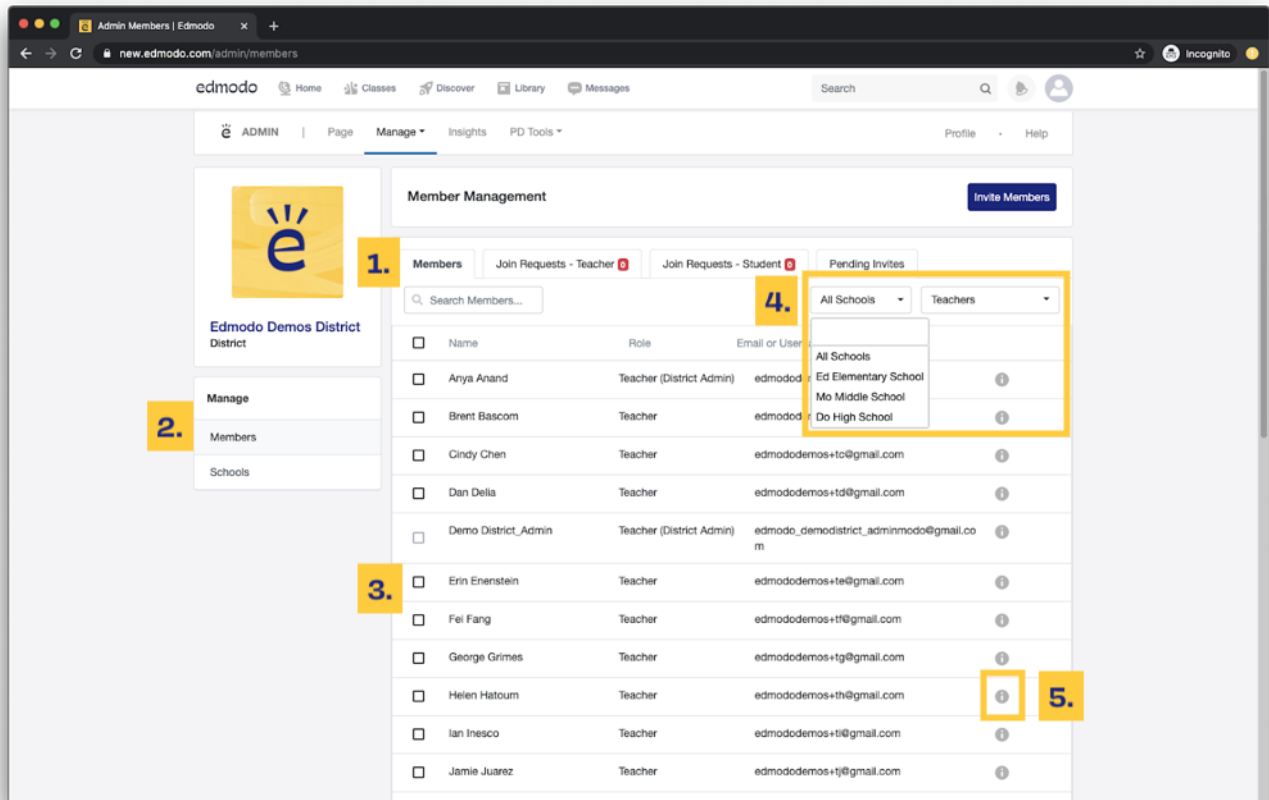
Admins can manage various parts of their institution via the Manage page.

1. **Member Tabs:**
   - **Members:**
     All connected users, with search filters for District, School, and account type.
   - **Join Requests:**
     Pending teachers and students appear here, waiting for Admin approval to join the institution.
   - **Pending Invites:**
     Admin can invite users directly, and will appear in this list until they accept the invitation.

2. **Manage Categories:**
   - **Members:** View Teacher, Student, and Admin accounts that are connected to the institution.
   - **Schools:** View Schools affiliated with your District or Org.
   - **Districts:** View Districts affiliated with your Org.

3. **Bulk Action:** Use to remove members from the institution, individually or en masse.

4. **Account Type Filter:** School Admin can filter by teachers, Admins staff & students.

5. **User Details:** Click to view user details & update permissions.

2.2 MANAGE – MEMBER DETAILS
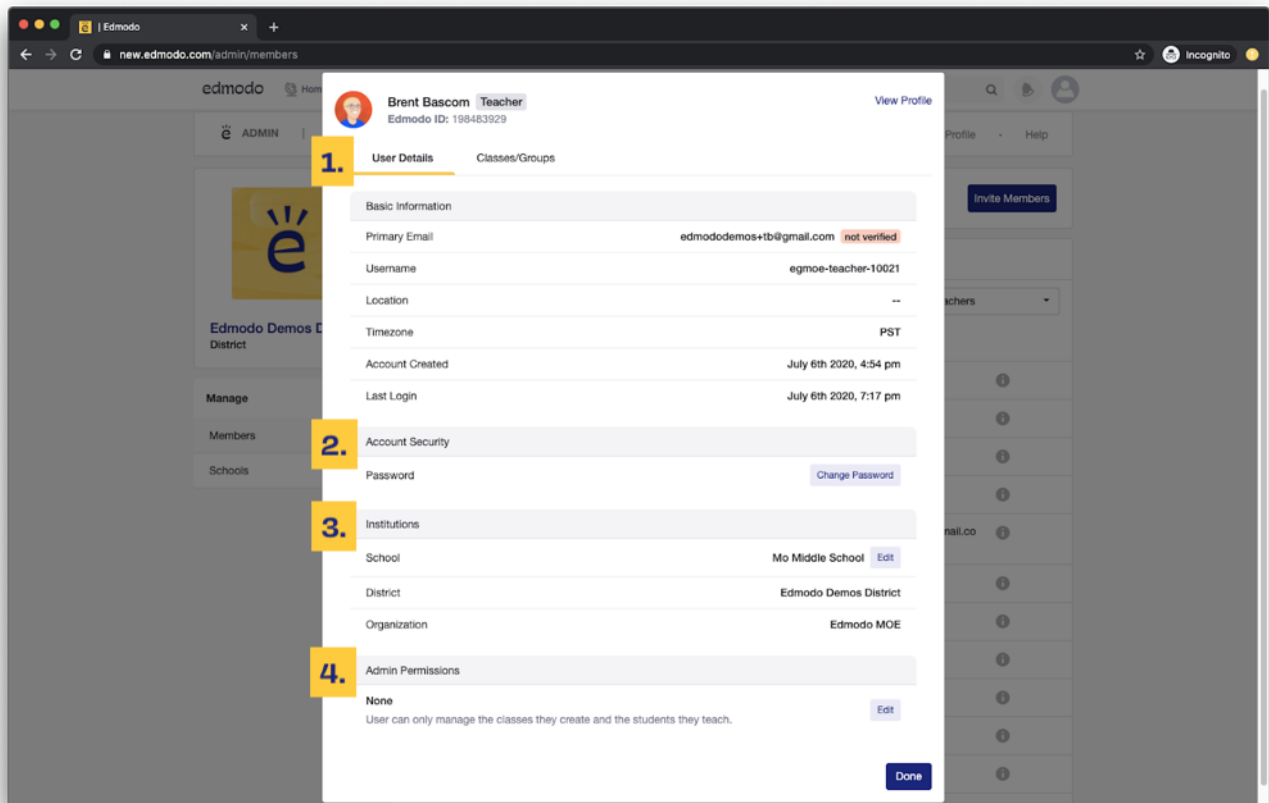
Admins can manage individual members by clicking on them from within their Members list.

1. **Information Tabs:**
   - **User Details:** View basic information, account security, institutions, and admin permissions.
   - **Classes/Groups:**
     View all Class/Group memberships and roles.

2. **Account Security:** Admin can reset Student & Teachers' password.

3. **Institutions:** Admin can modify a member's affiliation within their administrative rights (District Admin can change School; Org Admin can change District and School).

4. **Admin Permission:** Admin can promote another teacher's Admin rights to their level or below.

![edmodo](edmodo logo)

2.3 INSIGHTS

Edmodo Insights allows Admins to quickly gauge Edmodo usage in their institution. It provides an overview of active students and teachers, and the number of Notes, Replies, Assignments, and Quizzes sent over a selected time period. Additionally, administrators can drill down into their Schools to view data for individual Teachers and Students.

The Date Range of the data displayed can be changed using the Date Fields or Calendar icon at the top of the screen. Both district and school data can be exported as .CSV files.
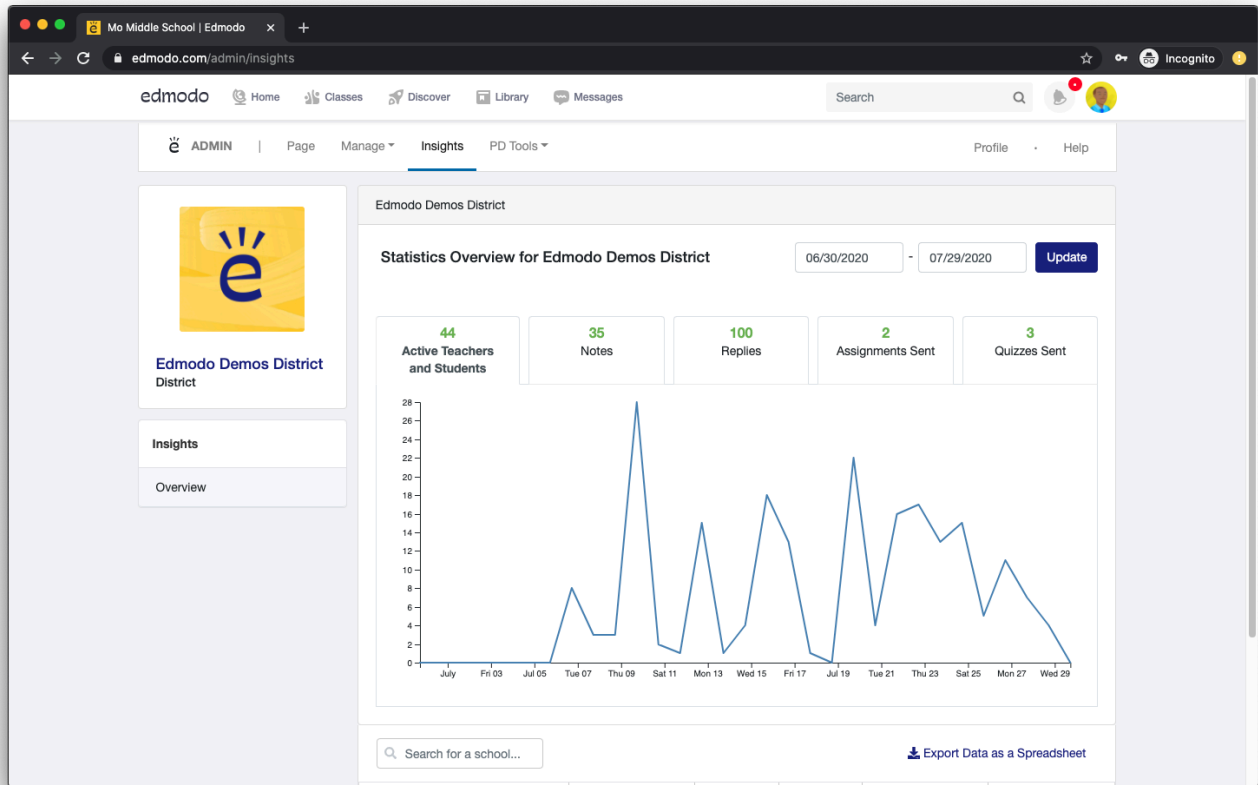

To access Edmodo Insights:

1. Switch to the Admin Account from your Teacher Account.
2. Click the "Insights" tab on the middle of your top toolbar.
3. The overview for your School will display.
4. Click on the teachers or students to view their activity data.
5. Click the "Export Data as a spreadsheet" to generate a .csv file of the data displayed.

Check out the Edmodo Insights tutorial.

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2.4 PD TOOLS

Edmodo's PD Tools help you leverage the power of your existing educator network and develop their skill set.
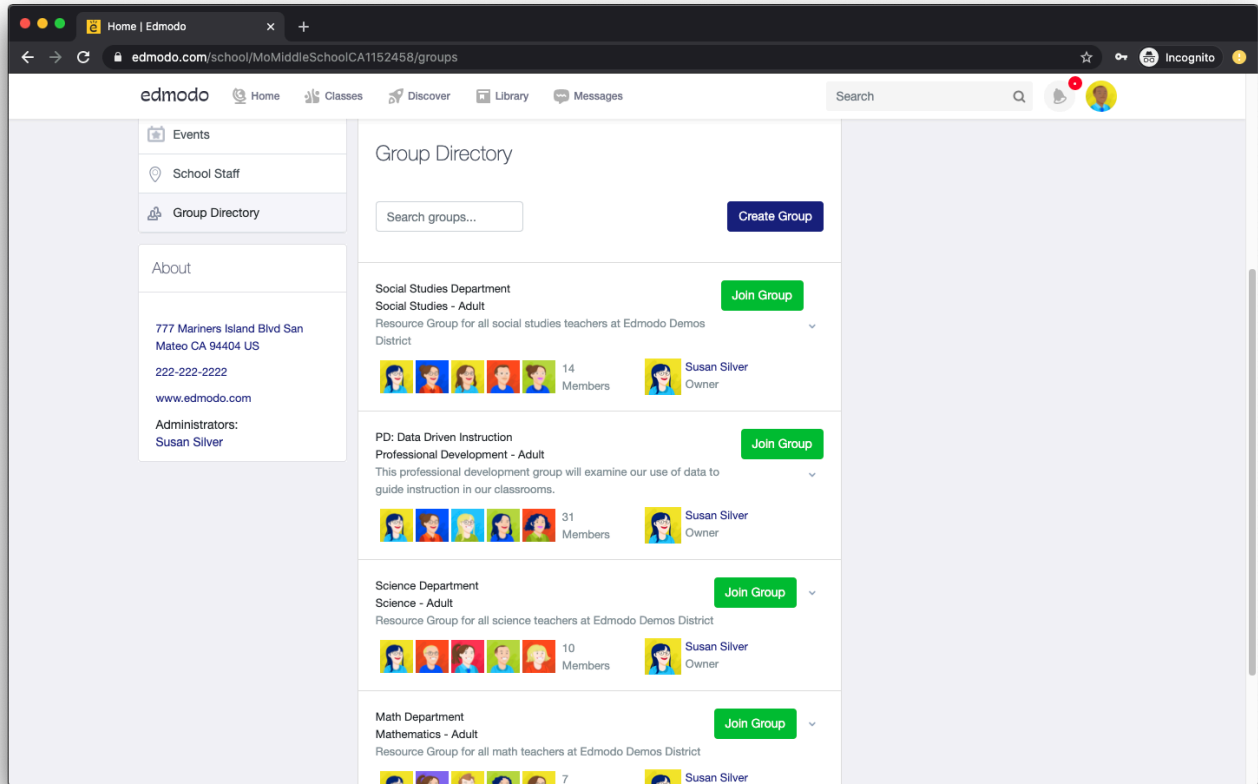
Group Directories: Give teachers more access to new resources and connections by bringing all the Edmodo Groups from all your schools together in one place.

The Group Directory allows any verified teacher in a network to add Groups to the Edmodo Page for their school or district. Any other teacher member in the school or district network can then view and join these Groups in a single click without having to first provide a Group Code.

The **Group Directory** can be found on the School Page for your school or district network.

1. From your homepage after logging in to Edmodo (or after pressing the "**Home"** icon in your top navigation bar), find your profile card in the top left portion of your screen. Click on your *School* or *District link* to go to the respective Edmodo Page for your school or district.

2. Select the "**Group Directory**" - 🔗 – tab.

On this menu, a list of all Groups that are available to Teachers within your School or District will appear.

To **add** Groups to your school or district's **Group Directory**, click the Create button at the top of the Group Directory list. Fill out your Group's name, description, and relevant information. Based on the grade and subject area, you will be given an option to add Teachers from your School to the Group automatically.

To **remove** a Group from your school or district's **Group Directory**:

1. Click the **down arrow** ⌄ to the right of the Group listing.
2. Click the "**Remove**" link.

Teachers and **Staff** can **Join** any Groups in the **Group Directory** in a single click by selecting "**Join Group**".

Teacher Badges: Motivate teachers and keep your PD efforts on track by recognizing and celebrating progress, then view and export completion to other systems.

School and District Administrators are able to Award Teacher Badges to any Teachers within their Network to recognize them for skills they've mastered or other milestones accomplished. Teacher Badges can be Awarded from an Administrator's Edmodo Library, from any Group for which they are the Owner or a Co-Teacher, or from the PD Tools section of their Administrator Account.

Any Administrator may **Add, View, Edit**, and **Award** a **Teacher Badge** on Edmodo. There are a few places from where an Administrator may **Award** a **Teacher Badge**:

- The Administrator Account
- The Edmodo Library
- A Group for which they are the Owner or a Co-Teacher

Check out the [Award a Teacher Badge Tutorial](#)