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VERMONT GROUP CREATION GUIDE

What is Edmodo?

Edmodo is an all-in-one solution for distance and hybrid learning, and the platform that will power our statewide professional learning only platform, VTED Learns Network. The Edmodo platform will provide educators with a virtual ecosystem for peer learning and networking communities to share information and best practices, both within closed district networks and statewide. Each SU/SD and approved independent school will be provided with an independent space that can be used for local professional learning, communication, and online teaching. Edmodo will also support virtual spaces for educators to collaborate, share and learn together in larger (statewide or multi-district) groups; this will remove geographic and financial barriers as well as any health and safety concerns related to gathering in-person during the COVID-19 pandemic.

On Edmodo, educators have the tools to share engaging lessons, keep parents updated, connect with other educators, and build a vibrant learning community. All teachers, students, parents, and organizational staff can come together to communicate and collaborate in one place. Founded by educators in 2008, Edmodo has over 10 years of experience in building tools focused on learning outcomes.

Edmodo's Top Tools and Features

- Users can collaborate in a secure, closed environment using Edmodo **Classes** and **Groups**. Teachers and other school personnel can create professional groups, subject area communities, and other networks to extend professional development.

- **Posts** allow secure and open communication that can be monitored and controlled using moderation tools and setting class/group member permissions.

- Teachers and administrators can support synchronous collaboration and deliver live instruction online with built-in **Zoom** video conferencing and whiteboarding, as well as other class tools such as **Quizzes**, **Assignments**, **Polls**, **Wellness Checks**, and **JumpStart Activity Studio** gamified activities.

- Users 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.

Edmodo Account Types, Permissions, and Functionality within Groups

There are three types of accounts on Edmodo: **Teachers**, **Students**, and **Parents**. Every person in Edmodo is either a Teacher, Student, or Parent, and their ability to access and interact with Groups is dependent on the account type. In addition, teachers can be designated as Admins, which will give them increased functionality.

Teacher accounts have the most functionality for creating/joining Classes and Groups.

As a Class/Group **Owner** or **Co-Teacher**, teacher accounts can…
- Create Classes, Groups, and Small Groups
- Post to a Class/Group
- Delete, edit, comment, like posts
- Schedule Zoom meetings for their Class/Group
- Assign Polls, Wellness Checks, Quizzes, Assignments to the Class/Group
- Manage the members of the Class/Group

As a **Contributor member** of a Class/Group, teacher accounts can…
- Post to a Class/Group
- Comment on and like posts
- Edit/delete their own post
- Attend Zoom meetings for Classes/Groups of which they are a member
- Complete Polls, Wellness Checks, Quizzes, Assignments, JumpStart Activities

As a **read-only member** of a Class/Group, teacher accounts can…
- View Posts in a Class/Group
- Attend Zoom meetings for Classes/Group of which they are a member
- Complete Polls, Wellness Checks, Quizzes, Assignments, JumpStart Activities

As a **School Admin**, teacher accounts can…
- Create and manage members in their school
- Manage Classes and Groups in their school
- Communicate with and create events for members in their school on their school page.
- View organization's permissions.

As a **District Admin**, teacher accounts can…

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- Create and manage Schools in their district
- Manage Classes and Groups in their district
- Create and manage members of their district
- Communicate with and create events for members in their district on their district or school pages.
- View organization's permissions.

Guide Overview

Vermont teachers are welcome to utilize Edmodo for instruction and to invite their students and parents to join their Edmodo Classes, but for the purposes of this guide, we will focus on collaborating via Edmodo Groups using Teacher accounts. For more information about other features, visit Edmodo's Help Center at https://support.edmodo.com.

In this guide, you will learn…

- ❏ How Edmodo Groups function
- ❏ How to create Groups for members of your District or School
- ❏ How to create state-level Groups
- ❏ How to make Groups discoverable in the Group Directory to members of your School, District, or the statewide VTED Learns Network
- ❏ How to invite members to be part of your Group
- ❏ How to join Groups created by others

Edmodo Groups

Groups provide a space for members of your school, school district, or the VTED Learns Network to connect and collaborate no matter where they are located. Educators and other school personnel can create professional groups, subject area communities, and other networks to extend professional development and collaboration. Groups can be created for various levels of the VTED Learns space within Edmodo:

Vermont-level Groups allow for broad participation that connects multiple locations and stakeholders no matter in which district or school they are located. This level of group creation is necessary for any AOE-created group intended to serve educators across the state, as well as groups created/owned by educators in the field who want to collaborate with their colleagues statewide. Please note: See the section titled "Creating Groups at the State Level" for specifics about this process. Statewide groups can only be created by administrators at the VT Agency of Education (AOE).

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District-level Groups are useful for connecting members of your organization who are located in various schools or locations within a single district. District-level groups can only be created by District Admins.

School-level Groups include participants from the same school who focused on specific school initiatives or other types of collaboration. School-level groups can be created by District Admins, School Admins (e.g., principals), and Teachers.

Group creation abilities are tied to your Edmodo teacher account. Any Teacher and School Admin in Vermont can create Groups for their School. District Admins may create Groups for both the District and any schools within that District.

Private and Discoverable Groups

In addition to being able to create Groups at different levels within your organization or the state, Groups can also be designated as "Private" or "Discoverable," thereby controlling who can find and join the group.

- **Private Groups** are enclosed spaces where only the members of that group can communicate and collaborate. Private groups are not discoverable in an organization's Group Directory. The group owner invites others using the Join Code or the Join URL. Private groups give the capability to invite people into your group from outside the organization. Anyone who has an Edmodo account can be invited to a private group. For example, if you would like to create a group that includes members from outside of the K-12 system (e.g., museum educators, higher ed, consultants, etc.) you will need to make your group Private for them to join. However, once they have joined you can make the group Discoverable so that others within the network can see it. More information about inviting members to a private group can be found later in this guide.

- **Discoverable Groups** are open groups listed in the organization's **Group Directory** that members of an organization, district, or school can choose to join. Discoverable groups do not give you the ability to invite people outside of your organization. Teachers who are members of a district or school can view the list of groups in the Group Directory and can request to join them. Discoverable groups are only accessible to members of the VTED Learns Network. [See above for more information about how to create a group that can be joined by people outside of the network.]

More information about how to make a group "Discoverable" or "Private" is available throughout this guide.

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Creating State-Level Groups

Groups at the VTED Learns (or statewide) level allow for broad participation that connects multiple locations and stakeholders no matter in which district or school they are located and can be owned by educators in the field who want to collaborate with their colleagues statewide. Any participant in Edmodo can own and manage a statewide group, but because the VTED Learns space is a secure one, statewide groups can only be created by Edmodo administrators at the AOE. To create a statewide group, please contact Sigrid Olson at sigrid.olson@vermont.gov.

Creating School and District-Level Groups

Group creation abilities are tied to your Edmodo Teacher account. Any Teacher and School Admin in Vermont can create Groups for their School. District Admins may create Groups for both the district and any schools within that District. **District-level Groups** are useful for connecting members of your district who are located in various schools or locations within a single district. District-level groups can only be created by District Admins.

> **School-level Groups** include participants from the same school who are focused on specific school initiatives or other types of collaboration. School-level groups can be created by District Admins, School Admins (e.g., principals), and Teacher users.

To create a school or district-level Group, log into Edmodo with your Teacher account that has access to the school or district admin features and follow the steps below.

On the **Home** area of Edmodo,

1. Click on the ellipsis icon (...) in the left side panel

2. Select "Create a Group" in the drop-down menu that appears.
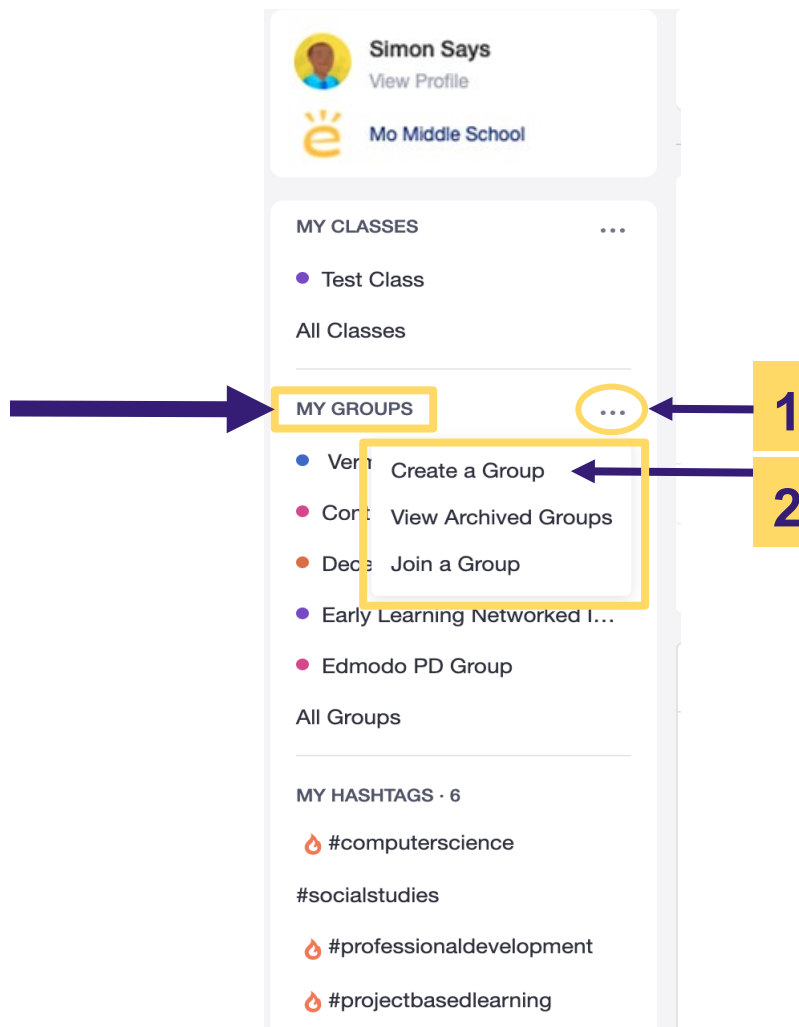
In the box that appears,

3. Type in the name of the Group.

4. Type in a description of the Group.

5. Select if this is a **Discoverable** group for your District, or School that will be added to the **Group Directory** or a group that is **Private** to invited members.

6. Select the name of the District, or School in the drop-down menu. *Your ability to create groups for each level is dependent on your level of Admin access.*

7. Click the blue "Create Group" button.

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Create a Group   ✕

A collaboration space for teachers

Group Name

3 ——→ Curricular Alignment Committee

Description

4 ——→ This group is for members of the District to discuss and share resources
for vertically and horizontally aligning the curriculum across schools.

Who can see this group?

5 ——→ ⦿ **Discoverable**
Who can find and join this group :

6 ——→ [👥   ▾]

◯ **Private**
Only group members can see who's in this group and what they post

[Create Group]

7 ↗

After clicking the blue "Create Group" button for a Discoverable Group, you will be taken to your newly created Group. All groups are defaulted to "Require approval to join," but you can enable automatically joining the group by clicking on the members icon and...

8. Clicking on the "Require approval to join" drop down menu.

9. Selecting "Automatically approved to join.

10. Clicking the "x" in the right corner to close this box.

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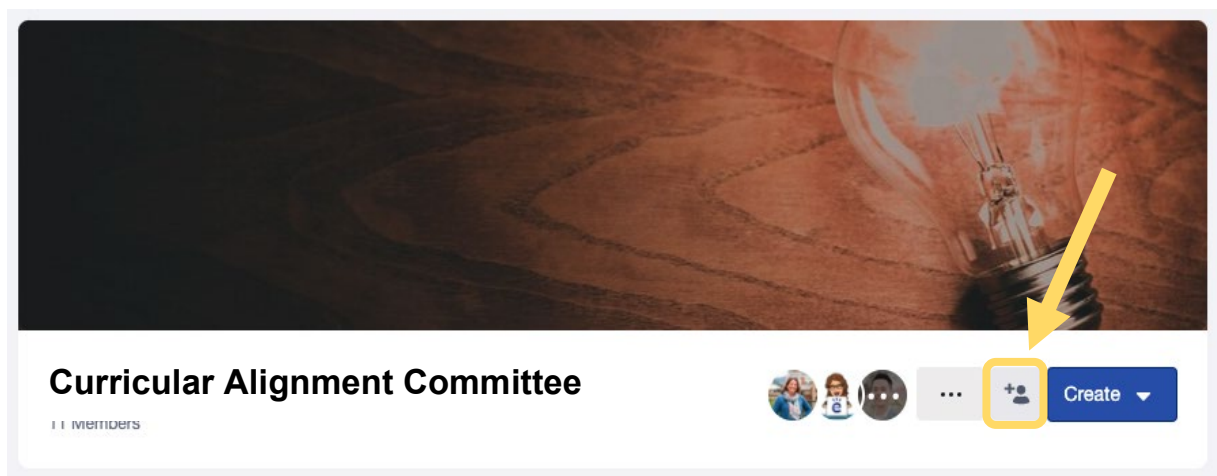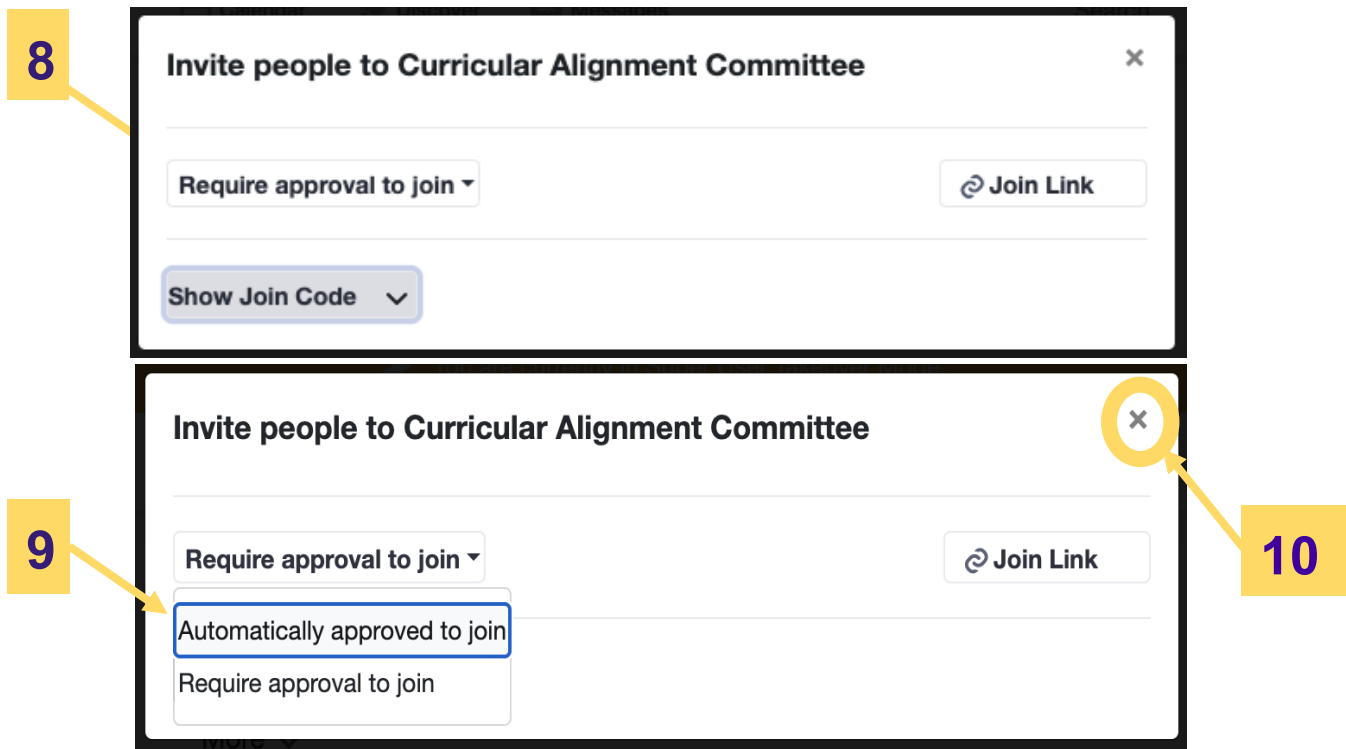
You can edit these settings by clicking on the icon in the banner at the top of the Group page to open the information to invite people to your group.

Inviting People to Join a Group

After your Groups are set up and you are ready to invite other teachers, you can invite members to join using either the **Join Code** or **Join Link**. The Join Code and Join Link can be shared with anyone with an Edmodo account, however, if you are inviting someone who is not a member of the VTED Learns

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Network to join your group, that person will receive an error message when trying to join a Discoverable group. [Please see Private and Discoverable Groups on page 4 for more information about how people outside of the VTED Learns Network can join your groups.]
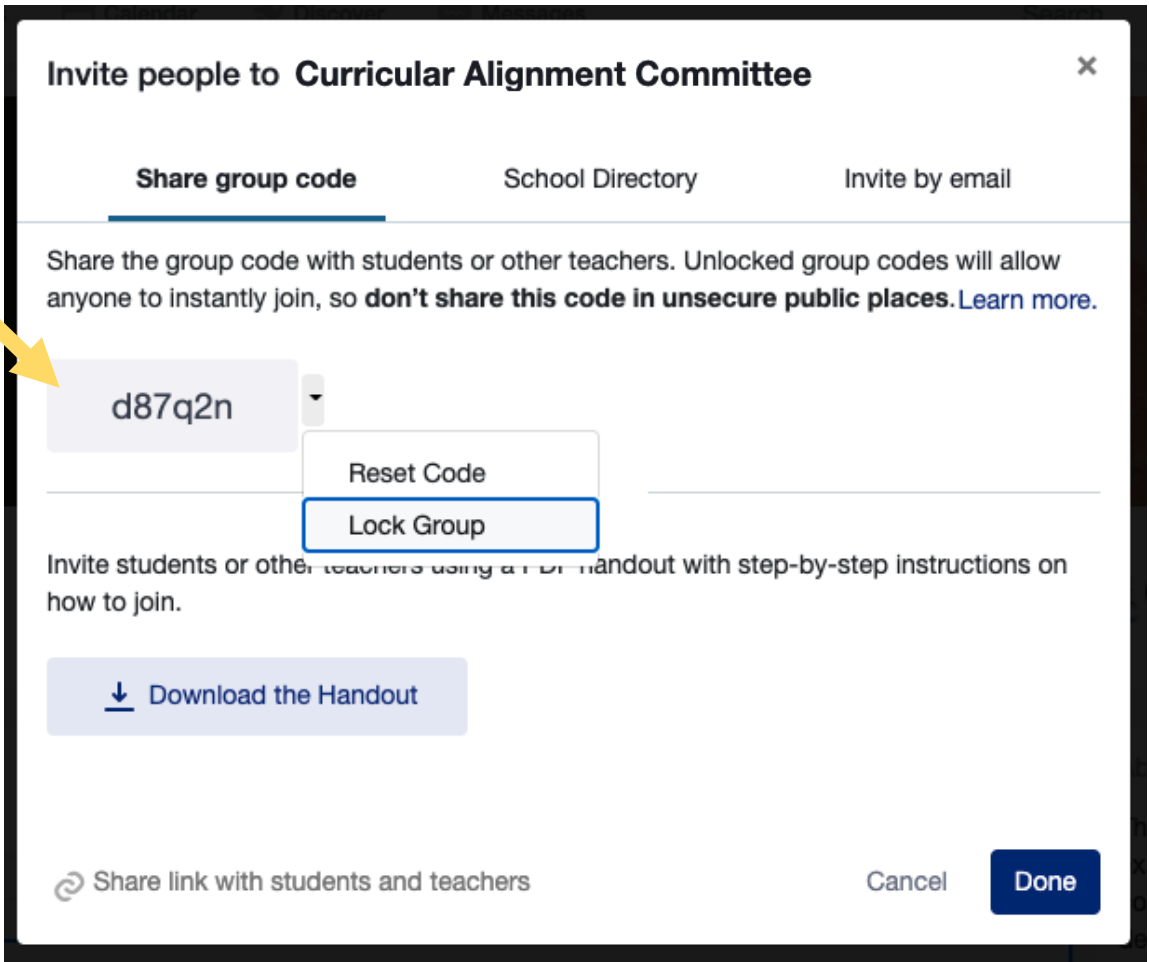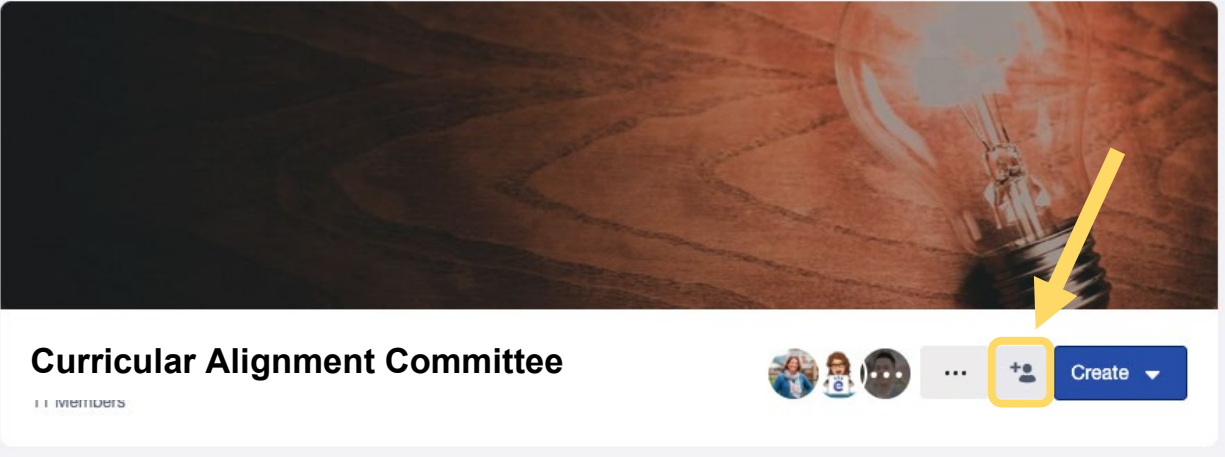
Using the Join Code

The **Join Code** is the quickest way for students and other teachers to join your Class or Group. To insure security, when meeting with individuals that you would like to join the Group, you can give them the **Join Code**, which is a private piece of information that, when unlocked, gives immediate membership to your group to anyone who uses it (like giving them the key to a locked door).

After a group code has been locked, it can still be used to join your group. When a person uses a locked code, they will be placed in an approval queue for the group. The group owner will receive a notification and has the option to approve or deny the join requests.
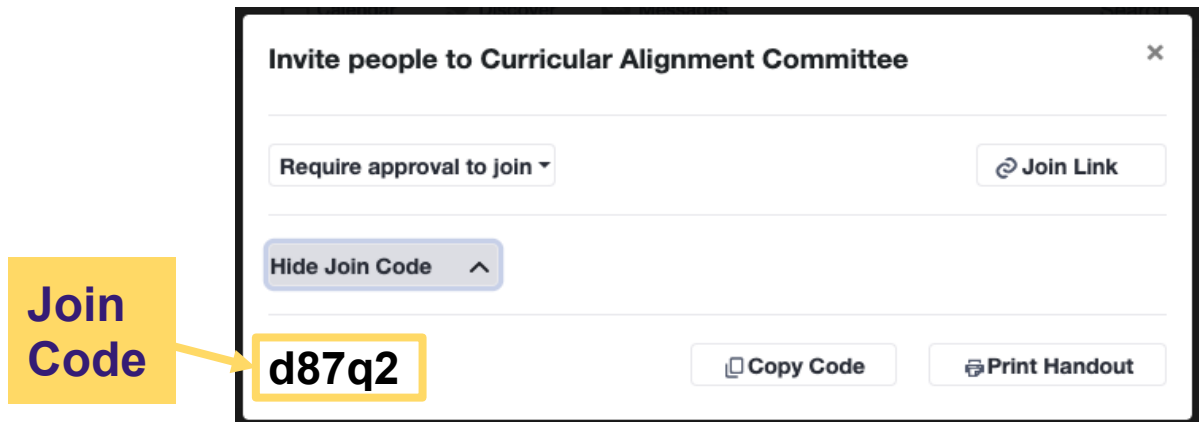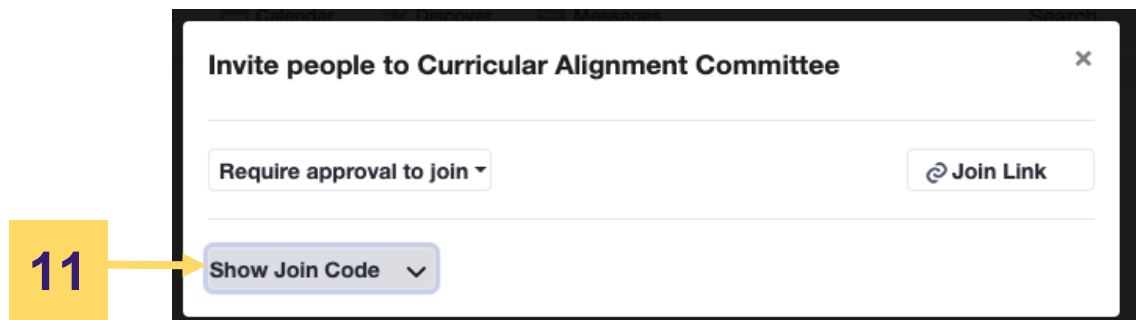

11. To see the **Join Code** when setting up your Group, click on "Show Join Code". After setting up your Group, you can access, reset, or lock the Join Code anytime by clicking on the icon in the header area of the Group page and changing the settings in the box that appears.

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Curricular Alignment Committee

11 Members

Invite people to **Curricular Alignment Committee**

Share group code | School Directory | Invite by email

Share the group code with students or other teachers. Unlocked group codes will allow anyone to instantly join, so **don't share this code in unsecure public places.** Learn more.

d87q2n ▾

Reset Code

Lock Group

Invite students or other teachers using a PDF handout with step-by-step instructions on how to join.

⬇ Download the Handout

🔗 Share link with students and teachers   Cancel   **Done**

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Using the Join Link

The **Join Link** is a more controlled way of inviting people to join your group and requires the group owner to approve membership requests (like they are knocking on the door of your room). The **Join Link** can be shared publicly, for example to invite members to your group via your website, blog, or Twitter account. When others enter the **Join Link** in their browsers, a group join request will automatically be sent to the group owner to approve or deny. Thus, the group owner always has control over who enters a group via the **Join Link**, which is why they can be shared publicly.

12. Click on the "Join Link" button to copy the Join Link. You can then paste the Join Link accordingly.

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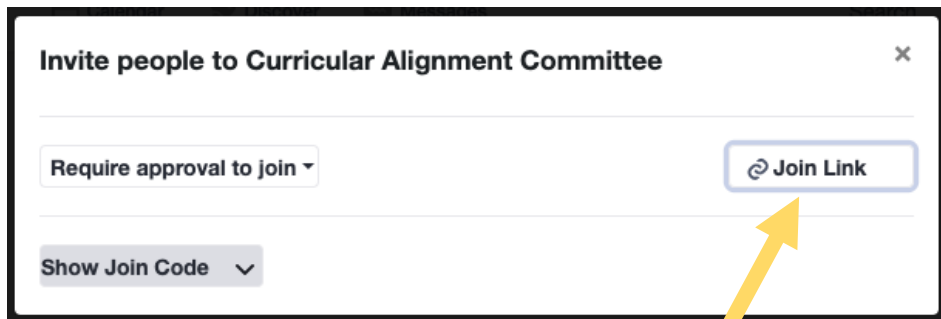
The **Join Link** can also be accessed by clicking on the ellipsis (...) icon in the header area of the Group Page.
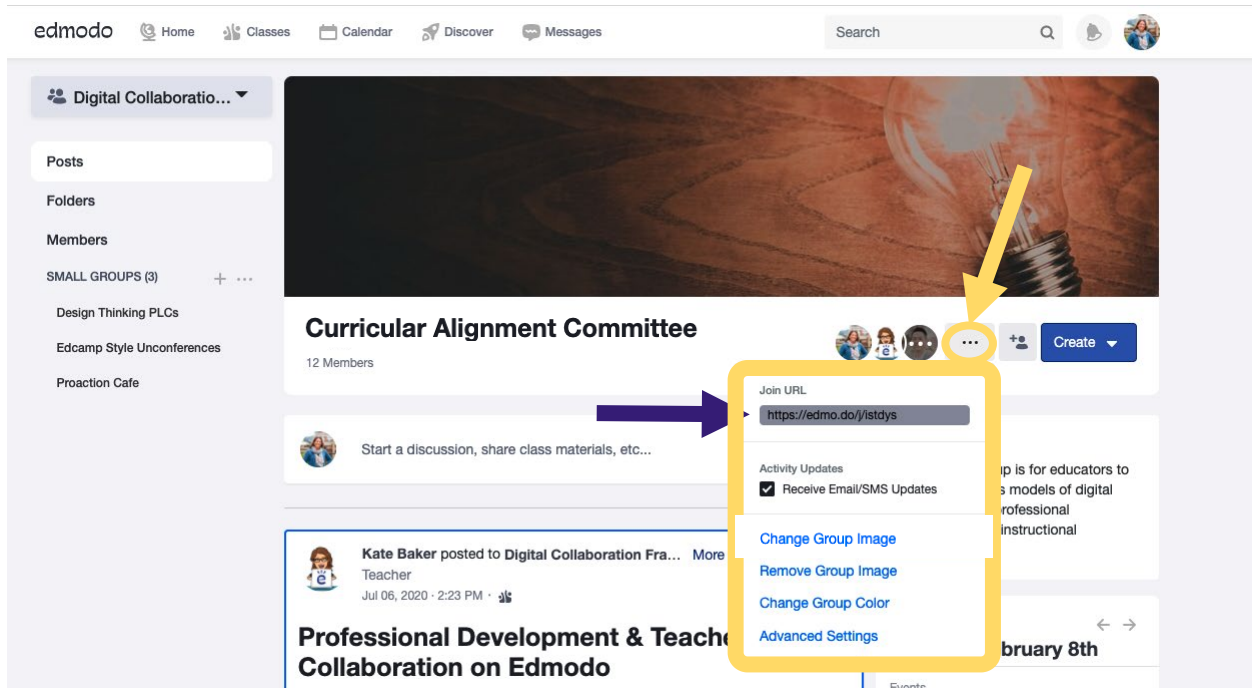
Group Directory: Finding Your Groups and Joining New Groups

To see all levels of groups that are discoverable to you at the State, District, or School level, log in to your Edmodo account and in the left side bar, click on "Find Groups" and select the corresponding level.
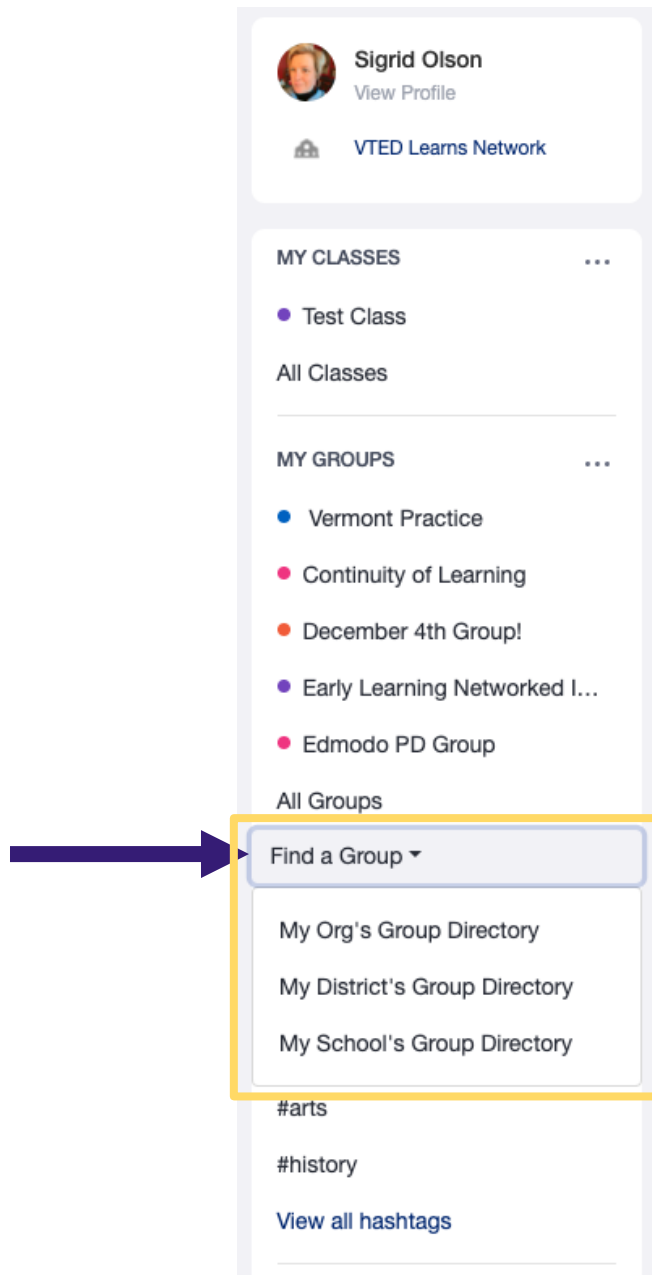
You can also navigate to the corresponding District, or School page to access the corresponding Group Directory.

13. In the left side panel, the name of the District, or School is shown.

14. Click on "Group Directory" to navigate to the Group Directory.

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On the **Group Directory** page, you can see the list of all Groups available to that School or District.

15. Click on the "Join Group" button to join the group as a participant.

16. Click on the name of the group to navigate to ones of which you are a member. You may also click on the ellipsis (...) to withdraw from the Group.

17. If you have requested to join a Group, you will see "pending" until your join request has been approved by the Group owner.

Creating Small Groups

A **Small Group** is a subgroup contained in a Group. Teacher-owners and co-teachers of the Group can create Small Groups. All members or select individuals of a Group can be added to a Small Group. Small groups can be used for differentiated instruction, curation of resources, or specific group work. Only members of a Group can be added to a Small Group within that Group and users will only be able to see the Small Groups of which they are a member.

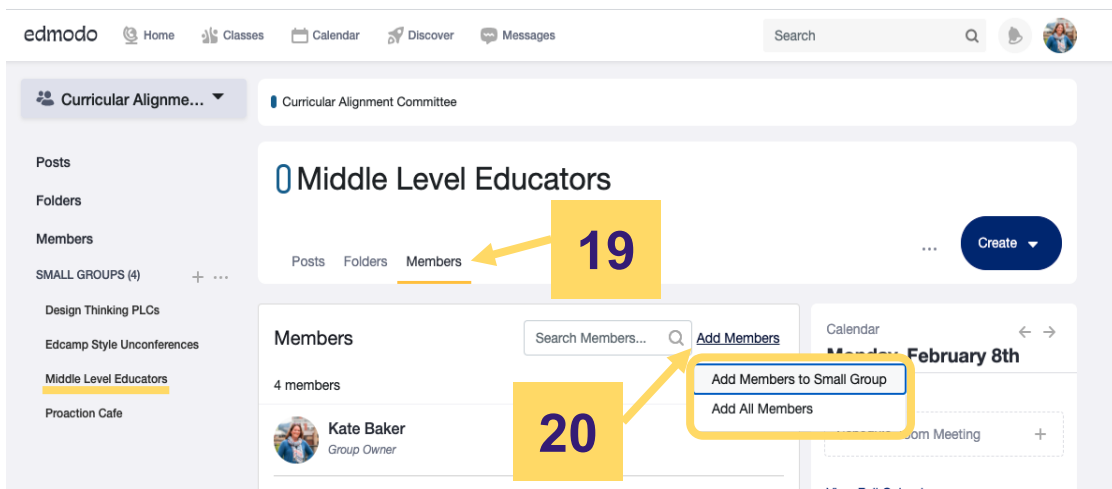To create a **Small Group**:
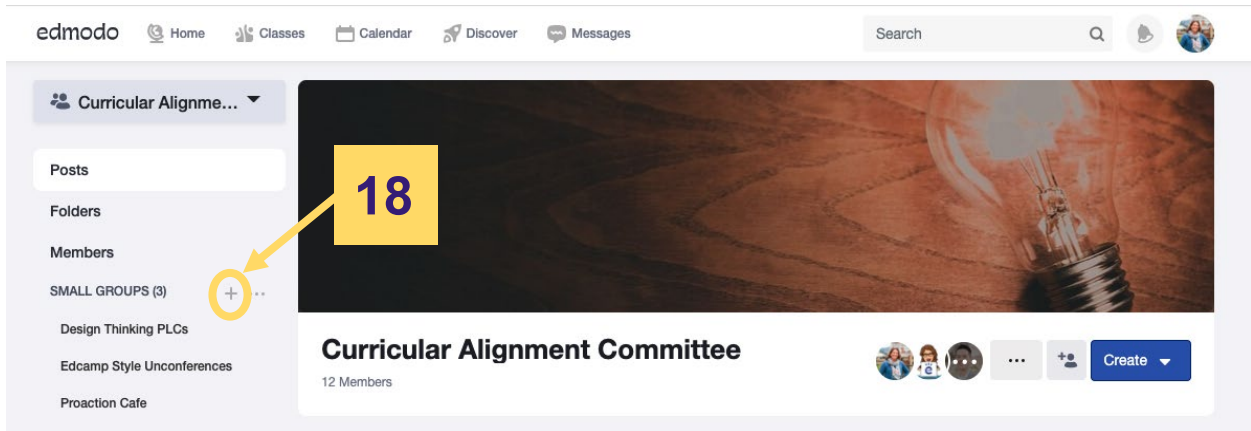
18. Click on the plus (+) icon next to "Small Groups" in the right-side panel. Type in the name of the Small Group in the dialogue box that appears.

To add members to a **Small Group**:

19. Within the small group, click on the "Members" tab.

20. Click on "Add Members" and select either "Add Members to Small Group" or "Add All Members"

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Glossary of Terms

For additional information on Group functionality and other features, visit Edmodo's Help Center: https://support.edmodo.com. Included below are terms included in this guide.

- **Teacher account:** type of account for educators who will use the platform. Teacher accounts have the most functionality on the platform and can be enabled with admin permissions. Teachers can be owners, co-teachers, or contributors in a Class/Group.

    - **Teacher-owner:** creator of a Class/Group. Able to assign, score, and see results of Polls, Wellness Checks, Quizzes, and Assignments in a Class/Group. Able to create small groups, manage members within the Class/Group, and elevate contributors to Co-teacher status. Able to delete posts from others in the Class/Group and schedule Zoom meetings.

    - **Co-teachers:** functions much like the teacher-owner of a Class/Group but is not able to elevate another contributor to Co-teacher status nor delete/archive the Class/Group.

    - **Contributors:** teacher-participants in a Class/Group. Able to post, comment, and complete Polls, Wellness Checks, Quizzes, and Assignments. Able to attend scheduled Zoom meetings.

- **Admin permissions:** There are three levels of admin permissions that can be added to a Teacher account depending on the person's role in an Organization using Edmodo Enterprise.

    - **Org Admin:** Highest level of admin permissions within an organization. Meant for organization leaders, tech/implementation leads, etc. Org Admins have visibility and control over all Districts and Schools in their organization.

    - **District Admin:** Meant for district level admins and tech professionals. District Admins have visibility and control over all of the Schools in their organization.

    - **School Admin:** Meant for school level admins and tech professionals. School Admins have visibility and control over their respective school.

- **Student account:** type of account for students who are less than 18 years old. Students must have a Class code from a Teacher in order to create their account.

- **Parent account:** type of account for parents or guardians of students.

- **Organization:** the highest level in the hierarchy of Edmodo Enterprise.

- **District:** segments of an organization that can contain multiple schools.

- **School:** a segment of a District.

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- **Class:** a space for teachers to instruct their students.

- **Group:** a space for teachers to connect and collaborate with other teachers.

  - **Discoverable Groups:** open groups listed in the organization's **Group Directory** that members of an organization, district, or school can choose to join. Teachers who are members of an organization, district or school can view the list of groups in the Group Directory and request to join them. Discoverable groups do not give you the ability to invite people outside of your organization. Only members of your organization can join a Discoverable Group.

  - **Private Groups:** enclosed spaces where only the members of that group can communicate and collaborate. Private groups are not discoverable in an organization's Group Directory. The group owner invites others using the Join Code or the Join URL. Private groups give the capability to invite people into your group from outside the organization. Anyone who has an Edmodo account can be invited into your group) If you know you'll need to invite people from outside of Vermont into your Group this is the group you need to create.

- **Group Directory:** a list of Discoverable Groups that members of an Organization, District, or School can join.

- **Join Link:** The Join Link can be used digitally to invite members to join a Class/Group. When a user clicks a Join Link, they will be placed on an approval queue for the Class/Group and will become a Pending Member. The teacher or owner of the Class/Group must accept the Pending Member before they are admitted into the Class/Group. If a person outside of your organization attempts to join a Discoverable group using the Join Link, the person will receive an error message. Only members of an organization can join Discoverable Groups, whereas anyone with an Edmodo account can join a Private group with a Join Link.

- **Join Code:** The Class Code / Group Code is the quickest way for students and other teachers to join your Class or Group. The Class Code is required for students to sign up for Edmodo on their own (they must enter the code when creating their account). If a person outside of your organization attempts to join a Discoverable group using the Join Code, the person will receive an error message. Only members of an organization can join Discoverable Groups, whereas anyone with an Edmodo account can join a Private group with a Join Code.

  - **Locked Join Code:** A Join Code automatically locks after two weeks. When a Locked Code is used to join a Class/Group, the requesting student or teacher will enter an approval queue (becoming a Pending Member). The teacher must accept the Pending Member before they are admitted into the Class/Group. Locking a Join Code ensures only people you invite will be able to automatically join your class.

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- ○ **Unlocked Join Code:** a series of letters and numbers that can be used to gain access to a Class/Group.

- **Post:** a post is the place where you can share an idea, discussion starter, or message to your class, group, or colleagues.

- **Comment:** a comment is a reply to a post.

- **Read Only:** a whole Class/Group, Small Group, or individual members can be set to "Read Only." In Read Only mode, members can see everything posted to the Class/Group, but they cannot post directly themselves; they can only send direct messages to the teacher, submit assignments and quizzes, and respond to polls.

- **Small Group:** a subgroup contained in a Class/Group. Teacher-owners and co-teachers of the Class/Group can create Small Groups. All or select members of a Class/Group can be added to a Small Group. Small groups can be used for differentiated instruction, curation of resources, or specific group work.

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