



Beginning of the Year Checklist

1. Archive your old group(s)

Click on the group name on the left sidebar. Then in the right-hand column click on **Group Settings**. Then click on **Archive Group**

2. Adjust your settings and notifications

Visit your settings panel. Here you can add your profile picture and adjust your privacy settings. You can also choose the types of notifications you'd like to receive (i.e. if you want to be notified of new group members, new messages, etc.) and how you would like to receive them (text or email). We **STRONGLY** suggest that you enable **ALL** notifications and have them emailed to your eusd4kids.org email.

3. Create your group(s)

Now that your account is set up, the next step is to create your groups.

We suggest this naming convention:

- elementary – **Mr. Smith's Class 11-12**
- middle school – **01 Smith Lang Arts 11-12, 02 Smith Algebra 11-12**

then click the "create" link (located on the left-hand panel) and complete the details of your group. After your group has been created, a 6-digit code will be displayed on the right-hand side of the page. This is the code you will give your students to enable them to join the group.

4. After students have returned the Acceptable Use Policy and the Edmodo Permission slip, you're ready to invite your students.

- If your students have used Edmodo in the past, they do not need to set up a new Edmodo account. They can simply use their existing username and password.
- If your students are new to Edmodo, provide them with the 6-digit group code and have them sign up for a student account. (lunch number / lunch number)

5. Lock 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. (Note: your group code can easily be unlocked if needed.)

Edmodo provides the option to reset a group code. To reset the group code, select the drop down arrow next to the group code and select "reset". A new 6-digit code will immediately be generated. (Note: group members who have already joined will not need to rejoin if you reset the group code).

6. Set expectations

It's important to set clear parameters with students about the content that is appropriate for your Edmodo class group. At the beginning of the year, you may want to implement guidelines and expectations for your students when posting on Edmodo. (see below)

7. Read-only status

"Read-only" status provides a valuable bridge for students who are in the process of building appropriate digital citizenship skills. Read-only status can be managed by the teacher and allows a student to view classroom messages, submit assignments and communicate directly to their teacher, but limits their ability to post messages to the entire group. To change a student's posting status, select "manage" from the Members section >select the student > change status to "read-only".

Edmodo Posting Rubric

Benchmark	Above Standard	Meets Standard	Approaches Standard	Below Standard
Quality	Appropriate comments; thoughtful, reflective, and respectful of others' postings.	Appropriate comments and responds respectfully to others' comments.	Responds, but with minimum effort. (i.e. "I agree with Bob"). Posting does not display contemplation.	Posting does not respond to the question or classmate's posting. Response is irrelevant or off topic.
Reference & Support	Consistently uses direct references to readings to support discussion. Uses MLA citations correctly.	Incorporates some references from literature, but may not be consistent.	Discusses references from text in a general way, but does use specific references.	Includes no references or supporting evidence.
Contribution	Furthers the discussion with questions, or statements that encourage others to respond. Participates beyond the required number of postings.	Participates, but does not post anything that encourages others to respond to the posting. Participates with the required number of postings.	Posting does not answer all of the questions or answers provided are incomplete.	Posting is less than 50% complete or posting does not further any discussions.
Grammar & Mechanics	Response contains no errors in spelling, grammar & mechanics. Answers are in complete sentences.	Response may contain one or two errors in spelling, grammar & mechanics. Errors do not impede reader's understanding. Answers are in complete sentences.	Response may contain several errors in spelling, grammar & mechanics. Errors may impede reader's understanding. Answers may not be in complete sentences.	Response may contain significant errors in spelling, grammar & mechanics. Errors may cause the answer to be largely incoherent. Answers are not in complete sentences.