Edmodo Best Practices

Edmodo is a district-approved social learning network used at all levels in the Olathe Public Schools. Edmodo is also used for staff professional development and communication. It is important that teachers follow protocols and good practices when using this online classroom platform so that all users – students and parents alike – have a positive experience. Here are a few highlights of best practices to be applied when using Edmodo in the classroom:

Parents

• Parents are never to create student accounts to be used for parent access, as this mixes them with students. Parent accounts are designed to be non-interactive. Placing parents in Groups, with student accounts, opens the opportunity for interactivity. FERPA guidelines may be compromised if students and parents are mixed in Groups.
• Parents are to create parent accounts using their student’s Parent Code. Teachers can access the parent code for each student. It is also visible to the student on the left navigation panel when the student logs in.
• Each student has a single unique parent code. If the student has seven teachers, all teachers will see the same parent code for that student.
• Each parent needs only one parent account. Once a parent has an account established they can click Add Child at the top to add additional children to their account.
• If a post is to be available for parents to see, when adding recipients to the “to” box, also choose (class) Parents. Ex: Send a Note to both Geometry Hour 1 and Geometry Hour 1 Parents. To make a previously-posted item available to parents, click the down-arrow on the right of the post and choose Share. The post can then be seen by parents.
• Parents may have multiple students in multiple schools. By following proper protocols there is consistency for the parent across all students and schools.

Students

• Students should have one account and not create multiple accounts. They can get help from a teacher of one of their Groups or an Edmodo School Admin for the building if they forget their user name or password.
• Individual students or an entire Group may be set to read only until the class procedures for using Edmodo are established.

Account Setup

• All users – teachers, students, and parents – need to complete their profile and settings in their account. Email addresses (not required for students) must be accurate, time zone must be set, notification methods properly selected for email or text, etc.
Groups
- Groups should be *deleted* each term/year and not reused. If a Group’s enrollment is deleted and the same Group re-used another term with new students, these students can see *all* prior posts made by the teacher in the Group. This is confusing to participants.
- Updated Edmodo functions now cause Group Codes to lock 14 days after a Group is created. The code can be unlocked if you need to add new students; however this causes a new code to be generated.

Edmodo Functions
Edmodo allows teachers to post a Note, Alert, Assignment, Quiz, and Poll.

- Assignment should *only* be used if students are turning in documents electronically in Edmodo. If the assignment is to be turned in to the teacher in class (paper, hand in), then post a Note with any attachments needed. Posting an Assignment requires a due date which is posted to the Edmodo calendar. If the assignment is handed to the teacher in class and there is no grade entered in Edmodo to indicate completion, parents see incorrect *Late* notices in Edmodo when they log in.
- Alert is a great way to send “text” messages to users’ cell phones. Text messages can only be received by users if have their profile set up to receive text notifications to their phone (not email).
- Teachers cannot direct-message individual parents and parents cannot direct-message teachers.
- Parents can see entries on the Edmodo calendar, including due dates.
- Edmodo may function best in Firefox, or Chrome. Students have experienced problems with the Quiz function while using Internet Explorer.

Content Reminders
- Check links to outside sites frequently to ensure they are age-appropriate and content relevant. Remember, sites you do not control can change unexpectedly. Do not refer students to a questionable outside site.
- When linking to outside sites judged appropriate, check to be sure all links *there* are also age appropriate. Do not refer students to sites with questionable links.

Library
- The Edmodo Library is permanent. By creating Folders with specific content, these folders can be shared with multiple groups, year after year.
- Deleting Groups each term has no effect on the library.

Help
- The Help function (on the Account) menu in Edmodo will take users to the latest help information posted by Edmodo, and directs students, parents, and teachers to the most recent information regarding the frequently-changing Edmodo user interface and functions. Closing accounts is covered in that help area.