

Edmodo – Joining Instructions


Sign Up (if you do not already have an Edmodo 'Teacher' account)

1. Go to www.edmodo.com. Select the "I'm a Teacher" button.
2. Fill out the registration form and select the **"Sign Up"** button to complete the sign up process.
3. The first time you log in you will need to set up your own group. You may never use that working group, or you can use it for your own personal use. Edmodo will not allow you to complete the sign up process without creating a group.
4. Check your **e-mail** for a **confirmation** to view the next steps for setting up your Edmodo Account.

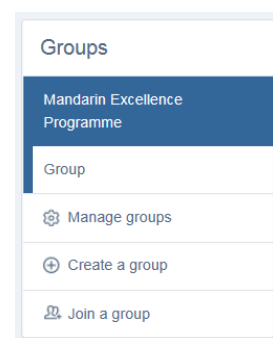
Joining the Mandarin Excellence Programme Edmodo Group

1. Once your account is set up click the link in the email sent from Edmodo inviting you to join the Mandarin Excellence Programme group. If you are already logged in, doing this will automatically add the group to your Edmodo account.

2. The Mandarin Excellence Programme Group will then appear in your group list on the left hand side of your homepage in Edmodo.

If the Group does not appear on the left side of the homepage, click the 'Notifications' button  on the toolbar and you should be able to choose the option to join the group.

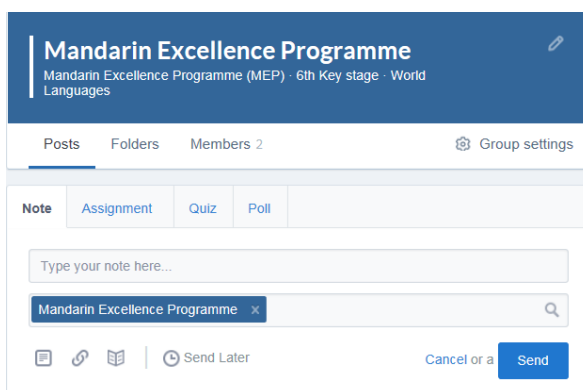
3. Click on the group (Mandarin Excellence Programme) to reveal the posts.



If you have any problems joining the group after you have received the invitation please contact us a mandarinexcellence@ucl.ac.uk

Adding a new post / starting a conversation and replying to a previous post

1. To add a new post, and to start a conversation write your message in the text box (where it says *“type your note here”*)



The screenshot shows the 'Mandarin Excellence Programme' group interface. At the top, there's a blue header with the group name and a description: 'Mandarin Excellence Programme (MEP) · 6th Key stage · World Languages'. Below the header, there are tabs for 'Posts', 'Folders', and 'Members 2', along with a 'Group settings' link. The 'Note' section is active, showing a text input field with the placeholder 'Type your note here...'. Below the input field, there's a search bar with 'Mandarin Excellence Programme' and a magnifying glass icon. At the bottom, there are icons for a calendar, a link, a book, and a clock labeled 'Send Later', followed by 'Cancel or a' and a blue 'Send' button.

2. The Post page is like Facebook. You can reply to a post by simply clicking reply by the original message and writing your reply in the text box that appears. You can also reply to later replies in the same way.

Adding resources, files, folders and links

To add a resource (Word Document, Image, Video) you can either:

1. Attach the resource in a new post. Please state clearly what the resource is e.g. Y7 scheme of work / Y8 activity / Y7 lesson plan etc. This will help us to save the resources in an appropriate place for future access (see MEP Group Folders below).
2. Add a link/URL in a new post or in a reply if the resource is available online e.g. on YouTube.
3. Add a resource from your own personal Edmodo library. You would need to have saved the resource into your Edmodo library in advance.

(Edmodo will not let you upload a resource in a reply, but it will let you type/paste a link)

MEP Group Folders

As you add resources to the post page, the MEP Project Team will add them to the MEP folders that you can view once you have joined the MEP Group. Only the creator of a folder has the ability to add items to that folder. The folders in the MEP group are initially structured as follows:

- Year 7
 - Curriculum / Scheme of Work
 - Lesson Plans
 - Resources & Activities
- Year 8
 - Curriculum / Scheme of Work
 - Lesson Plans
 - Resources & Activities

We will monitor the materials as they are uploaded and will create more folders as required.

Using the resources in the folders

To view the folders, while in the MEP Group, click Folders, click the Folder Name that you wish to look at.

 > Year 7

Owner: Mandarin Excellence Programme (MEP)

Name	Modified Date ▾
 Year 7 Curriculum / Schemes of Work	7/6/2016
 Year 7 Resources & Activities	7/6/2016 
 Year 7 Lesson Plans	7/6/2016

Although you will not be able to add items to a folder, you can download them to your own personal computer or your own personal Edmodo library. In doing this they will be available to you to share and use with your own groups of teachers and students and in your classroom. By setting up your own group to do this and inviting your teaching colleagues and students to be part of the group you can then share resources with them from your library.