

1. Select the “**Grades**” option from the top navigation bar. A drop down menu will appear with a list of all your groups. Select the group whose gradebook you would like to access.
2. For any assignment you post to your group, a column will be added in the gradebook. Once a student’s assignment has been graded, **the grade will automatically populate** in the gradebook.
3. You can **edit the grade** directly in the gradebook simply by placing your cursor on the grade.
4. You can also **view the assignment** associated with the grade, by selecting the “**see work**” link (You must click on the grade first in order to see the link.) *Note that assignment and quiz grades will only show up in the gradebook if it is assigned to the entire group. It will not show up if it is given to an individual student.*

Edmodo also allows you to add grades for assignments not posted through Edmodo.

5. Select the “**Add grade**” button at the top right corner of the gradebook page. Provide the title of the assignment and the total number of points possible for that assignment.

To export grades into an Excel spreadsheet:

6. Select the “**Export (CVS)**” button at the top right corner of the Gradebook page.

The screenshot shows the Edmodo Gradebook interface for a group named "Edmodo Training". The table displays student names, their overall percentage, and scores for various assignments. Red callouts are used to highlight specific features:

- 2**: Points to the header row of the table, which includes columns for "Student", "Total", and several assignment titles: "State Capitals", "Poetry", "Untitled quiz -2012- Chapter 1 Review 01-19-12-02-55", and "Chapter 1 Review".
- 3**: Points to the grade "1/1" in the "Untitled quiz" column for the student "Dodrill, Tracey".
- 5**: Points to the "Add Grade" button in the top right corner of the interface.
- 6**: Points to the "Export (CSV)" button in the top right corner of the interface.

Student	Total	State Capitals	Poetry	Untitled quiz -2012- Chapter 1 Review 01-19-12-02-55	Chapter 1 Review
Allen, K	0%	-	-	-	-
asheim, carol	100%	-	-	1/1	-
Doan, Shalese	0%	-	-	-	-
Dodrill, Tracey	100%	-	-	1/1	-
Fritts, Bernie	0%	-	Turned In	-	-
Jordan, Lori	0%	-	-	0/1	-
Lee, Jennifer	100%	-	-	1/1	-
Leonard, Susan	100%	-	-	1/1	-
McBride, Mary	100%	-	-	1/1	-
Moore, Bruce	100%	-	-	1/1	-

Badges

Badges enable teachers to provide recognition to students for their achievements. Teachers can choose to award a student with an Edmodo created badge, or create their own custom badges.

Award a Badge

To award a badge:

1. Select the group name from the left panel and then click the “**manage**” link located in the Members section on the right panel.
2. **Select the student** you would like to award the badge to and select the “**award badge**” button at the top of their profile page. A panel will open up that will allow you to create a badge, or select from badges you have already created and Edmodo created badges.

Note: You can also select multiple students to award multiple badges at once.

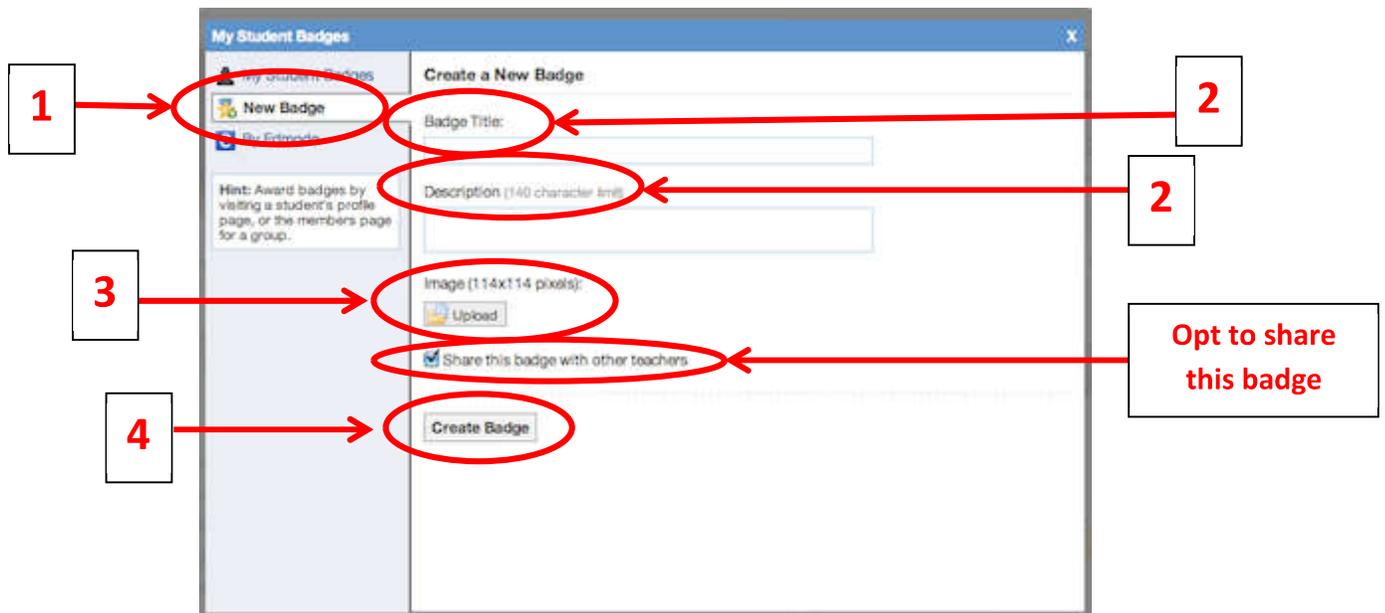
The screenshot shows the Edmodo interface for a group named "Edmodo Training". On the left, there is a sidebar with the group name and a "Small" view option. The main area displays a grid of member profiles, including teachers like Mrs. Stacey Pasquel (Owner) and Ms. K Allen. A student, Stacey Pasquel, is highlighted with a red circle and a red arrow pointing to a box with the number "1". On the right, a "Selected Member" panel for Stacey Pasquel is shown, with the "Award Badge" button circled in red and a red arrow pointing to another box with the number "1".

3. Once you select the “award badge” button, you will have the option to **create a badge**, **choose from badges** you have created in the past, or choose from Edmodo-created badges. If you would like to select a badge you’ve already created or an Edmodo created badge, simply select the badge and click the “award badge” button.

Create a Badge

1. Select the “**New Badge**” option from the left panel.

2. Provide a **title** for the badge and a **description**.
3. Select the upload button to provide an **image** for the badge. Your image should be 44 x 44 pixels or it will be automatically resized to fit into this standard badge size.
4. Select “**Create Badge**”.

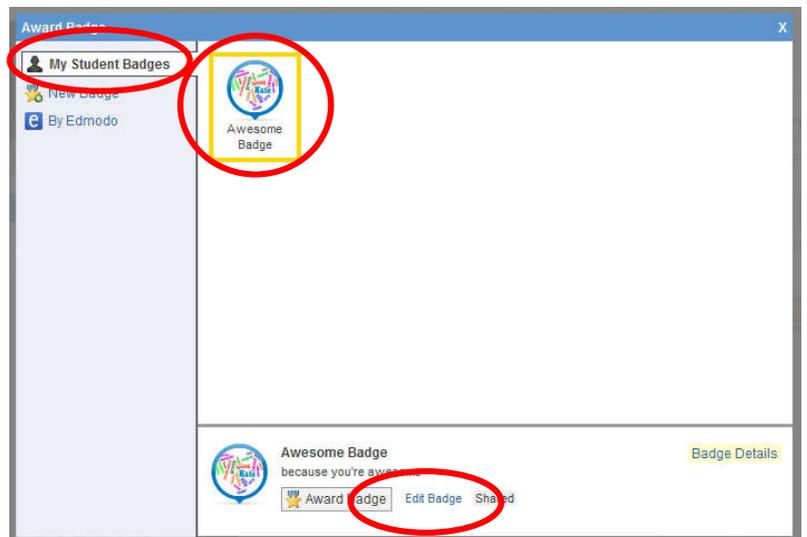


Share a Badge

When creating a new badge, you can elect to share that badge by ticking the “**Share this badge with other teachers**” (located on the “New badge” panel- see above screenshot). To share a badge that has already been created, or to stop sharing a badge:

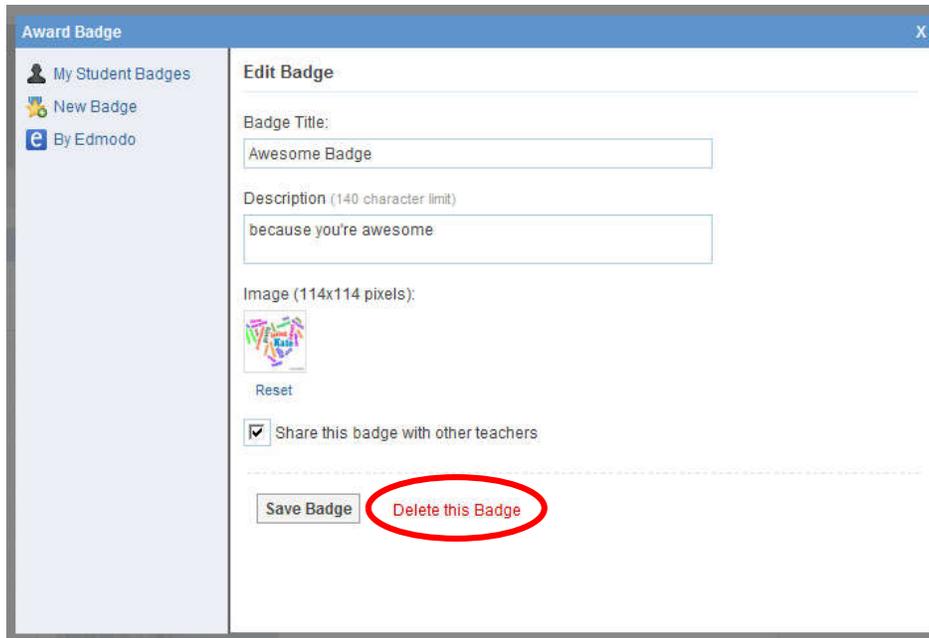
1. Select “**My Student Badges**” from the left panel.
2. Select the badge you want to share (or stop sharing) and click the “**Edit Badge**” option at the bottom of the window.
3. From the edit badge page, you can tick (or un-tick) the “Share this badge with other teachers” option.

Note: To view shared badges from other teachers, visit their profile page.



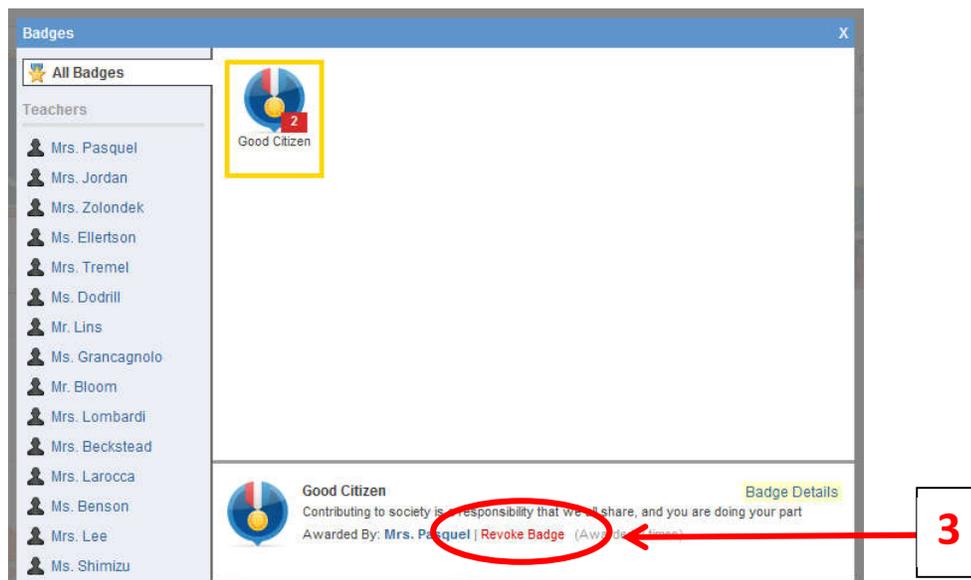
Delete a Badge

To delete a badge you’ve created, select the badge from your list and choose the “**edit badge**” option at the bottom of the panel. In the edit screen you will see the option to delete the badge.



Revoke a Badge

1. Visit the **profile of the student** who was awarded the badge.
2. Click the **“badges earned”** link to open up the **badge panel**.
3. **Select the badge** you’d like to revoke. Once selected, you will see the **“revoke badge”** option at the bottom of the panel. *Note: you can only revoke a badges you’ve awarded.*



Connections with Teachers

Teachers can build their individual professional learning communities by networking and making new connections through Edmodo.