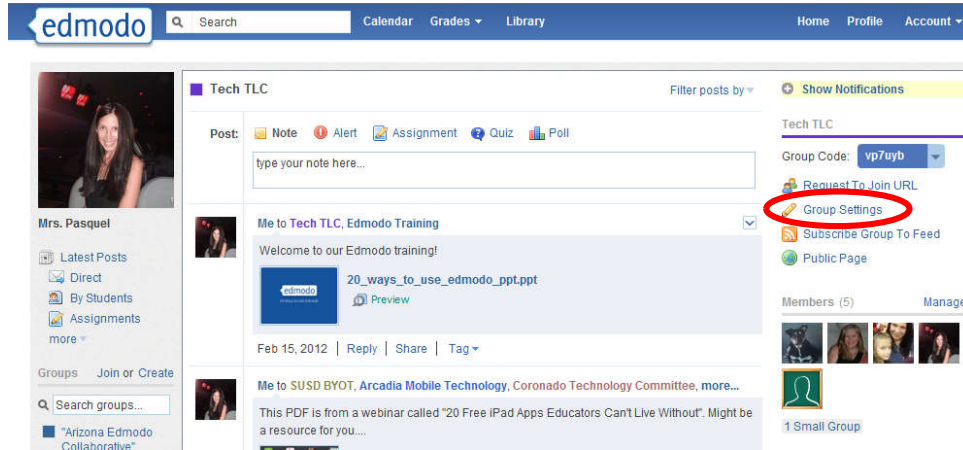


Group Settings

Edmodo allows teachers the ability to control group settings at any time.

1. Click on “**Group Settings**” on the right side of your group page.



2. You will get a pop-up window that allows you to:
 - ✓ **Edit the Group Name**
 - ✓ **Default all new members to “read-only”**- Selecting this option means that new members will not be able to post to the entire group, they can only post messages directly to the group owner/teacher.
 - ✓ **Moderate all Posts and Replies**- Selecting this option requires the group owner to approve all posts and replies made by group members before they can be published to the group stream.
 - ✓ **Edit the Grade/Range**
 - ✓ **Edit the Subject Area**
 - ✓ **Archive/Delete Group**- At the end of the class, semester or year, you may want to archive your groups. This renders the group inactive, but still allows you to view all communications from that group. (Note: If you want to reuse the name of a group, make sure to rename the existing group before archiving it). You also have the option to delete the group. This will permanently delete the group and all its contents from Edmodo.

