# Library

The Edmodo Library allows teachers to store and manage files and links in a wide range of file formats, with the ability to access these files anywhere and share them with group members.  To access your Library, select the "**Library**" link from the top navigation bar in your Edmodo Account.



## Add Content

You can add any type of file (photo, video, document, etc.), in any format, or add web links to your library.  Your library has unlimited storage space, however, each piece of content added must be under 100MB.

1. Select the "**Add to Library**" button at the top left corner.
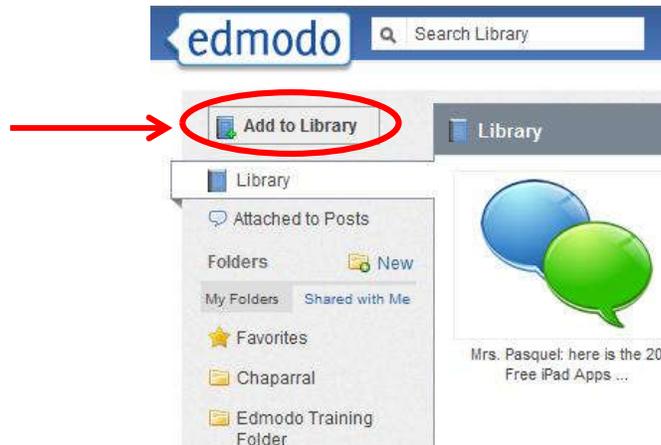
   **1**



2. Select the "**files**" tab to add a file from your computer.  Click on "**Upload**" to browse for your file.
3. Select the "**link**" tab to add a web page to your library.

   **2**    **3**



32
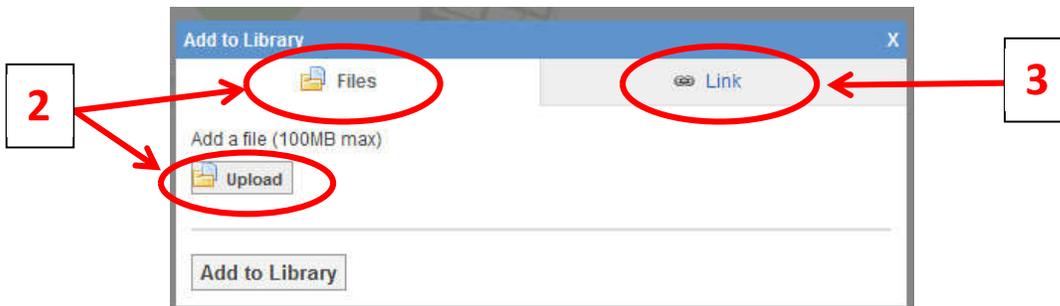
## Create Folders

To help stay organized, you can place your library content into folders. To create a folder:

1. Select the "**New**" folder icon from the left panel of your Library (next to the "Folders" label).



2. A pop-up window will appear where you can **name your folder and select which groups (if any) you want to share the folder with**.
3. Select "**Create**" and your folder will appear on the left panel.
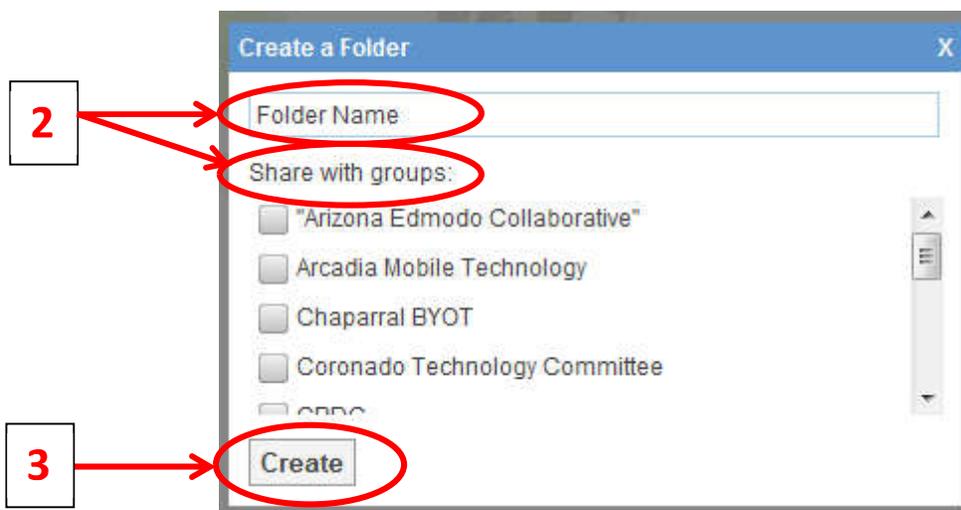


## Organize Content

To add a library item to a specific folder:

1. **Select the item** (once selected, it will be highlighted) and on the right panel you will see a preview of the item, as well as the option to add it to a folder or delete it. **Select the folder** option



2. A drop down menu will appear where you can select the folders you want to add that item to.
3. Click **apply** to save your changes. *Note: You can select multiple library items to move them at the same time.*
4. Once the items have been added to the folder, you can select the folder from the left panel and **drag and drop library items to organize them within the folder**.
5. Mark any library items as **favorite** by adding it to your "**Favorites" folder**. Any item saved to the Favorites folder, will also appear in the "Favorites" tab of your Teacher Profile page.
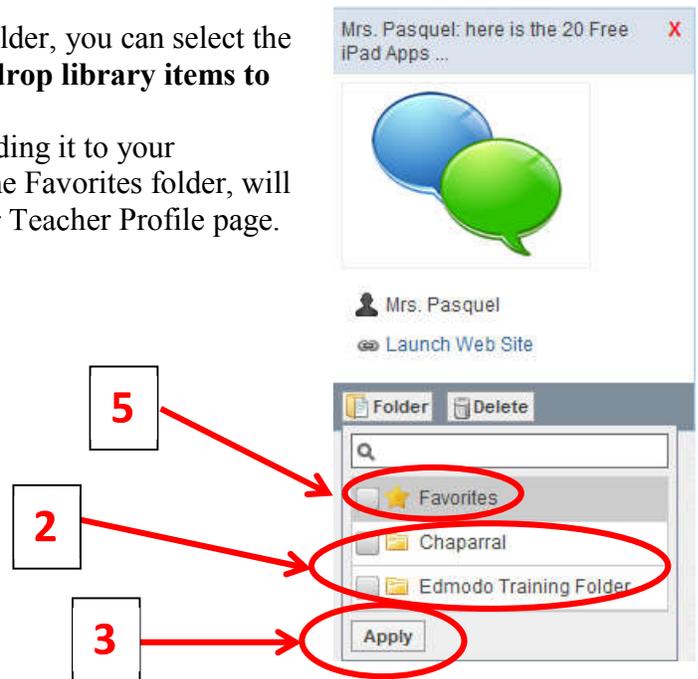
## Share Folders

Once you've created your folders, you can also share them with any of your groups.

1. **Select the folder** you want to share and on the right panel you will see the "folder sharing" option.
2. **Select the group(s)** you want to share with and the folder will immediately be shared.
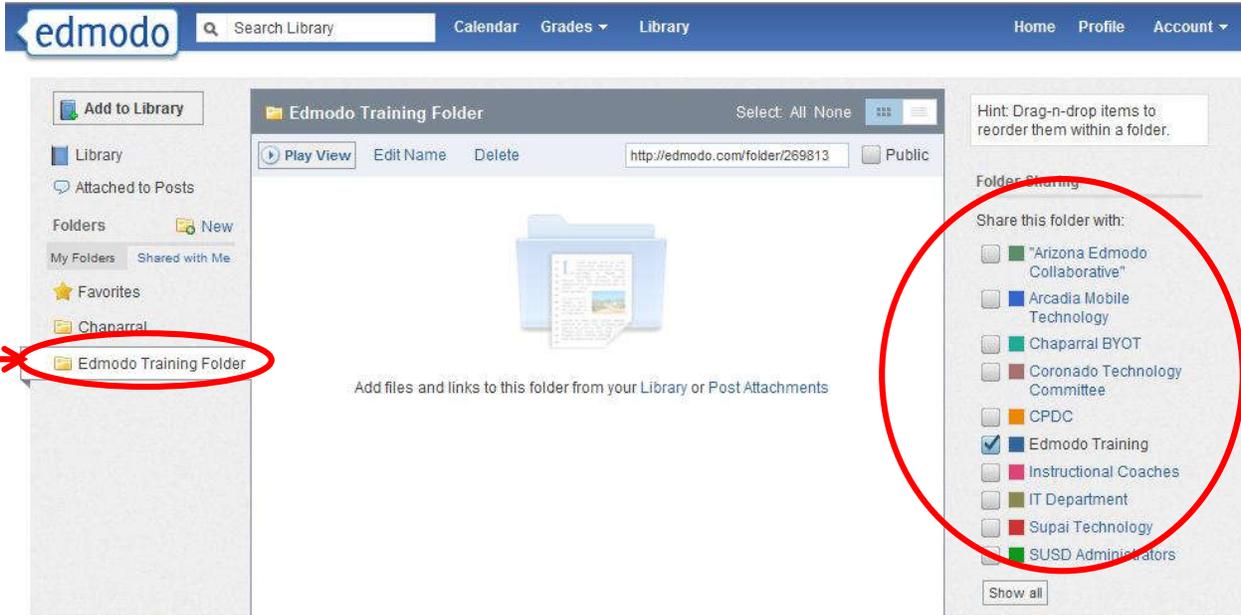


3. When a folder has been shared with a specific group, it will appear on the right panel of the group's page under the Members section. *Note: Only the creator of the folder can add to/edit the contents of the folder. Group members can view and download any files, but not edit or contribute.*
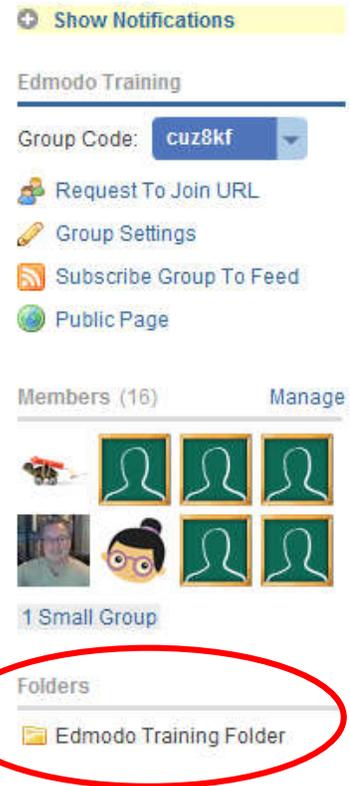
## Search & Filter Library Contents

1. Search your library contents by title or key words via the **search box**, located on the top navigation bar.

2. From the left panel, you can filter library items by those attached to posts and those sent by you.

3. From the upper right corner, you can **filter your library items by type (files or links)**. You can also view the contents of your library in **list view or icon view** by selecting the appropriate icon.
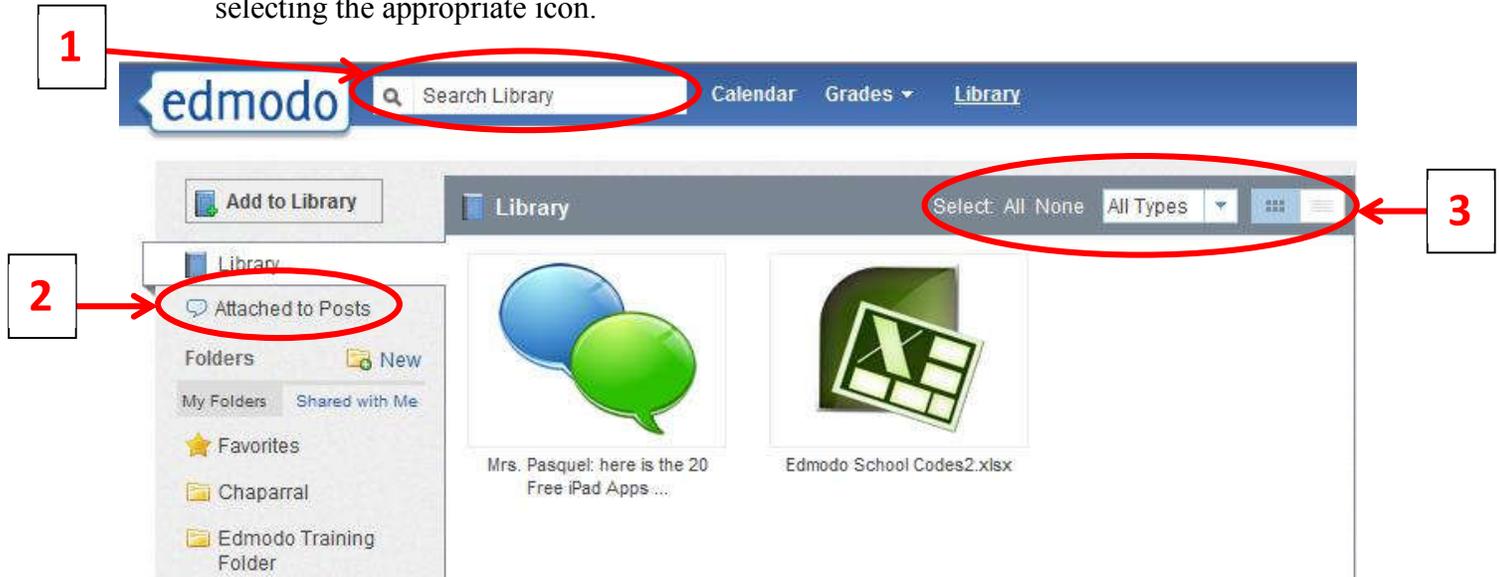


## Ways to Share Files & Resources on Edmodo

File and resource sharing is one of Edmodo's most powerful and useful features. Here are some highlights:

✓ Teachers and students can upload just about any type of file to their 'Library'– there is no space limit at this time, however, individual files may not be larger than 100Mb.

✓ The Edmodo library is cloud-based file storage – files can be uploaded and downloaded anytime, from anywhere.

✓ Teachers and students can use folders to organize their file storage system.

✓ Teachers can share their library folders with groups or individuals as desired.

✓ Teachers and students can save links to web sites – teachers can share sets of links with different classes.

✓ Embeddable objects such as a Prezi, a YouTube video, and a Google form can be shared in Edmodo.

✓ Files, links and images can be attached to messages and assignments in Edmodo.

✓ Files that are sent to you in Edmodo are automatically stored in your library.

## Google Docs

To link your Google Docs to your Edmodo Library: