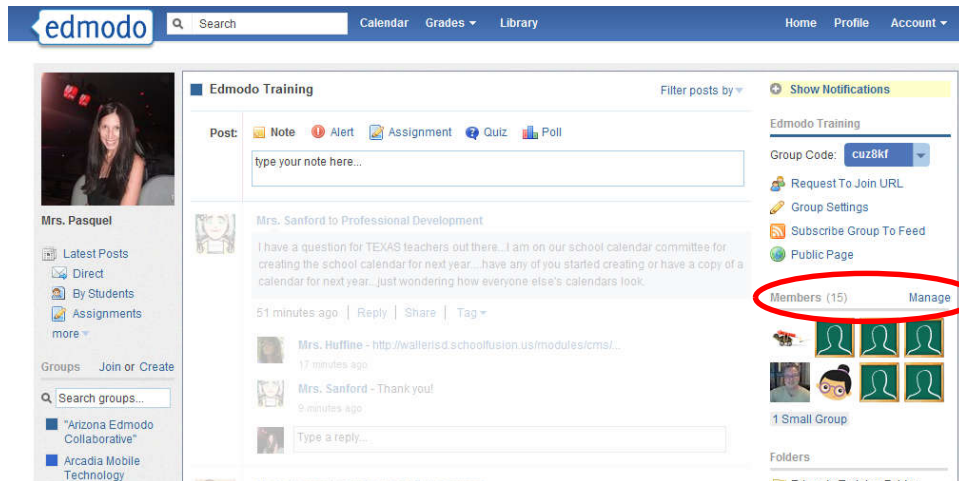


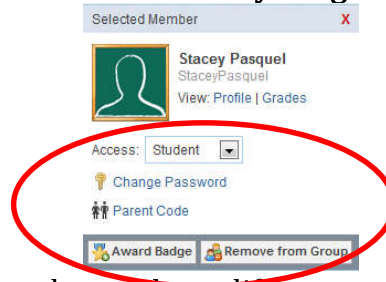
Managing Members

Edmodo allows teachers the ability to manage members of their groups and monitor group membership.

1. Click on **“Manage”** in the Members section on the right-side of your group page.

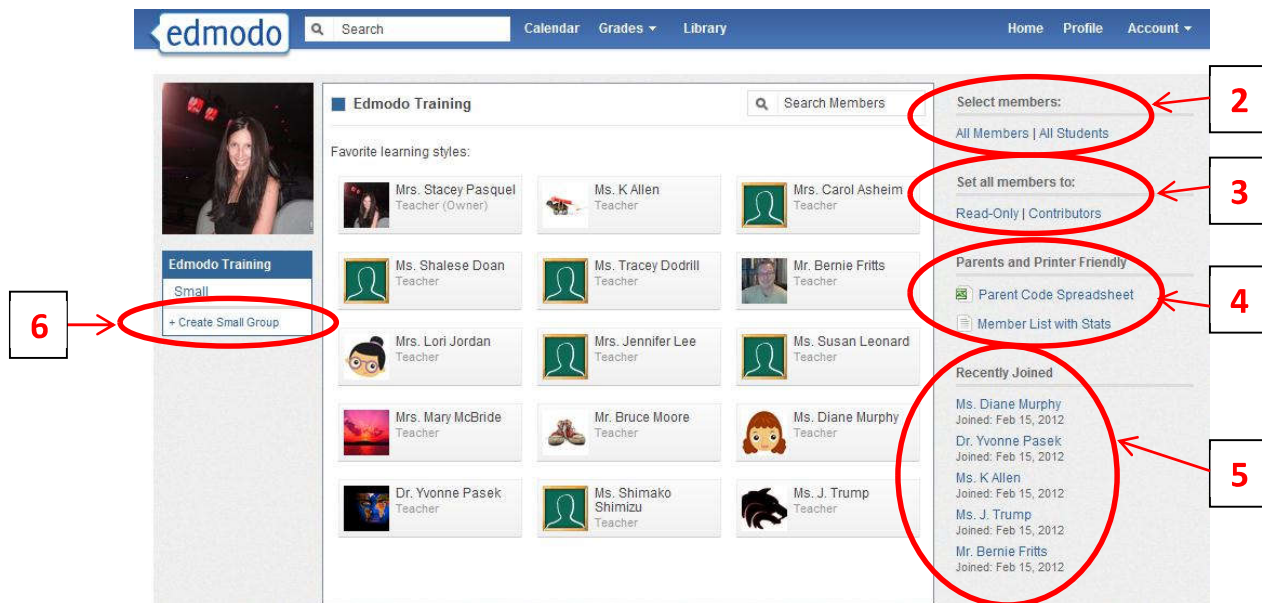


2. You will see all members who have joined your group. You can manage members individually or as a group.
 - ✓ To select all members, click on **“All Members”** (if there are other teachers in your group, and you only want to manage the students, you can click on **“All Students”**).
 - ✓ To select an individual member, click once on the student tab, then access their information on the right sidebar that pops out. You can **change member passwords, view the member parent code, award the member a badge and/or remove member from your group.**



3. You can set individual or all members to have different **access levels (read-only or contributor)**.
 - ✓ **Read-only** status allows members to view all postings and access all content within the group, however they cannot contribute any posts- they can only post messages directly to the group owner/teacher.
 - ✓ **Contributor** status allows members to contribute posts as well as view and access content within the group.

4. You can access the **Parent Code Spreadsheet** to see all of the parent codes associated with members of your group. (For more information about Parent Accounts, refer to the **Parent Accounts** section)
5. You can see members who have recently joined your group.
6. You can create a **small group** within your group. You might wish to use this feature if you want to have students working in small groups communicate/collaborate with each other without all members seeing the content (members could post to the small group instead of the large group). You can delete the small group at any time without affecting the whole group.



Suggestions: Each student account has a 'Profile' page – assigning students to complete that profile would be a terrific early Edmodo experience! You can reset a student's password or verify their username if they are unable to login. You can track your students' Edmodo activity by viewing their profile. You can award student badges in their Edmodo profile!