

Edmodo Training – Advanced Tips & Tricks

Library:

Why use the Edmodo Library?

- ✓ Save all of your bookmarks and files that you share with Edmodo to your Library to prevent having to upload items multiple times
- ✓ Integrates with Google Drive so that you can add items directly to your Edmodo Groups
- ✓ Organize files by unit or topic and share the entire folder instead of individual documents

Adding Files/Links to the Library:



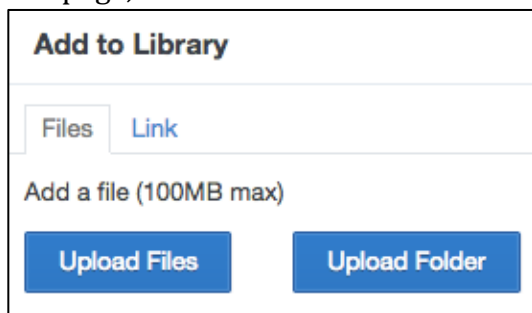
1. Select the library icon from the top menu bar within Edmodo. This will show all of the items

currently in the library.

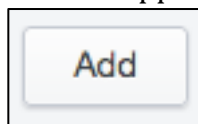
2. Select 'Add to Library'.



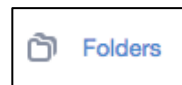
3. In the pop-up, select the appropriate button. You can upload entire folders or separate files. Note: if you want to upload a link on a webpage, click on 'Link'.



4. Locate the files/folders you want to upload or paste the website URL in the box that appears and click 'Add'.



Creating a New Folder:

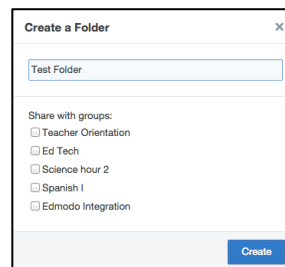


1. Select the 'Folders' icon from the left-hand menu.

2. Click 'New Folder'.



3. Create a name for your folder and then select which groups you want to have access to that folder.

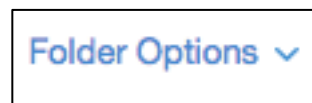


Sharing a Folder:

1. Click the 'Folders' icon from the left-hand menu.

2. Click the folder you want to share.

3. Click 'Folder Options' dropdown and select click on the groups you want to share with.



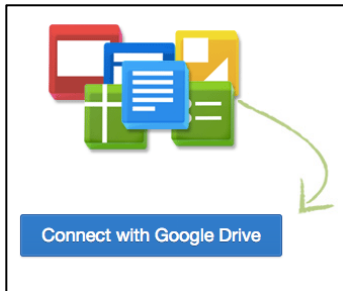
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Connect Google Drive to your Folders:

1. Select the library icon.
2. Click 'Google Drive' in the left menu bar.

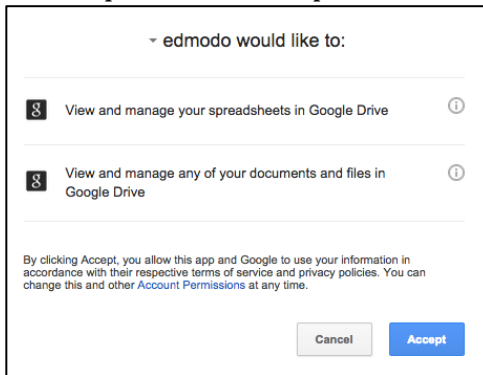


3. Select 'Connect with Google Drive'.



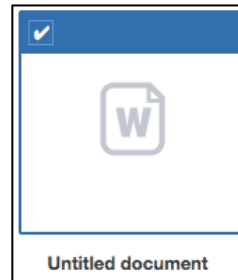
4. Choose your Google account and log in.

5. Accept the Edmodo permissions.



You should now see all of your Google Drive contents within Edmodo.

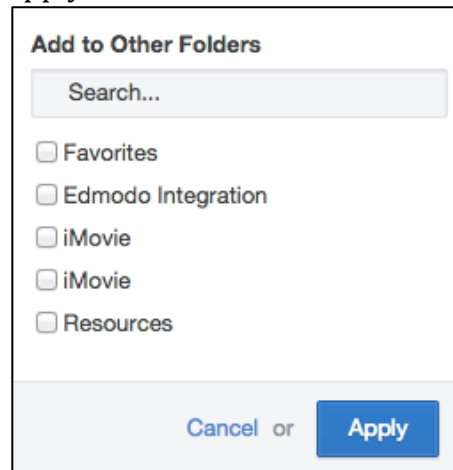
6. In the Google Drive section of Edmodo, select the files/folders you want added to Edmodo by clicking the checkmark in the top-left corner of the folder's icon (you can select multiple).



7. Click on the 'Add to Other Folders' icon in the top-right corner.



8. Select the folders that you want to add the documents. Click apply.



You can now see these files/folders in the Edmodo folder where you have saved them and share them within your groups.