

## Best Practices For Managing Your Edmodo Groups

To ensure safe and secure usage of Edmodo in your classroom, be sure to follow these best practices when managing your Edmodo groups. If any security issues should arise, please contact us at [support@edmodo.com](mailto:support@edmodo.com).

### 1. Do not post group codes publicly

It's a good idea to distribute the group code to your students in-class. Distributing the code via a blog, Twitter or any other public forum opens the possibility for others who are not meant to be in your group to join your group. (Note: As the teacher, you have the ability to delete any members who join your group in error.)

### 2. Lock group codes after all students have joined

Once your students have joined your Edmodo group, be sure to lock the group code so that no other students can join. You can lock the group code by selecting the drop down arrow next to the group code and selecting the lock option. (Note: your group code can easily be [unlocked](#) if needed.)

### 3. Monitor student posts

As the teacher/group owner, you have full control over your groups. Here are a few ways to help you manage student posts:

- **Set up notifications**

Notifications alert you to new activity in your Edmodo groups and connections. We recommend setting up text or email alerts to help you monitor students' posts within your groups. To turn on alerts, visit your [Account Settings](#) page.

- **Delete/Edit posts**

As the group owner/teacher, you can delete or edit any student posts in the main communication stream by clicking on the small blue arrow in the right hand corner of the post. (Note: you must hover your mouse over the post to see the blue arrow.)

- **Post Moderation**

Post moderation can be turned on (or off) by going to the group settings page, selecting advanced settings and checking the post moderation box. By turning on post moderation, all student posts will need to be approved (by the group owner) before it goes live to the group communication stream.

### 4. Use Read-Only status where needed

"[Read-only](#)" status provides a valuable bridge for students who are in the process of building appropriate digital citizenship skills. Read-only status can be managed by the teacher and allows a student to view classroom messages, submit assignments and communicate directly to their teacher, but limits their ability to post messages to the entire group.

### 5. Select unique student passwords

When helping students set up their Edmodo account, be sure to have them choose unique passwords. Using generic passwords (such as "password", "Name"123 or their birthdate) opens up the possibility for students to guess each other's passwords.

### 6. Set expectations

It's important to set clear parameters with students about the content that is appropriate for your Edmodo class group. At the beginning of the year, you may want to implement guidelines and expectations for your students when posting on Edmodo. You can find sample guidelines and a sample code of conduct on our [Teacher Rollout Resources](#) page. You may also want to use an [Edmodo Posting Rubric](#) (this example was shared by [Mr. Hamin](#) in the Language Arts Community).