

## Submitting a Document to Edmodo in 10 Easy Steps!

1. Log in to the Internet and go to Portaportal. (If you are at home, do a search for Arts & Technology Academy and go to Portaportal from there.)
2. Go to Google Docs from Portaportal. (This is important.)  
Note: If you are at home, log in to Google Docs using your username and password for logging on to the Internet at ATA.
3. Open your document or presentation in Google Docs.
4. Go to File --> Download As --> .pdf (Note: This is the "File" in the Google Docs menu, not your web browser menu.)
5. Use Portaportal to open up Edmodo ([www.edmodo.com](http://www.edmodo.com)).
6. Click on your class.
7. Click on "Turn In" assignment and select the "file" icon that looks like a piece of paper.
9. Navigate to where your .pdf file is saved and press "Choose." (It is probably in Downloads but it might be on the Desktop or in Documents.)
10. Rate the assignment and click "Turn In" again.

# Group Codes

Period 1 - dvs3en

Period 3 - sfxr3y

Period 4 - 9gr47m

Period 5 - enhxds

Period 6 - 83heeq

\_\_\_\_\_ (the group code!)

1. Go to Portaportal
  2. Choose 4j Edmodo
  3. Make a student account by going to "Sign Up Now"
  4. Use your regular 4j username and password
  5. Your email is your username@4j.lane.edu
- Click on the + to add a group and enter the group code \_\_\_\_\_

## For Students Who Already Have An Edmodo Account

- 1) Log in to Edmodo.
- 2) Click on the + symbol by your list of Groups.
- 3) Enter in the Group Code for the new class.

## For Students Who Have Forgotten Their Edmodo Password from Last Year

1) Click on "Forgot Your Password."

2a) If you get a message that there is no email address on file, you will need to create a new Edmodo account with a new username.

2b) If you get a message saying that a new password has been sent, go to your Zimbra Student Email. (Use Portaportal to get to Zimbra Student Email. Use your regular username and password to log on.)

3) Open the message from Edmodo and reset your password.