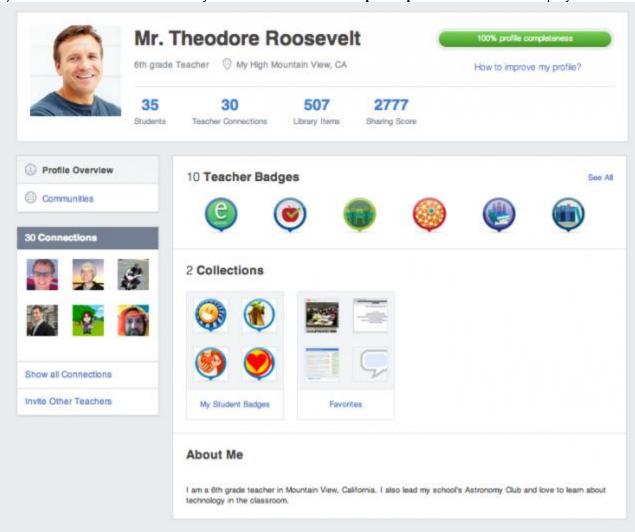# How to Setup Your Teacher Profile

Maintain and update your personal profile so your students and connections can learn more about you! Your teacher profile acts like a portfolio where you can highlight your accomplishments, your teacher and student badges and your favorites.

How to Set Up/Manage your Teacher Profile

1) Click on the **"Profile"** button on your Edmodo toolbar. Your **profile portfolio** will then be displayed.

- **Main Profile Section (top section of your profile page)**
    - *Note: You can edit only your profile picture directly from this section. Read below to learn how to edit other parts of this section.*
  - **Profile Picture:** hover over and click on the pencil icon to edit or change profile picture
  - **Teacher Information displayed**
    - **Name:** to edit go to "Account" then "Settings" to change first/last name

- **Grade level:** associated with grade level set on your groups (edit by clicking on your group then "Group Settings")
- **School name:** to edit go to "Account" then "Settings" to select or change school
  - **Profile Completeness:** The bar will show your progress as you complete your Teacher Profile, create groups, connect with educators and join Edmodo subject and content communities. The hints (in the yellow box) under the bar will provide ways you can increase your profile completeness.
  - **Students:** number of students in your groups, automatically updates
  - **Teacher Connections**: number of teachers you are connected to, automatically updates
  - **Library Items:** number of items in your library, automatically updates
  - **Sharing Score**: represents how much the items you have shared have been reposted and shared by other teachers, automatically updates
- **"Profile Overview" Tab**
  - **Teacher Badges:**
  2. Click on "See All" to view all teacher badges
  3. View "Teacher Badges" and "Special Badges"
  4. *Note: Badges will automatically be added to this section as you receive them.*
  - **Collections:**
    - Student Badges you have awarded to students will appear in "My Student Badges". Click on "My Student Badges" to view all badges and create more student badges.
    - Favorites you have selected in your Edmodo Library will appear in "Favorites". Click on "Favorites" to view favorites in your library. To add favorites to this section, go to your Edmodo Library, select the item and add it to the "Favorites" folder.
  - **About Me:**
    - Hover over and click on the pencil icon to edit your "About Me" section. Type a little about yourself here! Click "Save" when complete.
- **"Communities" Tab**
  - **Communities:**
    - Any community you join will automatically show here. Click on a community to view the page. Click "Browse Communities" to view and join more communities.
- **"Connections" Tab**
  - Click on "Show All Connections" to view all of your connections. Click on a connection to go to their profile page.
- **"Invite Other Teachers" Button**
  - Type in a teacher's e-mail address (or multiple e-mail addresses) to email an invitation to join Edmodo. Teachers will not receive this email if they already have an Edmodo account. To search for and connect with a teacher, use the search field in the top Edmodo toolbar.

- *FAQs about your Teacher Profile:*
  - **What can I edit from this profile page?**
    - You can edit your profile picture and your About Me by hovering over these sections.
  - **How do I edit the grade level?**
    - The grade level displayed is associated with the grade level set on the groups you own. Edit this by clicking on your group then go to "Group Settings" to change the grade.
  - **How do I edit the school name?**
    - Go to your "Account" then "Settings" to select or change your school