



## NOTE:

**BEFORE YOU BEGIN WITH THIS TUTORIAL, IT IS IMPORTANT FOR YOU TO HAVE ACCESS TO THE INTERNET.**

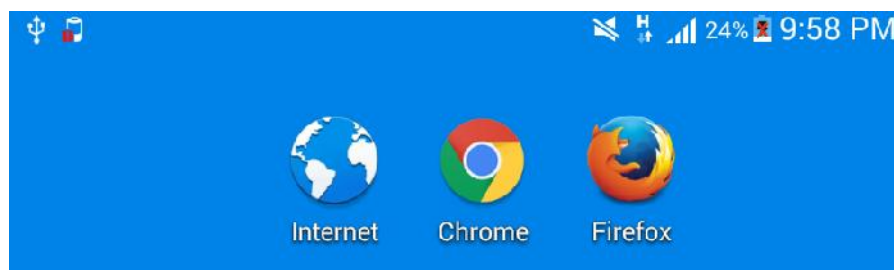
Internet can be accessed through various ways on your phone, either through data access (*direct from your phone*), through a wi-fi network or through mobile tethering. I won't go into detail on this however, this is just a reminder to let you know that **internet access** is needed plus a **mobile phone or table** is also required to proceed with this tutorial.

In this tutorial, I will take you through the steps involved in getting you connected to ArTech's online classroom. This tutorial is designed for all my students and those whom I train using the online classroom provided by *Edmodo*.

Assuming that you have already set up your internet access and are ready to log into your account, this tutorial will take you straight from the launching of your browser.

## STEP ONE : THE BROWSER

Start up your browser. (*a browser is the app that you use to access the internet*). There are various browsers available. Sometimes, your phone may have something like the word "**internet**". That is the browser which you can click to get you connected to the internet.

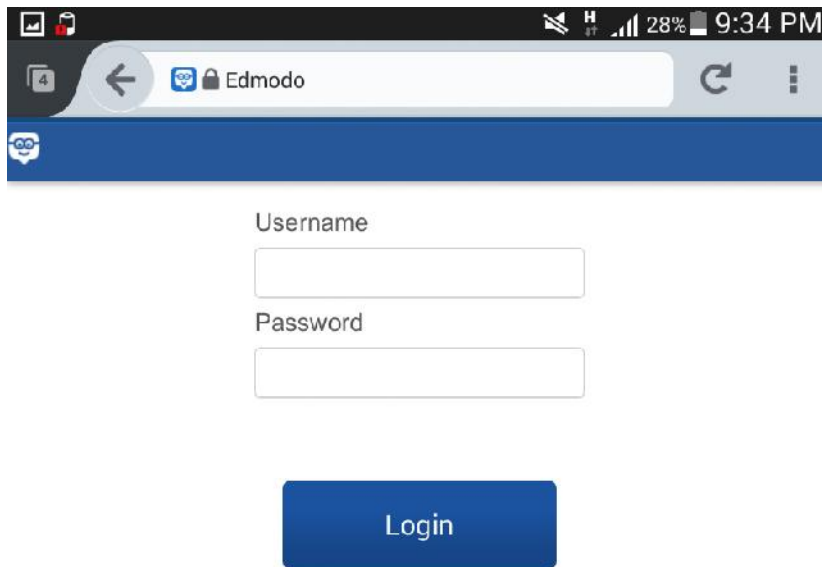


## STEP TWO : THE ADDRESS

Go to the address bar of the browser and type the address below. This will get you into **Edmodo**



## STEP THREE : LOGIN



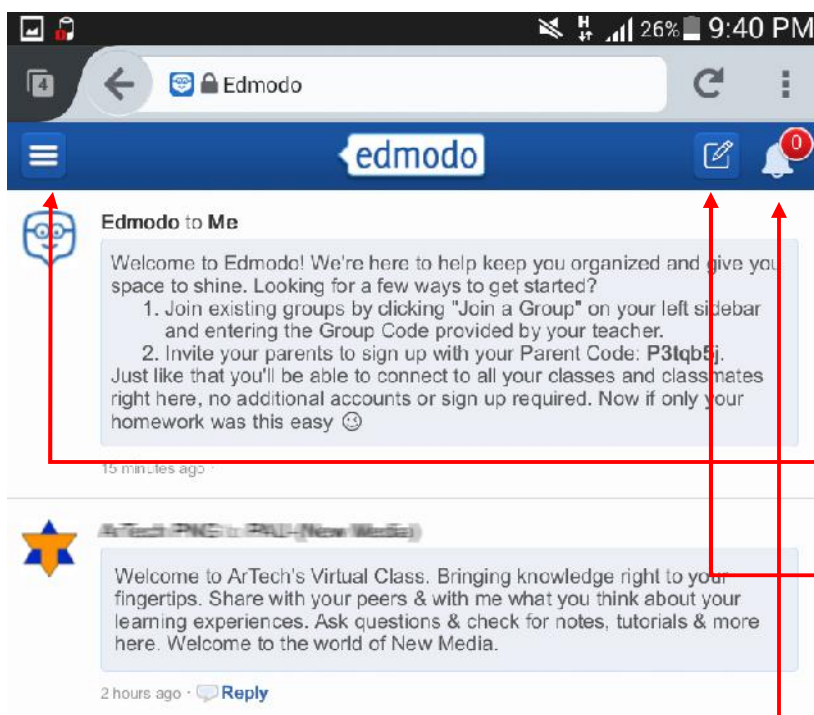
Once you enter the address on the previous page, you will be redirected to the page like the one on your left. This is where you put in your username and password to access your online classroom.

Click the Login (blue) button to get into the classroom.

**Note:** If you forgot your login credentials, contact your teacher. For this demo, it is ArTech PNG, so you should contact ArTech for a reset.

For all students attending the official sessions, you will be advised on the necessary contacts to seek help when needed.

## STEP FOUR : EDMODO HOME (MOBILE)



If your password and username are correct, you will be allowed into the classroom, else you won't get in.

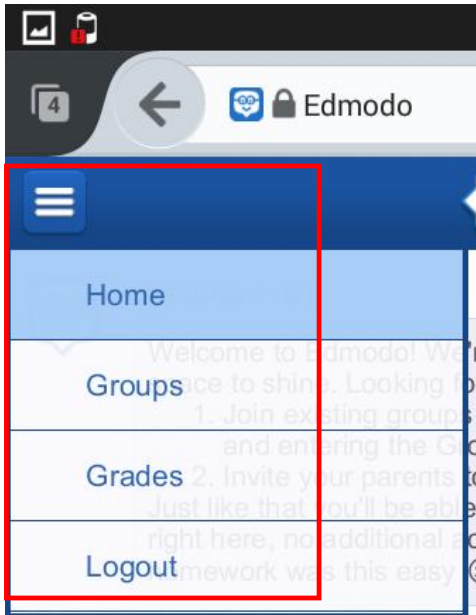
On your mobile, the classroom is presented in a compact fashion, similar to the screenshot on the left. This is where you can see any posts by your teacher or by your peers.

The main **menu** is on the top left, represented by three white lines.

The **post** button is on the right, represented by a white square with pencil.

Next to the post button you have the bell icon, which lets you know of any message(s) you may have coming in.

## STEP FIVE : THE MENU



The menu button has 5 options. These buttons include the Home, Groups, Grades and Logout options.

**Home:** Takes you to the home screen of your classroom.

**Groups:** Displays the groups that you are in. If you are put in groups to work on projects with your classmates or peers, this is where you will see the different groups you have or are placed in.

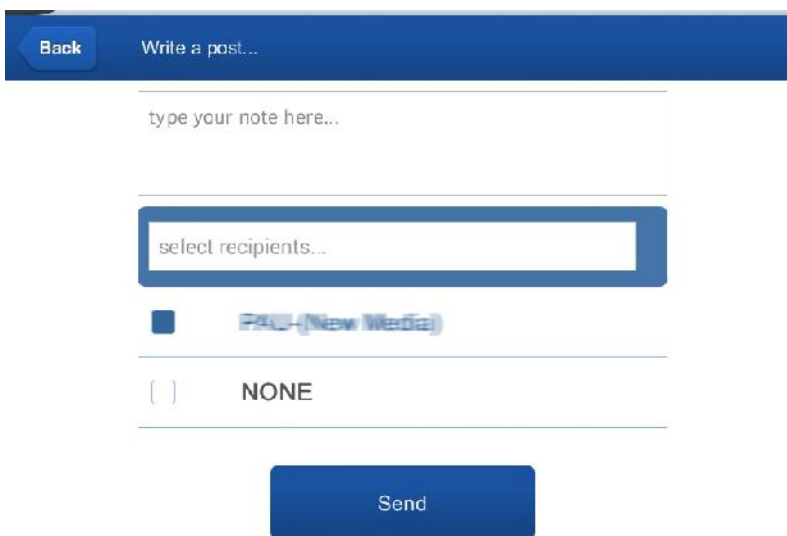
**Grades:** If you are given any assignments or projects online, this is where you will see your updated grades. The grades are displayed in real-time for most quizzes you do in the classroom.

**Logout:** Ends your session and takes you out of the classroom. It is important for you to log out every time you are done using your online classroom.

## STEP SIX : POSTINGS



You can ask a question by Posting it to the group or to your teacher. To post, you use the **Post button** at the top right of the screen. Once you click this button, it will take you to the post page where you can type your question.



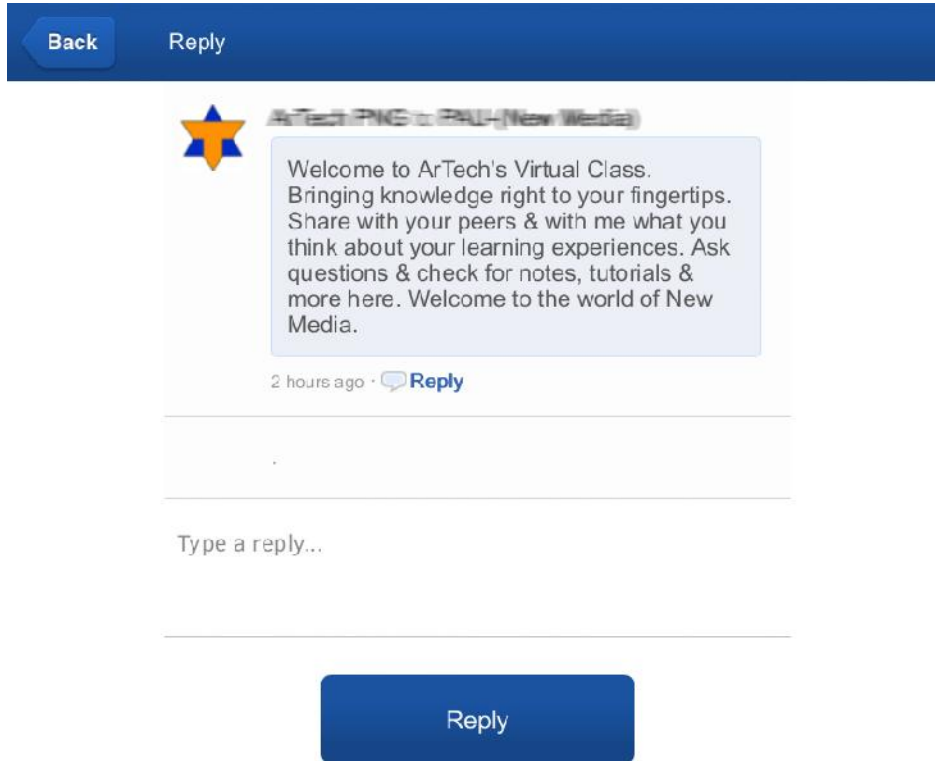
When you get into the post page via the button you pressed, you will get a text box where you type in your texts.

Once you entered your texts, you can decide on whom to send to using the list of options that are provided below your recipient option.

Press the Send button to submit your post. The post will be sent to whichever group you chose to send the post to.

## STEP SEVEN : REPLYING TO POSTS

Most times, you may want to respond to posts. This will be the common action you would do either to reply to post or to start up a new post.

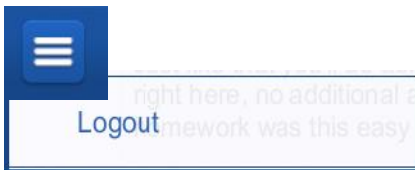


To reply to a post, click the Reply text (*usually in Blue*), next to the post.

This will bring in a text area where you can type your reply.

Press the blue Reply button to submit your reply. Your reply will then be shown next to the post you replied to.

## STEP EIGHT : LOG OUT



**DO NOT** forget to logout of your account. Use the main menu, select the Logout option and this will sign you out. You can follow the steps again to log in when you want to get into the classroom again.

## FURTHER HELP:

This tutorial is very brief and partially demonstrated to get you started. As long as you're in the online classroom, you can ask as many questions as you like by posting your question(s). There are possibilities of creating videos too if you aren't really comfortable with reading, I mean if my brief descriptions above aren't clear enough. Let me know by sending your question via the post inside the online classroom or directly email me through the contacts on my website.

Furthermore, if you need specific tutorials on anything to do with digital design, new media, graphic design, multimedia design, interactive presentations, mobile learning/experiences, IT related tutorials, programming, online security or anything related to software, let me know by visiting the contact page via URL <http://www.artech.com.pg/> and send your request using the provided contacts.