

# EDIO HOW TO

## 1. How to get to Edio

- a. Type into the URL taskbar the following:
  - i. Resilience.edioapp.com
- b. The user name will be your students' Resilience Charter School email. (The first initial of their first name and their full last name.)
  - i. Ex: [ajones@students.resiliencecharter.org](mailto:ajones@students.resiliencecharter.org)
- c. The password was created by your student. Staff does not have this information. If your student forgets their password they may click on the "forgot your password" link. This will allow for your student to change their password through their email.

## 2. How to turn in an assignment

- a. Go to the project you wish to turn in work for. Each class will have a name for the current project they are working on.
- b. Clicking on the "Task Board" will lead them to the assignments for that project.
- c. Each task will have its own box. This means that the task described in each box must be completed and turned in for credit.
- d. Click on the task to read the task details and see what needs to be done for that assignment.
- e. When a student is ready to complete the assignment click on the evidence tab then click on "add note". If the task asks them to attach a file or image, they can click "Add Link/File" under Attachments and either upload a file or insert a link to a Google Doc or Google Drive file.
- f. After completing the task, students MUST click "Submit". If they don't, teachers cannot see completed work.

## 3. How to revise/resubmit work

- a. Students must go to the task for which they wish to revise or resubmit work.
- b. While on the task students must click on the evidence tab and click on "Add/Revise Evidence".

## 4. How to ensure work has been submitted

- a. Click on the task you are wanting to check.
- b. While on the task detail tab there will be a green circle with a check mark when work has been submitted.

- c. When clicking on the evidence tab any evidence that has been submitted will be seen where the “add note” box should be.
5. How to ask a public question (visible for the whole class)
- a. Click on the task you have a question about.
  - b. While reading the task details scroll down on the task.
  - c. Notice the box that says “submit comment”.
  - d. Click on the box and submit your comment.
6. How to ask a private question (visible only for teacher and student)
- a. Click on the task you have a question about and “submit evidence” (even if it is not complete or correct).
  - b. After you have submitted evidence stay on the evidence tab of that task.
  - c. Scroll down on the task to where it says “Submit Comment”.
  - d. Click on the box and submit your question.