

Team Central Dojo Communications

Getting the most from ClassDojo



ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom and home through photos, videos, and messages.

You can have ClassDojo on as many devices as you like, with as many adults connected as you like! All the devices will synchronise to share your child's learning. Only the messages are specific to the device it was sent from.

ClassDojo is a website and an app. It can be downloaded onto phones, tablets and computers. Each device may look a bit different on the screen but they all do the same thing. It is free to use and does not need to be logged in and out of. Notifications will be sent in order to tell you about new posts or messages. Staff only send out posts between 7am and 6pm to avoid disturbance. You can use and post at any time and we will get back to you as soon as we are able.

App Store Preview



ClassDojo

Learn more Schools Resources Welcome back, El Come on in



We are all here to help and use ClassDojo to its full advantage.

If you have any technical issues regarding using ClassDojo you can pop into one of our Stay and Learn Dojo sessions, see your class teacher or message the Dojo Mentor.

Advice can also be found through ClassDojo's online presence. As a global community there is always someone on hand through Twitter, Facebook or their own support team through ClassDojo Helpdesk in your parent account settings.

Dojo may prompt you to link to 'Beyond School' on the app. This is a separate part, for you to manage from home. It is payable and has nothing to link with school use. You do not need to purchase it for our use.

Getting Started!

You will need to download the app onto your device.

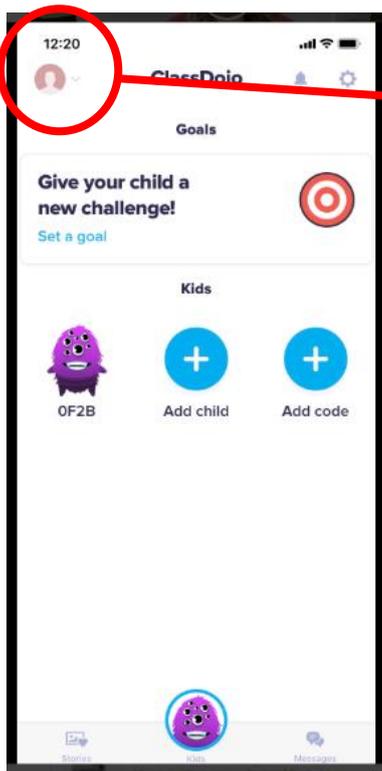
School will give you an invitation per child to allow you to log on securely with a passcode. Siblings will have separate codes and accounts as they relate to different classes but all will appear together in your parent account. You will receive all their class information on your main news feed, along with whole school story posts. You can then switch account to see individual children's accounts, allowing you to see their Dojo points, activities and portfolio. This invitation is usually sent home as a paper copy at the start of the school year but can also be requested and sent online at any time.

If you need the **parent code** or **student code** again at any time, please ask your child's teacher.

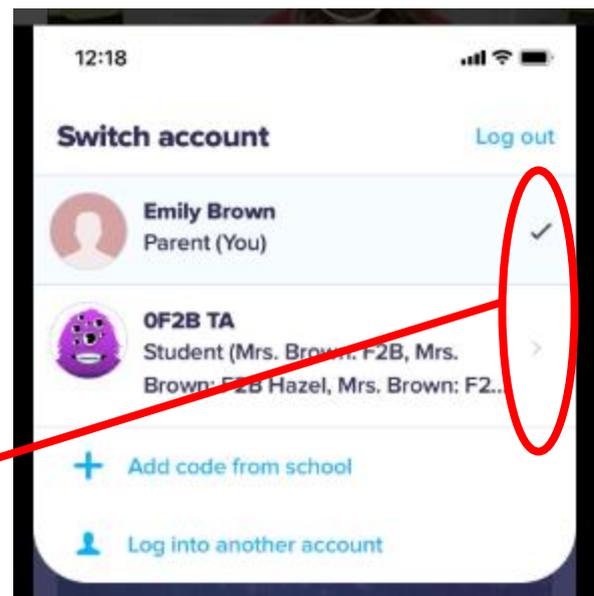
How to switch accounts – between parent, student and siblings

From your parent account home screen:

It works using the same method to change between sibling accounts and back to parent's accounts. You do not need to Log Out to switch accounts.



Click your profile picture (or figure outline if you don't have a photo)



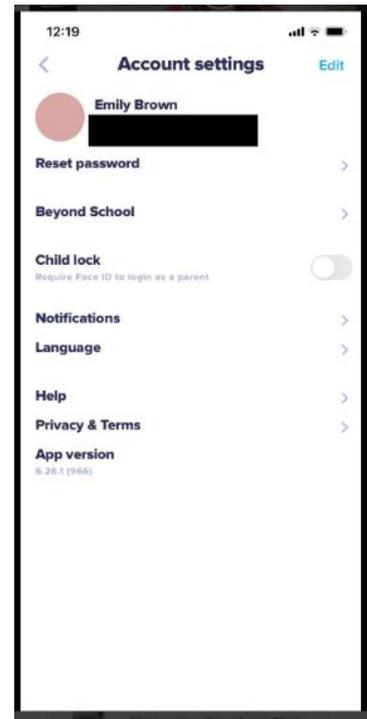
Click the account you want to be in.

The tick will appear to show you where you are now.

It will switch accounts straight away.

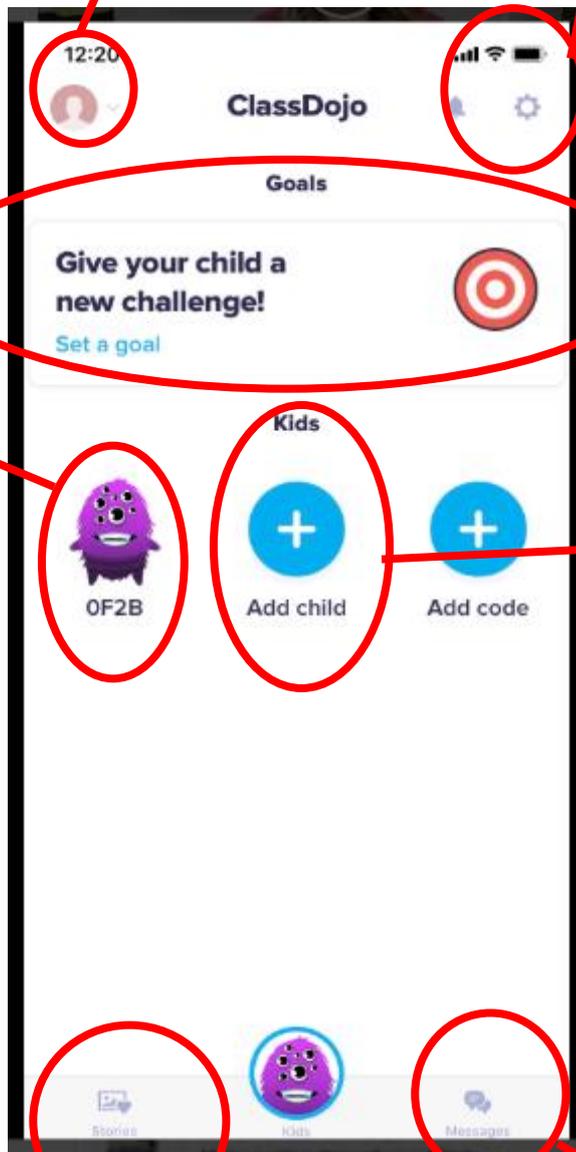
Parent Account

Account Settings to manage your account including the language translation.



Switch account

Home use – not linked to school use.

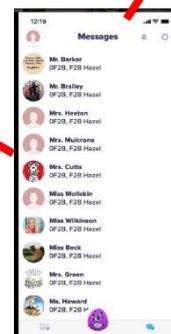


Links to home use and joining family accounts but a second click on the character allows you to customise it's appearance.

Add siblings to the same parent account.

Send and receive messages privately from your account to staff.

View School and Class Story posts.



Student Account

The screenshot shows a mobile app interface for a student account. At the top, the time is 12:20 and the user is identified as 'OF2B TA'. A purple, multi-eyed character is featured prominently. Below this, there are sections for 'F2B Hazel' with 3 points and 14 activities, a 'Home Report' section with 0 points and 0 rewards, and a 'Stories' section. A post from 'Miss Molekin' is visible at the bottom. Red circles highlight the account switch icon, settings gear, character, points, activities, and stories. Text labels with arrows point to these elements.

Switch account

Account Settings

Dojo Character
Click on it to customise it's appearance. Some features are free, others to be paid for. There is no requirement for the Dojo to look a certain way.

Link to **Portfolio**

Running total of Dojo points.

Portfolio activities to do – completed ones are knocked off.

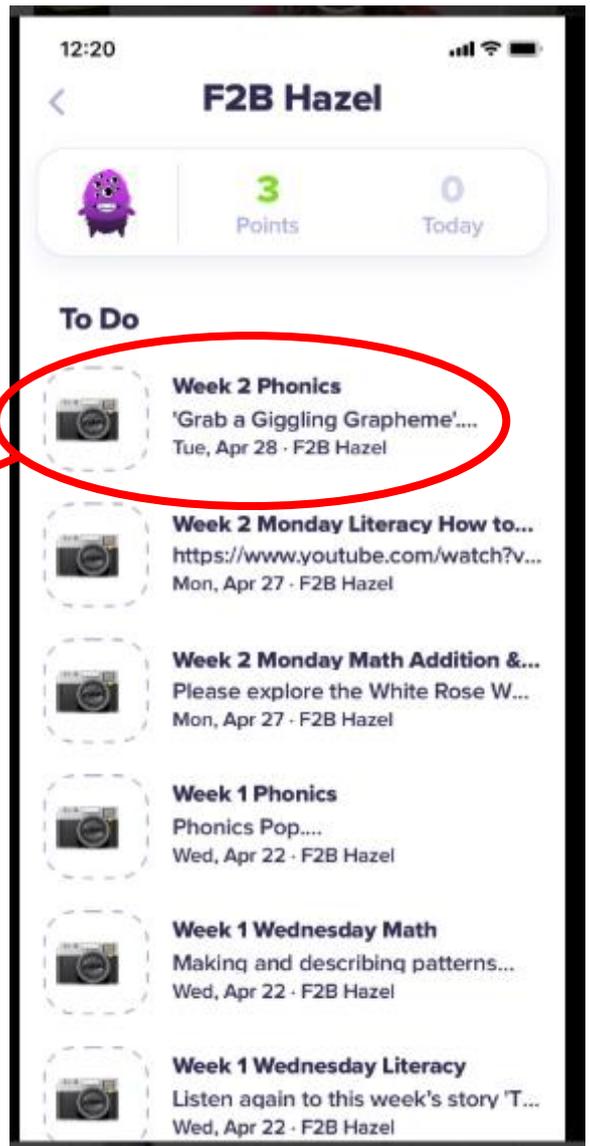
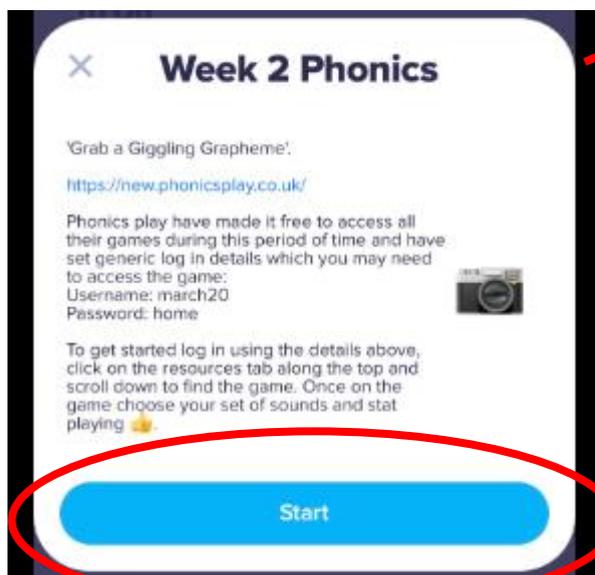
Class Story
Scroll down to view

PHONICS FUN

Student Portfolio

Completing Portfolio Activities

The portfolio lists the activities first, before your completed tasks, uploads and creating new posts. All the activities to do are listed, with the most recent to the top. Once you click on it, it will open with more details and give you the option to attach your evidence. You can close it if you are not ready and come back any time.



Click to add evidence live or from your albums.

Once you have attached your evidence and are happy, click the tick in the top right hand corner. Add any text you want to go with the photo or video and then click the blue send dot in the top right corner. It will automatically remove the activity from your list.

The post is then with the class teacher pending it's approval.

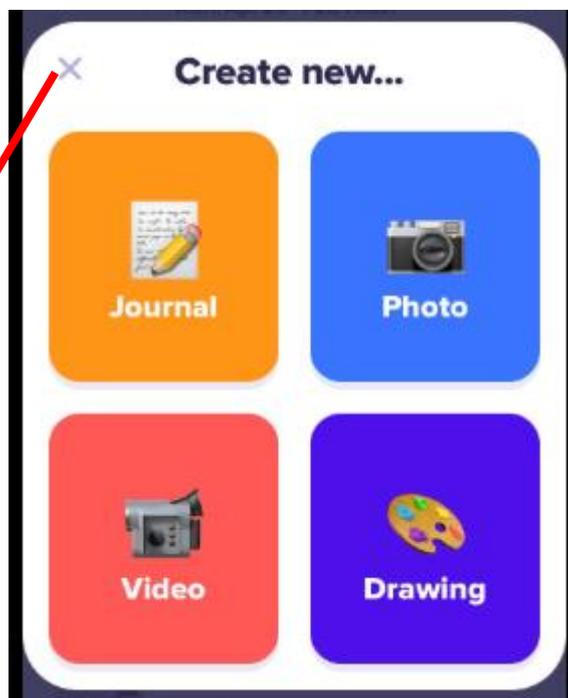
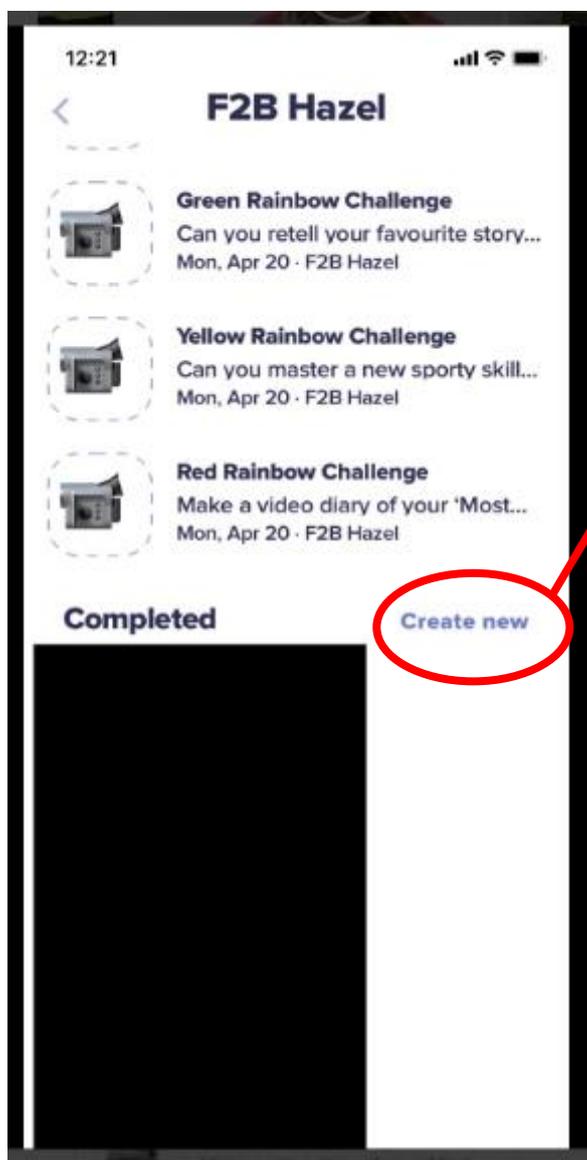
Once it is pending and approved it will move to the completed section, below the activities. Any comments by the teacher will be notified to the parent account and appear as comments under the post.

Attaching your posts to the matching activity allows you to keep track of those outstanding and completed at any time. It also ensures your child's evidence is in the correct section for the teacher to see and respond to.

Attaching Your Own Portfolio Posts

Sometimes you might want to send something to your child's portfolio that isn't on the list or is extra to it. You can do this easily too and allow your child to share all of their activities with the teacher and class.

Scroll down from the To Do activities:



The most recent pending and approved posts will be visible on the left hand side of the screen.

To create a new post to the portfolio click on the Create new on the left hand side. This will load the colourful box for you to choose what you would like to upload. Again you can attach live streams or from your albums. Journal offers you the chance to type text.

Click on the icon you want, click the grey tick when you happy. Add any accompanying text and click on the blue send dot when you are ready.

The post is then with the class teacher pending it's approval.

Once it is pending and approved it will move to the completed section, below the activities. Any comments by the teacher will be notified to the parent account and appear as comments under the post.

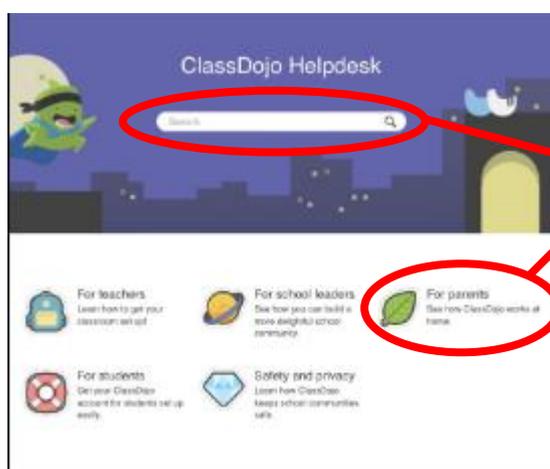
Dojo Problems and Queries

Like all technology and online access, please allow for times when it is running slow, taking a longer time to upload a video or freezing due to the high amount of traffic. This is especially so in times of high demand, such as home schooling. Sometimes, the tried and tested, logging out and then back in again does work. Please ensure you have another method of contacting your child's teacher, either through a second device or email, in case you need to contact for further advice.

The most likely cause of an issue at the moment seems to be needing the parent or student code. Please contact your class teacher or Mrs E Brown (ClassDojo Mentor) for a copy.



If you are experiencing technical problems with your Dojo or need further information please contact Mrs E Brown, either through ClassDojo messages or email hazel@wcp.imat.org.uk.



ClassDojo Helpdesk can be accessed through the account settings in your parent account. It offers you a box to type in and search a specific problem or below the search box, on the right hand of the page is a link for parents. Click the link and there is a guide to using ClassDojo, including a troubleshooting menu.

Please don't be worried about clicking the wrong thing on ClassDojo!
We can always sort it out and get you back on track.

