

**GETTING STARTED**

# **School Leader Quickstart Guide**

From setup to all set for the new school year

Say hello to your best back-to-school season yet.

# The magic of going 100% schoolwide with ClassDojo



- ✓ **Better family engagement** → 89% teachers say Dojo builds better family relationships
- ✓ **Better student behavior** → 3 in 4 principals say it's easier to build positive behavior
- ✓ **Improved absenteeism** → 1 in 3 teachers see better attendance with ClassDojo
- ✓ **One app for your full community** → Connect families, teachers, kids, and admins in one place
- ✓ **Higher enrollment** → When families feel connected, they stay
- ✓ **Lower teacher churn** → 8 in 10 teachers say ClassDojo improves their day-to-day better
- ✓ **Better student outcomes** → More engaged families = better learning outcomes

# School Leader Quickstart Guide

Track your progress for a school year that isn't just handled, it's happier.

## Phase 1: Out with the old

### ☐ Archive past classes

Take a moment to review your active classes and archive any outdated classes for the new year.

### ☐ Review your teacher directory

Work through your teacher directory and remove any no longer associated with your school.

### ☐ Graduate students

Bulk graduate any students who are no longer attending your school.

## Phase 2: In with the new

### ☐ Invite new teachers

Head back to your teacher directory to invite your staff for the upcoming school year.

### ☐ Upload your students

Using our bulk import tool, import any new students to your account from your school management system.

### ☐ View your connected families

Filter your roster to show any students that don't have a connected family, and send your invites.

## Phase 3: Creating a positive community

### ☐ Set up your Schoolwide Points

Add 3+ schoolwide values aligned to your schoolwide PBIS or community guidelines to share across all students in your school.

### ☐ Create your first School Story

Welcome new students and ring in the school year, or borrow a template from our Schoolwide Communications Calendar!

### ☐ Build your calendar with Signups

Create Signups for any events or activities for your first month of school, plus create your posting calendar for regular schoolwide stories and events.

# School Leader Quickstart Guide

## Phase 1: Out with the old



### Graduate students

Show me how ▶

1. Head to the **Students** tab in your school **Directory**
2. Start with the students not currently connected to a class, and click **Select All**
3. Click **Graduate** in the pop-up menu bar
4. Review any grades that have graduated, and click **Select All**
5. Click **Graduate** in the pop-up menu bar

**Graduate**

### Review your teacher directory

Show me how ▶

1. Head to the **Staff** tab in your school **Directory**
2. Review and approve any new teacher accounts
3. Scroll to **Inactive staff** and click individual teachers or choose **Select All**
4. Click the **Remove from school** in the pop-up menu bar
5. Review your active teachers, and select any that you would like to assign Admin access to
6. Click **Make Admins** in the pop-up menu bar

### Archive past classes

Show me how ▶

1. Head to the **Classes** tab in your school **Directory**
2. Click **Filter** and select **Inactive Classes**
3. Check off any class you wish to Archive
4. Click **Archive Classes** in the pop-up menu bar

≡ **Filter**

**Archive classes**

**Note:** Archiving a class will keep the students and families in your Directory.

# School Leader Quickstart Guide

## Phase 2: In with the new

### Invite new teachers

Show me how ▶

1. Head back to the **Staff** tab of your **Directory**
2. Click on **+ Invite staff**

 Invite staff

3. Add teachers individually by typing in their school email address, or
4. Bulk add all your teachers by importing a list from your staff management tool

### Upload your students

Show me how ▶

1. Navigate to the **Students** tab of your **Directory**
2. Click on **+ Add students**

 + Add students

3. Add students by typing in their full name and family email address, or
4. Click **Import list** to paste a list of student names and family email addresses
5. Select **Done adding students** to save
6. Share the next slide with your staff to create classes!

### View your connected families

Show me how ▶

1. Go to the **Students** tab in your **Directory**
2. Click **Filter**
3. Select **No families connected**
4. Review and click **Invite** for any students still missing connected families

Invite families



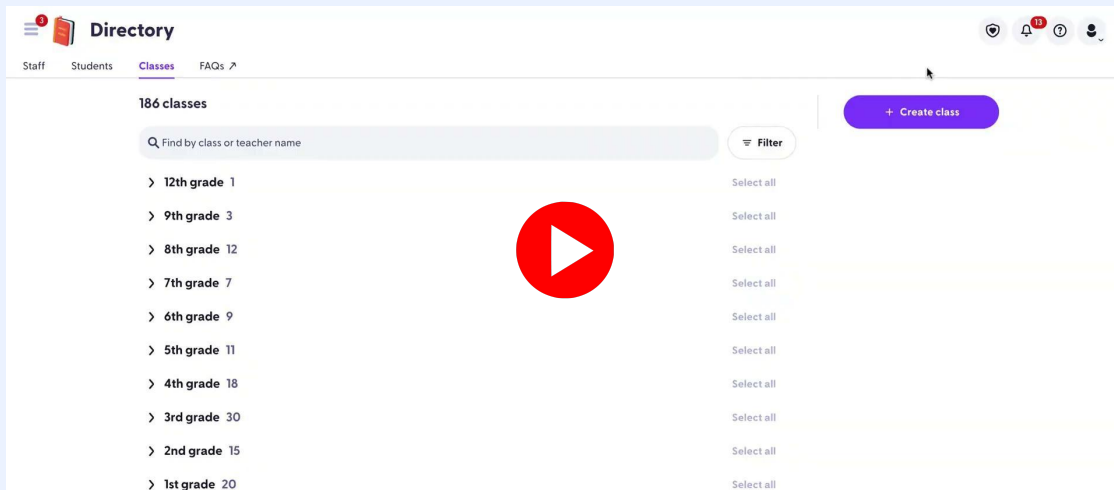
**Note:** Make sure to include a family email address in your roster to automatically invite family members when you upload students!





## Create your classes

1. Head to the **Classes** tab in your school **Directory**
2. Click **Create class**
3. Type in the class name and choose the grade level
4. Invite any co-teachers or select *I don't have any co-teachers*
5. Upload a list of students to automatically match from your school's roster, or
6. Manually selects students from your school's roster

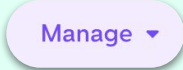


# School Leader Quickstart Guide

## Phase 3: Creating positive community


### Set up your Schoolwide Points

Show me how ▶

1. Head to the **Schoolwide Points** tab in ClassDojo
2. Click on **Manage** ▼  

3. Click the **+** button to add a new skill, or edit existing skills
4. Assign your new skill an emoji, name, and point allocation
5. Click **Save schoolwide skills** to apply changes

### Create your first School Story

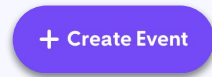
Show me how ▶

1. Navigate to the **Story** tab
2. Click in the text entry field labeled “What’s happening at...” to open a New Post
3. Add your post copy & attach a photo, file, or video
4. Click on the  icon to schedule the post for later, or click **Post** to share the post instantly

**Note:** Check out our *School Resource page* for innovative ways to use *School Stories* and other schoolwide features

### Build your calendar with Signups

Show me how ▶

1. Go to the **Calendar** tab
2. Click **+ Create Event**  

3. Give your title a name, description, and dates
4. *(optional)* Click **+ Add spot** to add sign up spots for conference, volunteer, and more
5. Enable any reminders to send automatically
6. Click **Create** in the top right corner



**VIDEO APPENDIX**

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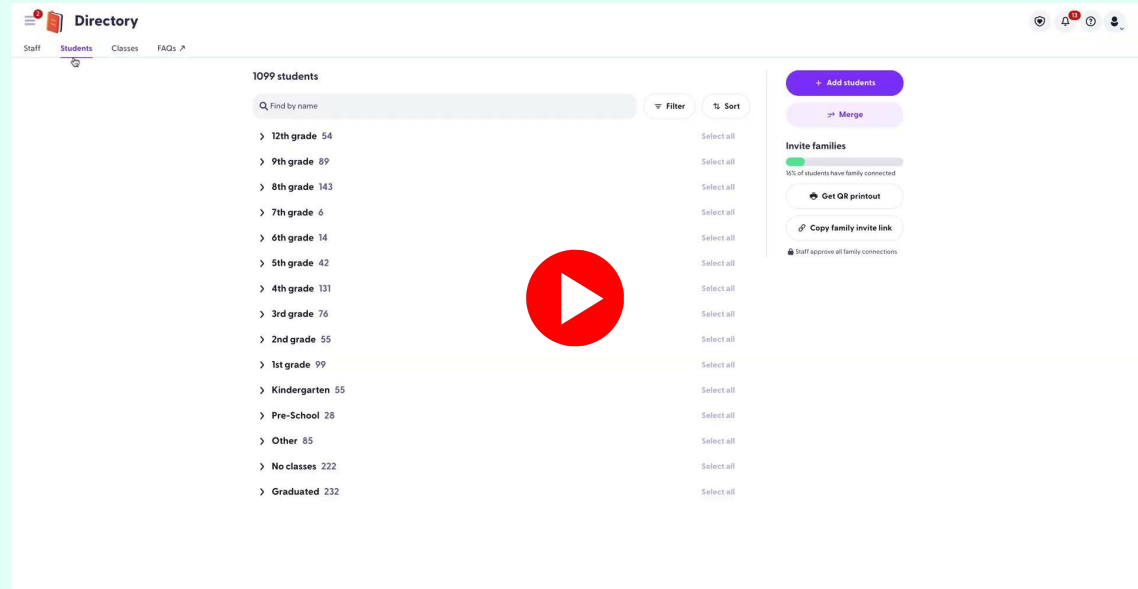
## Phase 1: Out with the old



### Graduate students

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**Note:** Remove students individually by clicking directly on their name



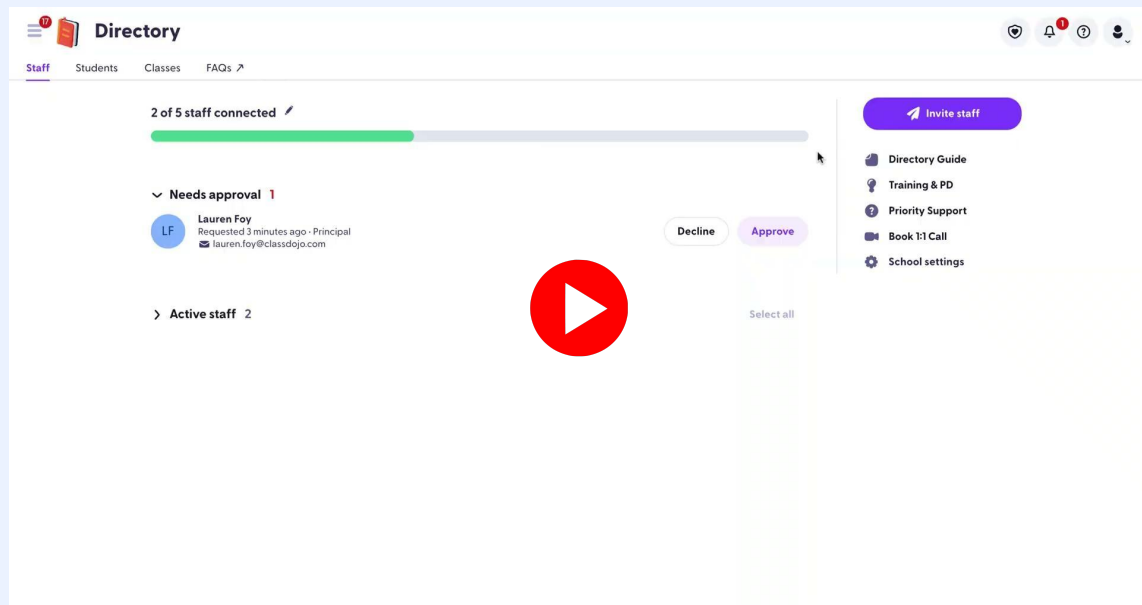
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## Phase 1: Out with the old



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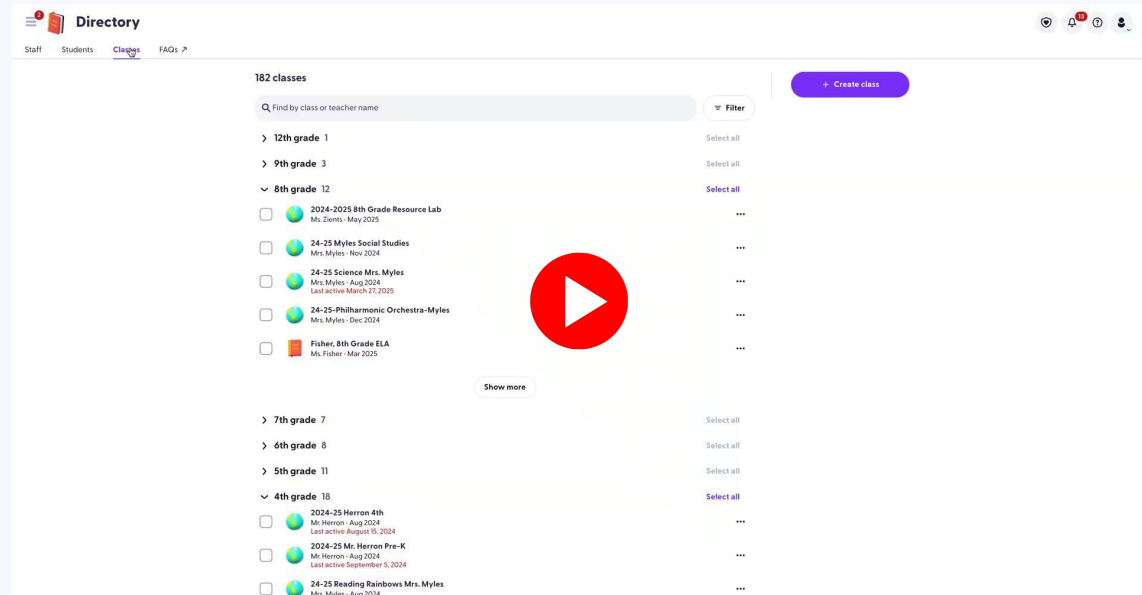
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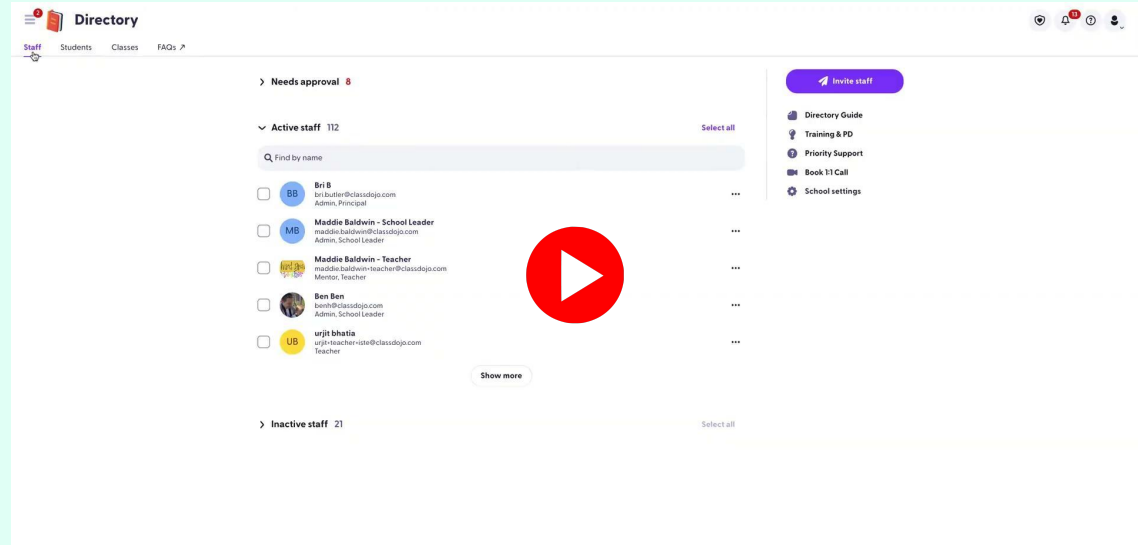
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## Phase 2: In with the new



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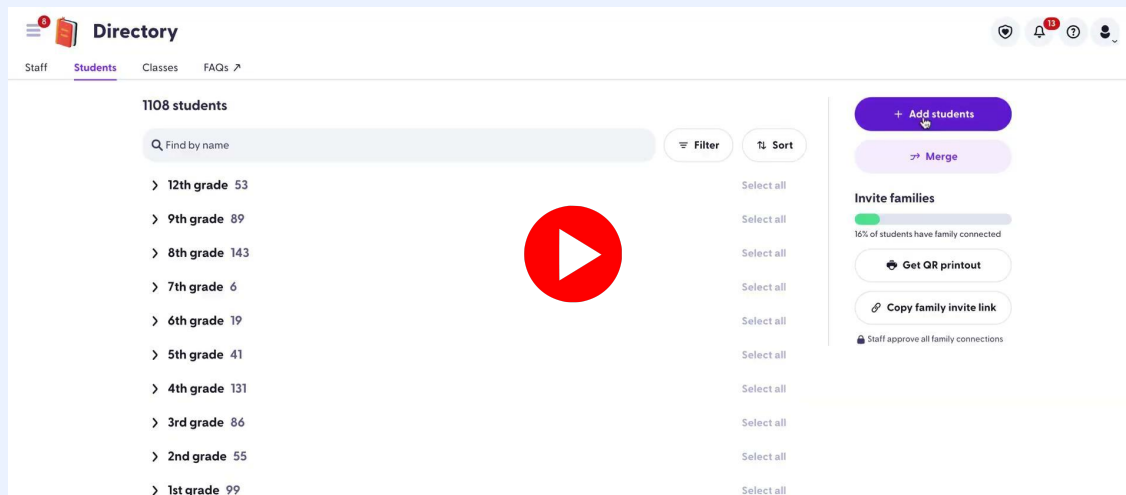
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## Phase 2: In with the new



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3. Add students by typing in their full name and family email address, or
4. Click **Import list** to paste a list of student names and family email addresses
5. Select **Done adding students** to save
6. Your teachers can now add students to their classes!



# School Leader Quickstart Guide

## Phase 2: In with the new



### View your connected families

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2. Click **Filter**
3. Select **No families connected**
4. Review and click **Invite** for any students still missing connected families

**Note:** Make sure to include a family email address in your roster to automatically invite family members when you upload students!

The screenshot shows the 'Directory' app interface. At the top, there's a navigation bar with 'Staff', 'Students' (selected), 'Classes', and 'FAQs'. Below this, a list of students is displayed, grouped by grade from 12th to 1st. A search bar and 'Filter'/'Sort' buttons are at the top of the list. A red play button is overlaid on the student list. On the right, a sidebar contains buttons for '+ Add students', 'Merge', and 'Invite families'. The 'Invite families' section shows a progress bar indicating that 16% of students have family connected, along with buttons for 'Get QR printout' and 'Copy family invite link'.

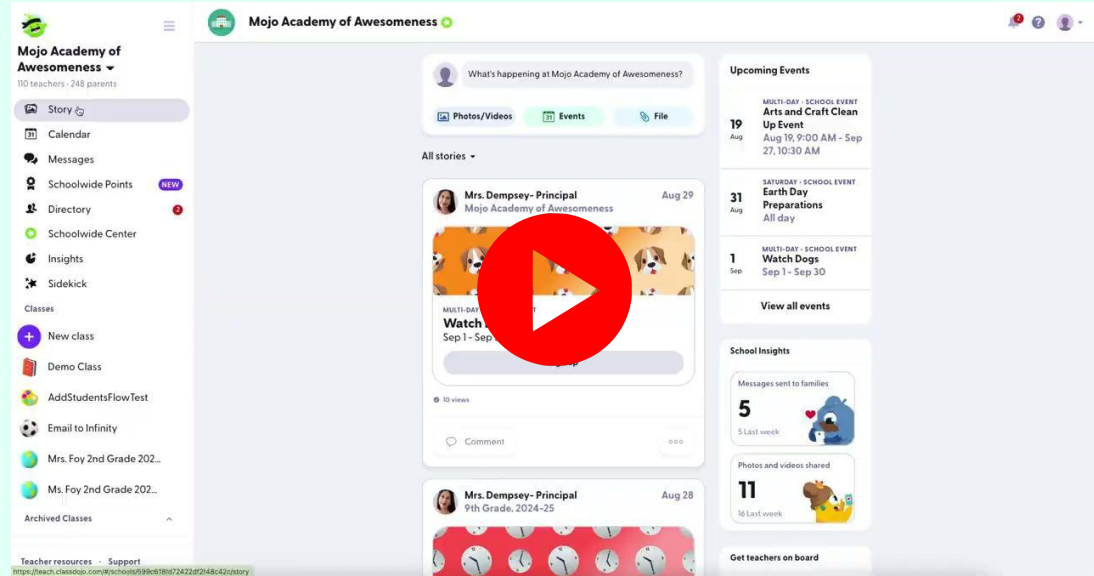
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## Phase 3: Creating positive community



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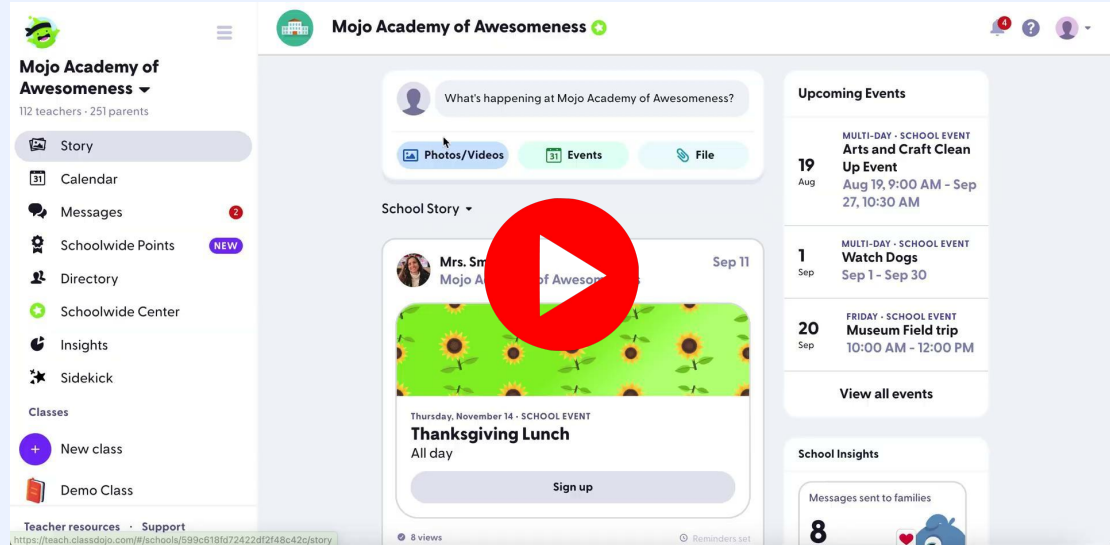
Phase 2: Phase 3: Creating positive community



## Create your first School Story

1. Navigate to the **Story** tab
2. Click in the text entry field labeled “What’s happening at...” to open a New Post
3. Add your post copy & attach a photo, file, or video
4. Click on the schedule icon to schedule the post for later, or click **Post** to share the post instantly

**Note:** Check out our School Resource page for Principal Lamb’s Daily Memo template and more innovative ways to use School Stories





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## Phase 3: Creating positive community



### Build your calendar with Signups

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