# ClassDojo Directory
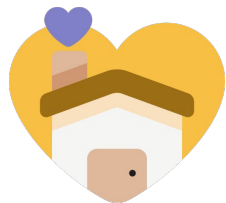
Update Existing School

# Our Agenda

⏰ **Estimated duration: 30 minutes**

**Set up your unique community**

Update your staff list and student roster to connect your whole school community
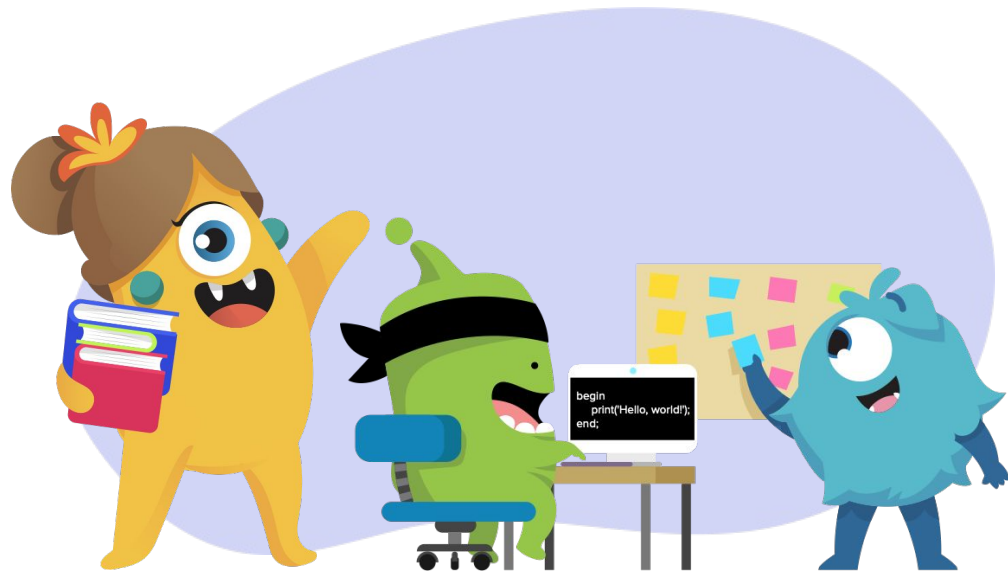
**Q&A**

We'll address your remaining set up questions live!

# Updating your school directory

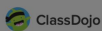Create your account and connect everyone to
your Directory

# Connecting to Your School

# Create your school leader account & add your school

- **Create a new account**. Use your school email to get auto-verified.

- **Search for your school** and make sure you are connected to the right listing. If you see multiple listings of your school, reach out to **schoolleaders@classdojo.com** and request a merge.

- **Verify your email address** in order to connect to your Directory and get started!

## Add Your School

Add your school info below to begin building your school community!

School name

Address

City or town

State or province

Se

ClassDojo                                    sources   Log in   Sign up

### Create School Leader Account

Already have an account? Log in here

Ms.

First name

Last name

Email

Password

Principal

By signing up, you agree to ClassDojo's Terms of Service and Privacy Policy. Since ClassDojo is based in the US, you also agree that your information could be transferred there. You can, of course, opt out at any time by visiting our Privacy Center. We hope this makes sense!

Sign up

Bring eve
into your

Join 95% of U.S. schools
and connect with families

Sign up as a...

Teacher        Parent

ClassDojo connects teachers with
students and parents to build amazing

# Verify your account

**Once you are verified, you'll have access to your school**

- First step is verify your email belongs to you

- Hop over to your email inbox and look for the verification email

- If you do not see this email, please check your spam inbox or deleted box. If you don't see the email verification email, reach out to support at **hello@classdojo.com**
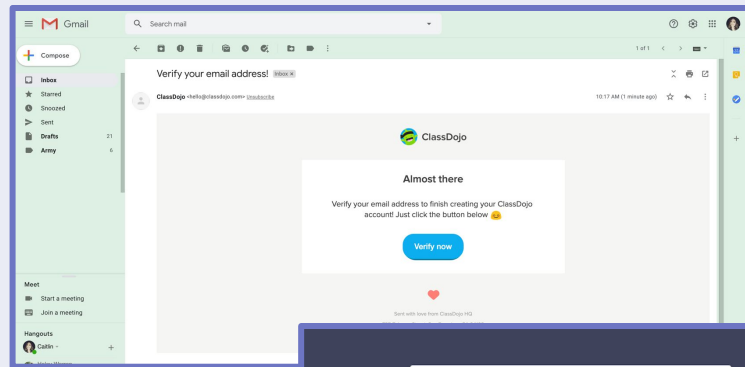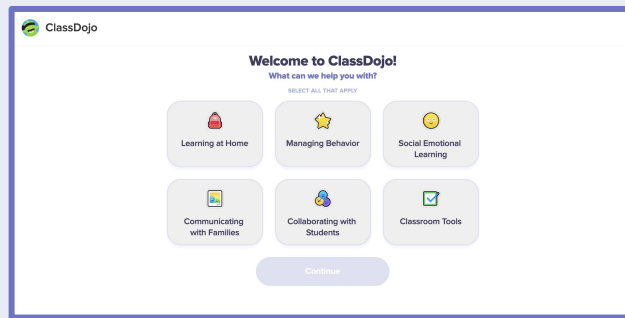
# No school email? Other ways to get verified

- **Ask your school's Mentor.** If your school has a teacher in the **Mentor** role , **Admin** role, or a **verified School Leader,** both of them can verify your account from within their account.

- **Reach out to us!** Email our Customer Support team at **schoolleaders@classdojo.com** with one of the following attached:
  - Photo of official school ID badge
  - Classroom newsletter
  - Contract of employment
  - Business card alongside the official class list sheet

# Account Roles

|  | School Leader | Mentor | Admin |
|---|---|---|---|
| What? | Has all admin capabilities to manage and moderate School Story & Directory | Helps verify & support other teachers. Is the ClassDojo "go-to" for questions | Edits staff list, class ownership & sharing, student roster, and classes in the Directory |
| Who? | Principal, Assistant Principals, Directors | A nominated teacher who has previously used ClassDojo & is familiar with features | Any staff or teacher, who isn't a School Leader, but needs access to make staff changes |
| Admin abilities | All - can edit staff list, student list, class list, & School Story | Limited - can verify other teachers, edit student list | Limited (for now) - can add/remove teachers, transfer ownership and add teachers to classes |

*School leaders and Admins can give add Admin capabilities to another colleague's account

Update your Staff List

# Update your staff directory

**Only verified SLs and admin can remove teachers from Directory and from their active classes.**

- If there are teachers or other staff members in the Directory who are no longer part of the school, select the **carrot** to the right of their name and select **Remove from school**.

- Choose another teacher to take ownership of the former teacher's active classes. The teacher removed will no longer be connected to those classes.

## Transfer classes

Before this teacher can be removed, their current classes need to be transferred to another teacher or school leader.

Back    **Choose teacher**

# Invite teachers with existing accounts

- If a teacher has an account but is **not connected to a school**, they can join your school by selecting **Search for your school** in the **Join your School** box below their profile picture.

- If teachers **are connected to a different school,** they can select Change School from the dropdown menu next to their profile picture.
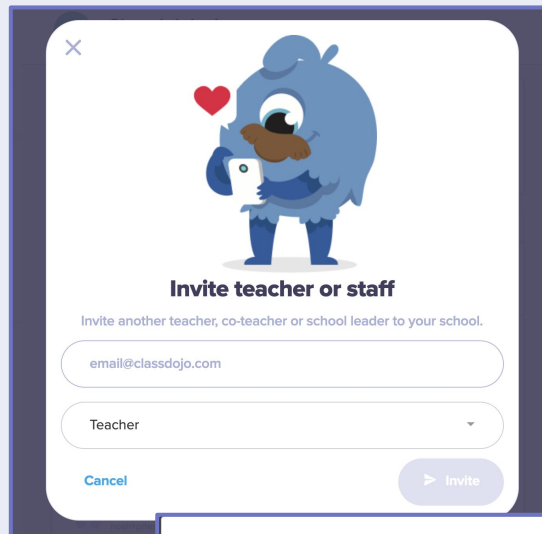
## Let's find your new school!

Here are some suggestions

Search by school name or address

Suggested schools

| | |
|---|---|
| **Dojo High**<br>322 6th Street, San Francisco, CA, USA | 1 ClassDojo Teacher |
| **A Classdojo Test**<br>6th Street, San Francisco, CA, USA | 14 ClassDojo Teachers |
| **Classdojohq1**<br>322 6th Street, San Francisco, CA, USA | 46 ClassDojo Teachers |
| **Tevfik ileri Middle School**<br>Ziya Gokalp street No:90 Kurtulus, Ankara, cankaya, TR | 12 ClassDojo Teachers |
| **Elementary School** | 23 ClassDojo Teachers |

I don't teach in a school

# Add new teachers

- **Staff can create accounts** (with their school email) and search for your school and request to join

- **Or Invite them from the Directory using their school email.**
  - Send single invitations by selecting **Invite teacher or staff** and entering the email they use for their account.
  - Send multiple invitations by selecting **Add list of teachers** and then copying and pasting a list of email addresses from Word or Excel.

# Check your join school requests

- School leaders and Mentors can **see when teachers request to join their school**

- **Mentor(s) and School Leaders** receive email notifications when requests come in and can respond quickly to these requests.

- **Denying a join request** prevents that user from finding your school in the school search & requesting to join again

---

**District Name: Unknown**

**Domain:** classdojo.com

**Start Date:** September 1st

**End Date:** May 31st

**Request Edit**

---

**Join school requests** 4

Teachers are trying join your school! Do they teach there?

Please review the requests below.

**Principal Test**
✓ nrauch0205+testprinc
School Leader
Joined 7/28/2020

**Yes** No

**Teacher Unverified**

# Update Student List in the Directory

# Update your student roster in the Directory

- **Graduated** students are listed at the bottom of your Directory, but are not able to be added to new classes. **School Story** is **hidden** from parents of **graduated** students.

- **To Graduate** a student, go to the grade category and click on the three dots to the right, then select "Graduate". Choose the class, then select the students to graduate.
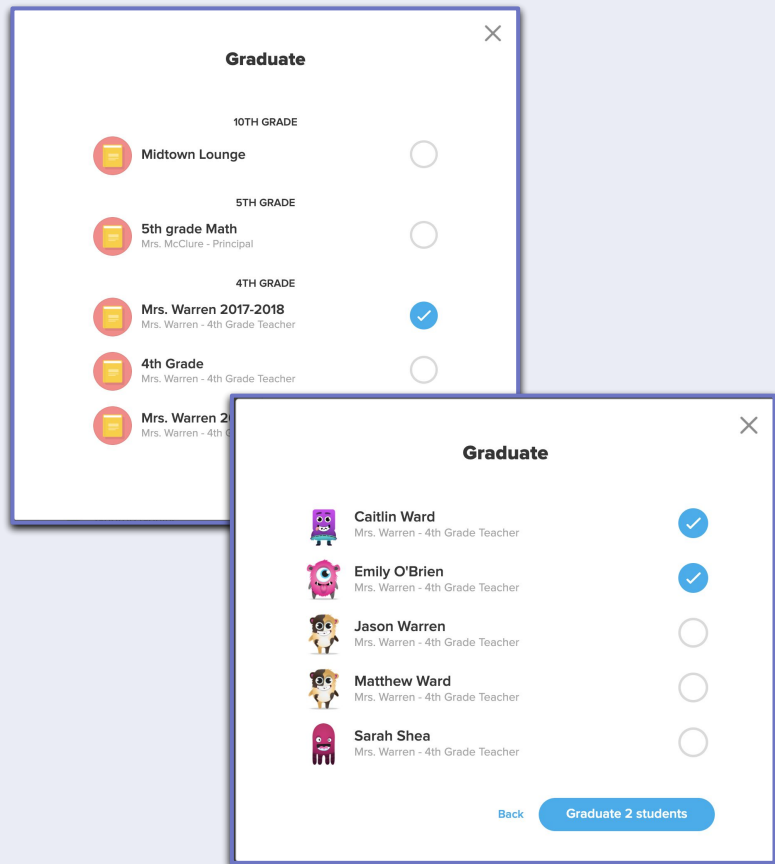
# Graduate Students

**Graduating tips**

- Total # of students at top does **NOT** include **graduated students**

- **Graduated students** are listed at the bottom of your Directory, but are not able to be added to new classes.

- **School Story is hidden from parents of graduated students.**

**When to graduate a class or student?**

- If a student is going to temporarily leave

- Students graduate and you want to access their point reports within that first year that they are gone

**Archive a class or graduate a class?**

- Graduating a class archives it + graduates all students in it

# Merge Students

**How to merge duplicate student accounts**

- On the Students tab, select **Merge**
- **Search for the student accounts** that you want to merge and click on them so that they appear in the boxes at the top of the screen.
- Make sure that the final account has the correct name and class information and select **Merge**

**Note:** If both student profiles **show previously connected parent(s), they will not merge**. Instead you can download the report of the one you plan to delete and then remove their name from the Directory

# Remove Students

Remove students who are no longer at your school or unwanted duplicates

- Click on a student's name in the **Students** tab in the Directory.

- Select **Remove student from school**.

- Click **Remove** on the verification screen that pops up.

**Note: Removing a student from the Directory does NOT remove them from the class**
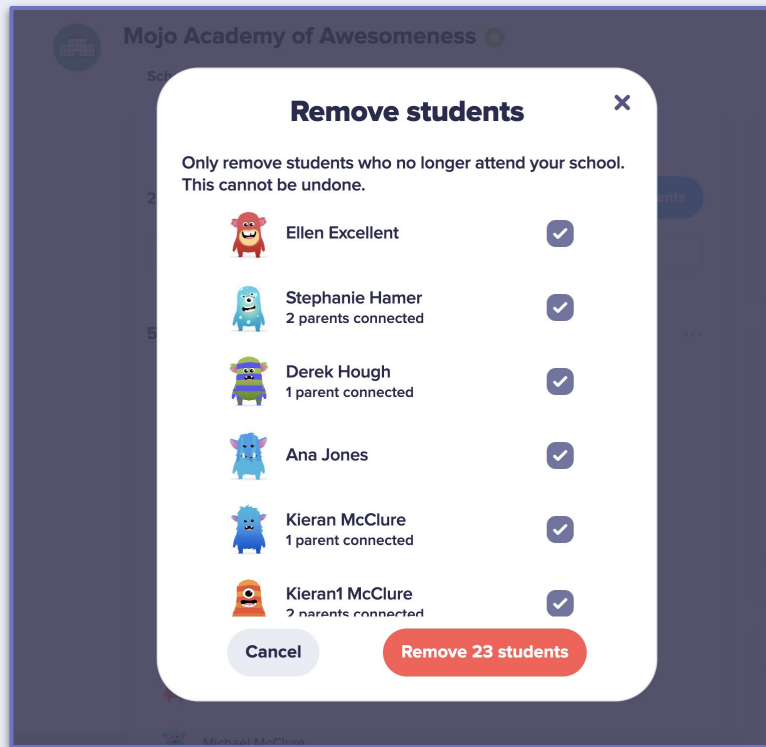
# New! Bulk Remove Students

Remove multiple students in a grade category

- Click on the three dots to the right of the grade/category

- Select **the names of all the students you want to remove**

- Click **Remove** on the verification screen that pops up.

**Note: If you accidentally remove a student, and they are still in a class, contact our support team and we can add the student back into the Directory**

# Add new Students

Add new students from the **Students Tab** in the
Directory.

1. **Type student names**

   (adding parent/guardian emails is optional)

2. OR Select **Import student list** and **copy / paste**
   student names (and optional parent/guardian
   email addresses) from Word or Excel.

# Archive Old Classes

Remove old classes that you will no longer use

1. Click on the **"Classes" tab** in the Directory

2. Click on the small gray arrow to the right of the

   class name and **select "Archive"**

**\*Note: Only School Leaders and Admins can**

**archive any class in the Directory**

**\*\*Contact support if you do not see a class in your**

**Directory that should be listed**
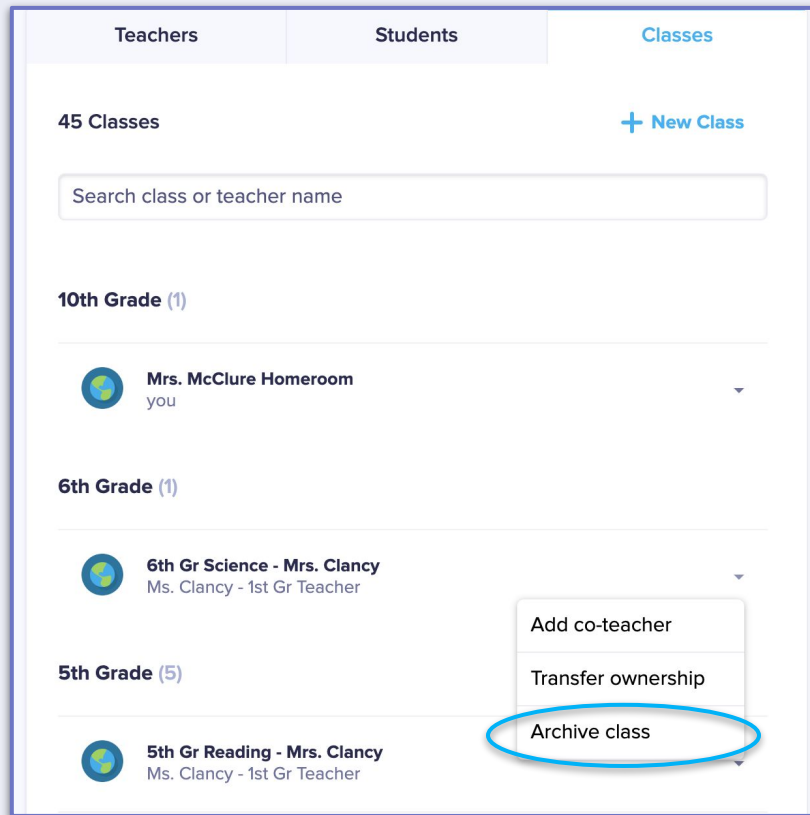
# Create & share classes

# Teachers create classes

Have teachers **create their class(es),** including name(s), grade level(s), and the aligned-upon point-sharing option.

**Make sure your school community is aligned on which skills you are using**, what behaviors fall under each skill, the point value for every skill, and norms for giving out points.

# Sharing Classes

**Teachers can invite School Leaders** as "co-teachers" to their classrooms. This allows the school leader to pop in and check on a class!

**As a School Leader or Admin, you can also add yourself as a co-teacher to each class in the Directory.**

- Under **the "Classes" tab,** click on the arrow to the right of the class name.
- Select "Add co-teacher" and choose your name from the list of verified staff members
- The class will appear in your class menu on the left side of your homepage

# School Leader creates classes

The **Admin** or **School Leader** can **create all classes,** so that by default, they are the **owner** of all classes.

They can then makes sure each class is set up with **schoolwide skills,** and then invite all the teachers they want connected, and then transfer ownership to the teacher leading the class.

They can then **stay a co-teacher in the class, or leave the class.**

Create new class     ✕

Class name

Grade

Select year ▲

Pre-School

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

Create new class     ✕

Class name

Grade

Select year ▼

Sharing points

Share only positive points with parents (default) ▲

Share only positive points with parents (default)

Share all points with parents

Don't share points with parents

# Pro-Tip: Naming conventions!

We recommend using school-wide naming conventions. It can help make it easy to know who an account belongs to or which class is being referenced.

- **For teachers, use full and complete names**
- **For classes, add the grade, room, or Teacher's name**
- **For activities, add a date, class, and activity type**

| Not-as-ideal | A+ Examples |
|---|---|
| **Teacher/Staff Names** ||
| First: **Mr.** / Last: **B**<br>First: **Mr.** / Last: **James** | First: **James** / Last: **Baldwin**<br>First: **Mr. James** / Last: **Baldwin**<br>First: **Mr. James** / Last: **Baldwin - ELA** |
| **Student Names** ||
| First: **Suzi** / Last: **Q**<br>First: **S** / Last: **Quincy** | First: **Suzi** / Last: **Quincy**<br>First: **Suzi M.** / Last: **Quincy** |
| **Class Names** ||
| **Mr. B's Class**<br>**ELA**<br>**Room 201** | **Mr. Baldwin, 3rd Grade ELA, Rm 201**<br>**Mr. Baldwin's ELA Class**<br>**Mr. Baldwin's 3rd Grade** |
| **Activity Names (Portfolios)** ||
| **Journal**<br>**Math Notebook** | **June 2, ELA, Daily Journal**<br>**Week 4 Day 3 (Wed), ELA, Journal** |

# Connecting to & Assigning Classes

**Co-teachers** both have same access and abilities in a class **except adding/removing co-teachers**

**School leaders /Admins** can **add any verified teacher as a co-teacher** to any class listed under the "Classes" tab in the Directory
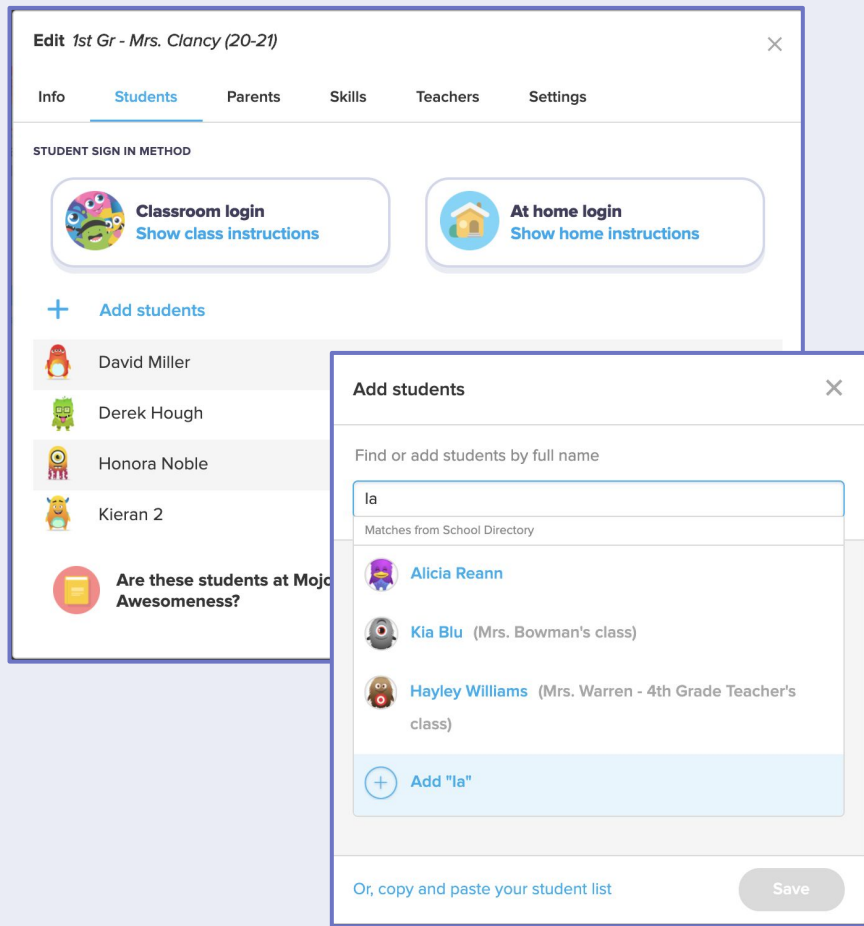
**School leader** can also **transfer ownership** of any class to another teacher and **archive old classes**
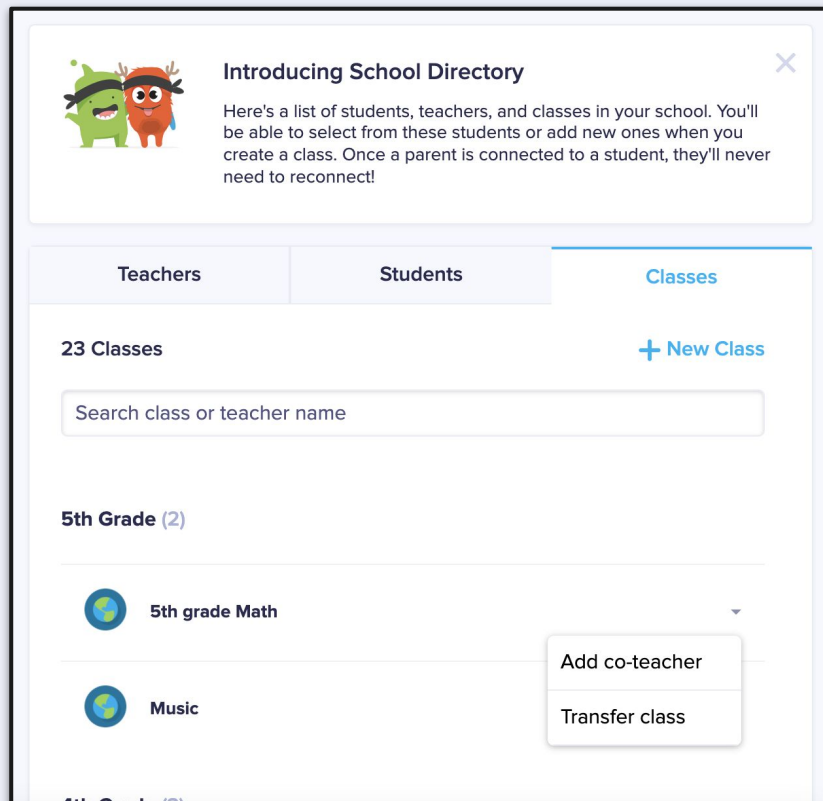
# Add students to classes

Have teachers **add existing students** from the Directory

- From a class page, select **Add students**
- **Type the first few letters of a student's name** and select the student account when it appears in the auto-populated list.

# Add new students

Teachers can add new students throughout the year manually.

**Add individual students**

- Select **Add students.**

- **Type the name** of student to be added.

**Add multiple students at once**

- Select **Copy and paste your student list**

- Copy and paste from Excel or Word. These new students will be added to the teacher's class **and** to your school Directory.
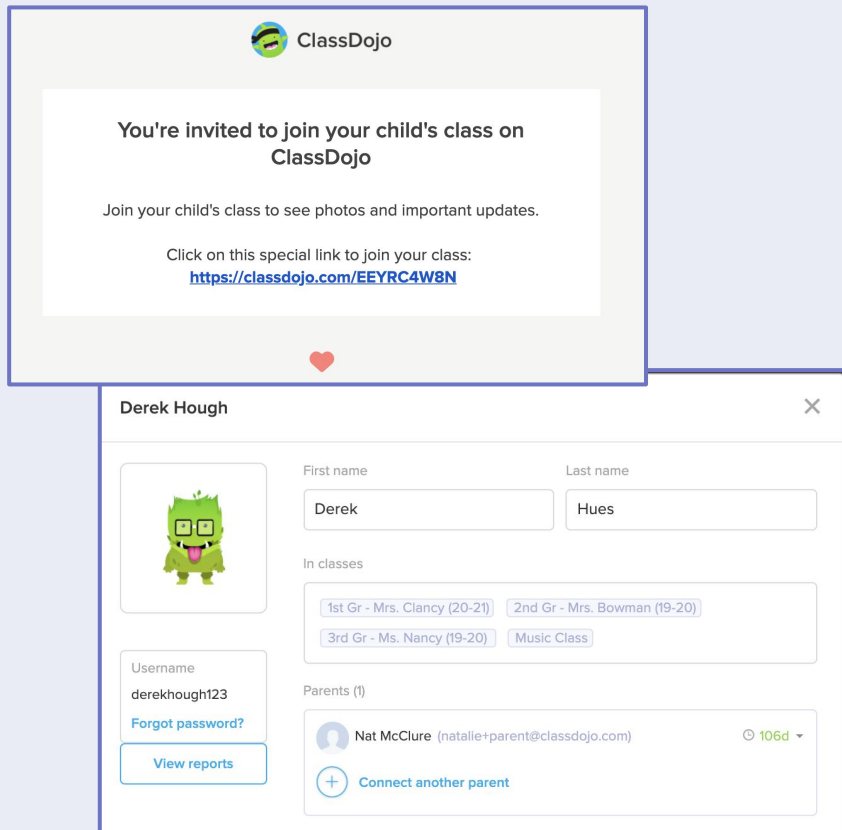
**Connect families to your school**

# Instant connection!

When students are added to a class **from the directory**, those parents will **automatically be connected!**

- Parents can be connected to **as many classes** as their child is in and can be connected to multiple students.

- Disconnecting a parent from one class, disconnects the parent from **all classes** their child is in.

# Invite new parents

You have several options to get every family connected:

- **Email invite or text invite:** Enter the family member's email address or phone number (text invites are for US phone numbers only)

- **Download individual PDF invites**. Includes a "P" code (Example: P1234567) that parents enter into their account & is unique to their child

- **Share a class *or* school invite link.** You'll have opportunity to approve all parents that join via these links.

# Next Steps

- **Not yet signed up for ClassDojo School?** classdojo.com/schools

- **Teacher Professional Development:** 30-minute live sessions, July 25th-September 1st. View menu & sign up at classdojo.com/training.

- **Need additional guidance?** We are here to help! Schedule a 1:1 Zoom chat with a School Leader Support Team member

# Just an e-mail away!

More questions? Write to us at: **schoolleaders@classdojo.com**

**School-wide Resources**

# Join the community 🤗

**Teachers like you, around the world!**

- Join [the community](#) on Facebook to ask
  questions, share ideas, and celebrate wonderful
  moments with teachers around the world
- 51K+ in **Teacher Community**
- 21K+ in **Mentor Community**
- 4K+ in **School Leader Community**
- Millions more around the world!

# 10 Steps for Success…

- ❏ **Sign up as a School Leader** at your school.

- ❏ **Request to join your school** or create your school listing.

- ❏ **Verify your school email address** and become verified as a School Leader.

- ❏ **Plan a PD** introduce staff to your remote ready plan

- ❏ Confirm your current **Teachers and Staff are verified** and listed in your Directory.

- ❏ Confirm all students are listed once in your **Directory**.

- ❏ Check that all **old classes are archived** and that all current classes are created

- ❏ Check that all **co-teacher(s)** and **students** have been added to their appropriate classes

- ❏ Invite parents to connect and **Post to your School Story** to welcome families to your ClassDojo community!

- ❏ Note where you can find further support

  - ❏ Connect with your **ClassDojo Mentor**

  - ❏ Join the **School Leader Facebook community**

  - ❏ Bookmark **the Helpdesk**

  - ❏ Contact the ClassDojo team at **SchoolLeaders@classdojo.com**

# Potential Timeline

| ASAP<br>*Create a plan (ID existing Mentor[s])* | THEN<br>*Confirm Mentor(s) + Update Directory* | PD WEEK/ SOONER<br>*Onboard Teachers* | NEAR/DURING BTS:<br>*Connect Students and Families* | BTS AND BEYOND!<br>*Check in, adjust plan as needed* |
| --- | --- | --- | --- | --- |

Create your and other leader accounts.

↓

Work together to determine create a plan for how your school will use ClassDojo

↓

Request to merge schools if needed.

↓

Identify existing Mentor(s)

If you don't have a Mentor, ask an active teacher(s) and email mentors@classdojo.com to nominate them.

↓

Update the teacher and staff accounts in your Directory (start with removing accounts).

↓

Update the student list in your Directory (start with removing or merging accounts).

Ensure teachers have accounts, are in your school, and have classes set up.

↓

Plan school PD sessions on ClassDojo and your plan

↓

Follow up with teachers who aren't YET set up.

Check that students and families are in your Directory

↓

Check that teachers have co-teachers and students in their classes.

↓

Follow up with families who aren't connected and with teachers who haven't finished setting up.

Ensure that everything is running smoothly!

↓

Carry out follow-ups and check-ins from your school plan.

↓

Talk to your colleagues in our Facebook groups, and write to us if you need support!