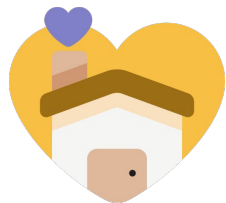




Our Agenda



Estimated duration: 30 minutes



Set up your unique community

Update your staff list
and student roster to
connect your whole
school community



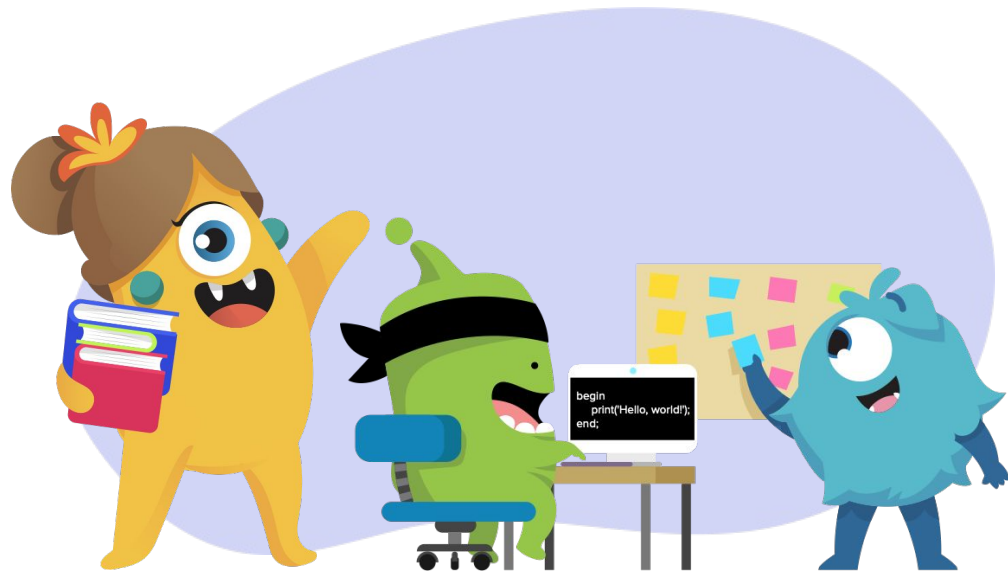
Q&A

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

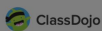
Connecting to your school

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!





Bring everyone into your school

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

Sign up as a...

**Teacher**

**Parent**



Create School Leader Account

Already have an account? [Log in here](#)

☐ 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!

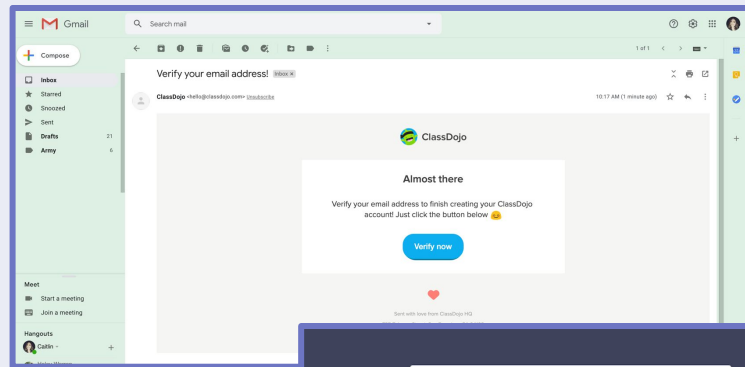
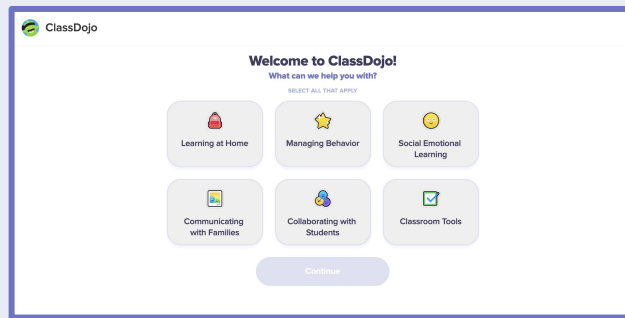
ClassDojo connects teachers with students and parents to build amazing

Connecting to your school

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

Connecting to your school

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](#)

Update your staff list

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!

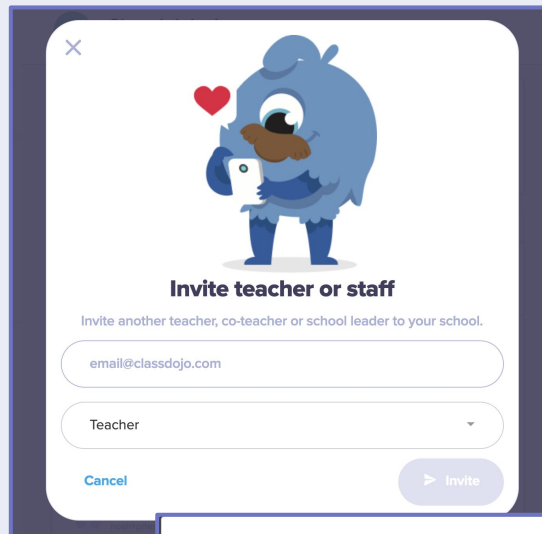
Here are some suggestions

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




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.



A modal window titled "Invite teacher or staff" with a blue cartoon character holding a heart. It contains a text input field with "email@classdojo.com", a dropdown menu set to "Teacher", and "Cancel" and "Invite" buttons.

×



Invite teacher or staff

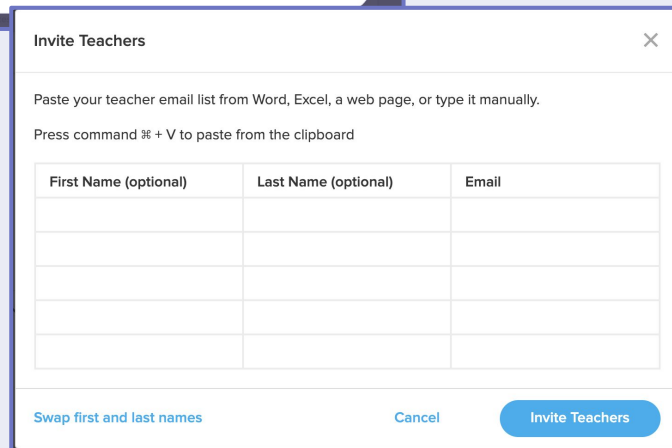
Invite another teacher, co-teacher or school leader to your school.

email@classdojo.com

Teacher

Cancel

➤ Invite



A modal window titled "Invite Teachers" with a close button. It contains instructions to paste a teacher email list, a table with columns for First Name, Last Name, and Email, and "Swap first and last names", "Cancel", and "Invite Teachers" buttons.

×

Invite Teachers

Paste your teacher email list from Word, Excel, a web page, or type it manually.

Press command ⌘ + V to paste from the clipboard

First Name (optional)	Last Name (optional)	Email

Swap first and last names

Cancel

Invite Teachers

Update your staff list

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+testprin
School Leader
Joined 7/28/2020

Yes No



Teacher Unverified



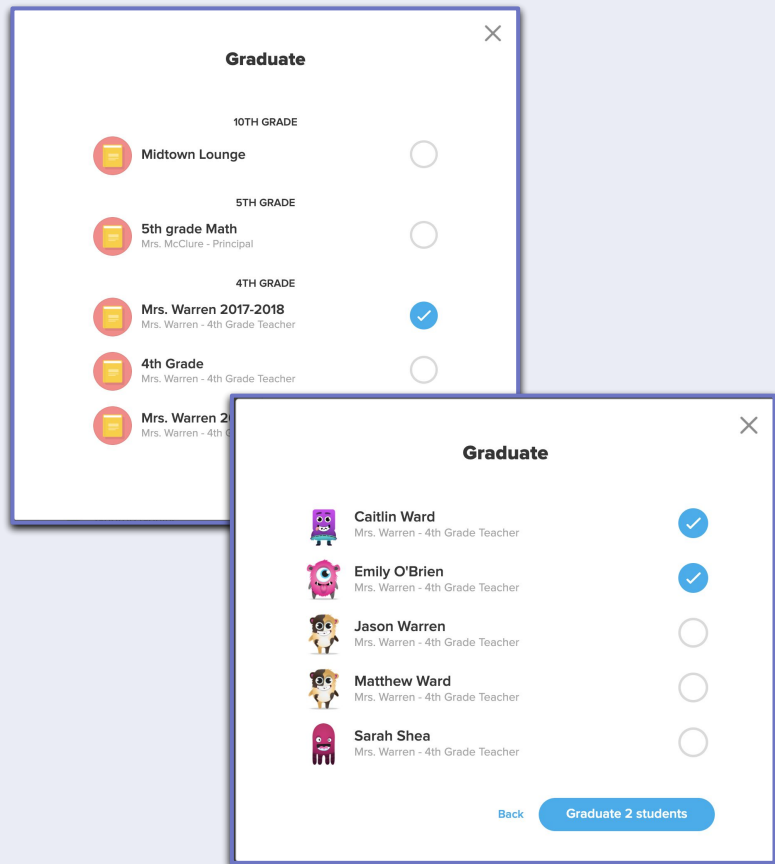


Update Student List in the Directory

3 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

3 Update student list in the directory


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


Merge students


Allen Awesome
Mr. Clavelle's Class

+


Allen B Awesome
No Class




→



Allen Awesome
Mr. Clavelle's Class

SUGGESTIONS

No suggested merges found

ALL STUDENTS

	Alicia Reann	No Class
	Amelia Brown	Mrs. McClure - Principal's Class
	April Blue	Mrs. McClure - Principal's Class

 More info

Merge

3 Update student list in 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

Introducing School Directory

Here's a list of students, teachers, and classes in your school. You'll be able to select from these students or add new ones when you create a class. Once a parent is connected to a student, they'll never need to reconnect!

Teachers **Students** **Classes**

88 Students [+ Add students](#) [Graduate](#) [Merge](#)

Search by name

5th Grade

- Nathan Black
- Harry Styles

4th Grade

- Allen Awesome
- Chocolate Bar
- Maura Davis
- Billie Eilish
- Joe Elliot
- Fred Future

Allen Awesome

First name: Allen Last name: Awesome

In classes: English Class

Parents (1): Ryan Clavelle (ryanclavelle+parenta@classdojo.com) 115d

[View reports](#) [Connect another parent](#)

Remove student from school [Cancel](#) [Save](#)

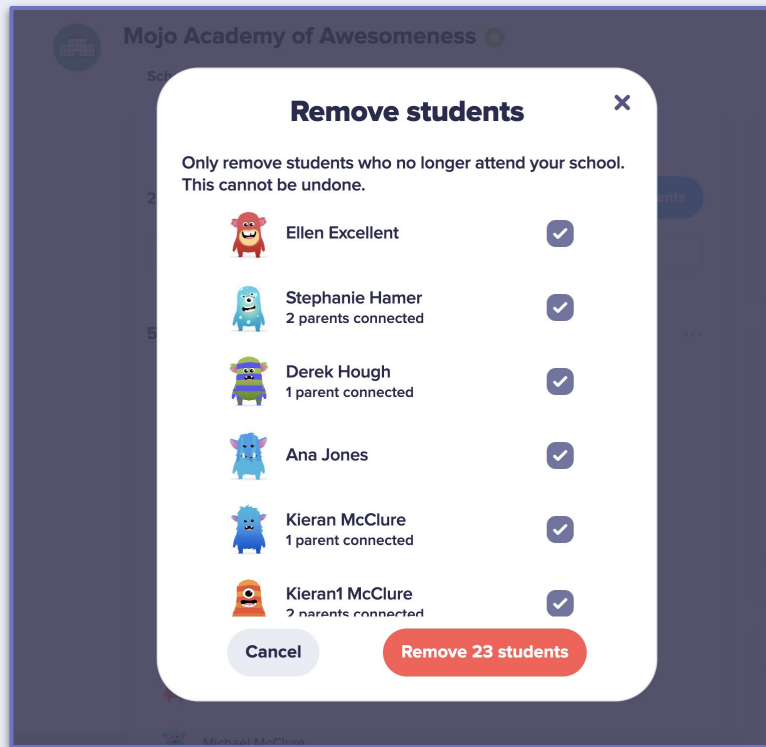
3 Update student list in the directory

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



3 Update student list in 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.

The image shows two overlapping screenshots of a web application interface for adding students.

The background screenshot is titled "Add students" and features a table with six rows. Each row has two input fields: "Student full name" and "Parent email (optional)". In the top right corner, there is a link labeled "Import student list" with a document icon.

The foreground screenshot is a modal window titled "Copy/Paste student list" with a close button (X) in the top right. It contains two buttons: "Import from Word" and "Import from Excel". Below these buttons, the text reads "Paste your student list" and "We'll automatically import your list and clean duplicates." The main area of the modal is a large text box containing a table with three columns: "First name...", "Last name...", and "Parent email...". Each column has five rows of placeholder text. At the bottom right of the modal is a button labeled "Import list".

3 Update student list in the directory

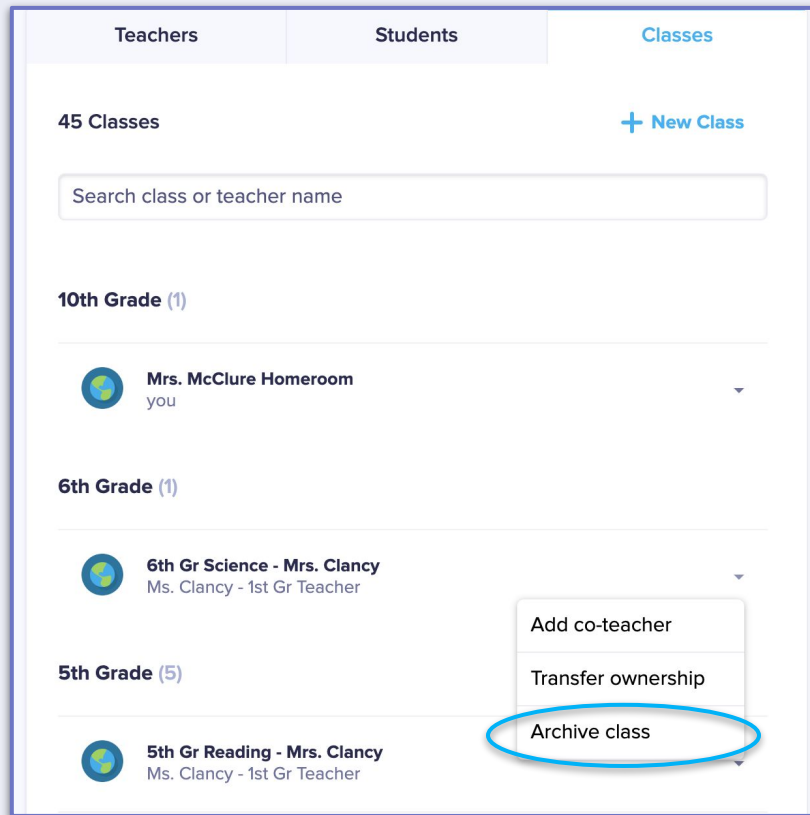
Archive Old Classes

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.

The image displays two overlapping screenshots of a 'Create new class' form. The top screenshot shows the 'Class name' field and the 'Grade' dropdown menu, which is open and showing options: 'Pre-School', 'Kindergarten', '1st Grade', '2nd Grade', '3rd Grade', and '4th Grade'. The bottom screenshot shows the 'Class name' field, the 'Grade' dropdown menu, and the 'Sharing points' dropdown menu, which is open and showing options: 'Share only positive points with parents (default)', 'Share only positive points with parents (default)', 'Share all points with parents', and 'Don't share points with parents'.

Create new class [X]

Class name

Grade

Select year

Pre-School

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

Create new class [X]

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

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

Create and share classes

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.**

The image displays two overlapping screenshots of a 'Create new class' form. The top screenshot shows the 'Class name' text input field and the 'Grade' dropdown menu, which is open to show a list of grade options: 'Pre-School', 'Kindergarten', '1st Grade', '2nd Grade', '3rd Grade', and '4th Grade'. The bottom screenshot shows the same form but with the 'Sharing points' dropdown menu open, revealing four options: 'Share only positive points with parents (default)', 'Share only positive points with parents (default)', 'Share all points with parents', and '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 First: Mr. / Last: James	First: James / Last: Baldwin First: Mr. James / Last: Baldwin First: Mr. James / Last: Baldwin - ELA
Student Names	
First: Suzi / Last: Q First: S / Last: Quincy	First: Suzi / Last: Quincy First: Suzi M. / Last: Quincy
Class Names	
Mr. B's Class ELA Room 201	Mr. Baldwin, 3rd Grade ELA, Rm 201 Mr. Baldwin's ELA Class Mr. Baldwin's 3rd Grade
Activity Names (Portfolios)	
Journal Math Notebook	June 2, ELA, Daily Journal Week 4 Day 3 (Wed), ELA, Journal

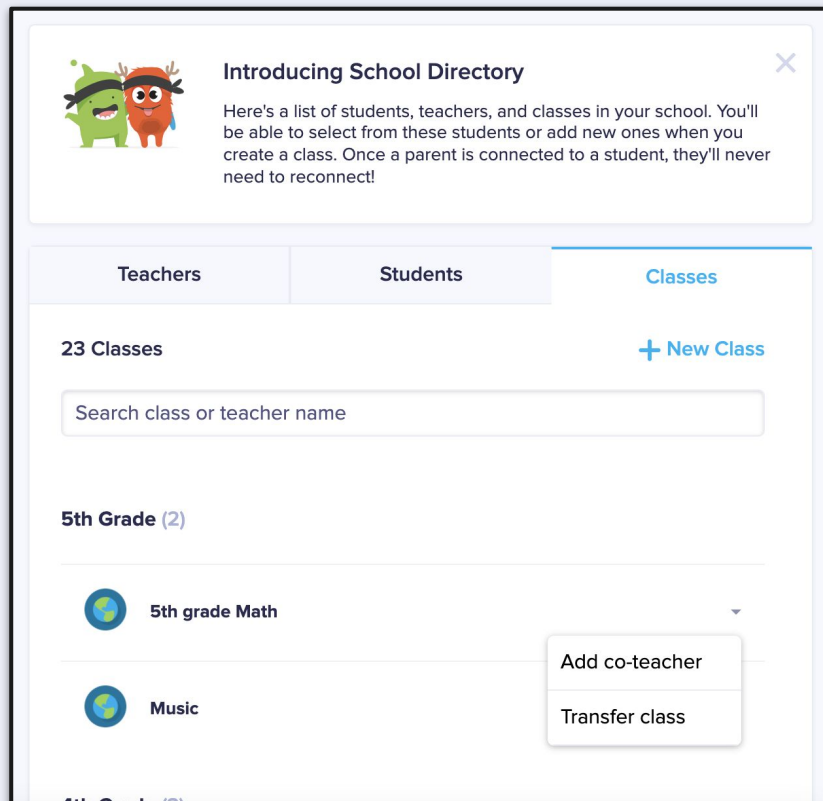
Create and share classes

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

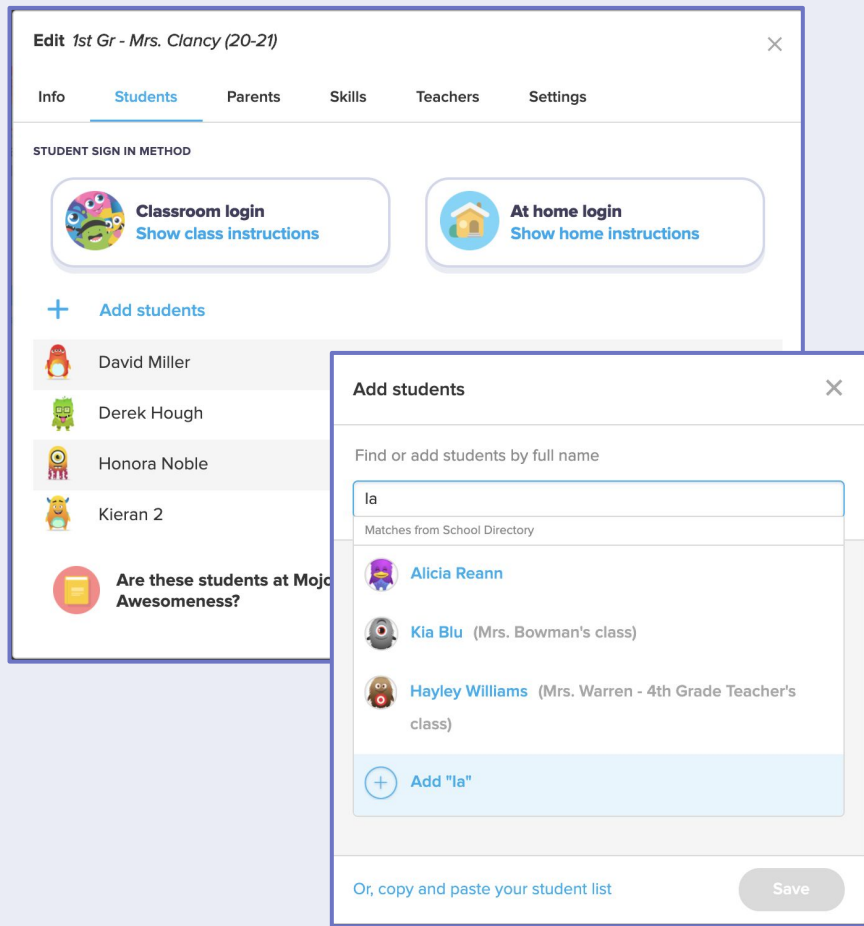
School leader can also **transfer ownership** of any class to another teacher and **archive old classes**



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.





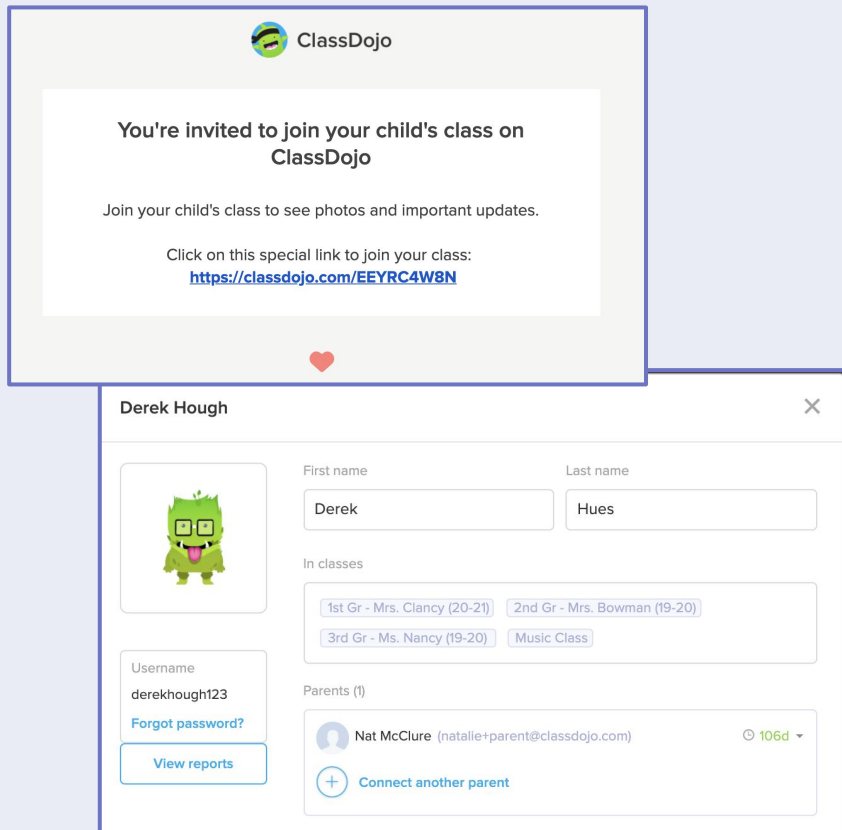
Connect families to your school

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.



The image displays two overlapping screenshots from the ClassDojo platform. The top screenshot is an invitation card with the ClassDojo logo at the top. It contains the text: "You're invited to join your child's class on ClassDojo", "Join your child's class to see photos and important updates.", and "Click on this special link to join your class: <https://classdojo.com/EEYRC4W8N>". A red heart icon is at the bottom. The bottom screenshot is a user profile for "Derek Hough". It features a green cartoon avatar, a "Username" field with "derekhough123", a "Forgot password?" link, and a "View reports" button. To the right, there are input fields for "First name" (Derek) and "Last name" (Hues). Below these are "In classes" tags: "1st Gr - Mrs. Clancy (20-21)", "2nd Gr - Mrs. Bowman (19-20)", "3rd Gr - Ms. Nancy (19-20)", and "Music Class". At the bottom, the "Parents (1)" section shows "Nat McClure (natalie+parent@classdojo.com)" with a "106d" status and a "Connect another parent" button with a plus icon.

ClassDojo

You're invited to join your child's class on ClassDojo

Join your child's class to see photos and important updates.

Click on this special link to join your class:
<https://classdojo.com/EEYRC4W8N>

♥

Derek Hough

First name: Derek

Last name: Hues

In classes:

- 1st Gr - Mrs. Clancy (20-21)
- 2nd Gr - Mrs. Bowman (19-20)
- 3rd Gr - Ms. Nancy (19-20)
- Music Class

Username: derekhough123

[Forgot password?](#)

[View reports](#)

Parents (1):

- Nat McClure (natalie+parent@classdojo.com) 106d

[+ Connect another parent](#)

Connect families to your school

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.

The image displays two screenshots of the ClassDojo interface. The top screenshot is titled "Edit 1st Gr - Mrs. Clancy (20-21)" and shows the "Parents" tab. It features a "Connect families" section with a progress indicator showing "50% 6/12 families" connected. Two buttons, "Individual invites" and "Class invites", are highlighted with arrows. Below these, a table lists parents with fields for email/phone and "Invite" buttons. The bottom screenshot shows the "Introducing School Directory" modal, which lists "Teachers", "Students", and "Classes". A "Copy link" button is highlighted with an arrow, and a sidebar on the right shows the "Invite parents" link and a "Copy link" button.

Edit 1st Gr - Mrs. Clancy (20-21)

Info Students **Parents** Skills Teachers Settings

Connect families
Easily communicate and share with families at home

50%
6/12 families

Individual invites
Download personal invites

Class invites
Share one invite link

Invite via email or phone number 6 of 12 families connected

Parent	Parent email or phone #	Invite
David Miller's parent		Invite
Kieran 2's parent	nrauch0205+k2@gmail.com	Resend invite
Mary Contrary's parent		Invite

Introducing School Directory

Here's a list of students, teachers, and classes in your school. You'll be able to select from these students or add new ones when you create a class. Once a parent is connected to a student, they'll never need to reconnect!

Teachers Students Classes

Your invites
+ Invite teacher or staff Add list of teachers

School Staff

Invite parents
Share this link to invite parents. Teachers will approve all connections.

<https://www.classdojo.co/m/invite/?s=599c618fd72422df2f48c42c>

Copy link

District Name: Unknown

What's Next

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

*Create a plan
(ID existing Mentor[s])*

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)

THEN

*Confirm Mentor(s)
+ Update
Directory*

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).

PD WEEK/ SOONER

*Onboard
Teachers*

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.

NEAR/DURING BTS:

*Connect Students
and Families*

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.

BTS AND BEYOND!

*Check in, adjust
plan as needed*

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!