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!

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
## Account Roles

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

*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.
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.
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.

**Check your join school requests**

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

They can then make 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 and share classes

**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**

<table>
<thead>
<tr>
<th>Not-as-ideal</th>
<th>A+ Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teacher/Staff Names</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 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 |
**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.
Create and share 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.
Create and share classes

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.
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.
What’s Next

Next Steps

• **Not yet signed up for ClassDojo School?** [classdojo.com/schools](https://classdojo.com/schools)

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

• **Need additional guidance?** We are here to help! [Schedule a 1:1 Zoom chat](https://classdojo.com/training) 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])

THEN
Confirm Mentor(s) + Update Directory

PD WEEK/SOONER
Onboard Teachers

NEAR/DURING BTS:
Connect Students and Families

BTS AND BEYOND!
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!

↓

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.