

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Take a moment to review your active classes and archive any outdated classes for the new year.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



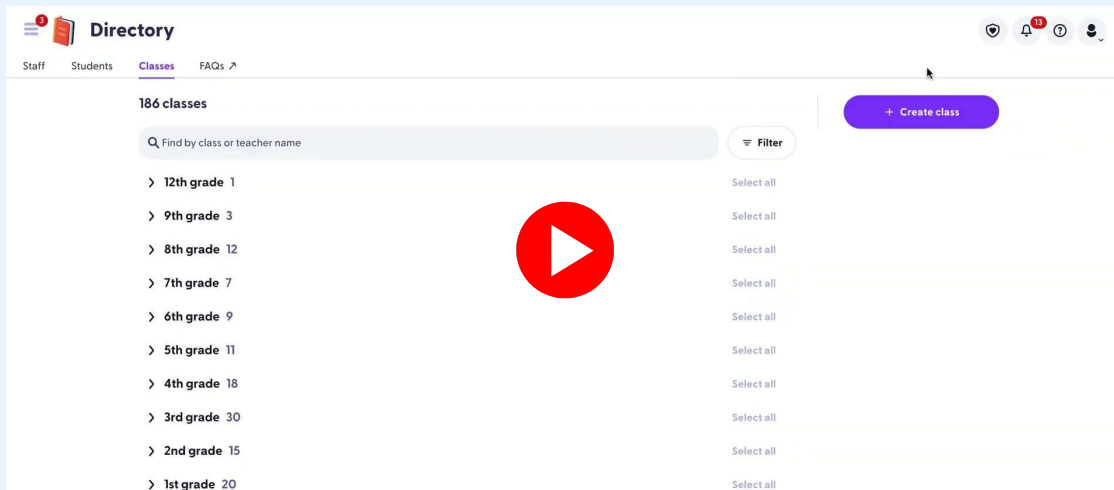
Note: Make sure to include a family email address in your roster to automatically invite family members when you upload students!





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

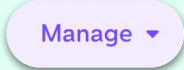


School Leader Quickstart Guide

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

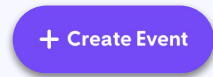
Show me how ▶

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

School Leader Quickstart Guide

From setup to all set for the new school year

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

School Leader Quickstart Guide

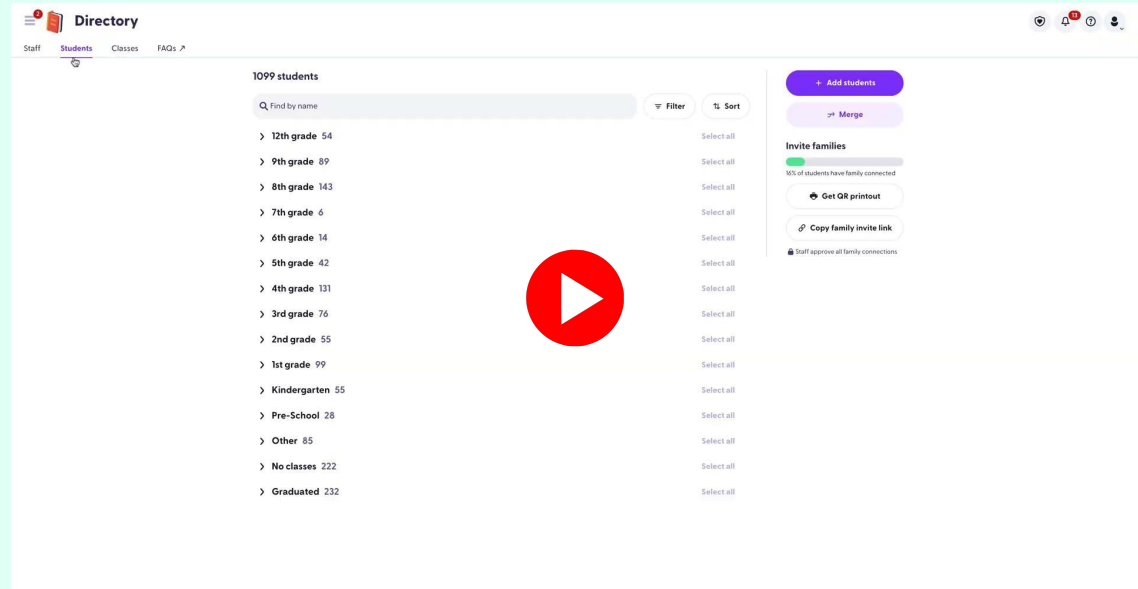
Phase 1: Out with the old



Graduate students

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

Note: Remove students individually by clicking directly on their name



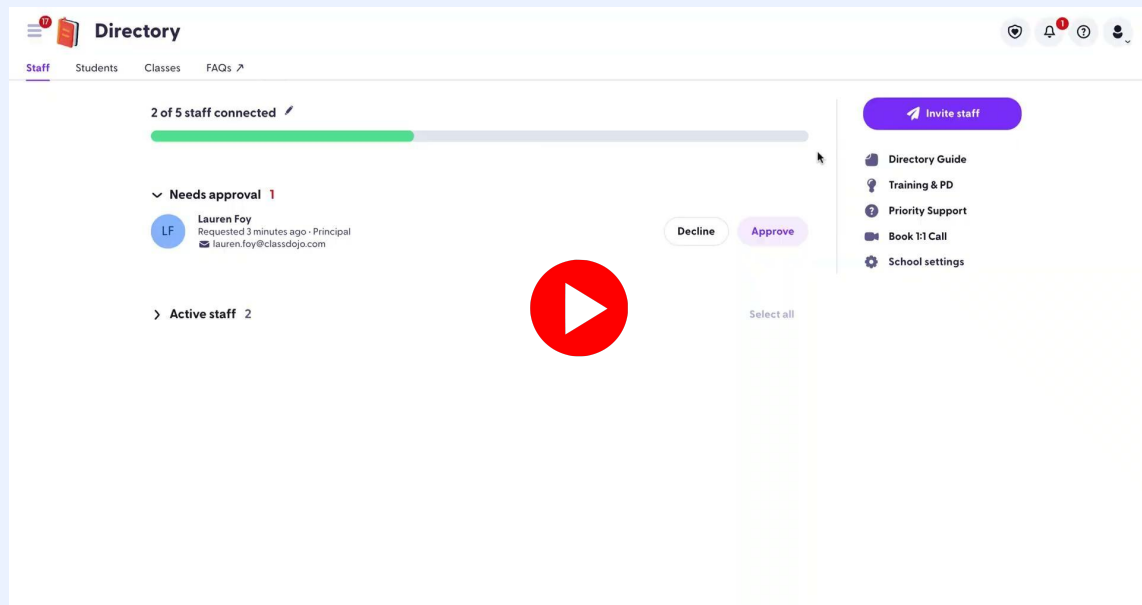
School Leader Quickstart Guide

Phase 1: Out with the old



Review your teacher directory

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



School Leader Quickstart Guide

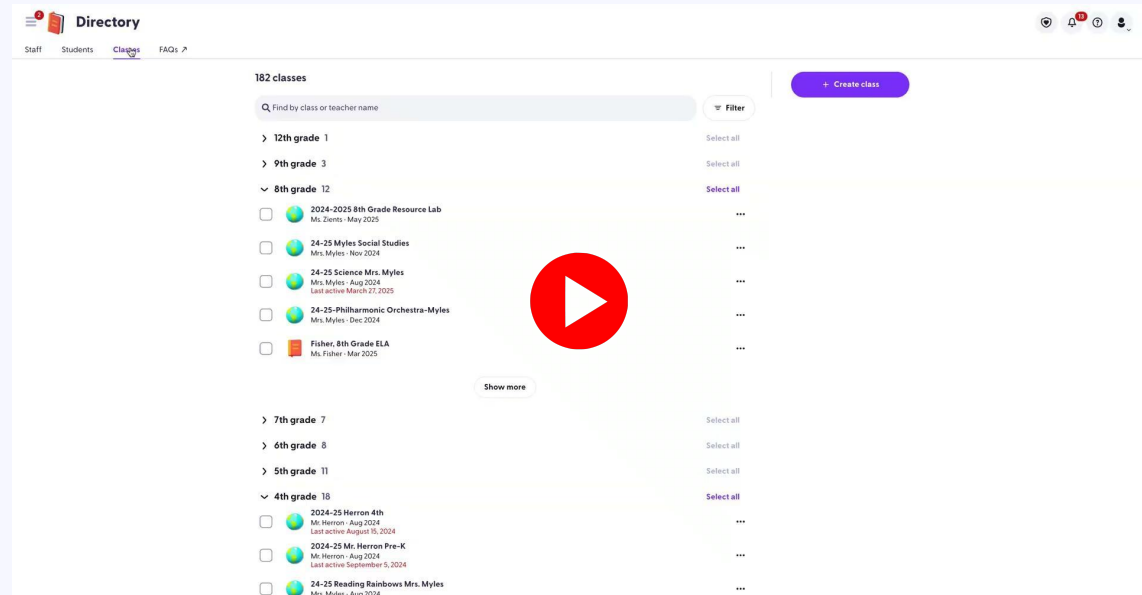
Phase 1: Out with the old



Archive past classes

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

Note: Archiving a class will keep the students and parents in your Directory!



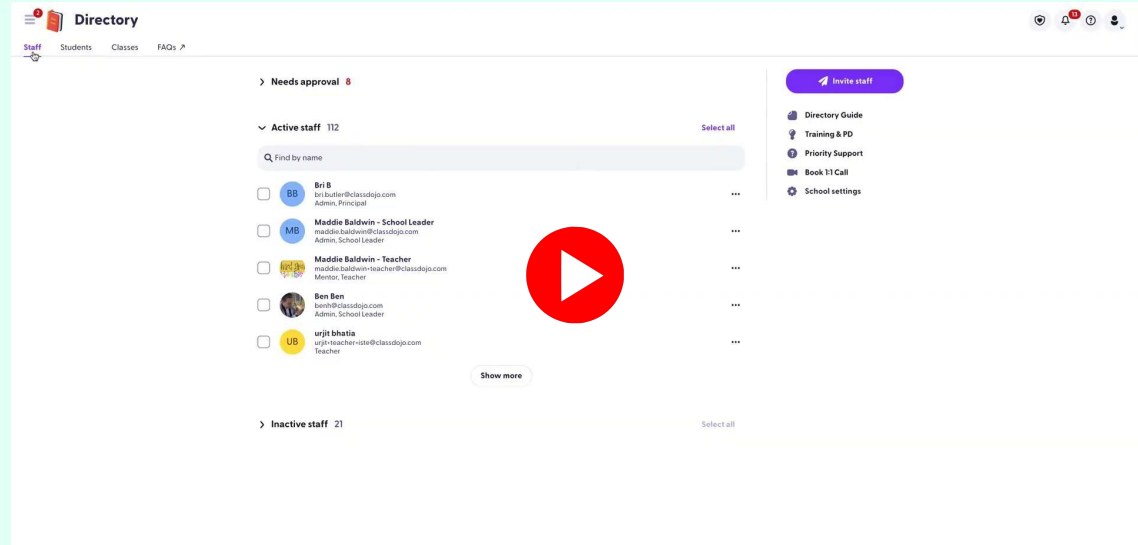
School Leader Quickstart Guide

Phase 2: In with the new



Invite new teachers

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



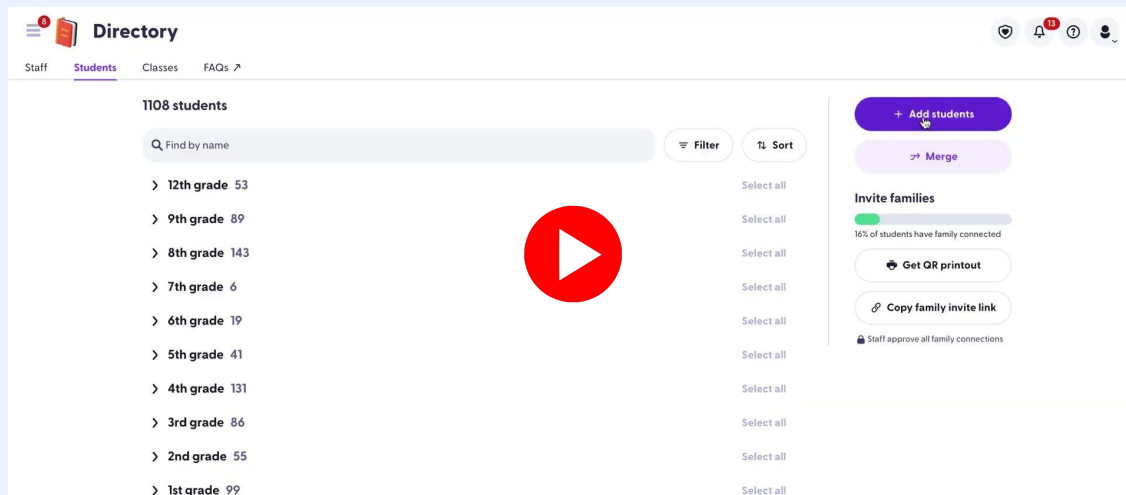
School Leader Quickstart Guide

Phase 2: In with the new



Upload your students

1. Navigate to the **Students** tab of your **Directory**
2. Click on **+ 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. Your teachers can now add students to their classes!



School Leader Quickstart Guide

Phase 2: In with the new



View your connected families

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

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 search bar says 'Find by name'. A list of students is shown, grouped by grade: 12th grade (53), 9th grade (89), 8th grade (143), 7th grade (6), 6th grade (19), 5th grade (41), 4th grade (131), 3rd grade (86), 2nd grade (55), and 1st grade (99). To the right of the list are 'Filter' and 'Sort' buttons. On the far right, a sidebar contains a '+ Add students' button, a 'Merge' button, and a section titled 'Invite families' which includes a progress bar showing '16% of students have family connected', a 'Get QR printout' button, and a 'Copy family invite link' button. A red play button is overlaid on the student list.

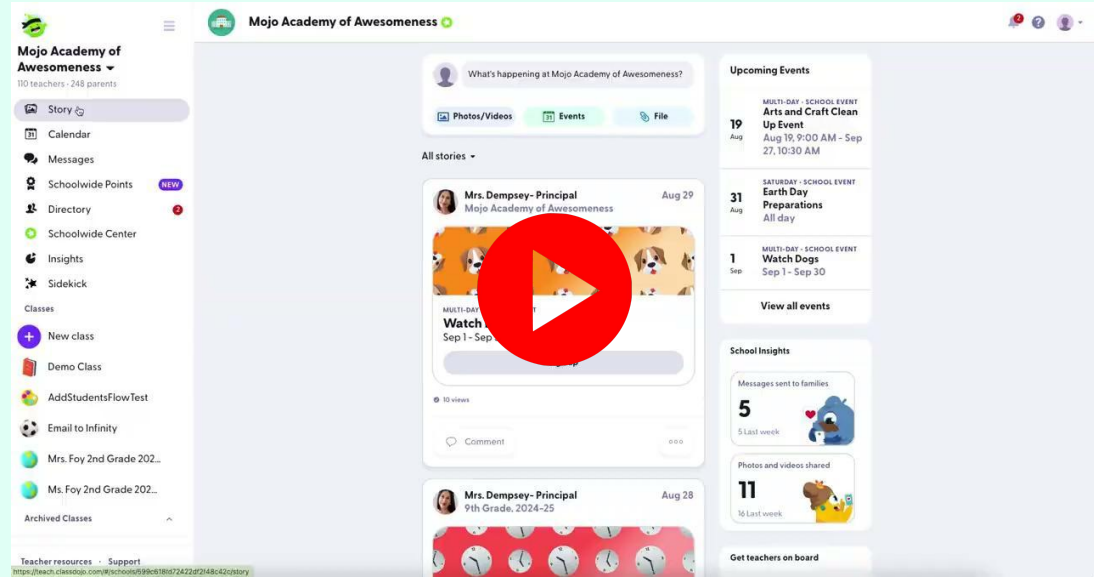
School Leader Quickstart Guide

Phase 3: Creating positive community



Set up your Schoolwide Points

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



School Leader Quickstart Guide

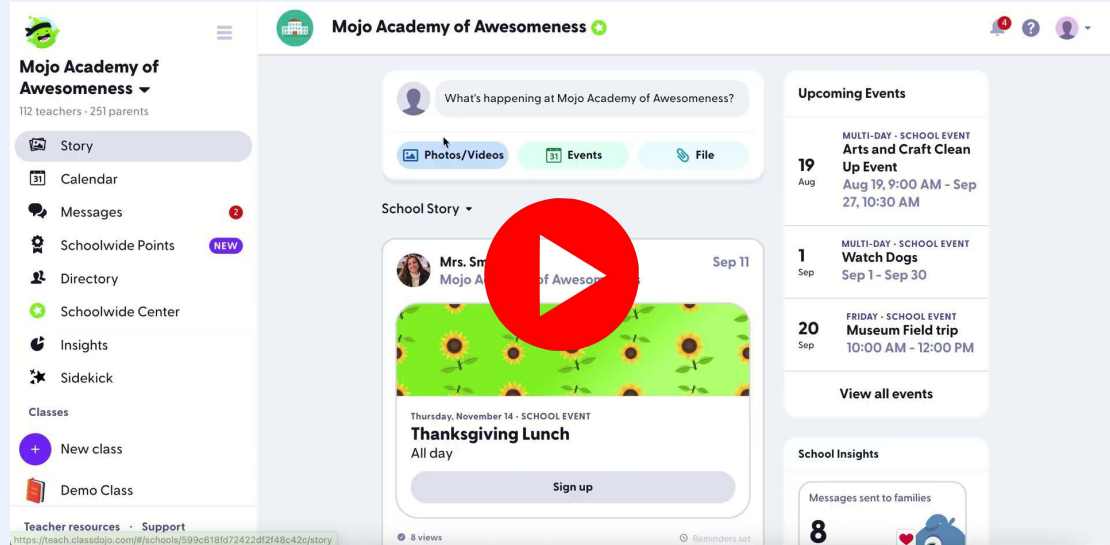
Phase 2: Phase 3: Creating positive community



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



School Leader Quickstart Guide

Phase 3: Creating positive community



Build your calendar with Signups

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

