



Congratulations on going school-wide on ClassDojo! Follow the steps below to ensure your school is set up for its best school year yet :)

**1. Create account and join your school**

From the web or the app, create an account. Find your school and request to join. If your school already has verified teachers, they can verify your account. If not, email [schoolleaders@classdojo.com](mailto:schoolleaders@classdojo.com) and we'll help get you verified.

**2. Upload student roster and invite parents**

Upload your student roster (from a Word document or Excel spreadsheet) into the School Directory. Once students are added, invite parents by entering their emails — if you don't have emails yet, print parent codes to send home with students!

**3. Invite teachers to join you**

Invite your colleagues to create an account and join your school directly from your School Directory. This will verify their accounts automatically.

**4. Teachers set up classes**

Each teacher creates their own class and adds students. When typing in student names, they will auto-load from the School Directory, linking any parent connections that already exist. This means parents only need to sign up once!

**5. Welcome parents**

Post a message on School Story, welcoming parents to your school community! Encourage each teacher to do the same on their own private Class Story.