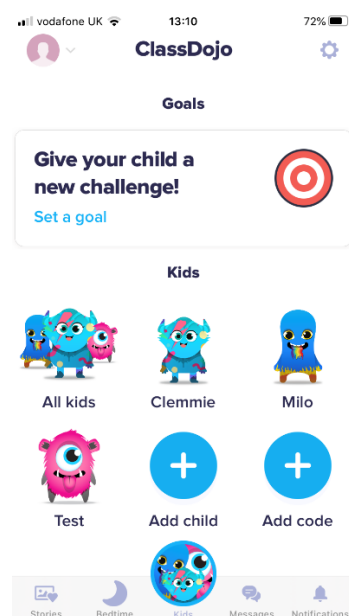<h1 style="text-align:center;">Using Class Dojo – Parents</h1>

These screenshots have been taken on an iPhone however the Android app is very similar.

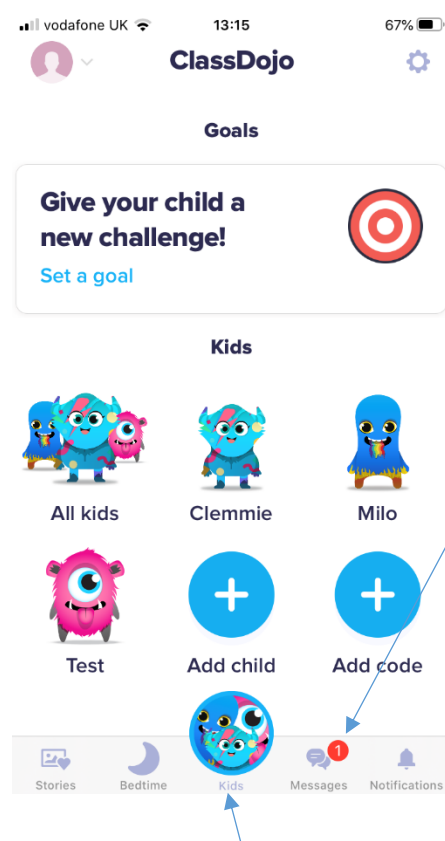When you open the app, you should see a home screen a bit like this one.

This is the parent account.

In the Android app, the parent home screen takes you straight to Stories.

Clicking on the 'Kids' button (picture of your child's / children's dojo(s)) – which is in the bottom right hand corner - will let you add another child with the blue plus buttons.

You can add your children using the blue plus buttons, with a code given to you by school. Ask school if you need another code.

Notifications at the bottom show you if you have:

- New stories (posted by teachers for the whole class)
- Messages (private between the parent & the teacher)
- or Notifications, for example if a teacher has commented on something from your child's portfolio.

Click on them to be taken to the relevant place.

Clicking on the round 'Kids' button will take you back to the home screen.
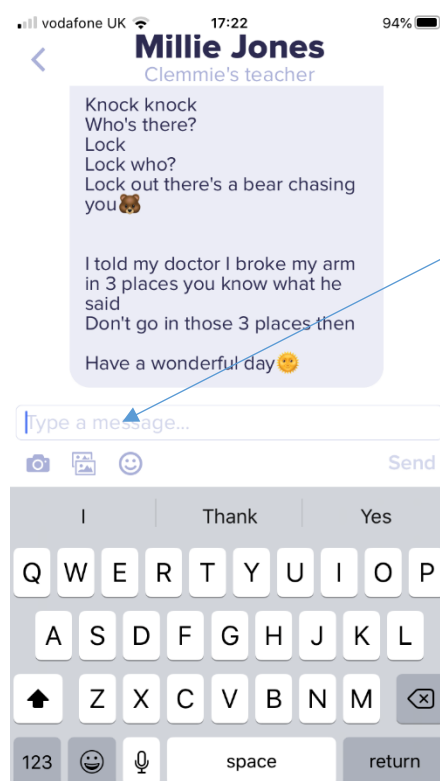
To send a message to a teacher:

Works quite like Facebook Messenger, for example.

Messages are only between you and the teacher – you can't send them to other pupils or to more than one person at a time.

Press on the messages button at the bottom right of the home screen, and you will see a screen something like this:

Click on the teacher you want to send a message to, and you can type your message in to the box at the bottom of the screen.

You can only message a teacher from **a parent account** – child accounts don't have this option.

Using Stories as a Parent/Carer

A bit like a Facebook News Feed. Press on the Stories button on the bottom left of your home screen to access it.
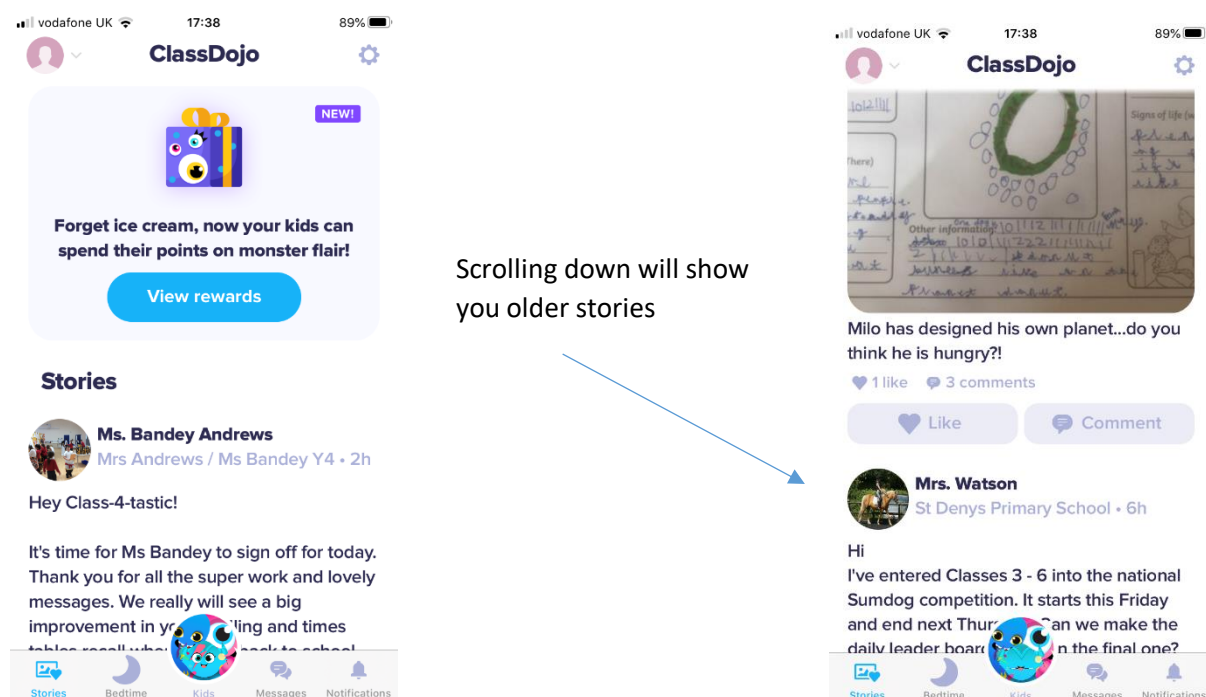
This is where teachers will put messages for the whole class, or even the whole school. You can also see things that have been added to your child's portfolio, and any comments that have been made.

Stories is where you can go to comment on a Class Story post by a teacher, or to comment on something from your child's portfolio, after it has been posted (e.g. responding to a comment or question from a teacher). Comments are only possible from the **parent account**.

If you have more than one child on your account, you'll see Stories for all your children at once.

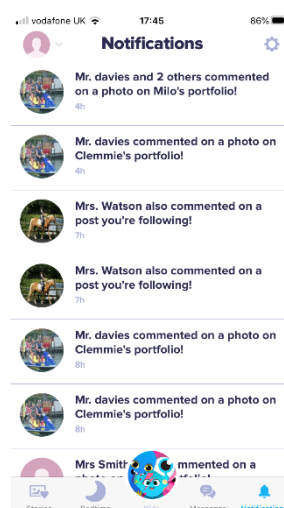Stories display in time order, most recent first.

The Stories page looks something like this:

Scrolling down will show you older stories

Notifications

The notifications button (bottom right of home screen) will have red numbers by it when you have new notifications (when someone has commented on work from your child's portfolio, or on a post you also commented on).

Clicking on it will show you a list of notifications and, like Facebook, clicking on the notification will take you to the relevant post to find the comment.
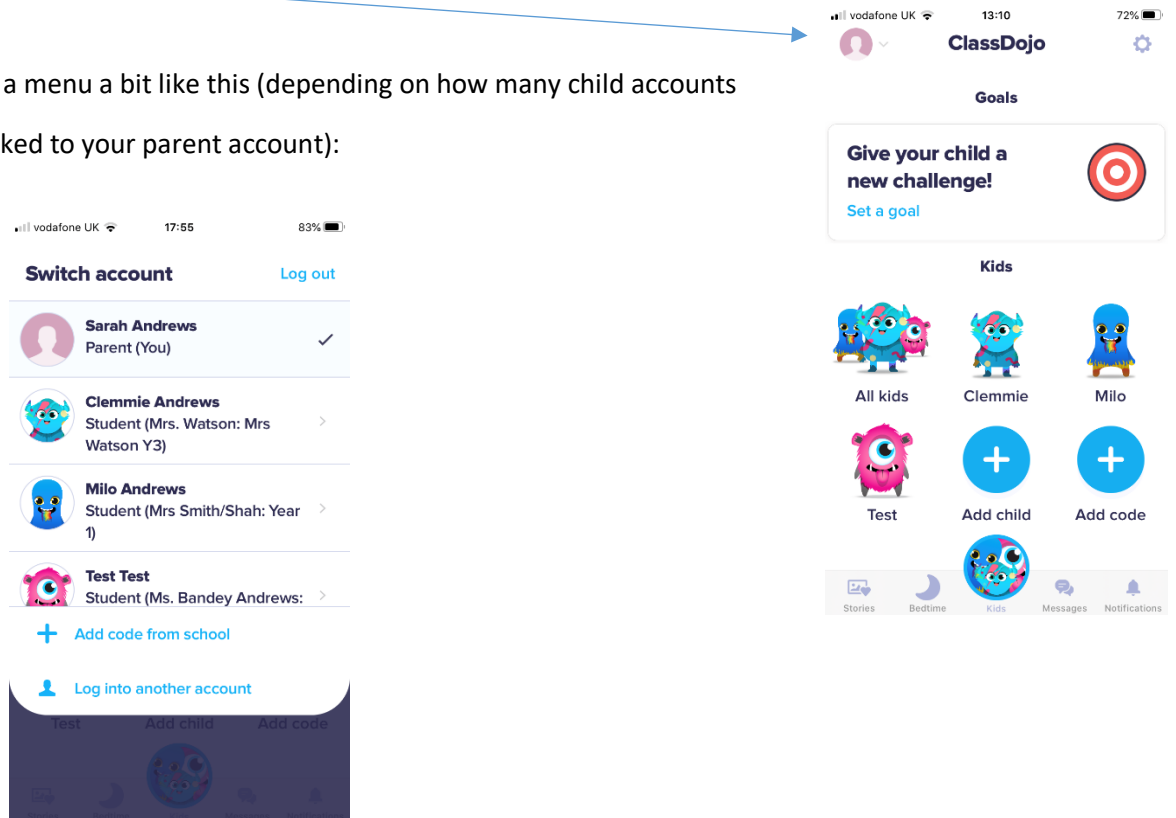
Adding to your child's portfolio

Your child's portfolio is where they can upload pictures, videos or notes of work they have been doing. Anything posted to portfolio is only visible to your child, their parent/carer and your child's teachers. It can't be seen by other children or parents.
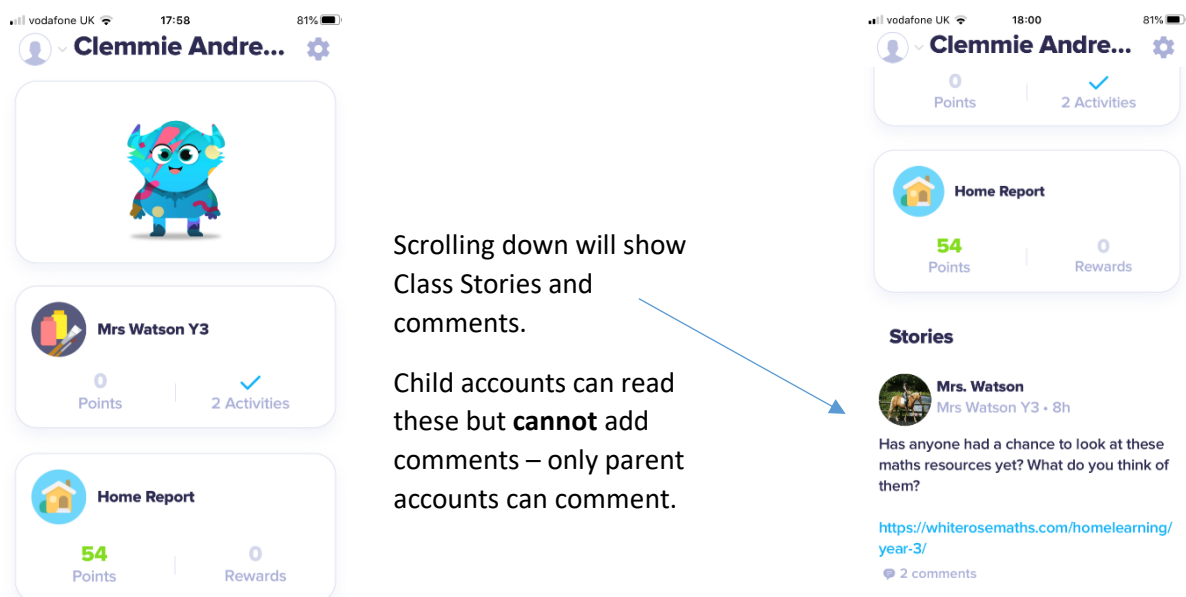
To add to the portfolio, you first need to switch to your **child's account**.

Click on the little grey / pink face (in Android it is blue) in the top left of the home screen.

You will see a menu a bit like this (depending on how many child accounts

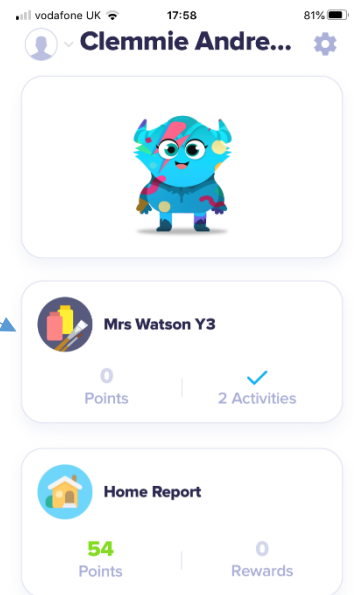you have linked to your parent account):

Click on the account for the child whose portfolio you want to access. You will see the child's home page.
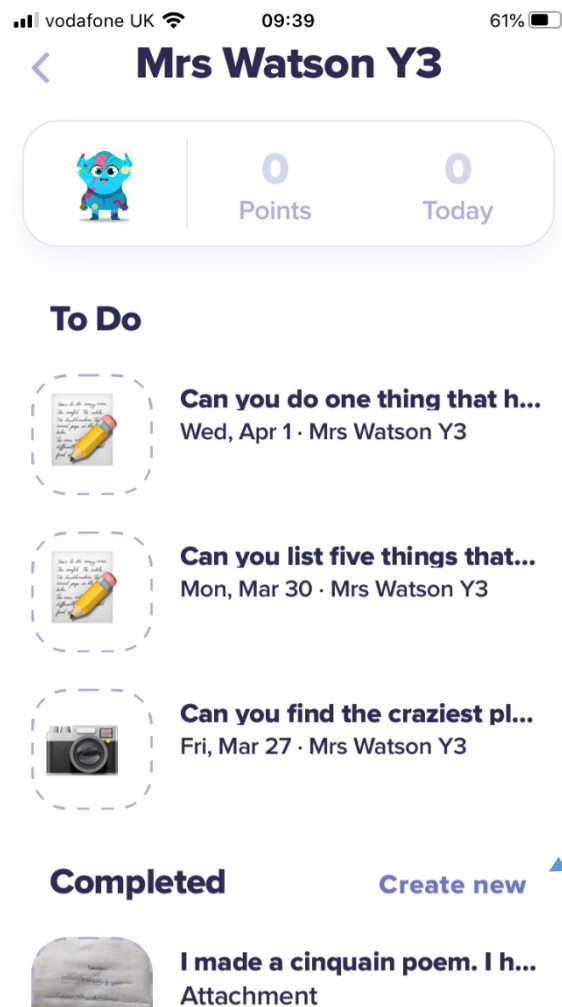
Scrolling down will show Class Stories and comments.

Child accounts can read these but **cannot** add comments – only parent accounts can comment.

To get to the portfolio, you need to click on your child's class / teacher.

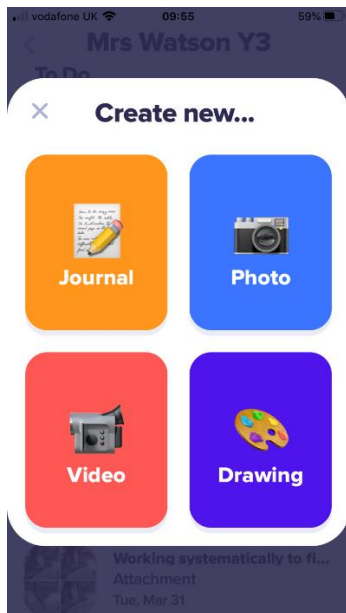Clemmie Andre...

Mrs Watson Y3
0 Points
2 Activities

Home Report
54 Points
0 Rewards

You will then see a screen that looks a bit like this:

Mrs Watson Y3

0 Points
0 Today

To Do

Can you do one thing that h...
Wed, Apr 1 · Mrs Watson Y3

Teachers might set suggested activities which will show up in a 'To Do' list.

Can you list five things that...
Mon, Mar 30 · Mrs Watson Y3

Can you find the craziest pl...
Fri, Mar 27 · Mrs Watson Y3

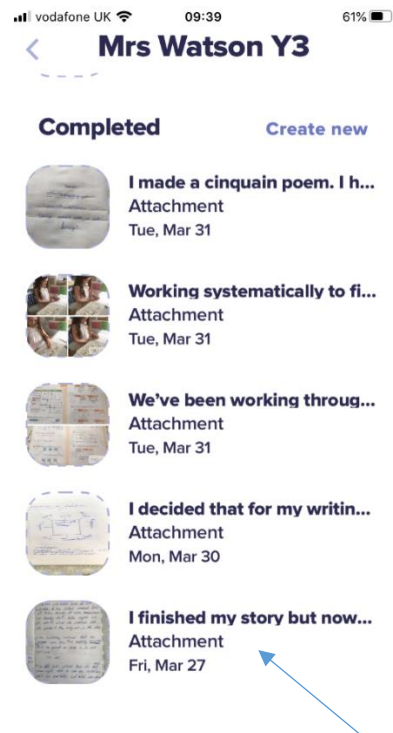Clicking on 'Create New' lets you add something to your child's portfolio.

In Android this is a blue plus button.

Completed   **Create new**

I made a cinquain poem. I h...
Attachment

Choose what you want to add to the portfolio and you will be taken through the process.

You can see everything in your child's portfolio, along with comments from adults, under the **Completed** section of your child's class page.

Scrolling down and pressing View all will let you see everything that has been added.

Clicking on one of the thumbnails will take you to the full item on the portfolio, including comments.

Remember that to comment yourself, you will have to go back to the **parent account** and use Notifications or Stories (see above). **Switch back to the parent account** by pressing on the small head in the top left hand corner – just like you get to the child account. This will also let you **move between multiple child accounts**.