ClassDojo Guide for Parents

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What is ClassDojo?

In Akrotiri School ClassDojo is used across Key Stages 1 and 2.

Class Dojo is an interactive reward system that allows you to see how your children are getting on in school.

After you have signed up, you will be able to see what your child is doing in school through the 'Class Story' feature.   Class Story will be updated regularly and will include key events and photographs.

ClassDojo also informs you when your child receives a Dojo point, and what it is for.   Dojo points are given for a variety of reasons and encourage children to work hard and participate fully. As a class the children and the teacher agree which behaviours should be awarded a Dojo point. Our school values are also rewarded through ClassDojo.

Messaging is another integral part of ClassDojo and parents and teachers can communicate with each other very easily on matters pertaining to, e.g. class announcements and reminders, school events, notification of head lice,

information on engage and express activities, notification of changes to routines and one-one contact for general messages.

Please note:

- Messaging through Dojo should not be used for sensitive issues.
- Parents should not report child absence through Dojo.

You can use ClassDojo on an app for iOS and Android, and also from a computer at: www.classdojo.com

How Do I Set-Up My child's Account?

In order to set up from the website, iOS or Android, you'll need to have a student code for your child. This is a 7-9 digit code that starts with an "S." If you don't have this code, please ask your teacher for it. For privacy reasons, teachers need to pass this info to you.

Once you have your student code, you can get started.

From the Web:

1. Navigate to www.classdojo.com

2. Click on "Sign Up" and select "Student" from the pop up

3. Click on "I don't have a QR code"

4. Create a username, select your age, and create a password (write down the username and password as these will be used to login later)

5. Click on "Add a Class" and enter the student code

6. Enter your student code and your parent email (email will be used to send you an email to verify your student's account)

   Once your student's account has been created, you'll need to give your permission for the account.

1. Log into your parent account at https://home.classdojo.com

2. Click on the "Your Kids" button

3. Click on the student's name from the left side of the screen

4. Click on the "Confirm Account" button on the right

From iOS

1. Open the app and select "I'm a Student" Note: If you're logged in as a parent, log out, then tap the "+" icon, then select "I'm a Student."

2. Tap on "I Don't Have a Code"

3. Enter the student code your teacher gave you and tap "Check Code"

4. Enter your student's birthday

5. Create a username and tap "Next"

6. Create a password and tap "Next"

7. Your student can now design their avatar Monster, or tap "Continue" to bypass. Students can modify their avatar at any time.

8. Enter your parent email and tap "Finish." This email will be used to provide your student with permission to have an active account with ClassDojo.

   Once your student's account has been created, you'll need to give your permission for the account.

1. Log into your parent account at https://home.classdojo.com

2. Click on the "Your Kids" button

3. Click on the student's name from the left side of the screen

4. Click on the "Confirm Account" button on the right

From Android

1. Open the app and select "I'm a Student" Note: If you're logged in as a parent, log out, then tap the "+" icon, then select "I'm a Student."

2. Tap on "I Don't Have a Code"

3. Enter the student code your teacher gave you and tap "Check Code"

4. Create a username and password, and set your age (Be sure to write down the username and password as this will be used to login later)

5. Enter your parent email and tap "Invite." This email will be used to provide your student with permission to have an active account with ClassDojo.

   Once your student's account has been created, you'll need to give your permission for the account.

1. Log into your parent account at https://home.classdojo.com

2. Click on the "Your Kids" button

3. Click on the student's name from the left side of the screen

4. Click on the "Confirm Account" button on the right

How does my child log in at home?

How a student logs in at home will depend on what method they used to create their account. Students who used a Student Code to create their account can login on the app or website with the username and password they created. Students that created their account by scanning a QR code either on your parent account, or at school will login through your parent app.

From the Web

The Wed requires a login username and password. If this isn't available, use the QR Code method detailed in either the Android or iOS information.

1. Navigate to the student web at https://student.classdojo.com

2. Enter your login username and password and click "Login"

From iOS

1. Open the app

2. Select "I'm a Student"

3. Tap "I Don't Have a QR Code"

4. Tap "Have an Account? Log in"

5. Enter your login username and password

From Android

1. Open the app

2. Select "I'm a Student"

3. Tap "I Don't Have a QR Code"

4. Tap "Login"

5. Enter your login username and password

Create a Parent Account

Why should I create a ClassDojo parent account?

ClassDojo deepens understanding between teachers, parents, and students. In the classroom, teachers can use ClassDojo to encourage positive behaviors like curiosity and perseverance.

Teachers can also send real-time messages to parents using the Messaging portion of ClassDojo to provide parents with updates on what is happening at school.

At home, parents are able to review their child's progress with Student Reports, and also communicate simply and safely with their child's teacher.

Parent accounts can be set up with a Parent Code, or with an email invitation. Both of these methods can be acquired through your child's teacher.

Please note: *email invites may only be used to create a parent account on the web.* Once the account is created, you can access it on both the website and the app.

From the Web

To Create a Parent Account with a Parent Code:

1. Go to home.classdojo.com and click on the

2. Click on the "Enter Your Code" link at the top of the screen

3. Enter your code and click on Join Class

4. Click on "I'm ____'s Parent"

5. Enter your first and last name, your email, and create a password and click "Sign Up"

Create an Account Using an Email Invite:

1. Click on the link in your email invite

2. Click on the "I'm _____'s Parent" button

3. Enter your first and last name, email, and create a login password and click "Sign Up"

iOS

1. Download the ClassDojo app from the App Store

2. Click "Parent"

3. Enter your email address and create a login password (must be at least 6 characters long)

4. Tap "Next"

5. Enter your first and last name, then tap "Next"

6. Swipe past the introduction, then tap "Get Started"

7. Enter your Parent Code then tap "Check Code"

   If you do not have a parent code to enter, you can request one from your teacher, or click the purple "Find Teacher" button to request approval to connect to your child's class. If your teacher's name, or your school is not yet on the list, you can click the blue "Can't Find Your Child's School" to send an invite to your child's teacher using their email address and your child's name.

Android

1. Download the ClassDojo app from the Google Play store

2. Scroll down and click on the blue "I Need to Create a New Account" button

3. Click on "Parent"

4. Enter your email address and a password (must be at least 6 characters long)

5. Click "Next"

6. Enter your first and last name

7. Click "Finish Account Setup"

8. Enter your parent code (between 7 - 9 characters long, starts with a "P") and click "Check code"

9. A valid code will bring you to your introduction page. Scroll through the pages and click the blue "Finish" button to be brought to the parent account home screen

   If you do not have a parent code to enter, you can request one from your teacher, or click the purple "Find Teacher" button to request approval to connect to your child's class. If your teacher's name, or your school is not yet on the list, you can click the blue "Can't Find Your Child's School" to send an invite to your child's teacher using their email address and your child's name.

Adding Multiple Students or Classes to a Parent Account

ClassDojo have made it easy for parents to have one account if you have more than one child, or your child has more than one teacher using ClassDojo.

To start, you will need a parent code from each class.

Repeat steps to add additional codes.

From the Web

1. Click on the "Your Kids" tab

2. Click on the "Add Student" link on the left under your current students

3. Enter your parent code (this code is 7-9 digits and starts with a "P"), and click on "Verify Code". Each student will have a unique parent code.

    You can now toggle between your students to view their reports.

iOS

1. Tap on the "My kids" tab (icon of two people) at the bottom of the screen

2. Tap the blue "+ Add a Parent Code" button

3. Enter your parent code (7 - 9 digits, starts with a "P") and tap the blue "Check code" button

    You can now toggle between your students to view their reports.

Android

1. Tap on the "My kids" tab (icon of two people) at the bottom of the screen

2. Tap the blue "+ Add a student" button

3. Enter your parent code (7 - 9 digits, starts with a "P") and tap the blue "Check code" button.

    You can now toggle between your students to view their reports

ClassDojo Messaging Overview for Parents

ClassDojo Messaging helps teachers and parents safely and privately communicate with each other in real time.

ClassDojo's messaging feature is similar to Facebook Messaging. As long as you have internet access, you can use ClassDojo Messaging!

How to turn on ClassDojo Messaging

Messaging is already a part of your ClassDojo Parent Account. You can access it from your ClassDojo iOS or Android app, or by logging in from the web.

On the website and apps you'll see a "Messages" tab where you can select a teacher, then view and compose messages.

When I respond to a teacher, is it private?

All messages sent by parents on ClassDojo Messaging can only be viewed by the teacher. No other parent (even your child's other parent or guardians) can view your messages.

What should I send and not send via ClassDojo Messaging?

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Obtaining a Full Messaging History:

In order to make room for incoming messages, you'll notice that older messages will disappear. These messages are not being deleted, they are being archived within the teacher's account. If you'd like a full messaging history, you'll need to ask your teacher to print one for you.

Customize a Student's Monster

Student monsters can only be customized from within a student account. Customization of a student's monster is not available from a parent account. So, if your child has not already done so, you'll need to first create a student account.

From the Web

1. Click on the Customize Monster button

2. Make the desired changes to the avatar using the arrow buttons

3. Click on the "Save" button to save the changes and sync the new avatar up with the student's avatar that appears in class

iOS

1. Tap on the "Customize Your Monster" button in the center of the screen

2. Customize avatar using the arrows

3. Tap the "Save" button in the upper right corner to save and submit your avatar

Android

1. Tap on the 3-dot menu in the upper right corner of the screen

2. Tap "Edit Avatar"

3. Customize the avatar using the arrow buttons

4. Tap the blue check mark to save your changes

Change the Email Address for Your Parent Account

From the Web

1. Click on your name in the upper right corner of your screen

2. Click on "Account Settings"

3. Under "Login Details," edit your email address

4. Scroll down to the bottom of the pop-up screen and click "Save Changes" before exiting

iOS

This feature is not currently available on the app. Please visit the website to access this feature.

Android

1. Log into your parent account with your email address and selected password

2. Tap on the three dot menu in the upper right corner of the screen

3. Tap "Account"

4. Tap on your email address, delete the existing address, and type your new email address into the pop up box

5. Tap the blue "Change" button to save any changes made

6. Tap the white arrow in the upper left corner of the screen to go back to your account

Delete a Parent Account

From the Web

(This feature is only available from the Web)

1. Log into your account via the website

2. Click on your name in the upper right corner of the screen

3. Click on "Account Settings"

4. Click on the red "Delete Account" button at the bottom of the pop-up

5. Enter your account password, and click on the red "Delete Your Account" button

   Please note: Account deletions are permanent. After an account is deleted, ClassDojo is unable to retrieve any data from the account, including any messaging history.

Remove a Student from a Parent Account

From the Web

1. Log into your account at www.home.classdojo.com

2. Click on your name in the top right corner of the screen

3. Select "Account Settings"

4. Scroll to the bottom of the pop-up screen, where you'll see the "Your Kids" heading

5. Find the student you want to remove from your account and click on the red "Remove" button

6. Confirm this removal by clicking "Save changes"

iOS

1. Tap on the gear button in the upper, right corner of your screen

2. Select "Remove a Student"

3. Tap the red "-" button next to the student you wish to remove

4. Tap the red "Delete" button

5. Confirm this change by tapping "Remove" to save these changes

Android

1. Tap the 3-dot menu in the upper right corner

2. Tap "Remove Student"

3. Tap the red "-" button next to the student you wish to remove

4. Confirm your removal by tapping the "Remove" button

Please note: Once you remove a student from your parent account, the only way to re-add them will be to have your teacher manually re-connect you via the Parent Connections section of their account. Entering your Parent Code will no longer work. Please be careful!

Reset a Lost or Forgotten Password

Forgot your ClassDojo parent account password?

You can reset your password using the Forgot Password feature.

If you submit a password reset and aren't getting the email, and the email isn't in your spam or junk folder, please contact ClassDojo at hello@classdojo.com for support.

From the Web

1. Go to https://home.classdojo.com/forgot

2. Enter your login email address

3. You'll then get an email from ClassDojo with a link to reset your password (if you don't get it right away, check your spam folder)

4. Click on the "Reset Password" link

5. Enter the password you'd like to use and submit

iOS

1. Click on "Forgot password"

2. Enter your email address

3. Press "Recover password"

4. You'll then get an email from ClassDojo with a link to reset your password (if you don't get it right away, check your spam folder)

5. Click on the "Reset Password" link

6. Enter the password you'd like to use and submit

Android

1. At the login screen, tap on the blue "Forgot?" button

2. Enter the email address associated with your parent account

3. Tap the blue "Recover password" button

4. You'll then get an email from ClassDojo with a link to reset your password (if you don't get it right away, please check your spam folder)

5. Tap on the blue "Reset Password" button or copy and paste the link provided below the blue button

6. Enter the password you'd like to use and tap the blue "Change password" button

Safety and Protection for your Child

1.   ClassDojo never sell or share any of your students' data. As per ClassDojo privacy policy: "ClassDojo neither rent nor sell your Personal Information or student's Personal Information to anyone" - all personal information is kept secure and entirely private.

2.   Furthermore, ClassDojo use professional data security services - like Amazon's Web Services - to store data in the most secure way possible. Their servers are physically located in high-security data centers - the same data centers used to hold secure financial information. You can read more about their security measures here: http://aws.amazon.com/articles/1697 Classdojo's database provider uses the same https security connections used by banks and government departments to store and transfer the most sensitive data.

3.   ClassDojo's site, by default, uses industry-leading SSL encryption across the board in all districts which allow it.

4.   The most important regulation with regard to student's information is COPPA. To that end, ClassDojo have vetted all of their data practices with TrustE and , the online security certification provider, and have posted their seal of approval on ClassDojo privacy page
here: http://www.classdojo.com/privacy

5.   Lastly, ClassDojo complies with the U.S. – E.U. Safe Harbor framework and the U.S. – Swiss Safe Harbor framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal data from European Union member countries and Switzerland. Class Twist, Inc. has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view Class Twist, Inc.'s certification, please visit http://www.export.gov/safeharbor/