

Class Dojo Guidance Summary

Dear Parents

Each day that passes we learn something new – especially about Class Dojo!?

Thank you to everyone who has got in touch with questions or tips as this has gradually created a much clearer picture of how the platform works from both home and school sides.

Our main challenge as staff has been having a very different view on our laptops than you are getting at home – it also transpires that there is quite a difference in experience between those families using a web browser or the app on a tablet/phone.

Whilst emailing you direct invitations supposedly made setting up all the student accounts easier, it has not been clear what you can access or how to get there – thank you again, for everyone's patience & understanding and I apologise if my technical support or Class Dojo guidance has caused more confusion than good. We really wish we could have held a parent workshop!

What I have attempted to do below is sum up the main features, most frequently asked questions and most common issues to date as it is unclear to us how much has been found, accessed and discovered.

Main Features

Please bear in mind that this platform was designed to be used while the children were in school as normal. We have repurposed the following main features for home learning:

- **Class/School Stories:** This feature is designed for the staff to send photos and files to parents to show what has been happening in lessons - a class or whole school journal of sorts. We have been using it for this purpose but also to send activities & attachments as this is visible on both child and parent profiles.
- **Messages:** This is only visible on staff and parent profiles and although you can attach files, which some children have been using to submit work, this is designed for home/school communications regarding the learning. Please refrain from using this function to contact staff on other matters and continue to use the head@wingrave.school or office@wingrave.school addresses for official communications. Thank you.
- **Portfolio:** This is where staff can set activities to respond to online but unfortunately cannot attach files, hence the use of the Class Story feature to provide supporting sheets etc. These activities appear as a 'To do' list and can be completed by typing text, recording video/audio or posting a drawing/photo directly into the app/site. Children can also create their own items to post using the same tools.

Please note that the teachers do not mind how they receive activities from the children however it is easier to monitor, feedback and acknowledge through the portfolio. Even if an activity has been posted in the Class or School Story, children can create an item in their portfolio to share their learning with the staff.

Parent Profiles

This is the profile that appears when you first log in using the email link invitation we sent you and was probably buried in your junk box. You can see Class/School stories here and send messages, as a parent, but cannot see the portfolio activities for children.

To access your child’s Student Profile and portfolio via the website/browser...

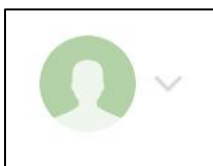
It has only just become apparent that children can access their profile through a web browser. This involved a different more complicated set up process however, now we are up and running, we do now know how to provide this child-specific web link if you would prefer to use this option on a laptop or computer.

If you would like this link, please email me directly at head@wingrave.school and I will forward it as soon as possible.

Please note this is specific to your child’s profile and so needs to be kept securely – saving it to your web favourites would make logging in easier on future occasions.

To access your child’s Student Profile and portfolio via the app...

Once you have logged in as a parent, you need to select your child’s name from the drop down menu in the top left hand corner of the screen:



Then click on the Activity ‘area’ which will also show a tick if there is something to do:



This will then show you the ‘To do’ list where you can click on each item to make a start:

To Do



Write a letter...
Write a letter...
Tue, Apr 21 · Demo Class

Drafts will be saved automatically until you press the ‘Hand in’ button so you can come back to anything as and when you want to:



I hope this has been helpful, please do continue to email me at head@wingrave.school with any other queries.

Kind regards

Mr Tomson