



# **CLASS DOJO MANUAL FOR HCS**



**HAMILTON**  
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SCHOOLS

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# **TEACHER RESOURCES**

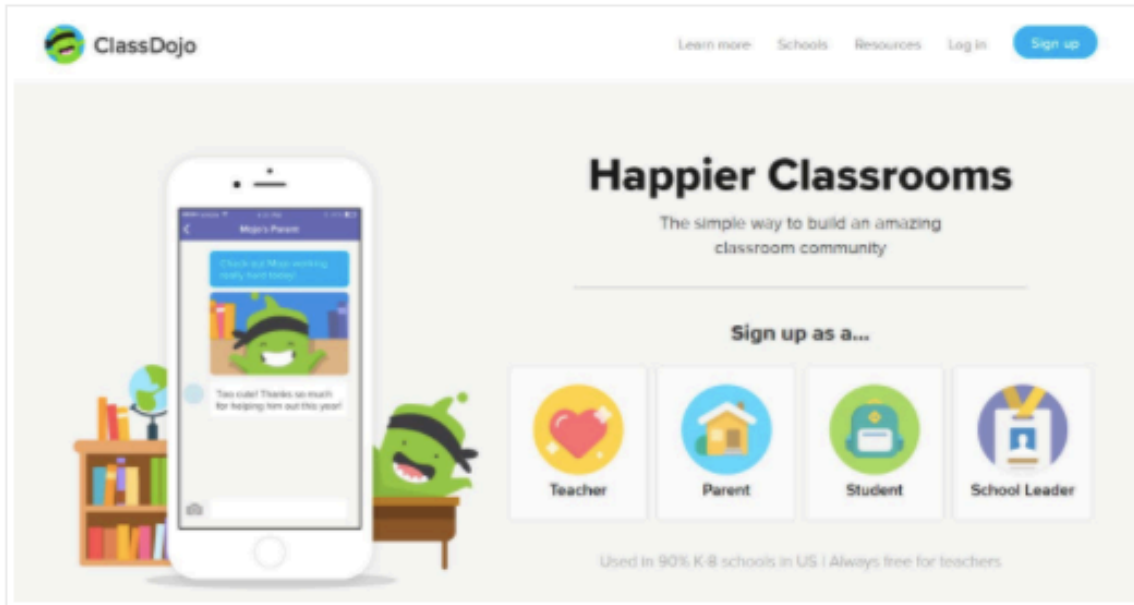


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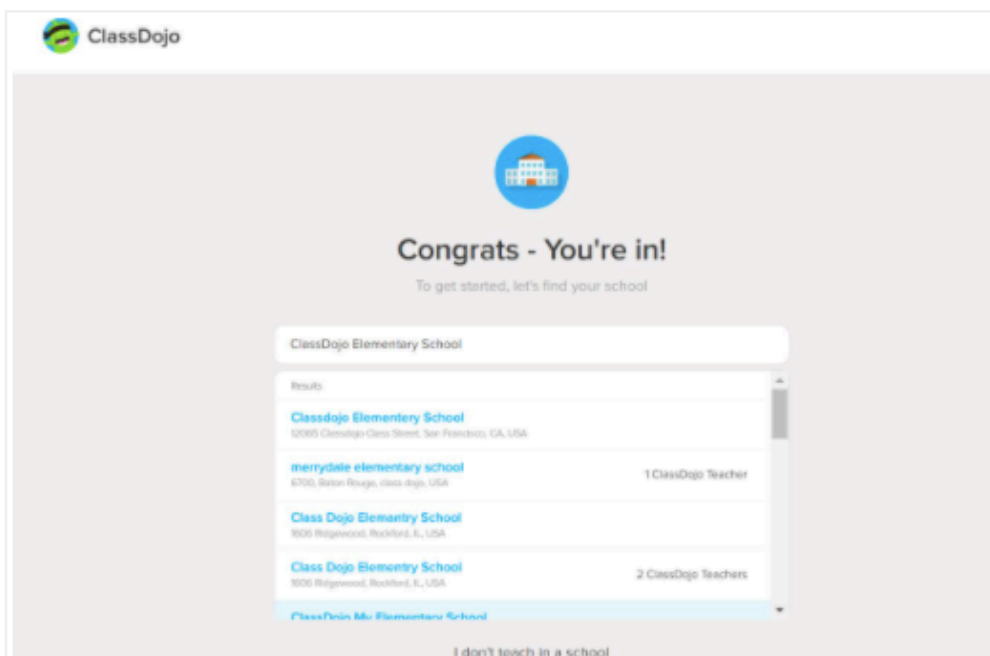
# HOW TO SIGN UP WITH A TEACHER ACCOUNT:

## To Sign Up:

- 1 Navigate to the ClassDojo homepage [here](https://www.classdojo.com/) <https://www.classdojo.com/>
- 2 Select "Teacher" from the center of the screen



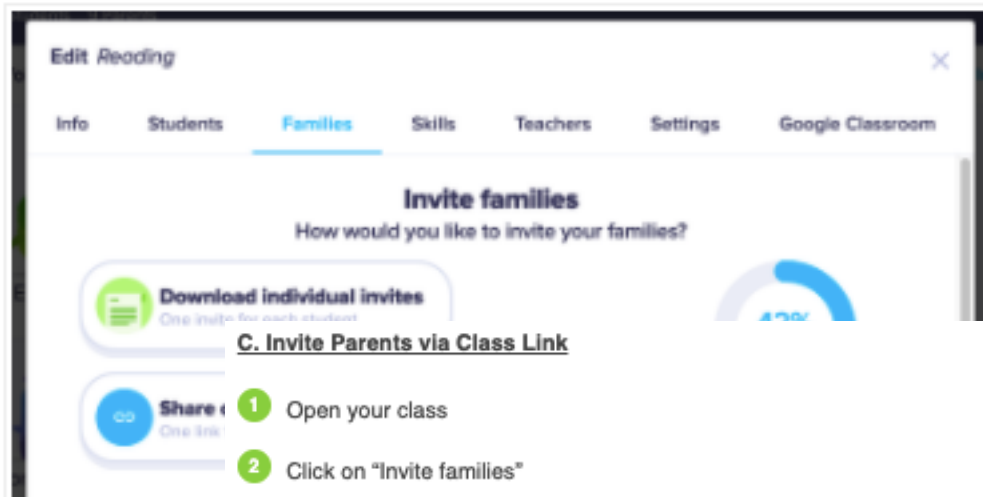
- 3 Enter your personal information and click "Sign up"
- 4 Join your school by entering the name of your school, selecting the matching school listing from the school list, then clicking on "Join this School" (click "Can't find school? Add it now" if it is not in the search results)



# WAYS TO CONNECT PARENTS TO DOJO:

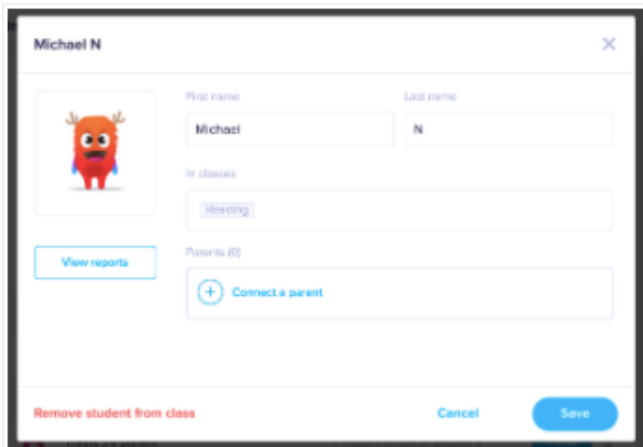
## A. Print Parent Invitation Codes

- 1 Open your class
- 2 Click on "Invite families"
- 3 Click the "Download individual invites" button to download a PDF of your parent codes, and then print them from your computer. There will be an individual code for each student that families can put into their account and connect to the student and your class.



## B. Invite Parents via Email

- 1 Open your class
- 2 Click on "Invite families"
- 3 Click "Share one class link" to pull up a link that you can send to parents. They will request to connect to a student in your class with the link and these requests will need to be verified by you or a co-teacher



- 4 Click + Connect a parent to enter the parent's phone number or email address.

Once you've sent the invite, parents will get an email or text from us with a link to accept your invitation. From there, they will create an account or sign into their existing account to connect to you.

**Please Note:** Even if you send a text invitation, parents will need to use an email address to create an account.

## C. Invite Parents via Class Link

- 1 Open your class
- 2 Click on "Invite families"
- 3 Click "Share one class link" to pull up a link that you can send to parents. They will request to connect to a student in your class with the link and these requests will need to be verified by you or a co-teacher

# GETTING STUDENTS CONNECTED

There are 3 ways students can log into their ClassDojo student account on the Web:

- 1 Scanning a QR code (recommended for classrooms with camera-enabled devices)
- 2 Entering a 6-character text code (recommended for classrooms that lack cameras)
- 3 Signing in through Google login (recommended for classrooms with Chromebooks)

To select a login method for your students:

- 1 Log into your ClassDojo teacher account on the Web: <https://teach.classdojo.com/>
- 2 Select a class and tap the "Portfolios tab"
- 3 Select your student login method

# GETTING STUDENTS CONNECTED

## CONTINUED

This is the preferred way and use class links.

**Logging in with Google sign-in:** This option is recommended for classrooms with Chromebooks or laptops.

- 1 Go to [dojo.me](https://dojo.me)
- 2 Select "Google sign in"
- 3 Enter your Google email address & password (**Note:** This email address can NOT be linked to an existing ClassDojo account)
- 4 Tap "Allow" to permit ClassDojo to access your language preferences and your approximate age
- 5 Enter your one-time Google sign-in code (6-letter code) (**Note:** Students will only need to enter this code once. This code will help us connect the student account to your class.)
- 6 Select your name from the class list
- 7 The next time students log into their account, all they need to do is go to [dojo.me](https://dojo.me) and tap "Google sign in." Then, they'll be automatically logged in! Easy-peasy!

# GETTING STUDENTS CONNECTED

## CONTINUED

**Logging in with a QR code:** This option is recommended for classrooms with back-facing cameras (i.e. iPads), but can be used on laptops & Chromebooks

- 1 Print off your class QR code and hang it at eye-level so your students can easily scan it on their device
- 2 Go to [dojo.me](https://dojo.me)
- 3 Select "Scan QR code"
- 4 Allow ClassDojo to access your camera (this will enable us to detect the class QR code)
- 5 Position the QR code in the frame
- 6 Select your name from the class list

**Logging in with a text code:** This option is recommended for classrooms that don't have access to cameras.

- 1 Go to [dojo.me](https://dojo.me)
- 2 Select "Enter text code"
- 3 Enter your 6-letter code (i.e. ABCDEF)
- 4 Select your name from the class list



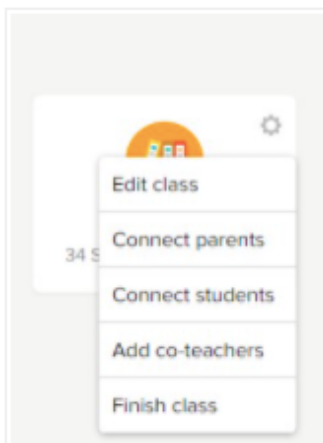
# HOW TO SHARE YOUR CLASS WITH ANOTHER TEACHER:

1. Log into the website

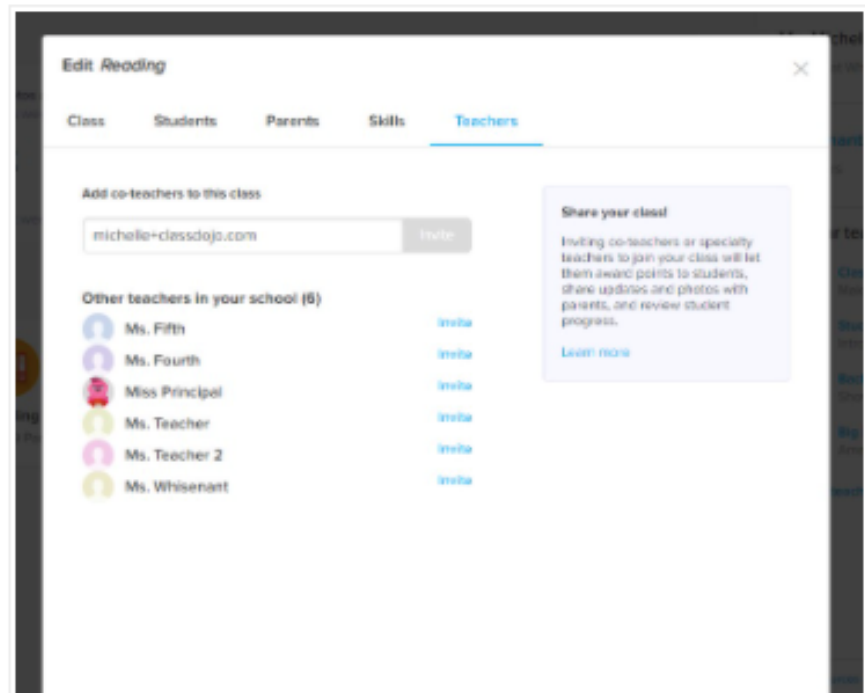
2. Find the class you want to share and click the gear icon in the top right corner of the class tile



3. Select "Add co-teachers"



4. Type the email of the teacher you want to share with, or find their name in the verified teacher list below the entry line and click "Invite"



5. The teacher you invite will receive an email asking them to accept the invite by clicking on the "Accept" link, or log into the website and click on the "Accept" button on the class tile that will have appeared on their account dashboard

**Teachers connected to your class will be able to:**

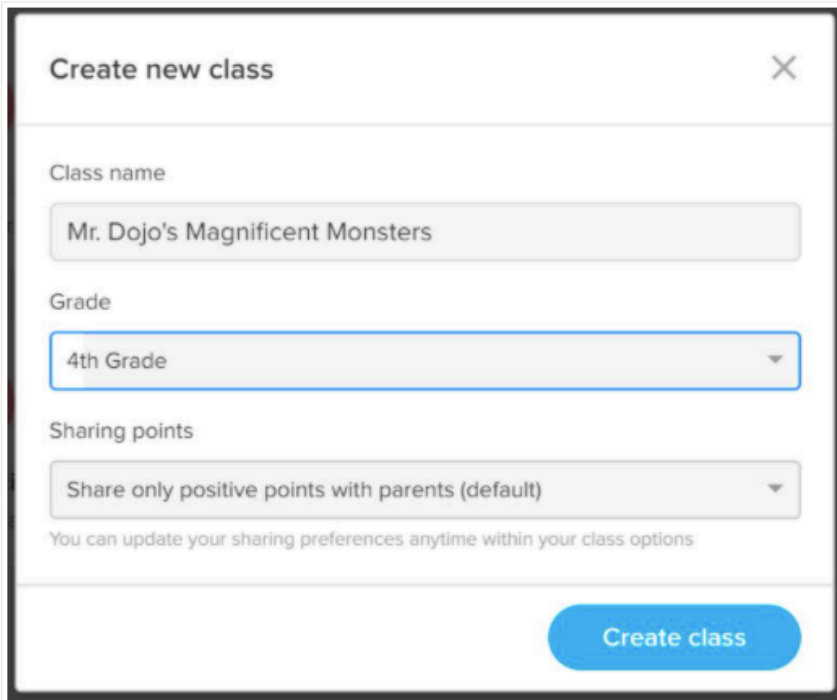
- Give points under their name
- View student reports
- Reset point bubbles
- Use ClassDojo Messaging with all connected parents
- Add, edit, and delete students

**Teachers connected to your class will NOT be able to:**

- Send ClassDojo Messages under your name
- Connect other teachers to your class

# HOW TO CREATE A CLASS:

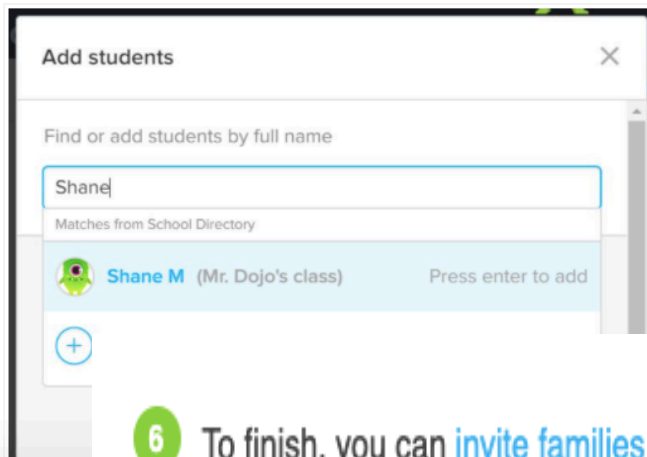
- 1 Click on the "+ New Class" tile
- 2 Enter a name for your class, select your class grade level or year, and choose your sharing points preference



The screenshot shows a 'Create new class' dialog box with a close button (X) in the top right corner. It contains three input fields: 'Class name' with the text 'Mr. Dojo's Magnificent Monsters', 'Grade' with a dropdown menu showing '4th Grade', and 'Sharing points' with a dropdown menu showing 'Share only positive points with parents (default)'. Below the 'Sharing points' dropdown is a small text note: 'You can update your sharing preferences anytime within your class options'. At the bottom right is a blue button labeled 'Create class'.

- 3 Click the blue "Create class" button
- 4 From your new class, click on the "+ Add students" tile

- 5 Enter a student's first and last name. You'll see a drop-down menu appear. If there's a matching student in the Student Directory you'll see a "Matches from School Directory" notice above the name of the student and the name of the last class the student was in (or the current class they are in). Below that will be an "Add [student's name]" option.  
**Selecting the option with the class name will import from the School Directory, selecting the "Add [student's name]" option will add the student as new.** If you're connected to a school, students who are already in your School Directory should auto-populate as you enter the first few letters of their name.

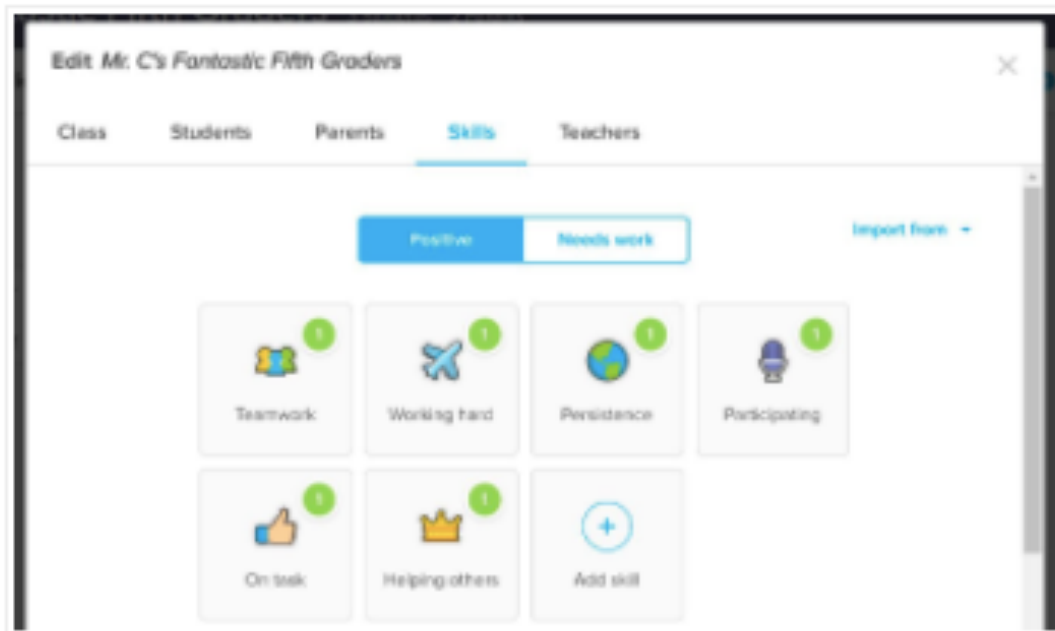


The screenshot shows an 'Add students' dialog box with a close button (X) in the top right corner. It has a search bar labeled 'Find or add students by full name' with the text 'Shane' entered. Below the search bar is a dropdown menu titled 'Matches from School Directory' showing a result for 'Shane M (Mr. Dojo's class)' with a green profile icon and a 'Press enter to add' button. At the bottom left is a blue button with a plus sign (+).

- 6 To finish, you can [invite families to join your class](#) or [create customized skills!](#)

# HOW TO ADD AND EDIT SKILLS:

- 1 Open your class
- 2 Click on the "Options" button near the top right corner and select "Edit Class"
- 3 Click the "Skills" tab on the pop-up box
- 4 **Add a Skill:** Click on the "+ Add skill" tile



- 5 **Edit/Customize a Skill:** Click on a skill tile and edit the icon, name, or point weight. Then, click "Save"
- 6 **Delete a Skill:** Click on a skill tile and click "Delete"

# HOW TO POST ON CLASS STORY:

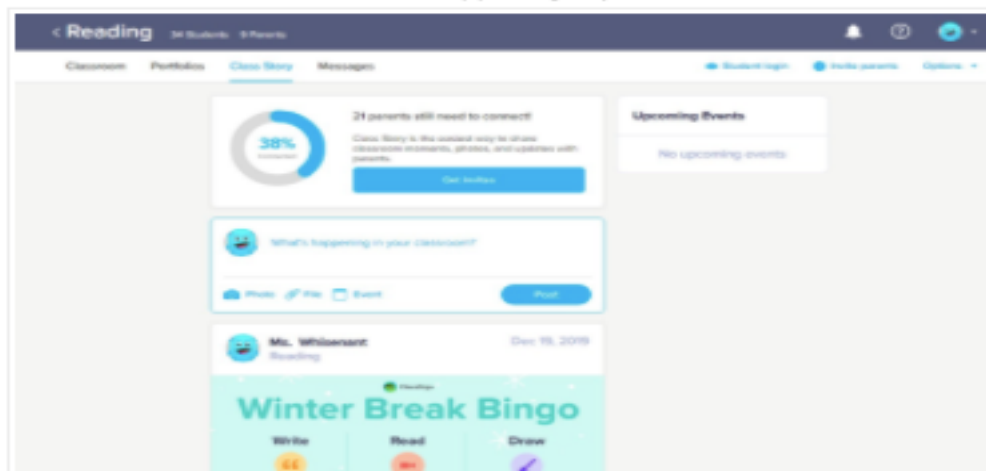
## To Post to Class Story:

- 1 Open your class
- 2 Click on the "Class Story" tab
- 3 Tap on "Photo/Video" to add a photo or video. (You can add mp4 videos up to 8 minutes long). Tap "File" to upload an attachment (we currently support the following file attachments: PDF, Word, Excel, PowerPoint, Text, and CSV). Tap "Record" to [record a video](#) directly on our site. (Videos can be up to 8 minutes long). Tap "Event" to [add a Classroom event](#) to your Class Story feed.
- 4 Add your text in the "What's happening in your classroom?" box
- 5 Click on "Post" to publish

# HOW TO POST AND EVENT ON CLASS STORY:

Any teacher connected to a class can post classroom events on the Class Story. Parents will be notified of the event according to the reminder choices you select.

1. Open your class
2. Select the "Class Story" tab
3. Click on "Event" in the "What's happening in your classroom?" box



4. In the window which pops up, add your event Title, Date & time, Description, Theme and select the boxes for when you would like parents to receive a reminder notification of the event.

Description: Classroom Valentine's Day Party

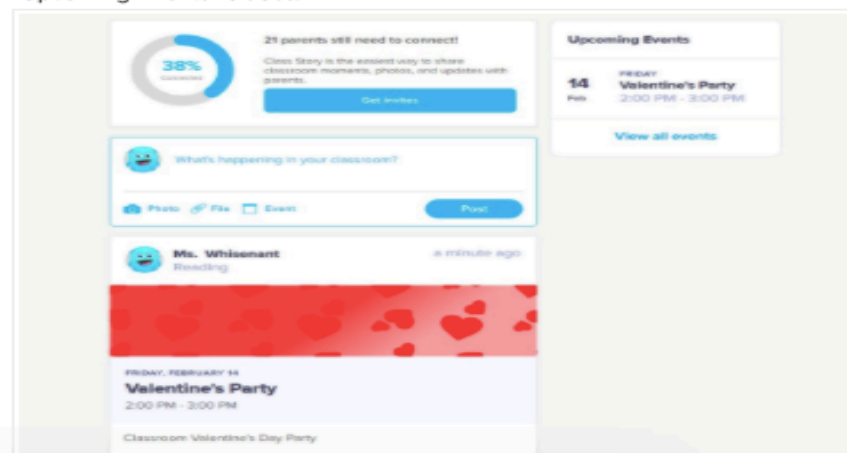
Theme:

Reminders:

- ☐ Immediately
- ☐ 5 days before
- ☒ 1 day before
- ☐ 1 hour before

Choose when reminders get sent to parents for this event.

5. Click the blue "Create" button to post the event the Class Story and to your "Upcoming Events" sidebar.



# HOW TO EDIT A CLASS STORY POST:

- 1 Open your class
- 2 Click on the "Class Story" tab
- 3 Scroll to the post you want to edit and click on the button with the three horizontal dots in the bottom right corner of the post
- 4 Select "Edit Post"
- 5 Edit the caption and/or photo in your post
- 6 Press "Post"

**Please Note:** You may only edit Class Story posts that you have created.

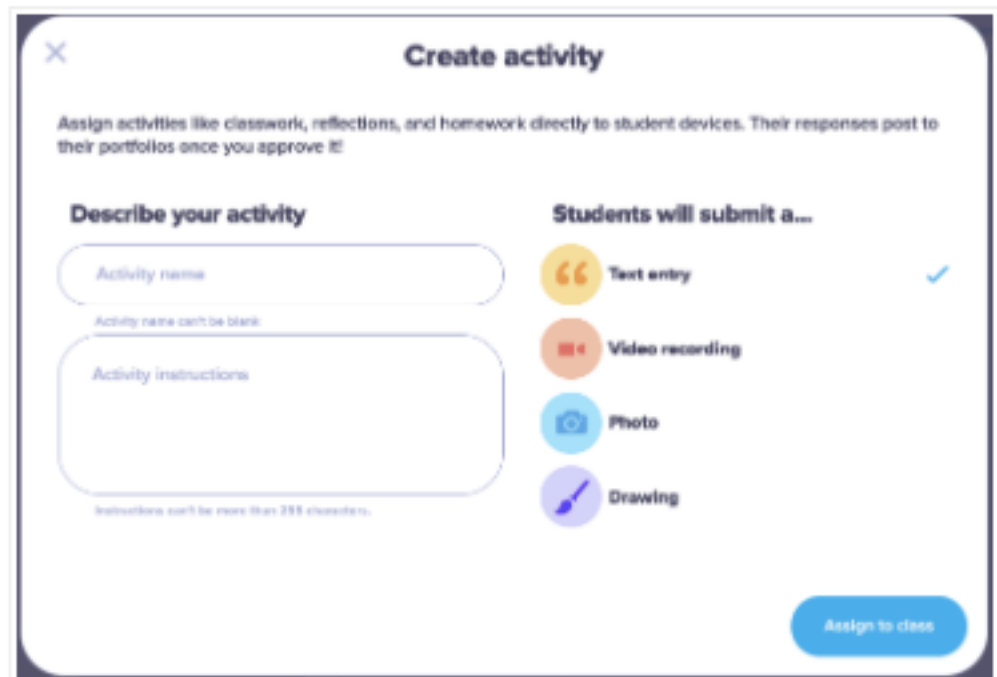


The screenshot displays the ClassDojo interface. At the top is a post creation area with a circular profile picture placeholder, the text "What's happening in your classroom?", and a "Post" button. Below this are options to "Add photo", "Add file", and "Add card". The main section shows a post by "Mr. ClassDojo" from "Mr. C's Fantastic Fifth Graders", dated "Jul 16, 2018". The post text reads: "Dear 5th grade families, Welcome to your new class! We're looking forward to an awesome year filled with fun and learning :)". It shows "2 likes", "1 comment", and "2 views". At the bottom of the post are "Like" and "Comment" buttons, and a three-dot menu button. A dropdown menu is open from the three-dot button, showing "Edit post" and "Delete post" options. At the very bottom, it says "No more posts".

# HOW TO CREATE AND ASSIGN CLASSWORK ON DOJO:

Activities are a wonderful way to assign classwork (or even homework) to your students, and to keep track of who's completed an Activity and who hasn't!

- 1 To assign an activity to your students, log into your ClassDojo teacher account using a computer
- 2 Choose your class
- 3 Tap the "Portfolios" tab
- 4 Tap "Create activity"
- 5 Enter an Activity name, i.e. "Reading reflection"
- 6 Enter Activity instructions, i.e. "Write five sentences about the 10 pages you read last night, and include a two-sentence description of your favorite character so far!"
- 7 Select how you want students to respond to the Activity (i.e. Text entry, Video recording, Photo, or Drawing)
- 8 Tap "Assign to class"



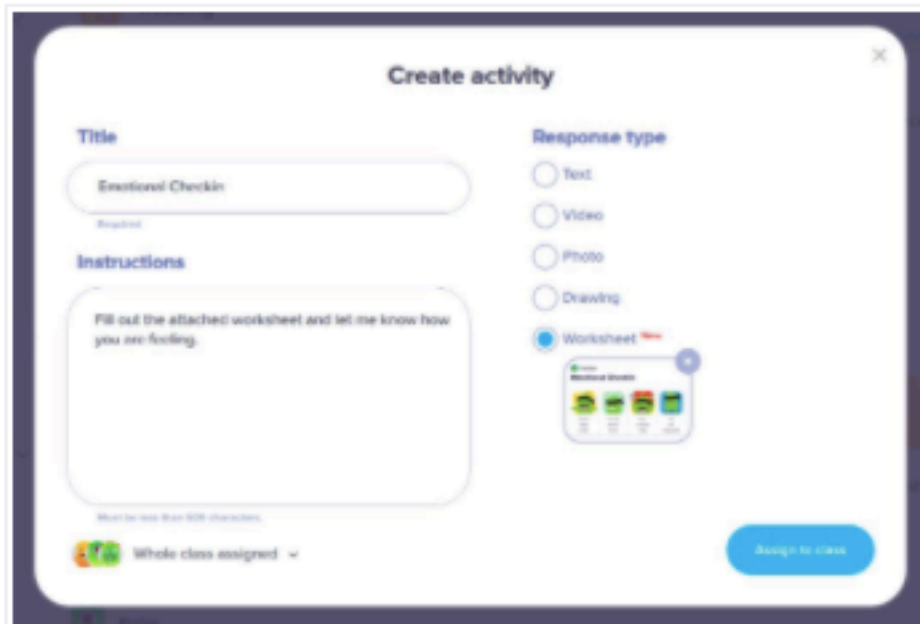
The screenshot shows the 'Create activity' interface. At the top, there's a title 'Create activity' and a subtitle 'Assign activities like classwork, reflections, and homework directly to student devices. Their responses post to their portfolios once you approve it!'. Below this, the form is divided into two main sections: 'Describe your activity' and 'Students will submit a...'. The 'Describe your activity' section has two input fields: 'Activity name' and 'Activity instructions'. The 'Activity name' field has a placeholder 'Activity name' and a note 'Activity name can't be blank'. The 'Activity instructions' field has a placeholder 'Activity instructions' and a note 'Instructions can't be more than 255 characters'. The 'Students will submit a...' section has four options: 'Text entry' (selected with a blue checkmark), 'Video recording', 'Photo', and 'Drawing'. At the bottom right, there is a blue button labeled 'Assign to class'.

The Activity will be immediately assigned directly to your students and it will appear under their "To Dos" in their account. You can tap on an Activity in your queue to see which students have responded to the activity. You can also tap the "Edit" button next to the gear icon on the Activity to archive it or delete it from your Activity queue.

# HOW TO USE THE WORKSHEET FEATURE

You can now use the activities feature in ClassDojo Portfolios to assign worksheets to your students! At this time, activities can only be assigned using the ClassDojo website. Here's how:

- 1 Log into your account on the ClassDojo website
- 2 Open your class
- 3 Select the "Portfolios" tab under the class name
- 4 Tap "Create activity"
- 5 Enter the activity name, instructions and then under "Response type" choose "Worksheet"
- 6 Click "Upload attachment" and then follow the prompts to select the file or image you would like to add as a worksheet
- 7 Click "Assign to class" to assign to the entire class or follow the steps in [this tutorial](#) to assign to certain students in your class



The screenshot shows the 'Create activity' form in ClassDojo. The form has a title field with 'Emotional Checkin' entered, an instructions field with 'Fill out the attached worksheet and let me know how you are feeling.', and a response type dropdown menu with 'Worksheet' selected. There is also a button to 'Assign to class'.

**Create activity**

**Title**  
Emotional Checkin  
Required

**Instructions**  
Fill out the attached worksheet and let me know how you are feeling.  
Must be less than 500 characters.

**Response type**  
☐ Text  
☐ Video  
☐ Photo  
☐ Drawing  
☒ Worksheet New

Whole class assigned

**Assign to class**

Students will be able to write, draw, add text and even stickers to their assigned worksheet. You can share [these instructions](#) with your students on how to access and respond to assigned activities.



# HOW TO RECORD VIDEO DIRECTIONS IN PORTFOLIO:

- 1 Log into your account on the ClassDojo website
- 2 Open your class
- 3 Select the "Portfolios" tab under the class name
- 4 Tap "Create activity"
- 5 Enter the activity name and select how you want students to respond to the activity. In the "Instructions" box, click "Record" in the lower right corner.
- 6 Click the blue video camera button to begin recording (to adjust settings like camera or microphone click "settings" in the upper left corner)
- 7 When you are finished recording click the red stop button
- 8 When you are ready to post, click "Continue" (You can also click "Retake" to record the video again)
- 9 Your video will upload before showing up in the instructions window. You can click on the video to preview it or you can click on the "x" if you would like to remove the video. Click "Assign to students" when you are ready to send the assignment

# HOW TO ASSIGN WORK TO STUDENTS OR GROUPS

Teachers can now use activities to assign an activity to a group of students or an individual student in their class! Here's how to use this feature:

- 1 Log into your account on the ClassDojo website
- 2 Open your class
- 3 Select the "Portfolios" tab under the class name
- 4 Tap "Create activity"
- 5 Enter the activity name, instructions and select how you want students to respond to the activity

The screenshot shows the 'Create activity' form. The title is 'Reading Reflection'. The response type is 'Text'. The instructions are 'Write five sentences about the 10 pages you read last night, and include a two-sentence description of your favorite character so far!'. The form is set to 'Whole class assigned'.

- 6 To select the students you would like to assign the activity to, select the drop down arrow beside "Whole class assigned" in the bottom left corner of the window. Click on each student's name that you would like the activity to be assigned to and then click "Okay"

The screenshot shows the 'Choose students' dialog. It lists 'Whole Class' and 'INDIVIDUALS'. Under 'INDIVIDUALS', there are four students: Danielle S, Eloise F, Emily N, and Emma R. Eloise F and Emma R are selected with blue checkmarks. The 'Okay' button is at the bottom.

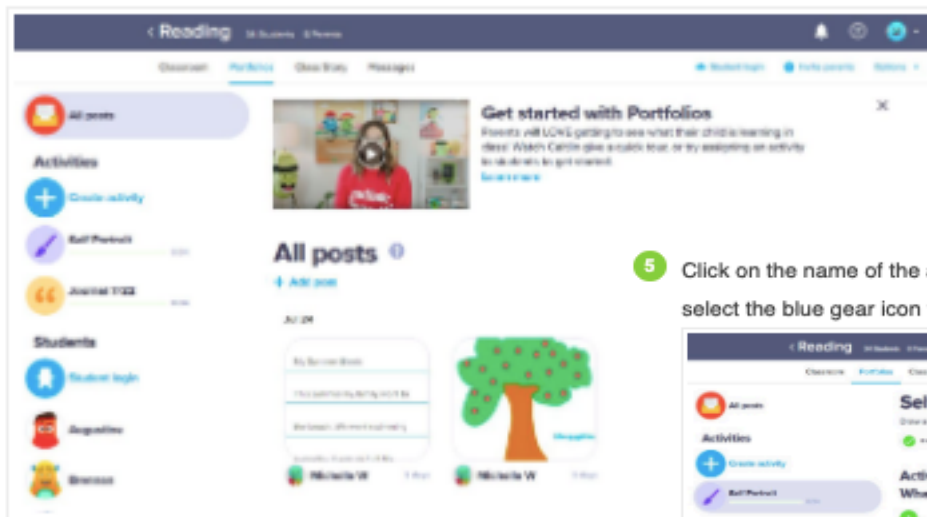
- 7 Click "Assign to students" to send the assignment

The screenshot shows the 'Create activity' form, identical to the one in step 5, but with the 'Assign to students' button highlighted in blue at the bottom right. The status at the bottom left now says '2 students assigned'.

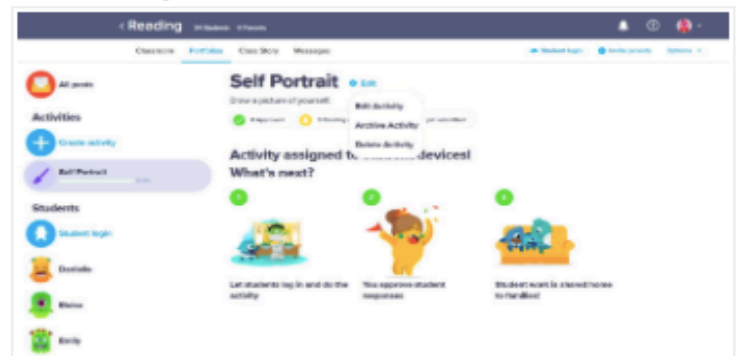
# HOW TO EDIT OR DELETE AN ACTIVITY IN PORTFOLIO:

You can edit or delete a portfolio activity which you have assigned to your class on the ClassDojo website. Here's how:

- 1 Log into your account on the ClassDojo website
- 2 Open your class
- 3 Select the "Portfolios" tab under the class name
- 4 On the upper left side of the page you will see all of the activities you have assigned under "Activities"



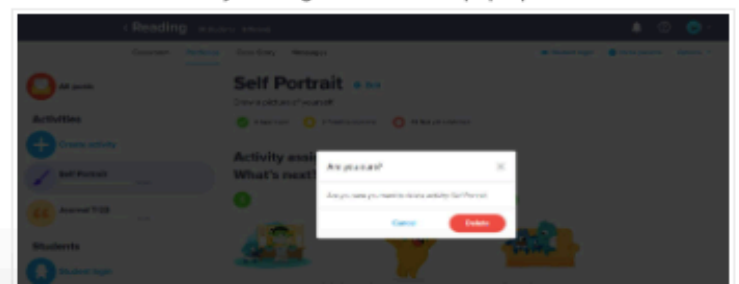
- 5 Click on the name of the activity you would like to edit or delete and then select the blue gear icon which reads "Edit"



- 6 To edit an activity: select "Edit Activity" from the drop-down menu. Make the changes you would like and then click "Save"



- 7 To delete an activity: select "Delete Activity" from the drop-down and confirm the deletion by clicking "Delete" in the pop-up window.





# PARENT RESOURCES

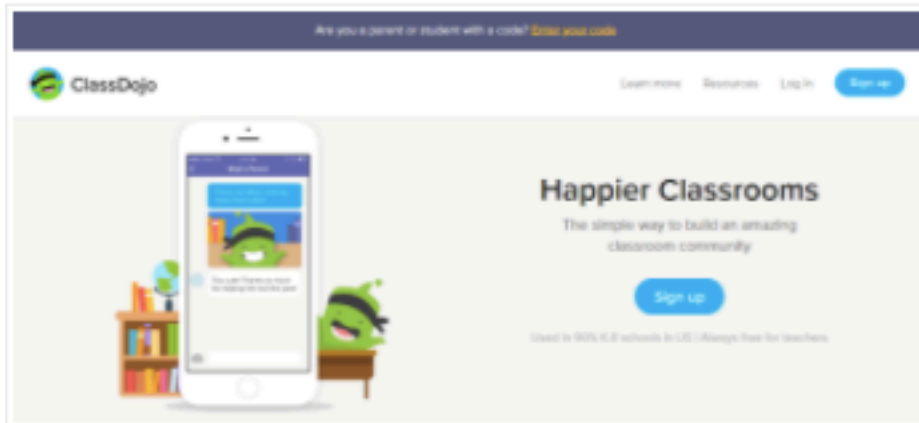


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# HOW TO CREATE A PARENT ACCOUNT:

## To Create a Parent Account with a Parent Code:

- 1 Go to [home.classdojo.com](https://home.classdojo.com)
- 2 Select "Parent" from the center of the screen



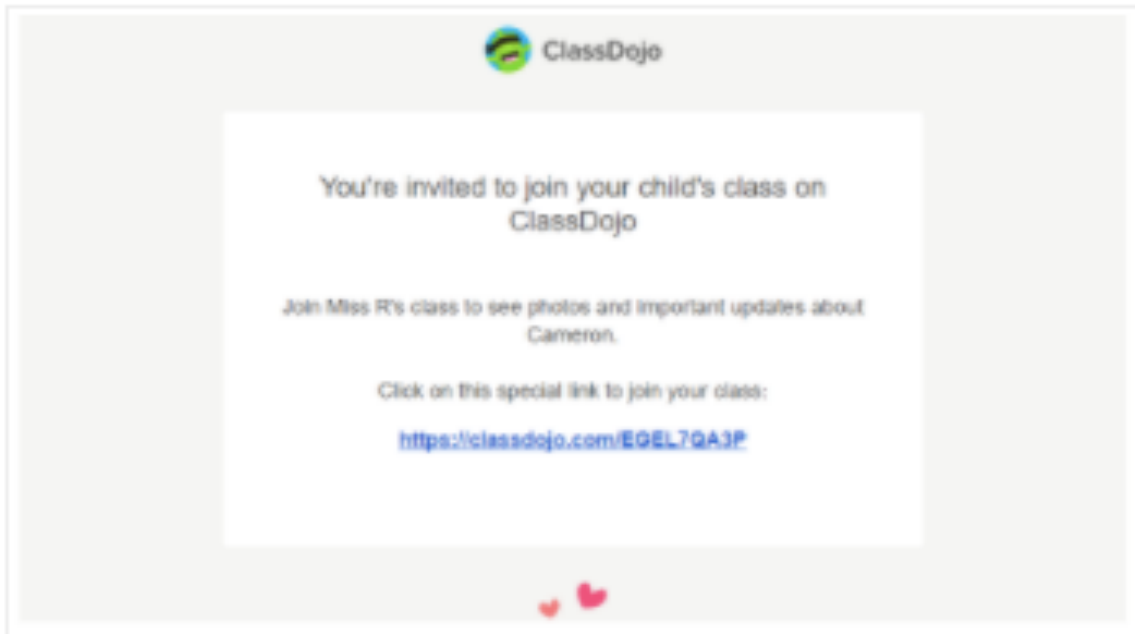
- 3 Enter your parent code and select "Check code" and Click on "I'm \_\_\_'s Parent" OR select "Sign up," enter your first and last name, email address, and create a password before clicking "Sign Up" again



# HOW TO CREATE A PARENT ACCOUNT: CONTINUED

## To 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 address, and create a password before clicking "Sign Up"

# HOW TO CONNECT TO MY CHILD'S CLASS:

## School or Class Link

If your teacher has shared their [School](#) or [Class](#) link with you, you will want to copy and paste this into your Google Chrome browser. After following the prompts, you will be connected to your child after the teacher has accepted your request to connect. For more detailed steps on this process check out the [class link instructions](#) or [school link instructions](#) for our website.

## Parent Code

Your [parent code](#) will be unique to your child. This will be an 8- or 9-digit code you receive from your child's teacher. If they have not sent this code your way, you can contact them directly and ask them for this [Parent code](#) so you can properly connect.

## Email Invite

If your child's teacher has sent you an email invitation, you will want to click on the link in your email. After clicking the link, this will take you to a screen to either [sign up](#) or log into your existing account. Once you have logged into your account, you will see that you are connected to your child's class.

## Teacher Search

If you have not received an invite code or email link, you can still search for your child's school and teacher in order to [request to connect](#) to the class. After you have requested to connect, you will see a pending connection within your account. Once the teacher accepts your request, this will become active and you will see a "New Class Connection" post within your Story feed.

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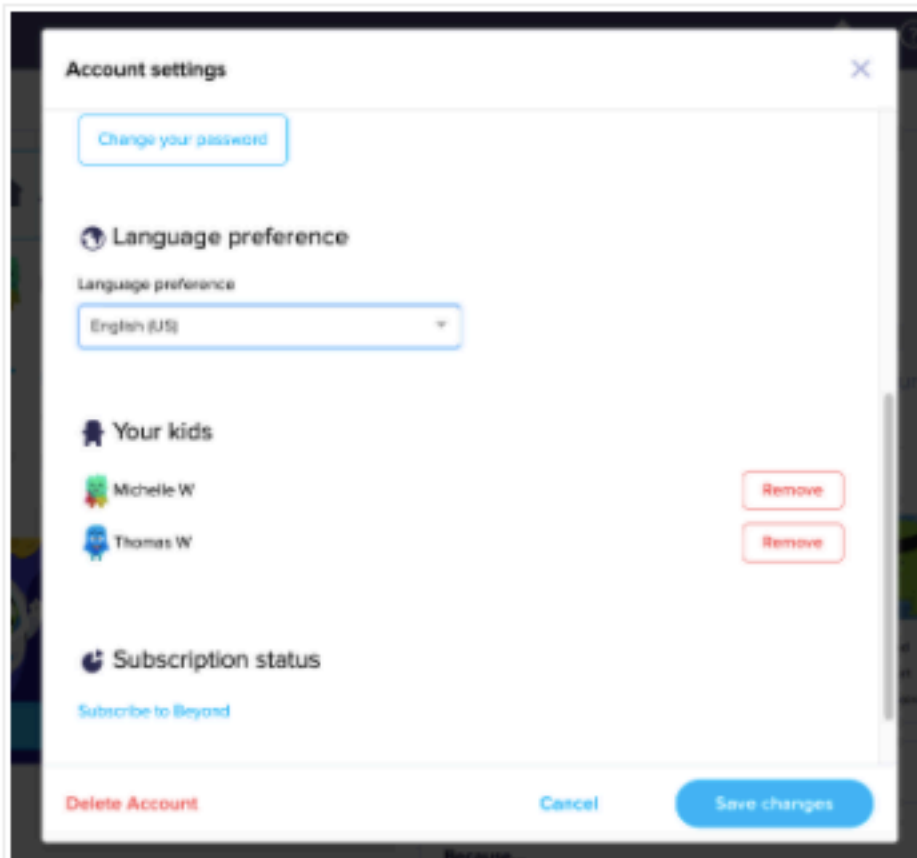
# HOW TO CHANGE LANGUAGE PREFERENCES:

ClassDojo accounts are available in 30+ languages. To change the language on your parent account using the website, please do the following:

- 1 Click on your name in the upper right corner of the screen when you are logged into your parent account and select "Account Settings"



- 2 Under "Language preference," select your desired language



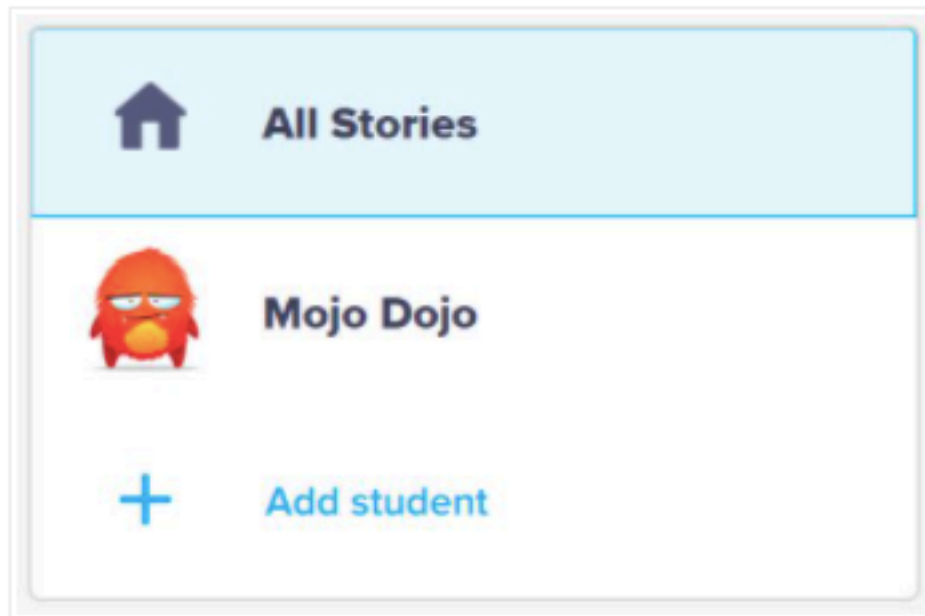
- 3 Click the blue "Save changes" button



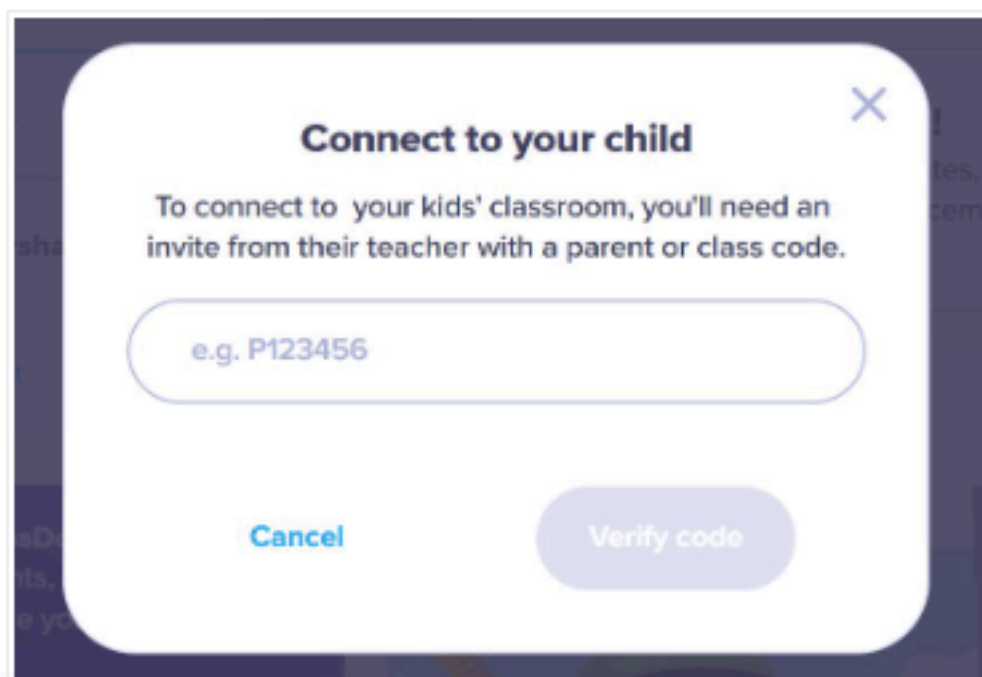
# HOW TO ADD MULTIPLE STUDENTS TO A PARENT ACCOUNT:

## To add a parent code:

- 1 Click on the "+ Add Student" button on the left side of your screen



- 2 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.



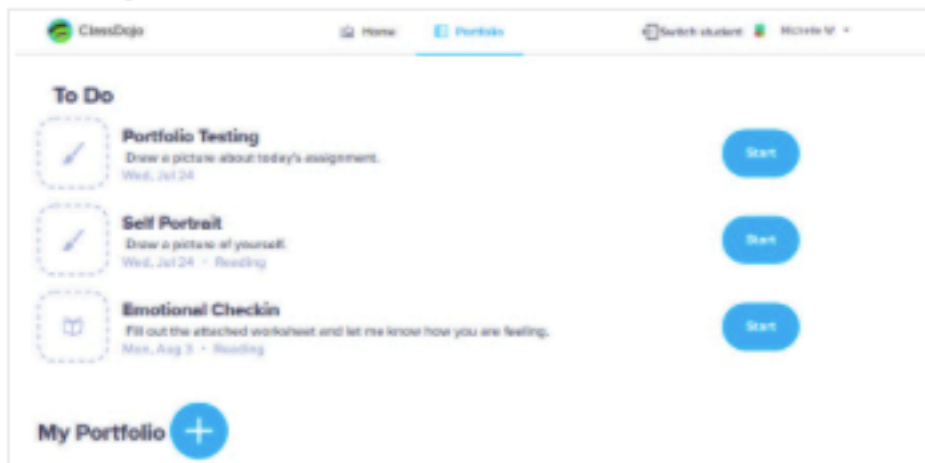
# HOW TO ACCESS AND RESPOND TO STUDENT ACCOUNT:

Teachers can use ClassDojo portfolios to assign your child activities such as journal entries, worksheets, drawing pages, and more!

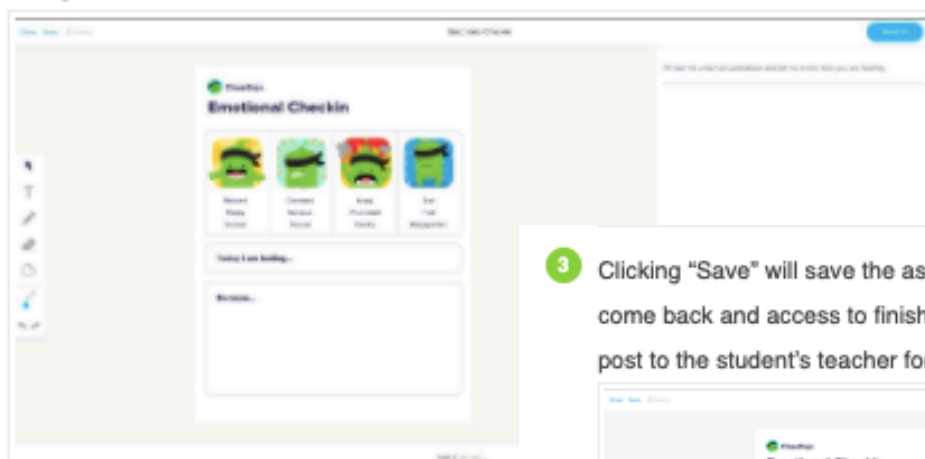
In order to view activities your child's teacher has assigned your child, you will need to be [logged into your child's student account](#).

Once in your child's student account, here's how you can help them complete their assigned activities

- 1 You will see all of your child's assigned activities under "To Do" at the top of the "Home" or "Portfolio" tab. Click "Start" next to the activity you would like to begin.



- 2 Read the activity instructions and use the different tools to complete the assignment



- 3 Clicking "Save" will save the assignment as a draft that students can come back and access to finish later. Clicking "Hand in" will submit the post to the student's teacher for approval.



# HOW TO DOES MY CHILD LOGIN AT HOME:

## For devices with a camera:

*Using an individual QR code sent by your child's teacher:*

- 1 Navigate to the ClassDojo student website at [dojo.me](https://dojo.me)
- 2 Select "Scan QR Code"
- 3 Hold up the QR code in front of your computer's camera until the QR reader has successfully read the code

For more detailed instructions on this as well as troubleshooting steps, please see this student tutorial: [Logging in with an Individual QR Code](#)

## For devices without a camera:

*Using the Google sign-in method:*

- 1 Go to [dojo.me](https://dojo.me)
- 2 Select "Google sign in"
- 3 Enter your Google email address & password

For more detailed instructions on this as well as troubleshooting steps, please see this student tutorial: [Logging in Via Google Login](#)

*Using a unique link sent by the teacher:*

- 1 Find your child's unique login link in your messages. This would have been sent to you from their teacher - if you don't have this link yet, you can message the teacher to receive it.
- 2 Copy and paste the link into a Google Chrome browser to open your student's account.

## For devices with or without a camera:

*Toggling from your parent account:*

- 1 Go to [home.classdojo.com](https://home.classdojo.com) and log into your account
- 2 Click on the drop-down menu in the top right of the screen beside your name and select "Student accounts"
- 3 Select your child's name



# **STUDENT RESOURCES**

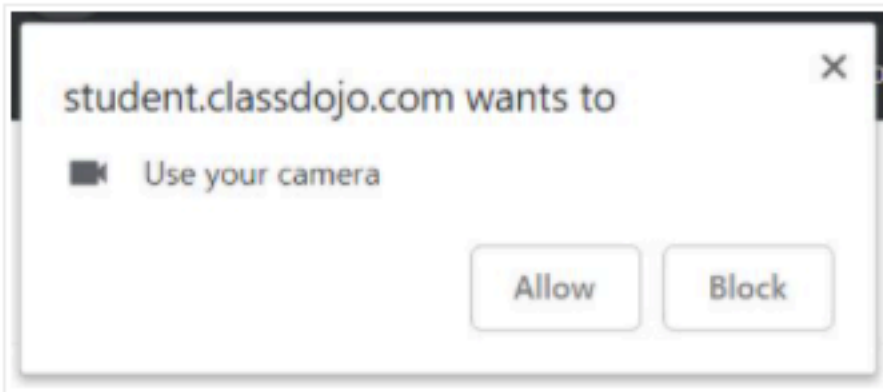


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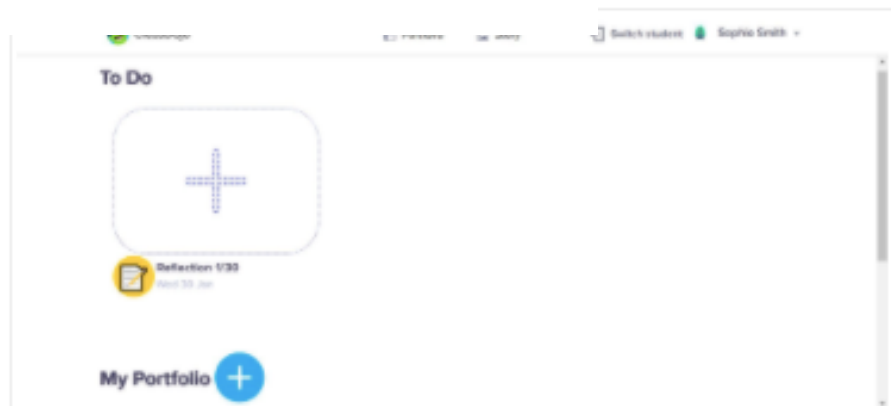
# HOW TO LOGIN WITH QR CODE:

## How to Log in with Your Class QR Code:

- 1 Go to [dojo.me](https://dojo.me)
- 2 Select the green "Scan QR Code" button
- 3 If prompted by your web browser to use your device's camera, select "Allow"



- 4 Hold the device up to the QR code (paper or device screen) with the code inside the white lines
- 5 Find your name from the class list and select it
- 6 You're now connected! From your account, you can:
  - Select the "Portfolios" tab, then look underneath the "To Do" heading to respond to Activities assigned by your teacher and submit them for approval in your Portfolio
  - From the same tab, look underneath the "My Portfolio" heading and press the "+" button to submit a new Portfolio post or view any previously approved posts
  - Select the "Story" tab, then select the pencil button near your current monster to change it
  - From the same tab, select the "View (student)'s report" button to see your report for this week



# HOW TO LOGIN WITH TEXT CODE:

## How to Log in Via Text Code:

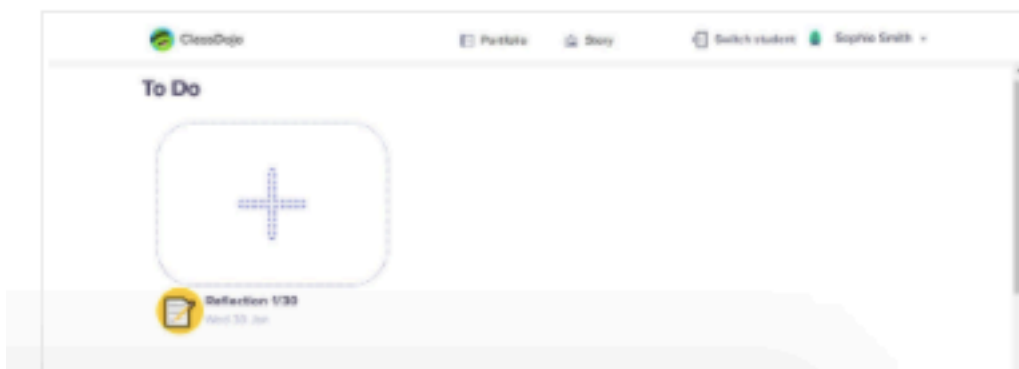
- 1 Go to [dojo.me](https://dojo.me)
- 2 Select the blue "Enter your class text code" button
- 3 Enter your temporary text code provided to the class by your teacher
- 4 Find your name from the class list and select it
- 5 You're now connected! From your account, you can:
  - Select the "Portfolios" tab, then look underneath the "To Do" heading to respond to Activities assigned by your teacher and submit them for approval in your Portfolio
  - From the same tab, look underneath the "My Portfolio" heading and press the "+" button to submit a new Portfolio post or view any previously approved posts
  - Select the "Story" tab, then select the pencil button near your current monster to change it
  - From the same tab, select the "View (student)'s report" button to see your report for this week



# HOW TO LOGIN WITH GOOGLE:

## How to Log in Via Google Login:

- 1 Go to [dojo.me](https://dojo.me)
- 2 Select the "Sign in with Google" button
- 3 Enter your Google email address and password (**Please note:** If you have logged into your account using this method before, skip to Step 7)
- 4 Tap "Allow" to permit ClassDojo to access your language preferences and your approximate age
- 5 Enter your one-time Google sign-in code (6-letter code) (**Please note:** Students will only need to enter this code once. This code will help us connect the student account to your class.)
- 6 Select your name from the class list
- 7 You're now connected! From your account, you can:
  - Select the "Portfolios" tab, then look underneath the "To Do" heading to respond to Activities assigned by your teacher and submit them for approval in your Portfolio
  - From the same tab, look underneath the "My Portfolio" heading and press the "+" button to submit a new Portfolio post or view any previously approved posts
  - Select the "Story" tab, then select the pencil button near your current monster to change it
  - From the same tab, select the "View (student)'s report" button to see your report for this week



# TROUBLE SHOOTING WITH LOGGING IN:

## If You're Having an Issue Scanning Your Code:

- 1 Ensure that you're connected to the Internet
- 2 Ensure that your connection is stable
- 3 If possible, try switching between WiFi and cellular data to get a stronger, more stable connection. **Note:** If you're getting a red flashing box when trying to scan, it indicates that your connectivity is too low
- 4 If you're having trouble logging in at school, try scanning the individual QR code from home.

## If You're Having an Issue Entering Your Code:

- 1 Ensure that you're connected to the Internet
- 2 Ensure that your connection is stable
- 3 If possible, try switching between WiFi and cellular data to get a stronger, more stable connection.
- 4 Ensure that you are entering the correct text code

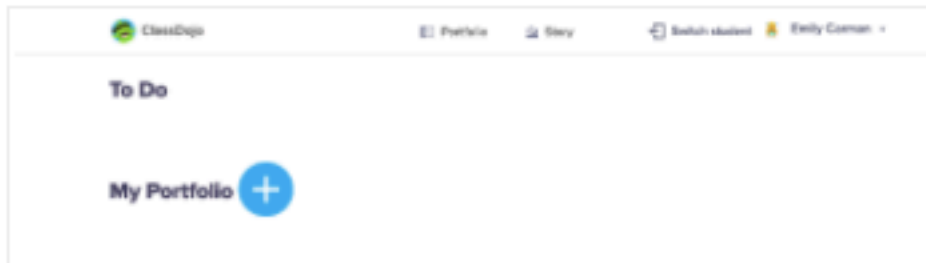
## If You're Having an Issue Logging in Via Google Login:

- 1 Ensure that you're connected to the Internet
- 2 Ensure that your connection is stable
- 3 If possible, try switching between WiFi and cellular data to get a stronger, more stable connection.
- 4 Ensure that you are entering the correct Google email address and password

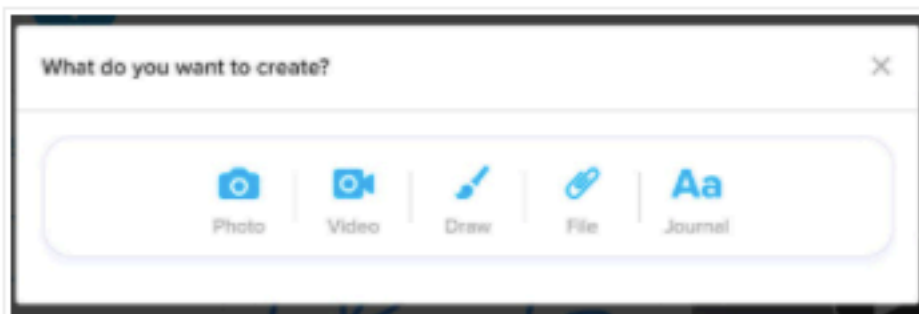


# HOW TO POST ON PORTFOLIO:

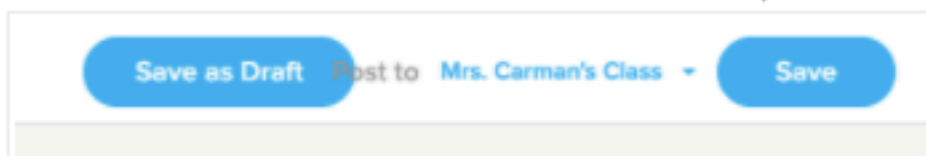
- 1 Log into your account at [dojo.me](https://dojo.me)
- 2 Next to the "My Portfolio" heading, click on the blue "+" sign



- 3 Choose Photo, Video, Draw, File, or Journal (**Please note:** A pre-recorded video cannot be uploaded via the website to Portfolios at this time)

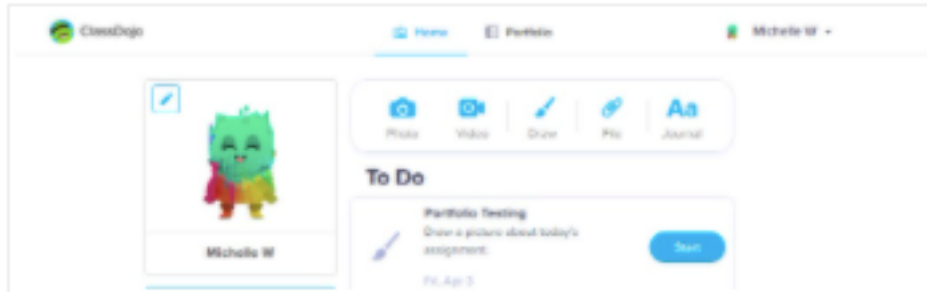


- 4 Once you have created your entry, select "Save" to submit it to your teacher to be approved or select "Save as Draft" to come back to it later (**Please Note:** If you are in more than one class, please click the small blue arrow next to the class name to select the correct class)



# HOW TO SUBMIT ON PORTFOLIO (VIDEO):

- 1 Log into your student account at [dojo.me](https://dojo.me)
- 2 Click "Video" at the top of the screen to record a new video (**Please note:** A pre-recorded video cannot be uploaded via the website to Portfolios at this time)



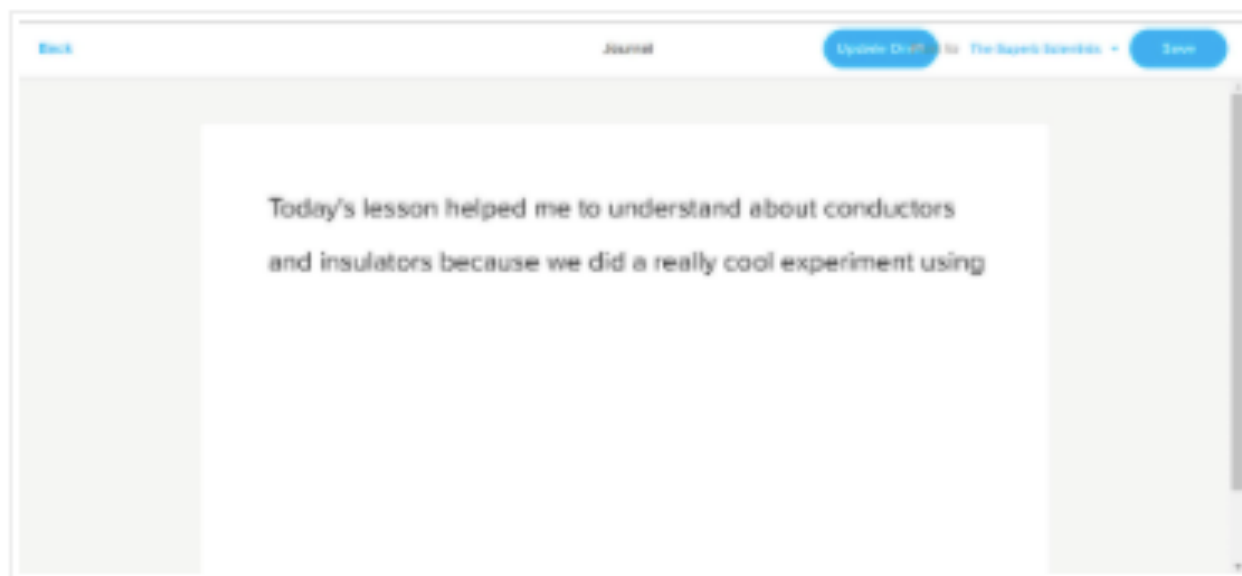
- 3 Click the Blue camera button to begin recording and the red stop button when you are finished.
- 4 When you click stop, you will have several options in the next window. On the left side of the screen: You can click "Retake" to redo the video from scratch. You can click "Close" to discard the video. You can click "Save" to save the video as a draft. On the right side of the screen: You will want to choose the class that the video should be posted to (you can change this by clicking the small blue arrow and then choosing the correct class from the drop-down menu)



- 5 When you are ready to post the video, select "Hand in" in the upper right corner
- 6 The video will be sent to your teacher for approval. Once it is approved it will be posted to your Student Portfolio for you and your parents to see!

# HOW TO EDIT DRAFTS IN PORTFOLIO:

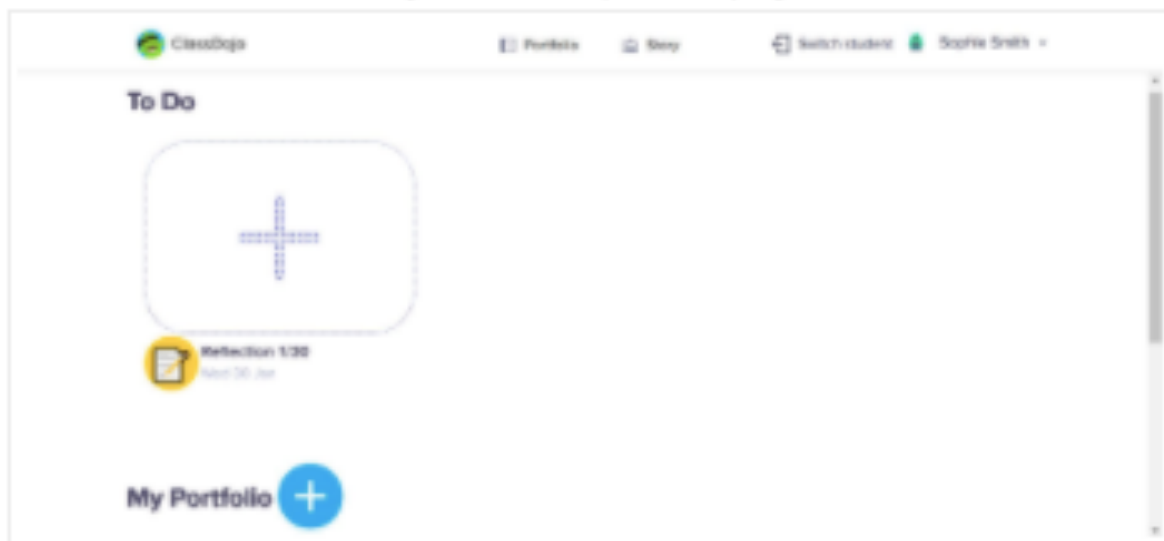
- 1 Log into your account at [dojo.me](https://dojo.me)
- 2 At the top of the page, you will see any saved drafts next to any activities under "To Do".
- 3 Click on the draft you would like to edit and make any changes you desire.
- 4 When you are finished editing you can either click "Update Draft" to keep the post as a draft or "Save" to submit the post to your teacher for approval.



# HOW TO RESPOND TO PORTFOLIO ACTIVITIES:

To respond to assigned Portfolio activities, follow these steps:

- 1 Log into your student account at [dojo.me](https://dojo.me)
- 2 From the Portfolios heading, you will see all of your assigned activities under the "To Do" heading near the top of the page



- 3 Clicking on activity will bring up the assignment and instructions
- 4 Create your post. Then, select "Save as Draft" if you want to come back and edit later or select "Save" to submit it to your teacher for approval