

# 2023 ClassDojo School: Three-step setup guide

- ☐ 1. Set up Directory
  - a. Remove old staff and students
  - b. Add teachers and staff
  - c. Add students and families
- ☐ 2. Access step-by-step training
- ☐ 3. Create classes

**Want personalized support?**

Email us at [schools@classdojo.com](mailto:schools@classdojo.com)

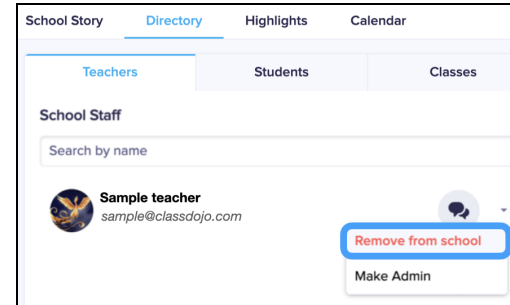


## 1a. Set up Directory: Remove old staff and students

Verified School Leaders can complete all the actions described below.

### Remove Teachers who are no longer at your school

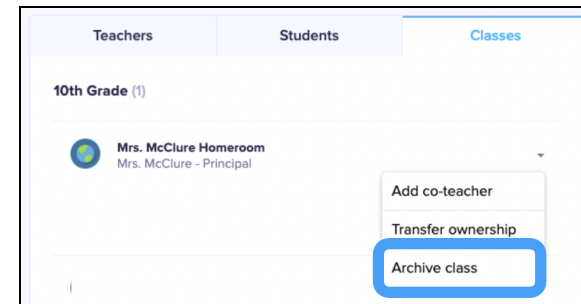
1. Log in to ClassDojo via the web (not the app) and select **Directory**.
2. On the **Teachers** tab, click on the drop-down arrow next to a teacher's name and select **Remove from school**.
3. If the teacher is the owner of any active classes, you will be asked to choose a new owner for those classes. You can also select yourself as the new owner.



### Archive Classes

Archive classes that will not be used actively in the future.

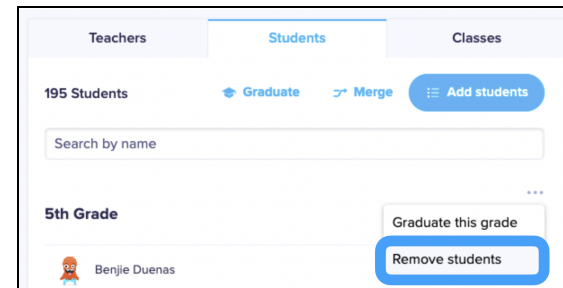
1. On the **Classes** tab, click on the drop-down arrow to the right of a class and select **Archive class**.
2. Archiving a class removes the class but keeps the student and parents in your school Directory.



### Remove Students who are no longer at your school

1. On the **Students** tab, click on the three dots next to a grade or group and click **Remove students**.
2. You can also click on an individual student's name to remove a single student from your school.

[More info](#)



## 1b. Add teachers and staff

### Add Teachers, Staff, and other School Leaders

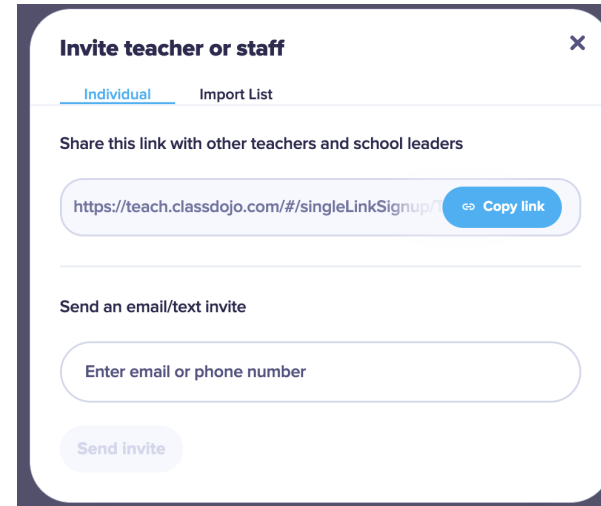
1. Navigate to the **Directory**.
2. Select **Teachers** and click on the blue + **Invite teachers** button
3. Type in teacher email addresses individually or click **Import List**. Each teacher will receive an email invitation and be auto-verified for your ClassDojo School.

To invite other administrators, use this same process. They can select their role while accepting the invite.

### Monitor, resend and cancel invites

After you send invites, monitor their status within the Directory. You can resend or cancel an invitation at any time.

[More info](#)



**Invite teacher or staff** X

Individual Import List

Share this link with other teachers and school leaders

<https://teach.classdojo.com/#/singleLinkSignup/> [Copy link](#)

Send an email/text invite

Enter email or phone number

Send invite



## 1c. Add students and families

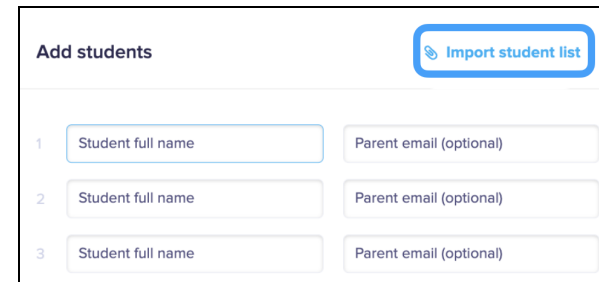
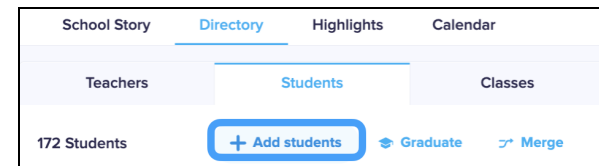
### Add New Students to your Directory:

1. Go to the **Directory** and then switch to the **Students** tab.
2. Click the blue + **Add students** button.
3. Enter each student's name and parent email address, or upload a roster from Microsoft Word or Excel.
4. Select **Done adding students** when you are finished.

Note: Upon adding a parent's email address to a student's profile, the parent will receive an email that they have been invited to join the school community.

When a teacher imports a student from the Directory to their class, the parent will automatically be connected to the appropriate class.

[More info](#)

A screenshot of the 'Add students' form in ClassDojo. At the top right, there is a button labeled 'Import student list'. Below this, there are three rows of input fields. Each row has a number (1, 2, 3) on the left, followed by a text box for 'Student full name' and a text box for 'Parent email (optional)'.

## 2. Access step-by-step training

ClassDojo Schools have access to pre-recorded training resources as well as the original training materials. To view resources and download them for your school, go to [www.classdojo.com/training](https://www.classdojo.com/training).

### **Teachers: Basic Setup and Overview of ClassDojo**

Recommended for teachers who are brand new to ClassDojo

### **Teachers: Communication with ClassDojo**

Recommended for teachers who have logged in before and want to understand basics of using ClassDojo for communication

### **Teachers: Encouraging Positive Behavior with ClassDojo**

Recommended for teachers who have logged in before and want to understand basics of using ClassDojo for behavior management

### **Teachers: Beyond the Basics**

Recommended for teachers with past ClassDojo experience

### **School Leaders: Overview of ClassDojo School**

Learn how ClassDojo School can bring your entire community together to help kids flourish

### **School Leaders: How to update your school Directory**

Recommended for School Leaders and Mentors who intend to update a school Directory that includes students and teachers from previous years



### 3. Create classes

#### How to create classes

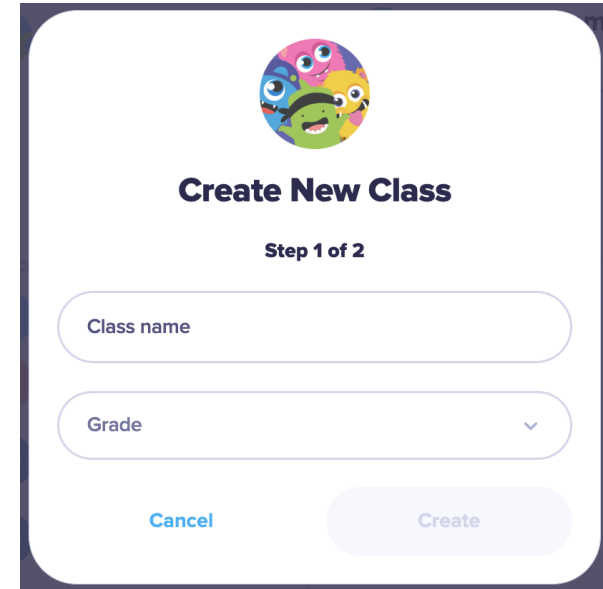
School Leaders and admin have the option to create all classes on behalf of teachers and staff.

- School Leaders: From the **Directory**, select **Classes** and click **+ New class**.

Teachers can also create classes and add their students and families.

- Teachers: From the homepage, click the **+ New Class** tile.

[More info](#)

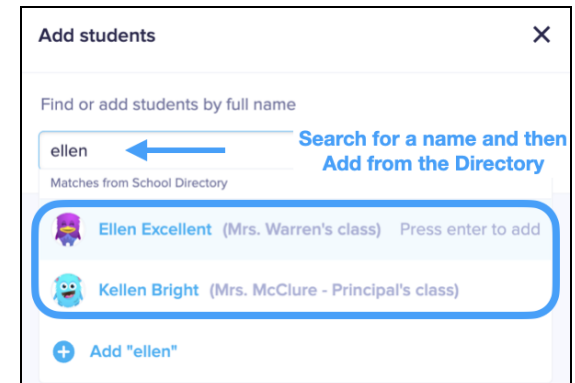


The 'Create New Class' dialog box is titled 'Create New Class' and 'Step 1 of 2'. It features a colorful cartoon character icon at the top. Below the title, there are two input fields: 'Class name' and 'Grade' (with a dropdown arrow). At the bottom, there are two buttons: 'Cancel' and 'Create'.

#### Adding students to each class

Students can be in multiple classes. From within each class, click on the **+ Add students** tile and select students from the Directory.

Adding students from within the Directory maintains all existing family connections.



The 'Add students' dialog box has a title bar with a close button (X). Below the title, there is a search bar with the text 'Find or add students by full name'. The search bar contains the text 'ellen'. To the right of the search bar, there is a blue arrow pointing left and the text 'Search for a name and then Add from the Directory'. Below the search bar, there is a section titled 'Matches from School Directory'. This section contains two results: 'Ellen Excellent (Mrs. Warren's class) Press enter to add' and 'Kellen Bright (Mrs. McClure - Principal's class)'. At the bottom of the dialog, there is a button with a plus sign and the text 'Add "ellen"'.

