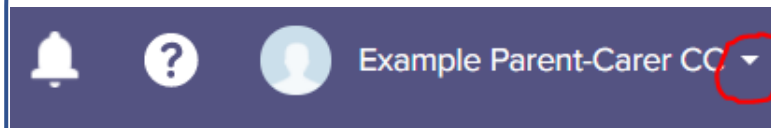


How to use Class Dojo portfolios via the website

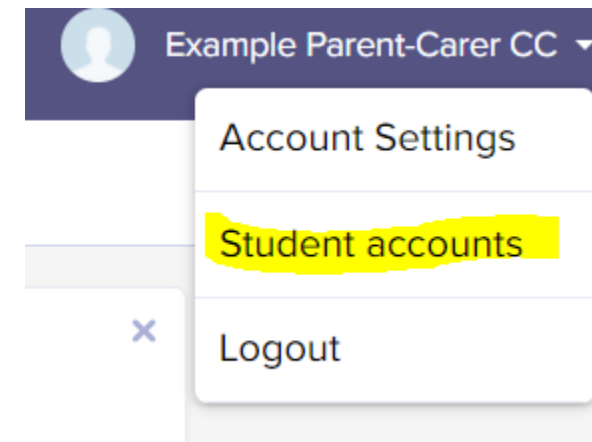
Note: You need to use Chrome internet browser to access a portfolio via the website.

1.



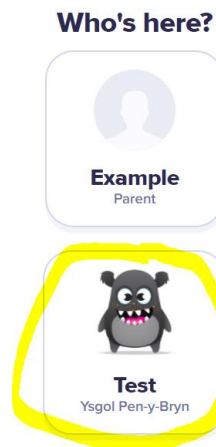
Log on to Dojo as you usually do (www.classdojo.com/ - parent log in). Once logged in You will see your name in the top right corner of the screen. Click on the down arrow next to it.

2.



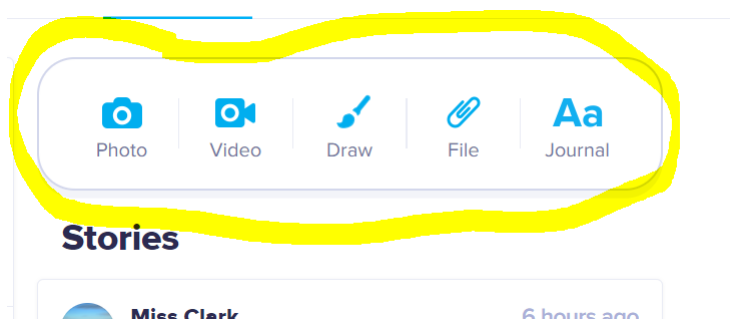
Click on student accounts in the menu that appears.

3.



Click on the name of your child. You may be asked to give your child permission to access.

4.



At the top of the screen you have options to add different types of content. Choose the one you want.

5a.

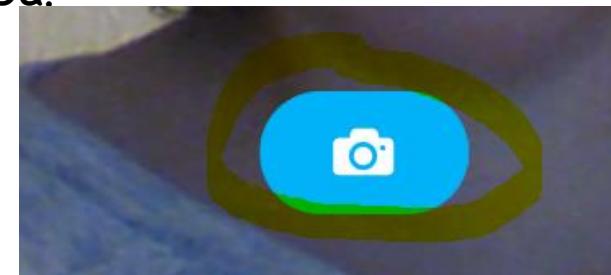
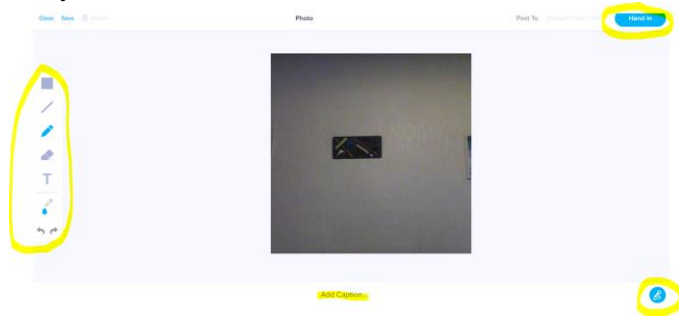


Photo allows you to take a photo using your webcam, if you have one. You may be asked to give Dojo access to your camera.

5b.



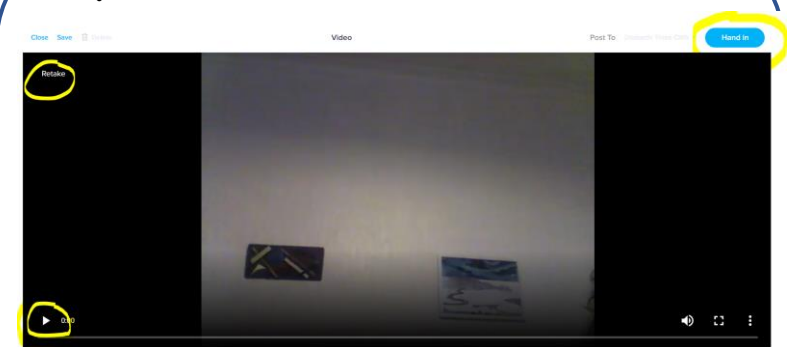
After taking your photo you can use the editing tools, add a caption or voice message and then hand in your picture.

5c.



Video allows you to take a photo using your webcam, if you have one. You may be asked to give Dojo access to your camera. Click on the camera icon to start recording and the square to stop.

5d.



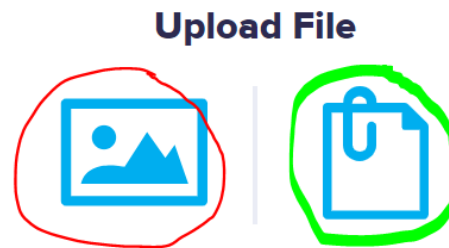
You can then watch your video and retake it if you're not happy with what you did or hand in your video.

5e.



The drawing tool allows you to add shapes, draw lines, draw freehand, delete add text, change colours and undo. Click hand in when you've finished.

5f.



The upload tool lets you upload **photos** or **files** e.g. a pdf, word or powerpoint document.

5g.



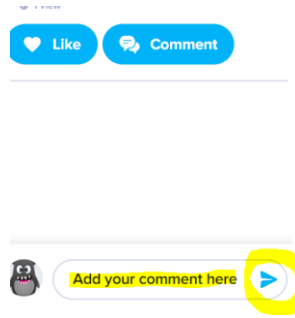
Journal allows you to type. Click hand in when you've finished.

6.



Once you've added something to your portfolio, it will show as pending until a member of staff has approved it.

7.



Once your portfolio piece has been approved, if you wish you can click on your work and then add a comment e.g. to say what you did well. Click on the blue arrow to post it.