



## How to use Dojo – basic steps

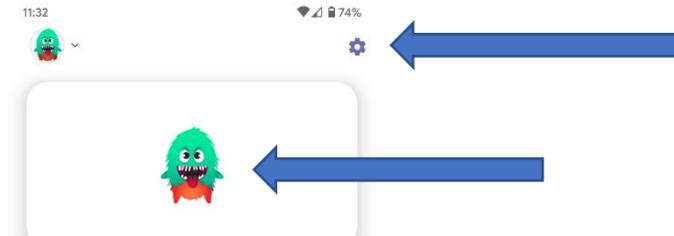
Dojo is a great way of communicating with your child's teacher. It allows you to share photos and videos of your child's work and activities outside of school, it is also a messaging service, providing the facility to communicate privately between you and the teacher but also the teacher can share information with the whole class for all to see.

Once you have downloaded the app from the dojo website you follow simple steps to add your child's name to your account (you will be provided with login details). Within your parent account, you can register more than one child. You can select to view everything that you and the teachers have added for all your children under Stories. Selecting the dropdown menu top left of the screen allows you to select a specific child.



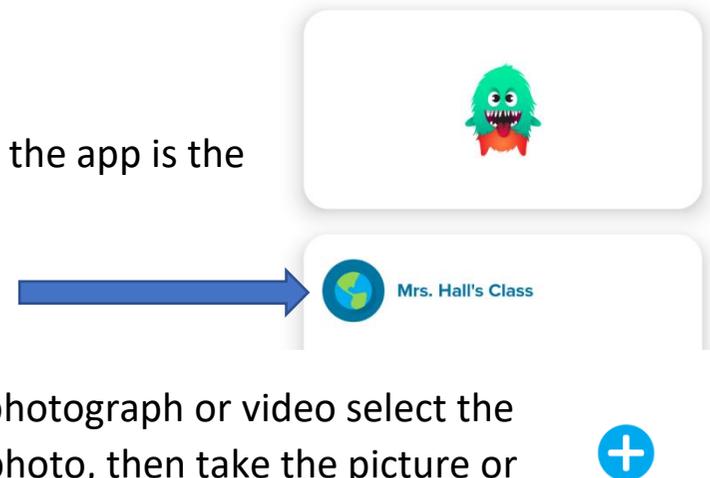
Click on the name which will then take you to their account. Each child has a monster icon as their face which can be changed.

Click on the settings cog or the main monster image to customise the icon. Lots of body shapes, colours and eyes to choose from!



To add photographs and videos to share with your child's teacher the app is the easiest way to do this.

- Choose your child's account.
- Click on the class name.
- You will see any work you have added here. To add a new photograph or video select the blue/white + sign and choose what you are uploading. E.g. photo, then take the picture or select the image from your phone.
- Once you have uploaded the file it will show as pending until it is authorised by Mr Paterson. After this the class teacher will see it and then will add a comment or 'like' it. You will see this below your upload, and you can also respond to this in the comment box for your child's teacher to see. This is private between you and the teacher.



Sending messages:

Select the parent account rather than the child from the drop-down menu

If you have new messages, there will be a notification shown at the bottom of the screen. Click on messages at the bottom of the screen and you will then see all the staff members who have access to your child's account so you can choose who to send a message to, e.g. the teacher, the headteacher etc. Simply select the staff member and type your message in the box.

Liking/adding comments to uploads shared by the teacher to the whole class:

Anything that the teacher adds that is for the whole class to see is shown on the home screen for your child. To 'like' or comment on an upload you need to be in the parent account and you then choose either 'like' or 'comment' displayed below each upload.

