**How to Access and Upload Learning**

**Class Story**

1. When you are connected, click on the Class Story tab on Class Dojo.
2. The first thing you will see will be a welcome message from the year group welcoming you to Class Dojo.
3. Class Story is where the work will be posted for you and your child on a daily basis. Work will be posted each morning by 8.30am starting Monday 8th February including a daily timetable and access to the range of learning activities for the day.

**Messages on Class Dojo**

Class Dojo will give you the facility to communicate with your child’s class teacher. It is really important that you use this function if you have a concern or if there is a problem with accessing the work for your child. The class teacher will do their best to respond as quickly as possible.

**Uploading Work**

When your child is in their profile they can upload their work to share with their teacher. By clicking on their class they will be taken to their Portfolio. Using the Create new button you can submit photos, videos or documents showcasing your child’s learning.

**Feeding Back to Children**

When your child uploads their work to Class Dojo they will receive feedback from their teacher. Their teacher will “like” their work and will comment on their work giving praise for their efforts and possibly even providing a next step.

**Awarding Stickers**

Class teachers will keep your child motivate by commenting on their learning but also by giving them class stickers.

**Inappropriate Comments and Contributions**

Class Dojo should be embraced wholly by you and your child. Used appropriately, Class Dojo will provide a positive means of communication between the school and families. Please ensure that any comments shared by you or your child is phrased positively.