



Class Dojo Guide How to use the Portfolio

The following guide was originally written by Mrs Styliano, I have simply copied and pasted her email.

HOW TO VIEW AND UPLOAD TO CHILDREN'S PORTFOLIOS

- 1) From your parent account, click on the circle with a head in it (this will be your photo if you've changed it). This should be in the top left or top right hand corner, depending on what device you are using.
- 2) Select student accounts and select your child's account rather than your parent account. You will need to give parent permission to continue if you haven't already.
- 3) You can add from their home page or click on PORTFOLIO to view their portfolio and click on the blue cross to add a file.

This can be:

- a photo (you can take straight from your device if it has and you enable a camera)
- a video (you can take straight from your device if it has and you enable a microphone)
- a file from your device (this could be a word document or a photo already saved on your device. You can also draw on this and add a text note before submitting it if you want).
- a draw page (your child can draw a picture straight onto the screen and send this to us)
- a journal page (your child can type onto this page and send it to us)

From the student account you will be able to view their portfolio of photos and work. Click on the head icon again to switch accounts back to your parent account.