



Sending work through your Class Dojo Portfolio

Here is a quick guide to make the best use out of Class Dojo and to make sure you don't miss any messages from your class teacher.

If you're NOT using the App (e.g. just logging in through the website on a laptop):

- 1) Go into the Portfolio section and click on the blue and white add symbol (+).
- 2) You can choose what you want to send me, e.g. a photo, video, drawing (this is really good!), or a file. Or, if you just want to chat, then select Journal and type your message.
- 3) When you have finished, click HAND IN and it will get sent to your teacher.
- 4) Keep checking back in the Portfolio section for your teacher's reply! (If you haven't had a reply in a while, try logging out and back in to see if it appears).

If YOU ARE using the App (on phone or tablet):

- 1) Click on Year 6
- 2) Click 'Create New'
- 3) Choose what you want to send, e.g. a photo, video, or drawing (this is really good!). Or, if you just want to chat, then select Journal and type your message.
- 4) When you have finished, click HAND IN and it will get sent to your teacher.
- 4) Keep checking back in the Year 6 section for your teacher's reply! (If you haven't had a reply in a while, try logging out and back in to see if it appears).

If you're having problems, then your parents can send your teacher a message and they can help you.