Level 1 Training (for New Users)

Create **ACCOUNTS**:
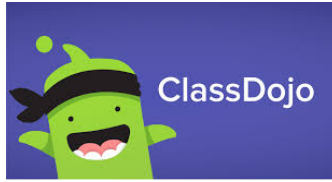- TEACHER, SHARE YOUR CLASS WITH OTHER TEACHERS
- INVITE PARENTS, WHAT PARENTS SEE IN THEIR ACCOUNTS
- STUDENT, WHAT STUDENTS SEE IN THEIR ACCOUNTS

Learn about Dojo's **MESSAGING OPTIONS** for:
- PARENTS / GUARDIANS
- INDIVIDUAL STUDENTS - HAPPENS THROUGH PARENT ACCOUNTS, OR THE PORTFOLIO WITH COMMENTS.
- YOUR WHOLE CLASS - PRIVATE MESSAGE ALL PARENTS, ADD TO CLASS STORY, MODERATE CLASS STORY POSTS
- YOUR WHOLE SCHOOL - POST TO SCHOOL STORY

Think about **NEXT STEPS**:
- **STUDENT PORTFOLIOS**:
  - SET UP STUDENT PORTFOLIOS (STEP BY STEP), VIDEO
  - CREATE ASSIGNMENTS
  - COLLECT STUDENT WORK
  - PROVIDE FEEDBACK

Level 2 Training (for Advanced Users)

Use **CLASS STORY** to post:

- DLP FOR THE DAY / WEEK - INCLUDE LINKS IN ACTIVITIES IN PORTFOLIO (PLANNING SHEET)
- YouTube - Upload and set as unlisted
  - A READ-ALOUD VIDEO
  - A DAILY MESSAGE - CLASS STORY
  - INSTRUCTIONAL DEMONSTRATIONS
  - YOUR IDEAS?

Establish **STUDENT PORTFOLIOS**

- SET UP (STEP BY STEP), VIDEO
  - SEND OUT INDIVIDUALIZED JOIN CODES / LINKS
  - DOWNLOADING INDIVIDUAL CODES
  - TROUBLESHOOT ACCESS - VARIES BY DEVICE
  - TOGGLING AMONG ACCOUNTS (PARENT/STUDENTS)
    - APP ONLY

Use **STUDENT PORTFOLIOS** to:

- POST TO A STUDENT'S PORTFOLIO
- CREATE ACTIVITIES IN STUDENTS' PORTFOLIOS
- ALLOW STUDENTS TO SUBMIT WORK
- PROVIDE FEEDBACK - COMMENT