



## **Getting Started with Voki Classroom**

Oddcast, Inc.

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## I. Registering for Voki Classroom

If you already have a Voki account, see Upgrading to Voki Classroom below. To create a Voki Classroom account, complete the following steps:

**Tip:** To ensure Voki emails arrive in your inbox, add [notifications@voki.com](mailto:notifications@voki.com) to your safe senders list.

1. Visit [www.voki.com](http://www.voki.com) and navigate to the Products page ([www.voki.com/products.php](http://www.voki.com/products.php))
2. Click the **Get Voki Classroom** button
3. **Step 1:** Complete the registration form (name, email, password, and birthday) and accept Voki's terms of use. Click Continue.
4. **Step 2:** Choose your Voki Classroom plan. You can choose from the following:
  - a. A single 1-year subscription
  - b. A single 2-year subscription – this option includes a 25% discount on the per-year price.
  - c. Multiple accounts – if you select this option, you will need to provide the names and email addresses for those you wish to purchase an account for. Multiple account discounts are available when purchasing 5 or more accounts.
5. After selecting your plan, you will be directed to the payment page. **Note:** the secure payment page is on PayPal. You do not need a PayPal account to complete your purchase.

**Note:** When signing up for Voki Classroom, you will also receive access to Voki.com.

## II. Upgrading to Voki Classroom

If you already have a Voki account, you can easily upgrade to Voki Classroom. Follow these steps:

1. Log in to your Voki account at [www.Voki.com](http://www.Voki.com) and navigate to [www.voki.com/products.php](http://www.voki.com/products.php).
2. Click on "Get Voki Classroom"
3. Choose your Voki Classroom plan. You can choose from the following:
  - a. A 1-year subscription
  - b. A 2-year subscription – this option includes a 25% discount on the per-year price.
4. After selecting your plan, you will be directed to the payment page. **Note:** the secure payment page is on PayPal. You do not need a PayPal account to complete your purchase.

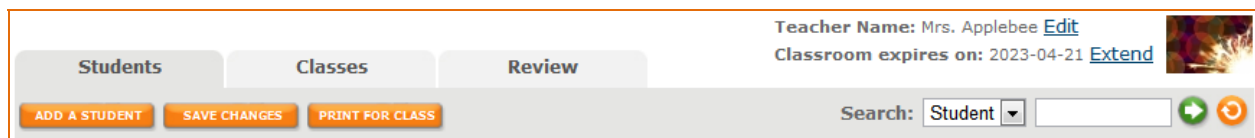
### III. Getting Started with Voki Classroom

#### a. Logging in

After getting a Voki Classroom account, you are ready to log in. Visit <http://www.voki.com/classroom> and enter your email and password.

Once logged in, you will see the Students area. You can easily view other areas by clicking on the tabs near the top of the page (Students, Classes, Review).

To the right of your name, you may upload an image of yourself, or your class (or anything!). This picture will also appear on the lesson page, which you can share with anyone. More about lessons and the lesson page below.



## b. Students

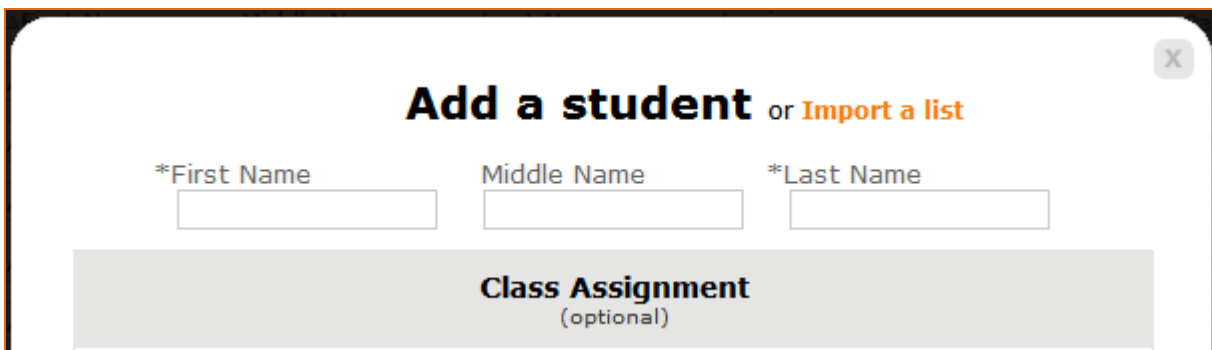
As mentioned, once you are logged in to Voki Classroom, you'll be taken to the Students area. Easily navigate the main sections of Voki Classroom by selecting the different tabs near the top of each page.



The main features of the Students area are:

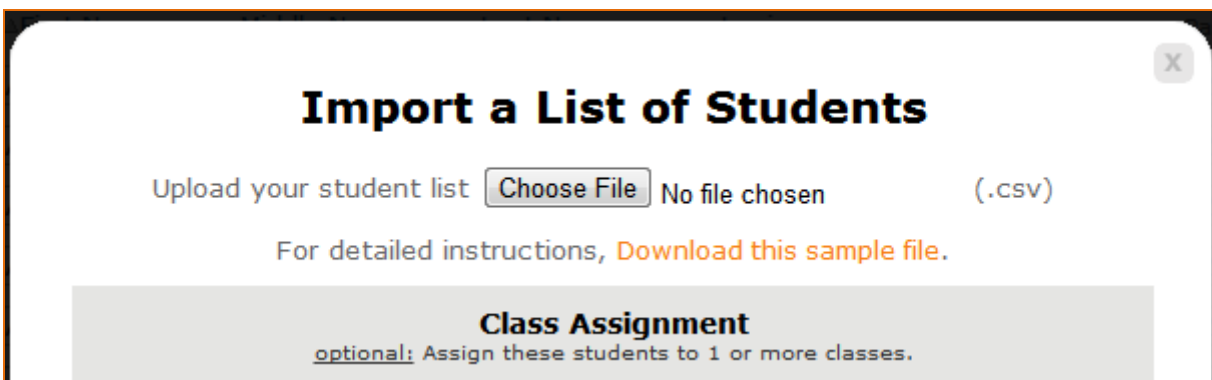
### 1. Add a Student:

- a. To add a single student, click the "Add a Student" button. Type the student's name. You can also assign the student to one or more classes.

A screenshot of the 'Add a student' form. The title is 'Add a student' with a link 'or Import a list'. There are three input fields: '\*First Name', 'Middle Name', and '\*Last Name'. Below these is a section titled 'Class Assignment (optional)'. There is a close button 'X' in the top right corner.

- b. To add multiple students, click the "Add a Student" button, then click "Import a list" which will show the import window. You may also assign the students in your list to one or more classes.

**Tip:** Download the sample spreadsheet, which will help you easily upload your list.

A screenshot of the 'Import a List of Students' form. The title is 'Import a List of Students'. There is a file upload section: 'Upload your student list' with a 'Choose File' button, 'No file chosen', and '(.csv)'. Below this is a link: 'For detailed instructions, Download this sample file.'. At the bottom is a section titled 'Class Assignment' with the text 'optional! Assign these students to 1 or more classes.'. There is a close button 'X' in the top right corner.

When you are done, click "Save & Close".

2. **Edit Students:** To edit a student's name, or add a middle name, simply type the name into the First, Middle, or Last Name fields. You can also remove a student from the list by clicking the delete (x) button.

**Note:** The Students tab also displays each student's login and password, which you can edit.

3. **Save Changes:** This will save any changes you have made.

4. **Print for Class:** This feature lets you print login instructions for your students.

Here, you have two options:

- a. **Print 1 sheet for the entire class:** This will print a list of logins and passwords for all students. **Note:** logins and passwords will be visible to everyone viewing the list.
- b. **Print individual instructions:** This is a more secure option that lets you print individual instructions for each student. After printing these instructions, you can cut out the individual instructions and hand them out.

## Print Class Login Information

**1. Choose the class**

**2. Choose how to print instructions**

**1 sheet for entire class**

Choose this option to print one common sheet for the entire class.  
**Note:** Students will be able to view each others' login information.

Class Name

First	Middle	Last	Login	Password
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PRINT**

**Individual instructions**

Choose this option to print individual instructions, which you can cut out and give to each student. **Note:** This option is more secure.

Class Name

Student name Login   Password	Student name Login   Password
Student name Login   Password	Student name Login   Password
Student name Login   Password	Student name Login   Password

**PRINT**



5. **Search:** You can easily search for students by name, or for all students in a certain class.

Search:

Student

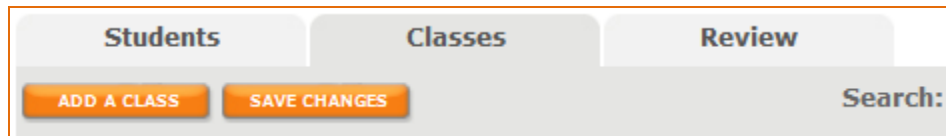
➔ ↺

6. **Classes:** Click the Globe icon next to a student's name to assign her/ him to one or more classes
7. **Lessons:** Click the Notebook icon to review that student's Voki assignments
8. **Sort:** You can sort your students by first, middle, and last name by clicking on the column title

Classes	Lessons	<u>▲</u> First Name	Middle Name	Last Name
		<input type="text" value="Aaron"/>	<input type="text" value="J"/>	<input type="text" value="Stark"/>

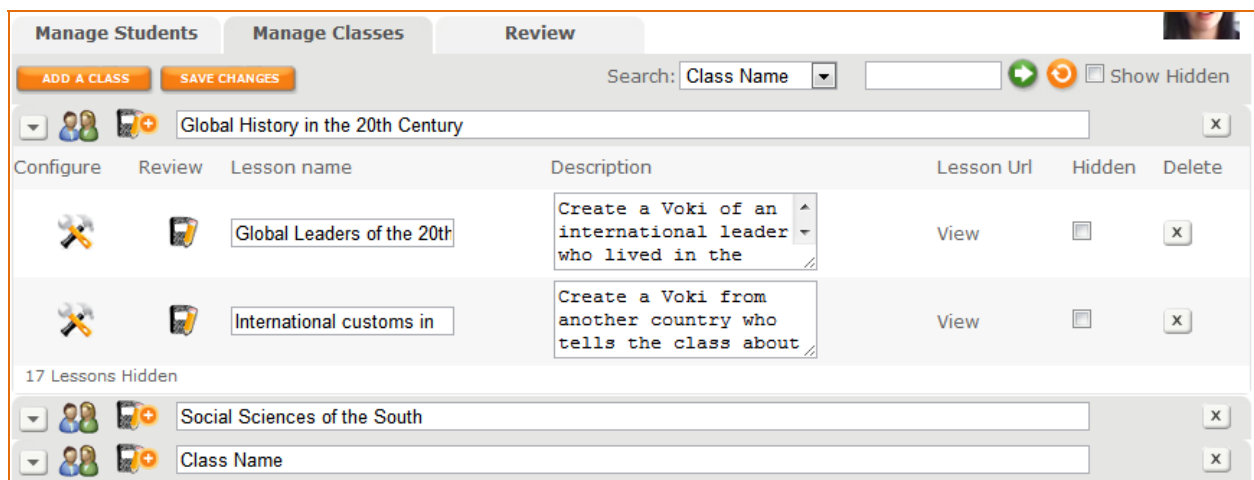
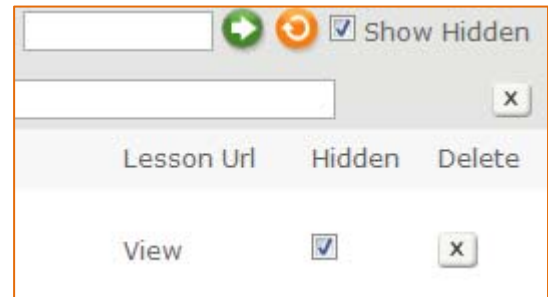
## c. Classes

In the Classes section, you can do the following:



Here is how to add and edit your classes and lessons:

- **Add & Edit Classes:** Click the “Add a Class” button. A new class will appear at the bottom of the list. Now, name your class and click “Save Changes”.  
**Note:** Each new class will automatically include 1 hidden lesson.<sup>1</sup>
- **Add Lessons:** After adding a class, click the notebook icon (📓) next to the class name. Then, name your lesson and write a description.
- **Configure a Lesson:** Each lesson comes with a Web page where others can view the Vokis your class has created for that lesson. To configure your lesson, click the configure tools icon (🔧) next to the lesson name. Here, you can choose a layout style for your lesson page, as well as the font and colors. You can also set the page to Private and set a password. When you are done configuring the lesson, click Save.
- **Lesson Web Page:** To view your lesson’s Web page, click the View link under Lesson URL.
- **Review:** After your students have started working on their Vokis, click the notebook icon under Review to view and approve the Vokis created for that lesson. You can also get to the Review section by clicking the Review tab (more on that next).



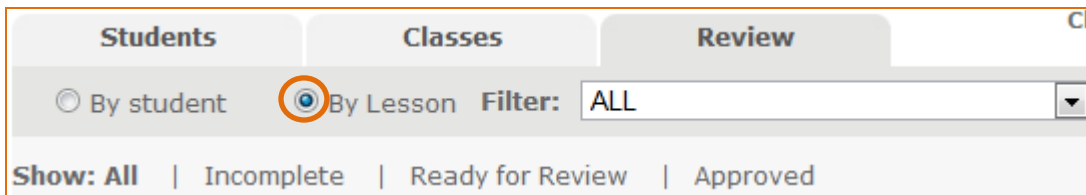
<sup>1</sup> If a lesson is hidden, its Web page will not display the lesson’s Vokis you have approved. To view your hidden lessons, click Show Hidden. To unhide a lesson, uncheck the box under “Hidden” and click “Save Changes”.



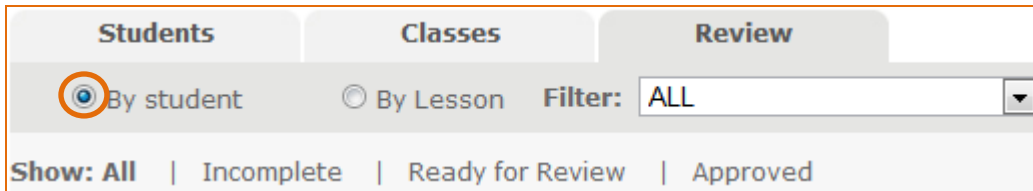
## d. Reviewing Student Work

Voki Classroom makes reviewing your students' Voki work easier than ever. There are two ways you can review their work:

- **Review by Lesson:** You can review all Vokis created for a certain lesson. Simply choose the lesson from the drop-down (Filter) menu. This will automatically show all Vokis for that lesson. You can then choose to view All, Incomplete, Ready for Review, or Complete. Complete Vokis are those which you have already approved. Ready for Review Vokis are those which you still need to review and approve.



- **Review by Student:** You can also view all Vokis created by a specific student. Select "By Student" and then choose the student's name from the drop-down menu.



You can review Vokis that are Ready for Review, or that you have approved (obviously, you cannot review a Voki that hasn't been created by a student).

	<b>This is what each button means:</b>	
		<b>Person button:</b> Click to preview the Voki
		<b>Green check:</b> Click to approve the Voki
		<b>Red X:</b> Click to disapprove the Voki
	<b>Code button:</b> Click to get the html code or the Voki link	

When you approve a Voki, it will appear in the lesson's Web page. Remember, to view the lesson page, go to Classes, open the class and click "View" next to the lesson description.

## e. Account Management

Account management with Voki Classroom is very easy. Here are the most common tasks you can do:



- **Change Name:** If, for any reason, you need to change the name of the account holder, simply click Edit next to your name and type in a new name.
- **Extend Account:** If you would like to extend your account, simply click Extend, choose your extension type (1-Year or 2-Year), and continue to the payment page.
- **Edit Profile Picture:** To do this, click on the area where your picture appears, and upload a new one. Remember, this picture will appear on your lesson's Web page.
- **Navigate to Voki:** To cross over to the regular Voki site, simply click the Voki tab at the top of the page. This will not log you out of Voki Classroom, but make sure to save any changes you may have made.
- **Change Password:** Changing your Voki Classroom password is the same as changing your Voki password. Follow these steps: Navigate to Voki > Go to My Voki > you will see your saved Vokis in the "Voki For My Site" tab. Click on the "About Me" tab > Under "My Login Info" click on "Change Password" > Enter your old and new passwords and click Change.
- **Change Email Address:** To do this, you'll need to contact Voki Classroom Support:
- **Contact Support:** Your Voki Classroom account comes with email support. You can get support on any aspect of your Voki Classroom account! To contact the Voki Classroom Support Team, click on Contact support and complete the support form.

- **Log Out:** If you'd like to log out, click the Log Out button. This will log you out and direct you to the login page.

### **Need more help?**

Remember, Voki Classroom includes unlimited email support. If you need help, simply login in to your Voki Classroom account and click "Contact support" near the top.