

VOKI SCHOOL LICENSE (VSL) ADMINISTRATOR USER GUIDE

Plan 2: Central Management

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Voki School License (VSL) Overview

Welcome to the VSL

Welcome to the Voki School License (VSL). The VSL allows every teacher and student at your school to enjoy best Voki experience we have to offer. Each account holder covered under the license is given unrestricted access to our supporting products: **Voki Presenter™**, **Voki Classroom™** and **Voki Teach™**. To learn more about all Voki's premium features visit our [products page](#).

We also offer a Voki District License (VDL) for multiple VSL accounts in the same district. Please email sales@voki.com for a custom quote.

Getting Started

In this document we are going to cover everything you need to know in order to get Voki up and running at your school. We will walk you through the process of registering, purchasing, onboarding, managing, and training via your VSL administrator account.

The VSL administrator has two (2) main tasks to perform in order to get their school up and running:

1. [Define the grades and subjects for the school](#)
2. Create the [teacher](#) and [student](#) accounts (individually or via excel template)

**Both these steps are explained in greater detail later in this guide*

Your VSL includes unlimited email support in addition to your designated account manager. If you have any questions that are not covered in this document please feel free to contact our support team 24/7 at support@voki.com. No matter the issue, we have your back!

Each VSL also includes a dedicated account manager in our New York City office to help you efficiently get Voki up and running at your school without issue.

Sign Up & Purchase

Create a Voki Account

In order to purchase the Voki school license through our website you must first have a Voki account.

Alternatively you may contact our billing office to request a PO which we can send directly back. Just contact billing@voki.com.

To create your Voki account (if you haven't already):

1. Visit the Voki School [Pricing Page](#)
2. Select login from the top right of the page
3. Select "Sign up here" under the login button

Choosing a Plan

The Voki school license is priced by the number of teacher account your school requires. We currently offer two (2) school license plans designed for small and large sized institutions.

Our under 50 teacher plan is priced at 1,650 per year.

For over 50 teachers the plan is priced at \$2,650 per year.

We also offer multi school discounts through our Voki District License (VDL). For a custom quote for your district please contact sales@voki.com.

Submitting Payment

We offer several payment options when purchasing your Voki school license.

Pay by credit card

Pay by check or money order

Pay with Purchase Order (PO)

** When paying by purchase order please be sure to carefully follow the instructions found on our order form.*

Administrator Account Overview

Logging in and Accessing your VSL Account(s)

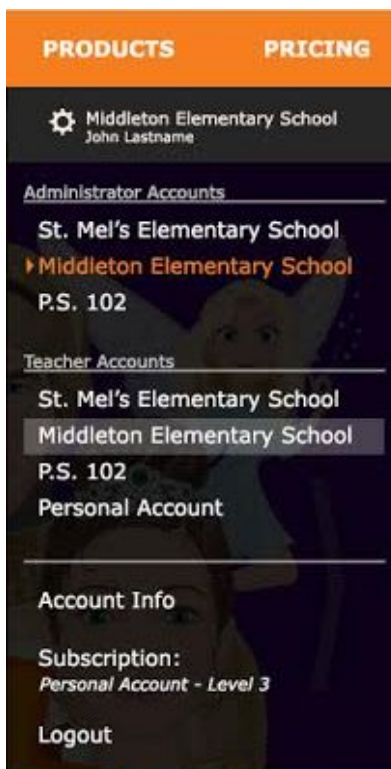
School Administrators may have a several Voki School Accounts they need to access & teachers may also have multiple Voki accounts across multiple schools.

With the Voki School License administrators and teachers can easily login and access all their account(s) from one location.

Administrators and teachers can switch between accounts using the **Voki Drop Down Menu** located on the top right hand side of the page. Shown below (*logged in as administrator*).



Once you've logged in you can easily switch between your administrator, school and personal accounts. Just select the drop down menu and choose the account you wish to enter. The account selected will be indicated with an orange font.



Once a Voki account is selected, the **Drop Down Menu** will change to reflect the account currently being accessed.

To verify or edit the account information for the account you are currently logged into, select the **“My Account”** (*for schools*) or **“Account Info”** (*for personal accounts*) link from within the drop down menu - displayed below. For more information on this page visit the *Administrator “Account Info” Page Section*.

Creating & Managing Grades + Subjects (Settings)

Before you can create your student and teachers accounts - VSL administrators must first create and manage the grades and subjects for their school. To create a new grade click the **“Settings”** link located in the sub navigation menu of your VSL account.

Managing Grades

Once you’ve arrived on the **“Settings”** page of your VSL account the section for **“GRADES”** selected by default. As in previous steps, you will once again see an orange **“ADD +”** button as is shown below. Proceed to click the **“ADD +”** button to create a new grade.



On the next screen please provide a name for your grade. You will also have the option to select whether the grade is **Active**. Active grades can be assigned to student Voki accounts. You can make the grade **Inactive** by deselecting the check box. Inactive grades will not be shown or attributable until they are reactivated.

Managing Subjects

The steps for adding a new subject(s) is very similar to adding a new grade(s). To add a new subject make sure the SUBJECTS section is selected and highlighted orange. Then click the orange “**ADD +**” button. Please provide a name for the subject and determine whether or not you would like to set the subject to **ACTIVE** or **INACTIVE**. Active Subjects can be assigned to teachers and classes.

Creating and Managing Classes

Creating Classes

The next step is to create and define the classes for your school(s). Your teachers will be able to access and manage these classes from within their VSL teacher accounts. They will also be able to create Voki assignments and assign them to the classes you specify. To create your class(es) click the “**Classes**” link located in the sub navigation menu of your VSL account.

Once on the page you will see an orange “**ADD +**” button similar to the image below. Proceed to click the add button.



Once selected, you will be greeted with the dialogue (shown below). You can add all of your classes) relevant information on this page.

Add Class ✕

Class Name:*

Grade:*
0 Assigned

ASSIGN GRADES

ID:

Students:
0 Assigned

ASSIGN STUDENTS

Teacher:
0 Assigned

ASSIGN TEACHER

* required fields

CANCEL
ADD

You will be required to enter the following information:

1. Class name (required)
2. Grade

You will also be able to optionally assign the following attributes to your class:

1. Teachers
2. Students
3. Class ID

Once you have successfully added all your class information proceed to click the orange **“ADD”** button. Once complete, you will see your class added to your list of classes (see example below).

☐	Social Studies (1st)	SS100	👤 1	📖 1	👤 1	✎ ✕
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Editing and Managing Classes

On the classes page you will also have the option to perform the following class related actions:

- Archive class(es)
- Unarchive class(es)
- Delete class(es)
- Export list of classes
- Print list of classes
- Sort and search through classes

Managing & Onboarding Teachers

The Voki Administrative Control Center makes it easy to create, onboard, organize and manage all the teachers accounts covered under the VSL.

Please note: If your school already has teachers with Voki accounts, those accounts will be attached to their VSL account and offered a pro-rated refund.

Adding Teachers

Once the VSL administrator has determined the grades and subjects for the School Administrators using the VSL can quickly onboard all of their teachers. To proceed, make sure you are logged into your administrator account for the school you wish to onboard and click the orange “**Add+**” button (shown below).



Once clicked, the “**Add Teachers**” pop up dialogue will appear providing you with two options for adding teachers. 1. Adding an individual teacher or 2. Adding teachers in bulk (by importing a .xls file).

Adding Teachers Individually

With the VSL, Administrators can add individual teacher accounts anytime. To add a teacher individually select the “**Add a Teacher**” tab as shown below. Next, choose the email address of the teacher you want to add and enter it into the “**Email:**” field. You can also add an optional phone number to have the invitation sent via text (*standard text message rates apply*).

The screenshot shows a modal window titled "Add Teachers" with a close button (X) in the top right corner. Below the title are two tabs: "Add A Teacher" (which is selected and highlighted in orange) and "Add Multiple Teachers". Under the "Add A Teacher" tab, there are two input fields: "Email*" and "Mobile:". Below the "Email*" field is a note: "An invitation email will be sent out to this teacher." Below the "Mobile:" field is a note: "A text message will be sent to this teacher. Standard rates apply." At the bottom of the form are two buttons: a grey "CANCEL" button and an orange "ADD" button.

Adding Teachers in Bulk

VSL Administrators can onboard every teacher in the school at once by importing an excel (.xls) file. To begin adding your teachers in bulk select the **“Add Multiple Teachers”** tab as shown below. We recommend that you download our excel (.xls) template to onboard your teachers. Using the template ensures that your teachers accounts are onboarded properly.

The screenshot shows the same "Add Teachers" modal window, but with the "Add Multiple Teachers" tab selected and highlighted in orange. The "Add A Teacher" tab is now greyed out. The main content area contains the following text: "Add Multiple teachers by uploading a teacher list. Please [Use this template](#) to import." Below this is another note: "An invitation email will be sent to all the teachers on the template." There is a file selection interface with a text box containing "browse for file (.xls)", a "BROWSE" button, and a note ".xls file format only" below the text box. At the bottom are the "CANCEL" and "ADD" buttons.

To download the .xls template, click on the [“Use this template”](#) link as shown above. Once clicked, a download will be initiated and the file will be downloaded onto your computer. When the download is complete, proceed to open the file and add your teachers emails and phone

numbers (optional) to the designated fields. **Make sure you carefully follow the instructions found on the template to make sure there are no issues with your import.*

When you have completed adding your teachers emails and phone numbers (optional) make sure you **SAVE** your excel file. Once saved you can proceed to upload the list back into the VSL by selecting the “**BROWSE**” button and selecting the saved .xls file on your computer. The file name will be displayed in the field to the left of the browse button. Finally, click the “**ADD**” button to proceed with your import.

You will receive a report indicating the status of your import.

Note: There are two possibilities when adding teacher accounts.

1. The teacher is already a Voki user
2. The teacher is a first time user

If the teacher does not have an existing account associated with the email provided then a new account will be created for them (pending registration).

If the teacher already has an existing Voki account our system will link the two accounts together and make them accessible from the **Voki Drop Down Menu**.

Organizing and Managing Teacher Accounts

Administrators also have the ability to remove, edit, email and resend invitations to all the teachers covered under the VSL. Capabilities include:

- Delete/remove teacher account(s)
- View teacher account info and edit phone number
- Sort and search teachers accounts
- Archive and unarchive teacher accounts
- Resend account activation emails
- Reset teacher passwords

Delete/Remove Teacher Account(s)









To delete a single teachers Voki account simply select the gray “**X**” icon located to the far right of the teacher account column show below.



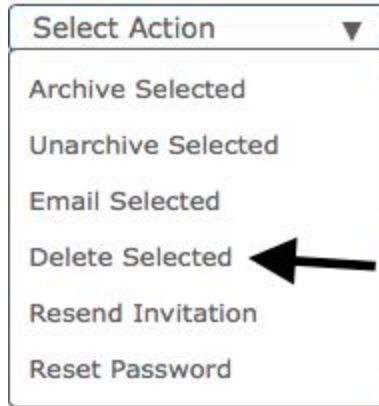
To delete multiple teacher accounts - select the **Grey Check Mark Box** to the far left of the teacher accounts that you wish to delete. Alternatively, you can click the **“Select All”** option to mark every teacher's account for deletion. See image below for reference.

Teachers

ADD **EXPORT** **PRINT**

Select All	Name (sort by first ▼) (sort by last)	Email
<input checked="" type="checkbox"/>	 Karen Sunderland	 ksunderland@north.k12.nj.us
<input checked="" type="checkbox"/>	 Not Registered	 0322201701@mailinator.com
<input checked="" type="checkbox"/>	 Not Registered	 0322201702@mailinator.com
<input type="checkbox"/>	 Not Registered	 0322201703@mailinator.com

Once you have selected the accounts you wish to delete - you can confirm deletion by selecting the **Action Drop Down Menu** on the far right of the page (under the search field) and clicking the **“Delete Selected”** option. See image below for reference.



You will be asked if you are sure you want to proceed. Click the “**YES**” button to permanently delete the selected teacher’s account(s) (*this action cannot be undone*).

View/Edit Teacher Account Info

To view and edit the teacher's account information, first locate the teacher’s account you wish to edit and click the large orange square icon with a pencil. See image below for reference.



Once selected a pop up window will appear where you can view your teachers information. You can also edit the phone number assigned to the teacher’s account. See image below for reference.

✕

Edit Teachers Information

Name : Karen Sunderland

Email : ksunderland@north.k12.nj.us

Mobile :

Notify this teacher

Enabling Teacher Editing (Classes, Students)

Administrators can allow teachers to assist in managing their account. Enabling “teacher editing” will allow your teachers to assign and unassign students and classes from within their teacher account. To activate teacher editing simply visit the “**Teachers**” section of your VSL account. On the top right of the page you should see the following dialogue:

Teachers can edit Classes and Students ?

If the check-box is enabled then teachers may unassign students and classes from the school directory as referenced above. If disabled, all class and student accounts are managed exclusively by the VSL administrator.

Note: teachers will only be able to assign students to their class from the existing student Voki account directory created by the VSL administrator.

Sort and Search Teachers Accounts

VSL Administrators have the option to sort and search teacher accounts. Currently, administrators can sort by first and last name. To sort your teacher accounts, simply click the **(sort by first name)** or **(sort by last name)** links located directly above the teachers to the middle left. See image below as reference.



Administrators can also search for teachers using the search field located on the top right of the page. Simply enter your search query and hit enter.

Archive and Unarchive Teacher Accounts

School administrators will also have the option to archive teacher accounts. This is useful for keeping your teachers accounts organized without deleting the information associated with their account. Archived teachers also will not count against the teacher limit on your license.

To archive an individual teacher account select the **Grey Check Mark Box(es)** next to the teacher(s) account(s) you wish to archive (same process as used to delete accounts). Once you've selected the accounts you wish to archive click on the **Action Drop Down Menu** as we did prior for deletion. This time you will want to choose **"Archive Selected"**. Next, please

provide a name for your archive. This will be useful in the future when searching through your archived teacher accounts.

To view your archive accounts and/or restore them back from the archive select the “**View Archived**” check box located on the top right hand side of the page. See image below for reference.



When the “**View Archived**” box is selected your archived teacher accounts will appear alongside your live accounts. *Note: You will not be able to edit these accounts until they are removed from the archive.*

If you want to unarchive a teacher account and bring it back to the live environment, simply select the **Grey Check Mark Box(es)** next to each archived account you wish to reinstate. Once you’ve selected the accounts you wish to reinstate click the **Action Drop Down Menu**. This time select the “**Unarchive Selected**” option. Select **YES** on the confirmation popup to proceed.

You can switch back to your regular view by re-selecting the checkbox next to the “**View Archived**” checkbox (removing the check). Once the arrow is de-selected you will be returned to your list of active teacher accounts.

Resend Account Activation Emails

Some teachers may miss the initial registration email sent during the initial onboard process. These teacher’s accounts can be easily identified on the VSL homepage because they will have “**Not Registered**” listed in the name field as well as a grayed out profile picture.

If you would like to re-send registration emails to teachers who have not yet registered, simply select the **Grey Check Mark Box(es)** next to the Voki accounts you wish to resend the invite to. Once the accounts are selected proceed to select the **Action Drop Down Menu**. This time select the “**Resend Invitation**” option. Once selected the email is immediately sent.

Administrators will also have the option to email all selected teachers using their native email client. To email select teachers on your VSL account select the **Grey Check Mark Box(es)** next to the accounts you wish to email. Then from the **Action Drop Down Menu** select the “**Email**

Selected” option. Once selected an email will open in your mail client with your teachers email predefined in the to field

Reset Teacher Passwords

Finally, VSL Administrators will have the option to reset the passwords for their teacher’s account. The process to reset passwords is similar to prior steps.

Simply select the **Grey Check Mark Box(es)** next to the teacher accounts you wish to reset password(s) for. Next, select **“Reset Password”** from the **Action Drop Down Menu**. Select proceed in the pop up dialogue to continue. Once selected a temporary password will be sent to the selected teachers allowing them to reset their account password.

Training Teachers to use Voki

There are a ton of ways to use Voki in the classroom. We have provided resources for teachers on our support page www.voki.com/site/support or contact your account manager to learn more.

Managing & Onboarding Students

Adding Students

Student account creation is handled by the school or district administrator. Teachers are unable to create student account from within the VSL. This helps prevent overlap and duplication across your school’s multiple classes, grades and subjects. To add students to your school visit the **“Students”** of your VSL account (accessible from the sub-navigation menu).

On the page you will see an orange **“ADD +”** button like the image below.



Adding Students Individually

Once the “**ADD +**” button is selected you will be presented with the following screen which will allow you to add students individually or in bulk.

The screenshot shows a web interface titled "Add Students". At the top left, there are two tabs: "Add A Student" (which is selected and highlighted with a black box and an arrow) and "Add Multiple Students". Below the tabs are several input fields: "First Name*" (required), "Middle Name", "Last Name*" (required), "Grade*" (a dropdown menu with "Select Grade" selected), "User Name*" (required), and "Password*" (required). Below these fields is an "Avatar" field with a red devil icon. To the right of the form is a section titled "Assign Class(s):" with "0 Assigned" and a button labeled "ASSIGN CLASSES". At the bottom of the form are two buttons: "CANCEL" and "ADD". A legend indicates that fields with an asterisk are required.

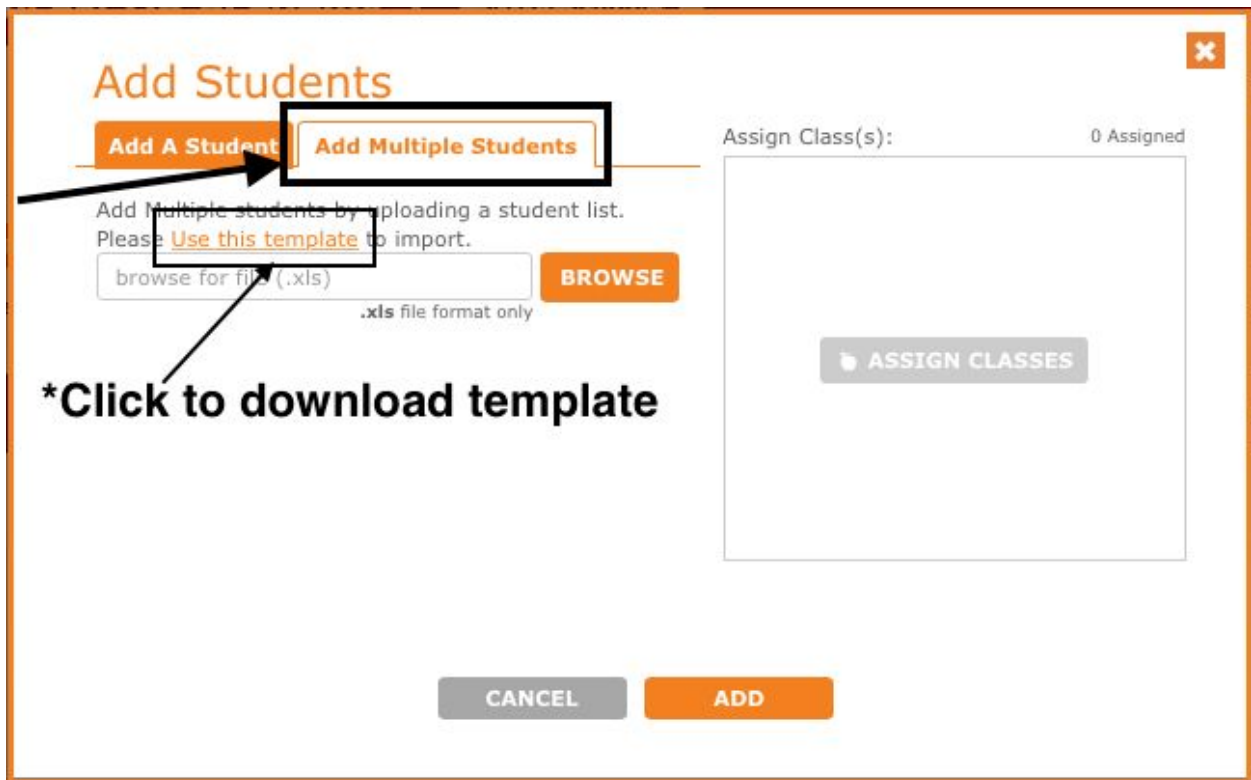
Adding a single student is selected by default. Administrators can add individual student accounts at anytime. To add a student individually make sure the “**Add a Student**” tab as selected as shown above. On this screen you will be prompted to add the following student information:

1. First name (required)
2. Middle name (optional)
3. Last name (required)
4. Grade (required)
5. User Name (required)
6. Password (required)
7. Student profile avatar (optional)

You will also have the option to assign students to an existing class(es). If you haven't created any classes at this point you will still be able to make assign students to classes (see: link/reference this step?)

Adding Students in Bulk

VSL Administrators can also create all of their school's student accounts at once by importing an excel (.xls) file containing the student's' information. To begin adding your students in bulk select the **"Add Multiple Students"** tab as shown below. We strongly recommend that you download and input your student information into our excel (.xls) template . Using this template ensures that your students accounts are created properly.



To download the .xls template, click on the [“Use this template”](#) link as shown above. Once clicked, a download will be initiated and the file will be downloaded onto your computer. When the download is complete, proceed to open the file and add your student’s information in accordance with the instructions found on the excel document. **Make sure you carefully follow the instructions found on the template to make sure there are no issues with your import.*

When you have completed adding your student’s information make sure you **SAVE** your excel file. Once saved you can proceed to upload the list back into the VSL by selecting the **“BROWSE”** button and selecting the saved .xls file on your computer. Finally, click the **“ADD”** button to proceed with your import.

Managing and Editing Student Accounts

Once your student accounts are successfully created you will have the option to manage and edit those accounts at anytime. From the “Students” section of your VSL account you will be able to edit the following student account attributes at any time.

Name
Grade
Username
Password
Profile Avatar
Classes

From the **“Students”** page you will also have the following options:

1. Delete student account(s)
2. Archive and unarchive student account(s) - Useful if you want to preserve student work for future viewing
3. Promote student account(s) - Advance students automatically into the next grade
4. Export list of students
5. Print list of students
6. Sort and search through students

Administrator “Account Info” Page

Overview

The **Administrator “Account Info” Page** allows school administrators to make account changes for every school covered under their existing school or district license.

If you wish to access the “**Account Info**” page for a particular school:

1. Visit www.voki.com and login
2. Select the school account you wish to edit from the **Drop Down Menu**
3. Return to the **Drop Down Menu** and Select the “**Account Info**” link

You will arrive at the **Administrator “Account Info” Page**. Shown Below.

The screenshot shows a user dashboard with the following sections and callouts:

- 1. My Information:** A profile card with fields for First Name (Joanna), Last Name (Mills), Email (personalteacher@mailinator.com), and Password (*****). It includes an 'EDIT' button and a profile picture.
- 2. My Schools:** A list of schools with subscription and expiration details. The first school is Knollwood Elementary (Subscription: Above 25 Teachers, Expires: 2034-06-24).
- 3. School Information:** A card for Knollwood Elementary with fields for School Name, School Address (123 Main St, Suite 100045, New York City, 12345 USA), Website (www.web.com), and Phone (123-456-7890). It has an 'EDIT' button.
- 4. Account Information:** A card showing Subscription (Above 25 Teachers), Account ID (17320), Expiration Date (2034-06-24), Account Created (2016-10-24), Payment Method (VISA), and Invoices (a list of invoice numbers and dates). It has an 'EXTEND LICENSE' button.
- 5. ADD SCHOOL:** A button to add a new school.
- 6. EXTEND LICENSE:** A button to extend the current school's license.
- 7. Additional Administrators:** A table with columns for Name and Email, and an 'ADD ADMIN' button. The table lists several administrative accounts.

On this page you can:

1. Edit your personal administrative contact information
2. Switch between multiple school accounts (if applicable)
3. View/edit individual school details and contact information
4. Edit billing information and view invoices
5. Add an additional school to your VSL subscription
6. Upgrade your existing School's subscription (if applicable) (missing?)
7. Extend your existing VSL license/subscription
8. View add and remove administrative accounts

Edit your Personal Administrative Contact Information

Edit your personal administrative contact information simply select the edit button next to the information area (shown above).

View/Edit Individual School Details and Contact Information

To view/edit individual school details and contact information simply select the edit button next to the information area (shown above).

Edit Billing Information and View Invoices

You can edit the billing information for your account on this page.

Add an Additional School to your VSL Subscription

To add an additional school to your VSL subscription simply click the “Add New School” button on the

Upgrade your Existing School’s Subscription (if applicable)

If you would like to add more teacher accounts to your subscription you can easily upgrade your account to support over 25 teachers. There are two options for upgrading your account.

1. Upgrade online through our website on the **Administrator “Account Info” Page** by selecting “**Upgrade**” or 2. Contact our billing department at billing@voki.com and let us know you’d like to upgrade.

Extend your Existing VSL License/Subscription

Extending a Voki School subscription is easy. There are two options main options for extending.

1. Extend online through our website or, 2. Contact our billing department.

Extending online is the easiest option but required an active credit card or paypal account to process. To extend your account visit www.voki.com and login to your administrator account. Once logged in select the **My Account** drop down menu and select the school account you wish to extend.

Once you have entered the account of the school you wish to extend return back the **My Account** menu and select the **Account Info** option.

Upon selection you will enter the **Account Info** page of the school you wish to extend. You can verify the school information is correct by looking under the School Information section of the **Account Info** page.

Once you've confirmed your account you can extend the subscription by clicking the **EXTEND** button located in the **Account Information** section of the **Account Info** page (you will have the chance to review pricing details in future steps).

View Add and Remove Administrative Accounts

To add or remove a school administrator:

4. Visit www.voki.com and login
5. Select the school account you wish to edit from the **Drop Down Menu**
6. Return to the **Drop Down Menu** and Select the "**Account Info**" link

You will arrive at the **Administrator "Account Info" Page**. At the bottom of the page you will see the option add and remove administrators.

Other Administrator Functions

Exporting & Printing

You can export your teacher, student and class information and print the information in a "printer friendly" format.

To print your list, visit your Voki Hub select Teacher, Students or Classes from the top navigation menu. Select the export button shown below and follow the provided steps.



Support and Additional Information

Contacting Support

Your Voki school license comes with unlimited email support for all account holders. To contact our support team please email support@voki.com and tell us about your problem.

We also offer comprehensive support documentation that can be accessed anytime and distributed amongst your school's faculty. To access Voki support material visit www.voki.com/site/support.

Teacher resources

Please be sure to share the resources below with your Voki teachers to help them get started with their accounts.

Getting Started:

[Creating your first Voki for Teachers \(VIDEO\)](#)

[How to share your Voki \(VIDEO\)](#)

Voki Classroom:

[Voki Classroom Getting Started Guide \(PDF\)](#)

[Voki Classroom Tutorial \(Part 1\) - Creating Student Accounts and Classes \(VIDEO\)](#)

[Voki Classroom Tutorial \(Part 2\) - Creating and Reviewing Voki Assignments \(VIDEO\)](#)

Voki Presenter:

[Voki Presenter Getting Started Guide \(PDF\)](#)

[Voki Presenter Tutorial: How to create your first Voki Presentation \(VIDEO\)](#)

Student Support

Student support for assignments and work should be facilitated by the teacher or administrator. Technical issues however should be reported to us by the school administrator or teacher so we can remedy the issue.

Grants and Funding

There may be public funds, grant opportunities or other strategies you can adapt to help pay for or supplement the cost of a Voki School License. Please contact sales@voki.com to learn more.

Certifications and Standards

We respect your privacy and are committed to safeguarding any personal information that may be collected through Voki. In short, we abide by all applicable US law, we will not use the information collection for any purpose other than providing you with our services and we will not transfer your information to any third party. The following policy describes in further detail what information we collect, why we collect it, how we use such information, and the choices you have thereafter. Any capitalized terms used within this Privacy Policy and not defined will have the same meaning as they do in our [Voki Terms and Conditions of Use](#).