



Voki Classroom

Getting Started Guide

Version 2.0
June 2012

Information in this document is subject to change without notice. Companies, names and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Oddcast, Inc.

Copyright 2012 © Oddcast, Inc.

Contents:

I. Registering for Voki Classroom.....	2
II. Upgrading to Voki Classroom	2
III. Getting Started with Voki Classroom.....	3
Logging in.....	3
Students	3
Classes	7
Reviewing Student Work	9
Voki Classroom Support.....	12
Voki Classroom Feedback	13
Account Management (My Account).....	14

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 to your safe senders list.

1. Visit www.voki.com and navigate to the Products page (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: After 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 by following these steps:

1. Log in to your Voki account at www.Voki.com and navigate to 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.

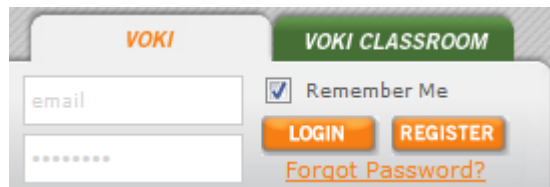
Note: the secure payment page is on PayPal. **You do not need a PayPal account to complete your purchase.**

III. Getting Started with Voki Classroom

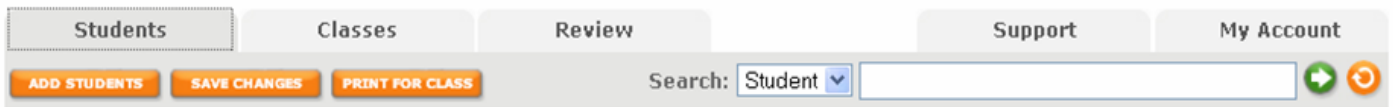
Logging in

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

Note: With a Voki Classroom teacher account, when you log in to Voki, you are automatically logged in to Voki Classroom, and vice versa. After logging in, simply click on the Voki or Voki Classroom tabs (located at the top of each page) to switch between Voki and Voki Classroom.



Once logged in to Voki Classroom, you will see the **Students** page. You can easily view other pages/ areas by clicking on the tabs near the top of the page (i.e. **Students, Classes, Review**).



Students

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



The main features of the Students area are:

1. **Add a Student:**

To add students to Voki Classroom, click the “Add Students” button:

- a. To add a single student, type the student’s name. You can also assign the student to one or more classes.

Add a student or [Import a list](#)

*First Name Middle Name *Last Name

Class Assignment (optional)

- Chemistry 1
- Chemistry 2
- Organic Chemistry

SAVE & CLOSE

- b. To add multiple students, click “Import a list” which will show you the import window. You may also assign the students in your list to one or more classes.

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

Import a List of Students

Upload your student list (.xls)

For best results, [Use this template](#).

Class Assignment
Optional: Assign these students to 1 or more classes.

<input type="checkbox"/>	Chemistry 1
<input type="checkbox"/>	Chemistry 2
<input type="checkbox"/>	Organic Chemistry

When you are done, click “Save & Close”.

2. **Edit Students:** To edit a student’s name, simply type the name into the First, Middle, or Last Name fields. You can also remove a student from the list by checking the box to the far right and clicking Delete.

Note: Modifying a student’s name will also change their Login, so make sure you provide students with their updated login information.

To modify a student’s password, simply type in the new password and click Save Changes.

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Login</u>	<u>Password</u>
<input type="text" value="Amanda"/>	<input type="text"/>	<input type="text" value="Johnson"/>	<input type="text" value="ajohnson123"/>	<input type="text" value="ajohnson123"/>

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

Chemistry 1 

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	Pasword

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 Pasword	Student name Login Pasword
Student name Login Pasword	Student name Login Pasword
Student name Login Pasword	Student name Login Pasword

PRINT

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

Search: Student   

Search: Class   

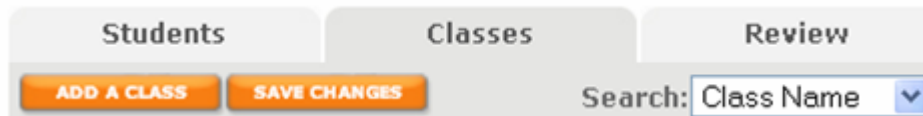
- 6. **Classes:** Click the Globe icon next to a student's name to assign her/ him to one or more classes
- 7. **Lessons:** Click the Notebook icon to review that student's Voki assignments

8. **Sort:** You can sort your students by first, middle, and last name by clicking on the column title

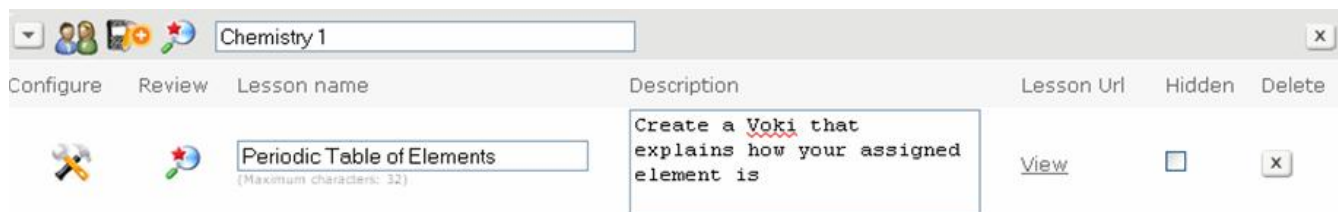


Classes

In the Classes area, you can do the following:



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

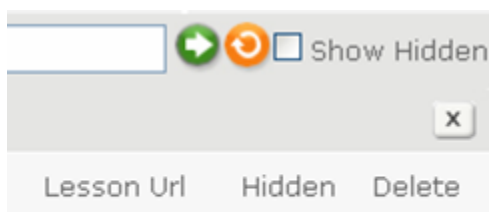


— **Add & Edit Classes:** Click the “Add a Class” button. A new class will appear at the bottom of the list. Now, name your class and click “Save Changes”.


Note: Each new class will automatically include 1 lesson with a default lesson description.

— **Add Lessons:** After adding a class, click the notebook icon (📓) next to the class name. Then, name your lesson and write a description. Your lesson description can be instructions for your students, a description for those viewing the public lesson page, or a combination of both!

— **Hiding a lesson:** If a lesson is hidden, the lesson Web page will not display the lesson’s Vokis you have approved. To view your hidden lessons, check the Show Hidden box. To unhide a lesson, uncheck the box under “Hidden” and click “Save Changes”.



[View](#)

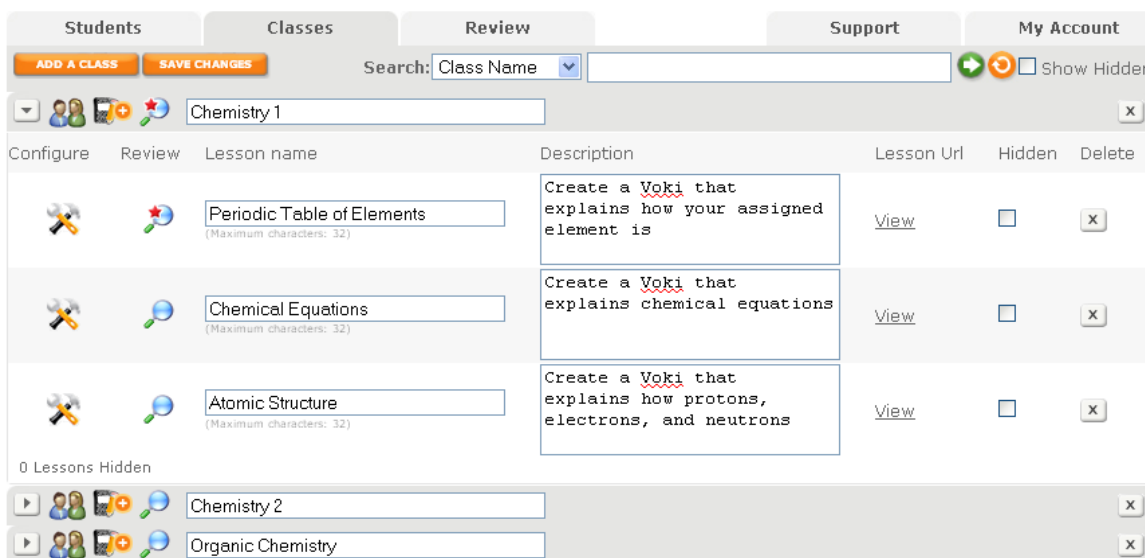
— **Configure a Lesson:** Each lesson comes with a Web page where others can view the Vokis your class has created for that lesson. To configure your lesson, click the configure icon () next to the lesson name. Here, you can do the following:










- select the style/layout of the Lesson page
- configure the security of the Lesson page (i.e. make the Lesson page public or private)
- display your Students' full names (or initials only)
- add an embed button
- add a writing assignment
- make your Students' writing assignments publicly visible on the Lesson page
- set a Lesson deadline

When you are done configuring the lesson, click Save & Close.

— **Lesson Web Page:** To view your lesson's Web page, click the View link for that lesson.

— **Review:** After your students have started working on their Vokis, click the magnifying glass icon under Review to view and Approve (or Reject) the Vokis created for that lesson. You can also go to the Review section by clicking the Review tab (more on that next).



Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Elements <small>(Maximum characters: 32)</small>	Create a Voki that explains how your assigned element is	View	<input type="checkbox"/>	
		Chemical Equations <small>(Maximum characters: 32)</small>	Create a Voki that explains chemical equations	View	<input type="checkbox"/>	
		Atomic Structure <small>(Maximum characters: 32)</small>	Create a Voki that explains how protons, electrons, and neutrons	View	<input type="checkbox"/>	

0 Lessons Hidden

Reviewing Student Work

The Voki Classroom **Review** page (shown below) is where you review your Students' work.

The screenshot shows the Voki Classroom Review page. At the top, there are navigation tabs: Students, Classes, Review (selected), Support, and My Account. Below the tabs, there are filters: Class: Chemistry 1, Lesson: ALL, Student: ALL, and a checkbox for Show Hidden. A status bar shows: Show: All | Get Started | Ready for Review | Try Again | Approved.

Below the filters, there are six student work items, each with a profile picture, name, assignment title, and status:

- bobby jones**: Periodic Table of Elements, Get Started
- Kerry Stevens**: Periodic Table of Elements, Get Started
- John Kelly**: Periodic Table of Elements, Apr-20-2012 13:05, READY FOR REVIEW
- Gretchen Kraft**: Periodic Table of Elements, Apr-20-2012 13:04, APPROVED
- Doug Edgecomb**: Periodic Table of Elements, Apr-20-2012 13:00, Try again
- Amanda Johnson**: Periodic Table of Elements, Apr-22-2012 15:21, APPROVED

The most direct way to access the **Review** page is to select the **Review** tab in Voki Classroom.

However, you can also access the **Review** page via the Voki Classroom:

- **Students** page (when the **Students** tab is selected)
- **Classes** page (when the **Classes** tab is selected)

When you are on the **Students** page, Voki Classroom allows you to review all Lesson assignments for an individual Student by clicking the **Review** icon.



For example, to review all of Amanda Johnson's Voki assignments from the **Students** page, you would click the **Review** icon next to this Student's name.

The screenshot shows the Voki Classroom Review search interface. It has a 'Review' button and a magnifying glass icon. Below are three input fields: First Name (Amanda), Middle Name (empty), and Last Name (Johnson).


The **Review** page automatically displays this Student's work for you to review.

Students Classes **Review** Support My Account

Class: Chemistry 1 Lesson: ALL Student: Amanda Johnson Show Hidden

Show: All | Get Started | Ready for Review | Try Again | Approved

Amanda Johnson
Periodic Table of Elements



Apr-22-2012 15:21
APPROVED



Similarly, when you are on the **Classes** page, Voki Classroom allows you to review the work for any individual Lesson in a given Class – also by clicking the **Review** icon.



When new Vokis are ready for review, a red star will appear on the **Review** icon to notify you.



You can click these icons to display the Review page and review your Student's work. For example, assume you want to review all of the work submitted by your Chemistry 1 Class for their Lesson on the **Periodic Table of Elements**. You would go to the **Classes** page and click the **Review** icon next to this Lesson (under your **Chemistry 1** Class).

Configure	Review	Lesson name
		Periodic Table of Elements <small>(Maximum characters: 32)</small>

The **Review** page automatically displays all of the work submitted for this Lesson (by the Students in your Chemistry 1 Class) for you to review.



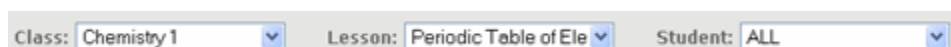
John Kelly



Apr-20-2012 13:05

READY FOR REVIEW

When you are on the **Review** page, you can quickly sort assignments by Class, Lesson or by Student.




If you want to sort assigned Lessons by:

- Class, then use the **Class:** drop down to select a Class
- Lesson, then use the **Lesson:** drop down to select a Lesson
- Student, then use the **Student:** drop down to select a Lesson

In addition to sorting assigned Lessons by Class, Lesson, or Student, the **Review** page also allows you to sort assigned Lessons by Status (i.e. **All, Get Started, Ready for Review, Try Again, Approved**).

To sort assigned Lessons by status, locate the **Show:** portion of the **Review** page.



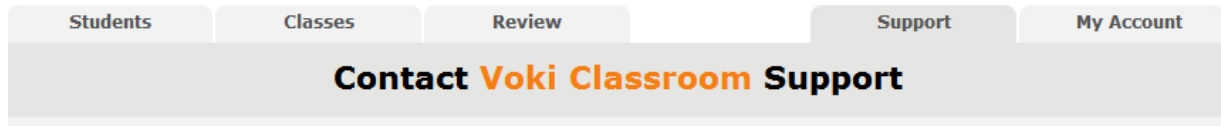
If you want to display **all** assigned Lessons (regardless of status), click the **All** link.

Or, you can sort your Lessons by status. If you want to display only Vokis with a:

- **Get Started** status, click the **Get Started** link
- **Ready for Review** status, click the **Ready for Review** link
- **Try Again** status, click the **Try Again** link
- **Approved** status, click the **Approved** link

Voki Classroom 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 Support tab and complete the support form.

Tip: Before contacting support, browse the Voki Classroom support material, which may provide you with an immediate answer to your question(s). The following support material is available from the Support page:

- **Voki Classroom FAQ:** Answers to frequently asked questions about Voki Classroom
- **Teacher's Corner:** Community support
- **Getting Started Guide:** This guide will help you get started
- **User Guide:** This is a comprehensive guide to Voki Classroom
- **Learn:** More about how teachers use Voki

If you have additional, account specific questions, simply complete the Support form and a member of our Support team will be in touch with you as soon as possible.

Voki Classroom Feedback

The Voki Classroom team is always eager to receive your feedback! Your feedback helps us improve. If you have non-account-specific and non-urgent feedback, such as:

- An **idea** for a new feature in Voki Classroom
- A general **question** about Voki Classroom
- A general **problem** or issue you'd like to share
- **Praise**, or a story you'd like share with the community

...then feel free to share it with us, using the community Feedback tab. Simply click on the Feedback tab, located on the right of the screen. You will see the following form, which you can complete and share with us.



Share an idea

[Idea](#) [Question](#) [Problem](#) [Praise](#)

Describe your idea

Sum it up with a short title

Add more details ▼ (Optional)

[Continue](#)

Or, [Post it privately \(?\)](#)

POPULAR IDEAS FROM THE COMMUNITY

[under water talking](#) [Me too!](#)
2 people like this idea. Do you?

[Full Editing Rights as the Teacher](#) [Me too!](#)
1 person likes this idea. Do you?

[the brown guy](#) [Me too!](#)
1 person likes this idea. Do you?

[See and rate more ideas »](#)

POWERED BY **get satisfaction**

Please note: If you have an account-specific question, or if you require a response from the Voki Classroom team, please use the Support page to contact us. The Feedback tab is meant to help you provide more general feedback about Voki and Voki Classroom.


Did you know? Many of our product improvement for Voki and Voki Classroom come directly from users like you!

Account Management (My Account)

Managing your Voki Classroom account, and viewing your account information is very easy. Here are the most common tasks you can do in the My Account page:

Students Classes Review Support **My Account**

Personal Information (2)

Profile Picture: 

Salutation: Mr. [Edit](#)

First Name: Aaron [Edit](#)

Last Name: Schnore [Edit](#)

Personal Settings

Email Address (2): schnore@gmail.com [Edit](#)

Password (2): •••••••• [Edit](#)

Account Settings

Account Expiration: 2012-06-30 [Extend](#)

Student Accounts: 11 of 200 [Add More](#)

Classes: 4 of 10 [Add More](#)

Account ID: 10241

Customer Since: 2012-03-30

Invoices: # 1162
1151

Personal Information:

- **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 page, and on your students' login page.
- **Salutation:** Enter your salutation, as you would like it to be seen by your students, and by those viewing your class lesson pages.
- **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.

Personal Settings:

- **Email Address:** You can edit the email address associated with your Voki Classroom account. **Note:** This change will apply to both Voki and Voki Classroom.
- **Password:** You can edit your Voki Classroom password as well. **Note:** This change will apply to both Voki and Voki Classroom.

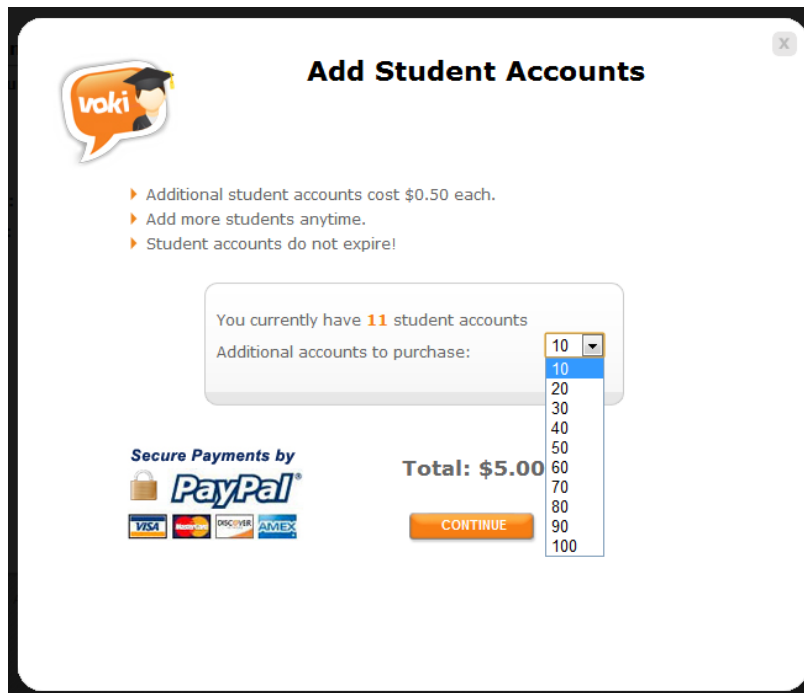
Account Settings:

- **Account Expiration:** This field shows you when your Voki Classroom subscription expires.
- **Extend link:** To extend your account, simply click [Extend](#), choose your subscription type (1-Year or 2-Year), and continue to the payment page.
- **Account ID:** This field will show you your Voki Classroom account ID, in case you ever need it.
- **Customer Since:** This field will show you the date at which your subscription began.
- **Student Accounts & Classes:** These fields show you how many Student records you have defined (of the available limit) and how many Classes you have created (of the available limit). Below, we discuss how to purchase additional Student accounts and Classes.
- **Invoices:** Click on the invoice number to access a record of past payments.

Adding More Student Accounts and Classes:

As mentioned above, your Voki Classroom account includes up to 5 Classes and up to 100 Student accounts. We have found that these limits are sufficient for the vast majority of teachers. If you do need to manage additional Students, or additional Classes, you can easily add more.

To add more Student accounts or Classes, simply click [Add More](#) next to the Student or Class limit you wish to increase. You will then need to select the number of Student accounts or Classes you wish to purchase (see image below). The total price will update automatically. Finally, click Continue, and complete your purchase. Your Student account / Class limits will now be increased.



The screenshot shows a dialog box titled "Add Student Accounts" with the Voki logo in the top left corner. It contains the following information:

- Three bullet points: "Additional student accounts cost \$0.50 each.", "Add more students anytime.", and "Student accounts do not expire!".
- A text box stating "You currently have 11 student accounts".
- A label "Additional accounts to purchase:" followed by a dropdown menu. The dropdown is open, showing a list of numbers from 10 to 100 in increments of 10. The number 10 is currently selected.
- Payment logos for "Secure Payments by PayPal" and "VISA", "MasterCard", "DISCOVER", and "AMEX".
- A "Total: \$5.00" label.
- A blue "CONTINUE" button.

How long do the additional Student Accounts and Classes last in my account? Forever. Once you have purchased additional Student accounts or Classes, they are now a permanent addition to your account. In other words, your additions will not expire when your subscription expires, and you will not need to re-purchase them when extending your account!

A note about sharing accounts: As you may know, each Voki Classroom account is intended to be used by one (1) teacher. Although some teachers may choose to share their account with another teacher, we do not encourage this, as the account features work best for a single user. To make Voki Classroom more affordable for use by multiple teachers, we have included additional multiple-account discounts (an additional 10% discount for 5 to 9 accounts, and a 15% discount for 10 or more accounts). Also, it is more economical to purchase a separate account than to purchase the extra Classes and Student accounts needed by most teachers.

Need more help?

If you need more detailed instructions, you can read the complete **Voki Classroom User's Guide**.

Remember, Voki Classroom includes unlimited email support. If you need additional help, simply login in to your Voki Classroom account and click the "Support" tab.