



Getting Started with Voki Classroom

Oddcast, Inc.

Published: September 2011

Contents:

I. Registering for Voki Classroom	1
II. Upgrading to Voki Classroom	1
III. Getting Started with Voki Classroom	2
a. Logging in	2
b. Managing Students	3
c. Managing Classes	6
d. Reviewing Student Work	8
e. Voki Classroom Support	9
f. Voki Classroom Feedback	10
g. Account Management (My Account)	11

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

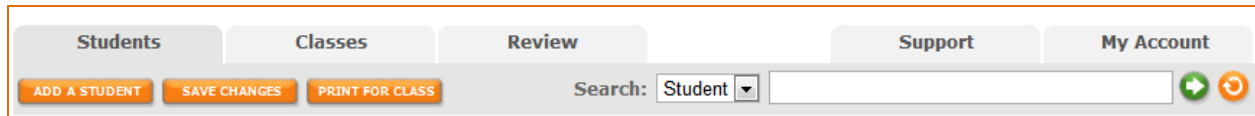
a. Logging in

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

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**).



b. 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.

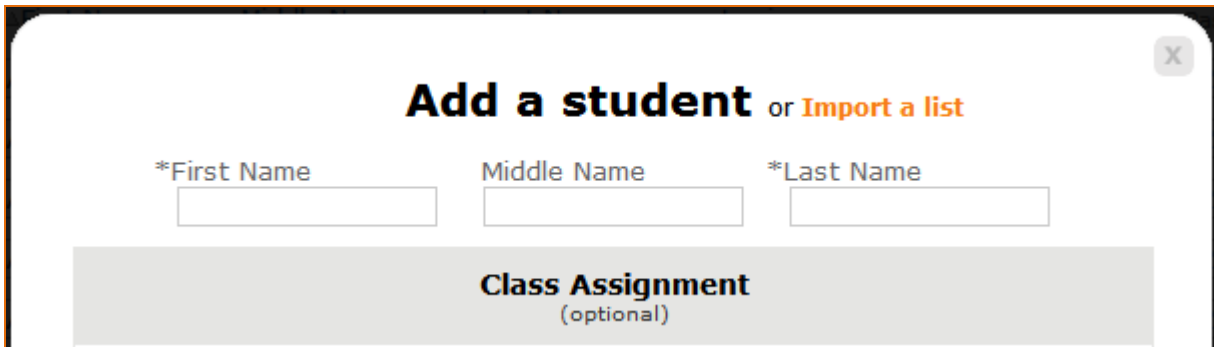


The main features of the Students area are:

1. Add a Student:

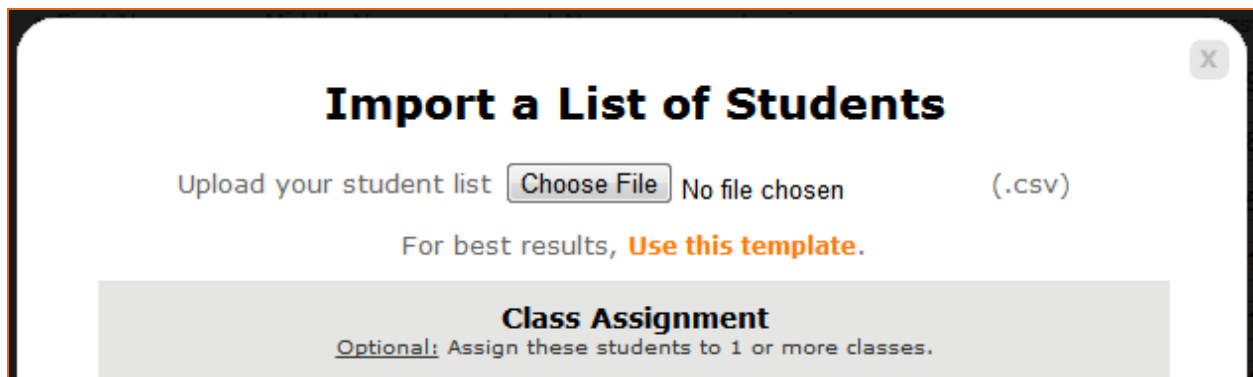
To add students to Voki Classroom, click the “Add a Student” button:

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

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

- 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.

A screenshot of the 'Import a List of Students' form. The title is 'Import a List of Students'. Below the title is the text 'Upload your student list' followed by a 'Choose File' button, 'No file chosen', and '(.csv)'. Below this is the text 'For best results, Use this template.' Below that is a grey box labeled '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, 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:** 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.

△ First Name	Middle Name	Last Name	Login	Password	Delete
<input type="text" value="Aaron"/>	<input type="text" value="John"/>	<input type="text" value="Stark"/>	aaron.john.stark:jesse	<input type="text" value="voki5229"/>	<input type="button" value="x"/>

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

Global History in the 20th Century

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



4

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

Search: Student  

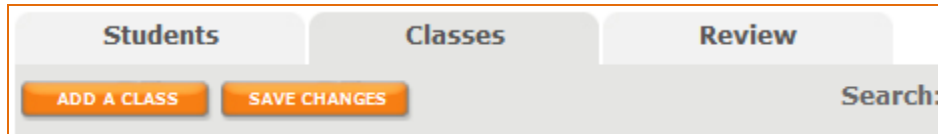
Search: Class  

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

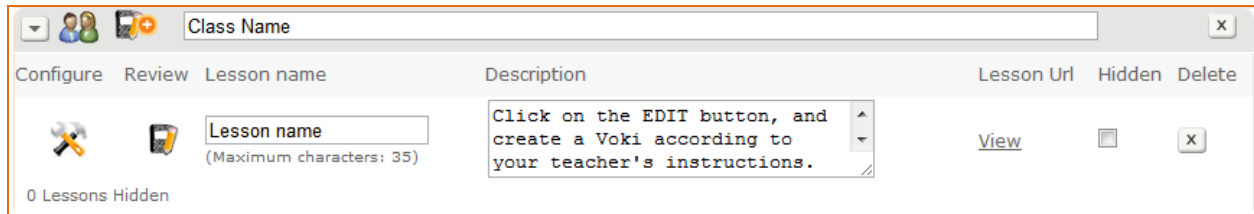
Classes	Lessons	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>
		Aaron	J	Stark

c. Classes

In the Classes section, you can do the following:



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

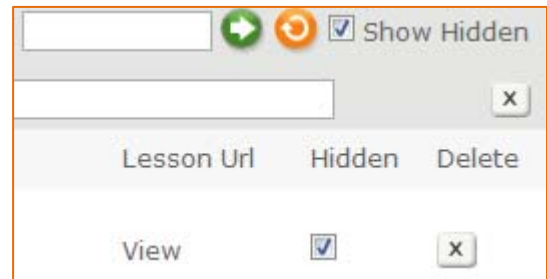


- **Add & Edit Classes:** Click the “Add a Class” button. A new class will appear at the bottom of the list. Now, name your class and click “Save Changes”.

Note: Each new class will automatically include 1 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”.



- **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:

- o Select a layout style for your lesson page
- o Enable the Get Embed button – this will allow anyone viewing the page to share a specific Voki, via the embed code, or a Voki link.
- o You can also set the page to Private and choose a password. This password will be required to view the lesson page.

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.

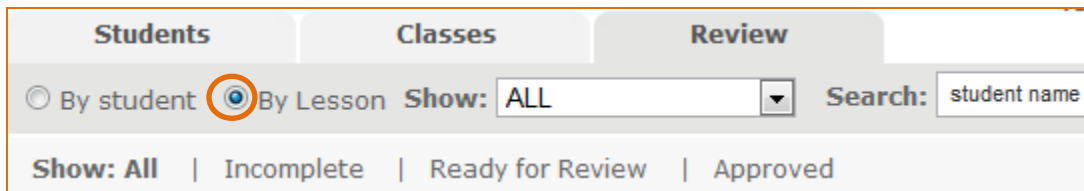
- **Review:** After your students have started working on their Vokis, click the notebook icon under Review to view and Approve (or Reject) the Vokis created for that lesson. You can also go to the Review section by clicking the Review tab (more on that next).

The screenshot displays the 'Review' tab of a software interface. At the top, there are navigation tabs: 'Students', 'Classes', 'Review' (selected), 'Support', and 'My Account'. Below these are buttons for 'ADD A CLASS' and 'SAVE CHANGES', along with a search bar labeled 'Search: Class Name' and a 'Show Hidden' checkbox. The main content area features a table with the following columns: 'Configure', 'Review', 'Lesson name', 'Description', 'Lesson Url', 'Hidden', and 'Delete'. Two rows of lesson data are shown, each with a 'Lesson name' input field (35 characters limit), a 'Description' text area, a 'View' link, and a 'Delete' button. Below the table, a section labeled '0 Lessons Hidden' contains two more rows, each with a 'Class Name' input field and a 'Delete' button.

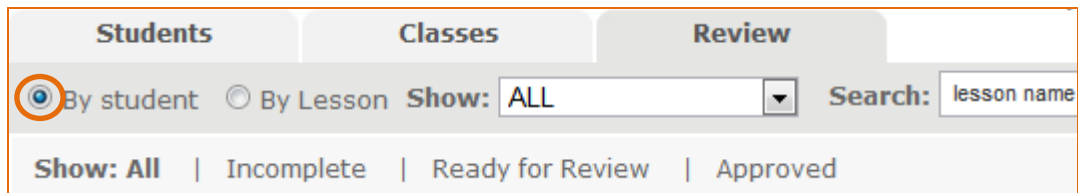
d. Reviewing Student Work

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 (Show) 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.



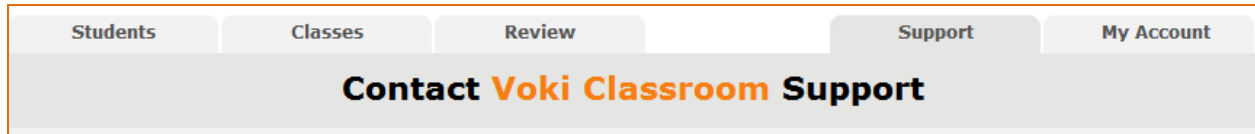
You can review Vokis that are **Ready for Review**, or that you have **Approved** (obviously, you cannot review a Voki that hasn't been created by a student).

	This is what each button means:	
		Person button: Click to preview the Voki
		Green check: Click to approve the Voki
		Red X: Click to disapprove the Voki
		Code button: Click to get the html code or the Voki link
Note: You can only get the embed code for Approved Vokis.		

When you approve a Voki, it will appear on the Lesson page. Remember, to view the lesson page, go to Classes, open the class and click the "View" link next to the lesson description. You can share the lesson page by providing the URL to anyone.

e. 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.

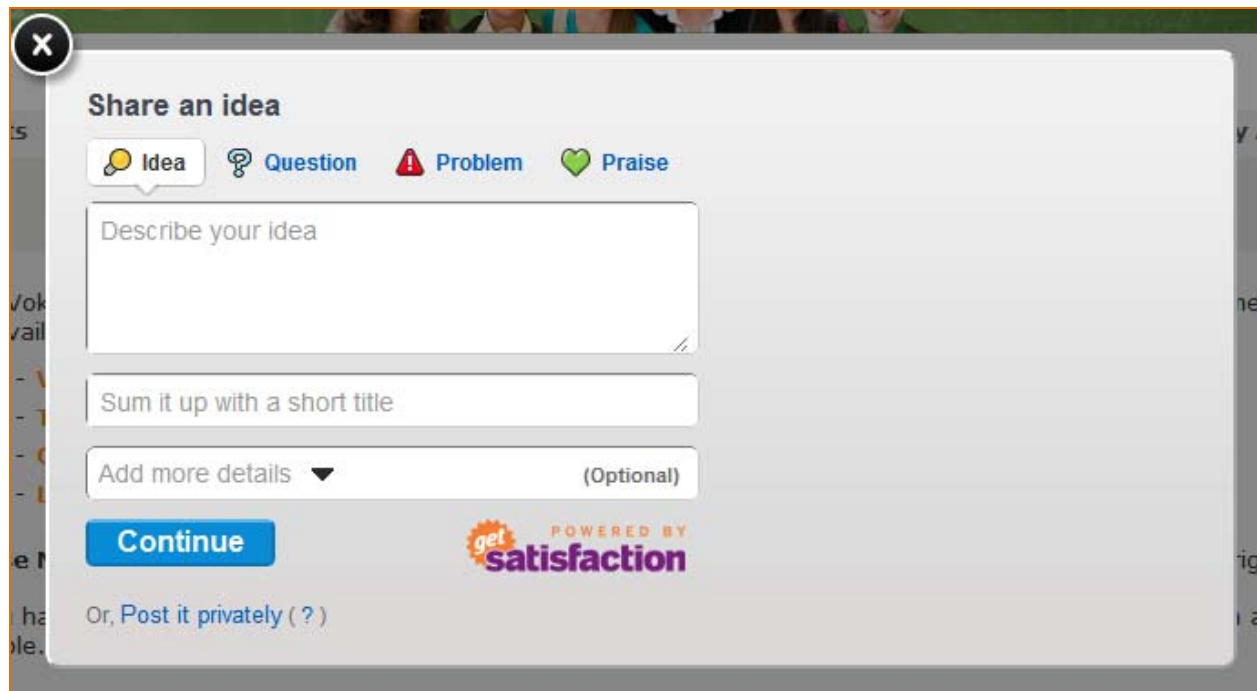
f. Voki Classroom Feedback

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.

Feedback



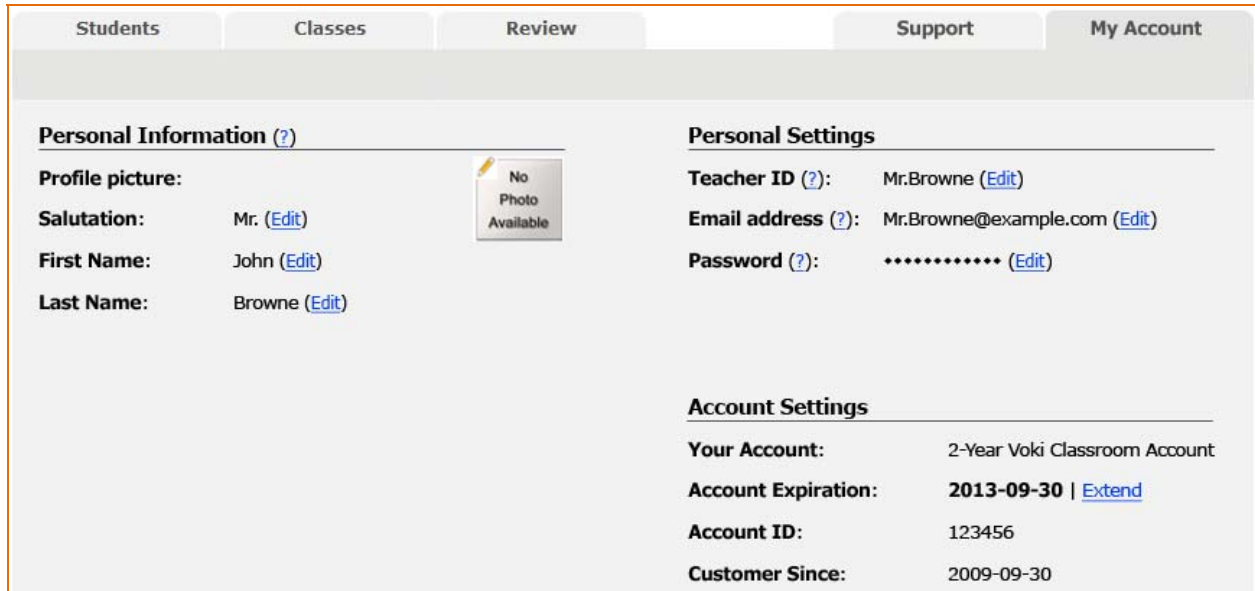
The screenshot shows a feedback form titled "Share an idea" with a close button (X) in the top left corner. Below the title are four selection buttons: "Idea" (with a lightbulb icon), "Question" (with a question mark icon), "Problem" (with a warning triangle icon), and "Praise" (with a heart icon). The "Idea" button is selected. The form contains three text input fields: "Describe your idea", "Sum it up with a short title", and "Add more details" (with a dropdown arrow and "(Optional)" text). A blue "Continue" button is located below the "Add more details" field. To the right of the "Continue" button is the "get satisfaction" logo, which includes the text "POWERED BY". At the bottom left of the form, there is a link that says "Or, Post it privately (?)" with a question mark icon.


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!

g. 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 (?)				
Profile picture:				
Salutation:	Mr. (Edit)			
First Name:	John (Edit)			
Last Name:	Browne (Edit)			
Personal Settings				
Teacher ID (?) :	Mr.Browne (Edit)			
Email address (?) :	Mr.Browne@example.com (Edit)			
Password (?) :	***** (Edit)			
Account Settings				
Your Account:	2-Year Voki Classroom Account			
Account Expiration:	2013-09-30 Extend			
Account ID:	123456			
Customer Since:	2009-09-30			

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:

- **Teacher ID:** If defined, your Teacher ID will replace your email address in the student logins. Using a Teacher ID can shorten and simplify student logins. Your Teacher ID can include any combination of letters, numbers, and the underscore character (_). **Tip:** keep it simple.
- **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:

- **Your Account:** This field shows you the type of Voki Classroom account you currently have.
- **Account Expiration:** This field shows you when your Voki Classroom subscription expires.
- **Extend Account:** 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 Voki Classroom subscription began.

Need more help?

If you need more detailed instructions on using Voki Classroom, you can read the complete Voki Classroom User guide. Simply log in to Voki Classroom, click the Support tab, and click on the “User Guide” link.

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.