



# Voki Classroom User Guide

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## Preface

**Voki Classroom** is an innovative tool for expressing yourself on the Web in your own voice using a talking character. Voki allows Teachers and Students to use speaking avatars for education.



**Voki Classroom** is a classroom management system for **Voki**. Voki Classroom helps make your Students' homework and class work assignments educational and entertaining. Students can customize Vokis to look like you, themselves, or take on the identity of lots of other types of characters...historical figures, animals, monsters, anime, etc.

Voki Classroom is designed to enhance the way you use Voki in your classroom, and the way you manage your Students' Voki assignments. In short, Voki Classroom helps Students and Teachers get more from Voki.

Voki Classroom key features include:

- **Manage Students.** Add and manage your Students. Assign Students to one or more classes and give them each a unique login. There's no need for Students to register!
- **Manage Classes and Lessons.** Add and manage Classes and Lessons. Customize the appearance and instructions of each Lesson. Students can easily view and complete their Voki assignments from the Student view.
- **Review Vokis.** Because you manage your Students Voki use, you can easily review their Voki assignments in one place. Review and approve all Student Vokis by Lesson, or by Student.
- **Showcase.** Each Lesson automatically creates its own Web page, where you can showcase your Students' work. You can also set the Lesson to Private and add password protection.
- **Support.** Get unlimited support from our dedicated support team (only available to Voki Classroom users). Simply send us your questions and we'll be here to help!

This document -- the Voki Classroom User's Guide -- is intended for Teachers, **not** Students.

**Tip:** In order to fully understand your Students' Voki Classroom environment -- which is different than the Teacher environment, described in this guide -- you should log into Voki Classroom as a Student. You can use your Students' individual login IDs and passwords, which are created when you create Student records; for more information, see "3.1 Working with Students".

It explains how:

- Voki Classroom works
- to get started with the application
- to use Voki Classroom

This guide does **not** provide instructions on how to create speaking characters with Voki, and assumes some preexisting knowledge of how to use Voki. Rather, this guide explains how to set up and optimize the Voki Classroom environment for you and your Students.

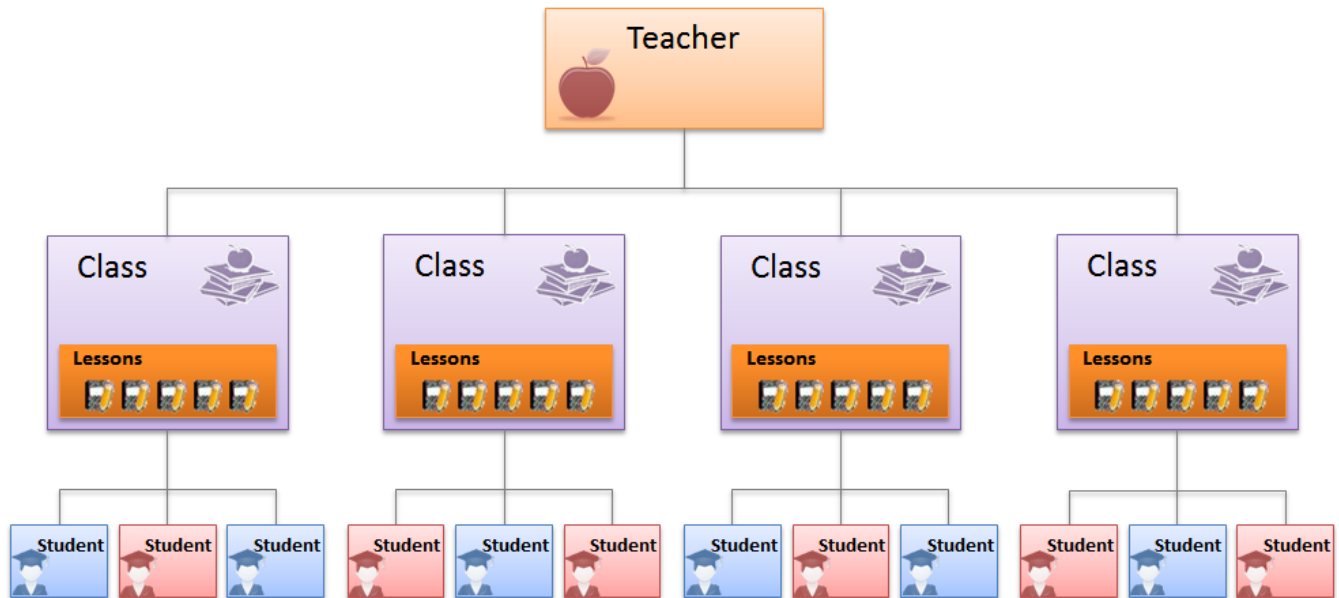
## Part 1 – About Voki Classroom

This part of the guide explains the structure and recommended workflow of Voki Classroom. It consists of the following sections:





- “1.1 Understanding the Voki Classroom Hierarchy”
- “1.2 Recommended Workflow”
- “1.3 Understanding Your Students’ Voki Classroom Environment”

### ***1.1 Understanding the Voki Classroom Hierarchy***

Before you start using Voki Classroom, it's important to understand the Voki Classroom hierarchy. Once you understand Voki Classroom concepts and how Voki Classroom data is organized, we can look at the Voki Classroom environment itself. The diagram below depicts how the Voki Classroom hierarchy is set up. This should look familiar, because it is intended to mirror how the school environment is organized.

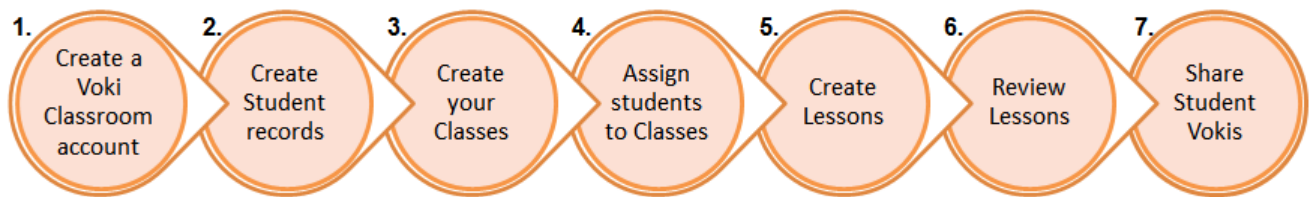


Let's take a closer look at each part of the Voki Classroom hierarchy.

<b>Teacher</b>		As the <b>Teacher</b> , you are the sole administrator of your Voki Classroom account. Your Students do not have administrative rights. You are in control.
<b>Classes</b>		A Class is a distinct group of Students that you teach. Different schools use different naming conventions to refer to Classes. It is best to follow the same naming convention that is used in your school to name your Voki Classroom classes (e.g. "History 1", "Beginners' Spanish", "5th Period Science", etc.).  You can add up to 5 <b>Classes</b> to your Voki Classroom account.
<b>Lessons</b>		Classes are comprised of <b>Lessons</b> (e.g. "Periodic Table of Elements"). You can add multiple lessons to each class. Keep in mind that every Student in the class is automatically assigned to each Lesson for that class.
<b>Students</b>		You can add up to 100 <b>Students</b> to Voki Classroom. Once you add your Students, Voki Classroom allows you to assign your Students to one or more Classes.  Remember: All Students in a given Class are automatically assigned to each Lesson in that Class.

## 1.2 Recommended Workflow

This section includes a recommended workflow for new Voki Classroom users. However, since Voki Classroom is a flexible platform, this workflow is only one possible way to work with Voki Classroom.



Step	Action	For more information see:
1.	Create a Voki Classroom account	"2.1 Creating Your Voki Classroom Account"
2.	Create Student records	"3.1.1 Creating a Student Record"
3.	Create your Classes	"3.2.1 Creating a Class"
4.	Assign your Students to Classes (either from the Students page or the <b>Classes</b> page)	"3.1.4 Assigning a Student to Classes (from the Students Page)" or "3.2.4 Assigning a Student to Classes (from the Classes Page)"
5.	Create Lessons	"3.3.1 Creating a Lesson"
6.	Review Lessons	"3.4 Reviewing (and Sharing) Your Students' Work"
7.	Share Students' Vokis	

### ***1.3 Understanding Your Students' Voki Classroom Environment***

Remember that your Students' Voki Classroom environment is quite different from your Voki Classroom environment as a Teacher.

The Teacher's Voki Classroom environment is, of course, the focus of this guide. But in order to fully understand your Students' Voki Classroom environment, you should log into Voki Classroom as a Student. You can use your Students' individual login IDs and passwords, which are created when you create Student records; for more information, see "3.1 Working with Students".

## Part 2 – Getting Started with Voki Classroom

This part of the guide explains how to get started with Voki Classroom. It explains how to create a Voki Classroom account, how to log in and log out, and describes the different parts of the user interface (UI). This part of the guide also describes built-in search tools that you may find helpful, and explains a few important administrative tasks.

This part of the guide consists of the following sections:

- “2.1 Creating Your Voki Classroom Account”
- “2.2 Logging Into (and Out of) Voki Classroom”
- “2.3 Understanding the Voki Classroom User Interface (UI)”
- “2.4 Using the Voki Classroom Search Tools”
- “2.5 Managing Your Account”
- “2.6 Voki Classroom Support”
- “2.7 Providing Voki Classroom Feedback to Oddcast, Inc.”

### ***2.1 Creating Your Voki Classroom Account***

To create a Voki Classroom account:

1. Point your Web browser to <http://www.voki.com/products.php>.

**Note:** If you already have a Voki account, please log in first.

2. Click the **Get Voki Classroom** button.



3. Follow the prompts.

### ***2.2 Logging Into (and Out of) Voki Classroom***

This section explains how to log into (and out of) Voki Classroom. It covers the following topics:

- “2.2.1 Logging Into Voki Classroom”
- “2.2.2 Logging Out of Voki Classroom”



### 2.2.1 Logging Into Voki Classroom

Once you have created your Voki Classroom account, and received your login ID and password, you can log in.

With a Voki Classroom account, you can log in from any page on <http://www.voki.com>, as well as from the login page (<https://voki.com/classroom>).

To log in:

1. Point your Web browser to <http://www.voki.com>.
2. Click the **Voki Classroom** tab (or point your Web browser directly to <https://voki.com/classroom>).
3. Enter your **Username:** and **Password:**

**Hint:** If you forget your password, click the **Forgot Password?** link and we will reset your password for you.

4. Click the **Login** button. Voki Classroom launches. The **Students** page displays by default (with the **Students** tab selected).

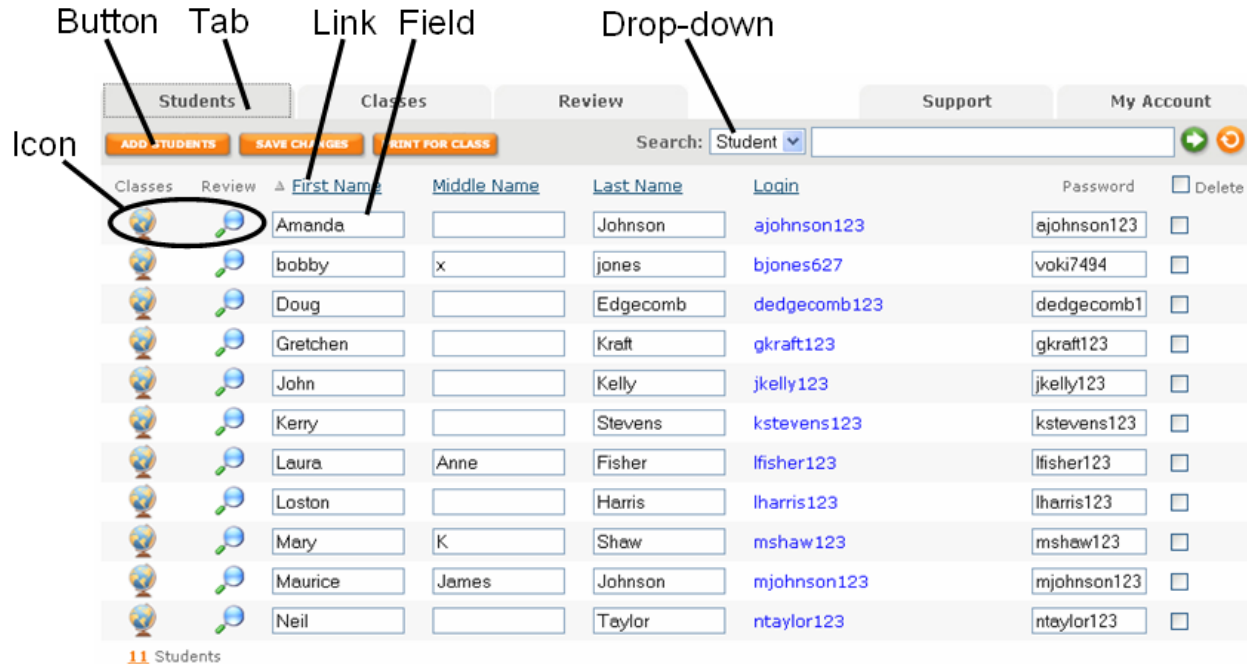
**Note:** The same login credentials are used for both Voki and Voki Classroom. If you have a Voki classroom account, then when you are logged in to Voki Classroom, you are also logged in to Voki. To switch between Voki Classroom and Voki, use the tabs at the top right of the page.

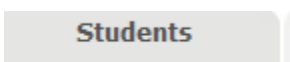



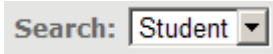
### 2.2.2 Logging Out of Voki Classroom


You can log out of Voki Classroom at any time by clicking the **Log Out** button in the upper right corner of every Voki Classroom page.

## 2.3 Understanding the Voki Classroom User Interface (UI)

This section explains the different elements of the Voki Classroom user interface (UI). Voki Classroom is designed to be intuitive and user-friendly. But if you are not familiar with using Web-based applications (and the associated terminology), this topic can help.



UI element		Description
Tab		Voki Classroom is divided into three primary sections ( <b>Students</b> , <b>Classes</b> , <b>Review</b> ), which you navigate by clicking the respective <b>tabs</b> . You can also click the <b>Support</b> and <b>My Account</b> tabs (to display the <b>Support</b> and <b>My Account</b> pages, respectively).
Button		<b>Buttons</b> allow you to save changes, display dialog boxes, etc.
Link		<b>Links</b> allow you to navigate to other Voki Classroom pages, sort data, etc.
Fields		<b>Fields</b> allow you to enter free-form information, such as a Lesson description or Student name.
Drop-downs		<b>Drop-downs</b> allow you to make a selection from a list.



UI element		Description
Icon		<p>Like buttons, <b>icons</b> allow you to save changes, display dialog boxes, etc.</p> <p><b>Important:</b> From the <b>Classes</b> page, you can quickly when one or more Students in a given Class has work that is ready for you to review when a magnifying glass (with red star) icon displays under the <b>Review</b> column. You can click this icon to display the Review page and review your Students' work. For more information, see "3.2.5 How to Tell When Students in Your Class Have Work that is Ready to Review".</p> <p><b>Tip:</b> You can hover your cursor over an icon to read a description of what it does.</p>

## 2.4 Using the Voki Classroom Search Tools

Voki Classroom allows you to perform searches (for Students, Lessons, Classes, etc.). Voki Classroom search bars (such as the one shown below) display on various pages and dialogs.



This particular search tool allows you to:

- use the **Search:** drop-down to select a search parameter (e.g. **Student**)
- enter your search term in the adjoining field
- click the search icon  to perform your search
- click the reset icon  to reset the search tool and perform a new search

## 2.5 Managing Your Account

This section explains how to manage your Voki Classroom account, including your personal information, personal settings, and account settings. This section covers the following topics:

- "2.5.1 Personal Information"
- "2.5.2 Personal Settings"
- "2.5.3 Account Settings"

## 2.5.1 Personal Information

When you first sign up for your Voki Classroom account, the site will prompt you to enter your first and last name.

If you ever want to update your Voki Classroom account personal information, do the following:

1. With Voki Classroom open in your Web browser, select the **My Account** tab to display the **My Account** page.

### Personal Information (?)

Profile Picture:



Salutation: Mr. [Edit](#)

First Name: Aaron [Edit](#)

Last Name: Schnore [Edit](#)

2. The following table explains your options:

If you want to:	Do the following:
Upload a profile picture	<ul style="list-style-type: none"><li>• Locate the <b>Personal Information</b> portion of the <b>My Account</b> page.</li><li>• Click the photo icon, and upload a <b>Profile picture</b> (of yourself, your Class, your school logo, etc.) from your computer or network.</li></ul> <p><b>Tip:</b> Your Voki Classroom profile picture will be resized to 60x60 pixels. For best results, upload a square picture.</p> <p><b>Note:</b> Your profile picture will be visible on Lesson pages.</p>
Update your salutation	<ul style="list-style-type: none"><li>• Locate the <b>Personal Information</b> portion of the <b>My Account</b> page.</li><li>• Click the <b>Edit</b> link to modify your <b>Salutation</b> (e.g. <b>Dr.</b>, <b>Mr.</b>, <b>Ms.</b>, etc.).</li></ul>
Update your first name	<ul style="list-style-type: none"><li>• Locate the <b>Personal Information</b> portion of the <b>My Account</b> page.</li><li>• Click the <b>Edit</b> link to modify your <b>First Name</b>.</li></ul>
Update your last name	<ul style="list-style-type: none"><li>• Locate the <b>Personal Information</b> portion of the <b>My Account</b> page.</li><li>• Click the <b>Edit</b> link to modify your <b>Last Name</b>.</li></ul>

## 2.5.2 Personal Settings

When you first sign up for your Voki Classroom account, you are prompted to enter some standard personal settings. Voki Classroom allows you to update these personal settings, which include your:

- **Email Address:** This is the email address you use to log in to both Voki and Voki Classroom. Make sure to use a valid email address, so that you receive important account information.

**Note:** Your account email address will also appear in each Student's login ID by default (see the **Students** page). If you do not want your email address to appear in Student login IDs, you can enter a Teacher ID in the **Teacher ID** field.

- **Password:** This is the password you use to log in to both Voki and Voki Classroom. You may change your account password at any time.

**Note:** Please do not share this password with your Students. Each Student you add has his/ her own login and password (see the **Students** page). For more information, see "3.1.6 Understanding (and Modifying) Student Passwords".

To update your Voki Classroom account personal settings, do the following:

1. With Voki Classroom open in your Web browser, select the **My Account** tab (selected by default when you log in) to display the **My Account** page.

### Personal Settings

---

Email address	<input type="text" value="mrschnore_chem@school.com"/>	<a href="#">Save</a>   <a href="#">Cancel</a>
Password (?):	••••••••	<a href="#">Edit</a>

2. The following table explains your options:

If you want to update your:	Do the following:
Email address	<ul style="list-style-type: none"><li>• Locate the <b>Personal Settings</b> portion of the <b>My Account</b> page.</li><li>• Click the <b>edit</b> link to modify your <b>email address</b>.</li></ul>
Password	<ul style="list-style-type: none"><li>• Locate the <b>Personal Settings</b> portion of the <b>My Account</b> page.</li><li>• Click the <b>edit</b> link to modify your <b>password</b>.</li></ul>

## 2.5.3 Account Settings

Your Voki Classroom account includes some standard account settings. Voki Classroom allows you to view your account settings, which include:

- when your account expires (e.g. **2011-09-30**)
- the ability to enable / disable automatic billing
- your credit card on file
- the number of Students and Classes available to you (and used)

**Note:** You can extend your account from the **My Account** page, by clicking the [Extend](#) link located next to the account expiration date.

- your non-editable account ID
- the date you signed up for Voki Classroom
- invoices

To update your Voki Classroom account settings, do the following:

1. With Voki Classroom open in your Web browser, select the **My Account** tab to display the **My Account** page.

### Account Settings

---

<b>Account Expiration:</b>	2014-04-17 <a href="#">Extend</a>
<b>Student Accounts:</b>	273 of 620 <a href="#">Add More</a>
<b>Classes:</b>	33 of 46 <a href="#">Add More</a>
<b>Account ID:</b>	8404
<b>Customer Since:</b>	2011-04-21
<b>Invoices:</b>	# 1162 # 1151

2. The following table explains your options:

If you want to:	Do the following:
See when your Voki Classroom account is due to expire (and extend your account)	<ul style="list-style-type: none"><li>• Locate the <b>Account Settings</b> portion of the <b>My Account</b> page.</li><li>• The <b>Account Expiration</b> field displays the type of account you have (e.g. <b>2011-09-30</b>)</li></ul> <p>If your account expires in one month or less, the account expiration date displays in <b>red</b>. You can click the <b>Extend</b> link to display the <b>Choose your Voki Classroom Plan</b> page and extend your Voki Classroom account.</p> <p><b>Tip:</b> Click the <b>Extend</b> link to extend your Voki Classroom account.</p>
See how many Student accounts you have remaining	<ul style="list-style-type: none"><li>• Locate the <b>Account Settings</b> portion of the <b>My Account</b> page.</li><li>• The <b>Student Accounts</b> field displays your Voki Classroom account ID.</li></ul> <p><b>Tip:</b> Click the <b>Add More</b> link to purchase additional Student accounts.</p>
See how many Classes you have remaining	<ul style="list-style-type: none"><li>• Locate the <b>Account Settings</b> portion of the <b>My Account</b> page.</li><li>• The <b>Classes</b> field displays your Voki Classroom account ID.</li></ul> <p><b>Tip:</b> Click the <b>Add More</b> link to purchase additional Classes.</p>

See the date you signed up for Voki Classroom	<ul style="list-style-type: none"><li>• Locate the <b>Account Settings</b> portion of the <b>My Account</b> page.</li></ul>
Review your invoices	<ul style="list-style-type: none"><li>• Locate the <b>Account Settings</b> portion of the <b>My Account</b> page.</li><li>• The <b>Invoices</b> field displays links to your Voki Classroom invoices starting with the most recent purchase.</li></ul> <p><b>Tip:</b> Click an invoice number to display and review a Voki Classroom invoice.</p>

## 2.6 Voki Classroom Support

If you require Voki Classroom support, do the following:

1. With Voki Classroom open in your Web browser, select the **Support** tab to display the **Support** page.

### Contact Voki Classroom Support

Your Voki Classroom account includes online support. Before you submit the form below, please explore some of the available Voki Classroom resources. These resources may provide you with an immediate answer:

- **Voki Classroom FAQ:** Answers to Frequently Asked Questions
- **Teacher's Corner:** Community support
- **Getting Started Guide** (pdf): This guide will help you get started
- **Voki Classroom User Guide** (pdf): If you prefer more detailed instructions, read the complete User Guide.
- **Learn:** More about how teachers use Voki

**Please Note:** If you have feedback, such as an idea or a comment, please click the Feedback tab on the right.

If you have additional questions, specific to your account, please fill out this form and our support team will get back to you as soon as possible.

**Your Name:** Aaron Schnore

**Your Email:** schnore@gmail.com

**Choose your topic:** Account or Billing Questions ▾

**Please provide your specific question and details:**

**Account ID:** 10241

SUBMIT

2. The **Support** page includes links to resources and materials (such as this guide) that may be able to help you before you request Voki Classroom support. If you need additional Voki Classroom Support, you can:

- Use the **Choose a Topic:** drop-down to select a support topic (e.g. **Account or Billing Questions**)

- Enter your support question, feature request, etc. in the **Please provide your specific question and details here:** field
- Click the **Submit** button to submit your support question or issue to Voki Classroom support

## 2.7 Providing Voki Classroom Feedback to Oddcast, Inc.

We encourage you to send us your feedback on your experience with Voki Classroom. To do so, do the following:

1. With Voki Classroom open in your Web browser, select the **Feedback** tab, located on the side of your screen.

The **Share an idea** feedback page displays.

Share an idea

**Idea** Question Problem Praise

Describe your idea

Sum it up with a short title

Add more details (Optional)

**Continue**

get **satisfaction** POWERED BY

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 »](#)

The feedback page allows you to submit:

- an **idea**
- a **question**
- a **problem**
- **praise** for the product



## Part 3 – Using Voki Classroom

This “hands on” part of the guide explains how to use the Voki Classroom application. This part of the guide consists of the following sections:

- “3.1 Working with Students”
- “3.2 Working with Classes”
- “3.3 Working with Lessons”
- “3.4 Reviewing (and Sharing) Your Students’ Work”

### ***3.1 Working with Students***

This section explains how to create, modify, and delete your Voki Classroom Student records. It also explains how to assign Students to Classes. In addition, this section explains how automatically-generated Student login IDs work, how to modify a Student password, and how to print login ID and password information for your Class. This section covers the following topics:

- “3.1.1 Creating a Student Record”
- “3.1.2 Modifying a Student Record”
- “3.1.3 Deleting Student Records”
- “3.1.4 Assigning a Student to Classes (from the Students Page)”
- “3.1.5 Understanding (and Modifying) Student Login IDs”
- “3.1.6 Understanding (and Modifying) Student Passwords”
- “3.1.7 Printing Student Login ID and Password Information for Your Class”
- “3.1.8 Reviewing Students’ Work”

### 3.1.1 Creating a Student Record

Creating Student records in Voki Classroom allows you, as the Teacher, to keep track of your Students by Class, monitor your Students' work on their Lessons, and more. Creating Student records in Voki Classroom also enables your Students to log into Voki Classroom, using the login ID and password that **only you** control.

**Tip:** In order to better understand your Students' Voki Classroom environment (for example, how an assigned Lesson appears to them when they log into Voki Classroom), you should log into Voki Classroom as one of your Students; for more information, see "1.4 Understanding Your Students' Voki Classroom Environment".

To create a Student record in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in) to display the **Students** page.

The screenshot shows the 'Students' tab selected in the Voki Classroom interface. At the top, there are tabs for 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below the tabs are three buttons: 'ADD STUDENTS', 'SAVE CHANGES', and 'PRINT FOR CLASS'. A search bar is located to the right of these buttons, with a dropdown menu set to 'Student'. Below the search bar is a table of student records. The table has columns for 'Classes', 'Review', 'First Name', 'Middle Name', 'Last Name', 'Login', 'Password', and 'Delete'. There are 11 students listed in the table.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	ajohnson123	ajohnson123	<input type="checkbox"/>
		bobby	x	jones	bjones627	voki7494	<input type="checkbox"/>
		Doug		Edgecomb	dedgecomb123	dedgecomb1	<input type="checkbox"/>
		Gretchen		Kraft	gkraft123	gkraft123	<input type="checkbox"/>
		John		Kelly	jkelly123	jkelly123	<input type="checkbox"/>
		Kerry		Stevens	kstevens123	kstevens123	<input type="checkbox"/>
		Laura	Anne	Fisher	lfisher123	lfisher123	<input type="checkbox"/>
		Loston		Harris	lharris123	lharris123	<input type="checkbox"/>
		Mary	K	Shaw	mshaw123	mshaw123	<input type="checkbox"/>
		Maurice	James	Johnson	mjohnson123	mjohnson123	<input type="checkbox"/>
		Neil		Taylor	ntaylor123	ntaylor123	<input type="checkbox"/>

11 Students

2. Click the **Add a Student** button to display the **Add a Student** dialog.

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

*First Name	Middle Name	*Last Name
<input type="text" value="Frank"/>	<input type="text"/>	<input type="text" value="Jones"/>

**Class Assignment**  
(optional)

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

**SAVE & CLOSE**

3. The **Add a Student** dialog allows you to:

- enter the **First Name** and **Last Name** of your Student (required), as well as a **Middle Name** (optional)
- assign your Student to any existing Classes (optional) by checking one or more Classes; for more information on Classes, see “3.2 Working with Classes”

Voki Classroom also allows you to save valuable time by importing a list of Students from a comma-separated value (.csv) file.

**Hint:** For more information on .csv files, see [http://en.wikipedia.org/wiki/Comma-separated\\_values](http://en.wikipedia.org/wiki/Comma-separated_values)

To import a list of Students from a .csv file, do the following:

- Click the **Import a List** link to display the **Import a List of Students** dialog.

**Hint:** For best results and detailed instructions, click the **Use this template** link to use the Voki Classroom-supplied .csv template.

## Import a List of Students

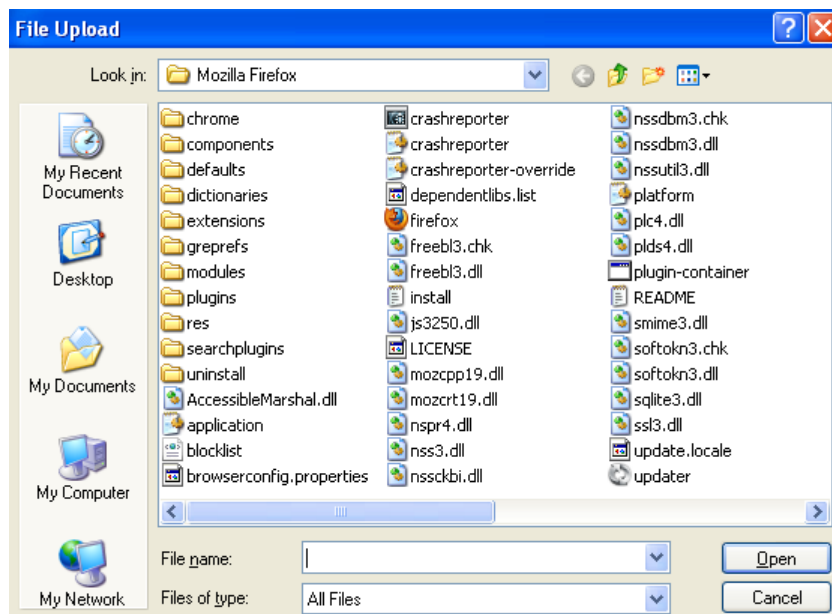
Upload your student list   (.xls)

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

- Click the **Browse...** button to display the **File Upload** pop-up.



- Highlight the .csv file and double-click (or click the **Open** button). The **Import a List of Students** dialog re-displays.

## 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

- Assign the list of Students to one or more Classes.
  - Click the **SAVE & CLOSE** button to save your changes and close the **Import a List of Students** dialog.
4. Click the **SAVE & CLOSE** button to save your changes and close the **Add a Student** dialog.
5. Voki Classroom re-displays (**Students** tab selected). Your new Student record displays. Voki Classroom automatically creates a login ID and default password for each Student. You can modify the Student Login ID, as well as the Student password (although your Students **cannot**). For more information on:
- understanding (and modifying) Student login IDs, see “3.1.5 Understanding (and Modifying) Student Login IDs”
  - understanding (and modifying) Student passwords. see “3.1.6 Understanding (and Modifying) Student Passwords”
  - printing a list of Student login IDs and passwords for your Class, see “3.1.7 Printing Student Login ID and Password Information for Your Class”

### 3.1.2 Modifying a Student Record

To modify a Student record in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in) to display the **Students** page.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	ajohnson123	ajohnson123	<input type="checkbox"/>
		bobby	x	jones	bjones627	voki7494	<input type="checkbox"/>
		Doug		Edgecomb	dedgecomb123	dedgecomb1	<input type="checkbox"/>
		Gretchen		Kraft	gkraft123	gkraft123	<input type="checkbox"/>
		John		Kelly	jkelly123	jkelly123	<input type="checkbox"/>
		Kerry		Stevens	kstevens123	kstevens123	<input type="checkbox"/>
		Laura	Anne	Fisher	lfisher123	lfisher123	<input type="checkbox"/>
		Loston		Harris	lharris123	lharris123	<input type="checkbox"/>
		Mary	K	Shaw	mshaw123	mshaw123	<input type="checkbox"/>
		Maurice	James	Johnson	mjohnson123	mjohnson123	<input type="checkbox"/>
		Neil		Taylor	ntaylor123	ntaylor123	<input type="checkbox"/>

11 Students

2. You can modify any of the following existing Student Record values:

- **First Name**
- **Middle Name**
- **Last Name**
- **Login**

**Note:** For more information on modifying auto-generated Student login IDs, see “3.1.5 Understanding (and Modifying) Student Login IDs”.

- **Password**

**Note:** For more information on modifying auto-generated Student passwords, see “3.1.6 Understanding (and Modifying) Student Passwords”.

3. You **must** click the **SAVE CHANGES** button to save the modified Student record to the Voki Classroom database.

**Note:** When you modify a Student record, the system-generated Student login ID changes dynamically; for more information, see “3.1.5 Understanding (and Modifying) Student Login IDs”.

### 3.1.3 Deleting Student Records

To delete Student records in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in) to display the **Students** page.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	ajohnson123	ajohnson123	<input type="checkbox"/>
		bobby	x	jones	bjones627	voki7494	<input type="checkbox"/>
		Doug		Edgecomb	dedgecomb123	dedgecomb1	<input type="checkbox"/>
		Gretchen		Kraft	gkraft123	gkraft123	<input type="checkbox"/>
		John		Kelly	jkelly123	jkelly123	<input type="checkbox"/>
		Kerry		Stevens	kstevens123	kstevens123	<input type="checkbox"/>
		Laura	Anne	Fisher	lfisher123	lfisher123	<input type="checkbox"/>
		Loston		Harris	lharris123	lharris123	<input type="checkbox"/>
		Mary	K	Shaw	mshaw123	mshaw123	<input type="checkbox"/>
		Maurice	James	Johnson	mjohnson123	mjohnson123	<input type="checkbox"/>
		Neil		Taylor	ntaylor123	ntaylor123	<input type="checkbox"/>

11 Students

2. Check the delete checkbox next to one or more Students' names.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	ajohnson123	ajohnson123	<input checked="" type="checkbox"/>

3. Click the **Delete** link.

**Tip:** You can select and delete multiple Students records at once by checking the checkbox next to the **Delete** link. When you check this checkbox, a check mark displays next to all Students' names. You can uncheck the Students whose records you do not want to delete.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	ajohnson123	ajohnson123	<input checked="" type="checkbox"/>
		bobby	x	jones	bjones627	voki7494	<input checked="" type="checkbox"/>
		Doug		Edgecomb	dedgecomb123	dedgecomb1	<input checked="" type="checkbox"/>

4. Voki Classroom prompts you to confirm that you want to delete the Student record.

**Warning:** If you delete a Student record, you will also remove all of the Student's Class assignments.

5. If you:

- are sure you want to delete the Student record, click the **Delete** button
- want to cancel, click the **Cancel** button

5. Voki Classroom re-displays (**Students** tab selected). If you deleted a Student record, it will no longer display anywhere in the Voki Classroom system.

### 3.1.4 Assigning a Student to Classes (from the Students Page)

There are several ways to assign Students to Classes in Voki Classroom. You can assign a Student to a Class:

- from the **Students** page (explained in this topic)
- when you create one or more Student records; for more information, see “3.1.1 Creating a Student Record”
- from the **Classes** page; for more information, see “3.2.4 Assigning a Student to Classes (from the Classes Page)”

To assign a Student to a Class in Voki Classroom (from the **Students** page), do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in) to display the **Students** page.

Students		Classes		Review		Support		My Account	
ADD STUDENTS		SAVE CHANGES		PRINT FOR CLASS		Search: <input type="text" value="Student"/>			
Classes	Review	<a href="#">First Name</a>	<a href="#">Middle Name</a>	<a href="#">Last Name</a>	<a href="#">Login</a>	<a href="#">Password</a>	<input type="checkbox"/> Delete		
		<input type="text" value="Amanda"/>	<input type="text"/>	<input type="text" value="Johnson"/>	<a href="#">ajohnson123</a>	<input type="text" value="ajohnson123"/>	<input type="checkbox"/>		
		<input type="text" value="bobby"/>	<input type="text" value="x"/>	<input type="text" value="jones"/>	<a href="#">bjones627</a>	<input type="text" value="voki7494"/>	<input type="checkbox"/>		
		<input type="text" value="Doug"/>	<input type="text"/>	<input type="text" value="Edgecomb"/>	<a href="#">dedgecomb123</a>	<input type="text" value="dedgecomb1"/>	<input type="checkbox"/>		
		<input type="text" value="Gretchen"/>	<input type="text"/>	<input type="text" value="Kraft"/>	<a href="#">gkraft123</a>	<input type="text" value="gkraft123"/>	<input type="checkbox"/>		
		<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Kelly"/>	<a href="#">jkelly123</a>	<input type="text" value="jkelly123"/>	<input type="checkbox"/>		
		<input type="text" value="Kerry"/>	<input type="text"/>	<input type="text" value="Stevens"/>	<a href="#">kstevens123</a>	<input type="text" value="kstevens123"/>	<input type="checkbox"/>		
		<input type="text" value="Laura"/>	<input type="text" value="Anne"/>	<input type="text" value="Fisher"/>	<a href="#">lfisher123</a>	<input type="text" value="lfisher123"/>	<input type="checkbox"/>		
		<input type="text" value="Loston"/>	<input type="text"/>	<input type="text" value="Harris"/>	<a href="#">lharris123</a>	<input type="text" value="lharris123"/>	<input type="checkbox"/>		
		<input type="text" value="Mary"/>	<input type="text" value="K"/>	<input type="text" value="Shaw"/>	<a href="#">mshaw123</a>	<input type="text" value="mshaw123"/>	<input type="checkbox"/>		
		<input type="text" value="Maurice"/>	<input type="text" value="James"/>	<input type="text" value="Johnson"/>	<a href="#">mjohnson123</a>	<input type="text" value="mjohnson123"/>	<input type="checkbox"/>		
		<input type="text" value="Neil"/>	<input type="text"/>	<input type="text" value="Taylor"/>	<a href="#">ntaylor123</a>	<input type="text" value="ntaylor123"/>	<input type="checkbox"/>		

11 Students



2. Click the Classes  icon next to a Student's name to display the **Class Assignment - <Student Name>** dialog (e.g. **Class Assignment – Amanda Johnson**).

**Class Assignment**  
Amanda Johnson

---

☒ Chemistry 1

☐ Chemistry 2

☐ Organic Chemistry

---

SAVE & CLOSE

3. Check (or uncheck) this Student's assigned Class(es), e.g. **Chemistry 1**.
4. Click the **Save & Close** button to close the **Class Assignment - <Student Name>** dialog.
5. Voki Classroom re-displays (**Student** tab selected). The Voki Classroom database is updated with any Class assignment changes you have made.

**Note:** When a Student is assigned to a Class, they are also assigned to all Lessons in that Class.

### 3.1.5 Understanding (and Modifying) Student Login IDs

Student login IDs are automatically-generated in Voki Classroom whenever you create (or modify) a Student record. As the Teacher, you can modify a Student's login ID (although your Students cannot). For more information on editing a Student's login ID, see your Students' login IDs and passwords, see "3.1.2 Modifying a Student Record".

The syntax of the Student ID is:

**Student first initial + last name + an auto-assigned three digit number**

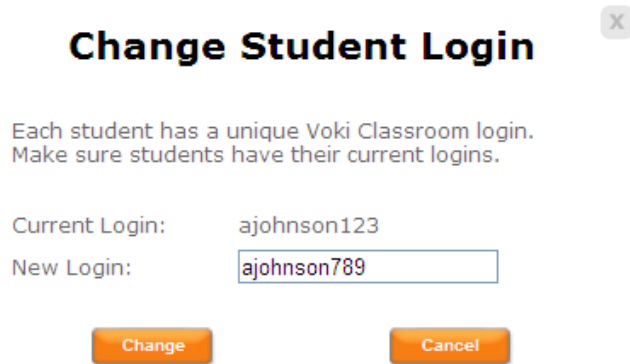
The automatically-generated Student login ID for a Student named Amanda Johnson would be something like:

**ajohnson981**

You **must** provide your Students with their Student login ID and password in order for them to log into Voki Classroom. For more information on printing your Students' login IDs and passwords, see "3.1.7 Printing Student Login ID and Password Information for Your Class".

To modify a Student's automatically-generated login ID in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in) to display the **Students** page.
2. Click a Student's login ID (under the **Login** column) to display the **Change Student Login** dialog.



The image shows a dialog box titled "Change Student Login" with a close button (X) in the top right corner. Below the title, there is a message: "Each student has a unique Voki Classroom login. Make sure students have their current logins." The dialog contains two input fields: "Current Login:" with the value "ajohnson123" and "New Login:" with the value "ajohnson789". At the bottom, there are two orange buttons: "Change" and "Cancel".

3. The **Change Student Login** dialog box allows you to change a Student's login ID from the auto-generated login ID to one of your choosing. If you want to:
  - change the Student's login ID, enter a new login ID in the **New Login:** field and click the **Change** button
  - cancel, click the **Cancel** button
4. Voki Classroom re-displays (**Classes** tab selected). The Student's modified login ID displays under the **Login** column.
5. You **must** click the **SAVE CHANGES** button to save the modified Student login ID to the Voki Classroom database.

### 3.1.6 Understanding (and Modifying) Student Passwords

Student passwords are automatically-generated in Voki Classroom whenever you create a Student record. As the Teacher, you can modify a Student's password. Some Teachers prefer to give the same password to every Student. It's up to you.

To modify a Student's automatically-generated password in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in) to display the **Students** page.

Students		Classes		Review		Support		My Account	
ADD STUDENTS		SAVE CHANGES		PRINT FOR CLASS		Search: <input type="text" value="Student"/>			
Classes	Review	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Login</u>	<u>Password</u>		<input type="checkbox"/>	<u>Delete</u>
		<input type="text" value="Amanda"/>	<input type="text"/>	<input type="text" value="Johnson"/>	<input type="text" value="ajohnson123"/>	<input type="text" value="ajohnson123"/>		<input type="checkbox"/>	
		<input type="text" value="bobby"/>	<input type="text" value="x"/>	<input type="text" value="jones"/>	<input type="text" value="bjones627"/>	<input type="text" value="voki7494"/>		<input type="checkbox"/>	
		<input type="text" value="Doug"/>	<input type="text"/>	<input type="text" value="Edgecomb"/>	<input type="text" value="dedgecomb123"/>	<input type="text" value="dedgecomb1"/>		<input type="checkbox"/>	
		<input type="text" value="Gretchen"/>	<input type="text"/>	<input type="text" value="Kraft"/>	<input type="text" value="gkraft123"/>	<input type="text" value="gkraft123"/>		<input type="checkbox"/>	
		<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Kelly"/>	<input type="text" value="jkelly123"/>	<input type="text" value="jkelly123"/>		<input type="checkbox"/>	
		<input type="text" value="Kerry"/>	<input type="text"/>	<input type="text" value="Stevens"/>	<input type="text" value="kstevens123"/>	<input type="text" value="kstevens123"/>		<input type="checkbox"/>	
		<input type="text" value="Laura"/>	<input type="text" value="Anne"/>	<input type="text" value="Fisher"/>	<input type="text" value="lfisher123"/>	<input type="text" value="lfisher123"/>		<input type="checkbox"/>	
		<input type="text" value="Loston"/>	<input type="text"/>	<input type="text" value="Harris"/>	<input type="text" value="lharris123"/>	<input type="text" value="lharris123"/>		<input type="checkbox"/>	
		<input type="text" value="Mary"/>	<input type="text" value="K"/>	<input type="text" value="Shaw"/>	<input type="text" value="mshaw123"/>	<input type="text" value="mshaw123"/>		<input type="checkbox"/>	
		<input type="text" value="Maurice"/>	<input type="text" value="James"/>	<input type="text" value="Johnson"/>	<input type="text" value="mjohnson123"/>	<input type="text" value="mjohnson123"/>		<input type="checkbox"/>	
		<input type="text" value="Neil"/>	<input type="text"/>	<input type="text" value="Taylor"/>	<input type="text" value="ntaylor123"/>	<input type="text" value="ntaylor123"/>		<input type="checkbox"/>	

11 Students

2. Modify a Student's password in the corresponding **Password** field.

Password

3. You **must** click the **SAVE CHANGES** button to save the modified password to the Voki Classroom database.

For more information on:

- Student login IDs, see “3.1.5 Understanding (and Modifying) Student Login IDs”
- printing your Students' login IDs and passwords, see “3.1.7 Printing Student Login ID and Password Information for Your Class”

### 3.1.7 Printing Student Login ID and Password Information for Your Class

Printing Students' Voki Classroom login information can help them easily access Voki Classroom. You have two options when it comes to printing your Students' login IDs and passwords. You can print:

- one long list of login IDs, passwords and instructions for the entire Class (less private, more convenient). This list can be displayed in Class.

**Note:** With this method, all Student logins will be visible to all Students.

- individual Student login IDs, passwords, and instructions (more private, less convenient)

**Note:** With this method, you can cut out login instructions for each Student.

To print Student login IDs and password information for your Class in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Students** tab (selected by default when you log in).

Students		Classes		Review		Support		My Account	
ADD STUDENTS		SAVE CHANGES		PRINT FOR CLASS		Search: <input type="text" value="Student"/>			
Classes	Review	<a href="#">First Name</a>	<a href="#">Middle Name</a>	<a href="#">Last Name</a>	<a href="#">Login</a>	Password		<input type="checkbox"/>	Delete
		<input type="text" value="Amanda"/>	<input type="text"/>	<input type="text" value="Johnson"/>	<a href="#">ajohnson123</a>	<input type="text" value="ajohnson123"/>		<input type="checkbox"/>	
		<input type="text" value="bobby"/>	<input type="text" value="x"/>	<input type="text" value="jones"/>	<a href="#">bjones627</a>	<input type="text" value="voki7494"/>		<input type="checkbox"/>	
		<input type="text" value="Doug"/>	<input type="text"/>	<input type="text" value="Edgecomb"/>	<a href="#">dedgecomb123</a>	<input type="text" value="dedgecomb1"/>		<input type="checkbox"/>	
		<input type="text" value="Gretchen"/>	<input type="text"/>	<input type="text" value="Kraft"/>	<a href="#">gkraft123</a>	<input type="text" value="gkraft123"/>		<input type="checkbox"/>	
		<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Kelly"/>	<a href="#">jkelly123</a>	<input type="text" value="jkelly123"/>		<input type="checkbox"/>	
		<input type="text" value="Kerry"/>	<input type="text"/>	<input type="text" value="Stevens"/>	<a href="#">kstevens123</a>	<input type="text" value="kstevens123"/>		<input type="checkbox"/>	
		<input type="text" value="Laura"/>	<input type="text" value="Anne"/>	<input type="text" value="Fisher"/>	<a href="#">lfisher123</a>	<input type="text" value="lfisher123"/>		<input type="checkbox"/>	
		<input type="text" value="Loston"/>	<input type="text"/>	<input type="text" value="Harris"/>	<a href="#">lharris123</a>	<input type="text" value="lharris123"/>		<input type="checkbox"/>	
		<input type="text" value="Mary"/>	<input type="text" value="K"/>	<input type="text" value="Shaw"/>	<a href="#">mshaw123</a>	<input type="text" value="mshaw123"/>		<input type="checkbox"/>	
		<input type="text" value="Maurice"/>	<input type="text" value="James"/>	<input type="text" value="Johnson"/>	<a href="#">mjohnson123</a>	<input type="text" value="mjohnson123"/>		<input type="checkbox"/>	
		<input type="text" value="Neil"/>	<input type="text"/>	<input type="text" value="Taylor"/>	<a href="#">ntaylor123</a>	<input type="text" value="ntaylor123"/>		<input type="checkbox"/>	

11 Students

2. Click the **PRINT FOR CLASS** button  to display the **Print Class Login Information** dialog.

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

**PRINT**

3. The **Print Class Login Information** dialog allows you to:

- select your Class (using the **Choose the Class** drop-down); for more information, see “3.2 Working with Classes”
- click the **PRINT** button in the **1 sheet for entire Class** section of the page if you want to print a sheet of login IDs, passwords and instructions for the entire Class (less private, more convenient)
- click the **PRINT** button in the **Individual instructions** section of the page if you want to print individual Student login IDs, passwords, and instructions (more private, less convenient)

### 3.1.8 Reviewing Students' Work

From the **Students** page, you can quickly review a student's work by clicking on the magnifying glass icon in the **Review** column. By clicking this icon you will be taken to the **Review** page and be able to review your Student's work.



For more information on:

- review statuses in Voki Classroom, see “3.4.2 Understanding Review Statuses (Get Started, Ready for Review, Try Again, and Approved)”
- reviewing your Students' work, see “3.4 Reviewing (and Sharing) Your Students' Work”

## 3.2 Working with Classes

This section explains how to create, modify, and delete your Voki Classroom Classes. It also explains how to assign Students to Classes (from the **Classes** page). This section covers the following topics:

- “3.2.1 Creating a Class”
- “3.2.2 Editing a Class”
- “3.2.3 Deleting a Class”
- “3.2.4 Assigning a Student to Classes (from the Classes Page)”
- “3.2.5 How to Tell When Students in Your Class Have Work that is Ready to Review”

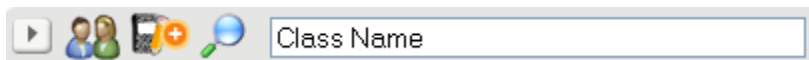
### 3.2.1 Creating a Class

To create a Class in Voki Classroom, do the following:

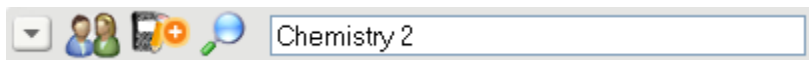
1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the Voki Classroom interface with the 'Classes' tab selected. The top navigation bar includes 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below the navigation bar, there are buttons for 'ADD A CLASS' and 'SAVE CHANGES', and a search bar labeled 'Search: Class Name'. The main content area displays a list of classes under the heading 'Chemistry 1'. Each class entry includes a 'Configure' icon, a 'Review' icon, a 'Lesson name' field, a 'Description' field, a 'Lesson Url' field, a 'Hidden' checkbox, and a 'Delete' button. The classes listed are 'Periodic Table of Elements', 'Chemical Equations', and 'Atomic Structure'. Below the list, it says '0 Lessons Hidden'. At the bottom, there are two more class entries: 'Chemistry 2' and 'Organic Chemistry'.




2. Click the **ADD A CLASS** button to add a blank Class at the bottom of the page.



3. Enter the name of the Class (e.g. **Chemistry 2**).



4. You can click the:

- Student Assignment icon  to assign Students to your new Class; for more information, see “3.2.4 Assigning Students to Classes (from the Classes Page)”
- Add Lessons icon  to add Lessons to your new Class; for more information, see “3.3.1 Creating a Lesson”
- Review icon  to review your Students' work.

**Hint:** You can quickly see when a Class or Lesson has work that is ready for you to review when a magnifying glass (with red star) icon displays under the Review column.



You can click this icon to display the Review page and review your Student's work; for more information, see “3.1.8 Reviewing Students' Work”

5. You **must** click the **SAVE CHANGES** button to save your new Class to the Voki Classroom database.

### 3.2.2 Editing a Class

To modify a Class in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the Voki Classroom interface with the 'Classes' tab selected. The top navigation bar includes 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below the navigation bar are buttons for 'ADD A CLASS' and 'SAVE CHANGES', and a search bar labeled 'Search: Class Name'. The main content area displays a list of classes under the 'Chemistry 1' filter. Each class entry includes a 'Configure' icon, a 'Review' icon, a 'Lesson name' input field, a 'Description' text area, a 'Lesson Url' link, a 'Hidden' checkbox, and a 'Delete' button. The classes listed are 'Periodic Table of Elements', 'Chemical Equations', and 'Atomic Structure'. Below the list, it says '0 Lessons Hidden'. At the bottom, there are filters for 'Chemistry 2' and 'Organic Chemistry'.

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

0 Lessons Hidden

Chemistry 2

Organic Chemistry

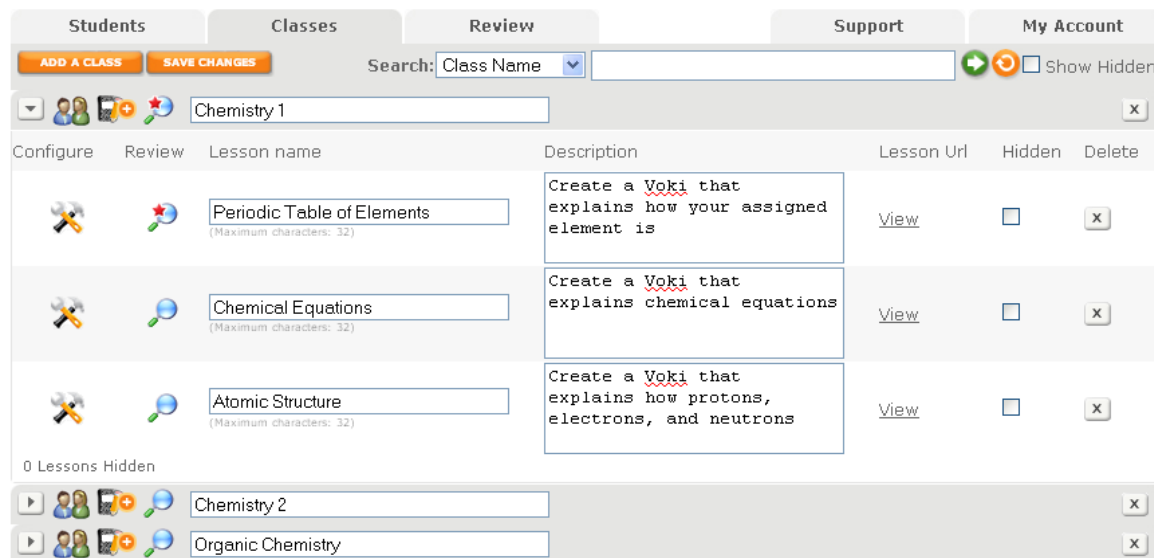
2. Modify a Class name.
3. You **must** click the **SAVE CHANGES** button to save the modified Class to the Voki Classroom database.




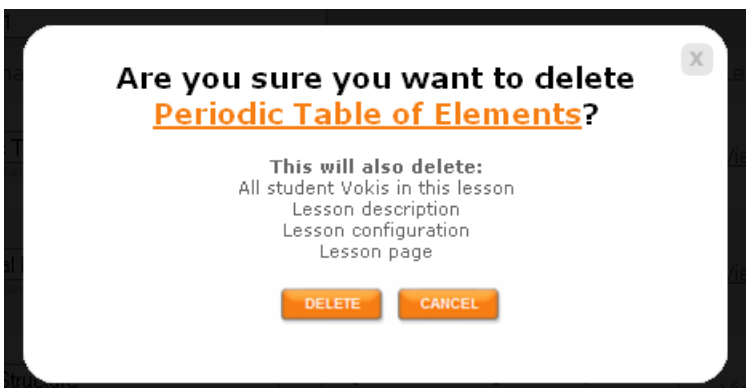
### 3.2.3 Deleting a Class

To delete a Class in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.



2. Click the **Delete** icon  next to a Class name.
3. Voki Classroom prompts you to confirm that you want to delete the Class.



**Warning:** If you delete a Class, you will also delete all Student Vokis associated with the Lesson, the Lesson description, the Lesson configuration, and the Lesson page.

4. If you:
  - are sure you want to delete the Class, click the **DELETE** button
  - want to cancel, click the **CANCEL** button

5. Voki Classroom re-displays (**Class** tab selected). If you deleted a Class, it will no longer display anywhere in the Voki Classroom system.

### 3.2.4 Assigning Students to Classes (from the Classes Page)

There are several ways to assign Students to a Class. You can assign Students to Classes:

- from the **Classes** page (explained in this topic)
- when you create the Student record; for more information, see “3.1.1 Creating a Student Record”
- from the **Students** page; for more information, see “3.1.4 Assigning a Student to Classes (from the Students Page)”

To assign one or more Students to a Class in Voki Classroom (from the **Classes** page), do the following:


1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the Voki Classroom interface with the 'Classes' tab selected. The top navigation bar includes 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below this, there are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with a 'Class Name' dropdown, and a 'Show Hidden' checkbox. The main content area displays a table of classes for 'Chemistry 1'. The table has columns: 'Configure', 'Lesson name', 'Description', 'Lesson Url', 'Hidden', and 'Delete'. Three classes are listed: 'Periodic Table of Elements', 'Chemical Equations', and 'Atomic Structure'. Each class has a 'View' link and a 'Delete' button. At the bottom, there are buttons for 'Chemistry 2' and 'Organic Chemistry'.



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

0 Lessons Hidden

[Chemistry 2](#) [Organic Chemistry](#)

2. Click the Student Assignment  icon next to a Class name to display the **Student Assignment - <Class Name>** dialog (e.g. **Student Assignment – Chemistry 1**).

**Student Assignment:**  
**Chemistry 1**

Search:   

☐ Check / Uncheck All

<input checked="" type="checkbox"/>	Gretchen Kraft
<input checked="" type="checkbox"/>	John Kelly
<input checked="" type="checkbox"/>	Amanda Johnson
<input checked="" type="checkbox"/>	Doug Edgecomb
<input checked="" type="checkbox"/>	Kerry Stevens
<input type="checkbox"/>	Laura Fisher
<input type="checkbox"/>	Loston Harris
<input type="checkbox"/>	Mary Shaw
<input type="checkbox"/>	Maurice Johnson
<input type="checkbox"/>	Neil Taylor
<input checked="" type="checkbox"/>	hnhhv.innes

6 Students selected

**SAVE & CLOSE**

3. Check (or uncheck) the names of the Students you want to assign to this Class.

**Hints:** You can use the search tool to search for a Student; for more information, see “2.4 Using the Voki Classroom Search Tools”.

You can also check or uncheck the **Check / Uncheck All** checkbox to select (or un-select) every Student, respectively.

Directly below the Student list, you can view a running total showing how many Students are selected.

**6 Students selected**

4. Click the **SAVE & CLOSE** button to save your changes and close the **Student Assignment - <Class Name>** dialog.

5. Voki Classroom re-displays (**Classes** tab selected). The Voki Classroom database is updated with any Student assignment changes you have made.

### 3.2.5 How to Tell When Students in Your Class Have Work that is Ready to Review

From the **Classes** page, you can quickly when one or more Students in a given Class has work that is ready for you to review when a magnifying glass (with red star) icon displays under the Review column. You can click this icon to display the **Review** page and review your Students' work.



For more information on:

- review statuses in Voki Classroom, see “3.4.2 Understanding Review Statuses (Get Started, Ready for Review, Try Again, and Approved)”
- reviewing your Students' work, see “3.4 Reviewing (and Sharing) Your Students' Work”

## 3.3 Working with Lessons

This section explains how to create, modify, hide/unhide, and delete Lessons. It also explains how to configure each Lesson, which allows you to:

- choose the style of the Voki Gallery
- add an embed button
- decide whether to make the Lesson page public or private
- set a Lesson deadline
- show Student names next to their Voki on the Lesson page
- add a writing assignment
- make your Students' writing assignments publicly visible
- set a Lesson deadline

In addition, this section explains how to preview a Lesson page and how to share a Lesson page with anyone (e.g. your Class, parents, faculty colleagues, friends and family, etc.).

This section covers the following topics:

- “3.3.1 Creating a Lesson”
- “3.3.2 Configuring a Lesson”
- “3.3.3 Editing a Lesson”
- “3.3.4 Hiding/Unhiding a Lesson”

- “3.3.5 Deleting a Lesson”
- “3.3.6 Previewing a Lesson Page”
- “3.3.7 Sharing a Lesson Page”

### 3.3.1 Creating a Lesson

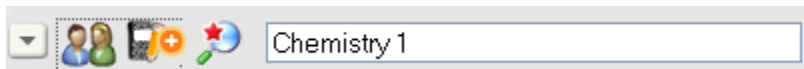
Since Lessons are associated with a Class, it stands to reason that before you create a Lesson in Voki Classroom, you must have first already created at least one Class; for more information, see “3.2.1 Creating a Class”. Once you’ve created at least one Class, you can start creating Lessons.

To create a Lesson in Voki Classroom, do the following:

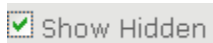
1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

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

2. Locate and click the Class that the Lesson is for (e.g. **Chemistry 1**).



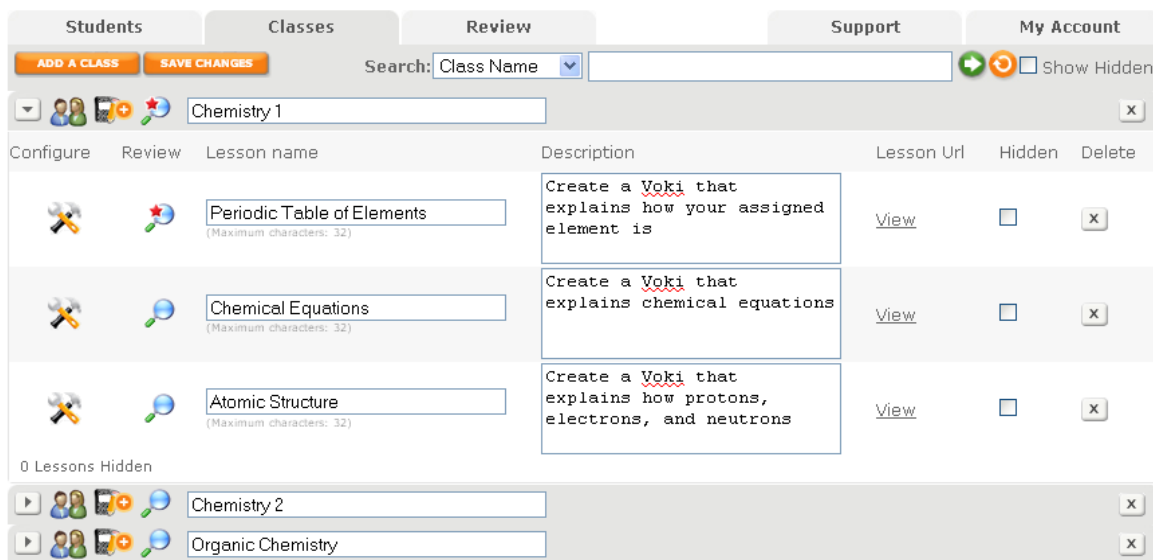
**Tip:** All of the current Lessons for the Class display below the Class, unless they are hidden. To unhide Lessons from your Class, uncheck the **Show Hidden** checkbox.



**Important:** Every Student in your Class will be able to see unhidden Lessons when they log into Voki Classroom. You should only unhide a Lesson when it's ready for your Class to work on. So, for example, if your Lesson is a work-in-progress that's not ready for your Class to see/work on, you should hide it.

For more information on hiding/unhiding Lessons, see “3.3.4 Hiding/Unhiding a Lesson”.

3. Click the Add Lesson icon  to add a blank Lesson below the Class.



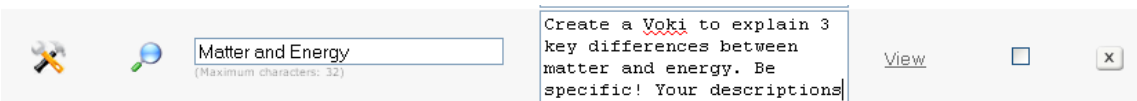
Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Elements (Maximum characters: 32)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Chemical Equations (Maximum characters: 32)	Create a Voki that explains chemical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

0 Lessons Hidden

Chemistry 2

Organic Chemistry

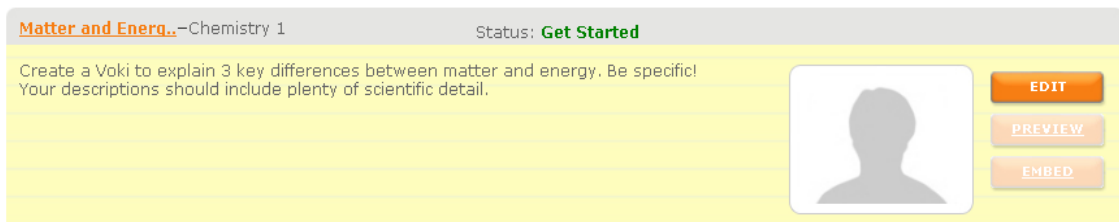
4. Enter the name of the Lesson (35 characters maximum) in the **Lesson name** field (e.g. **Matter and Energy**).



Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Matter and Energy (Maximum characters: 32)	Create a Voki to explain 3 key differences between matter and energy. Be specific! Your descriptions should include plenty of scientific detail.	<a href="#">View</a>	<input type="checkbox"/>	

5. Enter a description of the Lesson in the **Description** field.

**Note:** The Lesson description will be displayed on the Lesson page, as well as to Students when they log in.

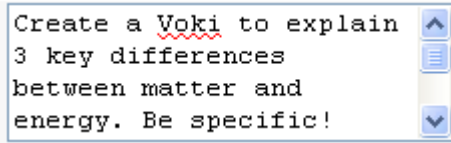


**Matter and Energy** – Chemistry 1 Status: **Get Started**

Create a Voki to explain 3 key differences between matter and energy. Be specific! Your descriptions should include plenty of scientific detail.



[EDIT](#) [PREVIEW](#) [EMBED](#)

Therefore, this description can be a set of instructions to Students, a description of the Lesson (for those viewing the Lesson page)...or a little of both.



**Hint:** Another way to provide supplemental instructions, helpful hints, gentle reminders, etc. to individual Students is to use the feedback feature; for more information, see “3.4.5 Providing Feedback to Your Students”.

6. You can also:

- click the configure icon  to configure your Lesson. You can choose the layout of the Lesson (Gallery), add an embed button under each Voki, and decide whether to make the **Lesson** page public or private); for more information, see “3.3.2 Configuring a Lesson”
- check (or uncheck) the **Hidden** checkbox next to a Lesson to hide (or unhide) the Lesson from your Class; for more information, see “3.3.4 Hiding/Unhiding a Lesson”
- click the Review Lessons icon  to review completed Vokis for the Lesson and/or the status of each Student's Voki for that Lesson; for more information, see “3.4 Reviewing (and Sharing) Your Students' Work”
- Click the **View** link (under the **Lesson Url** column) to launch the Lesson's URL. The Lesson page is the public Web page created for each Lesson – i.e. this is what people (i.e. your Class, faculty colleagues, parents, friends and family, et. al.) will see if you share the Lesson page URL with them.

For more information, on:

- configuring Lessons, see “3.3.2 Configuring a Lesson”
- previewing a Lesson page, see “3.3.6 Previewing a Lesson Page”
- sharing a Lesson page, see “3.3.7 Sharing a Lesson Page”

7. You **must** click the **SAVE CHANGES** button to save your new Lesson to the Voki Classroom database.

**Important:** If a saved Lesson is not hidden, it will display (with **Get Started** status) to your Students when they log into Voki Classroom. If you don't want your Students to work on a Lesson yet (for example, if it's a draft or you don't want to wait and assign the Lesson in the future), then you should hide the lesson; for more information, see “3.3.4 Hiding/Unhiding a Lesson”.

### 3.3.2 Configuring a Lesson

Once you have created a Lesson, Voki Classroom allows you to configure the Lesson. Configuring a Lesson allows you to:

- select the **style/layout** of the Lesson page that will display your Students' Vokis (once they complete – and once you accept -- their assigned Lesson)
- choose whether to add an **embed** button under the Voki scenes in the Lesson page (this will allow anyone viewing the Lesson page to embed the Voki on other sites)
- choose whether to make the Lesson page **public** or **private**
- choose whether to **add a writing assignment**, which requires your Students to enter a writing assignment along with their Voki. Students must save both before their project is ready for approval
- choose whether to **make your Students' writing assignments publicly visible** on the Lesson Page
- **set a Lesson deadline**, which requires you to designate the date and time when the Lesson is due. This deadline will be displayed to your Students as a timestamp.

**Note:** Students may still submit or modify their work after the deadline, in which case their timestamp display in **red**.

**Apr-22-2012 15:21**

- **show Student names** next to their Vokis on the Lesson Page. If you choose not to show Student names, only the Students' initials will display next to their Vokis



To configure a Lesson (i.e. **Periodic Table of Elements**) for the Chemistry 1 Class, do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

Students Classes Review Support My Account

ADD A CLASS SAVE CHANGES Search: Class Name Show Hidden

Chemistry 1

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

0 Lessons Hidden

Chemistry 2


Organic Chemistry

2. Locate and click to open the Class with which the Lesson is associated (i.e. **Chemistry 1**).

Chemistry 1

3. Locate the Lesson you want to configure (i.e. **Periodic Table of Elements**).

Periodic Table of Elements  
(Maximum characters: 32)

4. Click the Configure icon  to display the **Configure Lesson: <Lesson Name>** dialog (e.g. **Configure Lesson: Periodic Table of Elements**).

### Configure Lesson: Periodic Table of Elements

Lesson Page Style(?): Gallery A ▼

Lesson page Security(?): ☐ Public ☒ Private  
  
please create a password

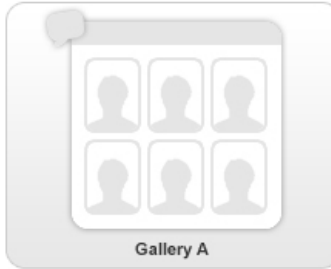
Display student names(?): ☐ Full name ☒ Initials Only

Get Embed Button(?): ☐ Yes ☒ No

Add Writing Assignment(?): ☒ Yes ☐ No  
☒ Show in lesson page?

Set Lesson Deadline(?): ☒ Yes ☐ No Day  Time  ▼

**SAVE & CLOSE**



5. The **Configure Lesson: <Lesson Name>** dialog allows you to perform the following configuration tasks:

- 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

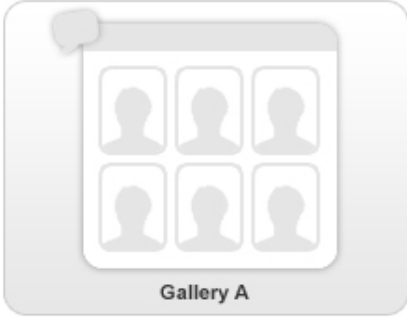
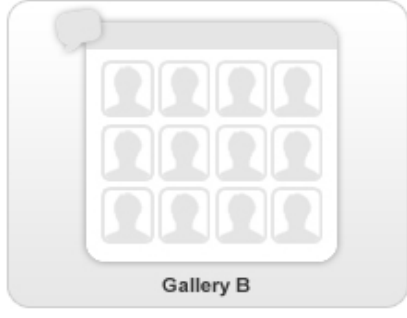
#### Select the style/layout of the Lesson page

To select the style/layout of a Lesson page, locate the **Lesson Style:** drop-down.

Lesson Page Style(?): Gallery A ▼

Use the **Lesson Style:** drop-down to select the **style/layout** of the Lesson page that will display your Students' Vokis (once they complete – and once you accept -- their assigned Lesson).

Voki Classroom provides you with two Lesson style/layout options:

Gallery	Structure	Description
Gallery A	 Gallery A	Gallery A displays full, playable Vokis.
Gallery B	 Gallery B	Gallery B displays Vokis with a preview button.

**Note:** For more information on previewing a Lesson page (which adheres to the selected Gallery type), see “3.3.6 Previewing a Lesson Page”.

### Configure the security of your Lesson page

You can configure the security of your Lesson page, i.e. decide whether to make the Lesson page public or private (password-protected).

- **Public.** When you send a public Lesson page URL to someone (e.g. your Class, parents, faculty colleagues, friends and family members, et. al.), they can access the Lesson page (neither Voki Classroom membership nor registration is required)
- **Private.** Whoever accesses a private Lesson page must enter a password (which you, as the Teacher, can control)

To make a Lesson page public or private, locate the **Lesson page is:** section of the dialog. Select:

- **Public** if you want the Lesson page to be public (i.e. accessible to anyone who has the Lesson page URL that you provided to them)

Lesson page Security(?): ☒ Public ☐ Private

- **Private** if you want the Lesson page to be private. If you select **Private**, Voki Classroom prompts you to enter a password. Whoever accesses the Lesson page must enter this password.



### Display your Students' full names (or initials only)

Voki Classroom allows you to display your Students' full names on the Lesson page. Alternately, you may only wish to display your Students' initials on the Lesson page.

To display your Students' full names (or initials only), locate the **Lesson page Security:** section of the dialog. Select:

- **Full name** if you want to display your Students' full names on the Lesson page (e.g. **John Smith**)



- **Initials Only** if you only want to display your Students' initials on the Lesson page (e.g. **JS**).



### Add an embed button

Adding an embed button allows anyone who can access your Lesson page to embed and share any approved Student Voki on the Lesson page (for example, on the school's website, on a personal website, on a social media site like Facebook, etc.).

Using the embed button, your Lesson page visitors can embed a Student's Voki player into another Web page by copying/pasting the embed code within a Web page's HTML, adding the embed code to a social media website, etc. For more information on sharing a Student's Voki using the embed button, see "3.4.4 Sharing a Student's Voki".

**Note:** You can add (or remove) an embed button any time.

To add an embed button to Student Vokis on a particular Lesson page, locate the **Get Embed Button:** section of the dialog.



Select:

- **Yes** if you to add an embed button
- **No** if you do not want to add an embed button

### Add a writing assignment

Select whether to **add a writing assignment**, which requires your Students to enter a writing assignment along with their Voki. The writing assignment gives your Students an opportunity to elaborate on the content submitted via their Voki.

You can review a writing assignment by hovering for your cursor over the writing assignment icon on the **Review** page; for more information on reviewing writing assignments, see “3.4.3 Reviewing, Approving, or Disapproving a Student's Voki (and Writing Assignment)”.

A sample writing assignment is shown below.

#### bobby jones

P "gold! gold! gold! gold!" wrote the poet thomas hood. "bright and yellow, hard and cold." when the word "gold" comes to your mind the first thing you think about is jewelry, money, treasure and luxury. gold is soft yellow metal. its chemical symbol is au, from the latin word, aurum. gold is one of the heaviest chemical elements. it is 19 times heavier than water. i chose gold as my element because, to me, it symbolizes success and happiness.

May-14-2012 18:38

READY FOR REVIEW



**Hint:** You can copy the writing assignment text and paste it into a document or email message, if you want.

If you add a writing assignment, your Students must save both the Voki **and** the writing assignment before their project is ready for approval. To do so, locate the **Add Writing Assignment?** section of the dialog.

Add Writing Assignment(?): ☒ Yes ☐ No  
☒ Show in lesson page?

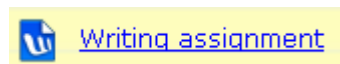
Select:

- **Yes** if you want to add a writing assignment to the Lesson

**Note:** If you want to add a writing assignment to the Lesson, a **Show in lesson page?** checkbox displays (explained below).

- **No** if you do not want to add a writing assignment to the Lesson

**Note:** When you add a writing assignment to a Lesson, a writing assignment icon and link displays when your Students log into Voki Classroom.



The purpose of the writing assignment icon link is to prompt your Students to complete the writing assignment (in addition to creating a Voki).


Student Name: Amanda Johnson  
Teacher Name: Mr. Schnore

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

---

Periodic Table o...-Chemistry 1
 Status: **APPROVED**
Lesson Deadline(?): Sun, Apr 22 at 02:00 PM


Create a Voki that explains how your assigned element is



[EDIT](#)  
[PREVIEW](#)  
[EMBED](#)

Apr-22-2012 15:21

**Mr. Schnore: Great job!**

 [Writing assignment](#)

Again, Students must save both their Voki **and** the writing assignment in order for the status to Change To Ready for Review. For more information on review statuses, see “3.4.2 Understanding Review Statuses (Get Started, Ready for Review, Try Again, and Approved)”

### Make your Students' writing assignments publicly visible on the Lesson page

If you decide to add a writing assignment, you can select whether to make your Students' writing assignments **publicly visible** in the Lesson Page. (In other words, you may only want to make your Students' Vokis publicly visible on the Lesson page.)

To make your Students' writing assignments publicly visible on the Lesson page, locate the **Show in Lesson Page?** section of the dialog.

☒ Show in lesson page?

If you:

- want to make a Student's writing assignment publicly visible on the Lesson page, check the **Show in lesson page?** checkbox
- do **not** want to make a Student's writing assignment publicly visible on the Lesson page, uncheck the **Show in lesson page?** checkbox

### Set a Lesson deadline

Select whether to set a Lesson deadline, which requires you to designate the date and time the Lesson is due. To do so, locate the **Set Lesson Deadline:** section of the dialog.

Set Lesson Deadline(?): ☒ Yes ☐ No Day  Time

Select:

- **Yes** if you want to set a Lesson deadline. If so, you must also:

- Enter the deadline day (using the YYYY-MM-DD format) in the **Day** field.

**Hint:** You can click the **Day** field to display a pop-up calendar that allows you to select a Lesson deadline date.

- Use the **Time** drop down to select the deadline time.

**Note:** When your Students log into Voki Classroom, their Lesson deadline displays them as a timestamp. Students may still submit or modify their work after the deadline, in which case their timestamp display in **red**.

Lesson Deadline(?): Sun, Apr 22 at 02:00 PM

- **No** if you do not want to add a writing assignment to the Lesson

6. Click the **SAVE & CLOSE** button to save your changes and close **Configure Lesson:** <Lesson Name> dialog.

7. Voki Classroom re-displays (**Classes** tab selected).

### 3.3.3 Editing a Lesson

To modify a Lesson in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the 'Classes' tab in Voki Classroom. At the top, there are tabs for 'Students', 'Classes' (selected), 'Review', 'Support', and 'My Account'. Below these are buttons for 'ADD A CLASS' and 'SAVE CHANGES', and a search bar labeled 'Search: Class Name'. A dropdown menu shows 'Chemistry 1' selected. Below this is a table of lessons:

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

Below the table, it says '0 Lessons Hidden'. At the bottom, there are more class dropdowns: 'Chemistry 2' and 'Organic Chemistry'.

2. Modify the name of the Lesson (35 characters maximum) in the **Lesson name** field (e.g. **Matter and Energy**).

This close-up shows the 'Lesson name' field with the text 'Periodic Table of Elements' and a note '(Maximum characters: 32)'. To its right is the 'Description' field containing the text: 'Create a Voki that explains how your assigned element is'.



3. Modify the Lesson description in the **Description** field.

This close-up shows the 'Description' field with the text: 'Create a Voki that explains how your assigned element is'.

4. You can also:

- click the configure icon to configure your Lesson (i.e. you can choose the style of the Voki Gallery, add an embed button, and decide whether to make the Lesson page public or private); for more information, see “3.3.2 Configuring a Lesson”
- check (or uncheck) the **Hidden** checkbox next to a Lesson to hide (or unhide) the Lesson from your Class; for more information, see “3.3.4 Hiding/Unhiding a Lesson”



- click the Review Lessons icon  to review completed Lessons and/or the status of assigned Lessons; for more information, see “3.4 Reviewing (and Sharing) Your Students' Work
- click the **View** link (under the **Lesson Url** column) to launch the Lesson's URL (this is what your Students will see when they log in to Voki Classroom to complete the assigned Lesson); for more information, see “3.3.6 Previewing a Lesson Page”
- click the **Delete** icon  next to a Lesson name if you want to delete the Lesson; for information, see “3.3.5 Deleting a Lesson”

5. You **must** click the **SAVE CHANGES** button to save your modified Lesson to the Voki Classroom database.

### 3.3.4 Hiding/Unhiding a Lesson

Voki Classroom allows you to hide and unhide Lessons. When you hide a Lesson, the public Lesson page is not accessible. More importantly, your Students will not see the Lesson when they log into Voki Classroom.

You may want to hide a Lesson when, for example, you are not ready for your Students to view/complete a Lesson (e.g. the Lesson is associated with an upcoming section of the curriculum). You may also choose to hide a completed Lesson so that no one can access the Lesson page anymore – i.e. if the Lesson is outdated, but you don't want to delete the Lesson itself.

Let's assume Mr. Schnore has created the following Lessons for his Chemistry 1 Class:

- Lesson 1: Periodic Table of Elements
- Lesson 2: Chemical Equations
- Lesson 3: Atomic Structure
- Lesson 4: Matter and Energy

However, Mr. Schnore only wants his Chemistry 1 Students to have access to the **Periodic Table of Elements** Lesson at this time.

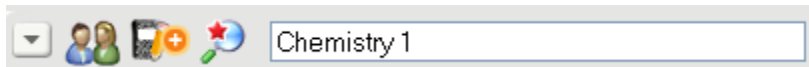
To hide/unhide Lessons in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

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

0 Lessons Hidden









2. Locate the Class that contains the Lessons you want to hide/unhide (i.e. **Chemistry 1**).



3. Locate the Lessons you want to hide. In this example, let's assume you want to hide:

- Lesson 2: Chemical Equations
- Lesson 3: Atomic Structure
- Lesson 4: Matter and Energy

4. Check the corresponding **Hidden** checkboxes.

Configure	Review	Lesson name	Description	Lesson Url	Hidden
		<input type="text" value="Periodic Table of Elements"/> <small>(Maximum characters: 32)</small>	Create a <u>Voki</u> that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>
		<input type="text" value="Chemical Equations"/> <small>(Maximum characters: 32)</small>	Create a <u>Voki</u> that explains chemical equations	<a href="#">View</a>	<input checked="" type="checkbox"/>
		<input type="text" value="Atomic Structure"/> <small>(Maximum characters: 32)</small>	Create a <u>Voki</u> that explains how protons, electrons, and neutrons	<a href="#">View</a>	<input checked="" type="checkbox"/>
		<input type="text" value="Matter and Energy"/> <small>(Maximum characters: 32)</small>	Create a <u>Voki</u> to explain 3 key differences between matter and energy. Be specific!	<a href="#">View</a>	<input checked="" type="checkbox"/>

5. You **must** click the **SAVE CHANGES** button to hide the selected Lessons (as shown below).

Students

Classes

Review

Support


My Account

ADD A CLASS

SAVE CHANGES

Search:

☒ Show Hidden



Configure

Review



Lesson name

Description

Lesson Url

Hidden


Delete




  
(Maximum characters: 32)


Create a Voki that explains how your assigned element is

[View](#)
☐

3 Lessons Hidden



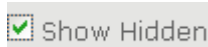




**Hints:** The number of hidden Lessons displays in the lower left corner, within each Class.

3 Lessons Hidden

You can display hidden Lessons by checking the **Show Hidden** checkbox in the upper right corner of Voki Classroom (when the **Classes** tab is selected).

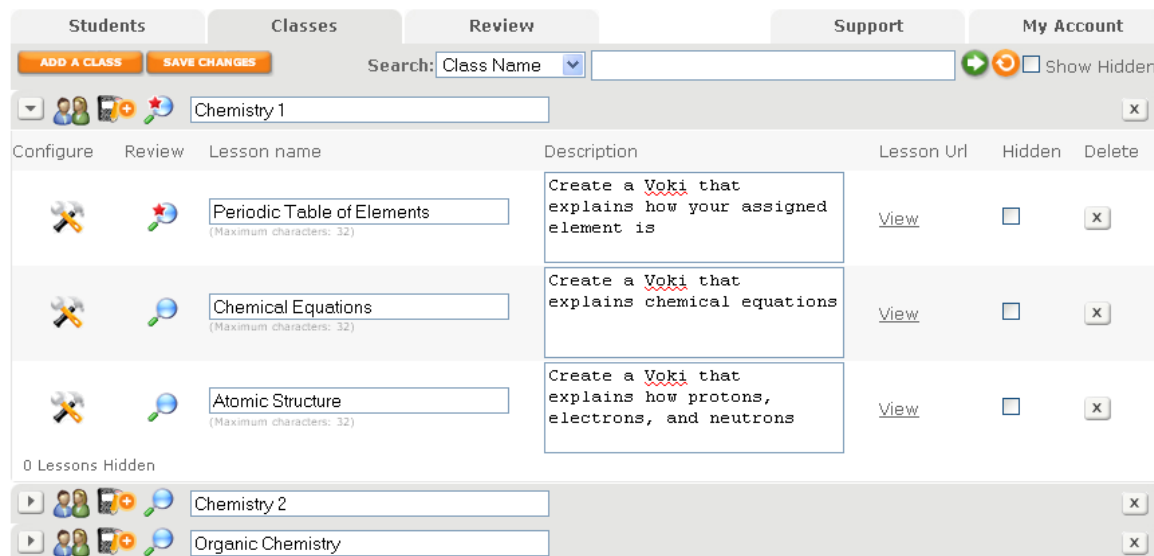



If the **Show Hidden** checkbox is unchecked (default setting), your hidden Lessons will not display to your Students when they log into Voki Classroom.

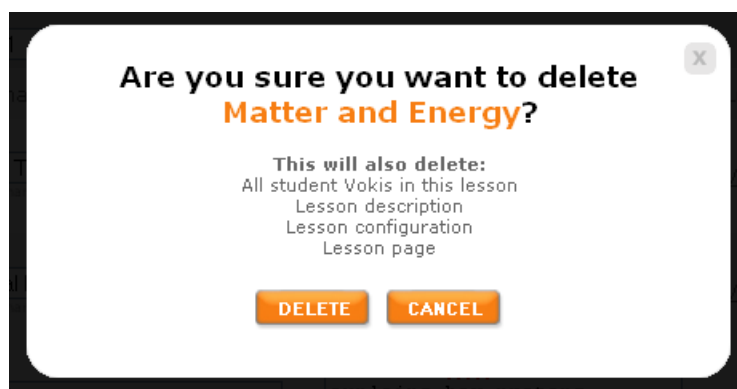
### 3.3.5 Deleting a Lesson

To delete a Lesson in Voki Classroom, do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.



2. Click the **Delete** icon  next to a Lesson name.
3. Voki Classroom prompts you to confirm that you want to delete the Lesson.



**Warning:** If you delete a Lesson, you will also delete all Student Vokis submitted for this Lesson, the Lesson description, the Lesson configuration, and the Lesson page itself.

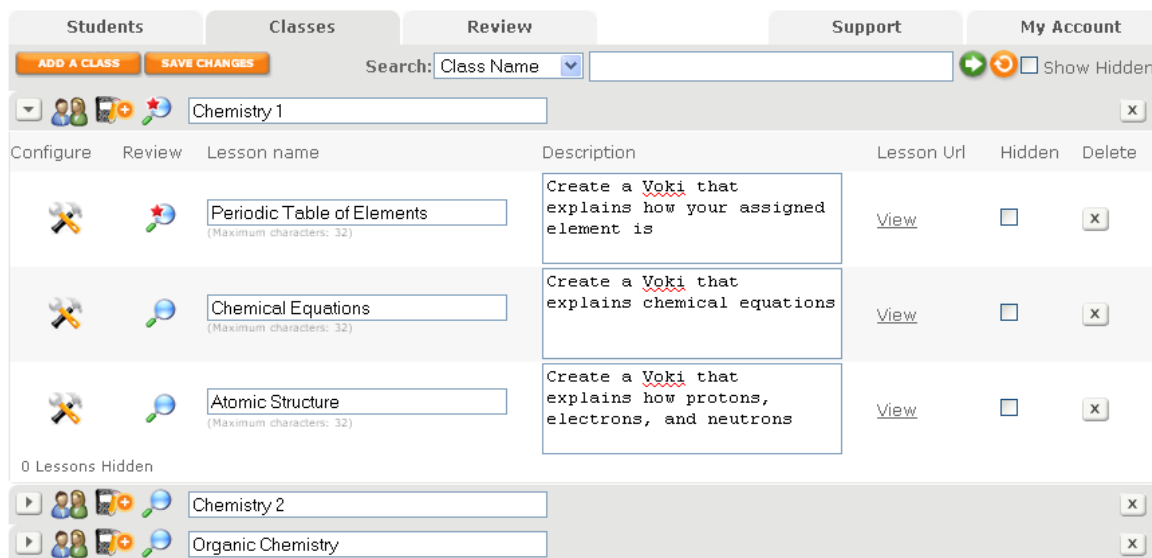
4. If you:
  - are sure you want to delete the Lesson, click the **Delete** button
  - want to cancel, click the **Cancel** button

5. Voki Classroom re-displays (**Classes** tab selected). If you deleted a Lesson, it will no longer display anywhere in the Voki Classroom system.

### 3.3.6 Previewing a Lesson Page

To preview a Lesson page (from the Voki Classroom **Classes** page), do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.



The screenshot shows the Voki Classroom interface with the 'Classes' tab selected. At the top, there are tabs for 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below the tabs are buttons for 'ADD A CLASS' and 'SAVE CHANGES', and a search bar labeled 'Search: Class Name' with a dropdown arrow. The search results show a list of lessons for 'Chemistry 1'. Each lesson row includes a 'Configure' icon, a 'Review' icon, the lesson name, a description, a 'Lesson Url' column with a 'View' link, a 'Hidden' checkbox, and a 'Delete' button. The lessons listed are 'Periodic Table of Elements', 'Chemical Equations', and 'Atomic Structure'. Below the lessons, it says '0 Lessons Hidden'. At the bottom, there are two more lesson entries: 'Chemistry 2' and 'Organic Chemistry'.

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

0 Lessons Hidden

Chemistry 2

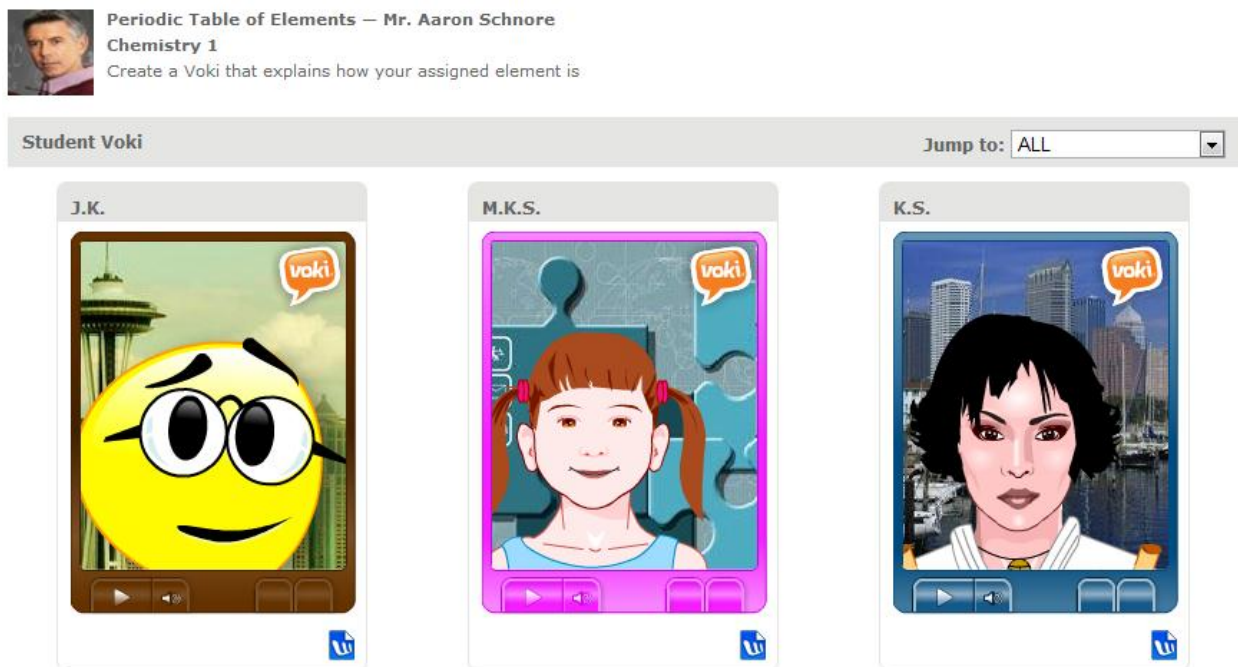
Organic Chemistry

2. Click the **View** link (under the **Lesson Url** column) next to the Lesson name.



3. Voki Classroom displays what the Voki Lesson page currently looks like.

**Note:** Only approved Vokis will display; for more information, see “3.4.3 Reviewing, Approving, or Disapproving a Student's Voki (and Writing Assignment)”.



4. You can:

- click the **Preview** button (under any approved Voki that displays in the previewed Voki Gallery) to play the Voki
- use the **Jump to:** drop-down to select a specific Student's Voki

### 3.3.7 Sharing a Lesson Page

Voki Classroom allows you to share a Lesson page with anyone (e.g. your Class, parents, faculty colleagues, friends and family, etc.). You do so by sending or posting the Lesson page URL.

When you configure a Lesson, you must decide whether to make the Lesson page **public** or **private**.

- **Public.** When you share a public Lesson page URL with someone (e.g. your Class, parents, faculty colleagues, friends and family members, et. al.), they can access the Lesson page using any standard Web browser (neither Voki Classroom membership nor registration is required)
- **Private.** When you share a private Lesson page with someone, whoever accesses the page (using any standard Web browser) must enter a password (which you, as the Teacher, can control)

For more information on configuring a Lesson, see Step 5 in “3.3.2 Configuring a Lesson”.

To share a Lesson page (from the Voki Classroom **Classes** page), do the following:

1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

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	<a href="#">View</a>	<input type="checkbox"/>	
		Chemical Equations <small>(Maximum characters: 32)</small>	Create a Voki that explains chemical equations	<a href="#">View</a>	<input type="checkbox"/>	
		Atomic Structure <small>(Maximum characters: 32)</small>	Create a Voki that explains how protons, electrons, and neutrons	<a href="#">View</a>	<input type="checkbox"/>	

0 Lessons Hidden

Chemistry 2

Organic Chemistry

2. Click the **View** link (under the **Lesson Url** column) next to the Lesson name.



3. The Lesson page displays in a separate browser.

**Note:** If the Lesson page is private, you (and whoever you share the Lesson page with) must enter a password (which you, as the Teacher, can control). Lessons are marked public or private during Lesson configuration; for more information on configuring a Lesson, see Step 5 in “3.3.2 Configuring a Lesson”.

4. Copy the Lesson page URL and share it (e.g. email it to your Class and their parents).

**Hint:** Remember to share the Lesson page password if the Lesson page is private.

### ***3.4 Reviewing (and Sharing) Your Students' Work***

Once you assign a Lesson, what happens next? Presumably, your Students complete the assignment by creating a Voki. But perhaps the work they submit is unsatisfactory and needs to be re-done. Or perhaps you want to share an exemplary assignment on your class' Facebook page. Voki Classroom allows you to perform these tasks with ease.

This section explains:

- how to review your Students' work on the Voki Classroom **Review** page (which you can access indirectly from the **Students** and **Classes** page)
- the different types of review statuses in Voki Classroom (i.e. **Get Started**, **Ready for Review**, **Try Again**, and **Approved**)
- how to preview, approve, or disapprove a Voki (and writing assignment, if applicable)
- how to share an approved Voki
- how to provide feedback to your Students

This section covers the following topics:

- "3.4.1 Understanding the Review Page"
- "3.4.2 Understanding Review Statuses (Get Started, Ready for Review, Try Again, and Approved)"
- "3.4.3 Reviewing, Approving, or Disapproving a Student's Voki (and Writing Assignment)"
- "3.4.4 Sharing a Student's Voki"
- "3.4.5 Providing Feedback to Your Students"



### 3.4.1 Understanding the Review Page

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

Students   Classes   **Review**   Support   My Account

Class:  Lesson:  Student:  ☐ Show Hidden

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

**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.

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

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

Students	Classes	Review	Support	My Account
Class: <input type="text" value="Chemistry 1"/> Lesson: <input type="text" value="ALL"/> Student: <input type="text" value="Amanda Johnson"/> <input type="checkbox"/> 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.



**Hint:** You can quickly see when a Class or Lesson has work that is ready for you to review when a magnifying glass (with red star) icon displays under the Review column.



You can click this icon to display the Review page and review your Student's work; for more information, see "3.1.8 How to Tell When a Student Has Work that is Ready to Review"

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
		<input type="text" value="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.

Students	Classes	Review	Support	My Account
Class: Chemistry 1		Lesson: Periodic Table of Ele	Student: ALL	<input type="checkbox"/> Show Hidden
Show: All   Get Started   <b>Ready for Review</b>   Try Again   Approved				

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**, **Incomplete**, **Ready for Review**, and **Approved**); for more information, see “3.4.2 Understanding Review Statuses (Get Started, Ready for Review, Try Again, and Approved)”.

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

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

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

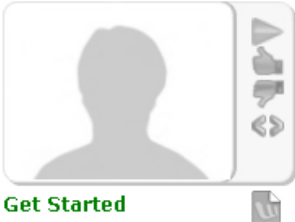


Or, you can sort your Lessons by status. If you want to display only Vokis with a:


- **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

### 3.4.2 Understanding Review Statuses (Get Started, Ready for Review, Try Again, and Approved)

All Vokis associated with a particular Lesson (and a particular Student) have a review status, which displays on the **Review** page. The status primarily indicates whether you have approved or disapproved a submitted Voki (and, if applicable, writing assignment); for more information, see “Reviewing, Approving, or Disapproving a Student’s Voki (and Writing Assignment)”.

The following table explains each review status.

Status	Description
<p><b>Get Started</b></p> <p>bobby jones</p> 	<p>The Student has not created/saved a Voki for the Lesson (and, if applicable, the writing assignment).</p>
<p><b>Ready for Review</b></p> <p>John Kelly</p> 	<p>When Students complete their Vokis (and, if applicable, the writing assignment), then the review status changes to <b>Ready for Review</b>. You can review the Vokis (and, if applicable, writing assignments) and approve or disapprove them.</p> <p><b>Note:</b> The timestamp below the <b>Ready for Review</b> Voki indicates the date and time of the last update. Students can revise and re-submit their Vokis (and, if applicable, writing assignment) until you approve or disapprove them. The timestamp always reflects the date and time when the Voki (and, if applicable, writing assignment) was last re-submitted.</p>
<p><b>Try Again</b></p> <p>Doug Edgecomb</p> 	<p>When you disapprove a completed Voki (and, if applicable, writing assignment), then the review status changes to <b>Try Again</b>. The Student has the opportunity to revise the Voki (and, if applicable, the writing assignment) and re-submit it.</p> <p><b>Note:</b> Whenever you disapprove a Voki, Voki Classroom automatically prompts you to enter optional feedback. However, you can provide feedback to your Students at any time, regardless of the status of their Voki; for more information, see “3.4.5 Providing Feedback to Your Students”.</p>

<p><b>Approved</b></p> <p>Amanda Johnson</p>  <p>Apr-22-2012 15:21 <b>APPROVED</b></p>	<p>When you approve a Voki, the status changes to <b>Approved</b>.</p> <p><b>Important:</b> Students <b>cannot</b> revise approved Vokis (and, if applicable, writing assignments).</p> <p><b>Note:</b> Whenever you disapprove a Voki, Voki Classroom automatically prompts you to enter optional feedback. However, you can provide feedback to your Students at any time, regardless of the status of their Voki; for more information, see “3.4.5 Providing Feedback to Your Students”.</p>
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The **Review** page allows you to easily sort assigned Lessons by status; for more information, see “3.4.1 Understanding the Review Page”.

### 3.4.3 Reviewing, Approving, or Disapproving a Student's Voki (and Writing Assignment)

Once a Student submits his/her Voki assignment (and writing assignment, if applicable), its status is **Ready for Review**.

John Kelly





The **Review** page allows you to:

- review a Student's Voki
- review a Student's writing assignment (if applicable)
- approve a Student's Voki
- disapprove a Student's Voki

**Note:** Whenever you approve or disapprove a Voki, Voki Classroom automatically prompts you to enter optional feedback. However, you can provide feedback to your Students at any time, regardless of the status of their Voki; for more information, see “3.4.5 Providing Feedback to Your Students”.

If you want to:	Do the following:
<p>Review a Voki</p>	<p>Click the play icon. </p> <p>The Voki player launches, allowing you to review the Voki.</p>  <p>When you're done reviewing the Voki, you can click the  icon to close the Voki player.</p>
<p>Review a writing assignment (if applicable)</p>	<p>Hover your cursor over the  icon to review a writing assignment (if assigned).</p> <p><b>bobby jones</b></p> <p>P "gold! gold! gold! gold!" wrote the poet thomas hood. "bright and yellow, hard and cold." when the word "gold" comes to your mind the first thing you think about is jewelry, money, treasure and luxury. gold is soft yellow metal. its chemical symbol is au, from the latin word, aurum. gold is one of the heaviest chemical elements. it is 19 times heavier than water. i chose gold as my element because, to me, it symbolizes success and happiness.</p> <p>May-14-2012 18:38 <b>READY FOR REVIEW</b> </p> <p><b>Hint:</b> You can copy the writing assignment text and paste it into a document or email message, if you want.</p> <p><b>Note:</b> For more information on writing assignments, see “3.3.2 Configuring a Lesson”.</p>

Approve a Voki	<p>Click the approve icon. </p> <p>The status of the Voki changes to <b>Approved</b>.</p> <p><b>Note:</b> You can always go back and disapprove a previously-approved Voki.</p> <p><b>Tip:</b> Once you approve a Voki, you can, optionally, share it; for more information, see “3.4 Sharing a Student’s Voki”.</p>
Disapprove a Voki	<p>Click the disapprove icon. </p> <p>The status of the Voki changes to <b>Try Again</b>. The Student can revise his/her Voki (and/or writing assignment, if applicable) and re-submit.</p>

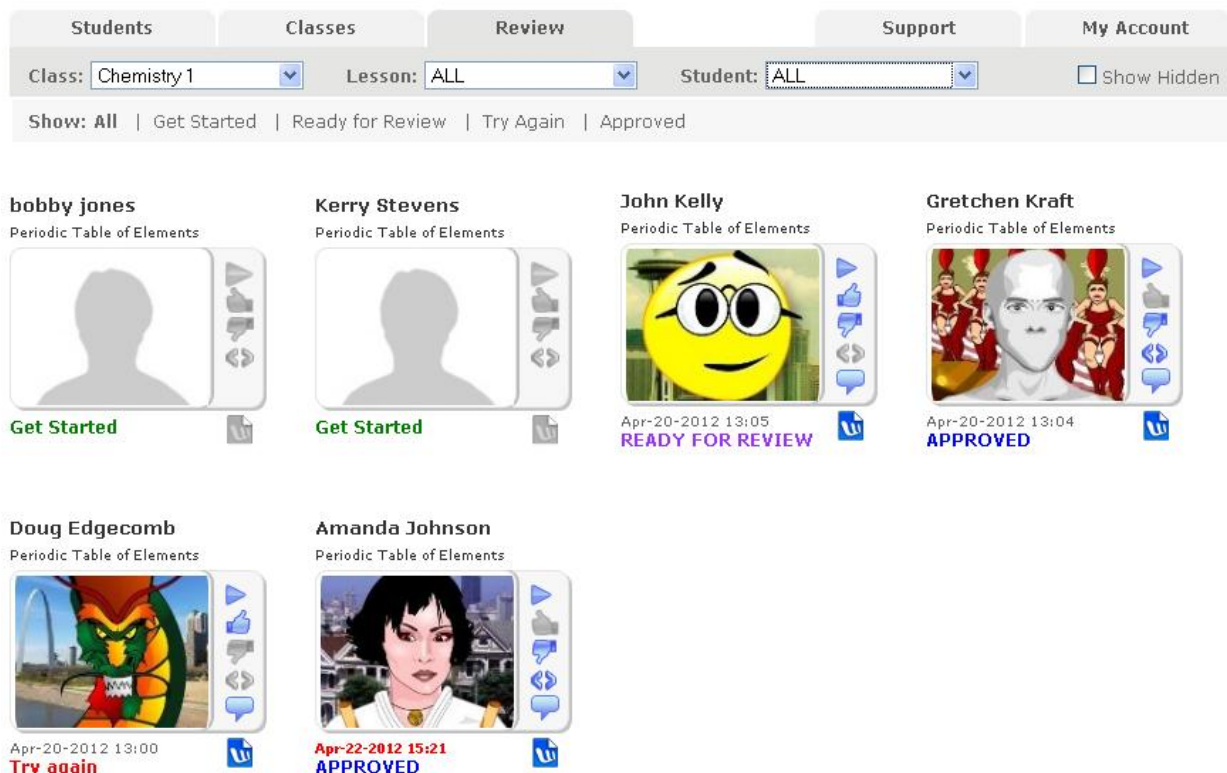
### 3.4.4 Sharing a Student’s Voki

Let’s say you assigned a Lesson to your Class, and one of your Students submitted a particularly creative and well-researched Voki. You decide you want to share this Student’s work online (for example, you want to publish it on your school’s website). You can do so by:

- copying and pasting automatically-generated embed code into the HTML of a Web page; see Step 4, below
- generating a Voki link and sharing the link with others; see Step 5, below

To share a Student’s Voki, do the following:

1. With Voki Classroom open in your Web browser, select the **Review** tab to display the **Review** page.



The screenshot shows the Voki Classroom Review page. At the top, there are tabs for 'Students', 'Classes', 'Review' (which is selected), 'Support', and 'My Account'. Below the tabs, there are filters for 'Class: Chemistry 1', 'Lesson: ALL', and 'Student: ALL', along with a 'Show Hidden' checkbox. Below the filters is a navigation bar with 'Show: All', 'Get Started', 'Ready for Review', 'Try Again', and 'Approved'. The main area displays six student Voki submissions in a grid. Each submission includes the student's name, the assignment 'Periodic Table of Elements', a Voki image, a status label, a timestamp, and a share icon.

Student Name	Assignment	Voki Image	Status	Timestamp	Share Icon
bobby jones	Periodic Table of Elements	Gray silhouette	Get Started		
Kerry Stevens	Periodic Table of Elements	Gray silhouette	Get Started		
John Kelly	Periodic Table of Elements	Yellow smiley face	READY FOR REVIEW	Apr-20-2012 13:05	
Gretchen Kraft	Periodic Table of Elements	Classical bust with modern elements	APPROVED	Apr-20-2012 13:04	
Doug Edgecomb	Periodic Table of Elements	Dragon-like creature	Try again	Apr-20-2012 13:00	
Amanda Johnson	Periodic Table of Elements	Cartoon girl	APPROVED	Apr-22-2012 15:21	



2. Locate the approved Voki that you want to share.



3. Click the embed button (if available). 

**Note:** In order to embed a Student's Voki into a Web page, you must add an embed button to the Lesson when you configure the Lesson; for more information, see Step 5 in "3.3.2 Configuring a Lesson".

An embed dialog displays.

Select the size of the player to embed in your site:

Medium (200 x 267) 

Then grab your code and place it on your page!

**Post** **Bookmark**



**Embed code:** 

```
<object height="267" width="200"
classid="clsid:D27CDB6E-AE6D-11cf-96B8-
444553540000"codebase="http://download.macromedia.co
m/pub/shockwave/cabs/flash/swflash.cab#version=9,0,28,
0" id="widget_name"><param name="movie"
value="http://vhost-
vs.oddcast.com/vhss_editors/voki_player.swf?doc=http://
gigya
```

Or, get your Voki link here:

Select newly created URL 

copy this link and paste it on your browser's address bar.

Please select your newly created URL



4. If you want to embed a Voki player into a Web page:

- select the size of the Voki player (**Small**, **Medium**, or **Large**)
- copy/paste the automatically-generated embed code into the HTML of your Web page

5. If you want to generate a Voki link and share the link with others:

- use the **Or, get your Voki link here:** drop-down to select the type of Voki link you want to share
- copy/paste the automatically-generated Voki link, and share it with others

### 3.4.5 Providing Feedback to Your Students

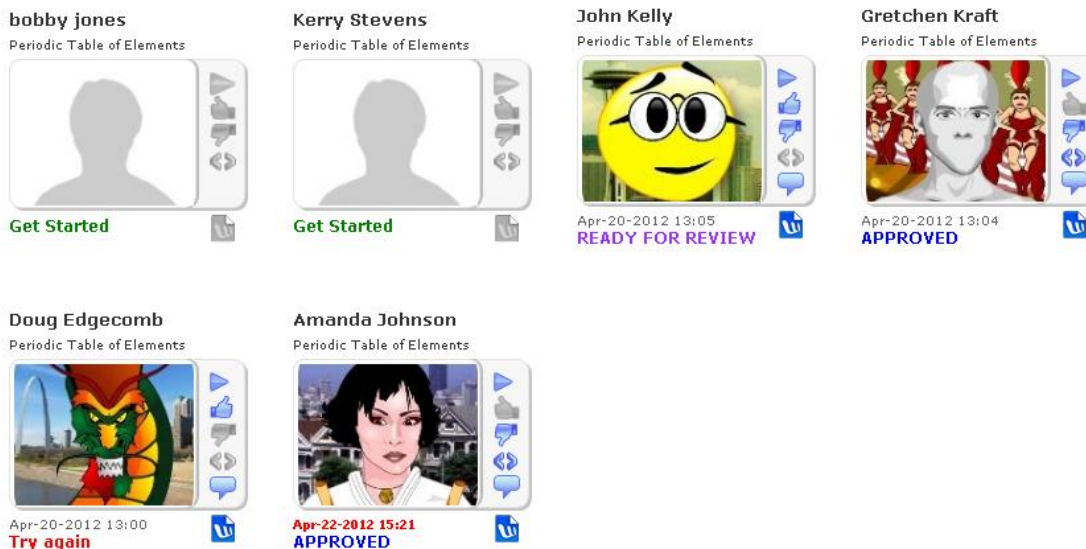
You can provide feedback to your Students (100 characters max), regardless of the status of their assignment. For example, you may want to:

- praise the excellent work of an approved assignment
- offer constructive criticism about a disapproved assignment
- remind Students who have not submitted their assignment that the deadline is fast approaching

**Note:** Whenever you approve or disapprove an assignment, Voki Classroom automatically prompts you to enter optional feedback. However, you can provide feedback to your Students at any time, regardless of the status of their Voki.

To provide feedback to your Students, do the following:

1. With Voki Classroom open in your Web browser, select the **Review** tab to display the **Review** page.



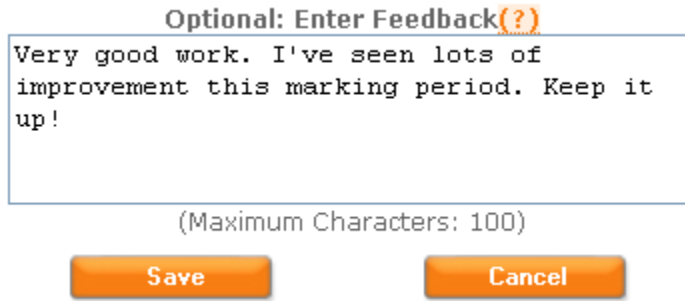
2. Locate the Voki that you want to provide feedback on.

**Note:** You can provide feedback on any Voki (or writing assignment, if applicable), regardless of its status.



3. Click the feedback icon.

The **Optional: Enter Feedback** dialog displays.



**Optional: Enter Feedback(?)**

Very good work. I've seen lots of improvement this marking period. Keep it up!

(Maximum Characters: 100)

**Save** **Cancel**

4. Enter your feedback (100 characters max) in the free-form text box.

5. If you want to:

- save your feedback and submit it to your Student, click the **Save** button
- cancel, click the **Cancel** button

5. Voki Classroom re-displays (**Classes** tab selected).

**Important:** You can modify feedback at any time by repeating the steps in this section. When you save your modified feedback, your previous feedback is overwritten. In other words, neither you (nor your Students) can view previously-saved feedback for a given Voki.