



# 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, who will create Vokis). This guide 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.

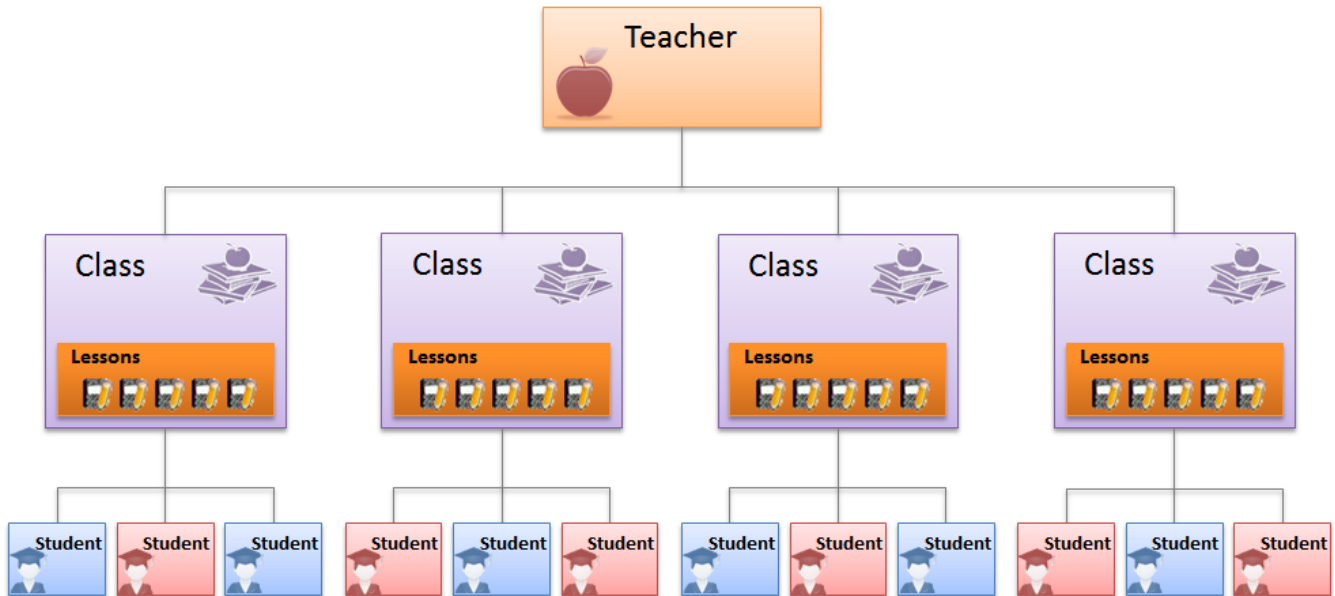
## Part 1 – About Voki Classroom

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 Mr. Schnore’s Voki Classroom”
- “1.3 Recommended Workflow”

### 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.

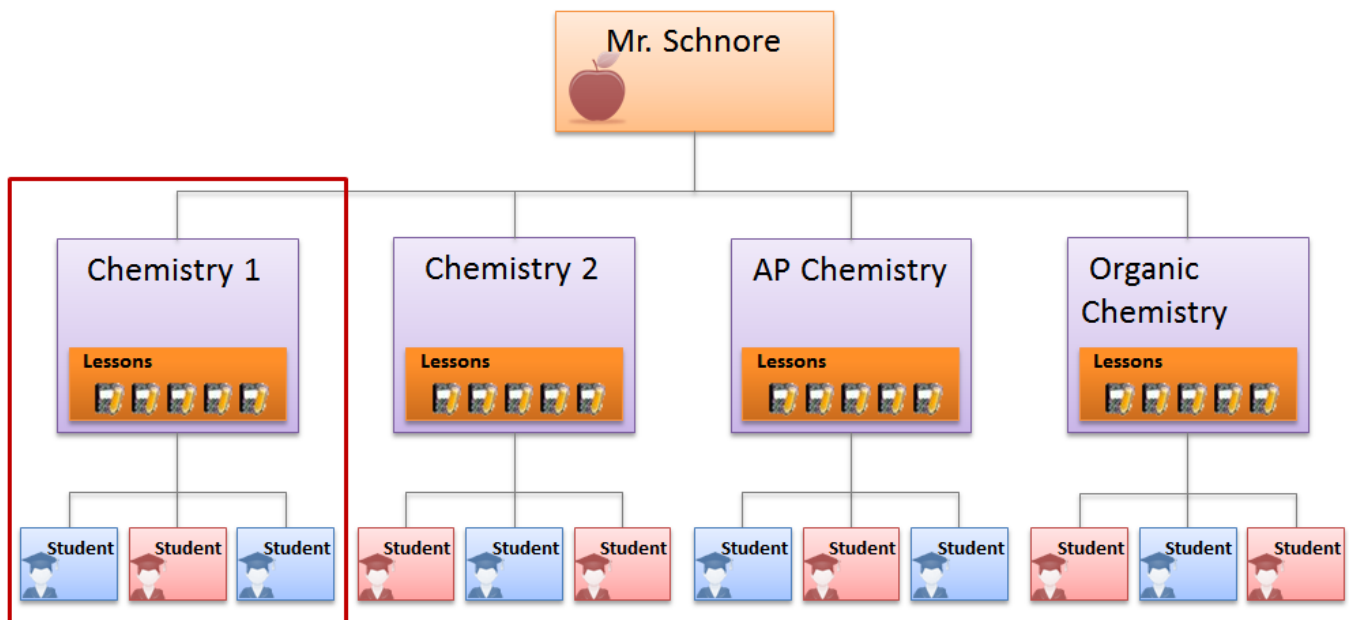
<p><b>Teacher</b></p>		<p>Hey, that’s you! As the <b>Teacher</b>, you are the sole administrator of your Voki Classroom account. Your Students do not have administrative rights. You are in control.</p>
<p><b>Classes</b></p>		<p>A Class is a distinct group of students that you teach. Different schools 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.).</p> <p>You can add up to 10 <b>Classes</b> to your Voki Classroom account.</p>
<p><b>Lessons</b></p>		<p>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.</p>
<p><b>Students</b></p>		<p>You can add up to 200 <b>Students</b> to Voki Classroom. Once you add your Students, Voki Classroom allows you to assign your Students to one or more Classes.</p> <p>Remember: All Students in a given Class are automatically assigned to each Lesson in that Class.</p>

## 1.2 Mr. Schnore's Voki Classroom

Let's look at the Voki Classroom hierarchy in the context of a real classroom. In this example, Mr. Schnore is a high school Chemistry **Teacher**. He is teaching four **Classes** this year. They are:

- Chemistry 1
- Chemistry 2
- AP Chemistry
- Organic Chemistry

Obviously, Mr. Schnore will have multiple **Students** in each Class. Hierarchically, Mr. Schnore's Voki Classroom structure looks like this:

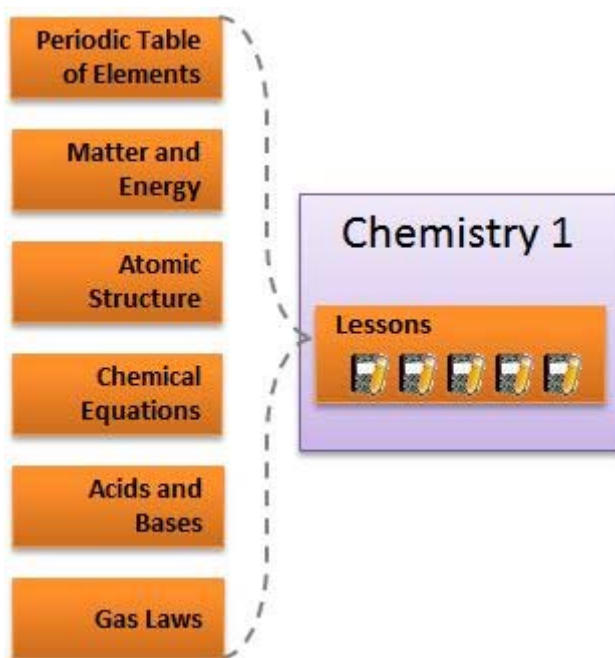
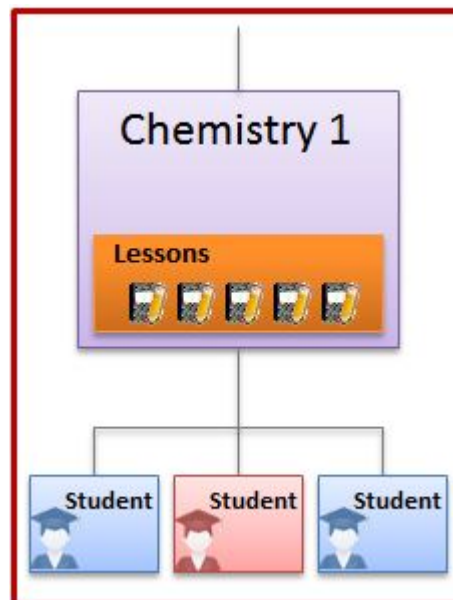


Let's take a closer look at how Lessons and Classes fit together in Voki Classroom.

Chemistry 1 is one of Mr. Schnore's four Classes. Mr. Schnore plans to use Voki Classroom as a learning tool for six Chemistry 1 Lessons this semester. The Chemistry 1 Lessons are:

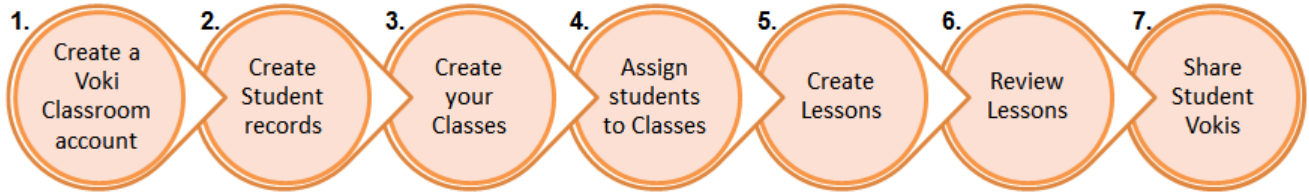
- Lesson 1: Periodic Table of Elements
- Lesson 2: Matter and Energy
- Lesson 3: Atomic Structure
- Lesson 4: Chemical Equations
- Lesson 5: Acids and Bases
- Lesson 6: Gas Laws

Below is an expanded view of the six Lessons Mr. Schnore will teach his Chemistry 1 Class using Voki Classroom.



### 1.3 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	

## 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, as well as describing 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 some 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”

### ***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).

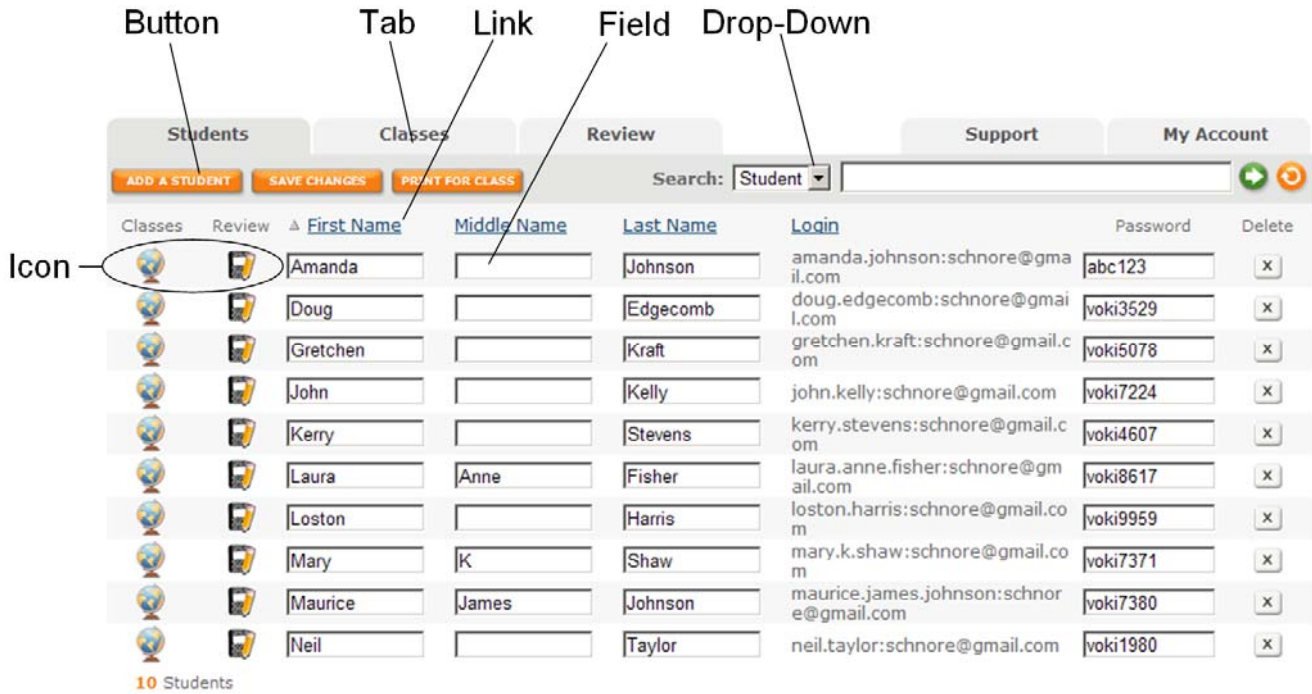
**Note:** The same login credentials are used for both Voki and Voki Classroom. If you have a Voki classroom account, then when you are logged in to Voki Classroom, you are also logged in to Voki. To switch between Voki Classroom and Voki, use the tabs at the top right of the page.

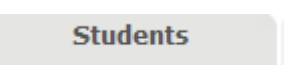



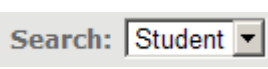

### 2.2.2 Logging Out of Voki Classroom

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.
Icon		Like buttons, <b>icons</b> allow you to save changes, display dialog boxes, etc.  <b>Tip:</b> You can hover your cursor over an icon to read a description of what it does.

## 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, you are prompted to enter some standard personal information. Voki Classroom allows you to update your personal information, which includes:

- A profile picture
- Your salutation
- Your first name
- Your last name

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.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'Students', 'Classes', 'Review', 'Support', and 'My Account'. The 'My Account' section is divided into three main areas:

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

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, and to your Students, when they log in.</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 edit 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 edit 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 edit 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:

- **Teacher ID:** If defined, your Teacher ID will replace your email address in the Student login IDs. Using a Teacher ID can shorten and simplify Student IDs. Your Teacher ID can include any combination of letters, numbers, and the underscore character (\_). For more information, see “3.1.5 Understanding Student Login IDs”.

**Tip:** Keep it simple.

- **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.

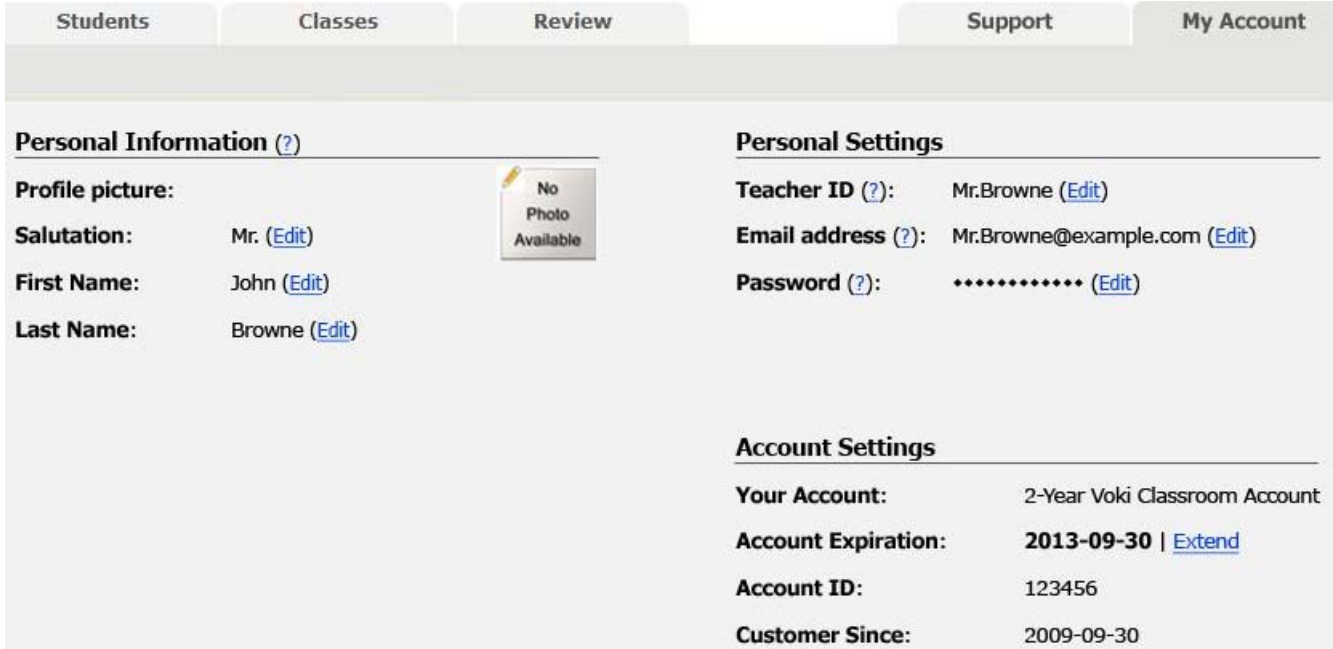
**Note:** Your account email address will also appear in each Student’s login ID by default (see the **Students** page). If you do not want your email address to appear in Student login IDs, you can enter a Teacher ID in the **Teacher ID** field.

- **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 Working with 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.



2. The following table explains your options:

If you want to update your:	Do the following:
Teacher ID	<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 edit your <b>Teacher ID</b>.</li> </ul> <p><b>Note:</b> Your Teacher ID will replace your email address in the Student login IDs; for more information, see “3.1.5 Understanding Student Login IDs”. Using a Teacher ID can shorten and simplify Student login IDs. Your Teacher ID can include any combination of letters, numbers and the underscore character (_).</p>
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 edit 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 edit 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:

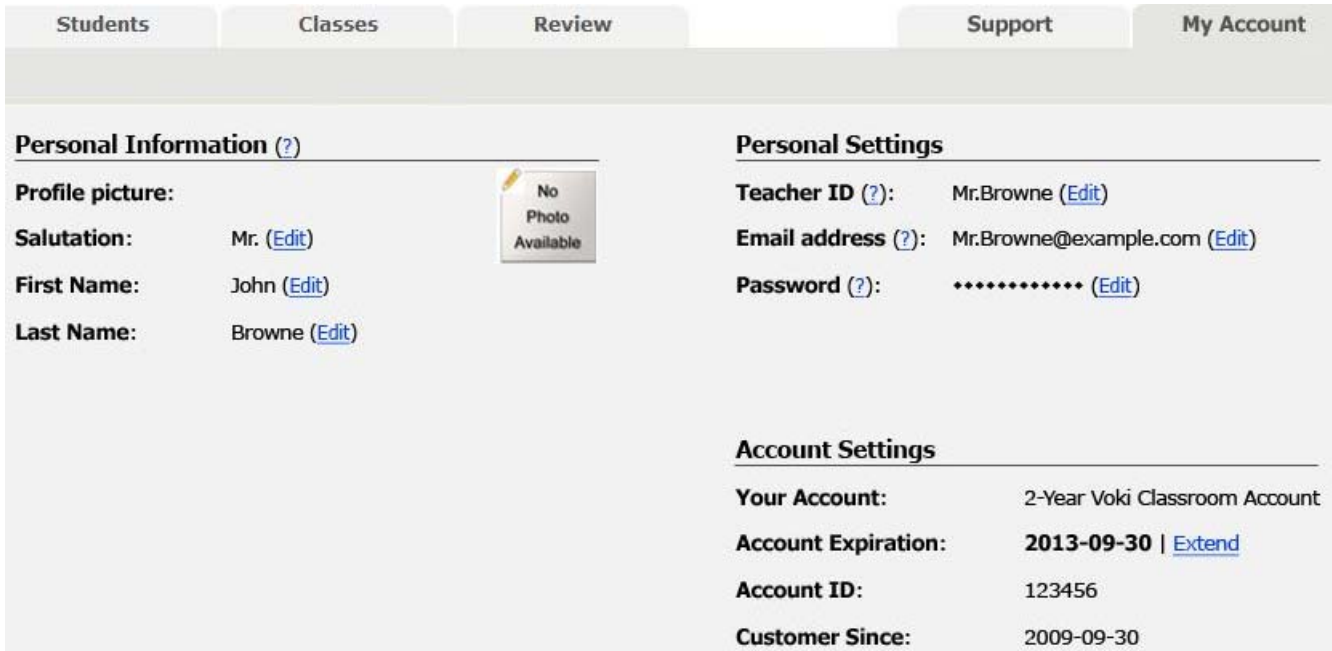
- The type of Voki Classroom account you have (e.g. **2-Year Voki Classroom Account**)
- When your account expires (e.g. **2011-09-30**)

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

- Your account ID
- The date you signed up for Voki Classroom

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.



2. The following table explains your options:

If you want to:	Do the following:
See what type of Voki Classroom account you have	<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>Your Account</b> field displays the type of account you have (e.g. <b>2-Year Voki Classroom Account</b>)</li> </ul> <p>You <b>cannot</b> edit this information.</p>

<p>See when your Voki Classroom account is due to expire (and extend your account)</p>	<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>See your Voki Classroom account ID</p>	<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 ID</b> field displays your Voki Classroom account ID.</li></ul> <p>You <b>cannot</b> edit this information.</p>
<p>See the date you signed up for Voki Classroom</p>	<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 ID</b> field displays your Voki Classroom account ID.</li></ul> <p>You <b>cannot</b> edit this information.</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 common questions
- **Teacher's Corner:** Community support
- **Getting Started Guide:** (pdf) This guide will help you get started
- **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, please fill out this form and our support team will get back to you as soon as possible.

**Your Name:** Jesse **Account ID:** 9803

**Your Email:** voki-vd@jkedy.oddcast.com

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

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

**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

We encourage you to send us your feedback on 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.

A screenshot of the "Share an idea" feedback form. The form has a title "Share an idea" and four tabs: "Idea" (selected), "Question", "Problem", and "Praise". Below the tabs are three text input fields: "Describe your idea", "Sum it up with a short title", and "Add more details (Optional)". A blue "Continue" button is at the bottom left, and a logo for "get satisfaction" is at the bottom right. Below the form, there is a link "Or, Post it privately (?)".

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.

**Note:** We will sometimes refer to the example of Mr. Schnore’s classroom (as described in section “1.2 Mr. Schnore’s Voki Classroom”).

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, edit, 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 Editing a Student Record”
- “3.1.3 Deleting a Student Record”
- “3.1.4 Assigning a Student to Classes (from the Students Page)”
- “3.1.5 Understanding Student Login IDs”
- “3.1.6 Working with Student Passwords”
- “3.1.7 Printing Student Login ID and Password Information for Your Class”

### 3.1.1 Creating a Student Record

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.

Students		Classes	Review	Support	My Account		
ADD A STUDENT		SAVE CHANGES	PRINT FOR CLASS	Search: Student <input type="text"/>			
Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		<input type="text" value="Amanda"/>	<input type="text"/>	<input type="text" value="Johnson"/>	amanda.johnson:schnore@gmail.com	<input type="text" value="abc123"/>	<input type="button" value="x"/>
		<input type="text" value="Doug"/>	<input type="text"/>	<input type="text" value="Edgecomb"/>	doug.edgecomb:schnore@gmail.com	<input type="text" value="voki3529"/>	<input type="button" value="x"/>
		<input type="text" value="Gretchen"/>	<input type="text"/>	<input type="text" value="Kraft"/>	gretchen.kraft:schnore@gmail.com	<input type="text" value="voki5078"/>	<input type="button" value="x"/>
		<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Kelly"/>	john.kelly:schnore@gmail.com	<input type="text" value="voki7224"/>	<input type="button" value="x"/>
		<input type="text" value="Kerry"/>	<input type="text"/>	<input type="text" value="Stevens"/>	kerry.stevens:schnore@gmail.com	<input type="text" value="voki4607"/>	<input type="button" value="x"/>
		<input type="text" value="Laura"/>	<input type="text" value="Anne"/>	<input type="text" value="Fisher"/>	laura.anne.fisher:schnore@gmail.com	<input type="text" value="voki8617"/>	<input type="button" value="x"/>
		<input type="text" value="Loston"/>	<input type="text"/>	<input type="text" value="Harris"/>	loston.harris:schnore@gmail.com	<input type="text" value="voki9959"/>	<input type="button" value="x"/>
		<input type="text" value="Mary"/>	<input type="text" value="K"/>	<input type="text" value="Shaw"/>	mary.k.shaw:schnore@gmail.com	<input type="text" value="voki7371"/>	<input type="button" value="x"/>
		<input type="text" value="Maurice"/>	<input type="text" value="James"/>	<input type="text" value="Johnson"/>	maurice.james.johnson:schnore@gmail.com	<input type="text" value="voki7380"/>	<input type="button" value="x"/>
		<input type="text" value="Neil"/>	<input type="text"/>	<input type="text" value="Taylor"/>	neil.taylor:schnore@gmail.com	<input type="text" value="voki1980"/>	<input type="button" value="x"/>

10 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

**Class Assignment**  
(optional)

- Chemistry 1
- Chemistry 2
- Organic Chemistry

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  No file chosen (.csv)

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

**Class Assignment**

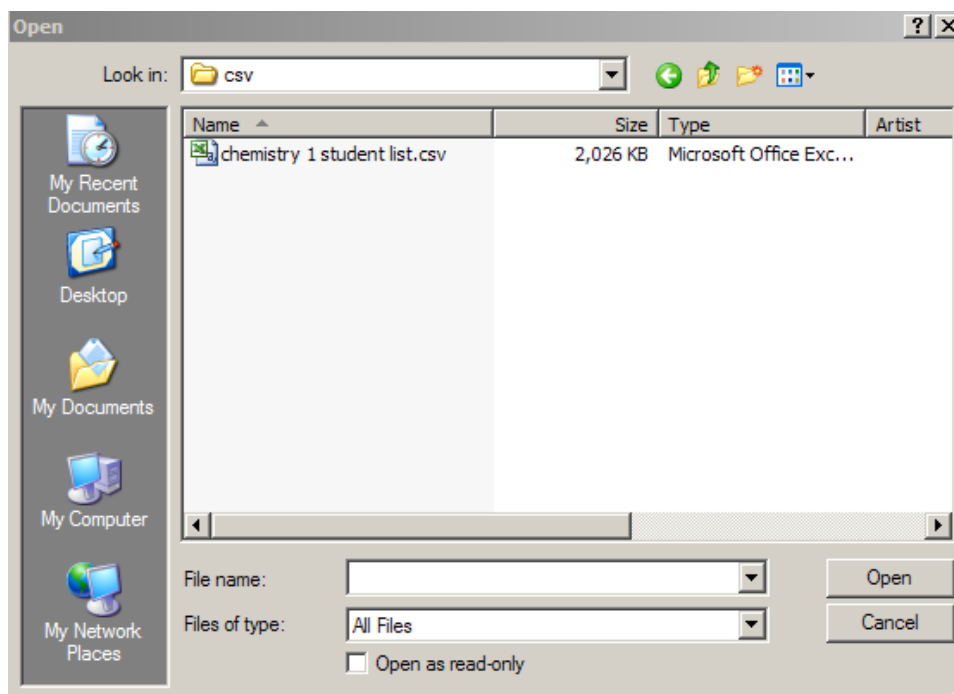
Optional: Assign these students to 1 or more classes.

Chemistry 1

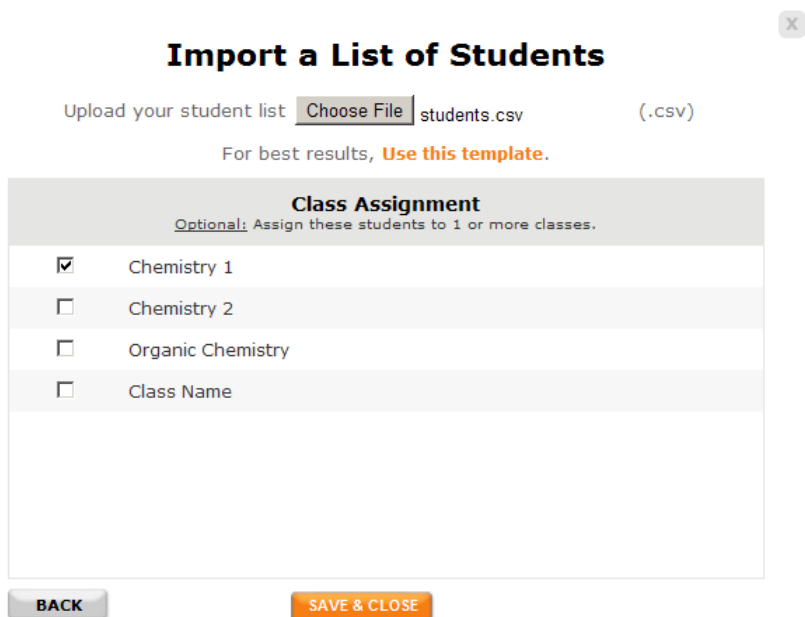
Chemistry 2

Organic Chemistry

- Click the **Choose File** button to display the **File** pop-up.



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



- 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:

- Student login IDs, see “3.1.5 Understanding Student Login IDs”
- Working with Student passwords. see “3.1.6 Working with 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 Editing a Student Record

To edit 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 navigation tabs for 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below these are three buttons: 'ADD A STUDENT', 'SAVE CHANGES', and 'PRINT FOR CLASS'. A search bar is present with a dropdown menu set to 'Student' and a search icon. The main content is a table of student records. Each row includes a globe icon, a review icon, and a 'Delete' button (marked with an 'x'). The table columns are: First Name, Middle Name, Last Name, Login, Password, and Delete. There are 10 students listed.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	amanda.johnson:schnore@gmail.com	abc123	x
		Doug		Edgecomb	doug.edgecomb:schnore@gmail.com	voki3529	x
		Gretchen		Kraft	gretchen.kraft:schnore@gmail.com	voki5078	x
		John		Kelly	john.kelly:schnore@gmail.com	voki7224	x
		Kerry		Stevens	kerry.stevens:schnore@gmail.com	voki4607	x
		Laura	Anne	Fisher	laura.anne.fisher:schnore@gmail.com	voki8617	x
		Loston		Harris	loston.harris:schnore@gmail.com	voki9959	x
		Mary	K	Shaw	mary.k.shaw:schnore@gmail.com	voki7371	x
		Maurice	James	Johnson	maurice.james.johnson:schnore@gmail.com	voki7380	x
		Neil		Taylor	neil.taylor:schnore@gmail.com	voki1980	x

10 Students

2. Edit the **First Name**, **Middle Name**, **Last Name**, or **Password** of an existing Student record.

3. You **must** click the **Save Changes** button to save the edited Student record to the Voki Classroom database.

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

### 3.1.3 Deleting a Student Record

To delete 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	amanda.johnson:schnore@gmail.com	abc123	
		Doug		Edgecomb	doug.edgecomb:schnore@gmail.com	voki3529	
		Gretchen		Kraft	gretchen.kraft:schnore@gmail.com	voki5078	
		John		Kelly	john.kelly:schnore@gmail.com	voki7224	
		Kerry		Stevens	kerry.stevens:schnore@gmail.com	voki4607	
		Laura	Anne	Fisher	laura.anne.fisher:schnore@gmail.com	voki8617	
		Loston		Harris	loston.harris:schnore@gmail.com	voki9959	
		Mary	K	Shaw	mary.k.shaw:schnore@gmail.com	voki7371	
		Maurice	James	Johnson	maurice.james.johnson:schnore@gmail.com	voki7380	
		Neil		Taylor	neil.taylor:schnore@gmail.com	voki1980	

10 Students

2. Click the **Delete** icon next to a Student’s name.

3. 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.

4. 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 A STUDENT		SAVE CHANGES	PRINT FOR CLASS	Search: Student <input type="text"/>			
Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	amanda.johnson:schnore@gmail.com	abc123	x
		Doug		Edgecomb	doug.edgecomb:schnore@gmail.com	voki3529	x
		Gretchen		Kraft	gretchen.kraft:schnore@gmail.com	voki5078	x
		John		Kelly	john.kelly:schnore@gmail.com	voki7224	x
		Kerry		Stevens	kerry.stevens:schnore@gmail.com	voki4607	x
		Laura	Anne	Fisher	laura.anne.fisher:schnore@gmail.com	voki8617	x
		Loston		Harris	loston.harris:schnore@gmail.com	voki9959	x
		Mary	K	Shaw	mary.k.shaw:schnore@gmail.com	voki7371	x
		Maurice	James	Johnson	maurice.james.johnson:schnore@gmail.com	voki7380	x
		Neil		Taylor	neil.taylor:schnore@gmail.com	voki1980	x

10 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 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).

The syntax of the Student ID is:

**Student first name.Student middle name.Student last name:teacher login ID**

Accordingly, the automatically-generated Student login ID for a Student named Amanda Johnson in Mr. Schnore's Class (where Mr. Schnore's login ID is mr.schnore@website.com) would be:

**amanda.johnson:mr.schnore@website.com**

Remember: If defined in on the **My Account** page, your Teacher ID will replace your email address in the Student login IDs. Using a Teacher ID can shorten and simplify Student login IDs. Your Teacher ID can include any combination of letters, numbers and the underscore character (\_). For more information, see "2.5.2 Personal Settings".

For example, if Mr. Schnore's Teacher ID is **MrSchnore** (as defined on the My Account page), Amanda Johnson's Student ID would instead be: **amanda.johnson:MrSchnore**

You **must** provide your Students with their unique, automatically-generated 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”.

### 3.1.6 Working with 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.

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	amanda.johnson:schnore@gmail.com	abc123	X
		Doug		Edgecomb	doug.edgecomb:schnore@gmail.com	voki3529	X
		Gretchen		Kraft	gretchen.kraft:schnore@gmail.com	voki5078	X
		John		Kelly	john.kelly:schnore@gmail.com	voki7224	X
		Kerry		Stevens	kerry.stevens:schnore@gmail.com	voki4607	X
		Laura	Anne	Fisher	laura.anne.fisher:schnore@gmail.com	voki8617	X
		Loston		Harris	loston.harris:schnore@gmail.com	voki9959	X
		Mary	K	Shaw	mary.k.shaw:schnore@gmail.com	voki7371	X
		Maurice	James	Johnson	maurice.james.johnson:schnore@gmail.com	voki7380	X
		Neil		Taylor	neil.taylor:schnore@gmail.com	voki1980	X

10 Students

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

3. You **must** click the **Save Changes** button to save the edited password to the Voki Classroom database.

For more information on:

- Student login IDs, see “3.1.5 Understanding 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).

Classes	Review	First Name	Middle Name	Last Name	Login	Password	Delete
		Amanda		Johnson	amanda.johnson:schnore@gmail.com	abc123	x
		Doug		Edgecomb	doug.edgecomb:schnore@gmail.com	voki3529	x
		Gretchen		Kraft	gretchen.kraft:schnore@gmail.com	voki5078	x
		John		Kelly	john.kelly:schnore@gmail.com	voki7224	x
		Kerry		Stevens	kerry.stevens:schnore@gmail.com	voki4607	x
		Laura	Anne	Fisher	laura.anne.fisher:schnore@gmail.com	voki8617	x
		Loston		Harris	loston.harris:schnore@gmail.com	voki9959	x
		Mary	K	Shaw	mary.k.shaw:schnore@gmail.com	voki7371	x
		Maurice	James	Johnson	maurice.james.johnson:schnore@gmail.com	voki7380	x
		Neil		Taylor	neil.taylor:schnore@gmail.com	voki1980	x

10 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	Pasword

PRINT

**Individual instructions**

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

Class Name

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

PRINT

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)

## 3.2 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:

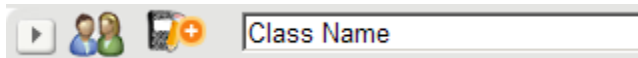
- “3.2.1 Creating a Class”
- “3.2.2 Editing a Class”
- “3.2.3 Deleting a Class”
- “3.2.4 Assigning a Student to Classes (from the Classes Page)”

### 3.2.1 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.



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. **A.P. Chemistry**).



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”

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 edit 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. At the top, there are navigation tabs: 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below these are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with 'Class Name' selected, and a 'Show Hidden' checkbox. The main content area displays a list of classes. The first class is 'Chemistry 1', which is expanded to show a table with columns: 'Configure', 'Review', 'Lesson name', 'Description', 'Lesson Url', 'Hidden', and 'Delete'. The table contains two rows: 'Periodic Table of Element' and 'Chemical Equations'. Below the table, there are four hidden classes: 'Chemistry 2', 'Organic Chemistry', and 'Class Name'.

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Element (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	

4 Lessons Hidden


- Chemistry 2
- Organic Chemistry
- Class Name

2. Edit a Class name.
3. You **must** click the **Save Changes** button to save the edited 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.

#### Are you sure you want to delete Organic Chemistry?

**This will also delete:**  
 All lessons in this class  
 Students assignments to this class (this will not delete students)  
 All student Vokis in this class (for all class lessons)

**DELETE** **CANCEL**

**Warning:** If you delete a Class, you will also delete all Lessons associated with the Class, all Student assignments associated with the Class (but not the actual Students), and all Student Vokis associated with the Class (for all Class Lessons).

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:

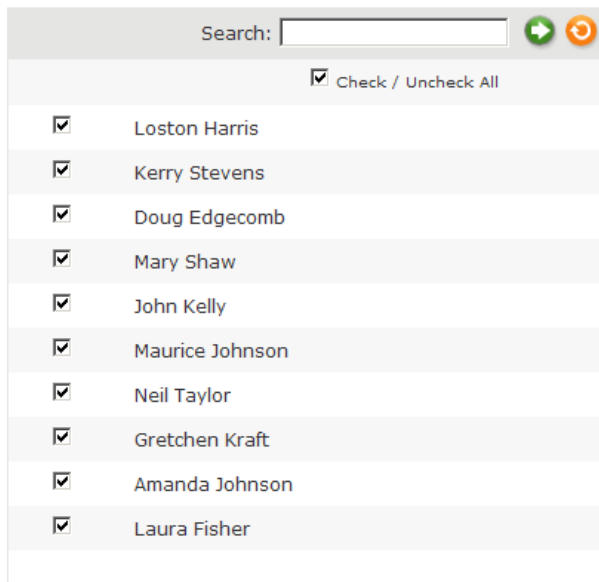
1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.



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 the navigation, there are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with 'Class Name' selected, and a 'Show Hidden' checkbox. The main content area displays a list of classes. The first two are visible: 'Periodic Table of Element:' and 'Chemical Equations'. Below these, it says '4 Lessons Hidden' and lists three hidden classes: 'Chemistry 2', 'Organic Chemistry', and 'Class Name'. Each class entry has a 'Configure' icon, a 'Review' icon, a 'Lesson name' field, a 'Description' field, a 'Lesson Url' field with a 'View' link, a 'Hidden' checkbox, and a 'Delete' button.

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Element: (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	
4 Lessons Hidden						
		Chemistry 2				
		Organic Chemistry				
		Class Name				

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

10 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.

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

10 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.

### 3.3 Working with Lessons

This section explains how to create, modify, hide/unhide, and delete Lessons. It also explains how to configure each 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). In addition, this section explains how to preview a Lesson page. 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”

#### 3.3.1 Creating a Lesson

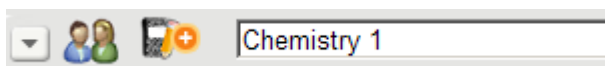
Since Lessons belong to a Class, before you create a Lesson in Voki Classroom, you must have created at least one Class; for more information, see “3.2.1 Creating a Class”.

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

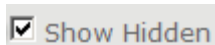
1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the Voki Classroom interface. At the top, there are navigation tabs: Students, Classes (selected), Review, Support, and My Account. Below the tabs are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with 'Class Name' selected, and a 'Show Hidden' checkbox. The main content area displays a list of classes. The first class is 'Chemistry 1', which contains two lessons: 'Periodic Table of Elements' and 'Chemical Equations'. Each lesson has a 'Configure' icon, a 'Review' icon, a text input field for the lesson name (with a 35-character limit), a description text area, a 'Lesson Url' field with a 'View' link, a 'Hidden' checkbox, and a 'Delete' button. Below the 'Chemistry 1' class, there are three more classes: 'Chemistry 2', 'Organic Chemistry', and 'Class Name', each with a 'Show Hidden' icon and a 'Delete' button.


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

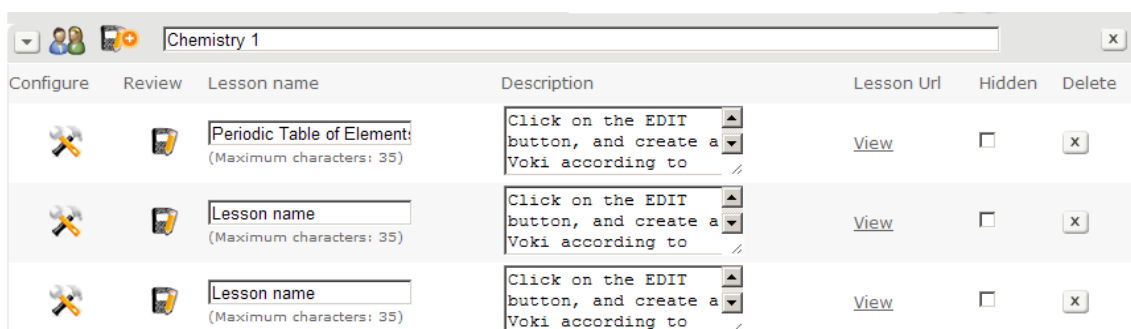


**Note:** All of the current Lessons for the Class display below the Class, unless they are hidden. To unhide Lessons from your Class, uncheck the **Show Hidden** checkbox.

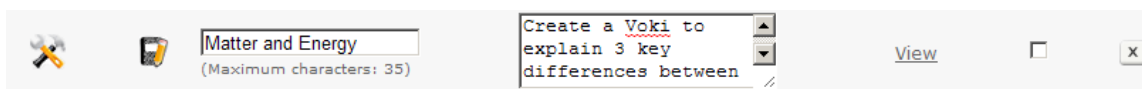


For more information on hiding/unhiding Lessons, see “3.3.5 Hiding/Unhiding a Lesson”.

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

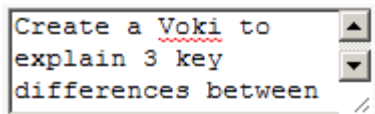


4. Enter the name of the Lesson (35 characters maximum) in the **Lesson name** field (e.g. **Matter and Energy**).





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. 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!



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 “3.3.5 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 parents will see when the teacher provides the Lesson URL (assuming you make the page public when you configure your Lesson). For more information, on:
  - Configuring Lessons, see "3.3.2 Configuring a Lesson"
  - Previewing a Lesson page, see "3.3.7 Previewing a Lesson Page"

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

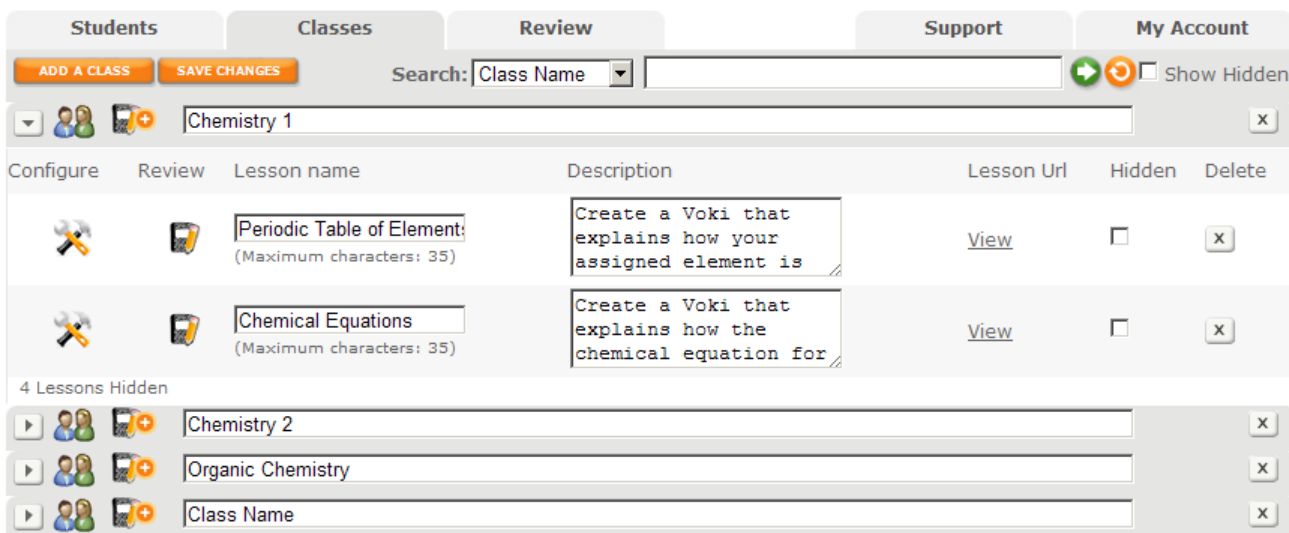
### 3.3.2 Configuring a Lesson

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**

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.



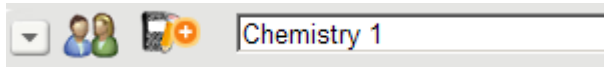
The screenshot shows the Voki Classroom interface with the 'Classes' tab selected. At the top, there are navigation tabs: 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below these are buttons for 'ADD A CLASS' and 'SAVE CHANGES', and a search bar with 'Class Name' selected. The main content area shows a list of classes. The 'Chemistry 1' class is expanded, showing a table of lessons. The table has columns for 'Configure', 'Review', 'Lesson name', 'Description', 'Lesson Url', 'Hidden', and 'Delete'. Two lessons are visible: 'Periodic Table of Elements' and 'Chemical Equations'. Below the table, there are four hidden lessons: 'Chemistry 2', 'Organic Chemistry', and 'Class Name'.

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Elements (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	

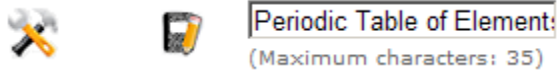
4 Lessons Hidden


		Chemistry 2	
		Organic Chemistry	
		Class Name	

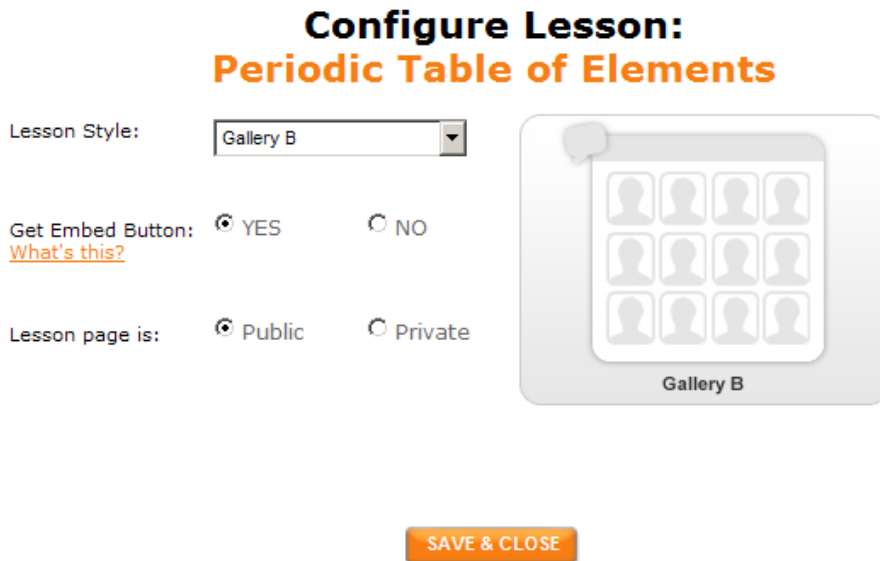
2. Locate and click to open the Class with which the Lesson is associated (i.e. **Chemistry 1**).



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

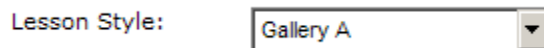


4. Click the Configure icon  to display the **Configure Lesson: <Lesson Name>** dialog (e.g. **Configure Lesson: Periodic Table of Elements**).

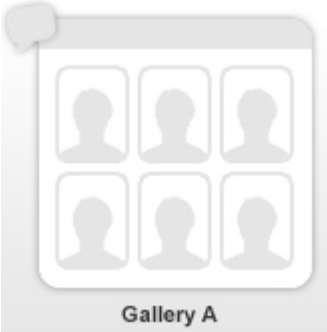



5. The **Configure Lesson: <Lesson Name>** dialog allows you to perform the following configuration tasks:

- 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 layout options:

Gallery	Structure	Description
Gallery A	 <p style="text-align: center;">Gallery A</p>	Gallery A displays full, playable Vokis.
Gallery B	 <p style="text-align: center;">Gallery B</p>	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 “3.3.7 Previewing a Lesson Page”.

- Select whether to add an **embed** button to the Voki scenes in the Lesson page. To do so, locate the **Get Embed Button:** section of the dialog.

Get Embed Button:  YES  NO  
[What's this?](#)

Select:

- **YES** if you to add an embed button
- **NO** if you do not want to add an embed button

If you select **YES**, Voki scenes on your Lesson page will include an **Embed** button. This button allows page viewers to embed and share the Student’s Voki online (i.e. they can embed the Voki in a Web page by copying/pasting the embed code into the Web page’s HTML). You can modify this option any time.

- Select whether to make the Lesson page **public** or **private**. To do so, locate the **Lesson page is:** section of the dialog.

Lesson page is:  Public  Private

- Select:
  - **Public** if you to make the Lesson page public (i.e. anyone with a Web browser and Internet connectivity may access the Lesson page)
  - **Private** if you want to make the Lesson page private (i.e. only you and the Students to whom you assigned the Lesson can access the Lesson page).

If you select **Private**, Voki Classroom prompts you to password protect the Lesson with a password.

Lesson page is:  Public  Private

please create a password

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).

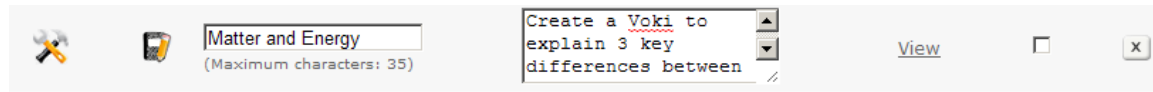
### 3.3.4 Editing a Lesson

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

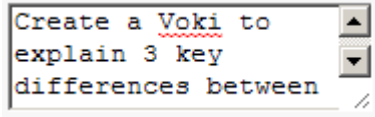
1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the Voki Classroom interface with the 'Classes' tab selected. At the top, there are navigation tabs for 'Students', 'Classes', 'Review', 'Support', and 'My Account'. Below these are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with 'Class Name' selected, and a 'Show Hidden' checkbox. The main content area displays a list of lessons for 'Chemistry 1'. Each lesson entry includes a 'Configure' icon, a 'Review' icon, the lesson name (e.g., 'Periodic Table of Element:'), a description (e.g., 'Create a Voki that explains how your assigned element is'), a 'Lesson Url' (e.g., 'View'), a 'Hidden' checkbox, and a 'Delete' button. Below the main list, there is a section for '4 Lessons Hidden' with three entries: 'Chemistry 2', 'Organic Chemistry', and 'Class Name', each with a 'Show' icon and a 'Delete' button.




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



3. Edit the description of the Lesson in the **Description** field.



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 “3.3.5 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 “3.3.7 Previewing a Lesson Page”
- Click the **Delete** icon  next to a Lesson name if you want to delete the Lesson; for information, see “3.3.6 Deleting a Lesson”

5. You **must** click the **Save Changes** button to save your edited Lesson to the Voki Classroom database.

### 3.3.5 Hiding/Unhiding a Lesson

Voki Classroom allows you to hide and unhide Lessons. When you hide a Lesson, the public Lesson page is also not accessible (not visible).

However, hiding the assignment from Students is the main reason for hiding a Lesson. Students will not see the Lesson when they log into Voki Classroom.

Why would you want to hide a Lesson from the Students in your Classes? You may want to hide a Lesson when, for example, you are not ready for Students to view/ complete that lesson/ Voki assignment – i.e. when creating Lessons in advance. 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.

Let's re-visit Mr. Schnore's Voki Classroom (as discussed in "1.2 Mr. Schnore's Voki Classroom"). Let's assume Mr. Schnore has created six Lessons for his Chemistry 1 Class. They are:

- Lesson 1: Periodic Table of Elements
- Lesson 2: Matter and Energy
- Lesson 3: Atomic Structure
- Lesson 4: Chemical Equations
- Lesson 5: Acids and Bases
- Lesson 6: Gas Laws

However, Mr. Schnore only wants his Chemistry 1 Students to have access to two Lessons right now, i.e. **Periodic Table of Elements** and **Chemical Equations**. He wants to hide the other four for now.

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

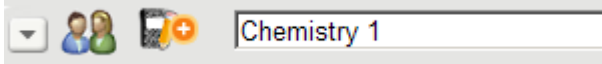
1. With Voki Classroom open in your Web browser, select the **Classes** tab to display the **Classes** page.

The screenshot shows the Voki Classroom interface for a class named 'Chemistry 1'. At the top, there are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with 'Class Name' as a placeholder, and a 'Show Hidden' checkbox which is checked. Below the search bar, there are icons for user profile, a plus sign, and a close button. The main content is a table of lessons:

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Element (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Matter and Energy (Maximum characters: 35)	Create a Voki that explains how matter and energy differ in	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Atomic Structure (Maximum characters: 35)	Create a Voki that explains how protons, electrons,	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	
		Acids and Bases (Maximum characters: 35)	Create a Voki that explains why the following compound is	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Gas Laws (Maximum characters: 35)	Create a Voki that explains the differences between	<a href="#">View</a>	<input checked="" type="checkbox"/>	

4 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: Matter and Energy
- Lesson 3: Atomic Structure
- Lesson 4: Chemical Equations
- Lesson 6: Gas Laws

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

Hidden checkboxes

4 Lessons Hidden

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Element! (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Matter and Energy (Maximum characters: 35)	Create a Voki that explains how matter and energy differ in	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Atomic Structure (Maximum characters: 35)	Create a Voki that explains how protons, electrons,	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	
		Acids and Bases (Maximum characters: 35)	Create a Voki that explains why the following compound is	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Gas Laws (Maximum characters: 35)	Create a Voki that explains the differences between	<a href="#">View</a>	<input checked="" type="checkbox"/>	

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

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Element: (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	

4 Lessons Hidden

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

4 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).

Show Hidden

If the **Show Hidden** checkbox is unchecked (default setting), your hidden Lessons will not display.


### 3.3.6 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.

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Element: (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Matter and Energy (Maximum characters: 35)	Create a Voki that explains how matter and energy differ in	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Atomic Structure (Maximum characters: 35)	Create a Voki that explains how protons, electrons,	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	
		Acids and Bases (Maximum characters: 35)	Create a Voki that explains why the following compound is	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Gas Laws (Maximum characters: 35)	Create a Voki that explains the differences between	<a href="#">View</a>	<input checked="" type="checkbox"/>	

4 Lessons Hidden

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

### **Are you sure you want to delete Chemical Equations?**

**This will also delete:**  
All student Vokis in this lesson  
Lesson description  
Lesson configuration  
Lesson page



**Warning:** If you delete a Lesson, you will also delete:

- All Student Vokis submitted for this Lesson
- The Lesson description
- The Lesson configuration
- The Lesson page

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.

### 3.3.7 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 for a class named 'Chemistry 1'. At the top, there are buttons for 'ADD A CLASS' and 'SAVE CHANGES', a search bar with 'Class Name' selected, and a 'Show Hidden' checkbox. Below the search bar, the class name 'Chemistry 1' is displayed. The main content is a table with columns: 'Configure', 'Review', 'Lesson name', 'Description', 'Lesson Url', 'Hidden', and 'Delete'. The table lists six lessons:

Configure	Review	Lesson name	Description	Lesson Url	Hidden	Delete
		Periodic Table of Elements (Maximum characters: 35)	Create a Voki that explains how your assigned element is	<a href="#">View</a>	<input type="checkbox"/>	
		Matter and Energy (Maximum characters: 35)	Create a Voki that explains how matter and energy differ in	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Atomic Structure (Maximum characters: 35)	Create a Voki that explains how protons, electrons,	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Chemical Equations (Maximum characters: 35)	Create a Voki that explains how the chemical equation for	<a href="#">View</a>	<input type="checkbox"/>	
		Acids and Bases (Maximum characters: 35)	Create a Voki that explains why the following compound is	<a href="#">View</a>	<input checked="" type="checkbox"/>	
		Gas Laws (Maximum characters: 35)	Create a Voki that explains the differences between	<a href="#">View</a>	<input checked="" type="checkbox"/>	

4 Lessons Hidden

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

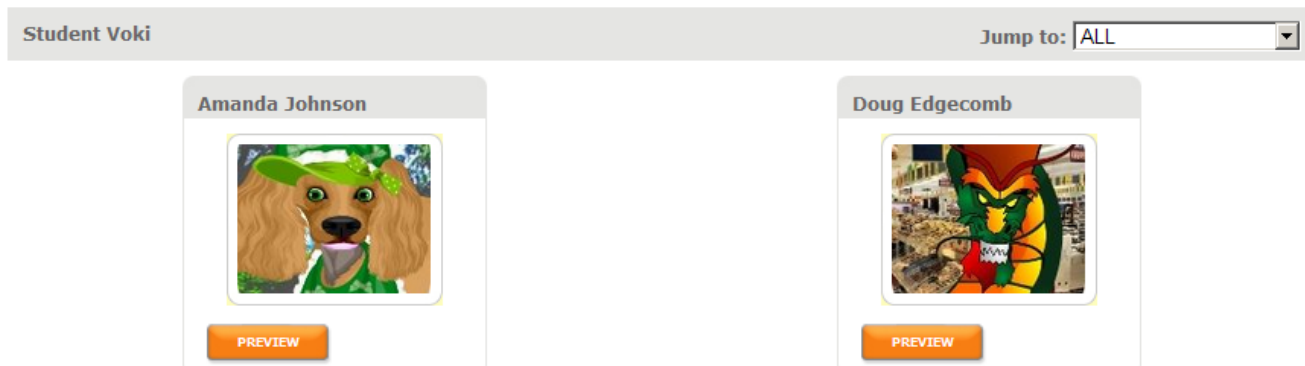
Lesson Url

[View](#)

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

**Note:** Only approved Vokis will display; for more information, see “3.4.4 Previewing, Approving, and Rejecting a Student’s Voki”.

**Periodic Table of Elements – Aaron Schnore**  
**Chemistry 1**  
Create a Voki that explains how your assigned element is



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

### ***3.4 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 what if the work they submit is unsatisfactory and needs to be re-done? Or what if the work they submit is excellent, and you want to post it on your school’s Facebook page?

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). It also explains the three different types of review statuses in Voki Classroom (i.e. **Incomplete**, **Ready for Review**, and **Approved**). In addition, this section explains how to preview, approve, reject, and share a Student’s Voki.

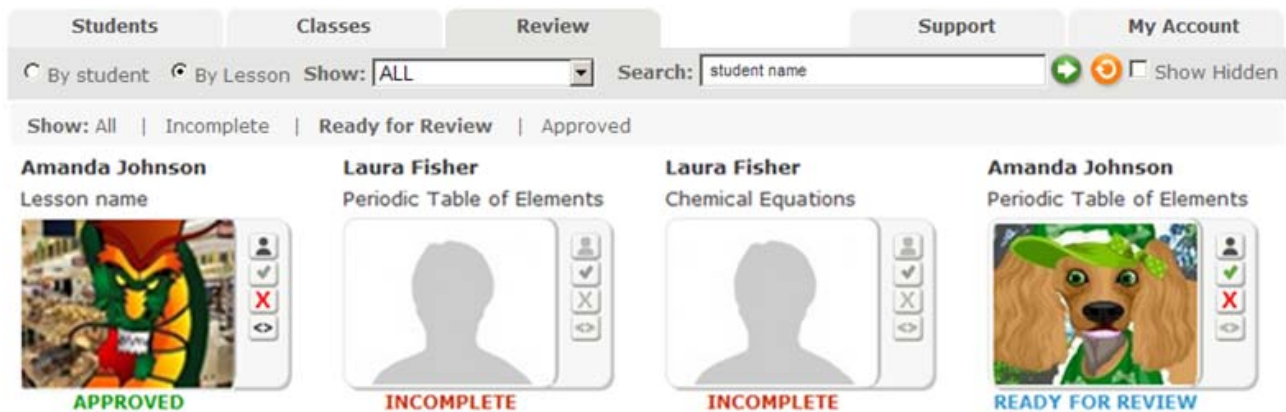
This section covers the following topics:

- “3.4.1 Understanding the Review Page”
- “3.4.2 Understanding Review Statuses (Incomplete, Ready for Review, and Approved)”
- “3.4.3 Reviewing Assignments”
- “3.4.4 Previewing, Approving, and Rejecting a Student’s Voki”
- “3.4.5 Sharing a Student’s Voki”

Voki Classroom allows you to review submitted Lessons and/or the status of assigned Lessons.

### 3.4.1 Understanding the Review Page

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



The most direct way to access the **Review** page is to select the **Review** tab in Voki Classroom. However, you can also access the **Review** page via the Voki Classroom:

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

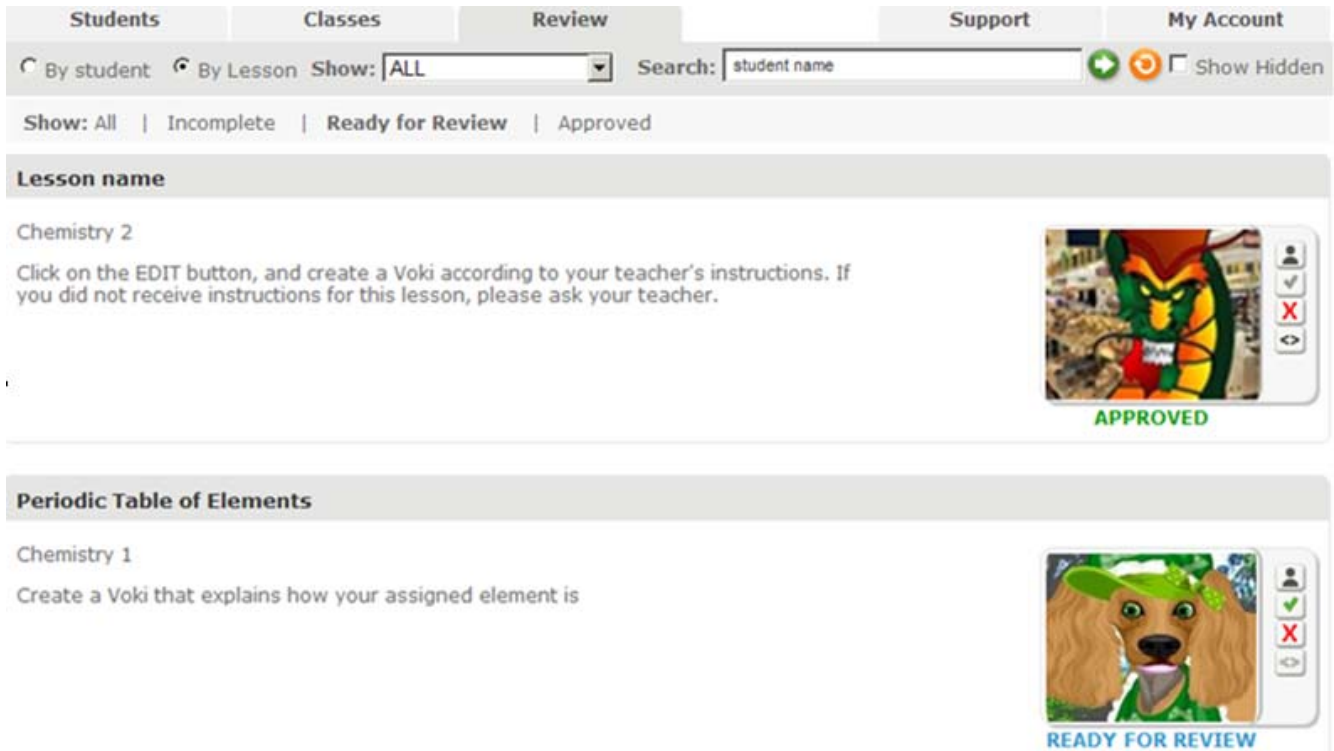
When you are on the **Students** page, Voki Classroom allows you to review all Lesson assignments for an individual Student by clicking the **Review** icon.



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



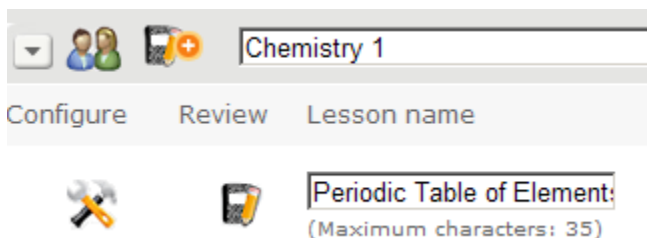
The **Review** page automatically displays this Student’s work for you to review.



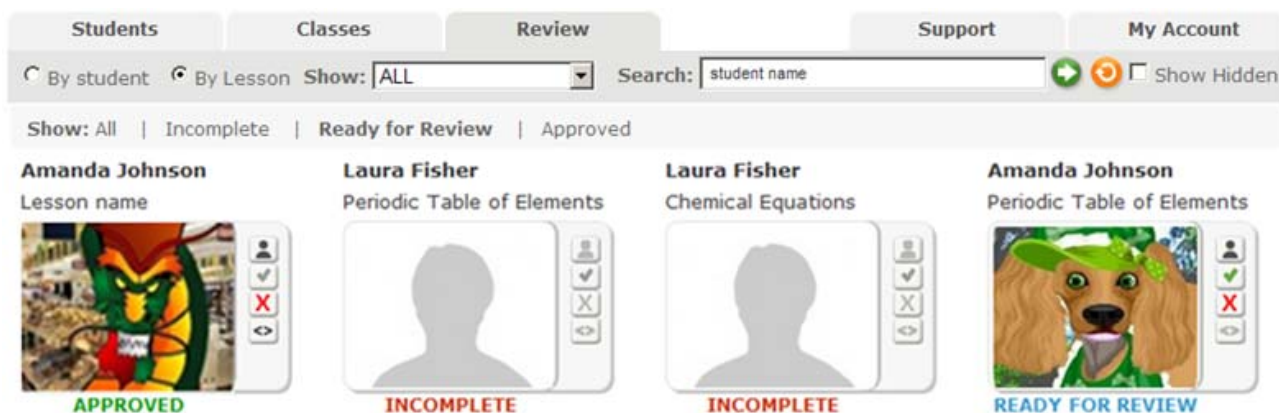
Similarly, when you are on the **Classes** page, Voki Classroom allows you to review the work for any individual Lesson in a given Class – also by clicking the **Review** icon.



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**).



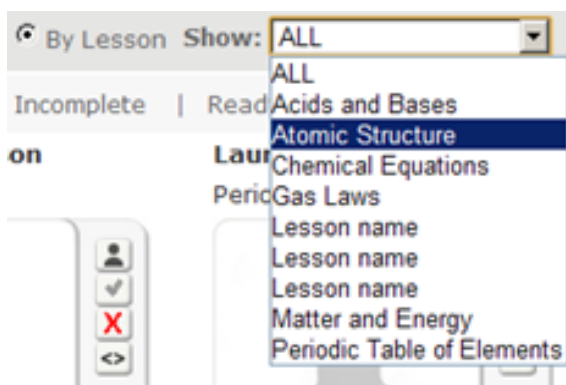
The **Review** page automatically displays all of the work submitted for this Lesson (by the Students in your Chemistry 1 Class) for you to review.



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

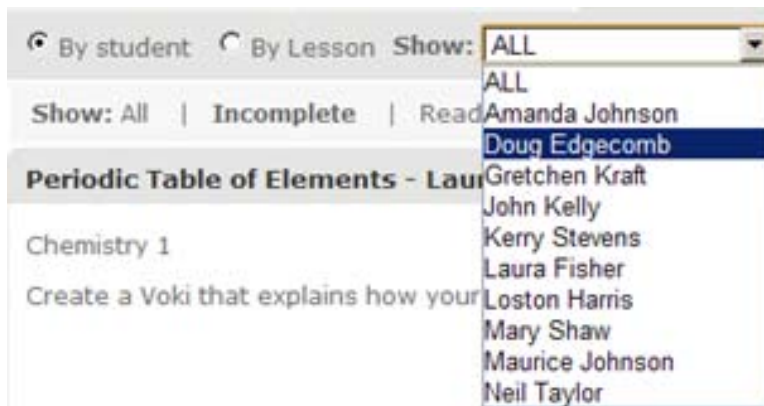
If you want to sort assigned Lessons by Lesson, do the following:

1. Select the **By Lesson** button.
2. Use the **Show:** drop-down to select a Lesson.



If you want to sort assigned Lessons by Student, do the following:

1. Select the **By Student** button.
2. Use the **Show:** drop-down to select a Student.



In addition to sorting assigned Lessons by Lesson or by 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 (Incomplete, Ready for Review, and Approved)”.

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

**Show:** All | **Incomplete** | Ready for Review | Approved

If you want to display:

- All assigned Lessons (regardless of status), click the **All** link
- Only Vokis that are incomplete, click the **Incomplete** link
- Only Vokis that are ready for your review, click the **Ready for Review** link
- Only Vokis that you have approved, click the **Approved** link

### 3.4.2 Understanding Review Statuses (Incomplete, Ready for Review, and Approved)

Every assigned Lesson has a status on the Review page. An assigned Lesson can be:

- **Approved**, i.e. you have reviewed and approved the Voki

**Note:** Approved Vokis are displayed on the Lesson page.

- **Incomplete**, i.e. the Student has not completed his/her assigned Lesson, or it has been rejected by you
- **Ready for Review**, i.e. the Student has completed his/her assigned Lesson, and it’s ready for you to review (whereupon you can approve or reject it)

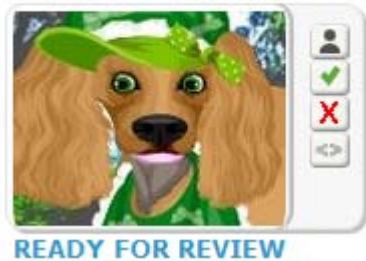
The **Review** page allows you to easily sort assigned Lessons by status; for more information, see “3.4.1 Understanding the Review Page”.

### 3.4.3 Previewing, Approving, and Rejecting a Student’s Voki

Once a Student submits his/her Voki assignment, its status is **Ready for Review**.


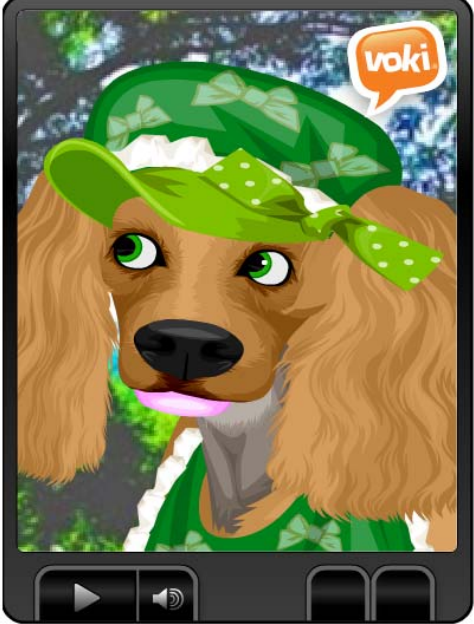



**Amanda Johnson**

Periodic Table of Elements



The **Review** page allows you to:

- Preview a Student’s Voki
- Approve a Student’s Voki
- Reject a Student’s Voki

If you want to:	Do the following:
<p>Preview a Voki</p>	<p>Click the preview icon. </p> <p>The Voki player launches, allowing you to review the Voki.</p>  <p>When you’re done previewing the Voki, you can click the  icon to close the Voki player.</p> <p><b>Note:</b> Once you approve a Voki, you can, optionally, share it; for more information, see “3.4 Sharing a Student’s Voki”.</p>
<p>Approve a Voki</p>	<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 reject an approved Voki.</p>
<p>Reject a Voki</p>	<p>Click the reject icon. </p> <p>The status of the Voki changes to <b>Rejected</b>.</p>

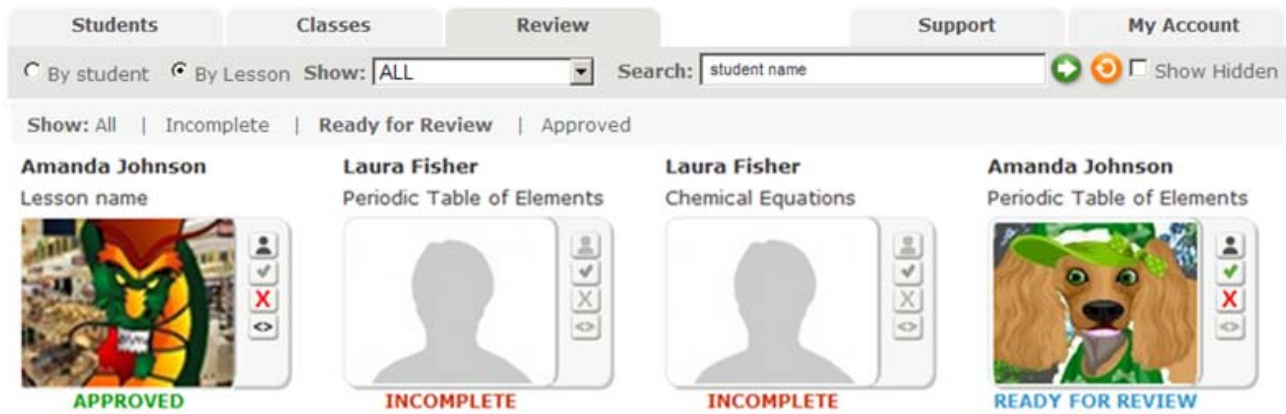
### 3.4.4 Sharing a Student's Voki

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.



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



3. Click the Embed icon. 

An embed dialog displays.



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