



# Voki Classroom 2.0

## *Getting Started Guide*

### **Version 2.0**

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## I. Why use Voki Classroom?

Voki Classroom is designed to help teachers manage students' work. Teachers can use this tool to assign classwork and homework to students and review their submissions in real-time, either from desktop or mobile device, allowing for a convenient and organized way to assess their knowledge of a topic. Voki Classroom makes it easy to add a tech component to any assignment, by calling students to express their thoughts with a Voki avatar. Students are each given a unique login, so there's no need for them to register or provide personal information.

## II. Registering for Voki Classroom

If you already have a Voki Basic account, see **Upgrading** below. To gain access to Voki Classroom you must purchase a subscription. Complete the following steps:

**Tip:** To ensure Voki emails arrive in your inbox, add [notifications@voki.com](mailto:notifications@voki.com) to your safe senders list.

1. Visit [www.voki.com](http://www.voki.com) and navigate to the [Pricing page](#)
2. Choose a subscription level and click "**15-Day Trial**" under the level of your choice. A pop up window will appear; click "**15-Day Trial**" again underneath your preferred plan (monthly or annual).
3. Proceed to complete the registration form (name, email, and password) and accept Voki's terms of use. Click **Continue**.
4. You will then be directed to the payment page where you can input your credit card information and activate your paid Voki subscription.

**Please note:** The secure payment page is on PayPal but **you do not need a PayPal account to complete your purchase.**

### III. Upgrading

You must be logged in to upgrade your Voki account. Please create a new account if you haven't done so already or login to your existing account. Once you are signed in, there are two ways to quickly upgrade your account:

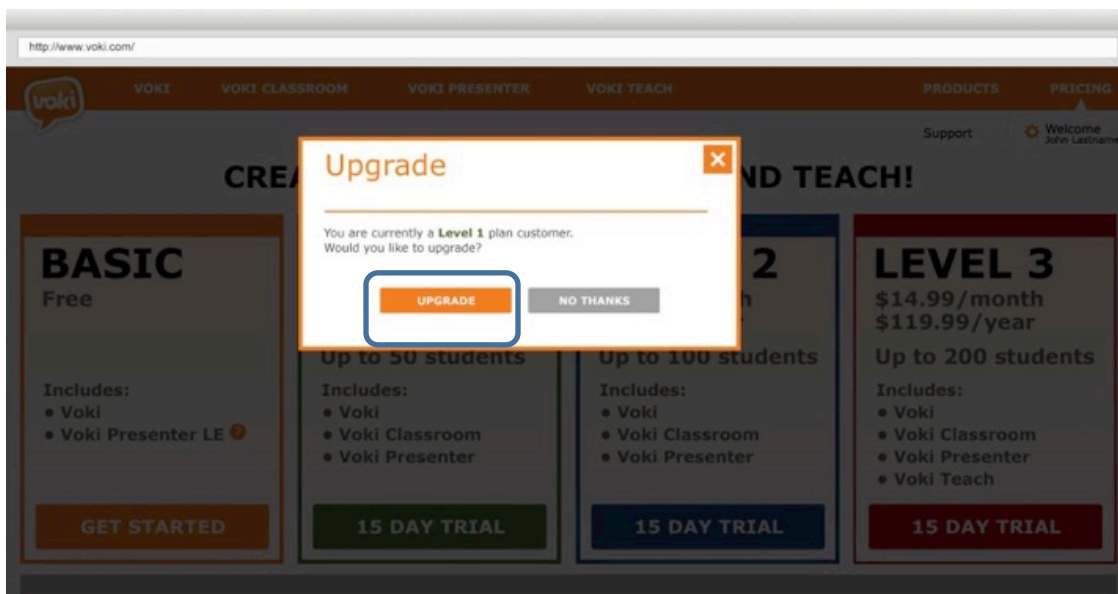
#### 1. Upgrade from the “My Account” page

- A. Open the [My Account](#) page and select **Upgrade** on the top right.
- B. Choose an upgraded subscription and select **Continue**
- C. Enter and submit your payment information to complete upgrade

The screenshot shows the Voki 'My Account' page. The top navigation bar includes links for VOKI, VOKI CLASSROOM, VOKI PRESENTER, VOKI TEACH, PRODUCTS, and PRICING. A 'Support' link and a 'Welcome John Lastname' message are on the right. The main content area is divided into several sections: 'Personal Information' (with fields for First Name, Last Name, Email, and Password, and a 'YOUR IMAGE HERE' placeholder), 'Subscription Info' (showing 'Level 1' subscription with an 'UPGRADE' button highlighted by a blue box), 'School/Company Info' (with fields for Name, Address, and Tax ID), 'Account Settings' (showing 'Expiration Date', 'Account Created', and 'Payment method'), 'Invoices' (with a dropdown for the year and a list of invoice dates), 'Voki Classroom Settings' (showing 'Product ID' and 'Student Accounts'), and 'Voki Presenter Settings' (showing 'Product ID'). At the bottom, there are social media links, a newsletter sign-up, and a footer with copyright information.

## 2. Upgrade from the “Pricing” page

- A. Visit the Voki [Pricing Page](#).
- B. Select **15 Day Free Trial** under the plan you wish to upgrade to.
- C. On the next screen select **Upgrade** to continue
- D. Confirm your **Upgrade** and select **Continue**
- E. Enter and submit your payment information to complete upgrade



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

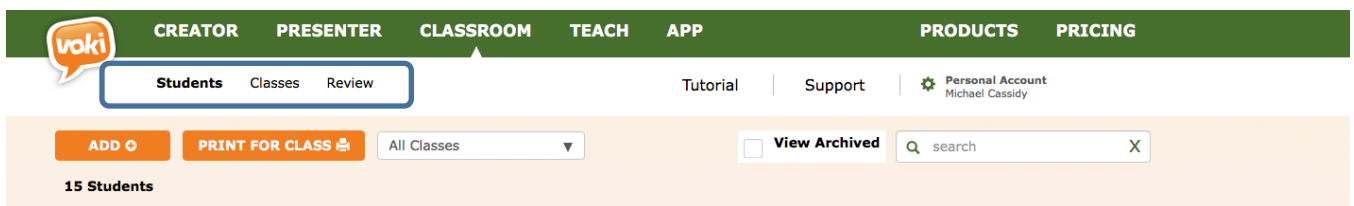
## IV: Getting Started with Voki Classroom

### 1. Logging in

Once your Voki account is created, you are ready to log in. Visit [voki.com](https://voki.com) and select **Log In** located on the top right of the page.



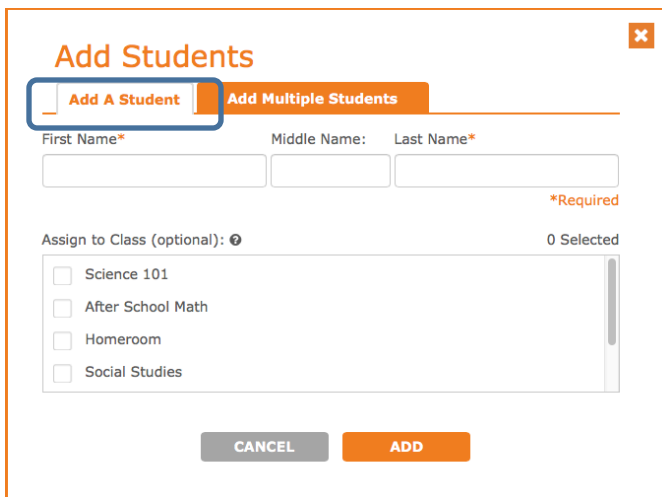
Select **Classroom** located on the top navigation bar. Once selected, you will arrive on the **Students** page. You can easily view other pages/ areas by clicking on the tabs near the top of the page (i.e. **Students, Classes, Review**).



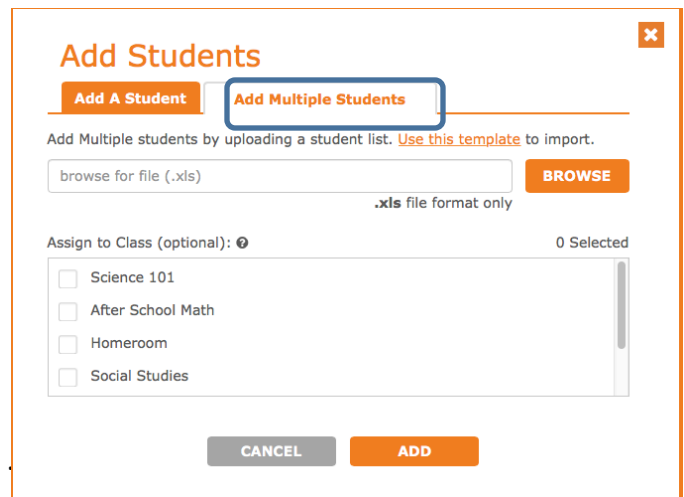
## 2. Student Section

### A. Adding Student(s)

- i. To add students to Voki Classroom, click the Add Student button.
- ii. To add a single student, type the student's name and click Add. You can also assign the student to one or more classes
- iii. To add multiple students, click the **Multiple Students** tab. Select **Choose File** and upload an **.xls** file with your list of students. We recommend that you download and use our provided template which can be found on the **Add Multiple Students** tab. You may also assign the students in your list to one or more classes.
- iv. When you are ready to add a student or multiple students, click **Add**. You will be brought back to the **Student** page and the new student will now be visible on your list of students.







The screenshot shows the 'Add Students' form with the 'Add A Student' tab selected. The form includes input fields for 'First Name\*', 'Middle Name:', and 'Last Name\*'. A red asterisk and the word '\*Required' are positioned below the 'Last Name\*' field. Below these fields is a section titled 'Assign to Class (optional): ?' with a list of checkboxes for 'Science 101', 'After School Math', 'Homeroom', and 'Social Studies'. To the right of this list, it says '0 Selected'. At the bottom of the form are two buttons: 'CANCEL' and 'ADD'.



The screenshot shows the 'Add Students' form with the 'Add Multiple Students' tab selected. The form includes a text input field with the placeholder 'browse for file (.xls)' and a 'BROWSE' button. Below this, it says '.xls file format only'. Below the file upload section is a section titled 'Assign to Class (optional): ?' with a list of checkboxes for 'Science 101', 'After School Math', 'Homeroom', and 'Social Studies'. To the right of this list, it says '0 Selected'. At the bottom of the form are two buttons: 'CANCEL' and 'ADD'.

- B. Edit Student Name** - To edit a student's name, roll over the name you wish to edit and then click the pencil icon that appears. Once you've made your changes, click out of the text box and your changes will be automatically saved.
- C. Edit Student login** - To edit a student login roll over the login you wish to edit and then click the pencil icon that appears. Once you've made your changes, click out of the text box and your changes will be automatically saved.
- D. Edit Student Password** - To edit a student's password, roll over the password you wish to edit and then click the pencil icon that appears. Once you've made your changes, click out of the text box and your changes will be automatically saved.
- E. Remove Student** - You can also remove a student from the list by clicking the white "x" in an orange circle at the far right and then clicking delete. Note: Modifying a student's name will also change their Login, so make sure you provide students with their updated login information.

<input type="checkbox"/>	 <b>Aaron John Stark</b>	<b>0</b>	<b>astark813</b>	<b>voki1234</b>	  
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- F. Print for Class** - This feature lets you print login instructions for your students. Here, you have two options:
  - i. Print 1 sheet for the entire class: This will print a list of logins and passwords for all students. **Note:** *logins and passwords will be visible to everyone viewing the list.*
  - ii. Print individual instructions: This is a more secure option that lets you print individual instructions for each student. After printing these instructions, you can cut out the individual instructions and hand them out.

## Print Class Login Information

### 1 Choose the class

Biology

### 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
Student name	Student name
Login   Password	Login   Password

Print

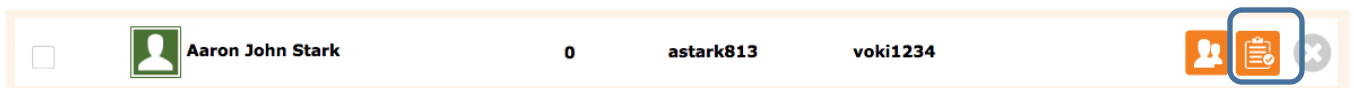


**G. Search** - You can easily search for students by name, or for all students in a certain class.



**H. Classes** - Click the chalkboard icon next to a student's name to assign him/her to one or more classes

**I. Assignments** - Click checklist icon to review that student's Voki assignments

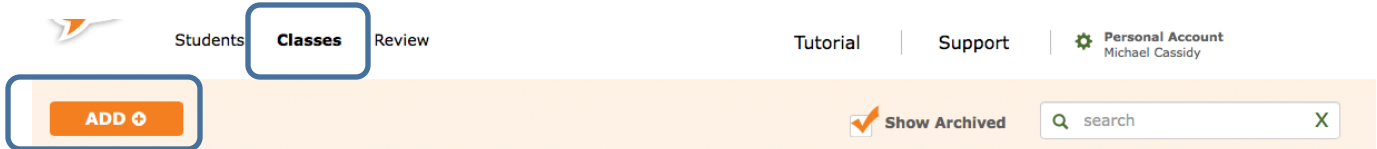


**J. Sort** - You can sort your students alphabetically by first, middle, and last name by clicking on the column title

Select All Student (sort by first ▼) (sort by last)


### 3. Classes

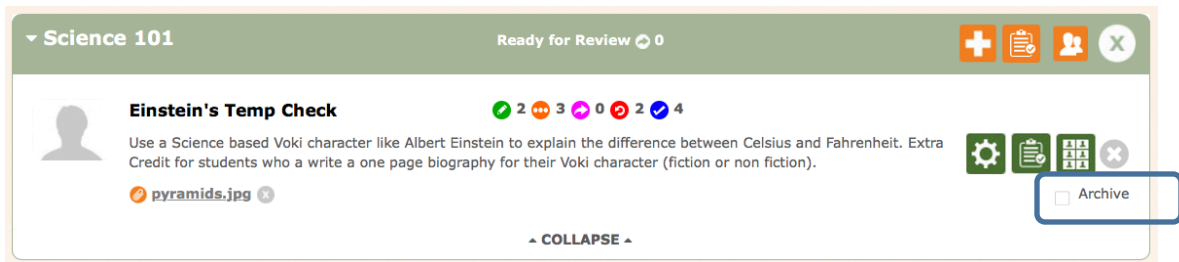
To add a class, navigate to the **Classes** tab underneath **Classroom** in the Menu bar. In the **Classes** area, you can do the following:



**A. Add & Edit Classes:** Click the “Add a Class” button. A pop-up window will appear with a text box. Name your class and click “Add”. You will see this pop-up window if your class was successfully added. Click **OK**.

A screenshot of the 'Add Class' pop-up window. It has an orange border and a close button in the top right corner. The title 'Add Class' is in orange. Below the title is a 'Name:' label and a text input field. At the bottom, there are two buttons: a grey 'CANCEL' button and an orange 'ADD' button. The 'ADD' button is highlighted with a blue rectangular box.

**B. Add Assignments:** After adding a class, click the add icon (  ) next to the class name. Then, name the Assignment and write a description. The Assignment description can be instructions for your students, a description for those viewing the public Assignment page, or a combination of both! Be sure to indicate your assignment type: you can choose either the “Classic Voki” which is just one scene or a “Voki Presentation” which is a longer series of slides



**C. Hiding an Assignment** - If an Assignment is hidden, the Assignment Web page will not display the Assignment’s Vokis you have approved. To hide an Assignment, select the archive check box ( ☐ **Archive** ) To show an Assignment, deselect on the checkbox.

**D. Configure an Assignment** - Each Assignment comes with a web page where others can view the Vokis your class has created for that Assignment. To configure your Assignment, click the configure (gear icon) next to the Assignment name. Here, you can do the following:

- i. Select the style/layout of the Assignment page
- ii. Configure the security of the Assignment page (i.e. make the Assignment page public or private)
- iii. Display your Students’ full names (or initials only)
- iv. Add an embed button (enable sharing)
- v. Add a writing assignment
- vi. Set an Assignment deadline



*When you are done configuring the Assignment, click **Save***

## Add Assignment

Name

Description

Type

☒  character
   
☐  Presenter

Require Writing Assignment ?

☒

Show in Assignment Page

☐

Set Deadline ?


☒

Date:

Time:

CANCEL

ADD

E. Assignment Web Page - To view your Assignment's Web page, click the  icon for that Assignment.


F. Review - After your students have started working on their Vokis, you can also go to the Review section by clicking the Review tab (more on that next).


## 4. Reviewing Student Work

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

However, you can also access the **Review** page via Voki Classroom: **Students** page (when the **Students** tab is selected) and **Classes** page (when the **Classes** tab is selected)

When you are on the Students page, Voki Classroom allows you to review all assignments for an individual Student by clicking the  **Review** icon. For example, to review all of Emily Andrews' Voki assignments from the Students page, you would click the Review icon next to this Student's name.

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

When new Vokis are ready for review, an (exclamation mark) **!** will appear on the **Review** icon to notify you.

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

The screenshot shows the top navigation bar with 'Students', 'Classes', and 'Review' (highlighted) tabs. To the right are links for 'Tutorial', 'Support', and a 'Personal Account' for Michael Cassidy. Below the navigation bar is a filter section with three dropdown menus: 'All Classes', 'Einstein's Temp Check', and 'All Students'. To the right of these is a 'View Archived' checkbox and a search bar. Below the filters is a row of status buttons: 'ALL ASSIGNMENTS' (with a list icon), 'GET STARTED' (green checkmark), 'IN PROGRESS' (orange flame), 'READY FOR REVIEW' (purple star), 'TRY AGAIN' (red X), and 'APPROVED' (blue checkmark). The main content area displays a grid of student submissions. Each submission includes a profile picture, the student's name, a status indicator, and a row of action buttons (checkmark, X, comment, share). The submissions shown are: Anna Greene (In Progress, submitted May-26-2017 0:19 EST), Kevin Leahy (Try Again, submitted May-26-2017 1:51 EST), Fred Archer (Approved, submitted May-26-2017 1:49 EST), Gaby Brady (Approved, submitted May-26-2017 0:24 EST), Kaden McBride (Approved, submitted May-26-2017 1:53 EST), and Yujin Park (Get Started).

When you are on the **Review** page, you can quickly sort assignments by Class, Assignment or by Student. In addition to sorting assignments by Class, Assignment, or Student, the **Review** page also allows you to sort assignments by status (i.e. **All**, **Get Started**, **Ready for Review**, **Try Again**, **Approved**).

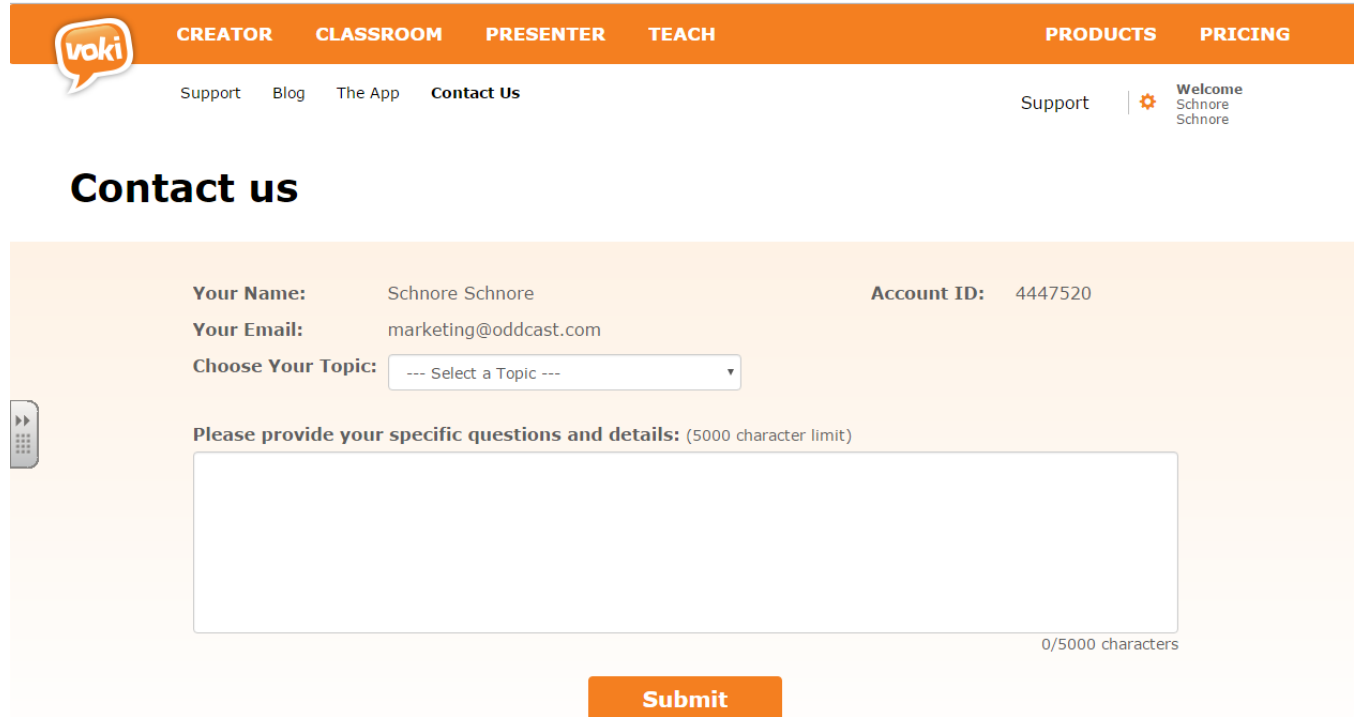
This close-up highlights the filter section and the status buttons. The filter section includes three dropdown menus: 'All Classes', 'Einstein's Temp Check', and 'All Students'. To the right is a 'View Archived' checkbox and a search bar. Below these is a row of status buttons: 'ALL ASSIGNMENTS' (with a list icon), 'GET STARTED' (green checkmark), 'IN PROGRESS' (orange flame), 'READY FOR REVIEW' (purple star), 'TRY AGAIN' (red X), and 'APPROVED' (blue checkmark).

If you want to sort Assignments by:

- Class, then use the Class: drop down to select a Class
- Assignment, then use the Assignment: drop down to select an Assignment
- Student, then use the Student: drop down to select an Assignment

## 6. Voki Classroom Support

Your Voki Classroom account comes with email support. You can get support on any aspect of your Voki Classroom account!



The screenshot shows the Voki Classroom Support form. At the top is an orange navigation bar with the Voki logo and links for CREATOR, CLASSROOM, PRESENTER, TEACH, PRODUCTS, and PRICING. Below this is a secondary navigation bar with links for Support, Blog, The App, and Contact Us. The main content area has a heading 'Contact us' and a form with the following fields: 'Your Name:' (Schnore Schnore), 'Your Email:' (marketing@oddcast.com), 'Account ID:' (4447520), and 'Choose Your Topic:' (a dropdown menu). Below these is a large text area for 'Please provide your specific questions and details: (5000 character limit)'. A 'Submit' button is at the bottom right of the form.

To contact the Voki Classroom Support Team, click **Contact Us** under the **Support** tab and complete the form.

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

- **Voki Classroom FAQ:** Answers to frequently asked questions about Voki Classroom
- **Community:** Community support
- **Getting Started Guide:** This guide will help you get started
- **Voki Classroom User Guide:** This is a comprehensive guide to Voki Classroom
- **Learn:** More about how teachers use Voki
- **Tutorials:** Video tutorials for Voki Classroom users

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

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

## 6. Account Management (My Account)

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

The screenshot displays the Voki 'My Account' page. The top navigation bar includes links for VOKI, VOKI CLASSROOM, VOKI PRESENTER, VOKI TEACH, PRODUCTS, and PRICING. A user is logged in as 'Gil Sideman2'. The page is divided into several sections:

- Personal Information:** Fields for First Name (Gil), Last Name (Sideman2), Email, and Password. A photo placeholder says 'No Photo Available'. An 'EDIT' button is present.
- Subscription Info:** Shows 'Subscription: Level 1' with an 'UPGRADE' button. Below, it lists 'Products: Voki, Voki Classroom, Voki Presenter'.
- School/Company Info:** Fields for Name (test1), Address (test1), and Tax ID Number (1234). An 'EDIT' button is present.
- Account Settings:** Fields for Expiration Date (2016-03-15) with an 'EXTEND' button, Creation Date (2007-05-30), and Payment Method. There is an 'Enable Automatic Billing' checkbox and a list of invoices for 2014.
- Voki Classroom Settings:** Shows Product ID (15181), Student Accounts (0 of 250), Level 1 Limit (50), Legacy Accounts (50), and Purchased Accounts (150). An 'ADD MORE' button is next to the Student Accounts count.
- Voki Presenter Settings:** Shows Product ID (13902).

### A. Personal Information:

- I. **Profile Picture:** To do this, click on the area where your picture appears, and upload a new one.
- II. **Name:** If, for any reason, you need to change the name of the account holder, simply click Edit next to your name and type in a new name.
- III. **Email Address:** You can edit the email address associated with your Voki Presenter account. Note: This change will apply to Voki, Voki Classroom, and Voki Presenter.
- IV. **Password:** You can edit your Voki Presenter password as well. Note: This change will apply to Voki, Voki Classroom, and Voki Presenter.

## B. Account Settings

- i. **Account Expiration:** This field shows you when your subscription expires**Extend link:** To extend your account, simply click Extend, choose your subscription type (monthly or annual), and continue to the payment page.
- ii. **Creation Date:** This field will show you the date at which your subscription began.
- iii. **Invoices:** Click on the invoice number to access a record of past payments.
- iv. **Subscription Level:** This field will show you which Voki subscription level you are currently subscribed to.

## C. Voki Classroom Settings:

- i. **Product ID:** This field will show you your Voki Classroom products account ID, in case you ever need it.
- ii. **Student Accounts & Classes:** These fields show you how many Student records you have defined (of the available limit).

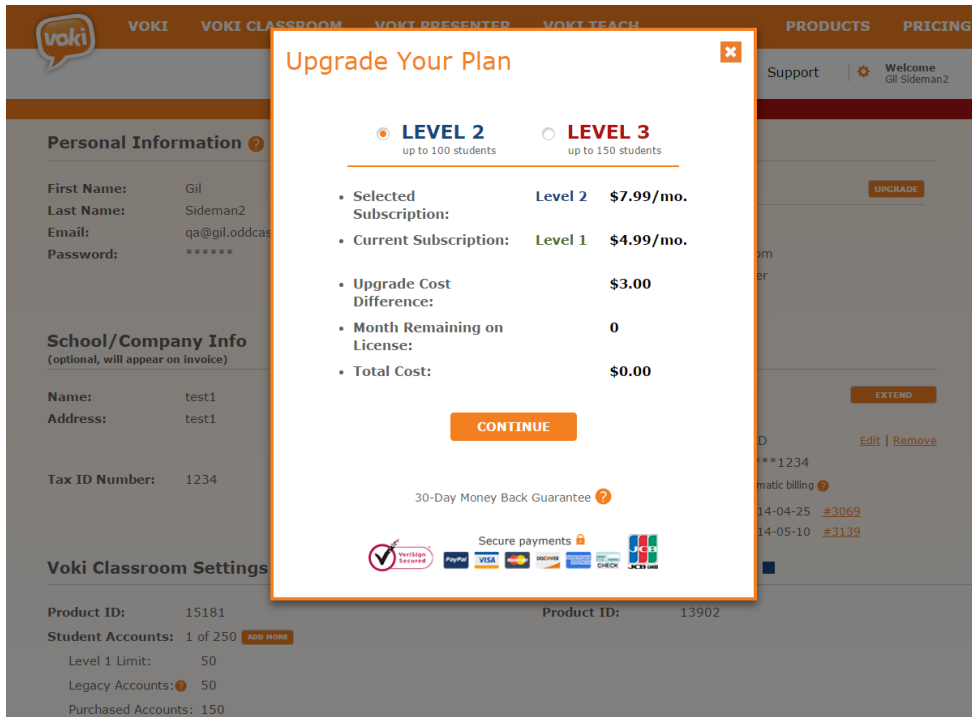
## D. Adding More Student Accounts and Classes:

As mentioned above, Voki subscriptions are based on the number of students managed.

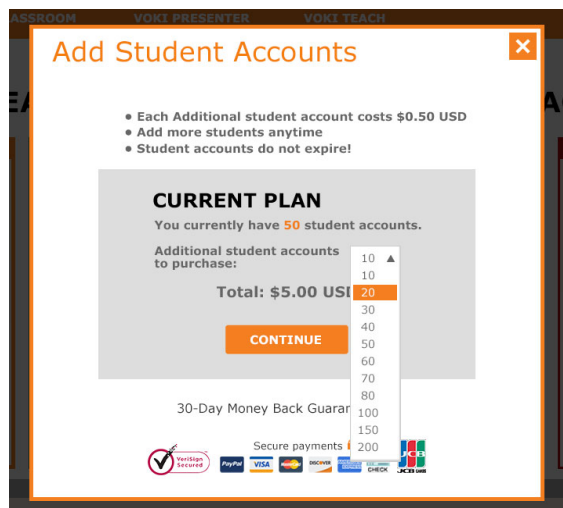
- i. Level 1 includes 50 students
- ii. Level 2 includes 100 students
- iii. Level 3 includes 150 students.

We have found that these limits are sufficient for the vast majority of teachers. If you need to manage additional Students you can easily upgrade to the next subscription level or **Add More** students as needed. Just go to the **My Accounts** page and click **Upgrade** under **Subscription Info** or **Add More** under **Voki Classroom Settings**.





When adding more students individually, each student costs \$1 US.



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

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

### **Need more help?**

If you need more detailed instructions, you can read the complete [Voki Classroom User's Guide](#).

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