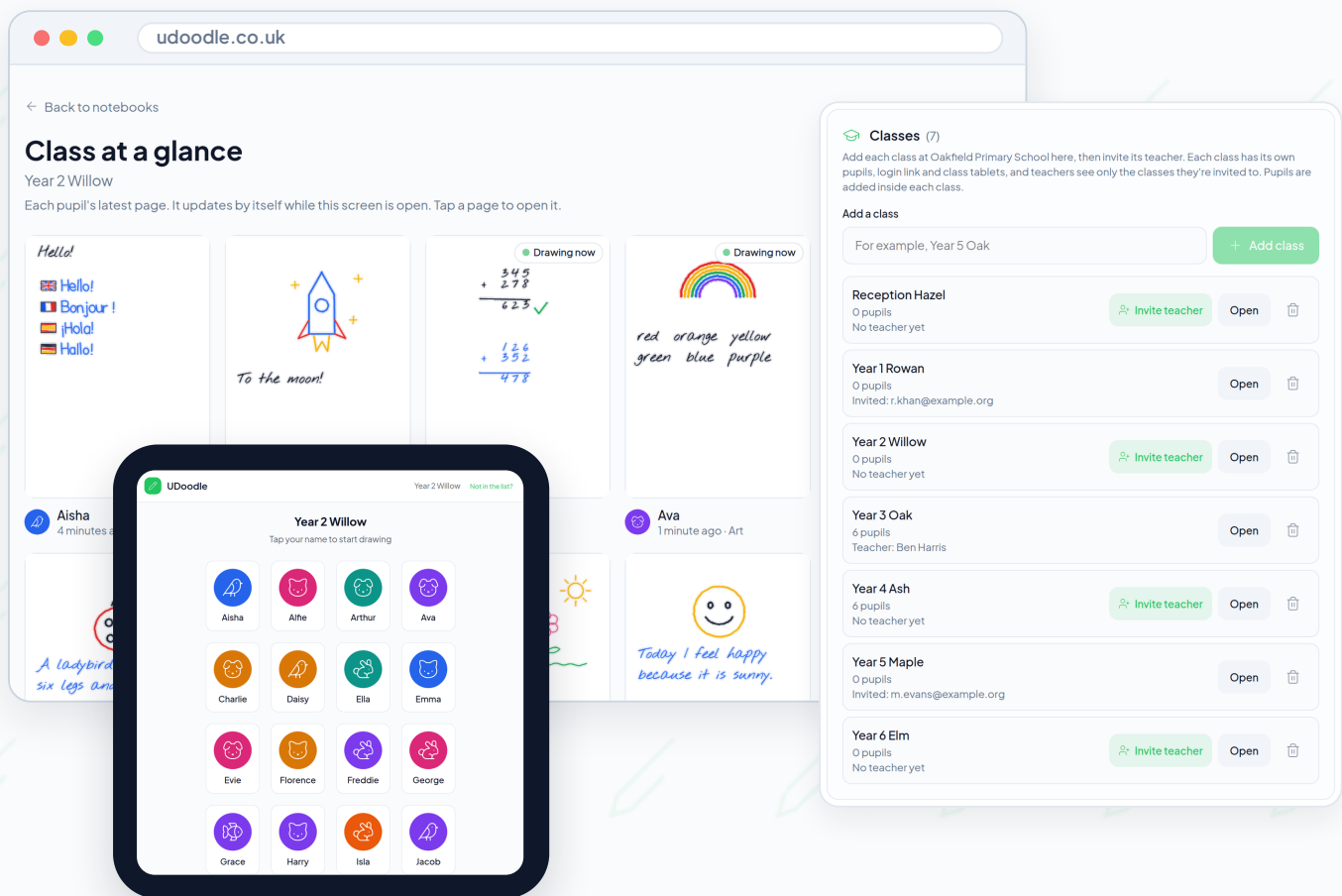


Set up UDoodle across your school

For the person who looks after your school's UDoodle account. Add your classes, invite your teachers and get your tablets ready: here's everything you need, step by step.



✓ Every class in one place

✓ No pupil emails

✓ Nothing to install

✓ Invoiced to the school

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What you'll need

- ✓ The email address your school's account was set up with.
- ✓ Your list of classes, and each class teacher's email address.
- ✓ Pupils' first names for each class (a CSV export works).
- ✓ Your IT team, for the checklist on page 12.

How it works

How a school plan fits together

Your school has one UDoodle account, which you look after. Inside it, each class has its own pupils, teachers, class link and tablets.



There's a guide for your teachers too

The **Setup guide for teachers** covers everything inside a class: adding pupils, sign-in cards, tablets, the shared whiteboard, seeing work, PDFs and sending copies. Share it with your staff: it's on udoodle.co.uk/schools, and behind the "Teachers' guide" link in "Manage your group".

Quick start

Your school, set up in six steps

Sign in

1

We set up your school's account and email you. Sign in at **udoodle.co.uk** with that email address.

See page 5

Add your classes

2

In the “**Classes**” section, type each class name and tap the “**Add class**” button.

See page 6

Invite the teachers

3

Tap the “**Invite teacher**” button next to a class and type the teacher's email address.

See page 8

Add the pupils

4

You or the class teacher paste in each class's first names, then print the sign-in cards.

See page 10

Set up the tablets

5

Set up each shared tablet for the classes that use it. Pupils tap their class, then their name.

See page 11

Brief your IT team

6

Give them the checklist on page 12: two web addresses to allow, plus tips for iPads and Chromebooks.

See page 12

Welcome back

Enter your email to continue

Email

sam.taylor@example.org

Reception Hazel

0 pupils

No teacher yet

Inv

Year 1 Rowan

0 pupils

Invited: r.khan@example.org



Co-Teachers

No co-teachers yet

Invite teachers and teaching assistants to help run this class. They can add and edit pupils, set up tablets and see pupils' notebooks.

ben.harris@example.org

Send Invite

They don't need an existing UDoodle account, and they won't be charged.

or paste names

Paste names

Emma
Leo
Aisha
Sam
James

UDoodle

Which class are you in?

Tap your class



Year 3 Oak



Year 4 Ash

Web filter: allow

✓ **udoodle.co.uk**

✓ ***.supabase.co (with WebSockets)**

Chapter 1

Signing in and your school account

When your school orders UDoodle, we set up the school's account for you and email the person who will look after it.

Sign in with a code, not a password

- 1 Go to **udoodle.co.uk** and tap the **"Log in"** button at the top.
- 2 Type the email address we set your account up with, and tap the **"Continue"** button.
- 3 We email you a 6-digit code. Type it in and tap the **"Log in"** button.

The code works for 10 minutes. If it hasn't arrived, check your spam folder or ask for a new one.

Your school on your dashboard

Tap the **"Manage your group"** bar at the top of your dashboard. It shows your school's name and, inside it, the **"Classes"** section, where each class is kept with its own pupils, teachers and tablets.

Your plan

Tap your name at the top of the screen to see your account page. Your school is on a school plan, invoiced to the school, so there's nothing to set up in PayPal. The page shows the date your school has paid until.

- ✓ As many classes and pupils as your school needs.
- ✓ Every class has every feature.
- ✓ Questions about your plan: **hello@udoodle.co.uk**.



Check your email

Enter the 6-digit code for sam.taylor@example.org.

✔ If this email has a UDoodle account, a code is on its way.

Verification Code

998586

This code expires in 10 minutes.

No code after a few minutes? Check the address and your spam folder, or sign up if you are new to UDoodle.

Log in

[Use a different email](#)
[Resend in 57s](#)

The code we email you.



Group Subscription

Group Name	Oakfield Primary School
Plan	Site
Status	✔ Active
Paid until	31 August 2027

Your plan is invoiced by the UDoodle team, so there is nothing to manage in PayPal. We'll be in touch before 31 August 2027 about renewing.

Questions about your plan? Email hello@udoodle.co.uk.

Chapter 2

Adding your classes

Add one class for each class in your school. Each class gets its own pupils, class link and tablets, and its teachers see just that class.

Add a class

- 1 On your dashboard, open the “**Manage your group**” bar.
- 2 In the “**Classes**” section, type the class’s name, such as **Year 3 Oak**.
- 3 Tap the “**Add class**” button, or press Enter. The box clears, ready for the next one.

Classes are listed in order, so Reception and Year 2 come before Year 10. Each class’s link starts with your school’s, such as **udoodle.co.uk/g/oakfield-primary-year-3-oak**.

Naming classes

Use the name pupils and parents know, such as **Year 3 Oak** or **Class 4B**. It appears on class tablets and sign-in cards, and you can rename a class at any time.

 **Classes**
 Add each class at Oakfield Primary School here, then invite its teacher. Each class has its own pupils, login link and class tablets, and teachers see only the classes they’re invited to. Pupils are added inside each class.

Add a class

1
 Reception Hazel

2
 + Add class

No classes yet. Add one for each class in your school.

- 1 Type the class name, then
- 2 tap the “**Add class**” button.

Your list of classes

Reception Hazel 0 pupils No teacher yet	 Invite teacher	Open	
Year 1 Rowan 0 pupils Invited: r.khan@example.org		Open	
Year 2 Willow 0 pupils No teacher yet	 Invite teacher	Open	

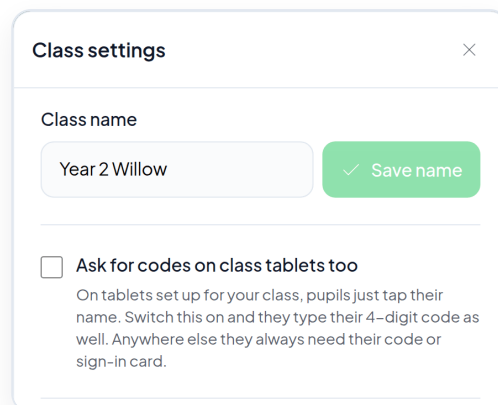
Each class shows how many pupils it has and who teaches it:

- “**Teacher: Ben Harris**” The teacher has accepted.
- “**Invited: ...**” An invitation is on its way.
- “**No teacher yet**” With an “**Invite teacher**” button next to it.

The “**Open**” button takes you into the class, and the bin button deletes it.

Renaming a class

Open the class, tap the “**Class settings**” button, change the name and tap the “**Save name**” button. Here you can also change the class link (the old link keeps working and leads to the new one) and choose whether class tablets ask for pupils’ codes.



Class settings ×

Class name

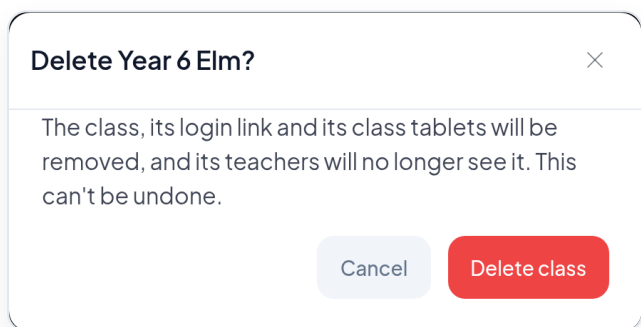
Year 2 Willow ✓ Save name

☐ **Ask for codes on class tablets too**

On tablets set up for your class, pupils just tap their name. Switch this on and they type their 4-digit code as well. Anywhere else they always need their code or sign-in card.

Deleting a class

A class can be deleted once it’s empty, so pupils’ work is never removed by accident. Tap the bin button next to the class. If it still has pupils, UDoodle offers to open it: archive and delete its pupils first (including any already archived), then delete the class.

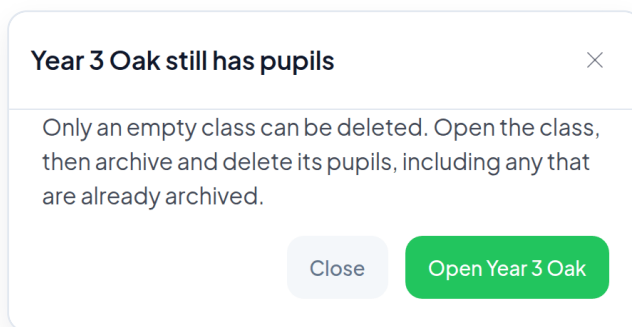


Delete Year 6 Elm? ×

The class, its login link and its class tablets will be removed, and its teachers will no longer see it. This can't be undone.

Cancel Delete class

An empty class: the class, its link and its tablets are removed.



Year 3 Oak still has pupils ×

Only an empty class can be deleted. Open the class, then archive and delete its pupils, including any that are already archived.

Close Open Year 3 Oak

A class with pupils: UDoodle offers to open it, so you can tidy it first.

When a class moves up a year



Keep the class and rename it

If the same pupils move up together, rename the class (Year 3 Oak becomes Year 4 Oak) and change its teachers. Pupils keep their notebooks, sign-in cards and codes, and the class keeps its tablets. If you change the class link too, the old one still works.



Start a fresh class list

If classes are mixed each year, download each class's notebooks, archive its pupils and paste in the new list. Pupils get new codes and new cards.



Keep a copy first

Deleting a pupil deletes their notebooks for good, so download them first (page 14). Anything they drew on shared whiteboards stays.

Chapter 3

Inviting your teachers

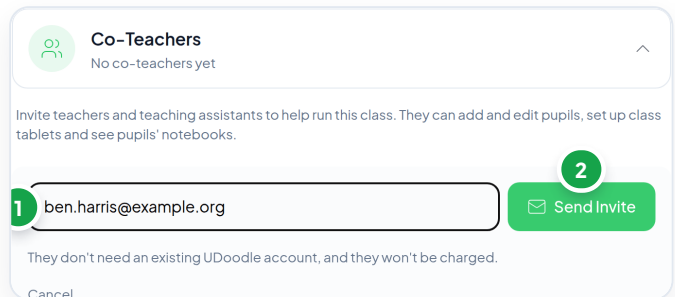
Teachers join by email invitation. They don't need a UDoodle account already, and there's nothing for them to pay: the school's plan covers everything.

Invite a teacher to a class

- 1 In your list of classes, tap the **"Invite teacher"** button next to the class.
- 2 The class opens with the invitation box ready. Type the teacher's email address.
- 3 Tap the **"Send Invite"** button.

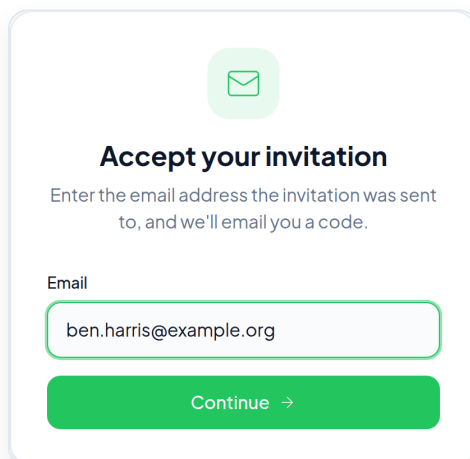
Back in your list, the class shows the address after **"Invited: ..."** until the teacher accepts.

To add a co-teacher or a teaching assistant later, open the class, then the **"Co-Teachers"** section, and tap the **"Invite Co-Teacher"** button. Each class can have up to three.



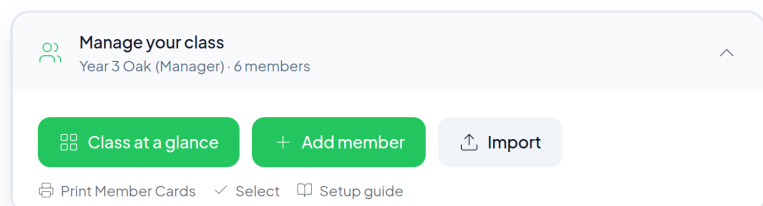
- 1 The teacher's email address.
- 2 The **"Send Invite"** button.

What the teacher does



The teacher signs in with the address the invitation was sent to.

- 1 They open the link in the invitation email. It lasts 14 days.
- 2 They type the email address it was sent to, then the code we email them.
- 3 The class appears on their dashboard.



What Ben sees: Year 3 Oak, ready to go.

Who can do what

Teachers run their own classes day to day. A few things that affect the whole school are kept for you.

	Class teachers	You (school admin)
Add and delete classes	✗	✓
Invite and remove a class's teachers	✗	✓
Rename a class, change its link and the "ask for codes" setting	✗	✓
Add, edit and archive pupils; give pupils new codes	✓	✓
Delete archived pupils for good	✗	✓
Print sign-in cards	✓	✓
Set up and switch off class tablets	✓	✓
See pupils' notebooks and Class at a glance; download PDFs	✓	✓
Invite parents and carers	✓	✓
Make their own notebooks and shared whiteboards	✓	✓

Each teacher sees their own classes

A teacher invited to Year 3 Oak sees Year 3 Oak: its pupils, work and tablets, kept separate from every other class. A teacher with two classes switches between them with the **"Select group to manage"** list at the top of **"Manage your class"**.

Removing a teacher

Open the class, then the **"Co-Teachers"** section, and tap the bin button next to their name. They stop seeing the class straight away, and the pupils and their work stay just as they are.



When a teacher leaves

Remove them from their classes and invite the new teacher. Everything in the class stays: pupils, cards, tablets and work.



Their own notebooks

Teachers on your plan can also make their own notebooks and shared whiteboards, for lesson examples and class activities.

Chapter 4

Working inside a class

You can open any class and do everything its teacher can. That's handy for setting classes up before term starts, or for lending a hand.

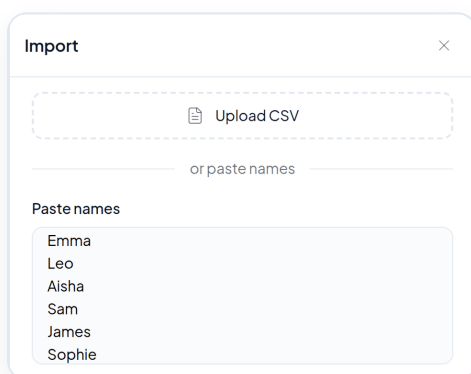
Moving between classes

- In your list of classes, tap the **"Open"** button next to a class.
- Or choose a class from the **"Select group to manage"** list at the top.
- Inside a class, the top says **"A class at Oakfield Primary School"**. Tap the **"All classes"** button to go back to your list.



- 1 The class you're in. 2 Back to all classes.

Adding pupils to a class



You can add pupils yourself, or leave it to each class teacher. Either way:

- 1 Open the class and tap the **"Import"** button.
- 2 Paste in the pupils' first names, one per line, or tap the **"Upload CSV"** button for a file exported from your school's information system, with a **Name** column or **First name** and **Surname** columns.
- 3 Tap the **"Add all"** button.

Each pupil gets a picture, a colour and their own 4-digit code. Then tap the **"Print Member Cards"** button to print the class's sign-in cards.

Same names

Each pupil in a class has their own name, so add an initial to tell two apart, such as **Joe S.** and **Joe T.**

Chapter 5

Tablets across the school

Shared tablets and laptops are set up once for each class that uses them. Pupils' own devices at home need no setting up: pupils just use their sign-in card.

A tablet for one class

- 1 Open the class and tap the **"Set up a tablet or computer"** button.
- 2 On the tablet, scan the QR code, or go to udoodle.co.uk/setup and type in the 6-digit code.

One code works on up to 35 devices for 15 minutes, so you can set up a whole trolley at once from the classroom screen.

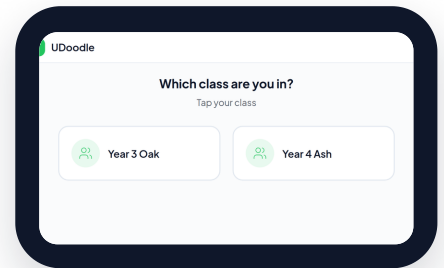
A trolley shared by several classes

Set each tablet up for every class that uses it: open the first class and set the trolley up, then the next class, and so on. Each time, the tablet adds the class to the ones it already knows.

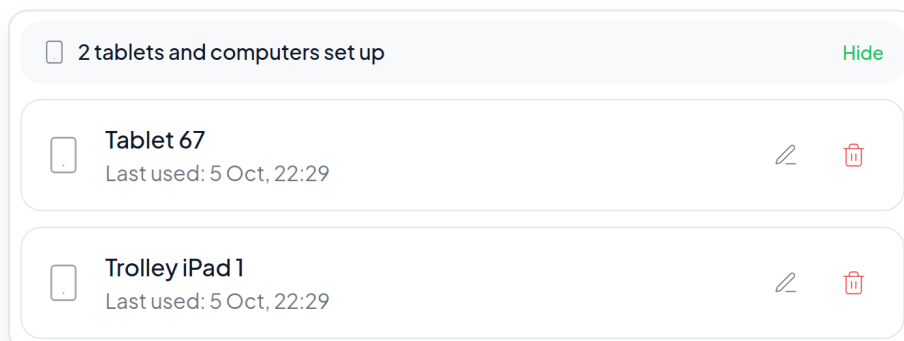
Pupils then tap their class, then their name.

Keeping tablets working

- **Each class lists its own tablets**, with when each was last used. You can rename a tablet or switch it off there.
- **Switching one off** signs out anyone using it within a minute.
- **Tidy by design**: a tablet not used for 120 days (about a term) is switched off automatically. Set it up again in moments when it's needed.
- **Setting up again from the tablet**: open the class link and tap **"Set up this tablet"**, then the teacher (or you) taps the **"Allow"** button.
- **Work lives safely online**, not on the tablet. Drawing done offline waits on the tablet until it's saved.



A tablet set up for two classes: pupils tap their class first.



A class's tablets, in **"Manage your class"**.

Chapter 6

For your IT team

Everything your IT team needs on one page. There's more at udoodle.co.uk/schools, in the "For your IT team" section.



Web filter

Allow **udoodle.co.uk** and ***.supabase.co**, including secure WebSocket connections (shared whiteboards and live updates use them).



Nothing to install

UDoodle runs in the web browser: Safari, Chrome or Edge, kept up to date. There's no app, device profile or browser extension to deploy.



iPads

Add UDoodle to the Home Screen and set it up from that icon (or deploy it as a web clip). A Home Screen icon keeps its setup, while Safari on its own may clear a website's data after about a week without use.



Chromebooks and shared profiles

Devices keep their setup as long as they keep their browser data. Guest or private browsing, ephemeral Chromebook sessions and temporary Shared iPad sessions are wiped at sign-out, so on those, pupils simply scan their sign-in card instead.



What a set-up device keeps

A random sign-in key for each class it's set up for, in the browser's website storage and a cookie. No device identifiers (such as MAC addresses or serial numbers) are used.



Each browser is separate

Safari, Chrome and a Home Screen icon each keep their own setup, as does each user profile on a Chromebook. Set up the one pupils will use.



Setting up many devices at once

Correct codes can be used as quickly as you like. Ten wrong setup codes in a row from your school's internet connection pause setup for 15 minutes, and any correct code resets the count.



If the network drops

Pupils keep drawing. Their work is kept on the device and saved as soon as the connection is back, so leave a device's browser data in place until then.



Checklist before the first lesson

- ✓ udoodle.co.uk and *.supabase.co allowed, with WebSockets.
- ✓ Shared iPads: a Home Screen icon (web clip).
- ✓ Shared devices keep browser data between sessions.
- ✓ Each shared device set up for its classes.

Chapter 7

Safeguarding and data protection

UDoodle was built for primary schools from the start. Here's who can see what, and how your pupils' data is looked after.



Built for children

- ✓ Pupils need no email address, and we never contact them.
- ✓ No adverts, and pupils' work is never used to train AI.
- ✓ Pupils see only their own notebooks and the shared whiteboards they're added to.
- ✓ Visits from class tablets aren't included in our visitor statistics.



Who sees a pupil's work

- The pupil.
- Their class's teachers, and you as school admin.
- Up to two parents or carers their teacher invites: that pupil's work only, read-only.
- Pupils know: their dashboard says **"Your teacher can see your notebooks."**

Your school's data

- **Your school is the controller** of its pupils' personal data, and UDoodle is its processor, as our terms set out (section 7).
- **A data processing agreement** is available: just ask us at hello@udoodle.co.uk.
- **Where it's kept:** our database is hosted in Belgium, in the European Union. Nightly backups are stored on our own server in the Channel Islands.
- **Security:** everything is encrypted in transit, pupils' codes and sign-in card keys are encrypted (AES-256), and there are no passwords to steal.
- **Leavers:** archived pupils keep their notebooks until you delete them. Deleting removes them and their notebooks for good.
- **Tablets** not used for 120 days are removed automatically, and so are join requests after a day.
- **If your plan ends,** nothing is deleted: there are 30 days' grace, then the account becomes read-only.
- **Full details:** our privacy policy at udoodle.co.uk/privacy.



Telling parents

When you add pupils, you confirm that their parents or guardians have been told, as your own policies and the law require. Our privacy policy sets out what UDoodle keeps and why, which may help.

Chapter 8

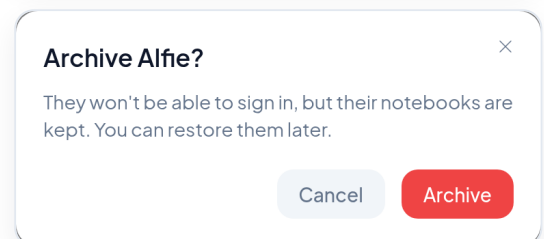
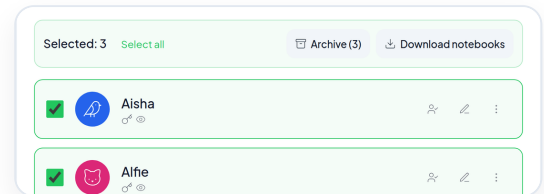
The school year and your plan

A few jobs at the start and end of each year keep everything tidy and everyone's work safe.

At the end of the year

For each class (you or its teacher):

- 1 **Keep the work:** tap the **"Select"** button, then **"Select all"**, then **"Download notebooks"**. You get a zip file of PDFs, with a folder for each pupil.
- 2 **Archive the pupils** who are leaving or moving on.
- 3 **Rename the class** if its name changes, or add the new classes.
- 4 **Invite the new teachers** and remove those moving on.
- 5 **Add the new pupils** with the **"Import"** button, and print their cards.
- 6 **Check the tablets:** any not used for 120 days need setting up again.



Your plan through the year

Reminders

We email you 30 days and 7 days before the date your school has paid until, and get in touch about renewing.

30 days' grace

If the date passes, everything keeps working for 30 days. If that falls over the summer holidays, it runs to 15 October.

Then read-only

Every notebook can still be opened, viewed and downloaded, and drawing starts again as soon as the plan is renewed.

Check your dates

The date your school has paid until is on your account page (tap your name at the top of the screen). It's worth adding to the school calendar.

Handing over to a colleague

If someone else is taking over UDoodle, email hello@udoodle.co.uk and we'll move the school's account to them. Classes, teachers and work all stay as they are.

Help

Quick answers

Can there be more than one school admin?

Your school has one admin account, and the teachers you invite run their own classes. If the person looking after UDoodle changes, email hello@udoodle.co.uk and we'll move the account to them.

Can a teacher have two classes?

Yes. Invite them to each one, and they switch between their classes at the top of **"Manage your class"**.

Can pupils use UDoodle at home?

Yes. They scan the QR code on their sign-in card, or use the class link and their 4-digit code. Home devices need no setting up.

A pupil moves to another class

Archive them in the old class and add them to the new one. Download their notebooks first if you'd like to keep them together.

Which languages does UDoodle speak?

English, French, Spanish and German. Each person chooses their own at the bottom of any page or on their account page.

Where can I read the terms and privacy policy?

At udoodle.co.uk/terms and udoodle.co.uk/privacy. Ask us for a data processing agreement.

How many classes and pupils can we have?

As many as your school needs: classes on a school plan have unlimited places.

A teacher didn't get their invitation

Ask them to check their spam folder. Invitations last 14 days. To send a new one, open the class, remove the waiting invitation in the **"Co-Teachers"** section, and invite them again.

Can one tablet be used by several classes?

Yes. Set it up for each class that uses it. Pupils then tap their class, then their name.

Do teachers or parents pay anything?

No. Everyone is covered by the school's plan.

Can we try it first?

Yes. The notebook on our home page works straight away with no account, and we're happy to talk you through it: hello@udoodle.co.uk.

[? Need a hand?](#)

We're here to help

Email hello@udoodle.co.uk with any question, however small. We're happy to help you set up.



Built by a school IT manager

UDoodle was built by school IT guy Joe, drawing on 15 years of hands-on experience in classrooms. It's built around what actually works for teachers and pupils: no complicated setups, no passwords for young children, and nothing standing between a pupil and the page.



Getting started

- ☐ Add every class
- ☐ Invite each class's teacher
- ☐ Share the teachers' guide
- ☐ Brief the IT team (page 12)
- ☐ Add pupils and print cards
- ☐ Set up the shared tablets



Useful links

- **Sign in:** udoodle.co.uk
- **Set up a tablet:** udoodle.co.uk/setup
- **For schools and IT:** udoodle.co.uk/schools
- **Terms:** udoodle.co.uk/terms
- **Privacy:** udoodle.co.uk/privacy



Safe for children

- No pupil emails, and we never contact pupils.
- No adverts, and pupils' work is never used to train AI.
- Each pupil sees only their own notebooks.
- Data processing agreement on request.



Your school's details

School admin (email)

Plan paid until

IT contact

Number of classes
