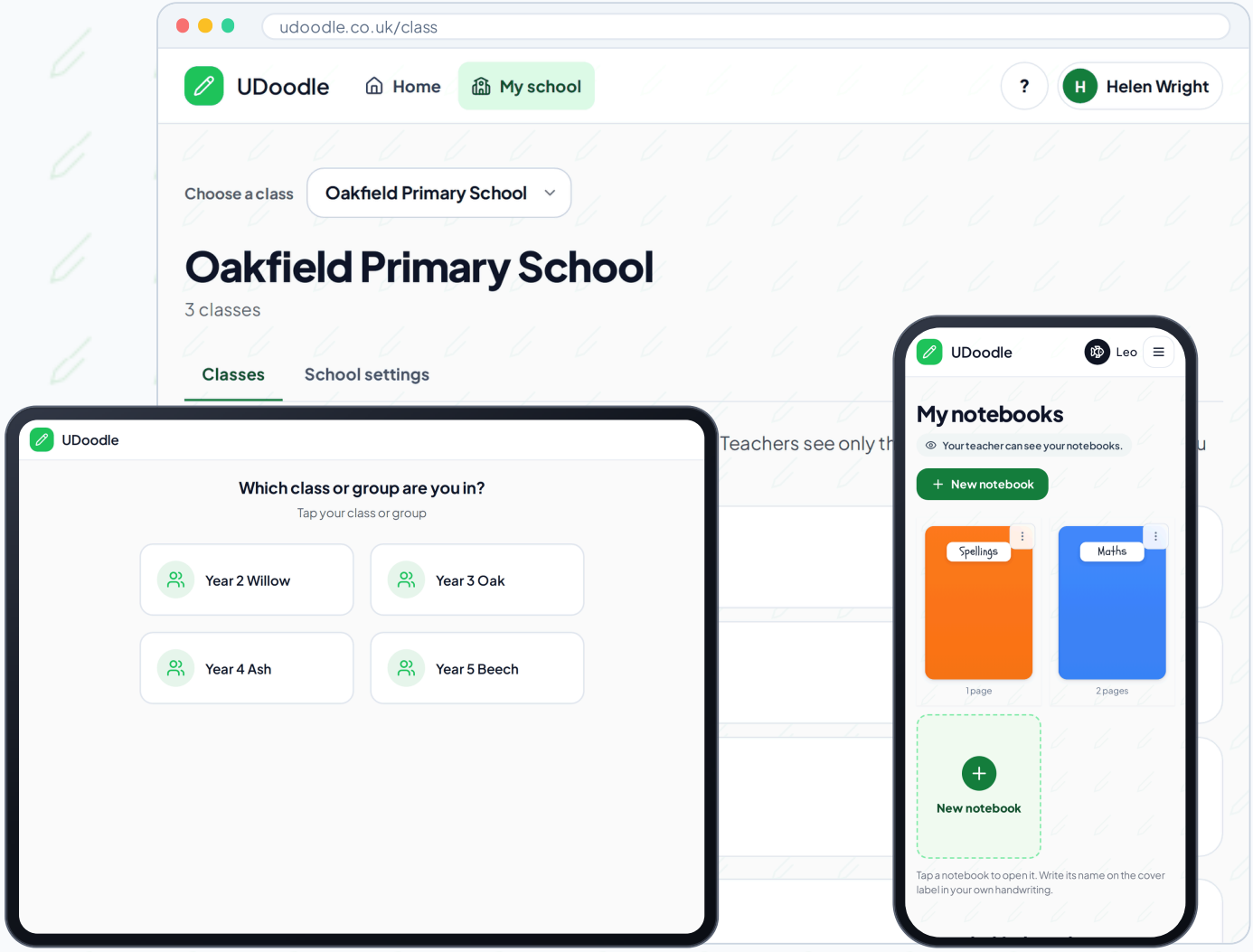
UDoodle

SETUP GUIDE FOR SCHOOL ADMINS

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, in plain English.



- Every class in one place
- No pupil emails
- Nothing to install
- Invoiced to the school
- In 4 languages

Hello, and thank you

I'm Joe. I've spent more than fifteen years looking after IT in schools, so I know how many other things are on your plate. UDoodle is designed to take as little of your time as possible: no apps to deploy, no pupil accounts to create, and nothing for your teachers to pay.

This guide covers the parts that are yours: the school account, the classes, the teachers and the tablets. Your teachers have their own guide for everything inside a class.

If you get stuck, or something doesn't fit the way your school works, email me at hello@udoodle.co.uk. I read every message.

Joe

What's in this guide

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HOW IT WORKS

How a school plan fits together

Your school has one UDoodle account, and you look after it. Inside it, each class has its own pupils, teachers, web address and tablets, kept separate from the others.

Your school
You add the classes and invite the teachers

Year 2 Willow
Teacher: Mrs Patel
28 pupils, each with a sign-in card
Its own web address and tablets

Year 3 Oak
Teachers: Mr Harris and Ms Brown (TA)
30 pupils, each with a sign-in card
Its own web address and tablets

Year 4 Ash
Teacher: Miss Khan
26 pupils, each with a sign-in card
Its own web address and tablets

Teachers

See only the classes you invite them to. They add pupils, print cards, set up tablets and see their pupils' work. Each class can have up to three. A class teacher runs the class as you can (not billing or its name); a co-teacher or teaching assistant helps.

Pupils

Belong to one class. No email address and no password: they tap their name on a class tablet, or scan their sign-in card at home. Each sees only their own work.

Parents and carers

Up to two for each pupil, invited by the class teacher. They can look through that one pupil's notebooks from home, and can't change anything.

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. It's on udoodle.co.uk/schools, and in the **"?"** menu at the top of every page. Do share it with your staff.

QUICK START

Your school in six steps

The whole setup at a glance. Each step has its own chapter if you'd like more detail.

1 **Sign in**
We set up your school's account and email you. Sign in at udoodle.co.uk with that email address.
Page 5

2 **Add your classes**
Open **"My school"**, type each class name and tap **"Add class"**.
Page 6

3 **Invite the teachers**
Tap **"Invite teacher"** next to a class and type the teacher's email address.
Page 8

4 **Add the pupils**
You or the class teacher paste in each class's first names, then print the sign-in cards.
Page 10

5 **Set up the tablets**
Set up shared tablets once for the whole school, under **"School tablets"** on your **"Classes"** tab. Pupils tap their class, then their name.
Page 11

6 **Brief your IT team**
Give them the checklist on page 13: two web addresses to allow, plus tips for iPads and Chromebooks.

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).
- ✓ A quick word with your IT team, for the checklist.

CHAPTER 1

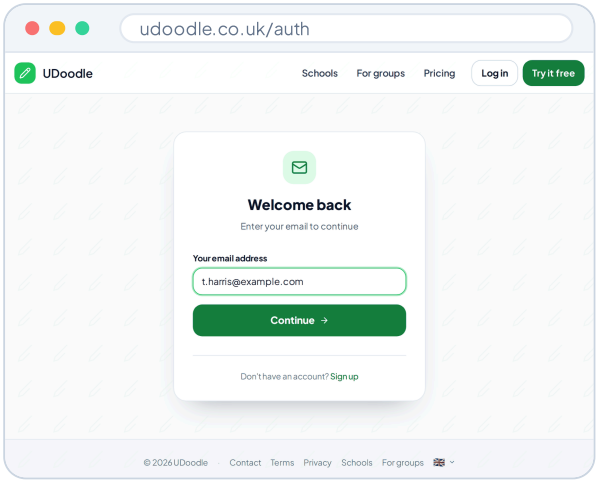
Signing in and your school account

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

Sign in with a code, not a password

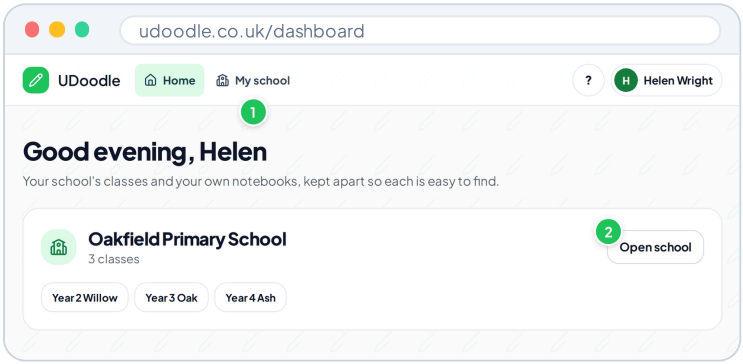
1. Go to udoodle.co.uk and tap **"Log in"** at the top.
2. Type the email address we set your account up with, and tap **"Continue"**.
3. We email you a 6-digit code. Type it into the boxes and tap **"Log in"**.

The code works for 10 minutes. If it hasn't arrived, check your spam folder or tap **"Resend code"**.



No password to forget: just a code by email.

Your school on your Home page



1. **"My school"**: your school's page, with all its classes, teachers and settings.
2. **"Open school"** does the same, and each class's name opens that class.

Your plan

Tap your name at the top of the screen, then **"Your account"**, to see your plan. 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, including parent access.

School or class?
"My school" at the top of the screen always means your whole school. When you open one of its classes, you see the class's own page and tabs, just as its teachers do. **"All classes at Oakfield Primary School"** takes you back up to the school.

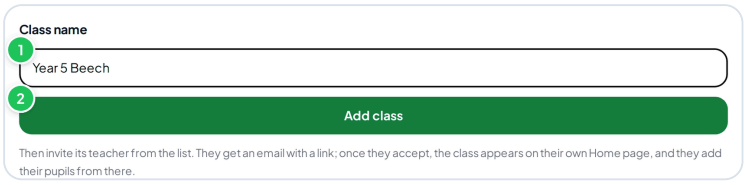
CHAPTER 2

Adding your classes

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

Add a class

1. Open **"My school"** at the top of the screen.
2. On the **"Classes"** tab, under **"Add a class"**, type the class's name, such as Year 3 Oak.
3. Tap **"Add class"**, or press Enter. The box clears, ready for the next one.

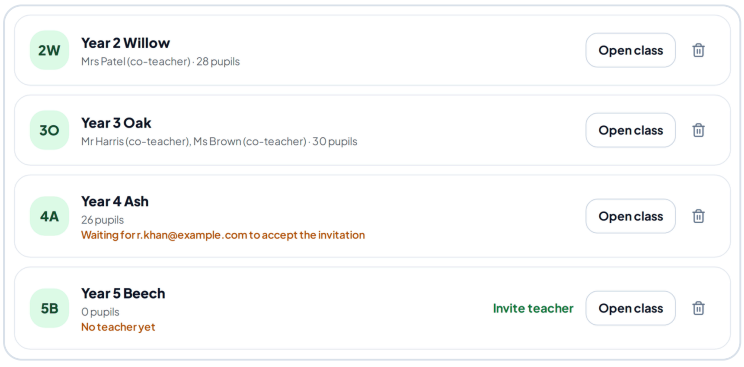


1 Type the class name, then 2 tap **"Add class"**.

Classes are listed by name, so Reception and Year 2 come before Year 10. Each class's web address starts with your school's, such as udoodle.co.uk/g/oakfield-primary-school-year-3-oak.

Naming classes
Use the name your pupils and parents already know, such as Year 3 Oak or Class 4B. It appears on class tablets and sign-in cards, and you can rename a class whenever you like.

Your list of classes



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

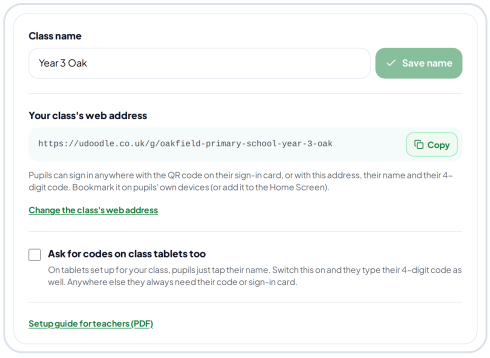
- The teachers' names, once they've accepted.
- **"Invited:"**, or **"Waiting for"** an address **"to accept the invitation"**: an invitation is on its way.
- **"No teacher yet"**, with an **"Invite teacher"** button next to it.

"Open class" takes you into the class, and the bin deletes it.

Renaming a class

Open the class, then its **“Class settings”** tab, change the name and tap **“Save name”**.

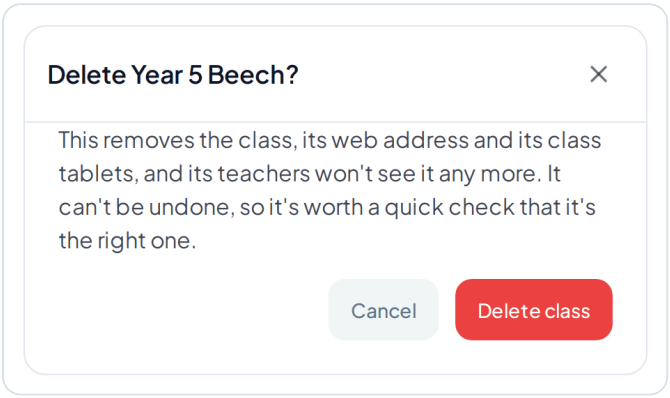
Here you can also change the class’s web address (the old one keeps working and leads to the new one), and choose whether class tablets ask for pupils’ codes.



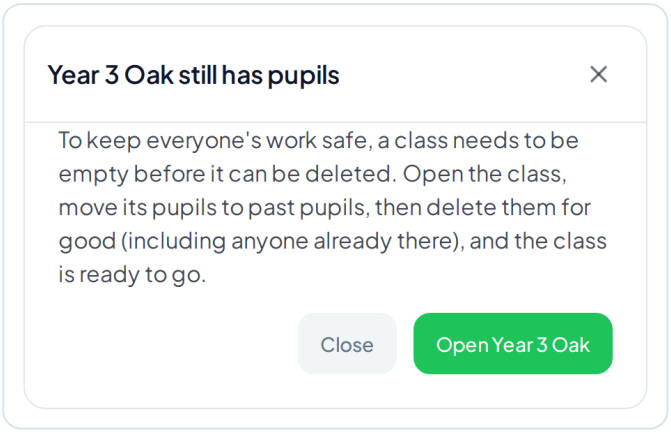
A class’s settings.

Deleting a class

To keep everyone’s work safe, a class needs to be empty before it can be deleted. Tap the bin next to the class. If it still has pupils, UDoodle offers to open it for you: just move its pupils to past pupils, then delete them for good (including anyone already there), and the class is ready to go.



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



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, cards and codes, and the class keeps its tablets.

Start a fresh class list

If classes are mixed up each year, download each class’s notebooks, move its pupils to past pupils and paste in the new list. Pupils get new codes and new cards.

Keep a copy first

Deleting a pupil removes their notebooks for good, so it’s worth downloading them first (page 15). Anything they drew on shared whiteboards stays put.

CHAPTER 3

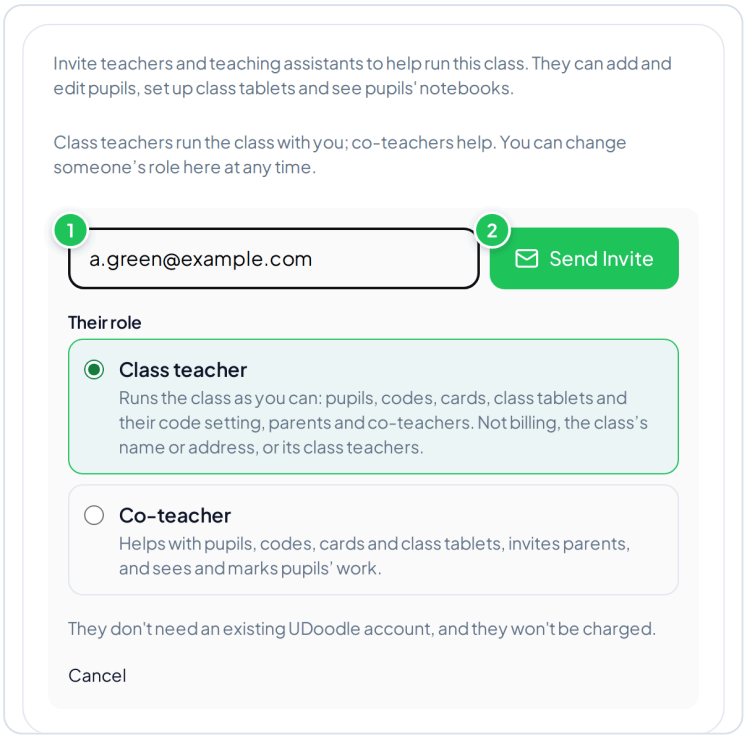
Inviting your teachers

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

Invite a teacher to a class

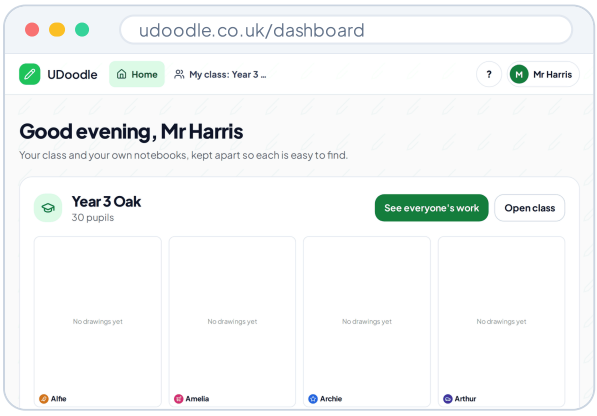
1. In your list of classes, tap **"Invite teacher"** next to the class.
2. The class's **"Teachers"** tab opens with the invitation box ready. Type the teacher's email address.
3. Tap **"Send Invite"**.

Back in your list, the class says it's waiting for the teacher to accept. The invitation makes them the **"Class teacher"**, who runs the class as you can, codes on tablets included; choose **"Co-teacher"** instead for a helper. You can change a role later in the class's **"Teachers"** tab, where you also tap **"Invite a teacher"** to add a co-teacher or teaching assistant.



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

What the teacher does



What the teacher sees: their class, ready to go.

1. They open the link in the invitation email. It lasts 14 days.
2. They tap **"Sign In"**, type the address the invitation was sent to, then the code we email them.
3. The class appears on their Home page.

Same address, please
Teachers need to sign in with the address the invitation went to. If they use a different one, just invite that one instead.

Who can do what

Class teachers run their classes day to day, and co-teachers help with nearly all of it. A few things that affect the whole school are kept for you.

	Co-teachers	Class teachers	You (school admin)
Add and delete classes	–	–	✓
Invite and remove co-teachers	–	✓	✓
Rename a class, change its web address, choose its class teachers	–	–	✓
Switch on codes on the class tablets	–	✓	✓
Add and edit pupils, move them to past pupils, give them new codes	✓	✓	✓
Delete past pupils for good	–	✓	✓
Print sign-in cards	✓	✓	✓
Set up and remove class tablets	✓	✓	✓
Set up and remove school tablets	–	–	✓
Take a class off the school tablets	–	✓	✓
See pupils' notebooks and everyone's work; 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 **"Choose a class"** at the top of their class page.

Removing a teacher

Open the class, then its **"Teachers"** tab, and tap the bin next to their name. They stop seeing the class straight away; the pupils and their work stay exactly as they are.

A new teacher mid-year

1. Open the class, then its **"Teachers"** tab, tap **"Invite a teacher"**, and send the invitation to the new teacher.
2. Once they've joined, your list of classes shows their name next to the class.
3. Then remove the teacher who's leaving: on the **"Teachers"** tab, tap the bin next to their name.

Nothing changes for the pupils: their work, codes, cards, web address and tablets all stay as they are. (A class can have three teachers, so if it's already full, remove the leaving teacher first.)

Their own notebooks

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

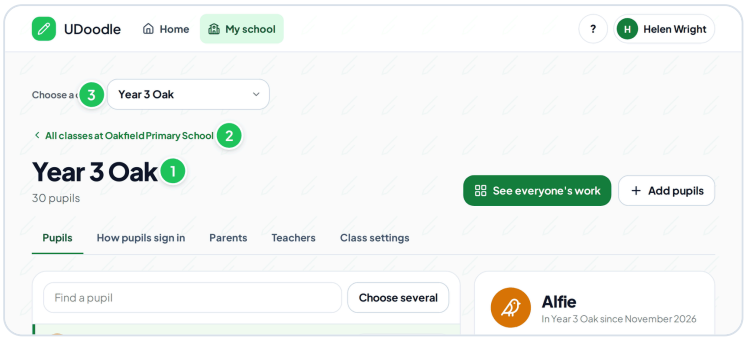
CHAPTER 4

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 when someone's off.

Moving between classes

- In your list of classes, tap **"Open class"** next to a class.
- Or choose a class from the **"Choose a class"** list at the top.
- Inside a class, tap **"All classes at Oakfield Primary School"** to go back to your list.



1 The class you're in. 2 Back to all classes. 3 Another class.

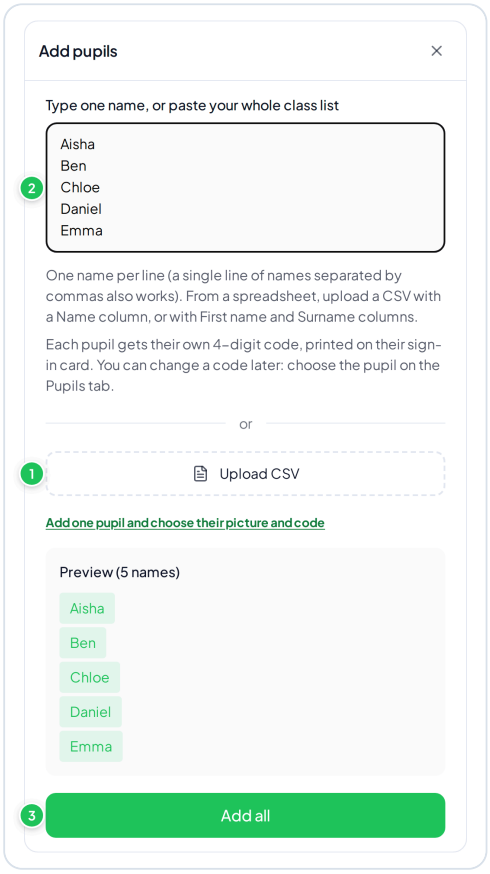
Adding pupils to a class

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

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

Each pupil gets a picture, a colour and their own 4-digit code. Then, on its **"How pupils sign in"** tab, tap **"Print cards for the whole class"**.

> **Same names**
> Just add an initial to tell two pupils apart, such as Joe S. and Joe T. Each name in a class needs to be different.



Pasting in a class list.

CHAPTER 5

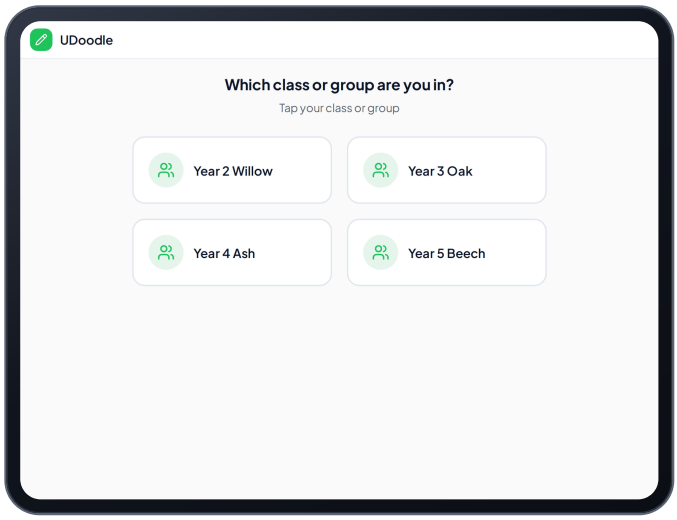
Tablets across the school

A trolley of tablets the whole school shares is set up once, for the school. A tablet that stays with one class is set up for that class. Pupils' own devices at home need no setting up at all: they just use their sign-in card.

School tablets: one trolley for everyone

1. Open your school's **"Classes"** tab. Under **"School tablets"**, tap **"Set up a tablet"**.
2. On each tablet, scan the QR code, or go to udoodle.co.uk/setup and type in the 6-digit code. One code sets up as many as 100 tablets in 15 minutes.

Pupils tap their class, then their name. The class used last on that tablet comes first, and for an hour after a class is picked the tablet goes straight back to it, with **"Change class"** at the top. New classes appear on the tablets by themselves.

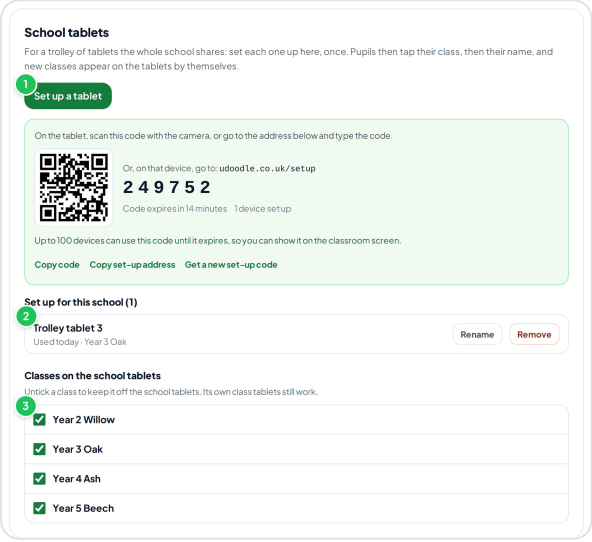


A school tablet: pupils tap their class first.

Choosing the classes

Every class shows on the school tablets unless you untick it under **"School tablets"**. A class teacher can take their own class off too, on the class's **"How pupils sign in"** tab. A class taken off keeps any tablets of its own.

The list shows each school tablet, when it was last used and by which class. You can rename or remove one there, just like a class's tablets.



Your school tablets. 1 **"Set up a tablet"**. 2 Each tablet: when it was last used, and by which class. 3 The classes that show on them.

A tablet for one class

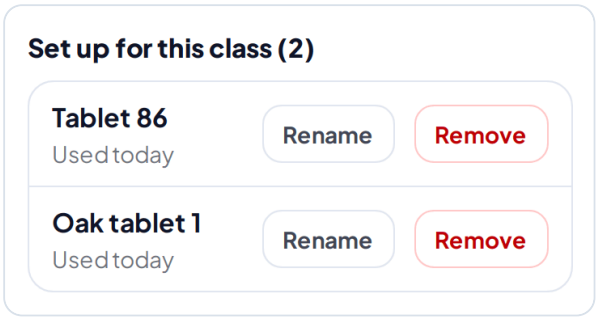
1. Open the class, then its **“How pupils sign in”** tab, and tap **“Set up a tablet”**.
2. On the tablet, scan the QR code, or go to udoodle.co.uk/setup and type in the 6–digit code.

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

School tablets or class tablets?
Tablets that move around the school: set them up once, as school tablets. A tablet that stays in one classroom: set it up for that class, and it opens straight to it.

Keeping tablets working

- Each class lists its own tablets on its **“How pupils sign in”** tab, with when each was last used. You can rename or remove a tablet there; anyone using it is signed out within a minute.
- Tablets not used for 120 days (about four months) are switched off automatically. Setting one up again takes moments.
- Setting up again from the tablet itself: open the class’s web address and tap **“Set up this tablet”**, then the teacher (or you) taps **“Let it in”**.
- Work lives safely online, not on the tablet. Anything drawn while offline waits on the tablet until it’s saved.



A class’s tablets.

CHAPTER 6

For your IT team

Everything your IT team needs, on one page. (I've been that person, so I've kept it short.) There's more at **udoodle.co.uk/schools**, under "For your IT team".

For your IT team: print or screenshot this box

UDoodle in school: what IT needs to know udoodle.co.uk/schools

Web filter

Allow **udoodle.co.uk** and ***.udoodle.co.uk**, 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 lots of devices

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

If the network drops

Pupils keep drawing on the pages they have open. Their work waits on the device and saves once the connection is back, so leave browser data in place until then.

Checklist before the first lesson

- [ ] udoodle.co.uk and *.udoodle.co.uk 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 day one. 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 counted 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 are told: "Your teacher can see your notebooks."

Your school's data

- **Roles.** Your school, or the organisation responsible for it, is the controller of its pupils' personal data, and UDoodle is its processor, as our terms set out. A data processing agreement is available: just ask at hello@udoodle.co.uk.
- **Where it's kept.** On our own servers in the Channel Islands, under Guernsey's data protection law, which the UK and the EU recognise as adequate. Backups go to a second server there.
- **Security.** Everything is encrypted in transit, pupils' codes and sign-in card keys are encrypted, and there are no passwords to steal.
- **Leavers.** Past pupils keep their notebooks until you delete them. Deleting removes them and their notebooks for good.
- **Tidying up.** Tablets not used for 120 days are removed automatically, and so are unanswered join requests.
- **If your plan ends.** Nothing is deleted. There are 30 days' grace, and after that the account becomes read-only, so everyone can still open and download their work until it's renewed.
- **Full details** are in 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, which sets out what UDoodle keeps and why, can help with that.

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

We know July is hectic, so here's a quick checklist to wrap up the year without the stress. Do it for each class (you or its teacher can):

1. **Keep the work.** On the **"Pupils"** tab, tap **"Choose several"**, then **"Select all"**, then **"Download notebooks"**. You get a zip file of PDFs, with a folder for each pupil.
2. **Move** the pupils who are leaving or moving on to past pupils.
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 **"Add pupils"**, 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 would fall over the summer holidays, it runs to 15 October instead.

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, then **"Your account"**). It's worth popping it in 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

The questions school admins ask us most.

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 us and we'll move the account to them.

How many classes and pupils can we have?

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

Can a teacher have two classes?

Yes. Invite them to each one, and they switch between them with **"Choose a class"** at the top of their class page.

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's **"Teachers"** tab, tap the bin next to the waiting invitation, and invite them again.

Can pupils use UDoodle at home?

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

Can one tablet be used by several classes?

Yes: set it up as a school tablet, under **"School tablets"** on your **"Classes"** tab. Every class can then use it: pupils tap their class, then their name.

A pupil moves to another class

Move them to past pupils in the old class and add them to the new one. Their notebooks stay in the old class, so download them first.

Do teachers or parents pay anything?

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

Which languages does UDoodle speak?

English, French, Spanish and German. Each person chooses their own at the foot of our web pages or on their account page.

Can we try it first?

Yes. Any teacher can try the Class plan free for 30 days at udoodle.co.uk/trial, and the notebook on our home page works with no account at all. For a whole-school trial, just get in touch.

Where are the terms and privacy policy?

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

UDoodle

NEED A HAND?

We're here to help

Email **hello@udoodle.co.uk** with any question, however small. You'll get a real person, and usually a quick answer.

Built by a school IT manager

UDoodle was built by Joe, drawing on more than fifteen years of looking after IT in schools. It's designed around what actually works: no complicated setup, 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
- [ ] 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