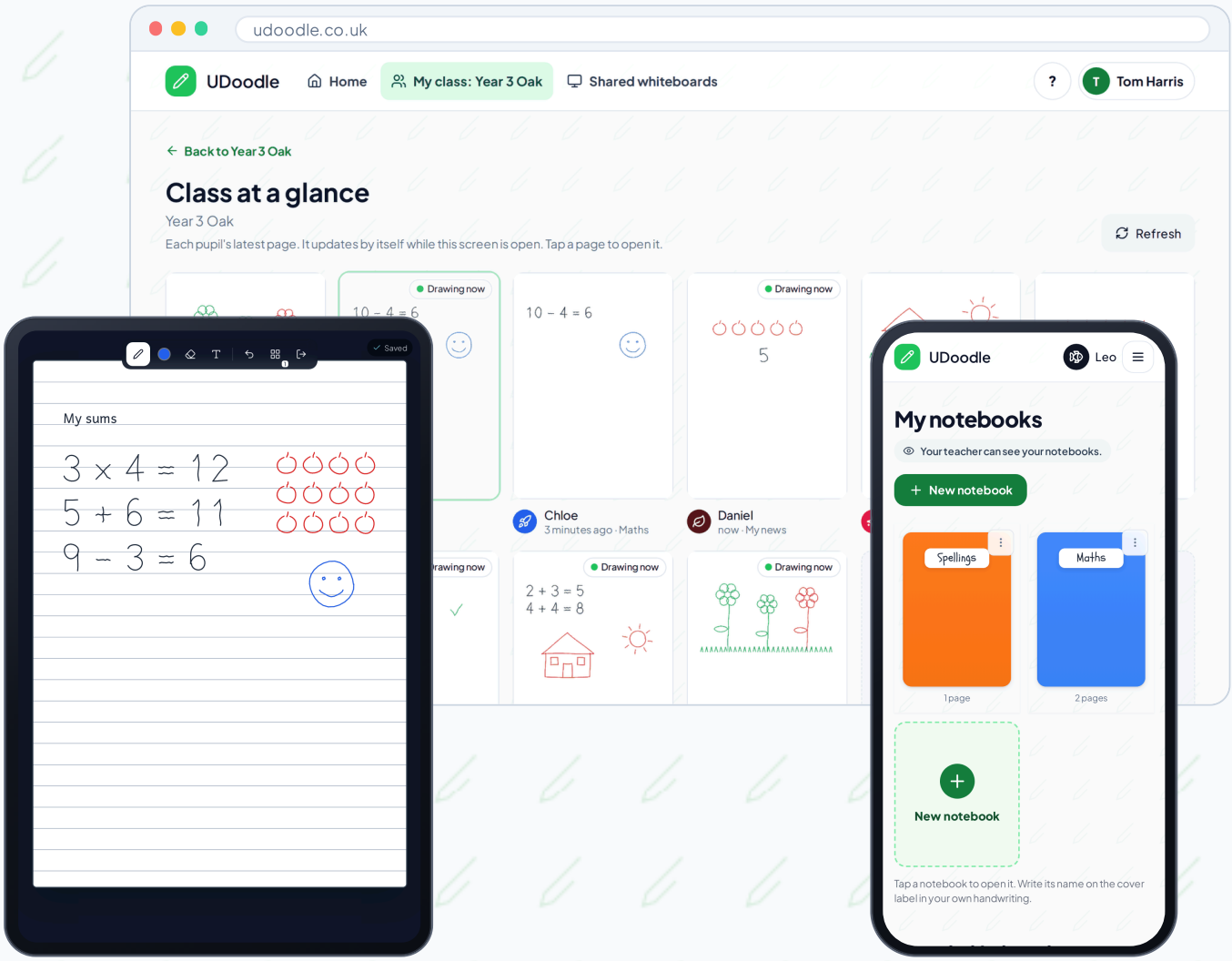
UDoodle

SETUP GUIDE FOR TEACHERS

Get your class writing in UDoodle

Everything you need to add your class, get the tablets ready and see every pupil's work as they write it. Grab a cup of tea: most teachers are up and running in about twenty minutes.



- No pupil emails
- Nothing to install
- Works on the tablets you have
- In 4 languages

Hello, and welcome

I'm Joe. I've looked after IT in schools for over fifteen years, and I built UDoodle because I needed a digital notebook simple enough for a six-year-old, and quick enough to set up between lessons.

This guide walks you through it in the order you'll need it. You don't have to read it all at once: get your class added and the tablets ready, and come back to the rest when you want it.

If anything is unclear, or you think something could be better, I'd love to hear from you at hello@udoodle.co.uk.

Joe

What's in this guide

★ **Quick start** The whole setup on one page 3

1 **Signing in and finding your way** No passwords, ever 4

2 **Adding your class** Paste in thirty names at once 6

3 **Sign-in cards** Printing them, and replacing a lost one 9

4 **Getting tablets ready** A whole trolley in a few minutes 10

5 **How pupils sign in** In class with a tap, at home with their card 12

6 **Writing in a notebook** Four buttons to learn 14

7 **Seeing your pupils' work** Watching, and marking with ticks and comments 15

8 **The shared whiteboard** Handing round the digital pen 18

9 **Saving work as a PDF** One notebook, or the whole class 20

10 **Sending a copy of a notebook** Sharing with colleagues 21

11 **Working with others** Co-teachers, assistants and parents 22

12 **Through the year** Leavers, new classes and your plan 23

? **Quick answers** The questions teachers ask most 24

QUICK START

UDoodle in five steps

Here's the whole setup at a glance. Steps 1 to 3 also appear as a checklist on your Home page, ticked off as you go, and each step has its own chapter later on if you'd like more detail.

1

Add your class

Open **"My class"** at the top of the screen, tap **"Add pupils"** and paste in your pupils' first names. Everyone gets a picture, a colour and a 4-digit code.

Chapter 2, page 6

2

Print the sign-in cards

On the **"How pupils sign in"** tab, tap **"Print cards for the whole class"**. Each card has the pupil's QR code, their code and your class's web address, ready to cut out.

Chapter 3, page 9

3

Set up the class tablets

On the same tab, tap **"Set up a tablet"** and put the code on the classroom screen. Each tablet types it in once, and from then on opens straight to your class.

Chapter 4, page 10

4

Pupils tap their name

On a class tablet, pupils find their picture and tap their name. At home, they scan their card. No emails, no passwords.

Chapter 5, page 12

5

Watch the work come in

"See everyone's work" shows every pupil's latest page, updating as they write. Tap any page to open it.

Chapter 7, page 15

What you'll need

- A UDoodle account: a class plan, a free trial, or an invitation from your school.
- Your pupils' first names.
- Tablets or computers with an up-to-date web browser.
- A printer, for the sign-in cards.

CHAPTER 1

Signing in and finding your way

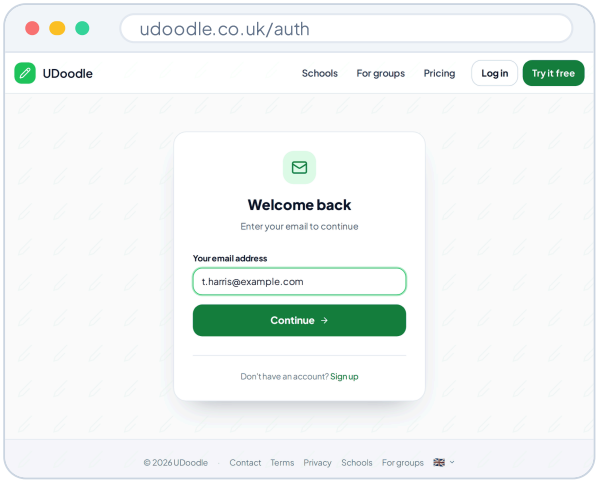
UDoodle runs in the web browser on any computer, tablet or phone, so there's nothing to install. And there's no password to forget: we email you a code instead.

Signing in

1. Go to udoodle.co.uk and tap **"Log in"** at the top.
2. Type your email address 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 turned up, have a look in your spam folder, or tap **"Resend code"**. On a computer, just click wherever this guide says "tap".

On your own laptop or tablet you'll usually stay signed in, so you won't need a code every day.



Type your email address, and we'll send you a code.

Three ways to get started

✉ Your school set it up

You'll get an email inviting you to your class. Open the link, sign in with the address it was sent to, and your class is waiting on your Home page.

★ Try it free

Teachers can try the full Class plan free for 30 days, with no card needed: go to udoodle.co.uk/trial. Everything you make is kept if you carry on.

£ Buy for your class

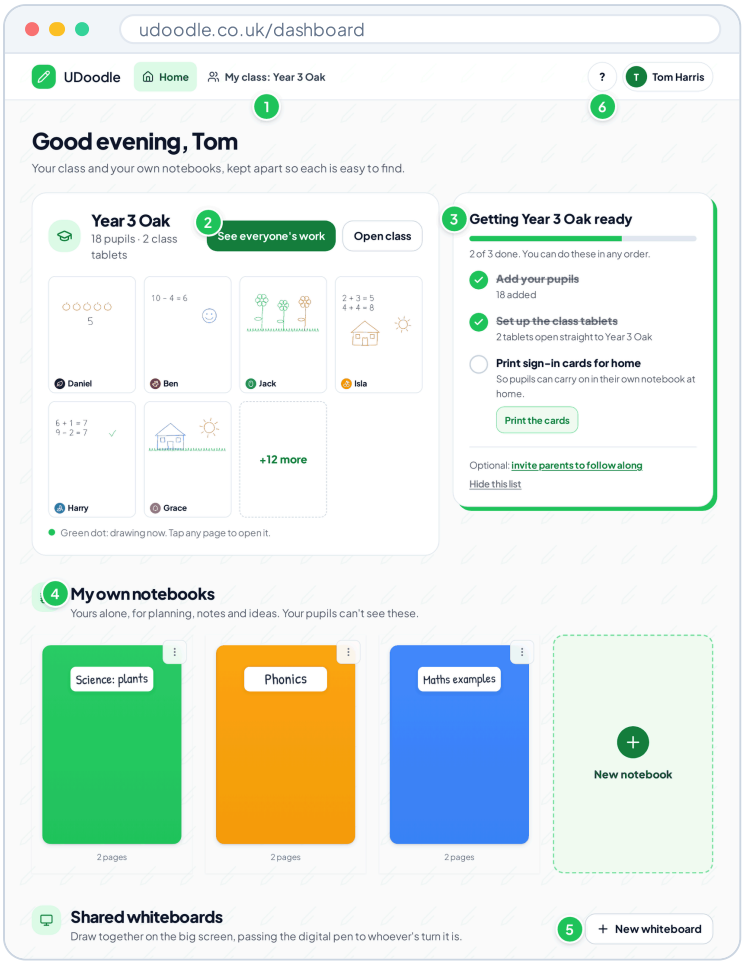
Choose "For a class" on udoodle.co.uk/pricing: £100 a year for you and up to 30 pupils, with a full refund within 14 days of your first payment. The price includes VAT where it applies.

During your free trial

A banner on your Home page counts down the days. Tap **"Upgrade"** whenever you're ready: your paid year only starts when the trial ends, so you don't lose any free days. There's more about what happens at the end of a trial in chapter 12.

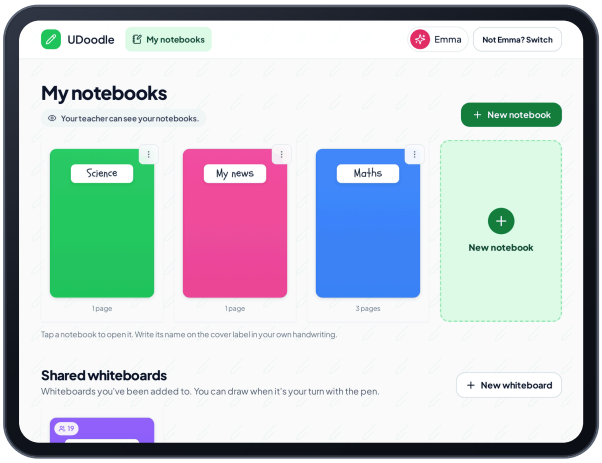
Your Home page

Once you're signed in, you land on **"Home"**. Everything starts from here, and the bar along the top takes you anywhere else.



1. **"My class"**: your class page, with your pupils, their cards, your class tablets, parents and teachers.
2. **"See everyone's work"**: every pupil's latest page. **"Open class"** opens your class page.
3. The getting-ready list: the setup steps, ticked off as you go.
4. **"My own notebooks"**: yours alone, for planning and examples. The last tile, **"New Notebook"**, starts one.
5. **"New whiteboard"** starts a page your class draws on together.
6. **"?"** holds this guide; your name opens **"Your account"** and **"Log out"**.

What your pupils see



Emma's notebooks on a class tablet.

Pupils get a simpler version of the same thing: their own notebooks, and any shared whiteboards you add them to. Each pupil only ever sees their own work.

- No email address or password, ever.
- Four buttons to learn: pen, eraser, type and undo.
- Everything saves by itself as they write.
- A friendly note tells them their teacher can see their notebooks.

In your language
UDoodle speaks English, French, Spanish and German. Choose at the foot of the sign-in page, or under **"Language"** on your account page.

CHAPTER 2

Adding your class

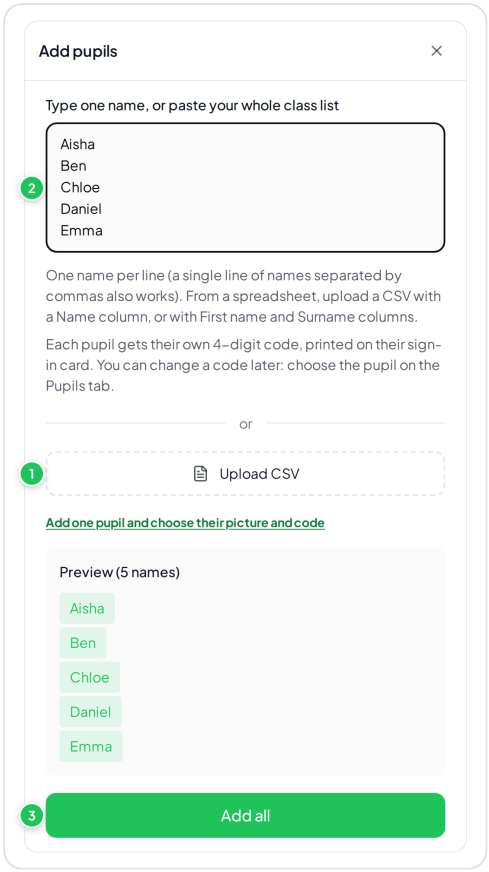
Your pupils don't need email addresses. You add them by first name and UDoodle does the rest. A class of thirty takes about five minutes, start to finish.

Paste in the whole class at once

1. Open **"My class"** at the top of the screen.
2. Tap **"Add pupils"**.
3. Paste in your pupils' first names, one per line. A single line with commas between the names works too.
4. Check the preview, then tap **"Add all"**.

From a spreadsheet or your school's system

Save the list as a CSV file with a Name column, or First name and Surname columns, and tap **"Upload CSV"** instead of pasting.



1 Upload a CSV file, or 2 paste in the names, then 3 tap **"Add all"**.

What each pupil gets

- A picture and a colour, so younger children can spot their own name on a tablet before they can read it.
- Their own 4-digit code, printed on their sign-in card.

> **Two pupils with the same name?**
> Just add an initial to tell them apart, such as Joe S. and Joe T. Each name in a class needs to be different, so every child taps the right one.

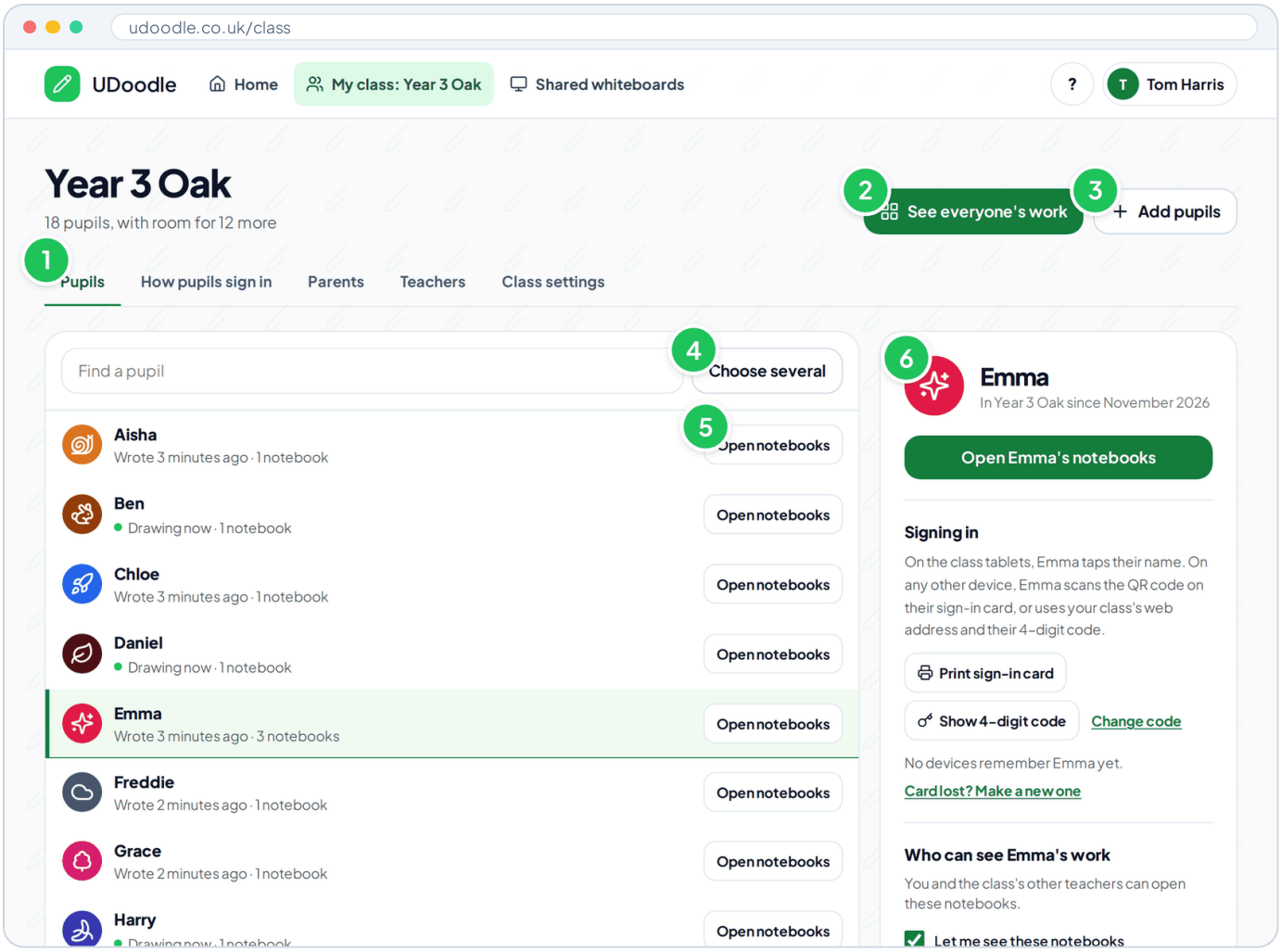
Adding one pupil

Someone new joining mid-year? In **"Add pupils"**, tap **"Add one pupil and choose their picture and code"**, type their name and tap **"Add pupil"**. You can choose their picture and colour too: no two pupils in a class share the same pair.

Leave the **"Code"** box empty and UDoodle picks a code for you, or type 4 digits of your own.

Your class page

Tap **“My class”** at the top of any screen. Five tabs hold everything about your class, and tapping a pupil shows all their details on the right.

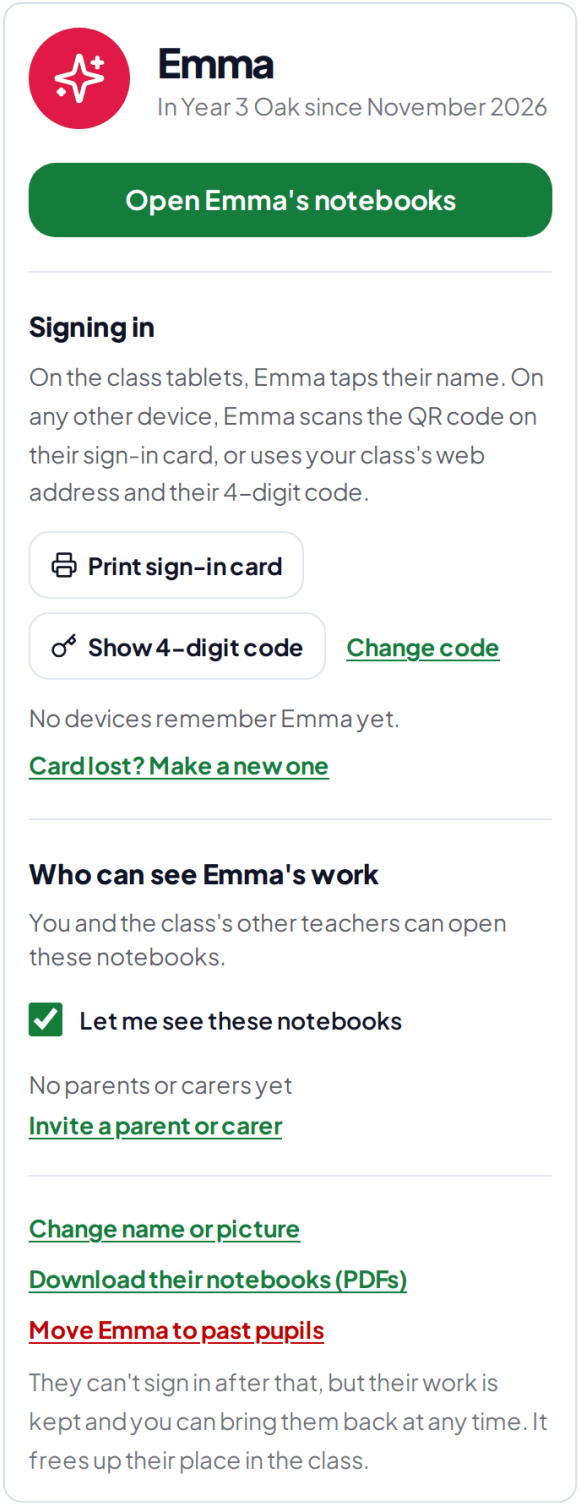


1. The tabs: **“Pupils”**, **“How pupils sign in”** (tablets, cards and your class’s web address), **“Parents”**, **“Teachers”** and **“Class settings”**.
2. **“See everyone's work”**: everyone’s latest page.
3. **“Add pupils”**: paste in names, or add one.
4. **“Choose several”**: do something for lots of pupils at once.
5. **“Open notebooks”**: look through that pupil’s work.
6. The pupil you tapped, with everything for them (next page).

Thirty names to find?
Type the first few letters into **“Find a pupil”** at the top of the list. Each row also shows when that pupil last wrote, and a green dot means they’re drawing right now.

Everything for one pupil

Tap a pupil in the list and their panel opens beside it. On a tablet or phone it opens as a window instead.



Emma's panel.

Signing in

- **"Print sign-in card"**: just their card.
- **"Show 4-digit code"** shows it for a few seconds; **"Change code"** gives them a new one.
- The devices that remember them, with **"Sign it out"** next to each.
- **"Card lost? Make a new one"** (page 9).

Who can see their work

- **"Let me see these notebooks"**: untick it to hide their notebooks from you and the class's other teachers. Parents can still see them.
- **"Invite a parent or carer"**: up to two grown-ups can follow along from home (page 22).

More

- **"Change name or picture"**.
- **"Download their notebooks (PDFs)"**: all of them in one zip file.
- **"Move Emma to past pupils"**: for when a pupil leaves (page 23).

CHAPTER 3

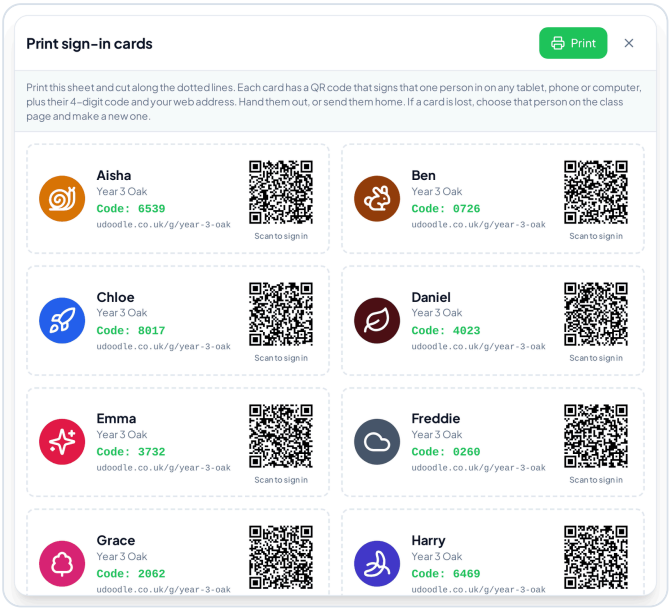
Sign-in cards

Every pupil gets a little card. It's how they sign in at home or on any device that isn't a class tablet, and it carries their code too.

Printing the cards

1. Open **"My class"**, then the **"How pupils sign in"** tab.
2. Tap **"Print cards for the whole class"**, have a quick look on screen, then tap **"Print"**.
3. Cut along the dotted lines, and hand them out or send them home.

> **Before you cut them out**
> Each card's QR code signs that pupil straight in, so treat the cards like keys: keep them somewhere safe (reading records or planners are ideal) or send them home, and avoid sticking them on a shared tablet.



One A4 sheet holds eight cards, each the size of a bank card. For just one, use **"Print one card"**.

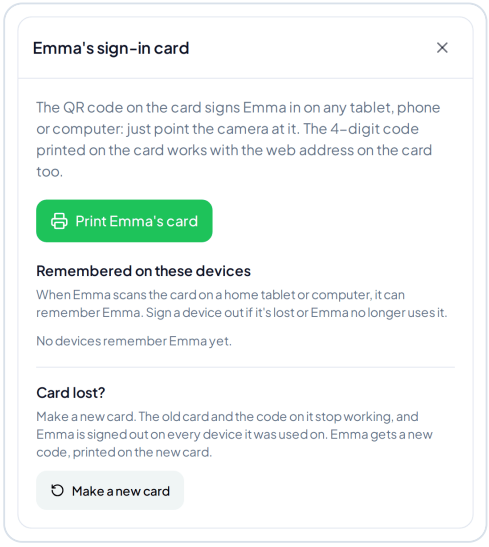
What's on a card

- The pupil's picture and name.
- A QR code that signs them in on any tablet, phone or computer.
- Their 4-digit code and your class's web address, for typing in instead.

When a card goes missing

1. On the **"Pupils"** tab, tap the pupil, then **"Card lost? Make a new one"**.
2. Tap **"Make a new card"**, then **"Yes, make a new card"**.
3. Print the new card.

The old card and its code stop working straight away, and the pupil is signed out of any device that remembered them. They get a new code, printed on the new card. Nothing they've made is lost.



One pupil's card, and the devices that remember them.

CHAPTER 4

Getting tablets ready

UDoodle works on iPads, Android tablets, Chromebooks, laptops and desktops, in the web browser they already have. There are just two kinds of device to think about.

Class tablets and laptops

The ones that stay in school and get shared. Set each one up once, and from then on it opens straight to your class: pupils just tap their name.

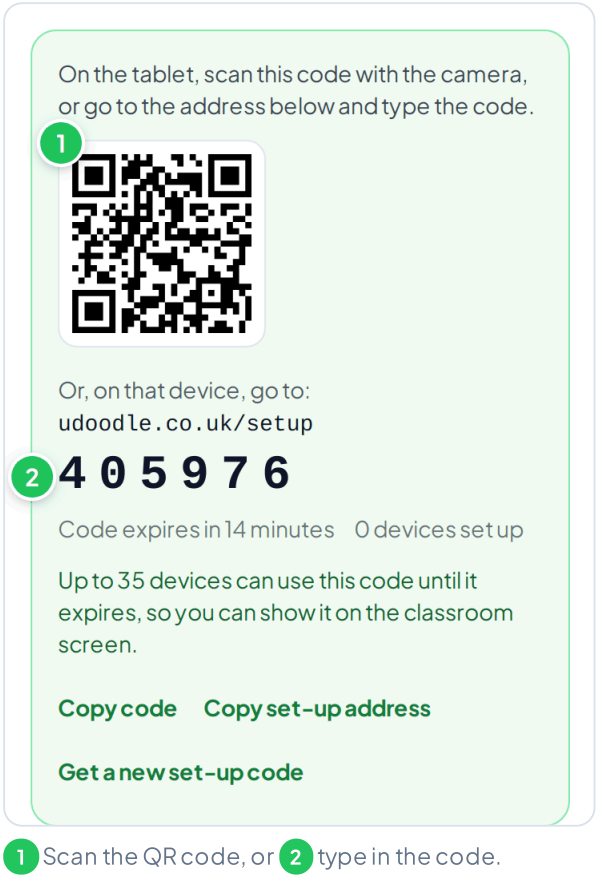
Pupils' own devices

Tablets, phones and computers at home. Nothing to set up at all: pupils scan their sign-in card, or use your class's web address and their code.

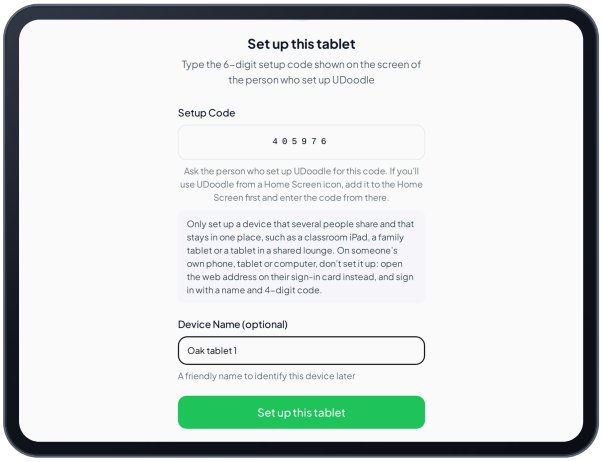
Setting up class tablets

1. On your computer, open **"My class"**, then **"How pupils sign in"**, and tap **"Set up a tablet"**. A 6-digit code and a QR code appear.
2. On each tablet, scan the QR code with the camera, or go to udoodle.co.uk/setup and type in the code.
3. Give the tablet a name if you like (Trolley iPad 1, say) and tap **"Set up this tablet"**. It opens straight to your class.

The code lasts 15 minutes and works for up to 35 devices, so you can put it on the classroom screen and do a whole trolley in one go. Need longer? Tap **"Get a new set-up code"**.



1 Scan the QR code, or 2 type in the code.



On the tablet: the code, and a name if you'd like one.

iPads: use a Home Screen icon

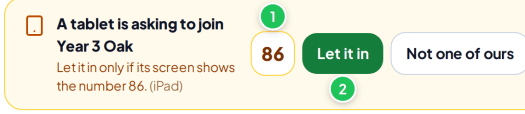
In Safari, tap the Share button, then **"Add to Home Screen"**, and set the iPad up from that new icon. A Home Screen icon keeps its setup; Safari on its own may forget a website that hasn't been used for about a week.

Setting up one tablet from the tablet itself

Handy for a single new tablet, or one that's been reset.

1. On the tablet, open your class's web address, for example udoodle.co.uk/g/year-3-oak.
2. Tap **"Set up this tablet"** at the bottom. The tablet shows a two-digit number.
3. On your computer, a banner says a tablet is asking to join (tap **"Show me"** if you're on another page). Check the number matches, and tap **"Let it in"**.

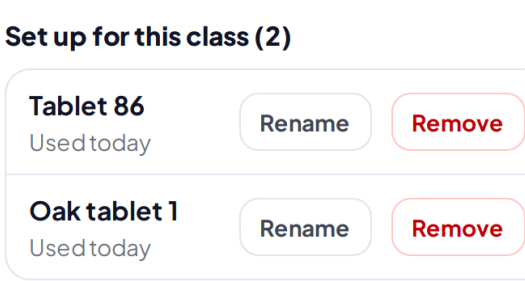
The tablet opens straight to your class. If a request turns up that you don't recognise, tap **"Not one of ours"**; requests also tidy themselves away after 15 minutes.



1 The same number as on the tablet. 2 Tap **"Let it in"**.

Looking after your tablets

- **Your list.** The **"How pupils sign in"** tab lists each tablet and when it was last used. Tap **"Rename"** to give one a clearer name.
- **Switching one off.** If a tablet goes missing or leaves the class, tap **"Remove"**. Anyone using it is signed out within a minute.
- **Tidying itself.** A tablet that isn't used for 120 days (about four months) is switched off automatically, so forgotten devices never stay linked to your class. Setting it up again takes moments.
- **One tablet, several classes.** If your school shares a trolley, your school admin sets it up once, as school tablets, and pupils tap their class, then their name. As the class teacher, you can take your class off them: untick **"Show this class on the school tablets"** on the **"How pupils sign in"** tab.



Your class tablets, with when each was last used.

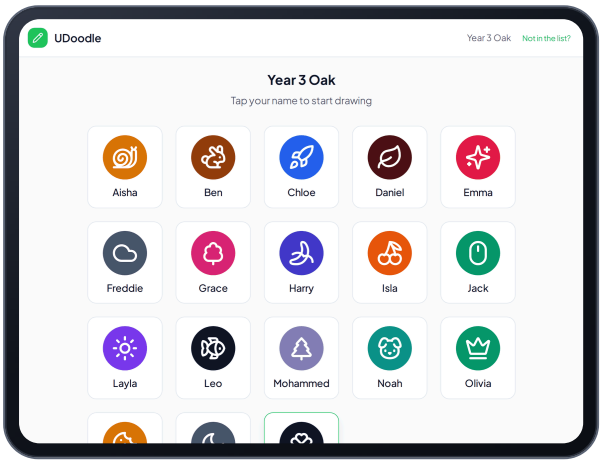
Getting tablets ready before the summer?
A class tablet stays set up as long as it's used at least once every 120 days (about four months), so a trolley set up in July will be ready and waiting in September. If one sits unused for longer, setting it up again takes a moment.

If a tablet asks to be set up again
Clearing the browser's website data, private or guest browsing, and devices that wipe themselves at sign-out all reset a tablet's setup. Don't worry: everything already saved is safe online, so just set the tablet up again.

CHAPTER 5

How pupils sign in

Pupils never need an email address or a password. How they sign in just depends on whose device they're using.



A class tablet opens with your class's names.

On a class tablet

1. The pupil finds their picture and taps their name.
2. Their notebooks open. That's it.
3. When they've finished, they tap **"Not Emma? Switch"** at the top, and the names come back for the next pupil.

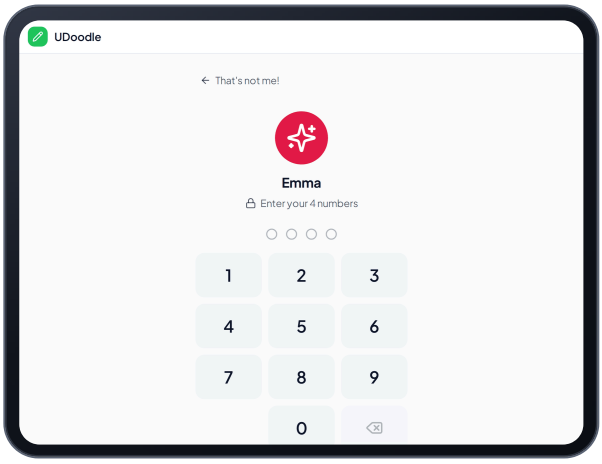
For younger children
The picture and colour next to each name help children who are still learning to read find their own.

Asking for codes on class tablets too

Usually pupils just tap their name on a class tablet. If you'd like them to type their 4-digit code as well, tick **"Ask for codes on class tablets too"** on the **"How pupils sign in"** tab.

Anywhere else, such as at home, pupils always use their card or their code.

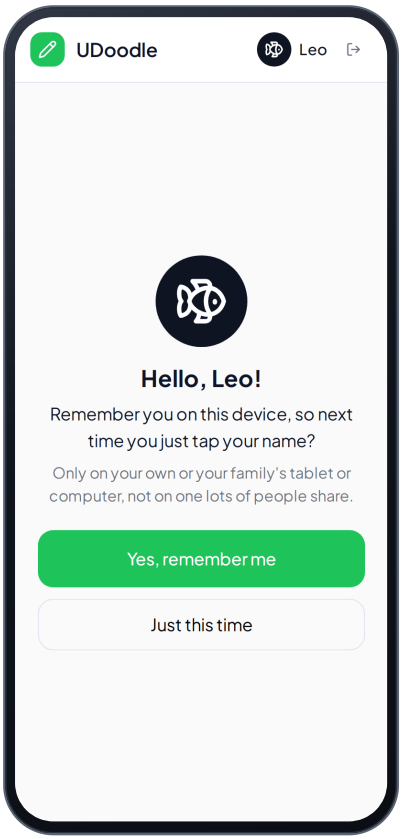
On a school plan
Your school admin looks after this setting and your class's web address for you.



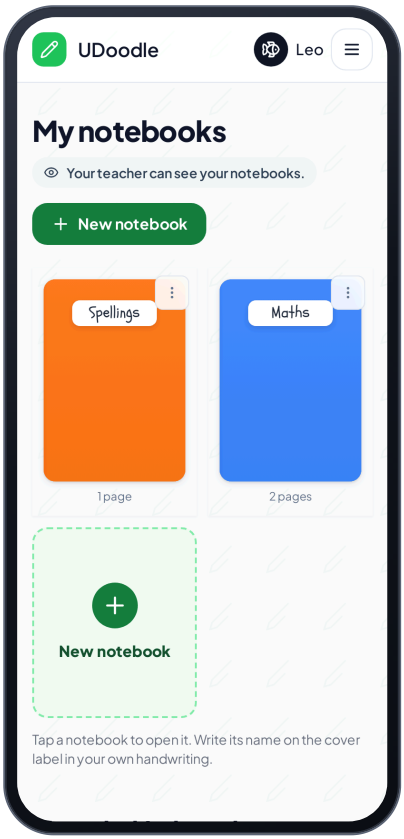
With the setting on, the tablet asks for the code after the pupil taps their name.

At home, or on their own device

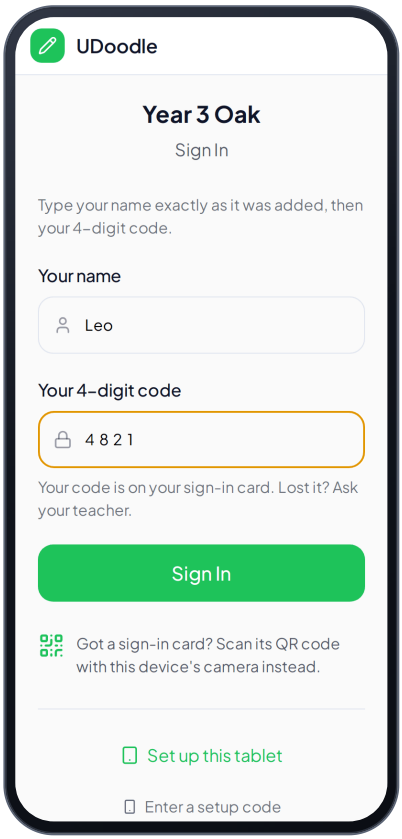
Pupils can use UDoodle on any tablet, phone or computer at home, with exactly the same notebooks they use in class. There are two ways in.



1. Scan the card. Point the camera at the QR code on their card. On their own or a family device, they tap **"Yes, remember me"**.



Their notebooks open. Next time on that device, they just tap their name. On a device lots of people share, they tap **"Just this time"** instead.



2. Or use the web address. Open your class's web address, type their name exactly as you added it, then their 4-digit code, and tap **"Sign In"**.

Your class's web address

It's on every card, and on the **"How pupils sign in"** tab with a **"Copy"** button. Share it with parents, or pop it in pupils' bookmarks.

Which devices remember a pupil?

Tap the pupil on the **"Pupils"** tab: their panel lists the devices that remember them, with **"Sign it out"**, for example if one is lost.

If a pupil types the wrong code

Everyone mistypes now and then. After 5 wrong codes, a pupil has a 15-minute breather before trying again. If that happens three times in one day, their row says **"Locked out"**: tap them, then **"Set a code"**, and they're straight back in.

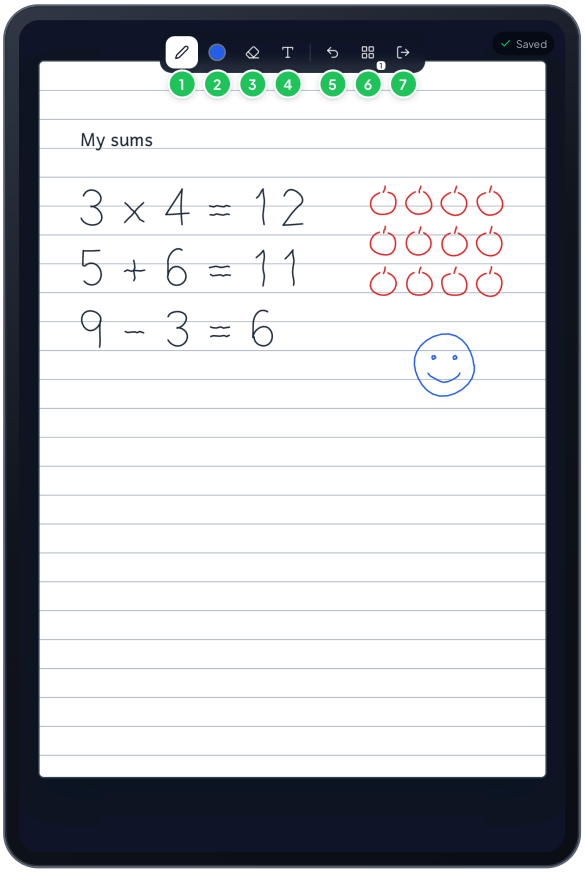
Home devices need no setting up

A set-up tablet shows the whole class's names, so it belongs in school. At home, the card or the web address is all they need.

CHAPTER 6

Writing in a notebook

This is the part your pupils will use every day. It works with a stylus such as an Apple Pencil, with a finger, or with a mouse.



A page in Emma's notebook, with the buttons along the top.

1. **"Pen"**: for writing and drawing.
2. **"Pen colour"**: pick a colour.
3. **"Eraser"**: rubs out.
4. **"Type"**: tap where the words should go, then type.
5. **"Undo"**: takes back the last line, rub-out or typing, one step at a time (Ctrl + Z, or Cmd + Z on a Mac, does the same).
6. **"Pages"**: see every page, or add one.
7. **"Close notebook"**: back to all their notebooks.

Starting a notebook

Pupils tap **"New Notebook"**, write a name on the cover and choose a colour. A notebook holds up to 200 pages.

Lined, grid or blank

Lined for handwriting, grid for maths, blank for drawing. Change a page from its menu in **"Pages"**, or all of them with **"Set all pages"**.

No save button

Everything saves by itself a moment after they pause. If the Wi-Fi drops, they can keep going, and it saves once the connection is back.

Nothing gets lost

Pupils can't delete a notebook or a page. If they archive a notebook by mistake, you can bring it back (page 16), and so can they, from **"Put away"** under their notebooks.

Using a stylus?

Once UDoodle spots a stylus, a finger moves the page instead of drawing, so a hand resting on the screen leaves no marks. Pinch with two fingers to zoom in.

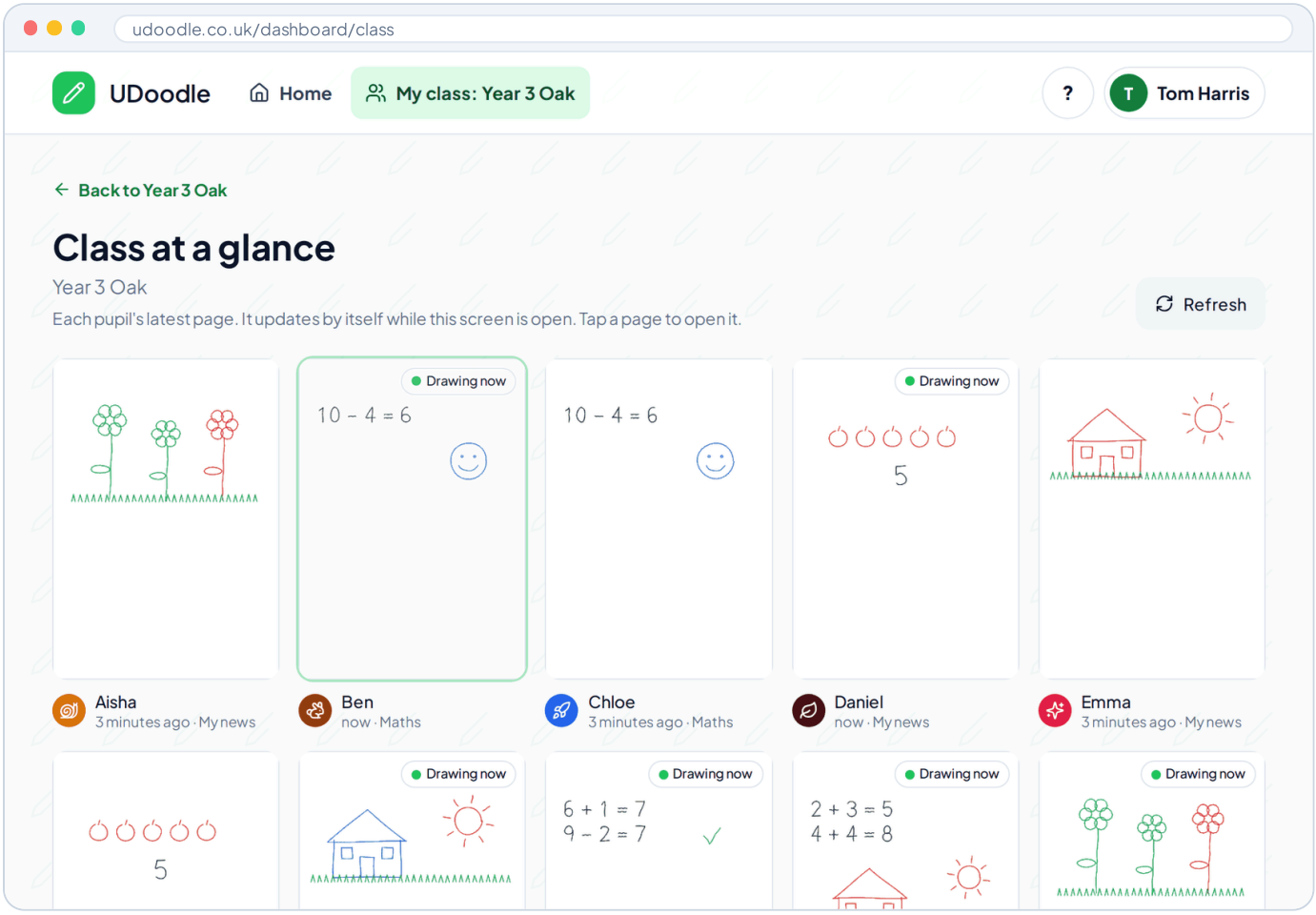
CHAPTER 7

Seeing your pupils' work

Everything a pupil writes goes straight into their own notebook. You can look at it right away, on any device: in the classroom, in the staffroom or at home with your feet up.

Class at a glance

Tap **"See everyone's work"** on Home or on your class page to see every pupil's latest page on one screen. It updates by itself while it's open, and **"Drawing now"** shows who has written in the last couple of minutes. Tap any page to open it.



Class at a glance, with several pupils writing right now.

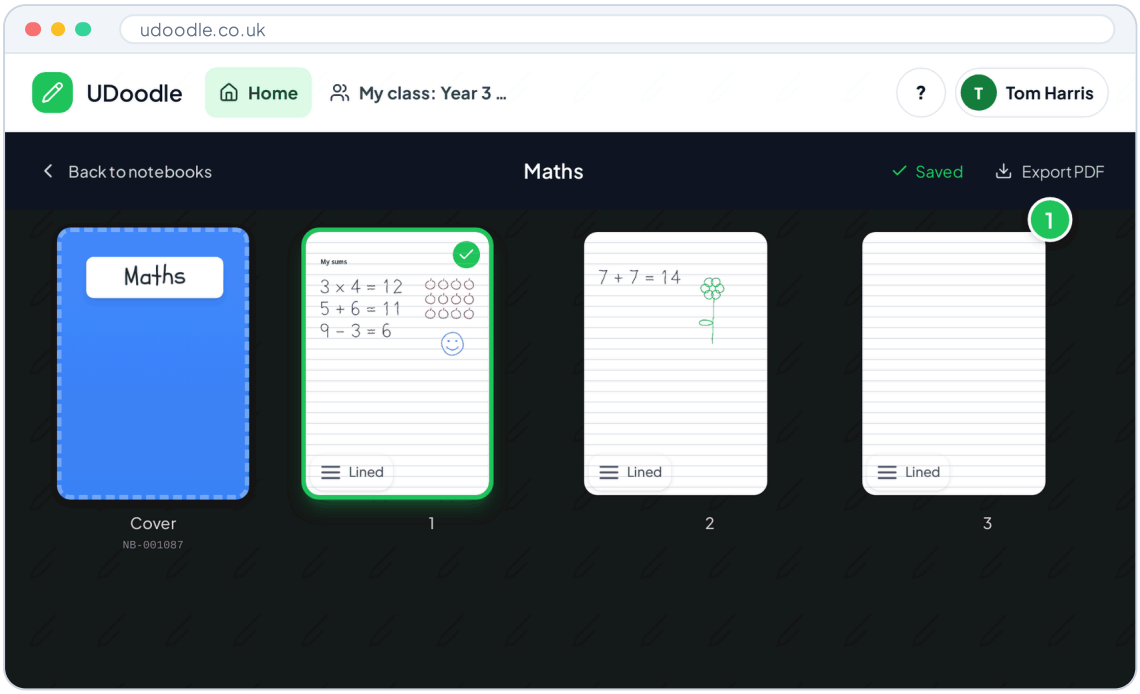
Leave it open during a lesson
Keep it on your laptop while the class works, and you'll see at a glance who's flying and who could use a hand, without walking round every table.

Under each page
The pupil's name, when they last wrote, and which notebook it's in.

Looking through a pupil's notebooks

1. On the **"Pupils"** tab, tap **"Open notebooks"** next to the pupil.
2. Choose a notebook.
3. Tap a page to see it full size.

Pupils' notebooks open read-only, so nothing can be changed by accident. A notebook the pupil has archived is marked **"Archived"**, and **"Unarchive"** brings it back.



A pupil's notebook, read-only. 1 **"Export PDF"** saves the whole notebook (page 20).

Pupils know you can see their work

Pupils see a note saying "Your teacher can see your notebooks." If a pupil's notebooks ever need to stay private, tap the pupil and untick **"Let me see these notebooks"**. They're then hidden from you and the class's other teachers, and left out of downloads.

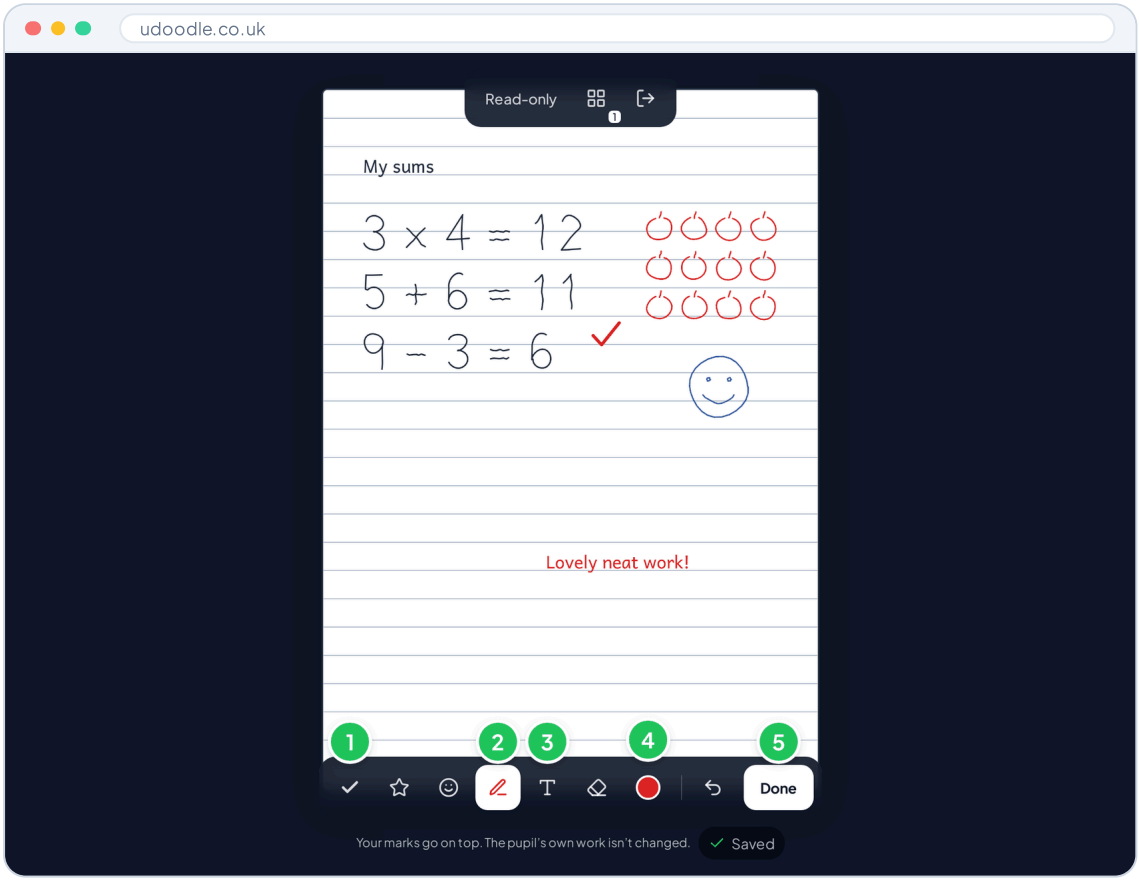
Parents' evening
Open a pupil's notebooks on a laptop or tablet to show their parents, or download them as PDFs to print or email (page 20).

Marking a page

1. Open the pupil's notebook (page 16) at the page you want to mark.
2. Tap **"Mark this page"**. The marking tools appear at the bottom of the screen.
3. Choose a tool, then tap or write on the page.
4. Tap **"Done"** when you've finished.

Your marks go on top of the page. The pupil's own work isn't changed, and they can't rub out your marks. Like everything in UDoodle, marks save by themselves.

What pupils and parents see
Pupils see your marks the next time they open the page, and so do their parents and carers. Marks are included when you save a notebook as a PDF (page 20).



Marking a page. 1 A tick, a star or a smiley face. 2 The marking pen. 3 **"Type a comment"**. 4 The marking colour. 5 **"Done"**.

Colours

Marks start in red. Tap the colour button to choose green, blue, purple or black instead: the colour is used for the pen, the stamps and comments, and UDoodle remembers it on that device.

Comments

Tap **"Type a comment"**, then tap the page where it should go and type. Tap a comment to change or delete it, or drag it to move it. **"Undo"** takes back your last mark, and the eraser rubs out marks.

CHAPTER 8

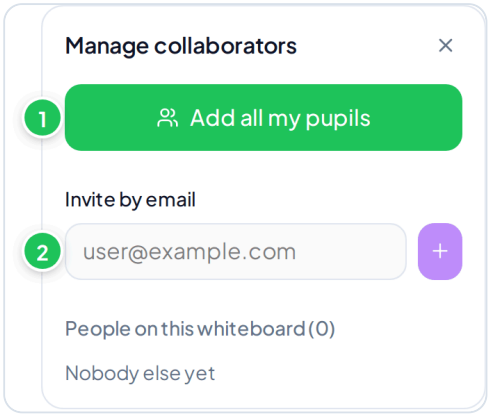
The shared whiteboard

Put a page up on the classroom screen, then hand a digital pen to one pupil at a time. They draw on their own tablet, and the whole class watches every line appear.

Make a whiteboard and add your class

1. On Home, tap **"New whiteboard"**. Give it a name if you like.
2. Tap **"Manage collaborators"** (the cog, top right), then **"Add all my pupils"**.
3. Tap **"Page"** to start drawing.

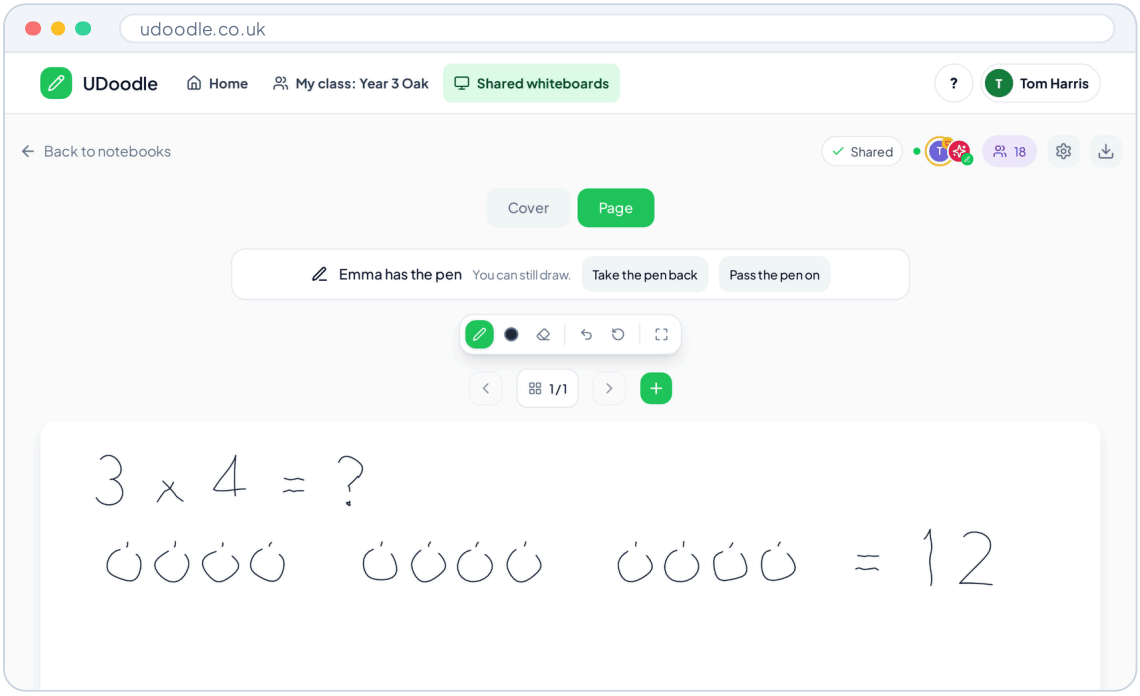
To share it with another teacher, type their email address in the **"Invite by email"** box and tap +. They'll find it under **"Items Sent to You"**.



1 Add your whole class. 2 Invite a colleague.

On the classroom screen

Open the whiteboard on the computer connected to your projector or interactive display, and tap **"Fullscreen"**. Pupils open the same whiteboard from **"Shared whiteboards"** at the top of their own screen.

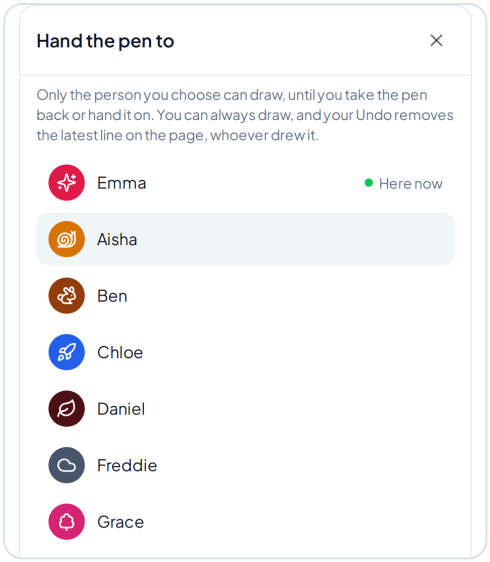


The question is the teacher's; the working out is Emma's, drawn on a class tablet.

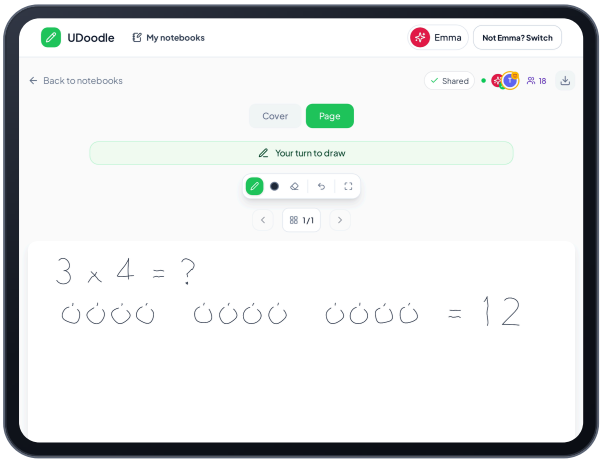
Handing over the pen

1. Tap **“Hand the pen to…”** and choose a pupil.
2. Their tablet says **“Your turn to draw”**. Only they can draw, and everyone sees each line as it goes on.
3. When they’re done, tap **“Take the pen back”**, or **“Pass the pen on”** to hand it straight to the next pupil.

You can always draw yourself, even while a pupil has the pen, and your **“Undo”** takes back the latest line on the page, whoever drew it.



Choosing who gets the pen.



On Emma’s tablet: **“Your turn to draw”**.

Good to know

- Pupils find it under **“Shared whiteboards”** at the top of their screen.
- It works from home too, so pupils learning at home can join in live.
- A whiteboard can have up to 10 pages; **“Add Page”** (+) adds one.
- Save it as a PDF with **“Export PDF”**, top right.

Ideas for lessons

Model, then try
Write a letter or a word, then hand the pen to a pupil to have a go while the class watches.

One step each
Work through a maths problem together, passing the pen on so each pupil adds the next step.

Include everyone
Pupils learning at home can take a turn too: they see the board live and draw when you hand them the pen.

CHAPTER 9

Saving work as a PDF

Any notebook can be saved as a PDF to print, email or keep: ready for parents' evening, reports, or a pupil's records. **End of the year?** Download the whole class before you move it to past pupils: the checklist is on page 23.

Your own notebook
On Home, tap ⋮ on the notebook and choose **"Export"**.

A pupil's notebook
Open it with **"Open notebooks"** and tap **"Export PDF"**, top right.

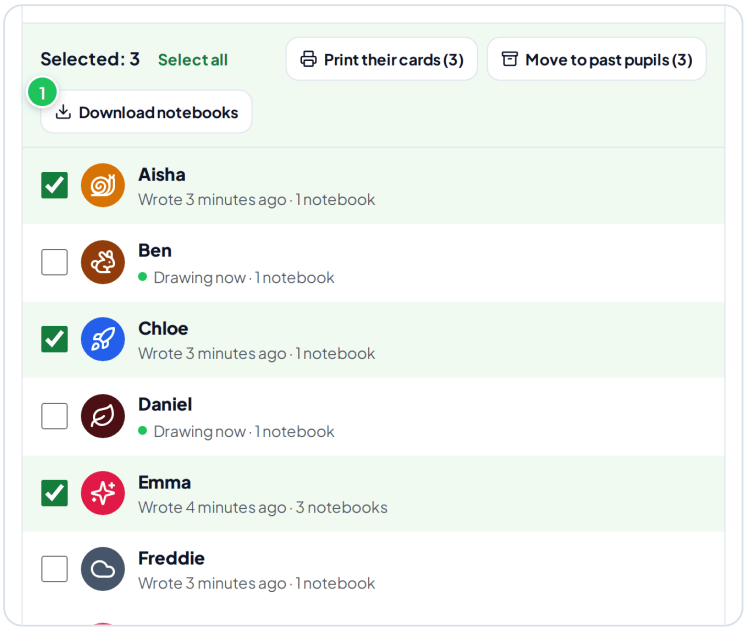
A whiteboard
Open it and tap **"Export PDF"**, top right.

Lots of pupils at once

1. On the **"Pupils"** tab, tap **"Choose several"**.
2. Tick the pupils you want, or tap **"Select all"**.
3. Tap **"Download notebooks"**.

You get one zip file, with a folder for each pupil and a PDF for each notebook. For just one pupil, use **"Download their notebooks (PDFs)"** in their panel.

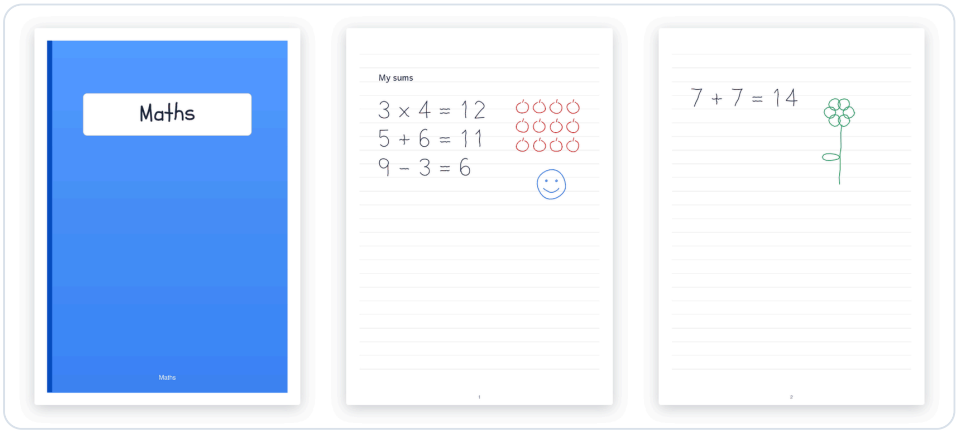
Notebooks you've hidden stay private and aren't included. On an iPad, a PDF opens in a new tab: tap the Share button to save or send it.



Choosing pupils, then 1 **"Download notebooks"**.

What you get

A cover in the notebook's colour, then every page on its lines or grid, numbered. Here's Emma's:



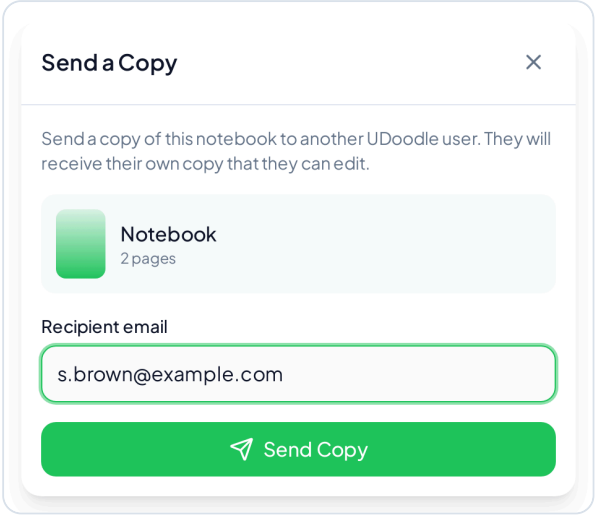
CHAPTER 10

Sending a copy of a notebook

Made a notebook of examples, a worksheet or a lesson a colleague would love? Send them a copy. They get their own to change however they like, and yours stays just as it is.

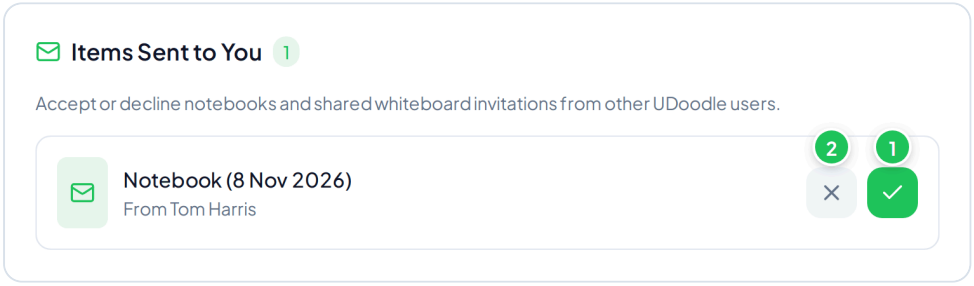
1. On Home, tap ⋮ on the notebook and choose **“Send a Copy”**.
2. Type the email address your colleague uses for UDoodle.
3. Tap **“Send Copy”**.

They get an email, and the notebook waits for them under **“Items Sent to You”** on their Home page. They tap the tick to accept it, or the cross to say no thanks. Accepting gives them a copy of every page as it is at that moment.



Sending a copy.

What your colleague sees



The copy waiting on their Home page: 1 accept, or 2 decline.

Who can you send to?
Anyone who already uses UDoodle. If their address isn’t found, it’s usually just a typo, so check it with them. Copies are for grown-ups; to share something with your class, a shared whiteboard is the way to go.

CHAPTER 11

Working with others

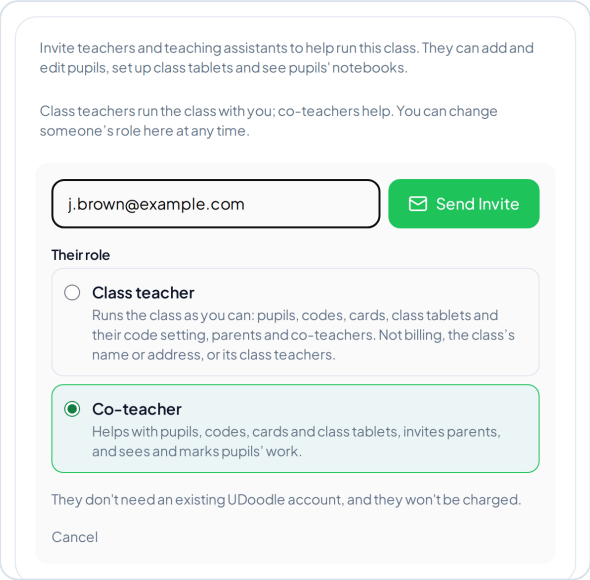
Bring in your co-teachers and teaching assistants, and let parents and carers follow their child's work from home.

Co-teachers and teaching assistants

Up to three co-teachers or teaching assistants can help run your class, at no extra cost. They can add and change pupils, print cards, set up tablets and see and mark pupils' notebooks. A class teacher (on a school plan, invited by your school admin) can also invite co-teachers and change the class's tablet setting.

1. Open **"My class"**, then the **"Teachers"** tab, and tap **"Invite a teacher"**.
2. Type their email address and tap **"Send Invite"**.

They don't need a UDoodle account already, and the invitation lasts 14 days. They see the **"Pupils"**, **"How pupils sign in"** and **"Parents"** tabs; the class settings stay with you. To remove a co-teacher, tap the bin next to their name.



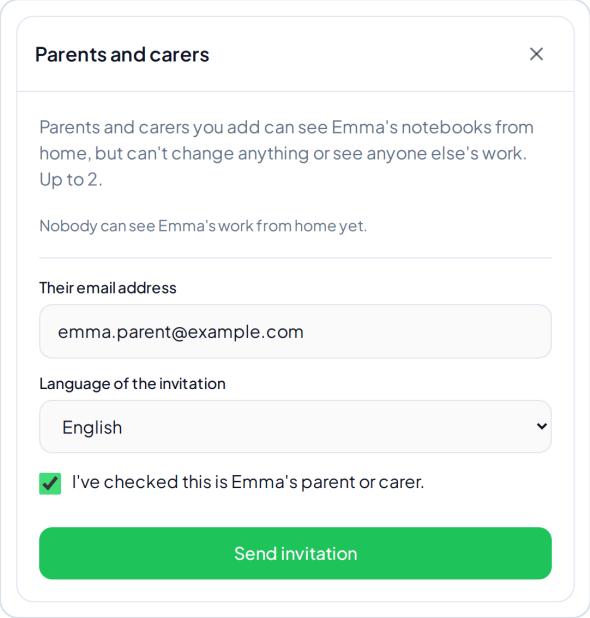
Inviting a co-teacher.

Parents and carers

Up to two parents or carers for each pupil can look through that pupil's notebooks from home. They see only their own child's work, and they can't change anything.

1. On the **"Parents"** tab, tap **"Invite"** next to the pupil.
2. Type their email address and choose the language for the invitation.
3. Tick the box to confirm they're the pupil's parent or carer, and tap **"Send invitation"**.

The invitation lasts 14 days. You can send it again, or remove someone, at any time.



Inviting a parent or carer.

CHAPTER 12

Through the year

Pupils come and go, and classes move up. Here's how to keep things tidy and everyone's work safe.

When a pupil leaves

Tap them on the **"Pupils"** tab, then **"Move Emma to past pupils"** (with their name). It keeps their notebooks safe and frees up their place. They can't sign in as a past pupil, and **"Bring back"** returns them when there's a place. They're under **"Past pupils"** at the foot of the list.

Deleting for good

When a past pupil's work is no longer needed, the class's owner can delete them and their work for good from their panel (on a school plan, that's your school admin). Their notebooks go too, so it's worth downloading them first. Anything they drew on shared whiteboards stays put.

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.

1. **Keep the work.** Tap **"Choose several"**, **"Select all"**, then **"Download notebooks"**.
2. **Move last year's class on.** With everyone still selected, tap **"Move to past pupils"**.
3. **Add your new class** with **"Add pupils"** (page 6).
4. **Print new cards** with **"Print cards for the whole class"**.
5. **Check your tablets.** Any not used for 120 days will need setting up again.

Changing your class name or web address

Open the **"Class settings"** tab to rename the class or change its web address, for example to udoodle.co.uk/g/year-4-oak. The old address still leads to the new one, so printed cards and bookmarks keep working.

Over the summer holidays
If your class plan's renewal date falls over the summer, everything keeps working until 15 October, so nothing stops while you're away.

When a free trial ends
If you haven't upgraded by the end of your 30 days, nothing disappears: your class simply becomes read-only, so you and your pupils can still open and download everything, just not draw. Upgrade from your account page (tap your name, then **"Your account"**) whenever you're ready and it all comes back to life straight away. If you decide UDoodle isn't for you, the trial class is deleted 90 days later. We'll email you before both dates, so nothing catches you out.

HELP

Quick answers

The questions teachers ask us most.

A pupil can't find their name on the tablet

Check the class name at the top of the tablet. If it shows a sign-in page instead of names, the tablet needs setting up again: tap **"Set up this tablet"** and let it in (page 10).

Someone signed in as the wrong pupil

Tap **"Not Emma? Switch"** at the top of the screen (it shows whoever is signed in) and choose the right name.

A pupil says their work has disappeared

Pupils can't delete pages or notebooks. Have a look with **"Open notebooks"**: if a notebook says **"Archived"**, tap **"Unarchive"**.

How many pupils can I add?

A class plan has 30 places, and past pupils don't use one. Need more? Ask us about a school plan.

Does it need an app?

No. It works in Safari, Chrome, Edge and other up-to-date browsers. Adding it to the Home Screen makes it feel just like an app.

Who can see a pupil's work?

You, your co-teachers, any parents or carers you invite (their own child only) and, on a school plan, your school admin. Each pupil sees only their own.

Some pages won't load in school

Your school's web filter may be blocking part of UDoodle. Ask your IT team to allow udoodle.co.uk and *.udoodle.co.uk, including secure WebSocket connections.

A pupil has forgotten their code

Tap them on the **"Pupils"** tab, then **"Show 4-digit code"**, or print their card again. To change it, tap **"Change code"**.

The Wi-Fi dropped in the middle of a lesson

Pupils can keep drawing on pages they already have open, and their work saves once the connection is back. If a pupil swaps before then, their work waits safely on that tablet.

Does every pupil need their own tablet?

Not at all. A class tablet can be shared by the whole class: each pupil taps their own name and sees only their own notebooks.

Can we use it on the interactive whiteboard?

Yes. Open UDoodle in the display's web browser, sign in, and open a shared whiteboard full screen.

What happens if our plan ends?

Everything stays safe: your notebooks and your pupils' work can still be opened and downloaded, and drawing starts again as soon as the plan is renewed.

Where's my receipt?

On your account page: tap your name, then **"Your account"**. Each payment has a receipt to download as a PDF.

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 in a classroom: no complicated setup, no passwords for young children, and nothing standing between a pupil and the page.

Getting started

- [ ] Add your class
- [ ] Print the sign-in cards
- [ ] Set up the class tablets
- [ ] Try a shared whiteboard
- [ ] Invite your co-teachers
- [ ] Invite parents and carers

Useful links

Sign in: udoodle.co.uk
Set up a tablet: udoodle.co.uk/setup
Free trial: udoodle.co.uk/trial
Plans: udoodle.co.uk/pricing
For schools: udoodle.co.uk/schools
This guide: the **"?"** at the top of the screen

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.
- ✓ Privacy policy: udoodle.co.uk/privacy

Your class details

Class name

Class web address

Tablets set up (how many)

Co-teachers