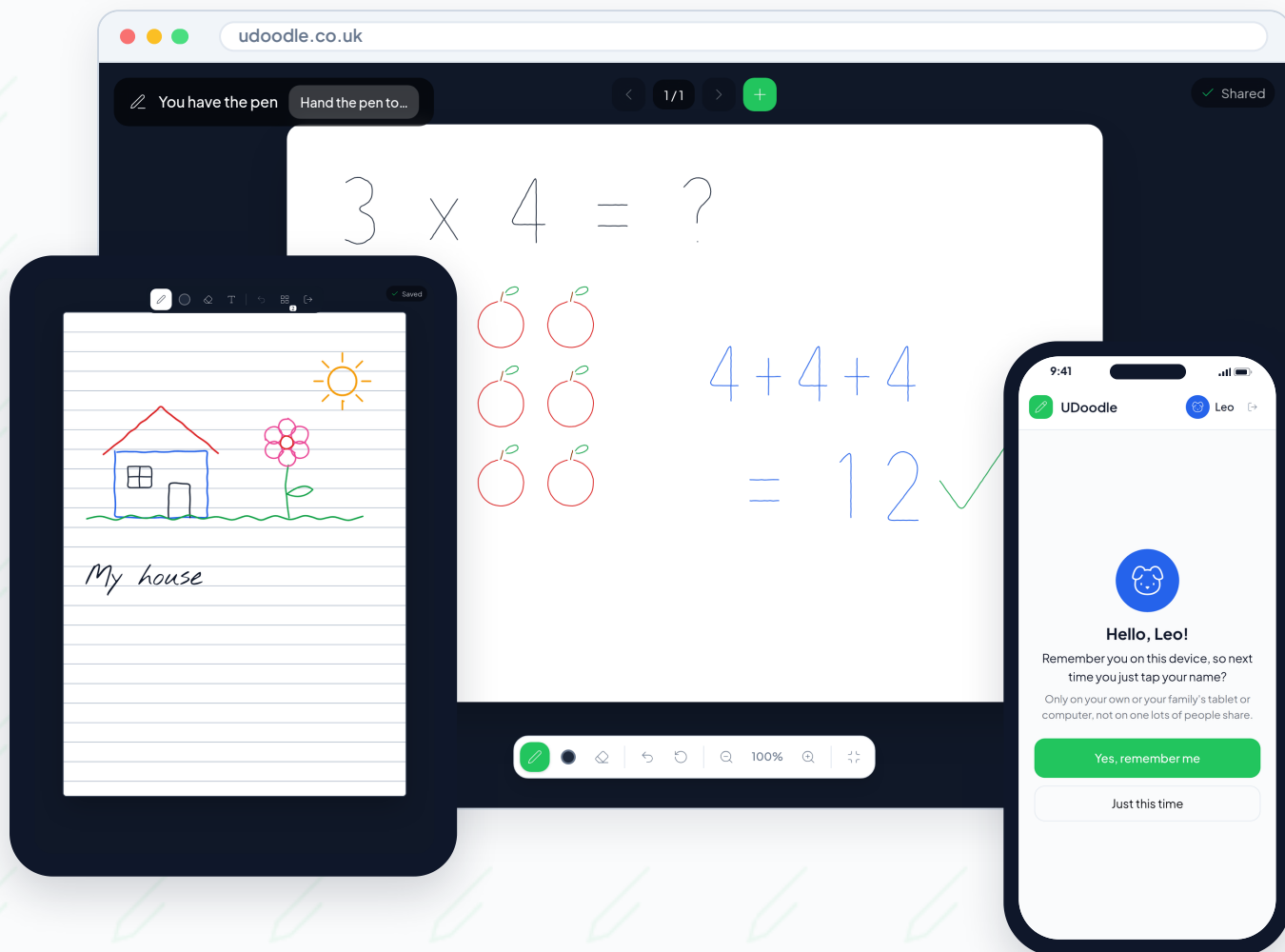


Get your class writing in UDoodle

Add your class, get the tablets ready and see every pupil's work as they write it. This guide takes you through each step, with pictures of exactly what you'll see.



✓ No pupil emails

✓ Nothing to install

✓ Works on your tablets

✓ Saves as they write

[Contents](#)

In this guide



1. Add your class

Paste in your whole class at once. Each pupil gets a picture, a colour and a 4-digit code.



2. Set up devices

Set up each class tablet once. At home, pupils scan their sign-in card.



3. Pupils write

They tap their name and start writing. You see every page as it's written.



UDoodle in five minutes The whole set-up at a glance

[3](#)
[1](#)

Signing in and finding your way A code by email instead of a password, and your dashboard

[4](#)
[2](#)

Adding your class Paste in your whole class at once, then your class list

[6](#)
[3](#)

Codes and sign-in cards Printing the cards, and replacing a lost one

[8](#)
[4](#)

Getting tablets ready Setup codes, tablets that ask to join, and looking after them

[9](#)
[5](#)

How pupils sign in In class with a tap, and at home with their card

[11](#)
[6](#)

Writing in a notebook The buttons, paper types, pages and saving

[13](#)
[7](#)

Seeing your pupils' work Class at a glance, and browsing notebooks

[14](#)
[8](#)

The shared whiteboard The classroom screen, and handing over the pen

[16](#)
[9](#)

Saving work as a PDF One notebook, or the whole class at once

[18](#)
[10](#)

Sending a copy of a notebook Sharing your notebooks with colleagues

[19](#)
[11](#)

Working with others Co-teachers, teaching assistants, parents and carers

[20](#)
[12](#)

Through the year Leavers, the new school year and your class link

[21](#)


Quick answers Common questions, answered

[22](#)


What you'll need

- ✓ Your UDoodle account: a class plan, 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.

Quick start

UDoodle in five minutes

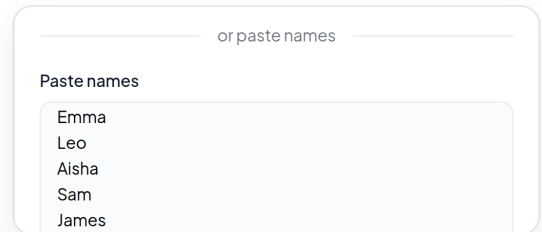
The whole set-up at a glance. The rest of this guide goes through each step in more detail.

Paste in your class

1

Open the **“Manage your class”** bar, tap the **“Import”** button and paste in your pupils’ first names. Each pupil gets a picture, a colour and a 4–digit code.

See page 6

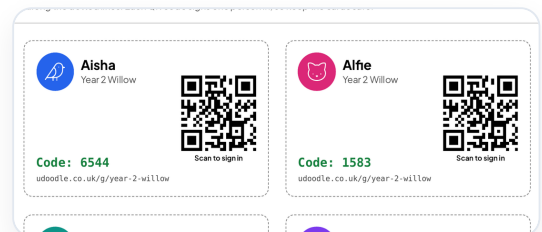


Print the sign-in cards

2

Tap the **“Print Member Cards”** button. Each card has the pupil’s QR code, their 4–digit code and your class link.

See page 8

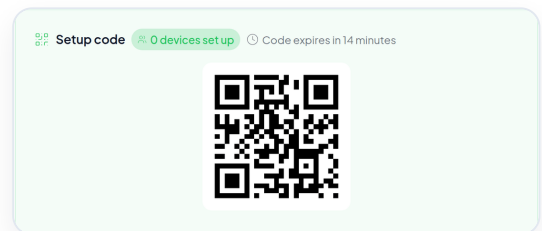


Set up the class tablets

3

Tap the **“Set up a tablet or computer”** button and show the code on the classroom screen. Each tablet types it in once.

See page 9

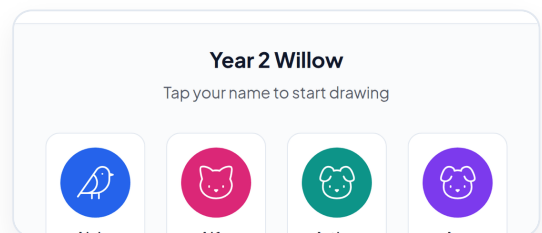


Pupils tap their name

4

On a class tablet, pupils find their picture and tap their name. At home, they scan their card.

See page 11

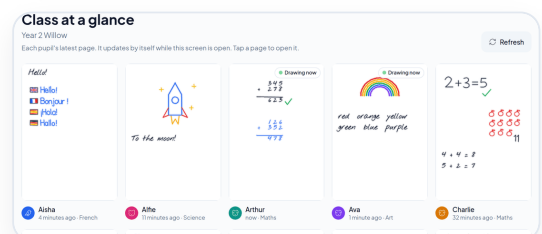


See their work as they write

5

The **“Class at a glance”** button shows every pupil’s latest page, updating live. Tap any page to open it.

See page 14



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 no password to remember either.

Sign in with a code from your email

- 1 Go to **udoodle.co.uk** and tap the **"Log in"** button at the top.
- 2 Type your email address 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. On a computer, wherever this guide says "tap", just click.

Has your school set up UDoodle for you?

You'll get an email inviting you to your class. Open the link in it and sign in with the email address it was sent to. Your class then appears on your dashboard.

Buying UDoodle for your own class?

Choose **"For a class"** on **udoodle.co.uk/pricing** and pay with PayPal. It's £100 a year for up to 30 pupils, with a full refund if you change your mind within 14 days of your first payment.



Welcome back

Enter your email to continue

Email

anna.patel@example.org

Continue →

Don't have an account? [Sign Up](#)



Check your email

Enter the 6-digit code for
anna.patel@example.org.

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

Verification Code

646505

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

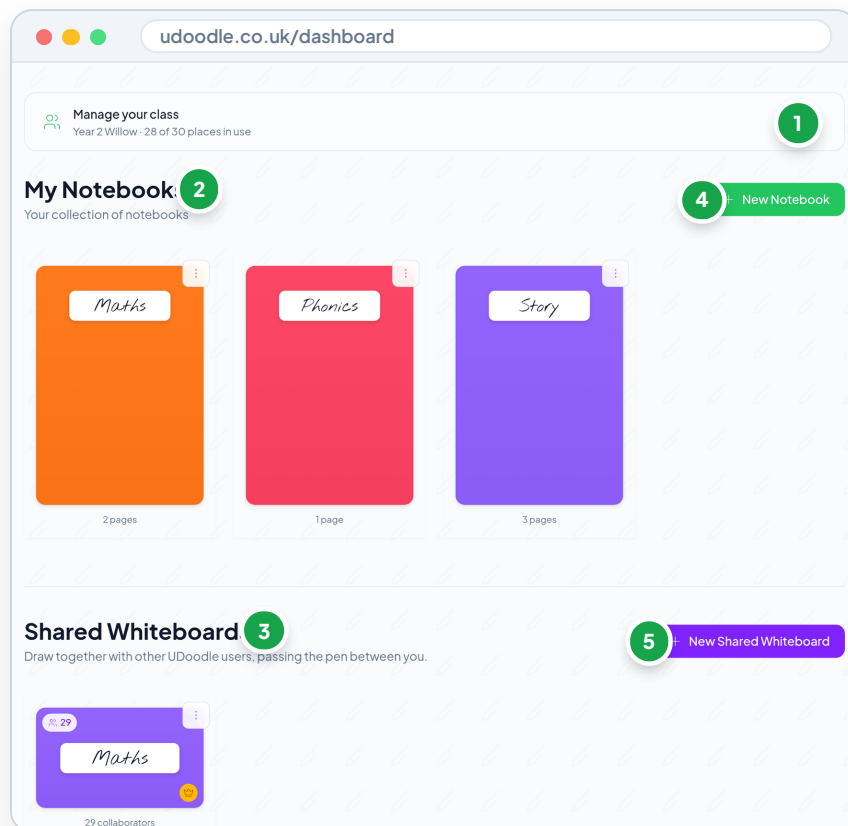
[Use a different email](#)

[Resend in 57s](#)

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

Your dashboard

After you sign in, you arrive at your dashboard. Everything starts from here.

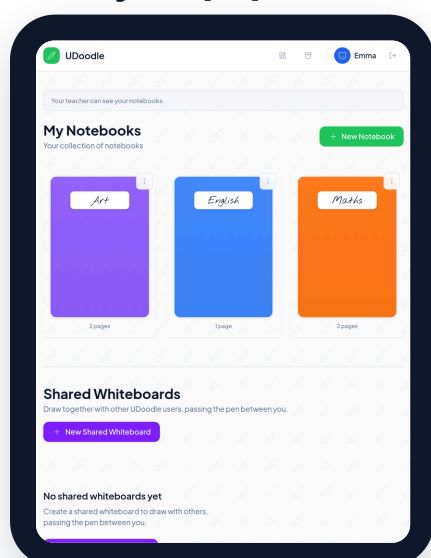


- 1 **The “Manage your class” bar.**
Tap it to open your class: your pupils, their codes and cards, your class tablets and your co-teachers.
- 2 **The “My Notebooks” section.**
Your own notebooks, for lesson notes, examples and worksheets.
- 3 **The “Shared Whiteboards” section.** Pages your class can draw on together, passing the pen.
- 4 **The “New Notebook” button** starts a notebook of your own.
- 5 **The “New Shared Whiteboard” button** starts a whiteboard for your class.

Keep it handy

Bookmark **udoodle.co.uk**, or add it to the Home Screen on a tablet, so it's always one tap away.

What your pupils see



Pupils see a simpler version: their own notebooks, and the shared whiteboards you add them to. Each pupil sees only their own work.

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

In your language

UDoodle is available in English, French, Spanish and German. Choose a language at the bottom of any page, or with the **“Language”** setting on your account page.

Chapter 2

Adding your class

Pupils don't need email addresses: you add them by first name and UDoodle does the rest. Paste in your whole class at once and you're done in about five minutes.

Paste in your whole class at once

- 1 On your dashboard, tap the **"Manage your class"** bar.
- 2 Tap the **"Import"** button.
- 3 Paste in your pupils' first names, one per line. A single line of names separated by commas works too.
- 4 Check the preview, then tap the **"Add all"** button.

From a spreadsheet or your school's information system

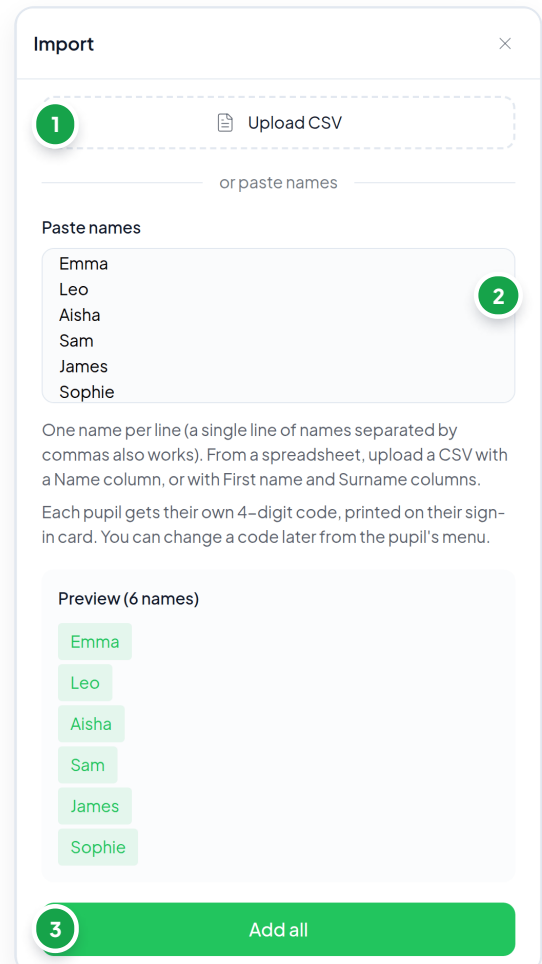
Save the list as a CSV file with a **Name** column, or with **First name** and **Surname** columns, then tap the **"Upload CSV"** button instead of pasting.

What each pupil gets

- ✓ **A picture and a colour**, so younger children can spot their own name on a tablet.
- ✓ **A 4-digit code**, printed on their sign-in card.

Two pupils with the same name?

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

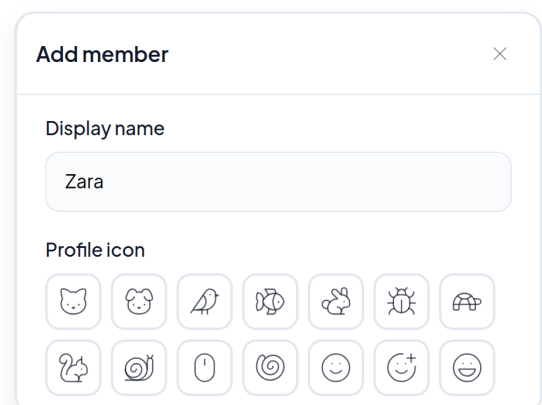


- 1 Upload a CSV file, or
- 2 paste in names, then
- 3 tap the **"Add all"** button.

Adding pupils one by one

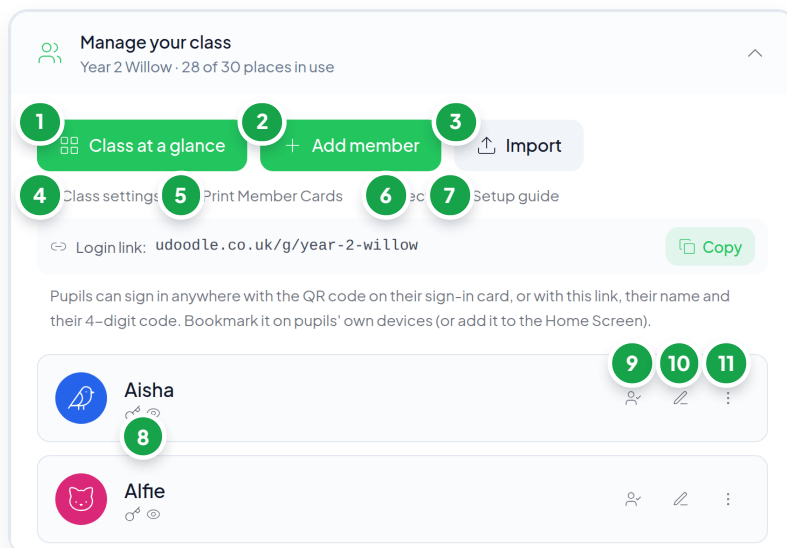
New pupil joining mid-year? Tap the **"Add member"** button, type their name and tap **"Add member"** in the window. You can also choose their picture and colour: each pupil has a different mix of the two.

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

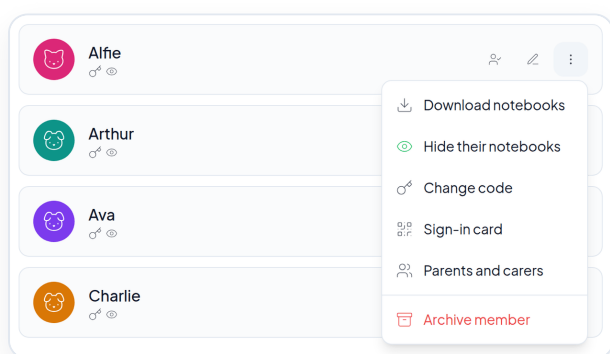


Your class list

Your pupils are listed in alphabetical order. The buttons at the top are for the whole class; the buttons on each row are for one pupil.



- 1 **“Class at a glance”** button: everyone’s latest page.
- 2 **“Add member”** button: add one pupil.
- 3 **“Import”** button: paste in names.
- 4 **“Class settings”** button: the class name, class link and tablet codes.
- 5 **“Print Member Cards”** button: cards for the whole class.
- 6 **“Select”** button: choose several pupils at once.
- 7 **“Setup guide”** link: this guide, to read or print.
- 8 **“Show code”** button (the key): shows the pupil’s code.
- 9 **“Browse notebooks”** button: look through their notebooks.
- 10 **“Edit member”** button: change their name, picture or colour.
- 11 **“More actions”** button (⋮): codes, cards, parents and archiving.



The **“More actions”** menu next to each pupil.

The pupil menu

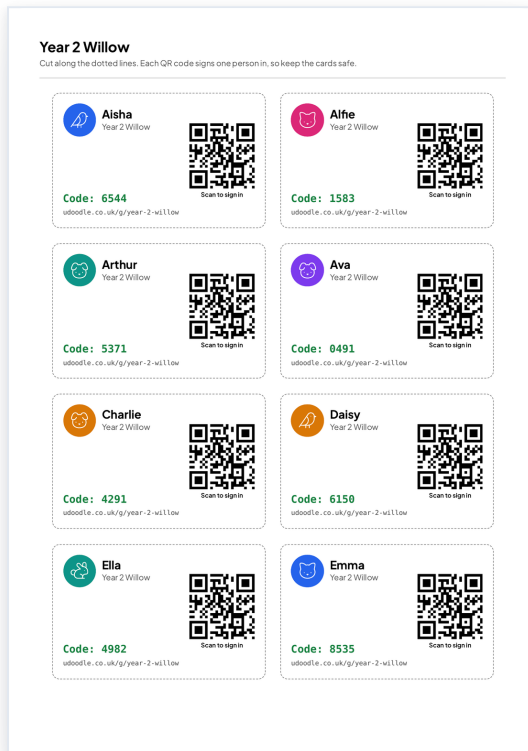
Tap the **“More actions”** button (⋮) next to a pupil for these options:

- **“Download notebooks”**: all their notebooks as PDFs.
- **“Hide their notebooks”**: keeps that pupil’s notebooks private, even from you and your co-teachers.
- **“Change code”**: gives the pupil a new 4–digit code.
- **“Sign-in card”**: print their card, or make a new one.
- **“Parents and carers”**: lets up to two adults see their work from home.
- **“Archive member”**: for when a pupil leaves (page 21).

Chapter 3

Codes and sign-in cards

Every pupil has a sign-in card. It's how they sign in on a tablet or computer at home, and it carries their code too.



One A4 sheet holds eight credit-card-sized cards.

Printing the cards

- 1 In **"Manage your class"**, tap the **"Print Member Cards"** button.
- 2 Check the cards on screen, then tap the **"Print"** button.
- 3 Cut along the dotted lines, then hand the cards out or send them home.

What's on a card

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

Look after the cards

A card's QR code signs that pupil straight in, so treat it like a key: keep the cards in reading records or planners, or send them home, rather than sticking them on a shared tablet.

Replacing a lost card

- 1 Tap the **"More actions"** button (⋮) next to the pupil, then choose **"Sign-in card"**.
- 2 Tap the **"Make a new card"** button, 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 home device that remembered them. The new card has a new code.

Printing one card

The same window has a **"Print Aisha's card"** button, for when you only need one card.

Aisha's sign-in card

The QR code on the card signs Aisha in on any tablet, phone or computer: just point the camera at it. The 4-digit code printed on the card works with your login link too.

 Print Aisha's card

Remembered on these devices

When Aisha scans the card on a home tablet or computer, it can remember Aisha. Sign a device out if it's lost or Aisha no longer uses it.
No devices remember Aisha yet.

Card lost?

Make a new card. The old card and the code on it stop working, and Aisha is signed out on every device it was used on. Aisha gets a new code, printed on the new card.

 Make a new card

Chapter 4

Getting tablets ready

UDoodle works on iPads, Android tablets, Chromebooks, laptops and desktop computers, in the web browser they already have. There are two kinds of device, each with its own simple way in.



Class tablets and laptops

Devices that stay in school and that pupils share. **Set each one up once.** It then opens straight to your class, and pupils just tap their name.



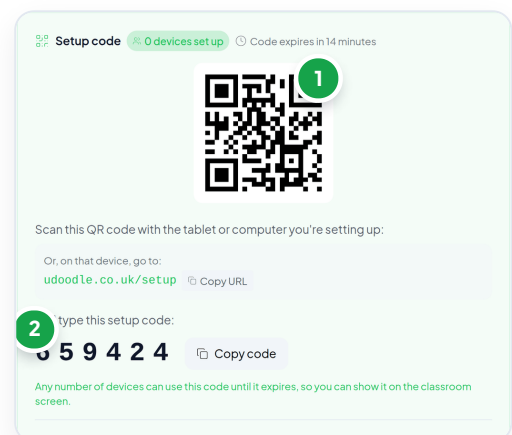
Pupils' own devices

Tablets, phones and computers at home. **No setting up needed.** Pupils scan their sign-in card, or use your class link and their code.

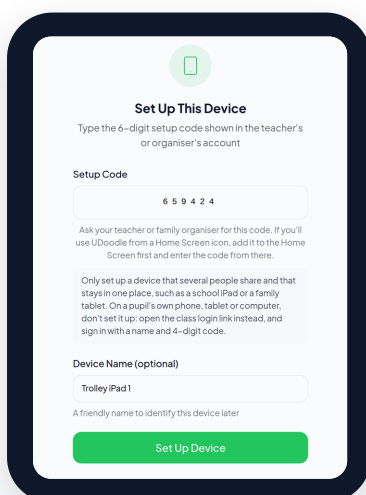
Setting up class tablets with a setup code

- 1 On your computer, open “**Manage your class**” and tap the “**Set up a tablet or computer**” button. 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, such as **Trolley iPad 1**, and tap the “**Set Up Device**” button. It opens straight to your class.

The code lasts 15 minutes and works for up to 35 devices, so you can show it on the classroom screen and set up a whole trolley at once. Need more time? Tap the “**Generate New Code**” button.



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



On the tablet: the setup page asks for the code and, if you like, a name for the tablet.



iPads: use a Home Screen icon

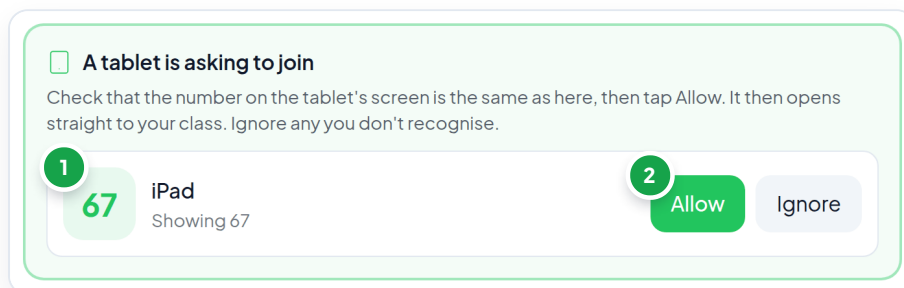
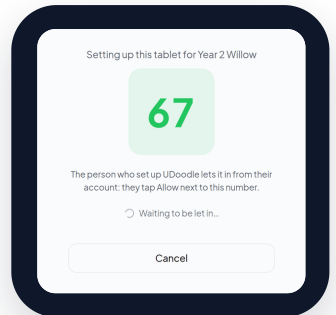
In Safari, tap the Share button, then “**Add to Home Screen**”, and set the iPad up from that new icon. A Home Screen icon keeps its setup, while Safari on its own may forget a website that hasn’t been used for about a week.

Another way: set a tablet up from the tablet itself

Handy for one new tablet, or one that needs setting up again.

- 1 On the tablet, open your class link, such as **udoodle.co.uk/g/year-2-willow**.
- 2 Tap **"Set up this tablet"** at the bottom. The tablet shows a two-digit number.
- 3 On your computer, open **"Manage your class"**. A box says **"A tablet is asking to join"**. Check the number matches and tap the **"Allow"** button.

The tablet opens straight to your class. If a request appears that you don't recognise, tap the **"Ignore"** button; requests also clear themselves after 15 minutes.



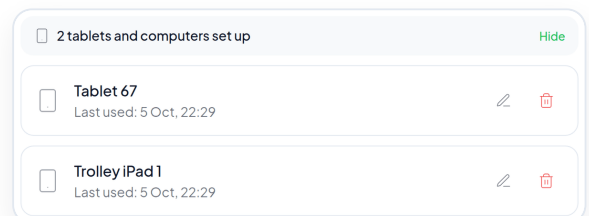
- 1 The same number as on the tablet.
- 2 Tap the **"Allow"** button.

Looking after your tablets

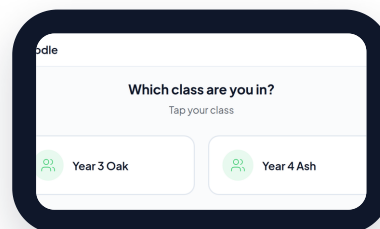
- **Your list:** tablets set up for your class are listed in **"Manage your class"**, with when each was last used. Tap the pencil button to rename one.
- **Switching one off:** if a tablet is lost or no longer used, tap its bin button. Anyone using it is signed out within a minute.
- **Tidy by design:** a tablet that hasn't been used for 120 days (about a term) is switched off automatically, so a forgotten device never stays linked to your class. Set it up again in moments from your class link.
- **One tablet, several classes:** set it up for each class. Pupils then tap their class first, then their name.

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. Pupils' work is saved online, so it's all still there: just set the tablet up again.



Two tablets set up for the class.

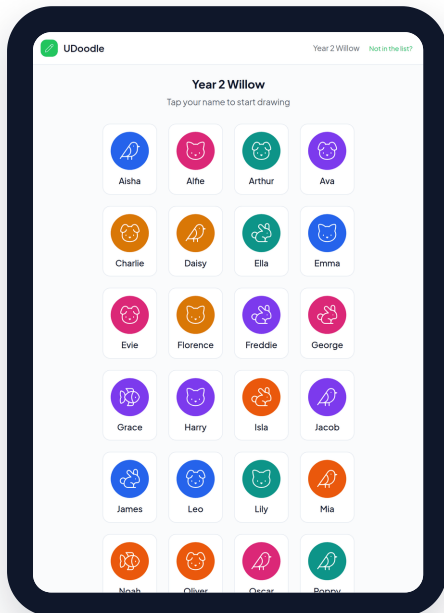


A tablet set up for two classes.

Chapter 5

How pupils sign in

Pupils never need an email address or a password. How they sign in depends on whose device it is.



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 the **"That's not me!"** button at the top, and the names appear again for the next pupil.

Younger children

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

Asking for codes on class tablets too

Normally pupils just tap their name on a class tablet. If you'd like them to type their 4-digit code as well, tap the **"Class settings"** button and tick **"Ask for codes on class tablets too"**.

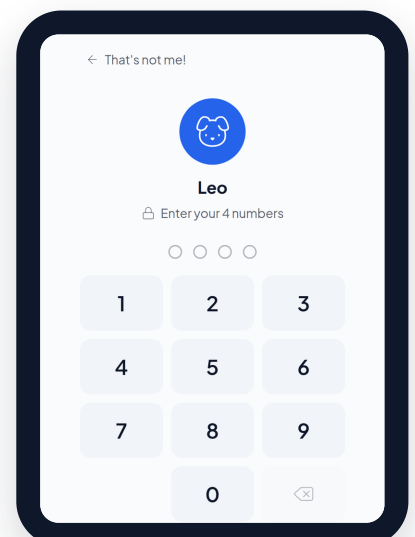
Anywhere else, such as at home, pupils always use their card or their code.

1 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.

On a school plan

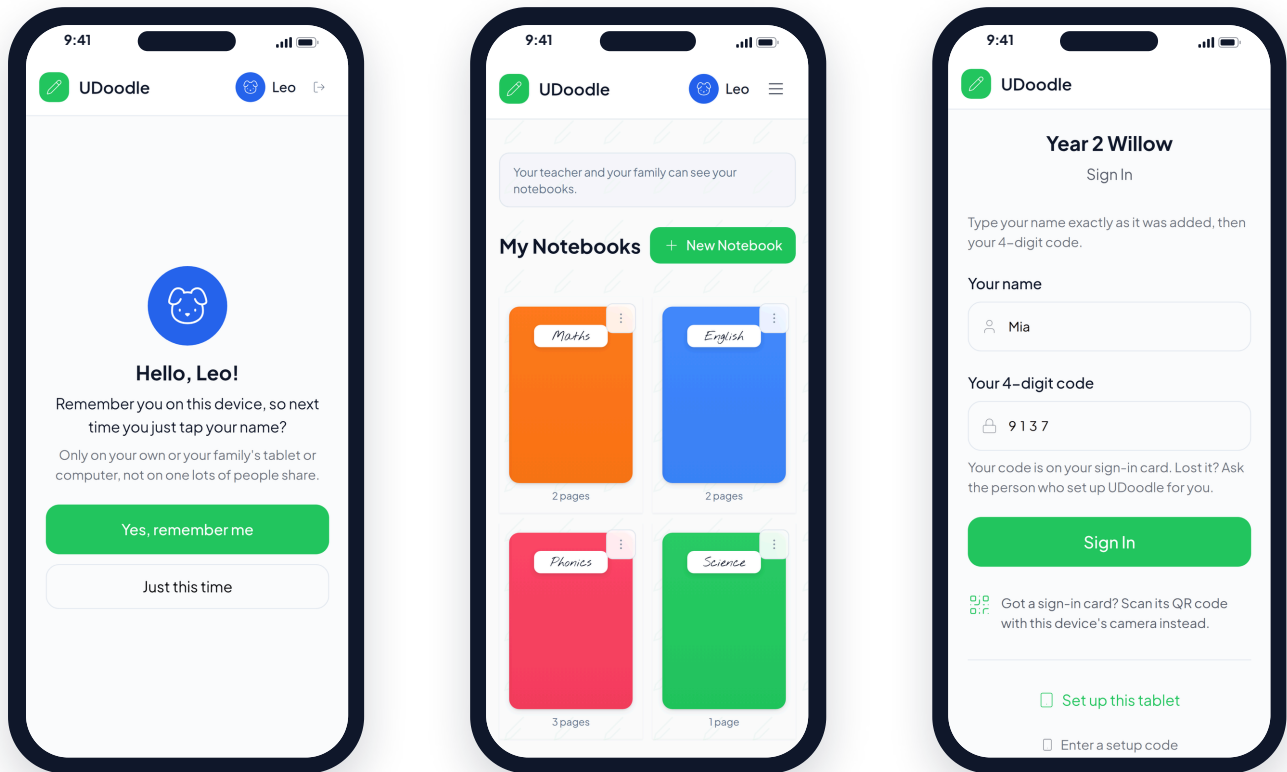
Your school admin looks after this setting and the class link for you.



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 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 sign-in card. On their own or a family device, they tap the **“Yes, remember me”** button.

Their notebooks open

Next time on that device, they just tap their name. On a device lots of people share, they tap the **“Just this time”** button instead.

2. Or use the class link

Open your class link, type their name exactly as you added it, then their 4-digit code, and tap the **“Sign In”** button.

Your class link

It's shown next to **“Login link”** in **“Manage your class”**, with a **“Copy”** button. Share it with parents, or add it to pupils' bookmarks or Home Screen.

Which devices remember a pupil?

Tap the **“More actions”** button next to the pupil, then choose **“Sign-in card”**. You can sign a device out from there, for example if one is lost.

If a pupil types the wrong code

After 5 wrong codes, the pupil waits 15 minutes before trying again. If that happens three times in a day, their row shows **“Locked: set a new code”**: give them a new code from their menu.

Pupils' own devices need no setting up

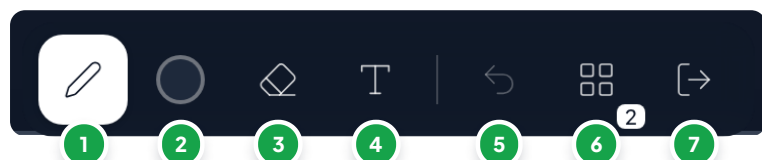
A set-up tablet shows the whole class's names, so it belongs in school. At home, the card or the class link is all they need.

Chapter 6

Writing in a notebook

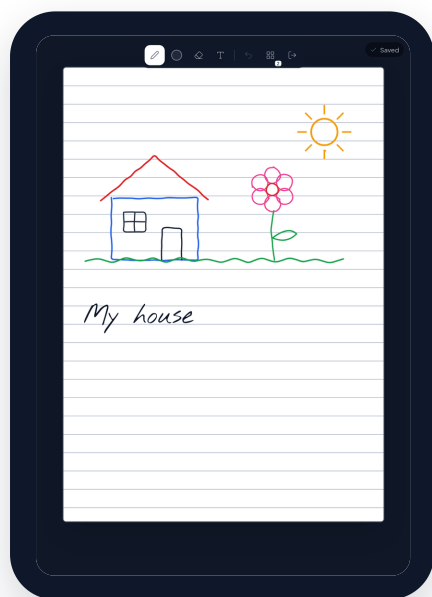
This is what pupils use every day. It works with a stylus such as an Apple Pencil, with a finger, or with a mouse.

The buttons



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

Pupils see these buttons at the top of every page. On a class tablet, their name and the **“That’s not me!”** button are at the top of the screen too.



A page in Emma’s Art notebook.

Starting a notebook

Pupils tap the **“New Notebook”** button. They can write a name on the cover label, choose a cover colour, and add pages as they go. A notebook holds up to 200 pages.

Lined, grid or blank

Each page can be **lined** for handwriting, **grid** for maths, or **blank** for drawing. Change it from the page’s menu in the **“Pages”** view, or use the **“Set all pages”** button.

Saving

Everything saves by itself, line by line, so there’s no save button to remember. If the Wi-Fi drops, pupils keep going, and their work is saved as soon as the connection is back.

💡 Nothing gets lost

Pupils can’t delete a notebook or a page. If they archive a notebook, you can bring it back (page 15), and so can they, from the **“Archive”** link at the top of their screen.

🖋 Using a stylus?

Once UDoodle notices a stylus such as an Apple Pencil, a finger moves the page instead of drawing, so a hand resting on the screen leaves no marks. To draw with a finger again, tap the **“Draw with finger”** button. Pinch with two fingers to zoom in.

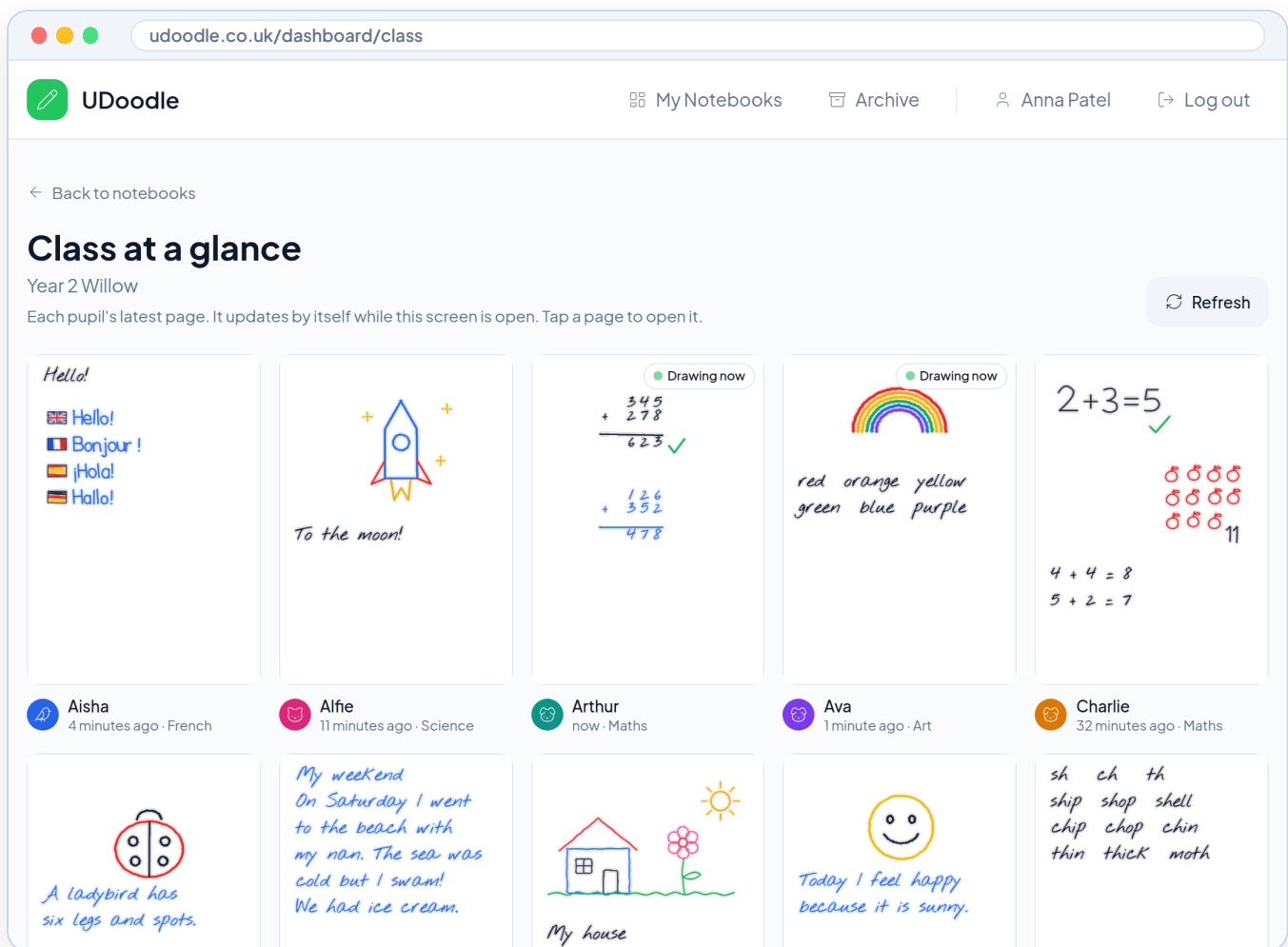
Chapter 7

Seeing your pupils' work

Everything a pupil writes is saved to their own notebook as they go. You can look at it straight away, on any device: in the classroom, in the staffroom or at home.

Class at a glance

Tap the “**Class at a glance**” button in “**Manage your class**” to see every pupil’s latest page on one screen. It updates by itself while it’s open, and a green “**Drawing now**” label shows who’s writing at that moment. Tap any page to open it.



UDoodle My Notebooks Archive Anna Patel Log out

← Back to notebooks

Class at a glance

Year 2 Willow

Each pupil's latest page. It updates by itself while this screen is open. Tap a page to open it.

Refresh

Aisha 4 minutes ago · French

Alfie 11 minutes ago · Science

Arthur now · Maths

Ava 1 minute ago · Art

Charlie 32 minutes ago · Maths

Hello!

red orange yellow
green blue purple

2+3=5

4+4=8
5+2=7

A ladybird has six legs and spots.

My weekend
On Saturday I went to the beach with my nan. The sea was cold but I swam! We had ice cream.

My house

Today I feel happy because it is sunny.

sh ch th
ship shop shell
chip chop chin
thin thick moth

Class at a glance, with two pupils drawing right now.

💡 Leave it open during a lesson

Keep it open on your laptop while pupils work, and you'll see at a glance who's flying and who needs a hand.

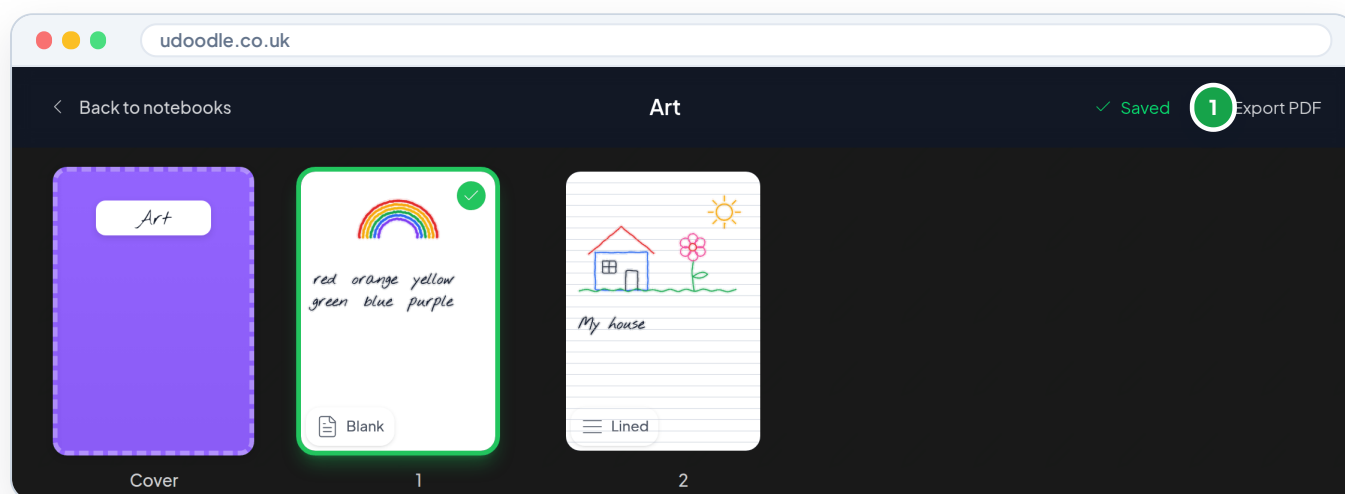
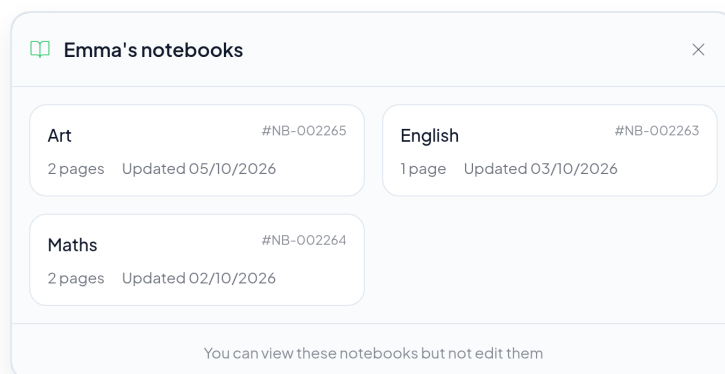
📄 Under each page

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

Looking through a pupil's notebooks

- 1 In your class list, tap the **"Browse notebooks"** button next to the pupil's name.
- 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 you can tap the **"Unarchive"** button to bring it back.



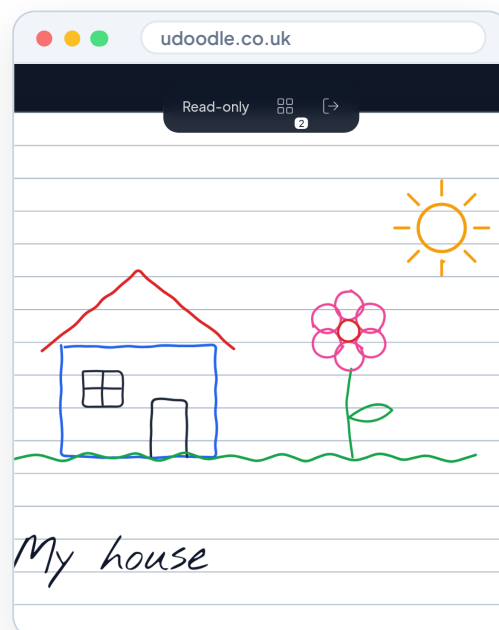
A pupil's notebook, read-only. 1 The **"Export PDF"** button saves the whole notebook (page 18).

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 **"More actions"** button next to them, then choose **"Hide their notebooks"**. They're then hidden from you and your co-teachers, and left out of downloads.

Parents' evening

Open a pupil's notebooks on a laptop or tablet, or download them as PDFs to print or email (page 18).



Tap a page to see it full size.

Chapter 8

The shared whiteboard

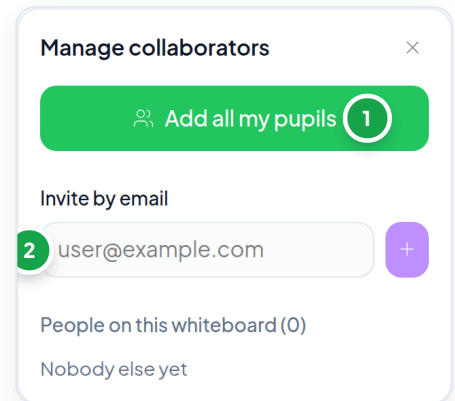
Put a page on the classroom screen, then hand a digital pen to one pupil at a time. They draw on their own tablet, and the whole class watches every line appear.

Make a whiteboard and add your class

- 1 On your dashboard, tap the **“New Shared Whiteboard”** button. Write a name on the cover label if you like.
- 2 Tap the **“Manage collaborators”** button (the people icon) at the top right, then the **“Add all my pupils”** button.
- 3 Tap the **“Page”** button to start drawing.

Teach more than one class? The **“Add all my pupils”** button adds the class that’s open in **“Manage your class”**.

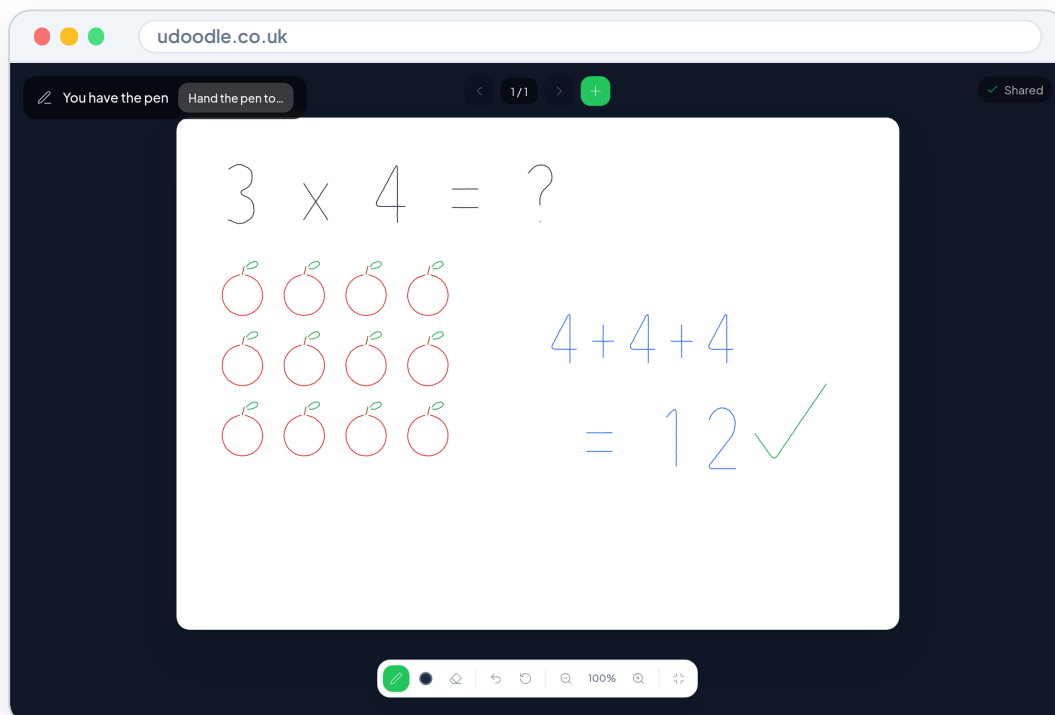
To share it with another teacher, type their email address in the **“Invite by email”** box and tap the **+** button. They accept it under **“Items Sent to You”** on their dashboard.



- 1 Add the whole class.
- 2 Invite a colleague.

On the classroom screen

Open the whiteboard on the computer connected to your projector or interactive whiteboard, and tap the **“Fullscreen”** button. Pupils open the same whiteboard from **“Shared Whiteboards”** on their own dashboard.

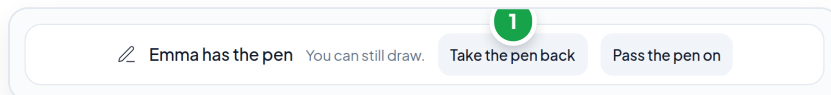


The whiteboard full screen on the classroom display. The question is the teacher’s; the working out is Emma’s, drawn on a class tablet.

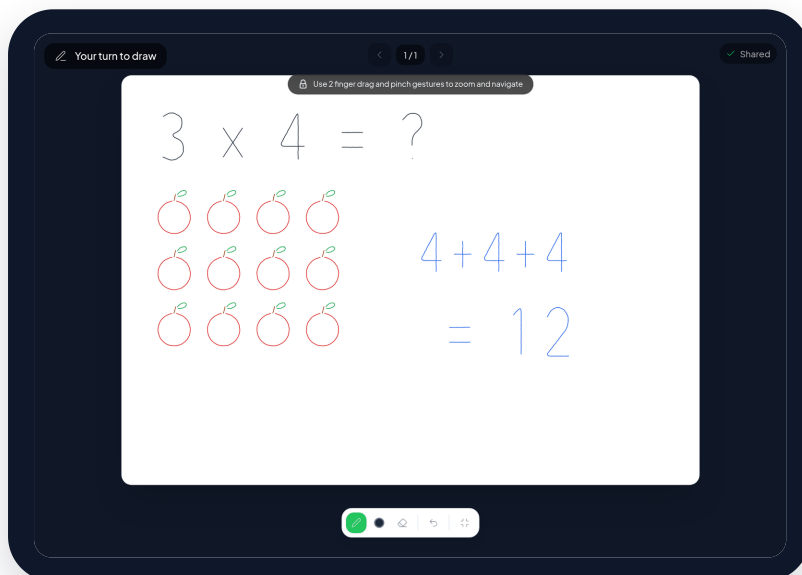
Handing over the pen

- 1 Tap the **“Hand the pen to...”** button and choose a pupil.
- 2 Their tablet says **“Your turn to draw”**. Only they can draw, and everyone sees each line as it’s drawn.
- 3 When they’ve finished, tap the **“Take the pen back”** button, or **“Pass the pen on”** to hand it to the next pupil.

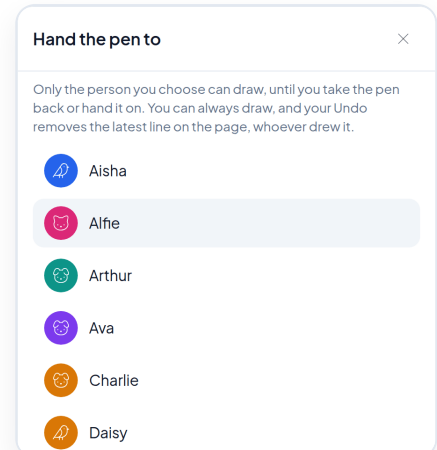
You can always draw, whoever has the pen, and your **“Undo”** button removes the latest line on the page, whoever drew it.



What you see while a pupil has the pen.



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



Good to know

- Pupils find the whiteboard under **“Shared Whiteboards”** on their own dashboard.
- It works from home too: pupils learning at home can join in live.
- A whiteboard can have up to 10 pages. Tap the **“Add Page”** button (+) to add one.
- Save it as a PDF with the **“Export PDF”** button at the top right.
- Up to 30 people can share one whiteboard.

Ideas for lessons



Model, then try

Write a letter or a word on the board, then hand the pen to a pupil to try it 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: for parents' evening, reports or a pupil's records.



Your own notebook

On your dashboard, tap the  button on the notebook, then choose **"Export"**.



A pupil's notebook

Open it with the **"Browse notebooks"** button and tap the **"Export PDF"** button at the top right.



A whiteboard

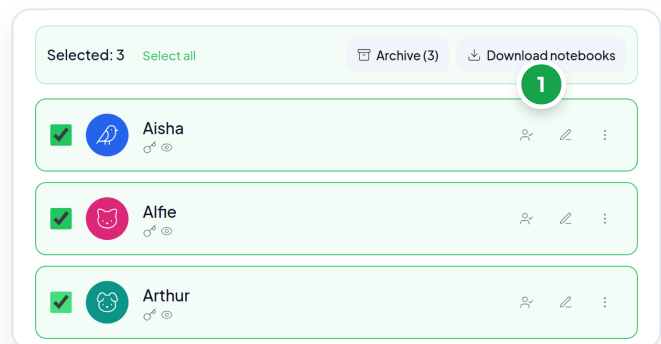
Open it and tap the **"Export PDF"** button at the top right.

Lots of pupils at once

- 1 In **"Manage your class"**, tap the **"Select"** button.
- 2 Tick the pupils you want, or tap **"Select all"**.
- 3 Tap the **"Download notebooks"** button.

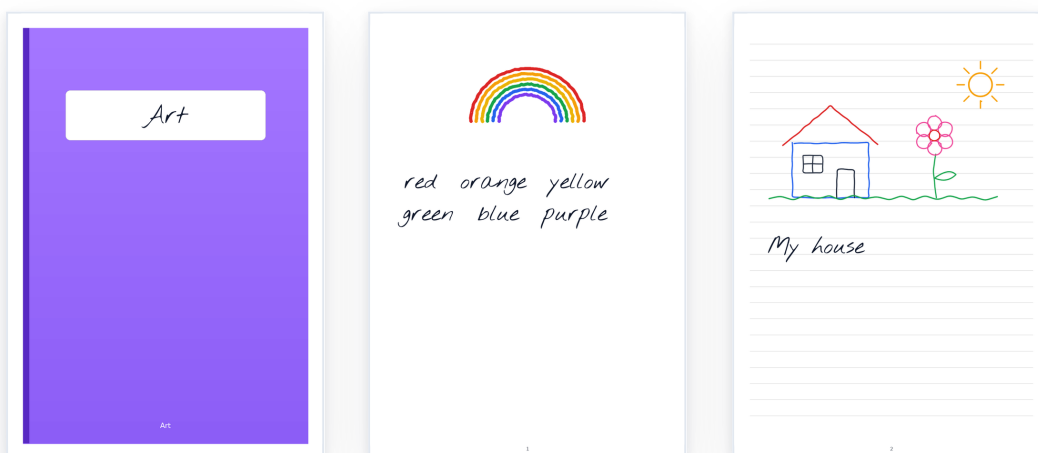
You get one zip file, with a folder for each pupil and a PDF for each notebook. For one pupil, tap the **"More actions"** button next to them, then choose **"Download notebooks"**.

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.



What you get

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



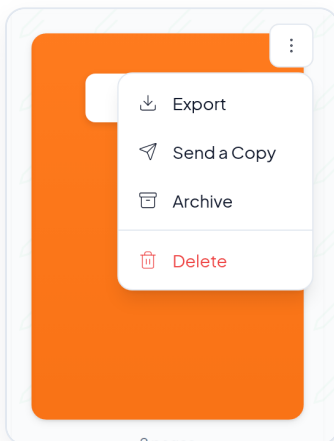
Chapter 10

Sending a copy of a notebook

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

- 1 On your dashboard, tap the  button on the notebook, then choose **“Send a Copy”**.
- 2 Type the email address your colleague uses for UDoodle.
- 3 Tap the **“Send Copy”** button.

They get an email, and the notebook waits for them under **“Items Sent to You”** on their dashboard. They tap the tick button to accept it, or the cross to decline. Accepting gives them a copy of every page as it is at that moment.



The  menu on one of your notebooks.

Send a Copy

×

Send a copy of this notebook to another UDoodle user. They will receive their own copy that they can edit.



Notebook
2 pages

Recipient email



Who can you send to?

Anyone who already uses UDoodle. If their address isn't found, check it with them. Copies are for adults; to share with your class, use a shared whiteboard.


Items Sent to You

1

Accept or decline notebooks and shared whiteboard invitations from other UDoodle users.



Notebook (5 Oct 2026)
From Anna Patel

2

×

1

✓

What your colleague sees:

1

 accept, or

2

 decline.

Chapter 11

Working with others

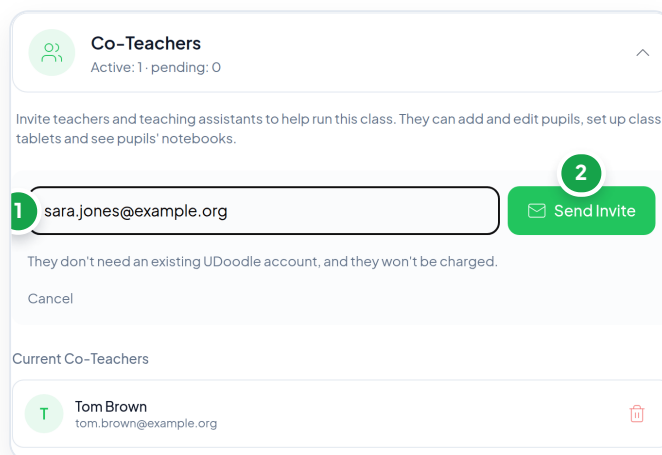
Bring in your co-teachers and teaching assistants, and let parents and carers see their child's work from home.

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 pupils' notebooks.

- 1 In **"Manage your class"**, open the **"Co-Teachers"** section and tap the **"Invite Co-Teacher"** button.
- 2 Type their email address and tap the **"Send Invite"** button.

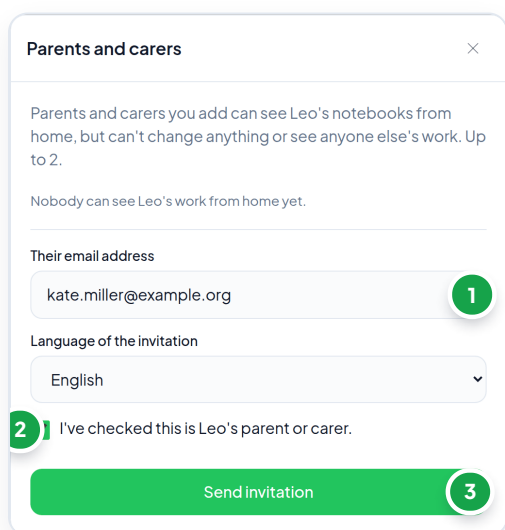
They don't need a UDoodle account already. The invitation lasts 14 days. To remove a co-teacher, tap the bin button next to their name.



On a school plan

Your school admin invites the teachers and teaching assistants for each class.

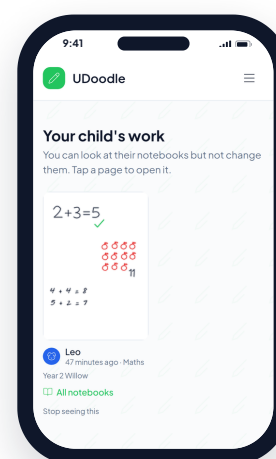
Parents and carers



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, read-only.

- 1 Tap the **"More actions"** button next to the pupil, then choose **"Parents and carers"**.
- 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, then tap the **"Send invitation"** button.

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



What a parent sees.

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 the **"More actions"** button next to them, then choose **"Archive member"**. Archiving keeps their notebooks safe and frees up their place in your class. They can't sign in while archived, and you can restore them at any time.

Archive Alfie?

They won't be able to sign in, but their notebooks are kept. You can restore them later.

Cancel

Archive

Deleting for good

When an archived pupil's work is no longer needed, the class's owner can delete them permanently (on a school plan, that's your school admin). Their notebooks are deleted too, so download them first. Anything they drew on shared whiteboards stays.

At the end of the year

- 1 **Keep the work.** Tap the **"Select"** button, then **"Select all"**, then **"Download notebooks"**.
- 2 **Archive last year's class.** With everyone still selected, tap the **"Archive"** button.
- 3 **Add your new class.** Paste in the new names with the **"Import"** button (page 6).
- 4 **Print new sign-in cards** with the **"Print Member Cards"** button.
- 5 **Check your tablets.** Any not used for 120 days will need setting up again (page 10).

Changing your class name or link

Tap the **"Class settings"** button. You can rename the class and change its link, for example to **udoodle.co.uk/g/year-3-willow**. The old link keeps working and leads to the new one, so printed cards and bookmarks carry on working.

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.

Help

Quick answers

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 allow it (page 10).

Someone signed in as the wrong pupil

Tap the **"That's not me!"** button at the top of the screen and choose the right name.

A pupil says their work has disappeared

Pupils can't delete pages or notebooks. Look through their notebooks with the **"Browse notebooks"** button, and for any marked **"Archived"** you can tap the **"Unarchive"** button to restore it if need be.

How many pupils can I add?

A class plan has 30 places, and archived pupils don't use one. For more, ask us about a school plan.

Does it need an app?

No. It works in Safari, Chrome, Edge and other up-to-date web 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 (for their own child only) and, on a school plan, your school admin. Each pupil sees only their own.

A pupil has forgotten their code

Tap the key button under their name to see it, or print their card again. To change it, tap the **"More actions"** button, then choose **"Change code"**.

The Wi-Fi dropped in the middle of a lesson

Pupils can keep drawing, and their work is saved as soon as the connection is back. If a pupil swaps before then, their work waits safely on that tablet and is saved the next time they sign in on it.

Do pupils need their own tablet?

No. 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.

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 ***.supabase.co**, including secure WebSocket connections.

[? Need a hand?](#)

We're here to help

Email hello@udoodle.co.uk with any question, however small.



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 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
- **Your class link:** in “Manage your class”
- **Plans:** udoodle.co.uk/pricing
- **For schools:** udoodle.co.uk/schools
- **This guide:** the “Setup guide” link in “Manage your class”



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 link

Tablets set up (how many)

Co-teachers
