

How 2 Guide for Parents and Pupils

Emails

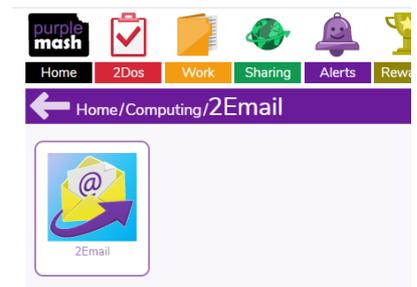
1. To check your emails, click on the computing button.



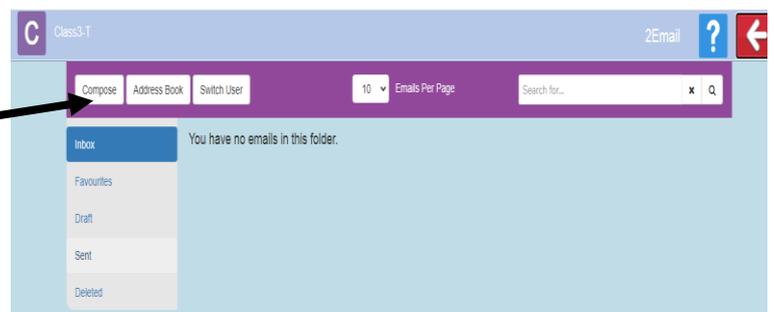
2. Click on 2Email.



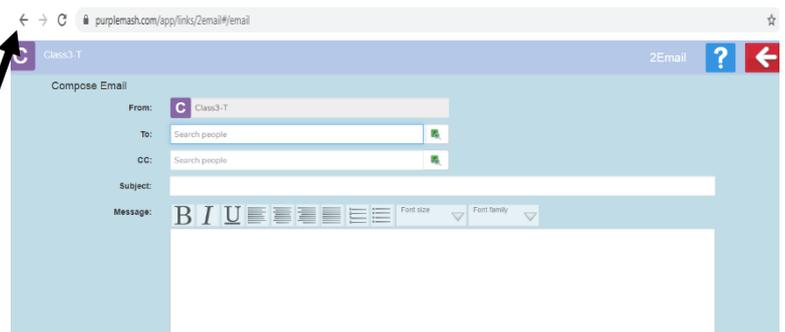
3. To send emails to your Class or to your teacher, click on 2Email. *NB The 2Respond activities lower on the screen are practising emails and using PurpleMash.*



4. Once you have clicked 2Email, you will see this screen:
 - a. To write an email, click compose



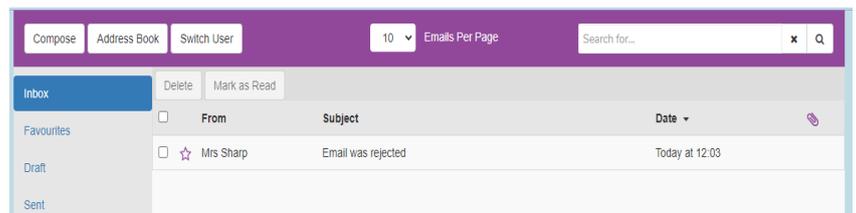
5. Type in the name of someone in your class to send your email too. *NB: if you don't want to send it DO NOT press the red arrow as this will take you out of 2Email. Click the top arrow on your browser to go to the previous page (point 4)*



6. Once you have written your email, scroll to the bottom of the page and you can send it. You can add attachments as well.



7. This email will now go to your teacher for approval to ensure everyone is staying safe online. Once your teacher has approved this, it will be sent to your recipient.



NB: if your teacher feels that your email is not appropriate, they will reject the email and it will automatically be sent back to you with a reason.

***Please stay safe online, there are online safety games on Purple Mash for you to practise. ***

2Do's

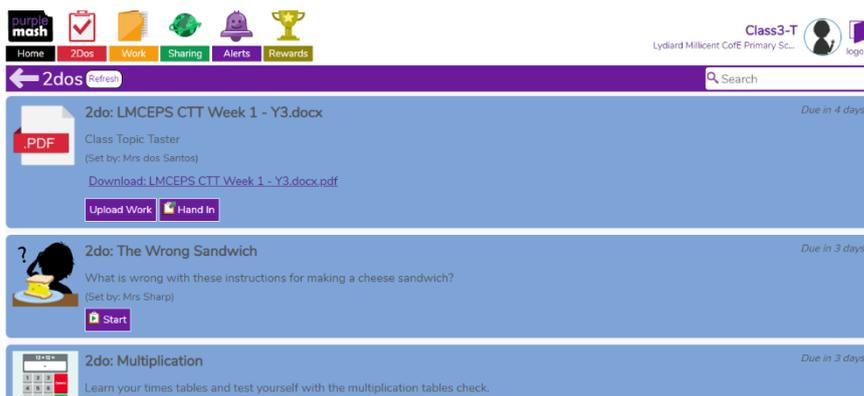
1. Each week your teacher will set you 2Do activities that are in line with the learning they have set. Click on the 2Do icon to find out your activities that day.



2. Your 2Do screen will look like this:

NB: with the PDF files, you are only able to upload 1 piece of work to this area. If you have done more than 1, upload your work to your individual file (see section on Uploads)

Once you have completed a 2Do and clicked 'Hand in' it will disappear from your screen.



3. Your teachers may have set 2Do's to start on different days, so make sure you are checking the Home learning days and your 2Do's so you don't miss anything.

Uploads

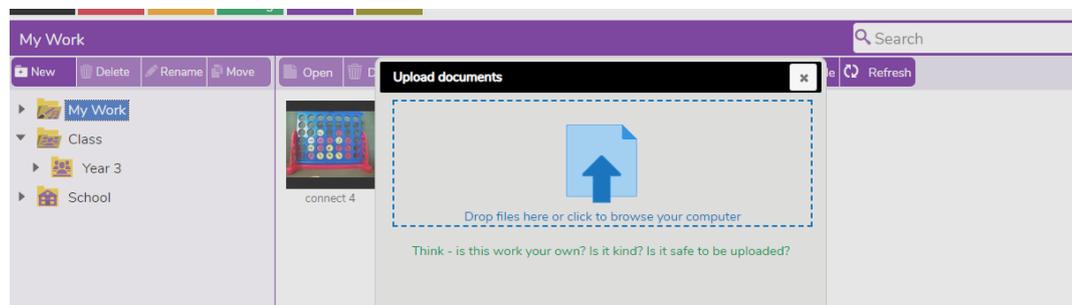
1. If you are ready to upload work to Purple Mash. Click the 'Work' icon at the top of the page.



2. This will take you to your own screen. You have the choice then, of where you would like to save your work.

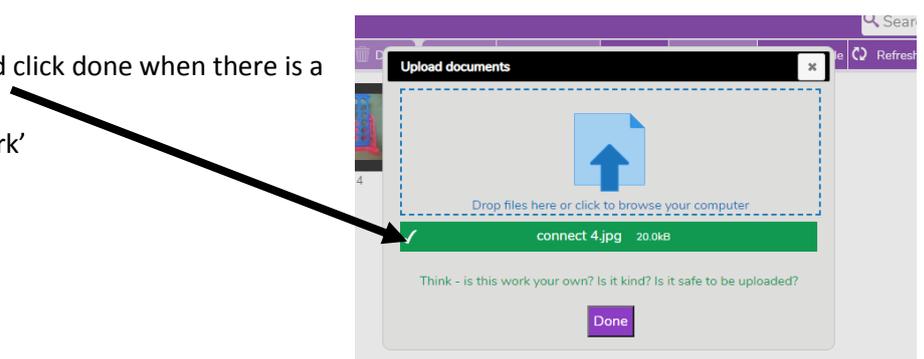


3. The 'My Work' dropdown is the first one it will automatically open to. This will show in your individual file on the teacher's page.

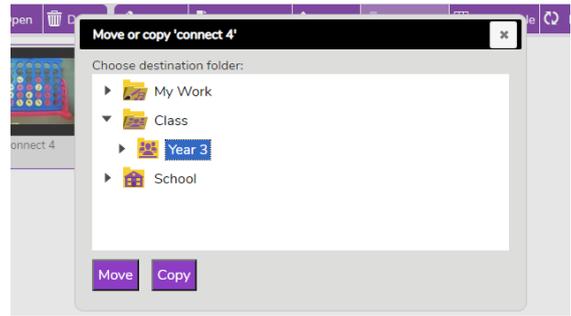


Click upload, click in the box and your files from your computer will open so you can search for the work you have completed.

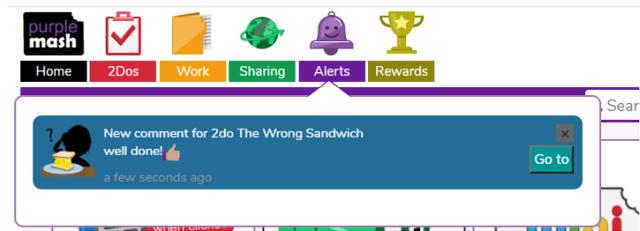
4. Choose your file/photo and click done when there is a green bar and a tick. It will then save in 'My Work'



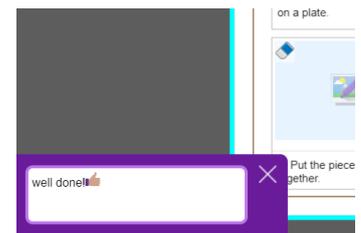
- If you want your work to be seen by others in your class you can click on the piece of work then 'move or copy' your work into the Class file. Click Class, then Year* and the move and copy buttons will become available. Click which one you would like. Move will move it from your work into the class file, Copy will leave a copy in your work as well as in the class file.



- Your teacher will receive a notification that you have completed a 2Do and will check and respond to your work. When this has happened you will receive an 'Alert'



- Click on 'Go to' and the comment will be at the bottom of the page of the work you submitted.



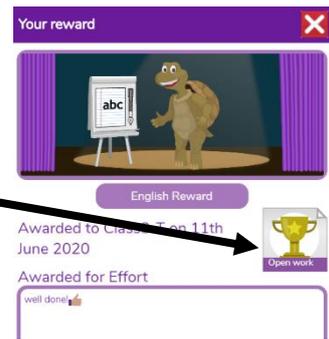
- There is also the 'Reward' function, where your teacher can give you a reward for the work you have submitted. Click on the 'Reward icon'.



- Once you have click the 'Reward' icon, you will see a purple pop-up with a question mark inside – it also tells you when it was completed.

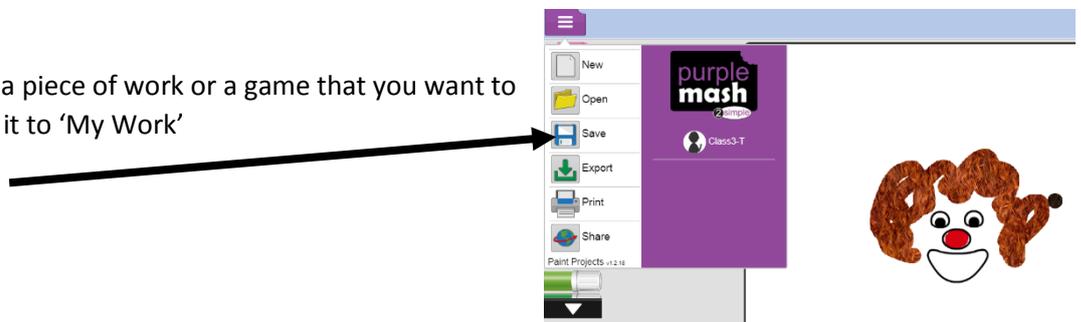


10. A character will show up, and your reward will be revealed. There are different characters for different rewards so keep an eye out! You also have the option to open up the piece of work it was given for, which will take you to the original 2Do that you completed.

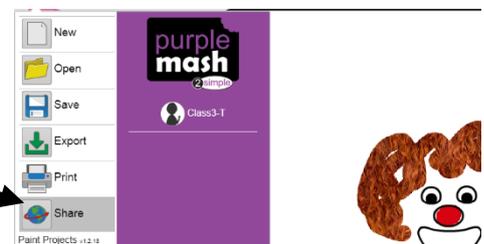


Display Board

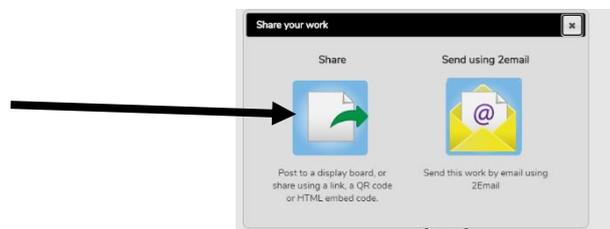
1. If you have a piece of work or a game that you want to share, save it to 'My Work'



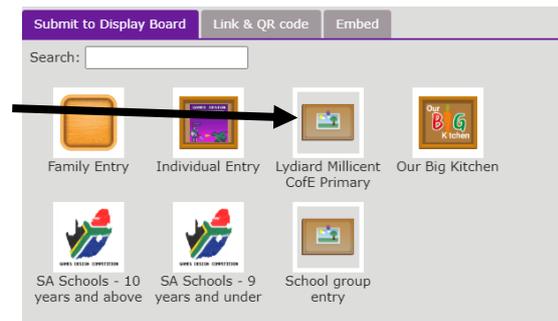
2. When you have saved your work you have the option to share it to our 'Lydiard Millicent Display Board'



3. Click on Share to display board.



4. Share to LM Display board.



5. Confirmation will come up – click okay. Your work will now be sent to your teacher to be approved. You will be able to see it once it has been approved.

