## EYF AND KS1 PARENT GUIDE FOR COMPLETING AND UPLOADING WORK ON DB PRIMARY

Dear Parents and Carers,

Please find the instructions and screenshots for how your child can complete tasks either on-line or by completing it in their exercise book and then uploading a photograph of their work.

1) Their homepage will look like this. Go into the 'To Do' icon.



2) Tasks that require completing will be shown such as the Maths task below. Move the hand using the mouse onto the document resource provided and click on it to open the task set. The resource will be a variety of word documents, pdf files etc.



3) Depending on the document provided some work will be able to be saved, completed and then uploaded back onto DB Primary for your teacher to mark. This will be if it is mainly a Word document. If it is a PDF document for example, you will need to complete this into your exercise book or you can open a Word document and complete the answers onto there. This will depend on if you are able to type quickly so it is not taking you a long time to complete, in which case you will probably prefer to handwrite the task out into your exercise book. You can then either mark the work in your child's exercise book yourself as the answer to each task will also be provided, or you can take a photograph of your child's work, upload it onto DB Primary and then your teacher will be able to mark it. The task below is an

example of a PDF document that you are unable to complete online and will either have to type the answers onto a word document or write the answers into your exercise book.
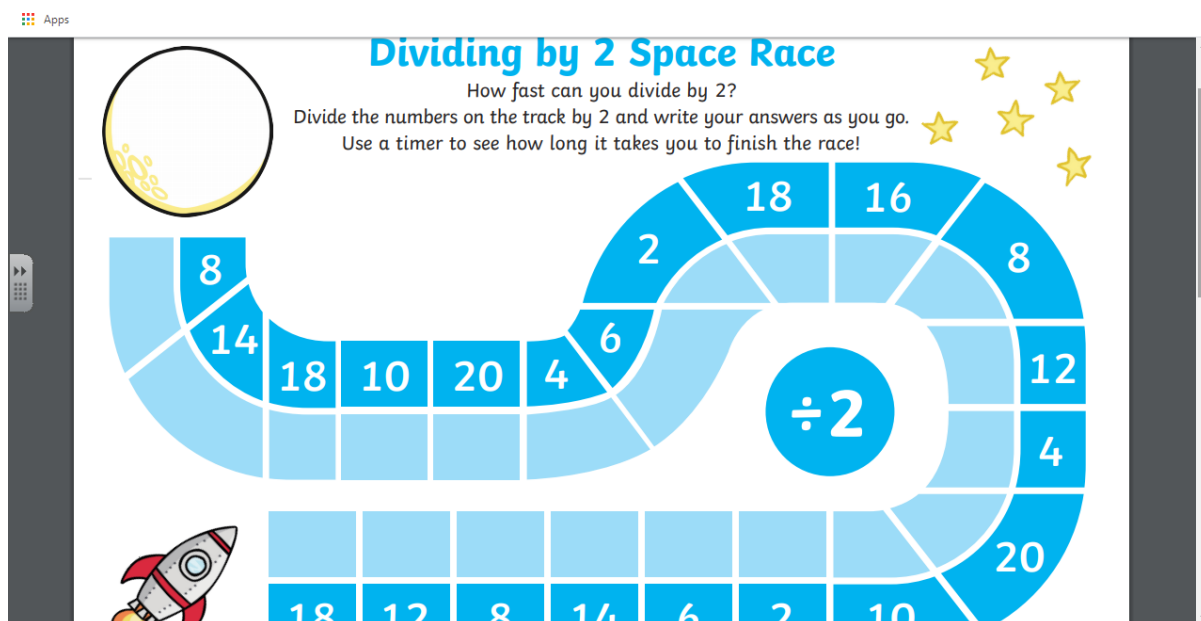


4) When you have completed the pdf document task, you are then ready to upload it, either having completed a word document or having taking a picture of the work from the exercise book. You should scroll down until you see the icon with 'Upload' next to the green upward facing arrow. Enter this icon by clicking onto it.
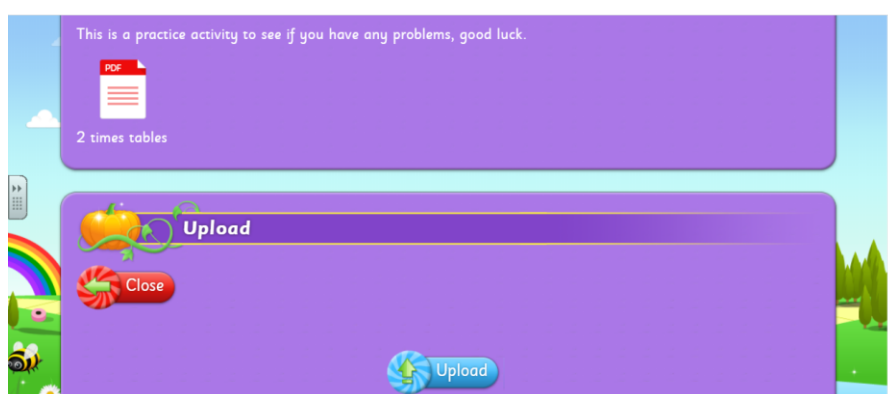


5) You will then be able to select the document you have saved. You will see from the image below that there are two examples of the task completed: one as a word document (Dividing by 2 SpaceRace) and one as a photograph image (Space race dividing by 2 – Mrs Faulkner).
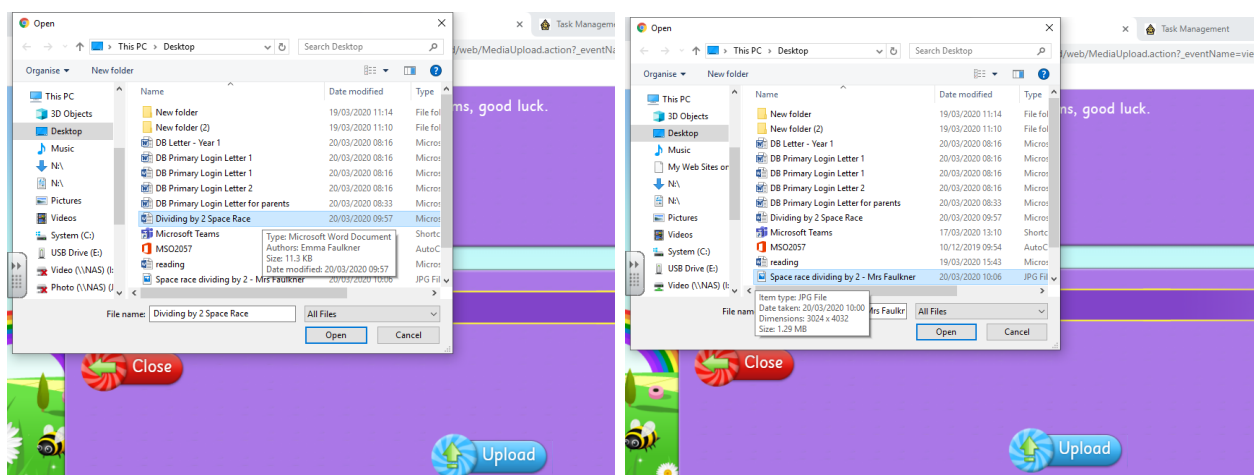
By selecting either type, you will then be able to upload the work completed. Then press 'Open'. Finally, press the 'Upload' icon.
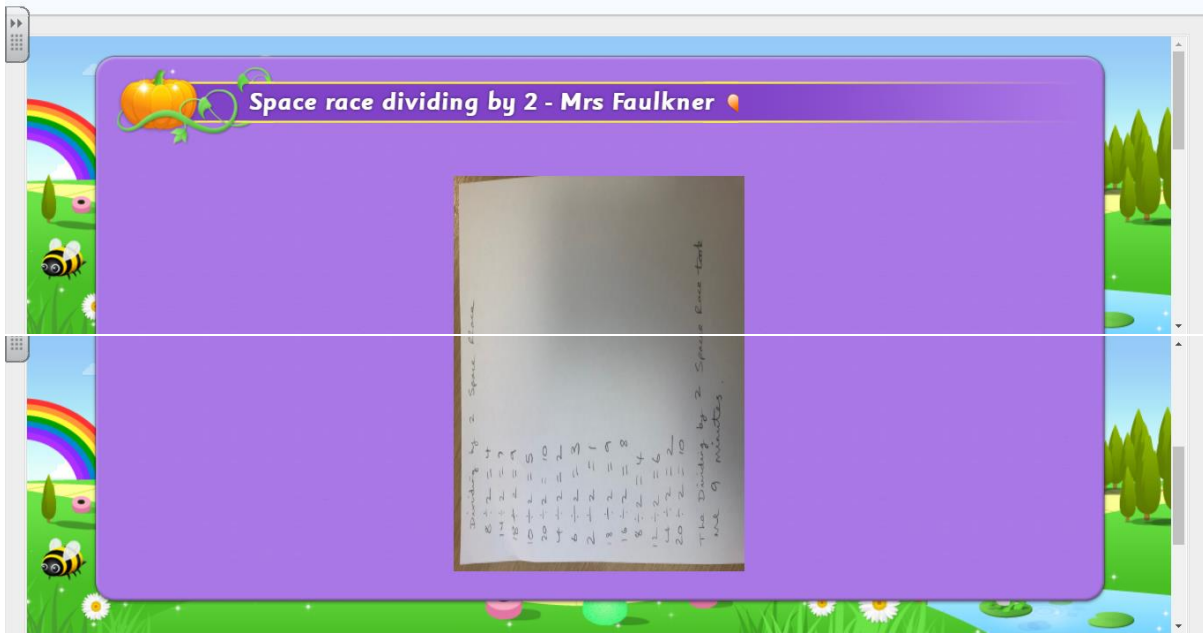
6) You will most likely be asked to self-assess how you found this piece of work. If you understood the work well, click the smiley face. If you found some of it tricky but some of it you understood, choose the middle face. If you really did not understand the work at all, click the sad face. There is also a section underneath where you can leave helpful comments about how you found the task set. This will help the teacher to see how well you understood your learning and what else to set for the future. Then press save.
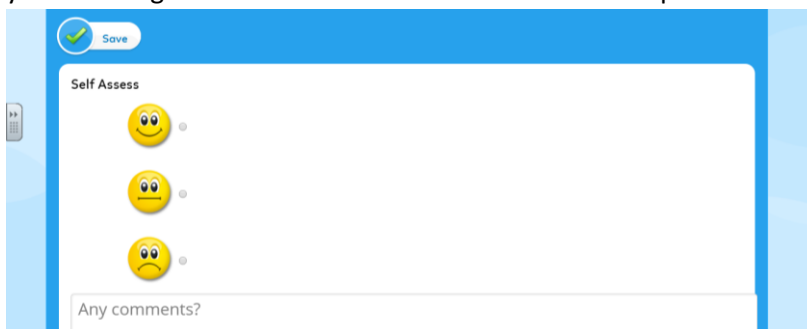


7) You will then be taken back to the homepage, where the next activity can be completed by entering the 'To Do' section and the same process as set out above can be followed.



8) The class teacher will then be able to view the work sent and either open the word document and mark it, or view the photograph taken.

| Teacher Assessment | Well done Mrs Faulkner! You have answered all of the questions correctly! |
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Space race dividing by 2 - Mrs Faulkner

9) If help is required, you may contact your class teacher during the working hours of 9am to 3pm each working weekday between Monday 23rd March up until we break up for the Easter holidays on Friday 3rd April using the 'Forum' option.
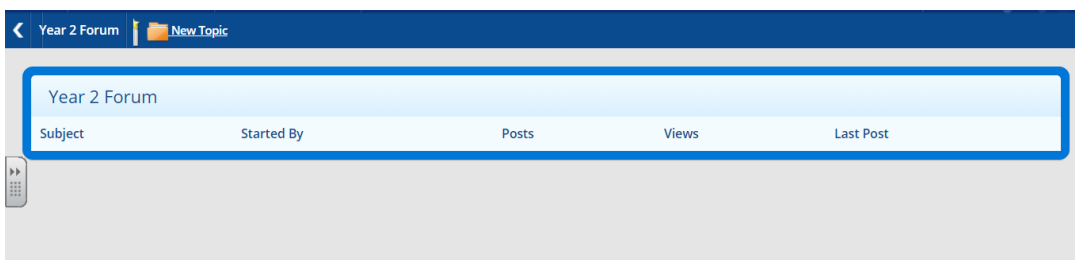


10) Go to the 'Forum' tab and click on the 'New Topic' tab. You can then type in a Subject for the discussion. Type your message in the box provided and then press the 'Save Topic' icon.



‹ Year 2 Forum | New Topic

| Year 2 Forum | | | | |
|---|---|---|---|---|
| Subject | Started By | Posts | Views | Last Post |
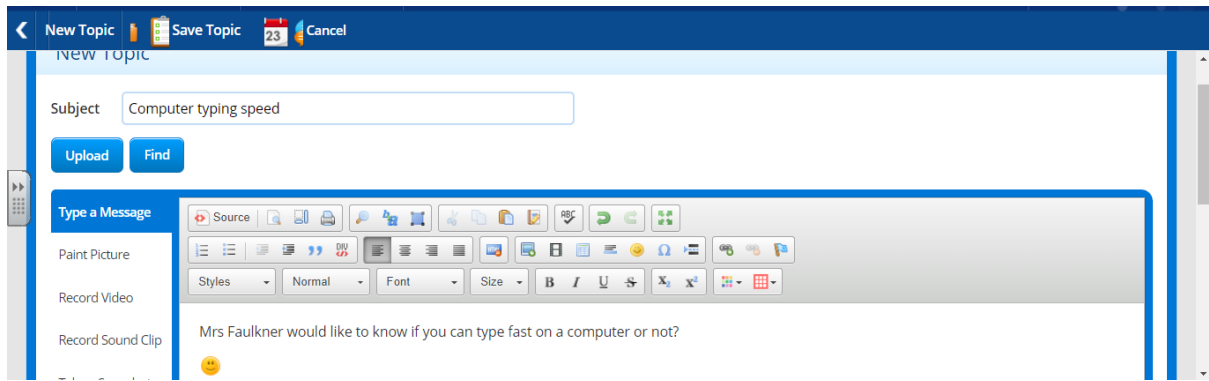
11) The class teacher will then be able to send a reply. This will be useful for sending messages as all the children and parents will be able to see the response in case they have the same question. That way the class teacher will not have to answer lots of the same questions. Please note, this form of communication must be used appropriately and only questions about work and how to use DB primary are permitted to be asked. Questions asked that are not specifically with this purpose in mind will not be answered.
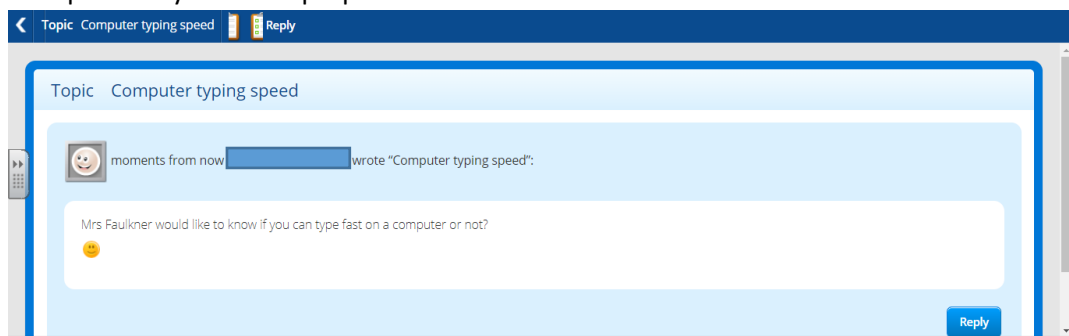


I hope this is will make home learning using DB Primary a smoother process.

Yours sincerely

Mrs Faulkner

Deputy Headteacher