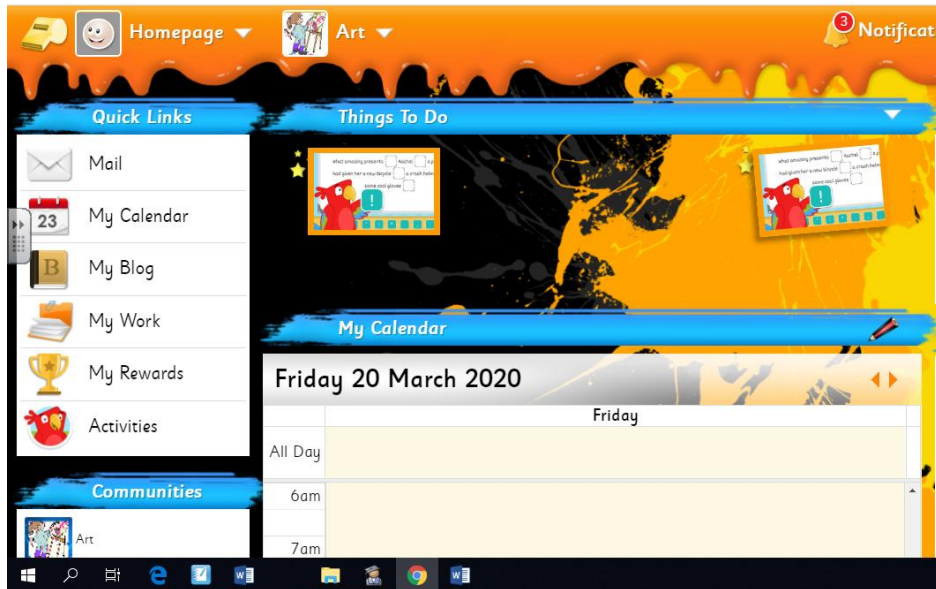


KS2 PARENT GUIDE FOR COMPLETING AND UPLOADING WORK ON DB PRIMARY

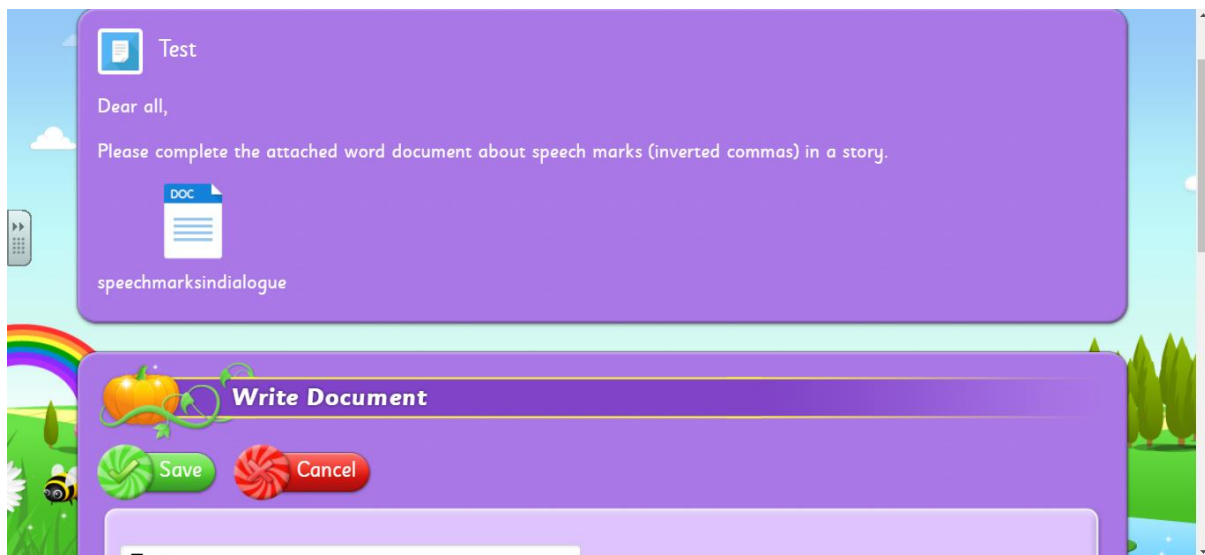
KS2 Dear Parents and Carers,

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.

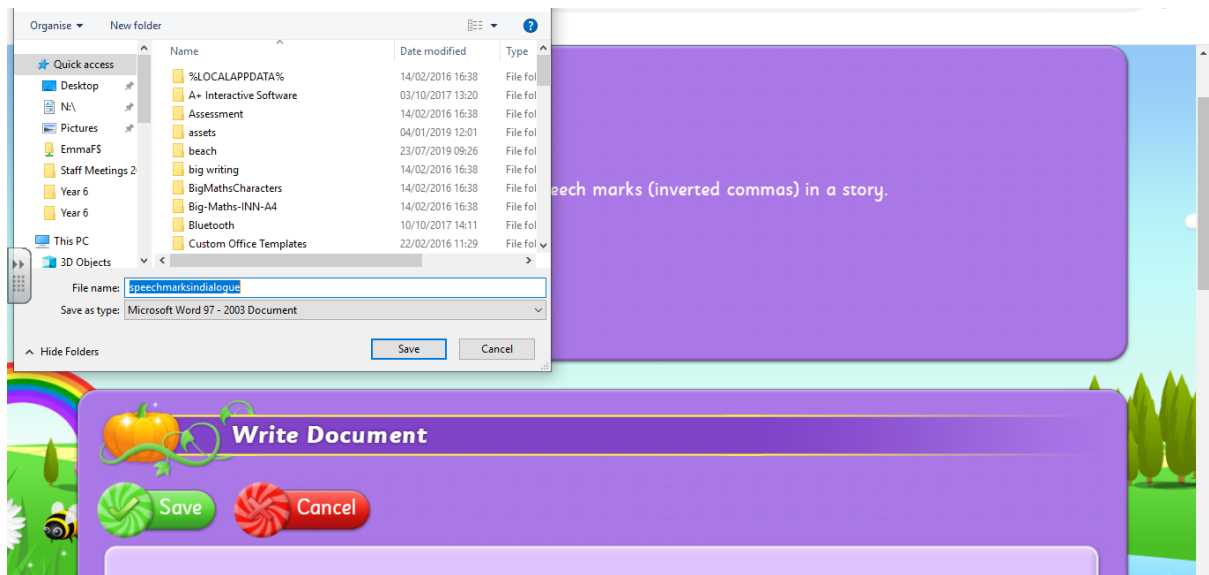
- 1) Their homepage will look like this. Go into the 'Things To Do' section and click on a task that has been set.



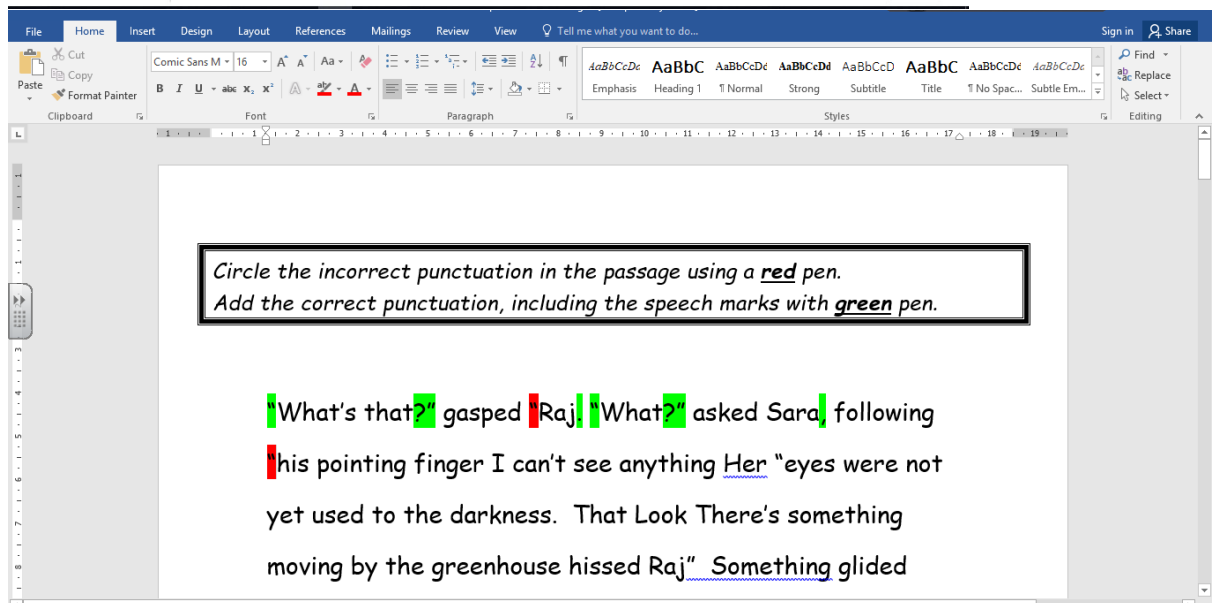
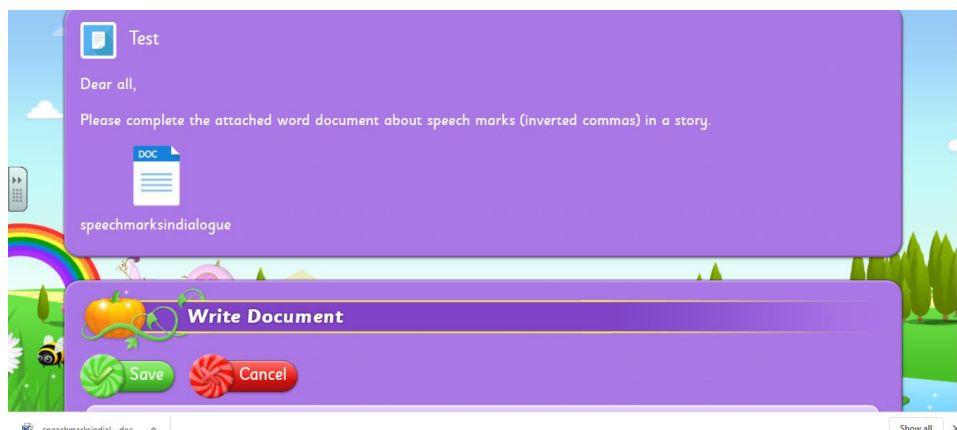
- 2) Tasks will then be shown such as the task below. Move the hand using the mouse onto the document resource provided and click on it to open the task set. The resource will be a variety of word documents, pdf files etc.



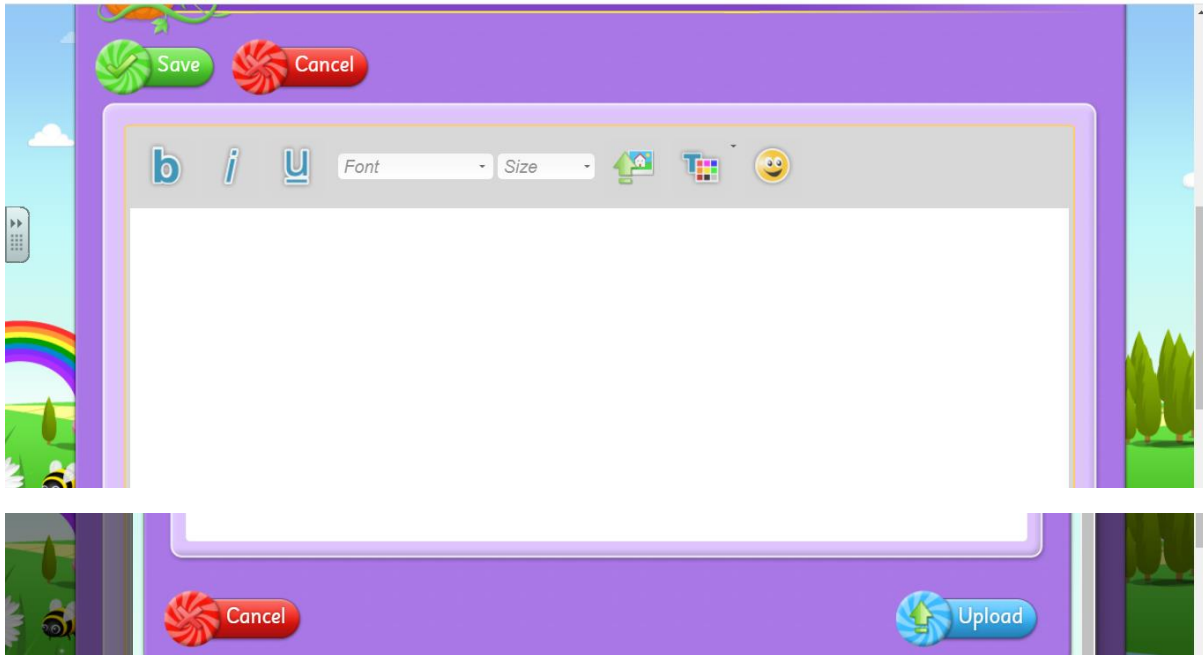
- 3) Depending on the document provided some work will be able to be saved, completed and then uploaded back onto DB Primary for your teacher to mark. This will be if it is mainly a Word document. If it is a PDF document for example, you will need to complete this into your exercise book or you can open 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 word document that you are able to complete and then send back online. Press 'save' in a place where you know you can then access it from later to upload it.



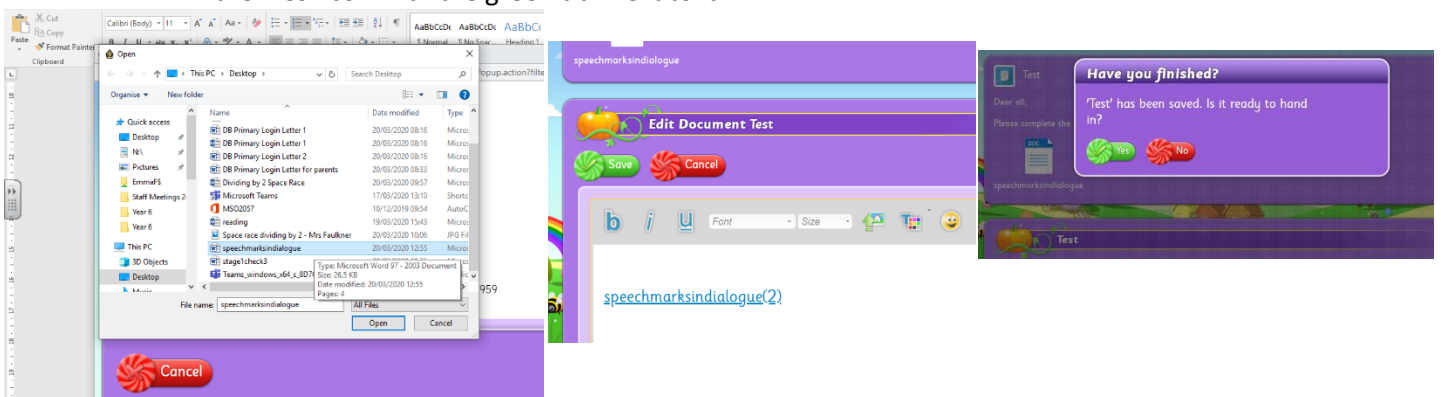
- 4) You will then see the document available to open by clicking on it in the lower left corner of the screen. When you click on it, it will open and you will be able to complete the task such as the example of the task below in a word document. Please remember to keep on saving your documents as you work in case it is lost or freezes.



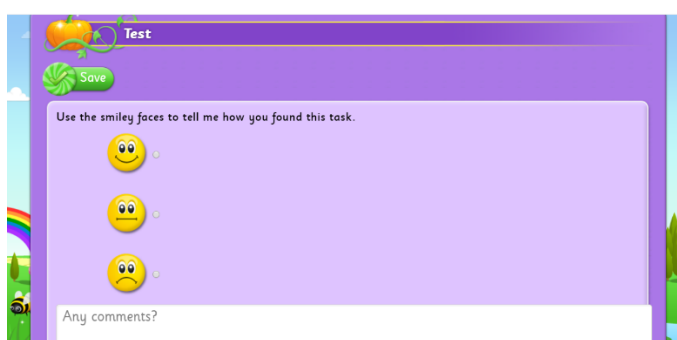
- 5) When you have completed the task, you are then ready to upload it. You should click on the green upward facing arrow with the picture of the house. Then go down to the 'Upload' button with the upwards facing arrow and click on that.



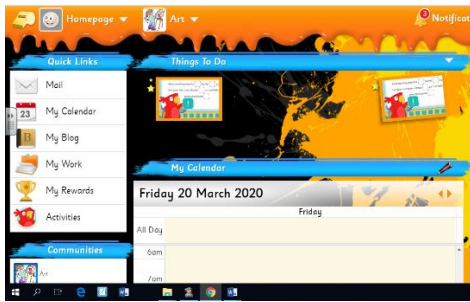
- 6) You will then be able to select the document you have saved to upload the work completed. Then press 'Open'. Finally, press the 'Upload' icon. It will then take you back to the original page and you will see your uploaded document in the text typing box section and the title of the document will be underlined. Then press the 'Save' icon with the green tick next to it. Finally, you will be asked if it is ready to hand in. If you are happy with the work, then press the 'Yes' icon with the green tick next to it.



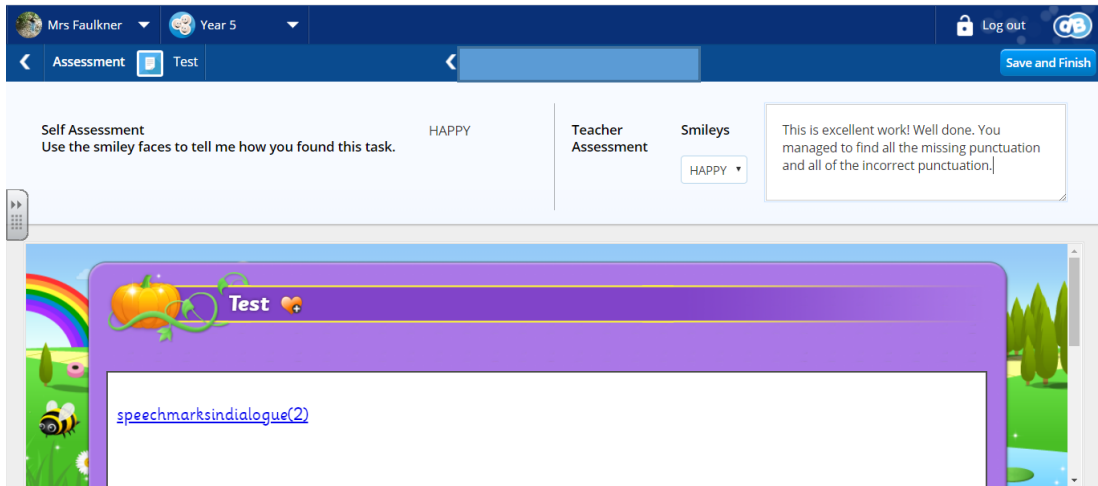
- 7) You will most likely be asked to self-assess how you found this piece of work. If you understood the work well, click the smiley face. If you found some of it tricky but some of it you understood, choose the middle face. If you really did not understand the work at all, click the sad face. There 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.



- 8) 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.



- 9) The class teacher will then be able to view the work sent.



- 10) Once the class teacher has marked the work, they will press the 'Save and Finish' icon and then your child will receive a notification that their work has been marked.



- 11) 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. Go to the icon that shows your child's year group, e.g. 'Year 5'.



- 12) Go to the 'Write Mail' tab. Type your message in the box provided and then press the 'Save Topic' icon. You class teacher will receive your mail and send a reply. 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 will make home learning using DB Primary a smoother process.

Yours sincerely

Mrs Faulkner

Deputy Headteacher