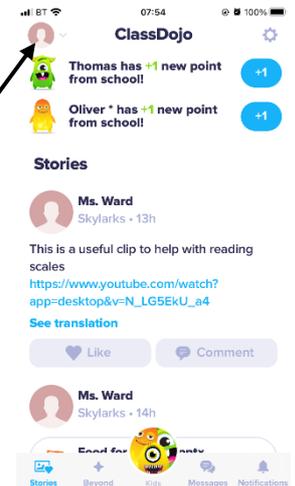


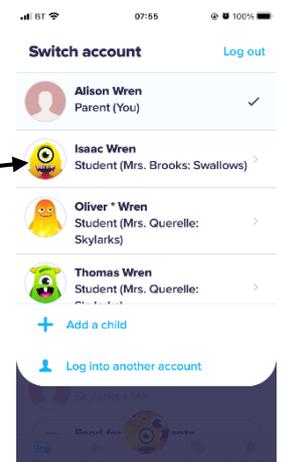


Uploading Work into a Portfolio using the App.

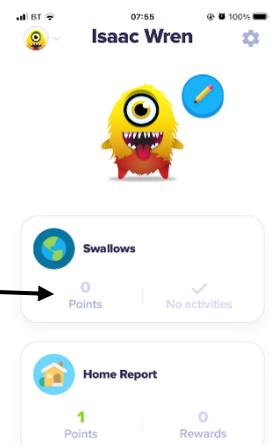
1. After logging on to your parent account, you will have this screen on view - this is the parent view where you will see all the messages from the class teachers relating to your child(ren). To add work to your child's portfolio you will need to go into their account. To do this click on the down arrow at the top left of the screen.



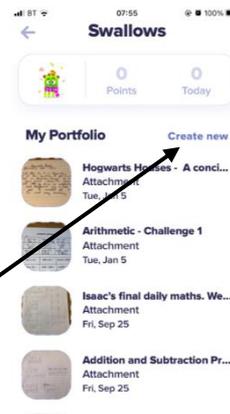
2. Once you have clicked on this, a drop-down menu will appear - select the child you want to upload work for.



3. This will bring up your child's front screen where you will see a class and home record of dojo points. You will need to click onto the class button to get to your child's portfolio.



4. This is your child's portfolio which is where we would like you to post your child's work. As you can see it will list all uploaded work and if you select an entry you will be able to see any teacher comments and comment on them yourselves. To add a new entry, click on the Create new



5. Select the media you want to add to the portfolio (most of the time it will be photo) and then upload it, you will be able to add a comment to the work.

N.B. to add a word doc you will need to upload the file using your internet browser - instructions for this can be found on the school web site <http://www.ellinghamandwoodton.co.uk/ellingham-primary/wp-content/uploads/2021/01/Parent-Guide-Class-Dojo-App-Chrome.pdf>

