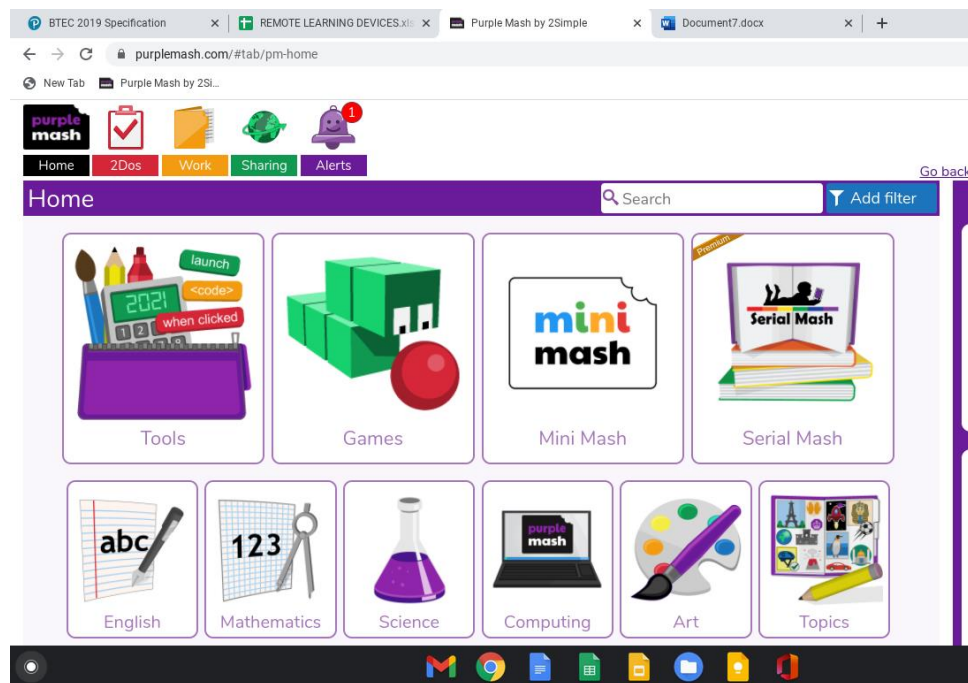


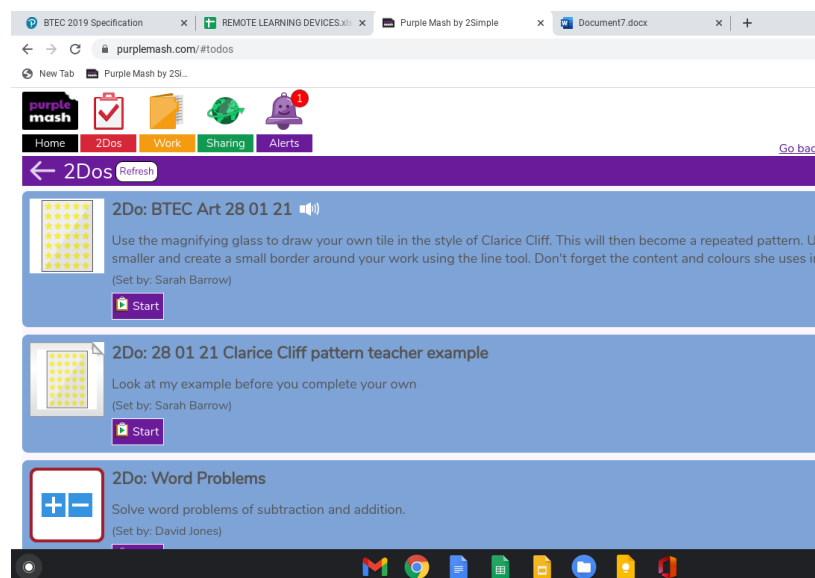
Parent and student guide to completing/submitting work on Purple Mash

How to access and submit work.

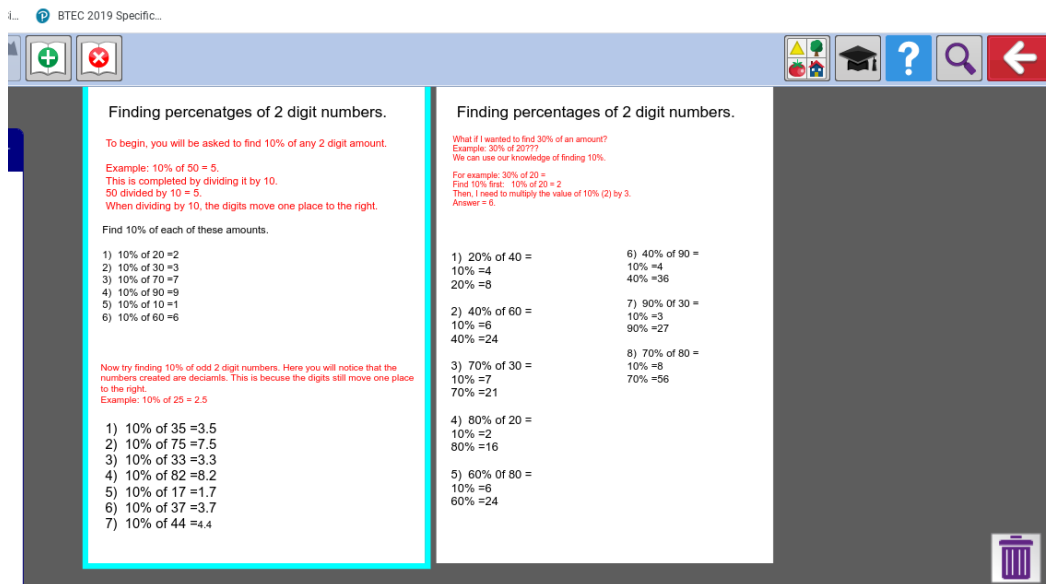
1. This is the student's homepage. Any work set will be seen by the alerts button. You can click on the work from the alerts button.



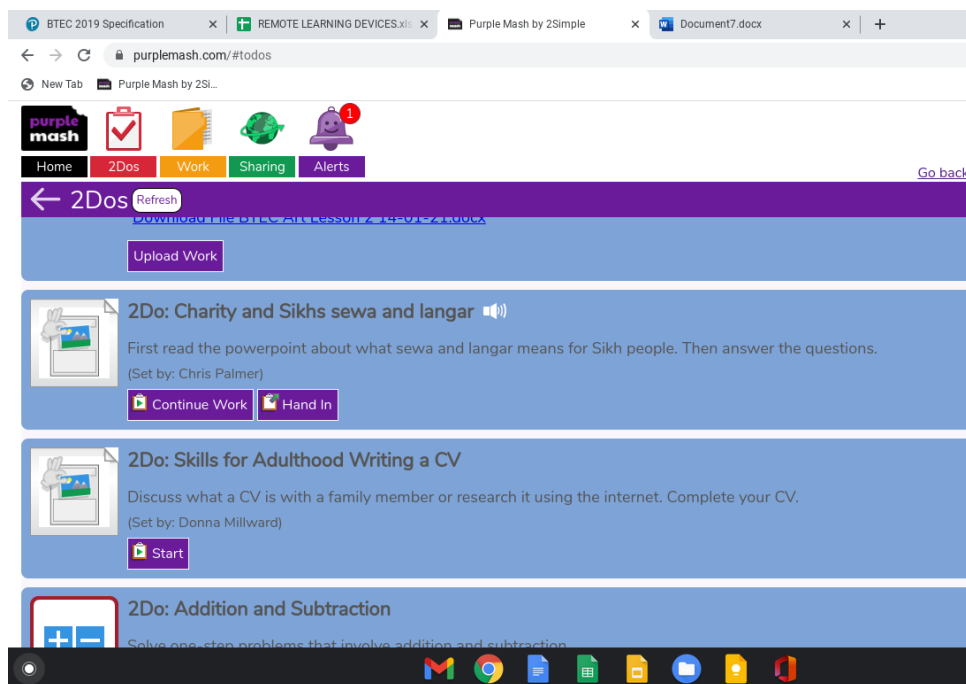
2. You can also click on the 2Dos button. This will show all of the work set in more detail. It also states the hand in date.



3. When you complete the work set, you click save and exit. This is the white arrow in the red box.



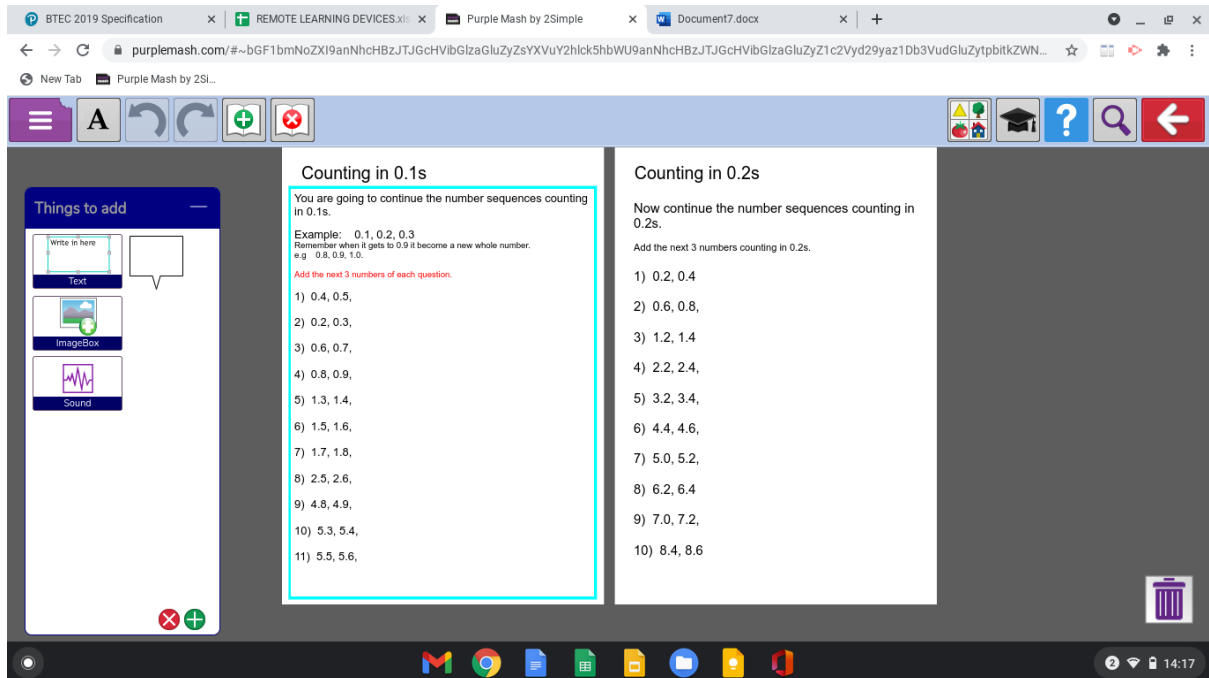
4. To ensure the work is handed in, click on 2Dos. Scroll down to find the completed work and select hand in. You will see this in the purple bar under the work.



How to edit work set in 2Publish Plus.

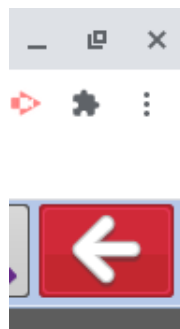
Any documents that need editing will be set in 2Publish Plus. This doesn't need access to Microsoft Word and once completed, will follow the same work submission as above.

- 1) Open up the work and you will see this layout. To type, you simply click in the text boxes already provided.

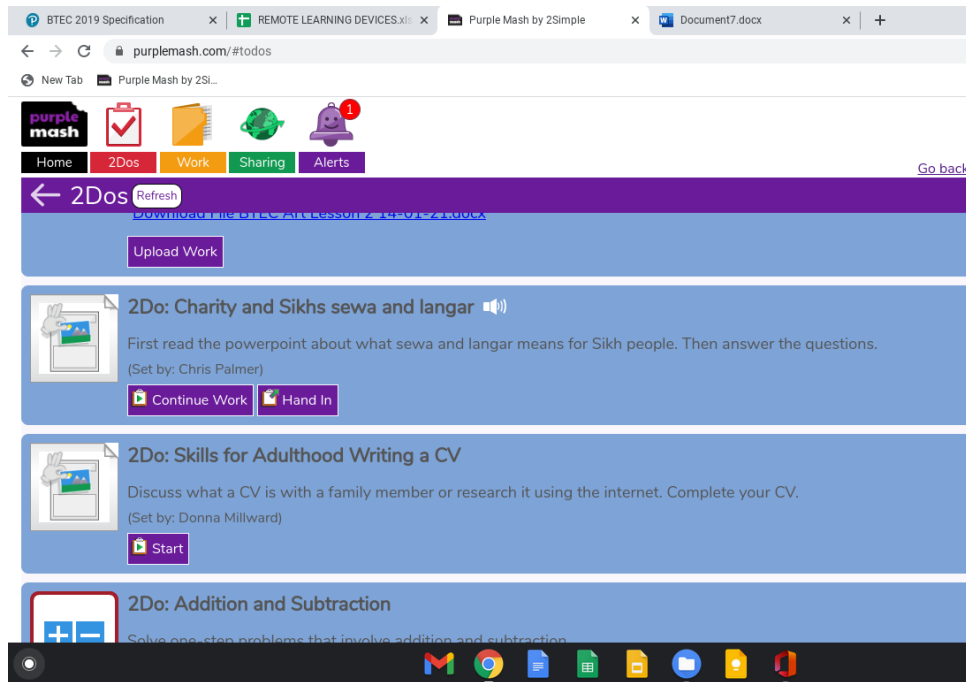


2. If you need to insert a text box, image box or sound button you click and drag it from the menu bar onto the document.

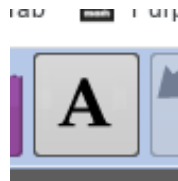
3. To save the document, click save and exit.



3. To ensure the work is handed in, click on 2Dos. Scroll down to find the completed work and select hand in. You will see this in the purple bar under the work.



4. To change the size of text, firstly, insert your text box. Then, click on the A symbol.



5. To change the size, click on font size and select the one needed.

