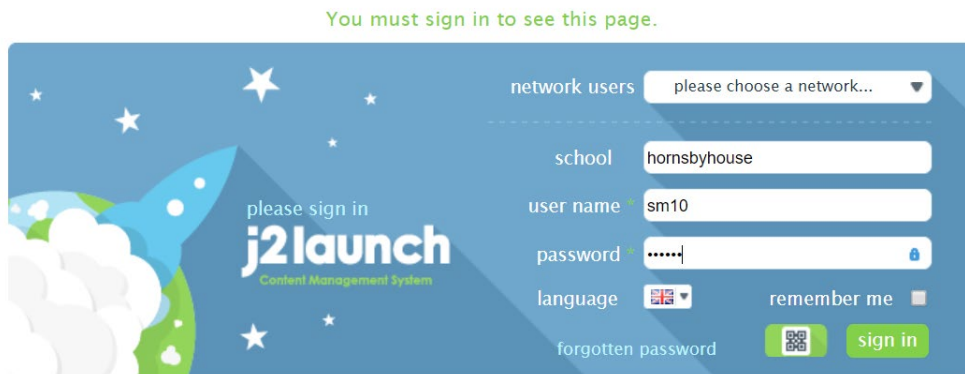# J2E Quick Guide for Parents

This is a quick guide for parents on how to log in, access lessons and tasks, submit completed work and receive feedback on J2E. For full instructions, please see the relevant instructional videos on the Parent Portal.

If you have any technical issues, please email IT support at: itsupport@hornsbyhouse.org.uk
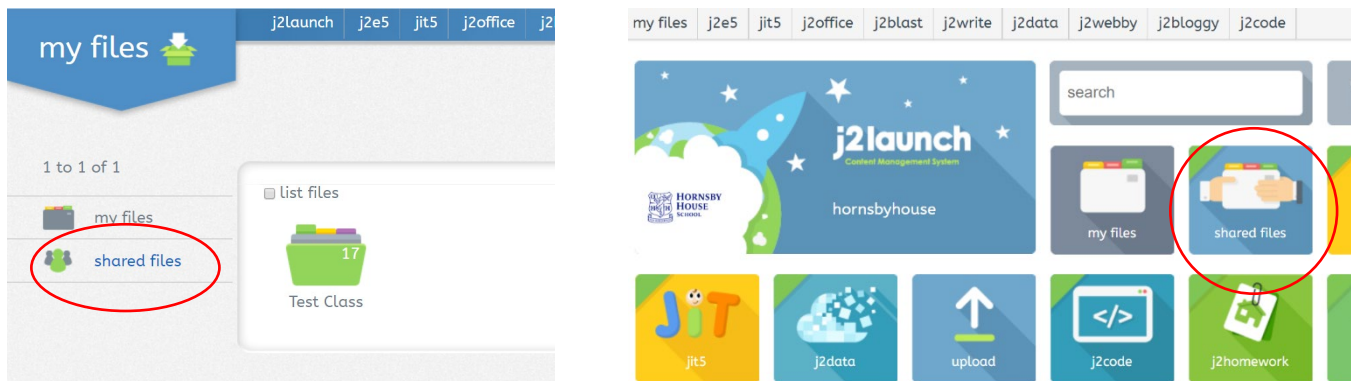
Logging on to J2E

Please search 'J2E' in the search engine or download the free app 'J2launch' on Apple devices. Enter the school name 'hornsbyhouse', your child's username and password (ignore network user box).
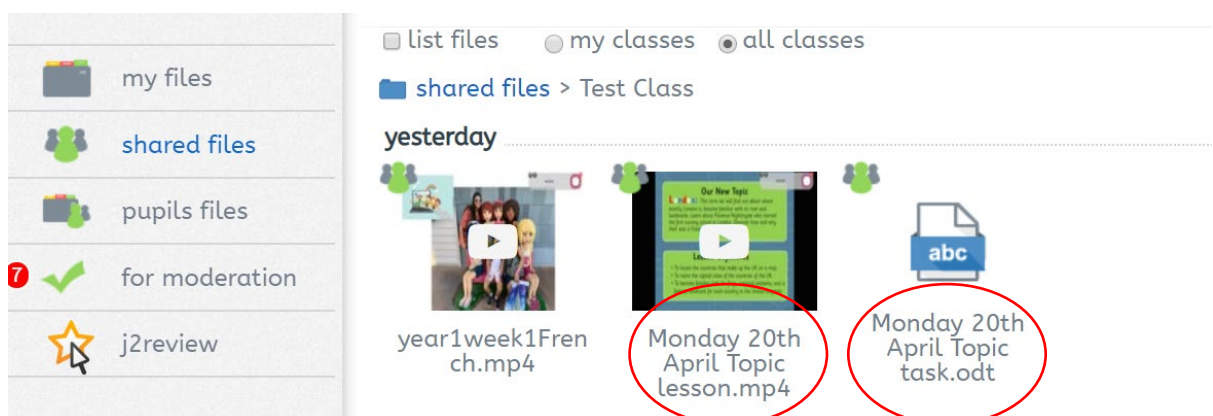

Accessing Lessons and Tasks

All lessons and tasks will be uploaded by the teachers the evening before the lesson takes place. They can be accessed in the 'shared files' section of J2e, accessible through 'my files' or through the J2Launch home page:
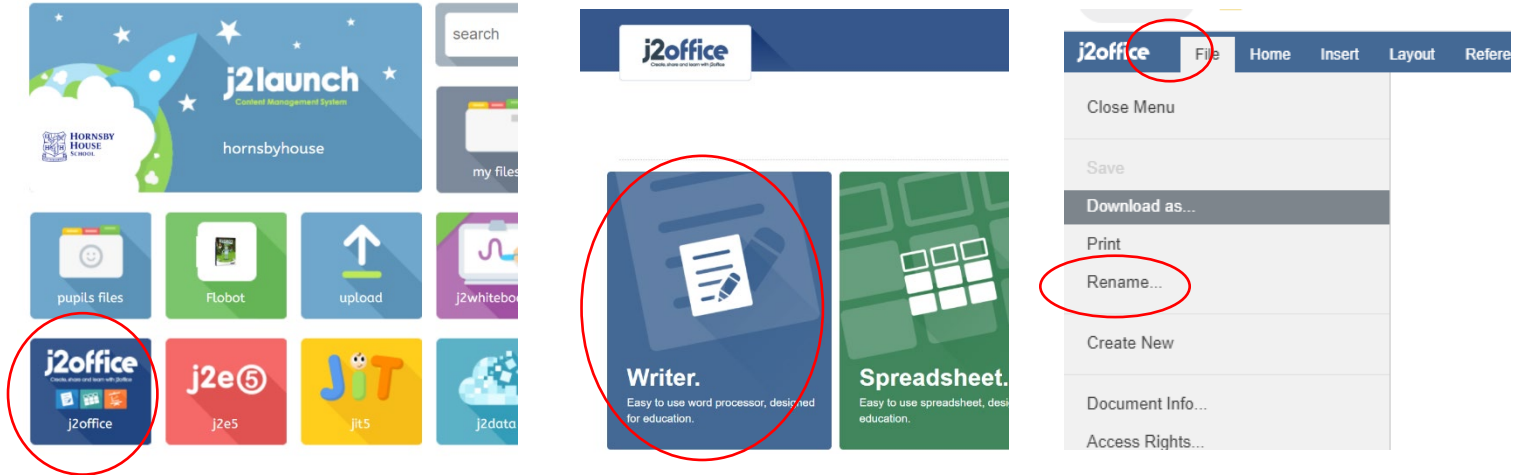

When you click on your child's class, you will find all the Lessons and tasks that have been shared by the Teacher. They will be named as follows: 'Tuesday 21st April – English – Lesson'. Once your child has watched the lesson they can begin the set task. The task will be named as follows: 'Tuesday 21st April – English – Task'.
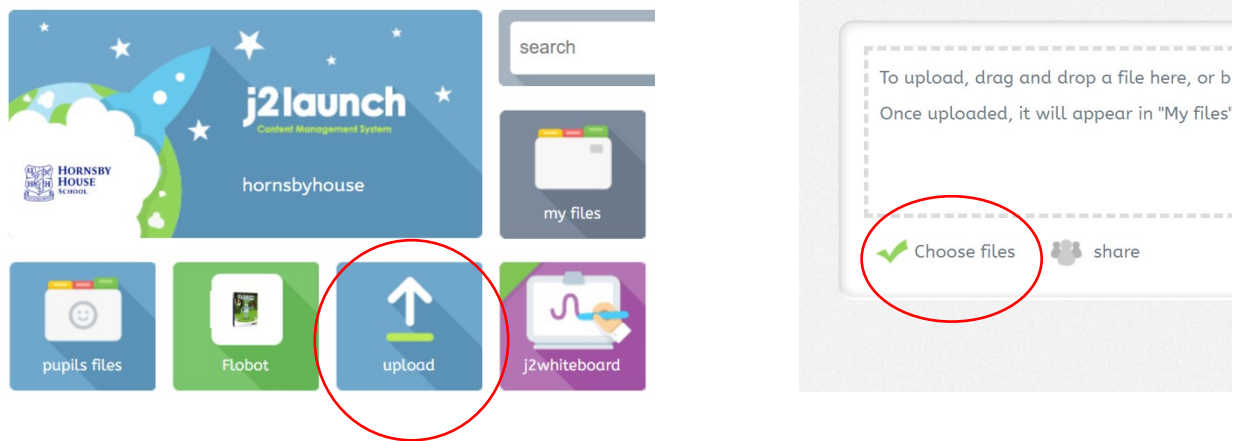
J2E Quick Guide for Parents

Completing Tasks – Digitally

Tasks can be can completed digitally in J2E. J2Writer is similar to Word and will be more suitable for Yr 3 writing tasks. It can be found in the J2Office suite and will save work automatically in the child's 'My files' area. You can rename the work by clicking on 'file – rename'.
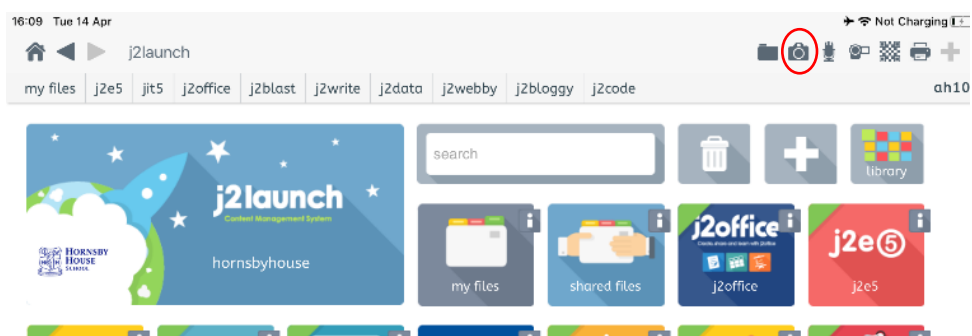

Uploading Pictures of Handwritten Tasks – By Phone

With tasks completed by hand either on paper or in an exercise book, a picture of the completed work can be photographed and uploaded to J2E for viewing and feedback by the teacher. To do this from your phone, it is best to log in to J2E, click 'upload' and then 'choose files'. When you select the camera option and take a picture, the picture will save straight into your child's 'my files' folder.

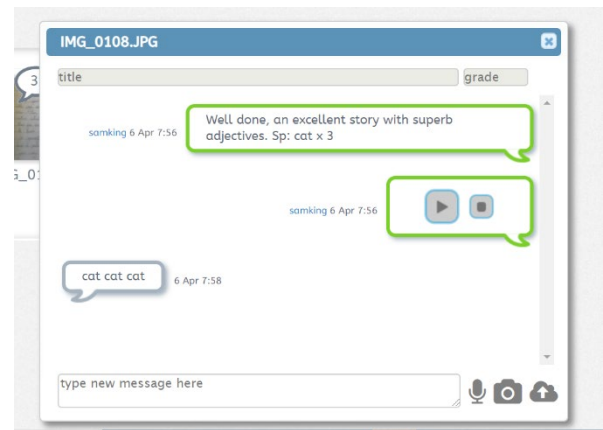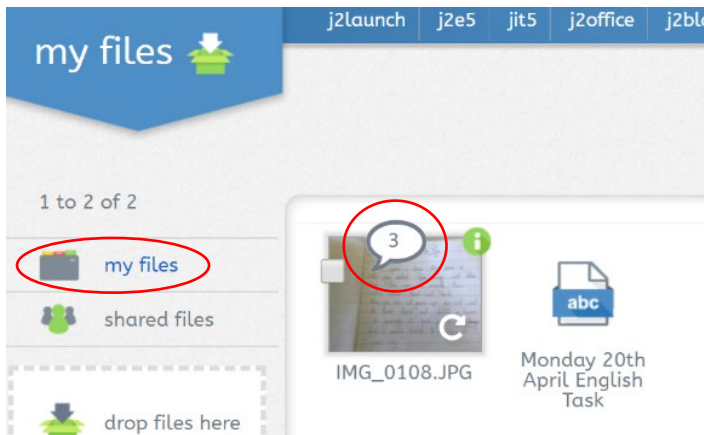### Uploading Pictures of Hand-written Tasks – By iPad/Tablet

To take and upload a picture of handwritten work on an iPad or Tablet, log in to your child's J2E account and select the small camera icon at the top right of the screen. When a picture is taken, the photograph is saved directly into your child's 'my files' folder.
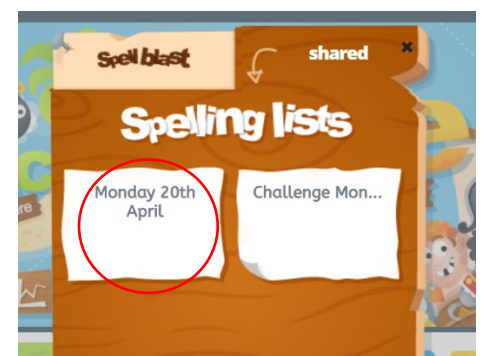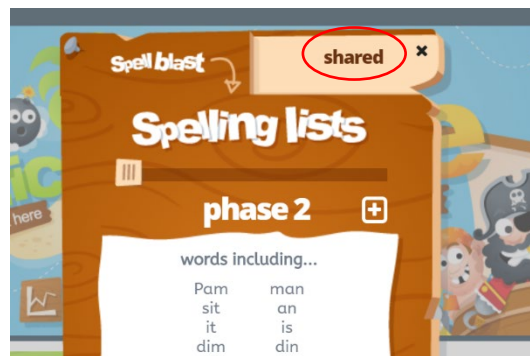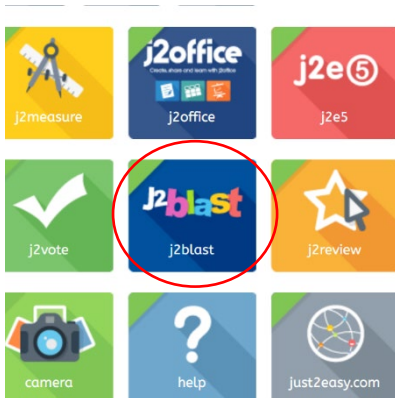
Receiving Feedback

Completed tasks that are saved into your child's personal folder will be marked by the relevant teacher and feedback given through a 'learning conversation'. A little speech bubble indicates a comment has been given. Please click on the speech bubble to view it. The comment may be written or verbal; to hear any verbal comments, please click on the triangular play button. By clicking in the 'new message' box, your child will be able to continue this learning conversation by writing a message back. This may be in order to answer a question, correct a spelling or elaborate on a point they have made in their work.

Spelling Practice

We will continue to deliver our spelling programme and weekly spellings will be set for each year group. The children can practise these spellings through Spell blast. Select 'J2blast', 'Spell blast', then 'Have a practice'. Click on the 'shared' button and then find the list with the relevant date.

Once your child is confident and has completed a successful practice, they can save this to their child's 'my files' folder by clicking the little save icon in top right corner. If your child would like a challenge, there are pre-prepared spelling lists on Spell blast to practise or they can challenge themselves on the 'Go Live' game, where they race against other pupils across the country to spell with accuracy and speed.