

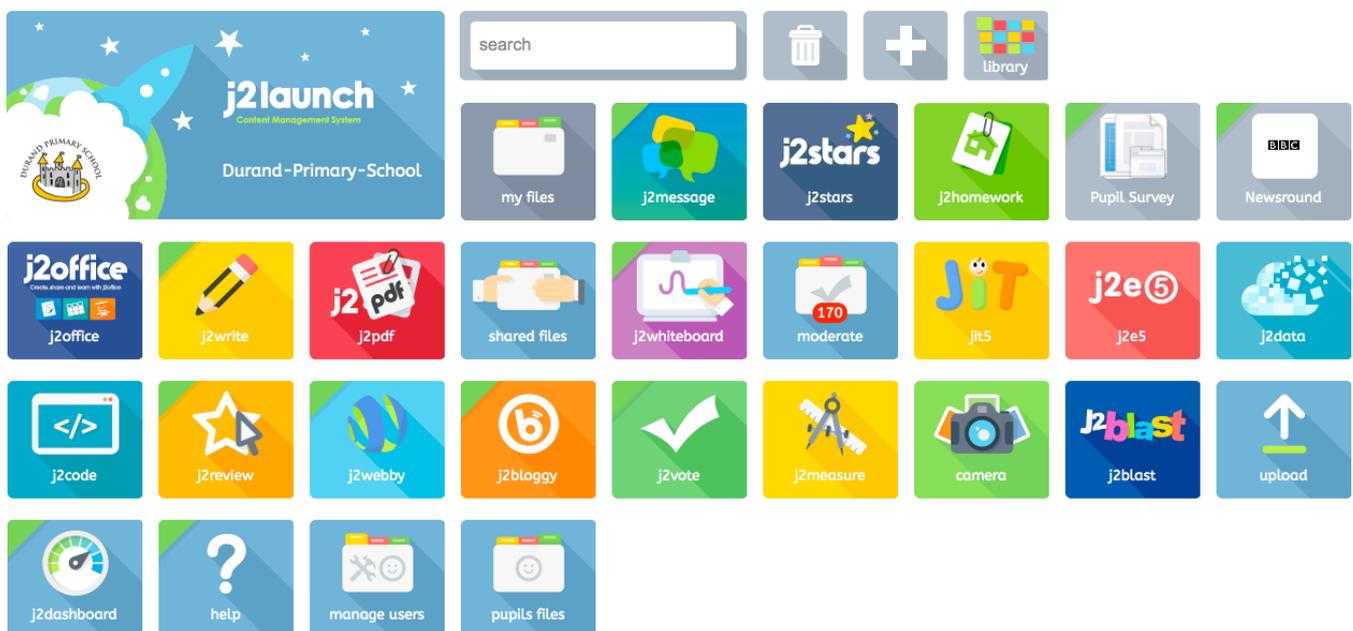
## How to Access Home Learning Activities using Just2Easy

Log in to Hwb using your Hwb username and password.  
NB. Only your password is case sensitive.

On the Hwb main page select



You will then be taken to the j2launch pad. This is where you can access all of the applications available through j2e.



To find the home learning activities for your child you will need to select the j2homework tile.



If there are any new activities posted that you have not viewed previously there will be a little red marker on the tile indicating how many new activities there are.



Once you have clicked on the tile you will see a list of the activities that are still active for your child to complete.

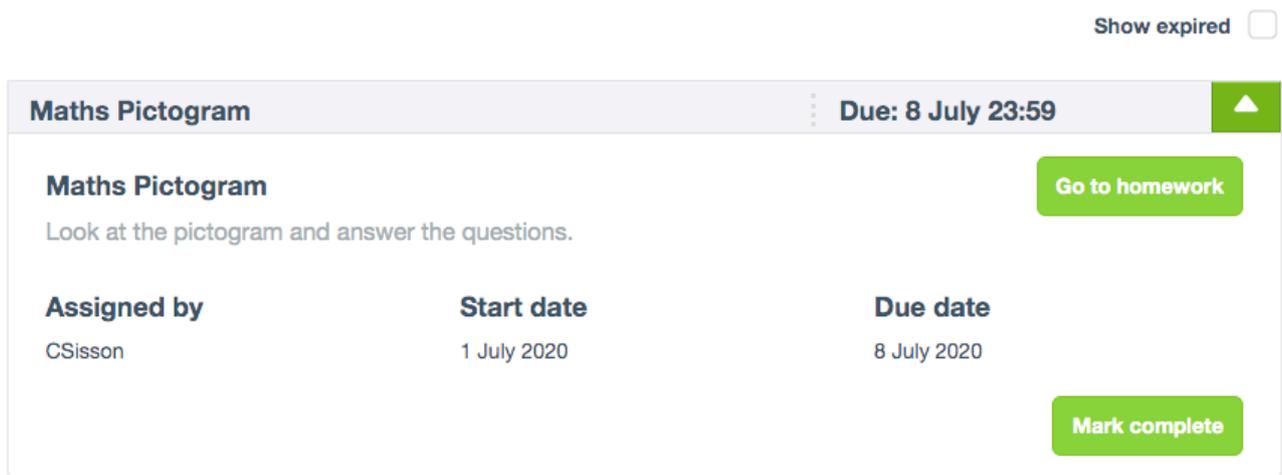
NB. The teacher may set a due date for each activity, which will mean that after the due date has past the activity will no longer be available.



To select and view the activity click on the little white arrow in the green box at the end of each activity.

Click to view the task.

The activity will be displayed similar to the image below.



For each activity you will see who assigned the task, a start date and a due date.

You will also be given an explanation of/instructions for the activity.

To go to the activity click on the button



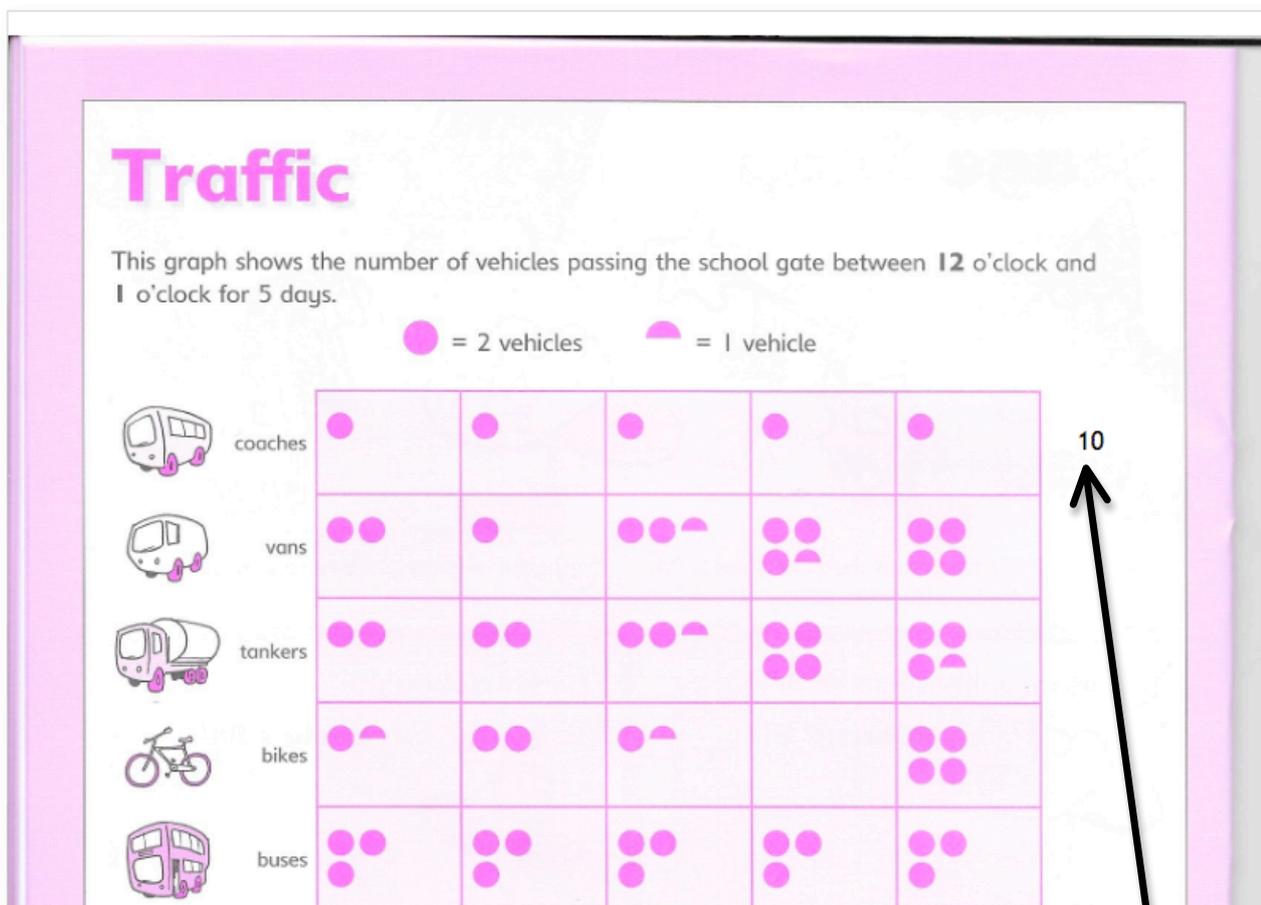
Alternatively there may be a weblink that you need to click on in the task explanation box.

You will then be taken directly to the activity that needs to be completed.

NB: Depending on the activity you may need to click on the 'Edit' button in the top left corner of the page in order to type/write on the sheet.

edit

The activity will then be displayed. You can then complete the activity by working/typing directly onto the page displayed. This means that the activities do not need to be printed off.



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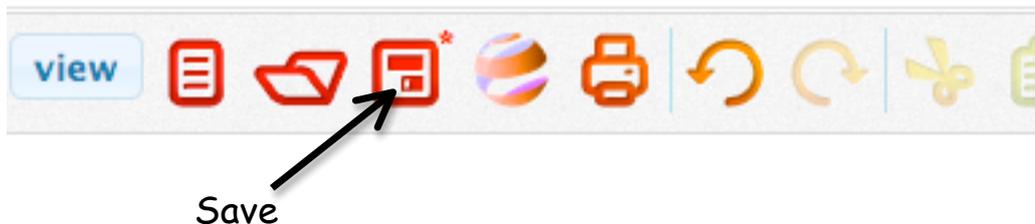
Type directly onto the page to record your answer.



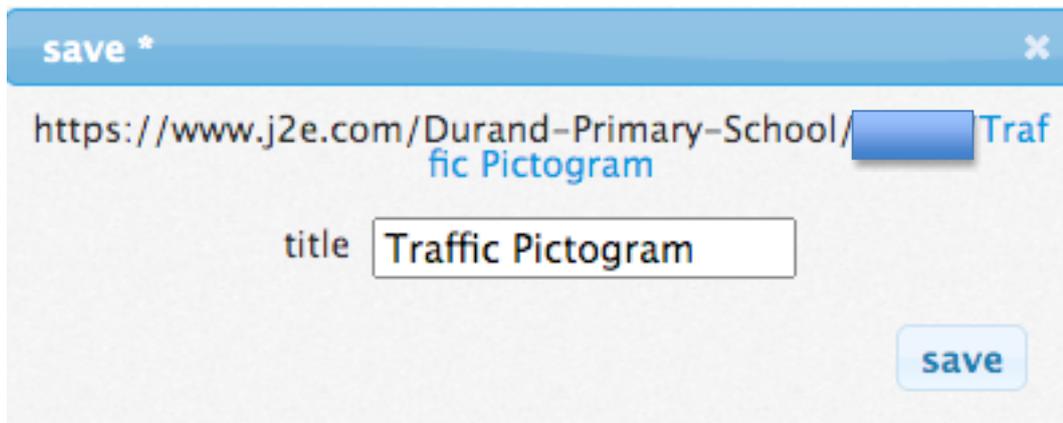
If you need more space to complete the activity then you can add an extra page (This is specific to a j2e5 document) by clicking on the + button which can be found in the bottom right hand corner of the page.



Once you have completed the activity you must save it. Unfortunately j2e does not automatically save the work. To save the completed work click on the disk button on the top bar.



You will be prompted to give your work a title. Then click save.



The work will then be saved into the child's 'My Files'.

Once the activity has been completed please return to the j2homework tile and for the activity completed select

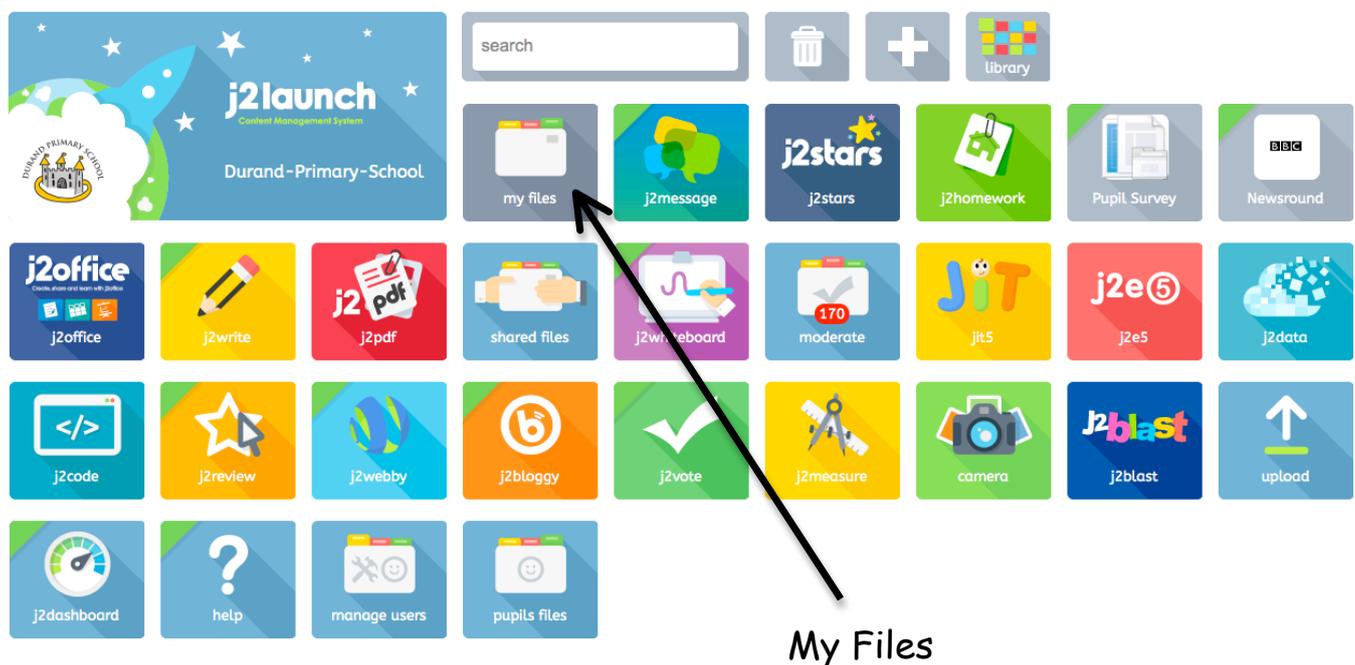
**Mark complete**

It is important that the work is marked as complete. If this is not done the teacher will not be notified that the activity has been completed and therefore the activity may not be viewed or marked.

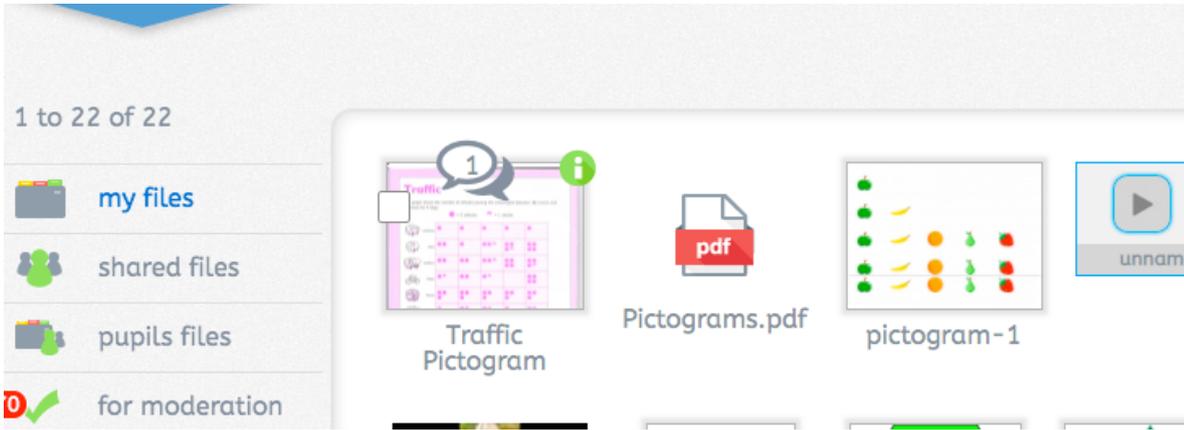
Once the teacher has received a notification that the work has been completed the teacher will aim to provide feedback in a timely manner.

### Viewing Your Child's Completed Work/Viewing feedback

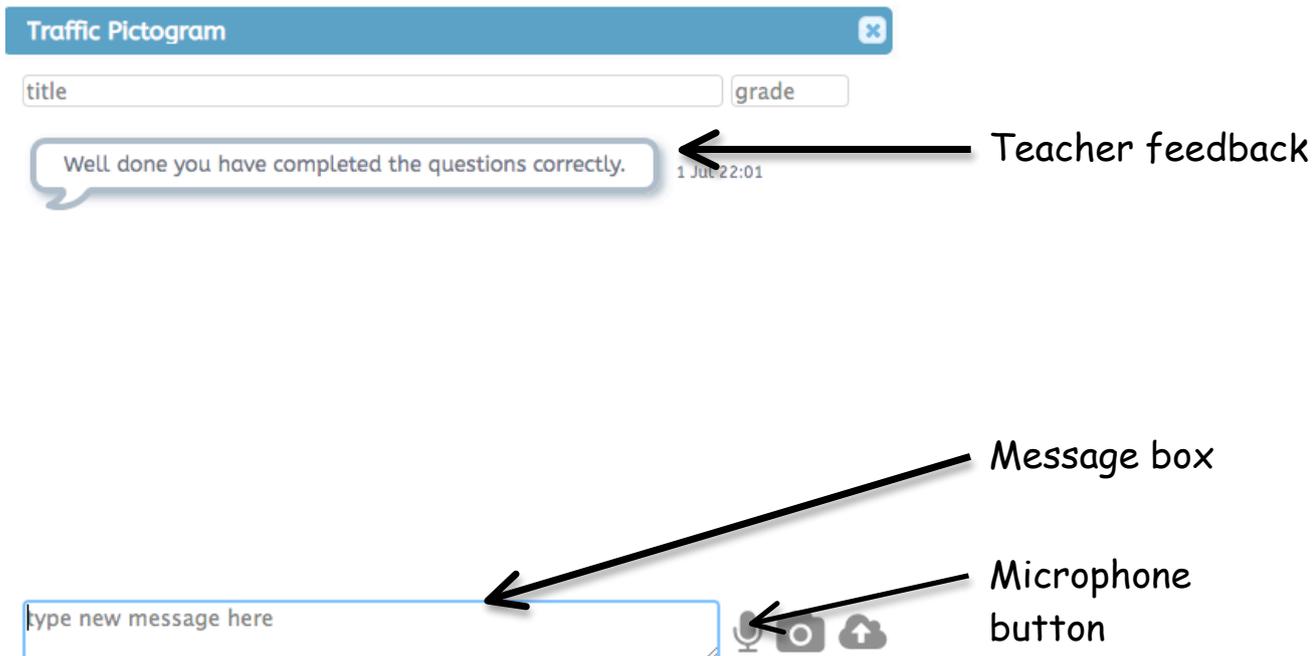
Any work that your child has completed can be viewed in their 'My Files'. This can be accessed via the j2launch pad.



When you click on the 'My Files' tile you will see all of the work that has been saved by your child.



If a teacher has given feedback you will see a little speech bubble attached to the file. To view the feedback click on the speech bubble. A dialogue box will then appear. The teacher may have typed feedback for the work or may have recorded an audio comment that your child can listen to.



If your child wishes to reply to the feedback then they can either type their message in the message box at the bottom or alternatively they can record an audio message by pressing the microphone button.

## Uploading Photographs of Work

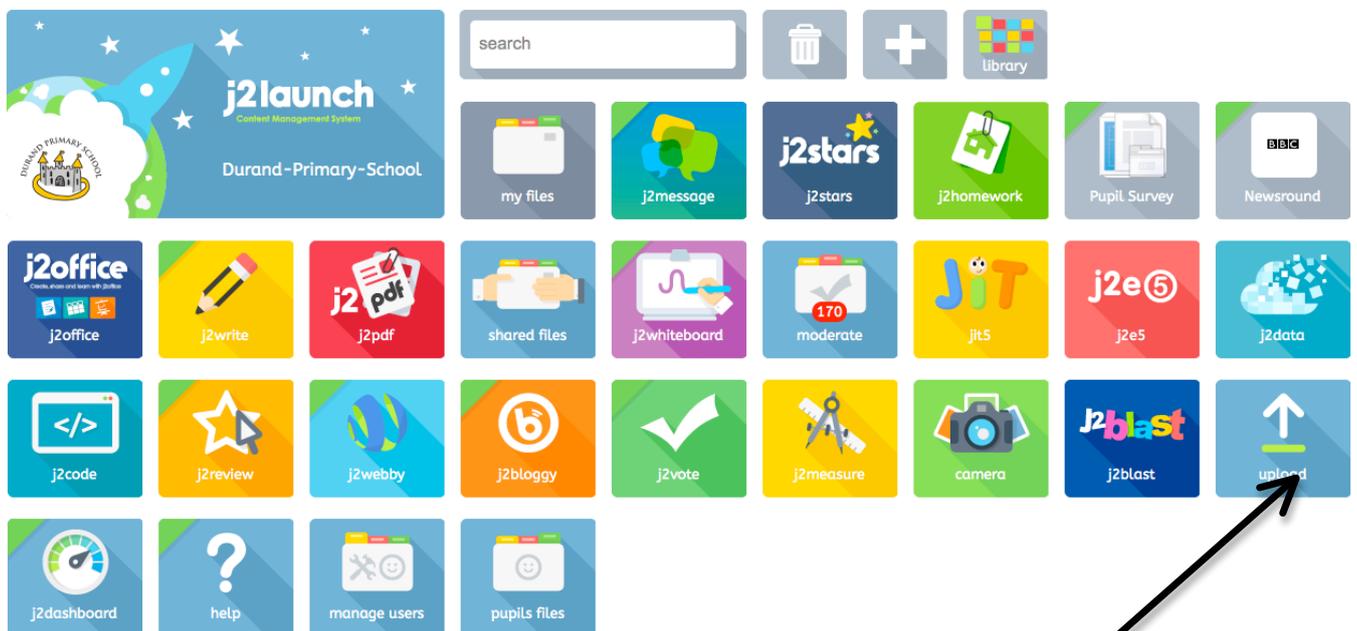
If your child decides to complete their work in their Orange Home learning book or the activity is printed off and stuck into the book then you will need to upload a photograph of the work into your child's 'My files' in order for the work to be viewed and marked by the teacher.

When photographing work please ensure the following:

- The work is directly in front of the camera.
- The work is in focus.
- The work is the right way up. (Photos on their side are very difficult to read!)

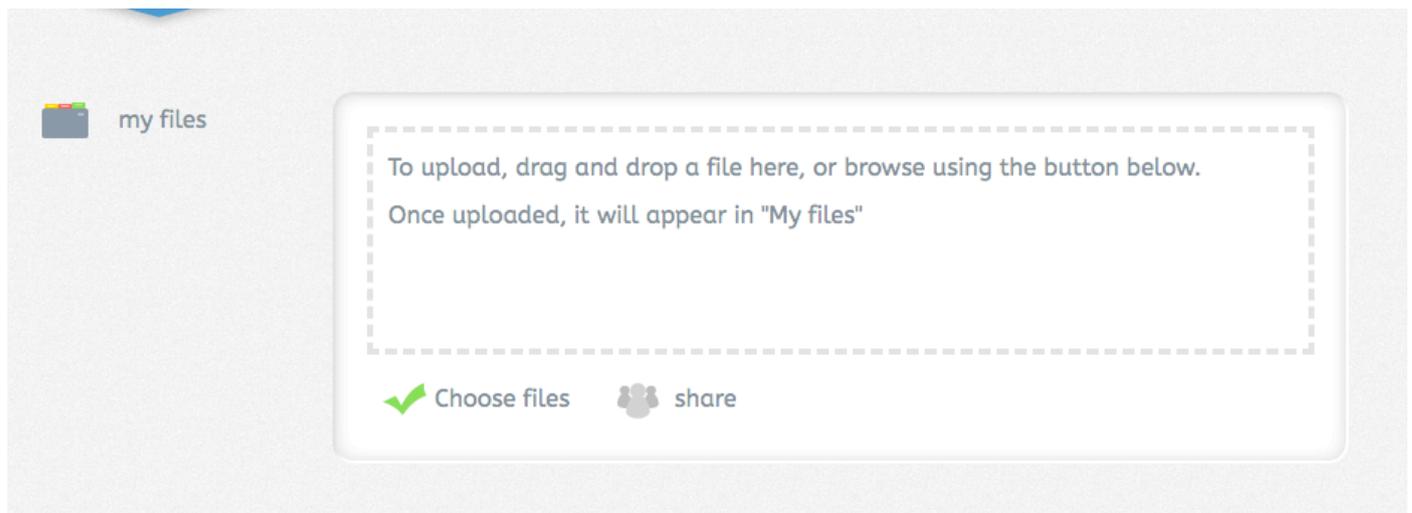
Failure to post photos following the criteria above may result in the work not being marked by the teacher.

To upload photos into your child's 'My Files' you can either select the 'Upload' tile from the j2launch pad.



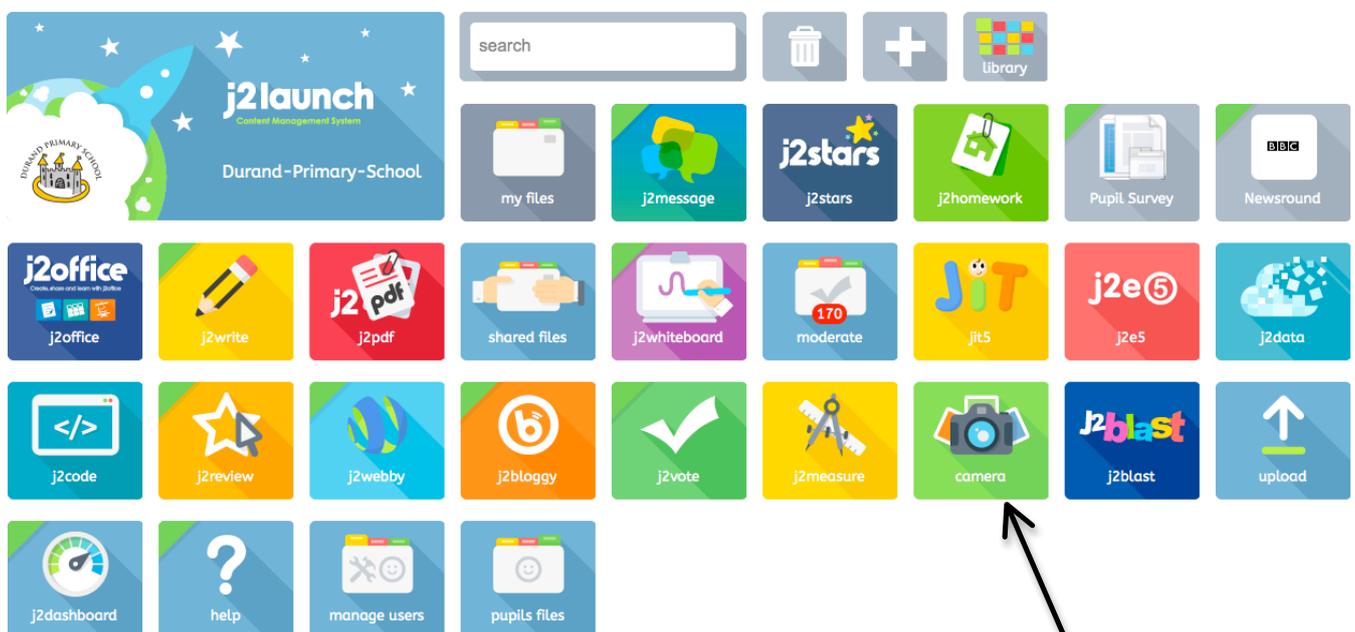
Upload

Once the 'Upload' tile has been selected the following box will appear.



You can then either drag and drop the file you wish to upload or if you select 'Choose files' you will be able to browse your files either on your phone, tablet or pc/laptop. Select the file or photo you wish to upload and it will upload the file into the 'My Files' tile.

Alternatively you may click on the 'Camera' tile on the j2launchpad.



Camera

This will open the camera tool. At the top of the page you will see the tool bar shown below.



To take a photo of your child's work you need to select the camera icon.



Camera  
Icon

Cloud upload  
Icon

Once you have taken the photo, ensuring that it is in focus and the work is the right way up then select the cloud upload icon. This will upload the photograph into your child's 'My Files'.