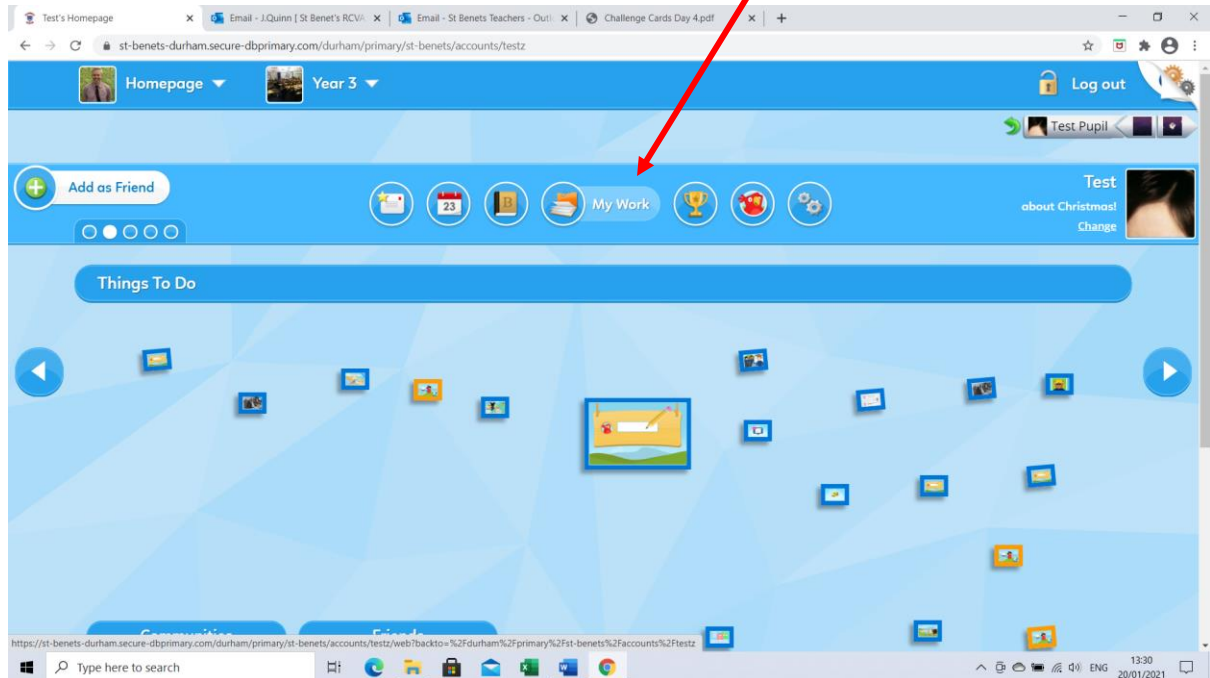
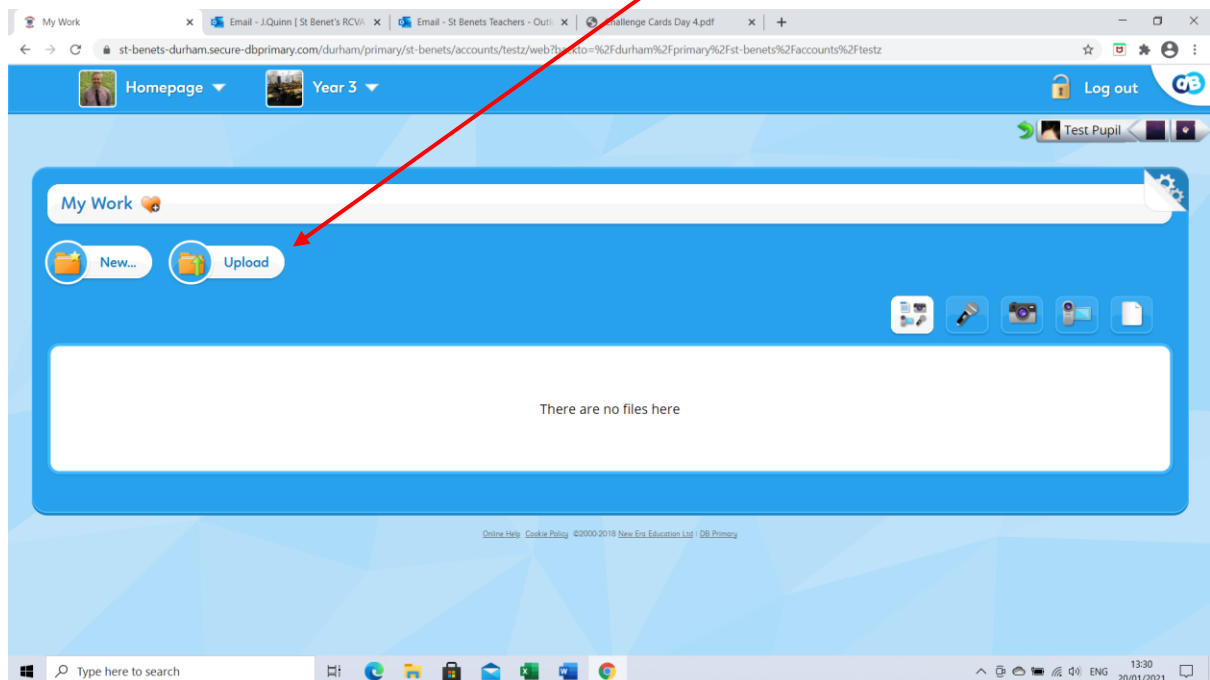


## How to upload work on Db Primary

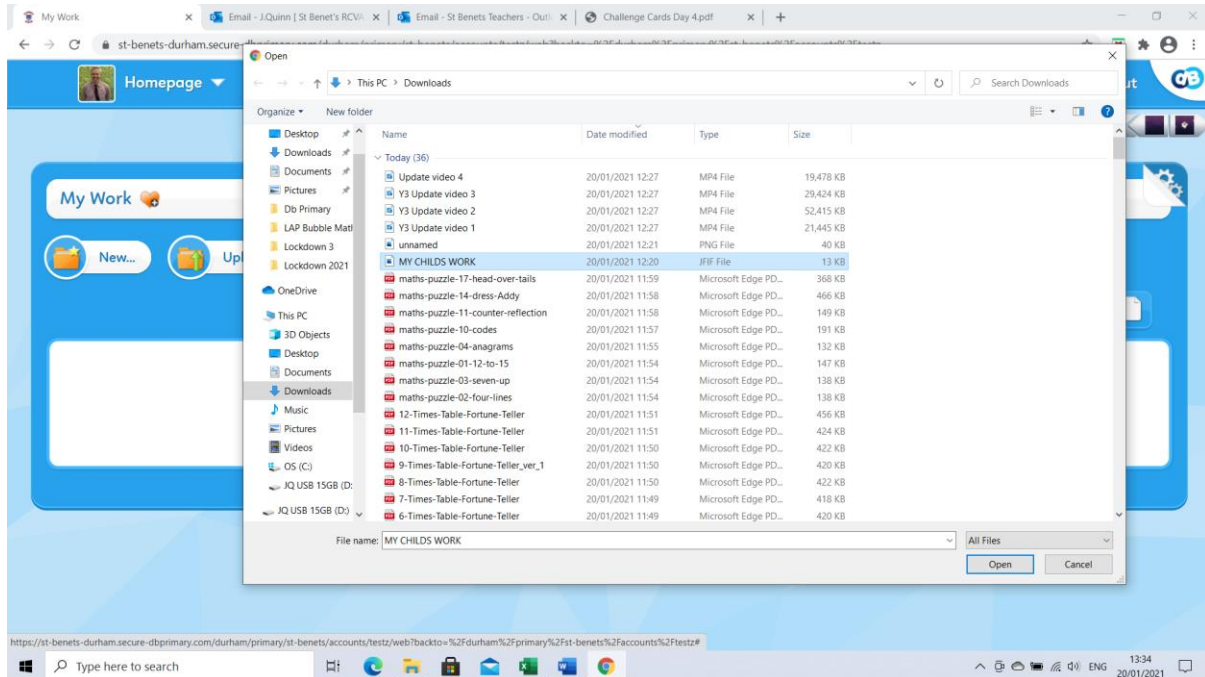
Step 1 - From your child's homepage select 'My Work'.



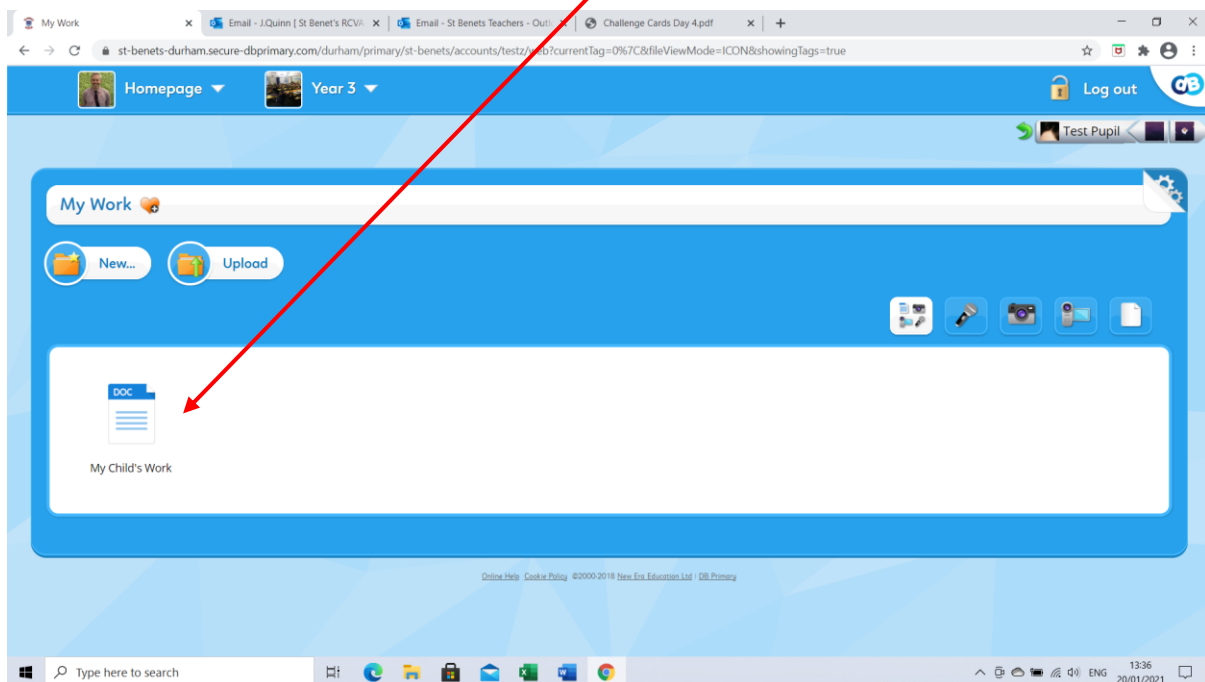
Step 2 - From the 'My Work' page select 'Upload'.



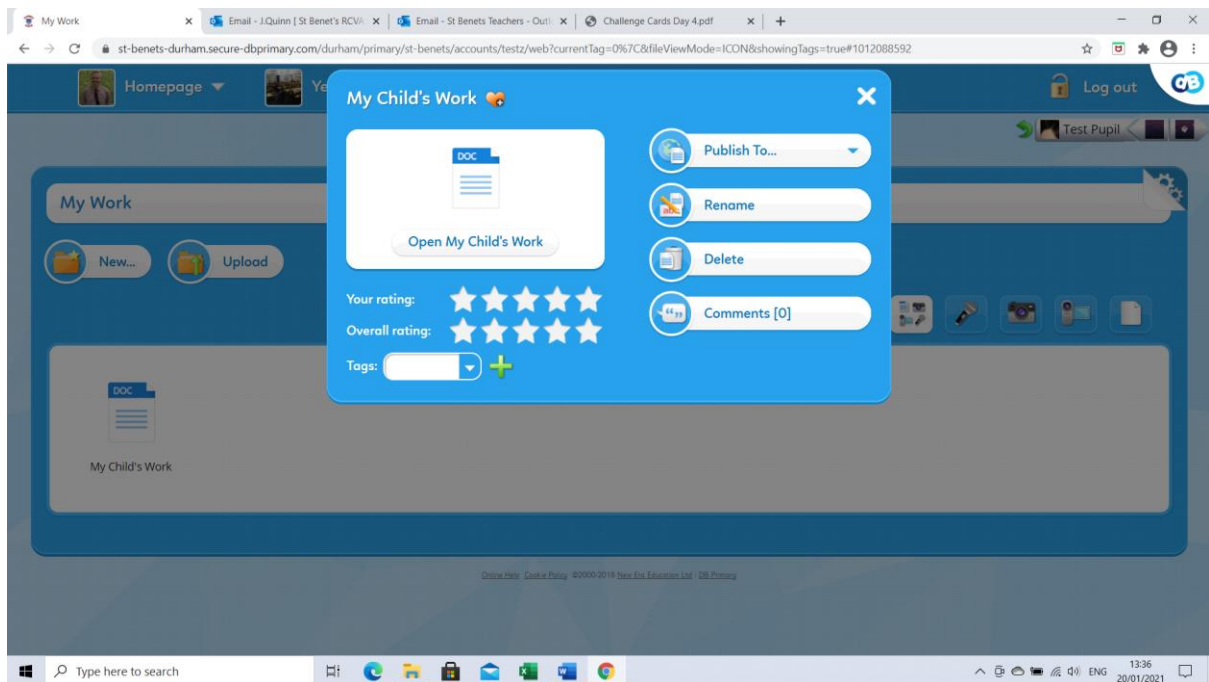
Step 3 - From here you can browse the files on your computer or tablet. You can upload any type of document or even a photograph of the work. If it is a photograph, please check that it has saved in the correct orientation. We do not have the ability to rotate them on Db Primary.



Step 4 - Your child's work will appear in their work folder.

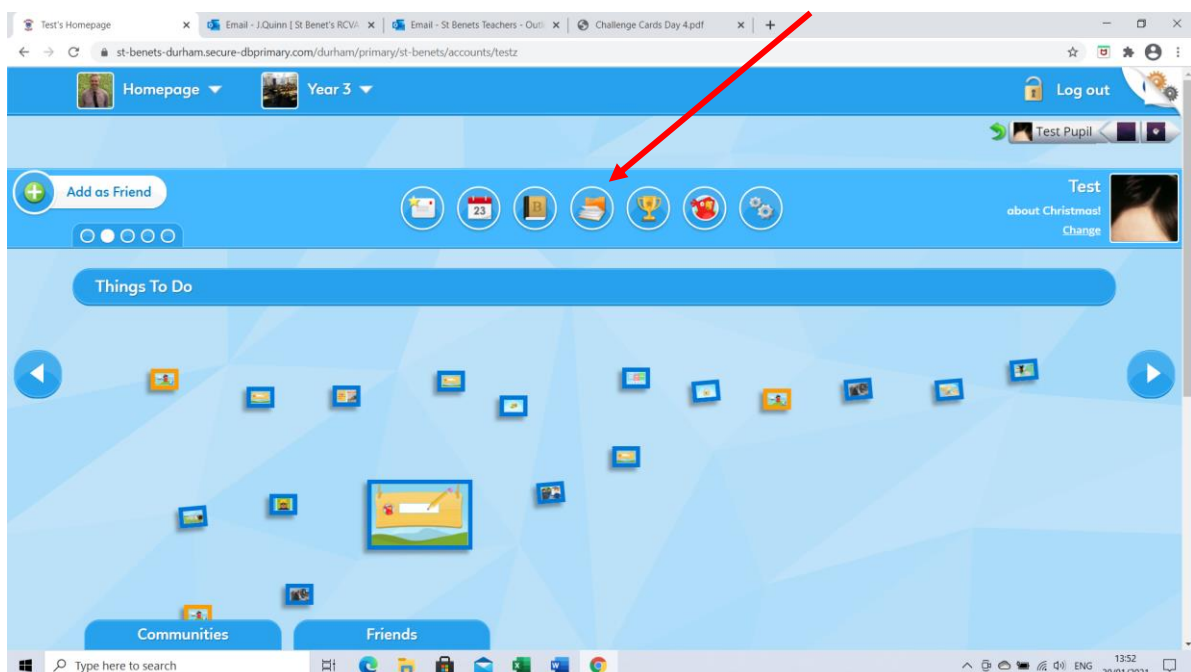


Step 5 - Your child's work is now ready to be opened by their class teacher, where it can be tagged, renamed and commented upon if necessary, by them.

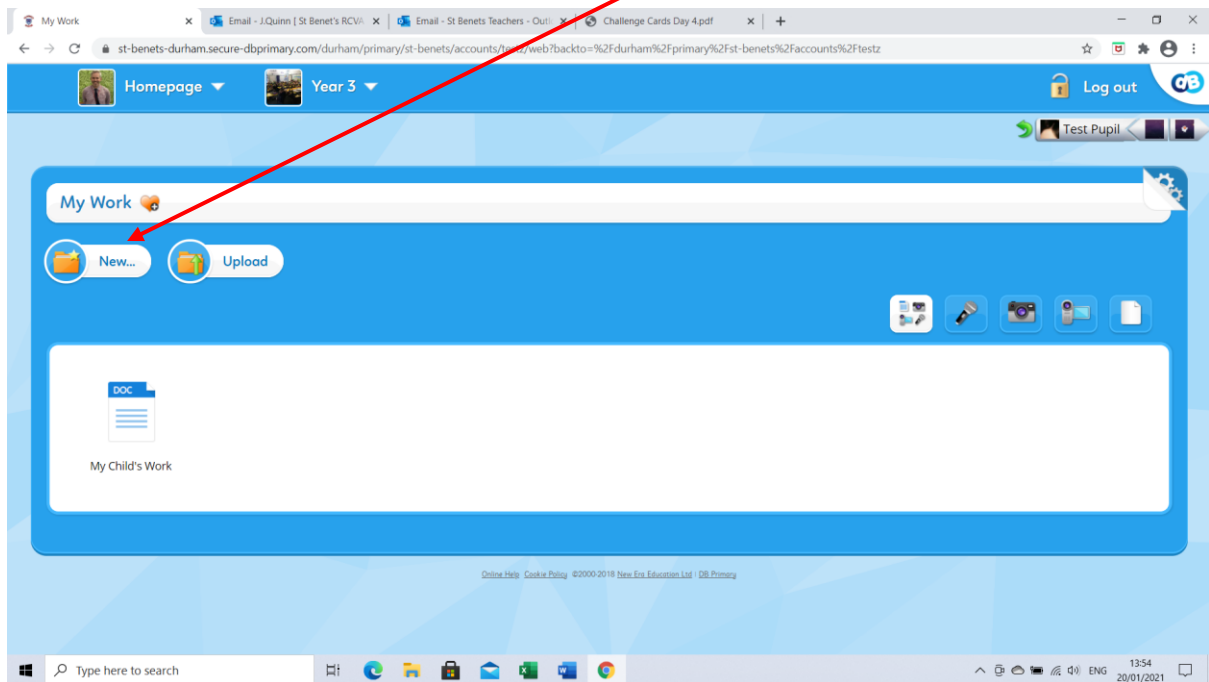


Alternatively, your child can type their work directly into Db Primary if this is easier. For example, you may not have word processing software on a tablet.

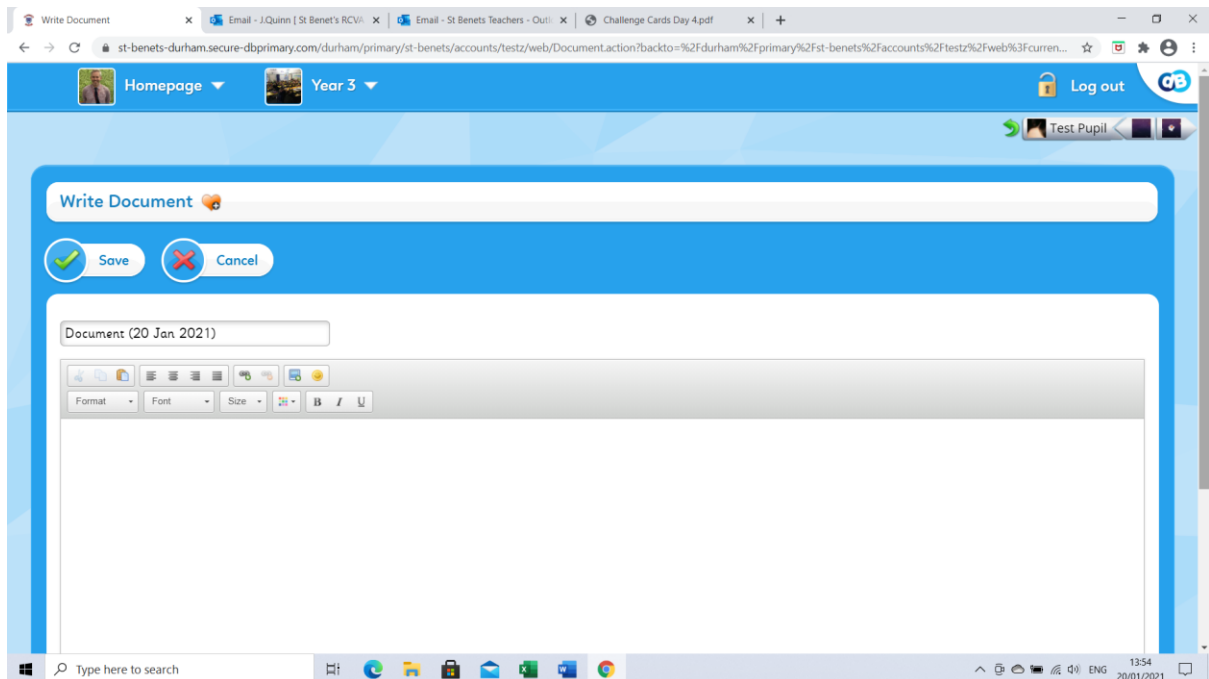
Step 1 - From your child's homepage select 'My Work'



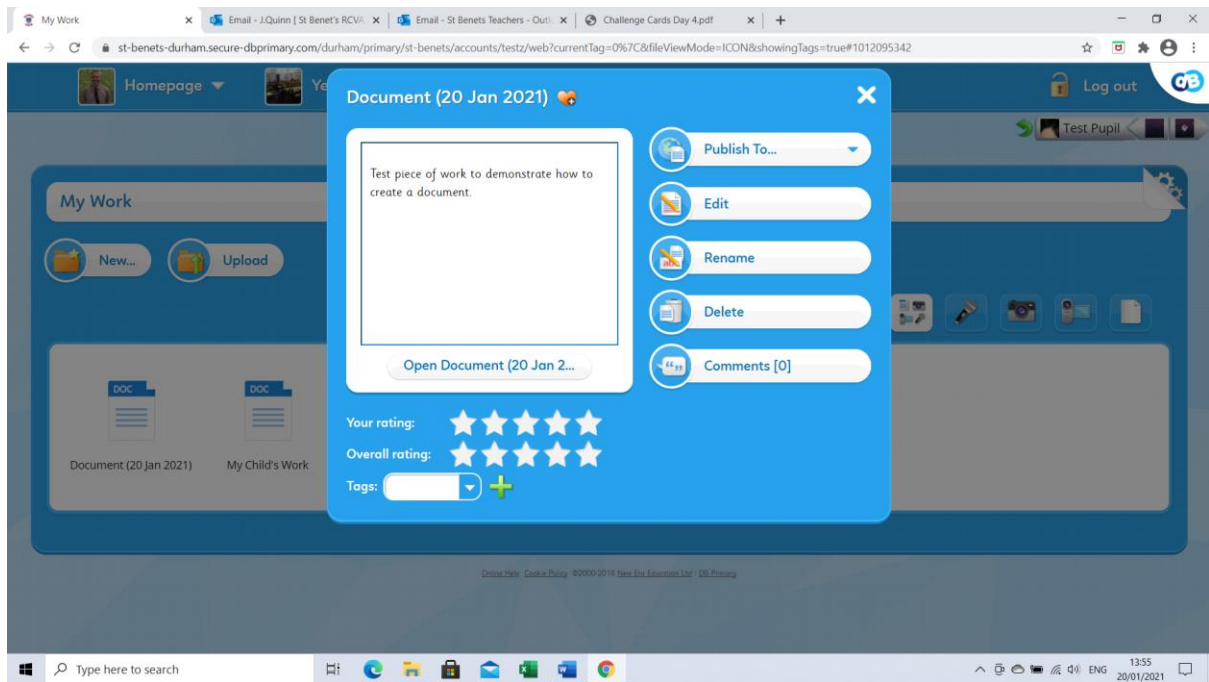
Step 2 - From the 'My Work' page, select 'New'.



Step 3 - From the drop-down menu, select 'Document'.



Step 4 - When your child has finished their work, they can click save. It will then display the following screen.



Step 5 - Your child's work is now ready to be opened by their class teacher, where it can be tagged, renamed and commented upon if necessary, by them.

I hope this helps,

If you need further assistance, please just ask,

Mr Quinn