

## Using J2e for Home Learning

### A guide for St Dunstan's pupils and parents/carers

From September 2020, the pupils in Years 1 to 6 will no longer complete their homework in physical homework books but will move to accessing and completing their homework online. The tasks will usually cover English, Maths and Topic.

To see what homework tasks they have been set, the pupils will need to log into their **J2e** accounts. Many of the children became very familiar with using J2e during the school closure earlier this year, but for those who are less familiar or would like a reminder, below is a guide to get your started.

Your child should find their J2e username and password in the back of their Home/School book. Please remind them of the importance of keeping this information safe and private and encourage them to learn it from memory if they are able to. We suggest that parent/carers keep a note of these details somewhere safe so that pupils are always to access their J2e account at home.

For KS2 pupils, the information that was contained in the front of the printed Home/School books that we used in previous years can now be found in a folder on each pupil's J2e Launch Page.



Once the pupils have completed their work on J2e, their teacher will be able to see it and comment on it. If the work is completed on paper, it could be photographed or scanned and then upload to J2e so that the class teacher can see it.

Homework tasks will be **set on a Thursday** and we expect the tasks to be **completed by the time the children arrive at school the following Tuesday**. This should give the pupils plenty of time to complete the tasks.

In order to access the work, please follow these instructions:

To sign in go to [www.j2e.com](http://www.j2e.com)

Note – when we log in, we have to do so through the LGfL button.

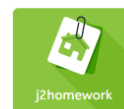
The screenshot shows the j2launch login interface. At the top, it says "You must sign in to see this page." Below this is a "please sign in" section with fields for "network users" (a dropdown menu), "school", "user name", "password", "language", and "remember me". There are also links for "forgotten password" and a "sign in" button. Below the login fields are several social and service login buttons: "LGfL", "Launch", "BGfL 365", "Sign in with Google", "Office", and "Hwb". At the bottom, there are buttons for "FREE 30 day trial", "video", "help", "Available on the App Store", and "Just2easy".

Annotations:

- A box on the left says: "Click **here to sign** in via the London Grid for Learning (LGfL)." with an arrow pointing to the LGfL button.
- A box on the right says: "Do not sign in here!" with an arrow pointing to the "network users" dropdown menu.
- A box at the bottom left says: "Click **here to sign** in with LGfL username and password. (Your username will end .319)" with an arrow pointing to the "Normal USO Login" button.

If in doubt, click "Normal USO Login".

Once you have signed in, you will be on your **J2launchpad** which should look a bit like this:



To locate the work that has been set for you, click on the green J2homework tile.

This will lead you to a page, where you will see the home learning tasks that have been set for this week. It will look a bit like this:

Year 3 Reading Comprehension - Iron Man Chapter 1	Expires: 21 April	▼
Year 3 Maths	Expires: 21 April	▼
Year 3 Different types of conjunctions	Expires: 21 April	▼
Year 3 - Spelling activity 1	Expires: 21 April	▼

Click on the title or down arrow to see the task:

**Topic - Locating Art Galleries of the World** Expires: 26 April ▲

L.O. To locate 10 world famous art galleries on a world map.  
Using the link to the most visited art galleries in the world in the Year 6 Home Learning folder, choose 10 art galleries and note the city that you will find them in.  
Now open the J2e5 document with the world map. Draw an arrow to the location of each art gallery and write the name of the gallery.

[Mark complete](#) [Go to homework](#)

If there is a document related to the task, click on the 'Go to homework' button to open a document for that task.

When you have finished the task, click on the 'Mark complete' button. This will put a tick next to the title of the work and allow your teacher to see that you have completed it.


If you see this icon,



it means that your teacher has recorded a message for you

to listen to.

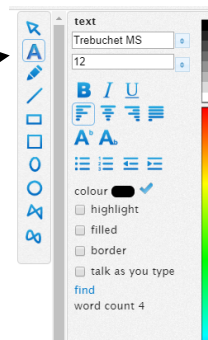
Click on the icon to hear the message.

Once you have opened your homework task, you will be taken to the document in J2e5. In order to write on the document, you might need to click on the edit button in the  top left-hand side of the screen.

## Writing on a document:

To start typing, click on the  on the right-hand side.


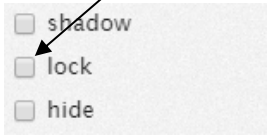
Hover over the other icons to see what they do.



You can click anywhere and start typing. If you wish to make any **alteration** to the size, shape, location, colour etc to the text, double click on it so that you get a blue square at each corner:




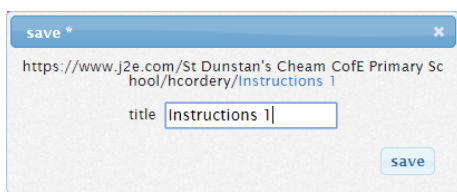
Once you have the blue squares, you can drag to anywhere on the page, change the orientation or use the tools on the right-hand side to change the font, colour, etc.

If you have been asked to write on a document that is already there, and it is not allowing you to, you might need to click on the document to get the blue squares around it and then click 'lock' on the bottom right-hand side. If you then click the button again, you  should be able to  type on the document.

**When you are writing on your J2e5 documents, remember that you still need to think carefully about spelling, punctuation and grammar.**

## Saving your work:


It is best to **save and name** your document early on. To do that, click on 




Name your document (unless it is already named) and then click save. The document will be saved into your 'My Files' area. You can then carry on working on the document.

## Creating a new J2e5 document

If you have been asked to write a story etc, or you would like to upload photographs or work that you have done, you will need to create a J2e5 document.

To do this, go back to your J2Launchpad and then click on the J2e5 tile  or the tab at the top.

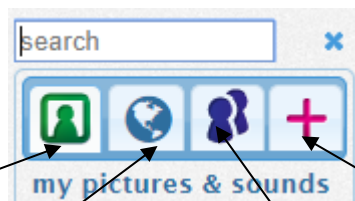
To  write on the document, follow the instructions above. Remember to save your work just a few minutes after starting it. You can then just click on the save button as you go along.

### Adding pictures:

To add a picture, click on the



button at the top of the screen. This tool bar will then appear on the right-hand side.



This button allows you to see any pictures/recordings that you have uploaded.

This button will allow you to do a **google image** search. Type the image you are looking for into the search bar.

This button will show you any images that have been **shared** with you.

This button allows you to **upload images** from files on your computer. E.g. photographs.  
Click on 'Chose file' to upload.

The images will appear on the right-hand side under the tool bar. Simply drag your chosen image onto your document. Click to get the blue squares at each corner and then resize, reposition etc.

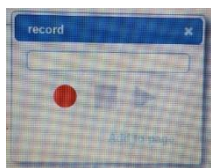
If you are **copying and pasting** anything, you might need to use Ctrl C (for copy) and Ctrl V (for paste) on your keyboard.

### Adding an audio recorded message/instruction:

If you would like to make a recording of your work, click on,



and then 'record sound'. The device you are using will need to have a microphone and you might need to 'allow' access to the microphone.



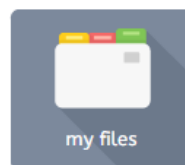
Click on the red button to start recording.

When you have finished recording, press the square. Press play to listen to your recording. If you are happy with it, click 'Add to page'. You might want to write a note next to the recording to explain what it is. E.g. 'Click here



to listen to my story'.

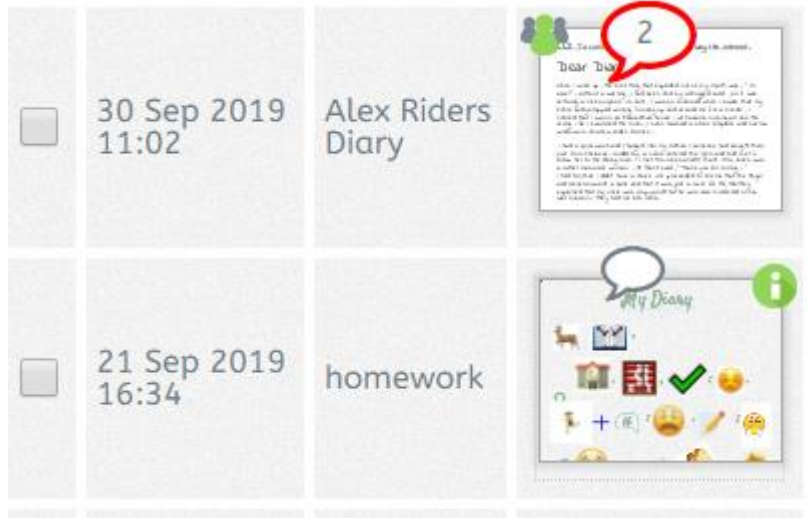
To find the work that you have saved, click on the 'My Files' tile.



## Receiving feedback on your work:

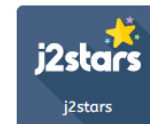
When your teacher has seen your work, they will respond to it using the 'Learning Conversation' facility. To see the comment, click on the 'My Files' tile.

Here you will find the documents that you have created and any pictures etc. that you have uploaded.



If there is a **speech bubble with a number** in it next to a piece of work, it means that your teacher has commented on it. To read the comment, click on the speech bubble.

Your teacher might also allocate you stars in the J2stars tile.



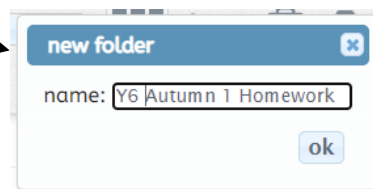
## Organising your work:

As you upload images etc., you might find that your 'My files' area gets a bit busy and untidy. Once you have used an image on a document, you can delete it in the 'My Files' area.

You could also make a folder for the work for each week. E.g. Autumn 1 Homework. To do this, go to 'My Files' and then click on the folder icon in the top right-hand corner.



You could then name your folder. E.g. and then click ok.



You can then drag and drop any of the work you have done during that week into the folder. That should keep your area well-organised!

**We hope that the children will find this a success way of completing their homework.**

**If you have any queries, please contact your child's class teacher via the class email address.**