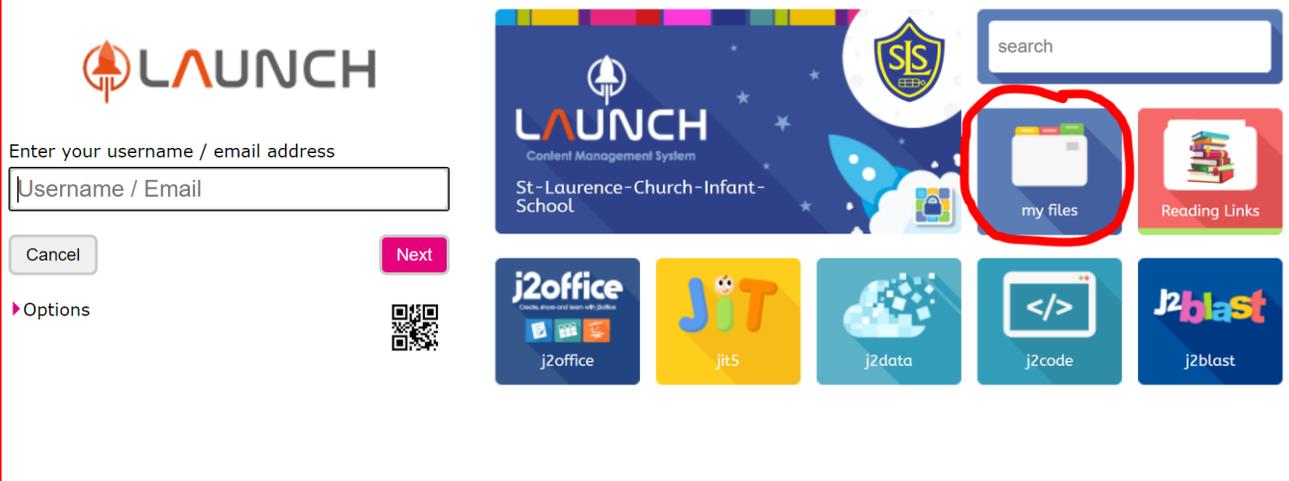
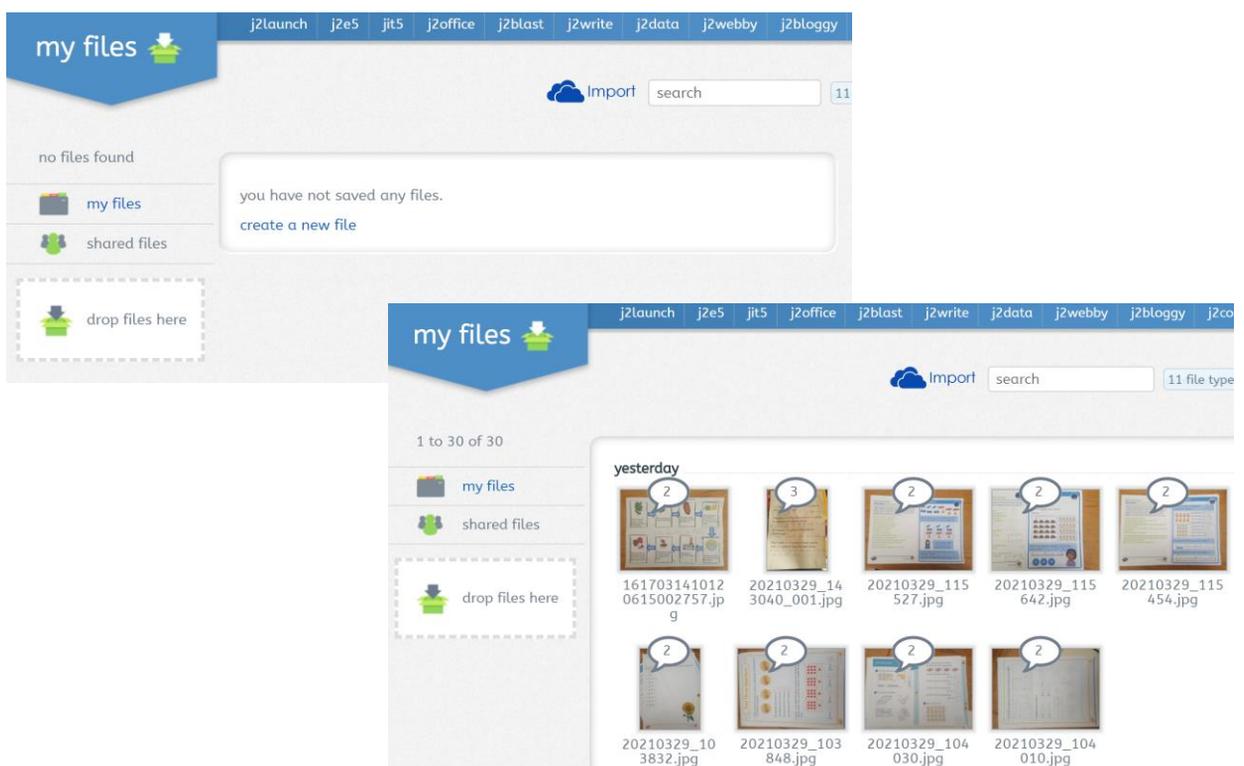


How to upload your child's work to BGfL

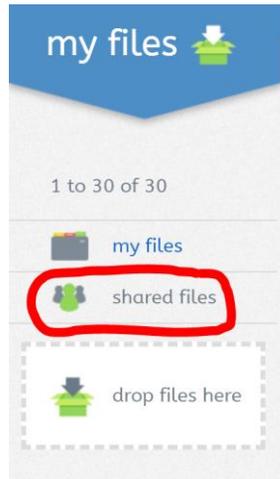
1. Log into BGfL using your child's username and password then click on the my files tile.



2. A new tab will open on your browser that will show your child's online learning file. If you have already uploaded work, this is where their work will be saved. Your screen should look like the ones below:



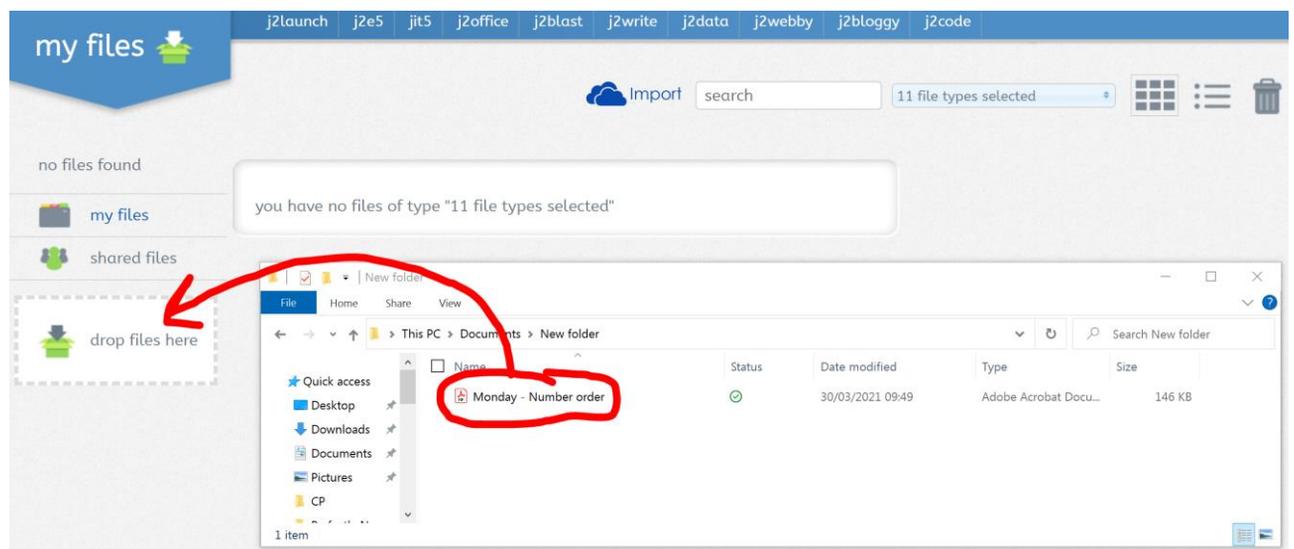
3. From this screen you can access your child's remote learning by clicking on the 'shared files' icon.



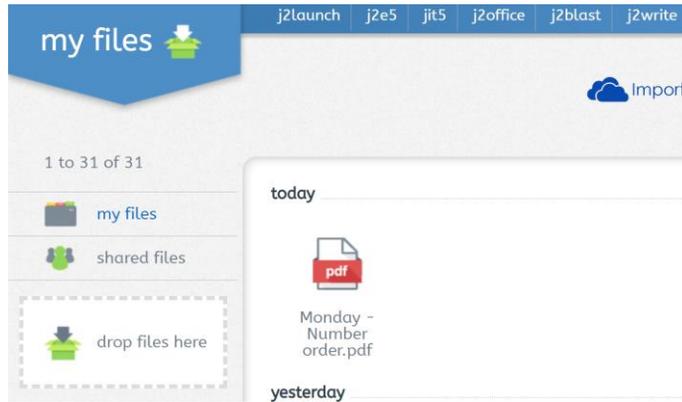
4. In order to upload and share your child's work you will need to save their work to your device. This can be done in different ways:

- Take a photo of their work
- Scan in their work

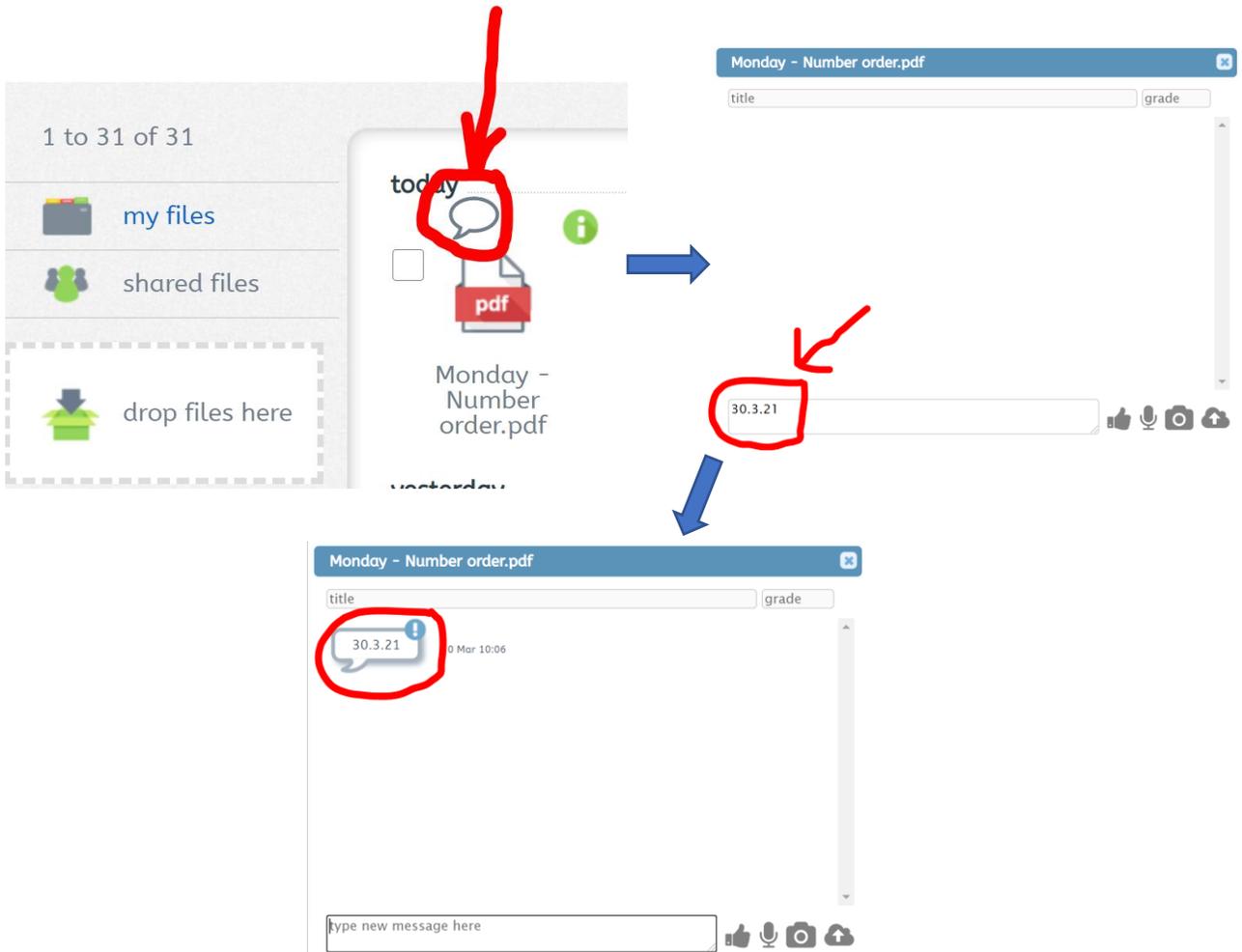
5. Once you have the file you wish to upload. Please locate the file and then drag and drop it onto the 'drop files here' icon.



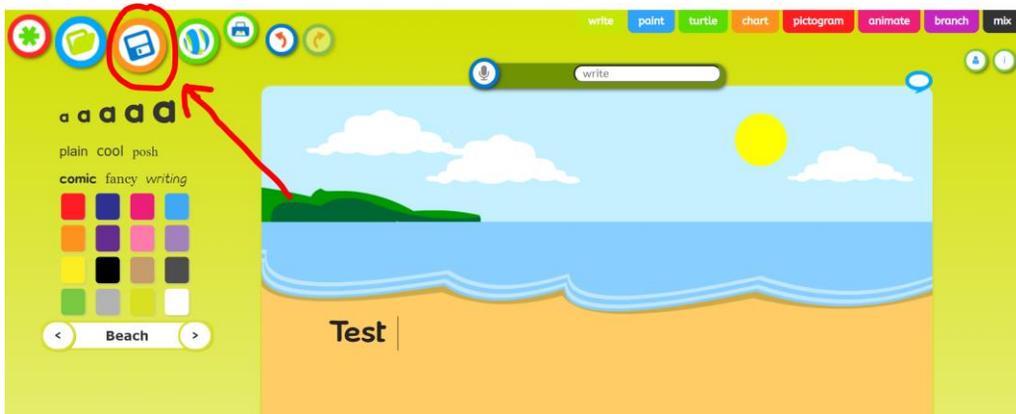
6. Then click back on 'my files' tab and you should see your child's work has been uploaded.



7. In order for your child's teacher to receive a notification you have uploaded their work, please leave a comment on your child's work. To do this, please click on the speech bubble symbol on their work and type the date you have uploaded it.



8. Any work your child completes using Jit5 will automatically be uploaded to your child's file by clicking on the save icon.



You will need to leave your child's class teacher a comment by following the instructions in step 7.

We always enjoy seeing the learning that is taking place at home. If you can, please continue to share your child's learning with us so your child's teacher can comment and offer feedback to support your child's learning.

If you are unable to print the work to complete with your child, you can edit the PDF files that teachers have uploaded using J2pdf. We have made a handy 'How to use J2 PDF' guide which you can find on our school website at <https://www.stlrci.bham.sch.uk/home-learning/>