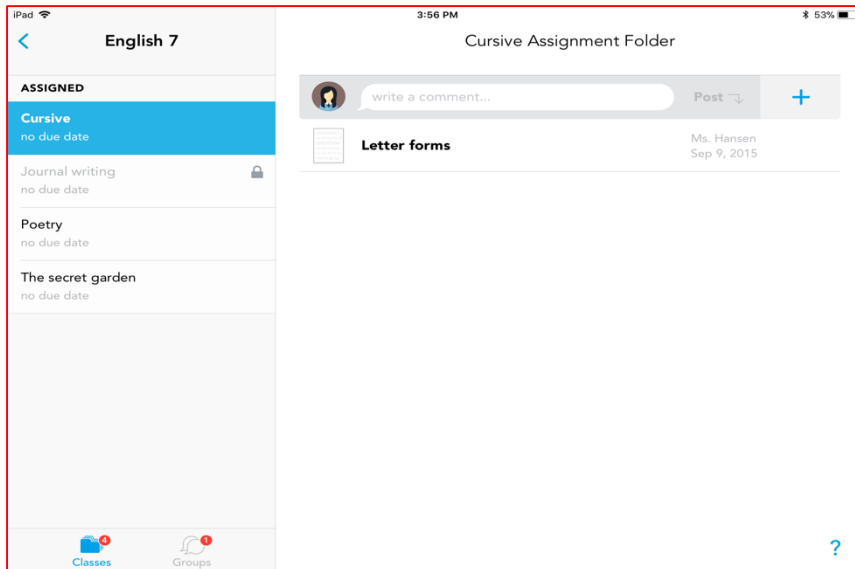


Working on assigned tasks (e.g. homework)

When your child logs in to Showbie (on their iPad/tablet or on an internet browser), they will see a list of the classes they are included in. Once they tap on their class, the interface might look something like this (below):



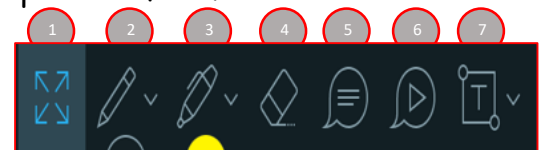
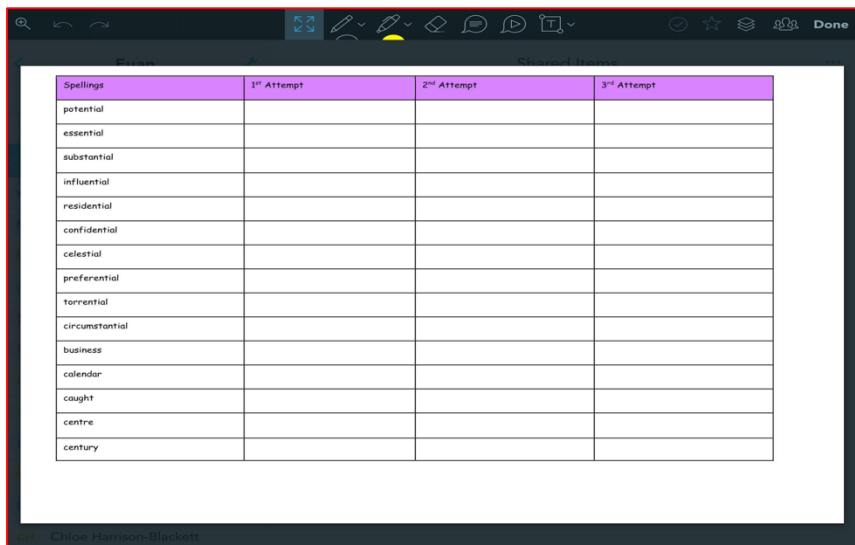
On the left, they can see all the assignments they've been assigned by their teachers.

Assignments that have passed the due date will also appear in the list under a new section called *Collected* instead of *Assigned*.

To access the separate assignments, simply tap/click on them. In the assignment, they can see all the files that have been uploaded along with instructions from the teacher of what to do. In the screenshot example above, the teacher has uploaded a file to be worked on.

Tapping/clicking on the file will open it in annotation view (left).

Annotation tools (below) are how students complete their work on uploaded files.



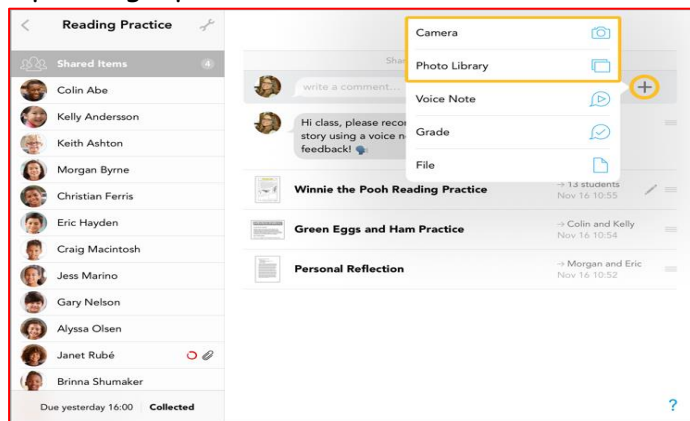
1. Arrow box - navigate the page without making marks/annotation (e.g. moving to next slide, zooming in/out).
 - 2/3. Pencil, highlighter - tap/click coloured semi-circle to change ink colour.
 4. Rubber - erase marks made by mistake
 5. Speech bubble - type a written comment, this can be moved to desired location on the page once saved by tapping the bubble and dragging to new position.
 6. Voice note - record a voice comment, this can be moved around like the written comments.
 7. Text box - type into a box and move to correct position (e.g. if completing English worksheet or typing written work rather than handwriting using device screen).
- To save annotations once complete, simply tap/click Done.

NB: Depending on the device you're using (iPad/tablet or web app), there are differences for each platform. The biggest thing to note is that the web app does not have a pen tool available - if you're using this platform, you'll need to complete the work in your exercise book and upload it as a photograph to be marked (see steps below).

Uploading files to Showbie

Here are some of the different ways you can upload your work to Showbie if you've completed it offline (e.g. if you've written in your exercise book or made something and need to submit a picture).

Uploading a picture/video - iPad/tablet:



When you want to upload a picture or a video to Showbie, here's how you can get started:

1. When looking at any assignment, tap the +
2. Select either *Camera* to take a photo/video or *Photo Library* to select one you already have in your iPad - instructions for either option are below!

Camera

When you select *Camera*, take your picture or video and then you'll get the following options:

3. If you're happy with what you've taken, tap *Use Photo/Video*.
4. If you're working with a photo, you can crop/rotate it before tapping on the checkmark to upload it to Showbie. If needed, the orientation of the photo can be adjusted before the photo is submitted.

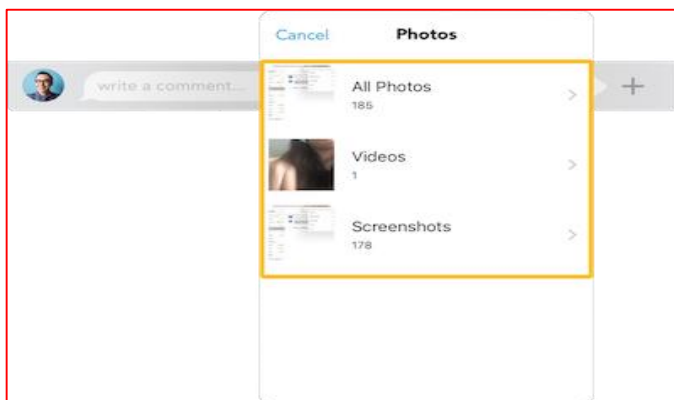


Photo Library

3. When you select Photo Library, all you need to do is select the photo that you want to upload. Easy ☐
4. Want to upload multiple photos? Try selecting multiple pictures from your iPad's Photos app and then sharing them to Showbie.

Uploading a picture/video - web browser:

The web app will instead show the *Add from Computer* option. From there, you can select what you'd like to upload!

1. Click +
2. Add from Computer
3. Select the location of the photo/video you need
4. Click Choose