



A Guide for Parents

Quick Glance

What is DB Primary – Page 2

Logging In – Page 2

Home Page – Page 3

Email – Page 3

My Work Area* – Page 4

Rewards – Page 5

Learning Library – Page 5

Things to do – Page 6

Personal Blog – Page 10

Community Pages – Page 12

Golden Whistle – Page 13

Important Information – Page 13

*Using this allows upload of multiple documents.

What is DB Primary?

DB Primary is a learning platform (also known as a Virtual Learning Environment) specifically designed for primary-aged children.



It is a secure website, with areas that are only accessible to some users. This may include children's class or year group. Each area has its own security, limiting who can see it and participate in activities.

The platform also contains communication tools which are available to the children to use including blogs, forum, wikis and internal email.

Every child has their very own personal bit of web space. This may be used to access tasks that have been set for them to complete in or out of school, to share posts on their own personal blog or to save work online.

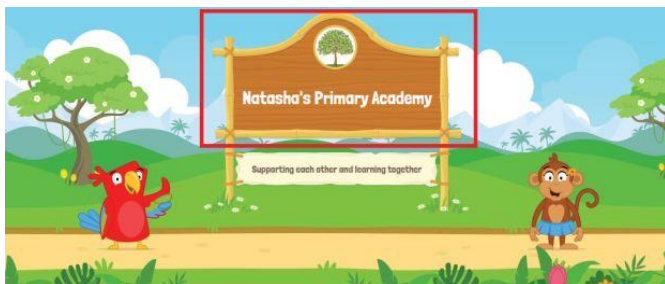
The platform has a variety of safety features including, but not restricted to, filtering and monitoring.

Logging in to DB Primary

All the children will be given a username and password - Please remind them to keep it safe and to keep it private.



The portal address is printed on the DB Primary login 'passport' your child will be issued, showing their username and password.



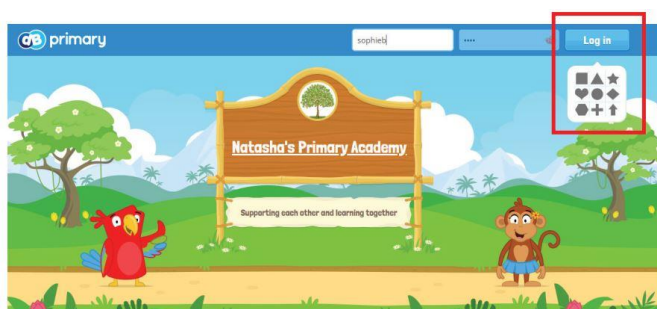
On the DB login screen, you should always see **your school's name**.

If you cannot see your school name on the brown board between the parrot and the monkey, then you are on an incorrect login page for your school.

Usernames and passwords are case-sensitive, so please ensure you observe this when typing in your login details.

Too many times trying the wrong password will temporarily lock the account and you will need to wait to try and log in again.

If your child is given a picture password to log in, then just type the username and press enter (or click the Login button), to be taken to the picture login screen. If you cannot see the pictures it'll be because either you are not at the correct login screen, or you have not typed in the username correctly.



Pupil Homepage

Once logged in your child will see their own personal homepage. This may look different, depending on the choice of theme they have been assigned by the teacher.



All children have a homepage (sometimes referred to as their landing page or dashboard).

When children log in this is the page to which they are directed.

From this page they can access other areas that may be of interest to them including their class page or other pages which they are a member of, e.g. year group page.

These pages are called 'Communities' on DB Primary.

On the pupil homepage they will see:

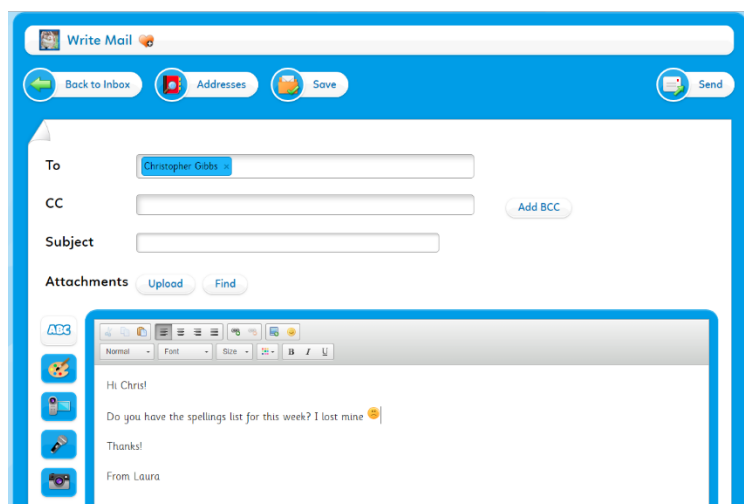
- Their Email (if this is switched on)
- Their Calendar
- Their Work area (a place to store their files)
- Their Rewards
- A link to the Learning Library
- Their 'Things To Do' (tasks assigned to them)
- Their own personal Blog
- Links to any Community they are part of

Pupil Email (Webmail)

Children may have access to email- this is something which can be switched on and off by the teachers.

This will not allow them to send or receive emails to anyone outside the school and is effectively an internal messaging system.

All emails can be seen by your child's teacher so it is important that they understand that even if they delete an email, it can still be seen!

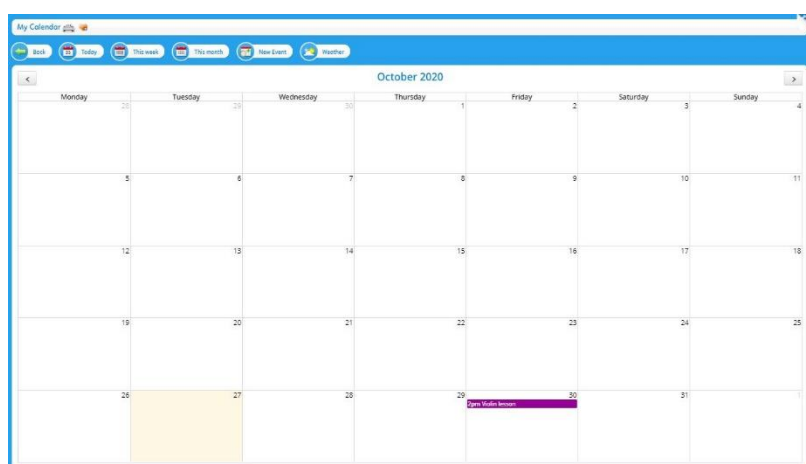


Please note: Email is only on Starter and Improver themes. If your child is on the Early Years theme then they will not have access to DB Primary's webmail feature.

Pupil Calendar

The children will have their own personal calendar. They can change the view between today, this week

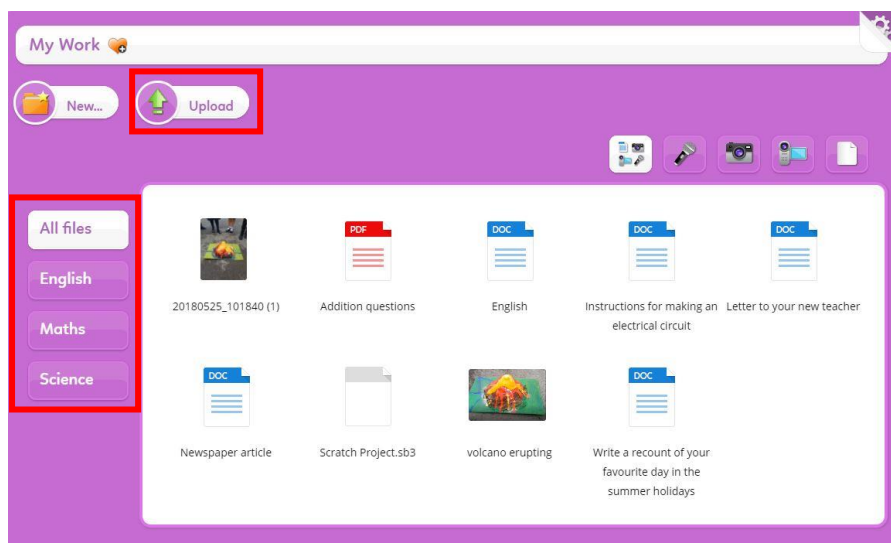
and this month. They can add events to this calendar themselves.



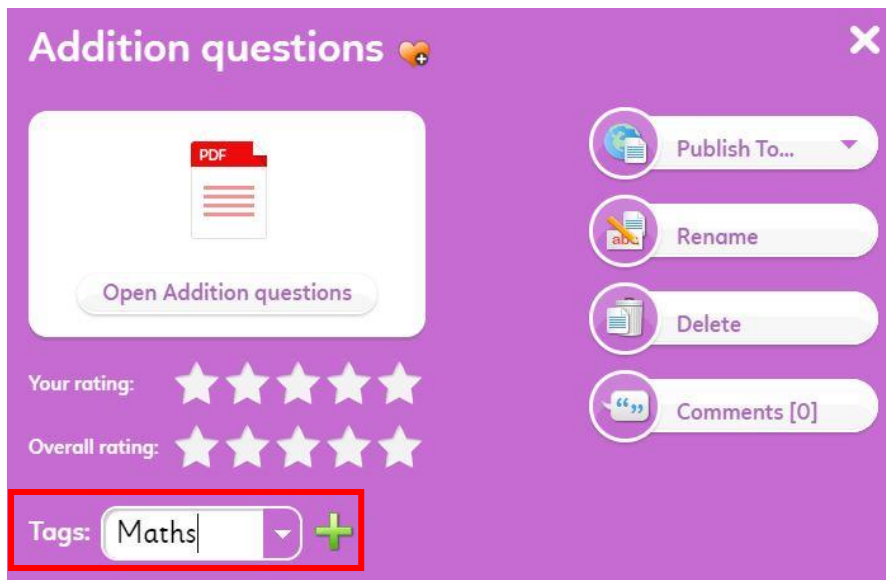
Please note: The calendar feature is only on Starter and Improver themes. If your child is on the Early Years theme then they will not have access to DB Primary's calendar feature.

Pupil My Work area

The children will have their own personal files area called 'My Work'. This is a place where children can upload files and these can be seen by themselves and their teacher.



The children can use the 'Upload' button to choose a file from their computer files to upload here.



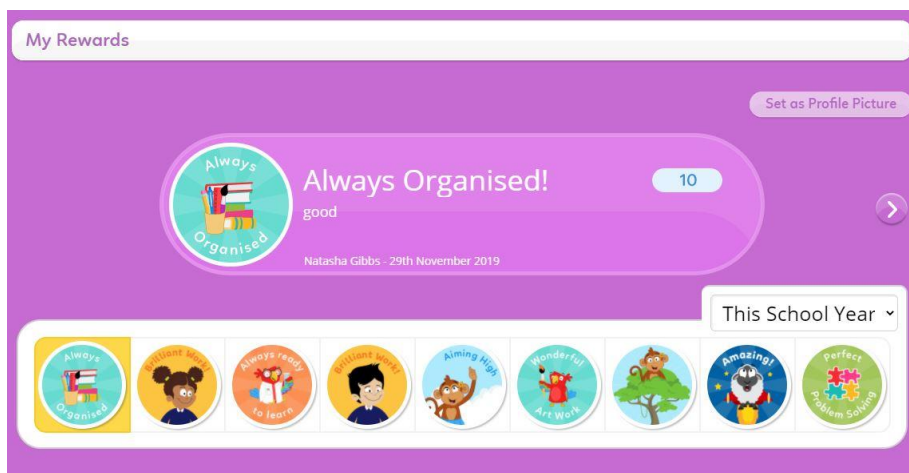
Once files have been uploaded they can be clicked on, given a 'tag' (followed by clicking the green + symbol) and this then helps to organise the files and a list of used tags will appear down the left of the 'My Work' area.

You could use subject tags or date tags to help organise the files.

Pupil Rewards

The children will have their own personal Rewards area where they can see any rewards they have been given by their teacher.

They can scroll through their rewards and see the comments left for them by their teacher.



Please note: Rewards are only available on Starter and Improver themes. If your child is on the Early Years theme then they will not have access to DB Primary's rewards feature.

Pupil link to the Learning Library – Activities

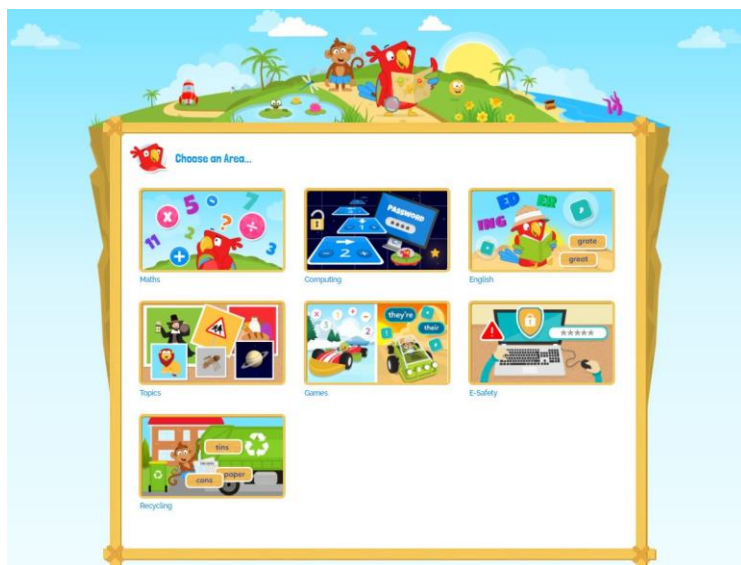
The Learning Library is a collection of online activities designed to support learning in and out of school.

The activities are easy to use, and children may either be assigned to them by their teacher or may access them for self-learning.

If your child is assigned an activity to complete it will appear in their 'Things to Do' panel on their homepage. They will be able to click on the activity icon and complete the activity once (unless the teacher has enabled re-takes). Once completed your child's score will be sent to the teacher to see how they did.

Your child can also click into the Learning Library from their homepage and choose activities they would like to complete (which have not been assigned by their teacher). The class teacher will be able to see any activities your child has chosen to complete and they will see how well they did.

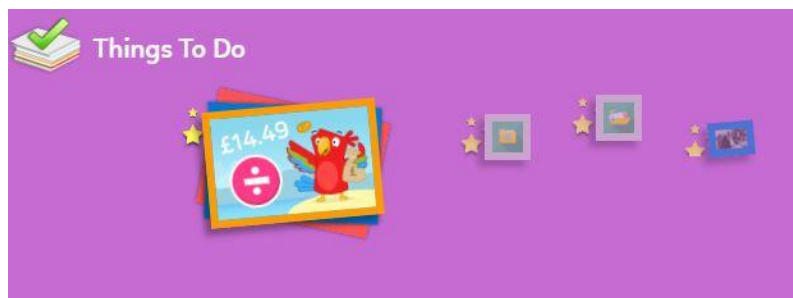
If your child is not able to access the correct year group activities then please let the class teacher know so that they can remove/ change the year group limit on Learning Library activities for your child.



Pupil Things To Do panel

The Things To Do panel will show all the activities and tasks the children have been assigned to complete.

These may be Learning Library activities, or they may be tasks set by the teacher which involve uploading a file to complete the task.



When you hover over a task icon it will show the name of the task and when it is due in.

The stars which appear on the task icon show that it is a new task.

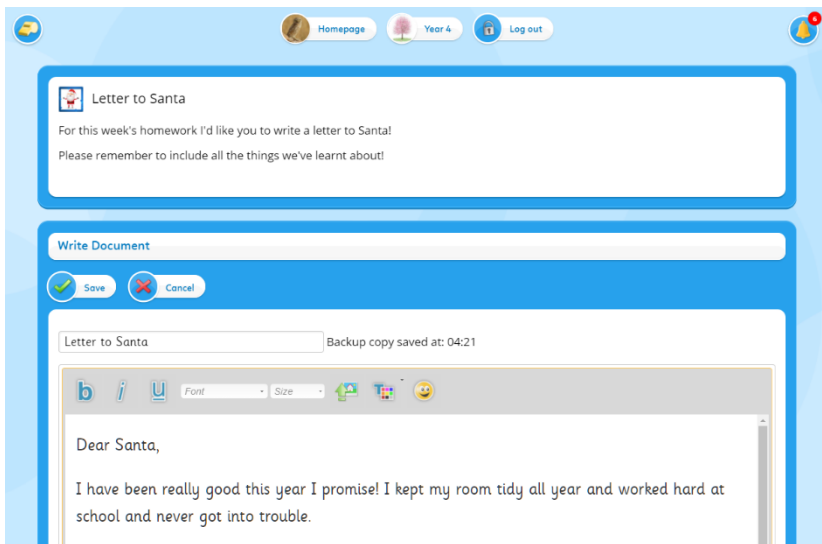
Clicking on the icon will open up the activity and you will be able to see what the pupil has been asked to do.

There are several different task types which can be set:

- Writing a document where pupils use DB Primary's document tool to create and submit written work (a copy of which is then saved in their 'My Work' folder)
- Painting a picture using DB Primary's paint tool to create and submit digital paint work (lovely for the younger pupils in the school)
- Writing a blog entry on their homepage
- Requesting the pupils to create a new forum or answer an existing forum topic
- Contributing to the community wiki page in a collaboration area
- Uploading a file (pupils must upload a file to complete the task, e.g. Word, Publisher, PDF documents)
- Answering a survey that has been created for them

Write Document and Paint Picture

These types of tasks allow the pupils to use DB Primary's document or paint tool to create their work. When they submit their response to the task a copy of the work is also saved in their 'My Work' folder.



When they click on the task icon the task will open for them to complete. The instructions and any resources attached by the teacher will appear along the top and they will be able to start writing. For this type of task pupils will write directly into DB Primary's document tool.

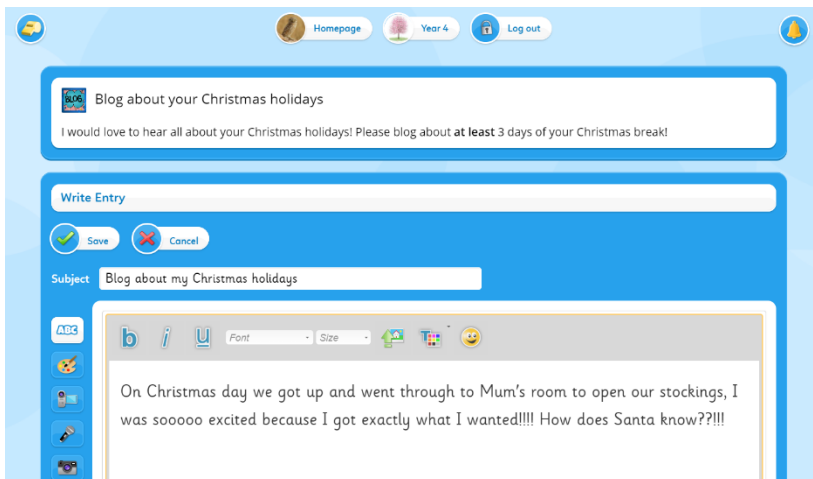
The 'Save' button will ask the children whether they are ready to hand the work in or not. If they click 'No' then the task will remain in their 'Things To Do' panel and they can resume the task at a later time. If they click 'Yes' then the work will be submitted, and they may be presented with the self-assessment screen (if the teacher set this up to be included at the end of the task).

Once the task has been handed in it will disappear from the pupil's 'Things To Do' panel and a copy of the work will be save in the pupil's 'My Work' area.

New Blog Entry

This type of task will require the pupils to create a personal blog entry on their homepage.

When they click on the task icon the task will open for them to complete. The instructions and any resources attached by the teacher will appear along the top and they will be able to start writing their blog entry.



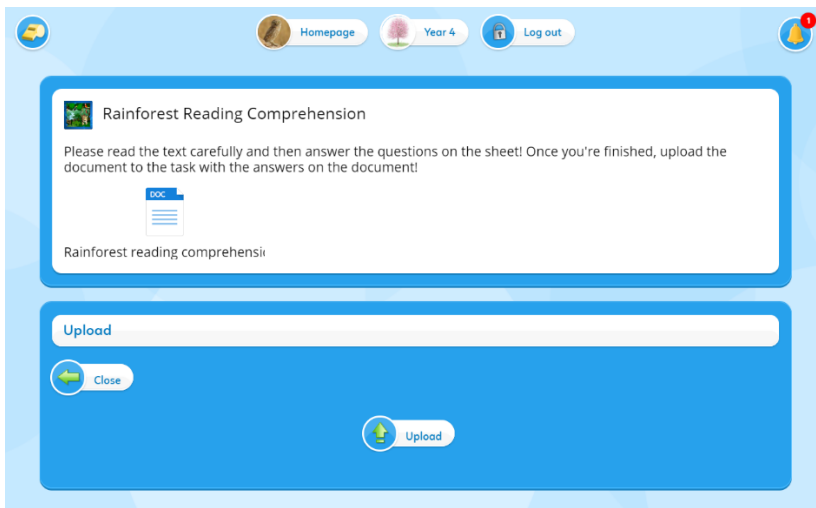
Pupils can save their work at any point and they will be given the choice whether to just save it and not hand it in yet (and they can come back to the task a bit later), or whether they want to save it and hand it in.

Once pupils hand this task in, their blog entry will appear on their homepage in their blog.

Upload a File

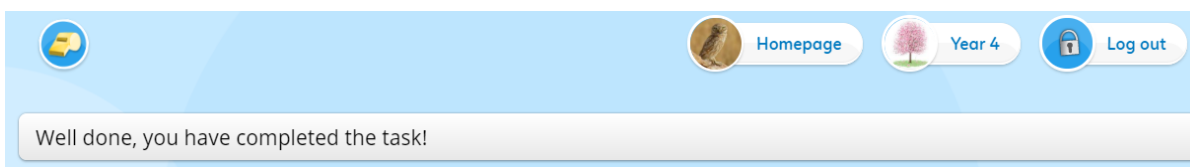
This type of task will require the pupils to upload a file to complete the task (e.g. Word, Publisher, PDF documents).

When they click on the task icon the task will open for them to complete. The instructions and any resources attached by the teacher will appear along the top and they will be able use the 'Upload' button to choose a file.



The pupil will then choose a file from their computer to upload to complete the task.

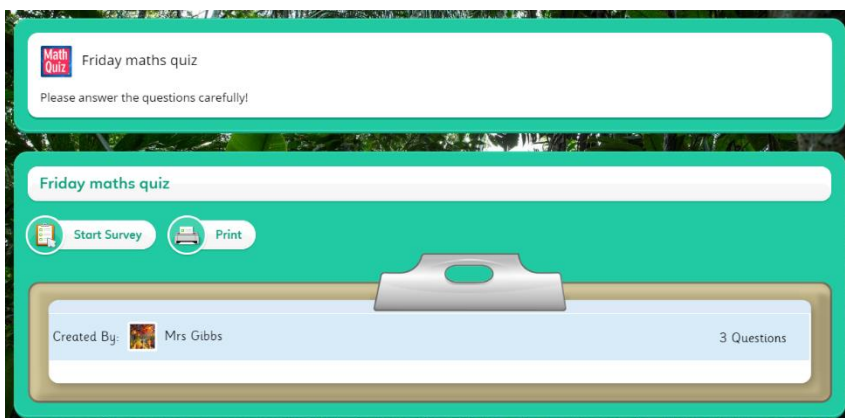
Once they have done this the task will automatically close and they will be presented with a message which tells them they have completed the task. A copy of the file will be saved in the pupil's 'My Work' area.



The teacher will then see your child has completed the task and when they click to view the task response it will automatically link them to the file your child uploaded (they won't need to hunt around for it in their 'My Work' area).

Answer Survey

This type of task will require the pupils to complete a survey created by the teacher.



When the pupils click on the task icon the task will open for them to complete. They will click on the 'Start Survey' button and then the questions will be presented to them one at a time to answer.

On completion of the final question, pupils will be shown a message to let them know the task has been completed.

New Forum Topic and Forum Reply

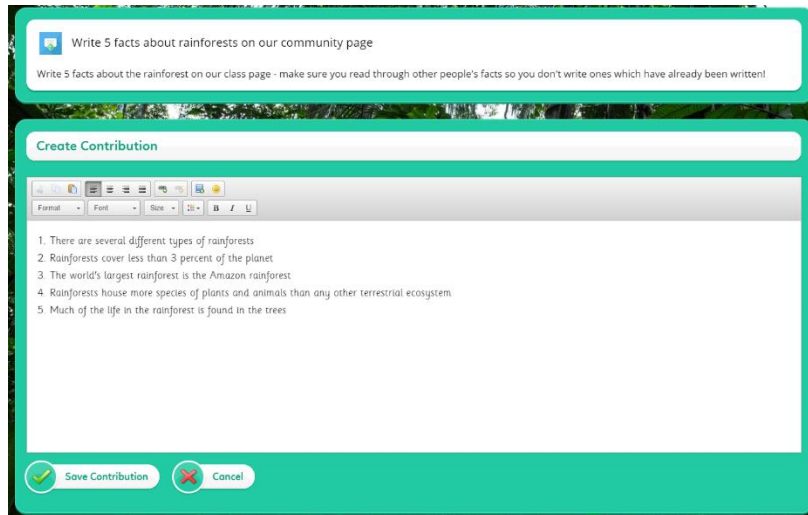
These types of tasks require the pupils to either create a new forum topic. Pupils will click on the task icon from their 'Things To Do' panel and it will take them directly into the community forum where they can then find the forum topic the teacher asked them to reply to and they can choose to reply.

When they click to save their reply, they will be presented with the option to hand in their response.

If the teacher has asked them to create a new forum topic for discussion they will be able to do this and then click 'Save Topic' when they are finished.

Wiki Contribution

This type of task will require the pupils to write a contribution within an existing Collaboration Area on a community page.



Write 5 facts about rainforests on our community page

Write 5 facts about the rainforest on our class page - make sure you read through other people's facts so you don't write ones which have already been written!

Create Contribution

Format Font Size 20 B I U

1. There are several different types of rainforests
2. Rainforests cover less than 3 percent of the planet
3. The world's largest rainforest is the Amazon rainforest
4. Rainforests house more species of plants and animals than any other terrestrial ecosystem
5. Much of the life in the rainforest is found in the trees

Save Contribution Cancel

The pupils will be taken to the community page when they click on the task icon from their 'Things To Do' panel. They can choose to 'Contribute' to the collaboration area and can click to save their contribution when they are finished.

Any File

This type of task offers the pupils a variety of ways to submit their work. They will be able to choose an existing file from their 'My Work' area, create their work using one of the DB Primary tools, or upload a file from their computer (e.g. Word documents, photos, PDFs etc).

When the pupils click on the task icon they will then be presented with the option to choose an existing file from their 'My Work' area (they simply click on the file they wish to submit), create a new file (which will then let them use DB Primary's Document or Painting tool to create the document), or upload a file from their computer file storage.



Recount of Christmas day

Please write a recount of Christmas day. Remember to use these features:
 Written in chronological order (in the order that events happened).
 Written in the first person (diaries and letters).
 Written in the past tense.
 Use time connectives (words that join phrases or sentences together to help us understand when something is happening).

My Work

 Cancel
  New...
  Upload









English



Instructions for making an electrical circuit



Letter to Santa



Rainforest reading comprehension



SPAG



Write a recount of your favourite day in the summer holidays

Please note: For this task type only one file can be uploaded to complete the task.

Therefore, if you have multiple files (e.g. photos of completed work) please copy and paste them into one document and then upload that document in response to the task.

Other

This type of task does not ask for a submission of work from the pupils. This task type is used for instructional purposes or information sharing only, e.g. To learn the attached spellings.



Spellings for W/C 4th January 2021

Please learn these spellings ready for the spelling test on Friday afternoon.



Spellings for WC 4th January 2021

Spellings for W/C 4th January 2021

Due in 3 weeks from now



Finished

When the pupils click on the task icon they will be able to download/ view any attached resources and will just click 'Finished' to complete the task

Pupil Personal Blog

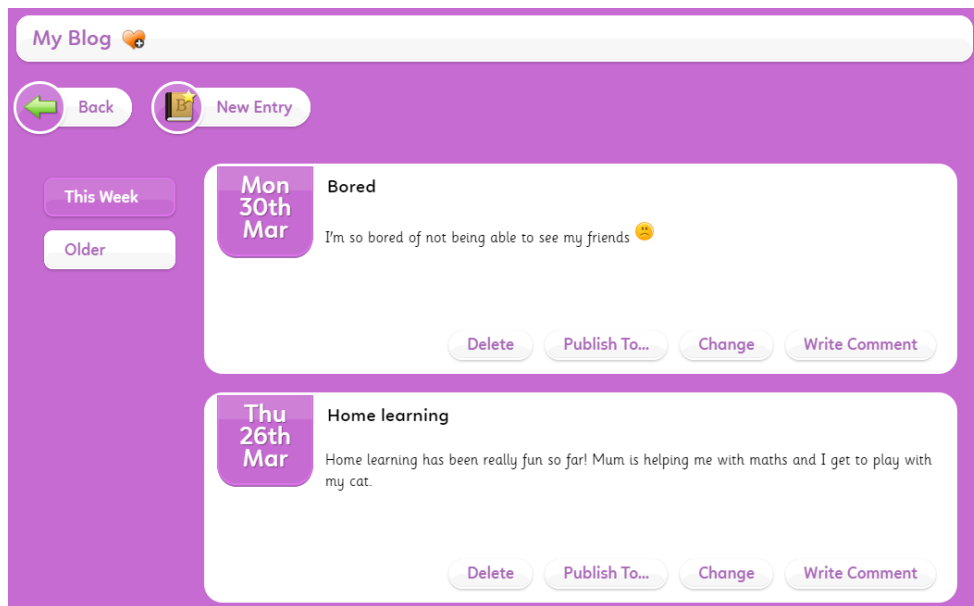
The children have a personal blog. A blog is essentially an online journal or diary.

Children may blog using text, images, audio and video clips.

Any online posts should follow the core rules of:

- 1) My posts may be seen by others (including my teachers)
- 2) What is unacceptable offline is unacceptable online

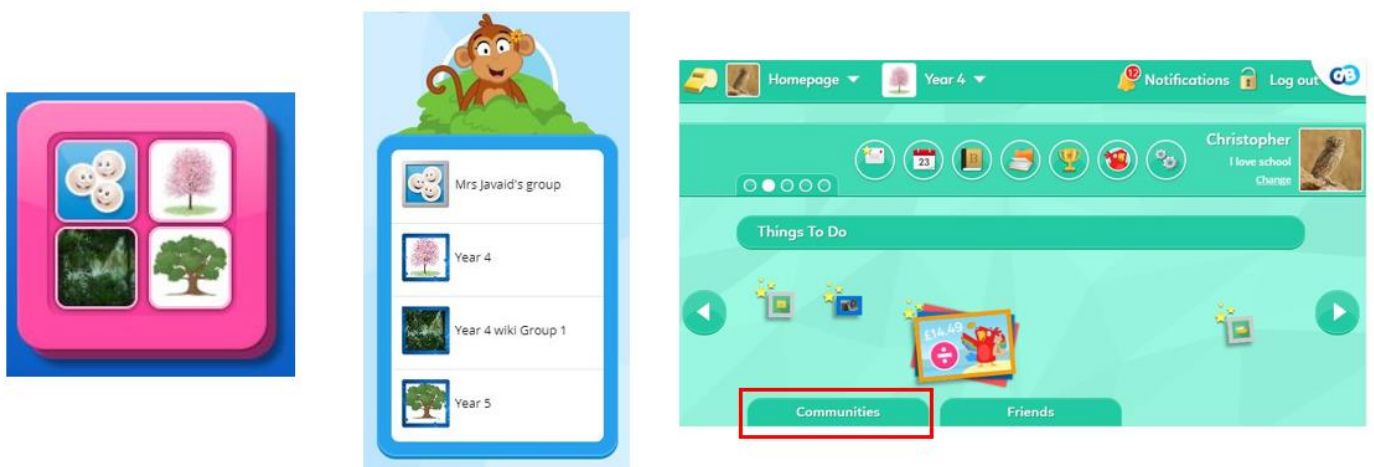
Children can create new blog entries, delete or change current blog entries and may be able to publish their blog entry to their class' community blog (if this is something the teacher has enabled).



Pupil Links to Community Pages

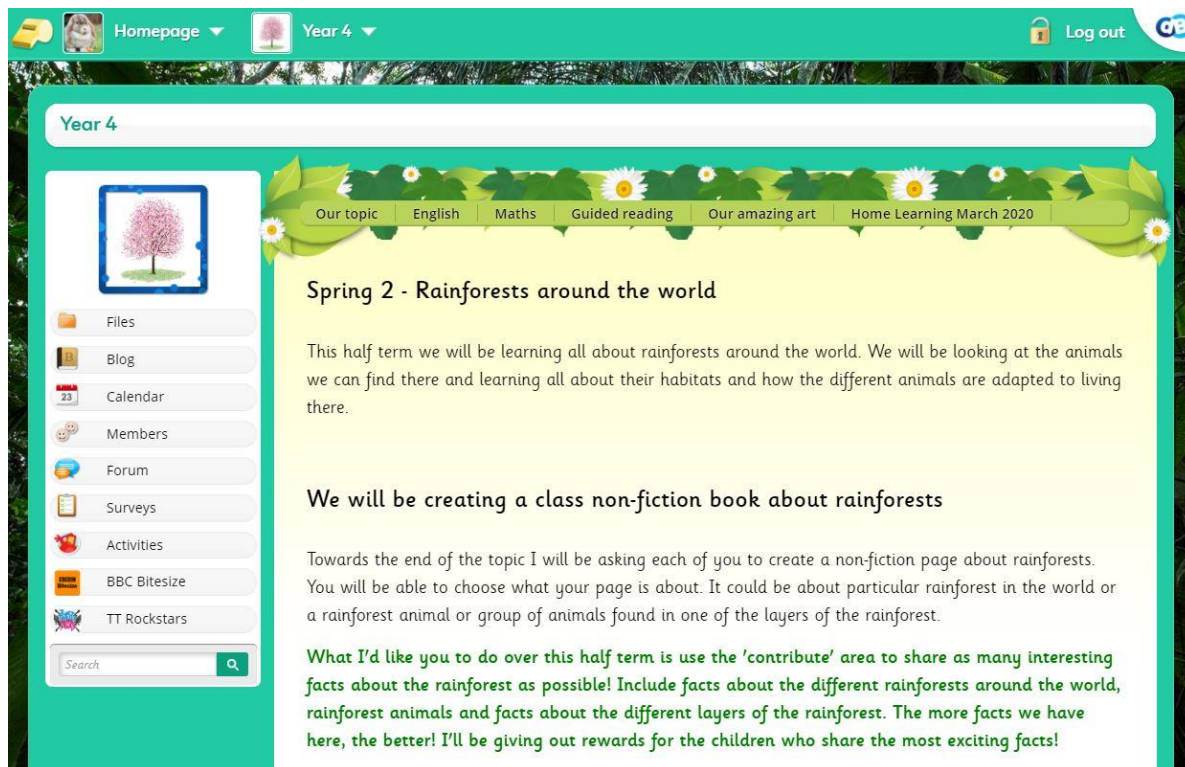
As well as a personal homepage, the children will be part of one or more Community Pages.

They can access these pages from the links on their homepage.



Community Pages

Community pages can be for individual classes or perhaps for the whole year group and is dependant on how the school have set these up. The community pages are a place for all the children in the class to access and the teacher may add resources to the page for the children to see.



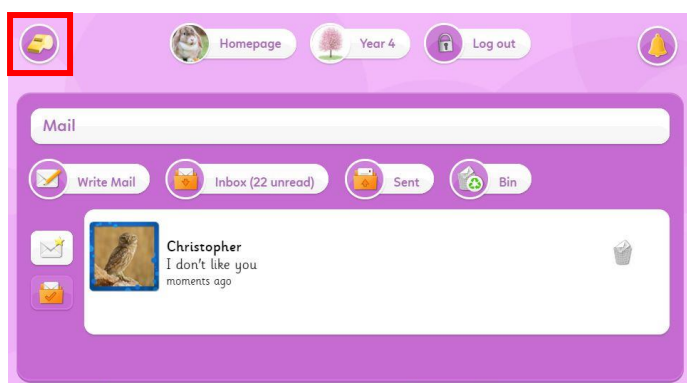
The Community Pages will each be set up differently depending on the class, but they may offer:

- A Files area (where the teacher will upload files for the children to use)
- A class Blog (which the children may contribute to)
- A class Calendar (updated by the class teacher)
- A class Forum (a place for discussions)
- A link to the Learning Library
- A 'Members' link which lets the children visit each others' homepages
- Any other links the teacher has added, eg. To BBC Bitesize

Pupil Golden Whistle Tool

When your child is logged in to DB Primary they will see a Golden Whistle icon in the top left corner of every page.

If they see something which upsets them on DB Primary (for example, an unkind email sent to them by a classmate), then they can click the Golden Whistle icon and explain what has upset them. This will then alert their teacher.



Important Information

- For children to be able to log in to DB Primary, they must be at the correct login portal for your school – Make sure you can see the school name on the login screen!
- Remember that usernames and passwords are case sensitive
- If you need a username or password reminder then please contact the school directly, the DB Primary support team are unable to provide these details.
- If you feel that your child's login details have been compromised please tell the class teacher as soon as possible so that they can set a new password for your child.