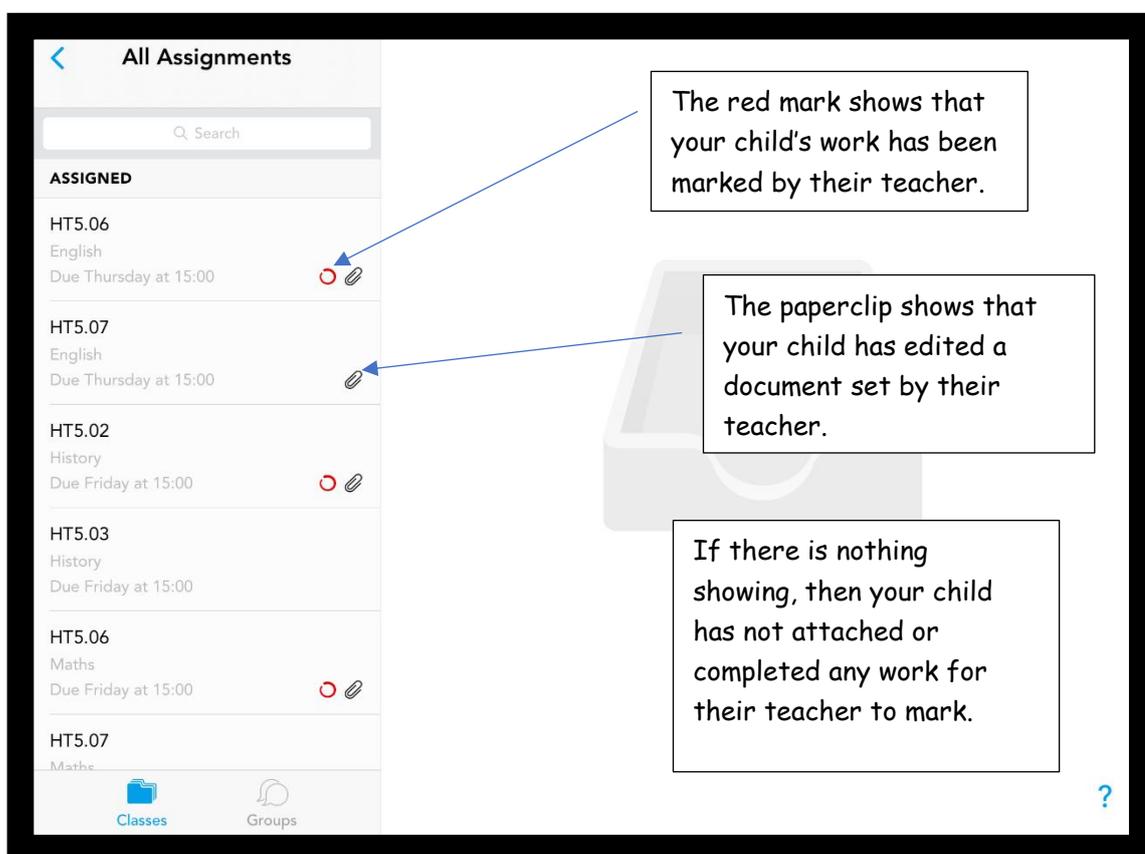


Benedict Biscop CE Academy Showbie User Guide

We have developed this user guide to support you with using the Showbie system. Please be aware that the system may look slightly different on different devices.

Assignments - this is the work or the activities set by the teacher.

By pressing on your child's class and then all assignments, you should see the image below, which will show you the assignments that have been set by your child's teacher.



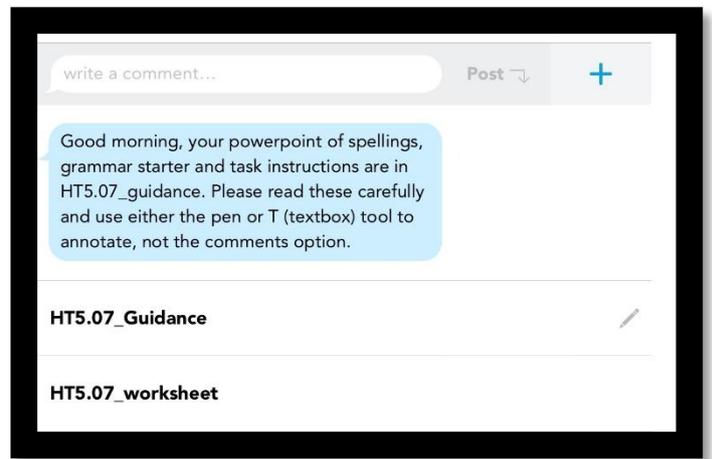
The screenshot shows the 'All Assignments' screen in the Showbie app. The screen displays a list of assignments with the following details:

Assignment ID	Subject	Due Date	Marked	Edited
HT5.06	English	Due Thursday at 15:00	Yes (Red mark)	No
HT5.07	English	Due Thursday at 15:00	No	Yes (Paperclip)
HT5.02	History	Due Friday at 15:00	Yes (Red mark)	No
HT5.03	History	Due Friday at 15:00	No	No
HT5.06	Maths	Due Friday at 15:00	Yes (Red mark)	No
HT5.07	Maths		No	No

Callouts explain the icons:

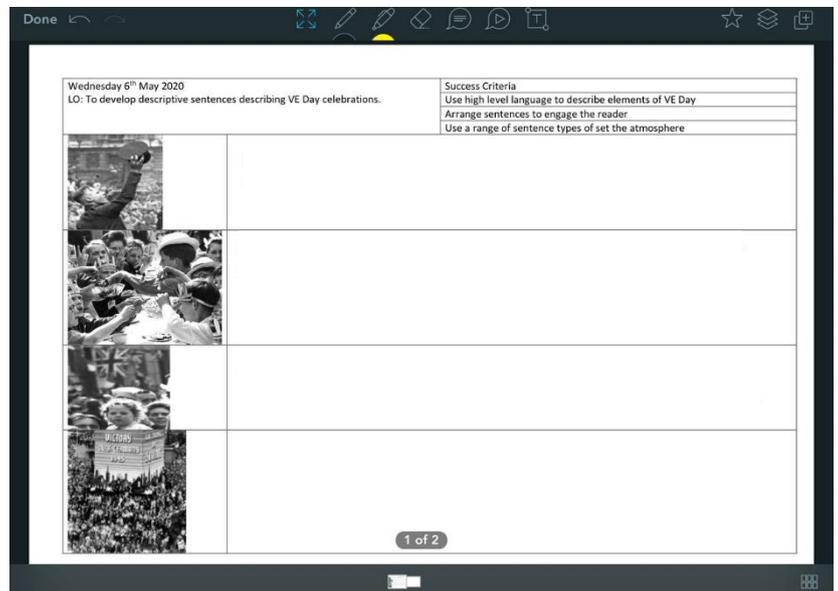
- The red mark shows that your child's work has been marked by their teacher.
- The paperclip shows that your child has edited a document set by their teacher.
- If there is nothing showing, then your child has not attached or completed any work for their teacher to mark.

After pressing on the assignment this screen will appear. It will contain the activity that needs completing, any additional help or guidance (video or PowerPoint) and written instructions of what your child's teacher is wanting them to do.



Opening a document

When opening a document in an assignment it will appear like this. This activity was set for year 6. You can see that at the top of the document there are various tools that your child can use to complete the activity. Your child's teacher might direct them to which of the tools to use for the activity, however please use whichever option is best for you. Including using pen and paper and uploading via the front page.



Tool Bar

PLEASE NOTE WHEN YOU PRESS DONE, ANY ANNOTATIONS WILL AUTOMATICALLY BE SAVED

If you wish to upload something separately, eg written work then see below.



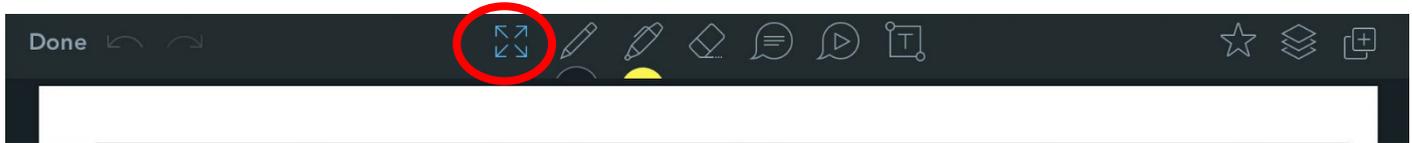
This is what the tool bar looks like and it has 7 features:

- Move and zoom
- Pencil
- Highlighter
- Rubber
- Speech bubble

- Voice note
- Text box

Move and Zoom

The image below shows the tool bar and within the red circle is the move and zoom button. This will appear blue when you press it. You can use this feature to move from page to page and you can zoom in and out of the document. By zooming in you can be more accurate when using the pencil tool or placing text.

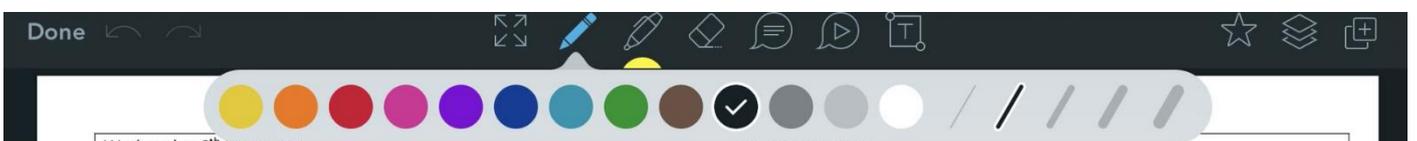


Pencil Tool

This is the pencil tool. You can use the pencil tool to write and draw with. When you press the pencil tool it will turn blue.



If you press on the image twice, you will then be given further options for the pencil tool. You can choose what colour you would like and the thickness of the line that will be drawn. I would advise children to use black for writing and numbers as teachers will mark using the colour red. However, if your child is doing art then use all the colours available. Once you have selected the colour and thickness then tap on the activity and the menu will disappear.



Highlighter Tool

This is the highlighter tool. The highlighter tool can be used to highlight text on the document. There could be a success criteria at the top of a document. Teachers will highlight the success criteria in yellow and blue.

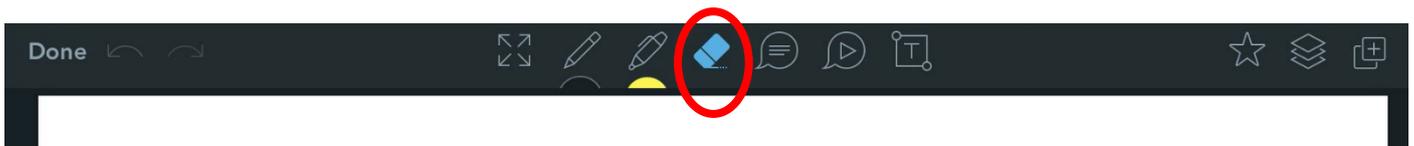


If you press on the highlighter tool twice, you will be given further options. These options will contain different colours and thickness of the highlighter. Once you have selected the colour and thickness then tap on the activity and the menu will disappear.



Rubber

This is the rubber. The rubber tool can be used to rub out anything you have drawn with the pencil and highlighter tool. The icon will turn blue when selected.

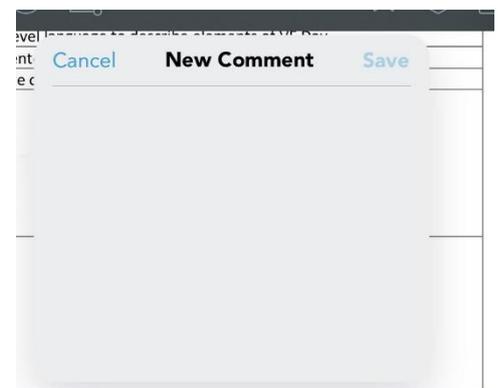


Comment Box

This is the comment box. The icon will turn blue when selected. This is used to add text or a comment to work. This is a great alternative if your child finds it difficult to use the text box.



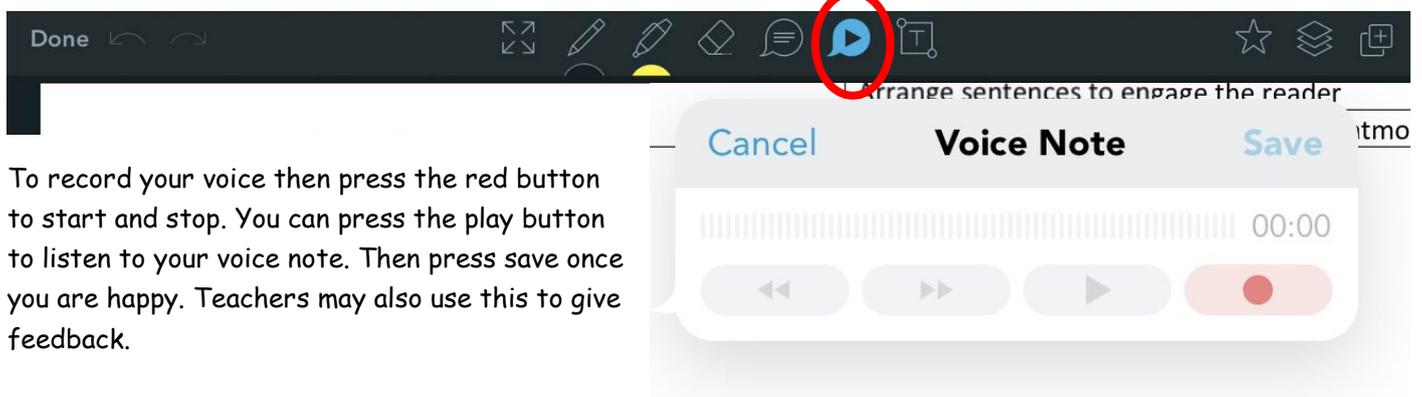
Once the icon is blue you can press anywhere on the document and a comment box will appear and look like the image to the right. You can type in what you want to say and then press save. Your comment will be shown in the box. To hide the comment so you can see the rest of the document you can press on the circle next to the comment box and this will minimise the box. You will only see a circle with your child's initials. To reopen the comment box tap on the circle. To change anything in the comment box press and hold and you will be shown different options such as edit and delete.



Voice Note

This is a voice note. The icon will turn blue when selected.

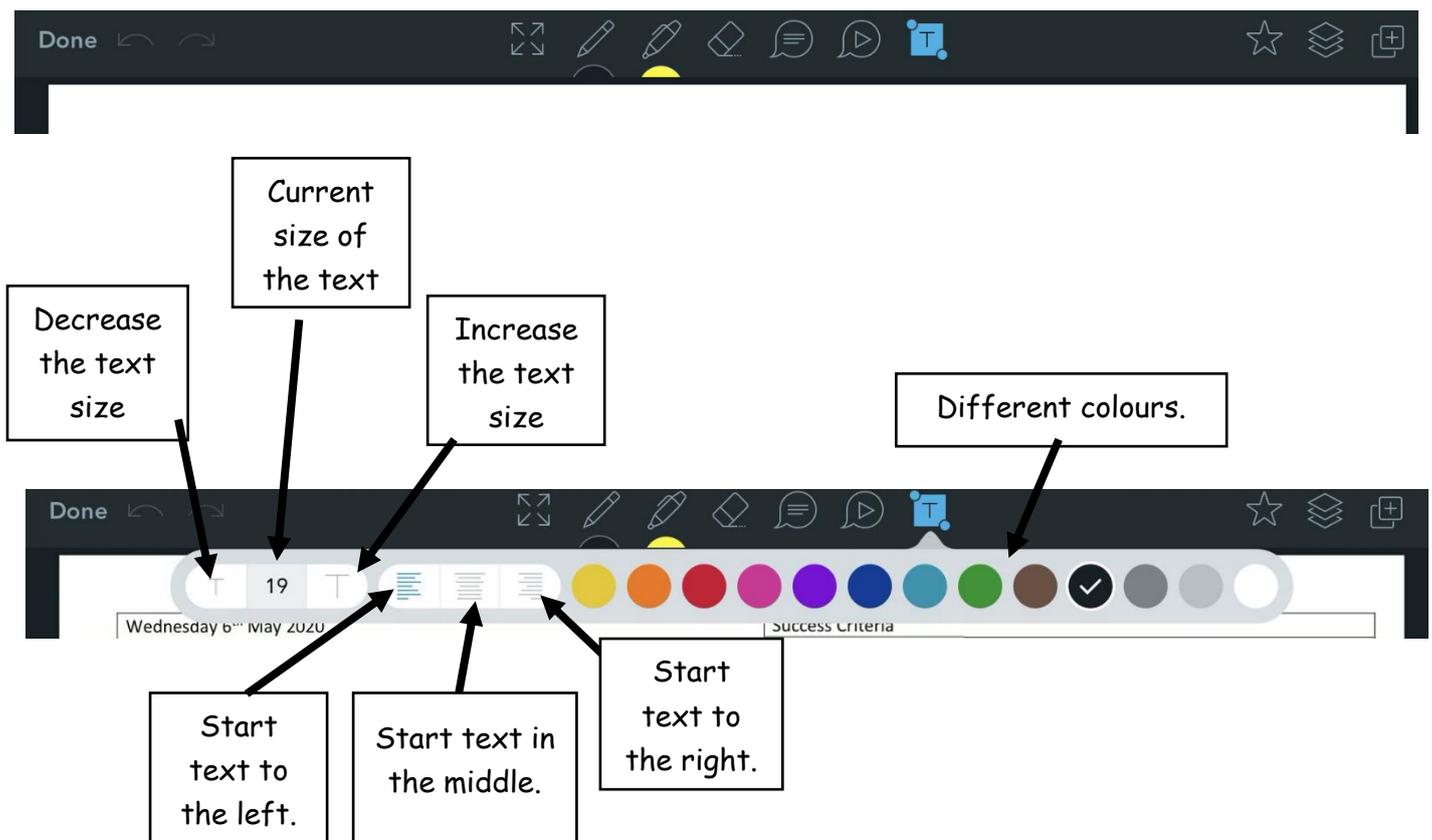
To add a voice note on a document you press anywhere on the document. It will bring up the image to the below.



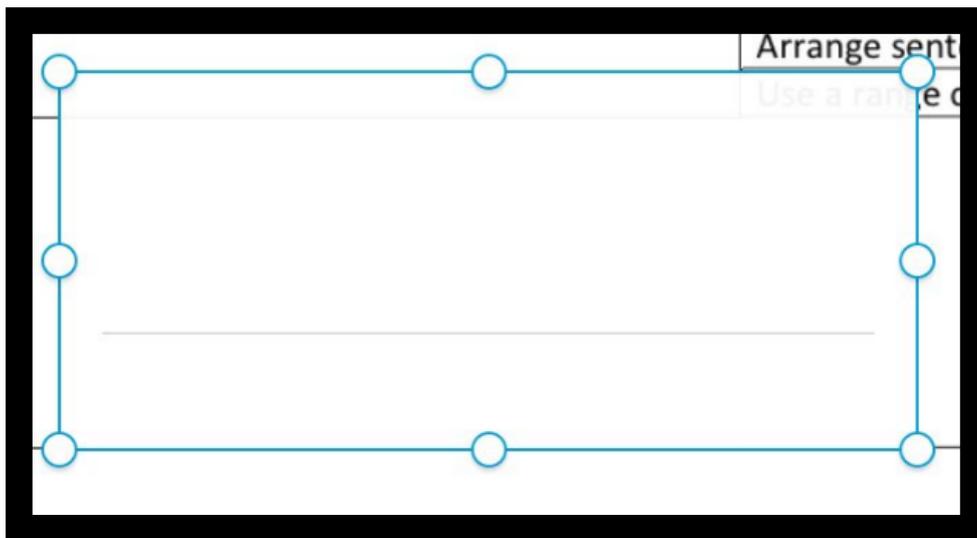
Text Box

This is the text box. The icon will turn blue when selected.

By pressing twice on the text box you will bring up further options such as the size of the writing, the alignment of the writing and the colour of the writing.

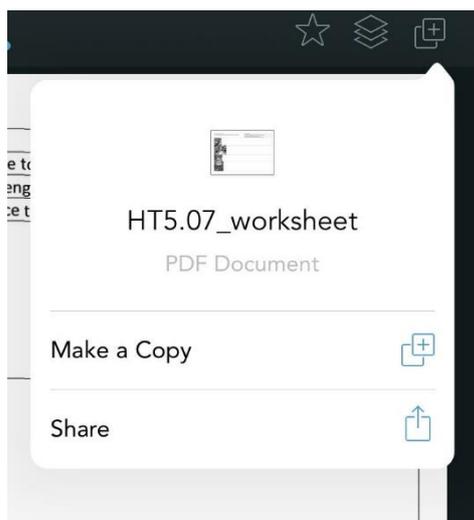


Once happy press anywhere on the document and the text box will appear. You can then type in what you want to say. When the box appears like the image below. You can move it to the place you want to put it and by moving the circles on the edge and corners of the box you can make the text box larger and smaller.



Other Options

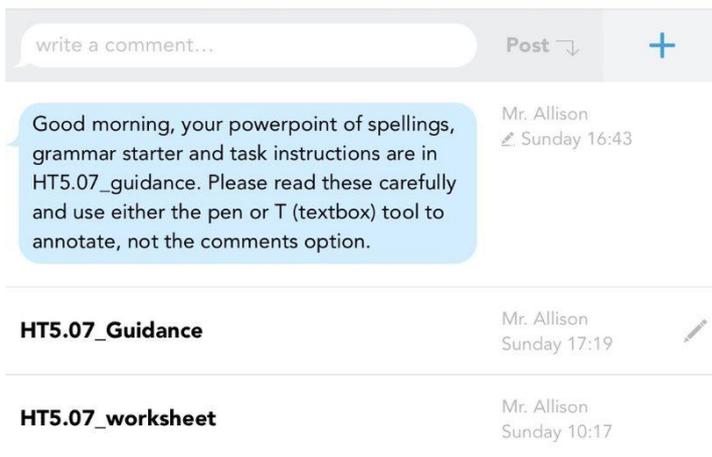
In the top right corner of the screen will be the options seen on the images below.



This allows you to make a copy of the document and you can share this document onto other apps. The original document is likely to be a PDF or a Word document. You can download the document to edit and then upload back to Showbie.

Uploading to Showbie

This is how you upload a document, image, photo, video or voice note to Showbie.



To upload to Showbie you must press on the '+' button. This will then give you a list of options.

- The first option is **CAMERA**. This will take you to your camera (if access has been granted) and you can take a live video or photograph.
- The second option is **SCAN DOCUMENT**. This allows you take a photo of a completed activity that is on paper or has been printed off. It will reduce the image to only the piece of work and will crop out the background.
- The third option is **PHOTO LIBRARY**. This will take you to the gallery of photos and videos already on your device. This allows you to take a photo or video and upload it to Showbie later.
- The fourth option is a **VOICE NOTE**. It works exactly the same as a voice note on a document.
- Finally, the fifth option is a **FILE**. This will take you to a file that is saved on the device. This could be the activity that you have downloaded from Showbie to complete in a different app. You would then just upload this to Showbie or share from the app that you have used to complete the activity.

