Tool Suite
User guide

The Cloud Revolution for your school!

The easiest way to create share and learn on the web.

Proven award winning ICT tools for teaching and learning.

Just2easy

Create • Share • Learn

bett
AWARDS 2015
WINNER

just2easy.com

The easiest way to create, share and learn on the web.

So what do you want to do?

- Motivate children to write
- Code
- Blog and publish
- Promote peer assessment
- Encourage learning conversations
- Make learning fun and creative
- Engage parents

- Provide a safe digital environment
- Provide online homework opportunities
- Create a school website
- Have unlimited storage space
- Collaborate
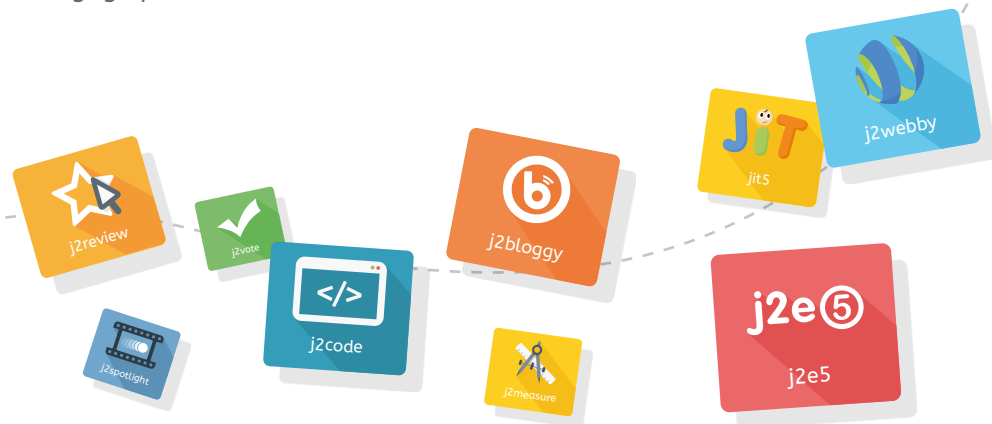
To find out how the Tool Suite can empower your curriculum visit
just2easy.com/computing-curriculum

Proven award winning ICT tools for teaching and learning.

Expand Digital Literacy:

Just2easy provides an easy to use digital learning environment, where teachers, pupils and others can learn and use technology in a way which enhances, rather than replaces, more traditional approaches.

Celebrating work:

Just2easy gives pupils esafe opportunities to publish their work via the school blog, their own web site or elsewhere on the web. This encourages them to write with real purpose and audience.

Create Differentiated Learning Activities:

Just2easy's tools encourage differentiated learning, with JIT for the youngest learners through to j2e5 for the more advanced. Furthermore many of the tools have different levels to aid differentiation.

Promote Independent Problem Solving:

Just2easy encourages students to be independent and enables them to create content in a variety of forms with minimum guidance. The tools need no training for either staff or pupils, who can begin using them from the very first day.

Get set to blast off!

#yourcloud

You now have access to your school's own virtual desktop.

Included in the ToolSuite are a range of ICT cross curriculum tools, including a secure online file store, desktop publishing, stop frame animation, voting, esafe blogging and a website and file distribution system, available to everyone at home and at school. Over the coming pages we will show you how to add and manage users, change your j2webby site and get you and your school started with our tools.

What do I need first?

Your computers will need to be up-to-date. We recommend the latest version of:

Flash   Internet Explorer 8+   Google Chrome   Firefox   Safari   **Available on the App Store**   App Store

Install on an iPad

If you are working with ipads then please download the j2launch App **https://itunes.apple.com/gb/app/j2e/id364611886?mt=8+**

Optionally install a desktop icon

If you use a Windows computer and login to j2launch manually you may follow this link: **j2e.com/desktopInstall/installer.php.** To install a desktop icon. Once installed it will take you to your launch site.

Advanced Tip.

Please feel free to install the app and icon on as many devices as you would like. This helps to speed up access to our award winning tool suite.

Manage our tools the way you want.

Adding users to a school account.

This section only applies to schools managing their Just2easy users themselves. Schools logging in via an authority or National network should consult those organizations for more information. To create or update users, rather than typing in the details, you may load a CSV (comma separated values) file into the manage users tab on the dashboard window.

Here is an example file format:

user, firstname, surname, class, email, type, password
dy, Danny, Younger, class1, d@j2e.com, pupil, pw_danny
gt, Gill, Thomas, staff, gt@j2e.com, Administrator, 4t35e56f
gt1, Geoff, Thomas, staff, gt1@j2e.com, Teacher, pw_geoff

Advanced Tip.

1. The first line defines what information is in the CSV file. You may change the order the fields appear in.

2. The field **user** must be unique within the school.

3. You may omit any of the fields, apart from user, and blank values will be used.

4. If you miss out **password**, the users password will be set to **password**. Pupils should then change this to something more secure.

5. If you miss out **type**, a pupil account will be created.

6. If you do not include the first line you must provide the fields in the order shown.

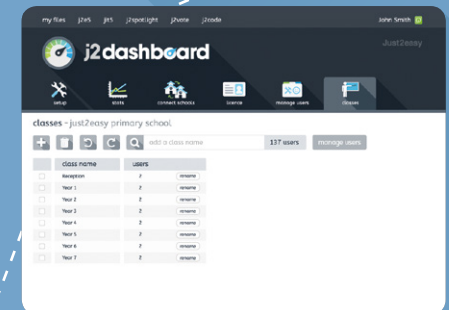7. CSV files can be created by many programs, eg Microsoft Excel.
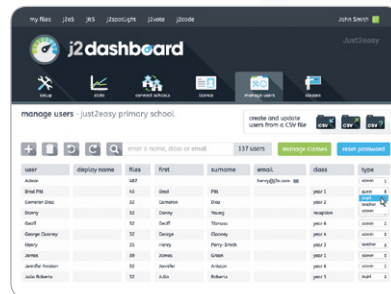
How to add a new class.

To add a class, click on '+'.

This will add the class. You can then add a pupil to that class.

Adding classes enables you to share **launch tiles** and documents and to find pupils' work more quickly and easily.

Advanced Tip.

In manage users you can search for a user, and re-assign their class or reset their password.

#designedforschools

Launch straight in.

Adding a Tile.

Adding a new tile that links to a web resource is very simple.

How to create launch tiles.

First click on the plus button which will open a window. Here you enter the url of the resource you want to add, together with whatever name you want for the tile. You can optionally add additional information. Finally click on the plus button on the window. The new tile will be added next to the **my files** tile.

Advanced Tip.

This is what appears when you hover over the button:

Info: When you click on the **i** on the right corner of the tile.

Share: When you click on the **share** icon on the right corner of the tile you can share the tile with other users.

Tags: can help create dynamic folders. If you tag a tile as **homework**, for example, when **homework** is entered into the search that tile will be displayed.

Folders.

Use the same plus button to add a folder. You can then simply, drag tiles into the folder and set the distribution permissions to share a set of resources with your school, class or group.

Advanced Tip.

You can also create a tile of a j2e page, so you could create a file for homework on j2e and add this as a tile to your launch by using the URL of the j2e document.
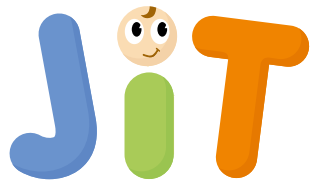
#clevertechnologymadeeasy

j2e.com
Just2easy

Basic tools for j2e5

- new
- load
- save
- publish
- print
- undo
- redo
- cut
- copy
- paste
- insert picture
- insert shape
- word list
- new form
- add video/sound/embed
- new table
- new chart
- share
- talk
- info

To create the:

Temple
- Basic shapes.
- Group.
- Layer.

Zeus
- Select picture icon.
- Select from google.
- Add shapes for beard etc...
- Group.

Fonts
- Type in text and then double click.
- Select new font to access over 700 more fonts then drag and move.

Scroll
- Select picture icon.
- Select from google.
- Layer to back.
- Lock to page.

Extension
- Add a sound file.
- Click on Zeus and add a link to a sound.
- Click on the title and link to:
  www.ancientgreece.co.uk/gods/explore/exp_set.html

Greek Gods

Zeus was king of the gods. He threw thunderbolts to punish anyone who disobeyed him. His brother Poseidon was god of the sea. Another brother, Pluto (also called Hades) ruled the underworld.

Zeus had many children, among them Apollo, Artemis, Athena and Ares. Apollo was the sun god, and the god of the arts, medicine, music and poetry. His twin sister Artemis was goddess of the moon, and goddess of childbirth, and of all natural things. She is often shown as a hunter with a bow and arrow. Athena was goddess of wisdom, and of crafts such as spinning, weaving and pottery. Ares was the bad-tempered god of war - not even his own father liked him!

King of the gods
Zeus

5

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bettawards.com

#designedbyteachers

10

The complete infant toolkit.

J2e Infant Tools for younger learners

J2e Infant Tools (JIT5) is a set of online educational tools specifically designed for younger learners. It has a colourful and friendly feel which appeals to reception and KS1 , whilst tools such a chart are useful well into KS2.

Mix - infant e-portfolio

Blend together any of the other tools into a mini e-portfolio. Add a picture to some text on one page, then move on to an animated story on the next, for example.

Available on the App Store

Pictogram

A fun introduction to data handling. Pick from a range of topics such as favourite fruits, colours, or pets then just click the buttons to add or take away the relevant pictures. Draw your own pictures or select from the picture bank.

Chart

Chart gives the simplest introduction to line, block, pie, and bar charts. Simply mix one or more chart type together on the page. You will see the charts update instantly as the numbers in the table are changed.

Write
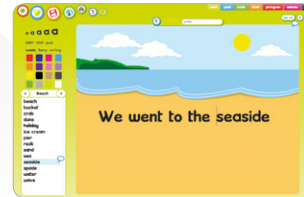
A simple to use writing tool, ideal for stories. A choice of word banks are available to help support this age group. Children will enjoy experimenting with presentation and style. Coloured backgrounds can be chosen to aid learning.

Turtle

Turtle teaches children the initial concepts of direction and simple programming. Children can design their own 'turtle' and plan a route for it to follow. Fantastic nursery rhyme and adventure templates are included.

Paint

Paint is an easy to use creative tool. Children can paint freely with different sizes and colours. Shapes and stamps are easily selected, as well as colourful template backgrounds, and pictures from a picture bank.

Animate

Animate is a tool for creating simple but exciting animations. It is a natural progression for children to draw a picture in paint, then use animate to make part of it move. Make snowflakes fall, crabs scuttle, and cars race.
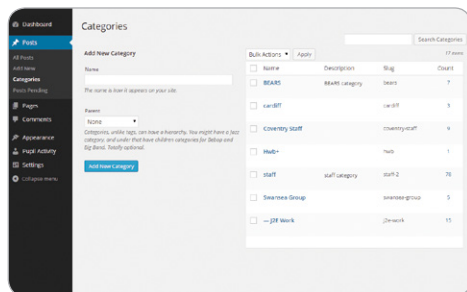
#pupilengagement
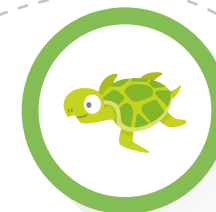
How to publish.

Publishing Work. Some basic principles.

Blog Categories

Work can be blogged using the blog button from any of the tools. When a pupil blogs some work it will appear (after moderation) under the Classname of the pupil under the Blogs menu. A staff blog will appear in **staff** under the Blogs menu.

To blog to a different location, first the teacher must create a new category from the j2webby dashboard (e.g. **Romans project**). Then when blogging from j2e5, select **Romans project** from the available list.

Pupil Posts

Pupils can post work from j2e, JIT, j2spotlight and j2vote but any work needs to be moderated by a teacher before it becomes public on the blog. (Use the **moderate** tile on j2launch). Any member of staff can moderate any pupil, but most staff would just take responsibility for the work of their own class or group, it is possible to filter the posts to see only a specific class.

Pupil Comments

Pupils can leave a comment on their school blog while they are logged in. The system will post their comment with their username which can be changed in settings to a new nickname. A pupil comment is not made public until a teacher moderates it.

With Primary age children you could...

- Teach children how to choose an online **screen name** which does not identify them

Set rules about the sort of comments that pupils should write

Staff Comments

Staff can leave a comment on their school blog while they are logged into j2webby without having to give out any further information.

Staff Posts

Staff are able to post publically at any time with no moderation process.

**#parentalengagement**

Publishing Work.

The j2webby Dashboard

Reviewing and Publishing

Posts are created when users publish work from j2e, JIT, j2spotlight or j2vote. Pupils' posts appear on the j2webby Dashboard. The easiest way to find work that needs moderating is using the moderate tile that all teachers have on their j2launch landing page.


Under the menu Posts > Posts Pending.

- Hover over the post you want to preview
- Click on Preview and the work should open up in a new browser window
- Once you have looked at the work you can decide to Publish or bin it. Or you can leave it as Pending although there is always the risk that another teacher may deal with it!
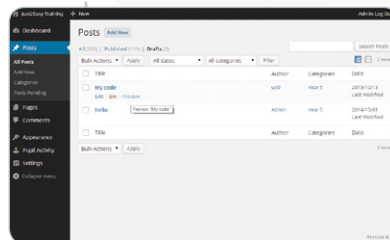
# Advanced dashboard tips.

Reviewing and Publishing Comments

Comments are made when someone visits the blog and comments on a post that has been published. Comments awaiting moderation are in the Pending section of the comments area on the j2webby dashboard. To navigate there easily use the moderate tile on j2launch.
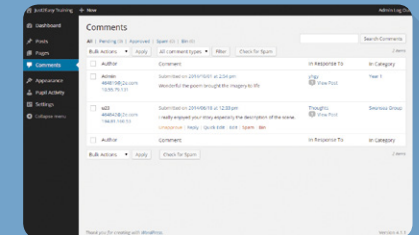
You can approve, reply, edit or bin a comment. You can always unapprove a comment if you change your mind.

Getting Email Notifications for Posts and Comments

- Go to the j2webby Dashboard and click on Settings > Email Reports
- Put your email address into the box
- Choose the notifications you want to receive and click Add email
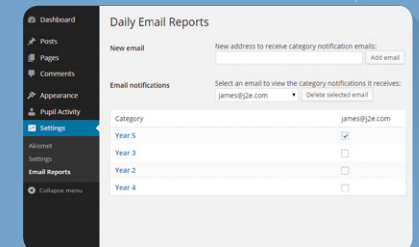
Whenever a new post or comment is made under that category you will get an email prompting you to check the blog dashboard.

#pupilvoice

j2bloggy
The easy way to blog

The writing revolution for your school.

/ - main school site

Select the site you want to access.

View your site.

Access the j2bloggy dashboard for your site.

Write a page or a post on your site using j2e5.

Posts, Pages and Publishing.

1 Terms

Posts are entries listed in reverse chronological order on the blog home page or on the posts page if you have set one.
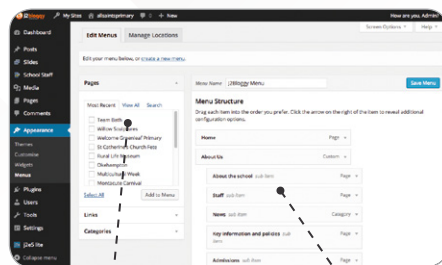
Categories provide a helpful way to group related posts together

Pages are static and are not listed by date. Pages do not use tags or categories...

Make sure you select the category that you want the post to publish to.
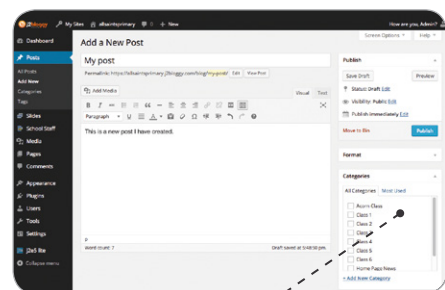
2 Publish a post
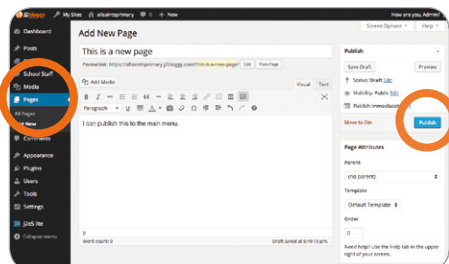
3 Arrange on a menu

Make sure the page is not on the menu then select it and add.

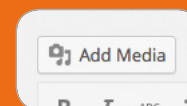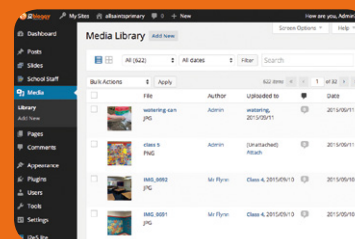*Simply click hold and drag to move a page around the menu structure.*

4 Add Media

Select add media if you want to add a file or picture to your page or post or just drag it onto the page to upload it.

Drop the file or image directly into the library or add new.

All media that is uploaded for the site can be reused by simply selecting it from the media library for any post or page.

5 Your Dashboard

This is where you can make changes to your site

Posts - Created and published by date order into a category

Media - Upload any media files to use in a post/page (100MB limit)

Pages - Pages on the site can be moved to any menu position

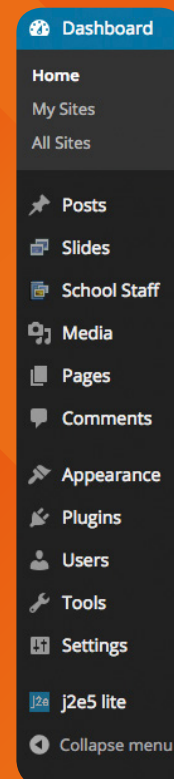**Comments** - All comments/posts require moderation by default

Appearance - Change how the site looks. One of these is the menu which allows you to move and remove catgories and pages

Plugins - Add extra functionality

Users - Add new users to become editors or admins

Tools - Import and exporting sites

Settings - Refines the way posts and comments are accessed

Dashboard
Home
My Sites
All Sites
Posts
Slides
School Staff
Media
Pages
Comments
Appearance
Plugins
Users
Tools
Settings
j2e5 lite
Collapse menu

[j2code]

[code] repeat

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Learn and create custom programs using j2code.

- JIT turtle
- Visual
- Logo
- Free resources
- Lesson Plans
- Scratch import

Year 1 / 2 Lesson Plans | Year 3 / 4 Lesson Plans | Year 5 / 6 Lesson Plans | Just2easy

JIT — Coding platform for KS1
visual — Coding platform for KS1 - KS3
logo — Coding platform for KS1 - KS3

Getting Started Videos
Import From SCRATCH
J2Launch App

Explore — Examples
My Code — My saved portfolio
Shared Code — Code shared with you
Resources — Further learning

JIT turtle
Use lesson plans from Y1-2

JIT Turtle is aimed at the youngest learners and starts to introduce all of the important concepts of programming. Pupils begin by simply clicking on an on screen **turtle** or **sprite** to move it, turn it or put a pen up or down. As well as moving the sprite it builds up a simple program as a series of commands in a separate window. As a user becomes more confident they can move to advanced mode where the turtle does not perform the actions until the program is run. This is a perfect compliment to motorised **floor turtles** or other activities.

Visual
Use lesson plans from Y3-6

The Visual programming engine is a familiar, block based programming tool which works on any modern computer or tablet. Starting with the simplest of programs, pupils can progress to a high level of sophistication which will keep them engaged and motivated. Teachers can share scripts with the class easily creating differentiated learning activities. There are 3 differentiated levels and also an additional LEGO® We Do™ plugin. The levels enable pupils to work independently without unnecessary clutter and distraction of script that they do not understand or need.
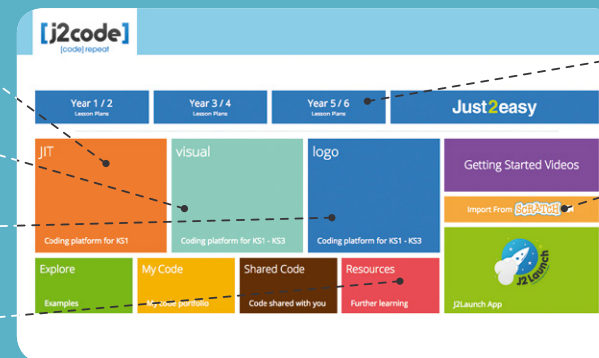
Logo
Use lesson plans from Y3-6

The Logo programming engine enables pupils to build varied and mathematically challenging scripts. The differentiated levels allow pupils to continue on from JIT turtle applying what they have learnt in a new context. Level 3 encourages users to work independently or for teachers or pupils to create examples for sharing with the class.
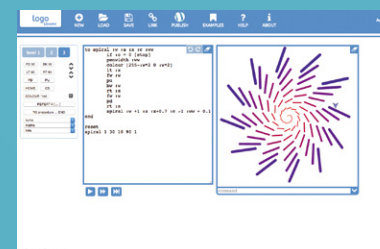
Free resources

J2code gives you some of the best free resources that are available on the web to use with your class. Try the hour of code from Code.org if you want a quick way into learning Visual code before you use Visual with the pupils.
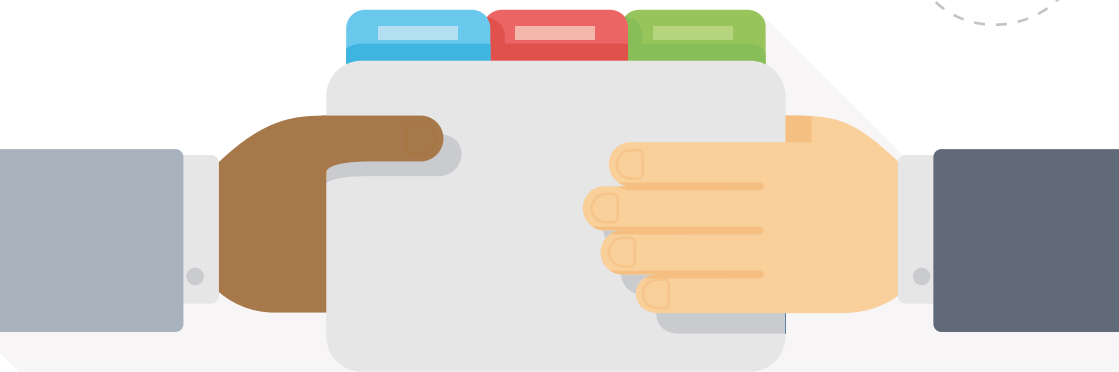
'Scratch' import

Import Scratch files that you have made public into MyFiles and add learning conversations to them or embed them in our digital paper, j2e5

Lesson Plans

A series of lesson plans to help introduce the coding curriculum to your pupils.
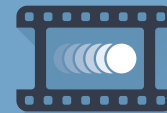
Share the web and your own resources.

Tool Suite
Create • Share • Learn

An amazing range of tools designed to support a challenging curriculum across the whole school.

The Just2easy Toolsuite is a collection of online educational tools specifically designed to engage, motivate and inspire pupils to meet and exceed many elements of the National Curriculum.

j2spotlight

J2spotlight works on any browser with Flash at home and school enabling pupils to continue with their films out of school. Stop frame animations can be used to develop multi modal literacy activities.
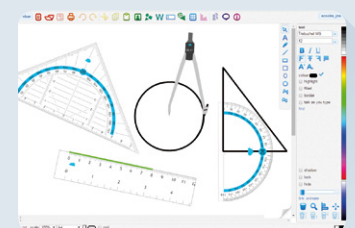
j2vote

J2vote has a colourful interface and is designed to appeal to children across all age ranges. Simple surveys are easy to create and it delivers powerful graphical results.
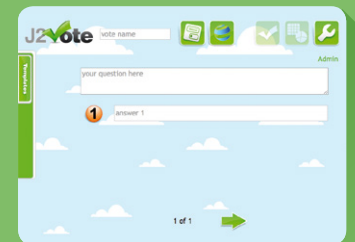
j2measure

J2measure provides mathematical tools to use in and out of the class with an interactive whiteboard or as part of a project.

#personalisedlearning

Your digital e-portfolio.

Create, collate and share.

(Definition taken from Wikipedia)

An **electronic portfolio** (also known as an eportfolio, e-portfolio, digital portfolio, or online portfolio)[1] is a collection of electronic evidence assembled and managed by a user, usually on the Web. Such electronic evidence may include inputted text, electronic files, images, multimedia, blog entries, and hyperlinks. E-portfolios are both demonstrations of the user's abilities and platforms for self-expression, and, if they are online, they can be maintained dynamically over time.

An e-portfolio can be seen as a type of learning record that provides actual evidence of achievement. Learning records are closely related to the Learning Plan, an emerging tool that is being used to manage learning by individuals, teams, communities of interest, and organizations. To the extent that a Personal Learning Environment captures and displays a learning record, it also might be understood to be an electronic portfolio.

E-portfolios, like traditional portfolios, can facilitate students' reflection on their own learning, leading to more awareness of learning strategies and needs.[2] Results of a comparative research, by M. van Wesel and Prop, between paper-based portfolios and electronic portfolios in the same setting, suggest use of an electronic portfolio leads to better learning outcomes.[3]

[1] Zimmerman, Eilene (30 June 2012). "Career couch: Showcasing Your Work, in an Online Portfolio". New York Times. Retrieved 7 June 2014.

[2] Moon, Jenny. "Guide for Busy Academics No. 4: Learning through reflection". The Higher Education Academy. Retrieved 7 June 2014.

[3] M. van Wesel & A. Prop (2008). "The influence of Portfolio media on student perceptions and learning outcomes" (PDF). Maastricht University.

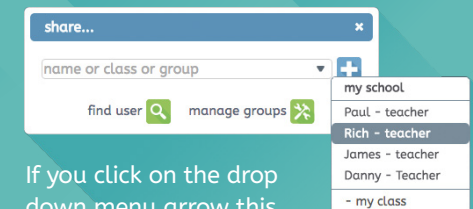## Distribute files and resources created on any device.
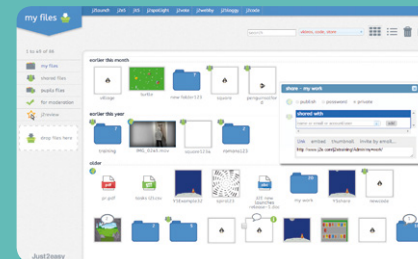
Using MyFiles select the 'i' to share resources with anyone in the school or to place them onto j2Launch.

Teachers can share a tile from their Launch to anyone.

To share a tile, hover over the tile and click on the sharing icon. This displays the sharing window which allows you to share in a variety of ways.

If you click on the drop down menu arrow this will let you add users, groups or classes to share the tile with.

When you share, the tile will appear on their launch, with the green triangle **new** symbol.

Easily share your web resources and any files that you have created to support your pupil's learning.

Save your Interactive whiteboard files as PDF's, add your Powerpoint files or any web resource.

Use j2launch at home and school from any device.

#electronicevidence

j2review
Evidencing progression

Designed for learning.

Helping schools develop a community of learners.

Learning is more than just a tick box.

J2review makes formative assessment easy, using any progression framework and enables teachers to give informative feedback quickly and effectively.

It enables real-time progress and collating of evidence based upon your school's progression framework for individuals, groups or classes. This allows you to see an instant overview of how much evidence you have collected for each student and which parts of the framework they have covered.

Creating powerful learning conversations.

At the heart of J2review is our unique, learning conversation that gives pupils instant feedback and self reflection. This ideal platform encourages pupils to self reflect and enables teachers to give instant feedback either by text or voice on a piece of work or a whole folder. J2review engages pupils in their learning journeys and empowers pupils via the immediacy of the feedback and conversation between the teacher and pupil.

J2review enables schools to monitor Pupil Premium evidence.

The real-time progression frameworks will help identify gaps and specific areas of underachievement. This will help you set individual targets and plans for intervention groups which can be used to monitor progress and close attainment gaps early on.

J2review works with your school's progression frameworks.

Being able to use any framework with J2review enables schools to use the platform across multiple learning phases - not just in the early years stage but, also with older years and for special education needs pupils who have their own standards and levels.

J2review an organised approach to evidence gathering.

Quickly move from a scenario where teachers are documenting evidence in different ways. J2review enables a much more strategic approach where you can capture, store and present evidence in a central organised and consistent way.

RISING STARS
Teach ★ Learn ★ Shine

Rising stars progression frameworks come as standard.

#designedforlearning
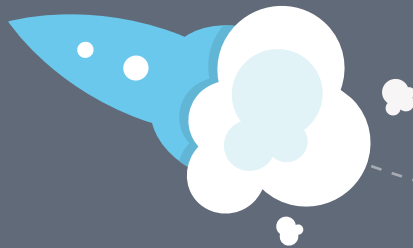
Just2easy

✉ support@j2e.com   ⬆ just2easy.com   📱 01335 370579

Please call our friendly team to book a demo or to purchase.