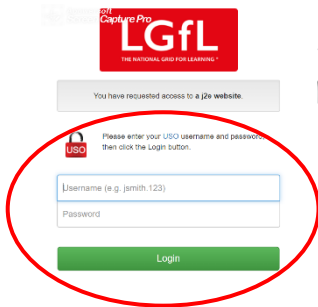


We will be setting some extra work on J2e tool suit. This is relatively new for our children so they may need some extra support in accessing this.

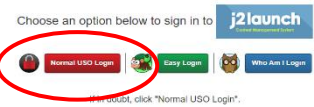
1. Google search > J2Launch and select the first search result ( <https://my.uso.im/j2e/> )



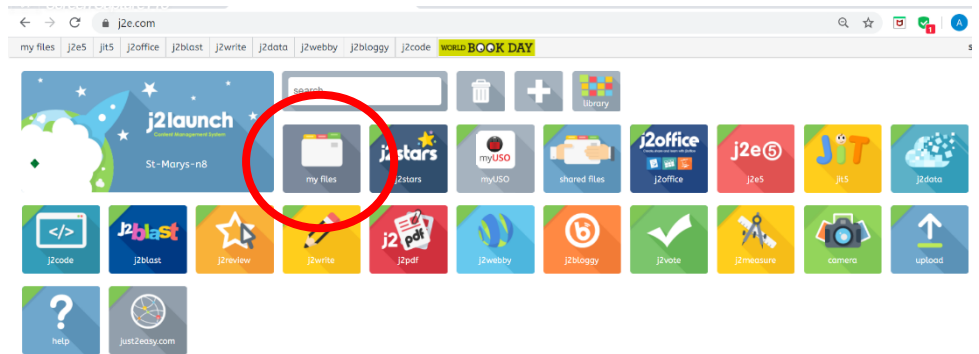
2. Click on 'Normal USO login.'



3. Enter your username and password and you will be taken to the dashboard.



4. From here, select 'My Files'.



5. In the My Files section you will see any work you have completed and saved. Don't be worried if there is nothing there the first time you log on.

6. On the left-hand side of the screen, select 'Shared Files'.

- i. Then select your class folder. This will take you to a page where you will see any tasks or guidance that your teacher has shared with you.



7. When you've finished your task, in some tasks you will have to 'Save' your work. Sometimes you it is called Rename.

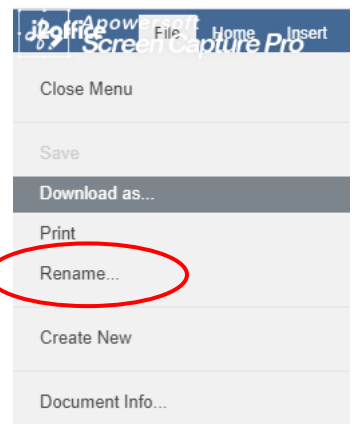


When you do so, DON'T change the name of the file, just add your name and the date.

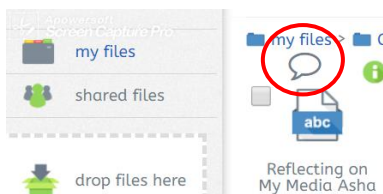
For example, for a file called **Story Writing Task**, you would add your **name** and **date**.

e.g.

Story Writing Task **Michael 17<sup>th</sup> March**



8. Your work will now save to your 'My Files' Section for your teacher to mark.



9. If you want to, when you've finished saving your work, click on the little speech bubble above your saved work to leave a comment for your teacher and be on the lookout as your teacher may leave you a comment here too.