<u>How to upload your child's work into their portfolio on Dojo using</u> <u>a mobile device</u>

- 1. You must be logged in as your child not as a parent.
- 2. You should see a screen that looks like this when you are logged in:



3. Click on the Class icon next to the Class name (in this case it's a paintbrush) . You should then see a screen which looks like this:



- 4. Click on the purple lettering which says 'create new'.
- 5. You will then see the following screen:



- 6. Choose what you would like to upload. You can either take a photo in real time and upload it or you can select one from your gallery. This is the same for videos.
- 7. Once you have uploaded your post it will go directly into your child's portfolio.

No one else will be able to see what you have uploaded only us.