Purple Mash 2Dos Teacher Guide

Contents

1 Introduction

2dos in Purple Mash are a simple and versatile way of setting work for your class, individual pupils or groups within your school.

You can set 2dos for a particular piece of homework, class topic, or any other project of your choice.

Teachers set the 2do and it then appears in the 2do section on each student's Purple Mash homepage.
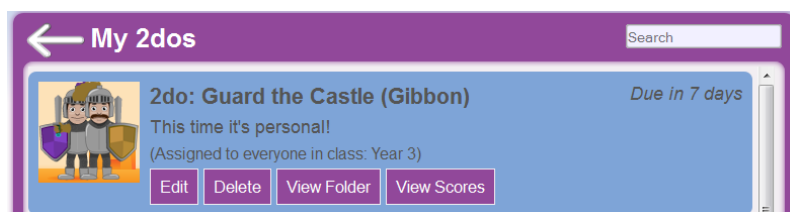
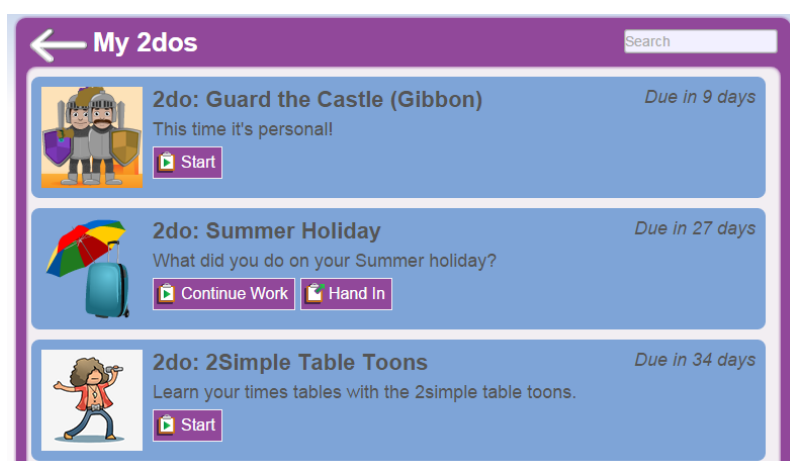All 2dos will show on the page in order of date due. Completed 2dos are also visible.

You can get started right away by setting a 2do. You'll then want to know how pupils can complete 2dos and how teachers review 2dos.

You can also find out about editing and deleting 2dos.

An example 2do list, teacher view:
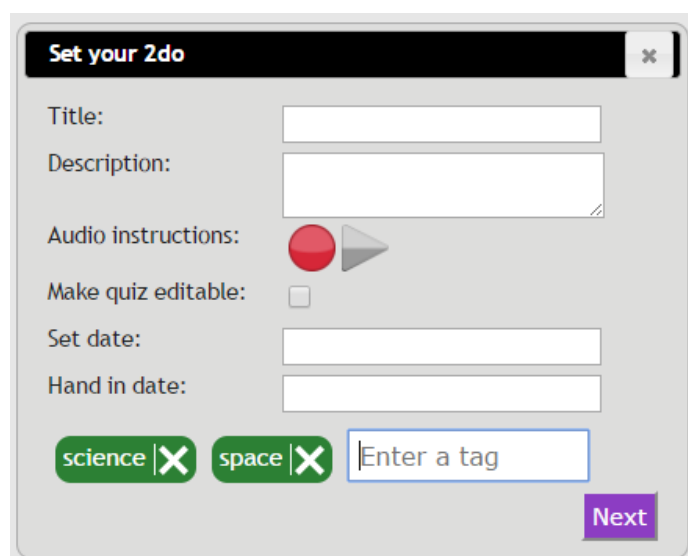

Student's view:

2 Setting a 2do

Setting a 2do is easy.

You can set a 2do for almost any Purple Mash activity or tool. You can also set a 2do from your Online Work.
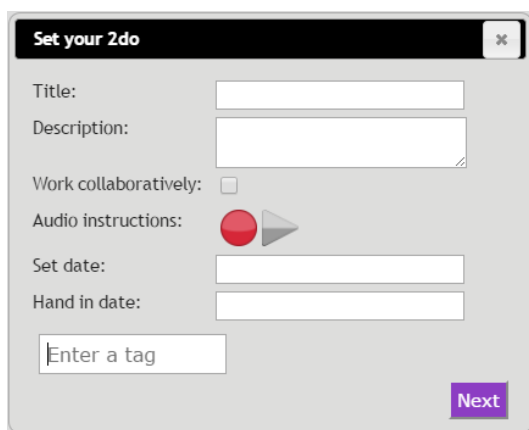
Go to the activity, tool or item of work that you would like your students to complete. Click on the application and select the button.

In the window above you can edit the title and description. You can also add an optional "Set date" and a "Hand in date". If a "Set date" is entered the 2do will only be visible on or after the set date. If a "Hand In Date" is entered the 2do will move to the done list on the day after the hand in date. For **quizzes only**, you will see the check box 'Make quiz editable', ticking this box means that when a pupil opens the 2do, the quiz will open in edit mode for them to continue creating the quiz rather than in play mode. In play mode they will only be able to complete the quiz and submit answers.

If the document that is being set as a 2do is a collaborative document, e.g. a 2Connect or 2Invetigate file that has been saved in collaboration mode, you will be offered an additional option, 'Work Collaboratively':
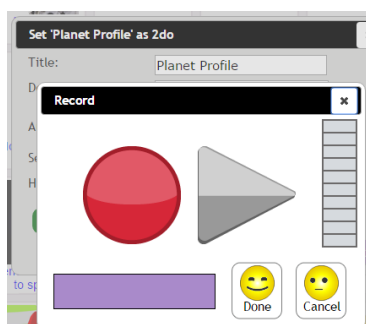
Ticking this box will mean than when pupils complete the 2do, they will all be working on the same document in a collaborative way.

You can also record audio instructions. Click the record button to open the sound recorder. You may get a prompt to enable the microphone.

Once the microphone is enabled and you are ready to record, click the big record button to start the recording. Press the blue stop button to end the recording.
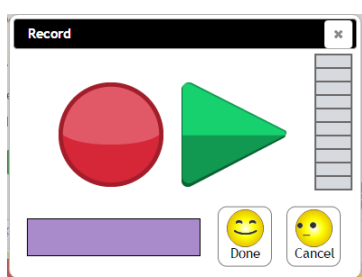
When you are finished you can preview your recording using the big Play button. When you are happy click "Done" and continue to set your 2do. Any 2Dos with recorded sounds will appear with a speaker symbol next to them in the 2Dos window. Click on the speaker symbol to hear the instruction.

You can also add **tags** to your 2Dos. The tag will be added to all pieces of work saved from the 2Do.

You can type as many tags as you like in the box provided, simply press enter or space to start a new tag.

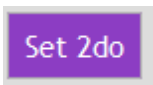You can also delete tags by clicking the X next to a particular tag.

You can use the "Advanced Search" in the Online work to find all of the pieces of work across all the folders that relate to a specific tag, e.g. Science. You can then select all of these pieces of work and print them off including the comments

Once you are satisfied with the details of your 2do, click Next.

You will now be asked who you wish to assign the work to. You can select a class, a group or specific students from one of the above. You can select multiple students at once.

Click the button at the bottom of the screen to finish assigning your 2do.

You're done! The 2do will now be visible to your students.

If you cannot see the class or group that you wish to assign work to, please speak to your Purple Mash administrator. This is usually because you are not set as a Teacher for that class/group.

For information on editing or deleting 2dos click the blue hyper-links.

3 2dos for Pupils

Any pupil who is assigned a 2do will see it within the 2dos tab on the Purple Mash homepage.

When the pupil clicks on this tab, they will see a list of all the 2dos they have been set by their Teachers. The 2dos will be in "due date" order with completed assignments at the bottom.

Any 2Do with a recorded instruction will have a speaker symbol next to the title. The pupil can click on the speaker to hear the instruction.


To complete a 2do:

Step 1: Pupil should click on the button. This will take them to the work that needs to be completed.

Step 2: Complete the work. When the pupil has completed the work, they should save it. This will save the work into a folder called 2dos for the Teacher to mark. Pupils can only see their completed assignments within the 2dos application.
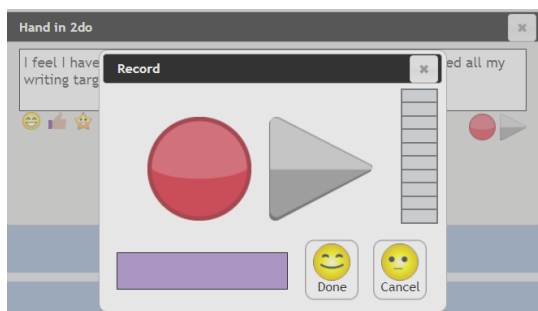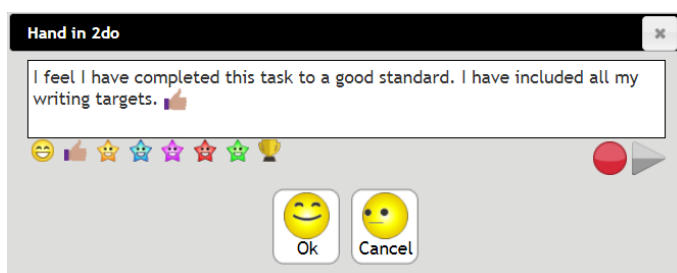
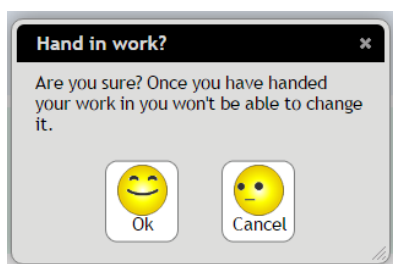**Step 3:** Once a pupil has saved their work, they can continue working on it or hand it in.
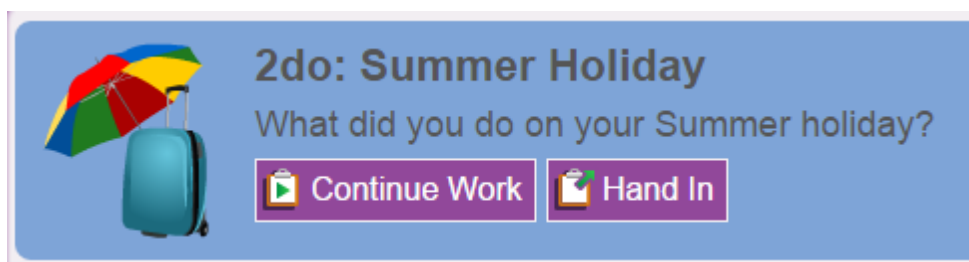
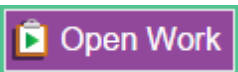Pupils can add a typed comment and also an audio comment for the teacher when they click the button.
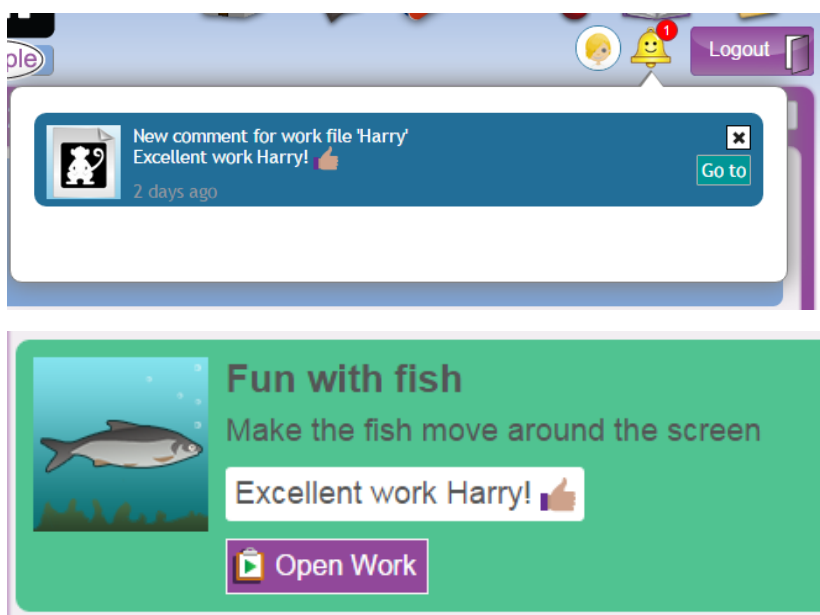
Once a piece of work has been handed in, it can no longer be changed by the pupil.

Hand in work?   ✕

Are you sure? Once you have handed your work in you won't be able to change it.

Ok   Cancel

Step 4: Once a piece of work has been handed in, it will move to the bottom of the 2dos list. Pupils can

click on the **▶ Open Work** button to view their work or save it to "Online Work".

Step 5: When the teacher who set the 2do has marked the work, students will receive a notification telling them that their work has been marked. Comments will show under the 2do.

New comment for work file 'Harry'
Excellent work Harry! 👍
2 days ago   Go to

Fun with fish
Make the fish move around the screen

Excellent work Harry! 👍

▶ Open Work

You're done!

4 Completed 2dos

Notifications that completed 2dos have been handed in appear in the Alerts tab.
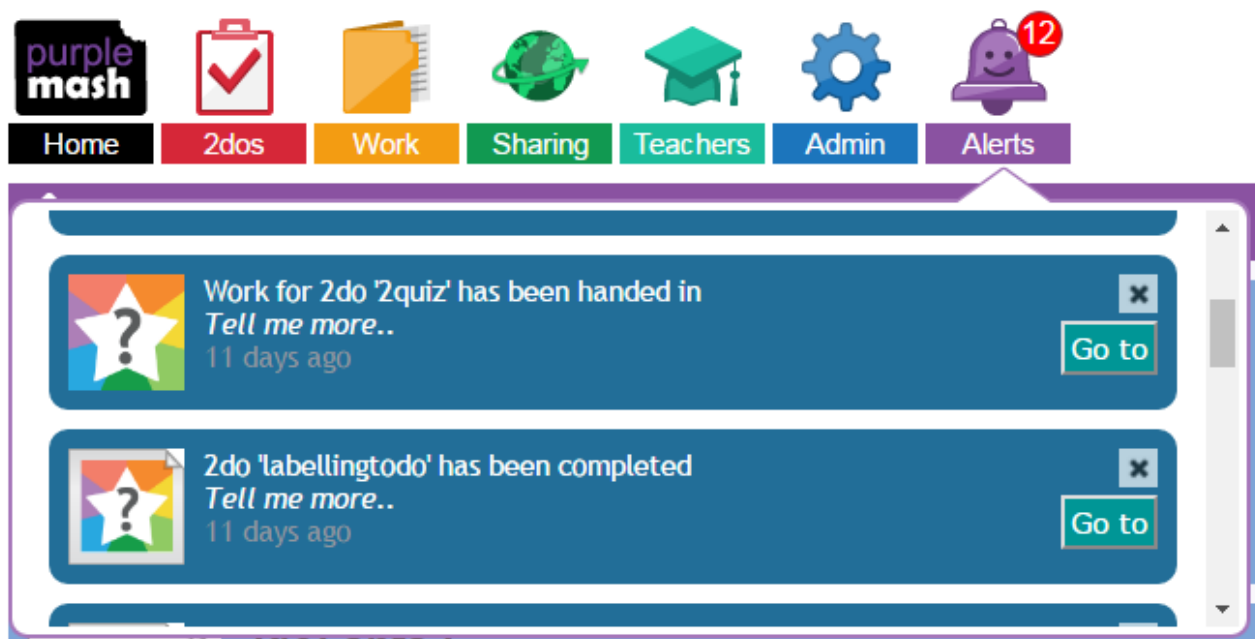
There are several ways to view and mark completed work.

You can click on the **Go to** button, access them via the 2dos page or access them via "Online Work".

The "Go to" button will take you directly to the 2dos folder that houses that piece of work.
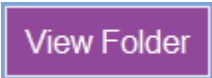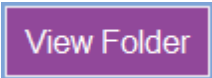
Accessing 2dos via the 2dos tab:

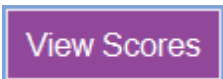When a 2do is completed by a student, their work is saved in a specific 2dos folder. Once a 2do has been handed in, a **View Folder** button will appear on the Teacher's 2dos page under that 2do.
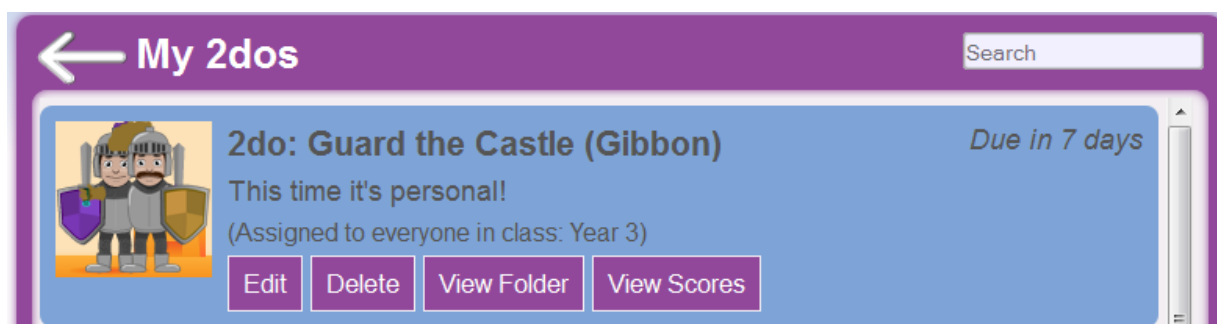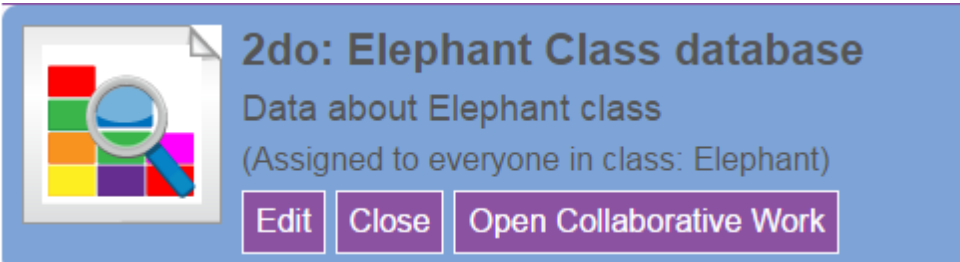
Clicking **View Folder** will take you directly to the 2dos folder where the work is saved where you will be able to view the work and add comments.

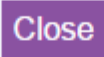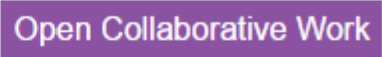If the 2do also records scores, then a **View Scores** button will also appear. "View Scores" will export a Microsoft Excel file containing the scores.

If a collaborative piece of work was set in collaborative mode as a 2do then, when the teacher sees the 2do in their list, they will see a single 'Open Collaborative Work' button rather then the usual 'View Folder button'

2do: Elephant Class database
Data about Elephant class
(Assigned to everyone in class: Elephant)
Edit | Close | Open Collaborative Work

Accessing 2dos via Work:

Work

On the Work tab, find the Class or Group folder to find the class or group whose work you are looking for.

When a 2do is set, a folder is created within the class folder called 2dos. All completed 2dos will be automatically saved to this folder.

▼ Class
  ▼ Year 1
    ▶ Pupils
    ▶ 2dos

You will only be able to see the classes or groups to which you are assigned as a Teacher.

You will be able to see all completed 2dos within the 2do folder for your class.
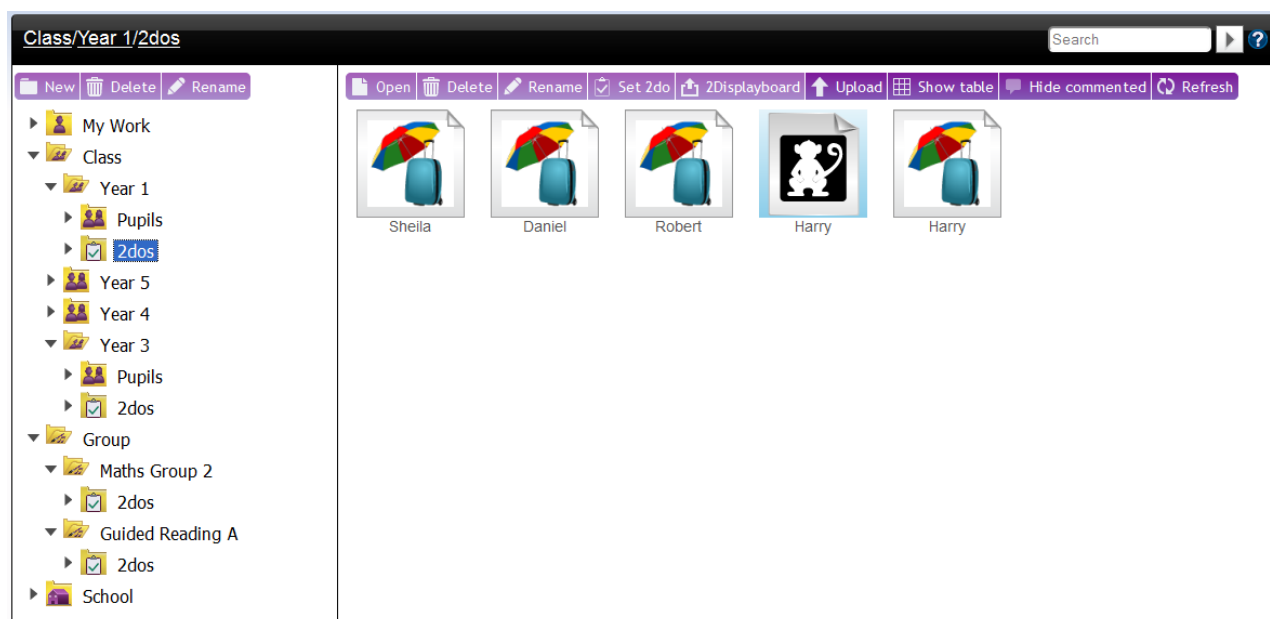
You can view and comment on 2dos as you would for any other piece of Purple Mash work.

When a 2do has been commented on, the student will receive a notification.

See Viewing scores and reports for details of how to analyse the results.

4.1   Viewing scores and reports

Scores

These are viewable from the My 2dos area. This will give scores just for that 2do.

To view scores for all activities completed by the class use the Score Report tool within the Admin area of Purple Mash.
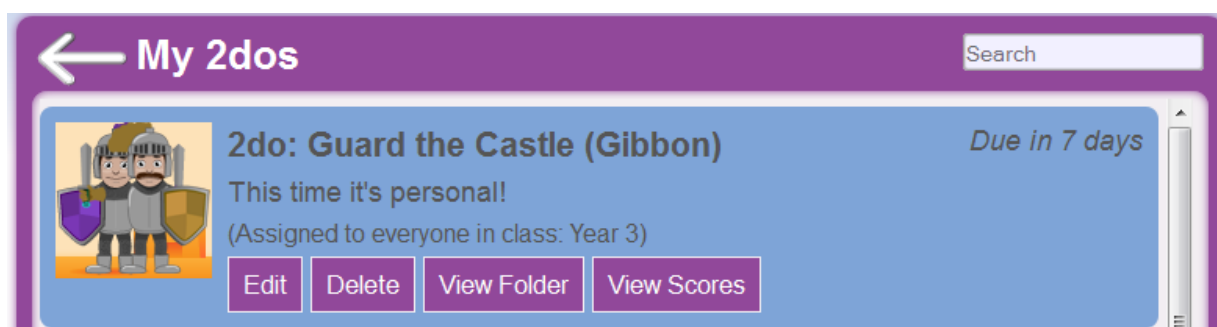
If the 2do records scores, then a [View Scores] button will also appear. "View Scores" will export a Microsoft Excel file containing the scores

The excel spread sheet shows all the scores from activities completed.

For activities such as quizzes and games this is colour coded to depict which children did particularly well or particularly badly and which questions caused particular difficulty. The score, total score and time taken is shown.

You can also see the earliest and latest score, to see improvement if an activity is repeated.

The scores report using the Admin tool, presents each tool on a different tab.
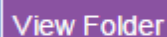
The following example shows that Gregory struggled, Frank did very well. Hovering on the small red triangles at the corners of the pupils scores will show the answers that children gave.
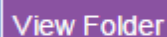
The summary rows show that the group did well on question 2 and badly on question 1.

The key at the bottom explains what the colour-coding means.

		(2Do: 'labellingtodo')
Alan Thompson	Ants	Score : 2/4 (50%) Questions correct: Q2,Q4 Questions incorrect: Q1,Q3 Time taken(seconds): 17
Alena	Ants	Score : 3/4 (75%) Questions correct: Q2,Q3,Q4 Questions incorrect: Q1 Time taken(seconds): 63
Elden	Ants	Score : 2/4 (50%) Questions correct: Q2,Q3 Questions incorrect: Q1,Q4 Time taken(seconds): 33
Ethan Wedgewood	Ants	Score : 2/4 (50%) Questions correct: Q2,Q4 Questions incorrect: Q1,Q3 Time taken(seconds): 29
Etta James Steveson	Ants	
Frank Bill O'connor	Ants	Score : 4/4 (100%) Questions correct: Q1,Q2,Q3,Q4 Questions incorrect: [none] Time taken(seconds): 63
Geoff Hastingsa	Ants	Score : 1/4 (25%) Questions correct: Q2 Questions incorrect: Q1,Q3,Q4 Time taken(seconds): 18
Gregory Mason	Ants	Score : 0/4 (0%) Questions correct: [none] Questions incorrect: Q1,Q2,Q3,Q4 Time taken(seconds): 7
Summary		Average score: 50%
		Q1
		Q3
		Q4
		Q2
		[none]

Legend	
Red	Pupils who scored less than < 25%, and questions that were answered correctly by less than 25% of pupils
Orange	Pupils who scored between 25% and 50%, and questions that were answered correctly by at least 25% of pupils
Yellow	Pupils who scored between 50% and 75%, and questions that were answered correctly by at least 50% of pupils
Light green	Pupils who scored between 75% and 90%, and questions that were answered correctly by at least 75% of pupils
Dark green	Pupils who scored greater than 90%, and questions that were answered correctly by at least 90% of pupils

Reporting

These are viewable by going into your 2dos and clicking the **View Folder** button or by navigating to the 2do folder in your Work folders.
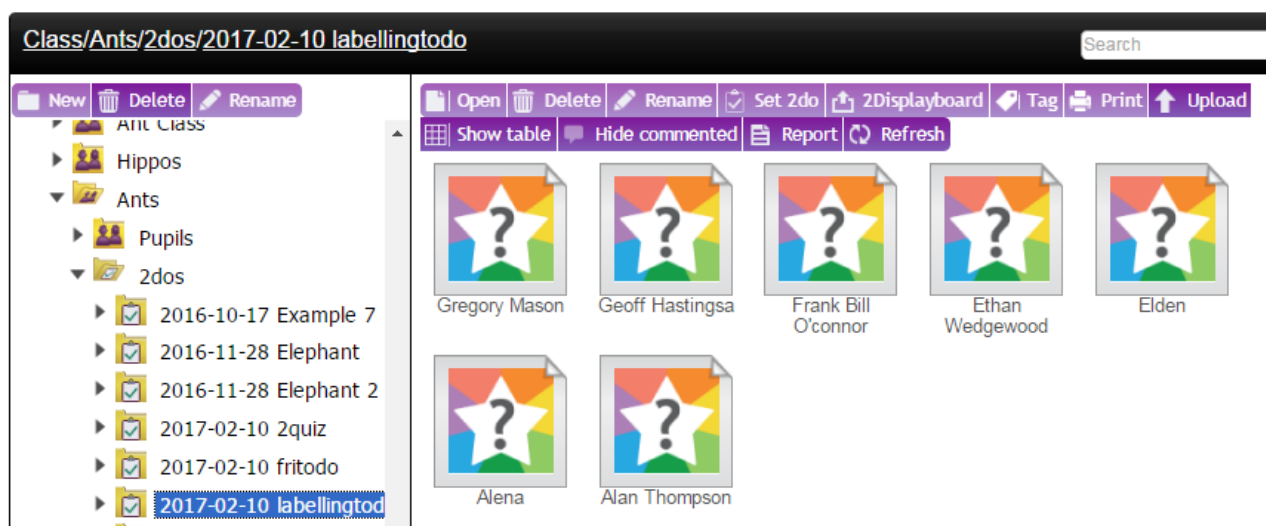
Click on the **Report** button and select an excel report.

The excel report includes a list of pupils who didn't save any work for the 2do and a list of pupils who didn't hand it in.

2016-11-28 Elephant 2 01-03-2017 10:40

File	Program	Made by	Date	2do Done Date	2do hand in note	Comment
Jan Holden	2Paint Projects	Jan Holden	01-03-2017 10:37	2do not handed in		
Kai Elding	2Paint Projects	Kai Elding	01-03-2017 10:36	01-03-2017	My flying elephant	
Zack Summer	2Paint Projects	Zack Summer	01-03-2017 10:33	2do not handed in		
Hilton Brown	2Paint Projects	Hilton Brown	28-11-2016 10:50	28-11-2016		
Gregory Mason	2Paint Projects	Gregory Mason	28-11-2016 10:49	28-11-2016		
Geoff Hastingsa	2Paint Projects	Geoff Hastingsa	28-11-2016 10:47	2do not handed in		
Frank Bill O'connor	2Paint Projects	Frank Bill O'connor	28-11-2016 10:42	28-11-2016		
Etta James Steveson	2Paint Projects	Etta James Steveson	28-11-2016 10:40	28-11-2016		
Ethan Wedgewood	2Paint Projects	Ethan Wedgewood	28-11-2016 10:38	28-11-2016		Your elephant reminds me of an elephant called Elmer!
Elden Howorth	2Paint Projects	Elden	28-11-2016 10:32	28-11-2016		
Alena Mar	2Paint Projects	Alena	28-11-2016 10:30	28-11-2016		
Pupils who did not attempt the 2do:						
Kayla Rose Hill						
Lily Linter						
Jima Patel						
Pete Li						

5 Editing a 2do

You can edit the title, description, set date and hand in date of a 2do. You cannot change who it is assigned to.

1. Go to 2dos on the Purple Mash homepage.

2. Find the 2do that you wish to edit and click the **Edit** button.
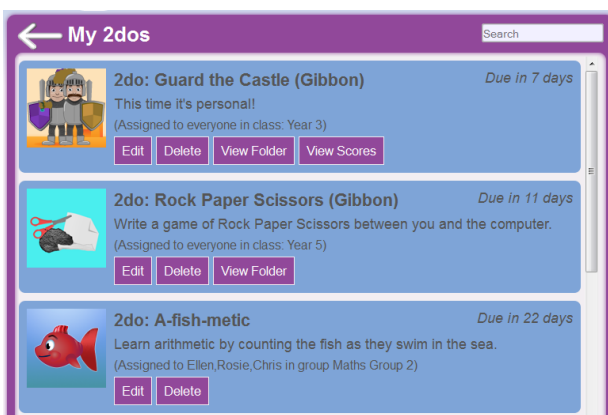
3. Change the data that you wish to edit and click Save Changes.

You're done!

6 Closing (Deleting) a 2do

1.   Go to 2dos on the Purple Mash homepage.

2.   Find the 2do that you wish to close/delete and click the **Close** button. You can close several 2dos at once by selecting them and clicking the **Close Selected** button. Shift or Ctrl select also works and you can use "Select All" to close them all in one go.

3.   Once this has been clicked you must select a close action:

Close 2do 'App Design'? ✖

Select close action ▼ ❓

Select close action
Copy 2do work files to pupil folders
Move 2do work files to pupil folders
Leave 2do work files and folder
Delete 2do work files and folder
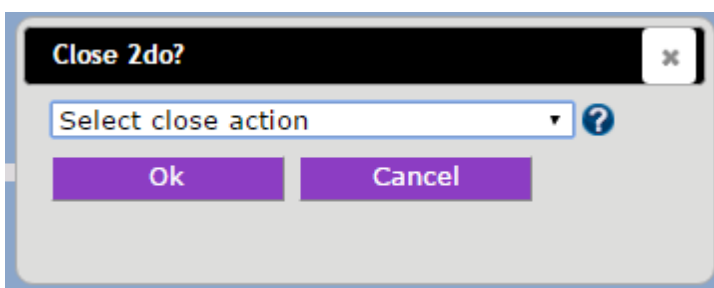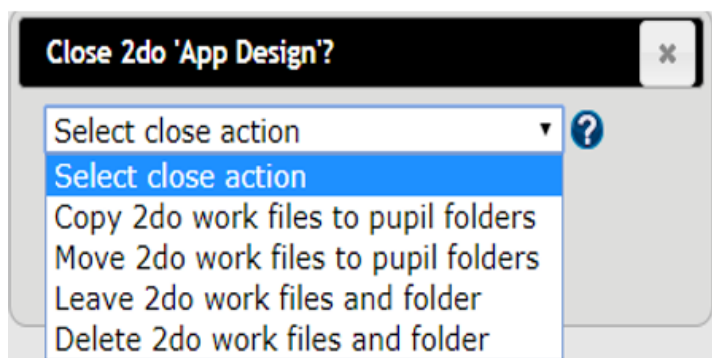
There are four possible actions:

Copy 2do work to pupil folders: The 2do work files will be copied to the appropriate pupil folders into a subfolder called "Done 2dos". The 2do will be removed from the 2dos list for pupils and staff but the folder and work files will still remain in the online work in the 2dos folder.

Move 2do work to pupil folders: The 2do work files will be moved to the appropriate pupil folders into a subfolder called "Done 2dos". Then the 2do work folder for the class or group will be deleted.

Leave 2do work files and folder: The 2do will be removed from the 2dos list for pupils and staff but the folder and work files will remain in the online work in the 2dos folder. This is useful if you want to keep a record of the work for the 2dos but you no longer want the pupils to see the 2do and their work.

Delete 2do work files and and folder: The 2do work files and will be completely removed and the work will be lost. Use with extreme caution.

7 Alerts

The alerts tab is the place in Purple Mash where you will be informed of things requiring your attention.

You can jump straight to the 2dos folder for a particular project using [Go to] .

You can dismiss any notification by clicking the [✖] icon.
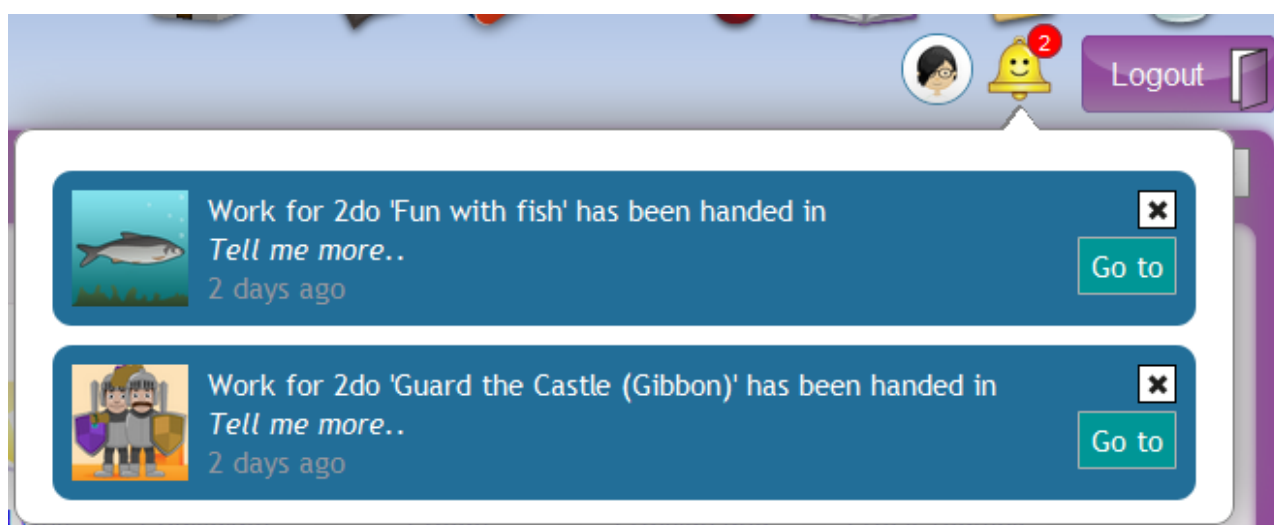
8 Searching for 2dos

You can search for your 2dos in multiple areas within Purple Mash.

On the Home screen you can click on the 2dos tab.

This will provide you with a list of 2dos you have set as well as a search bar in the top right hand corner.

If you have tagged your 2Dos, you can also the search bar to search for 2Dos with a specific tag such as 'Science' (as below).

Growing a seed   *Ended 11 Mar 2016*
Create an animation of a seed growing?
`Science`
(Assigned to everyone in class: Example Class)
Edit | Close | View Folder

2Design and Make   *Ended 10 Mar 2016*
Design colourful and realistic vehicles, buildings and masks.
`D&T` `Science`
(Assigned to everyone in class: Example Class)
Edit | Close | View Folder

You can also search for your 2dos within your Work folders.

Find the 2do folder within your class folder, this will show you your 2do files and you will be able to search these using the search bar in the top right corner.
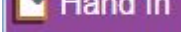
9 Setting Redos

Teachers can set a Redo for pupils to make changes and improve their completed 2Do task.

Once pupils have completed a 2Do task and click on the **Hand In** button, they can add a comment and a recording for the teacher.
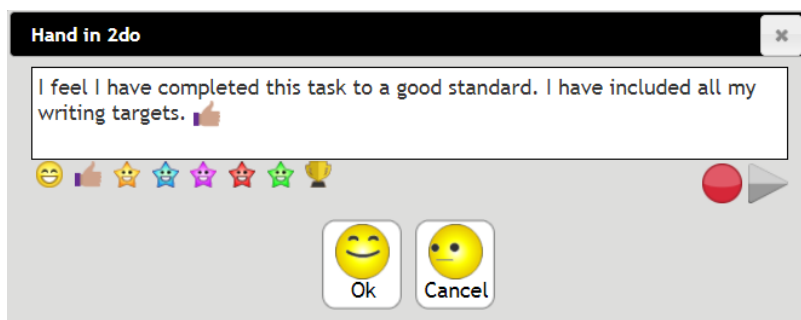
Teachers can then hover over the handed-in piece of work in the 2Do folder, read comments and listen to any audio commentary they have submitted. Teachers can also add a comment for the child.
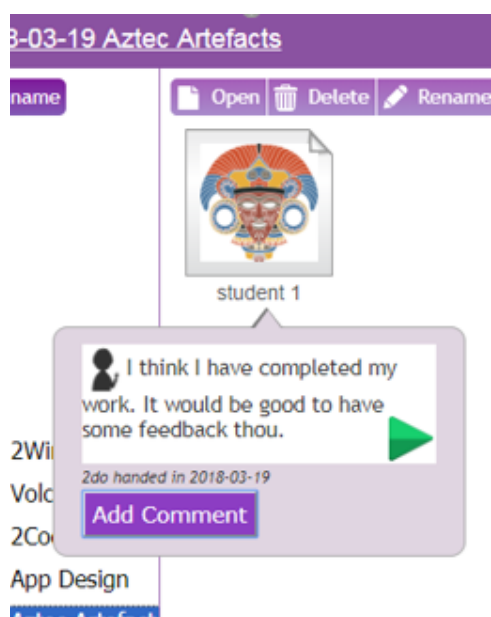
This might include suggestions on how to improve their work and possible audio instruction. You will also notice a **Preview and Correct** button, which opens the child's work and allows a teacher to make edits and corrections which wont affect the original piece of work. More information about this feature can be found in the **Online Work and Folders Guide**.

Clicking will move the piece of work back into the pupil's 2do list from where they can continue improving their work.

Once a pupil has completed and saved a Redo, it will appear as a new version e.g. v2 in the 2Do folder.

Pupils can again hand in the Redo and add a comment.

Teachers can continue to add comments and set additional Redos until they feel the work meets the success criteria.

N.B. A Redo can only be set from the most recent version of a piece of work.

Each saved version will display the comments made by the pupil and teacher on that version.

The full conversation of comments between the teacher and pupil will be visible in the pupils 2Do list.