Purple Mash Display Boards User Guide
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Introduction

Display Boards in Purple Mash are a simple and versatile way of displaying the work of classes and groups within your school.

- You can create a board for a particular class topic, a particular piece of homework or any other project of your choice.
- You can create an unlimited number of boards.
- Pupils can submit their work to a board at the click of a button and (subject to teacher approval) that work will be available for the selected people to view as soon as it's approved.
- Boards can be viewable by selected classes only, by the whole school or they may be public (if you choose).
- The work on the boards is "live", so if a child has (for example) created a game in 2Code, that game will be playable from the display board.

You can get started right away by creating a display board. You'll then want to know how pupils can submit projects to a display board and about teachers powers for reviewing and approving submitted projects.

You can also find out about sharing display boards and deleting display boards. Clicking on an item in a display board will open up that piece of work in a full screen mode.

An example display board:
Creating a Display Board

Creating a display board is easy.

Simply go to the Admin tab and select the icon to access the Display Boards control panel.

You will see a list of the existing boards. If this is your first board the list will be empty.

Under Available Boards click the icon, and choose a name for your board.

You can optionally add a description for the board, and choose an icon to represent your board.

Next, decide upon the following options and tick the tick boxes accordingly:

1) Whether you want the pupil’s names and/or class name to show on the board.

2) Decide whether pupils can push to the displayboard or only staff.

3) Decide whether this board will be visible to the public or only to the classes or groups who can contribute to it.
4) The **Archived** tick box means that a displayboard cannot be seen on the front screen or in the push screens but is still accessible with a link.

Finally, decide which classes and groups will be able to access (contribute to) to this board:

- To select particular classes or groups, click the folder for classes (or groups) and tick the classes or groups who can access the board.

- If you want everyone in the school to be able to contribute to, and view, the board, simply click the check-box for All classes in this school.

Click the **Save** button at the bottom of the screen to save your board**.

You're done! Your board is ready to receive new projects from pupils.

(A share link and a QR code will appear that you can use to give access to this board - there is no need to save these now - you can access these again at any time)

You will only be able to add classes if you are the allocated teacher for that class.

For information on publishing projects to display boards or reviewing and approving projects click the blue hyperlinks.

Any teacher or administrator with access to a board can approve work of a pupil submitted to that board for approval, regardless of whether that teacher is assigned to that pupil’s class. So if two classes share a board, both teachers will be able to approve work from the other’s class.

** No two classes or groups can have access to a board with the same name. So, if you've just added classes or groups that already have access to a board with the same name, you'll need to now go back and rename your board before you can save it).

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3 Submitting a project to a Display Board

*Submitting a project for publication on a display board is extremely easy.*
Any pupil or teacher who is associated with a display board can submit their project for publication (a teacher will then decide whether to approve the post).

From within any of the modules within Purple Mash with a save (disk) icon:

**Step 1:** Save your project to a folder in Purple Mash and give it a name using the icon.

**Step 2:** Click the icon to share the project.

**Step 3:** Depending on your settings and whether you are logged in as a teacher or a pupil, you may see a few different options, or you may go directly to Step 4. If you have options, select **Share**.

**Step 4:** Select the display board that you'd like to publish the project to and click **OK** in the confirmation window. This will immediately share the work to the selected display board.

(If boards appear greyed out, the project has already been shared to them).

You're done!

As soon as the teacher associated with the board approves the publication of the project it will be visible to all those who have viewing permissions for that board.
If a pupil or teacher wishes to unshare their project (to remove it from all display boards and to switch off all sharing links):

1. Go into the module in Purple Mash where you created the project (e.g. Paint projects)

2. Click the icon to bring up the file chooser and load the project in question.

3. Click the icon to bring up the sharing dialogue.

4. Untick the share checkbox as below:

![Share Dialogue](image)

5. Click OK.

The project will no longer be accessible or viewable on any display board or via any sharing link.

### Approving publication to Display Boards

Notifications that there are publications awaiting your approval appear in the Alerts tab.

To approve the publication of projects to display boards, select the Manage Display Boards option from the Admin section by clicking the icon.

(This feature can also be used to change the approval status of projects already previously approved, by marking them as unapproved, or by deleting their association with a display board).
On selecting the Manage Display Boards icon, the available boards will be listed, and they can be sorted alphabetically or by priority by clicking to swap between the and icons (see picture above).

The boards that require your attention will be marked in red, to indicate that there are projects that are awaiting your approval.

Boards marked in green do not have any projects requiring approval, but you may still enter those boards to edit comments or to unpublish projects.

Boards marked in grey are boards that are currently empty and don’t yet have any projects published to them.

You will only be able to see the boards that are associated with your classes or groups (unless you are an Admin user, in which case you will be able to see all the boards).*

Select the board you wish to edit from the left hand menu.

(Alternatively, instead of selecting the board from Manage Display Boards, you can jump straight to the relevant board via the links in the Alerts tab).

On this main screen you can edit your board's settings, see the QR code and share link for the display board, preview the display board, and go to the approval screen.
Click **Unapproved items** to go into the approval screen.

There are three ways to approve work:

1. Select a project by clicking on it. Select multiple projects by holding the Shift or Ctrl keys on the keyboard while clicking on the projects. Then click the icon to approve selected projects.

2. Open a project by clicking the icon. In this new window, you can review the project and play it if it is interactive, leave comments, and approve the work for the Display Board. You can also edit the pupil or class name (for example, if you will be sharing the board on a blog you may want to take out children's last names).

   Tick the box next to **Approved** to approve the work. Select **Save changes** if you wish to save your comments and approval status, **Save changes & next** (if you wish to save your change and continue on to the next project), **Delete** if you want to deny publication of this project and remove its
connection with this display board for the time being** or **Cancel to discard any changes made.

Clicking the **Fullscreen button will open the project in a new tab where it will appear larger.

3. Open any live display board from the home screen and turn on editing by clicking the slider. Now you can edit approved projects or add comments.

Use the **Approved items drop down menu and switch your setting to **Unapproved items to view projects that have not yet been approved.

To return to the Display Board main screen, click the icon.

Click **Back to Purple Mash when you're ready to return to Purple Mash.

* Any teacher or administrator with access to a board can approve work of a pupil submitted to that board for approval, regardless of whether that teacher is assigned to that pupil's class. So if two classes share a board, both teachers will be able to approve work from the other's class.

** Projects deleted from display boards are not deleted from the pupil or teacher's original folder.
5 Searching and Navigating a display board

The Search bar at the top of a display board can be used to search by pupil name, class or school name (for global display boards).

The items on the display board can be reordered by dragging them around.

The bubbles at the bottom of the board indicate the number of pages there are. The bubbles can be clicked to move to that page. If there are more than 10 pages, the pages will be numbered and navigation arrows will appear. The arrows will take you to the first or last page on the display board.

Clicking on a page number will make that page's bubble centralised on the display. For example, to see page 12 below, click on the page 10 bubble and pages 6-15 will be shown in the bubbles.
Printing and deleting work from a display board

If you access the display board from Manage Display Boards you can print or delete work directly from the board.

You can select multiple projects by holding the Shift or Ctrl keys on the keyboard while clicking on the projects. Then click on the or buttons at the top of the screen.
7 Deleting a display board

To delete a display board:

1. Select the display board by clicking on a board name on the left hand side of the Manage Display Boards menu.

2. Click the Delete button at the bottom of the page (see picture below).

3. Click "Yes" in order to confirm your deletion of the board.
8 Sharing a display board

To share a display board select the display board you want to share from the main menu in Manage Display Boards and:

1. Copy the http:// link and paste it into an email or other document or

2. Click on Get embedded code in order to get some embed code that you can include in a website or

3. Click on the square QR code to open it in a floating window, and then right click it to save it as image to your hard disk. (Anyone with a QR code reader can use the code to access the board).

4. Use the tick boxes in the visibility section to determine who can see the board (for example, if Visible to the public is not ticked, anyone who is not logged in to the school account will only see an empty board).
The Alerts tab is the place in Purple Mash where you will be informed of things requiring your attention.

You can click on "Go to" in the notification to take you straight to the approval screen for the board concerned and allow you to review the work.

Alternatively you can click on "Tell me more..." to expand the notification to give you additional details of the items requiring your attention, and giving you the option to jump straight to the review screen for a particular project using "Click to open work".

You can dismiss any notification by clicking the icon.