



Guide to Managing Online Work

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1 Introduction

The Purple Mash online work browser is designed to be both powerful and simple to use.



This manual will guide you through the management of [files](#) and [folders](#), including the use of shared folders.

This manual uses the following definitions:

- A **file** is an individual document stored on the system. It may be a piece of work created within Purple Mash or a document created outside Purple Mash, which is stored on the Purple Mash system.
- A **folder** is a virtual container. It may contain many different files. It can also contain other folders.

Teacher users will often wish to **add comments** to children's work. Click [here](#) for details on how to do this.

2 Managing Folders

Folders are virtual containers in the filing system.

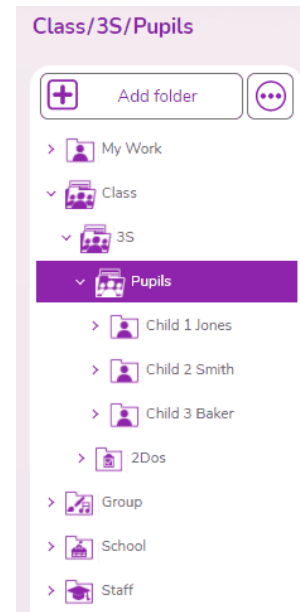
This section deals with how users can [create](#), [rename](#) and [delete](#) folders.

2.1 Folder Types

There are five "master folders" at the top of the filing tree. They are permanent and cannot be deleted or renamed.

They are called: **Staff**, **School**, **Group**, **Class** and **My Work**.

The folder structure is shown here:



In order for a user to view the folder structure, the 'Shared Folder' setting must be ticked for that user within the Create and Manage Users tool. If the 'shared folders' check box has not been ticked, they will only see their work (i.e. the contents of their 'My Work' folder) and the folder tree will be hidden.

Teachers can comment on any piece of work done by pupils.

The folders have different purposes:

My Work

'My work' is a folder for a user's own work. Teacher work folders are private. Children's work can be viewed by teachers. The same applies to the sub-folders.

Class

Class folders have two functions:

1. They can be used to share work across an entire class.
2. They allow teachers to see work that pupils have placed in 'My Work': Teachers assigned to classes

will see a subfolder for each class they are assigned to.

The teacher in the example above has been assigned to 'Year 1' and therefore can see an automatically created folder called 'Year 1'. All work saved or moved to that folder can be seen by the entire 'Year 1' class. Comments on the work will only be viewable by the teacher and by the pupil who created the work - **pupils cannot view comments on other pupil's work**.

Teachers and pupils will only be able to view the folders for a class if they've been assigned to that class. They can open up the work of other users in a class folder, edit the work and save it in their own folder as a new piece of work.

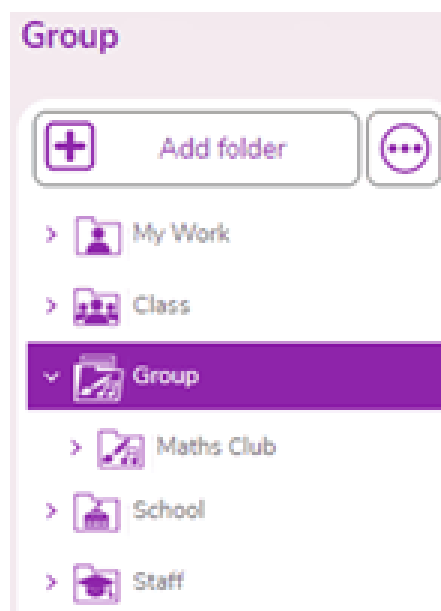
The folder will also contain folders for the pupils:

These folders correspond to the 'My Work' folders for each pupil - so when a pupil saves work to 'My Work' you will be able to see it in these folders. Only the pupil and teachers assigned to that class will be able to see work in one of the pupil folders. Teachers can move work out of the Class sub-folders and into another folder. Pupils can only move their own work in or out of the Class sub-folders. Pupils cannot delete or rename another pupil's work. They can do that to their own work.

You cannot place work directly into the classes folder or create sub-folders in the classes folder.

Group

A group is a collection of pupils and staff, which can be cross-class and cross-school. If you are assigned to a group, you will see a sub folder that corresponds to that group in the groups folder. In the example below, the teacher has been assigned to 'Maths Club':



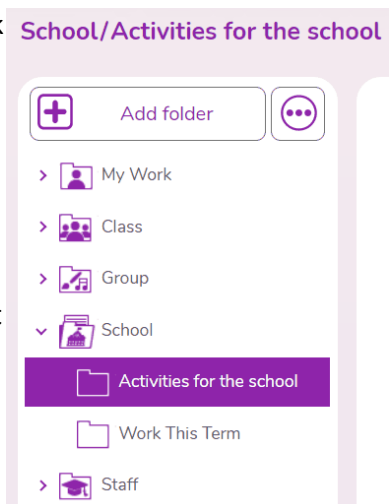
Teachers and pupils will only be able to view the folders for a group if they've been assigned to that class. They can open up the work of other users in a group folder, edit the work and save it in their own folder as a new piece of work.

Any work saved or moved to Maths Club will be seen by all pupils in that group. Comments on the work will only be viewable by the teacher and the pupil who created the work - **pupils cannot view comments on other pupil's work**. They can only view comments on their own work. Work cannot be saved in the group folder itself, only in the sub-folders of the Group folder. Teachers can move work out of the Group sub-folders and into their folder. Pupils can only move their own work in or out of the Group sub-folders. Pupils cannot delete or rename another pupil's work, they can do that to their own work.

School

The School folder allows work to be shared across an entire school. Work saved in these sub-folder will be viewable by the entire school:

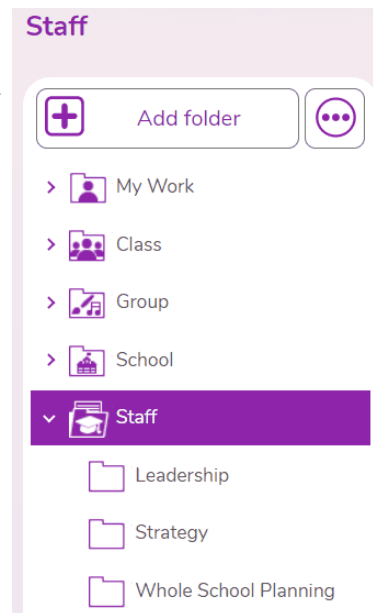
Staff can create any number of sub-folders within this folder. Comments on the work will only be viewable by the teacher and the pupil who created the work. Work cannot be saved in the School folder directly, only in the sub-folders of the School folder. Teachers can move work out of the School sub-folders and into their folder. Teachers and pupils can open up the work of other users in a School folder, edit the work and save it in their own folder as a new piece of work. Pupils can only move their own work in or out of the School sub-folders. Pupils cannot delete or rename another pupil's work. They can do that to their own work.



Staff

The staff folder allows useful documents to be shared, such as lesson plans, proformas and guidance material. The Staff folder is visible to **all staff** within a school:

Staff can create any number of sub-folders within this folder. They are able to upload any file types they may find useful for themselves or other staff members. All staff can access the files in this folder but can not edit the files unless they copy the file and save it.



2.2 Creating Folders

Folders are arranged in a tree structure.

Any folder that a user creates must sit inside a "parent folder" - that is a folder higher up the filing tree.

Note: It is not possible to manually create My Work, Class Folders, Pupil Folders, Group Folders, School Folders or Staff folders- these are "master" folders that are automatically created by the User Management tool when you add new classes. You can however create sub-folders within My Work, or within existing Class Folders, Pupil Folder, Group Folders, School Folders or Staff Folders.

Pupils will only be able to create sub-folders within their My Work folder. Teachers or administrators will have greater permissions to create folders elsewhere.

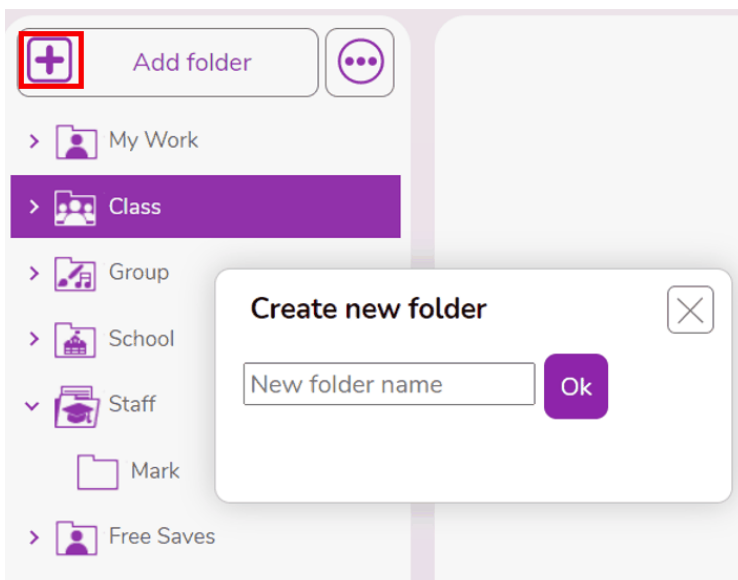
To create a new folder

1. Choose the parent folder in which it will sit by clicking once on that folder.




2. Click the ' + ' in the Folder toolbar (see image below),

3. Name your folder by clicking in the white rectangle and typing the name for the folder, then click OK.



2.3 Renaming Folders

To rename a folder:

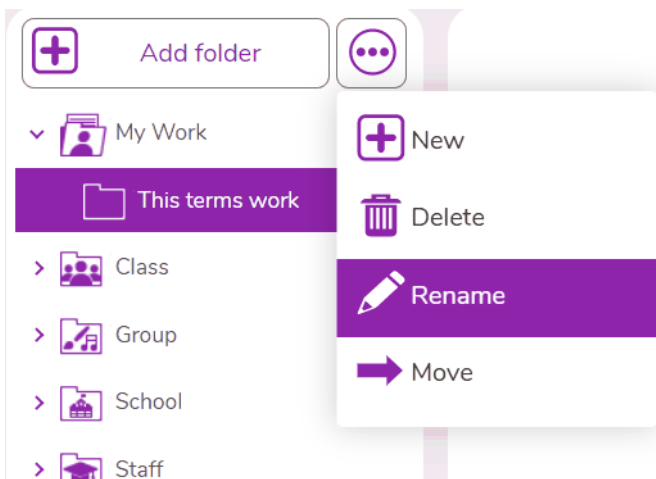
1. Click on the folder that you wish to rename,
2. Click 'Rename' within the menu toolbar  (see image below),
3. Click in the white box that appears and edit the name for the folder,
4. Click "Yes" to confirm the new name.

It is not possible to rename the master folders:

- My Work
- Classes
- Group
- School
- Staff


It is also not possible to rename class folders and pupil folders as these are generated automatically.

Sub-folders within class folders and pupil folders can be renamed.



2.4 Deleting Folders

To delete a folder:

1. Click on the folder.
2. Click "delete" on the toolbar  (see image below).
3. Click Yes to confirm.

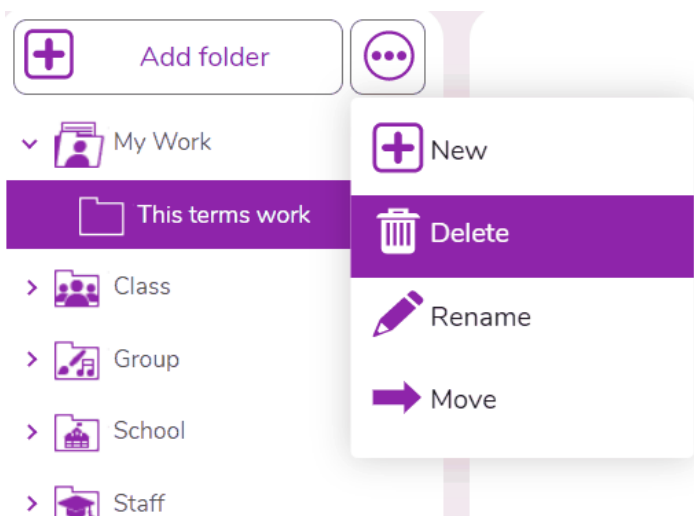
Note: If there are files or other folders within that folder, they will be deleted too.

It is not possible to delete the following folders:

- My Work
- Classes
- Group
- School
- Staff

It is also not possible to delete class folders and pupil folders.

Be careful when deleting folders. **Folders that are deleted cannot be recovered.**



3 Managing Files

Files stored on the system are displayed in the large section to the right of the folder tree, and the display will show the files contained within the folder currently selected in the folder tree. To select a folder and see its contents simply click on it.

Using the file manager it is possible to [open](#), [upload](#), [move and copy](#), [search](#), and [rename](#) files, by using the [toolbar](#).

It is also possible to [change the way that files are displayed](#), switching between Icon View and Table View.

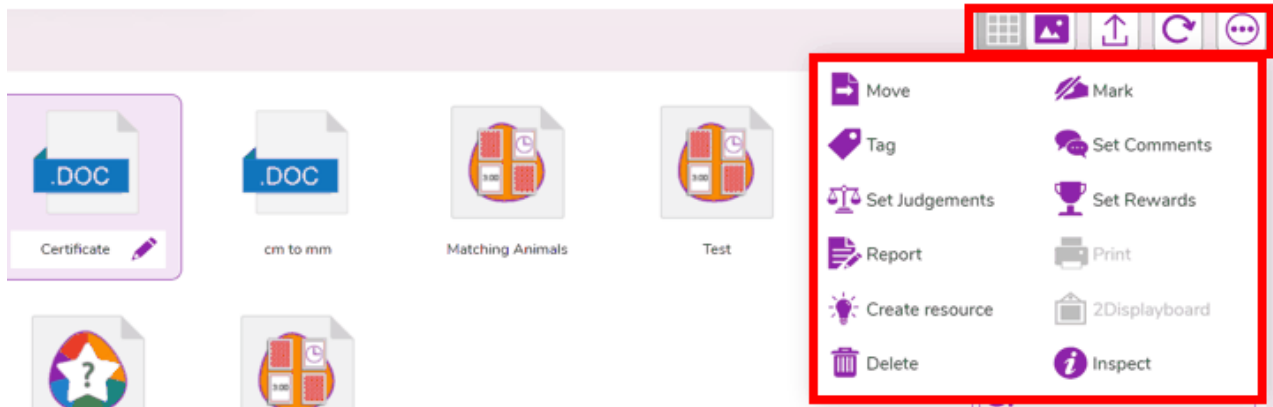
Teachers can [add comments to work](#) and edit the comments easily.

3.1 Toolbar For Managing Files

The File Manager toolbar is used to perform a wide range of actions in respect of files.

It is highlighted in red in the picture below:

(Please note that this is showing Icon View and not Table view).



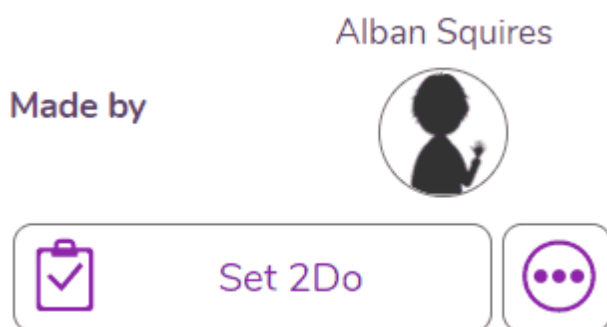
The toolbar allows users to perform the following functions on files:

- **Delete.** Delete the selected file. See the section [Deleting Files](#).
- **Tag.** See section [Tagging](#).
- **Mark.** This allow you to preview a selected piece of work, add comments, rewards and judgements to it. See the section [Teacher Mark/Correct](#).
- **Set Comment.** If a file(s) is selected, an edit comments box will appear where you can comment about a piece of work. See the section [Commenting on Work](#).

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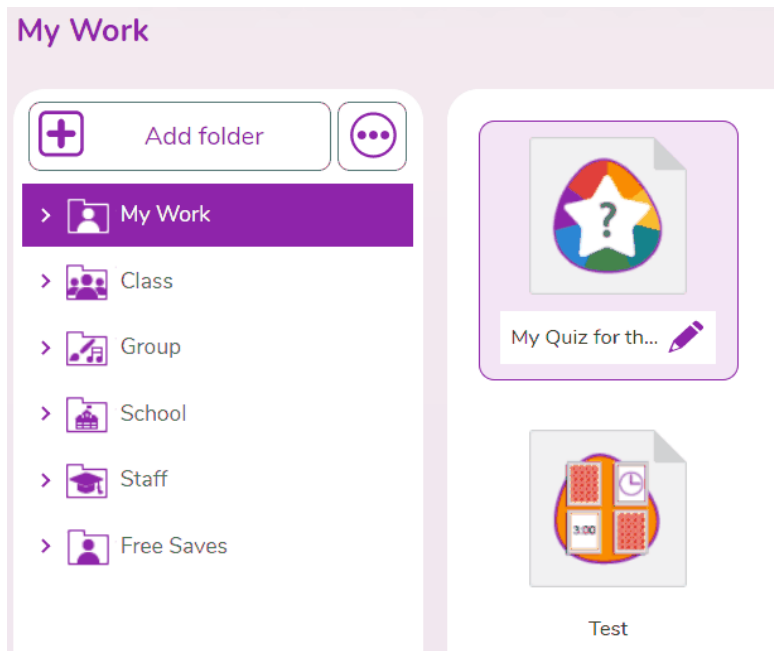
- **Set Judgements.** If a file(s) is selected, you will be able to assign curriculum objectives/outcomes to it and make a judgement. See the section [Judgements](#).
- **Report.** See the section [Report](#).
- **Print.** See section [Printing](#).
- **Upload.** This allows a user to upload files to the file manager from their computer. See the section [Uploading Files](#).
- **Rewards.** If a file(s) is selected, this will allow the user to attribute rewards to the file. See the section [Rewards](#).
- **2Displayboard.** This allows you to put a piece of work on a displayboard. You will get a choice of existing displayboards that you have access to. For more details of displayboards, see the displayboards guide.
- **Create resource.** This allows users to upload a new resource to publish in the Resource Library and share with other users of Purple Mash, should they wish.
- **Show table/Show icons.** This is explained in [Icon View and Table View](#).
- **Refresh.** This will refresh the user's view of the file manager.
- **Setting 2Dos** - An option to set work as a 2Do appears when a file is highlighted.



3.2 Opening Files

To open a file, double-click on the file.

(Icon View)



(Table View)

My Work

Add folder

> My Work

> Class

> Group

> School

> Staff

> Free Saves

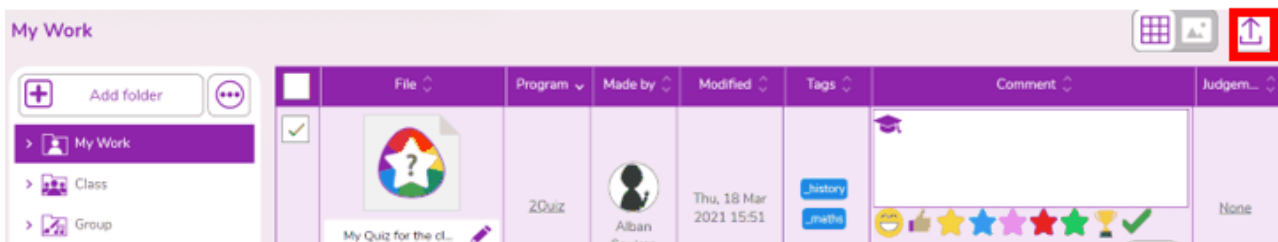
	File	Program	Made by	Modified	Tags	
<div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>My Quiz for the cl...</div><div></div></div><div><div><div>Set 2Do</div><div></div></div></div></div>	<div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>2Quiz</div></div></div>	<div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>Alban Squires</div></div></div>	<div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>Thu, 18 Mar 2021 15:51</div></div></div>	<div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div>_history</div><div>_maths</div></div></div></div>	<div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div></div></div></div></div></div>	

3.3 Uploading Files

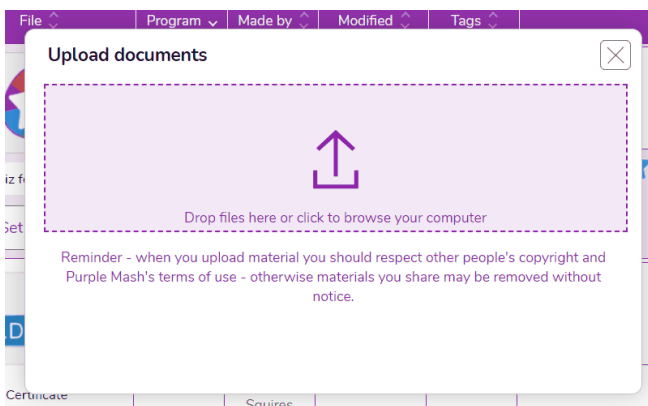
Using the upload feature means it is possible to upload any file from your computer's hard drive to the Purple Mash file browser.

To upload a file into the file manager:

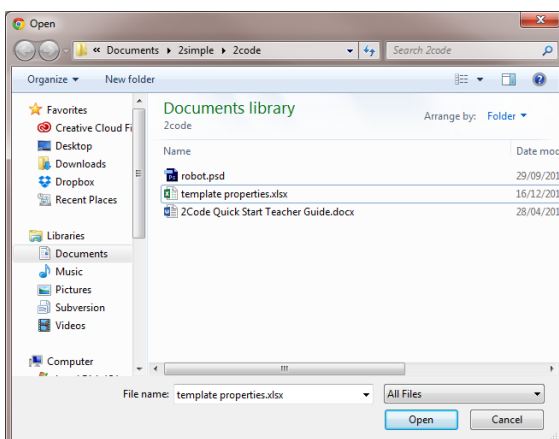
1. Navigate to the folder that you want the file to be in.
2. Click on the 'Upload' button (see screenshot below).



3. Then click on the "Select Files" button to select files. In most browsers, you can also drag and drop files onto the button:



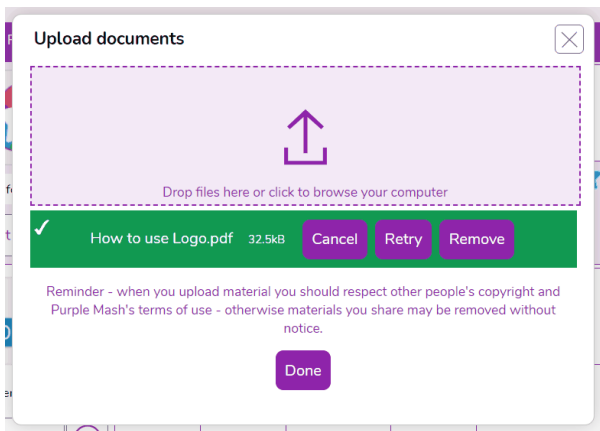
4. A dialogue box will appear allowing you to select files to upload.






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5. Once your files are selected they will be upload automatically. You will then be returned to the above dialogue box with a list of the files you uploaded. From here you can optionally select more files or click the close icon to close the dialog.



6. Once you have closed the dialog box, the documents you have uploaded will appear in the folder.

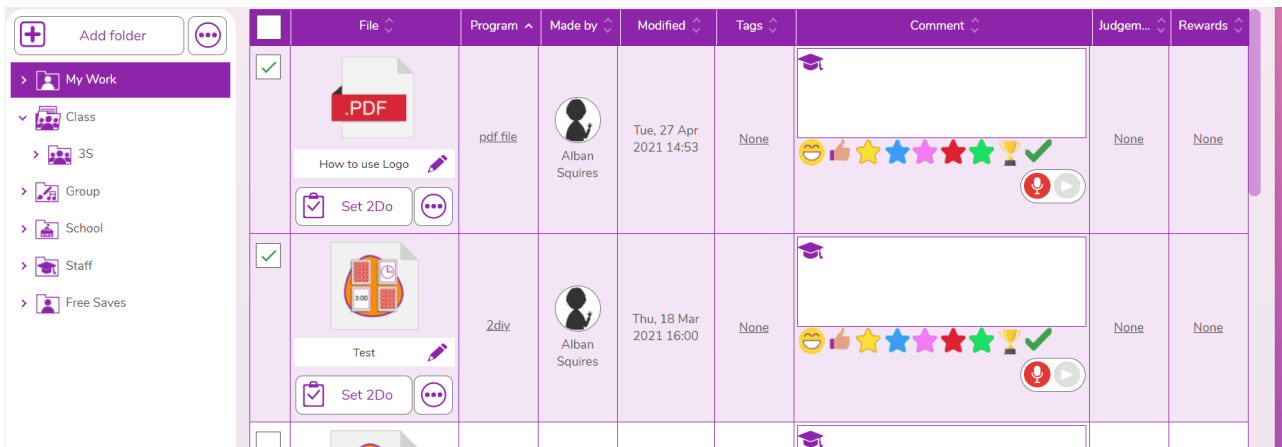
	File	Program	Made by	Modified	Tags	Comment	Judgem...	Rewards
<input type="checkbox"/>	 <p>How to use Logo</p> <p>Set 2Do</p>	pdf file	 <p>Alban Squires</p>	Tue, 27 Apr 2021 14:53	None		None	None

3.4 Moving & Copying Files

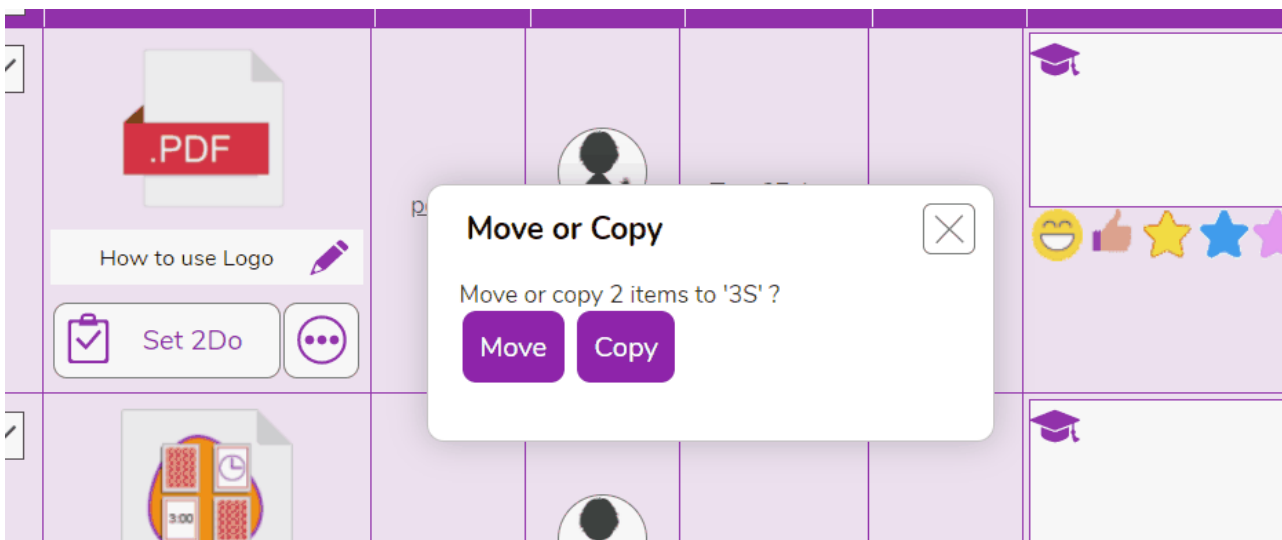
There is a difference between moving a file and copying a file: If a file is copied, the original file will stay where it was, and a copy will be generated. If a file is moved, the original disappears.

To move or copy files:

1. Select the files you want to move using the mouse and drag them into the desired destination folder:



2. Select whether you want to move the work or copy it:

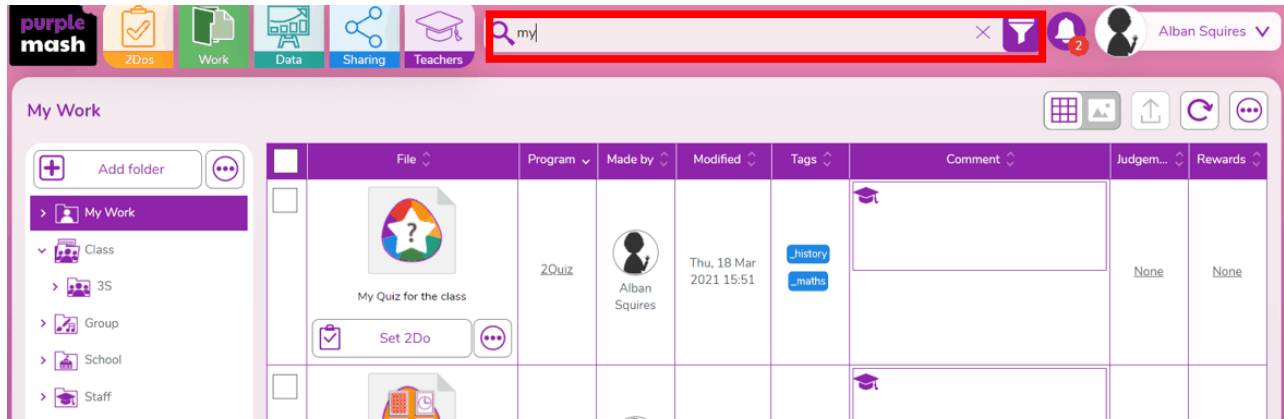


Pupils cannot move or copy other pupils' work, they can only move their own work. Teachers can move and copy work out of the class, group, staff and school folders and into their folder.

Pupils can, however, open other people's work in the shared folder and save a copy of it in their own folder.

3.5 Searching

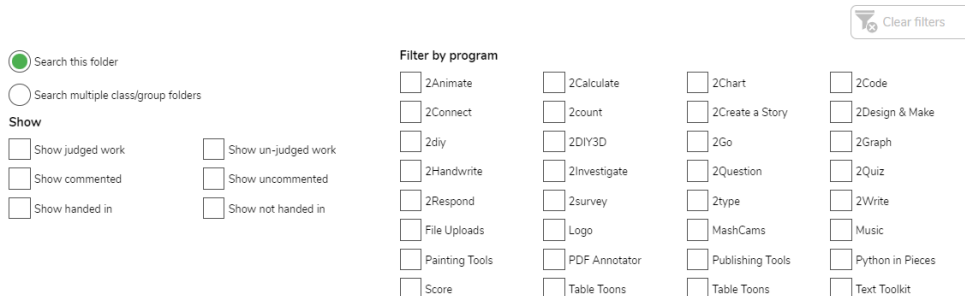
There is a search bar at the top of the file manager that allows users to search any particular folder for any file by **name**, **tag** or **author** (see the area highlighted in red in the screenshot below).



Just start typing the name of the file and it will automatically appear - you don't have to type in the full name, just the first few letters should be enough.

Advanced search:

Next to the search bar there is an 'Add filter' button. Clicking on this will provide you with the advanced options you can see in the screen shot below.



Search multiple class/group folders:

Clicking this check box will open a screen where you can select which class or group folders to search. The default is 'Search this folder' which searches the folder that you are currently in.

Filter by judgement:

The option to filter by judged and non-judged work.

Filter by comment:

Expanding this bar will allow you to filter by uncommented or commented work.

Filter by hand in status:

Clicking on this bar will allow you to filter files by handed in or not handed in status.

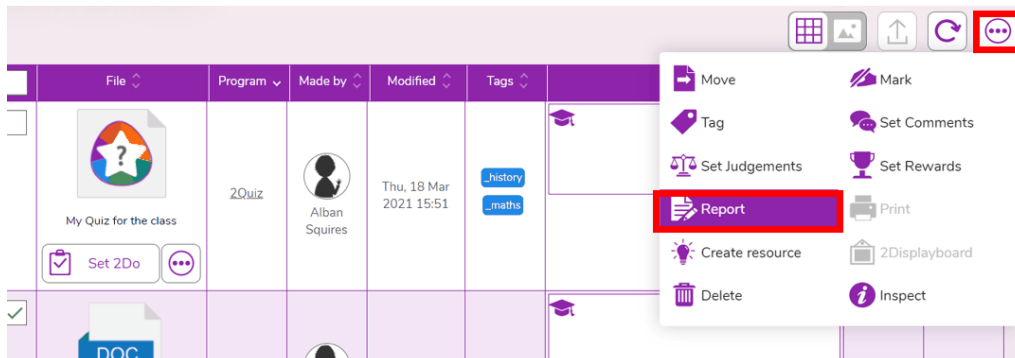
Search by program:

Simply type the name of a program in Purple Mash (2Go, 2Code etc) and any files in that folder that have been created in that program will be shown.

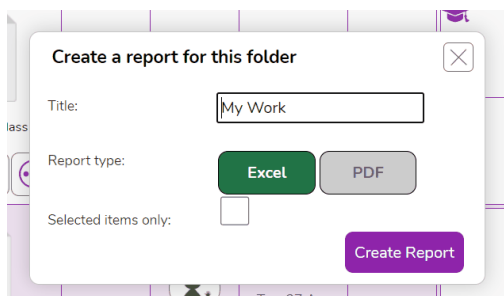
3.6 Report

Reports of all files saved in a folder can be viewed within Online Work.

You need to first click on the Report button seen below.



Once clicked you will be able to name your report and also choose if you would like the report to open as a spread sheet (Excel) or as a PDF.



Then click the Create Report button.

When you open your report you will be able to see.

- File name.
- Which program has been used.
- Who created the file.
- When it was created.
- Any comment a staff member has added.
- Judgement.
- Rewards.

	A	B	C	D	E
1	My Work 08-04-2016 09:15				
2					
3	File	Program	Made by	Date	Comment
4	My game	Pairs	John	17-03-2016 12:36	Great work
5	my face	Mash Cam	John	24-02-2016 16:12	
6	Fireman	Mash Cam	John	24-02-2016 14:46	
7	history	pup	John	12-02-2016 15:27	See me
8	Fish	2code	Peter	03-02-2016 15:05	Well done
9	Driving	2go	Peter	02-12-2015 11:14	
10	Maths	2tabletoons	Peter	01-12-2015 12:12	

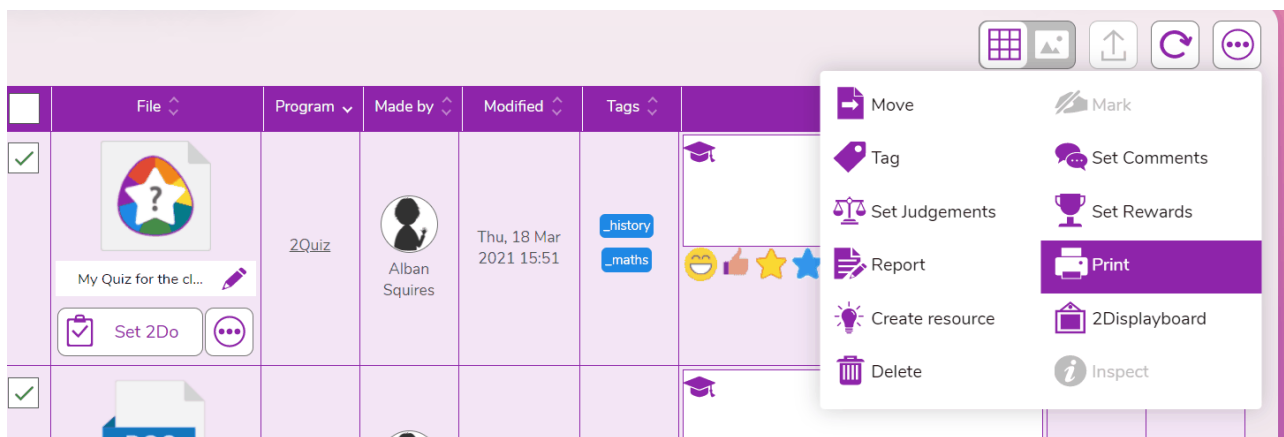
3.7 Printing

You can print files saved in a folder within Online Work.

First you will need to click on those files you would like to print. You can select multiple files by holding Ctrl while clicking.

Please note you can currently only print the following file types.

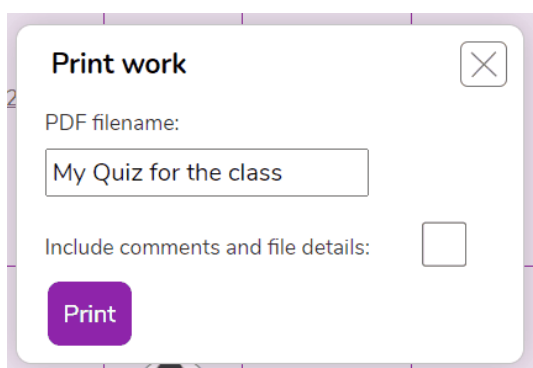
2paint, Publishing, Mashcams, 2connect, 2write, 2question, 2go, 2count, 2code, 2graph, 2animate, 2calculate, Paint-projects, 2paint a picture and 2design+make.



Once you have selected your files, click the **Print file(s)** button.

You will see a **Print work** box popup (see screen shot below), where you can name your PDF and also choose if you would like to include comments and file details on the print out.

The file details shown are the name of the file and the name of the creator of the file.








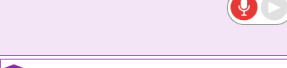


Finally click print and this will create a PDF file for you to print.

3.8 Tagging

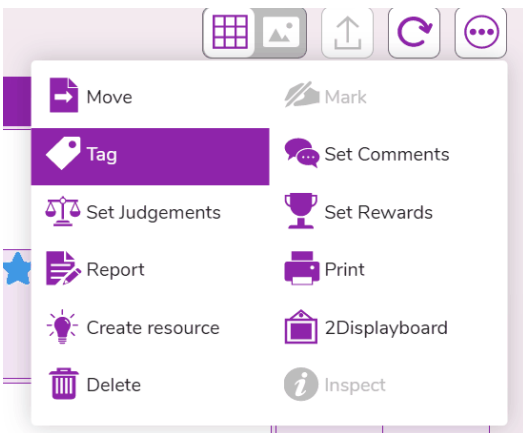
Tagging files is available within Online Work.

This feature will allow you to quickly and easily sort your files in your online work folder.

First you will need to click on those files you would like to tag. You can select multiple files by holding Ctrl while clicking.

	File	Program	Made by	Modified	Tags	Comment	Judgem...	Rewards
<input checked="" type="checkbox"/>	 My Quiz for the cl... <input checked="" type="checkbox"/> Set 2Do	2Quiz	 Alban Squires	Thu, 18 Mar 2021 15:51	<input checked="" type="checkbox"/> _history <input checked="" type="checkbox"/> _maths	<input type="text"/>  <input checked="" type="checkbox"/>	None	None
<input checked="" type="checkbox"/>	 Certificate <input checked="" type="checkbox"/> Set 2Do	docx file	 Alban Squires	Tue, 27 Apr 2021 11:36	None	<input type="text"/>  <input checked="" type="checkbox"/>	None	None
<input type="checkbox"/>						<input type="text"/>  <input checked="" type="checkbox"/>		

Once you have selected your files, click the Tag button.

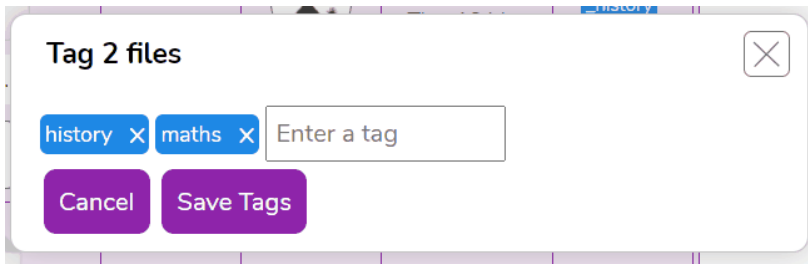


Here you will see a box shown, where you can add your tags.

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

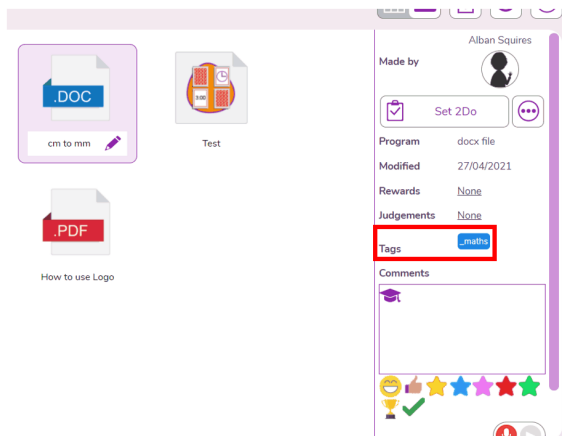
Here you can also delete tags by clicking the X next to the particular tag.

Then click Save Tags.



Once your tags have been added you will be able to see them in you Online Work folder.

(Icon View)



(Table View)

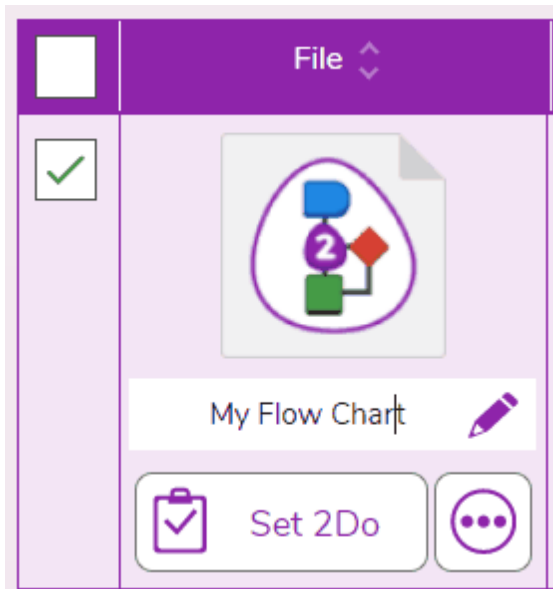
	File	Program	Made by	Modified	Tags	Comment	Judgem...	Rewards
<input checked="" type="checkbox"/>	 My Flow Chart	2Chart	 Child 1 Jones	Tue, 27 Apr 2021 10:45	Computin...	Great work 	Exp	

When searching using the search bar, you can type in the tags and quickly locate the files needed.

3.9 Renaming Files

To rename a file, select the file you want to rename by clicking on its title and edit the text.

Any change you make will save automatically once you click off the text box.

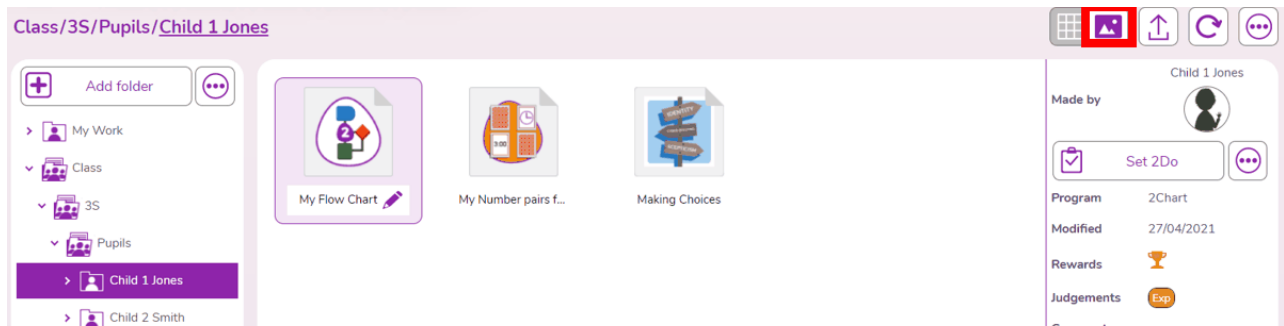


3.10 Icon View and Table View

There are two ways files can be displayed, namely **Icon View** and **Table View**.

By default, teachers will see **Table View** however their preference is remembered once they use the **toggle button** (see screenshots below):

(In Icon View)



(In Table View)

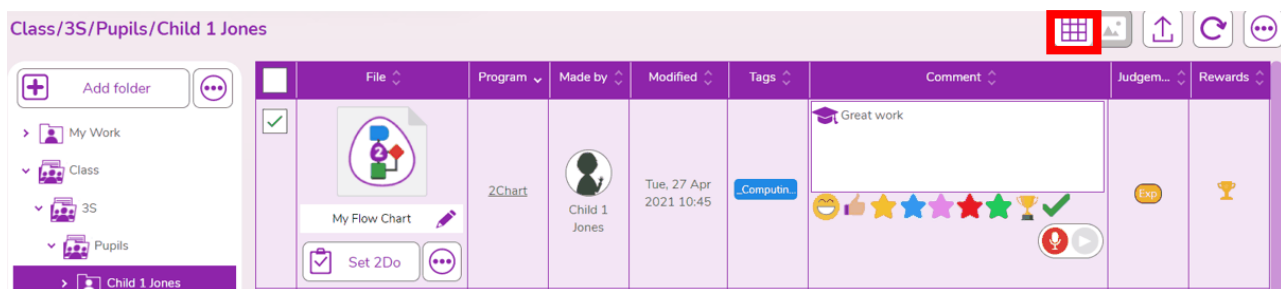
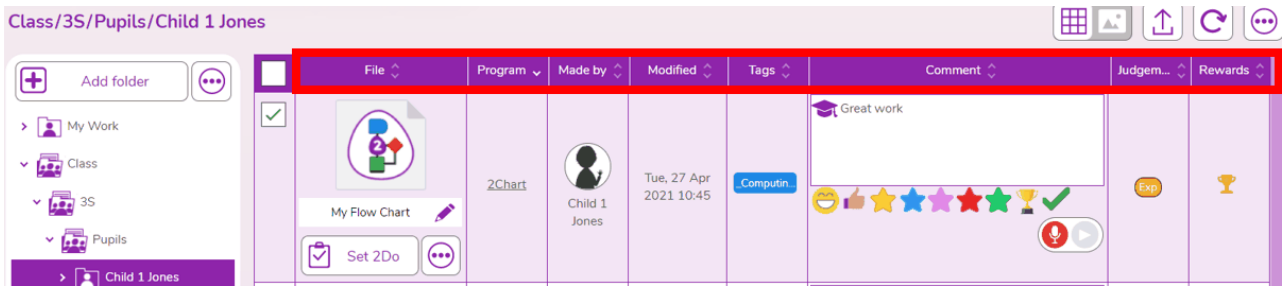


Table View

This brings up a list of files including:

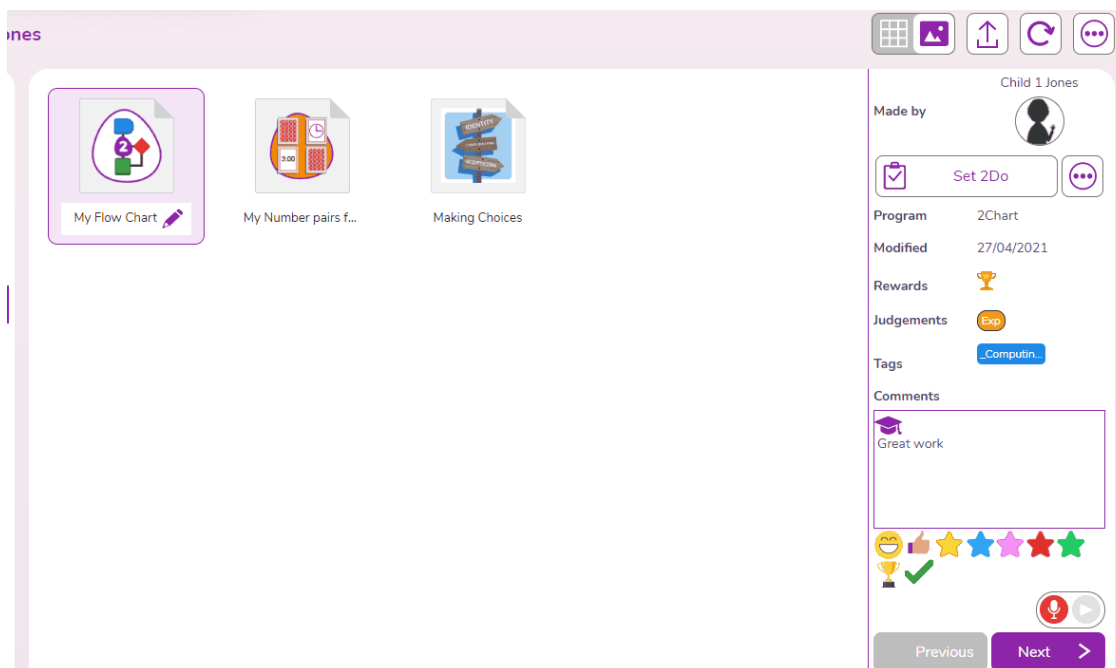
- Name of the file
- Program that created the file
- Made by
- Modified
- Tags
- Comment
- Judgement
- Rewards

The **Table View** can be sorted by any of these columns by clicking on that column header.



Icon View

Shows only a large image of the work and the name of the work. However, more information on a particular file can be quickly displayed once a file is clicked; file details will appear on the right of the screen (see image below).

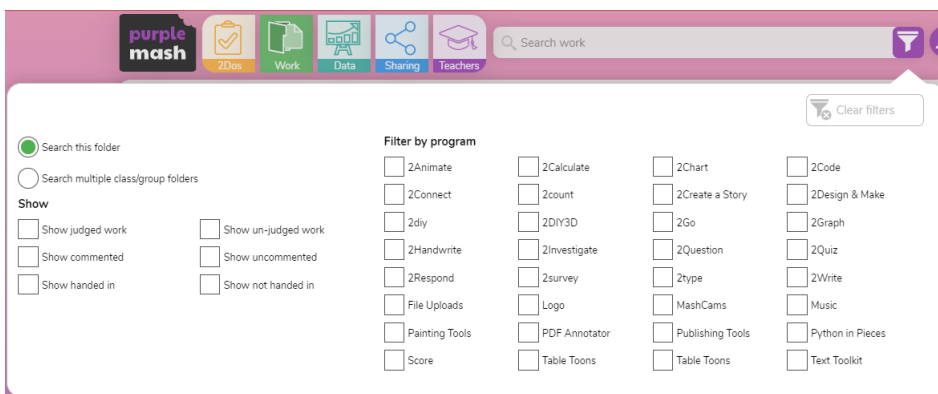


3.11 Commenting on Work

Commenting on work is a feature that allows a teacher to make notes and audio recordings on children's work, which are accessible for that child.

Each individual child will only be able to see and hear the comment that the teacher has added to their own work and not comments or recording on other pupils' work. This applies even if the work is in a shared folder. You can toggle between showing and hiding the work that has been commented on using the **Filter by Comment** option in the search bar.

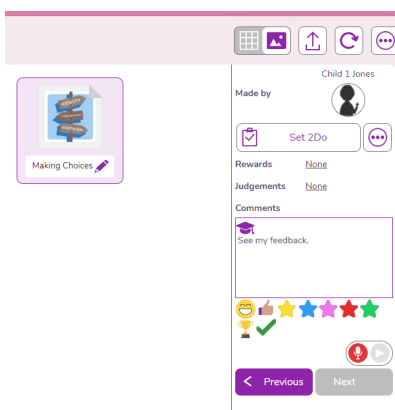
If you wish to see only the work that has not yet been commented on click the "**Show uncommented**" button. This will allow you as a teacher to quickly add comments to the uncommented work. To go back to seeing all the files (both commented and uncommented click the "clear" button.



Adding comments:

The method for adding a new comment differs slightly depending on whether you are viewing the files in icon view or table view:

















If you are in icon view, click on the file you wish to comment on. If a comment has already been added you will be able to view it and edit it in the side panel. If no comment has yet been added, you will be able to add it in the side panel.



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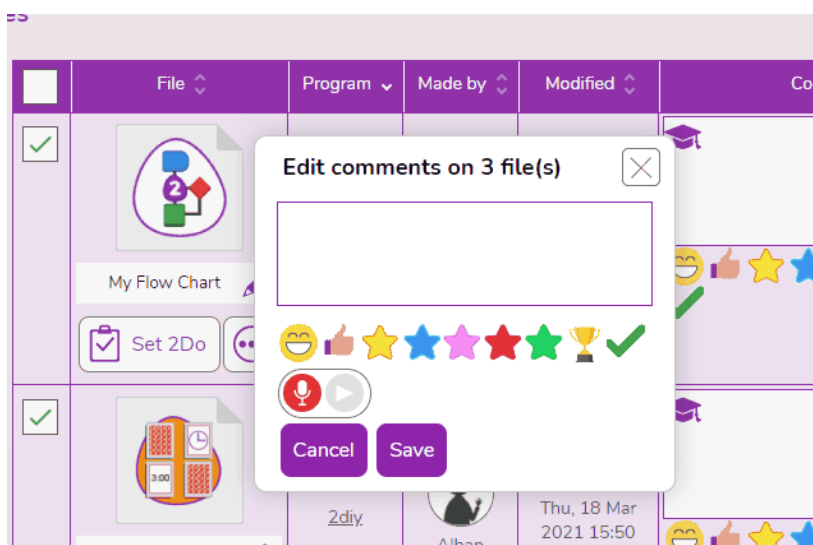
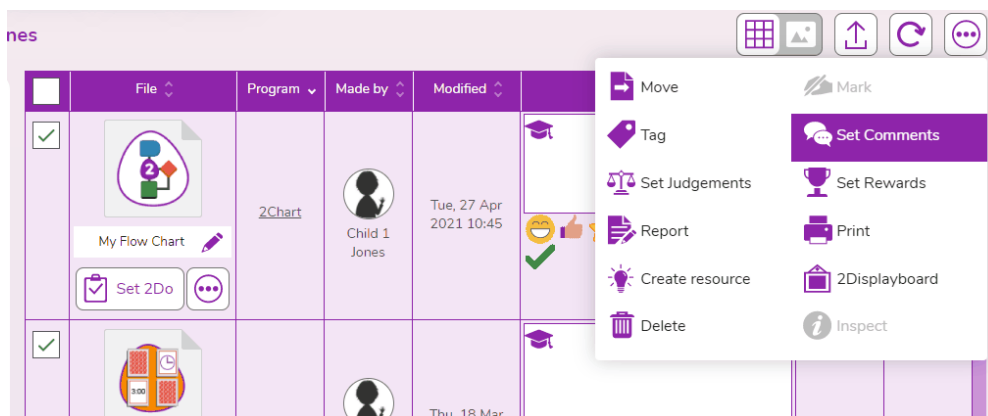
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If you are in table view, you can clearly see which work has/hasn't been commented. Easily edit/add comments in the comment box.

	File	Program	Made by	Modified	Comment	Judgem...	Rewards
<input checked="" type="checkbox"/>	 My Flow Chart  Set 2Do 	2Chart	 Child 1 Jones	Tue, 27 Apr 2021 10:45	<div>Great work</div> <div>         </div> <div>   </div>		

Commenting on multiple files

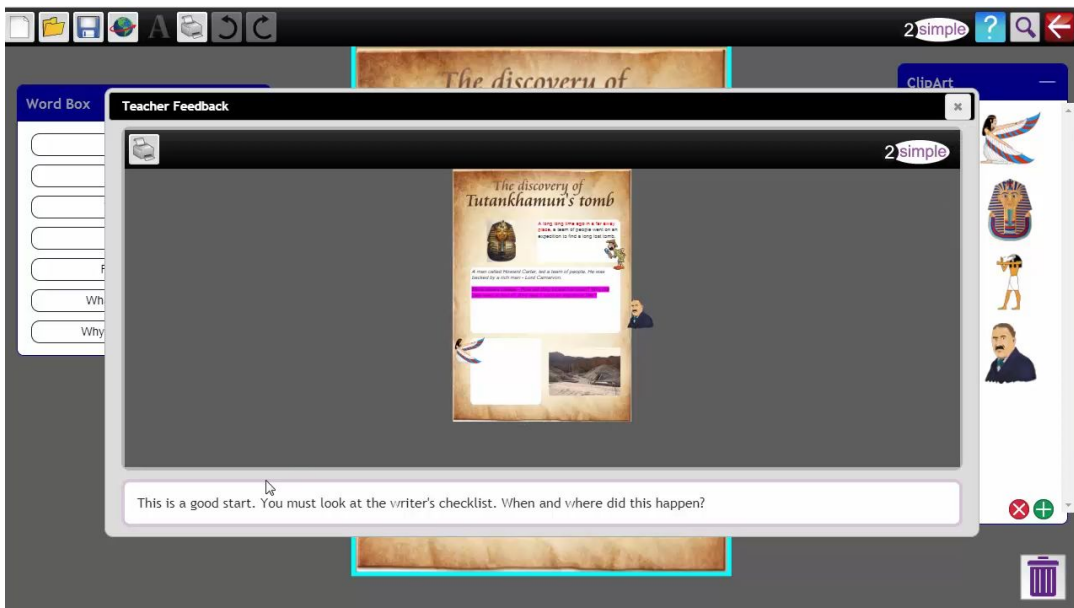
Whether you are in table or icon view, you can select multiple files and then click the Set Comments button which will allow you to edit or add the same comment to those multiple files.



3.12 Teacher Mark/Correct

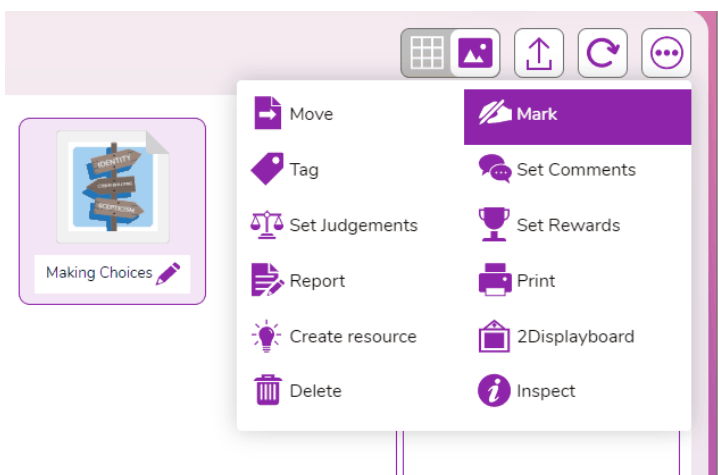
Teacher Corrections

Teachers have the option to easily annotate and make corrections to a pupil's work from the online folder. The key advantage of this feature is that the original child's piece of work will not be altered in anyway. Any corrections which are added by a teacher will be made to a preview version which both the pupil and teacher can see.



Teacher view - Preview and Correct

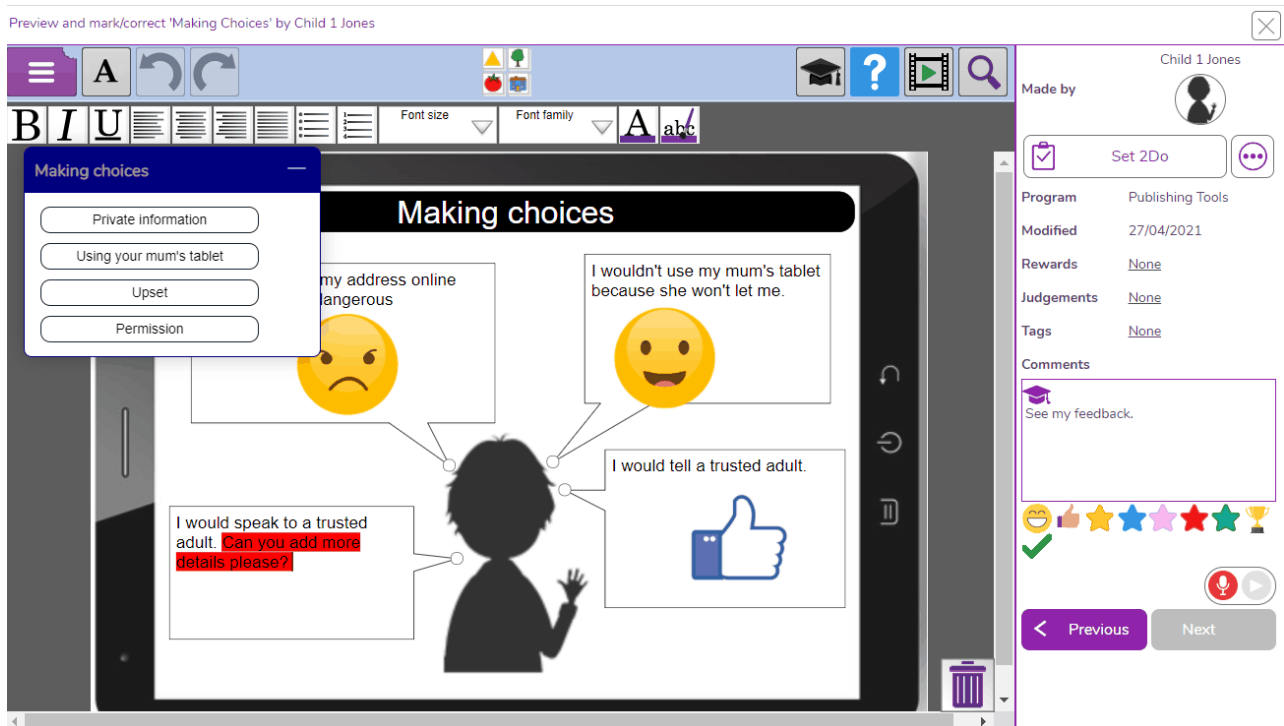
- Locate the folder containing the work you wish to correct, click on the file(s) and click the **Mark** button.



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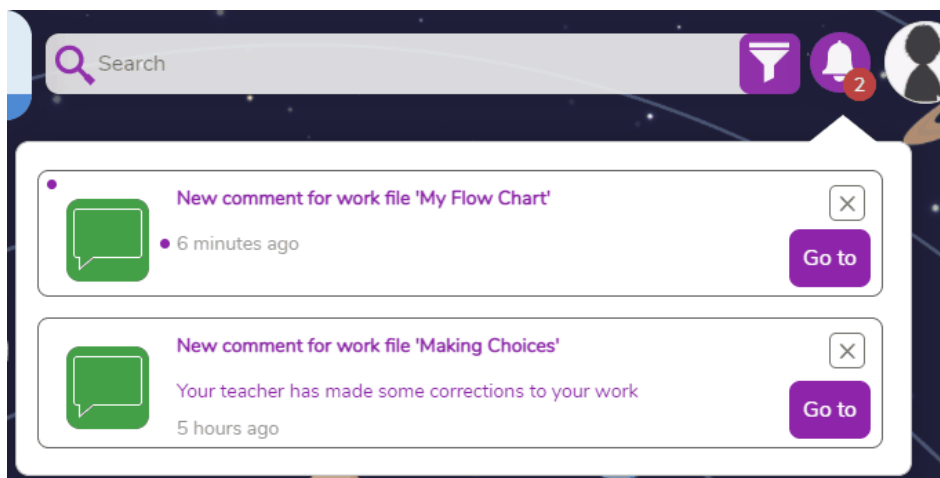
- **Clicking on the Mark button** This will open the pupil's work with the option for you to comment about the work and make changes to a preview of the work (**red text**) which the children can access.



- Once you are happy with the comments and corrections you have made, you have the option to select **Previous or Next**. Any comments and corrections made can easily be changed at any point.

Pupil view - Teacher Feedback

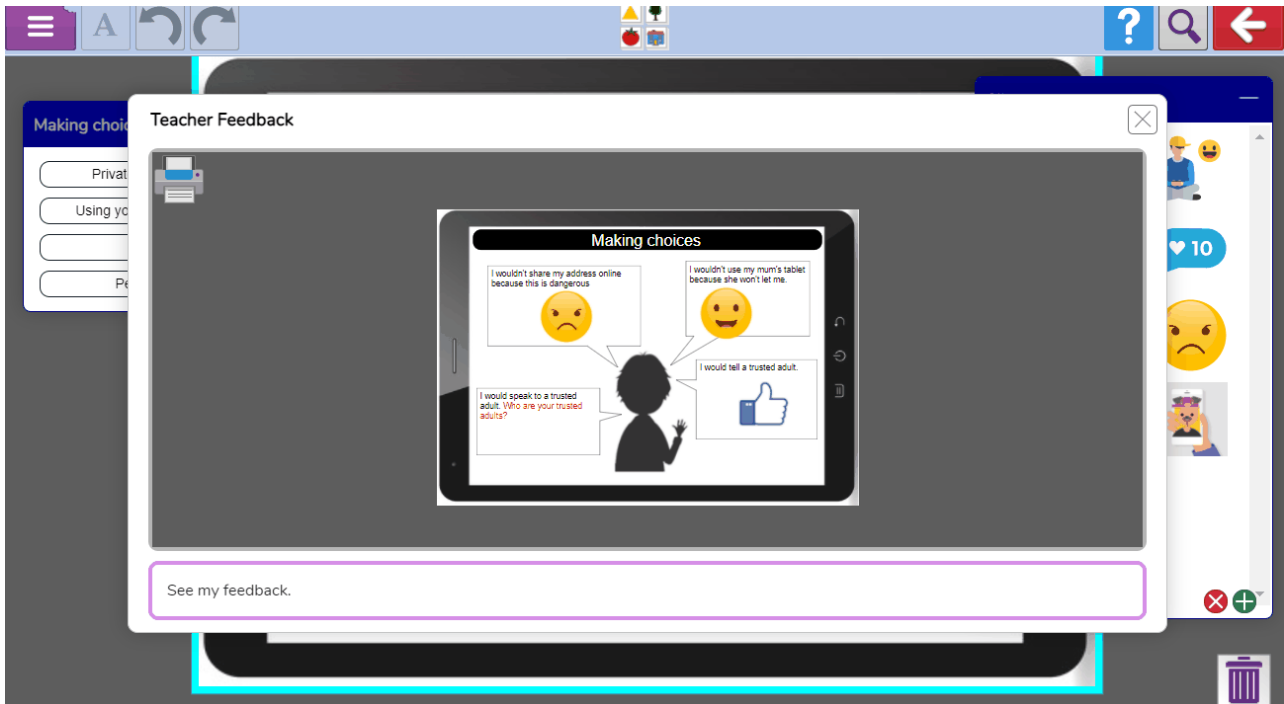
All pupils will be alerted to any comments or teacher corrections that have been made to a piece of work.



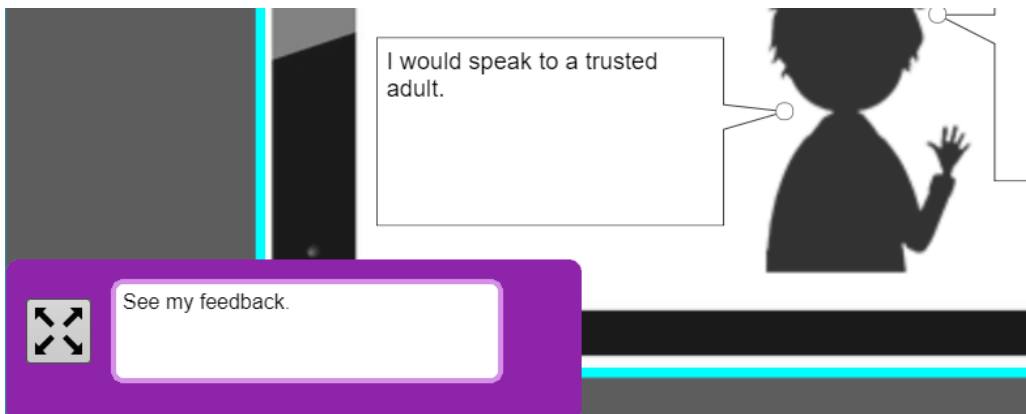
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Once they open the alert, a **Teacher Feedback** screen will appear showing all corrections made and the teacher's comments.



A pupil can easily close this screen and start making the corrections to their work. At any point, they can refer back to the **Teacher Corrections** by clicking on the **Expand** button at the bottom left of their work.

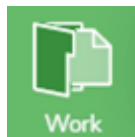


3.13 Rewards

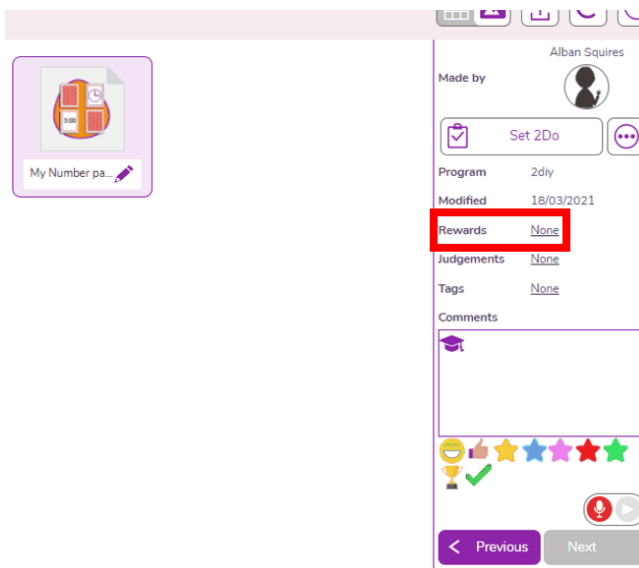
Rewards

Teachers can easily reward work a child has produced by using the rewards feature in the Online **Work** folder. This feature allows for a range of subjects and categories to be awarded along with any comments the teacher may have added to the work which will provide further context should it be needed.

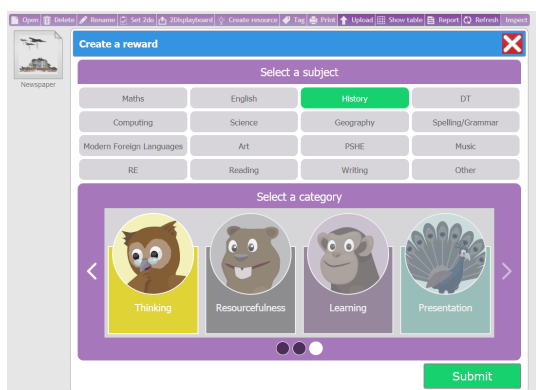
Teacher view - Rewarding work using the reward button in either table or icon view.



- Locate the Online Work folder.
- Find the pupil(s) work you wish to reward in the relevant sub-folders.
- Select the work and then click the rewards text.

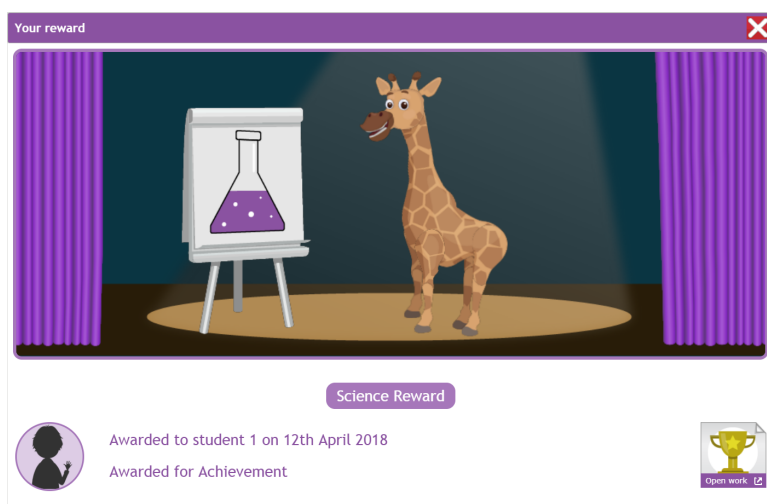


- You will see the following pop up box. From here, you will be able to select the subject and what the award is for from one of eight categories. Once you have decided upon the subject and category, press the **Submit** button and the pupil will be notified immediately if they are currently logged into Purple Mash.



Pupil view

Upon clicking on the Rewards icon, they will need to press the 'Click to reveal' pop up where a short animation will be shown along with information about the reward awarded and a link to the associated piece of work.



Pupil view - Viewing all rewards given

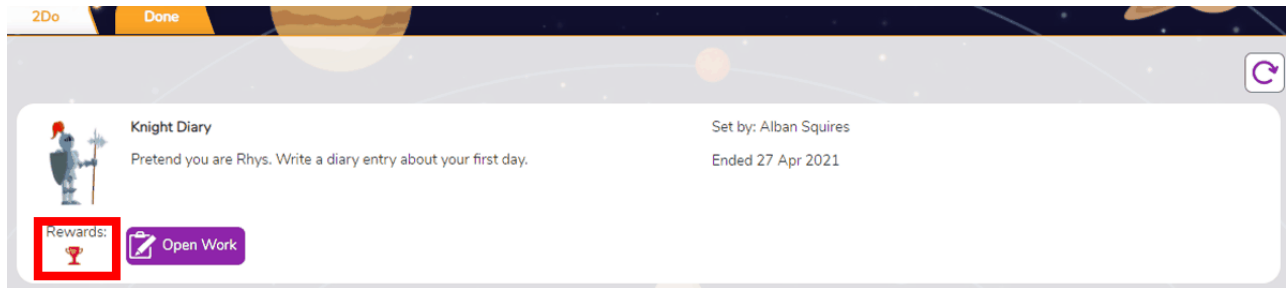
Pupils can view all the rewards they have been given by clicking the Rewards icon and scrolling through them. They are arranged in date order starting with the most recent reward.



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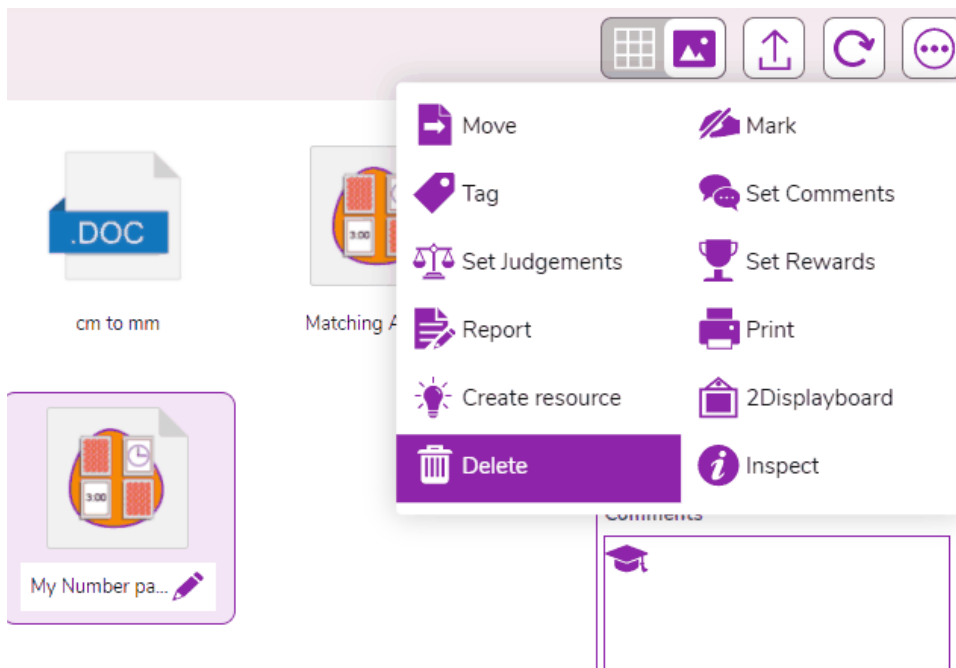
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Additionally, any 2dos that have been completed and have had an award assigned to them will be visible on the piece of work from the pupil's 2do area.



3.14 Deleting Files

To delete a file: Click on the file you wish to delete and click the 'Delete' button.



It is possible to delete multiple files by holding down the control key and clicking on multiple files (or the command key on Macs), and then pressing the 'Delete' button.

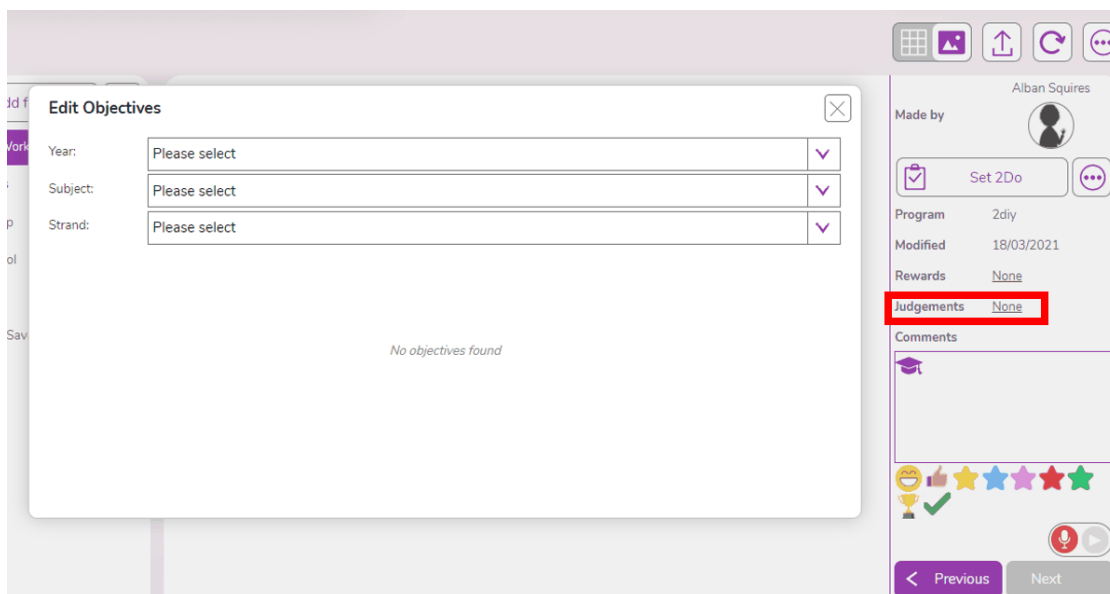
Pupils are able to delete their work, but they cannot delete other pupils' work.

3.15 Judgements

Adding judgements to files with no objectives in table or icon view.

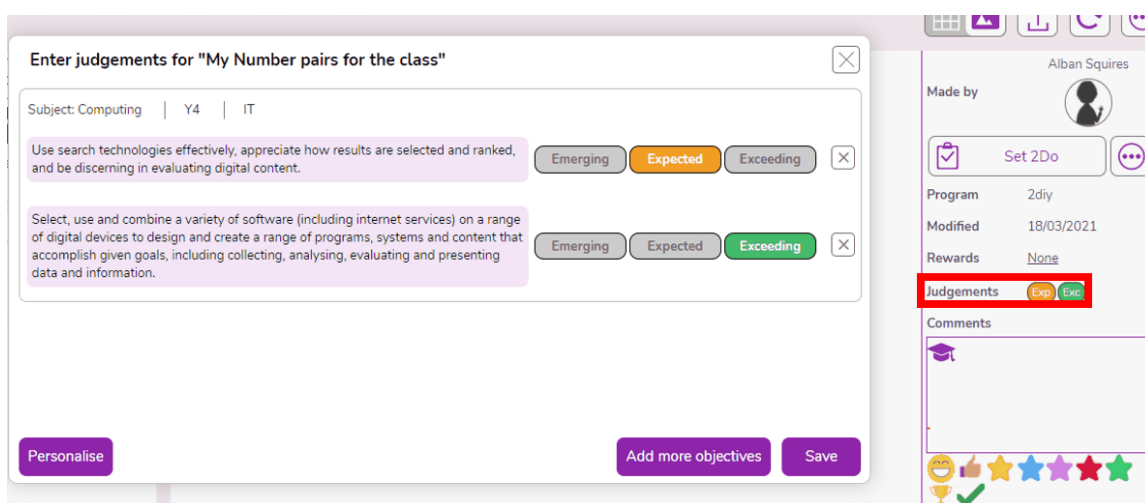
It is possible to add judgements to any piece of work. Select a file/files you wish to add judgements to and click the **judgements button** on the toolbar or the None text next to judgements in the side panel.

You will be presented with a screen where you can apply objectives to the work (Regional and geographic variations exist). You can also add judgements against these objectives.



Adding/editing judgements to files with objectives in table or icon view

Select the file(s) you wish to add/edit judgements and click on the **Judgements** button or **graphic** next to judgements in the side panel. From here you can assess, personalise, add more objectives and delete.

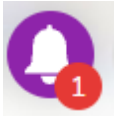


For more detailed information about judgements, please refer to the Data Dashboard [user guide](#).

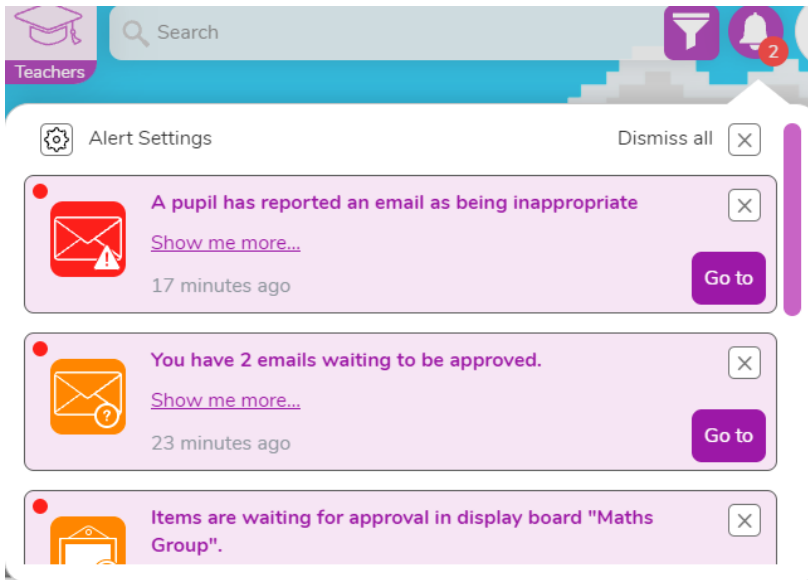
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4 Alerts



Notifications appear in the Alerts tab.



The Alert Settings allow control over which alerts to see. These can be selected by class\group and by Purple Mash tool. Teachers with a management responsibility who are assigned to more than one class in addition to their own class, might wish to remove alerts for those additional classes or for tools that are managed by other staff.

Alert Settings

Select the classes, groups, applications and processes that you would like to receive alerts for-

Classes


- > ☐ Classes
- > ☐ Groups

Alert Type

- > ☐ 2Dos
- > ☐ 2Blog
- > ☐ 2Email
- ☐ Display Board

Cancel

Save Settings

Use the  buttons dismiss any notification or **all** notifications.

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5 Archiving Classes

If you wish to remove classes, you will need to decide what to do with children's work that is in the class folder.

There are two options for this when archiving classes:

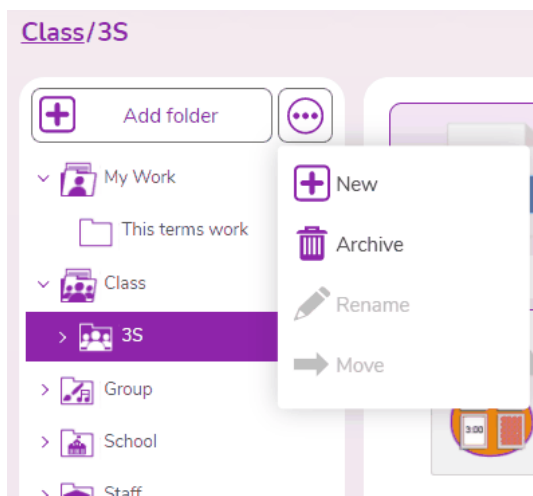
1) Archive the work and send to pupil folders:

- Creates an archive folder that only staff can access which will contain all of the work
- Puts a copy of the work into individual pupil's 'My Work' folders which they will be able to see.

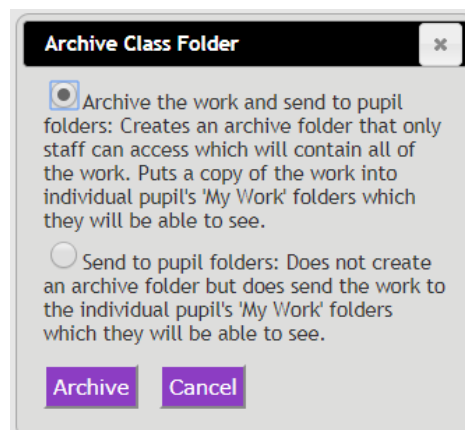
2) Send to pupil folders:

- Does **not** create an archive folder but does send the work to the individual pupil's 'My Work' folders which they will be able to see.

You can archive classes from Online work by clicking on a class and clicking the archive button which appears at the top of the folder list:



You will then be presented with the two options:



You can also archive classes from within the Create and Manage Users tool.