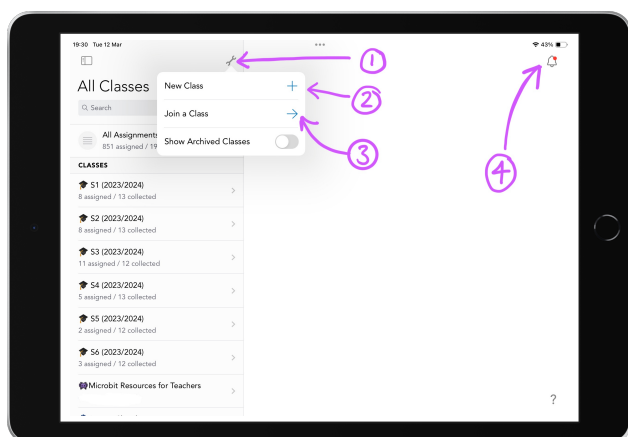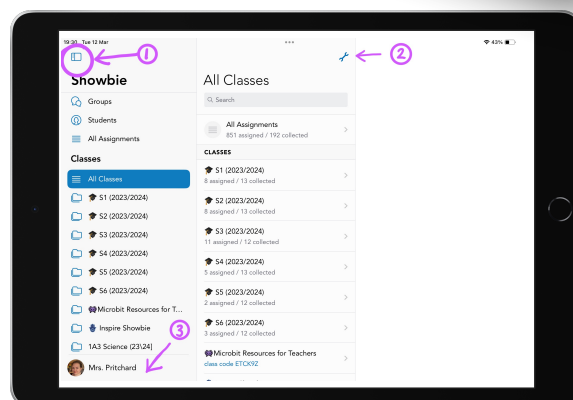# A Quick Guide to: Showbie

Menus & Settings

1. File menu - lets up you access all your classes, assignments, students and groups
2. Settings menu - let you control the settings for all your classes, you can make and join new classes here
3. Profile settings - you can view and edit your profile settings here

Classes and notifications

1. Settings menu - let you control the settings for all your classes, you can make and join new classes here
2. Create a new class by clicking here
3. Join a class using the class code here
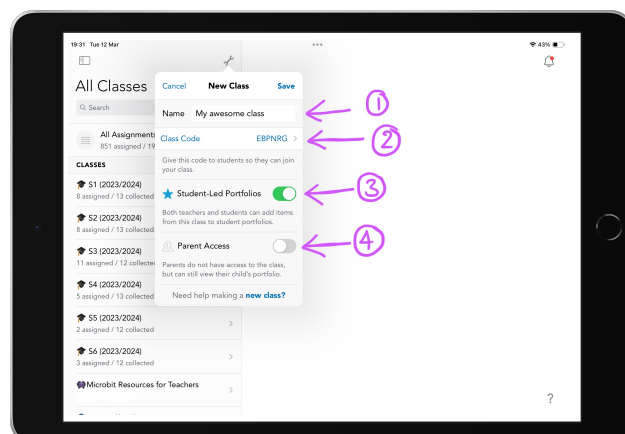4. Turn notifications on and off by clicking the bell icon

You can view all your classes on the left-hand side of the screen. Tap on a class to open it.

Class Settings

Click on the class and then click the spanner to open the settings menu.

1. Change the class name
2. View the class code
3. Allow students to add to their own portfolio
4. Allow parents to view class content.

You can get help with all other aspects of Showbie by clicking the ? in the bottom right corner of the screen.
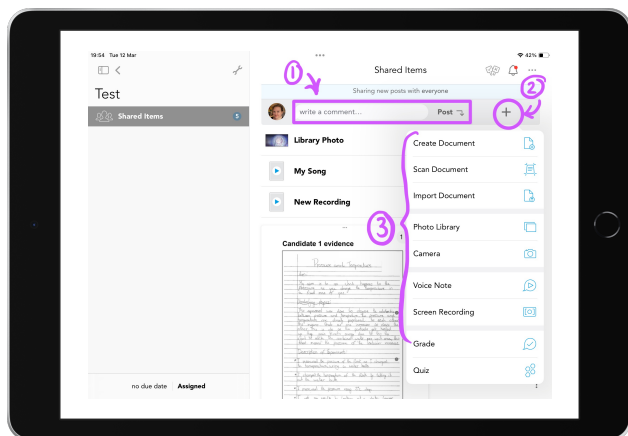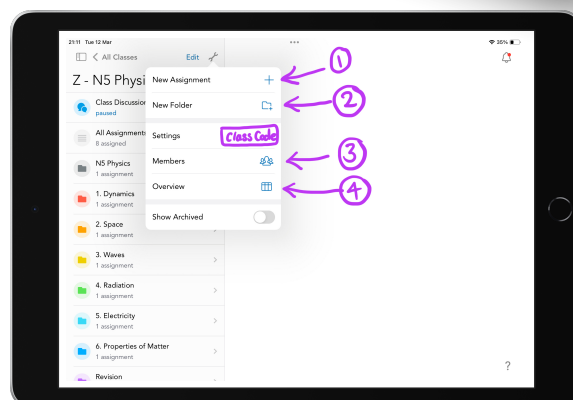
A Quick Guide to: Showbie

Assignments and folders

Within the class, click the spanner icon to open the Settings menu

1. Create a new assignment,
2. Create folders for your assignments
3. See members of the class (both students and staff)
4. View an overview of assignments for the class

Your class code will also show here

Posting in an assignment

1. You can type in the comment box and press post to add a comment/instructions to an assignment
2. Click the plus button to add different types of documents and media to an assignment
3. Choose from the pop-up menu, the type of media you wish to add

Giving feedback on an assignment

Open up the assignment you wish to view and click on the child's name - then click on the piece you wish to mark.

There are different ways that you can add feedback to an assignment: writing with a pen/highlighter, adding test comments, voice notes, or typing in a text box.

You can view staff/student annotations by clicking the layers icon.

To save your work click done in the top left corner

 Learn more Showbie Support