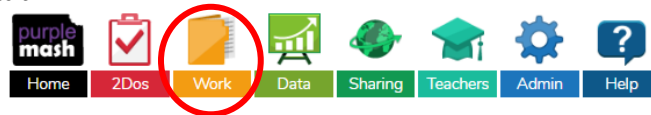
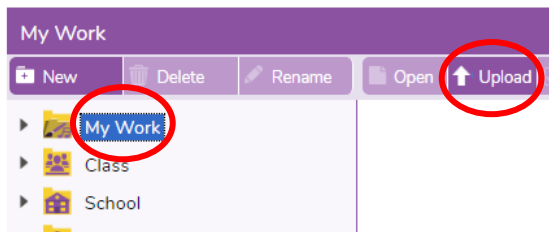


## How to upload documents onto your child's class blog

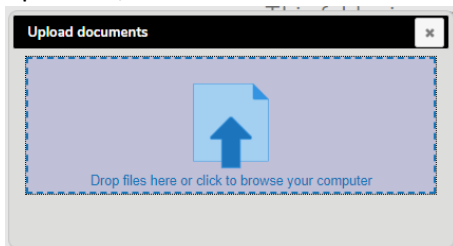
1. Save the document onto your computer.
2. Log in to Purple Mash
3. Click on the 'Work' tab



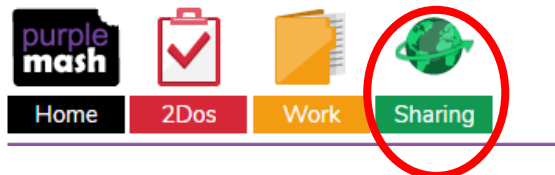
4. Ensure 'My Work' is highlighted on the left hand side of the page and then click the 'Upload' button.



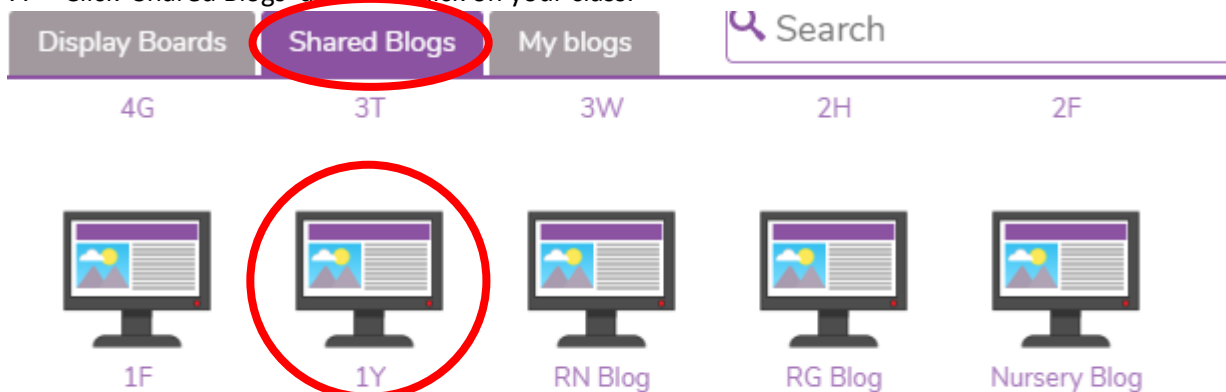
5. Click the arrow and then locate the files on your computer, click 'Open' and once the file has uploaded, click 'Done'. The file should now appear in your 'My work' file.



6. To add this document to the class blog, click on the 'Sharing' tab in the top left hand corner.



7. Click 'Shared Blogs' and then click on your class.



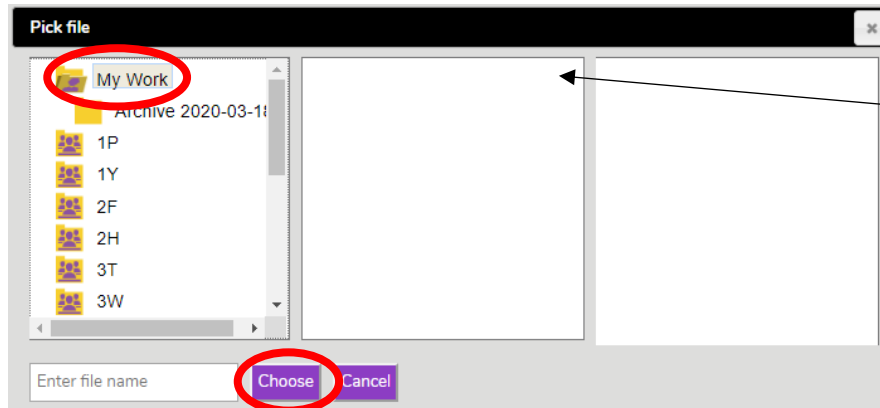
8. To add a post, click on the green button on the top right hand corner of the page.



9. Once you have completed the text fields click on the button shown below;



10. Ensure 'My work' is highlighted and then select your document and click 'Choose'.



Your document should appear here.

11. Your document should then appear as a link in the body of the post.