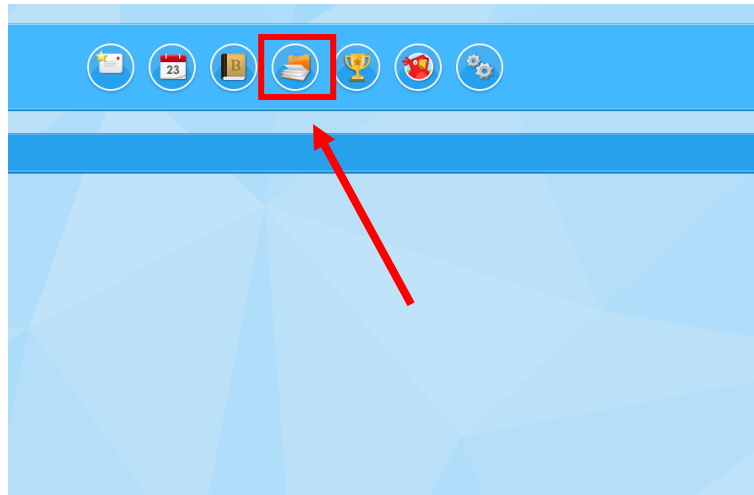
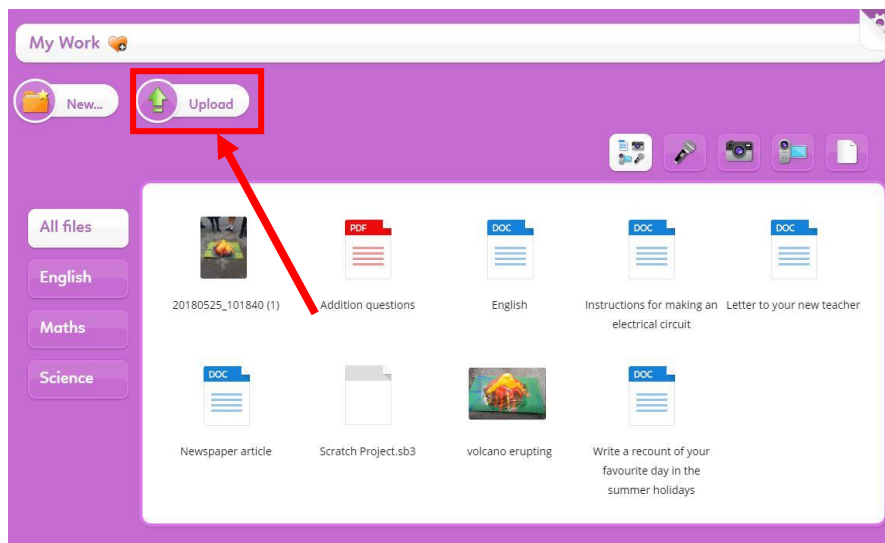


Uploading your work to DB Primary

1. Take a photo of your work.
2. Login to DB Primary:
<https://arkbentworth-lbhf.secure-dbprimary.com/lbhf/primary/arkbentworth>
3. Click on the 'My work' tab. It is the picture of an orange folder with paper inside.

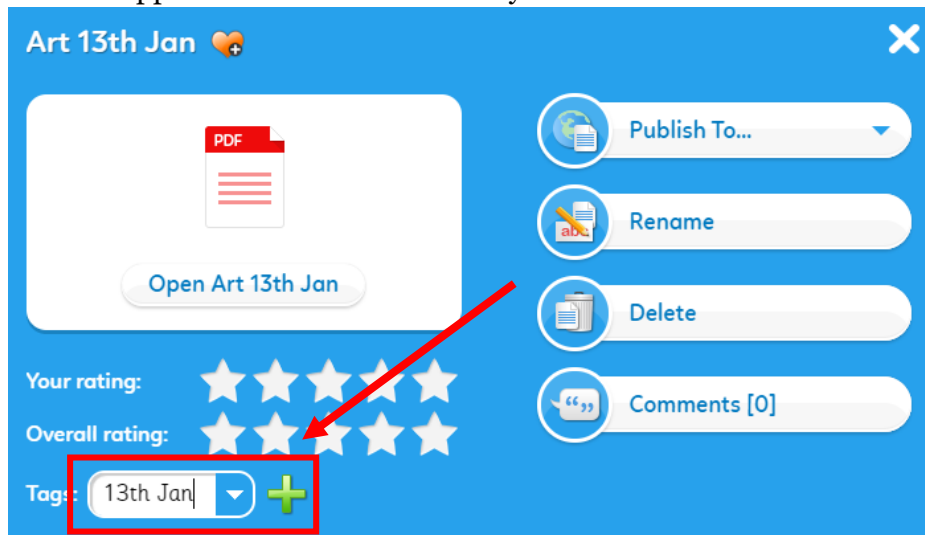


4. Click the 'Upload' button to choose a file from your computer to upload here.



5. Click on the file you have uploaded and 'tag' it with the date the work was from.
 - a. Type the date into the 'tags' box e.g. 13th January.

- b. Click the green '+' button to add the tag. This puts all your work from that day into one folder that will appear down the left of the 'My Work' area.



- c. Optional: You can 'rename' the file for the subject of the work.

6. Repeat the above steps for each piece of work you have completed.