

Tech Tips

If you are struggling because you need two documents, tabs or windows open at once (on windows devices), **hold down the windows key (see image) along with an arrow key pointing one way** on one document and then repeat with the second document using the windows key and an arrow key facing the other way. It will show the two screens side by side.



If your child is finding it difficult to remember all their passwords? Why not create a google account and save all their passwords there?

Go to [Google sign up](#) to create a google account if you don't already have one.

Then go to [Google](#) and click the little circle in the top right of your google screen and make sure you are signed in to the account you just created.

Go to [passwords](#) and make sure your account is set to sync. Then click [settings](#) (the cog) and make sure 'offer to save passwords' and 'auto sign-in' are enabled (blue).

Now you are logged in, log in to each of your child's school accounts on chrome. Google will ask if you want to save the password. Allow this.

Once you have done this, every time you go to that website, your child's passwords will appear automatically in the sign in box and they can log in.

Finding it difficult to remember all the web addresses?

Why not add bookmarks or create shortcuts.

To add a bookmark in google, go here and follow the instructions for each web page you need:

<https://support.google.com/chrome/answer/188842?co=GENIE.Platform%3DDesktop&hl=en>

To create a desktop shortcut to a website using Google Chrome, go to a website and click the three-dot icon in the top-right corner of your browser window. Then go to More tools > Create shortcut. Finally, name your shortcut and click Create.

Now the shortcut will appear on your desktop

Don't know how to get photos from your phone to Dojo? Try these different options

- You can download the Class Dojo app to your phone and add photos within the app (this is easiest)

OR

- You can email photos to your laptop from your phone then login on the computer and download them OR
- You can Facebook Messenger them to yourself OR
- You can plug your phone in and use it like a USB stick OR
- You can sync your phone to iCloud or Google Photos and download the photos from your online album.

then upload them to dojo from a laptop.