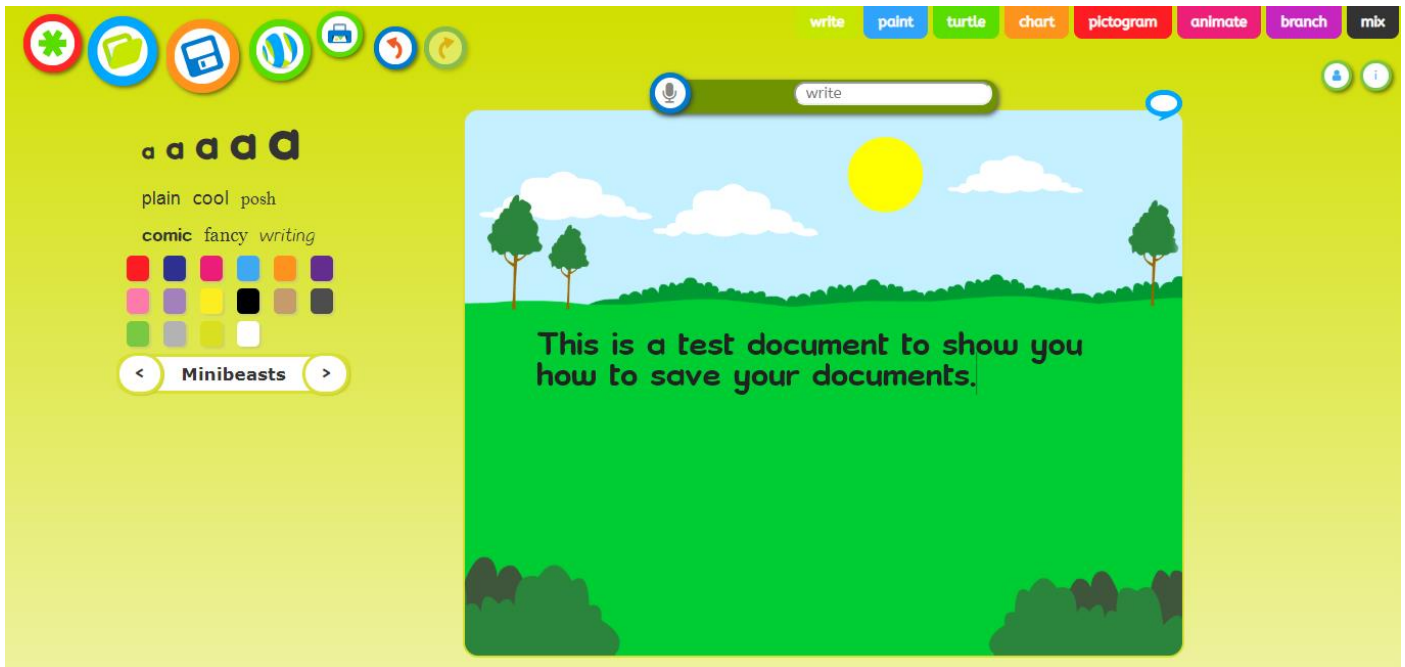


How to save files from the JIT Learning Suite

It is fantastic to see you publishing files on the JIT Learning Suite; however, it goes to a process of moderation, where we sometimes see work which you haven't quite finished yet because you have published it by accident.

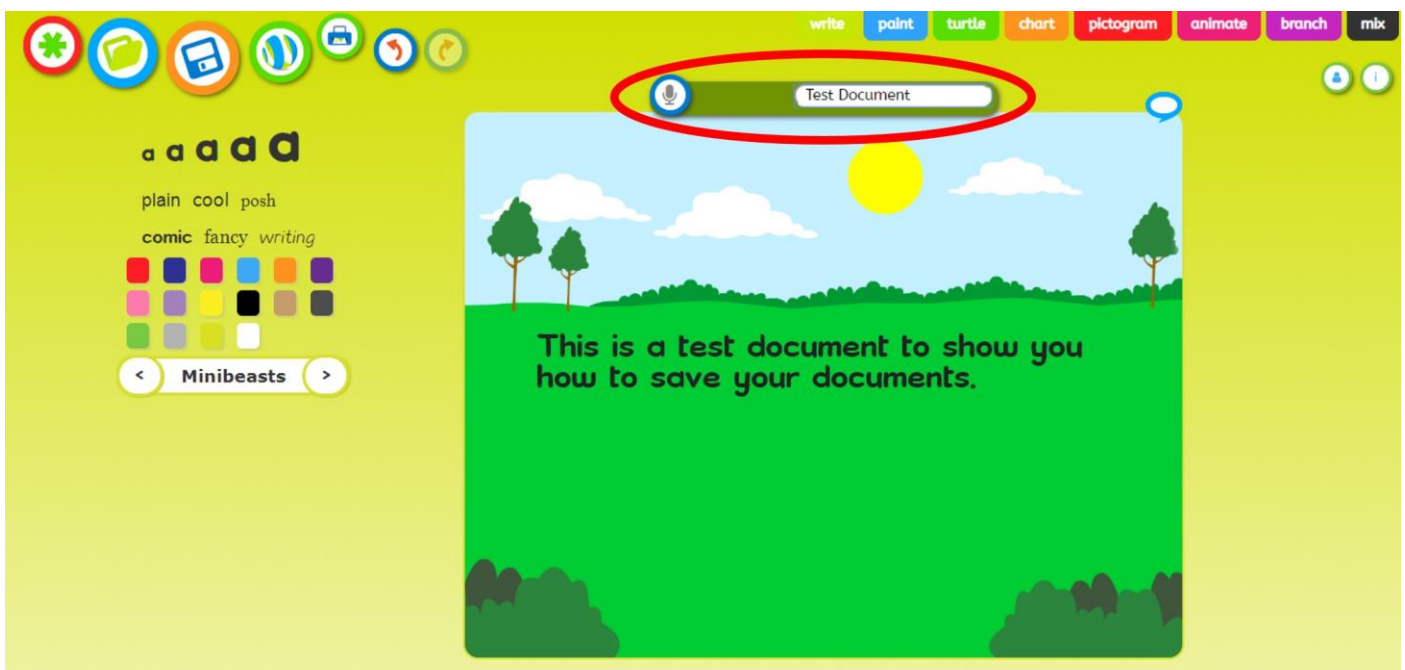
Here I will show you how you can use the JIT Suite constructively.

Step 1: Create Your Masterpiece



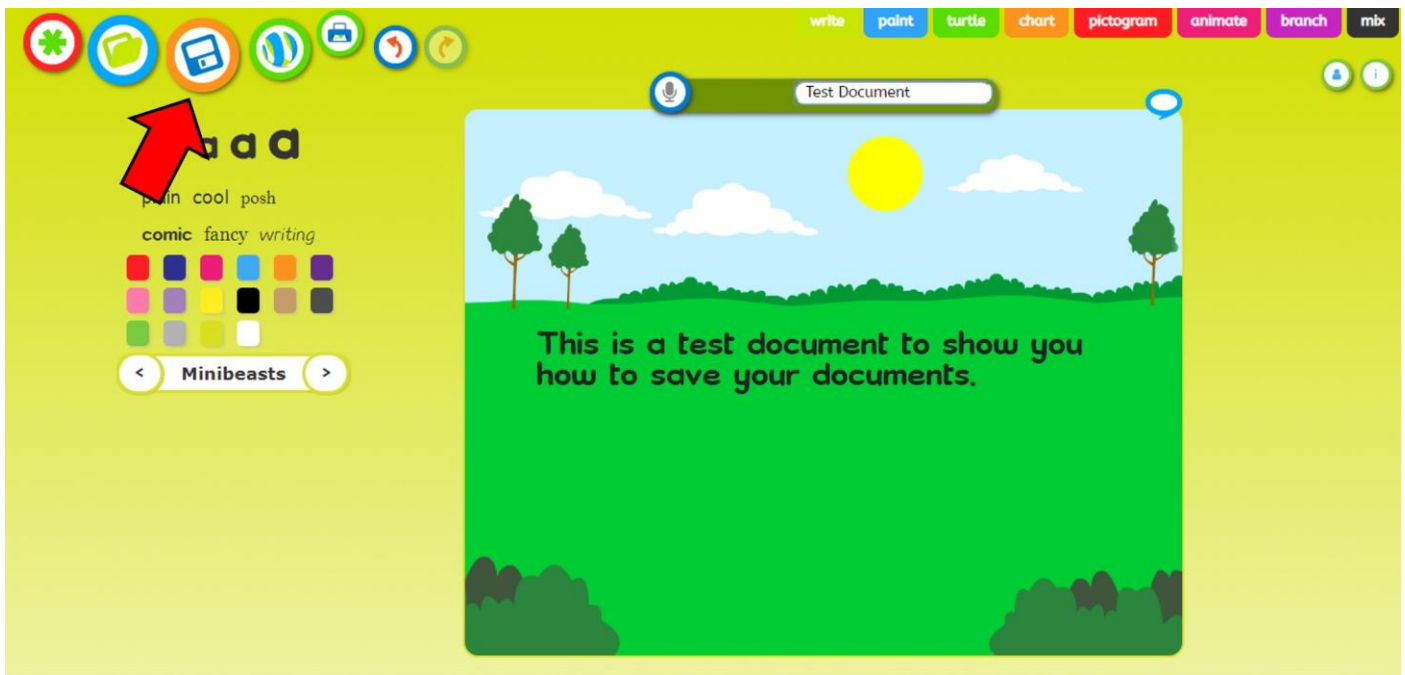
As you can see, I have spent a few moments typing out a test document. I have adjusted my font, the size of the text and I could even change the colour and add some pictures if I wanted. It would be a similar process if you were using any of the JIT Suite.

Step 2: Naming Your Document

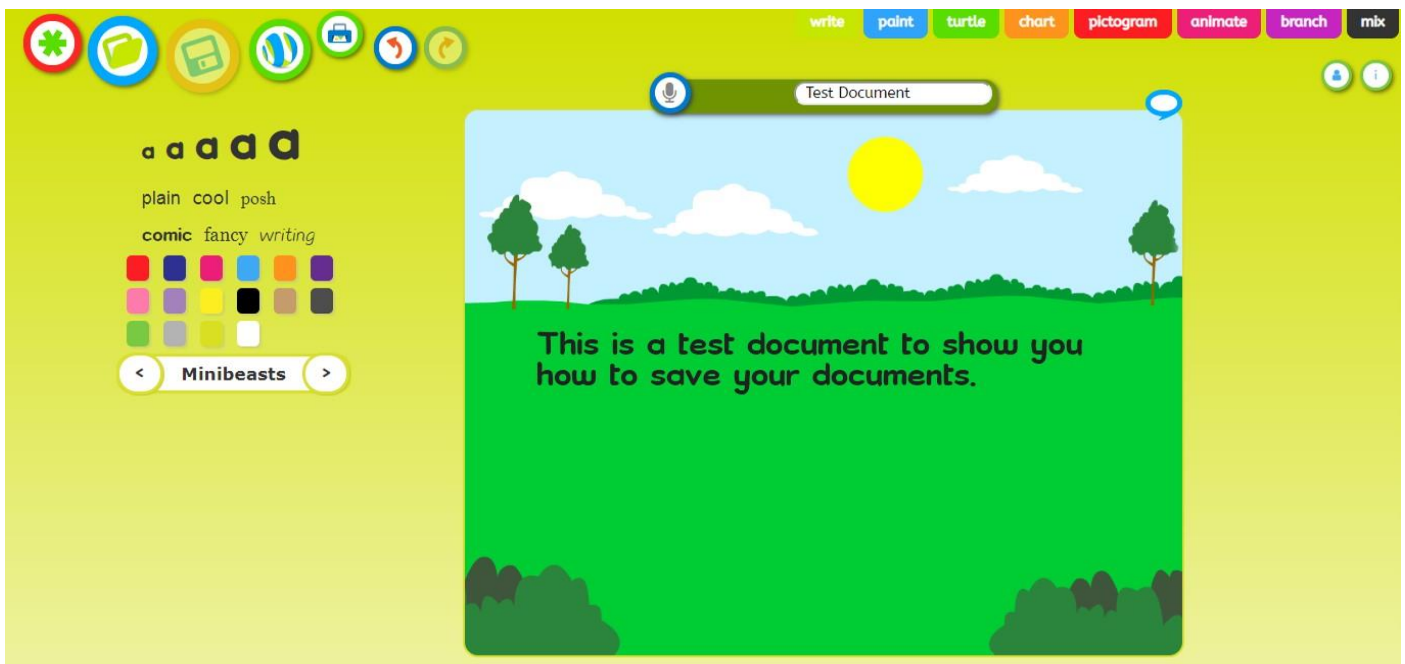


Above the document is a white box, where you can type the name of your document. Remember, always name your document something obvious, so that we know what it is when we see it.

Step 3: Saving Your Document

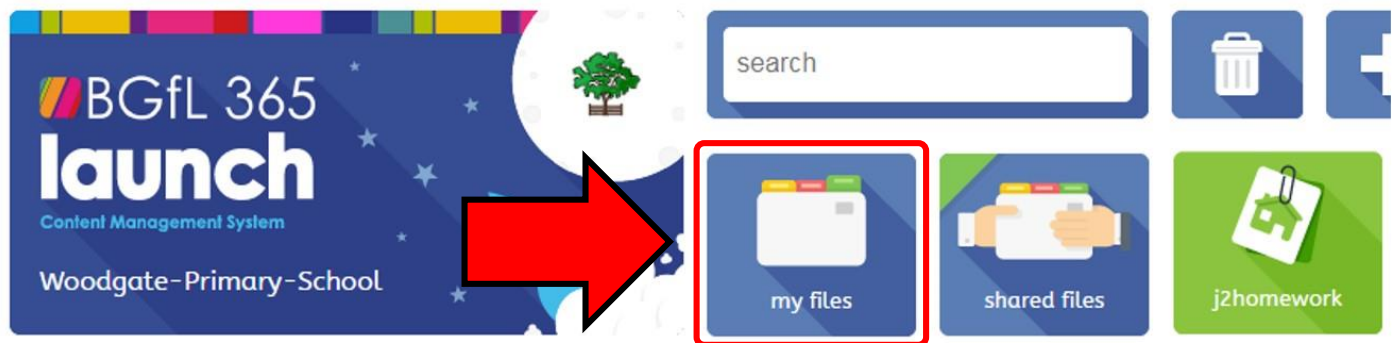


To then save your document, click the blue floppy disc icon in the orange circle, then the icon will go transparent to show you that it has saved (see below).

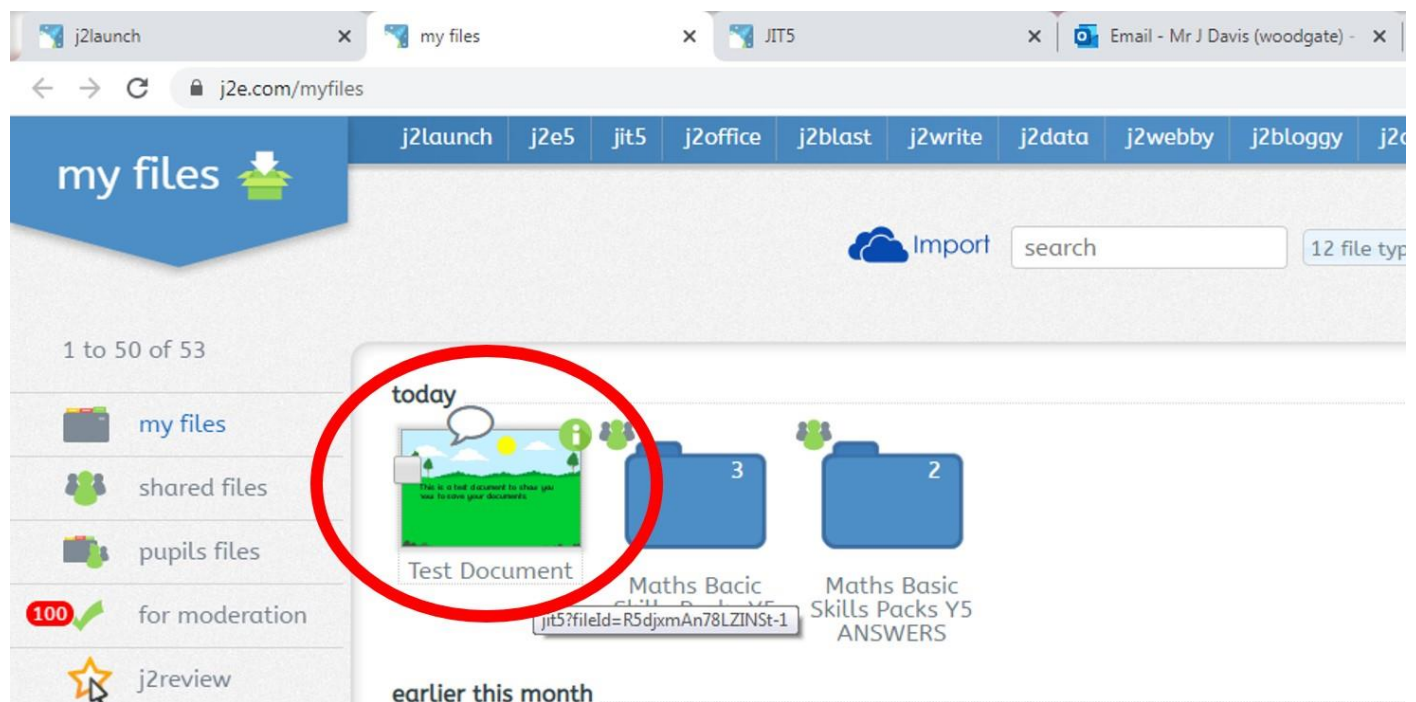


Step 4: Accessing Your Document

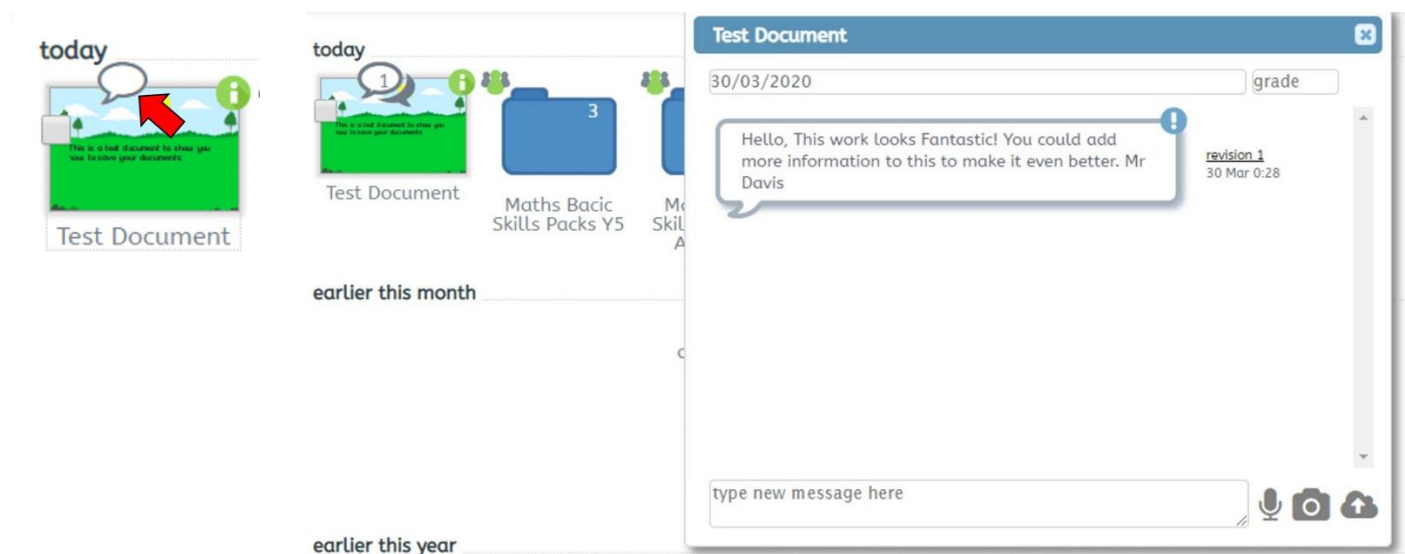
To access your document, on the BGFL365 dashboard, click on the 'My Files' icon



and you will see your document saved



The 'speech bubble' icon allows us to have a learning conversation with you about the document.



If you have any problems with BGFL365, email me and I will try to help you.
j.davis@woodgate.bham.sch.uk