

Welcome to

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The logo for Q&B primary, featuring the letters 'Q&B' in white inside a blue circle, followed by the word 'primary' in a blue, lowercase, sans-serif font.



# What is DB Primary?

DB Primary is a learning platform (also known as a Virtual Learning Environment) specifically designed for primary-aged children.

It is a secure website, with areas that are only accessible to some users. This may include children's class or year group. Each area has its own security, limiting who can see it and participate in activities.

The platform also contains communication tools which are available to the children to use including blogs, forum, wikis and internal email.

Every child has their very own personal bit of web space. This may be used to access tasks that have been set for them to complete in or out of school, to share posts on their own personal blog or to save work online.

The platform has a variety of safety features including, but not restricted to, filtering and monitoring.

# Logging in to DB Primary

All the children will be given a username and password.

Please remind them to keep it safe and to keep it private.

The portal address is printed on the DB Primary login 'passport' your child will be issued, showing their username and password.



On the DB login screen, you should always see **your school's name**.

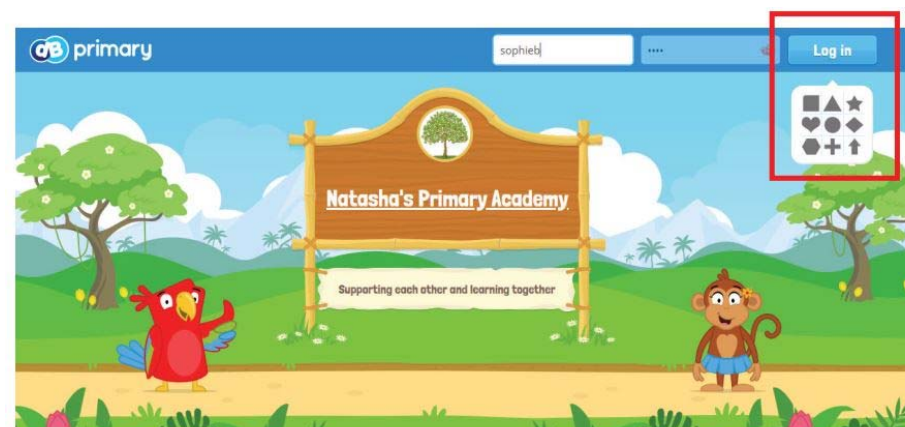
If you cannot see your school name on the brown board between the parrot and the monkey, then you are on an incorrect login page for your school.

# Logging in to DB Primary

Username and passwords are case-sensitive, so please ensure you observe this when typing in your login details.

Too many times trying the wrong password will temporarily lock the account and you will need to wait to try and log in again.

If your child is given a picture password to log in, then just type the username and press enter (or click the Login button), to be taken to the picture login screen. If you cannot see the pictures it'll be because either you are not at the correct login screen, or you have not typed in the username correctly.



# Pupil Homepage

Once logged in your child will see their own personal homepage. This may look different, depending on the choice of theme they have been assigned by the teacher.

Early Years Theme



Starter Theme



Improver Theme



# Pupil Homepage

All children have a homepage (sometimes referred to as their landing page or dashboard).

When children log in this is the page to which they are directed.

From this page they can access other areas that may be of interest to them including their class page or other pages which they are a member of, e.g. year group page.

These pages are called 'Communities' on DB Primary.

On the pupil homepage they will see:

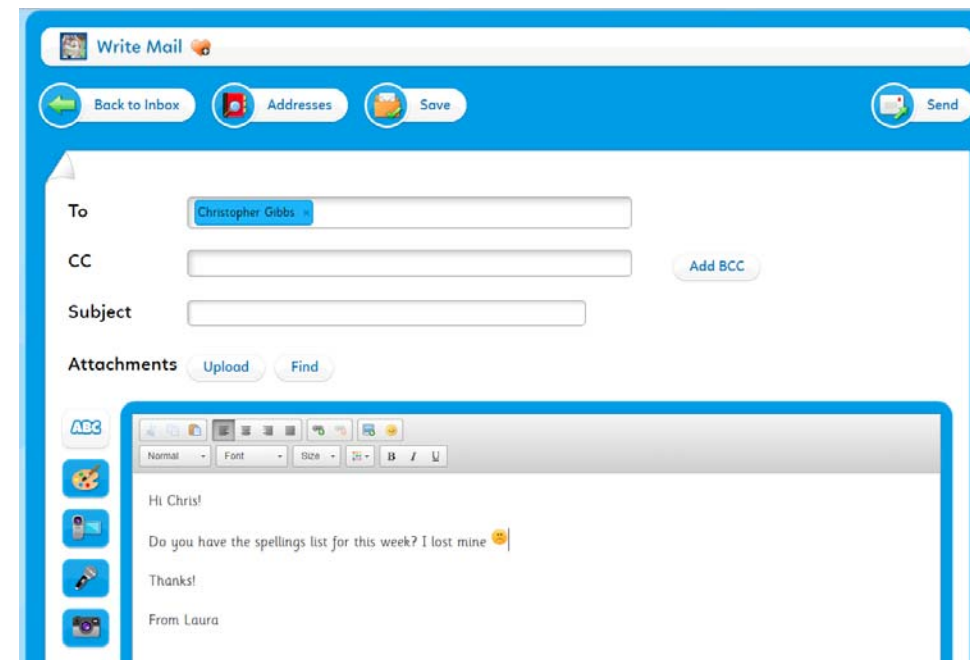
- Their Email (if this is switched on)
- Their Calendar
- Their Work area (a place to store their files)
- Their Rewards
- A link to the Learning Library
- Their 'Things To Do' (tasks assigned to them)
- Their own personal Blog
- Links to any Community they are part of

# Pupil Email (Webmail)

Children may have access to email- this is something which can be switched on and off by the teachers.

This will not allow them to send or receive emails to anyone outside the school and is effectively an internal messaging system.

All emails can be seen by your child's teacher so it is important that they understand that even if they delete an email, it can still be seen!

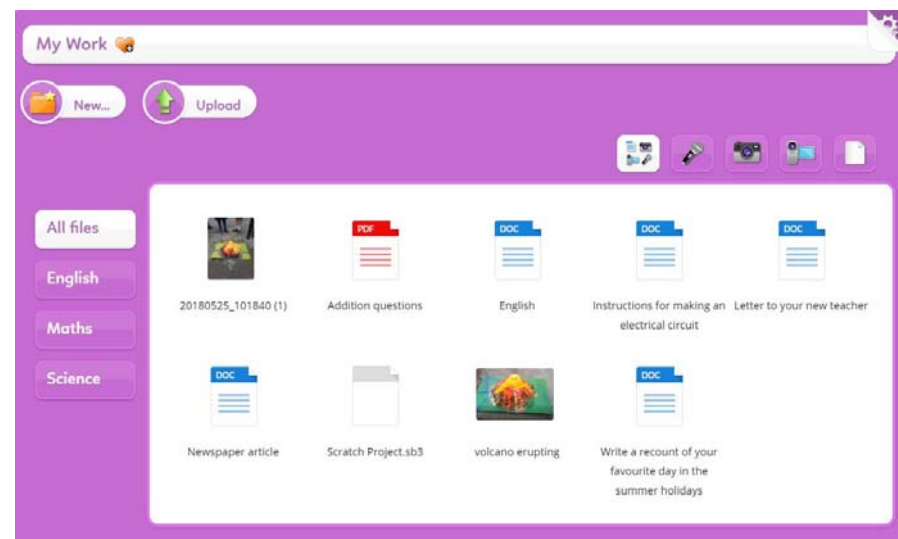


N.B. Email only on Starter and Improver themes

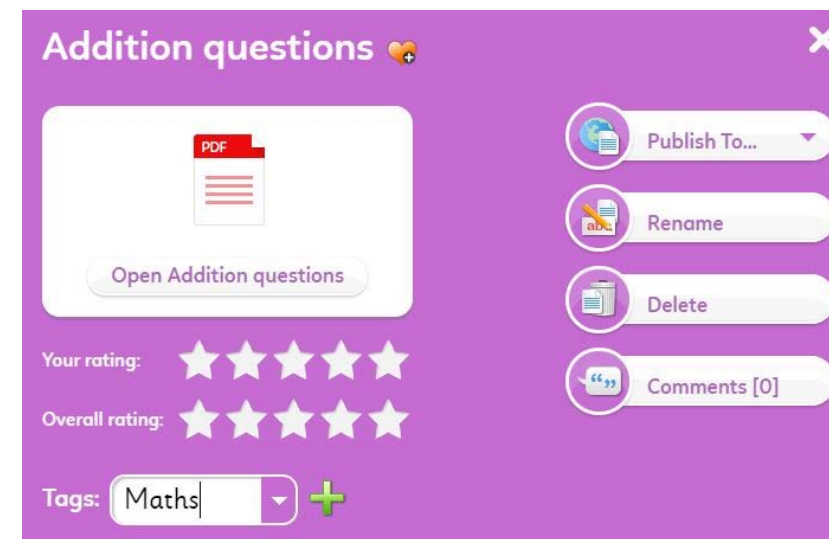
# Pupil My Work area

The children will have their own personal files area called 'My Work'.

This is a place where children can upload files and these can be seen by themselves and their teacher.

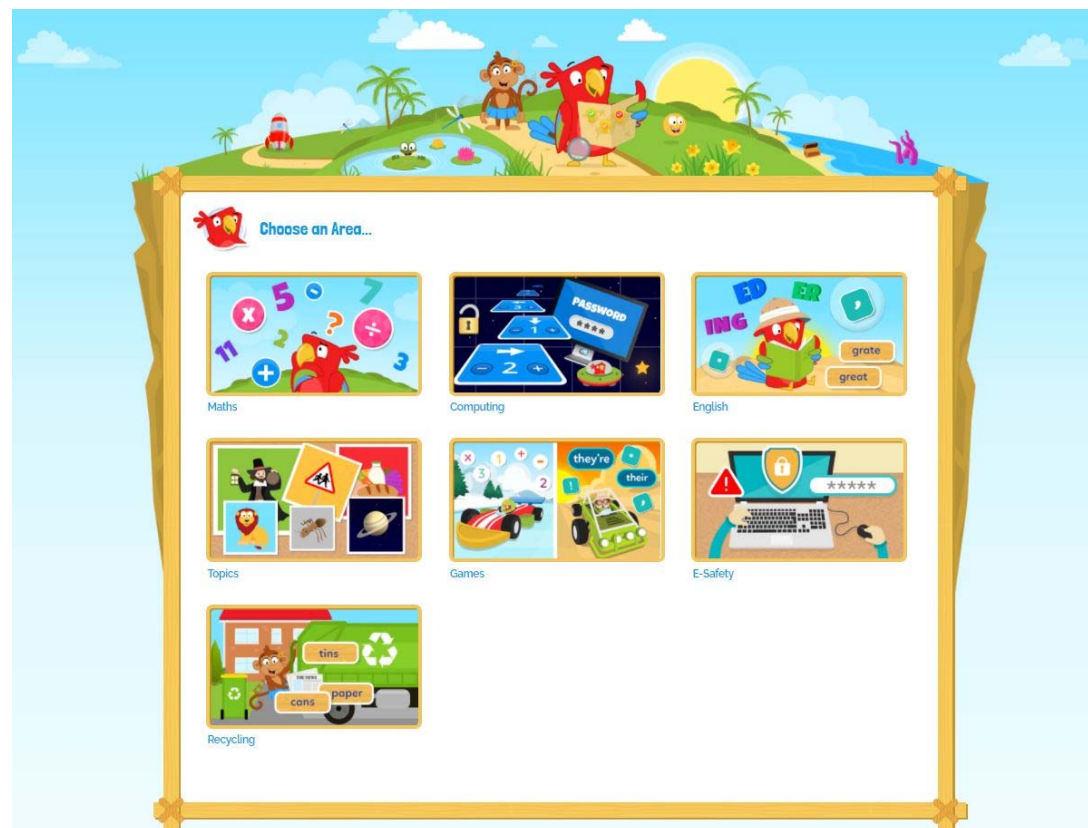


Once files have been uploaded they can be clicked on, given a 'tag' (followed by clicking the green + symbol) and this then helps to organise the files.





# Pupil link to the Learning Library - Activities



The Learning Library is a collection of online activities designed to support learning in and out of school.

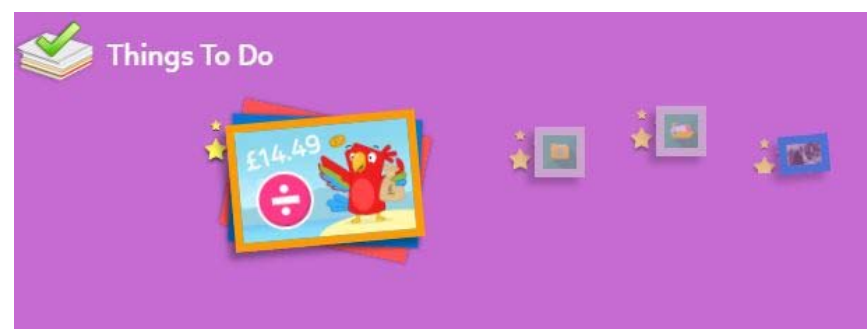
The activities are easy to use, and children may either be assigned to them by their teacher or may access them for self-learning.



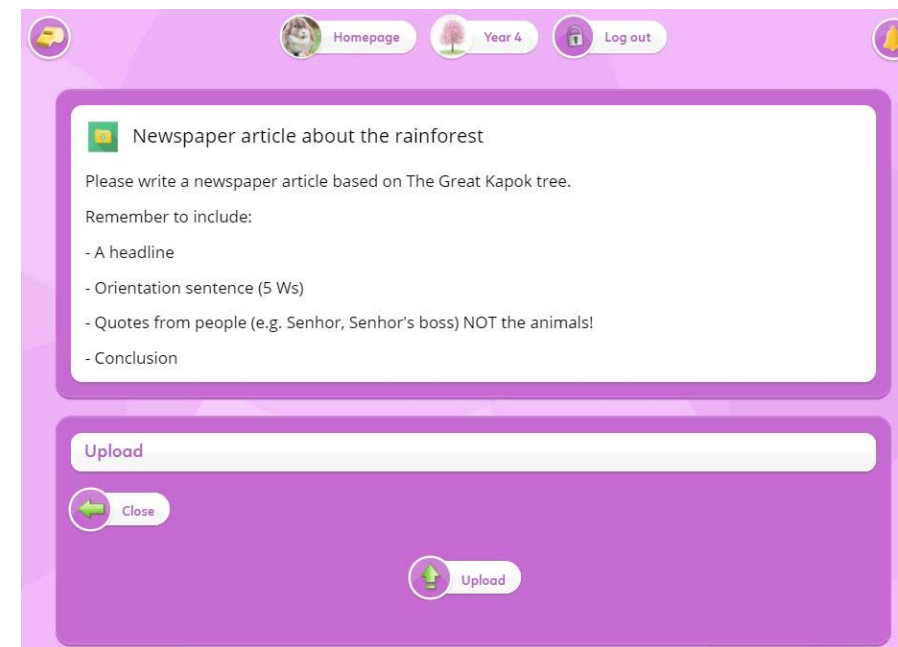
# Pupil Things To Do panel

The Things To Do panel will show all the activities and tasks the children have been assigned to complete.

These may be Learning Library activities, or they may be tasks set by the teacher which involve uploading a file to complete the task.



Clicking on the icon will open up the activity and you will be able to see what the pupil has been asked to do.



# Pupil Personal Blog

The children have a personal blog.

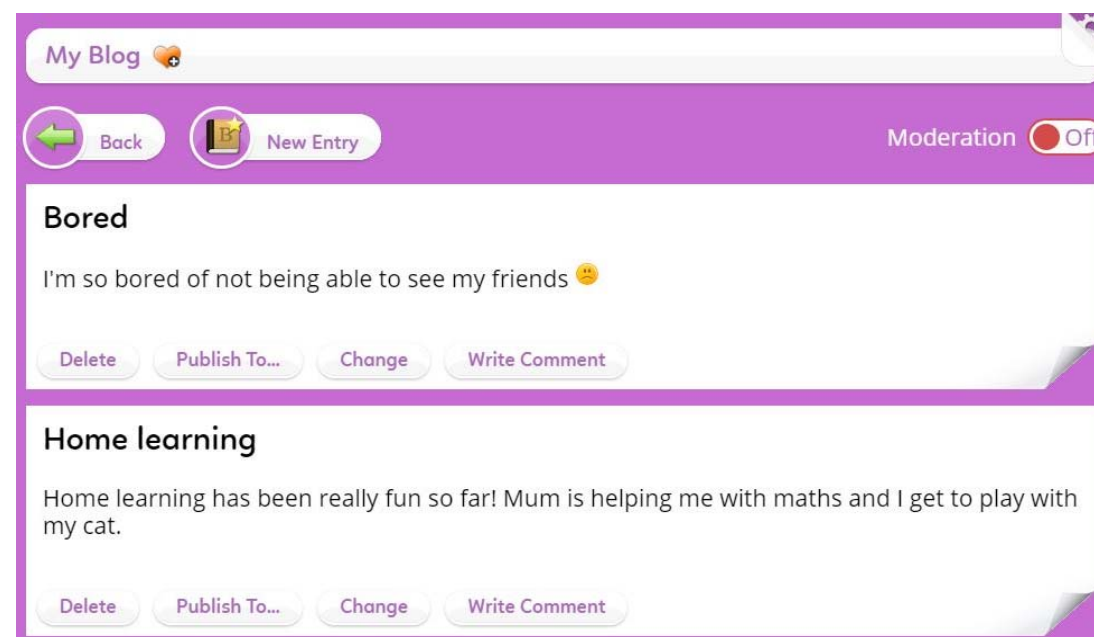
A blog is essentially an online journal or diary.

Children may blog using text, images, audio and video clips.

Any online posts should follow the core rules of:

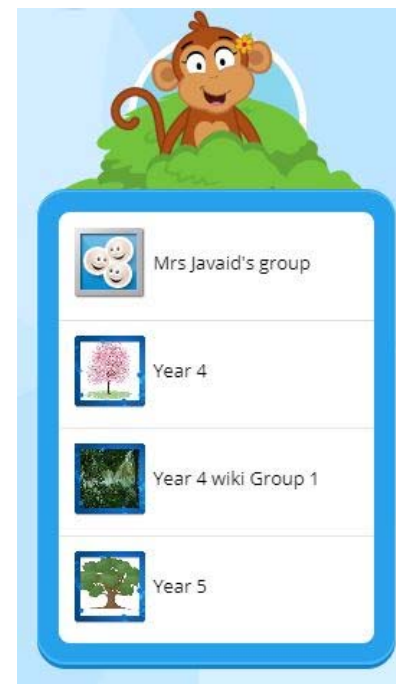
1) My posts may be seen by others (including my teachers)

2) What is unacceptable offline is unacceptable online



# Pupil Links to Community Pages

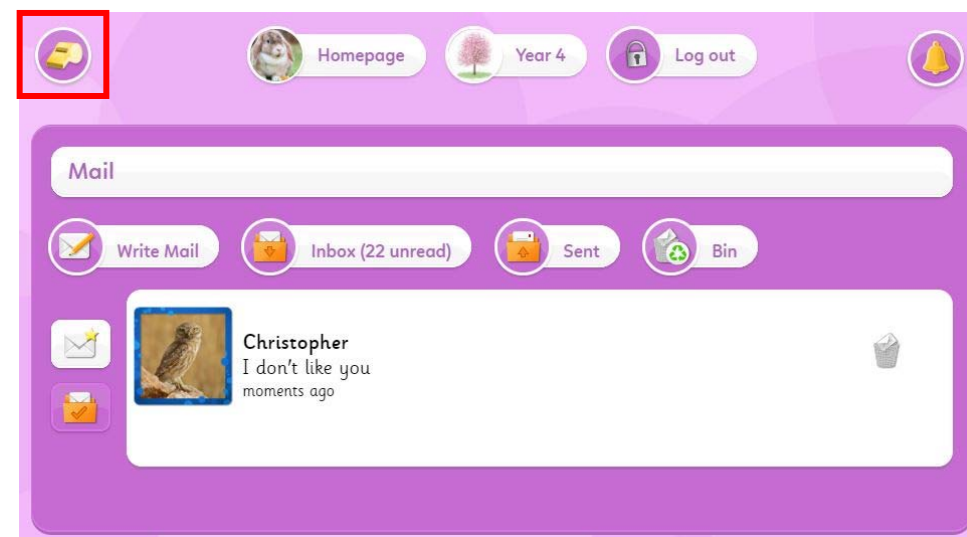
As well as a personal homepage, the children will be part of one or more Community Pages. They can access these pages from the links on their homepage.



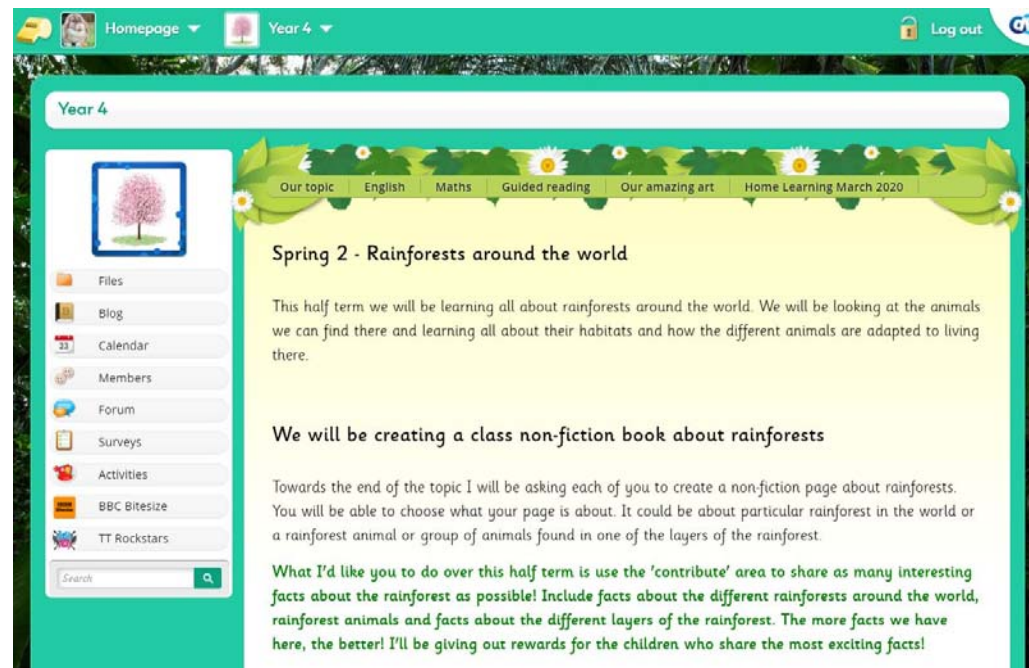
# Pupil Golden Whistle Tool

When your child is logged in to DB Primary they will see a Golden Whistle icon in the top left corner of every page.

If they see something which upsets them on DB Primary (for example, an unkind email sent to them by a classmate), then they can click the Golden Whistle icon and explain what has upset them. This will then alert their teacher.



# Community Pages



As well as the children having their own personal homepage, they will also have access to their class Community Page.

This is a communal page for all the children in the class to access and the teacher may add resources to the page for the children to see.

# Community Pages

The Community Pages will each be set up differently depending on the class, but they may offer:

- A Files area (where the teacher will upload files for the children to use)
- A class Blog (which the children may contribute to)
- A class Calendar (updated by the class teacher)
- A class Forum (a place for discussions)
- A link to the Learning Library
- A 'Members' link which lets the children visit each others' homepages
- Any other links the teacher has added, eg. To BBC Bitesize

# Important Information

- For children to be able to log in to DB Primary, they must be at the correct login portal for your school – Make sure you can see the school name on the login screen!
- Remember that usernames and passwords are case sensitive
- If you need a username or password reminder then please contact the school directly, the DB Primary support team are unable to provide these details.
- If you feel that your child's login details have been compromised please tell the class teacher as soon as possible.