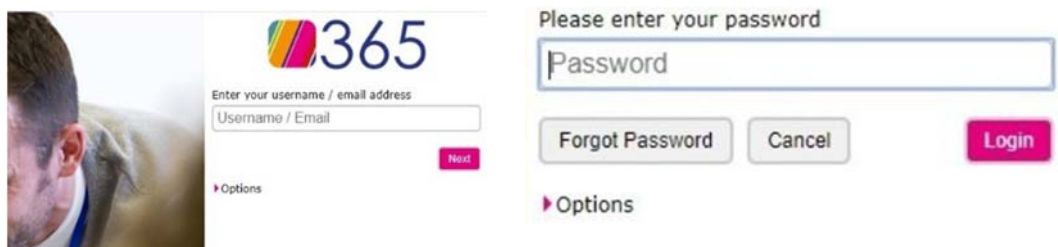


Using BGfL365



To access BGfL365

1. Type login.bgfl365.uk into your web browser.
2. Enter your username and password.



3. Once you have logged into BGfL365, you should see the launch page, which displays a number icons and tools.



To find shared work:

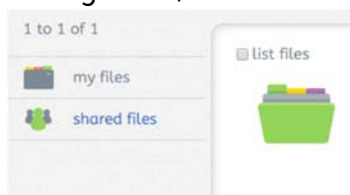
1. To find work which has been shared by teachers, click on the shared files icon.



If this icon is not available, click on My Files.



2. In My Files, on the left hand side you will see, shared files tab



3. Once you are in the shared files, you should see a folder with your class' name on it. Open the folder and there you will see your home learning lessons and activities.

Working on the files

Inside the home learning folder, you may see a range of documents.



PowerPoints



Pdf's



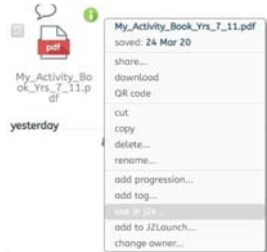
J2e5



J2office

Pdf's

To work on a Pdf file, you will need to click on the green circle, scroll down to use in J2e and click on that. It may take a little while to open.





When the document opens, it will appear like the above J2e5 file.



To write on the document, click on the A button and then wherever you want to write on the page. Write your answer.

To change the page, click on the grey triangle on the bottom left or right

(depending on the direction you would like to turn the page .


Before you leave the page, remember to save your work by clicking on the disk  at the top of the page and give your work a title. Once saved your work will appear in 'My Files'.

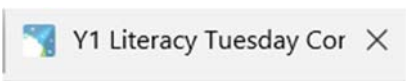
PowerPoints:

To open a PowerPoint, click on it.

To play a PowerPoint, click on the little triangle on the bottom left of the screen



To edit/ type on a PowerPoint, click where you would like to write and begin to type. Alternatively, click on **Insert** then . Draw the textbox where you want to write and then type inside the box.


When you have finished, click on the x . The document **should** save automatically.

J2Office:


These documents are BGfL's version of Word. **To open a J2Office document**, click on it.

To edit, type, save and exit, follow the same instructions as the PowerPoint.

J2e5

Opening a blank J2e5 document , provides you with digital paper, where you can type answers to question or create projects. Explore the tools in J2e5 to become familiar with them.

Uploading work

1. Click on the upload icon .

2. 


3. Navigate to where you have saved your work and then click open.

4. Once your work has uploaded, it will appear in the My File folder.

Photographs:

1. Use the BGfL365 app on your phone or tablet.

2. Log into the app.

3. Click in the options icon 

4. This blue screen will display. Click on the camera.

5. Take the photograph.

6. Then click on use photo.

7. The picture will then display in My Files.



Other useful tools and icons:



Great for helping with times tables, spellings and arithmetic.



Lots of tools for Reception and KS1.



Programming for KS2.