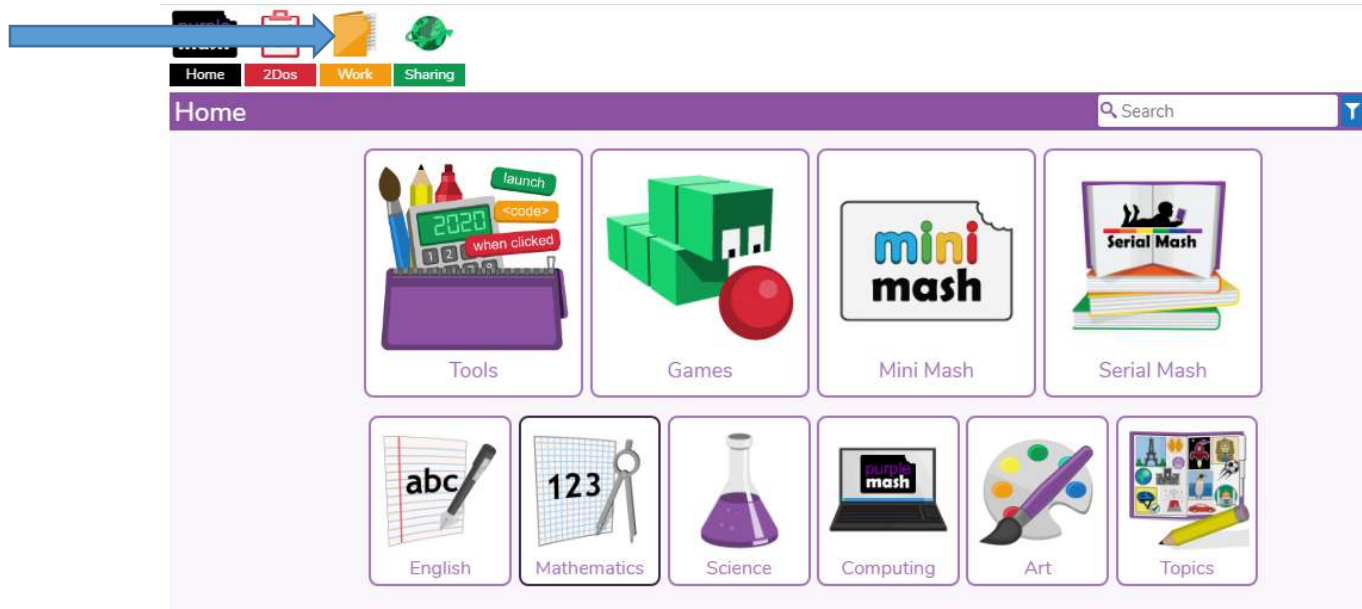
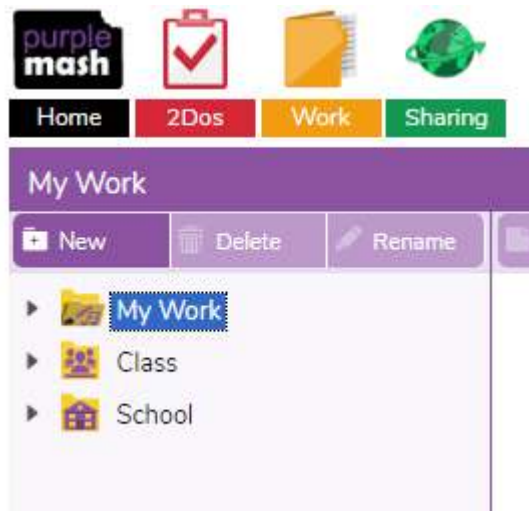


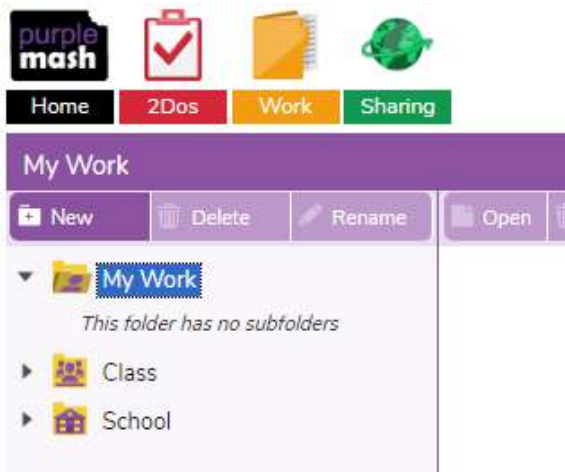
Quick guide to upload work on Purple Mash

From the home screen please click the **Work** folder.

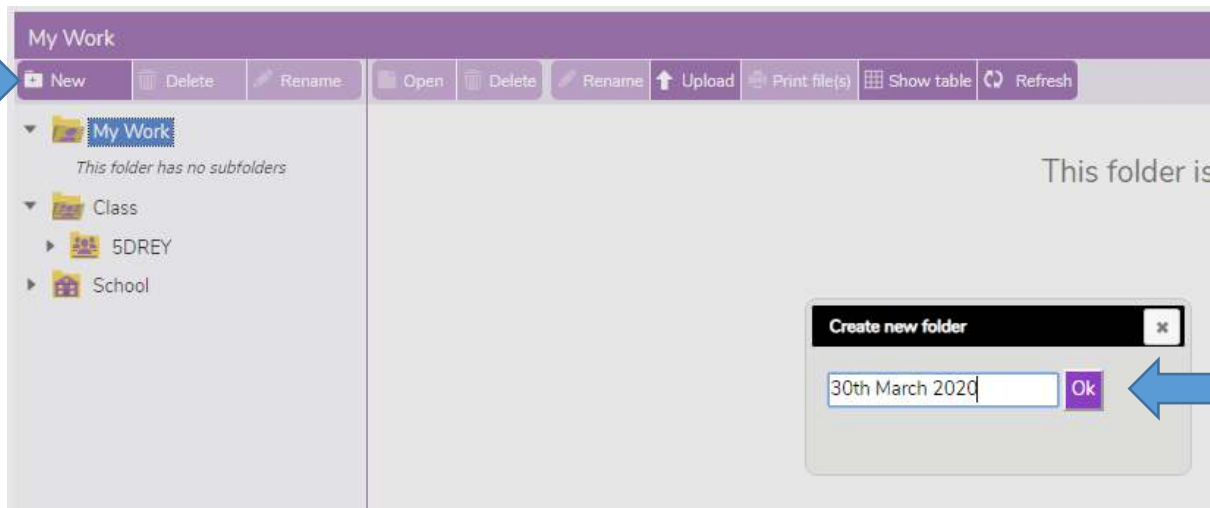


From this, click the **My Work** folder.

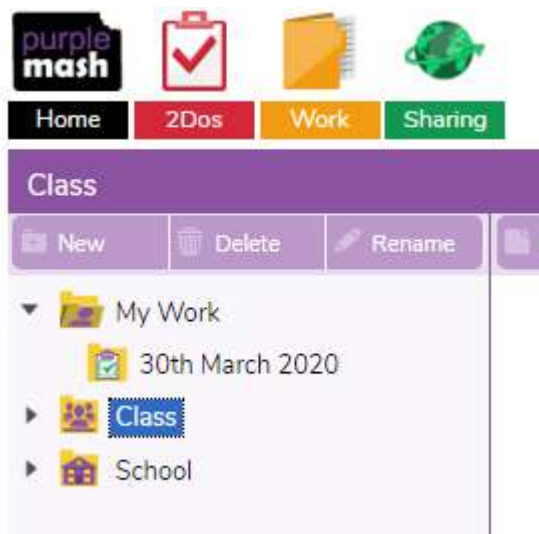




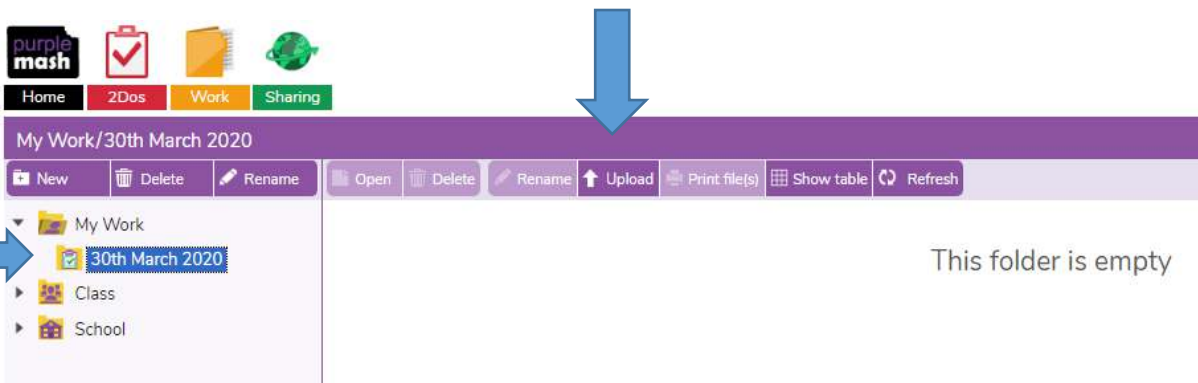
It would be helpful if you can then make a subfolder to organise work. To do this, click new and put in the week commencing date.



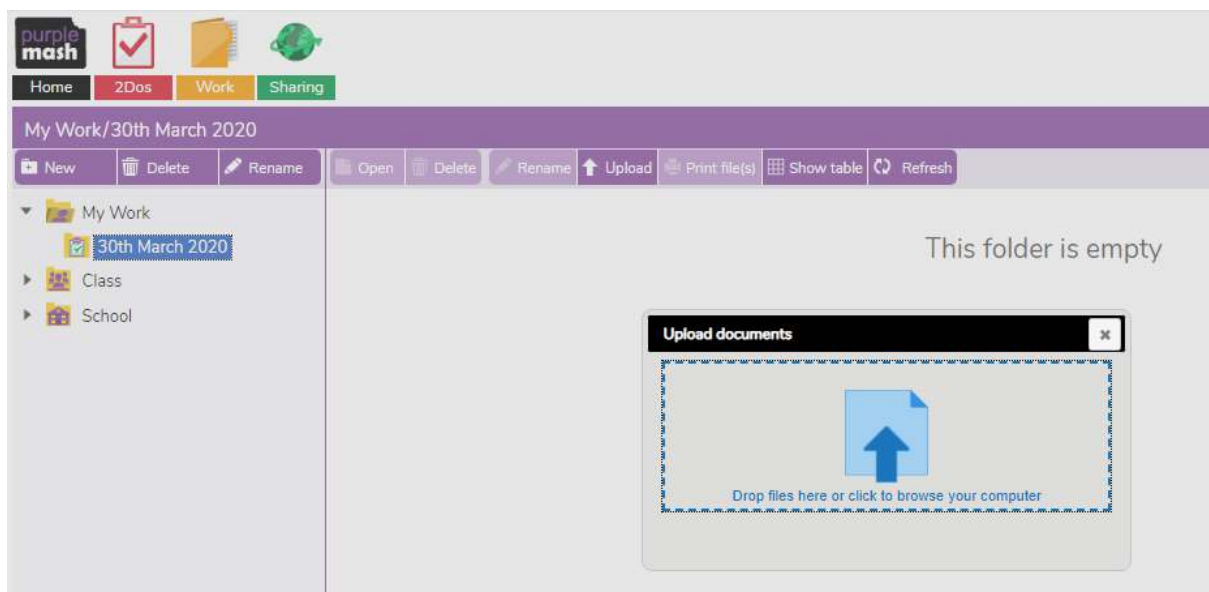
It should then look like this...



To upload work, click on the folder you would like it to go to then click upload.



This can be a word document, Powerpoint saved as a PDF or a photograph. Videos can be added but they must be small files.



If the file can successfully be uploaded, there will be a tick in the box.

