

How to... use Early Essence to support and communicate online learning with parents

Go to 'Edit Settings'

'Parental Dashboard Comment'

The screenshot shows the 'Parental Dashboard Comment' form in the E2P SEND system. The form is titled 'Comments' and has a 'Title' field with the placeholder text 'Send a message to parents.' Below the title field are 'From' and 'To' date pickers. The 'From' date is set to '01/04/2018' and is circled in red. The 'To' date is set to '05/07/2018'. A yellow double-headed arrow points from the 'From' date field to the 'To' date field. Below the date pickers are 'Year' and 'Class' dropdown menus. The 'Year' dropdown is set to '2018' and the 'Class' dropdown is set to 'Reception'. To the right of these dropdowns is a 'Parent' dropdown menu with a list of names: 'Reception', 'Abubakar Aasim', 'Abubakar Aasim', and 'Christine Brooks'. Below the dropdowns is a 'Choose File' button with the text 'No file chosen' and 'The file must not exceed 50 MB'. Below the file upload section is a large text area for the comment. The left sidebar shows the 'Edit Settings' menu with 'Parental Dashboard Comment' selected. The top navigation bar shows the user's profile and 'Logout' button.

Give your message a 'Title'

Set a start date and finish date you would like the work to be completed within.

Choose Year Group, Class & Parents

You can select all parents by clicking on the class name or select several parents by holding down the control key and selecting the parents, or just clicking on an individual parent.

'Choose File' to upload a document, image, or video.

Add a comment/instruction in the box.

Click 'Save' to send to parent's dashboards.

Parents can download work and videos for their children to complete and return completed work by uploading from their own parental dashboard.