2Build a Profile - have you got 10 minutes?

The next 10 Minutes will change the way you capture observations

forever....

Congratulations!

You are 10 minutes away from joining the tens of thousands of teachers who are saving hours every week......

"I highly recommend 2Build A Profile, it has had a hugely positive effect on our team"

Foundation Stage Co-ordinator - Holy Family Catholic School

Minutes 1-3: (On your computer or device)

1. Go to the websuite: www.2buildaprofile.com
2. Enter the licence details from your welcome email
3. Select "Class Setup".
4. Add a group name (ie: class name)
5. Cut & Paste your classlist from Word or Excel into the "Learners" boxes.
6. Click 'save changes'

"Staff find it less time consuming to complete observations - it has definitely reduced bureaucracy"

Lower School Phase Leader, St Silas CE Primary School

Minute 4: (On your device)

1. Apple: Go to the App store and search for **2simple** in the **"iPhone"** apps section.
   Android: Go to help.2buildaprofile.com and follow the installation guide.
2. Download 2Build a Profile app to your device.

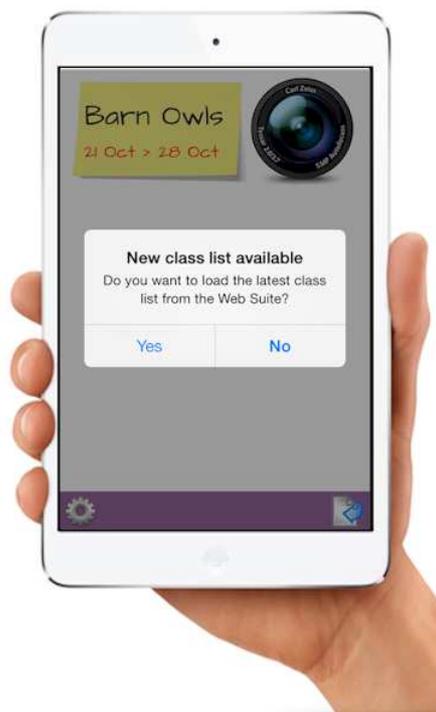*"An excellent tool for myself as a moderator and also to use when I was moderated myself."*

Marie Evans, Foundation Stage Co-ordinator

Minute 5: (On your device)

1. Open the app on your device.
2. Enter the licence details from your welcome email into the settings area on your device **and click log in** .
3. A message will appear asking if you would like to download the latest classlist from the websuite – **say yes**. (version 1.10 only)
   NOTE: If you are not promted to download, tap the post-it note to go to the classes and learners screen and **click 'refresh'** in the bottom left corner
4. Your device has been automatically synchronised with the websuite!

Have you got a spare 5 Minutes to add Learner Portrait Pictures? (You can always add these later)

1- *Click on the post-it note to go to the classes & Learners screen on your app. (You can now see all your classes)*
2- *Select "show all experiences for a learner".*
3- *"long-press" on a child.*
4- *Click "take portrait photo".*
5- *Repeat for the rest of your class.*
6- *The pictures will be automatically sent up to the websuite to update the children's portfiolios.*
7- *The Pictures will also be automatically updated to any other devices that your school is using.*

Minutes 6 & 7: (On your device)

1 Select your class from the classes and learners screen (show all experiences for...) *
2 Click on the camera icon.
3 Take a picture.
4 Click on the post it note to add some notes (*You can dictate these if your device has speech recognition software e.g SIRI*).
5 Click "add learners" and select the children in the observation.
6 Click "Add objectives" and select the objectives covered.
7 **Only available with 2Engage:** If you want to share the observation with the children's parents just click "Parent Share".
8 Click finish.
9 In a couple of moments you will see a green dot appear in the corner of the observation. This means that the observation has been uploaded to the websuite and is safe and secure on our servers.

* to get to the classess and learners screen just click on the post-it note

"This innovative app has revolutionised the way our staff work."

Rebecca Chere, Foundation Stage Co-ordinator

Minute 8: (On you computer or device)

1. Go back to the websuite www.2buildaprofile.com
2. Click on Pupil Portfolios.
3. Select a child.
4. Choose the date range for the report that you want to create.
5. Choose PDF or Word. If you choose Word you can edit the final report.
6. Click submit.

"We are absolutely delighted with this app! Well worth the money."

Principal, Brefne Nursery School

Minute 9: (On your computer or device)

1. In the websuite, select Reports.
2. Select "Framework Coverage" or "Pupils' Progress" report.
3. Click submit.
4. You can now see which objectives your children have been assessed against and which children need more observations.

Edie Broadbent

Key:
- Achieved between 23/06/13-23/10/13
- Achieved between 21/02/13-23/06/13
- Achieved between 22/10/12-21/02/13

Mathematics	0	0	2
Numbers	0	0	2
40-60 months	0	0	2
Shape, space and measures	0	0	0

Reports

| Framework Coverage |
| Pupils' Progress |

Group: Barn Owls
Area: ....40-60 months   Full screen

Report generated 2 minute(s) ago. Click to refresh

Coverage Overview
Early Years (from Sep 2012)>Communication and language>Listening and attention>40-60 months

Barn Owls

	Cameron Murphy	Daniel Smith	Edie Broadbent	Edie Fox	Edwina Muhoro	Elendu Aka	Ellie Best	Harrison Smith	Kyland Jones	Kyle Walker	Leyland Lewis	Liam Jackson	Mia Worthington	Scott Jackson	Tonye Harry	Zoe Brigg
40-60 months	1	2	7		2	4	3				7	4	2	2		
Maintains attention, concentrates and sits quietly during appropriate activity.	1		3			2	1				4	2				
Two-channelled attention - can listen and do for short span.		1	3		1	2	1				3		1	1	1	
Early Learning Goal: Children listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions or actions. They give their attention to what others say and respond appropriately, while engaged in another activity.		1	1		1		1						1	1	1	

2Engage Parents

Help

"A fantastic tool to track children and record their achievements!"

Senior Leader, Little Marlow CE School

Minute 10: (Additional Features)

These features are not included in the basic price, but they are a great-value way of adding a huge amount of powerful extra functionality to your software.

Go to help.2buildaprofile.com for more information and set-up guides.

2Engage Parents

1- Take a look at **2Engage Parents** on the websuite.
2- You can share the amazing experiences the children have with you at school with their parents.
3- You will make someone's day when they open their inbox to find an email containing a PDF of their child's experiences.
4- Completely automated – at last you can have hassle free, genuine two-way engagement with parents.

"Receiving the observations made our weekend - the whole family sat down to look at them together."

2Manage Behaviour and Safety

1. Take a look at 2Manage behaviour and safety on the websuite and watch our video: http://www.youtube.com/watch?v=wL0gxvLhfH0
2. Encourage positive behaviour by capturing good behaviour on the move!
3. Celebrate good behaviour with 'behaviour live'- a live feed that displays good behaviour in assembly, during registration & on monitors around the school.
4. Finally, an easy and effective way of promoting and encouraging your golden rules throughout school!

To order your licence of 2Build a Profile complete the form below and return by fax +44(0)20 8202 6370

Your name:		Your role:	
Establishment name:			
Address:			
Email:			
Contact number:		P.O. Number:	

2Build a Profile	Includes 2Build a Profile Early Years		
	1 Year	3 Years	5 Years
Unlimited devices	☐ £600	☐ £1,800 £1,500	☐ £3,000 £2,400

2Build a Profile (Early Years)	1 Year	3 Years	5 Years
1 device	☐ £100	☐ £300 £250	☐ £500 £400
2 devices	☐ £200	☐ £600 £500	☐ £1,000 £800
Unlimited devices	☐ £300	☐ £900 £750	☐ £1,500 £1,100

2Manage Behaviour & Safety	1 Year	3 Years	5 Years
Unlimited devices	☐ £400	☐ £1,200 £1,000	☐ £2,000 £1,500

2Engage Parents	Add this module to 2Build a Profile or 2Manage Behaviour & Safety		
	1 Year	3 Years	5 Years
	☐ £200	☐ £600 £400	☐ £1,000 FREE

We can also add the P Scales and/or Exceeding Judgements for a one off payment of £50 each.

P Scales	£50	☐
Exceeding Judgements	£50	☐

Please tick the appropriate box to indicate your selection. All prices exclude VAT.

Signature	I would like to order now.* ☐
	I would like a 30 day trial ☐

* Once we receive your order form we'll start your licence and issue an invoice.
If you have any questions please call us on 020 8 203 1781.

2simple

2Simple Software
Enterprise House
2 The Crest
London
NW4 2HN

tel: +44 (0)20 8203 1781
fax: +44 (0)20 8202 6370
email: apps@2simple.com
www.2simple.com