



## 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 website: [www.2buildaprofile.com](http://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'

The screenshot shows the '2Build a Profile' website interface for 'Dobcross School'. The page has a header with the logo '2simple', the school name 'Dobcross School', and a 'Logout' button with a question mark icon. On the left is a 'Main Menu' with buttons for 'Home', 'Pupil Portfolios', 'Class Setup', 'Account Options', and 'Setup Wizard'. Below the menu is a 'Reports' section. The main content area is titled 'Classes and Learners' and contains the instruction 'Enter your class names and learner details in the fields below.' There is a 'Save Changes' button. Below this, there is a text input field for 'Group 1 name:' containing 'Barn Owls'. Underneath is a 'Learners:' section with a text area containing a list of names: 'Liam Jackson', 'Cameron Murphy', 'Alfie Bundy', 'Ellie Best', 'Mia Worthington', 'Edie Fox', 'Elendu Aka', 'Edwina Muhoro', 'Tonye Harry', 'Harrison Smith', and 'Lowland Lewis'. Each name in the list has a red underline.

***“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](http://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.”***

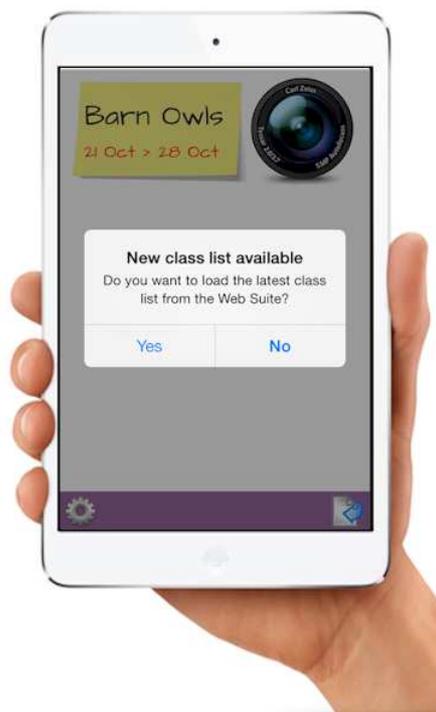
*Marie Evans, Foundation Stage Co-ordinator*





## 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 website – **say yes**. (version 1.10 only)  
NOTE: If you are not prompted 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 website!



*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 website to update the children's portfolios.*
- 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 website and is safe and secure on our servers.



\*to get to the classes 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 website [www.2buildaprofile.com](http://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.



2Build a Profile 2simple
Dobcross School
Logout ?

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**Main Menu**

- Home
- Pupil Portfolios
- Class Setup
- Account Options
- Setup Wizard

Reports

- Engage Parents
- Help

**Eddie Broadbent**

Barn Owls

Update photo

You can download a report containing the recorded observations.

**Start Date (02 Sep 2013):**    **End Date (25 Oct 2013):**

September 2013

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Template:

Only include experience  
 Email report directly to

**Child Observation Sheet**

Eddie Broadbent

02 Sep 2013 - 25 Oct 2013

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**Date:** 05-Sep-2013

**Notes**  
Eddie chose to work in the mark making area this morning. She said "I'm writing a thank you letter to my mummy". She wrote a lovely note saying thank you for taking me on holiday.

**Next steps**  
Show the letter to Mum.

**Characteristics of Learning**  
Creating and thinking critically

**Aspects contributed to by this experience:**

- Uses some clearly identifiable letters to communicate meaning, representing some sounds correctly and insequence.  
Literacy>Writing>40-60 months

***"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 website, 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	Cameron Murphy	Daniel Smith	Edie Broadbent	Edie Fox	Edwina Mahoro	Elenor Aka	Ellie Best	Harrison Smith	Kylind Jones	Kyle Walker	Leyland Lewis	Liam Jackson	Mia Worthington	Scott Jackson	Tonye Harry	Zoe Briggs
40-60 months	1	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Maintains attention, concentrates and sits quietly during appropriate activity.	1	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Two-channelled attention - can listen and do for short span.	1	1	3	1	2	1	1	1	1	1	1	1	1	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	1	1	1	1	1	1	1	1	1

Engage 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](http://help.2buildaprofile.com) for more information and set-up guides.

### 2Engage Parents

- 1- Take a look at **2Engage Parents** on the website.
- 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.



2Build a Profile 2simple Logout ?

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Main Menu  
Reports

**2Engage Parents**

Parent Contact  
Email Options

This feature has been added to your account until your expiry date.

**Contact Manager**  
<< Back



18 Sep 2013 11:50 by [geoff@2eskimos.com](mailto:geoff@2eskimos.com)  
It certainly looks like you had a great time on the trip to the farm with your friends Edie! Mrs Griffiths - we are looking forward to parents evening in a few days! Love Mum & Dad

18 Sep 2013 11:40 by [geoff@2eskimos.com](mailto:geoff@2eskimos.com)  
Wow Edie! We loved the painting of Ant & Dec that you made in school yesterday. Love Mum & Dad

02 Oct 2013 05:08 by [2Build a Profile](#)  
5 experiences covering 02 Sep 2013 to 04 Oct 2013 sent to [geoff@2eskimos.com](mailto:geoff@2eskimos.com)

*"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 website 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:	

<b>2Build a Profile</b> 	Includes 2Build a Profile Early Years		
	1 Year	3 Years	5 Years
Unlimited devices	<input type="checkbox"/> £600	<input type="checkbox"/> <del>£1,800</del> £1,500	<input type="checkbox"/> <del>£3,000</del> £2,400

<b>2Build a Profile</b> 	1 Year	3 Years	5 Years
	1 device	<input type="checkbox"/> £100	<input type="checkbox"/> <del>£300</del> £250
2 devices	<input type="checkbox"/> £200	<input type="checkbox"/> <del>£600</del> £500	<input type="checkbox"/> <del>£1,000</del> £800
Unlimited devices	<input type="checkbox"/> £300	<input type="checkbox"/> <del>£900</del> £750	<input type="checkbox"/> <del>£1,500</del> £1,100

<b>2Manage Behaviour &amp; Safety</b> 	1 Year	3 Years	5 Years
	Unlimited devices	<input type="checkbox"/> £400	<input type="checkbox"/> <del>£1,200</del> £1,000

<b>2Engage Parents</b> 	Add this module to 2Build a Profile or 2Manage Behaviour & Safety		
	1 Year	3 Years	5 Years
	<input type="checkbox"/> £200	<input type="checkbox"/> <del>£600</del> £400	<input type="checkbox"/> <del>£1,000</del> FREE

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

P Scales	£50	<input type="checkbox"/>
Exceeding Judgements	£50	<input type="checkbox"/>

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

Signature	I would like to order now.*	<input type="checkbox"/>
	I would like a 30 day trial	<input type="checkbox"/>

\* 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.



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