

How to upload completed work and blog posts – Willow, Ash, Sycamore, Beech

- Go to the webpage: www.st-matthews.hants.sch.uk/admin
- Type in the user name and password as below
- Find your class page by clicking on the appropriate leaf on the front page.
- Click on Class Blog.
- At the menu at the top, click on create and then choose Post
- Type in your blog and choose a picture to upload. (The picture will need to be saved on your computer.)
- At the menu at the top, go to edit and choose save then send for approval.
- From the list of administrators, choose your teachers name.
- An e mail will be sent to the teacher so they can publish the page.

	Willow	Ash	Sycamore	Beech
Username	YearThree@st-matthews.hants.sch.uk	YearFour@st-matthews.hants.sch.uk	YearFive@st-matthews.hants.sch.uk	YearSix@st-matthews.hants.sch.uk
Password	Willow	Ash	Sycamore	Beech

How to send work and contact teachers – Rainbows, Oak and Apple

	Rainbows	Oak	Apple
Email address	westjulie173@yahoo.com	misssoal@yahoo.com	MrsParkerSchool@yahoo.com