

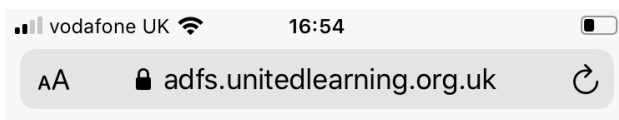
How to respond to a task in Firefly on your phone?



Go to school website on your phone's browser select the Firefly icon



On Firefly page select student staff login



Login with school email address as username in the top box.

Enter your school network password, tick the keep me signed in box if you want phone to remember your password

Your password will not expire while you are not at school

Sign in with your organizational account

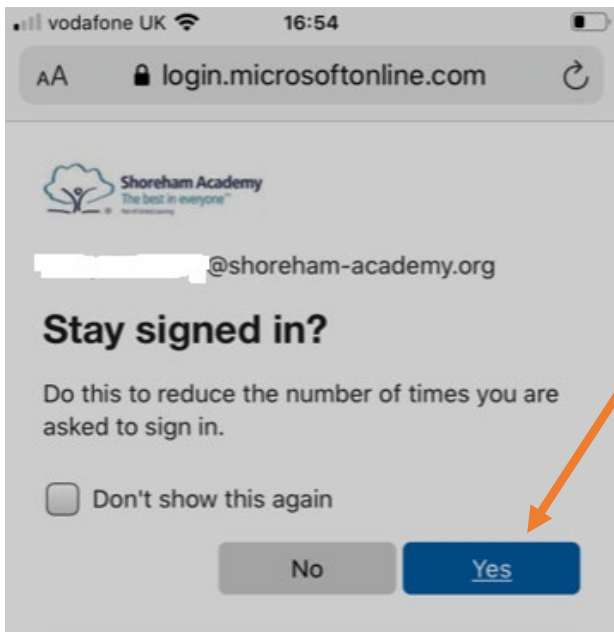
someone@example.com

Password

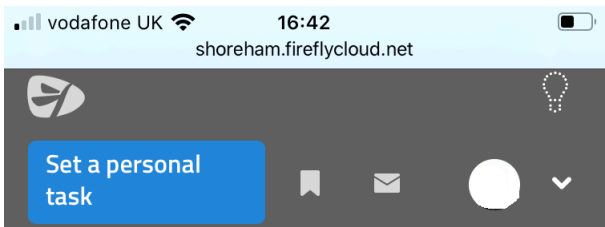
Keep me signed in

Forgot password or your email address

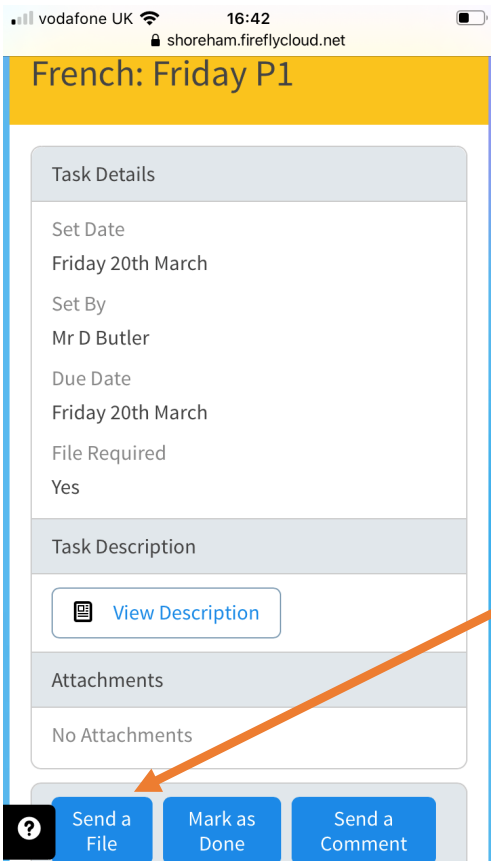
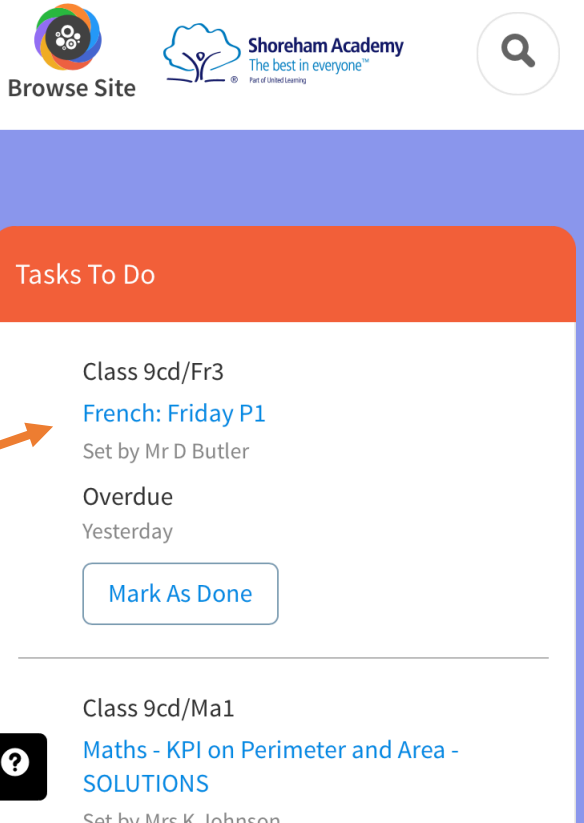
Email helpdeskit@shoreham-academy.org



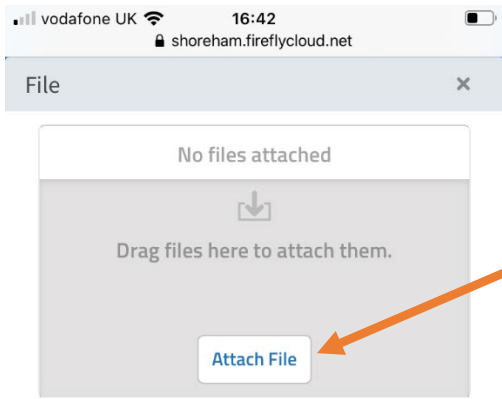
Tick the box if you want to stay signed in to Firefly and Office 365 on your phone



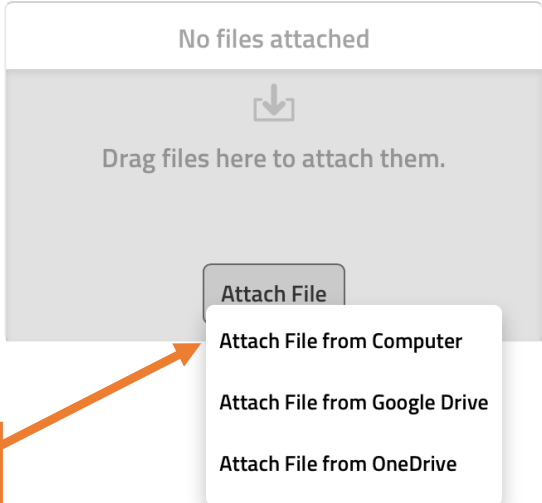
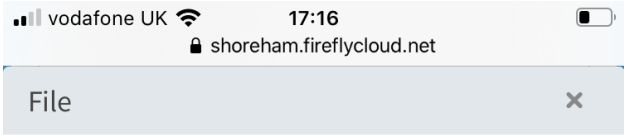
Firefly will open and you can then click on the task you want to respond to and submit a photo of your work to your teacher



Complete your task, typed or handwritten. Or complete your drawing or picture then click 'Send a File'

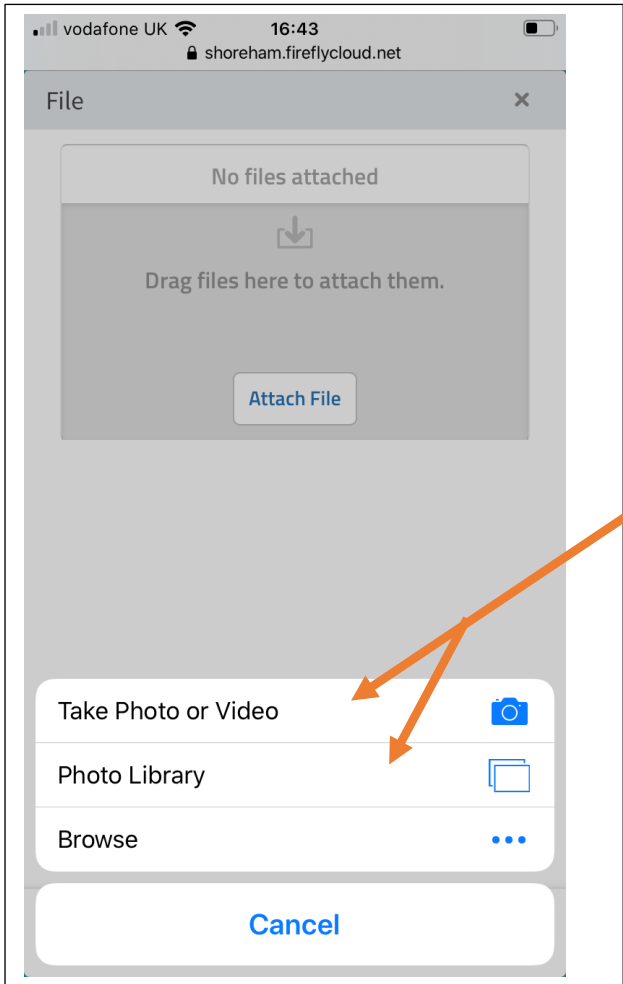


Click on Attach File



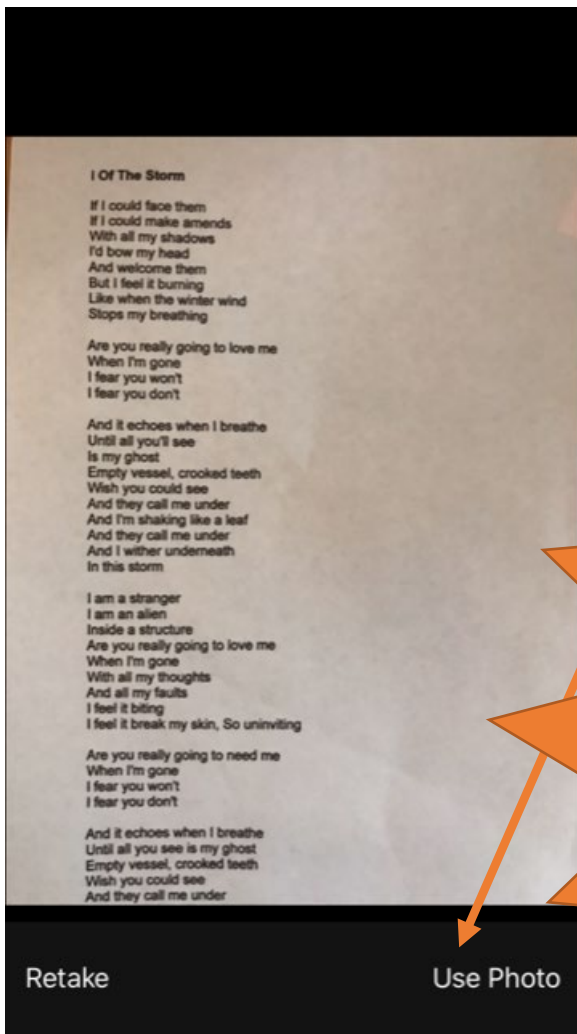
Send File

Click on Attach File from Computer

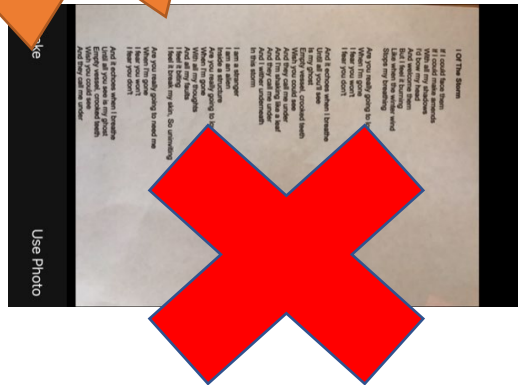


Send File

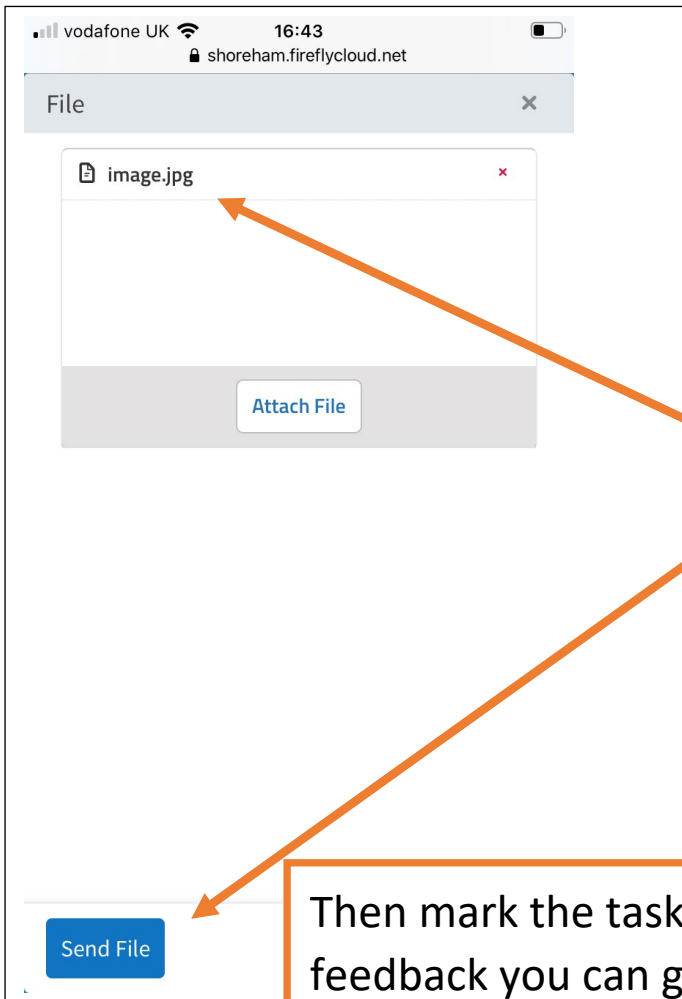
Click on Take Photo or browse photo library for one you have already taken



Take a picture of your work and click Use Photo



Check you have attached the correct image and then click Send File.
Your teacher will be able to see your image and what you have written and feedback on it.



Then mark the task as Done. If your teacher provides feedback you can go back to the task to see this