2Email User Guide

Contents

1 Introduction

2Email is a safe place to teach children how to use email.

PLEASE NOTE - In order to use 2Email, children (and teachers) will need their own log-ins. If you are currently using a single log-in per class or group, and would like to set up individual log-ins yourself, then please see the User Guide to doing so in the Create and Manage Users tool. Alternatively, please contact support at support@2simple.com or 0208 203 1781 and we can talk you through this.

User Interface

There are different styles and functions for younger and older children to ensure that children are working at the appropriate level, and a Teacher Mode gives teachers a classic layout and advanced features. Since 2Email only works within Purple Mash, children can only email Purple Mash users in their school.

Use the 2Email Settings, to set the level of use for classes. As well as choosing the interface the children will use, there are settings to allow them to email other children in the school, email their teachers, and whether they can send their emails directly or have them queued for approval by a teacher.

2Respond and 2Respond Creator

2Email also includes 2Respond. This tool contains simulation activities that children can use to practice emailing skills. An email simulation from one of the Purple Mash Practice Users (fictitious character) will send them an email with a question or request. Additionally, when teachers compose an email to children, they can change the sender from themselves to one of the Purple Mash Practice Users. After responding to the initial email from a simulation, children will receive follow-up emails containing more tasks relating to the first email. These tasks include everything from creating lists of party supplies and ingredients for a healthy snack, to drawing package designs or describing how to play a favourite sport.

A final feature of 2Email is called 2Respond Creator. This allows teachers to create their own customised 2Respond activities on any topic that they wish to use for children to complete.

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3

2   Emailing

Before children begin using 2Email, you should first edit the settings for the class or group. The default settings allow children to learn about email by communicating with the Purple Mash Practice Users but not to email each other. These settings also allow children to do the 2Respond activities, where they email the practice users to complete activities.

When communicating with the Practice Users, children also have the option to "switch" to one of these users and reply to their own emails. This will change their Avatar and give them access to their own copy of a fictional character's Inbox, from where they can send emails to other Practice Users or to themselves.
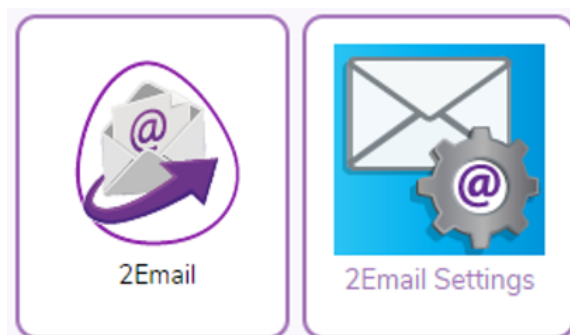
Notifications are sent via the Purple Mash Alerts when children create emails that need approval or when they report an email for being inapproriate. These will be sent to any teacher assigned to the class. This can be altered using the Alerts functionality. For further details, see the Alerts section.

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2.1   2Email Settings

2Email Settings

These are accessed through 2Email within Tools:

On the left, the names all of the classes and groups to which the user is assigned will be listed. This allows setting to be made by school, by year, by class, by group or just for individual children by clicking the relevant folder. Note that only administrators can change the settings for the whole school. If a child is in a group, then the settings for the group will override those for their class.

INTERFACE MODE: Select the Younger or the Older interface. The Younger mode is more simplified, while the Older mode gives children more options, bringing the interface closer to that of popular email providers. To change the default, click into the drop-down box and select the appropriate option. Clicking the "Restore Default Setting" will restore the option to the default (Younger).

EMAILING STAFF MEMBERS: If allowed, children will be able to email the teachers and teaching assistants that are associated with their class and any groups they are in.

EMAILING WITHIN THE CLASS: If allowed, children will be able to email each other only if they are in the same class. They will not be able to email children from other classes.

CHILD TO CHILD EMAIL APPROVAL: Decide if children can email each other directly or if their emails will require approval (this is the default). Emails requiring approval will be queued in the "Awaiting Approval" folder in the Teacher Mode In-box. Note that emails sent between Purple Mash Practice Users are always sent without requiring approval.

ENABLE PRACTICE USERS: By default, children can see Purple Mash Practice Users in their address book, switch this off here if required.

ENABLE PSEUDO EMAILS: Enabling this gives children the chance to see more realistic email addresses on their contacts list. It gives children the chance to see the parts of an email address and practise typing them. Pseudo email addresses are in the format of: "name@purplemash.com" instead of just "name". These are not genuine emails; emails can never be sent or received externally to 2Email.

Additional setting for groups:

Groups have an extra setting:
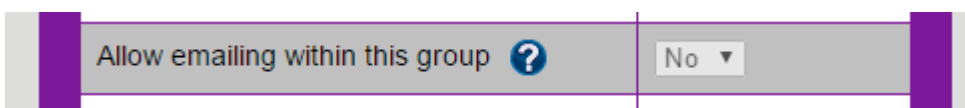
Using this setting, allows children within a group to email each other. This is useful for more granular control over who can email. For example, by setting allow emailing within the class to "No", split the class into two groups and then allow emailing within those groups. children within the same group can then email each but emailing across groups will not be allowed.

## Additional setting for the school:

This appears when clicking on the school name: "Allow emailing within the school" is visible. **This can only be modified by the Purple Mash Administrator at school.**
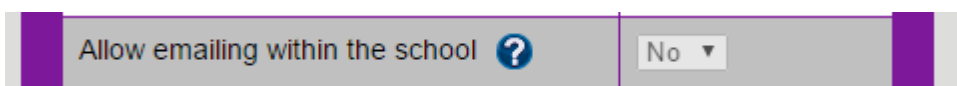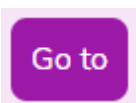

This is necessary to enable email when the school is integrated with a learning platform which does not provide class information.
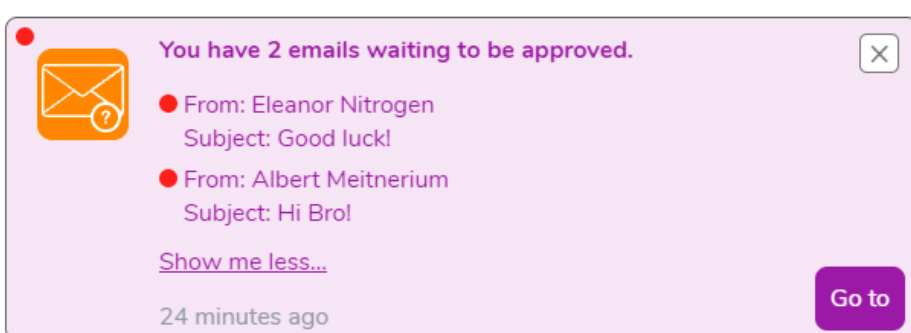
2.2 Alerts

Notifications regarding 2Email emails will appear in the Alerts tab.
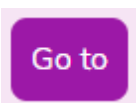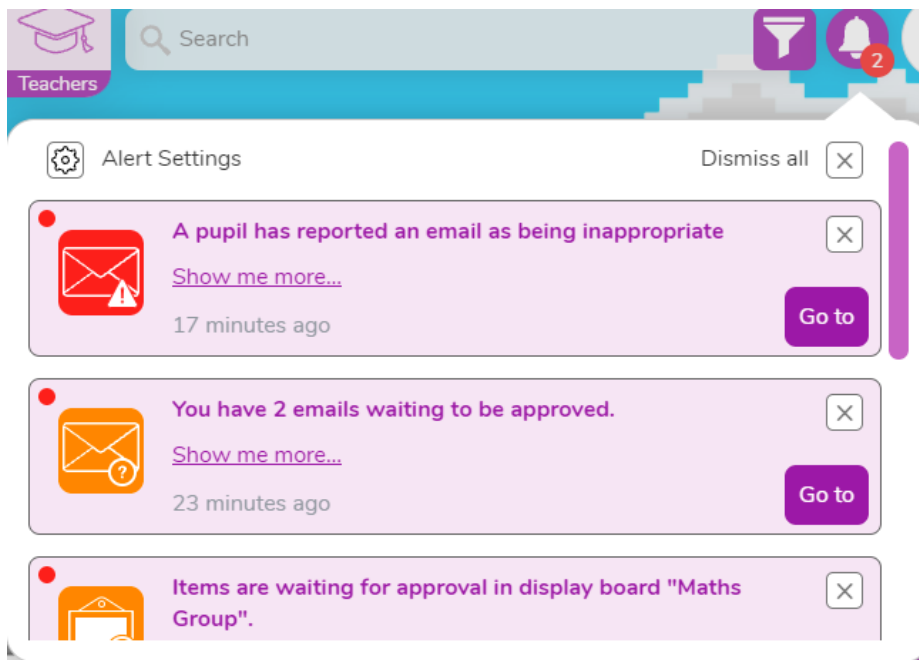
Click on **Go to** in the notification to go straight to the item in 2Email.

Alternatively, click on "*Show me more...*" to expand the notification to give additional details of the items requiring attention, and giving the option to jump straight to the review screen for a particular project using "**Click to open work**".

The Alert Settings allow the user control of which alerts they see. These can be selected by class \group and by Purple Mash tool. Teachers with a management responsibility who are assigned to more than one class in addition to their own class, might wish to remove alerts for those additional classes classes. If a user regularly checks Purple Mash 2Email directly, then they might wish to turn off notifications for these.

Alert Settings

Select the classes, groups, applications and processes that you would like to receive alerts for-

Classes

> ☐ Classes
> ☐ Groups

Alert Type

> ☐ 2Dos
> ☐ 2Blog
> ☐ 2Email
☐ Display Board

Cancel   Save Settings

Use the ☒ buttons dismiss any notification or **all** notifications.
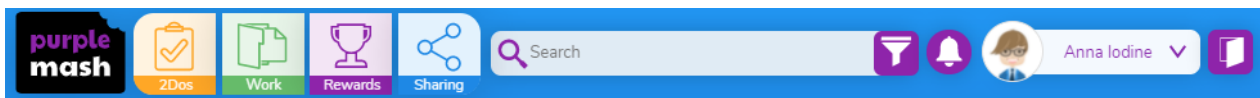
2.3   Avatars and Switching Users

The ability to switch users allows children to practise sending and replying to emails independently.

[Avatars](#)

[Switch Users](#)

Avatars

While using Purple Mash, many children will have already created an avatar for themselves. 2Email takes the avatar and makes it the child's profile picture.

To create a Purple Mash Avatar, open the Avatar Builder by clicking on the silhouette image next to the user name on Purple Mash.

Switch to Practice Users

*This feature must be enabled in [2Email Settings](#). By clicking the Switch Users switch (1), children can switch to one of the [Purple Mash Practice Users](#). This means children can send an email to one of the fictional characters, switch to that character's In-box, and send themselves a reply. Any of the characters in the address book can be used in this way. Their In-boxes are not shared, so only the user who is logged in will be able to see the emails between themselves and the Practice User.
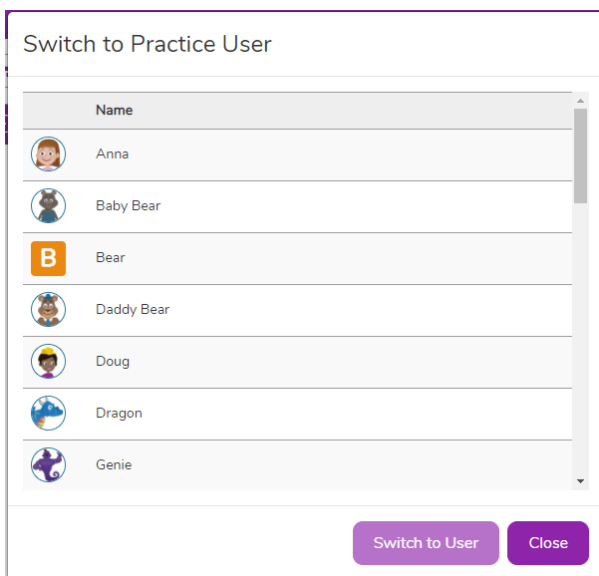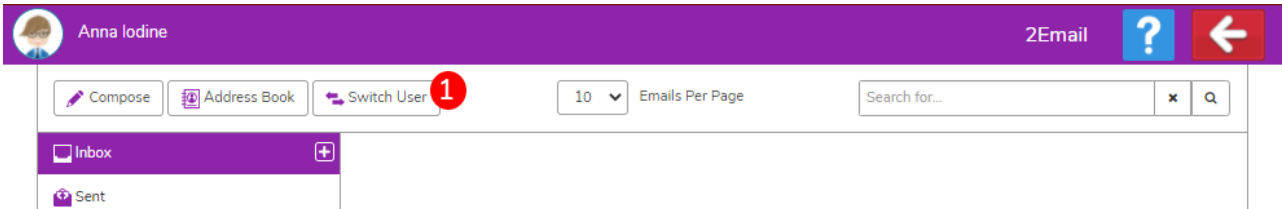
Younger Interface

Older Interface

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9

2.4 Younger Interface

The Younger interface uses images and animations to introduce basic email functions to children aged 5-7.

[Layout](#)
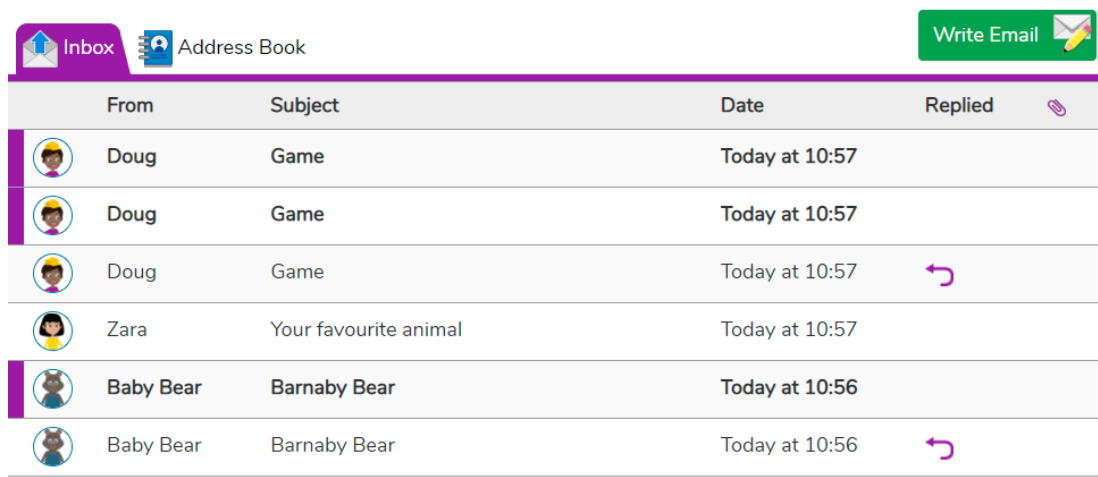
[Address book](#)

[How to create a new message](#)

[Email fields](#)

[Reading an email](#)

[Viewing an attachment](#)

Layout

The layout is simple. Three buttons make up the header and when they open 2Email, they will automatically be taken to the Inbox. Here, they will find all of the emails they have received, both from 2Respond and from their classmates, with unread emails shown in bold.

This button will open the Inbox where children can open a message and then reply or delete it.
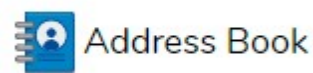
Here, children will find all of their contacts in alphabetical order. These include everyone in their class or group, depending on [2Email Settings](#), along with all of the [Purple](#)

Mash Practice Users included with 2Email. If Pseudo addresses is enabled, then they will see the email address of each contact too.

Write Email This button will create and open a new blank email, and is one way to write a message.

From The sender's name will appear here. Clicking on the word "From" will change the order of the emails by putting them in alphabetical order based on the sender's name.

Subject The subject line of an email appears here. Clicking the word "Subject" will change the order of the emails by putting them in alphabetical order based on the subject line.

Date This shows the when the email was received. Clicking the word "Date" will change the order of the emails by putting them in order based on the date the email was sent.

This shows that a message has been replied to.

Address Book

When the address book is selected, the three header buttons remain the same but the rest of the layout changes.
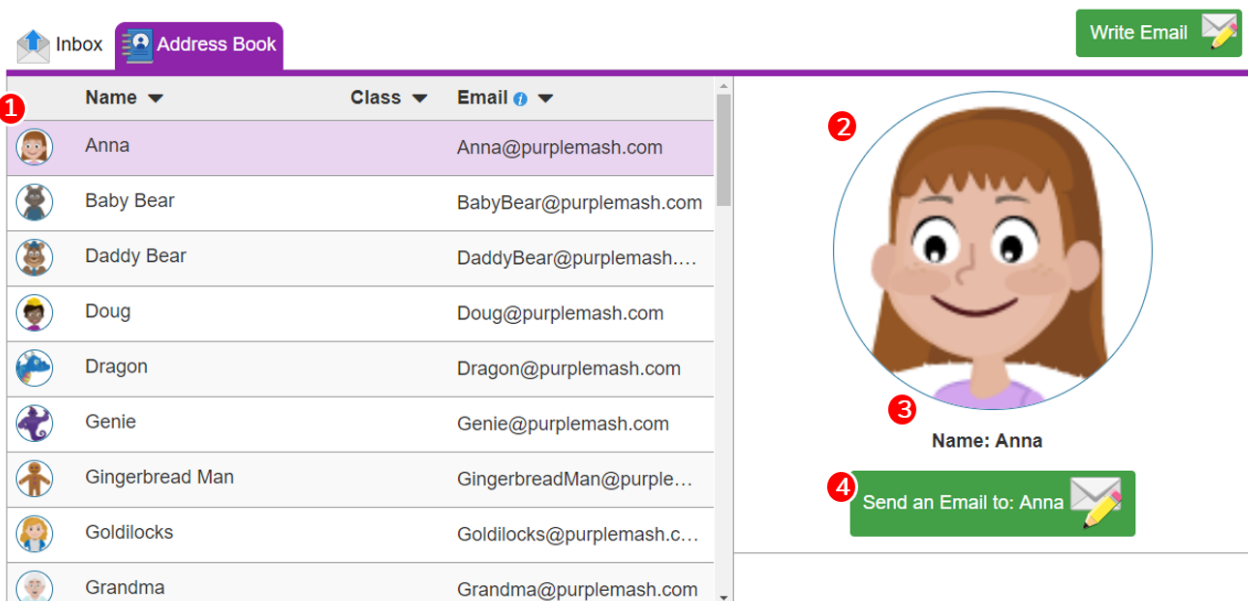
1. Scrolling through this list will show all the user's contacts. These include the Purple Mash Practice Users, other users from the child's class or group and pseudo addresses, depending on the 2Email

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11

the teacher selected.

2. When a contact is selected, their picture will appear here. If the contact is another child, the image shown will be their Avatar.

3. The contact's name appears here.

4. Pressing this button is another way to write an email.

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How to create a new message

There are two ways to send a new email.

1. Children can select the **Write Email** icon in the top right hand corner of 2Email. This will create and open a new blank message where they will add a recipient from their Address Book, write a Subject line, and a Message.
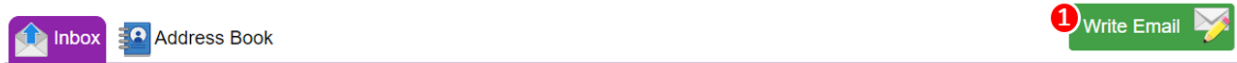
2. Children can select someone from their Address Book and click on the "Send an Email to" button. This will automatically fill the "To" section of the email but they will still need to write a Subject and a Message.

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13
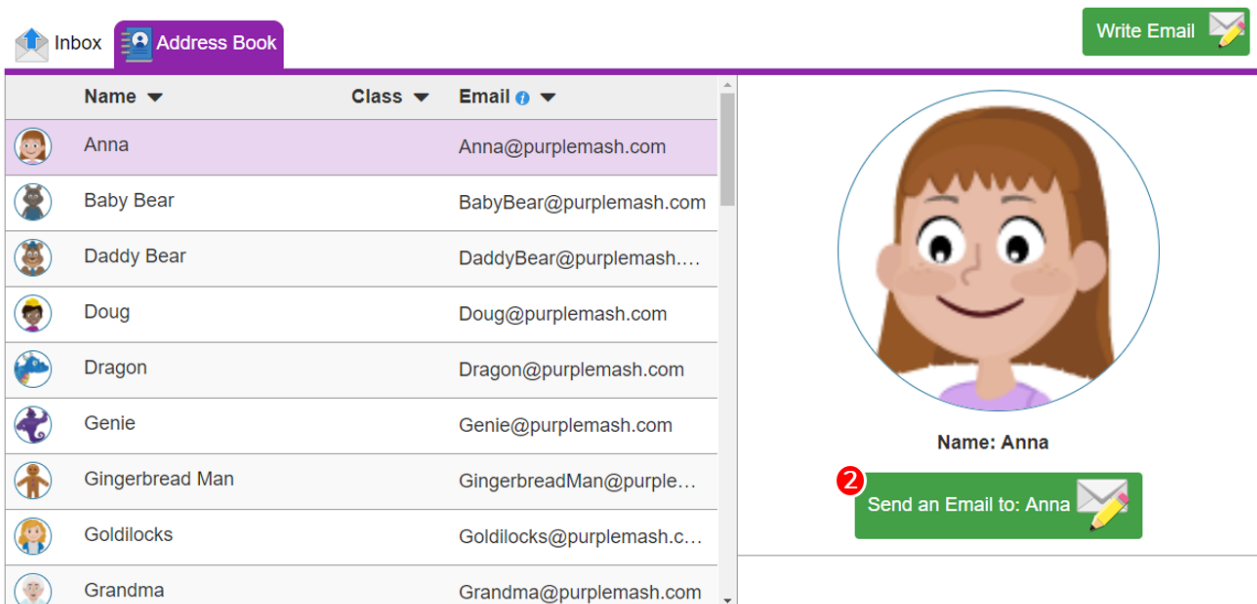
Email fields
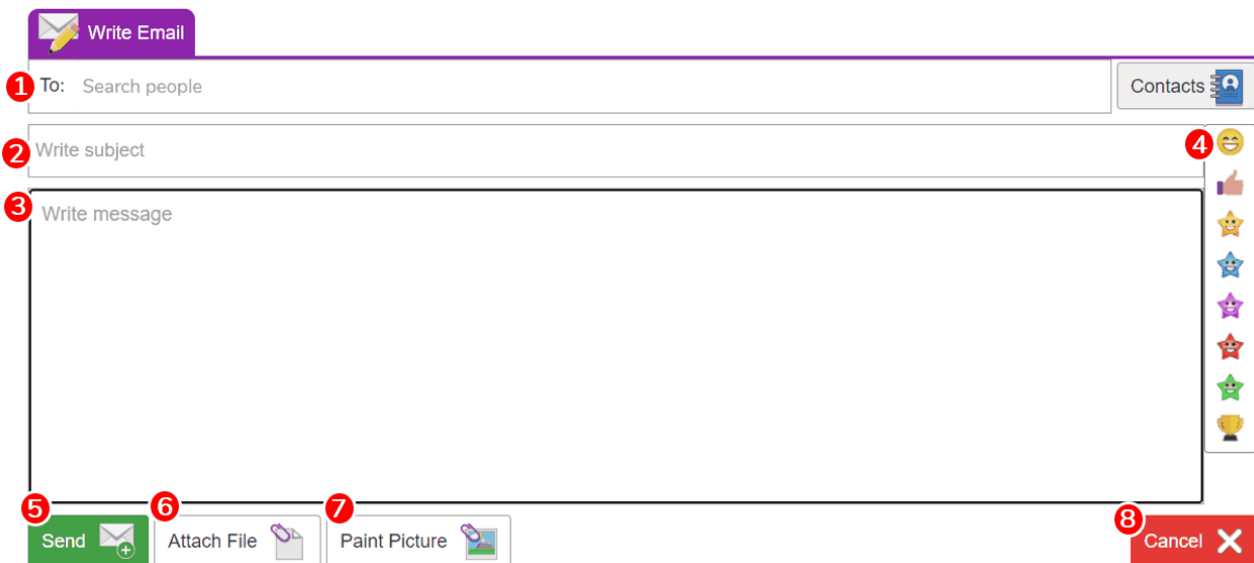
1. The 'To:' field can only be filled with emails from the Address Book. It can only contain one person at a time so sending the same email to multiple people is not possible with the younger version of the interface. To fill it, either select the **Contacts Book** icon and select the name of the desired recipient or start typing the name of someone in the address book, then select the recipient from the list of suggestions.

2. The **Write subject field** can contain words, letters, symbols, and the Purple Mash emoticons.

3. The **Write message field** can contain words, letters, symbols, and the Purple Mash emoticons.

4. Emoticons can be added into an email just by clicking them. The emoticon bar will only appear if you have clicked into the **Write subject** line or the **Write message field**.

5. Pressing **Send** will send the message.

6. **Attach File** allows the user to attach files from elsewhere within Purple Mash using the file picker or attach files externally from Purple Mash using the 'From my PC' folder.
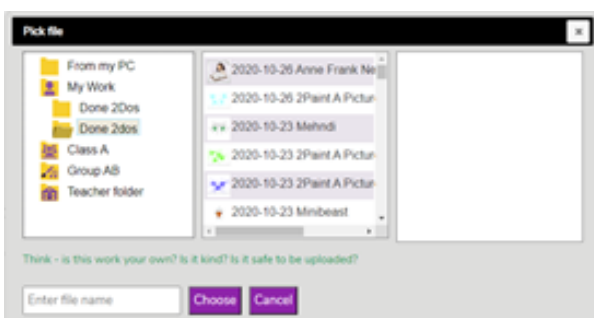
7. **Paint Picture** allows the user to paint a picture using the Painting tools.

8. Pressing **Cancel** will close the message and delete the draft. A window will appear before the draft is lost asking if this is what the child wants to do. Navigating to any other folder (Inbox, Contacts or Write) will also bring up the warning reminding children that they will lose their draft work if they continue.

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15

Reading an email

Selecting an email from the Inbox will allow children to read the email and carry out a number of related actions.
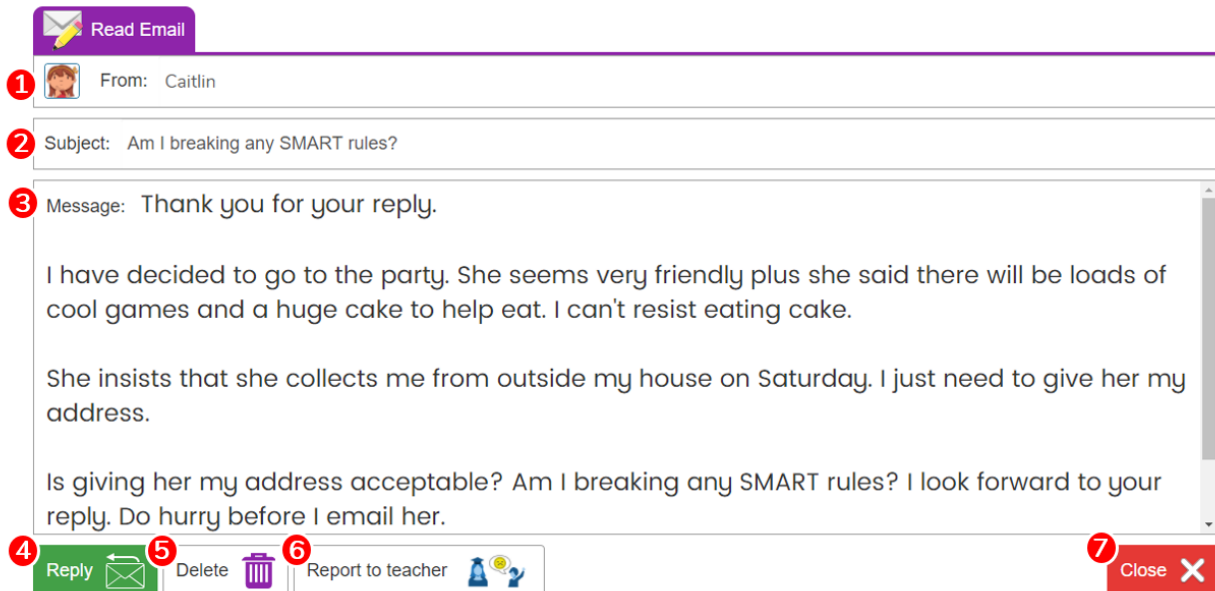
1. This is the name of the contact who sent the email.

2. This is the subject line the sender gave the email.

3. This is the main content of the email.

4. After pressing **Reply**, the same options will appear as when writing a new email. The main difference will be that the original email text will be included at the bottom of the Message field, and the recipient will be the original sender.

5. The **Delete** button will remove the email from a child's Inbox forever.

6. If the child finds something offensive or wrong in the email, they can press this button to report it to their teacher. Once they press this button, the email will disappear from their folder.

7. Pressing **Close** take the child back to the Inbox without affecting the email.

Viewing an attachment

When receiving an email with an attachment, you will be able to see it at the bottom of the email.
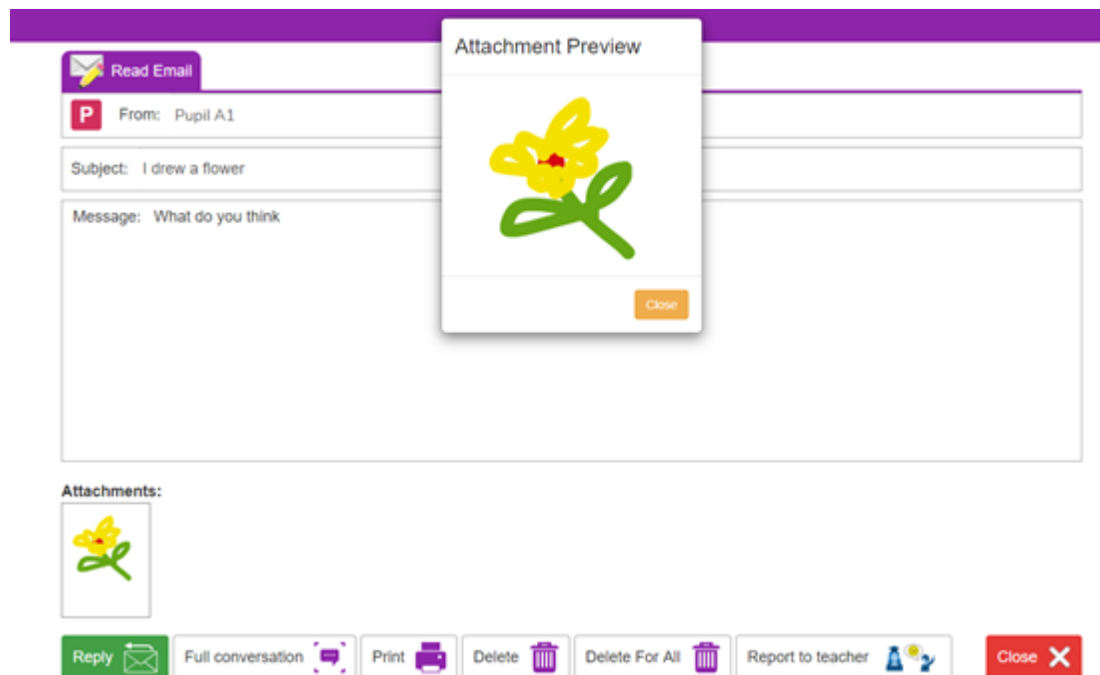
Whether it is an image that has been drawn within 2Email or a file that has been attached through the "Attach File" function, clicking it will open a small preview.

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17

2.5 Older Interface

The Older interface is more advanced and is designed to look more like popular web-based email providers. It introduces more advanced email functions to children aged 7-11.

[Layout](#)

[Address book](#)

[How to create a new message](#)

[Email fields](#)

[How to reply to an email](#)

[Viewing an attachment](#)

Layout

Opening 2Email will automatically take children to the Inbox. They will find five folders to explore: the **Inbox** (with sub-folders, if they have been created), **Favourites**, **Drafts**, **Sent** and the **Deleted**. Depending on the [2Email Settings](#), the **Inbox** contains all emails they have received, both from 2Respond and from classmates or teachers. The **Favourites** folder contains emails flagged as Favourites using the star beside each email. The **Draft** folder holds any emails which have been created but not sent. The **Sent** folder holds all the emails that have already been sent, and the **Deleted** folder shows all emails which have been deleted.
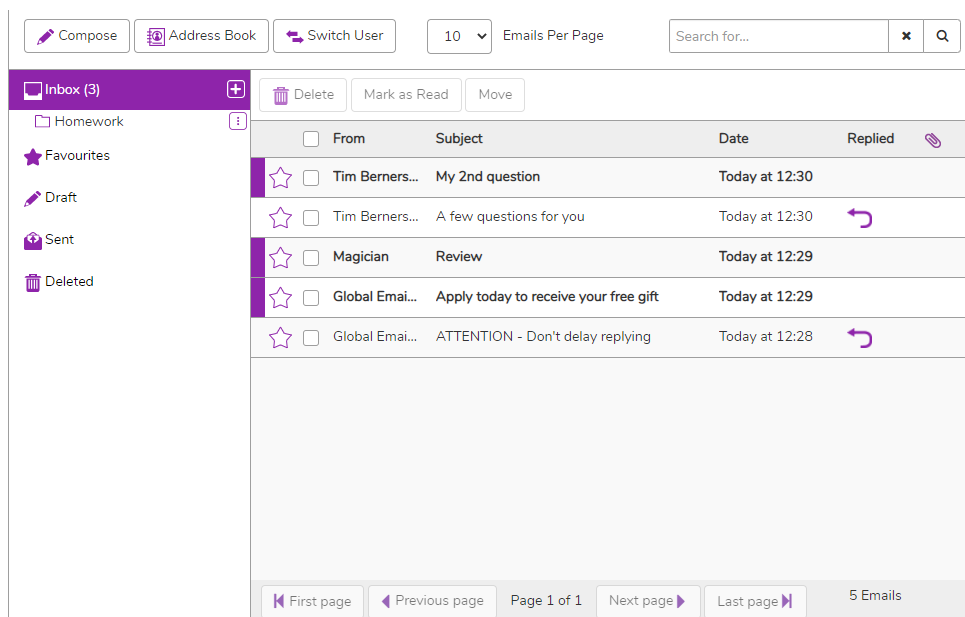
Compose Clicking here will create and open a new blank email, and is one way to write an email.

Address Book Clicking here will open the user's address book.
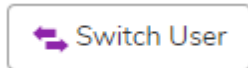
Switch User Switching users allows users to access the Inbox of one of the Purple Mash Practice Users, send messages as these users and reply to messages.

The **'Email per page'** drop-down menu lets users choose how many items they want to see per page. The default setting is 10 but it can be changed to 25 or 75.

The **search bar** is used to find emails by the name of the sender or words in the subject line, which makes finding a specific email easier. The search filters emails shown in all folders, and can be cleared by deleting the contents of the field or by clicking the "x" to the right of the bar. If you find that none or not all of your emails are showing, make sure that this field has been cleared.

Selecting any folder will open it, allowing users to look at the emails it contains. Where a number is shown in brackets after the folder name, this indicates the number of unread emails in that folder.

The plus icon adds sub-folders to an Inbox. This helps with organising mail.

The kebab menu allows users to create a sub-folder within a sub-folder, rename the sub-folder or delete the sub-folder.

Selecting an email from the list will open the email. The star on the left hand side of an email can be used to toggle the email as a Favourite. Once an email is starred, it will appear both in the **Inbox** and in the **Favourites**, making it easier to find.

This shows that a message has been replied to.

If there are more emails in the folder than can be shown on the page, the buttons at the bottom can be used to navigate between the different pages. This footer also shows the total number of emails in the current folder.

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19

Address Book

When the **Address Book** is clicked the following view should be visible:

1. Click here to go back to the Inbox.

2. Choose which group of contacts to view from this drop-down menu. Depending on the 2Email Settings, these include the Purple Mash Practice Users and other users from the child's class or group.

3. Use this drop-down menu to decide how many contacts to view on one page. 10 is the default but this can be changes to 25 or 75.

4. Search for contacts here using their name or email address.

5. Select a contact from this list to see their details.

6. Use these buttons to navigate between pages of contacts.

7. When a contact is selected, their picture and other details will appear here. If the contact is another child, then the image shown will be their Avatar.

8. Pressing this button is one way to write an email.

9. Email addresses are pseudo email addresses and are generated by 2Email to give a more realistic emailing experience for children.

How to create a new message

There are two ways to send a new email.

1. Selecting the Compose button in the 2Email header will create and open a blank message where children select recipients from their Address Book in the To field or in the CC field, write a Subject line, and a Message.

2. Selecting someone from the Address Book and clicking on the "Send an Email to" button will create and open a new message, with the "To" field already populated, and children will write a Subject and a Message. More recipients can be added to both the "To" field or in the "CC" field manually.

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Email fields

1. This field is automatically populated with the sender's name. It cannot be changed.

2. This is used to choose recipients from the Address Book. Emails can be sent to multiple recipients. To fill it, either select the Contacts icon which will open the address book screen allowing recipients to be chosen from the full list of contacts, or start typing the name of someone in the Address Book and select from the list of suggestions. Recipients will appear underneath this field, and can be removed by clicking the "X" to the right of the name.

   If you open the address book, you need to find your desired contact. Tick the box next to their name and then use the Add button to add them to "To" field. Select multiple contacts by ticking multiple boxes, or tick the "Select All" box to select all your contacts from a class or group. Pressing the x next to the contact's name will remove them from the "To" field. When you have selected the contact (or contacts) you want, press OK and they will be added to your email. Pressing **Cancel** will discard any changes made to the "To" or "CC" fields.
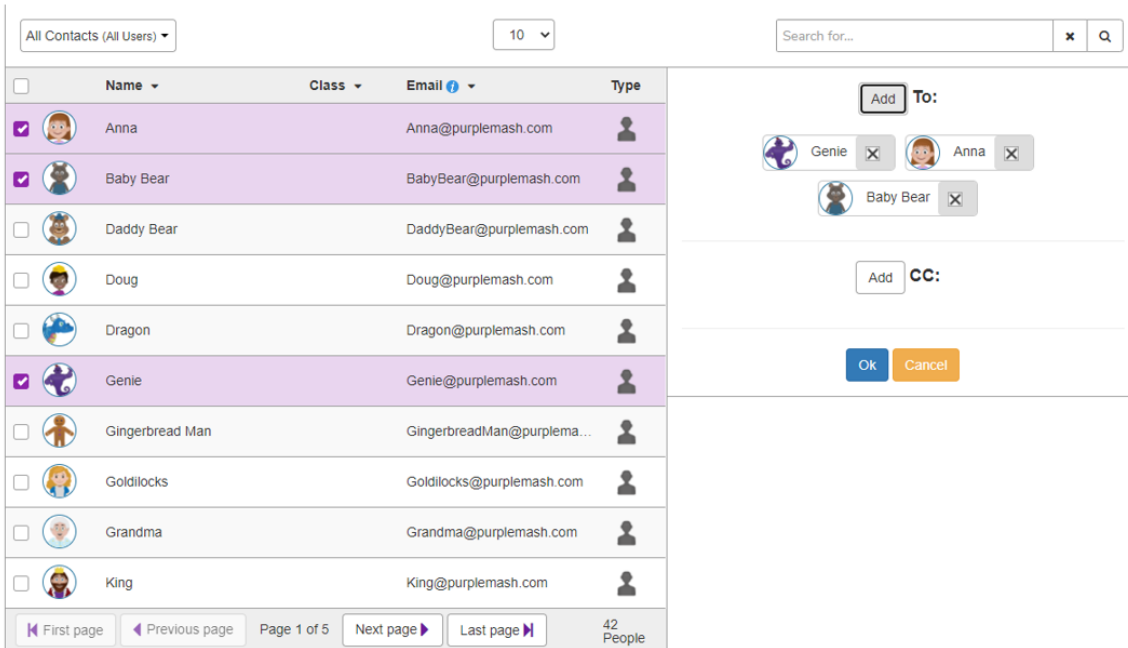
3. This field is used to choose recipients from the Address Book in the same way as the To field. Emails can be CC'd to multiple recipients. The recipients in this field will be able to see who the message was sent to and the names of the other recipients. The recipient in the To field will also be able to see the CC recipients. It works in the same way as the "To" field.

4. This field can contain words, letters, symbols, and Purple Mash emoticons.

5. This field can contain words, letters, symbols, and Purple Mash emoticons.

6. Emoticons can be added into an email just by clicking them. The emoticon bar will only show if you have clicked into the Subject line or the Message box.

7. Pressing Send will send the message.

8. Pressing the Save To Draft button will save the email into the Draft folder. It is not sent. The email will remain open on the screen, with the "Cancel" button now showing "Close", and it can still be changed before being saved to drafts again, or sent. Once the message has been sent, it will no longer appear in the Draft folder.

9. Attach activities, games, writing projects or paint projects that have been saved in Purple Mash to an email using the file picker.

10. Attach a picture by drawing in the box provided.

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23
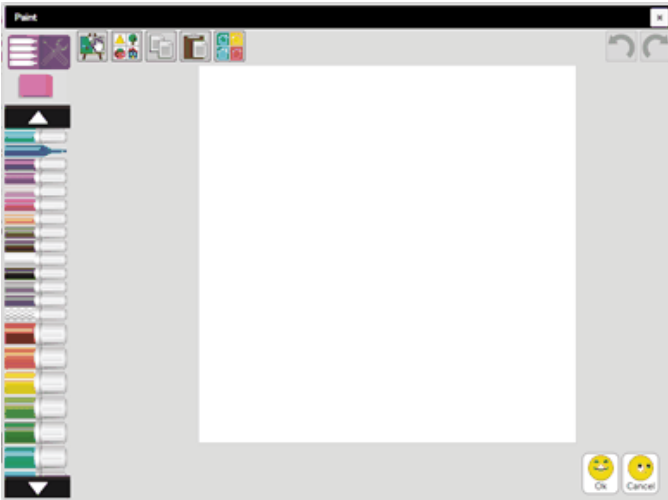
11. Pressing Cancel will close and delete the email. A window will appear before the draft is deleted asking for confirmation that this is what the user wants to do. Navigating to any other folder (Inbox, Address Book, or Compose) will also bring up the warning reminding users that they will lose their draft work.

Reading an email

Selecting an email from the Inbox will allow you to read the email and carry out related tasks.
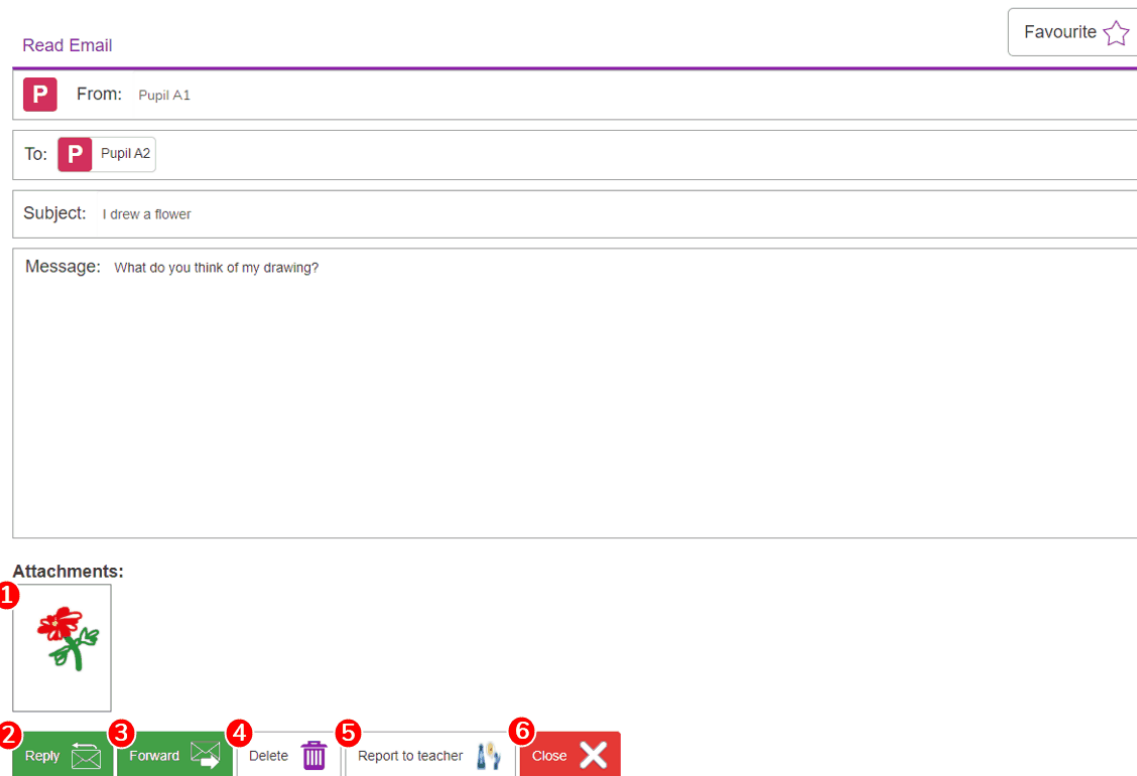
1. This is an attachment sent by another child.

2. REPLY: After pressing Reply, the same options will appear as when writing a new message. The main difference will be that the original email text will be included at the bottom of the Message field, and the recipient will be the original sender.

3. FORWARD: This button is used to send this email to different recipient. The recipient will also receive the attachment.

4. DELETE: The Delete button will remove the email from a child's Inbox. This email will now be in the Deleted folder. Emails can be moved out of the Deleted folder back into the Inbox by dragging and dropping.

5. REPORT: If the child finds something offensive or wrong in the email, they can press this button to report it to their teacher. Once they press this button, the email will disappear from their folder.

6. CLOSE: Pressing Close take the child back to the Inbox without affecting the email.

Viewing an attachment

When receiving an email with an attachment, it will appear at the bottom of the email. If it is an image that was drawn in 2Email, a small preview will appear at the bottom of the email. If it is a Purple Mash activity, the icon at the bottom of the email will either be a preview of the work, or the tool's icon if a preview is not available. If it is an external file, then clicking on it will download the file where it is then viewable outside of Purple Mash.
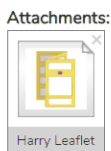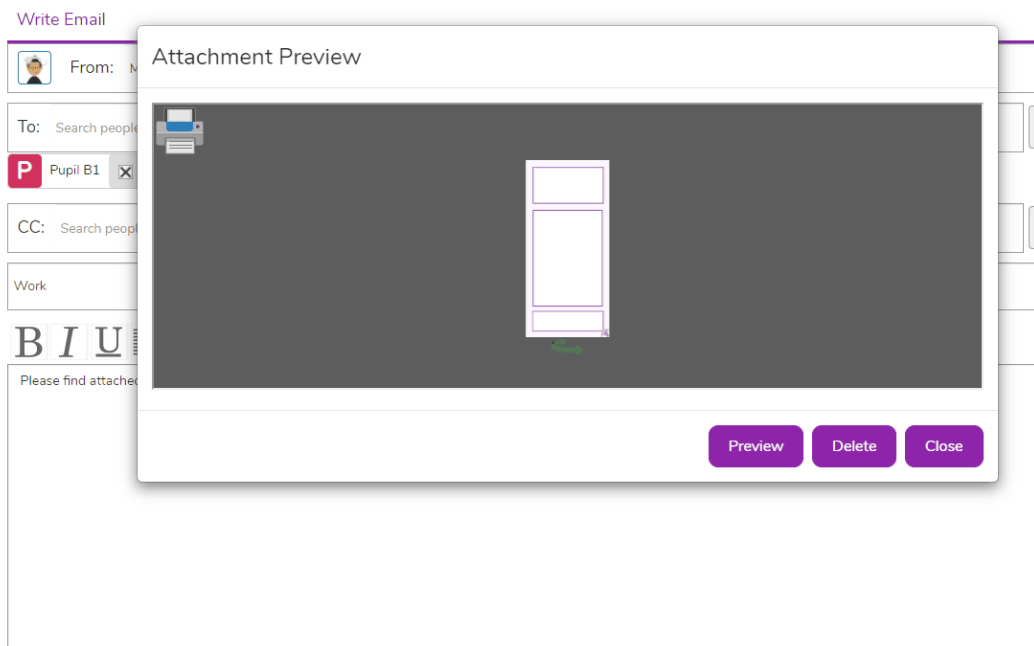
2.6 Teacher Mode

Teacher Mode is accessed by pressing the "Teacher/Child Mode" switch in the top right hand of the screen in 2Email. The Teacher Mode interface is very similar interface to the Older Interface, but with additional options to help manage class emails. To access this mode, you must be logged in as a teacher or as an account administrator.

Teacher Mode 2Email

Email features

Email fields

Approving or rejecting emails

Reported emails

Reviewing children's work

Email Features

Whilst in Teacher Mode, the In-box will show emails sent to the teacher from fellow teachers, children, and the Purple Mash Practice Users. From here, compose new emails, save emails to Favourites and approve or reject emails that children have sent, if approval has been enabled in settings.
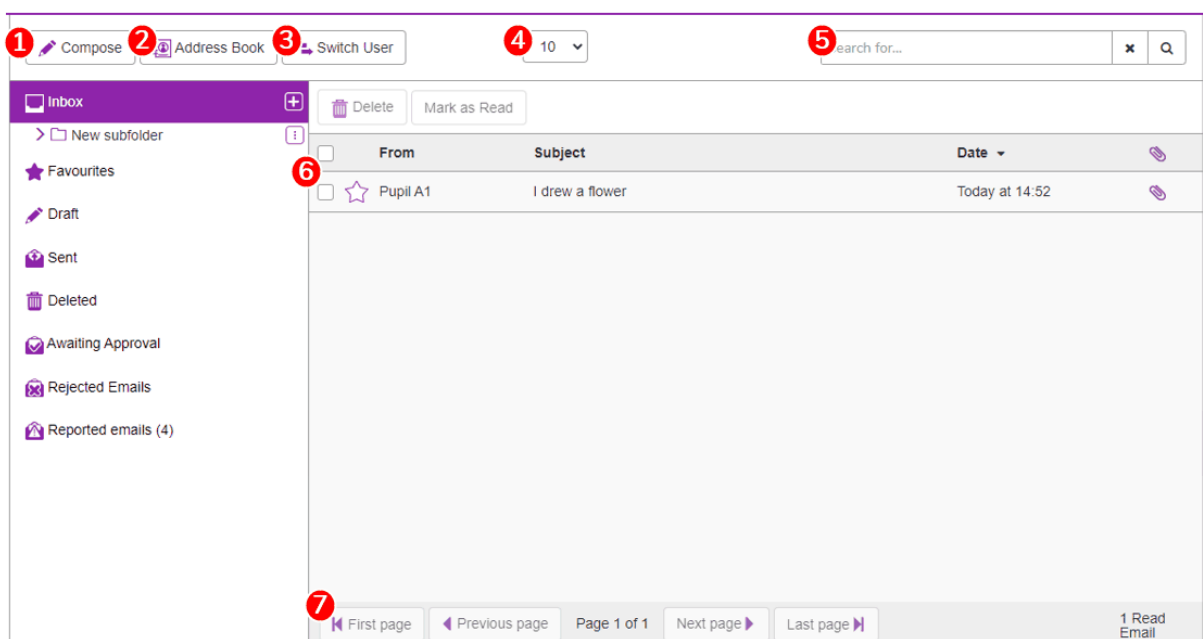
1. **COMPOSE**: Click to open a new, blank email.

2. **ADDRESS BOOK**: Find contacts. In teacher mode, navigate through the Address Book and narrow down the search by class or group. The Teacher Mode Address Book is the same as the KS2 version.

3. **SWITCH USER:** Switching users will let a teacher [access the Inbox of any of their children](). This is the best way to assess work for [2Respond]() activities.

4. **DROP DOWN:** This drop-down menu will let the teacher choose how many items to display per page. The default setting is 10 but it can be set to to 25 or 75. This feature is available for both the In-box and [Address Book]().

5. **SEARCH**: The search bar is used to find emails by the name of the sender or in the case of emails, words in the subject line. This feature works for both the In-box and [Address Book]().

6. **FAVOURITE**: Use the star on the left hand side of an email to toggle that email as a Favourite. Once an email is starred, it is placed in both the Inbox and Favourites folder, making it easier to find.

7. **NAVIGATE**: Where there are multiple pages of emails or contacts, these buttons are used to navigate between the pages. The total number of emails in the current folder is displayed.

Folders: Create, rename and delete folders by clicking on the kebab menu in the folders area.
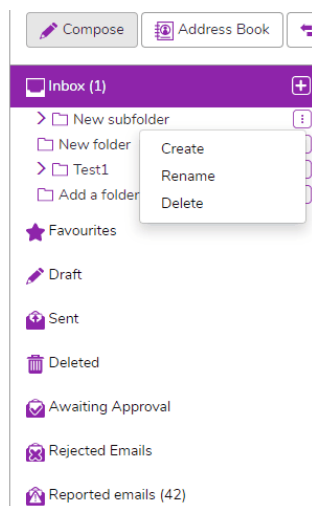
Sent Folder: Displays all sent emails with the name of the person or persons it was sent to. If more than one person per an email in a recipient then this will be indicated by a number. Click on the sent items to expand for details and see the message.

Read Receipts: See who has seen an email by going to the sent folder. Any recipients that have a green indicator have read the email, those with a red dot have not.

Email fields

1. **FROM**: This field is automatically populated with your name. It cannot be changed.

2. **TO**: This is used to choose recipients from the Address Book. Emails can be sent to multiple recipients. To fill it, either select the Contacts icon which will open the address book screen allowing recipients to be chosen from the full list of contacts, or start typing the name of someone in the Address Book and select from the list of suggestions. Recipients will appear underneath this field, and can be removed by clicking the "X" to the right of the name. Teachers have the option to choose contacts from the whole school, specific classes, or Practice Users.

   Find the desired contact in the address book, tick the box to the left of their name and then use the Add button to add them to "To" field. Select multiple contacts by ticking more than one, or tick the "Select All" box to select everyone in a class or group. Pressing the "x" next to a contact's name will remove the contact from the "To" field. Press OK to add the email. Pressing Cancel will discard any changes made to the "To" or "CC" fields.

3. **CC**: This field is used to choose recipients from the Address Book in the same way as the To field. It needs to be enabled by clicking the "Enable CC" button. Emails can be CC'd to multiple recipients. The recipients in this field will be able to see who the message was sent to and the names of the other recipients. The recipient in the To field will also be able to see the CC recipients.

4. **SUBJECT**: This field can contain words, letters, symbols, and Purple Mash emoticons.

5. **WRITE MESSAGE:** This field can contain words, letters, symbols, and Purple Mash emoticons.

6. **EMOTICONS**: Emoticons can be added into an email just by clicking them. The emoticon bar will only show if you have clicked into the Subject line or the Message box.

7. **SEND**: Pressing Send will send the message.

8. **DRAFT**: Pressing the Save To Draft button will save the email into the Draft folder. It is not sent. The email will remain open on the screen, and can still be changed before being saved to drafts again, or sent. Once the message has been sent it will no longer appear in the Draft folder.

9. **ATTACH**: Attach activities, games, writing projects or paint projects that have been saved in Purple Mash to an email.

10. **PAINT**: Attach a picture by drawing in the box provided.
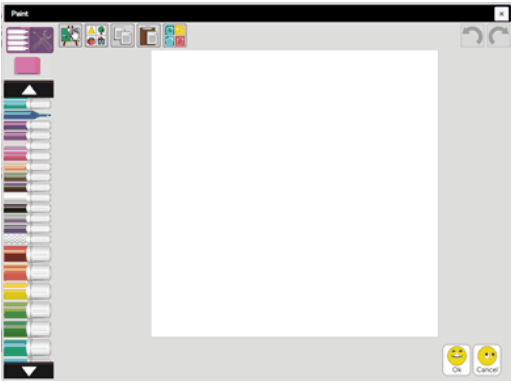
11. **CANCEL**: Pressing Cancel will close and delete the email. A window will appear before the draft is deleted asking for confirmation that this is what the user wants to do. Navigating to any other folder (Inbox, Address Book, or Compose) will also bring up the warning reminding users that they will lose their draft work.

Approving or Rejecting Emails
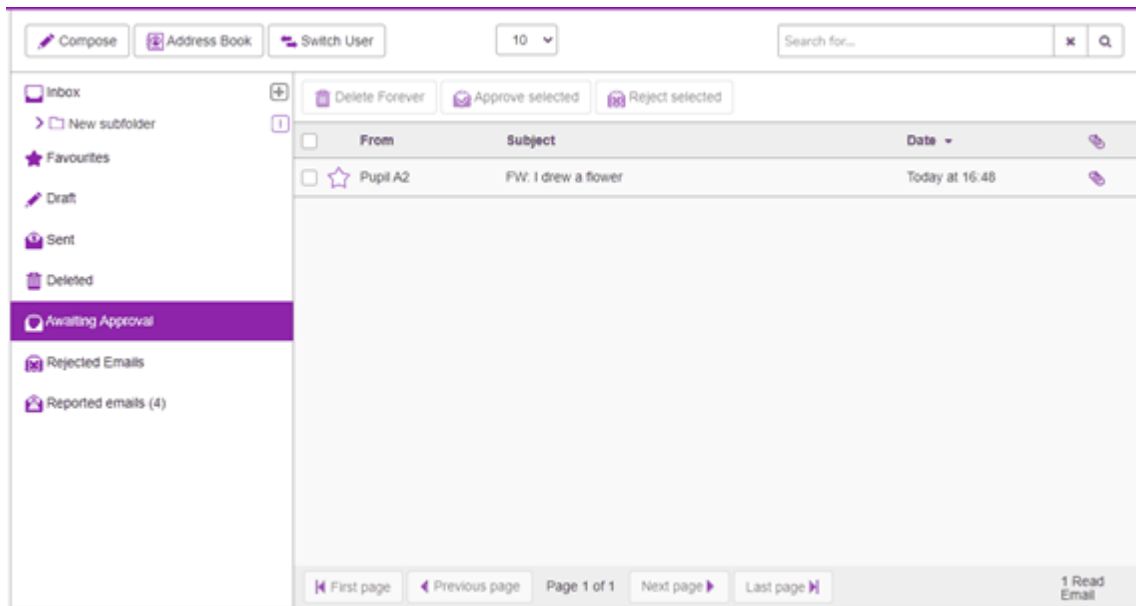
If the Email Settings allow children to email each other and are set to require approval before being sent. The folder **Awaiting Approval** will be populated with the children's emails.
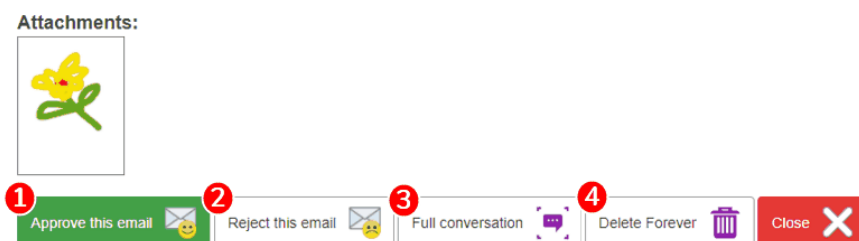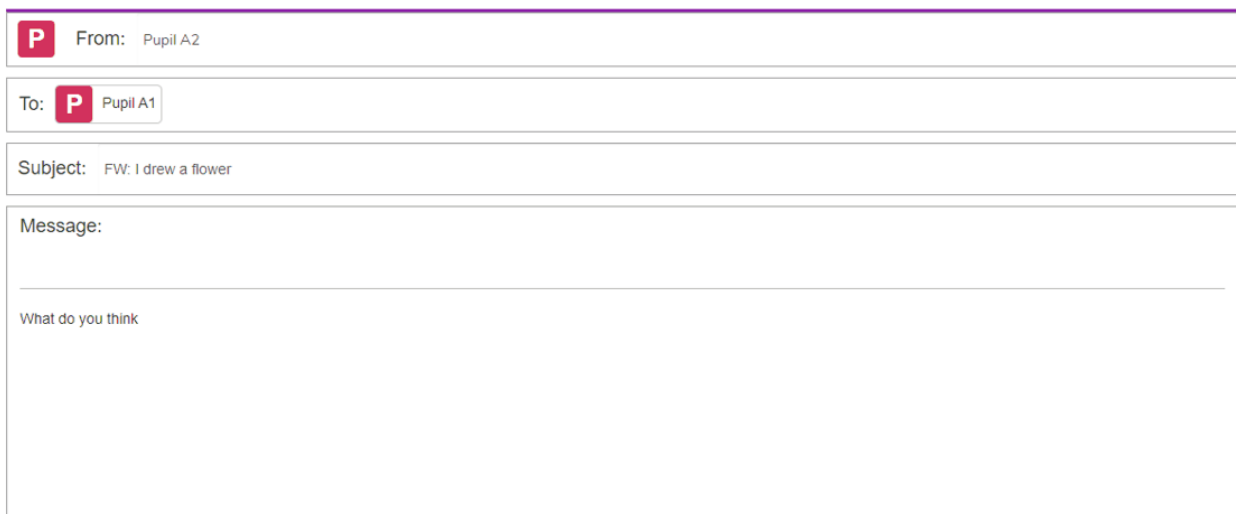
Select an email to read it.

1. **APPROVE**: Click here to approve: The email will immediately be sent to the recipient.

2. **REJECT**: Click here to reject: A rejection message will pop up. Fill in the reason that the email is being rejected. The sender will receive the message in their own In-box, informing them that the email hasn't been sent and letting them know why it was rejected.

3. **CONVERSATION**: This button will show all the emails in this conversation thread.

4. **DELETE**: This will delete forever.

Reported emails

If the Email Settings allow children to email each other and are set **not** to require approval before being sent, children who receive mails that they believe are inappropriate, can use the Report to Teacher button. This will remove the email from all their folder and notify the teacher via their Reported emails folder. **Teachers are also alerted of a reported email to their linked email address which adds another layer of safeguarding.**
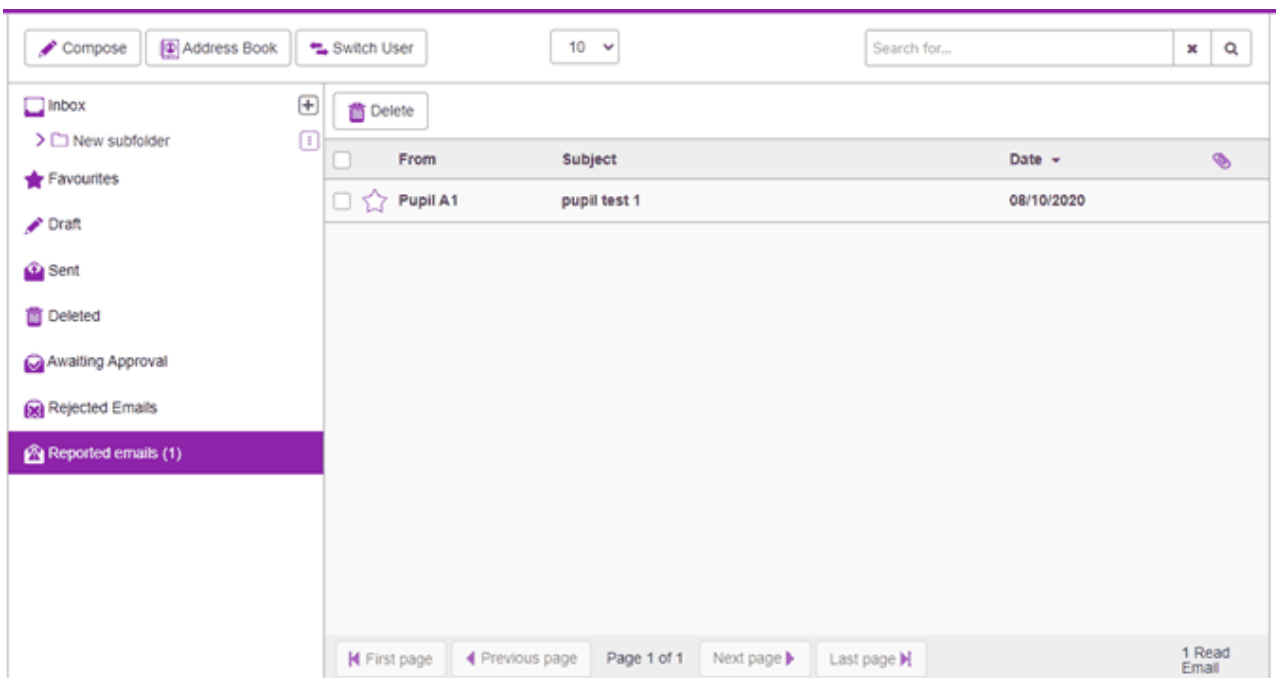
Opening a reported email shows who wrote the email, who it was sent to, and who reported it along with the contents of the mail thread.

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33

Read Email

From: Pupil A1

To: Pupil A2

Reported By: Pupil A2

Subject: pupil test 1

Message: pupil test 1

THIS IS RUDE

Reply | Reply To All | Forward | Full conversation | Print | Delete | Close

Reviewing children's work

Review children's mails using the "Switch User" function in Teacher Mode to see any child's In-box.

Compose | Address Book | Switch User | 10 | Search for... | ✖ | 🔍

Pressing "Switch User", will bring up a window containing all of the children.

Switch to Pupil's Account

Search for...

Name
C Cedric Diggory
C Cho Chang
D Draco Malfoy
F Felix
H Harry Potter
H Hermione Granger
L Luna Lovegood

Switch to User | Close

1. Use Search to find a child.

2. Selecting the child, will change the current In-box to the chosen child's In-box.

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3. Select **Switch** in the top left then **Switch to original** user to switch back.
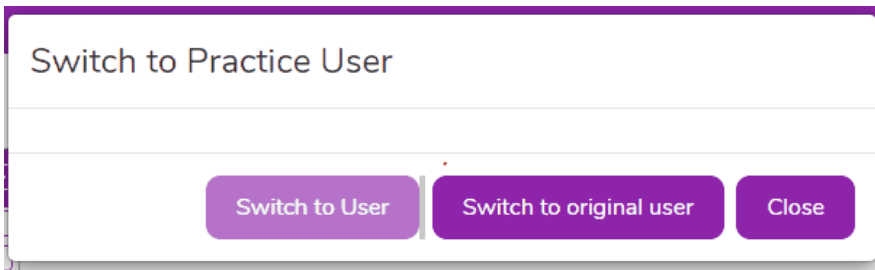
Full conversations can be reviewed by selecting an email in the child's In-box.
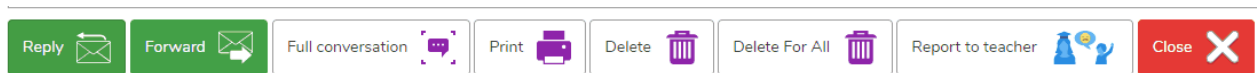
1. **REPLY**: Pressing Reply send an email as the child whose In-box is being viewed.

2. **FULL CONVERSATION**: Press here to see all the emails and replies sent as part of this conversation. This is the best way to see a 2Respond activity for assessment. In Full Conversation View, the whole conversation can be printed using "Print". Close return to the original email.

3. **DELETE**: Delete the email from the child's In-box.

4. **CLOSE**: Go back to the child's In-box.

To switch to another child, first, 'switch back' then repeat the process.

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35

*It's important to note when impersonating an account (Switch User) teachers are able to see sent (From) messages from KS2 and KS1 interfaces in order to support online safety.

3 Purple Mash Practice Users

The Purple Mash Practice Users are fictional characters which can be used to teach children how to use email. They include characters from the Serial Mash books and from the 2Code activities in Purple Mash, so many will be familiar to children.

These characters are primarily used in the 2Respond activities, where children can carry out email conversations with automated responses.
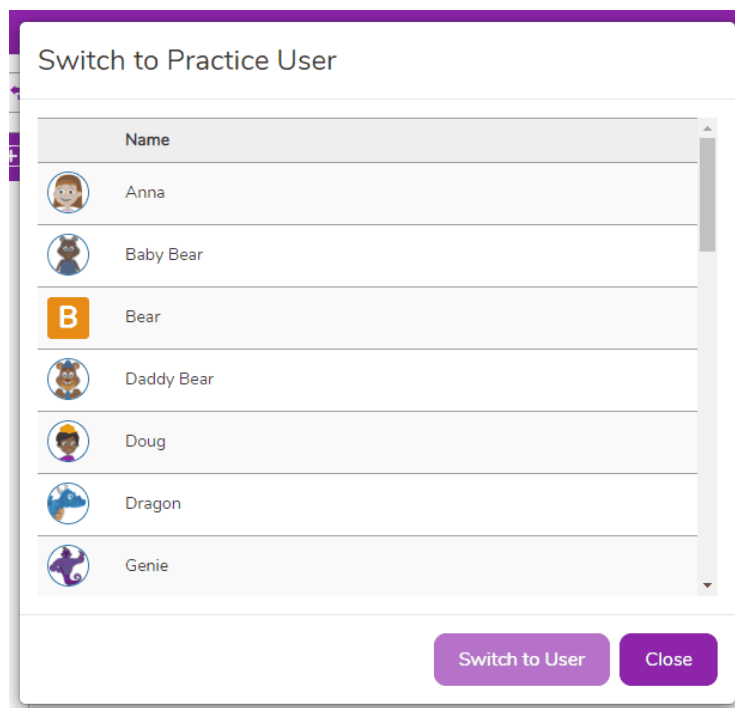
4 2Respond - Creator and Email Simulations

2Respond is functionality that uses 2Email. It allows teachers to create their own automated simulated emails and set them for children. Additionally, teachers can set many of the pre-existing 2Respond simulations found within 2Email and in other topic areas on Purple Mash.

It's important to note, that while most 2Respond pre-made activities can be accessed directly by a child (don't need to be set as a 2Do), some can only be set as a 2Do. These include most of the Online Safety Simulations. We have done this as we feel it is important for teachers to make a judgment about the appropriateness of their content for their cohort.

2Respond Creator

2Respond Email Simulations

4.1 2Respond - Email Simulations

2Respond contains a variety of email simulation activities that children can use to practise their emailing skills. Each activity comes with automatic responses from one of the Purple Mash Practice Users that require children to read an email and reply with the appropriate information or attachments.

Teachers can also create their own simulations. See the section 2Respond Creator for details of how to do this.

See the next sections for scripts of each of the ready-made simulations:

General simulations

Online Safety simulations
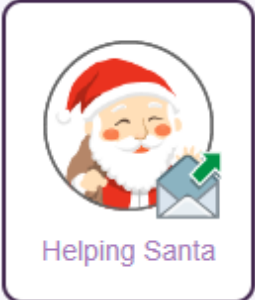
Famous people simulations

4.1.1 General simulations

These can be set as 2Dos for children or they can launch them from the icons within the 2Email area of Purple Mash.

Click the icon for the script details

Letters to Santa	Barnaby Bear	Anna's Day Out at the Seaside.	Celebrations	Class Room
Package	Playground	Review	Sport	Lunch
Birthday Party Picnic	Zara's New Zoo	Little Red Helps Grandma	Party	Tooth Fairy

| 2Respond	Topic	Email content/activities
Letters to Santa Letters to Santa Helping Santa	**Christmas**	**There are two Santa simulations: One for younger children (Helping Santa) and one for older children/elves (Letters to Santa)** **Helping Santa** **Email 1- What is missing?** Ho! Ho! Ho! It is a very busy time of year for me. I have lots and lots to do before Christmas Day. Do you like my picture of the sleigh? Something very important is missing from the sleigh, what is it? Best wishes, Santa Claus. **Email 2- A gift** All the gifts I have for children are not yet loaded in my sleigh. My personal wrapping elf is still busy wrapping them all up.

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39

He works so hard. I would like to get him a Christmas gift. What should I get him?
Best wishes,
Santa Claus.

Email 3- Hungry Reindeer
Ho! Ho! Ho!
Thank you for your idea. I have had lots of ideas sent to me and have decided to get him a new pair of elf shoes. You can see a picture of them attached.
My reindeer get so hungry and thirsty on their travels delivering gifts to children. What will you leave out for my reindeer on Christmas Eve?
Best wishes,
Santa Claus.

Email 4- Keeping warm
Ho! Ho! Ho!
Thank you for your reply.
A bowl of water and a few carrots is just perfect for my reindeer.
The reindeer get very warm when they are pulling my sleigh. How should I keep them warm in their barn when they are resting?
Best wishes,
Santa Claus.

Email 5 - Thank you
Ho! Ho! Ho!
Some great ideas.
I think I will use hay to keep them warm.
Thank you for all your help. I have a attached a Christmas card for you.
Perhaps you could make your own Christmas cards and send them to some friends and family. You could use 2Publish
https://www.purplemash.com/#app/tools/2pub/celebrationcard
Best wishes and stay good.

Letters to Santa
Email 1- Christmas planning
Ho! Ho! Ho!
I'm starting get myself sorted for Christmas. This year I am trying out a new invention that my elves have been telling me about called 'Email'. Have you heard of it? The elves tell me that it will help me organise my Christmas gift planning and make their jobs much easier so I am giving it a go.
I hope that you can help me?
Firstly, please could you write back to me and let me know if you have been good this year? I hope so! Please let me know some of the good and kind things that you have done. I know

Letters to Santa

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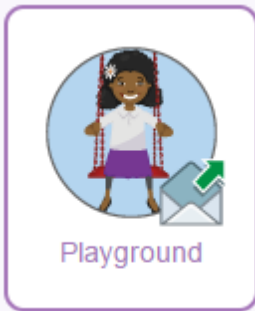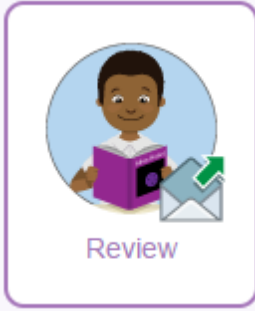
nobody is perfect so maybe there are some things that you want to say sorry for as well? Click on the link below for a template that you can fill in. Please could you send it back to me when you have filled it in?
https://www.purplemash.com/app/pup/santas_template
I can't wait to hear from you!
Best Wishers,
Santa.

Email 2- Gift list
Ho! Ho! Ho!
It was great to hear from you. I am getting so many replies from children all around the World. I have had to employ a whole team of elves just to manage all my emails now.
I'm having a bit of a problem with some of my packaging machines. I wondered whether you could help my elves get the packaging designed using 2Design and Make or using the

Pattern template in 2Publish? These are my requests, could you pick one and write back to me attaching your design? I will get my elves to print them to put the presents in.
1) Christmas themed wrapping paper using the pattern template in 2Publish.
2) Use 2Design and Make to design packaging for one of these items:
- a toy vehicle (car, truck, bus etc.....)
- a doll
- an interesting shaped box (using the polygon models in 2Design)

I have to go! 797,345,761 new emails have arrived that I need to reply to. My fingers are starting to hurt.
I have attached a picture of my trusty reindeer outside my home in the North Pole, I thought you might like it. It was drawn by one of my very clever elves.
Best wishes,
Santa.

Email 3- Some tips please
Ho! Ho! Ho!
I'm looking for some ideas now. I wondered whether you are buying any gifts for your family or friends? What sort of things are you buying and who for?
I need to get some ideas about the things that your best friends and family would like to receive. Can you give me some ideas about the things they would most like to receive and I'll investigate them.
You could even create a spreadsheet with pictures of the gifts using 2Calculate and attach it to your email. I have attached an example for you to use.
or
You could draw a picture of the people that you mention and attach it to this email so I will be extra sure about who will like

		which gifts?
		Best wishes,
		Santa.
		Email 4- The results of my research
		Ho! Ho! Ho!
		I'm very excited because one of my brainy elves has shown me something called a graph. She made it using 2Calculate, it shows the types of gifts that children have asked me for and the elves are using it to plan the toy manufacturing. I have attached the graph for you to look at; I think I might have grown too many sprouts as usual. Never mind, the elves love them with custard!
		On Christmas Day, I usually put my feet up for a bit after my hard work going all around the world the night before. I often wonder how children around the World spend the day? Would you be able to tell me a bit about what you usually do on Christmas Day?
		I also wondered if you could attach a drawing of your house so that I will easily be able to find it on Christmas Eve?
		Thanks so much for all you help so far. I am learning such a lot!
		Best Wishes from Santa.
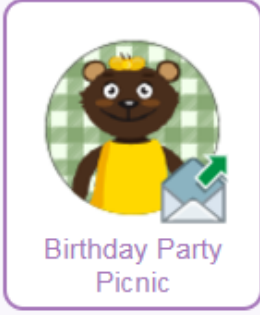
Barnaby Bear	Where is Barnaby Bear	**Email 1** Hello Barnaby Bear is travelling again. Please draw a picture of him and email it to me. **Email 2** Thank you. Where do you think he is now? **Email 3** He gets everywhere doesn't he! How do you think he got there? **Email 4** Thank you very much. I'm going to look for him. Bye for now.
Celebrations		**Email 1** I really enjoy celebrations. Can you tell me about an occasion you have celebrated? **Email 2** Please draw me a picture of your celebration. **Email 3** Thank you. Were there any special foods you ate or things that you did? **Email 4** Who did you celebrate with? **Email 5** Thank you! Your emails have put me in a happy mood. Bye for now.
Classroom		**Email 1** Hello there. We have a lovely area in our classroom for playing. It would be good to have some labels for the different things in it. Please email me a list of labels we need. **Email 2** Now that we have a list of labels, I think we need some rules for children playing in the area. Can you email me back with some rules to keep everyone safe and happy? **Email 3** Thank you for your rules. I think that we also need to make the area nice and bright so please draw me a picture to put up on the classroom wall. **Email 4** The classroom is going to look brilliant. Bye for now.

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43

Package		**Email 1** I've heard you like chocolate so I need your help. I've created a new chocolate bar and I can't think of a name for it. Please email me back with the name for a new chocolate bar and why you chose that name. **Email 2** Great! You must also have a great idea of how the packaging will look. Please paint me a picture of the packaging. **Email 3** Thank you for your design. If I make your design, what materials would I need for it? **Email 4** Finally, I need your help to think of a slogan for the chocolate bar. A slogan is a short phrase for example "Melt in your mouth". What would your slogan be? **Email 5** I knew you'd be the right person to ask. Thank you for your help and bye for now.
Playground		**Email 1** Hello there. I'm designing a new playground and I'd like you to email me a list of all the equipment you think should be in it. **Email 2** Thanks for the list. Please can you draw me a picture of where you think the equipment should go? **Email 3** That's given me some good ideas. Finally, please can you describe what your favourite playground item is and why you enjoy it so much? **Email 4** Thank you for all your help, I have so many ideas. Bye for now.
Book review		**Email 1** Please can you think about a book or film you have seen? Email me back with the title and tell me a little bit about it. **Email 2** That sounds interesting. Now choose one character and write about them. I'd like to see what they look like so please draw a picture of them too. **Email 3** Thank you! Would you recommend it to other people? How many stars out of 5 would you award it? Draw the stars for me. **Email 4** Great. I'll look out for it. Bye for now.

Sport		**Email 1** Hi, can you tell me about a sport or game you play? Please also draw me a picture of it. **Email 2** Thank you, that looks like fun. How do you play it? I'd like you to email me a set of instructions so that I can play it too. **Email 3** I will try to play it later. If you could improve it or change any rules what would you change? **Email 4** Thank you very much and bye for now.
Party		**Email 1- Party** Hello. I'm trying to organise a party and I've heard you like parties too so I'll need your help. Please email me with a list of food I should make for it. **Email 2-Party food** I'm feeling hungry thinking about all that food. What is your favourite party game and why? **Email 3-Invitation** Thank you. Now I need to send out invitations. Please can you design me an invitation? **Email 4-Party** Thank you. I'll make sure I invite you too.
Lunch		**Email 1** I'm feeling very hungry and would like to make something healthy to eat. Can you suggest something that will fill me up? **Email 2** Yum, that sounds good. Please email me back with a list of all the ingredients I'd need to make that. **Email 3** Thank you! I have all of those. Can you write me instructions on how to make it and send me a picture too so I can see what it should look like? **Email 4** Excellent. I'm going to start preparing my lunch. Thank you for your help and bye for now.

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45

The birthday party picnic.	Teddy bears picnic	Email 1- Picnic time
Birthday Party Picnic	Can you help mummy bear to get the picnic birthday party ready for baby bear?	Hello, We are having a teddy bears picnic for Baby Bear's birthday, but it is a big surprise. It is on 25th July in Bluebell Wood at 1 o'clock. Please bring a teddy bear with you. Can you draw me a picture of the teddy bear you will be bringing and send it to me? Please tell me if you can come to the picnic and what you would like to eat. Thank you from Mummy Bear **Email 2- Picnic games** Thank you for the picture of your teddy bear. Baby Bear will enjoy meeting all his new friends. Now we need some games for the picnic. Can you think of any good games we can play outside? Please could you write me a list, then I can choose some? Thank you from Mummy Bear **Email 3- Picnic food** Thank you for your list of games, it is very helpful. We will have some fun playing them. Now I need some help with the food. I would like to know what your favourite ice-cream is and your favourite drink. Please draw me a picture of both of them. Thank you from Mummy Bear **Email 4- Making the birthday cake** Thank you, You have been so helpful. We are nearly ready for the picnic party. Can you help me with the birthday cake? Please draw me a birthday cake, so that we can all sing happy birthday to Baby Bear. Tell me what you think we should have on the cake and what colour it should be. See you at the picnic party love from Mummy Bear

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Little Red helps Grandma	Fairy tales	Email 1- Pictures for grandma
Little Red Helps Grandma	Little Red needs some help to make Grandma feel better, can you help her?	Hello I wonder if you can help me? I am going to visit my Grandma today. She is in bed and not very well. This is a picture of my Grandma, she is very kind. I think it would make her feel better if I could take her some lovely pictures. Can you draw me a picture of someone who is very kind to you? Can you tell me all about the kind things that they do? Grandma would love to hear all about kind things, it will help to make her feel much better. Thank you Little Red **Email 2- Shopping for Grandma** Thank you, My Grandma is feeling much better. She loved hearing all about the kind things you do. Grandma has sent me an email to say that she is feeling hungry. What do you think I should take her to eat? It must be healthy food to help to make her feel better. Can you write me a list of what you think I should take? I will go shopping tomorrow and take her the food. Thank you for helping me. Little Red **Email 3- A special day out** Thank you for your list of food. Grandma is out of bed and feeling much better. I would like to take her out for the day. Where do you think would be a nice place to take her? Please send me a picture and I will let Grandma choose. Thank you Little Red **Email 4- Thank you from Grandma** My Grandma is sending you a **BIG** thank you. She had a lovely day out at the seaside with me and my dad. We had a walk on the beach and she said that all the fresh air made her feel much, much better. Can you draw a picture of the seaside and send it to me? Grandma will feel very happy looking at all the pictures. Thank you for all your help Little Red and Grandma

Zara's new zoo	The zoo	**Email 1- Your favourite animal**
Zara's New Zoo	Can you help Zara to get the new zoo ready for the big open day?	Hello My name is Zara and I help to look after the animals in the zoo. We are building a new zoo and I really need you to help me. We want to find out about all the things you would like to see when you come and visit the zoo. What are your favourite animals in the zoo? Can you choose your favourite animal and tell my why it is your favourite. Please send me a picture of your favourite animal too. This is my favourite animal, do you know what it is? Thank you Zara **Email 2- The lions** Thank you for all your pictures, we will have lots of different animals in our zoo. We need to think about where the animals will live. What do you think the lions will need at the zoo? Can you make me a list of all the things you think the lions will need to live happily in the zoo? We must be very careful that they are not too near some of the other animals. I wonder why? We will need a big **LION** sign to put up in the Zoo. Please could you draw me a sign and send it to me? I look forward to seeing it. Thank you Zara **Email 3- The other animals in the zoo** Thank you for your lion signs they will be very helpful. We will make some signs for the other animals too. The lions will need lots of room to run around, but what will the other animals need? Can you write down all the other things that you think we will need at the zoo? What will the reptiles need? What will the birds need? What will the penguins need? Thank you so much for your help. Zara **Email 4- A map of the zoo** Thank you so much you have given me some very good ideas for all of the other animals in the zoo.

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I need to decide where all the animals are going to live. Can you help me?
I need to draw a map of the zoo to help all the visitors when they arrive.
Can you draw me a map and tell me where you think the animals should go?
I can use your map to help me to plan the zoo.
Don't forget to send me your map.
We are nearly ready to open the zoo.
Thank you
Zara

Email 5- Open day

The open day for the zoo is very near but I need to think about how I am going to let people know about it.
Can you write me a list of things that I could do to let people know about the open day?
I would also like a ZOO sign for the front of the zoo, please could you send me your sign and then we will be ready?
Thank you
Zara

Email 6- Thank you

Thank you so much the open day was great and all the animals are very happy.
I hope you get chance to go to a zoo, or you could make your own zoo in your classroom.
You will just have to use your toys and not real animals.
Thank you for all your help.
Zara
This is me at the open day with a big cake.

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49

Set sail with Pirate Pete.	Pirates	Email 1- Setting sail
 Set Sail with Pirate Pete	Pirate Peter is going on a long journey. Can you help him to get ready to set sail?	Hello shipmate, Can you help me? I am going on a long journey across the sea but I haven't got a ship to sail in. Can you draw me a picture of a big ship that I can sail? I will get someone to build it for me. Write down all the things you think my ship will need. Remember I am Pirate Pete, I want the best ship on the sea. Don't forget to send me your picture. Shiver mi timbers! Pirate Pete **Email 2- What shall I take?** Hello shipmate, Thank you for your pictures, you can see my pirate ship at the bottom of this email. Now I need you to write me a list of all the things that I need to take with me on my journey. Remember, I am a pirate, I am always hungry so I will need lots of good food to keep me fit and strong. It will be very cold out at sea and very cold in my cabin. I will get very dirty on my journey and I will miss being at home too. Thank you ship mate Pirate Pete. **Email 3- On the journey** Hello shipmate, I have been busy packing all the things that you sent me on your list. Who said teddy bear? Pirates don't need teddy bears....ARRRRRRRRRR Now I need some ideas of things that I can do on the ship. I won't be able to use my phone or my computer, what will I do? Do you know any games that I can play or really good books that I can read? Please send me your ideas, I don't want to be bored. Many thanks shipmate Pirate Pete **Email 4- Do you want to come?** Hello shipmate, Thank you for your ideas but I think I might be a bit lonely on my own. Do you want to come with me? Draw me a picture of yourself dressed as a pirate.

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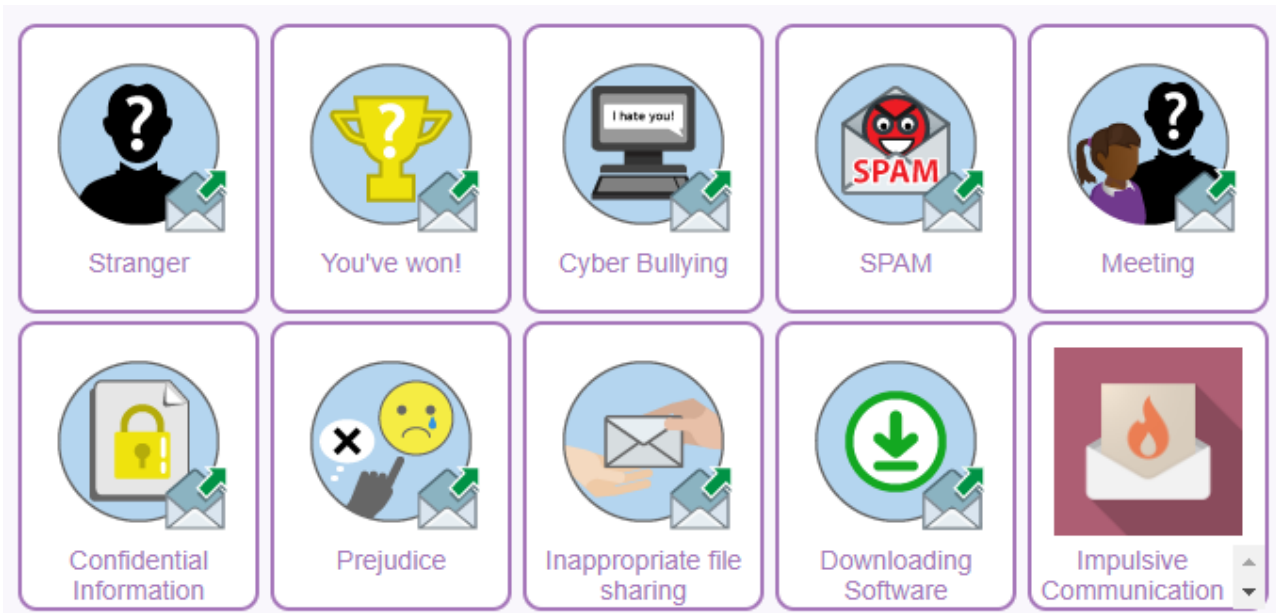|		
		Tell me why you would like to be a pirate on my ship. I will pick the best to come and sail with me Good luck shipmate! Pirate Pete **Email 5- Welcome aboard shipmate!** Well done shipmate You look like the perfect pirate! You are coming with me on my pirate ship called Bess. We set sail tomorrow so make sure you are packed. Until then mi hearty.... Pirate Pete
Anna's day out at the seaside. Anna's Day Out at the Seaside.	**The seaside** Anna has her first trip to the seaside with her dad. Can you help her to plan the trip?	**Email 1- The journey** Hello My name is Anna, I have heard that you have been finding out all about the seaside. My dad is taking me on my first trip to the seaside next week. Please will you help me get to get ready for my visit? We are going on a train from London to Blackpool and we are staying in a big hotel. What do you think I should take with me to do on the train? Thank you Anna **Email 2- I spy** Thank you for all your ideas I will really enjoy my train trip now. Me and my dad are making an I spy list. That is a list of all the things we want to find at the seaside. I want to make a list of six things that we must find. What do you think should be on my list? Can you write me a list of six things to help me? Please draw me a picture of one of the things and send it to me. I have one thing on my list already you can see it in the picture. Do you know what it is? Thank you Anna **Email 3- Rock pool** Thank you everybody, I have made my I spy list and we will have lots of fun finding things. I have a rock pool on my I spy list but I don't know what it is so I won't be able to find one. Please can you write and tell me what a rock pool is? You can draw a picture of one and send it to me too. I am looking forward to seeing your picture. Thank you Anna

Email 4- Blackpool tower

My dad says that there is a tower at Blackpool but I think he is wrong.
Why would you need at tower at the seaside?
What can you do at the tower?
I'm not very good a finding things on the Internet, can you help me?
Please tell me what the tower is for and what we can do there?
Please can you draw a picture of it for me too?
Thank you
Anna

Email 5- A souvenir from the trip

Wow, that tower looks amazing! Thank you for your pictures.
Dad said that we should take a souvenir home from Blackpool.
Dad said we could take some shells, but what else do you think that we could take?
Can you draw a picture to help me?
I have just finished packing and we will soon be ready to go.
Thank you for helping.
Anna

Email 6- Ready to go

Thank you for your help, I will have lots of souvenirs, the train ticket is a really good idea and I am going to buy a postcard of the tower too.
My suitcase is packed and I have my I spy ready for the train trip.
I am going to buy a net to fish in the rock pool and I am going to see Blackpool Tower.
You have been so helpful, you know so much about the seaside.
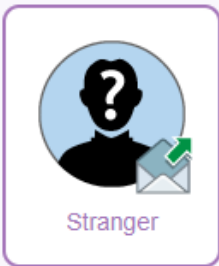
We will have a great time there.
Thank you
Anna

Tooth fairy	Caring for your teeth	**Email 1- Why is it important to look after your teeth?**
  Tooth Fairy		Dear Class, I have such a busy job collecting little teeth from under pillows. Lots of teeth I collect show what a wonderful job children are doing at looking after their teeth. Unfortunately, not all boys and girls look after their teeth as well as they could which makes me very sad. Can you send me back a reply explaining why it is important to look after your teeth? Your friend, The Tooth Fairy **Email 2- How can you keep your teeth clean?** Dear Class, Thank you for replying to me. It is so important to look after your teeth, even if they are milk teeth! Having a clean and healthy set of teeth helps to prevent infections and problems in the future. Also, a clean set of teeth looks nice and keeps your breath fresh. Can you tell me how to keep teeth clean? Your friend, The Tooth Fairy **Email 3- Keep looking after your teeth** Dear Class, Thank you for the reply. You must brush your teeth twice a day, once in the morning and again once in the evening just before you go to bed. You should spend about two minutes each time you brush your teeth. Remember I prefer collecting teeth that are healthy and clean. So please make sure you continue to look after your teeth well. Your friend, The Tooth Fairy

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53

4.1.2 Online Safety simulations

These must be set as 2Dos for children to access them. They do not see the icons within the 2Email area of Purple Mash.
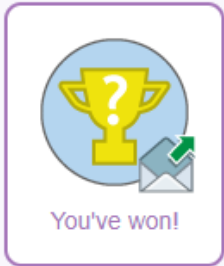
Click the icon for the script details.

Stranger	You've won!	Cyber Bullying	SPAM	Meeting
Confidential Information	Prejudice	Inappropriate file sharing	Downloading Software	Impulsive Communication

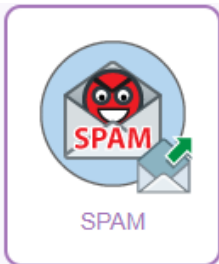| 2Respond	Topic	Email content/activities
Stranger Stranger	• **Contact from a stranger** • **SMART rules** • **Sharing personal details**	**Email 1: Can you help me** Hi, I have received an email from a girl I don't know. She has said that she knows me and would like me to come to her party this Saturday. What shall I do? I don't want to be rude. Perhaps I do know her but have forgotten who she is. Can you write me a one sentence reply telling me what I should do? Caitlin. **Email 2: Am I breaking and SMART rules** Thank you for your reply. I have decided to go to the party. She seems very friendly plus she said there will be loads of cool games and a huge cake to help eat. I can't resist eating cake. She insists that she collects me from outside my house on Saturday. I just need to give her my address. Is giving her my address acceptable? Am I breaking any SMART rules? I look forward to your reply. Do hurry before I email her. Caitlin

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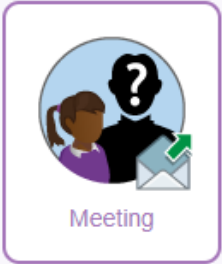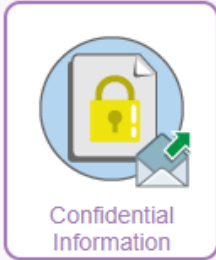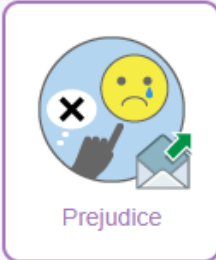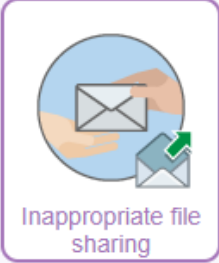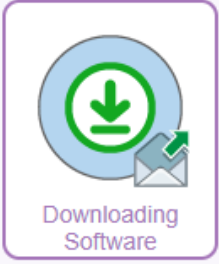|		
		Email 3: Thank you Thank you for your reply. It turns out I haven't been very SMART. I should have followed these rules: Never ACCEPT emails from people you don't know or emails that you are uncertain of. TELL and report to a trusted adult straight away if you are concerned or feel uncertain about something. Stay SAFE by not giving out personal information like your address or birthday to strangers. Best wishes, Caitlin
You've won! You've won!	• **Unsolicited email** • **Requests for money to release a prize**	**Email 1: Congratulations You've won!!** Dear winner, Your email address was selected to claim the amazing prize of over £1000 worth of toys. To claim your prize, you must reply immediately to this email. Congratulations! Bob Jones - Winning notifications **Email 2: Send £10 to receive your prize** Dear winner, Thank you for your reply. If you wish to claim your prize, I will need you to send £10 for the postage of all those amazing toys we have waiting for you. Please send cash only to: Dave Smith, 1 P.O. Box 1234 - No such Town. Regards, Bob Jones - Winning notifications **Email 3: You may have received fraudulent emails!** Dear email user, You may have received a few fraudulent emails. The emails were designed to try and trick you to part with your money. Please remember to never ACCEPT emails from people you don't know. Take care and remember those SMART rules. Kind regards, Cyber Cop
Cyber Bullying Cyber Bullying	• **Modifying images** • **Sharing images** • **Consent and permission** • **Supporting others** • **SMART rules** • **Reporting issues**	**Email 1: Can you help me?** Hi, I received an email message from Darren in Year 4 today. He sent me an attachment of a picture of me with silly changes made to it. I don't know what to do. I feel very upset about it. Can you tell me the most important thing I should do? Best wishes, Dustin

<table>
<tr><td></td><td></td><td>

Email 2: It gets worse

Thank you for your reply.

I have just found out that the picture he sent me has been shared with the rest of the class.

Everyone must be laughing at me. I really don't know what to do.

Maybe I should make a picture of him and send one to everyone to get him back?

Is this a good idea? Can you reply and let me know?

Best wishes,

Dustin

Email 4: SMART

Hi.

Thank you for your reply. I have decided not to send a picture. The best thing I can do is refer to the SMART rules.

S - Safe

M - Never Meet

A - Accept

R- Reliable

T - Tell/Trust

Which SMART rule shall I use?

Best wishes,

Dustin

Email 5: Thank you

Thank you for your response.

I have decided to use T. T = TELL and that is exactly what I will do. I will TELL my trusted adult, who will be able to help me.

Best wishes,

Dustin

</td></tr>
<tr><td>

SPAM

SPAM

</td><td>

- **Spam email about receiving a prize**
- **Further emails promising good deals to solicit replies**
- **Time limited opportunity**
- **SMART rules**

</td><td>

Email 1: ATTENTION - Don't delay replying

Dear Customer,

You have been selected to enter our prize draw. You are a guaranteed winner.

Please press reply and type in *winner*.

Bob - Global Email Company.

Email 2: Apply today to receive your free gift

Dear Customer,

We recently sent you an email regarding a prize draw. We thought you might also be interested in a free gift.

Instructions on how to claim your free gift will be sent to you if you reply to this email stating you would like a free gift.

Kind regards,

Bob - Global Email Company.

</td></tr>
</table>

Email 3: Tick tock - time is running out!

Dear Customer,

We would like to inform you that a special offer is available to you. We have 200 gold watches which have to be given away free. Every single watch just has to go by next week. Don't delay and reply today!

Yours sincerely,

Bob - Global Email Company Customer Manager.

Email 4: URGENT Get your money back by replying today!

Dear Customer,

Do you fancy some cash in your pocket? Are you tired of having to save up to buy the things you want?

Now you can get 50% of your money back you spent this year in shops and online stores.

Reply YES to get this amazing unbelievable offer.

Yours sincerely,

Bob - Global Email Company Customer Manager.

Email 5:SMART PHONE FOR YOU

Dear Customer,

Due to our warehouses being so full up with smart phones we have decided to give some of them away. YOU have been selected to receive a free smart phone.

Please press reply if you wish to receive the latest smart phone completely free.

Yours sincerely,

Bob - Global Email Company Customer Manager.

Email 6: ALERT - SPAM!

Dear 2Respond user,

I hope by now you have carefully thought about the SMART rules and the importance of following them. Remember to never ACCEPT emails from unknown senders or organisations.

Not only is SPAM annoying to get but it can be very harmful to users and can even spread computer viruses.

Take care,

Cyber Cop

| Meeting | • **Meeting a fellow gamer**
• **Is it ok to meet if it is a public place?**
• **SMART rules** | **Email 1: I need some advice**
I love playing online games either on my phone or game console.
My online friend star87player has asked if I would like to meet up with him. I have never met him in person before, I suppose it would be quite cool.
Do you think it is ok to meet with my online friend?
Please state your reason(s) for your decision.
Regards,
James

Email 2: Meeting in a safe, public place
Thank you for your response.
Star87player wants to meet in a public park which is local to me so that we don't have to worry about bringing our parents too.
Are you happy that I go ahead and meet him?
Do you have any concerns?
I look forward to your reply.
Regards,
James

Email 3: Rules
Thank you for your response.
I have made the decision not to meet star87player. He was very annoyed when I told him it wasn't a SMART decision. I feel I have made the correct choice.
What does the M in SMART rules stand for?
Regards,
James

Email 4: Thank you
Thank you,
M = Meeting. I now go by the rule of never ever meet unless a trusted adult is with me.
Regards,
James |

Confidential Information	• **What to share on a profile page** • **sharing location updates** • **SMART rules**	**Email 1: My profile page** Hi, I was wondering if you can help me? I have heard you are an expert on keeping safe online. Look at my new 2PurpleApp profile page. What do you think of it? Best wishes, Â Aimee **Email 2: Location updates** Thank you for your response. I was thinking of putting location updates on my profile too. With location updates, all my friends can see where I am at any time. Do you think this is a clever idea? I look forward to your reply. Best wishes, Aimee **Email 3: What is ok?** Thank you for your reply. Apparently putting my location information on there isn't a clever idea. I have been told that just because my friends can see my location it doesn't mean that strangers can't as well. What is ok to put on my profile page? Best wishes, Aimee **Email 4: SMART** Thank you for your response. Well it turns out I need to think carefully if I share any information on a website, app, instant messages or even text messages. My other friend sent me a SMART reminder: S - SAFE. I must never give out personal information, particularly on public social networks and apps. I need to remember that photos, mobile details, address and date of birth are personal bits of information that can easily be shared beyond friends. Personal information in the wrong hands can be very dangerous. M - MEET. I must never put location updates on social networks and apps, particularly if I am not with a trusted adult. People who need to know my location shouldn't be informed using social networks. A - ACCEPTING. I must never accept friend request from people I don't know or are uncertain of. I know that I must keep any profiles locked securely to stop random strangers viewing my profile. R - RELIABLE. I need to remember that not everything people post, say or do is true or reliable.

		T- TELL. It's ok to tell a trusted adult if something upsetting or strange has happened when using the internet, Apps or a mobile device. I should never be too embarrassed to say something. I hope you keep up your excellent work of staying safe online. Best wishes, Aimee
Prejudice Prejudice	• **What prejudice means** • **How people can be prejudiced online** • **How to deal with receiving such communications** • **Who to tell** • **How to respond to the sender**	**Email 1: Prejudice** Dear Pupil, I have been informed that occasionally people say nasty things about one another according to their age, race, looks, beliefs and gender. This kind of behaviour is called prejudice behaviour and it makes me very sad when I hear of people behaving like this. Somebody might use technology to send a prejudice communication such as sending a text message. Are there other ways? Kind regards, Cyber Cop **Email 2: Dealing with prejudice** Dear Pupil, Thank you for your response. Unfortunately, there are lots of ways people can use technology to be prejudice. There are reports of people using social medial sites, communication apps, instant messaging, photo sharing apps, emails and blogs. If somebody receives a prejudice communication what is the first thing they should do? Kind regards, Cyber Cop **Email 3: Never reply** Dear Pupil, Thank you for your reply. One of the first things anyone should do is immediately TELL a trusted adult. As soon as a trusted adult knows about it, something can be done. Why shouldn't a victim of a prejudice communication reply to the sender? Kind regards, Cyber Cop **Email 4: Tell** Dear Pupil, Hmm interesting response. It's important not to reply to anyone who is being offensive, rude or unkind no matter how annoyed the victim is. If a victim replies, it may continue to happen and could get worse.

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		I hope you continue to be a SMART technology user. Remember if you are upset, uncomfortable or unsure of anything when using technology TELL. Kindest regards, Cyber Cop
Inappropriate file sharing Inappropriate file sharing	• **Sharing an image of someone without permission.** • **Viral images** • **SMART rules**	**Email 1: Attached image** Hi, I have just received this image from my friend. Download the image and tell me what you think? Was it alright for her to share this with me? Gemma **Email 2: Was it ok to share?** Thank you for the reply. It's a picture of Becky from my class with her baby brother's dummy in her mouth. She told me not to share it, but it is too late as I have sent it to the rest of my class. I just couldn't resist sharing it. Do you think it was alright to share it with other people? Gemma **Email 3: More sharing** Thank you for your reply, I have just received a private message, apparently the picture has been posted over 500 times. Everyone at school has now seen it. What is the best thing to do now? Gemma **Email 4: Be SMART** Thank you for your reply. Mum has told me that both Becky and I should have remembered the SMART rules. She says never post, share or comment on anything that could upset others or myself. I think I have learnt my lesson now. Best wishes, Gemma
Downloading software Downloading Software	• **Installing Malware** • **Hoax emails** • **Computer viruses** • **Installing without permission** • **SMART rules** • **Password safety**	**Email 1: FW: URGENT: Update your virus protection now!** Hi, I just received the mail below, please read it. Do you think I should have followed these instructions? I'm a bit worried now. from Jamie. _____ Dear Customer, This mail is from your Internet Service provider. A virus has been detected on your computer. Please press reply and type in download. You will get a message that a file is being downloaded and you can safely ignore it. You might get warning messages from your virus software. It is safe to disable the software and download this

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61

program.
Bob - Global Email Company.

Email 2: Oh dear what have I done?
Hi,
Things have gone really strange on my computer; programs keep popping open asking me to input my details. I can't close them so I've emailed you from my mum's phone. She doesn't know my computer has gone wrong.
I searched for a virus help app on her phone and found something free from our usual virus protection company, should I download it onto her phone and see if it can help me?
I'm panicking a bit now.
from Jamie.

Email 3: Trying to be sensible
Hi,
I realised that even though that is a reputable app, it won't help me to fix my computer and I shouldn't install things on my mum's phone without her knowing. It was asking me to share her login details.
What should I do?
from Jamie.

Email 4: Thanks for your advice
Hi,
Thank you for your advice I remembered the SMART rules and decided the best thing was to TELL. So I told my mum and she has managed to turn the proper virus protection back on. She ran a scan and it removed a virus from my computer.
She says it's very good that I didn't have any important logins saved on my machine as the virus could have shared them with people.
I'm only going to install things if I've checked with a trusted grown-up now.
from Jamie.

Email 5: ALERT - SPAM!
Dear 2Respond user,
I hope by now you have carefully thought about the SMART rules and the importance of following them. Remember to never ACCEPT emails from unknown senders or organisations.
Not only is SPAM annoying to get but it can be very harmful to users and can even spread computer viruses.
Take care,
Cyber Cop

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Impulsive Communication	• **Impact of impulsive and rash communications online (flaming)** • **how to capture bullying content as evidence** • **Cyber bullying** • **SMART rules**	**Email 1: What have I done?** Hi, I think that I've done something that I shouldn't have whilst online. Some of our classmates were being rude about a computer game that I like a lot. I just sent them all a horrible message and told them I didn't want to be friends with any of them any more. I also said some mean personal things to some of them. I'm getting a bit worried now. I think I was a bit harsh and personal. I just got so angry and replied before thinking. How can I make sure they don't get me into trouble? Robyn. **Email 2: I think I sorted it** Hi, Don't worry, I just deleted the messages so now I will just say it's not true. That will work won't it? I hope they don't tell. Robyn. **Email 3: What is a screen shot?** Hey, I told them I deleted the message and not to tell anyone but some of them said they already had! They said they had screen shot my message before I deleted it! They said they are going to tell their parents and the school. Oh no! What am I going to do? I'll never be able to go back to school and I have lost my friends all over a stupid computer game argument. **Email 4: Now I'm really in trouble** Help! I am now getting lots of horrible messages - instant messages and emails. I don't recognise the names of some of the people sending them to me. Some of them are threatening me - they say they will get me. How can I save the messages? How can I screen shot on my phone? What should I do, I'm scared now :-/ **Email 5: Taking Action** OK, I am trying to be sensible now but my heart is pounding. I have screen shot the messages on my phone and my computer. I even took a photo of the ones that popped up on my game console because i wasn't sure how to report them. I also clicked the 'Report to Teacher' button on my email. I know that I am going to get into trouble too but an

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63

		argument over a game is not worth feeling scared for the rest of school. I'm going to tell my parents now. They will know what to do to end this mess. **Email 6: Phew! It's over** So... I feel calmer now. I told my parents. My teacher had seen the mails because of the report to teacher button. We had a meeting at school with the others in the class and our parents. Now, I know that it's easy to send bad messages when you are angry - it's called flaming. I have learnt how you certainly do regret it later. It all got too nasty to handle by myself. I remembered the SMART rules and the T for Tell. My parents are helping me to manage my anger and I have even managed to make up with our friends - I really didn't mean to be so horrible, I do like them. They also regretted flaming me and threatening me but now we know that we are friends and we have people who can help us sort out our disagreements. I have been asked to complete this poster to help other people in a similar situation. Perhaps you could do one as well? https://www.purplemash.com/app/leaflets/collecting_evidence_online Thanks, Robyn.

4.1.3 Famous people simulations

These can be set as 2Dos for children or they can launch them from the icons within the 2Email area of Purple Mash.

Click the icon for the script details.
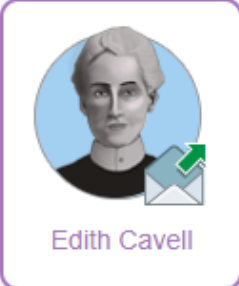
2Respond	Email content/activities
 King Alfred	**Email 1: People's Opinions Knowledge/Comprehension** Dear Class, My name is King Alfred. I was King of Wessex from 871 to 899. Many people thought that I would never be king. Why did people think this? Yours sincerely, King Alfred **Second Email: Making Peace Comprehension/Analysis** Thank you for your answer. I was crowned king after my brother, Aethelred, died in a battle with the Vikings. Even though my brother died battling the Vikings, I made peace with them. We allowed the Vikings to settle and occupy the eastern side of Britain. Why do you think I made peace with the Vikings? Yours sincerely, King Alfred **Third Email: Thank you** Thank you for your response. There are several very good reasons as to why I made peace with them. Most notably, for the benefit of my people. Take care my loyal subject. King Alfred.
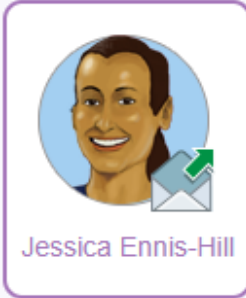
Muhammad Ali	**First Email: Another name- Knowledge/Comprehension** Dear Class, My name is Muhammad Ali. I was an American professional Boxer and am known for being one of the best boxers of the 20th Century. When I was younger I had a different name. Can you find out what this name was and why I decided to change it. Yours sincerely, Muhammad Ali **Second Email: Famous sayings.. what did I mean?- Evaluation** Thank you for your reply. I was born with the name Cassius Clay. When I converted to Islam, I changed my name to Muhammad Ali. I saw the name I was born with 'Cassius Clay' as my slave name. I also became involved with the American Civil Rights Movement. I was known for being an inspirational yet controversial figure both in and out of the boxing ring. I liked to use words to taunt my opponents. One of my most famous saying was that- 'I float like a butterfly, sting like a bee.' Another was- 'The fight is won or lost far away from witness- behind the lines, in the gym, and out there on the road, long before I dance under those lights.' What do you think I meant by that? Write an explanation explaining this quote. Yours sincerely, Muhammad Ali **Third Email: Thank you** Thank you for your hard work. I hope that you have learnt a lot. Yours sincerely, Muhammad Ali
Neil Armstrong	**First Email: My main aim- Comprehension/Analysis** Hi, My name is Neil Armstrong. I was the first person to walk on the Moon. I was also an engineer, test pilot and a professor at a university. Why do you think that I wanted to explore space and walk on the moon? Yours sincerely, Neil Armstrong **Second Email: An experience out of this world. - Knowledge/Application** Thank you for your response. Imagine walking on the moon. Write a paragraph describing the experience. Think about what you can see, hear and how you feel. If you can draw and attach an image of what it would look like. Yours sincerely, Neil Armstrong **Third Email: Thank you-** Thank you. You never know, one day there might be technology available to take you to the moon on a day trip. Kind regards, Neil Armstrong.

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Tim Berners-Lee

First Email: A few questions for you- Knowledge/Comprehension/Analysis
Dear Class,
My name is Tim Berners- Lee. I am an English engineer and computer scientist. In 1989, I invented the World Wide Web. I have recently been invited to do an assembly at a primary school to explain what I do as a computer scientist. I need your help with a few questions that I have been asked to answer.
The first question I need your help with is- What are the differences between the world wide web and the internet?
Yours sincerely,
TimBL

Second Email: My 2nd question- Analysis/Evaluation
Thank you for your response.
That is right, the internet is a 'network of networks' connecting millions of computers around the world allowing them to communicate.
The World Wide Web is the way which information is accessed using the internet. It uses HTTP (Hypertext Transfer Protocol) language to communicate, exchange and share information.
The next question that I need your help with is- What do you think are pros and cons of internet and world wide web and why do you think this?
Yours sincerely,
TimBL

Third Email: The last question- Synthesis
Thanks for getting back to me.
This is my last question- In ten years' time how will the internet and world wide web have changed?
Yours sincerely,
TimBL

Fourth Email: Thank you
Thanks you for your ideas.
Who knows, you may very well be correct.
Kindest regards,
TimBL

Usain Bolt

First Email: My speed- Knowledge/Comprehension
Dear Class,
My name is Usain Bolt. I am a Jamaican sprinter and world record holder in the 100 m and 200 m. In 2009, I ran the 100 m in 9.58 seconds. Can you find out how fast I ran the 200 m?
Yours sincerely,
Usain Bolt

Second Email: There are no limits- Evaluation
That is right. I ran the 200 m in 19.19 seconds.
In 2016, I said- "I don't think limits". What do you think I meant when I said this?
Yours sincerely,
Usain Bolt

Third Email:The famous pose- Application
Thank you for your reply.

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67

Whenever I ran a race and won I would perform a victory pose. This victory pose has become very famous. I would like you to draw and attach an image of me posing after I have won a race.
Yours sincerely,
Usain Bolt

Fourth Email:Great work
Thank you.
You never know, one day you might become a world famous athlete.
Yours sincerely,
Usain Bolt

First Email: Life saving work- **Knowledge**/**Comprehension**
Dear Class,
My name is Edith Cavell. I was a British nurse during World War I. Can you do some research and find out what I did that caused me to become an important figure in the First World War? I look forward to hearing back from you.
Yours sincerely,
Edith Louisa Cavell

Second Email: A famous statement- **Analysis**/**Evaluation**
Thank you for your response.
Over my life some of the things that I said were documented. What do you think I meant when I said, "Patriotism is not enough, I must have no hate in my heart"?
I look forward to hearing your thoughts.
Yours sincerely,
Edith Louisa Cavell

Third Email: Thank you
Thank you for your ideas.
I hope my work during the 1st World War will continue to inspire others to be kind and caring to everyone.
Yours sincerely,
Edith Louisa Cavell

Edith Cavell

First Email: A high flying pioneer- **Knowledge**/**Comprehension**
Dear Class,
My name is Samuel Cody. I was a showman and a pioneer. Can you do some research and find out what I did? What do you think was my most important achievement and why do you think this?
I look forward to hearing back from you.
Yours sincerely,
Samuel Cody

Second Email: New heights- **Application**
Thank you for your response.

In 1908, I developed the 'British Army Aeroplane No 1" and on the 16th October 1908, I reached 1,390 ft (420 m). How would you feel if you were flying at that height? Write an account of being up in the air flying. Think about your senses in your writing.

Samuel Cody

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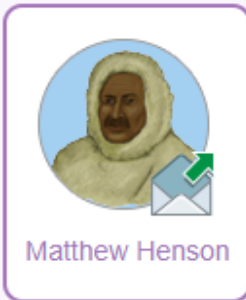
	Yours sincerely, Samuel Cody **Third Email: Thank you** Thank you. Who knows, one day you might be a famous pioneer too. Yours sincerely, Samuel Cody
Christopher Columbus	**First Email**- **Analysis** Dear Class, My name is Christopher Columbus. I was an Italian Explorer in 1451-1506. I discovered many new lands and had numerous adventures on the seas. Why do you think that I wanted to explore and find undiscovered lands? Yours sincerely, Christopher Columbus **Second Email**- **Knowledge** Thank you for your reply. I wonder if you could tell me which of the Americas I discovered first? Yours sincerely, Christopher Columbus **Third Email**- **Knowledge** Thank you. Can you find out about three other places that I discovered and provide me with three facts on each of them. Yours sincerely, Christopher Columbus **Fourth Email**- **Knowledge** Thank you. Who knows, one day you might be an explorer too! Yours sincerely, Christopher Columbus
Grace Darling	**First Email: A brave event**- **Knowledge**/**Comprehension**/**Application** Dear Class, My name is Grace Darling. I was born on the 24th November 1815. My father ran a lighthouse in the Farne Islands. In 1838, I did something very brave. Can you research what I did and write a report of the events? Yours sincerely, Grace Darling **Second Email: A diary**- **Application**/**Synthesis** Thank you for your response. The night we rescued the survivors of the wreck was awful. We had to be brave and we were very lucky to survive ourselves. Imagine that you were there and write a diary entry as if you were one of the survivors we rescued. Yours sincerely, Grace Darling

	Third Email: Thank you Thank you for your diary. Yours sincerely, Grace Darling
Emily Davison	**First Email: A big step for fairness**- **Knowledge**/**Comprehension** Dear Class, My name is Emily Davison. I lived in the United Kingdom in the early twentieth century. I was part of the group called the suffragettes. I would like you to research and generate an explanation of who the suffragettes were and what they believed in. Yours sincerely, Emily Wilding Davison **Second Email: Why did we do what we did?**- **Analysis** Thank you for replying. As part of the suffragette movement we did many things. We marched, we went on hunger strikes and we disrupted organised events such as the Epsom Derby 1913. Why did we do this? What effect did it have in the end? Yours sincerely, Emily Wilding Davison **Third Email: Thank you** We stood up for what we believed, giving many people a voice to be heard. Take care, Emily Davison.
Sir Francis Drake	**First Email: Hero or villain?** - **Knowledge**/**Analysis**/**Evaluation** Dear Class, My name is Sir Francis Drake. I was a famous sea captain during the Elizabethan era. Some people think that I am hero whilst others think that I am a pirate. Generate a balanced argument to explain why people hold these points of view. Yours sincerely, Sir Francis Drake **Second Email: The Spanish Armada** - **Knowledge**/**Application**/**Synthesis** Thank you for your reply. One of my most famous achievements was the defeat of the Spanish Armada. I would like you to research this and write a recount of the battle. Yours sincerely, Sir Francis Drake **Third Email: A cool head before battle** - **Analysis**/**Evaluation** Thank you According to some people, before the battle which saw us defeat the Spanish Armada, I partook in a game of bowls. Do you think this is true or not? Explain your reason carefully. Yours sincerely, Sir Francis Drake

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	Fourth Email: Thank you Thank you for your response. Take care, Sir Francis Drake.
Jessica Ennis-Hill	**First Email: Sporting events- Knowledge/Comprehension** Dear Class, My name is Jessica Ennis. I am a British track and field athlete from Sheffield England. Can you find out which events I compete in? Yours sincerely, Jessica Ennis **Second Email: Heptathlon- Knowledge/Comprehension** That is right. Heptathlon is my main event but I have competed in the Pentathlon and the hurdles. The heptathlon is made up of seven different events. Can you find out which events are in the heptathlon? Yours sincerely, Jessica Ennis **Third Email- Thank you** Brilliant! The heptathlon is made up of seven different events- 100 m hurdles, high jump, shot put, 200 m, long jump, javelin throw, 800 m. Yours sincerely, Jessica Ennis
Queen Elizabeth I	**First Email: A famous father- Knowledge/Comprehension** Dear Class, My name is Queen Elizabeth I. I was Queen of England, Ireland and Wales from 1558 to 1603. My question to you is how did I become the Queen? Yours sincerely, Queen Elizabeth I **Second Email: The lucky one- Knowledge/Comprehension** Well done. I became the Queen because I was the daughter of King Henry VIII. Even though I was the daughter of King Henry the VIII, I was not meant to be the Queen. There were others who ruled before me. Can you find out who they were and what happened to them? Yours sincerely, Queen Elizabeth I **Third Email: Achievements- Knowledge/Analysis/Evaluation** That's right. Edward VI and Mary I were before me in the line of succession. My last question for you is this- What was my greatest achievement as Queen? Why do you think this? Yours sincerely, Queen Elizabeth I **Fourth Email- Thank you** Thank you. I enjoyed communicating with you.

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71

	Yours sincerely, Queen Elizabeth I
Erik The Red	**First Email: Can you help me?-** Application Dear Class, I have spent three years in exile and I have found a new land which I have decided to call Greenland. Unfortunately, there is no one on this island to keep me company. Can you write a persuasive paragraph inviting the people of Iceland to come and settle here? Yours ferociously, Erik the Red **Second Email: -** Comprehension That was a fantastic persuasive paragraph. How does Greenland compare to where you live? Write a paragraph comparing the two places. Thanks Erik **Third Email: Attach a comparison-** Comprehension Thank you for your comparison. Can you draw me a picture comparing Greenland and where you live? I look forward to seeing how different it is. Thanks Erik **Fourth Email- Thank you** Hi, Thank you for all your hard work. I feel so much happier now. Kindest 'Viking' regards, Erik
Guy Fawkes	**First Email: A plot-** Knowledge/Comprehension Dear Class, My name is Guy Fawkes. Â In 1604, myself and a small group of English Catholics plotted to assassinate the King. Your task is to research why we did this and summarise it in a paragraph. Yours sincerely, Guy Fawkes **Second Email: A celebration on the 5th of November.-** Application Thank you for your response. It is my understanding that I am still remembered to this day. Every year on the 5th November my failed plot is celebrated. How do you celebrate the 5th November? Write a paragraph explaining how the 5th November is celebrated in Britain. Yours sincerely, Guy Fawkes **Third Email: Fireworks-** Thank you.

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Could you design a bonfire night sky and attach the image so that I can see what this looks like?
Yours sincerely,
Guy Fawkes

Fourth Email- Thank you
Thank you.
It has been a pleasure communicating with you.
Take care,
Guy Fawkes

First Email: Occupation of the Netherlands- Knowledge/Comprehension/ Evaluation
Dear Class,
My name is Anne Frank. Between the years of 1942 and 1944 I hid from the Germans during their occupation of the Netherlands. In the years that I hid, I documented my life in my diary. I would like you to research what happened and answer this question- Why my family have to go into hiding? How do you feel about this?
Yours sincerely,
Anne Frank

Second Email: In hiding- Application
Thank you for your reply.
I would like you to imagine that you are in hiding with us.
What is happening? How do you feel? Write your own account of being with us.
Use descriptive/emotive language.
Yours sincerely,
Anne Frank

Third Email: Thank you-
Thank you for your reply.
Do you think that learning about what happened in my life could influence the daily life of people like you today?
For example, building a strong understanding of right and wrong or helping others in need and not always putting yourself first.
Share your responses with your teacher.
Yours sincerely,
Anne Frank.

First Email: My famous wives- Knowledge/Comprehension
Dear Class,
My name is King Henry VIII. I was King of England from 1509 to 1547. Many people remember me for having six wives. Can you find out who they were and what happened to them?
Yours sincerely,
King Henry VIII

Second Email: My number one aim.- Knowledge/Comprehension
Well done.
There was Catherine of Aragon, whom I divorced.
Anne Boleyn, I beheaded.

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73

Jane Seymour unfortunately died.
Anne of Cleves, I divorced.
Catherine Howard was beheaded.
Catherine Parr, my last wife, survived.
Now that you have done some research about me, answer this- What did I want more than anything? Why did I want this?
Yours sincerely,
King Henry VIII

Third Email- Thank you
I wanted a son so that he could be King after me.
Yours sincerely,
King Henry VIII

Matthew Henson

First Email: Exploring the Arctic- Analysis
Dear Class,
My name is Matthew Henson. I was an African- American Arctic explorer. Why do you think that I wanted to explore the Arctic? Write a paragraph explaining why you think this.
Yours sincerely,
Matthew Henson

Second Email: Expedition to Greenland- Knowledge/Comprehension
Thank you for your reply.
I think that you would have made a good explorer. What was important about our 1909 expedition to Greenland?
Yours sincerely,
Matthew Henson

Third Email: Many thanks
Thank you for your answer.
We were the first to reach the Geographic North Pole.
Yours sincerely,
Matthew Henson

Martin Luther King Jr.

First Email: American Civil Rights Movement- Knowledge/Comprehension/Application
Dear Class,
My name is Martin Luther King Jr. I was a leader in the American Civil Rights Movement. I would like you to research what the American Civil Rights Movement was and why it happened. Write a paragraph summarising the American Civil Rights Movement.
Many thanks,
Martin Luther King Jr

Second Email: The famous speech- Knowledge/Comprehension/Analysis
Thank you for your summary.
One of my most important moments was my "I Have a Dream" speech, which was delivered in the shadow of the Lincoln Memorial. Can you give three reasons why this speech was important, not only to me, but to America?
Thank you once again for your help with this.
Kind regards,
Martin Luther King Jr

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Third Email: Thank you

Thank you.

Still to this very day, my speech is one of the most famous ever to have been heard.

Kind regards,

Martin Luther King Jr.

First Email: My arrest- Knowledge/Comprehension/Application

Dear Class,

My name is Nelson Mandela. I was the President of South Africa from 1994 to 1999. I was the first black president of South Africa. My presidency focussed on dismantling the apartheid and tackling racism. In my early life, things were very different for me, and in 1962 I was arrested. Can you find out what happened and write a paragraph summarising this.

Many thanks,

Nelson Mandela

Second Email: Madiba- Knowledge/Comprehension

That is interesting, thank you.

Many people referred to me by my Xhosa clan name which was Madiba. Can you find out what Madiba means?

Thank you once again for your help with this.

Kind regards,

Nelson Mandela

Third Email: Thank you

Thank you for your reply.

Madiba is a term used for older people, particularly men. Some people used it because they believed me to be the father of the South African nation.

Thank you once again for your help with this.

Kind regards,

Nelson Mandela

First Email: The discovery of gravity- Knowledge/Comprehension/Application

Dear Class,

My name is Isaac Newton. I was an English physicist who lived nearly four hundred years ago. I am known for discovering the force of gravity. Some people believe that I discovered gravity when I saw an apple fall from a tree whilst others believe that this story is greatly embellished. Your task is to research what happened and write a paragraph summarising this.

Yours sincerely,

Isaac Newton

Second Email: Other discoveries- Knowledge/Comprehension

Thank you for your reply.

Even though I am famed for discovering gravity, I in fact made many more discoveries. Can you list three other discoveries that I made and find out why they were important?

Yours sincerely,

Isaac Newton

	Third Email- Interesting Thank you for your reply. I have enjoyed communicating with you. Who knows, one day you might be a famous scientist. Yours sincerely, Isaac Newton
Florence Nightingale	**First Email: I have more than one name- Knowledge/Comprehension** Dear Class, My name is Florence Nightingale. I was a nurse during the Crimean War. Some of the soldiers that I treated in the Crimean War knew me by another name. Can you find out what this name was and why they called me this? Yours sincerely, Florence Nightingale **Second Email: The lady with the lamp needs a report urgently written.- Application/Analysis** Thank you for your reply. They called me "The Lady with the Lamp". The conditions that the soldiers faced were horrific. I would like you to write a report, that I can send back to the British Government, explaining the conditions and what needs to be done to improve them. Yours sincerely, Florence Nightingale **Third Email- Thank you** Thank you for your report. Hopefully this will help improve conditions for our soldiers. Yours sincerely, Florence Nightingale
Barack Obama	**First Email: Can you help with a project?- Knowledge/Analysis** Dear Class, My name is Barack Obama. I was the 44th President of the United States of America. During my presidency, I introduced many acts which benefited the American people. Recently, I received an email from a school doing a project about me. They have some questions that they need answering. Can you help them? Question- In what year did I win my first presidential election and why was it historically important? Many thanks, Barack Obama **Second Email: Achievements - Knowledge/Comprehension** Excellent work on that previous question. Just one more question- What do you think were the most important things I achieved in my time as president? Can you give three examples? Thank you once again for your help with this. Kind regards, Barack Obama **Third Email- Thank you**

Thank you,

Who knows, one day you maybe an important influential person.

Kind regards,

Barack Obama

First Email: Gold medals- Knowledge/Comprehension

Dear Class,

My name is Jesse Owens. I was an American track and field athlete and four-time Olympic gold medallist in the 1936 Berlin Olympic games.

In which events did I receive my Olympic gold medals?

Yours sincerely,

Jesse Owens

Second Email: Meaningful words- Comprehension/Evaluation

That is right. I won the gold medal in the 100 m, 200 m, 4 x 100 m relay and the long jump.

I once said - The battles that count aren't the ones for gold medals. The struggles within yourself – the invisible, inevitable battles inside all of us – that's where it's at.

What do you think I meant by this?

Yours sincerely,

Jesse Owens

Third Email- Thank you

Thank you for your reply.

Who knows, one day you may become a famous athlete.

Take care,

Jesse Owens

First Email: Research- Knowledge/Comprehension/Application

Dear Class,

My name is Rosa Parks. I was an activist in the American Civil Rights Movement. In 1955, I was arrested for refusing to obey a bus driver and give up my seat on the bus. Your task is to research why I refused to give up my seat and write a paragraph about this.

Many thanks,

Rosa Parks

Second Email: Comparing the past to the present.- Knowledge/Comprehension

Thank you for your paragraph.

The world has come a long way since then. Write a paragraph comparing the world that I lived in to the world as it is now.

Thank you once again for your help with this.

Kind regards,

Rosa Parks

Third Email: Positive change- Synthesis

Thank you for your comparison.

Even though the world has improved, I still believe that there is more work to be done. We can make the world a better place by promoting equal rights. If there is something we think is unfair in the world, then we can change it. We can make the world a better place.

Choose one thing that you would like to change to make the world a better place. Write an explanation of what this is and how you would make this change.
Kind regards,
Rosa Parks

Third Email- Thank you
Thank you.

I hope that you found this interesting and see the importance of the things that I did and took part in.
Kind regards,
Rosa Parks

Captain E. J. Smith

First Email: Facilities on the Titanic
Dear Class,
My name is Captain Edward John Smith. I was the captain of RMS Titanic, one of the most famous ships to have ever sailed.
RMS Titanic was an incredible British passenger liner which had the latest innovations for its time.
Despite there being first, second and third class, passenger luxury and comfort for all classes was a top design consideration.
Can you tell me what facilities were on board this marvellous ship for each of the different classes of passenger?
I look forward to receiving your response.
Yours sincerely,
Captain E. J. Smith

Second Email: Food on the Titanic
Thank you for your response.
There were numerous facilities for first class passengers such as a gym, squash courts, Turkish baths, exclusive dining and lounge areas.
Second class passengers could enjoy slightly fewer and less luxurious facilities such as a library, smoke room and second class dining room.
Third class passengers experienced even less luxurious facilities than second class. However, for the time, they were far better than other passenger liners.
Facilities included a dining area with a small galley to serve meals and a general room for socialising.
What was the food like on board the RMS Titanic? Were their differences between the classes?
I await your response.
Yours sincerely,
Captain E. J. Smith

Third Email- Accommodation on the Titanic
Thank you for your response.
First class passengers were served meals of the very highest standard. The dining area provided an atmosphere of sheer luxury, with elegant decorations and a wide range of beautifully presented meals on offer.
Second class passengers were offered almost as high quality meals as first class passengers, however there was less choice and few courses.
Third class passengers were offered simple food with little choice. However,

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	there was enough food for everyone in third class. What was the accommodation like on board RMS Titanic? I would like you to use the link below to write about the accommodation detailing the changes you would have made to it if you designed it. https://www.purplemash.com/app/pup/titanic_accommodation Good luck and don't forget to save and share your work with your teacher. Yours sincerely, Captain E.J. Smith
Queen Victoria	**First Email: Becoming a famous queen-** **Knowledge**/**Comprehension** Dear loyal subject, My name is Queen Victoria. I was Queen of the United Kingdom of Great Britain and Ireland from 1837 to 1901. My question to you is how did I become the Queen? Yours sincerely, Queen Victoria **Second Email:Prince Albert** - **Knowledge**/**Comprehension**/**Application** Thank you for your reply to my question. I became the Queen because my father was the son of King George III. My father died when I was a baby and not long after King George III died. My uncle became the King. His name was King George IV. Unfortunately, King George IV didn't have any children, nor did King William IV so because I was the next in line, I became the Queen. In 1840, I married Prince Albert. I would like you to research him and write a short biography about who he was. Yours sincerely, Queen Victoria **Third Email: Great change**- **Knowledge** Thank you for your response. During my reign, Britain changed significantly. I would like you to list some of the changes that took place during my reign as Queen. Yours sincerely, Queen Victoria **Fourth Email- Thank you** Thank you my loyal subject. I hope you feel you have learnt a lot about me and my time as a reigning monarch. Yours sincerely, Queen Victoria

4.2 2Respond Creator - Make your own Email simulations

Teachers can create their own 2Respond activities within 2Email. These are customised activities similar to the 2Respond Activities. Children will receive, and respond to, emails from a variety of characters. Children will be able to access them from 2Email.

The 2Respond Creator is found within the 2Email tool:
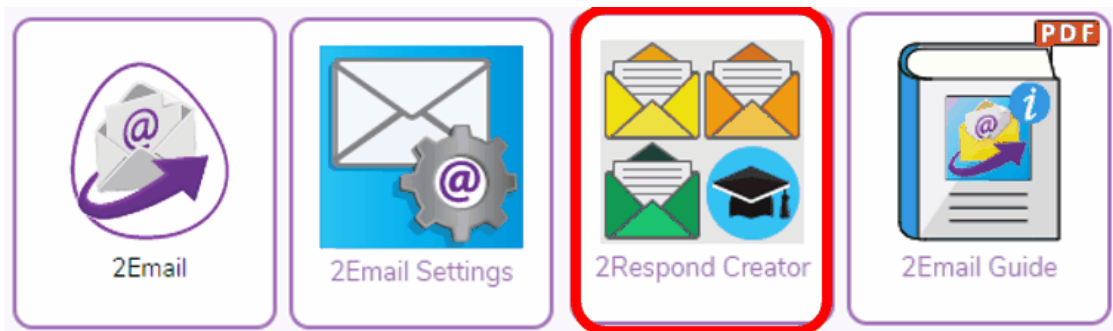
The in-built 2Respond simulations are available to edit here.

Use the Create Blank button to start from scratch

Use Open from Online work to use previously saved 2Responds or access 2Responds that other teachers have saved in shared folders within Purple Mash. These can also be accessed and copied\edited.

Only the built-in 2Responds appear in this list. Any created from scratch or edited from existing ones will be in the online work folders.
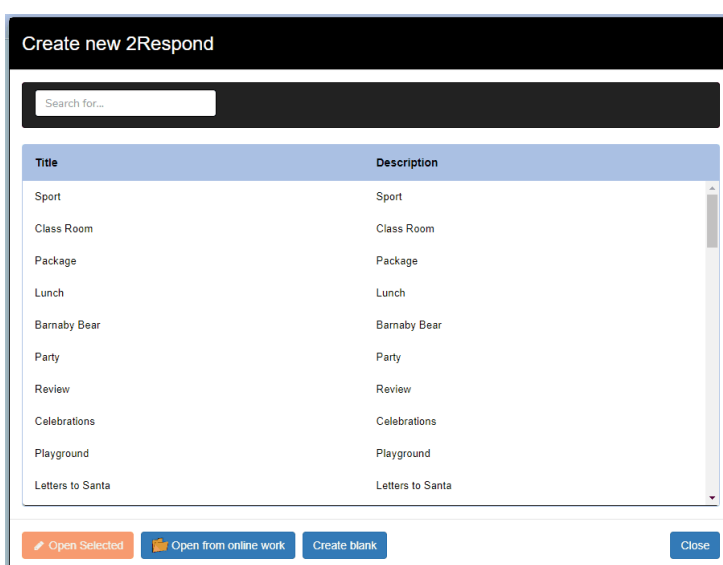
Please see the next steps:

Editing existing 2Responds

Creating new 2Responds
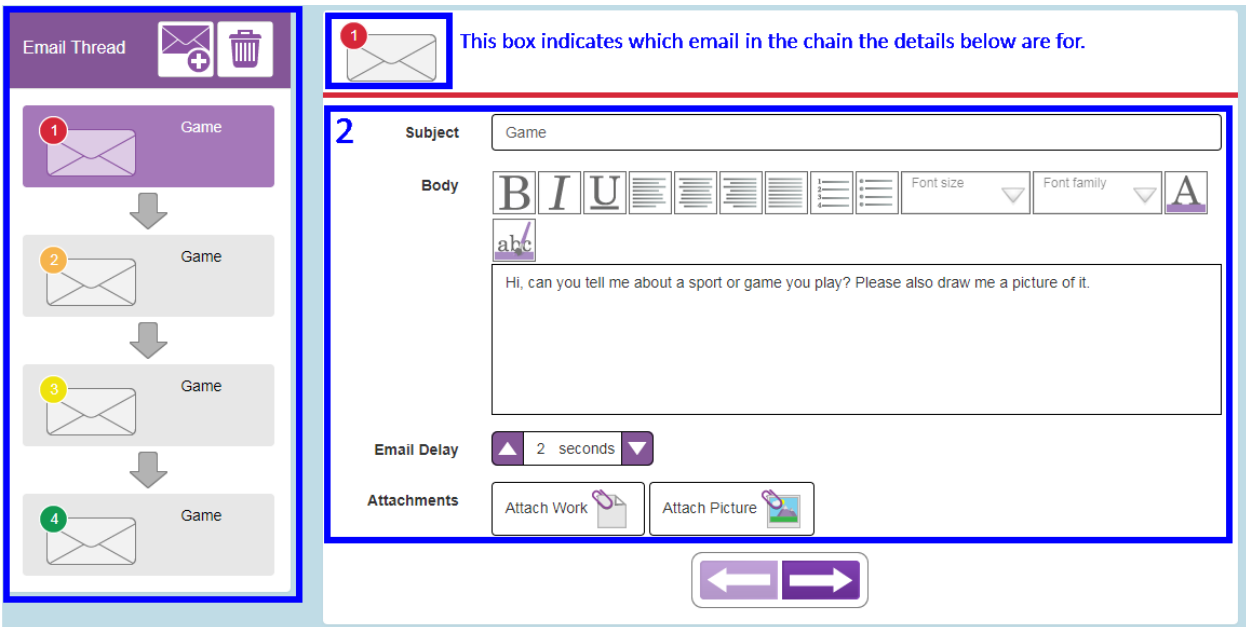
Opening 2Responds from online work folders

Setting Custom 2Responds for children

Child View and Assessment

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4.2.1 Editing 2Responds

Click on the 2Respond to edit. Then click the [✎ Open Selected] button to open the activity:

Box 1: This contains the chain of emails within the 2Respond.

- To edit an individual email, click on it and see the notes for Box 2

- To remove an email from the chain, click on it and then on the [🗑] button.

- To add an email to the chain, click on the position in the chain before the new email and click on the [✉➕] button.

Box 2: This shows the content of the selected email in the chain. Edit the following components:

- Email Subject

- Email message including formatting options

- Email Delay; this is a delay between the child responding to this mail and the next mail in the chain being sent. This makes the simulation of an email conversation more realistic.

- Attachments; add or remove work or picture attachments.

Other Settings

Click on the [gear icon] button to select **who the emails will appear to be sent by** and the **icon** that will appear in the online work folder for this 2Respond and in children 2Dos.

There are some example senders, to use one of these tick the tick box next to their name and then click the 'Select Character' button.

Choose character to send email as:

		Name
☐	👧	Anna
☐	🐻	Baby Bear
☐	🐻	Daddy Bear
☐	👳	Doug
☐	🐉	Dragon
☐	🧞	Genie
☐	🍪	Gingerbread Man

Create Character   Select Character   Close

Alternatively, create a character by clicking on the 'Create Character' button and creating a character by selecting clip art, uploading an image from the device or by drawing an image using the paint tools.

Create Character

Name: The Zookeeper

Image: [zookeeper icon]   Select Icon   Clear

Back   Use This Character   Close

Enter a Name for the character and click on the Select Icon button. This opens the same Clip-art picker screen. From here either:

- Use the drop-down box to select an appropriate clip art category and then an appropriate image.

- Click the [Choose file] button and upload an image from the device.

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- Click the button and draw an image using the paint tools.

Click on the 'Create and Use this character' button to finish.

Saving

Save to a Purple Mash folders. The 2Respond can then be set as a 2Do. See Setting 2Responds for children. Saving will not overwrite the in-built 2Respond activities in Purple Mash.

4.2.2 Adding a new 2Respond Activity

Open the 2Respond Creator and click on the **Create blank** button at the bottom.

Step 1 - Sender and Icon

Sender

Children will see this character as the person sending them emails.

Every email will be from the same character.

There are some example senders, to use one of these, click the character and then the 'Select Character' button.

Alternatively, create a character by clicking on the 'Create Character' button and creating a character by selecting clip art, uploading an image from the device or by drawing an image using the paint tools.

Enter a Name for the character and click on the Select Icon button. This opens the same Clip-art picker screen. From here either:

- Use the drop-down box to select an appropriate clip art category and then an appropriate image.

- Click the [Choose file] button and upload an image from the device.

- Click the [Paint] button and draw an image using the paint tools.

Click on the 'Create and Use this character' button to finish.

Icon

This selects the icon that the children will see in their 2Dos. There are a few options for the icon. When the button is clicked, the Clip-art picker screen will open. From here, either:

- Use the drop-down box to select an appropriate clip art category and then an appropriate image

- Click the [Get Image] button and upload an image from the device.

- Click the [Paint] button and draw an image using the paint tools.

The image will appear as an icon on the screen next to the 'Add Icon Image' title.
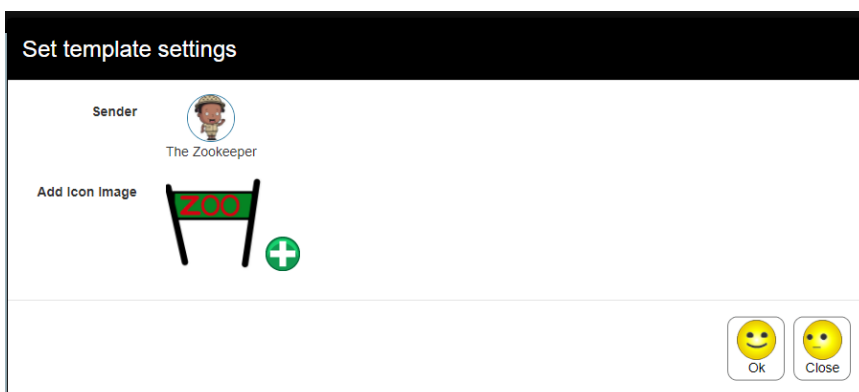
Step 2 - The first email in the chain

Complete the following details in the appropriate boxes in order to create the first email in the chain.

The envelope icon with the red number 1 indicates that this is the first email.

- Subject - Choose an appropriate subject line for the email. This will appear to the child in the Subject box.

- Body - This is the main content of the message.

- Email Delay: When the children sends a response to this email the email delay is the number of seconds that should pass before the second email of the activity will be sent back to the child. This simulates the time taken for the person sending the email to respond. Which makes the child feel more like they are getting a genuine response.

- Attachments: Add attachments to the email.

Click on the 'Attach work' button to attach a file that has been created in Purple Mash and is saved in a Purple Mash folder.

Click on the 'Attach Picture' button to attach a picture. This can be a drawing, clip-art or a picture uploaded from the device.

Click on the small grey cross that appears in the top right hand corner of the attachment image to remove any attachment..

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87

Step 3 - Saving

Click on the [icon] button. The Custom 2Respond can then be set as a 2Do for children. See Setting 2Responds for children.

Re-save once all the subsequent emails are added to the email thread.

Step 4 - Adding another email to the chain

To add an email to the chain, click on the position in the chain before the new email. Click on the [icon] button on the area of the screen called Email Thread.

This will create a duplicate of the highlighted email without a Body message or attachments ready to edit.
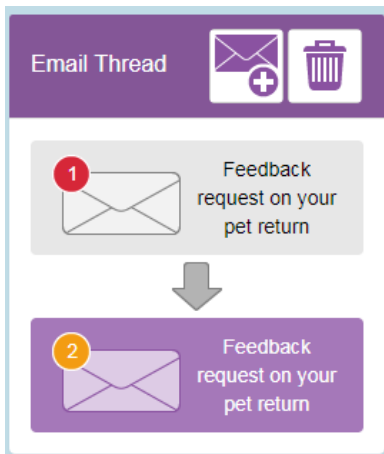
Check that the correct email is selected; look for the icon at the top of the email and then add the required details like the first email.

Save again.

Now add further messages to the activity in the same way.

Click the Save button to save any changes.

Step 5 - Setting the 2Respond for children to compete

See Setting 2Responds for children.

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89

4.2.3 Opening 2Responds from online work folders
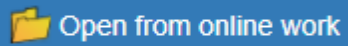
Click on the **Open from online work** button to open and edit 2Responds. They can be saved with new names so that the originals are not overwritten.
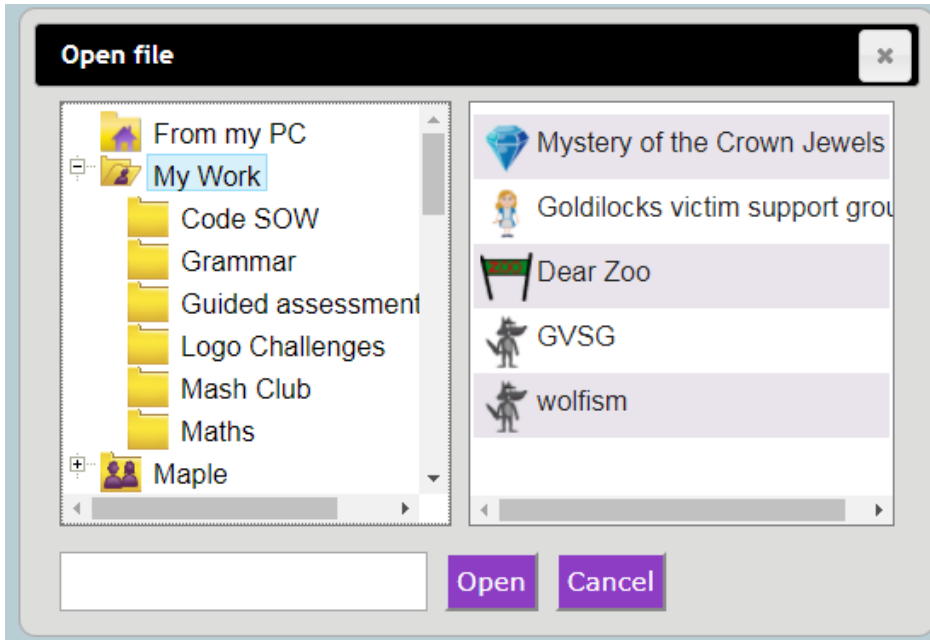
4.2.4 Setting 2Responds for pupils

Once a 2Respond activity is saved it can be set as a 2Do directly from within the 2Respond Creator tool.

Click on the [globe icon] button in the hamburger menu and fill in the 2Do details as for any 2Do.

For further details about setting 2Dos see the 2Dos guide.

Too see the child view of 2Responds set as 2Do see the section Child View.

4.2.4.1 Child View and assessing work completed

If the 2Respond activity has not been set as a 2Do, refer to the section Setting 2Responds for children for details of how to do this. The activity can also be set as a 2Do from the online work folders as with other Purple Mash activities. See the 2Dos Teacher Guide for details.

See the following sections:

Child View

Teacher Assessment of work completed

4.2.4.1.1 Child View

Children should login to Purple Mash using their individual logins.

They should then either:

1) Go to 2Dos and click the Start button for the activity.
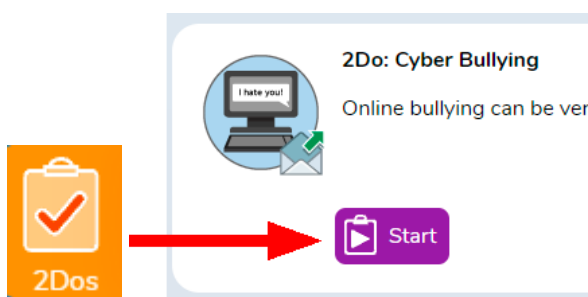
or

2) Go to Alerts and click the Go to button for the activity.
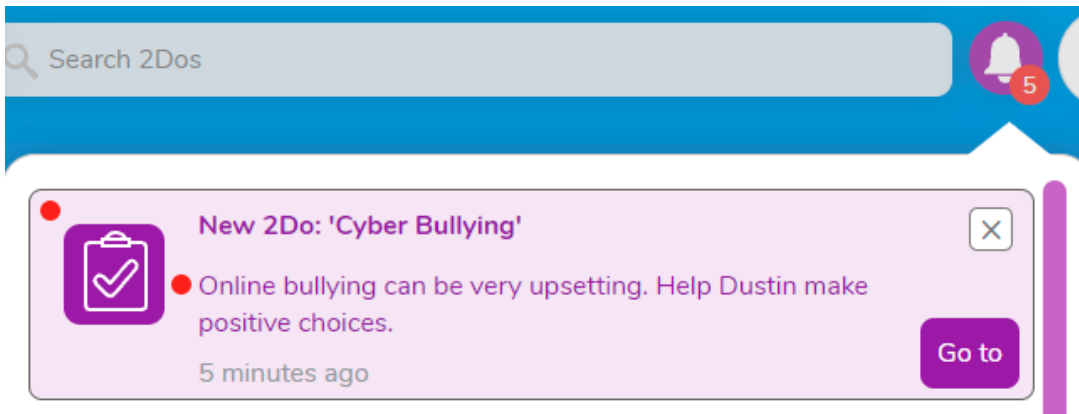
Either of these options will openthe 2Email In-box and the activity will open. Children might need to wait a few seconds for the activity to load.

Once they have opened the activity from 2Dos or Alerts they can then access it by going straight to their 2Email In-box in future.

The email interface matches the 2Email interface. Children can open the email and respond in the way that they usually do .

Click on the mail to open and read it.
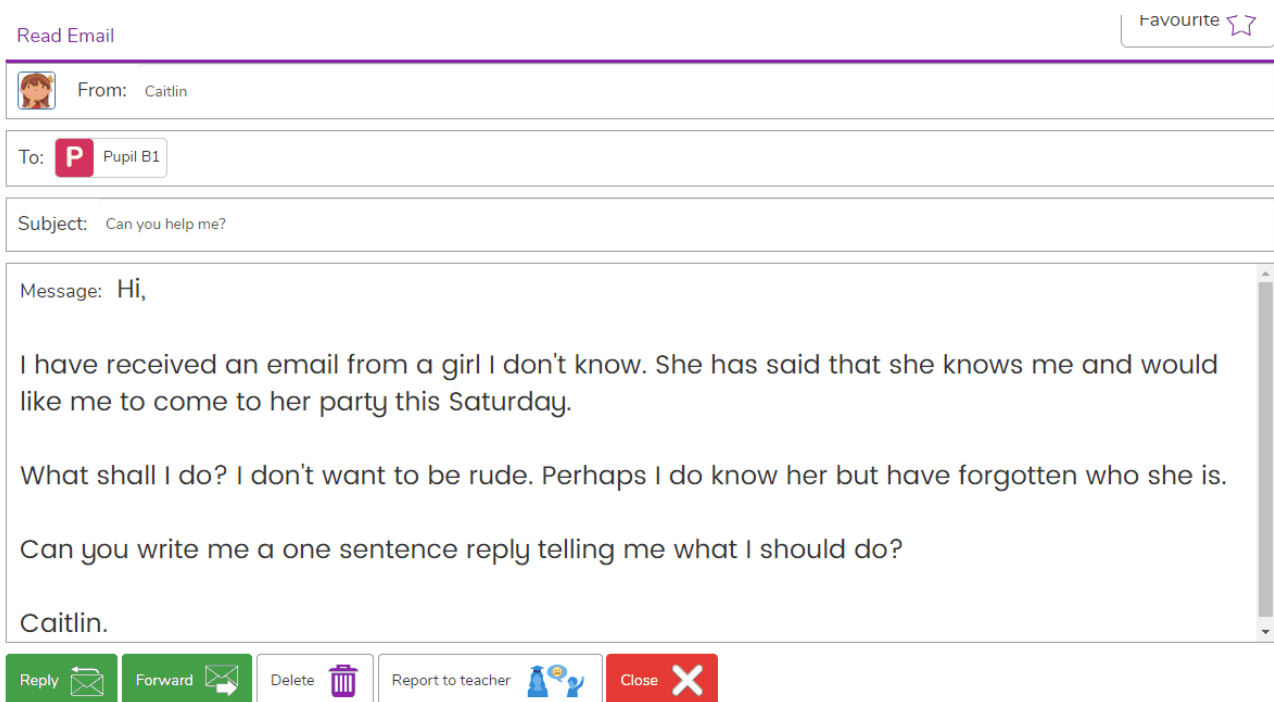
Click **Reply** and add a reply. Then click **Send** to send the reply.

Read Email

From: Pupil B1

To: Caitlin

RE: Can you help me?

B *I* U

Hi,

You need to read the SMART rules carefully.

Yours,

Pupil B1

Hi,

I have received an email from a girl I don't know. She has said that she knows me and would like me to come to her party this Saturday.

Send | Save To Draft | Attach File | Paint Picture | Cancel

Once the reply has been sent, the next email will arrive after the number of seconds set for **Email delay** in the initial set-up.

Once children have responded to all of the emails in the chain, they can hand-in their work from their 2Dos as usual.

2Do: Cyber Bullying

Online bullying can be very upsetting. Help Dust

Continue Work | Hand In

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4.2.4.1.1.1 Opening Custom Activities

Children access the 2Respond Custom activities by logging into Purple Mash and opening the 2Email tool. They will see any templates that were allocated to their class or group.
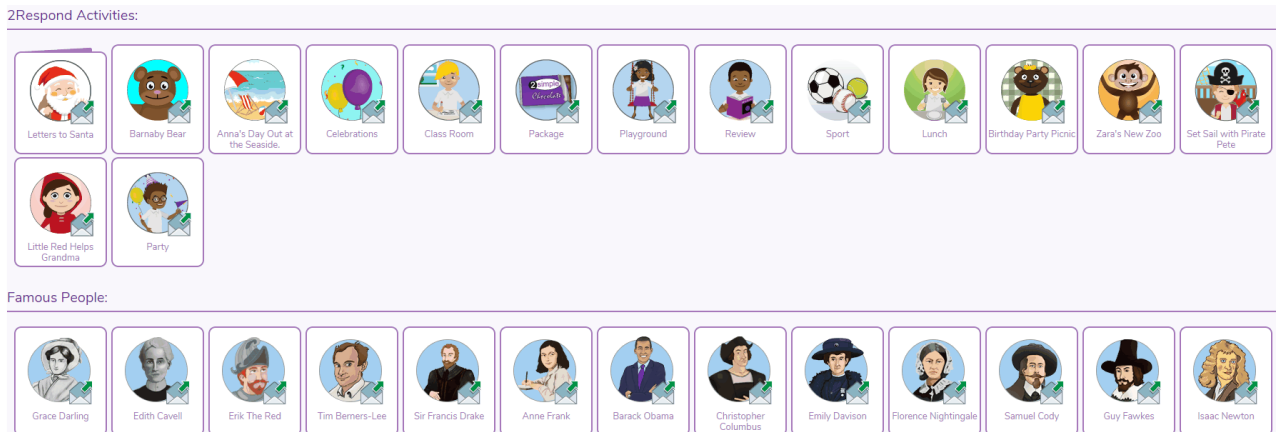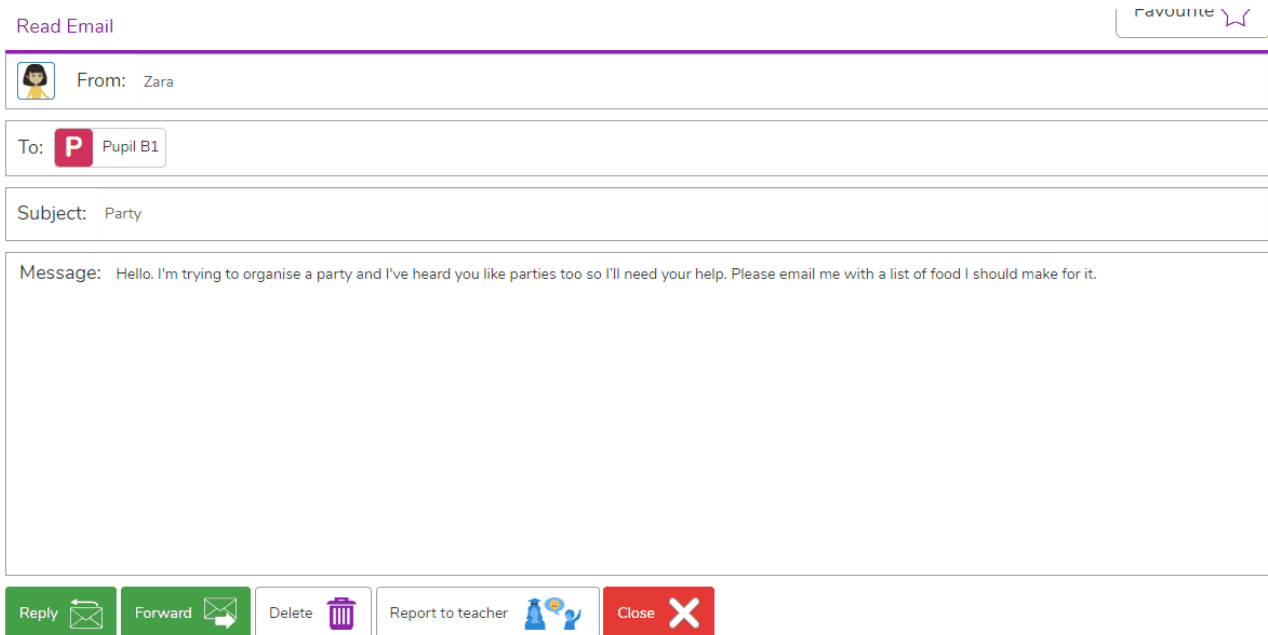

If they move their mouse over the activities, a pop-up will show the description.

To begin an activity, click on the icon. This will open an In-box containing the first email.

4.2.4.1.1.2 Completing Custom Activities

The email interface matches the 2Email interface. Children can open the email and respond in the way that they usually do .

Click on the mail to open and read it.

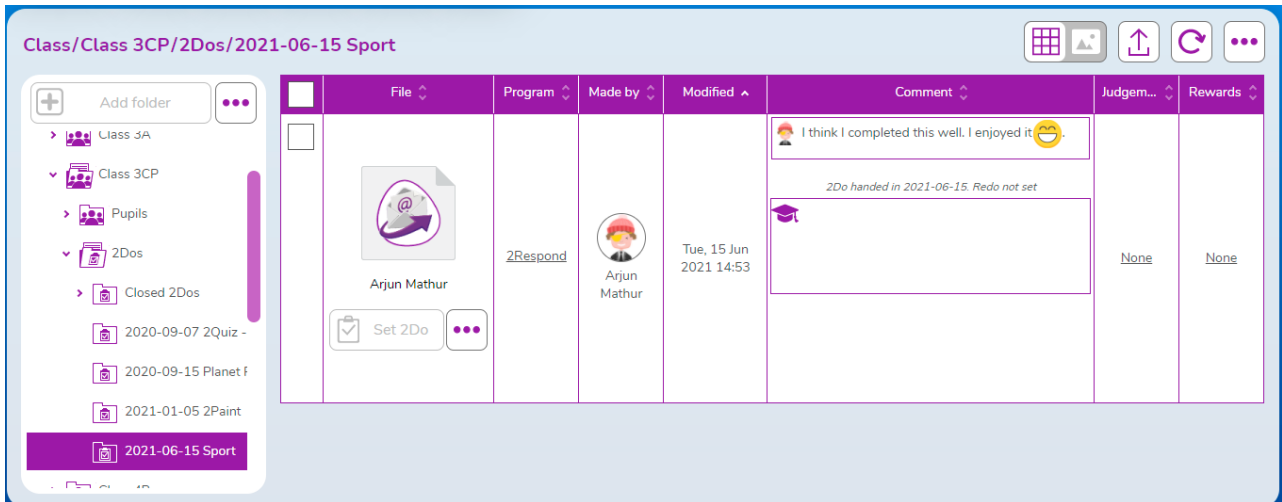Click **Reply** and add a reply. Then click **Send** to send the reply.

Once the reply has been sent, the next email will arrive after the number of seconds set for **Email delay** in the initial set-up.

4.2.4.1.2 Teacher assessment of work completed

When 2Dos are handed in, the teacher can go into their 2Do folder for the piece of work and see children's comments.

Double-click on the file to see the full conversation including all the child's replies. This can be printed if required.