



Dear pupils, parents and carers,

This booklet is to help our pupils to stay organised when completing schoolwork at home in the event of school closure.

TOP TIP! Whilst working at home, try to **stick to your school timetable** i.e. do Science work at the times when you have History on your timetable. This will help you to stay organised and well.

You will use **Show My Homework** to receive work and resources from your teachers.

You will also use it to

- see what work your teachers have set
- find the resources that your teachers have added to help you with your work
- submit your homework
- send messages to your teacher
- take quizzes, spelling tests and tests if your teacher sets them

STEPS YOU MUST TAKE NOW:

- ✓ Write your school email address in your planner and in the table below.
- ✓ Note your username and passwords for any online resources that school provides for you, for Maths, English, Science or any other subject.
- ✓ You must use only your school email or Show My Homework to communicate with your teachers.

Website/subscription	Username	Password
School email		
Show My Homework		

Contents

Organising your work on your home computer	page 2
Submitting work to your teachers via Show My Homework	page 3
Taking spelling tests	page 4
What is the TO-DO list?	page 5
Leaving comments for your teachers	pages 6-7
Taking quizzes	Page 8

ORGANISING YOUR WORK ON A COMPUTER

Keep your work organised on your home computer by making a folder for each subject. Like this one:

Name	Date modified	Type
 Art	15/03/2020 17:55	File folder
 Computing	15/03/2020 17:54	File folder
 Design and Technology	15/03/2020 17:55	File folder
 Drama	15/03/2020 17:56	File folder
 English	15/03/2020 17:54	File folder
 Food Technology	15/03/2020 17:55	File folder
 French	15/03/2020 17:55	File folder
 Geography	15/03/2020 17:54	File folder
 History	15/03/2020 17:54	File folder
 Maths	15/03/2020 17:54	File folder
 Music	15/03/2020 17:54	File folder
 PE	15/03/2020 17:56	File folder
 RE	15/03/2020 17:54	File folder
 Science	15/03/2020 17:54	File folder
 Spanish	15/03/2020 17:55	File folder

Save your work with a clear name that includes the topic and the date (e.g. Jewish Holy Books 26.03.2020). Like this:

Name
 Jewish Holy Books 15.03.2020
 Judaism Key Words 10.03.2020
 Passover 20.03.2020

SUBMITTING WORK TO YOUR TEACHERS VIA SHOW MY HOMEWORK

Click on the link to read the article and see a video that shows you what to do

<https://help.teamsatchel.com/en/articles/2912000-submitting-my-work-online>

Submitting Work Online via the Browser

On a computer, your online homework will have three tabs along the top: Description, Results, and Submit.

1. Select *Submit*
2. Next, either type your answer online in the text editor or upload a document from your computer, Google Drive or Dropbox
3. Then click on *Submit assignment to teacher* to notify your teacher of your submission

You can also save your progress as a draft at any time and come back to finish the task later.

Submitting Work Online via the App

You can also upload documents and images straight from your mobile device via the Show My Homework App:

1. Click on the *paperclip* in the bottom left-hand corner of the screen
2. Select where you want to upload your file from, e.g. your picture gallery, Dropbox or Google drive
3. Choose the correct file and click *Upload*

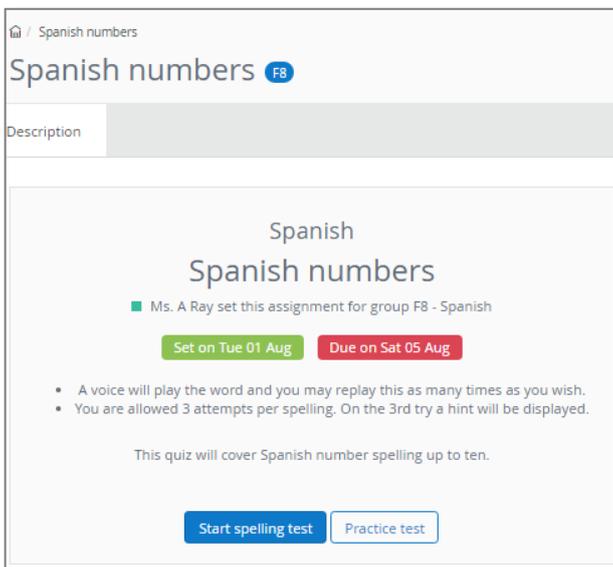
TAKING SPELLING TESTS AS A STUDENT

Learn your spellings online - you have 3 lives!

Your teacher can set you a spelling test for you to complete on your Satchel account, either in the browser or on the Show My Homework app. If you take the spelling test in the browser, you will be able to practice sample words by clicking *Practice test*.

Taking a spelling test

Spelling tests can only be taken from your student account. If you do not see the option *Start spelling test*, then you may be accidentally logged into your parent's account.



Taking a spelling test in the browser is very similar to taking a spelling test in the app. When you are ready, click on *Start spelling test*. The first word will be spoken out loud and you can click *Play* sound as many times as necessary as there is no time limit.

You will have 3 attempts for each word to complete the spelling accurately. On your third try you'll see a hint, which will include a few letters to help you identify the word. In some cases, your teacher may have also provided you with a sentence for some context. In the app you can click on the information button to see this sentence.

When you finish your spelling test, you get your score right away. Just click on *View results* for a handy breakdown of your attempts along with the correct spellings.

WHAT IS THE TO-DO LIST?

Stay organised with your to-do list

The To-do list is an organisational tool to help you keep on top of your deadlines. Any work assigned by your teachers will appear on the To-do list.

How to use the To-do list

Finding your homework tasks

Tasks are divided between two tabs: Issued and Completed. When you are assigned a homework task you will see it in the Issued tab. From the Issued tab you can click the task to view the homework details or mark the work as complete. You can use the search box to find specific tasks using keywords.

The items in both lists will be ordered by week with the oldest items at the top and the newest based on the due date for the homework. There are four subheadings:

Past due

If an item is past its due date, it will appear at the top of the To-do list under this heading

This week

The tasks due this week appear next under this heading

Next week

The tasks due next week appear under this heading

Later

All other homework set after next week will appear under this final heading

The screenshot shows the 'To-do list' interface with two tabs: 'Issued' and 'Completed'. The 'Issued' tab is active. Below the tabs is a search box with the text 'Filter list by using key words in the search box'. The tasks are organized into four sections, each with a subheading and a search box:

- Past due**: A task for Monday 25 July, 'Mice of Men', with a description: 'I have set a piece of work for you to complete based on the ... Homework for group Engl-Ch - English - Mr. I. Mehmed'. There is a checkbox to the right.
- This week**: A task for Friday 04 August, 'Henry VIII', with a description: 'test for rainfall attachment in app Homework for group German 6 - History - Ms. R. Muhoza'. There is a checkbox to the right.
- Next week**: A task for Thursday 10 August, 'Jane Austen Quiz', with a description: 'Please take the following quiz about Pride and Prejudice. Quiz for group German 6 - English - Ms. R. Muhoza'. There is a checkbox to the right.
- Later**: A task for Wednesday 06 September, 'Dictation Test', with a description: 'Dictation SpellingTest for group German 6 - English - Ms. R. Muhoza'. There is a checkbox to the right.

Marking homework as completed

You can only mark off homework as complete from your student account. A task can be marked as completed by clicking the box next to the task. If you've accidentally marked a homework as completed, simply go to the Completed tab and un-tick the box for the homework ask. The task will reappear in the Issued tab.

💡 Top tip:

As the To-do list is simply an organisational tool, marking a homework as complete does not submit homework or communicate to the teacher that the homework is completed!

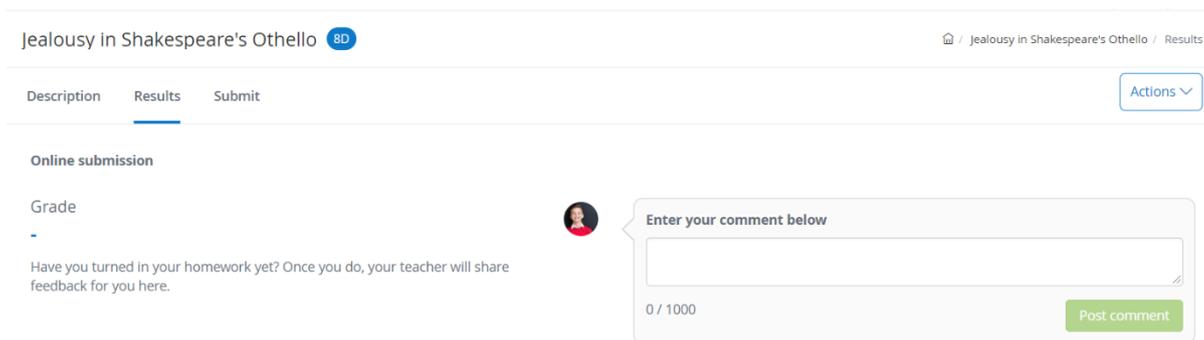
LEAVING COMMENTS FOR YOUR TEACHERS

Have a question about your homework and need to send your teacher a message? Leave a comment!

The Comments feature allows students to communicate with their teachers through Satchel One. Your teacher will be able to see the comments you leave for them and your teacher will be able to leave comments for you.

Although your parent will be able to see comments left by both of you, they will not be able to leave comments themselves. No other students will be able to see your comments.

How to leave a comment

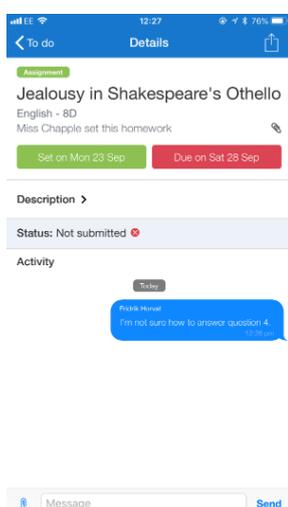


Leave a comment in the browser

Comments can only be left on the homework task itself, so you will need to locate the homework task first. You can locate the task by finding it on your To-do list, your Homework calendar, or by searching for it by name in the top right-hand search bar.

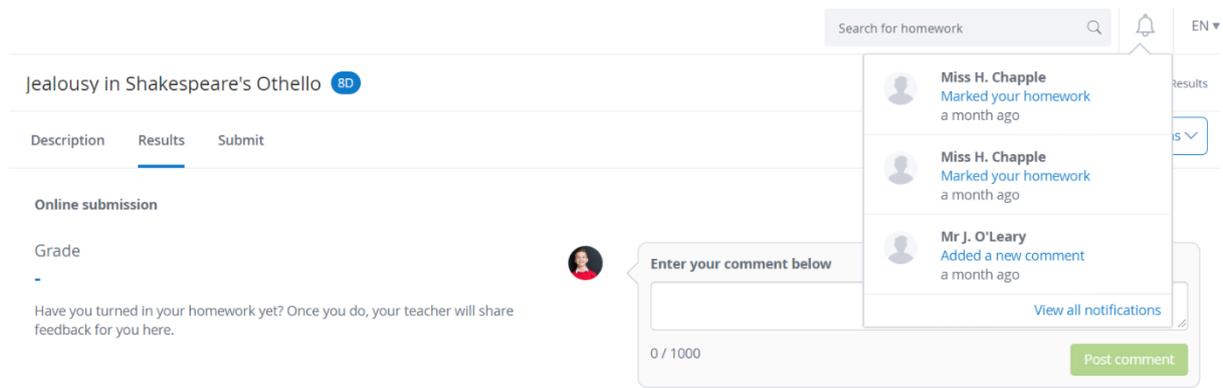
Once you've selected the homework task you would like to comment on, click the *Results* tab and type your comment in the text box. When you've submitted your comment by clicking *Post comment*, your teacher will be notified of this comment in their account under the notifications button. If they have push notifications enabled on the app, they will be notified by push notification as well.

Leave a comment in the app



You can also leave a comment for your teacher on your Show My Homework app by tapping the text box at the bottom of the homework description screen. Any comments left by you or your teacher will also appear on this screen under **Activity**.

How to read comments from your teacher



The screenshot shows a homework submission interface. At the top, there is a search bar for homework, a notification bell icon, and a language dropdown set to 'EN'. Below this, the title 'Jealousy in Shakespeare's Othello' is displayed with a blue '8D' badge. There are three tabs: 'Description', 'Results' (which is active), and 'Submit'. Under the 'Results' tab, the section 'Online submission' is visible, showing a 'Grade' of '-' and a message: 'Have you turned in your homework yet? Once you do, your teacher will share feedback for you here.' To the right, a comment box is open with the placeholder text 'Enter your comment below' and a 'Post comment' button. A notification dropdown menu is open, showing three notifications: two from 'Miss H. Chapple' (both 'Marked your homework a month ago') and one from 'Mr J. O'Leary' ('Added a new comment a month ago'). A 'View all notifications' link is at the bottom of the dropdown.

When your teacher leaves a comment for you, you will be notified in your account under the notice button. Click on the *notification bell* in the top-right of the page to view all of your notifications. When you click on a comment notice, you will be taken to the Assess page where the comment left by your student is displayed. You can reply to the comment by simply adding another comment.

If you have push notifications enabled on the app, you will also be notified of teacher comments via push notification.

Deleting Comments

As a student, you are unable to delete comments you have left your teacher. If you made a mistake on a previous comment, you can leave another comment for your teacher with the correct information.

TAKING QUIZZES AS A STUDENT

Take multiple choice quizzes online

Your teacher can set you a multiple-choice quiz for you to complete on either the Satchel One app or in your browser.

Taking a quiz

If you do not see the option *Start quiz*, then you may be accidentally logged into your parent's account. Quizzes can only be taken from your [student account](#).

Taking the quiz on the app will be very similar to taking the quiz in your browser. If you take a quiz in the browser, you will be able to practice sample questions by clicking *Preview quiz*. When you are ready, simply click *Start quiz*.

The quiz may have a time limit for the question or unlimited time to answer the question, depending on how your teacher created the quiz. The description of the quiz will inform you how long you have to complete every question.

You will be able to pick your answer from the list of options for each question. If your quiz is timed, there will be a Quiz Timer towards the top of the page to count down the time you have left to answer the question. If the time runs out before you make a choice, your answer will be marked as wrong and the answer options will appear in red. Click *Continue* to move onto the next question.

When you finish your results will be available immediately. If you don't receive 100% on your first attempt, you can take the quiz again; you'll get 3 attempts at taking the quiz to improve your test score. You can click on *View results* for a handy breakdown of your attempts.

Civil War Pop Quiz F8

Description

History
Civil War Pop Quiz

Ms. A Ray set this assignment for group F8 - History

Set on Mon 31 Jul Due on Thu 10 Aug

Please answer these three questions on the Civil War.

- You have 30 seconds to answer each question
- Take the quiz up to 3 times to improve your score

Start quiz Preview quiz

2/3 Question Quiz Timer 0:27

History
Civil War Pop Quiz

Who fought for the North?

1 The Good Guys 2 The Union

3 The Confederates 4 The Northerners

Save & exit Continue ->