

Student Support for Distance Learning

Provided by Satchel

Contents

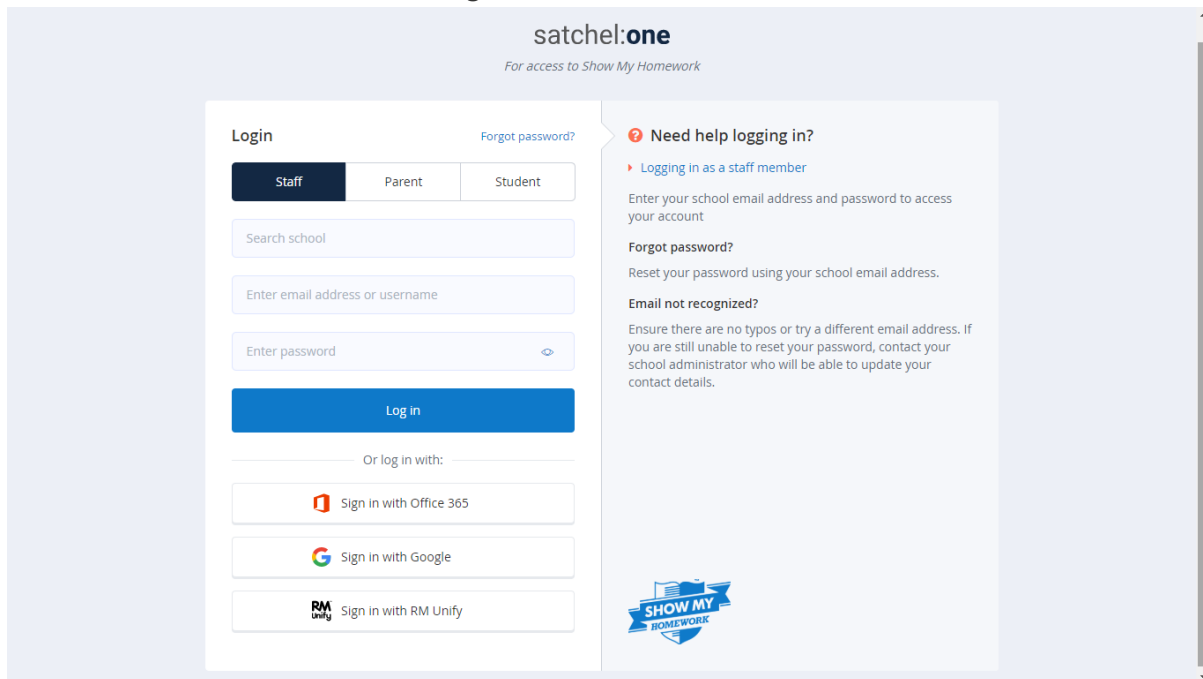
Getting started > Logging In.....	3
To-do list	4
Marking homework as completed.....	5
Submitting Work Online	6
via the Browser	6
via the App	7
Leaving comments for your teachers	8
Leave a comment in the browser	8
How to read comments from your teacher.....	9

Teachers will be setting your work on ShowMyHomework.com, please use this guide to help you login and complete your work successfully from your to-do list. You may see lots of work appear at the beginning of the school closure. Please use your school timetable to plan your day to help complete the work set for each subject.

Getting started > Logging In

Visit our website: www.taverhamhigh.org and click on ShowMyHomework.

You can then click on the button 'Sign in with Office 365'.



The screenshot shows the 'satchel:one' login interface. At the top, it says 'satchel:one' and 'For access to Show My Homework'. The main area is divided into two columns. The left column is titled 'Login' and has a 'Forgot password?' link. It features three tabs: 'Staff' (selected), 'Parent', and 'Student'. Below the tabs are three input fields: 'Search school', 'Enter email address or username', and 'Enter password' with a toggle for visibility. A blue 'Log in' button is positioned below these fields. Underneath, there is a section 'Or log in with:' with three buttons: 'Sign in with Office 365', 'Sign in with Google', and 'Sign in with RM Unify'. The right column is titled 'Need help logging in?' and contains three sections: 'Logging in as a staff member' (with a sub-link 'Logging in as a staff member'), 'Forgot password?' (with sub-link 'Reset your password using your school email address.'), and 'Email not recognized?' (with sub-link 'Ensure there are no typos or try a different email address. If you are still unable to reset your password, contact your school administrator who will be able to update your contact details.'). At the bottom right of this column is the 'SHOW MY HOMEWORK' logo.

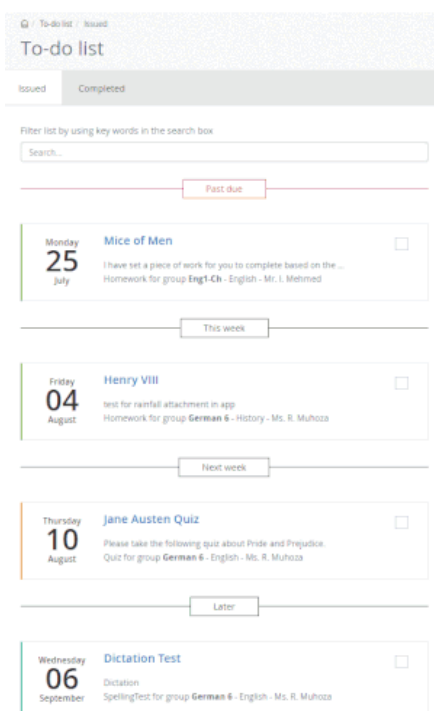
Here are five simple steps on how to work from home:

To-do list

The To-do list is a tool to help you keep on top of your deadlines. Any homework assigned by your teachers will appear on the To-do list. We'd recommend you use your school timetable to help you organise your day and complete the work that has been set for the lesson that you have that day.

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.



The screenshot shows the 'To-do list' interface with two tabs: 'Issued' and 'Completed'. Below the tabs is a search box with the text 'Filter list by using key words in the search box'. The list is organized into sections based on due dates:

- Past due:** A red-bordered box containing a task due on Monday 25 July titled 'Mice of Men'.
- This week:** A box containing a task due on Friday 04 August titled 'Henry VIII'.
- Next week:** A box containing a task due on Thursday 10 August titled 'Jane Austen Quiz'.
- Later:** A box containing a task due on Wednesday 06 September titled 'Dictation Test'.

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

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 a simple tool, marking a homework as complete does not submit homework or communicate to the teacher that the homework is completed!

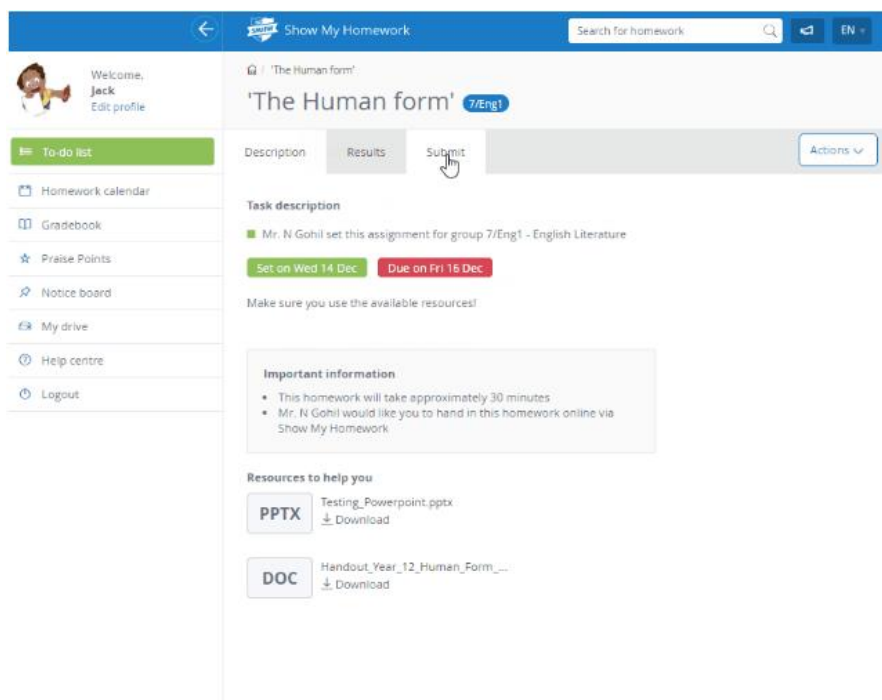
Submitting Work Online

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.



The screenshot shows the 'Show My Homework' interface. At the top, there is a navigation bar with a search bar and a language selector set to 'EN'. Below this, the user's profile is visible, showing 'Welcome, Jack' and an 'Edit profile' link. A sidebar on the left contains a 'To do list' and various navigation options like 'Homework calendar', 'Gradebook', 'Praise Points', 'Notice board', 'My drive', 'Help centre', and 'Logout'. The main content area displays the task 'The Human form' for group '7/Eng1'. It has three tabs: 'Description', 'Results', and 'Submit', with the 'Submit' tab selected. The task description includes the assignment title, the teacher's name 'Mr. N Gohil', and the due date 'Due on Fri 16 Dec'. There is also a section for 'Important information' and 'Resources to help you' which includes two downloadable files: 'Testing_Powerpoint.pptx' and 'Handout_Year_12_Human_Form...'.

via the App

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

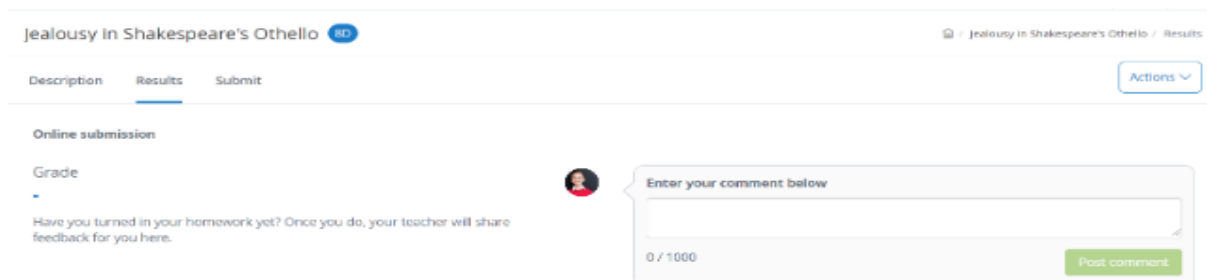
1. Click on the paperclip in the bottom left-hand corner of the screen
2. Select where you want to upload your file from, e.g. your picture gallery, Dropbox or Google drive
3. Choose the correct file and click Upload

Leaving comments for your teachers

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. Teachers will try to get back to you as soon as they can, but please allow up to 5 working days for a response to a comment.

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



The screenshot shows a homework task titled "Jealousy in Shakespeare's Othello" with a grade of 80. The interface includes tabs for "Description", "Results", and "Submit", with "Results" selected. An "Actions" dropdown menu is visible in the top right. On the left, under "Online submission", the "Grade" is shown as "80" and a message asks: "Have you turned in your homework yet? Once you do, your teacher will share feedback for you here." On the right, there is a comment box with a profile picture icon, the text "Enter your comment below", a character count "0 / 1000", and a green "Post comment" button.

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.

How to read comments from your teacher

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.

All Rights Reserved. Credits & Authorised Modification: SWS/11.03.2020/V1