Submitting My Homework

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.

My Gradebook

The Gradebook is where you can see your grades and status of the homework you have submitted for marking.

The submissions status indicates whether or not the assignment was completed and, if completed, whether it was completed on time or not. Quizzes, Spelling Tests and online submissions will be graded automatically; however, most assignments will rely on a teacher to grade them manually. This means it is possible to have a blank status for completed homework.

Click on *Results* for more information about your grade and submission status or to see any comments left about your task by your teacher.

Asking My Teacher a Question

The Comments feature allows you to communicate with your teachers. 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. Comments can only be left on the homework task itself, so you will need to select the homework task first.

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.

Show My Homework Getting Started Guide

Logging In

Go to the Show My Homework link on the Ossett Academy Homepage or visit www.satchelone.com/login

Select 'Student'
Then 'Sign in with Office 365'

Use your school email address and school password to login (the one you use on the computers at school)

If you forget your username or password then visit the ICT Support Office or contact your PYL using the information on our website:
https://www.ossettacademy.co.uk/contact/

If you need to find the answers to other questions on how to use Show My Homework that are not covered in this getting started guide go to http://help.teamsatchel.com

Finding My Homework

When logged in you will be presented with a page like the one opposite. The To-do list is an organisational tool to help you keep on top of your deadlines. Any homework assigned by your teachers will appear on the To-do list.

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.
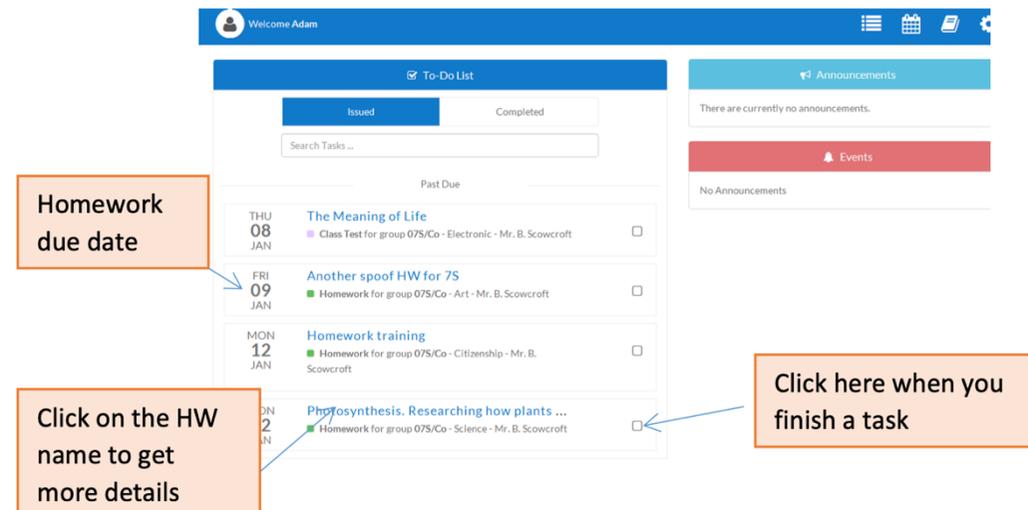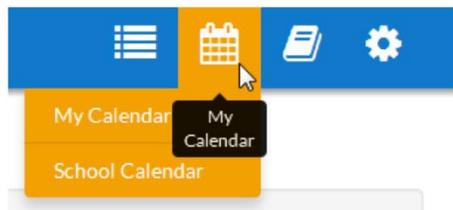
Viewing and Completing My Homework

When you have selected a piece of homework from the issued list you will be able to see the description of the homework by your teacher. The instructions will tell you how long the homework should take you and how your teacher wants you to submit it. Below the description your teacher may have attached a range of resources such as images, word documents, PowerPoints and videos to help you.

See the example right.

The other way of looking at your homework is to use the **Calendar** feature. You can do this by clicking on the icon at the top of the page.

You then see a weekly calendar which shows bars for each homework. The end of the bar shows when it is due. Clicking on the bar brings up more details, deadlines and useful resources.

Homework due date

Click on the HW name to get more details

Click here when you finish a task

Insects - Artist research

Actions ▾

Miss. J. Chumbley set this Homework for group 08T/Ar - Art

Set on 05 January 2015   Due on 27 February 2015

Description

You must read the attached slide for the home learning project and view the recommended websites for the research information.

Manage your own time in order to comeplete the 2 artist research tasks set.

There is an extension project to create your own 2D or 3D insect also.

Other information
- This homework will take approximately 6 weeks.
- Miss. J. Chumbley would like you to hand in this homework in class.

Resources to help you

yr8_insects_hl.ppt

Damien Hirst | Tate   Kiama Art Gallery...   Eugène Séguy - Sc...

Here Miss Chumbley has set an Art homework.

You can see when it was set and when it is due by.

She has given a description of the task.

Miss Chumbley has also provided some resources which you could use to help with your work. There is a PowerPoint presentation and some links to useful websites.

When you finish this homework you can mark it as completed here if you want using the "Actions" button at the top of the page