



## **Show My Homework (Satchel One)**

<https://www.satchelone.com> OR download the Satchel One app

My username is: \_\_\_\_\_

My password is: \_\_\_\_\_

### **Forgotten your password?**

You can request a new password to be sent to your email address. This will usually be your school email address. If you are still having problems, contact Mrs Diggory.

### **Your homework tasks appear in the to-do list**

Tasks 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:

#### **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!

#### **How to leave a comment for your teacher**

On the website: 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.

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**

On the website: 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.

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

#### **Submitting my work online**

To submit your answers follow these steps:

On the website:

Go to Submit

Attach any files you need to, for example documents, pictures or presentations. You can choose files from your computer, Google Drive or Dropbox.

Click Submit assignment to teacher to send it to your teacher of your submission.

In the app:

For online submissions you will see a paperclip next to your comment box.

Tap on the paperclip  next to the comment box

Select the location for the file, e.g. your picture gallery, a file stored on your phone, Dropbox or Google drive

Choose the correct file

Tap Upload

That's it! Your homework will automatically be marked as submitted. Your message and file(s) will be send to your teacher who will be able to download your work and share back any feedback with you.

### **Student gradebook**

The Gradebook is where you can see your grades and submission statuses for your homework tasks.

The Gradebook will display all your homework tasks by default. You can use either the Homework search bar or you can use the filters at the top to narrow down the homework tasks down by class, teacher, and submission status.

### Due date

Assignments are organised by due date. You can toggle the assignments to show in ascending or descending order.

### Homework

Click on the title of a homework task for more details about the assignment including the issue date, a description of the task, which teacher assigned it, and how you are supposed to submit it.

### Status

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.

### Grade

If a grade has been entered for a task, it will appear in the Grade column for the assignment.

### Results

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

Top tip: Need to ask a question about a piece of homework? You can leave a comment for your teacher by going to the Results tab of the task when logged into your student account.



## GCSEPod

<https://members.gcsepod.com/login>

My username is: \_\_\_\_\_

My password is: \_\_\_\_\_

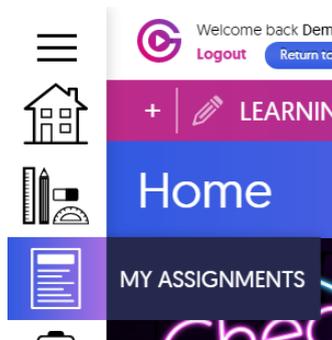
### What is GCSEPod?

GCSEPod provides you with highly concentrated 3-5 minute bursts of audio-visual, expert-written learning which can help to reinforce and consolidate key GCSE topics. The pods can be accessed on any device – PC, tablets, mobile phones.

### Forgotten your password?

Click on the forgotten password link and follow the steps. If you still can't log in, contact Mrs Diggory or GCSEPod for a reset.

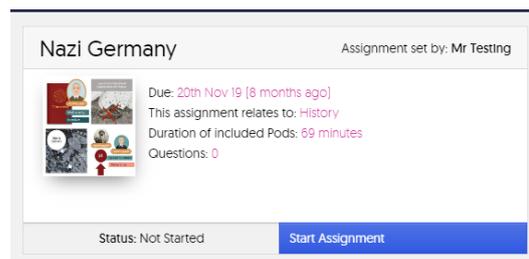
### My assignments



Click on the My assignments tab on the left hand side of the screen.

Here you will find any assignments that your teachers have set for you.

Click on start assignment to get learning and complete the activities.



### Independent learning

To choose your own pods to learn from (there will be no questions attached to these), choose from the subject list on your home screen. Then find the topic you want to work on. You can also search for topics in the search box at the top of the web page.



You can create a playlist of favourite topics or pods.



## Boost Playlists - helps to fill in knowledge gaps

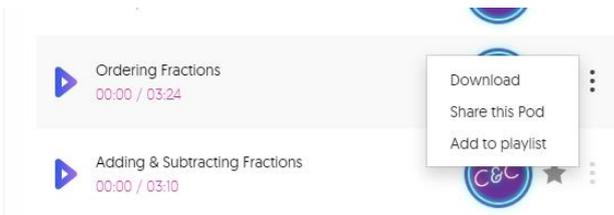


When you complete an assignment, you'll be given access to a Boost Playlist with recommendations on what you should be watching based on any incorrect answers.

## Download pods to use when you don't have internet connection

You can still watch pods on the go when you have no Wi-Fi or data by downloading them.

On the pod that you want to watch click on the three dots at the right hand side and click on download



## Microsoft Teams

Got to [www.office.com](http://www.office.com) on a laptop or desktop OR download the app to a mobile phone or tablet

Username: This is also your school email address - which is your computer username followed by @nortoncanes-high.staffs.sch.uk

Example: Hannah Baker is in year 7, so her email address is h.baker19@nortoncanes-high.staffs.sch.uk

Write your username here: \_\_\_\_\_

At the login page, select work or school account.

Sign in using your school email address and your school password.

Click on the Teams icon



For more information on how to use Teams and submit assignments, go to

<https://www.nortoncaneshighschool.co.uk/wp-content/uploads/2020/05/Microsoft-Teams-student-guide.pdf> OR go to the school website, students section, home learning help.

