Remote Learning Communicating with teachers

We have produced the attached documents to help pupils when communicating with teachers. You may be aware that SMHW has recently been re branded to Satchel One.

The document includes information about:

- Leaving comments for teachers using the browser
- Leaving comments for teachers using the Mobile App
- Reading comments from your teachers
- Enabling push notifications on the Mobile App
- Submitting work online using the browser
- Submitting work online using the Mobile App
- Using Teams to communicate with your teacher
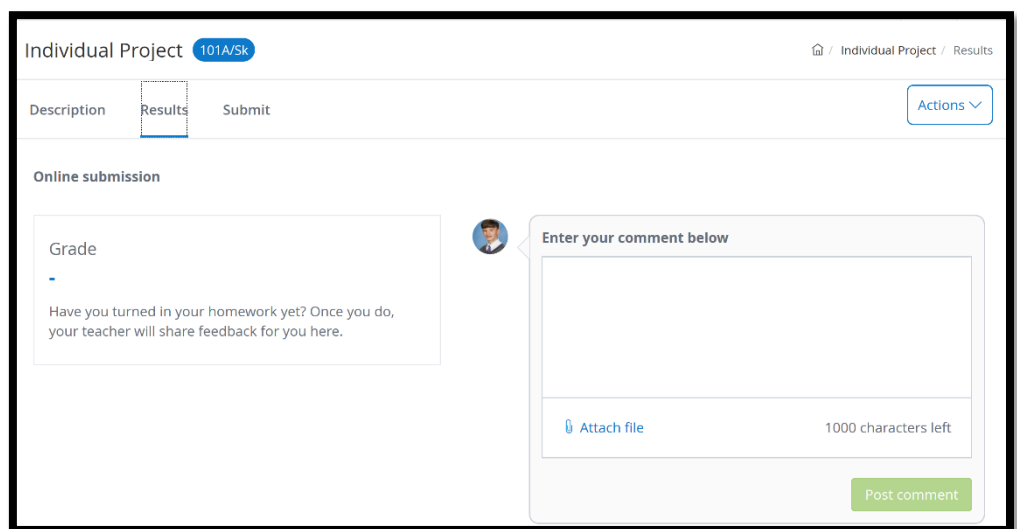
Leaving comments for teachers

The Comments feature allows pupils 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. No other students will be able to see your comments.

How to leave a comment
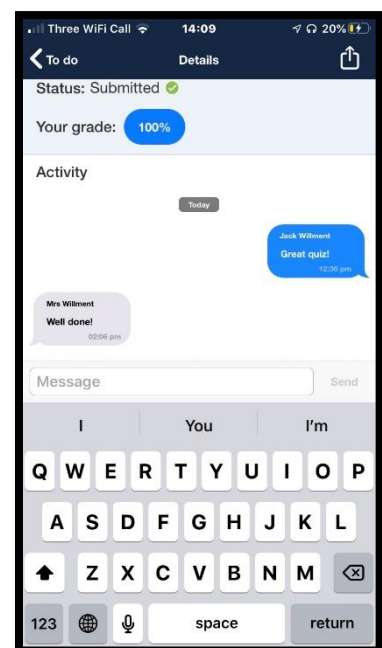
Leave a comment in the browser

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 or your Homework calendar,

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.

Leave a comment in the mobile 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 your or your teacher will also appear on this screen under Activity.

How to read comments from your teacher

When your teacher leaves a comment for you, you will be notified.

In the browser, 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 teacher is displayed. You can reply to the comment by simply adding another comment.

On the Mobile App click on *Updates* to see any comments left by your teacher.

Push Notifications on the Mobile App

If you have <u>push notifications enabled</u> on the app, you will also be notified of teacher comments via push notification. To check whether this function is enabled go to *Settings*, *Notifications*, enable all notifications.
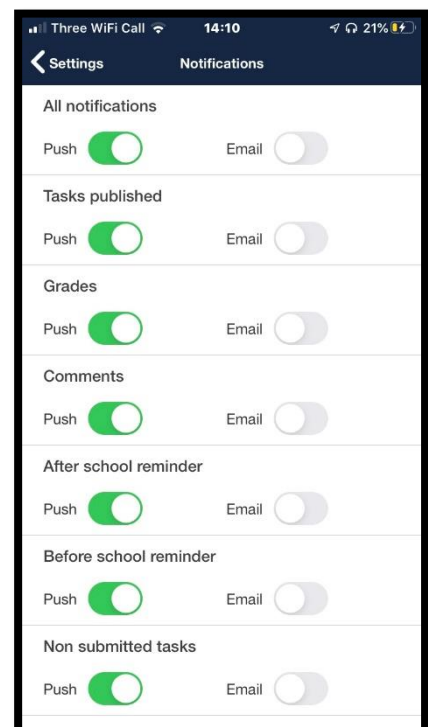

<u>Deleting Comments</u>

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.

Submitting work online

How to send your homework to your teacher remotely using the browser

As a pupil you can submit your assignments online. When teachers request an **online submission** you will see this on your homework:
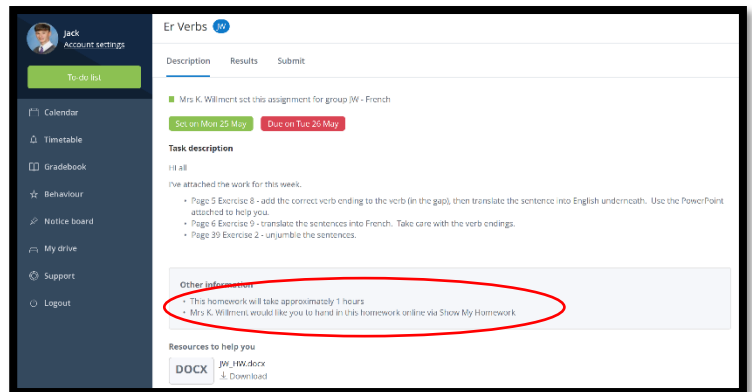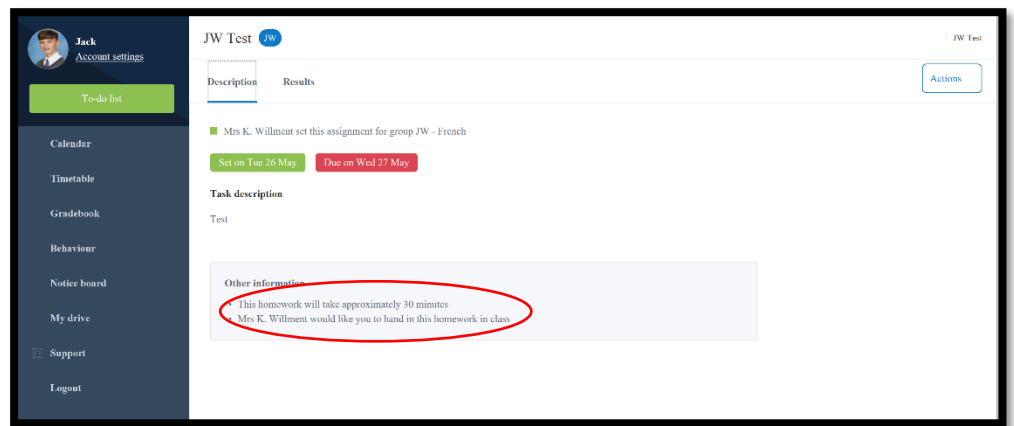
To submit your work follow these steps:

1. Go to *Submit*

2. Type a message for your teacher or even your full answer.

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

4. Click *Submit assignment to teacher* to send it to your teacher of your submission.
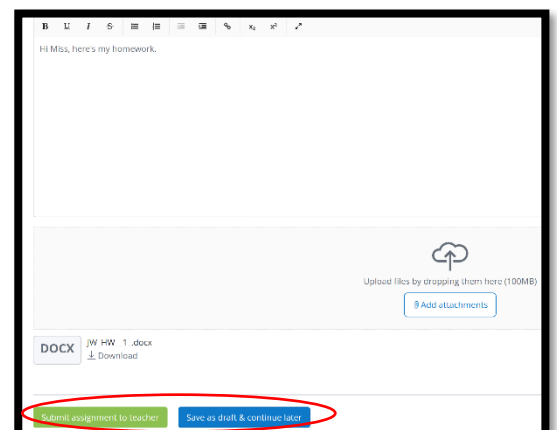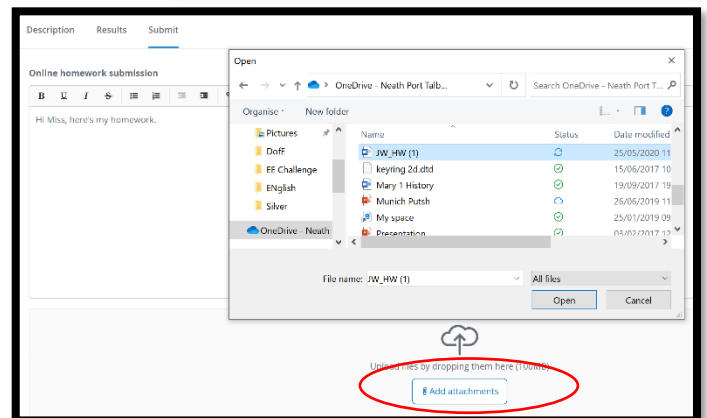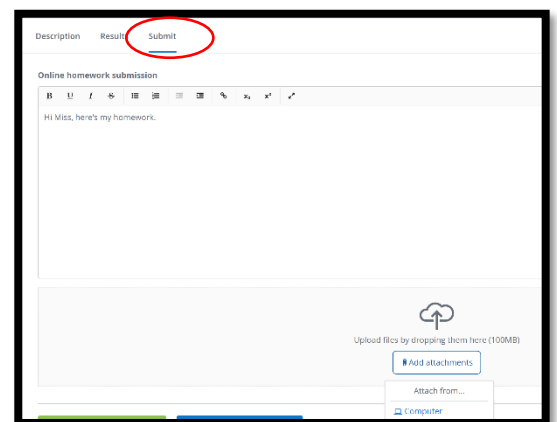
If you need to, you can submit more pieces. You can also save your progress as a draft at any time and come back to finish the task later.

When teachers request any other form of submission you can still attach files to send to teachers, when using the browser.

If you want to send your work to your teacher follow these steps:

1. Go to *Results*

2. Type a message for your teacher or even your full answer.

3. Attach any files you need to, for example documents, pictures or presentations. You can choose files from your computer, Google Drive or Dropbox.
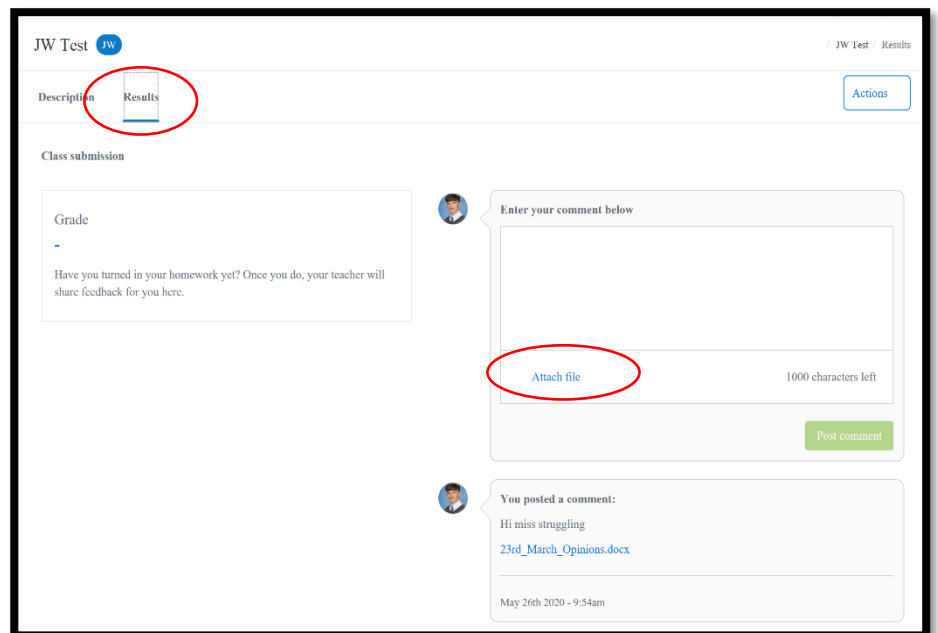
How to send your homework to your teacher remotely using the mobile app

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

There is no "Submit" button here, but for **online submissions only,** you will see a paperclip next to your comment box.

1. Tap on the paperclip 📎 next to the comment box

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

3. Choose the correct file

4. Tap *Upload*
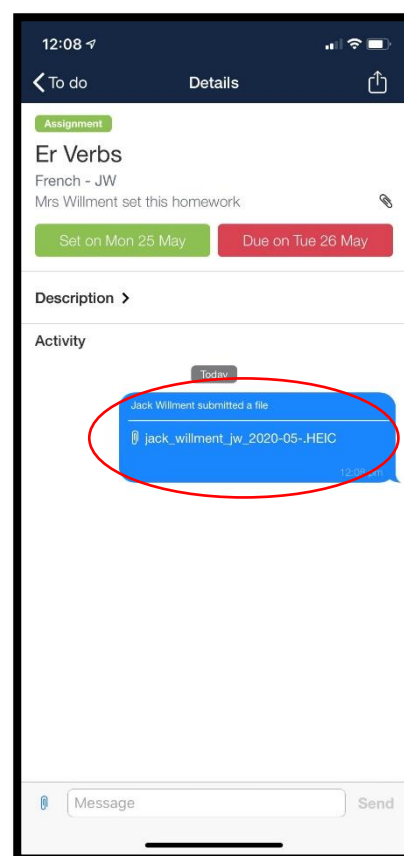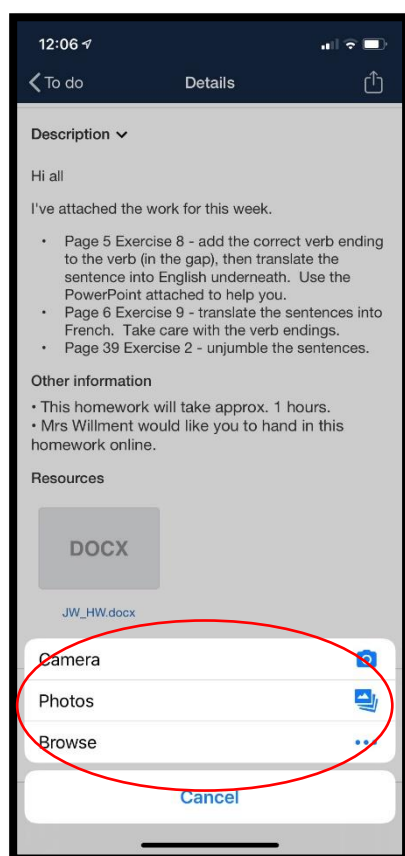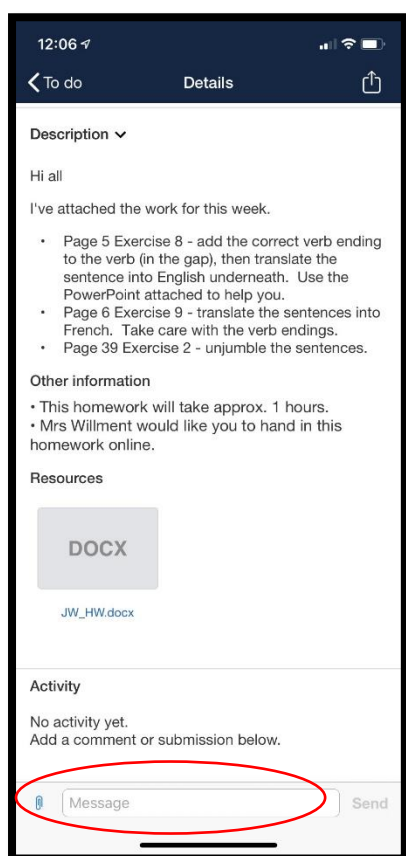
Using Teams for Live Events

You will need your school username and password e.g jjsmith21@npt.school

If you don't have this information you will need to contact school to get this reset.

Check SMHW where you teacher will notify you when a live event is planned.

When you are notified of a planned live event on SMHW, go to outlook.office.com

You will need to enter your school username and password at this stage

You should see an invitation e-mail to the event.
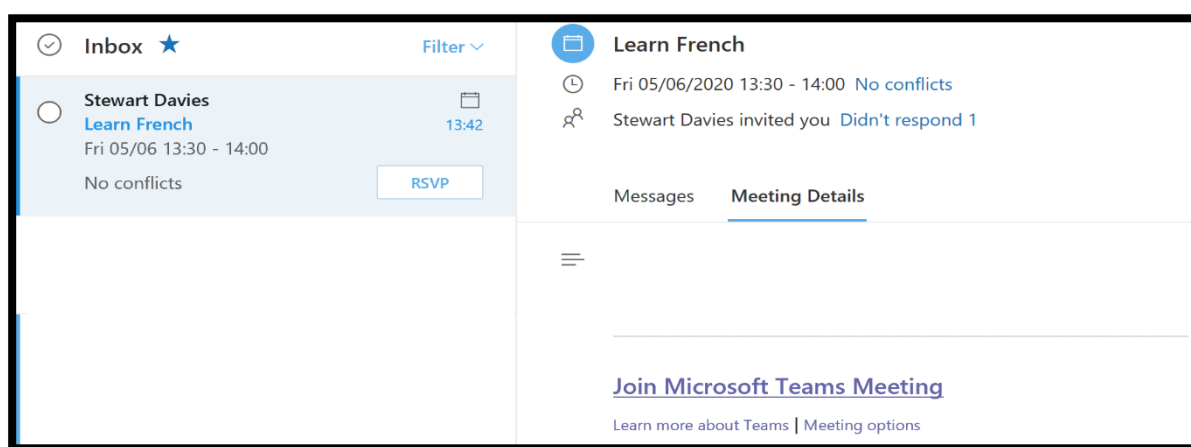
On the day and time of the event:

- Make sure you are in a good place where you won't be disturbed.
- Make sure you are dressed appropriately.
- Remember that this is a school event, so you must behave as if you were in a school lesson.
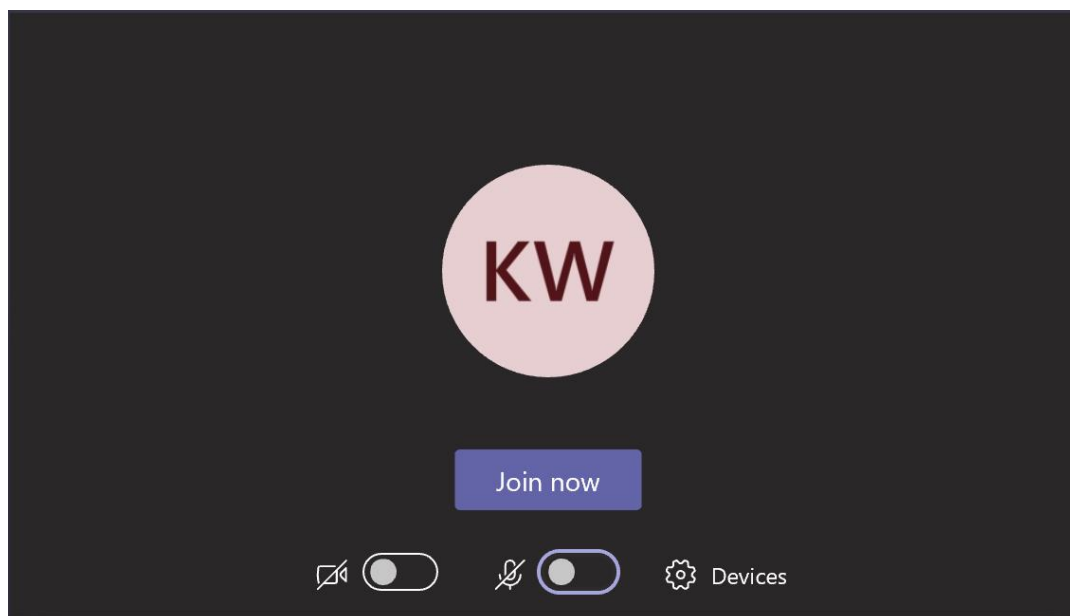- Make sure you have everything with you that you need for your learning.

Go back to the original e-mail and click
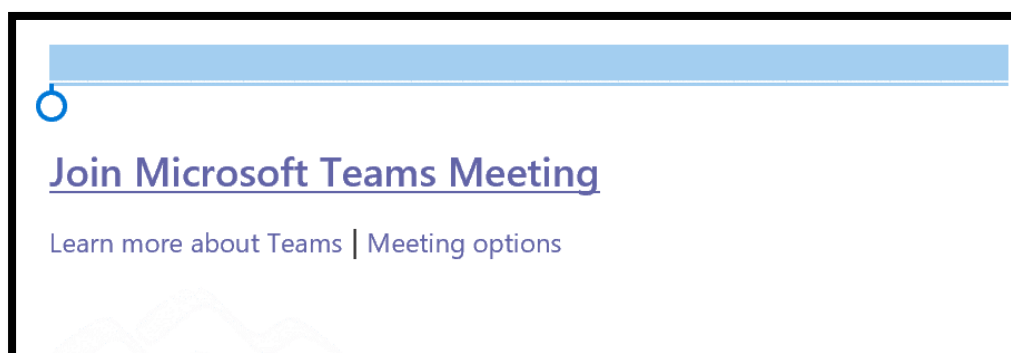
Then click Join on the Web
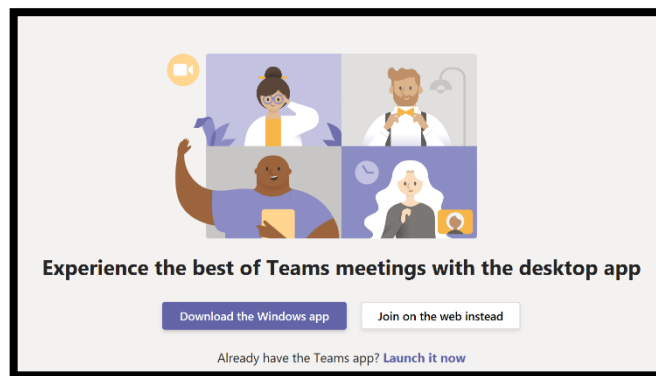
Before clicking Join Now, turn off the camera and microphone using the sliders. These should only be switched on if the teacher directs you to do so. You can choose to leave your camera off for the whole event.

Click the conversation icon to see and send messages.