### **Satchel:One Parent Guide**

## The app

The mobile app is an easy way for parents to stay informed on the go. To get the app, either visit the Apple Store, search for Satchel One, and download or visit the Google Play app store, search for Satchel One, and download

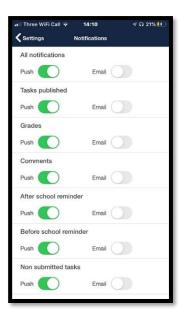




Once you have downloaded the app, you will need to search for your child's school. The best way to do this is by using the school's postcode. On the next screen you will be able to select *Log in with email or username* if you have logged into your account before. Or, if you are <u>logging in for the first time</u> with a code, please select *I've been given a PIN or Parent Code to get into my account*. You can use your parent code up to 5 times to create separate accounts for other guardians. When you are logged in, you will be prompted to select a student which will take you to their To-do list.

## **Push Notifications on the Mobile App**

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



# **Navigation**

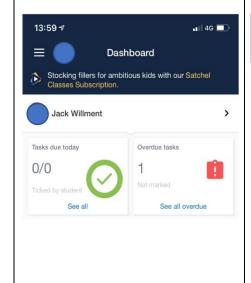
Once logged in, you can get to the main menu anytime by tapping on the 3

horizontal lines in the top-left corner. You can use the main menu to navigate to the following sections:



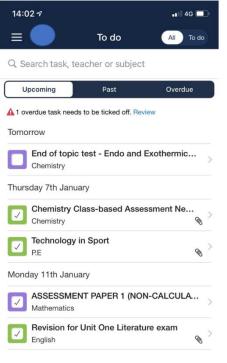
## **Dashboard:**

A summary of Tasks due and Overdue tasks.



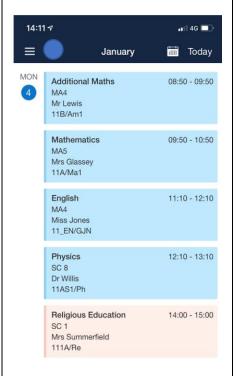
### **SMHW**:

View upcoming, past, or overdue homework.



### Timetable:

View your child's scheduled classes per week.



#### **Behaviour:**

View a breakdown of positive and negative points awarded to your child.

## **Detentions:**

View upcoming or previous detentions.

## **Updates:**

Review notifications for grades, comments or announcements that have been posted for your child.

### **Notice board:**

View school announcements and event reminders

### **Settings:**

View and change notification settings for the app. Email and push notifications allow you to choose how you will be alerted about homework. You can choose to receive reminders for upcoming homework as well as school events and announcements.

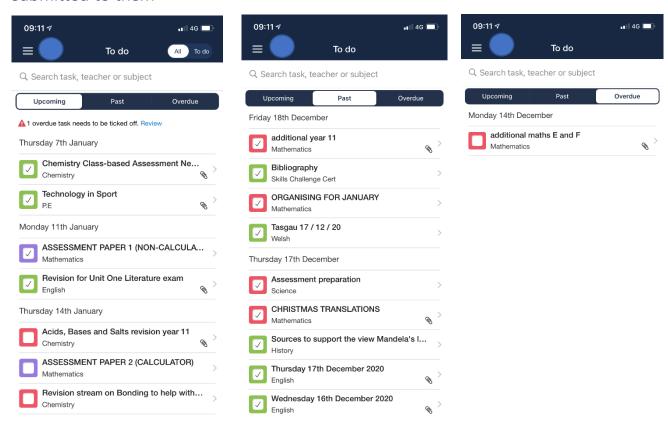
Push notifications are pop ups that appear on your mobile device. You don't have to be on the app or using the device to receive them.

### **SMHW**

**Upcoming** shows tasks which have been set by your child's teacher which have not yet reached their due date. You can toggle the All/To-do switch at the top of this view if you wish to hide any homework your child has marked as completed

Past shows tasks that have passed their due date

**Overdue** shows tasks which have passed their date but have not yet had anything submitted to them



The items in all 3 lists are in descending order based on their due date. Homework tasks with the nearest due date will appear at the top. Your child may tap the box beside the task name from their account where a tick will appear and it will be marked off as 'Complete'.

Because 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!

## **Submitting work online**

As a pupil you are able to submit your assignments online instead of handing them in - as long as your teacher requests an online submission.

When your teacher requests an online submission, you will see a *Submit Homework* button on the task.



Tap on the *Submit*homework button at the bottom of the screen

Select the location for the file, e.g. your photo gallery, a file stored on your phone, access to your camera to take a photo of the work.

Choose the correct file

Tap Upload



As a parent you can see when work has been submitted by your child.

