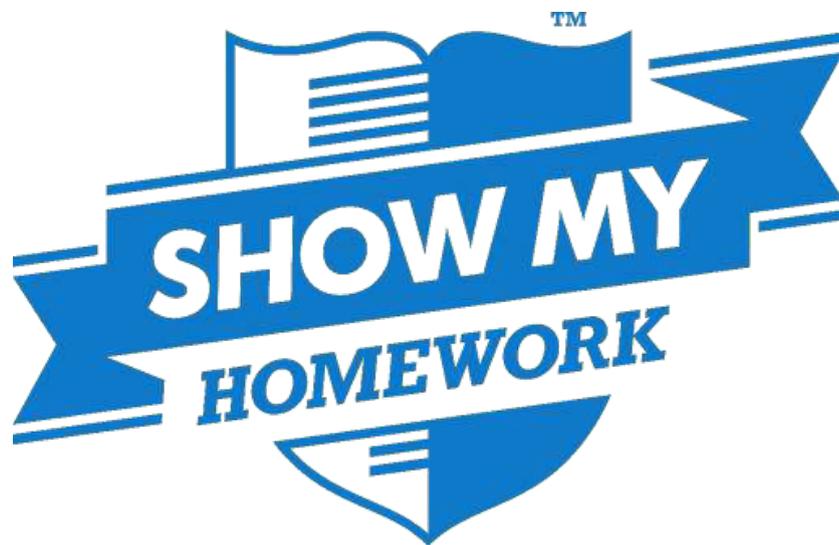


Show My Homework Guide



FOR STUDENTS AND PARENTS

Student Information

Show My Homework Instructions for Students

Login Instructions

1. Go to the school's website
<https://www.lincolncastleacademy.co.uk/wordpress/resources/>
2. Click The 'Useful Websites' tab shown here



Resources



3. Click the show my homework located on the left hand side of the page click the login button 'student' located in the top left hand side of the page
4. Click on 'I already have an account'

satchel:one
For access to Show My Homework

Login [Forgot password?](#)

Staff Parent **Student**

I already have an account

I don't have an account yet

Log in

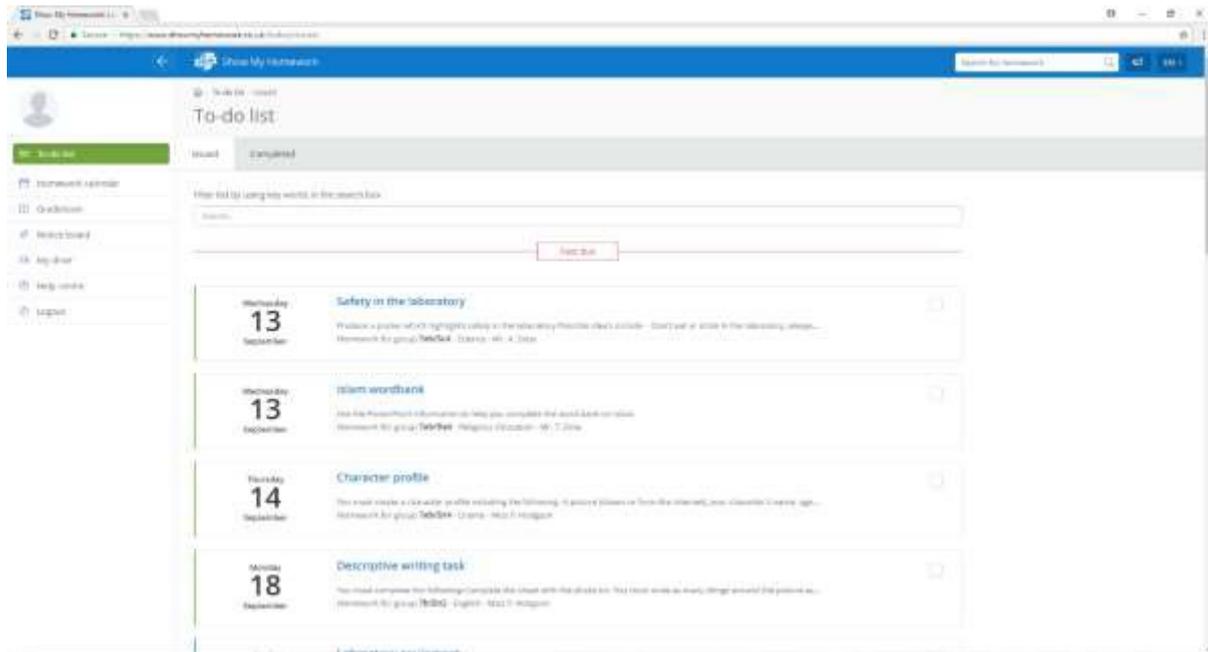
Need help logging in?

▶ [Logging in as a student](#)

Forgot password?
Reset your password using your school email address. Correct any typos or try a different email address you may have used. We are not able to share any login details for security reasons.

Issues with the PIN?
You only need a PIN to log in for the first time. If you have forgotten your details and cannot reset your password, contact the school for a new PIN or [ask your parent](#).

5. You need your school email address or one you have set up yourself.
6. Enter your school e-mail address (or one you have used yourself) and password. If you have forgotten your password, click 'forgot password' above the student tab.
7. You will then be presented with your Show My Homework Dashboard, where you can see all of your homework and any announcements / notifications or events.



Student Calendar

The student calendar is a fast and reliable way for you to find and keep track of your homework. You can access your personal student calendar by clicking the Homework calendar from the left-hand menu and selecting the My Calendar tab.

The screenshot shows a user interface for a student calendar. On the left is a navigation menu with items: To-do list, Homework calendar (selected), Gradebook, Notice board, Help center, and Logout. The main area is titled 'Calendar' and 'Personal'. It has tabs for 'My calendar' and 'School calendar'. Below the tabs are filters: 'Select a year', 'Select a type', 'Select a subject', 'Select a teacher', and 'Select a date'. The calendar view is for 'Aug 3rd - 9th, 2015'. The days of the week are listed as columns: Monday (3rd Aug), Tuesday (4th Aug), Wednesday (5th Aug), Thursday (6th Aug), Friday (7th Aug), Saturday (8th Aug), and Sunday (9th Aug). The calendar shows several homework assignments as colored bars:

- Remain Macbeth** (7 Best Biology) by Ms. S. Nelson, spanning Monday to Sunday.
- Who was William Shakespeare?** (7 Ma's English Literature) by Mrs. T. Teacher, spanning Monday to Tuesday.
- Remain Macbeth** (7 Best Biology) by Ms. S. Nelson, spanning Monday to Tuesday.
- Harry Potter: What's New?** (8 Best English Literature) by Ms. S. Nelson, spanning Monday to Sunday.
- Leader of the Free World** (8 Best English Literature) by Ms. S. Nelson, spanning Monday to Thursday.
- Who was William Shakespeare?** (7 Ma's English Literature) by Mrs. T. Teacher, spanning Monday to Sunday.

How to use the student Calendar

Locating Homework

The default Student calendar loads the current week's homework. From here, you will be able to search for homework by applying filters relating to date, teacher, subject, class, year group and type of homework task.

If you need to locate homework issued or due on a date before or the current week, please click the Prev or Next buttons to navigate to another week. You can also use the date picker to locate homework from a specific date. Press today to return to the current week.

Homework Boxes

Homework assignments display as a box that is stretched from its issue date continuing through to its due date. The colours of the boxes correspond to the type of task you need to complete:

■ Homework ■ Spelling Test ■ Quiz ■ Differentiated Homework ■ Class Test

The colours will appear solid before the Homework reaches its due date. Once the due date has passed, the colour will appear faded.

The homework box will show the title of the homework, the class, subject, and teacher who set it. Click on the box in order to see the homework description and any attachments, if applicable.

What is the To-do list?

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.

How to use the To-do list

Finding your homework tasks

The screenshot shows the 'To-do list' interface with the 'Issued' tab selected. At the top, there is a search box and a filter section with four categories: 'Past due', 'This week', 'Next week', and 'Later'. The 'Past due' category is currently selected, showing four tasks:

- Monday 25 July**: **Mice of Men**. Description: 'I have set a piece of work for you to complete based on the ... Homework for group **Eng1-Ch** - English - Mr. I. Mehmed'. Includes a checkbox.
- Friday 04 August**: **Henry VIII**. Description: 'test for rainfall attachment in app Homework for group **German 6** - History - Ms. R. Muhoza'. Includes a checkbox.
- Thursday 10 August**: **Jane Austen Quiz**. Description: 'Please take the following quiz about Pride and Prejudice. Quiz for group **German 6** - English - Ms. R. Muhoza'. Includes a checkbox.
- Wednesday 06 September**: **Dictation Test**. Description: 'Dictation SpellingTest for group **German 6** - English - Ms. R. Muhoza'. Includes a checkbox.

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. 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.

School Calendar

In the event that you aren't able to access your account, you can still check your homework by going to the School calendar. Viewing the School calendar does not require a log in.

To locate your School calendar, visit (lincolncastle.satchelone.com)

The screenshot shows the Satchel:one web interface. At the top, there is a dark blue navigation bar with the 'satchel:one' logo on the left, the word 'Calendar' in the center, and a 'Log in' link on the right. Below this is a white header area for 'Lincoln Castle Academy' with a school crest icon and a 'View homework calendar' link. The main content area features a filter bar with five dropdown menus: 'Select a year', 'Select a type', 'Select a subject', 'Select a teacher', and 'All classes'. The 'Select a year' dropdown is open, showing a list of years from Year 10 to Year 9. Below the filters, a large light blue box contains the text 'Please use the above filters to see your tasks. Or, [show all](#)'. To the right of this text is a 'Homework key' link. At the bottom of the box, there is a promotional message: 'Download the app and never need to filter again', followed by 'Download on the App Store' and 'GET IT ON Google Play' buttons, and a note: 'Or search for 'SMHW' in the App/Play Store on your mobile device'.

How to use the School Calendar

Locating Homework

The default School calendar loads without any homework displayed. From here, you can apply filters relating to date, teacher, subject, class, year group, and type of homework task in order to locate your specific homework. Alternatively, you can browse all the homework set throughout the entire school by clicking Show All.

If you need to locate homework issued or due on a date before or the current week, please click the Prev or Next buttons to navigate to another week. You can also use the date picker to locate homework from a specific date.

Press today to return to the current week.

Homework Boxes

Homework assignments display as a single coloured box on the day it is issued and again as a gray box with a coloured outline on the day it is due. The numbers in the top right-hand corner of the homework box refer to the number of days left before the due date of the task. The colours correspond to the type of task you need to complete:

■ Homework ■ Spelling Test ■ Quiz ■ Differentiated Homework ■ Class Test

Click on a homework box to read more about the homework task and to download any unlocked attachments. If you need to print the homework, click Action and then select Print homework. This will download a PDF of the homework that you can save or print out.

Please note that you will not be able to submit work online or take any quizzes or spelling tests from the public school calendar. You will need to log in to complete these homework tasks.

Parent Information

Show My Homework Instructions for Parents

As a parent, you will have received a login letter from your child's school with a code that you will need to use to access your Show My Homework parent account. If you have lost it and your child already has access to their account, they can get the code for you!

You can use the same code to create up to 5 parent/guardian accounts, so feel free to share this with those that need access to your child's homework details.

Once you have your code, follow these instructions to create your account:

Visit: <https://www.satchelone.com/login?subdomain=lincolncastle&userType=parent>

On the website:

Enter your parent code below

Tick "I am not a robot" and complete any security tasks if necessary.

Click Submit

Follow the instructions to create your account.

On a mobile device

Using a smartphone or tablet? Download our iOS (Apple) or Android app.

Search for your child's school (by name or postcode)

Tap Log in with a PIN or parent code

Enter your parent code

Follow the instructions on the screen to create your account.

Your account is now set up! You will no longer need your parent code. Moving forward you can access your account using your email and password combination.

Parent code expired?

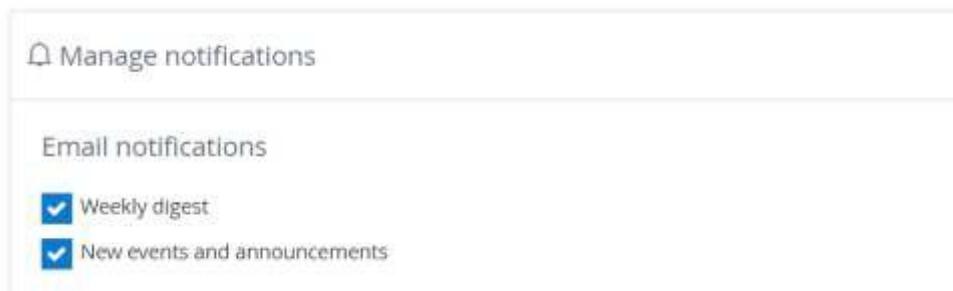
If you already have an account, you no longer need a parent code, simply reset your password.

If your code expired or got lost before you managed to create an account you can request the parent code from the school or ask your child to log in to their account on a web browser and go to Account Setting.

Managing email and push notifications

Email and push notifications allow you to choose how you will be alerted about your child's homework. You can choose to receive reminders for upcoming homework as well as school events and announcements.

Managing notifications in your browser



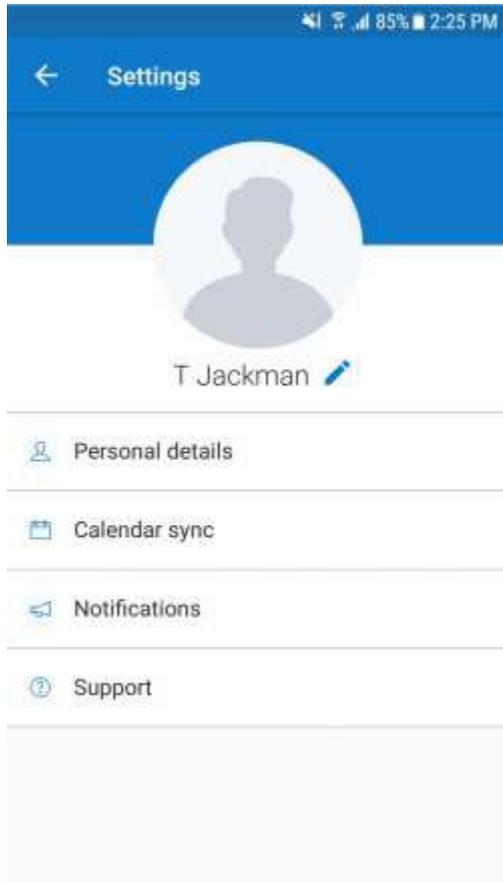
Manage notifications

Email notifications

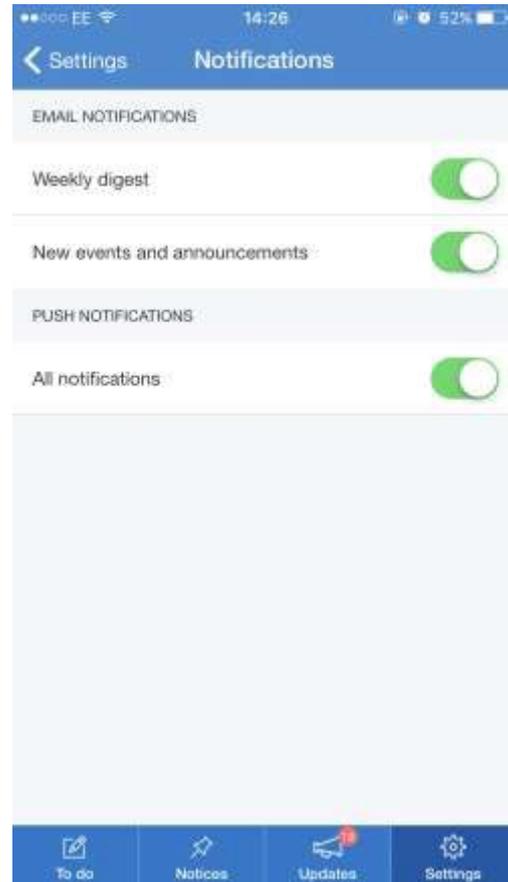
- Weekly digest
- New events and announcements

When logged into your parent account in a browser, you will be able to subscribe to your preferred email notifications. To do this, please click on [Edit Profile](#) to be taken to your settings page. From here, simply scroll down until you see *Manage notifications* and then you can simply tick or untick the options as you like.

Managing notifications on the app



Android



iOS

To subscribe to email and push notifications via the Android app or iOS app:

1. Go to *Settings* and click on *Notifications*
2. In the *email notifications* section, toggle the switch to the right to subscribe to weekly digest emails, news and announcements. Toggling the switch to the left will unsubscribe you from these.
3. In the *push notifications section*, toggle the switch to the right to subscribe to all available push notifications. Push notifications are pop ups that appear on your mobile device. You don't have to be in the app or using the device to receive them.

Common questions for parents

What do I do if I have forgotten my password?

If you lose your password, don't worry! It can be recovered easily using your registered email address. To recover your password using your email address please follow the guide below.

1. Go to <https://www.satchelone.com/login/recover>
2. Enter your email address in the box and click Reset password
3. A password reset email will be sent to your registered address. Follow the instructions to access your account and reset your login details.

Viewing the To-do list as a parent

When you log into your parental account, if you click on your child's name you will be automatically taken to their To-do-List. This will enable you to see what homework your child has been set, what they have completed, and what they have yet to complete.

The To-do List is divided into two tabs: Recent and Upcoming. On the Recent page, tasks with the nearest due dates will be displayed. On the Upcoming page, homework which is due further in the future will appear.

The screenshot shows the 'Show My Homework' interface for a user named Jade Portman. The page is titled 'Homework' and has a navigation menu on the left with options: Calendar, Homework, Gradebook, and Notice board. The main content area displays a list of homework tasks under 'Recent' and 'Upcoming' tabs. Two tasks are visible: 'Level One - German Numbers Spelling Test' due Thursday 28 July and 'Mice of Men' due Wednesday 27 July. A search bar and a checkbox for 'Only show overdue homework' are also present.

If you would like to view any overdue homework your child has, simply tick the box next to the search bar and all homework tasks past their submission due date will be shown.

How can I print my child's homework?

When you click on the homework task, you will be taken to a *Description* page. In the top right of this page there is a drop-down menu named *Actions*, in which you will be able to select *Print homework*.

The screenshot shows a 'Show My Homework' interface. At the top, there's a blue header with the logo and 'Show My Homework' text. Below that, the page title is 'Mice of Men' with a sub-label 'Eng1-Ch'. There are two tabs: 'Description' (selected) and 'Results'. An 'Actions' menu is open, showing options: 'Print homework', 'Share on Twitter', and 'Share on Facebook'. The task description states: 'Ms. R Muhoza set this assignment for group Eng1-Ch - English'. It includes two date boxes: 'Set on Mon 25 Jul' and 'Due on Wed 27 Jul'. The main text of the task says: 'I have set a piece of work for you to complete based on the novel 'Of Mice Of Men' that you have studied. I would like a full synopsis of the book in your own words along with an analysis of the main characters.' The due date is listed as 'Due in for the 25/07/2016'.

A file will then download which will allow you to print out the description of your child's homework task.

What do the colours in the calendar mean?

The screenshot shows a navigation bar for a homework calendar. It includes three buttons: 'Prev', 'Next', and 'Today'. To the right, it displays the date range 'Jul 25th - 31st, 2016' and a calendar icon. Below the buttons is a legend with colored squares: a green square for 'Homework', a teal square for 'Spelling Test', an orange square for 'Quiz', a blue square for 'Differentiated Homework', and a purple square for 'Class Test'.

What do the numbers on the homework tasks mean?

The screenshot shows a homework task card. The card is green and contains the text: '7b/Gg1', 'Geography', and 'Mr. D. Ansu'. In the top right corner of the card, there is a small white circle with the number '5' inside.

When on the school homework calendar, you will notice that numbers appear in the top right corner of each homework task.

This simply tells you how many days are left until the task's due date. This helps you gather more information about the task at a moment's glance.