



SATCHEL ONE

(Previously Show My Homework)

Information Booklet

Logging on using a computer:

The web address is: <https://www.satchelone.com/login>

https://www.satchelone.com/login?subdomain=bradonforest

Login [Forgot password?](#)

Staff Parent **Student**

Bradon Forest School

Enter email address or username

Enter password

Log in

Or log in with:

Sign in with Office 365

Sign in with Google

Sign in with RM Unify

Need help logging in?

- Logging in as a staff member

Enter your school email address and password to access your account

Forgot password?

Reset your password using your school email address.

Email not recognized?

Ensure there are no typos or try a different email address. If you are still unable to reset your password, contact your school administrator who will be able to update your contact details.

SHOW MY HOMEWORK

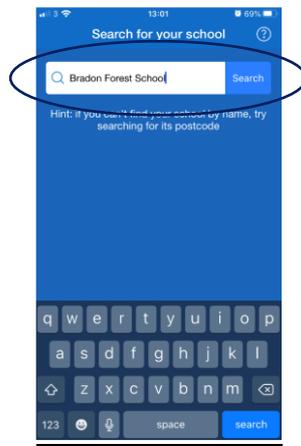
Click on the 'Sign in with Office 365' link

You will be asked to enter your school email address:

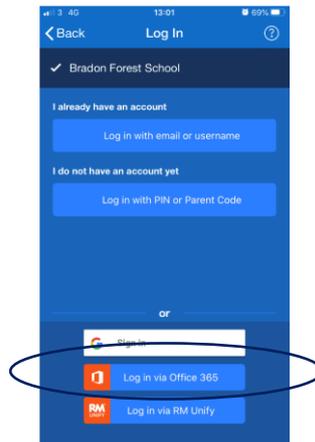
STUxxx-xx@bradonforest.wilts.sch.uk (include your personal STU number)

Your password will be your date of birth in the format: dd/mm/yyyy

Logging on using the app:



Type in the school name: Bradon Forest School



You will be asked to enter your school email address:
STUxxx-xx@bradonforest.wilts.sch.uk (include your personal STU number)

Your password will be your date of birth in the format: dd/mm/yyyy

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

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 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 task. 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!

Taking quizzes as a student

Take multiple choice quizzes online

Your teacher can set a multiple-choice quiz for you to complete on either the Satchel One app or in your browser.

Taking a quiz



If you do not see the option *Start quiz*, then you may be accidentally logged into your parent's account. Quizzes can only be taken from your [student account](#). Taking the quiz on the app will be very similar to taking the quiz in your browser. If you take a quiz in the browser, you will be able to practice sample questions by clicking *Preview quiz*. When you are ready, simply click *Start quiz*. The quiz may have a time limit for the question or unlimited time to answer the question, depending on how your teacher created the quiz. The description of the quiz will inform you how long you have to complete every question.



You will be able to pick your answer from the list of options for each question.

If your quiz is timed, there will be a Quiz Timer towards the top of the page to count down the time you have left to answer the question. If the time runs out before you make a choice, your answer will be marked as wrong and the answer options will appear in red. Click *Continue* to move onto the next question.

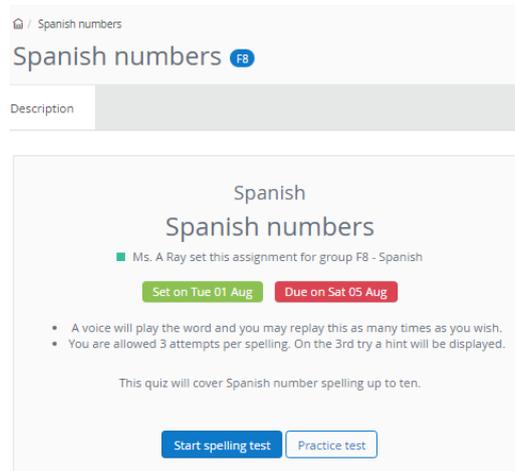
When you finish your results will be available immediately. If you do not receive 100% on your first attempt, you can take the quiz again; you will get 3 attempts at taking the quiz to improve your test score. You can click on *View results* for a handy breakdown of your attempts.

Taking Spelling Tests as a student

Learn your spellings online - you have 3 lives!

Your teacher can set you a spelling test for you to complete on your Satchel account, either in the browser or on the Show My Homework app. If you take the spelling test in the browser, you will be able to practice sample words by clicking *Practice test*.

Taking a spelling test



If you do not see the option *Start spelling test*, then you may be accidentally logged into your parent's account. Spelling tests can only be taken from your student account. Taking a spelling test in the browser is very similar to taking a spelling test in the app. When you are ready, click on *Start spelling test*. The first word will be spoken out loud and you can click *Play* sound as many times as necessary as there is no time limit.

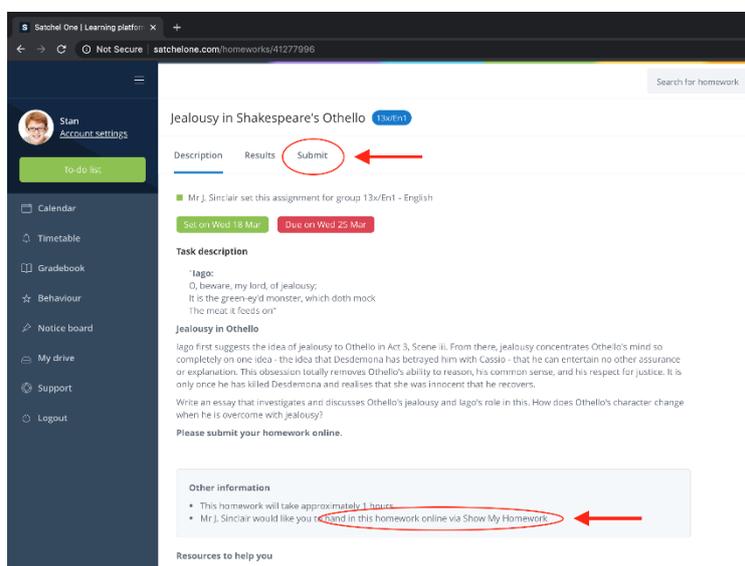
You will have 3 attempts for each word to complete the spelling accurately. On your third try you'll see a hint, which will include a few letters to help you identify the word. In some cases, your teacher may have also provided you with a sentence for some context. In the app you can click on the information button to see this sentence.

When you finish your spelling test, you get your score right away. Just click on *View results* for a handy breakdown of your attempts along with the correct spellings

Submitting my work online

Distance learning: how to send your homework to your teacher remotely

As a student you are able to submit your assignments online instead of handing them in - as long as your teacher requests an online submission. When they do so, you will see this on your homework:



To submit your answers, 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.

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 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*

That's it! Your homework will automatically be marked as submitted.

Your message and file(s) will be sent to your teacher who will be able to view your work. They may want mark it and share any feedback with you.

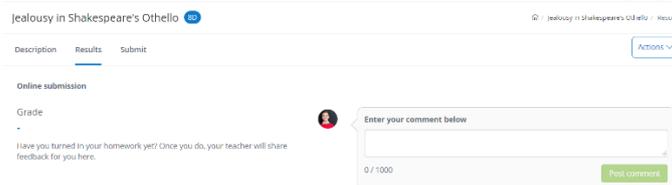
Leaving comments for your teachers

Have a question about your homework and need to send your teacher a message? Leave a comment!

The Comments feature allows students 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.

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.

How to leave a comment

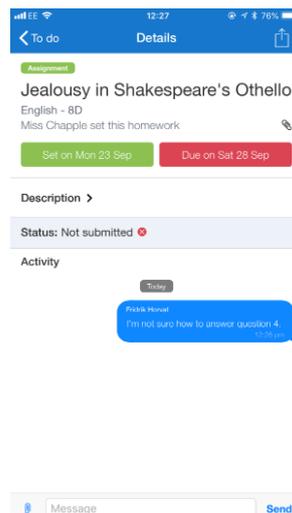


Leave a comment in the browser

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, your Homework calendar, or by searching for it by name in the top right-hand search bar.

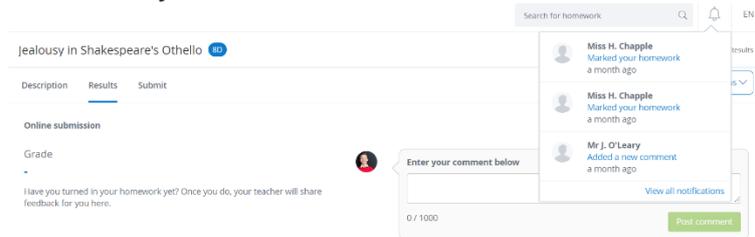
Once you have selected the homework task you would like to comment on, click the *Results* tab and type your comment in the text box. When you have submitted your comment by clicking *Post comment*, your teacher will be notified of this comment in their account under the notifications button. If they have push notifications enabled on the app, they will be notified by push notification as well.

Leave a comment 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 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 your account under the notice button. Click on the *notification bell* in the top-right of the page to view all of your notifications. You can reply to the comment by simply adding another comment.

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

Comments from your teacher are how you will see any marking and feedback for the work you have submitted online.

Deleting Comments

As a student, you are unable to delete comments that you have left for your teacher. If you made a mistake on a previous comment, you can leave another comment for your teacher with the correct information.

Frequently Asked Questions

Why can't I upload my homework?

If you are unable to see the *Submit* tab on your homework on the website (or can't see the paperclip icon on the app) it is possible that you are logged into a parent account.

You can only submit homework via your student account, so you will need to log out and ensure you log into your student account.

If you are logged into the correct account and are still unable to upload files, it is likely that your teacher has requested that you hand in the task in class or an alternative method. You can find this out by checking the *Other information* box which can be found at the bottom of the task, as shown below:

Other information

- This homework will take approximately 30 minutes
- Miss. S. Campbell would like you to hand in this homework in class

Why can I only see a preview of my quiz

You are most likely logged into a parent account if you can only see a preview of your quiz.

You will need to log out and ensure you log into your student account

I've accidentally marked a task as completed, how do I get it back?

To move a task back to your To-do list, you simply need to click on the *Completed* tab on the website (or the *Past* tab on the app) and un-tick the task you've accidentally marked as completed.

I've submitted the wrong file, how can I delete it?

Once you have uploaded a file to a task it is not possible to remove it. However, you have the option to do a re-submission by uploading the correct file on task. We also advise that you leave a comment to your teacher explaining that you have uploaded an incorrect file.

How do I stop overdue notifications?

If you are receiving these reminders, this may mean that your teacher has set homework that requires an online submission via Satchel One. Homework marked for online submission must have a submission on Satchel One, otherwise you will be notified of your overdue homework until you make a submission.

You can stop the reminders by locating your task and clicking on the *Submit* tab. You can submit your work in either the text box or by adding your document as an attachment. In some cases, you may have already handed in this homework in class or on another platform, so you can simply write a note to your teacher to let them know.

Why can't I see flexible tasks and classwork assignments on the app?

If you cannot see certain tasks on the app, you may be using an older version of the app.

You can check which version of the app you are on by going to the app store on your device.

If you are on an old version, you will need to update the app. However, if you do not see the option to update the app your device might not support the newer version