

## How do I know my child is doing their school work?

In this help document we will look at the **To Do List** – an organisational tool where your child can keep on top of work being set daily. Then we will look at the **Gradebook** which is where you as parent will go in order to see whether your child has actually **submitted** the work and the teachers status for the piece of work and comments. We are currently focusing on pupils engaging with the learning and you should not expect to see a grade for **every piece of** work being produced during this period of closure.

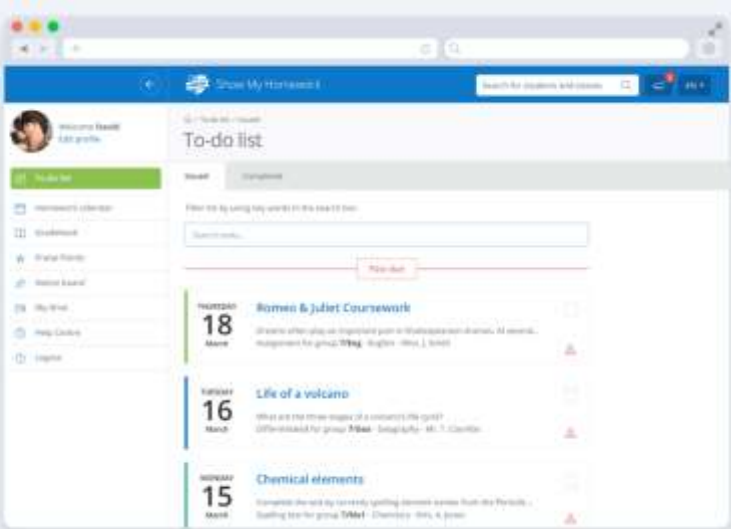
Seeing a tick in the To Do list does **not** mean that your child has submitted the work, you have to go to the gradebook to find that out.

### What is the To-do list?

The to-do list is an organisational tool to help your child keep on top of deadlines. Any homework assigned by teachers will appear on the To-do list.

### Homework To-do List

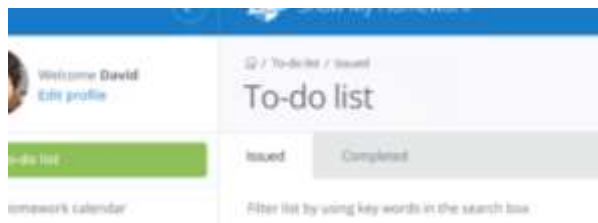
View homework due on your To-do List and stay organised by marking off tasks you've completed.



## How to use the To-do list

### Finding homework tasks

Tasks are divided between two tabs **Issued** and **Completed**. When your child is assigned a homework task they will see it in the Issued tab. From the Issued tab they can click the task to view the homework details or mark the work as complete. They can also 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

**At the moment work is being set daily for that day as we are using the SMHW system to set work for the classes your child would have each day.**

### **Marking homework as completed**

Your child can only mark off homework as complete from their student account. A task can be marked as completed by clicking the box next to the task. (Ticking the box) If they have accidentally marked a homework as completed, they can simply go to the Completed tab and un-tick the box for the homework task. The task will reappear in the Issued tab.

### **Remember we said earlier that completing is not the same as submitting**

It is vital to remember that the **To-do list** is an organisational tool to help your child keep on top of deadlines.

When your child sets the status of a homework in the to do list to completed it moves it to a different part of the list. This does not mean it is submitted.

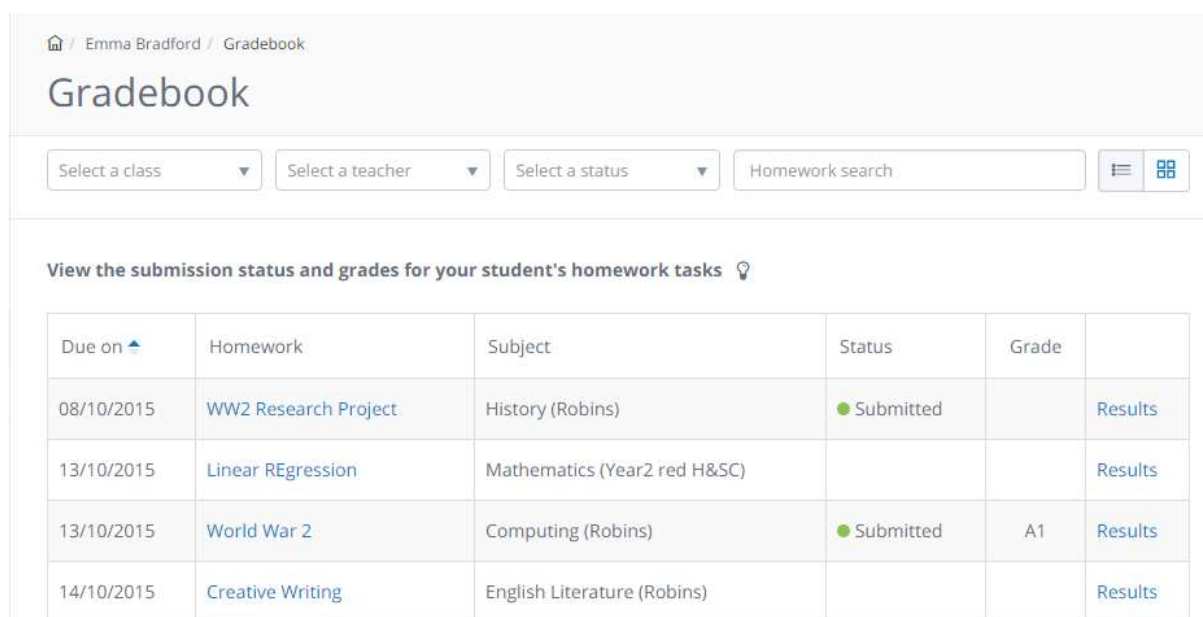
But if they attached and send evidence of work to the teacher then the system **will** say submitted.

The teacher will then look at the work and you will see the details of this activity in the grade book.

## Using the Gradebook

### View your child's submissions and grades

The Gradebook is where you can see the grades and submission statuses for your child's homework. Once you log in, simply click the *Gradebook* icon under your child's name to get started.



The screenshot shows the Gradebook interface for Emma Bradford. It includes a breadcrumb trail, a title, filter dropdowns, a search bar, and a table of homework tasks.

| Due on     | Homework                             | Subject                      | Status      | Grade |                         |
|------------|--------------------------------------|------------------------------|-------------|-------|-------------------------|
| 08/10/2015 | <a href="#">WW2 Research Project</a> | History (Robins)             | ● Submitted |       | <a href="#">Results</a> |
| 13/10/2015 | <a href="#">Linear REgression</a>    | Mathematics (Year2 red H&SC) |             |       | <a href="#">Results</a> |
| 13/10/2015 | <a href="#">World War 2</a>          | Computing (Robins)           | ● Submitted | A1    | <a href="#">Results</a> |
| 14/10/2015 | <a href="#">Creative Writing</a>     | English Literature (Robins)  |             |       | <a href="#">Results</a> |

The Gradebook will display all the homework tasks your child has been assigned by default but you can use the filters at the top to narrow the classes down by subject, teacher, or 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 the students were 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.

As we said earlier we are focusing on **engagement with learning** during this stage of home schooling and so most teachers will not be assigning grades but are quite likely to be giving some positive feedback or gentle encouragement. **We ask that you bear in mind that everyones circumstances are different so whilst equity is desirable in these difficult and unusual times it is not always attainable.**

## Results

Click on *Results* for more information about your child's grade and submission status or to see any comments left on their work by their teacher.

**Top tip:** Does your child need to ask a question about a piece of homework? They can leave a comment for their teacher by going to the *Results* tab of the task when logged into their student account. This may be better directed to the help desk.

At the moment we are running a support helpdesk to deal with technical queries, user access to applications and passwords.

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