

# BHS - Show My Homework Guide

- 1) How do I login? Everybody should have already logged in to SMHW but if you have any issues with this please email [smhw@burnleyhigh.com](mailto:smhw@burnleyhigh.com)
- 2) You search for the school – Burnley High School
- 3) Click on to office 365 tab
- 4) Enter email address – this is the year that you joined the school then your first letter of your name followed by your surname followed by @burnleyhigh.com for example if you joined school in 2019 and your name was Joe Bloggs your email would be [19jbloggs@burnleyhigh.com](mailto:19jbloggs@burnleyhigh.com)
- 5) Your password is the same password as you use to sign in to the school computer

Please see the photos below to help with the differences between logging in on the PC, Phone or APP

## Logging on (PC):

**Step 1: Website**

**Step 2: Login**

**Step 3: Office 365!**

**DO NOT USE THIS SECTION! IT WILL NOT WORK**

## Logging on (PC):

**Step 4: Type in your email address**

**Step 5: Type in your password**

# Logging on (Phone):

Email and password are the same set up as on a PC

Step 1: Website

The screenshot shows the mobile website interface for satchel:one. At the top, it says 'satchel:one' and 'Mobile user? For the best experience, we recommend you download the free app.' Below this are buttons for 'Download on the App Store' and 'Get it on Google play'. The 'Login' section has tabs for 'Staff', 'Parent', and 'Student'. There is a 'Search school' field, followed by 'Enter email address or username' and 'Enter password' fields. A blue 'Log in' button is present. Below the button, it says 'Or log in with:' followed by 'Sign in with Office 365' and 'Sign in with Google' options.

DO NOT USE THIS SECTION! IT WILL NOT WORK

Step 2: Office 365!

# Logging on (app):

Email and password are the same set up as on a PC

Office 365!

The screenshot shows the mobile app login screen. At the top, it says 'Log In' and 'Burnley High School'. Below this, there are two sections: 'I already have an account' with a 'Log in with email or username' button, and 'I do not have an account yet' with a 'Log in with PIN or Parent Code' button. Below these, there is an 'or' separator and three 'Sign in with' options: 'Sign in with Google', 'Sign in with Office 365', and 'Sign in with RM Unify'.

DO NOT USE THIS SECTION! IT WILL NOT WORK

# Trouble doing quizzes or uploading work?

- If you can log onto your account but cannot access quizzes or upload work, this means that you are still logged into your old BHS account - @burnley-cs.org (we changed over Summer)
- You need to log out of that account on **BOTH** SMHW and Office 365
- Then log back into SMHW with your new account @burnleyhigh.com
- If it logs you straight in without you having to type your new email, it means you are still logged in somewhere on the Office/Outlook network, so need to double check you've logged out.

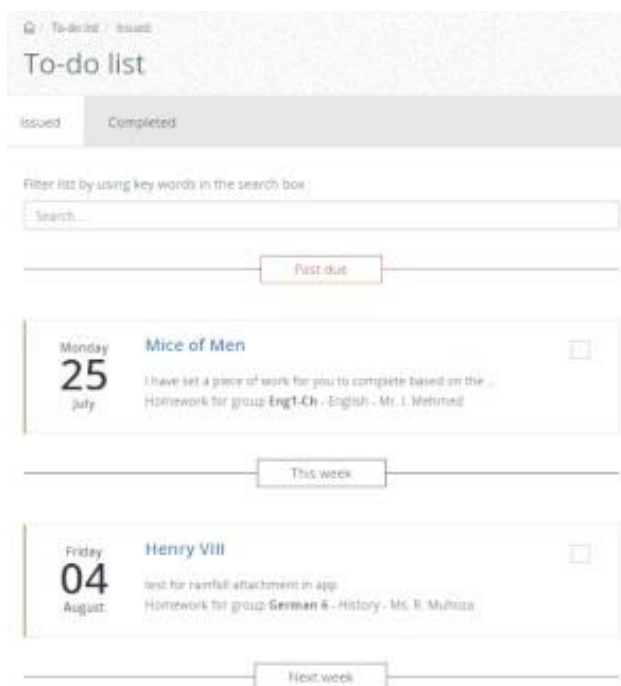
## 6) How do I reset my password?

Your school email address is linked to your ShowMyHomework student account. You can request a new password to be sent to your email address - [smhw@burnleyhigh.com](mailto:smhw@burnleyhigh.com) *If you are still having issues please contact your Head of Year - [talktomyheadofyear@burnleyhigh.com](mailto:talktomyheadofyear@burnleyhigh.com)*

## 7) How do I find my work?

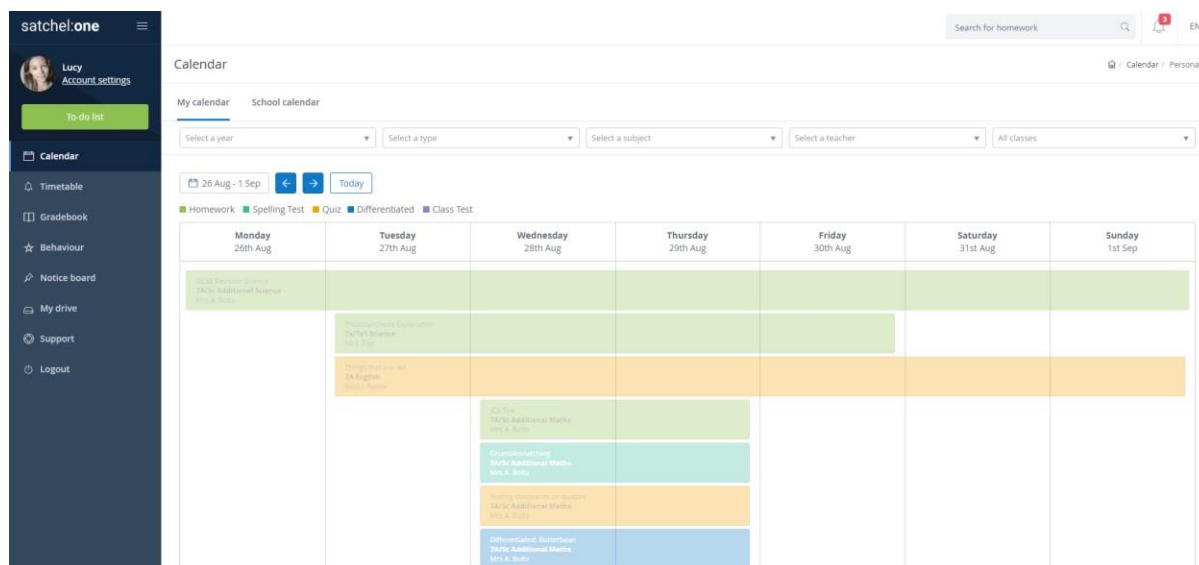
### To-do list

You can log in to your student account in either the browser or the Satchel One app to view your To-do list. Your To-do list will show you all your assigned tasks. In the browser, your tasks will be divided between two tabs, Issued and completed. On the app, you'll be able to toggle between All and To do to view Upcoming, Past and Overdue homework. Your teachers will set the work the day that they teach you and it will be due the same day.



### Student calendar

Once you are logged in to your student account in the browser, you can use your personal Student calendar to find and keep track of your homework. You can access your personal student calendar by clicking *Homework calendar* from the left-hand menu and selecting the *My Calendar* tab.

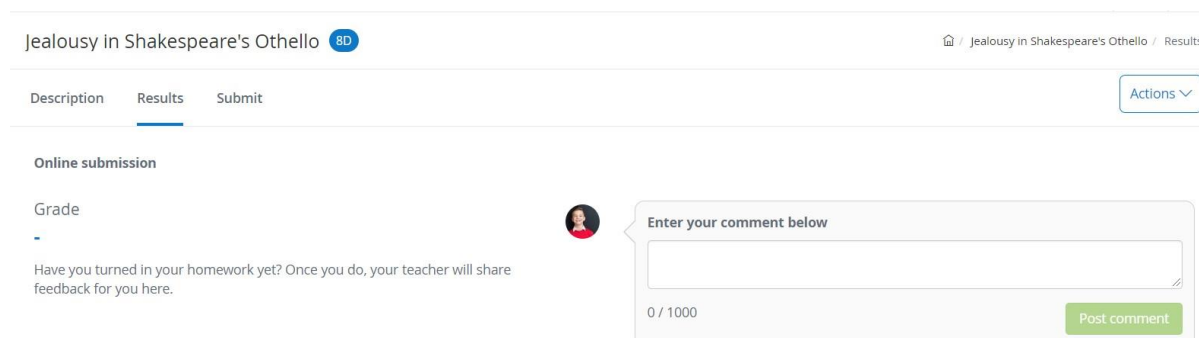


## 8) Leaving comments for your teacher

The comments feature allows students 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?



The screenshot shows the Satchel One interface for a homework task titled "Jealousy in Shakespeare's Othello". The task is marked as "8D". The "Results" tab is selected, and the "Submit" tab is also visible. A comment box is open on the right side of the page, with the text "Enter your comment below" and a "Post comment" button. The comment box has a character count of "0 / 1000".

### Leave a comment in the browser

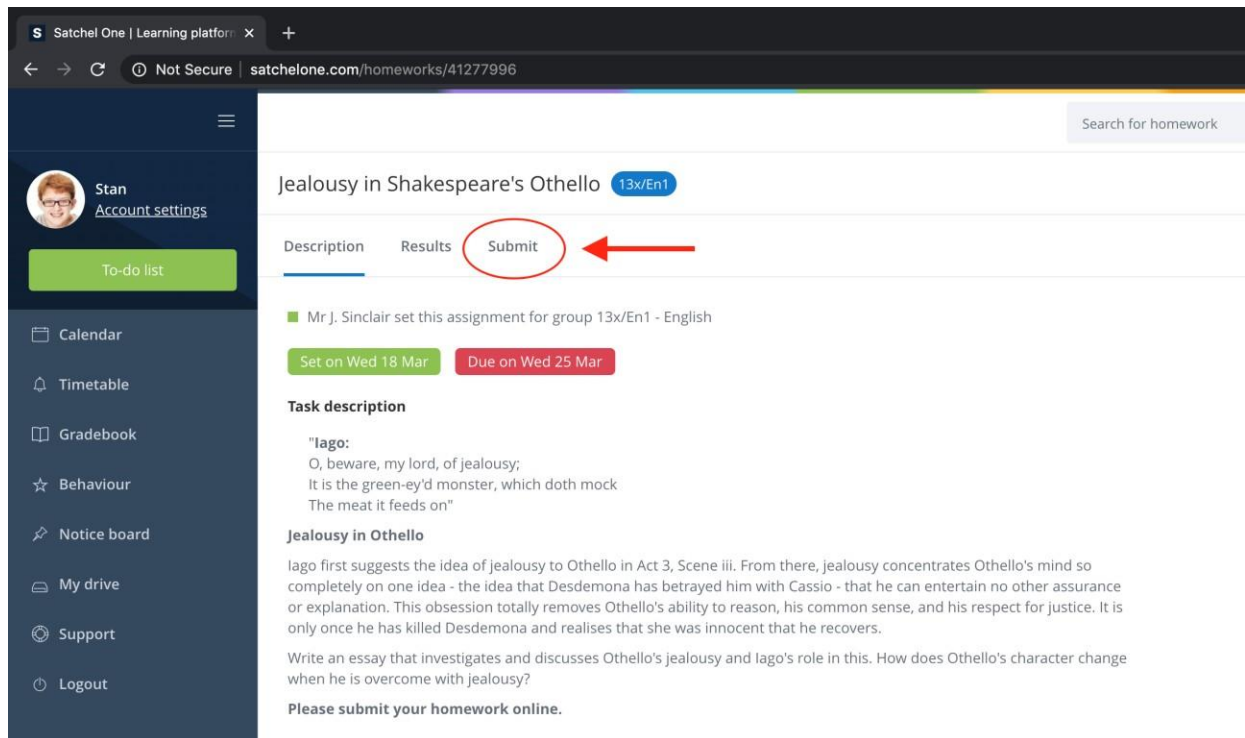
Comments can only be left on the homework task itself, so you will need to locate the homework task first. You can locate the task by finding it on your To-do list, your Homework calendar, or by searching for it by name in the top right-hand search bar.

Once you'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 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.

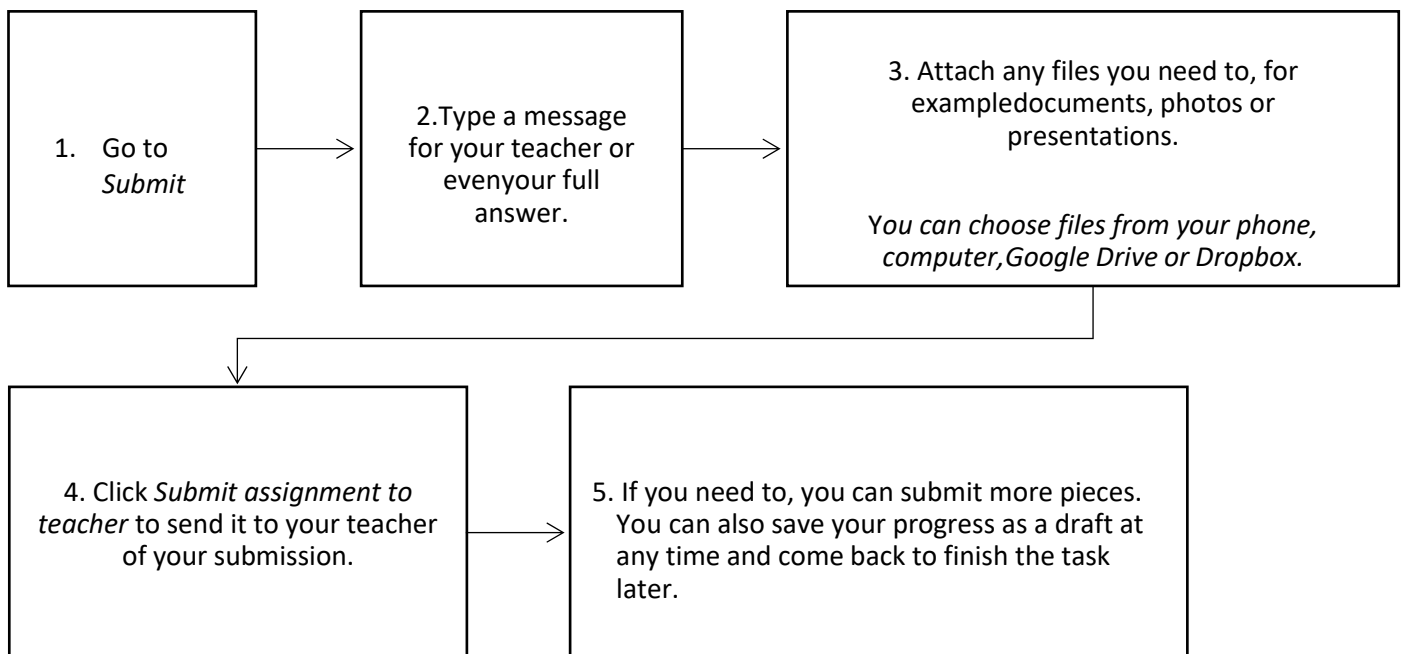
When your teacher leaves a comment for you, you will be notified in your account under the notice button. Click on the *notification bell* in the top-right of the page to view all of your notifications. When you click on a comment notice, you will be taken to the Assess page where the comment left by your student is displayed. You can reply to the comment by simply adding another comment.

## 9) How do I submit my work online?

As a student you are able to submit your assignments/classwork online - as long as teachers an online submission. When they do so, you will see this on your homework:



To submit your answers, follow these steps:



## 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.

The screenshot shows the 'Details' tab of an assignment. At the top, there are tabs for 'Details', 'Comments', and 'Discussion'. Below the tabs, there are two buttons: 'Assignment' (green) and 'Incomplete' (blue with a white checkbox). The assignment title is 'Conflict', followed by 'English - Yr 9a/En1' and 'Miss H. Romasanta set this homework'. There are two date boxes: 'Set on Wed 06 Jan' (green) and 'Due on Wed 06 Jan' (red). Underneath is a 'Description' section with a dropdown arrow, containing the text 'Complete the lesson on conflict.' Below that is an 'Other information' section with a bullet point: 'This homework will take approx. 60 minutes'. At the bottom, there is a green button labeled 'SUBMIT HOMEWORK' and the text 'submitted online via SMHW'. A red arrow points from the text 'Tap on the "submit homework" comment box' to the 'SUBMIT HOMEWORK' button.

1. Tap on the "submit homework" comment box

The screenshot shows the 'Details' tab of the same assignment. The 'Assignment' button is now green and labeled 'Completed' with a white checkmark. The 'Status' is 'Submitted' with a green checkmark. Below the status, there are three comment boxes, each starting with '@ jack\_walmsley\_yr-9a-en1...'. At the bottom, there is a green button labeled 'SUBMIT HOMEWORK' and the text 'conflict.'. A red arrow points from the text 'Select the location for the file, e.g. take photo, a file, (Dropbox or Google drive) or image' to the comment boxes. Another red arrow points from the text 'Choose and upload the correct file' to the 'SUBMIT HOMEWORK' button. A third red arrow points from the text 'Once your task has been submitted the status will change to "submitted"' to the 'Submitted' status.

2. Select the location for the file, e.g. take photo, a file, (Dropbox or Google drive) or image
3. Choose and upload the correct file
4. Once your task has been submitted the status will change to "submitted"
5. If you have any issues please message your teacher or email [smhw@burnleyhigh.com](mailto:smhw@burnleyhigh.com) or email [talktomyheadofyear@burnleyhigh.com](mailto:talktomyheadofyear@burnleyhigh.com)
6. Tick completed – This is for your records so you can keep up to date with what you have completed