# Homework Resource

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# Introduction

SchoolSpeak's **Homework** resource enables teachers to post homework within the online portal by class or by subject. Parents may log into SchoolSpeak and view all assignments for their children.

This guide will present the parent, teacher and administrator views and functions.

Homework resources may be setup per subject (Math, English) or as a single homework resource. Generally, in a typical SchoolSpeak initial setup grades K-2 have a single homework resource reflective of the typical kind of homework assigned for these grade levels. By grade 3, SchoolSpeak homework setups include homework for each subject as this is typically when teachers begin to separate homework assignments based on subject.

If your school's homework policy is different, for example, if in 2nd grade the teachers break up homework by subject an administrator can easily create new homework resources to accommodate different needs.

## Working with SchoolSpeak's Lesson Plan Resource

SchoolSpeak's Homework resource works with the Lesson Plan resource. Teachers using the Lesson Plan resource may assign homework within the lesson plan as part of their preparation for class. When assigning homework within the lesson plan, teachers may indicate the appropriate class group or grade level and the specific Homework (subject) resource that they would like to connect with. The homework will display the assignment based on the information input into the lesson plan.

## Important Features of Homework Resource

- Teachers can input assignments with due dates.
- Homework assignments may be entered in advance and displayed at a later time.
- Teachers may choose to have one homework area for all subjects in a class or homework for each subject.
- Easy to enter detailed descriptions of the homework with due date and attach one or more files; and to send homework over email to the class in couple of clicks.
- Tests display until the due date reminding students and parents
- Visual indicators may show that homework is newly posted, updated or due.
- Homework may be submitted by the student on line where it is easy to make corrections before the due date. Late submissions are flagged for the teacher.

# Examples of Homework

## Examples of homework for single subject



*Lower grades*



*Upper grades*

## Examples of homework for multiple subjects



*Lower grades*



*Upper grades*

When a parent logs in to SchoolSpeak, they will typically see homework assignments displayed within the grade or class level groups. Teachers may opt to display the homework on the group homepage or may elect to display the homework in a summary view when a parent clicks on the bold Homework link. In the latter case, the homework assignments will not display for the parent on the group home page. Teachers may use either method but parents should be informed as to how to locate their child's homework.

> **Note to SchoolSpeak Administrators:** *A parent's view is based on their child's group affiliations - the groups or subjects that a child is studying. General classroom setups may include a single or multiple subject Homework resources. Parents should be able to view the homework for any class that their child is part of. This is determined by the homework resource permissions. Please refer to the Permissions part of this guide for more information.*

Parents may view various homework assignments on the group or classroom home page



Parents may also click the Bold **Homework** link to show all of the homework assignments on the same page as a summary.



Parents can change assignment view by changing the date using drop-down

# Teacher View

Teachers typically may assign homework for classes/subjects that they teach or support. The SchoolSpeak administrator will provide teachers with the correct permissions to create new homework assignments.

## Important Features for Teachers

- Helpful widgets for teachers to use as they assign homework.
- Teachers may copy and move assignments to other classes/subjects that they are teaching.
- Teachers are able to enter assignments in lesson plans and automatically display assignments in correct homework resources
- Easy navigation from homework resource to homework resource
- Teachers may elect to allow students to post homework online

## Overview of Homework Resource

The Homework resource allows teachers to post homework such as projects, tests or special events online. After teachers finish entering homework for one subject/class, they can quickly switch to another class with easy to use drop-down navigation.

> ***Student Homework Online Submissions:*** *Teachers may opt to allow students to submit homework online.\* Online submission for students can be enabled or disabled for each assignment published on SchoolSpeak. By default, online submission is disabled and teachers need to enable online submission in the Homework Add/Edit page. Teachers can view student submission online and download homework uploaded by students.*

*\* Students must be able to login into SchoolSpeak to submit homework.*

**The Homework Resource**

To view a summary of all of the homework for a specific class click on Homework in bold.
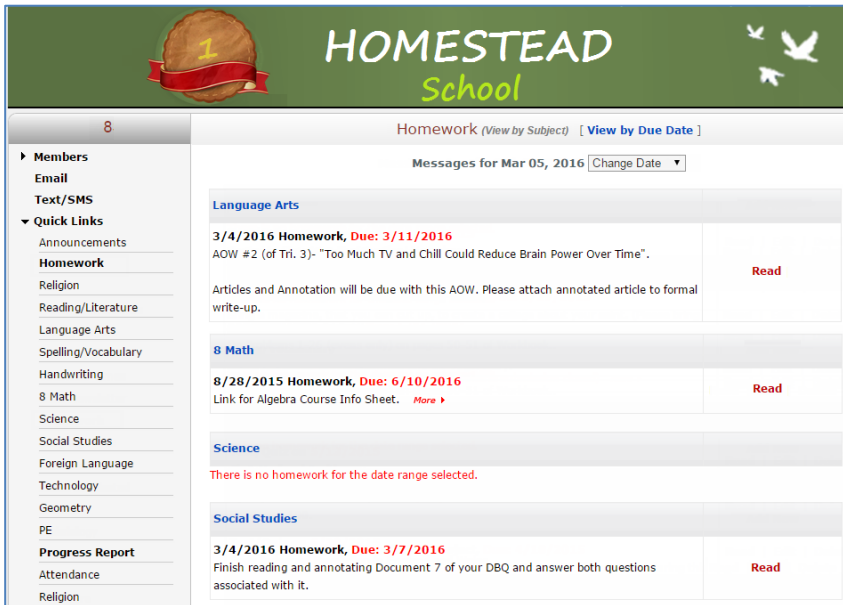


As an alternative, to view the specific subject homework, you may click on the Subject name under the Bold homework link. Clicking on the individual subject displays homework for the respective subject.
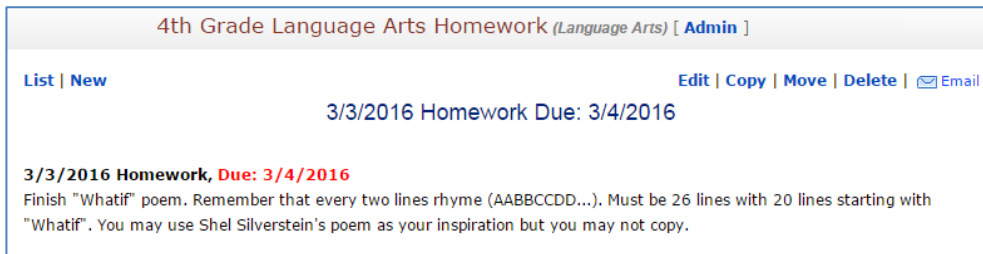
Click the **Read** link to view the homework.
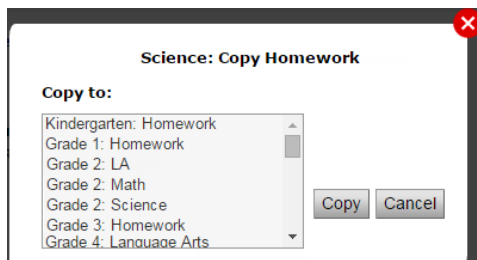


**List** – Lists all the homework of the subject for the selected date/date range.

**New** – Displays homework page for new assignments.

**Edit** – Displays the homework in edit mode enabling you to make changes.

**Copy** – Copies the homework from the current homework to the selected Homework resource.

Clicking on this link displays the Copy Homework pop-up.

Select the homework class/subject that you want to copy the homework assignment to from **Copy to:** list box click **Copy**.

**Move** – Moves the homework to the selected grade/subject homework. Clicking on this link displays the Move Homework pop-up.
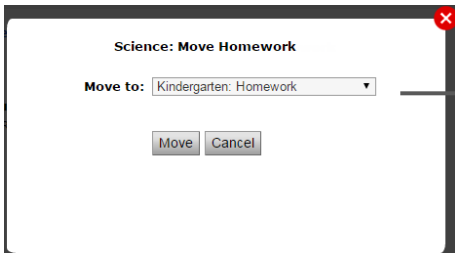


Teachers may easily navigate from homework to homework

Select the required grade/subject homework from **Move to:** drop-down list.

**Delete** – Deletes the homework assignment.

Email – Sends an email with the homework assignment to the members or groups specified. Clicking on this link displays the Email page. You may change the recipients by either deleting the members currently listed or using **To:** to choose new recipients.
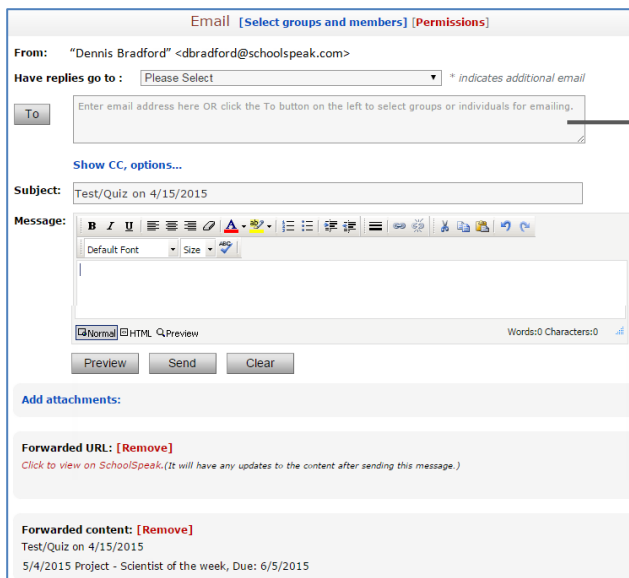


Choose new recipients of homework

Click **To** to add the group(s)/member(s) to whom you want to mail the homework.

Select the required group(s)/member(s) and click Back to Email.

Draft the message.

Click **Send**.

## How to Add a New Homework

**To add a new homework**

Click on homework resource in quick links section of class group and click New Homework or if you are viewing the homework summary view by clicking on the bold Homework link, click New for the appropriate subject.

Complete the following fields:

- *Assignment/publish date*: Select a date for the assignment or to publish.
  **Changing the date that the assignment will be displayed (Optional)**

  Often a teacher may input the homework assignments for the week or a longer period of time as part of their class preparation. With the Homework resource, teachers may opt to delay displaying a homework assignment until a particular date.



- Choose the option that is appropriate. By default the assignment will display on the Date of the Assignment.

***Homework tools***: Teachers may use the homework tools when creating assignment. Each tool will provide the teacher with different options.

- Type = Homework

Type of homework - Homework

Other options of 'Type':

Project

Text/Quiz

Special Event

Additional Options

- *Add Notes*: Enter assignment details.

    When posting homework, teachers may need to provide extra comments to the students or even link to another site. For example, the students need to read a text located on an external site. Use the link capability of the comment section editor to link to the site so that parents.

- *Upload Attachments*: Add attachments if required.

    a.  Enter a brief description. Optional.
    b.  Click Choose File.
    c.  Locate and select the required file and click **Open**.
    d.  Click **Upload**.

- *Online Submission*: Optional if students are able to log into the application.

> *Note: Homework submitted beyond the end date will show up in red.*

The "End Date" should be the same or later than the assignment due date. Online submission will be allowed till the midnight local time (time zone of the school) on this end date. Homework submitted after the due date will be marked as late submission. Students cannot submit the homework online after this date.

Click **Add**.

Teachers will see the homework published on the Group Home page as shown.



# Working with Online Homework Submissions

Teachers can view online homework submissions by clicking *More* link next to the relevant homework in the summary view on the Home page.



- Late submissions are shown in red.
- Teachers can extend the date of submission by clicking the **Edit** link, changing the '**End date for Online Submission**', and clicking '**Update**'.

# Parents View of Homework Resource with Online Homework Submission

Parents can view the homework of all the subjects of their children. Parents may see an online submission indication but cannot submit homework online. Homework can be submitted online only via a student login, not from parent login.

Clicking the **Homework** link on the left margin displays a summary of homeworks of all the student is part of on a page.



Alternatively, the homework of the individual subjects may be viewed by clicking each subject under the Homework link.

Click the **Read** link to view the homework in detail.



# Students View of Homework Resource with Online Submission

Students can view the homework assignments and can submit the homework online if the online submission is enabled.



Click the **Read** link to view the homework in detail.

## How can Student Submit Homework Online

Students can submit homework online if Online Submission has been enabled by the teacher. Homework submitted beyond the assignment end date will show up in red.

### From a student login

1. Click the *More* link in the respective homework. The homework page is displayed.

2. Click the Click to submit assignment link.

> ***Note:*** *The homework cannot be typed in directly; you can upload your homework as an attachment in Ms Word or PDF format.*

3. Click **Choose File** to select the file.



4. Click **Upload**.



To modify submitted homework, remove the homework document using **Remove** link next to the attached file; make corrections to the original file and re-upload the attachment; and attachment with same file name will be overwritten.

# Linking Homeworks to Gradebooks

Teachers can link homeworks to gradebooks which is useful for automatically creating assignments in the gradebooks. Teachers may choose the gradebook, the assignment point value and category when creating the homework

**Important features**
- Automatic creation of assignments in the gradebook.
- Online preview of the assignments details.

## Who can Link Homeworks to Gradebooks?

The users with "Edit" permission to both the homework and gradebook resources can link homework assignments to gradebooks.

## Using the Linking Feature in the Homework Resource

Let's say you want to link the **Language Arts Homework** to the Language Arts Gradebook of Grade 8.

1. Select the 'Language Arts' homework resource from the quick links column on the left margin of Homepage.
2. Click the **New Homework** link.



> *Note 1*: *By default, the due date of homework is set as the assignment date. If you change the due date of a homework that falls within a different term, then the assignment is moved to that term and automatically the new date will be set as the assignment date.*
>
> *Note 2*: *If you want add an existing homework, click the **List** link that displays the homeworks; click the Edit link of the respective homework that displays the homework in edit mode.*

3. Click the **Click to add this homework to gradebook(s)** link.

> *Note: At least one student should be added to the resources. The resource that does not have the students added to it will not be displayed while linking.*

4. Select the gradebook(s) from **Select from** list and click **Add**. The selected gradebooks get added to the **Selected** sections.

   - If you want to deselect a selected gradebook, select the gradebook within the **Selected** section and click **Remove**.
   - If you want to automatically add the homeworks to the selected gradebook(s) for future assignments, check the **Add future homework to these gradebooks** option.

5. Click **Ok**. The selected gradebook(s) get added to the linked list.
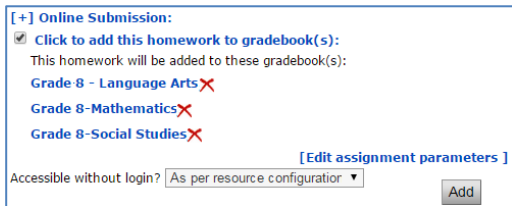
   

   You can delete the gradebook using the ✖ icon next to the gradebook assignment. If that particular gradebook has data, a delete confirmation message is displayed. **Art**

   > *Note: After the gradebook(s) get added to the page, you will be able to see the **Edit Assignment Parameters** link.*

6. To setup the assignment for the gradebook, click the **Edit Assignment Parameters** link.

   **Gradebook selection**

   |  | Grade 8-Language Art | Grade 8-Mathematics,Grade 8-Social Studies |
   |---|---|---|
   | Category | Homework ▼ | Classwork ▼ |
   | Max Points | 100 | 100 |
   | Include in grade calculation | ☑ | ☑ |

   **✖ OK**

   Each selected gradebook is listed in columns with the following options. (Except the **Category**, all the other parameters are optional and are displayed based on the gradebook configuration.)

   > *Note: Those optional parameters that are not configured in the selected gradebooks will not be displayed in the **Gradebook selection** pop-up window.*

   - Category – Assignment category
   - Drop – *Optional* Whether you want the assignment for overall grade calculation or not.
   - Max Points – *Optional* Maximum point of assignment.
   - Assignment Weight – *Optional* Maximum weight of assignment.
   - Include in grade calculation – *Optional* Check this if you need to include this assignment in overall calculation.

> *Note: If you select more than one gradebooks and the selected gradebooks have same category, assignment max point, grade computation option, and user access permission, then those gradebooks will be grouped in the Gradebook Selection pop-up window as shown in the picture.*

Update the assignment details and click **Ok**.

7. Click **Add**.

To view in the gradebook, click the added gradebooks link that displays the respective gradebook edit page.



Clicking the **Homework** link next to the **Assignment** displays the Homework page.

## Using the Linking Feature in the Gradebook Resource

You can link the gradebook to homework(s) resources from the Assignment Edit page within the gradebook.  Let's say you want to link Language Arts gradebook to the Language Arts homework resource.

1. Select the 'Language Arts' gradebook resource from the left margin of the Grade 8 Homepage under Progress Reports.



2. Click the **Gradebook** link.
3. Click the [**Add** 1 **Assignments**] link on the gradebook tool bar.



The following page is displayed.

4. Click the **[Operations]** link.

5. Click the **Copy from homework** link from the drop-down list.



6. Select the homework resource from the Select homework resource drop-down list.

You can use the **Move Assignment** link to move the assignment from one term to another term or gradebook. And if you move and save an assignment then a new link for that particular assignment is created.

If an assignment is already linked to homework and the logged in user does not have 'Edit' permission for that particular Homework resource and has 'Edit' permission to the gradebook, then the user can edit the gradebook but cannot link the homework to the gradebook.

*Note 1: You can select only one homework from the list.*

*Note 2: If you delete an assignment, the assignment will be removed from Gradebook resources and the assignment's link to the gradebook on the homework page also will be removed.*

*Note 3: If you move an assignment from one term to another term or from one resource to another resource, then the link to the homework also will be moved with the change in the due date.*

7. Select homework  and click **Ok**.
8. Complete the scoring of the student's assignment and click **Save**.

# Frequently Asked Questions

1.  **Can a parent see all of the homework displayed in a classroom group?**
    **Answer**: A parent may see homework resources that include the parent name or the group the parent belongs to within the View permission of the homework resource.

2.  **What happens if I have a leveled subject? For example if there is a Math A and Math B within the same class**
    **Answer**: Typically, SchoolSpeak recommends that the administrator create two homework resources - one to support Math A and one for Math B. The administrators should create each level, in this example Math A group and Math B group. The students should be assigned to the appropriate leveled groups. The administrator should include the appropriate group within the VIEW permission in the respective homework resources.

3.  **Can the homeroom teacher add new homework assignments?**
    **Answer**: Any teacher included within the EDIT permission of the homework resource may add new assignments.

4.  **Can a teacher copy an assignment from one homework resource to another?**
    **Answer**: Yes, teachers may use the COPY function within the homework resource to copy the assignment to any other homework resource they have EDIT permission for.

5.  **Can the homeroom teacher see all of the homework in her classroom even if he/she is not the teacher of that subject?**
    **Answer**: You may add the teacher to either the VIEW permission by name or add the teacher to the group that is included within the VIEW permission.

6.  **Can a user with only 'View All' permission link homeworks to gradebooks?**
    **Answer**: No, the user with Edit permission only will be able to link homeworks to gradebooks.

7.  **Can a user with 'Edit' permission to only the homework resource be able to view the gradebooks?**
    **Answer:** No, the user with Edit permission to both homework as well as gradebook resources will be able to view and link the homeworks to gradebooks.

8.  **Can user link a homework to more than one gradebook?**
    **Answer:** Yes, the user can link a homework to more than one gradebook.

9.  **Can user link one homework to more than one assignment on the Gradebook Assignment Edit page?**
    **Answer:** No, one homework can be linked to only one assignment.