Posting Homework

SchoolSpeak
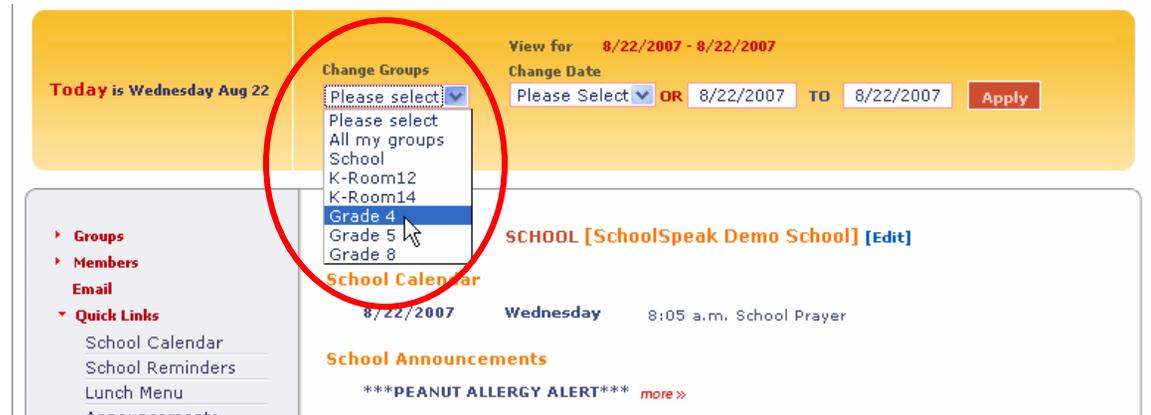
Your School and You

Prerequisites

- From your SchoolSpeak administrator obtain your SchoolSpeak username and password and login to the system.

- Have your SchoolSpeak administrator set up your profile and a homework resource for each subject/class you teach.

- Homework resource privileges should be set as
  - View: Class for the homework, e.g. '4th Grade'.
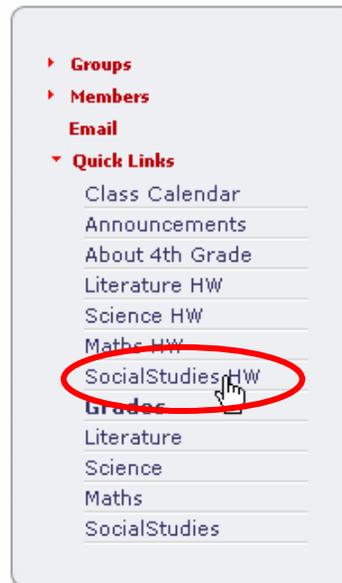 - Edit : Teacher(s) posting homework

Online submission of homework is a work in progress and not available now. It is expected within a month.

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Posting new Homework - 1

1. **On the home page, from 'Change Groups' select the class you want to post homework for.**

2. **On the left margin click on the homework link you want to post homework for**

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Posting new Homework - 2

A new page (Homework List Page) will be displayed with homework for the view dates shown.

3. Click [New Homework]

Groups
Members
Email
▾ **Quick Links**
  Class Calendar
  Announcements
  About 4th Grade
  Literature HW
  Science HW
  Social Studies HW
  Maths HW
  Grades
  Literature
  Science
  SocialStudies
  Maths

4th Grade Social Studies Homework [SocialStudiesHW]

[New Homework] [Privileges]

Switch to another homework resource you have edit permission for

Switch to Homework   Please Select

View for   8/22/2007 - 8/22/2007

View dates

Change Date
Please Select   OR   8/22/2007   TO   8/22/2007   Apply

There are no HomeWorks for the date range selected. Change the date range and try again.

Note: In this page you can view already posted homework for any date range by changing the view dates as desired.

You can switch to another subject using 'Switch to Homework' drop down.

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Posting new Homework - 3

A new page (Homework Edit Page) will be displayed.

4. **Enter/modify homework date**

5. **Select when can this homework be seen by parents and students**

6. **Select Type of the Assignment**

Fields relevant for the assignment will be displayed now.

Switch to another homework resource you have edit permission for

Assignment/Homework date

When this assignment/homework can be displayed to parents and students.

Select assignment type

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Posting new Homework – Assignment Type: Homework

6. Modify Due date

7. Enter relevant fields (Read, Write, Study, Do Problems etc.) as required, select book from drop down (optional) and click Add.

Assignment date: 08/22/2007

Do not show this assignment before:

- ◉ Date of the assignment
- ○ The Week of the assignment
- ○ One week before the assignment
- ○ This Date 08/22/2007

Type: Homework

Due date: 08/23/2007

Read: Chapter 2 | Textbook

Review: | Notes

Study: | Select Book

Do Problems: 13-18 | Workbook

Select Book
Textbook
Workbook
Handouts
Notes

Answer Question:

Take Notes:

Add notes and file attachments:

Online Submission:

Add

Read Chapter 2 of Textbook

Review notes.

Click to add notes and attachments.

Click to enable online submission of homework.

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Posting new Homework – Assignment Type: Project

Assignment date: 08/23/2007

Do not show this assignment before:

- ○ Date of the assignment
- ◉ The Week of the assignment
- ○ One week before the assignment
- ○ This Date 08/29/2007

Type: Project

Name: State Report

Due date: 08/23/2007

Read: _____ Select Book

Review: _____ Select Book

Study: _____ Select Book

Do Problems: _____ Select Book

Answer Question: _____ Select Book

Take Notes: _____

Add notes and file attachments:

Online Submission:

Add

8. Enter a project name

9. Modify Due date

10. Enter relevant fields (optional), select book from drop down (optional) and click Add.

Project details can be entered as notes.

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Posting new Homework – Assignment Type: Test/Quiz

4th Grade Social Studies Homework [SocialStudiesHW]

New HomeWork

[List] [Privileges]

Switch to Homework   Please Select   ⌄

Assignment date: 08/24/2007

Do not show this assignment before:

○ Date of the assignment
⦿ The Week of the assignment
○ One week before the assignment
○ This Date   08/22/2007

Type: Test/Quiz   ⌄

Description: Chapter test - Western states

Add notes and file attachments:

Online Submission:

Add

11. Enter details in the description field and click Add.

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Posting new Homework – Assignment Type: Special Event

12. Enter details in the description field and click Add.

Assignment date: 08/28/2007

Do not show this assignment before:

- ○ Date of the assignment
- ○ The Week of the assignment
- ○ One week before the assignment
- ● This Date 08/01/2007

Type: Special Event ▾

Description: 9:00 - 12:00 Field trip to history museum

Add notes and file attachments:

Online Submission:

[Add]

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Your School and You
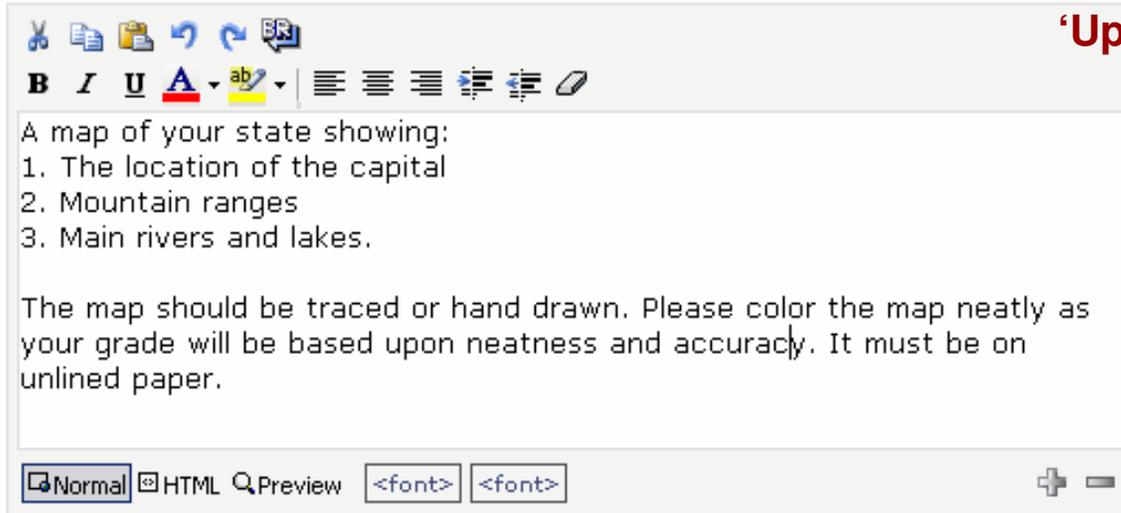
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Posting Homework – Adding Notes

Notes can be added to any assignment type. E.g. useful information for the assignment.

13. Click 'Add notes and file attachments:**'**

A Notes fields will appear.

14. Enter notes and click 'Add' or 'Update' Button.

Enter/Update assignment details

A map of your state showing:
1. The location of the capital
2. Mountain ranges
3. Main rivers and lakes.

The map should be traced or hand drawn. Please color the map neatly as your grade will be based upon neatness and accuracy. It must be on unlined paper.

Normal HTML Preview <font> <font>

Add attachments:

Online Submission:

Update

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Posting Homework – Adding Attachments

Attachment can be added to any assignment type. E.g. A report template.

15. Click 'Add notes and file attachments:'

Notes and Attachment fields will appear.

16. Click 'Browse' and select the file to upload from your computer.

17. Enter a short description of the attachment (optional)

18. Click 'Upload'

Note: Attachment option will be displayed only after adding the assignment. Add the assignment before adding attachments.

File Attachments:

Here is a sample state report of Florida [**Florida.pdf**]   [Remove]

Upload attachments:

(Optional) Brief description of the file:

Another Sample on Nevada

Select file to be uploaded:

C:\Homework\Nevada.pdf   Browse...

Upload

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Posting new Homework – Enabling online submission

19. Click 'Online Submission: '

20. Check 'Enable Online Submission. '

21. Edit submission 'Till' field and click 'Add' or 'Update' button.

New page will display a success message.

Homework Pages and Navigation

Add/Edit Homework

[List] [View] [Delete] [New] [Privileges]

Assignment date: 8/24/2007

Do not show this assignment before:

○ Date of the assignment
◉ The Week of the assignment
○ One week before the assignment
○ This Date 8/19/2007

Type: Test/Quiz ▼

Description: Chapter test - Western states

Left Margin

▸ **Groups**
▸ **Members**
Email
▾ **Quick Links**
  Class Calendar
  Announcements
  About 4th Grade
  Literature HW
  Science HW
  Maths HW
  SocialStudies HW
  Grades
  Literature
  Science
  Maths
  SocialStudies

click →

[Edit]

List of homework for the dates selected

[New Homework] [Privileges]

Start Date	Description		
8/24/2007	Test/Quiz: Chapter test - Western states	[Edit] [Read>>]	Delete
8/23/2007	Project: State Report Due : 8/29/2007 more»	[Edit] [Read>>]	Delete
8/23/2007	Project: State Report Due: 8/23/2007	[Edit] [Read>>]	Delete
8/22/2007	Homework: Read Chapter 2 of Textbook; Review Notes; Do Problems 13-18 of Workbook. Due: 8/23/2007	[Edit] [Read>>]	Delete

[Read>>]

View Homework

[List] [Edit] [Delete] [New] [Email] [Privileges]

8/23/2007 Project : State Report Due: 8/29/2007

A map of your state showing:

1. The location of the capital

2. Mountain ranges

3. Main rivers and lakes.

The map should be traced or hand drawn. Please color the map neatly as your grade will be based upon neatness and accuracy. It must be on unlined paper.

Attachments:

📎 Here is a sample state report of Florida [**Florida.pdf**] (Posted on 8/22/2007 11:38:45 AM)

📎 Another Sample on Nevada [**Nevada.pdf**] (Posted on 8/22/2007 11:48:14 AM)

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Homework Operations

4th Grade Social Studies Homework [SocialStudiesHW]

8/23/2007 Project: State Report Due: 8/29/2007

[List] [Edit] [Delete] [New] [Email] [Privileges]

Link name

Resource description.
i.e. Grade report description

Home work date, type, name
(for projects,) due date (for
homework and projects)

To permissions page. Who can
view (class), who can edit
(teacher/s) and who can modify
the permissions

List all homework for this subject
for a given date range. Teacher
posting homework can see all
homework for the date range.
Parents and students can only
see homework that can be
viewed on or before today.

Takes to the email page where the
homework can be emailed to
parents and students. Content of
the homework will be added to the
email including any attachments.

You will be redirected to the edit
page where current homework
being viewed can be edited.

Takes to the homework edit page where a
new homework can be added.

Delete the homework. Any
associated files – attachments,
online homework submissions -
also will be deleted.

Relevant operations are listed under page content heading in each
page. All operations are not available on all pages. For example,
[Email] is available only on the homework view page.

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Homework on Home Page – Teacher View

You can see homework scheduled for any date range by changing the view dates below. Please note that as a teacher posting homework, you will see all homework for the date range. A parent or student can only see homework that is allowed to be viewed on or before today.

Change view dates

Homework heading appears only if there is homework to display

More>> indicates that there is more information on homework and/or online submission allowed. It takes you to the homework view page.

Due dates are shown in red.

New! Indicates that this homework was posted within last 24 hours. This is to catch the attention of users who check the system regularly.

SchoolSpeak
Your School and You

Homework List Page – Teacher View

You can list homework scheduled for any date range by changing the view dates below. Please note that as a teacher posting homework, you will see all homework for the date range. A parent or student can only see homework allowed to view on or before today.

4th Grade Social Studies Homework [SocialStudiesHW]

[New Homework] [Privileges]

Switch to Homework Please Select

Change view dates

View for   8/19/2007 - 8/25/2007
Change Date
Please Select OR 8/19/2007 TO 8/25/2007   Apply

Edit this homework. To edit page.

To view page.

Start Date	Description		
8/24/2007	Test/Quiz: Chapter test - Western states	[Edit] [Read>>]	Delete
8/23/2007	Project: State Report Due : 8/29/2007 more >>	[Edit] [Read>>]	Delete
8/23/2007	Project: State Report Due: 8/23/2007	[Edit] [Read>>]	Delete
8/22/2007	Homework: Read Chapter 2 of Textbook; Review Notes; Do Problems 13-18 of Workbook. Due: 8/23/2007	[Edit] [Read>>]	Delete

Delete this homework and all related files

more>> There is more information on this homework and/or online submission enabled.

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Homework Add/Edit Page – Teacher View

Edit a previously posted homework.

4th Grade Social Studies Homework [SocialStudiesHW]
8/24/2007 Test/Quiz
[List] [View] [Delete] [New] [Privileges]

Switch to Homework Please Select ▼

Assignment date: 8/24/2007

Do not show this assignment before:
- ○ Date of the assignment
- ⦿ The Week of the assignment
- ○ One week before the assignment
- ○ This Date 8/19/2007

Type: Test/Quiz ▼

Description: Chapter test - Western states

Add notes and file attachments:

Online Submission:

[Update]

Modify assignment date

When can this assignment be shown to parents and students

Modify assignment type. Assignment fields shown below are based on the type of assignment.

Add/update notes and/or attachments. If notes and/or attachment are already present, this section will automatically expand and show them. You can remove existing attachments or add new ones.

Enable / disable online submission.

Remember to click the 'Update' button for the changes to take effect.

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Homework View Page – Teacher View

4th Grade Social Studies Homework [SocialStudiesHW]

8/23/2007 Project: State Report Due: 8/29/2007

[List] [Edit] [Delete] [New] [Email] [Privileges]

8/23/2007 Project : State Report Due: 8/29/2007

A map of your state showing:

1. The location of the capital

2. Mountain ranges

3. Main rivers and lakes.

The map should be traced or hand drawn. Please color the map neatly as your grade will be based upon neatness and accuracy. It must be on unlined paper.

Attachments:

Here is a sample state report of Florida **[Florida.pdf]** (Posted on 8/22/2007 11:38:45 AM)

Another Sample on Nevada **[Nevada.pdf]** (Posted on 8/22/2007 11:48:14 AM)

> Click on the file name to download / open the attachment.

> When was the attachment posted.

If online submission is enabled, files submitted by students and when they were submitted will show here. Click on the file name to download/open it. It will also list the students who have not submitted homework so far. Students can submit files only upto the online submission end date.

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Your School and You

Emailing Homework

From : "Shiju John" <shiju@schoolspeak.com>

To

Show CC, options..

Subject 8/23/2007 Project: State Report Due: 8/29/2007

Subject is populated with homework date, type, due date etc.

Message

Css Class ↓ Paragraph ↓ Default Font ↓ Size ↓

B *I* <u>U</u>

Normal HTML Preview

Send   **Clear**

File Attachments:

Here is a sample state report of Florida [**Florida.pdf**]   [Remove]

Another Sample on Nevada [**Nevada.pdf**]   [Remove]

Homework attachments are included in the email. You can remove them from email by clicking the [Remove].

Add attachments:

Forwaded URL:
Secure/HomeWorkView.aspx?Id=2&name=SocialStudiesHW&group=6&Community=11111001

Email recipients receive a link to the homework view page.

Forwaded content:

A map of your state showing:
1. The location of the capital
2. Mountain ranges

Homework description is forwarded.

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