

Posting Homework

Version 1.1
Aug 22, 2007

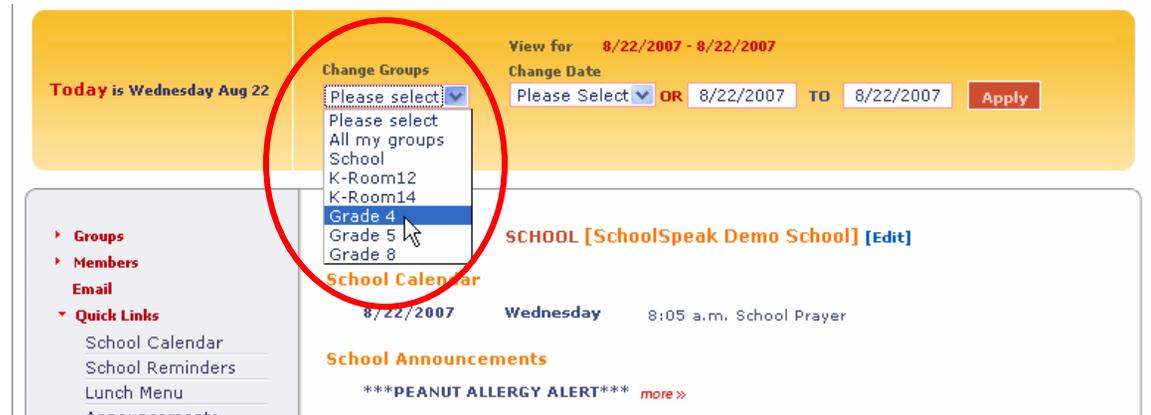
Prerequisites

- 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

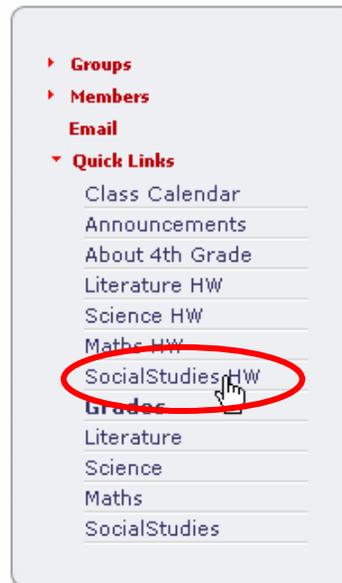
Online submission of homework is a work in progress and not available now. It is expected within a month.

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



Posting new Homework - 2

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

3. Click [New Homework]

The screenshot shows the '4th Grade Social Studies Homework [SocialStudiesHW]' page. A red circle highlights the '[New Homework]' link. Below it is a 'Switch to Homework' dropdown menu with 'Please Select' and a downward arrow. A yellow box contains the 'View for' date range '8/22/2007 - 8/22/2007', a 'Change Date' section with another 'Please Select' dropdown, 'OR', two date input fields containing '8/22/2007', 'TO', another date input field containing '8/22/2007', and an 'Apply' button. A red message below the yellow box reads: 'There are no HomeWorks for the date range selected. Change the date range and try again.' Two callout boxes are present: one pointing to the '[New Homework]' link with the text 'Switch to another homework resource you have edit permission for', and another pointing to the date range with the text 'View dates'. On the left, a sidebar menu includes 'Groups', 'Members', 'Email', 'Quick Links' (with sub-items like 'Class Calendar', 'Announcements', etc.), and 'Grades' (with sub-items like 'Literature', 'Science', etc.).

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.

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.

The screenshot shows the 'New Homework' page for '4th Grade Social Studies Homework [SocialStudiesHW]'. The page includes a sidebar with navigation links, a main content area with form fields, and a right-side callout box. The form fields include a 'Switch to Homework' dropdown, an 'Assignment date' field, a 'Do not show this assignment before:' section with radio buttons, a 'Type:' dropdown, and an 'Add' button. The 'Do not show this assignment before:' section is highlighted with a red box. The 'Type:' dropdown is also highlighted with a red box. The right-side callout box contains four text boxes with arrows pointing to the 'Switch to Homework' dropdown, the 'Assignment date' field, the 'Do not show this assignment before:' section, and the 'Type:' dropdown.

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

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:

Do not show this assignment before:

- Date of the assignment
- The Week of the assignment
- One week before the assignment
- This Date

Type:

Due date:

Read:

Review:

Study:

Do Problems:

Answer Question:

Take Notes:

Add notes and file attachments:

Online Submission:

Read Chapter 2 of Textbook

Review notes.

Click to add notes and attachments.

Click to enable online submission of homework.

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.

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.

Posting new Homework – Assignment Type: Special Event

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

Assignment date:

Do not show this assignment before:

- Date of the assignment
- The Week of the assignment
- One week before the assignment
- This Date

Type:

Description:

Add notes and file attachments:

Online Submission:

Posting Homework – Adding Notes

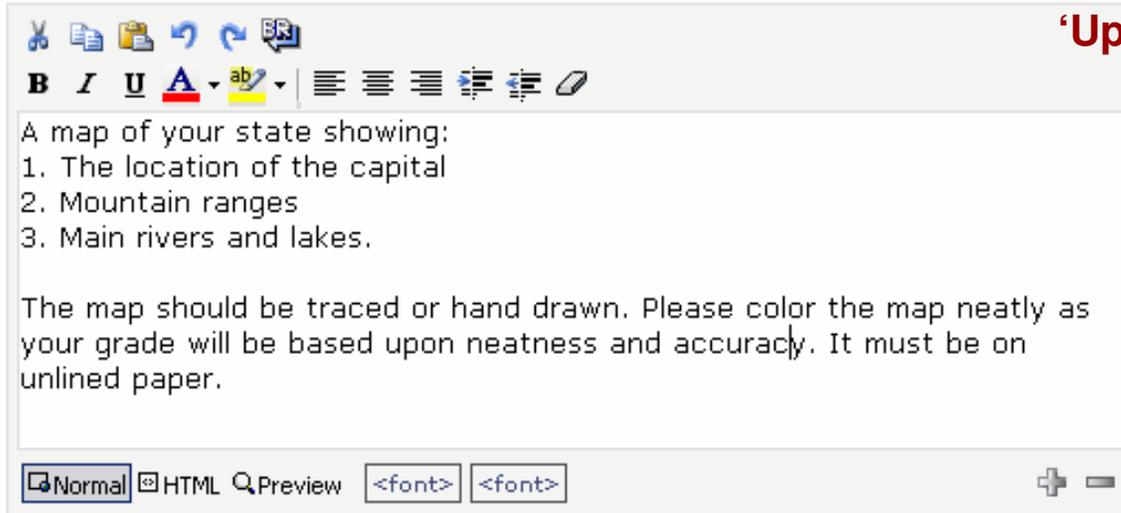
Notes can be added to any assignment type.
E.g. useful information for the assignment.

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



The screenshot shows a rich text editor with a toolbar at the top containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and insert. Below the toolbar is a text area containing the following text:

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.

At the bottom of the editor, there are buttons for 'Normal', 'HTML', 'Preview', and two '' buttons, along with a plus sign and a minus sign.

Add attachments:

Online Submission:

Update

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]
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Upload attachments:

(Optional) Brief description of the file:

Select file to be uploaded:

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.

<= Enable Online Submission.
Till:

Homework Pages and Navigation

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 →

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

[\[Edit\]](#)

[\[Read>>\]](#)

Add/Edit Homework

[\[List\]](#) [\[View\]](#) [\[Delete\]](#) [\[New\]](#) [\[Privileges\]](#)

Assignment date:

Do not show this assignment before:

- Date of the assignment
- The Week of the assignment
- One week before the assignment
- This Date

Type: ▾

Description:

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)

Homework Operations

4th Grade Social Studies Homework [SocialStudiesHW]

Link name

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

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

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

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.

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 homework edit page where a
new homework can be added.

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

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.

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.

The screenshot shows the 'Homework on Home Page – Teacher View' interface. At the top, there is a yellow header bar with the text 'Today is Wednesday Aug 22' on the left and a date range selector on the right. The date range selector is set to 'View for 8/19/2007 - 8/31/2007' and includes a 'Change Date' section with a 'Please Select' dropdown, an 'OR' button, and another 'Please Select' dropdown followed by 'TO' and a date '8/31/2007', and an 'Apply' button. Below the header, there is a sidebar on the left with a navigation menu containing 'Groups', 'Members', 'Email', and 'Quick Links' (with sub-links for Class Calendar, Announcements, About 4th Grade, Literature HW, Science HW, Social Studies HW, Maths HW, and Grades (Literature, Science, SocialStudies, Maths)). The main content area displays 'GRADE 4 [4th Grade] [Edit]' and '4th Grade Social Studies Homework'. Below this, there are four homework items, each starting with 'NEW!' in yellow. The first item is '8/28/2007 Special Event: 9:00 - 12:00 Field trip to history museum'. The second is '8/24/2007 Test/Quiz: Chapter test - Western states'. The third is '8/23/2007 Project: State Report more>> 8/29/2007'. The fourth is '8/22/2007 Homework: Read Chapter 2 of Textbook; Review Notes; Do Problems 13-18 of Workbook. 8/23/2007'. Callout boxes point to various elements: 'Change view dates' points to the date range selector; 'Homework heading appears only if there is homework to display' points to the '4th Grade Social Studies Homework' heading; 'More>> indicates that there is more information on homework and/or online submission allowed. It takes you to the homework view page.' points to the 'more>>' link; 'Due dates are shown in red.' points to the red dates; and 'New! Indicates that this homework was posted within last 24 hours. This is to catch the attention of users who check the system regularly.' points to the 'NEW!' labels.

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.

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 ▼

View for **8/19/2007 - 8/25/2007**
 Change Date
 ▼ OR TO

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

Change view dates

Edit this homework. To edit page.

To view page.

Delete this homework and all related files

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

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.

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.

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

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)

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.

Emailing Homework

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

To

Show CC, options..

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

Message

Css Class ↓ Paragraph ↓ Default Font ↓ Size ↓



Normal HTML Preview

Send Clear

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

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:

Forwarded URL:

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

Email recipients receive a link to the homework view page.

Forwarded content:

A map of your state showing:

1. The location of the capital
2. Mountain ranges

Homework description is forwarded.