

SATCHEL ONE

(PREVIOUSLY SHOW MY HOMEWORK)



*A GUIDE FOR
PARENTS AND CARERS*



LEARNING TODAY FOR A BETTER TOMORROW
GLENIFFER HIGH SCHOOL

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1. Head Teacher's Message

One of the biggest positive effects on young people's progress happens through the engagement of parents/carers in their child's learning. Gleniffer High School has subscribed to **Satchel One** (previously 'Show My Homework') to remove any barriers there may be for parents/carers accessing and understanding what homework and study should be completed at home.

This parent and carer guide takes you through, step-by-step, how to log on to Satchel One and receive notifications about tasks which are being issued for your child to complete at home. Using the online toolkit, you will be able to monitor completion of homework and keep an eye on your child's homework schedule. You are no longer in a position of not knowing what has to be done and when it is due. Depending on the type of homework, you may also get direct feedback on the quality of work completed.

Any parent/carer who doesn't have their parent code can contact the school office to request a replacement. Staff will continue to inform young people in class when a task is issued, what the task for completion is and the due date so if electronic access is an issue there are no excuses for not knowing what needs to be done.

I hope you will find this guide a useful way to familiarise yourself with Satchel One. I am positive that by using the package you will feel more informed and involved in your child's learning and will certainly ensure conversations at home will change!

Lisa Chalmers
Head Teacher



2. Logging in as a Parent or Carer

Every pupil account has a unique parent/carer code. This code can be used by up to five people or on five different devices. If you have not already received this, then please ask your child to obtain it from any teacher in the school. Alternatively, you can contact the school office.

Please note that Satchel One was previously called Show My Homework, and is therefore accessed through the website: www.satchelone.com/login or by downloading the app.

Below you will find instructions on how to register your parent/carer account and access the resource using either the website or app.

2.1 From a Computer

Step 1: Using a web browser visit the website: www.satchelone.com/login

satchel:one
Together through education

Login [Forgot password?](#)

Staff Parent Student

Search school

Enter email address or username

Enter password

Log in

Or log in with:

Sign in with Office 365

Sign in with Google

Sign in with RM Unify

Need help logging in?

- ▶ [Logging in as a staff member](#)

Enter your school email address and password to access your account

Forgot password?
Reset your password using your school email address.

Email not recognized?
Ensure there are no typos or try a different email address. If you are still unable to reset your password, contact your school administrator who will be able to update your contact details.

Step 2: Select the 'Parent' tab

Step 3: Select 'I don't have an account yet'

Step 4: Enter "Gleniffer High School" into the school name

Step 5: Enter your own email address (you will be able to use this to log in after you have registered your account).

Step 6: Enter your unique parent code.

Step 7: Select 'I am not a Robot' and follow the instructions if requested.

Step 8: Please confirm that you are logging into the correct pupil's account and then read the terms and conditions. Select the two boxes to agree and then select continue.



satchel:one
Together through education

Confirmation

I confirm I am a parent or guardian of [REDACTED] at **Gleniffer High School** and I have permission to view information about this student on Show My Homework.

I certify that I have read and accepted the [terms and conditions](#), [privacy policy](#) and [code of conduct](#).

Continue Cancel

Step 9: Enter your details and select save.

Your account is now ready to use. From now on, you can login using your e-mail and password.

Turn to section 4 and find out more about how to use the features of Satchel One.

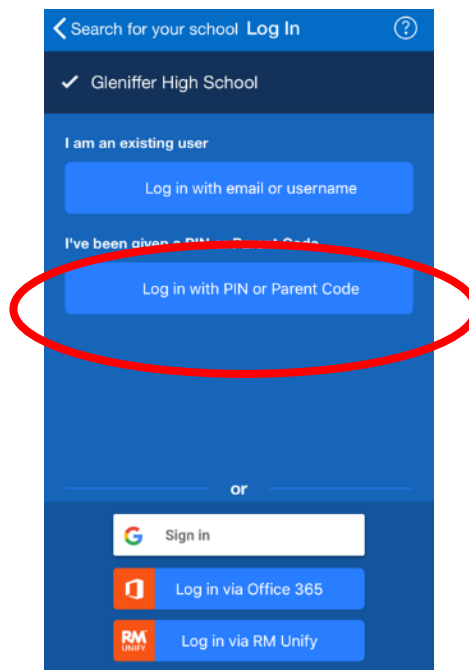
2.2 From a Tablet or other Mobile Device

Step 1: Download the app from the app store by searching “Satchel One” or “Show My Homework”.



Step 2: Search for the school’s name.

Step 3: Select ‘Log in with Pin or Parent Code’



Step 4: Enter your unique ‘Parent Code’.

Step 5: Please confirm that you are logging into the correct pupil’s account and that you agree with the terms and conditions. Then select “confirm and continue”.

Step 6: Fill in your details and select “create account and log in”.

Your account is now ready to use. Your device should save your details so that you do not need to enter them every time you access it. However, you can gain access again by typing in your e-mail address and password.

Turn to section 4 and find out more about how to use the features of Satchel One.

2.3 Linking more than one child

If you have more than one child in the school, then you can link their parental accounts together.

From a Computer

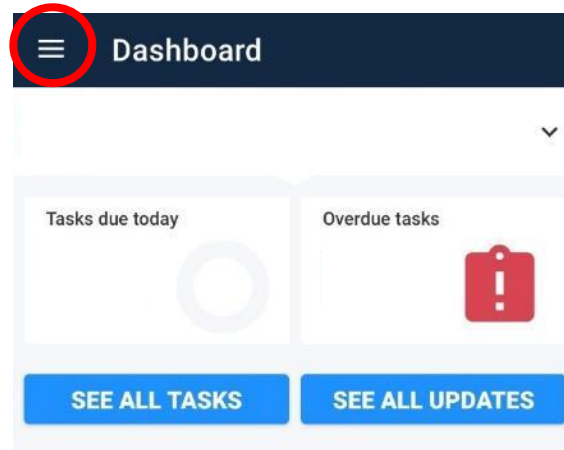
Step 1: Once you have set up your first parental account (see sections 2.1/2.2), select 'Account Settings'.

The screenshot shows the 'Account settings' page in the Satchel One application. The left sidebar contains a menu with 'Account settings' highlighted and circled in red. The main content area is divided into several sections: 'My details' with fields for First name, Last name, Email, and Username; 'Mobile number' with a Country code dropdown and a Mobile number field; 'Change your password' with fields for New password and New password Confirmation; and 'Link another student to your account' which is circled in red. This section includes a heading 'Link another student to your account', a sub-heading 'Enter a Parent Code for another student to start viewing their homework.', a dropdown menu currently showing 'Gleniffer High School', and an input field labeled 'Enter your code'.

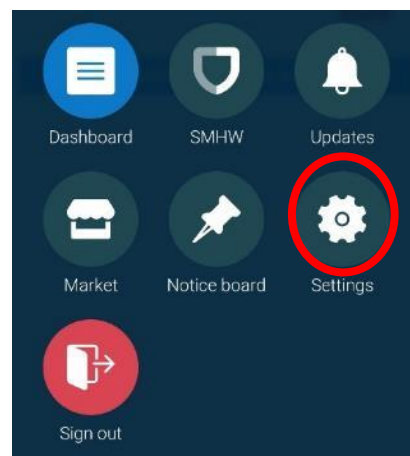
Step 2: Enter the parent code for the child you wish to link the account with under the section 'link another student to your account'.

From a Tablet or Mobile Device

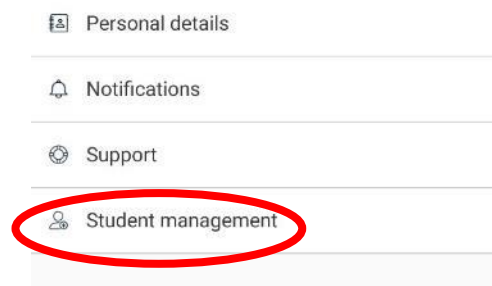
Step 1: Once you have set up your first parental account (see sections 2.1/2.2), open the menu.



Step 2: Select settings.



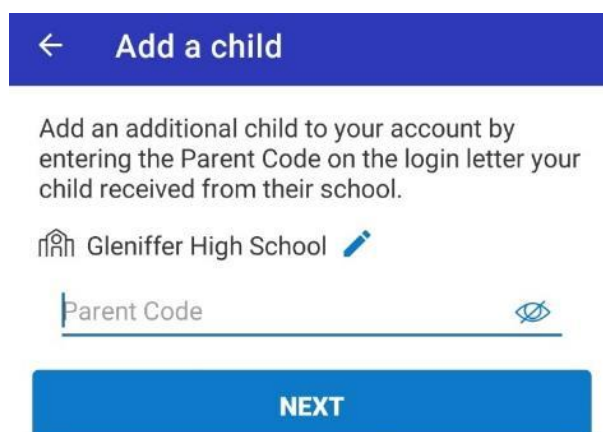
Step 3: Select Student Management.



Step 4: Select the 'add student' icon.



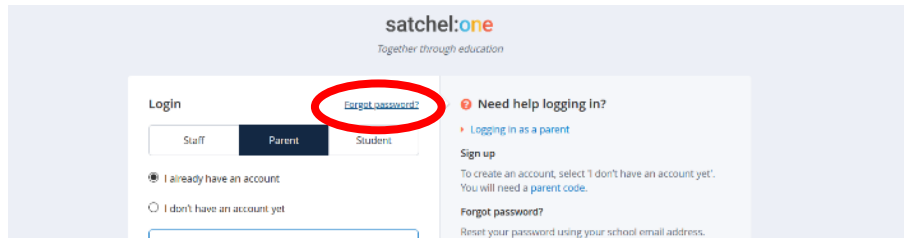
Step 5: Enter the code for the pupil you would like to link with.



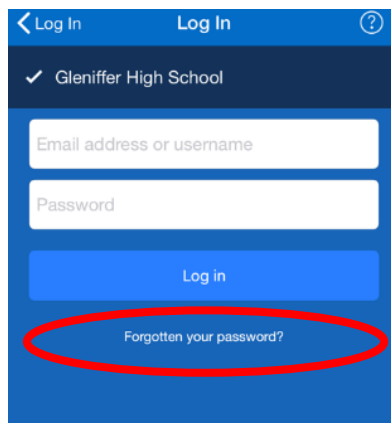
2.4 Resetting your password

You can request a password reset e-mail to the address you have registered with by clicking [Forgot password?](#)

From a Computer



From a Tablet or Mobile Device



Once you have entered your e-mail, a password reset e-mail will be sent to you. If you do not see the password reset e-mail in your inbox, you may want to check your **junk or spam folder**. Simply follow the instructions in that e-mail to reset your password and regain access to your account.

3. Supporting your child to log in

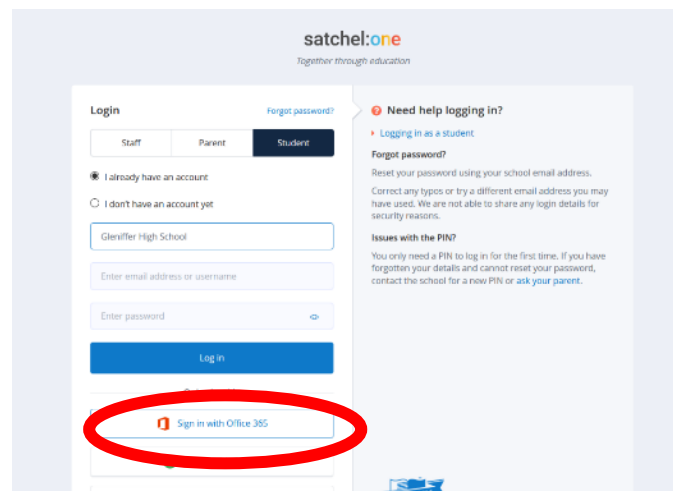
The instructions below can be used to support your child log in to Satchel One. However, if your child is unable to gain access to their account then they can seek support from any of their teachers.

Pupils should log in using their GLOW account. They must select **'sign in with Office 365'**, as shown below. If they have forgotten their password, then please ask them to speak with any of their teachers.

3.1 From a Computer

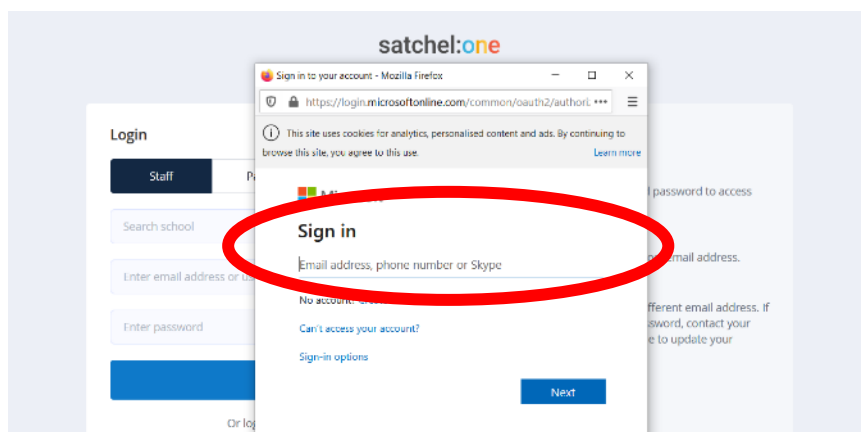
Step 1:

Select **'Sign in with Office 365'**.



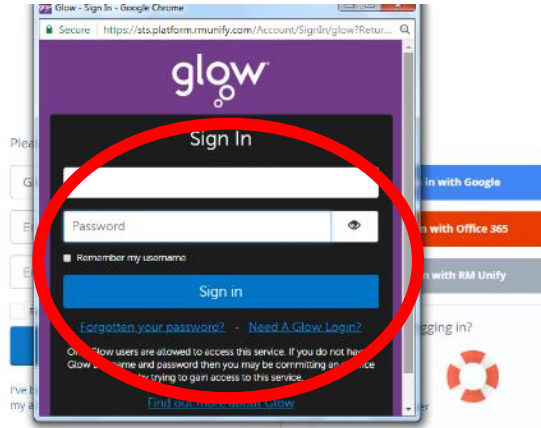
Step 2:

This will load the screen shown below. Pupils should type in their full GLOW e-mail and select **'next'**. **They must include @glow.sch.uk**



Step 3:

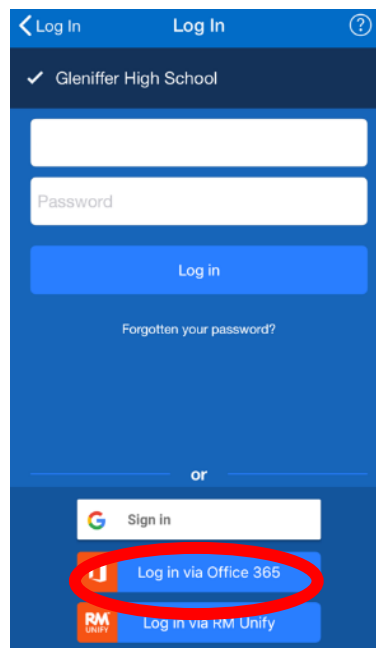
This will load the GLOW account log in screen, pupils should type in their GLOW e-mail again (if it is not already shown) and password for their GLOW account.



3.2 From a Mobile Device

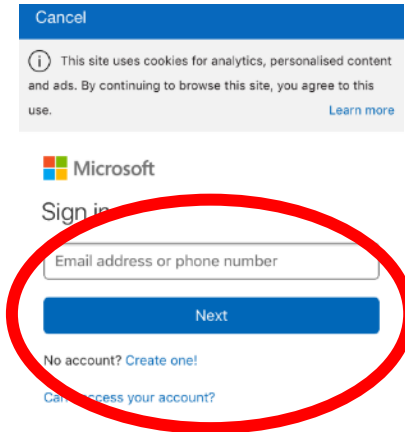
Step 1:

Select 'log in via Office 365'.





Step 2:

This will load the screen shown below. Pupils should type in their full GLOW e-mail and select 'next'. **They must include @glow.sch.uk**



Cancel

 This site uses cookies for analytics, personalised content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

 Microsoft

Sign in

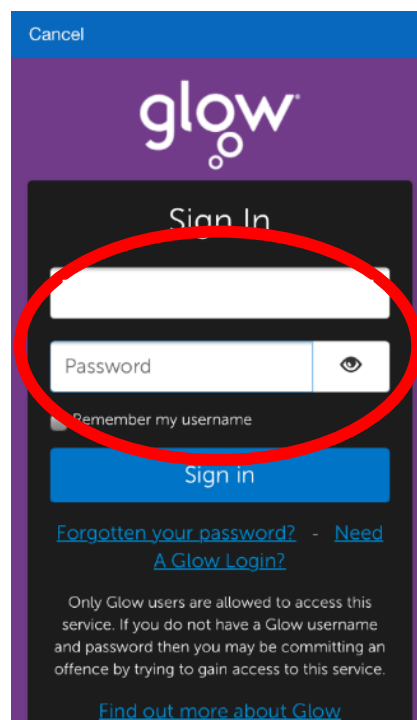
[Next](#)

[No account? Create one!](#)


[Can't access your account?](#)

Step 3:


This will load the GLOW account log in screen, pupils should type in their GLOW e-mail again (if it is not already shown) and password for their GLOW account.



Cancel



Sign In



Remember my username

[Sign in](#)

[Forgotten your password?](#) - [Need A Glow Login?](#)

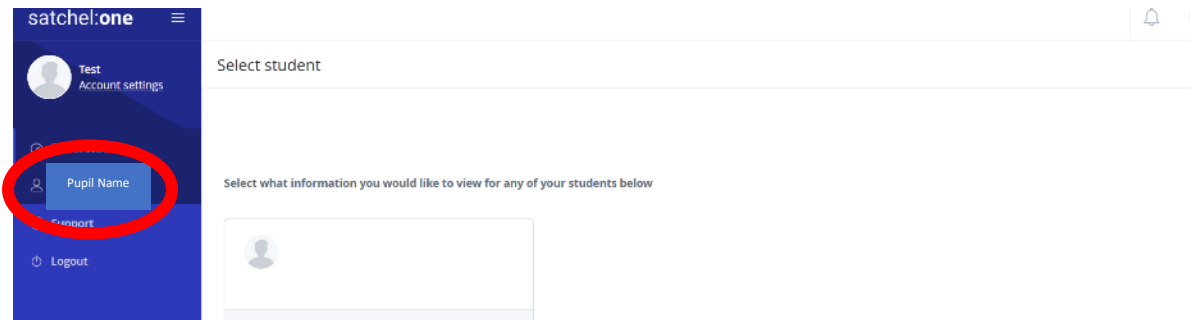
Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

[Find out more about Glow](#)

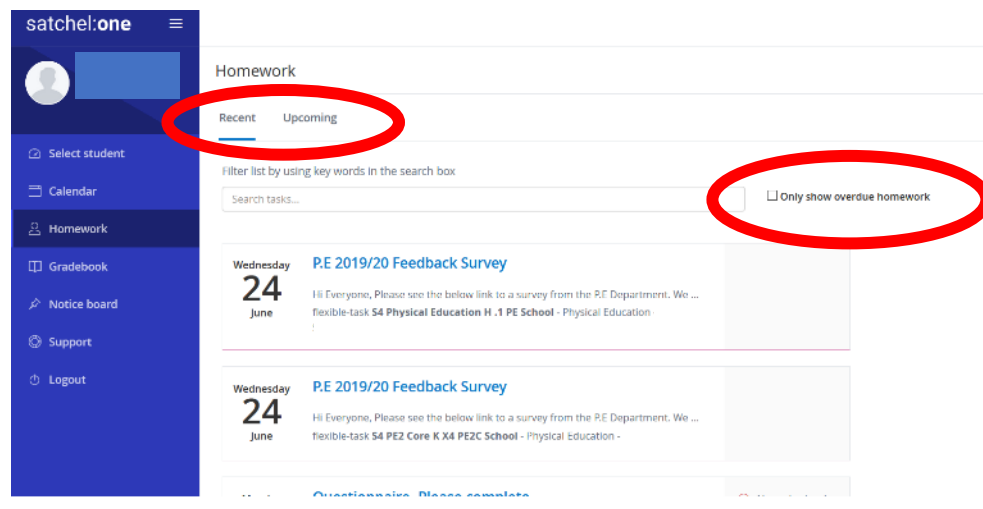
4. Using Satchel One

4.1 To Do List

When you log into your parental account, if you click on your child's name you will be automatically taken to their To-do-List. This will enable you to see what homework your child has been set, what they have completed, and what they have yet to complete.



The To-do List is divided into two tabs: **Recent** and **Upcoming**.



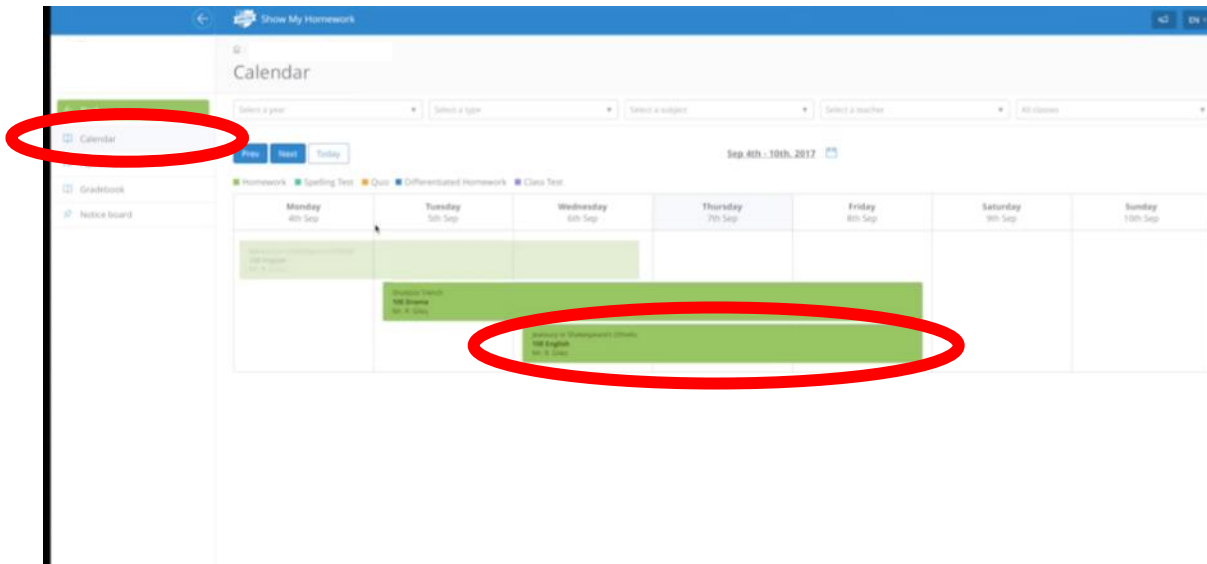
On the Recent page, tasks with the nearest due date will be displayed.

On the Upcoming page, homework which is due further in the future will appear.

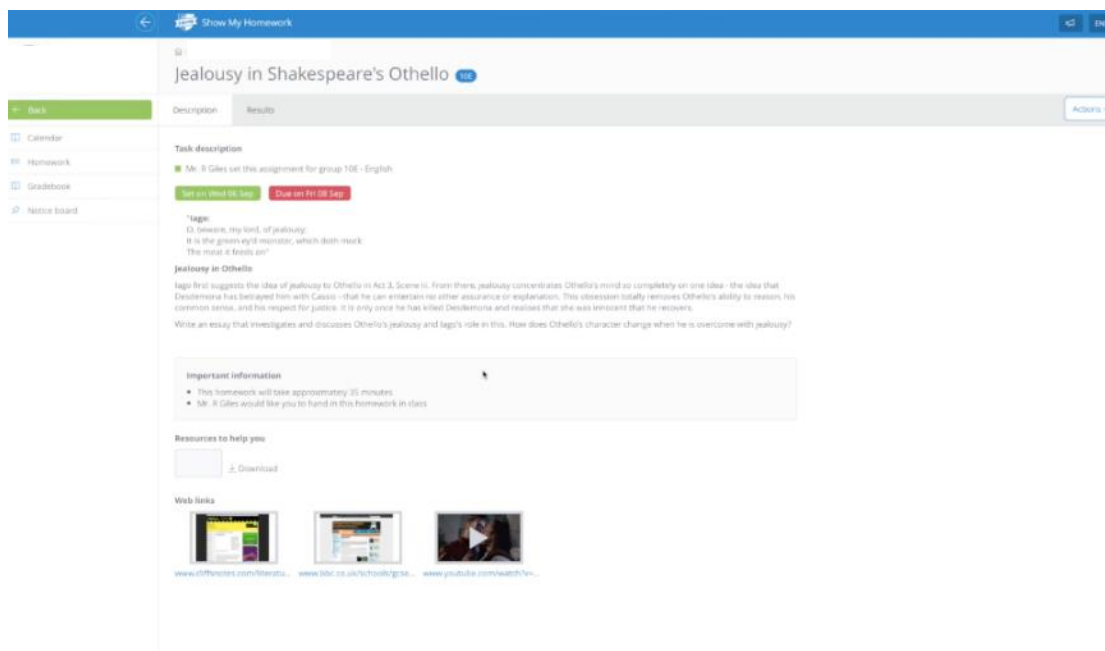
If you would like to view any overdue homework your child has, simply tick the box next to the search bar and all homework tasks past their submission due date will be shown.

4.2 Homework Calendar

The homework calendar allows you to see an overview of your child's homework. Active pieces are highlighted, whereas pieces past their submission date are greyed out.



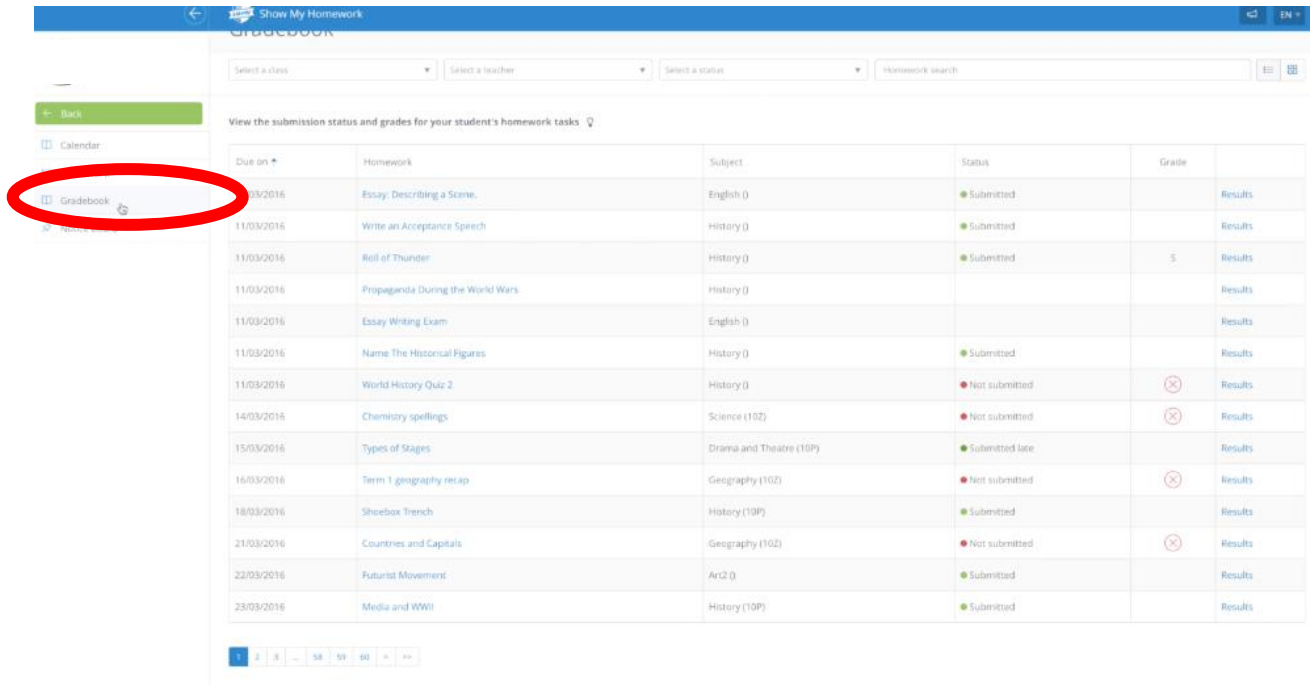
You can view more information about the task by clicking on the box.



From this page you can see the task in more detail, such as messages from the teacher, attachments or web links.

4.3 The Grade Book

This feature allows you to view the overall submission status of your child's homework and any grades that have been assigned by their teacher.

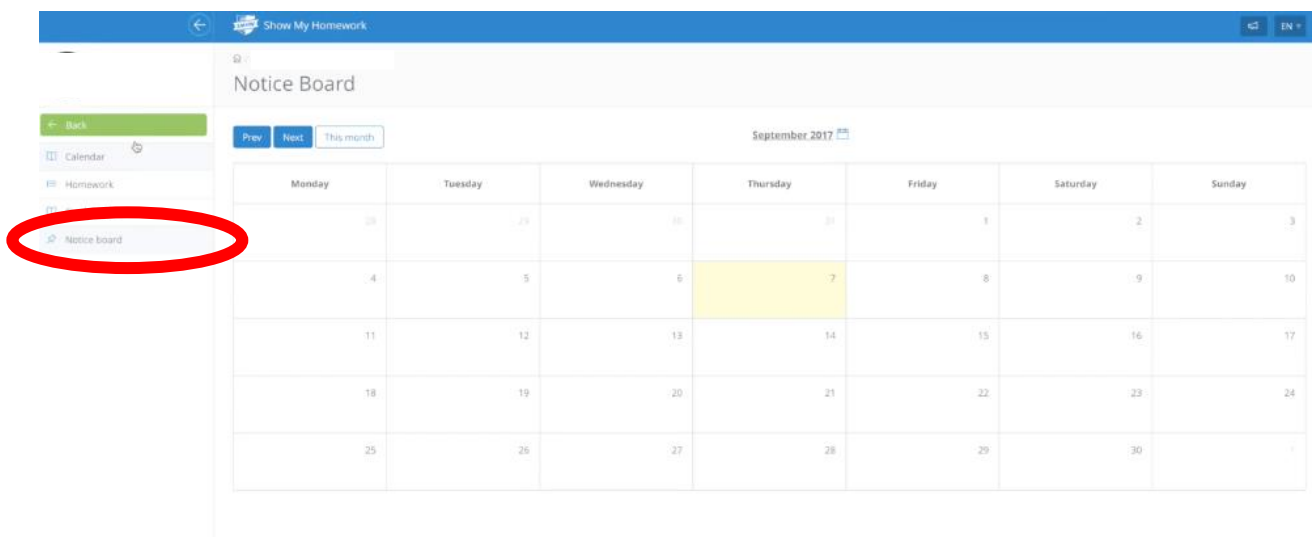


View the submission status and grades for your student's homework tasks

| Due on | Homework | Subject | Status | Grade | Results |
|------------|----------------------------------|-------------------------|----------------|-------|---------|
| 3/2016 | Essay: Describing a Scene... | English (0) | Submitted | | Results |
| 11/03/2016 | Write an Acceptance Speech | History (0) | Submitted | | Results |
| 11/03/2016 | Roll of Thunder | History (0) | Submitted | 5 | Results |
| 11/03/2016 | Propaganda During the World Wars | History (0) | | | Results |
| 11/03/2016 | Essay Writing Exam | English (0) | | | Results |
| 11/03/2016 | Name The Historical Figures | History (0) | Submitted | | Results |
| 11/03/2016 | World History Quiz 2 | History (0) | Not submitted | | Results |
| 14/03/2016 | Chemistry spellings | Science (102) | Not submitted | | Results |
| 15/03/2016 | Types of Stages | Drama and Theatre (10P) | Submitted late | | Results |
| 16/03/2016 | Term 1 geography re-asp | Geography (102) | Not submitted | | Results |
| 18/03/2016 | Sheebox Trench | History (10P) | Submitted | | Results |
| 21/03/2016 | Countries and Capitals | Geography (102) | Not submitted | | Results |
| 22/03/2016 | Futurist Movement | Art2 (0) | Submitted | | Results |
| 23/03/2016 | Media and WWII | History (10P) | Submitted | | Results |

4.4 Notice Board

This feature will show you any events or announcements that are relevant for you or your child's classes, such as supported study sessions or other extra curriculum activities.



Notice Board

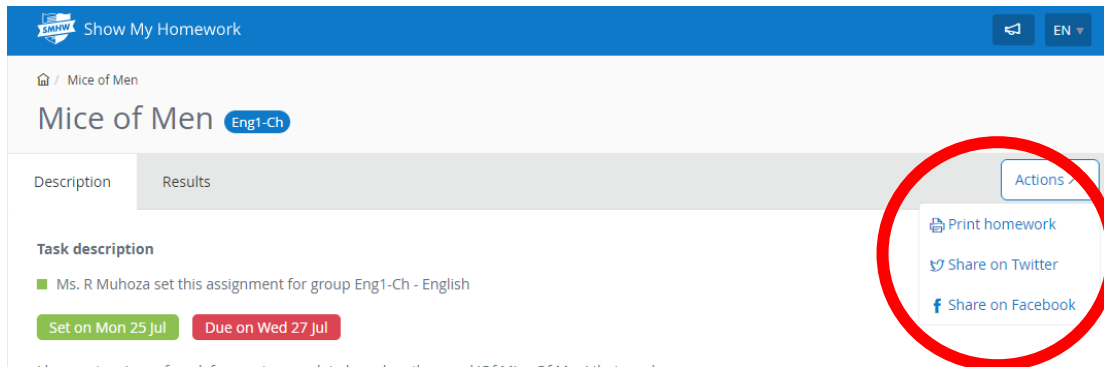
September 2017

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 31 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

4.5 Printing your child's homework

Your child may want to print their homework if they lose the sheet and the teacher has attached it to the homework task.

Click on the homework task, then in the top right of this page there is a drop-down menu named 'Actions', in which you will be able to select 'Print homework'.

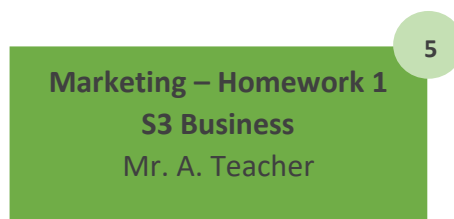


4.6 What do the colours in the calendar mean?

■ Homework ■ Spelling Test ■ Quiz ■ Differentiated Homework ■ Class Test

4.7 What do the numbers on the homework tasks mean?

When on the homework calendar, you will notice that numbers appear in the top right corner of each homework task.



This simply tells you how many days are left until the task's due date. This helps you gather more information about the task at a moment's glance.

The pictures in section 4 show the features available when accessing Satchel One through a web browser (on the computer or tablet). However, all the features are also available when using the app, although they may look a little different from the pictures shown in section 4 of this booklet.

If you require any further help with anything mentioned in this guide, then there are various videos and additional materials at: <https://help.showmyhomework.co.uk>

You may also find it helpful to watch the video tutorials on the school website. These can be found under the 'Parent Zone'.

