

## Submitting work on Show My Homework (SMHW)

Complete the work on a computer or complete it in your book or on paper – whatever is most convenient.

Note: the work or task might simply require you to make a comment on SMHW with how far you have progressed through a task. Some work / tasks are quizzes and these are uploaded automatically and you will get feedback.

**There is no requirement for you to print your work.** We do not want families to feel under pressure to keep ink cartridges stocked up.

Below are four ways you can submit work on SMHW. Also see SMHW's [own help page on submitting work](https://help.teamsatchel.com/en/articles/2912000-submitting-my-work-online): <https://help.teamsatchel.com/en/articles/2912000-submitting-my-work-online>

### Option A (for work created on a computer):

- a) Save the file.
- b) Go to the homework on SMHW and click on the 'Submit' tab
- c) Type a message to your teacher and then upload your file in the Add attachments box underneath
- d) Click 'Submit assignment to teacher'

### Option B (for text only homework):

- a) Go to the homework on SMHW and click on the 'Submit' tab
- b) Type your homework directly into the box.
- c) Click 'Submit assignment to teacher'

### Option C (for work completed on paper):

- a) Take a photo of your work
- b) Go to the homework on SMHW App (available from the App Store or Google Play)
- c) Tap on the paperclip icon next to the comment box
- d) Select the location for the file, e.g. your picture gallery
- e) Choose the photo file
- f) Tap 'Upload'

### Option D (iPad and iPhone users – work completed on paper):

- a) Using the 'Notes' app on the iPad/iPhone – open a new note
- b) Click the camera icon and select 'scan documents'
- c) Scan your work and select "keep scan"
- d) Keep taking the scans and select save when you have all the pages.
- e) Click the icon in the top right to then forward on as an email. This will also give you the option to write some text before sending.

## What if we have no computer?

There is a mobile app you can download from the App Store or Google Play that will allow you to view the tasks (search for SMHW). These tasks can then be completed in your book or on paper.

If you need to submit work, follow Option C above.

If this is still a concern, and you are struggling to access any device, please contact the school.

## **What if we have limited devices with multiple children and adults in the household needing to access the device, but have mobile phones?**

We would recommend that a short slot (20-30mins) be dedicated to each student so that they can read the information on SMHW.

This work can then be completed in books or on paper and they can take pictures of their work and upload these via the mobile app.

Indeed, being able to access it on a phone will at least give students access to reading the tasks and materials. Work can then be completed and uploaded via the mobile app. (See Option C above.)

If you have a printer, it may be you wish to print materials or instructions– but please note **there is no requirement for you to print your work.**