

# **Satchel One Pupil and Parent**

## **User Guide**



# Satchel One Pupils & Parents User Guide

## Pupil Login

Click on the link to log in: [www.satchelone.com](http://www.satchelone.com)


### Logging in for the first time

Follow the instructions given to you by the school.

If you have been given a PIN, follow the steps below. **You can only use this PIN once** to create a password and then it will expire.

The screenshot shows a login form titled "Login" with a link for "Forgot password?". There are three tabs: "Staff", "Parent", and "Student", with "Student" selected. Below the tabs are two radio buttons: "I already have an account" (unselected) and "I don't have an account yet" (selected). There are three input fields: "Search school", "Enter email address or username", and "Enter PIN (supplied by school)". Below these is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom is a blue "Sign up" button.

Search for Castle Donington College and then enter your email address. Enter your pin, you only need a PIN to log in for the first time. Click I am not a robot then sign up. On the next screen, confirm your email address, choose and confirm a password.

 **Your password must include at least 10 characters, a digit, a lower case, uppercase letter and a special character.**

Once you have updated your password, familiarise yourself with the options on the left-hand side.

## Calendar

The student calendar is a fast and reliable way for you to find and keep track of your homework. You can access your personal student calendar by clicking the homework calendar from the left-hand menu and selecting the calendar tab.

The default student calendar loads the current week's homework. From here, you will be able to search for homework by applying filters relating to date, teacher, subject, class, year group and type of homework task.

If you need to locate homework issued or due on a date before or the current week click the arrow tabs to navigate to another week. You can also use the date picker to locate homework from a specific date.

Homework assignments display as a box that is stretched from its issue date continuing through to its due date. The colours of the boxes correspond to the type of task you need to complete:

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

The colours will appear solid before the homework reaches its due date. Once the due date has passed, the colour will appear faded.

The homework box will show the title of the homework, the class, subject, and teacher who set it. Click on the box in order to see the homework description and any attachments, if applicable.

### Calendar

School calendar

Year 7 x  
 Select a type  
 Select a subject  
 Select a teacher  
 All classes

2 Sep - 8 Sep  
 <  
 >  
 Homework key

Monday 2nd Sep	Tuesday 3rd Sep	Wednesday 4th Sep	Thursday 5th Sep	Friday 6th Sep	Saturday 7th Sep	Sunday 8th Sep
				7W/Hu Geography Mr. M. Procter		

### Announcements & Events

Your school may choose to use Satchel One to alert you about important announcements and events. Your school can send notifications about announcements and events to individual classes, year groups, or the whole school.

### Viewing announcements and events

Click Notice Board on the left-hand menu. Notifications for any new announcements or events will also be displayed on the notifications icon at the top of the page.

Announcements appear as blue dots on the Notice Board. Events appear as red dots. Click on the dot to read more information about the event.

### Notice Board

September 2019   <   >

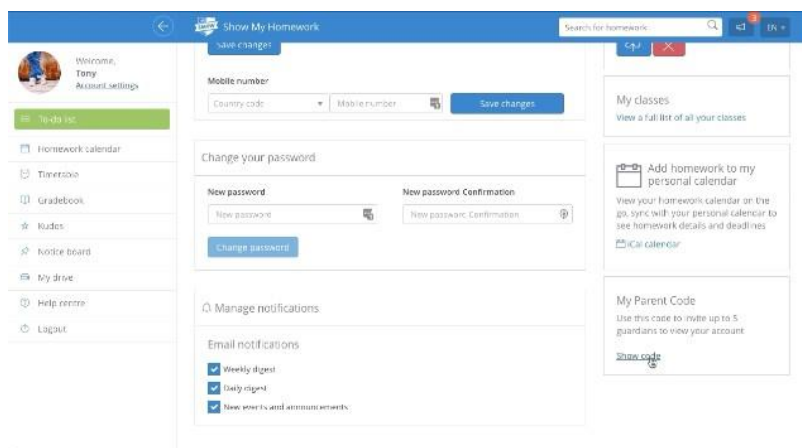
● Announcement  
 ● Event

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## Parent/Guardian Login

### Sign up as a parent

To create your account, you will need a parent code. This will be provided by the school, but if your child already has access to their account, they can get the code for you!



The screenshot shows the 'Show My Homework' parent/guardian account settings page. The page is titled 'Show My Homework' and has a 'save changes' button at the top. The user is logged in as 'Welcome, Tony' with 'Account settings' below it. The left sidebar contains navigation links: 'Profile pic', 'Homework calendar', 'Timetable', 'Gradebook', 'Roles', 'Notice board', 'My drive', 'Help centre', and 'Logout'. The main content area includes: 'Mobile number' section with 'Country code' and 'Mobile number' fields and a 'Save changes' button; 'Change your password' section with 'New password' and 'New password Confirmation' fields and a 'Change password' button; 'Manage notifications' section with a search bar and 'Email notifications' section with checkboxes for 'Weekly digest', 'Daily digest', and 'New exercises and assignment updates'; 'My classes' section with a link to 'View a full list of all your classes'; 'Add homework to my personal calendar' section with a link to 'View your homework calendar on the go. Sync with your personal calendar to see homework details and deadlines' and a 'Calendar' link; and 'My Parent Code' section with a link to 'Show code'.

You can use the same code to create up to 5 parent/guardian accounts, so feel free to share this with those that need access to your child's homework details.

Once you have your code, follow these instructions to create your account:

#### On the website:

1. Visit our [sign up page](#)
2. Search for your child's school (by name or postcode)
3. Enter your parent code below
4. Tick "I am not a robot" and complete any security tasks if necessary.
5. Click Submit
6. Follow the instructions to create your account.

## The Satchel One App

Search for Satchel One on  Google Play or  and download.

1. Search for your child's school (by name or postcode)
2. Tap Log in with a PIN or parent code
3. Enter your parent code
4. Follow the instructions on the screen to create your account.

Your account is now set up! **You will no longer need your parent code.** Moving forward you can access your account using your email and password combination.

### Parent code expired?

If you already have an account, you no longer need a parent code, simply reset your password.

### Assisting with student logins

Has your child forgotten their login details? As a parent, you should be able to assist.

Open your SMHW app and from the Menu go to *Settings > Student management*. You will be able to see the student PIN which they can use to reset their details.

The PIN is also visible on the website, right on your dashboard.


### Add another student to your account

Have you got more than one child that uses Satchel One? Link them to your account.

On the website:

1. Log in to your existing parent account
2. Click on Account Settings
3. Scroll down to the "Link another student to your account" section on the right and enter your parent code.

On a mobile device:

1. Open the menu and go to Settings
2. Select Student Management
3. Tap the  and enter your parent code.

### Frequently Asked Questions - please click the link below

<https://help.teamsatchel.com/en/articles/3191139-common-questions-for-parents>

## Viewing Your child's homework

Show My Homework makes it easy for you to track and monitor your children's homework. [Log in](#) to your account to get started!

### Dashboard

From your Dashboard, you will be able to see any student accounts linked to you. Each child will have their own Calendar, Homework, Gradebook, and Notice board pages for you to view. Their last activity on the site will also be displayed, as well as their Recovery PIN numbers, which they can use to get logged in.

### Calendar

To check your child's homework, click on the *Calendar* tab. This will arrange their work in a week by week format. You can filter the calendar by date, teacher, subject, class, year group, and type of homework task to find what you are looking for more efficiently. If you aren't logged in and still want to check your child's homework, simply check the [school calendar](#).

### Homework

You can also review homework as a list by clicking *Homework* from the menu under the student whose To-do list you wish to view. On this page, homework is sorted into two tabs: Recent and Upcoming. In the Recent tab, tasks with the nearest due dates will be displayed. You can also tick *Only show overdue homework* on the Recent tab to see any [overdue homework](#). In the Upcoming tab, homework which is due further in the future will appear.

If your child has submitted the homework the task will display as Submitted and any graded homework will display a score. To search for a specific assignment, use the search box and click on the corresponding title to view details of the assignment.

### Gradebook

The [Gradebook](#) helps you keep track of your child's grades and homework task submissions.

### Notice board

The notice board is where your child's school will post important [announcements](#) or upcoming [events](#).

## Overdue Homework

You can keep track of your child's overdue homework online or via the Show My Homework app.

### When is a homework task considered overdue?

Overdue homework will appear for your child when:

1. A teacher has marked their assignment as not having been completed, or
2. A quiz, spelling test, or online submission has not been completed by your child before the due date

### Viewing your child's overdue homework

#### Online

To view overdue homework in a browser, click on *Homework* from the list of options beneath their name after logging in and click on the tick box to only show overdue items.

#### App

To view overdue homework using the app (iOS and Android), simply select the *Overdue* tab of the To-do list.