

PHPS Satchel One Guide

Dear children and grown-ups,

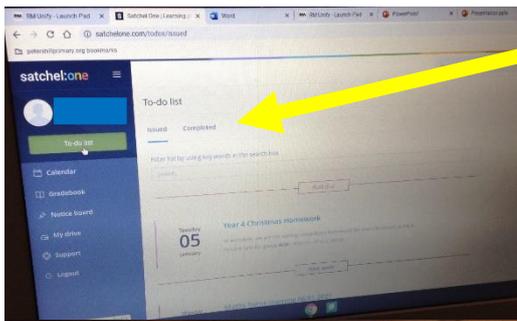
At Peters Hill, we understand how challenging remote learning can be, and we understand that we are asking you to navigate around an online learning platform that can seem quite tricky at first. Thank you for being patient with us as we learn how to survive this together. Here is a little guide that will hopefully help you to access and submit homework via Satchel One (Show my Homework).

This is how to access Satchel One through a child's account.

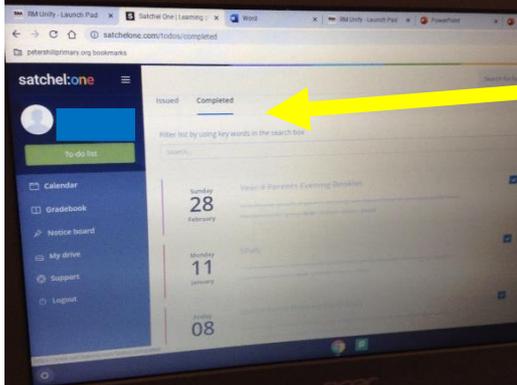
Firstly, please log onto Satchel One through RM Unify. You will need to type in <http://petershilldudley.RMUnify.com> into your internet search bar, this will take you to our home screen. When this loads, it will auto-fill **@petershilldudley** at the end of the username box, but **@petershillprimary.org** can also be used. Having this is really important as other schools use the RM Unify platform too and your child's password will only work for our school. Once you've arrived here, your child will need to log in using their username and password that they use to access the devices in school. If you are unsure of this, please get in touch with your child's teacher.

Once logged in, you will see the RM Unify homepage. Here, you need to click the tile that says Satchel One.

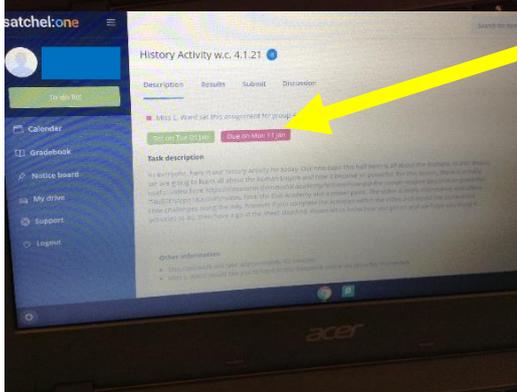
Then, you will be taken to this screen:



Here, you will see the homework you have completed and any work that is left to do. The right-hand side is your toolbar. You can still access previous homework so don't worry if it is past the due date. The 'to-do list' tab allows you to see past and current pieces of homework.

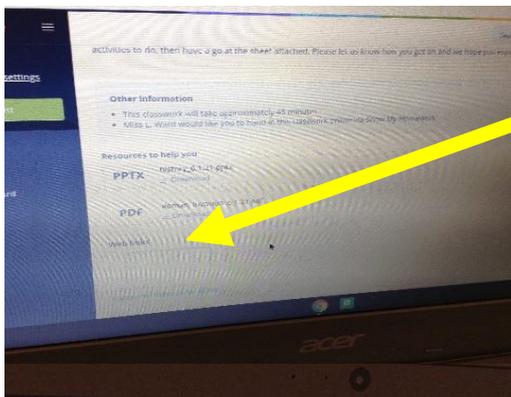


The next tab says 'completed' and this is where you can see the homework you have already submitted.



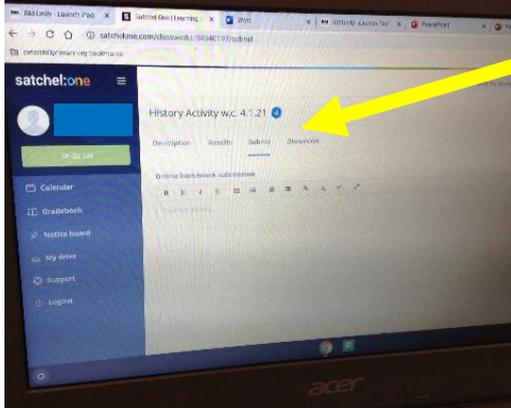
Stay on the 'issued' tab and click on a piece of homework that your teacher has set. You should see this screen now. You will be able to see the issue and due dates, the task description, the attached resources, and a suggested time to complete it (this is only a guide).

The description part will talk you through the task and will show you any websites or links you may need to access.

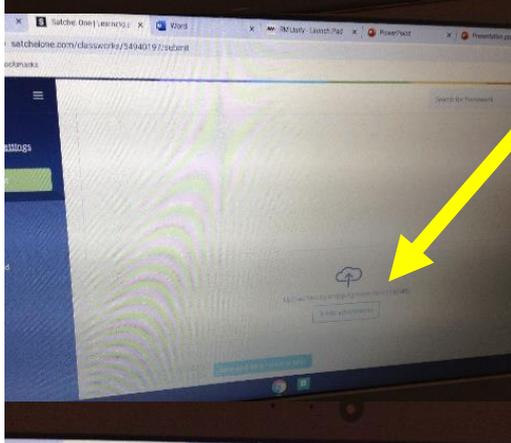


This is what the resources section looks like with access to any website links.

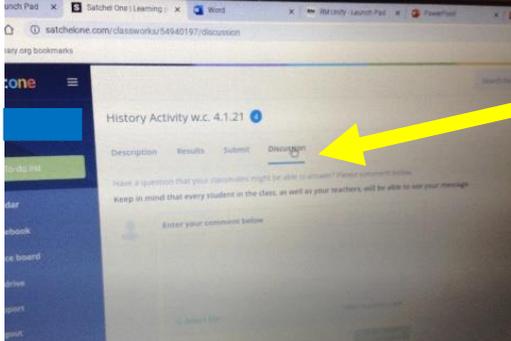
You will need to click on the resource and then download it. If you are unable to open the resources, please contact your teacher and we can help to convert it into a PDF or find an alternative way to share the resource with you.



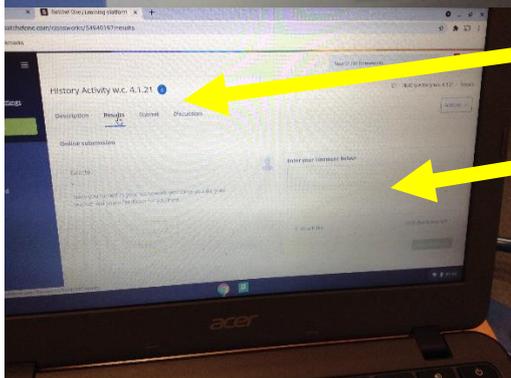
Your homework challenge will say submit via Show my Homework. This means using Satchel One, so go to the submit tab here where you can type your response into the box. Or you can complete your homework on paper and then ask a grown up to help you take a picture of it and save it in your pictures folder. Alternatively, you can complete your homework using a Word Document or PowerPoint and save this as a file to be uploaded in the same way.



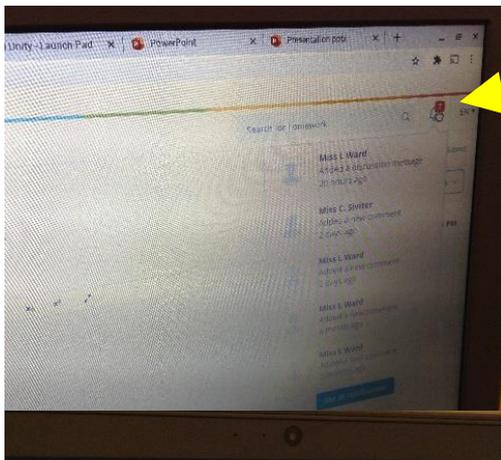
At the bottom of that page, you will see this button that says 'add attachments' and here you can upload your picture or file from your device. Only your teacher will be able to view your homework that you upload.



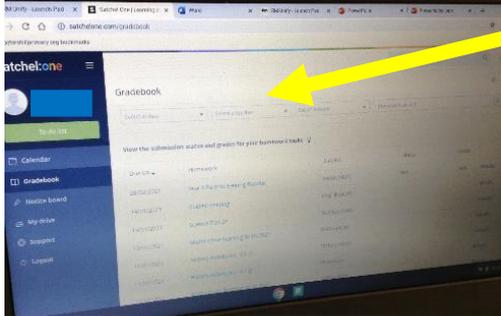
This tab here, called 'discussion', is where you, or your teacher, can make an announcement to the class. It could be a question to think about or a comment about the lesson. Remember, whatever is posted here can be seen by all.



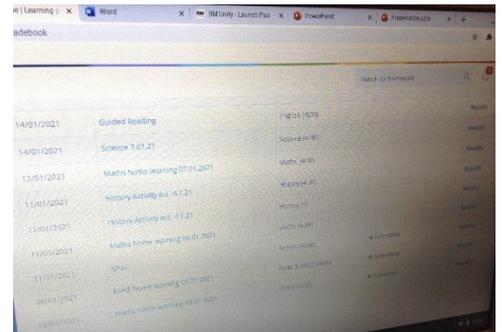
If you need to get in touch with your teacher about a piece of homework, then you need to click on the title of the homework and go across to the 'results' tab. On the right-hand side there is a box that says, 'enter your comment' and here you can type a question or a response for your teacher. They will receive a notification to say you have left a comment and will then reply to you. Here, you are also able to add an attachment such as a picture or a piece of work. Only your teacher will be able to view this comment.



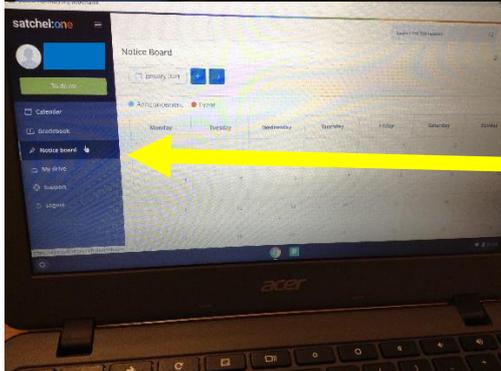
Look out for this little bell here which is called the 'notifications' tab. Here you will be able to view any updates such as comments that your teacher has made or any changes to any piece of homework that has been set. When your teacher comments on a piece of your work, you will get a notification here.



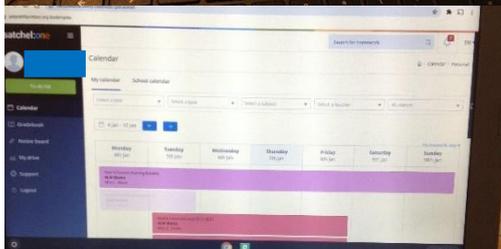
If you click on 'gradebook' found on the left-hand side under your name, this will take you to your homework tasks where you will be able to view the comments your teacher has made.



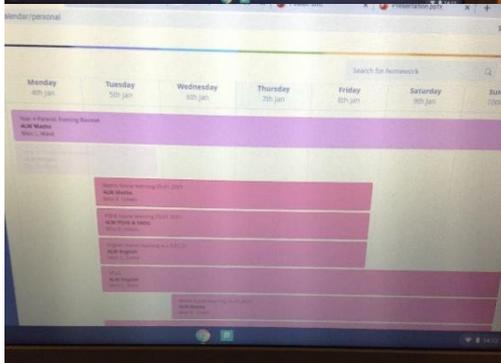
Here you will also be able to view the submission status.



The 'notice board' tab allows you to see any announcements that have been made. Look out for these as your teacher, or other teachers, may leave an announcement for the next week.



The 'calendar' tab allows you to see when your homework tasks have been set, and when your teacher would like them handed in.



If you need any help using Satchel One or with your homework, please get in touch with your teacher. They will be more than happy to help you and would rather you ask them than struggle on your own 😊