SATCHEL ONE (Previously Show My Homework)

**Setting up an account and logging in as a parent -**As a parent you will receive a log in letter with a PIN that can be used to access your account from Satchel.

1. Visit this page: satchelone.com/login/pin or alternatively there is a direct link to homework on the MyEd app that you are able to download to your device (iPhone and Android)

2. Enter the PIN in the empty field

3. Search for your child's school name

4. Select 'submit'

5. On the next screen add or edit your email address

6. Choose and confirm a password

7. Update details.

**Next steps**

Logging in to your Satchel One account will let you view the homework set for your child or children, as well as the last time they were active on Satchel One. You will also be able to access their PIN numbers in case they cannot get logged in.

From your Dashboard, you will be able to see any student accounts linked to you. You will have access to their information. To check your child's homework, click on the calendar tab. This will arrange their work in a week by week format that you can filter by date, subject, teacher, class and type of homework task to find what you are looking for more efficiently. 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.

**Managing email and push notifications**

Email notifications allow you to choose when you will be alerted about your child's homework. You can choose to receive these reminders for upcoming homework and school -wide announcements. To choose your options you can Edit profile which will take you to the settings page, then scroll down until you see manage notifications. Push notifications on your mobile device will allow you to receive alerts.

**Forgotten your password?** Use the same PIN to reset your password, or alternatively request a new password to be sent to your registered email address. If your child is having problems getting logged into their account, you can obtain a recovery PIN which they can use to reset their login.

**Guide to attaching photos to Satchel One**

Step 1: go to the homework for which you want to submit work
Step 2: find the paper clip in the bottom left hand corner of the page (if it isn't there, it means the teacher hasn't set it up to be submitted via SMH)
Step 3: click on the paper click and select either take photo (this will open your camera so you can take a photo of your work), files (you can attached a word document if you have one to send in) or image (this will open the photo gallery or camera roll so you can select the photo to upload)
Step 4: take the photo or select the image you had already taken
Step 5: press the tick at the top right of the screen
Step 6: your work is now sent to your teacher!


**Viewing overdue work**

Student/parent view on mobile app:

1. Go to the "To do list" by clicking on the SMHW symbol on the home page
2. Across the top there are three tabs- Upcoming, Past and Overdue
3. Click on the Past tab to view all previous homeworks, both completed/ticked off and not completed/not ticked off
4. Any homework which has not been completed and/or ticked off by the student will appear in the Overdue tab

Student/parent view on desktop:

1. Open up Satchel One
2. Click the three lines on the left hand side
3. Click the "calendar" button
4. Use the back (left) arrow to scroll back through past