

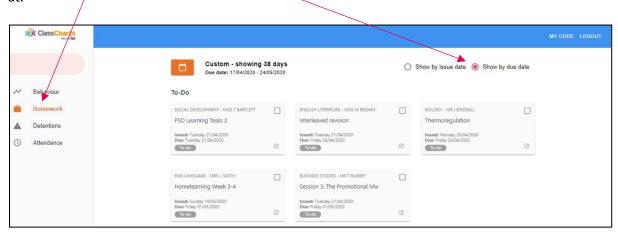
Submitting work to Classcharts

This is a quick guide to show you how to use the Homework module of Classcharts. As you know, your teachers will be uploading your home learning tasks to Classcharts and you will be asked to submit most of your work to Classcharts (unless the task states otherwise) in order for your teachers to provide you with feedback.

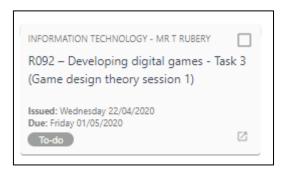
It's really easy to use, just follow this guide:

Log into Classcharts, click on the Homework menu button on the left of the page:

You can click between "show by issue date" or "show by due date" so check which you are looking at.

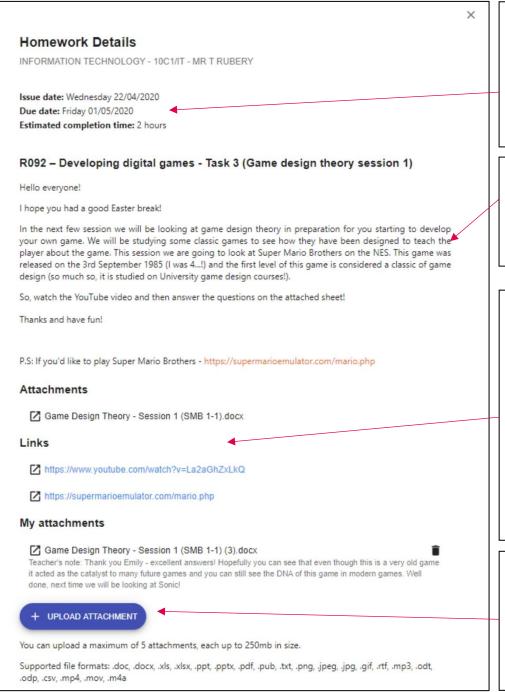


This will show you any home learning tasks which have been assigned to you. Each "Card" will have the name of the subject, the teachers' name, the title of the task and the date it was both issued and when it is due to be completed.





If you click on the "card" it will take you to a full-page version of the task:



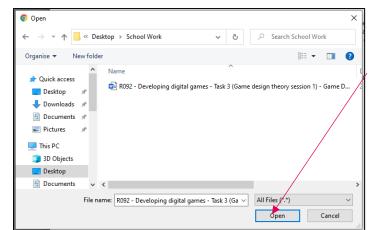
The top part of the "Homework Details page" shows you which teacher has set the work, the issue date and the date the work is due. There may also be a suggested completion time.

The second part of the homework will detail the task. Read this carefully as there will be help and advice from your teachers.

In this section your teacher may attach documents or worksheets that you need for the task. If you click on them, they should open for you to use and read (If not, see my guide at the end of this document to install Office at home for free!).

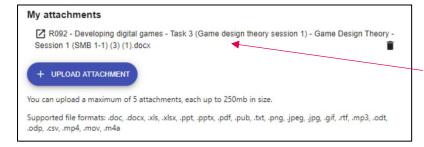
There may also be links to helpful websites or YouTube videos.

The final section the UPLOAD ATTACHMENT button where you can attach and send your work to your teacher when you have finished.



Clicking on the UPLOAD ATTACHMENT button will bring up your computer files; navigate to where you have saved yourwork, click on it and then press OPEN.

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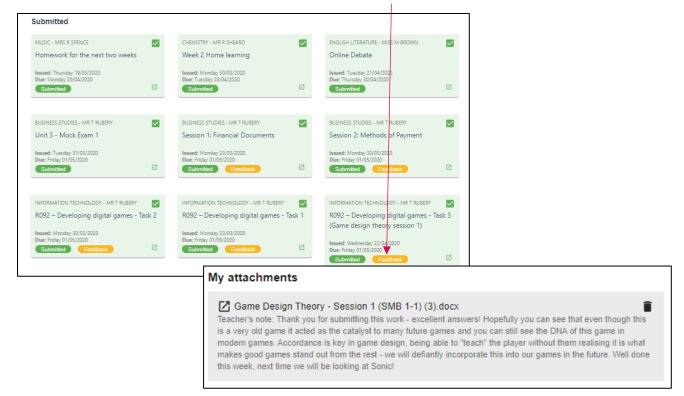
You will then see your work in the MY ATTACHMENTS section.

You can delete this if you have uploaded the wrong thing, but you can also upload more than one attachment.

Classcharts will accept a wide range of files, so you could upload photos of your work for example!

Once you have uploaded your work that is all you need to do! Your teacher will now be able to see it.

If you then look back at the homework page you will see your submitted work, and read any feedback and comments left by your teacher by clicking the yellow FEEDBACK button.



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And that's it, simple! If you have any queries about your work, please contact your class teacher first as they will be best placed to answer your questions. If you need help with anything technical or need your Classcharts code then please contact me: tom.rubery@lancasterhigh.lancs.sch.uk.

Finally, remember that you can download Office 365 (including Word, PowerPoint and Excel) for free using your school email account.

To do this, sign in to your email.

You will then see this page where you can access your email (Outlook) and OneDrive.





If you can't see this page, click the 9-dot icon at the top left and click the Office 365 link



-Click INSTALL OFFICE and the OFFICE 365 APPS and it will begin to download. Follow the prompts that pop up and it will install for you.

If you need a password reset or are unsure of your school e-mail address please contact the school in one of the following ways (9am – 3pm, Monday to Friday):

Email - help@lancasterhigh.lancs.sch.uk

Phone - 01524 32636