

Instructions to access emails and show my homework

**To access your school email:**

[www.rmunfiy.com](http://www.rmunfiy.com)

type in your email address and password (exactly the same as it would be in school)

This will allow you to access your emails

**To access Show my homework**

**If you are accessing from a computer:**

Step 1: click the link <https://www.teamsatchel.com/> to access the Satchel:one site (known as Show My Homework)

Step 2: Click the log on button at the top right hand side of the screen

Step 3: On the next screen select that you are a **student**, you **already have an account** and then click on the '**sign in with Office 365**'. This will take you straight to your personalised page. You will NOT need to put your email address or password in.

Login [Forgot password?](#)

Staff Parent **Student**

I already have an account  
 I don't have an account yet

Bristol Metropolitan Academy

Enter email address or username

Enter password

Log in

Or log in with:

Sign in with Office 365

Sign in with Google

Once you have accessed the site you will need to check your lessons/classes for the careers work that I have set you this week. This is the first Careers guidance you will have received since we moved to remote learning so do take some time to engage with it. Engaging with this will help us to see if you have successfully been able to access your page.

**Important: If you are sharing a computer with a sibling you will need to make sure you have logged into your own 0365 email account before trying to access Show My Homework.**

**If you are accessing from a phone/tablet**

Step 1: download  
the Show my homework app



Step 2: search for Bristol Metropolitan Academy

Step 3: click the 'log in via Office 365' button

Step 4: sign in using your school email address and password

For the rest of the week you will continue to use the One Drive file to access your work and email it to your subject teacher. You will receive an email from me before we upload all work to Show My Homework and from then you will use that to access and submit your work.

**Important:** You will receive an email from your tutor **every Monday**. Please acknowledge and respond to their email to let them know how you are getting on **each week**. They are very much looking forward to hearing from you.

Dear students

Here are some tips using SMH

It is also worth remembering that the site has a help section you can use to check how to organise your work and to answer any questions you have. This link will take you straight to the site's help page <https://help.showmyhomework.co.uk/>

### **1) Opening documents**

As many of you are using different devices to access your work you will find some more user friendly than others. All staff have been asked to upload documents in both word and pdf format from this week.

**Word documents:** If you open a word document you will need to download this to your computer and SAVE it before you can edit it (type your answers). Remember to click save again when you have finished your work. This can then be uploaded to SMH and sent to your teacher.

**PDF documents:** if you are accessing SMH from your phone it is likely that a pdf document will be more reader friendly than a word document. While you can download and save this to your device you will not be able to edit it. Therefore, you have a few options. a) you can print the worksheet and write on it, or b) you can complete your work in your book/on paper. In both cases, where possible take a picture of your completed work and upload the picture to SMH for your teacher to check and mark. Make sure your picture includes all your work as clearly as possible (we can always enlarge your pictures on our screens to read it).

*If you cannot open any documents then this is likely due to issues with your device and not the site. Ensure you have office 365 installed on your computer or device (it's free to download as you have an office 365 email account).*

## 2. Submitting work on SMW from a computer

If your teacher has asked that you submit work on SMH you will have a submit box (see image below). First you will need to click on the homework task for that subject. You will then need to click 'submit'. Again you have 2 options. a) write your answers straight into the submit box and click the submit button at the bottom, or b) upload any documents that you have completed, e.g. any word documents you completed, or photos of your work. Make sure they have fully uploaded before you try and click the submit button

The screenshot shows the Satchel One Learning platform interface. The browser address bar displays 'satchelone.com/homeworks/41277996'. The main content area features a homework task titled 'Jealousy in Shakespeare's Othello' with a '13x/En1' tag. Below the title are three tabs: 'Description', 'Results', and 'Submit'. The 'Submit' tab is circled in red, and a red arrow points to it. The task description includes a quote from Iago: 'O, beware, my lord, of jealousy; It is the green-ey'd monster, which doth mock The meat it feeds on'. Below the quote, it asks the user to write an essay about Othello's jealousy and Iago's role. In the 'Other information' section, a bullet point states 'This homework will take approximately 1 hour', which is also circled in red with a red arrow pointing to it. The interface also shows a sidebar with navigation options like 'Calendar', 'Timetable', 'Gradebook', and 'Support'.

The following link provides a visual explanation as to how to submit your work

<https://www.youtube.com/watch?v=IMiMOHuOURo>


*If your teacher has NOT asked you to submit your work on SMH you will not see a submit button as no work needs to be uploaded. In these rare cases keep your work safe at home as you may need to refer to it for future tasks.*

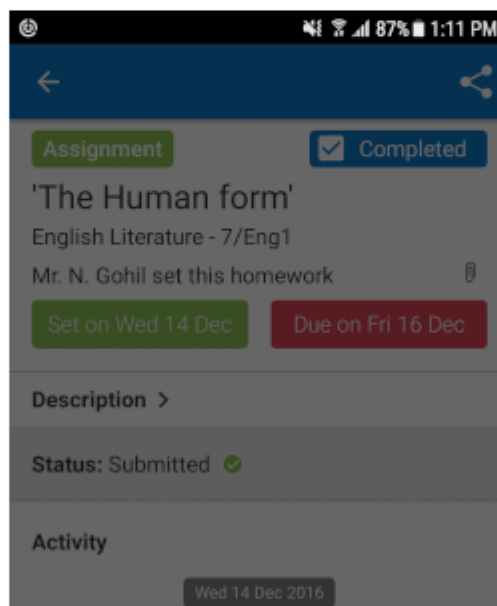
### 3. Submitting work to SMH from a phone

#### Using the mobile app?




You can also upload documents and images straight from your mobile device with the Show My Homework App.

There is no "Submit" button here, but for online submissions you will see a paperclip next to your comment box.

1. Tap on the paperclip  next to the comment box
2. Select the location for the file, e.g. your picture gallery, a file stored on your phone, Dropbox or Google drive
3. Choose the correct file
4. Tap *Upload*



Submit work via the app

-  Take photo
-  File
-  Image

### **3) When to submit your work**

In most cases you will have 7 days to complete the work. This does not mean you have to wait until the deadline to send your work to your teacher. Once you have completed the work send it straight to your teacher for checking, marking and feedback if they have asked you to submit work. Remember, there will be times you do not need to submit anything depending on the subject and nature of task.

If you have any concerns regarding your work contact your subject teachers who will be able to explain what you need to complete.