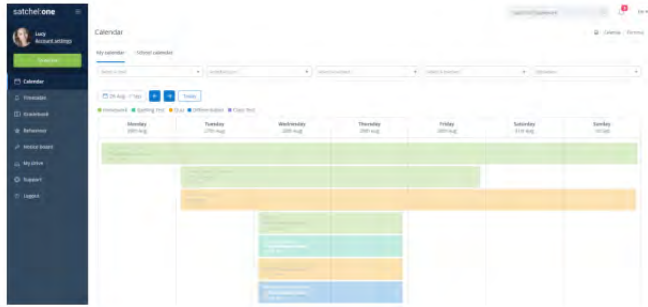# Daily Routine

What does a daily routine look like?

Using Show my homework will help you to organise the work that you need to do each day.
For the best positive routine for learning, follow your normal school timetable, this will help you to keep on track with all of your work.

Find a quiet space to work.
Go on SMHW at 9am

Once you are logged into your student account in the browser, you can use your personal Student calendar to find and keep track of your homework.

You can access your personal student calendar by clicking Homework calendar from the left-hand menu and selecting the My Calendar tab.
You can click on the subjects within your calendar each day which will take you directly to the assignment that you need to complete.
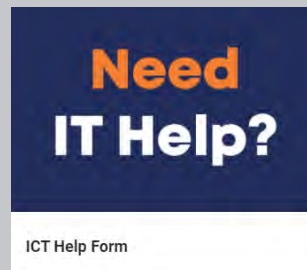
What to do if you are still having problems

Please let us know if you are still struggling to access the distance learning resources or need further support in routines for learning.

You can use the IT help form on our school website under **'online resources'** to request more help. This link is also at the bottom of our website.

You can use the IT help form if you need passwords resetting, you need help with show my homework, or any other access issues.

ICT Help Form

Contact Us

Parkside Community School
 Boythorpe Avenue
 Boythorpe
 Chesterfield
 Derbyshire
 S40 2NS
 Telephone:
 (01246) 273458
Email: info@parkside.derbyshire.sch.uk

DISTANCE LEARNING SUPPORT GUIDE

Parkside Community School

www.parkside.derbyshire.sch.uk

Emails and Passwords

Your school email address is the year you joined the school and then the first two letters of your first and last name, for example if you are in year 7 and your name is Joe Stevens - your email address would be :
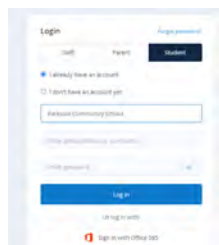Y20jost@parkside.derbyshire.sch.uk
If you have forgotten your password for your email, please use the IT help form under online resources on the school website and this can be reset for you.

SMHW login details

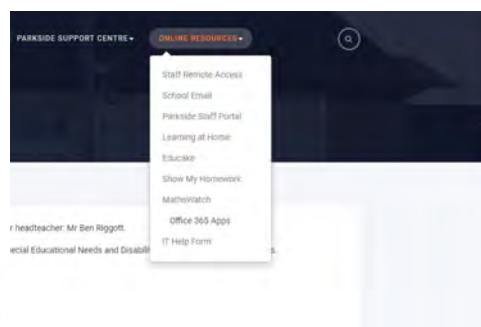Your username for SMHW is your school email address.

What do I do if I have forgotten my SMHW Password?
Your school email address is linked to your ShowMyHomework student account. You can request a new password to be sent to your email address -
https://www.showmyhomework.co.uk/login/recover

Microsoft Office Apps

You can access all of the office apps (word, PowerPoint etc). for free using our school website. Use the online resources tab which will take you to a link. You will need to sign up using your school email address.

Organising and Submitting my work

Submitting my work on SMHW

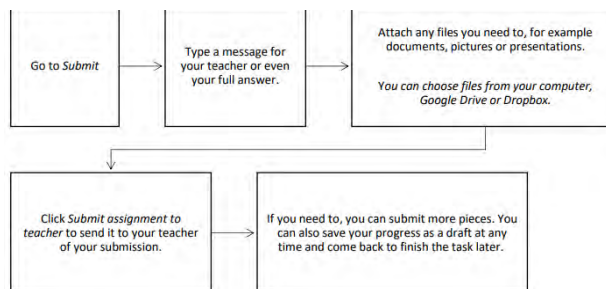When you are in the homework task, you will be able to see the submit button at the top of your page.
You can submit your work by:
1.write in the text box, 2.word, PPT or/and 3.photos of your work can be attached.

Scroll to the bottom of your page to see the upload cloud

Follow the steps below to submit your work

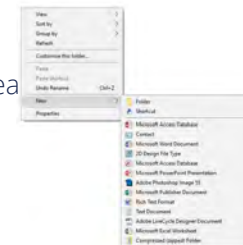| Go to *Submit*	Type a message for your teacher or even your full answer.	Attach any files you need to, for example documents, pictures or presentations. You can choose files from your computer, Google Drive or Dropbox.
Click *Submit assignment to teacher* to send it to your teacher of your submission.	If you need to, you can submit more pieces. You can also save your progress as a draft at any time and come back to finish the task later.	

Submit work using the 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 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

Create subject folders on your computer to save work in

1. Go into the documents in your computer
2. Right click, select new
3. move to the right to select folder
4. create a folder for each subject area on your timetable
5. Save all of your work in the correct folder

Parent use of SMHW

View your child's work timetable

Select the calendar tab
in show my homework to view your child's set work for the day or week. You can select on each of these to view the description of the task.

Check work has been submitted

As a parent or carer, you can view the **gradebook,** this will help you to keep track on the submission of work and marking from teachers.