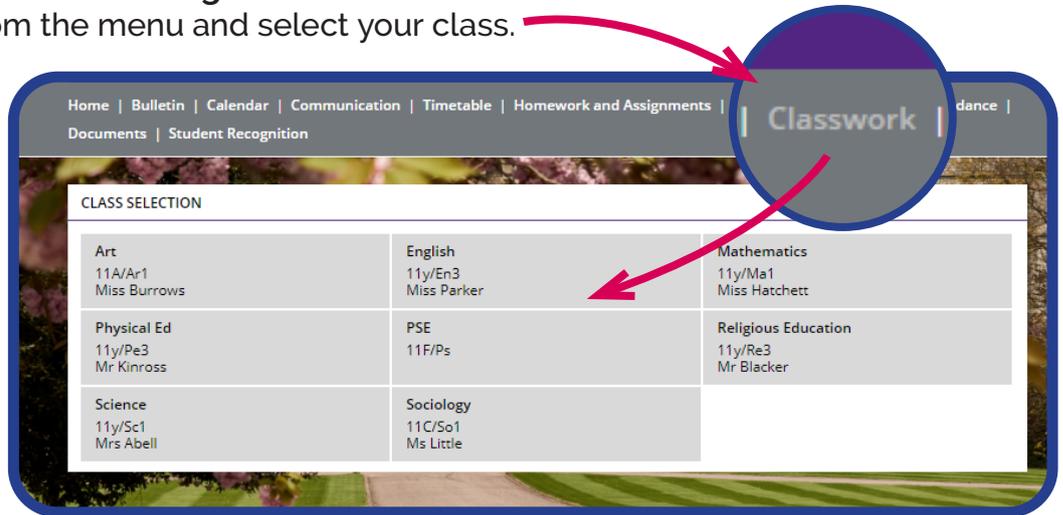


Class Work and Homework – A Guide for Students

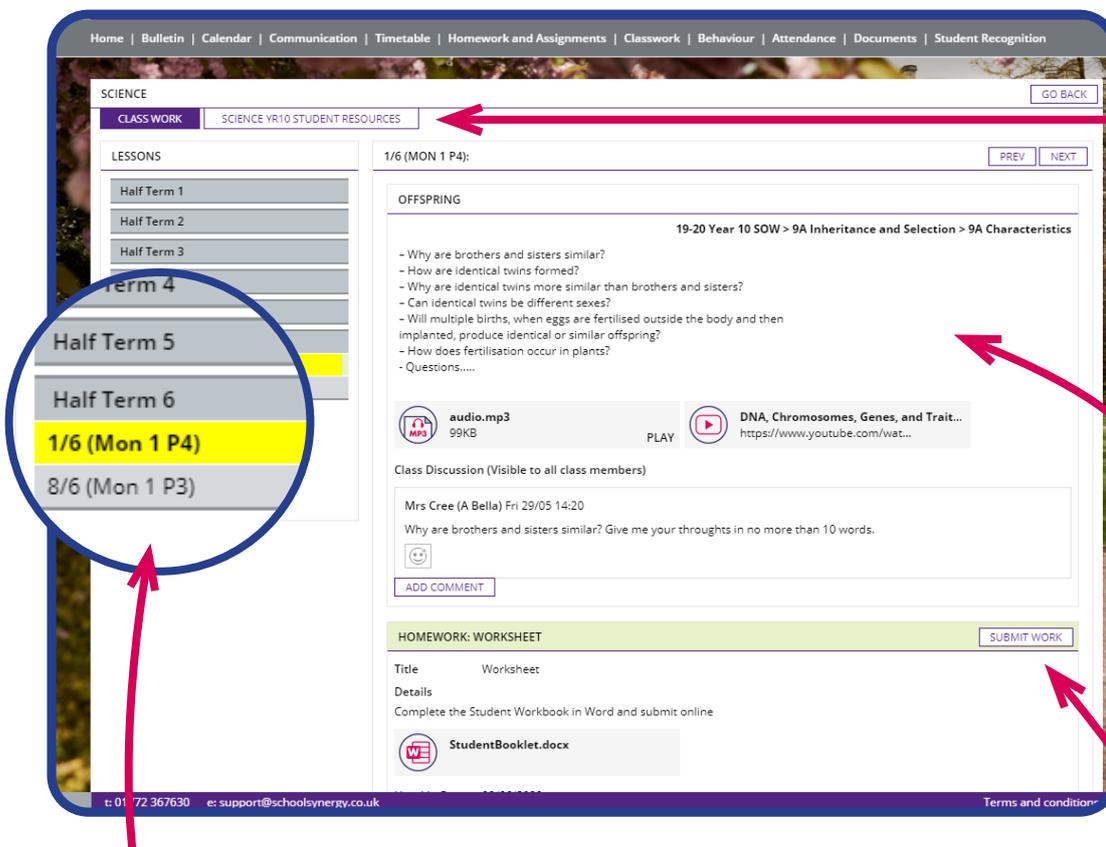
Log into Synergy.

Online learning is accessed through Class Work.

Click 'Class Work' from the menu and select your class.



Class work and homework for the whole year can be accessed from here.



Additional resources, if available, will be displayed here

Learning material will appear at the top with links to online resources and files.

View the lesson by selecting the correct term and date.

If your teacher has set an assignment or homework, it will appear at the bottom. Click the SUBMIT WORK button to send work back to your teacher if they have requested this.

The screenshot shows a 'Homework Instructions' page. At the top, it says 'Complete the Student Workbook in Word and submit online'. Below this, there is a 'Files' section with a document icon and the filename 'StudentBooklet.docx'. The 'Status' is 'Set'. A section titled 'Submission and discussion between you and your teacher' contains two messages: one from Mrs Cree (A Bella) and one from Emmanuel Adebayi. At the bottom of the message thread is an 'ADD COMMENT' button. A red arrow points from this button to a 'DRAFT' comment box. Another red arrow points from the 'DRAFT' box to an 'Add File/Resource' dialog box. The dialog box has a 'Type' dropdown set to 'File', a 'File' field with a 'Drag and Drop files here or Click to Browse' instruction, and 'ADD' and 'CANCEL' buttons.

Use the ADD COMMENT to ask a question and to send your work as a file or as a link if using the 'Share File' button within Google Documents or OneDrive Word.

Homework and Assignments will still appear on your homepage but remember to click through to your 'Class Work' to view extra help and information.

The screenshot shows a school homepage. At the top is a navigation bar with links: Home | Bulletin | Calendar | Communication | Timetable | Homework and Assignments. Below this is a section titled 'UNREAD COMMUNICATION' with a 'VIEW ALL' button. Underneath are three purple boxes: '1 Homework and Assignments', '0 Class Discussions', and '0 Teacher Discussions'. A red arrow points from the '0 Class Discussions' box to the 'UNREAD COMMUNICATION' section. Below this is a 'CALENDAR: UPCOMING EVENTS' section with a 'VIEW ALL' button.

Unread messages and new alerts for class discussions are shown on the homepage. Click on the alert to view your unread discussions.