Homework
_____

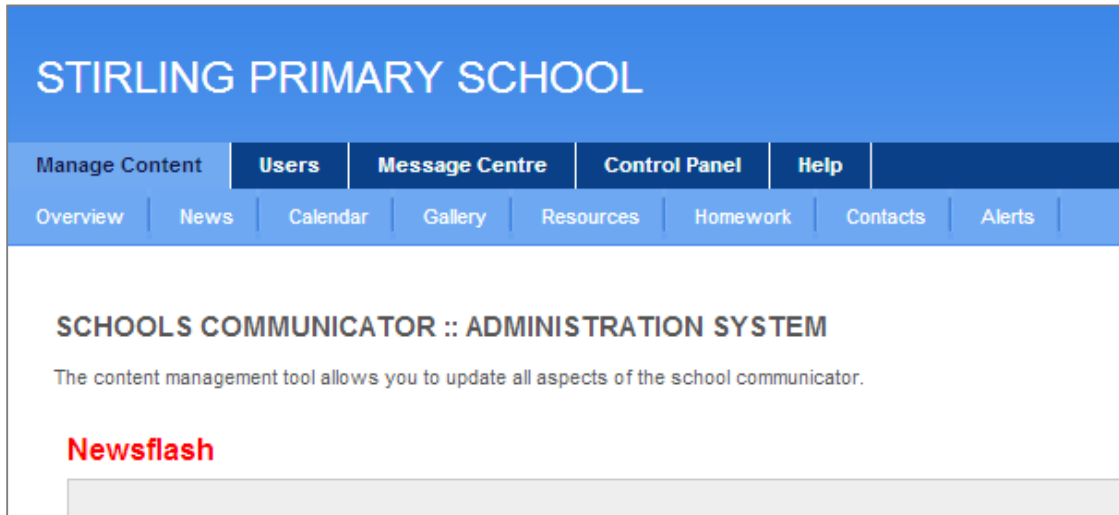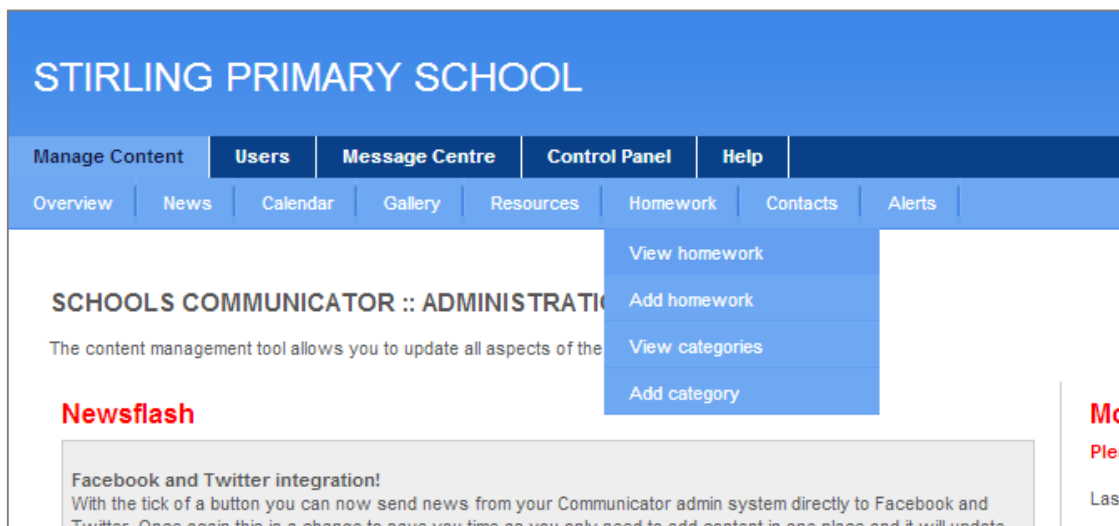**Adding homework**

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.

2. Move your mouse over the [Homework] tab and click on the [Add homework] button at the top of the page.

3. A new window will load where you enter all the details of your homework.


|	
Name	Type in a heading for your homework. Example: "Week 8 – 2 May to 9 May"
Description	Type in your homework by subject or whichever way your grade has chosen to add homework.
Category	Select the category that the homework belongs to. The category on the Homework page refers to the grade and class for which the homework is assigned. These have already been set up. Choose your class. The Communicator will automatically group homework according to their category (class).
Homework Type	Homework can be either a file saved on your computer , a link to a resource on the Internet, or text only (i.e. information typed into the Description above). Choose the appropriate option.
File OR Link	If the homework you want to share is saved on your computer, click the [Choose file] button. A file upload window will appear. Click the [Browse] button, find the item you want to upload, then click the [Open] button. The link to this document will now appear on the [Add Homework] page adjacent to the [Choose file] button. If the resource you want to share is on the Internet, type the website address in full, e.g. http://www.spca.com To ensure that you include the correct address, open the page in your web browser, copy the full URL and paste it into the link field.
Classes	Select the grade your homework applies to. Click the [Submit] button.

Editing existing Homework

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.
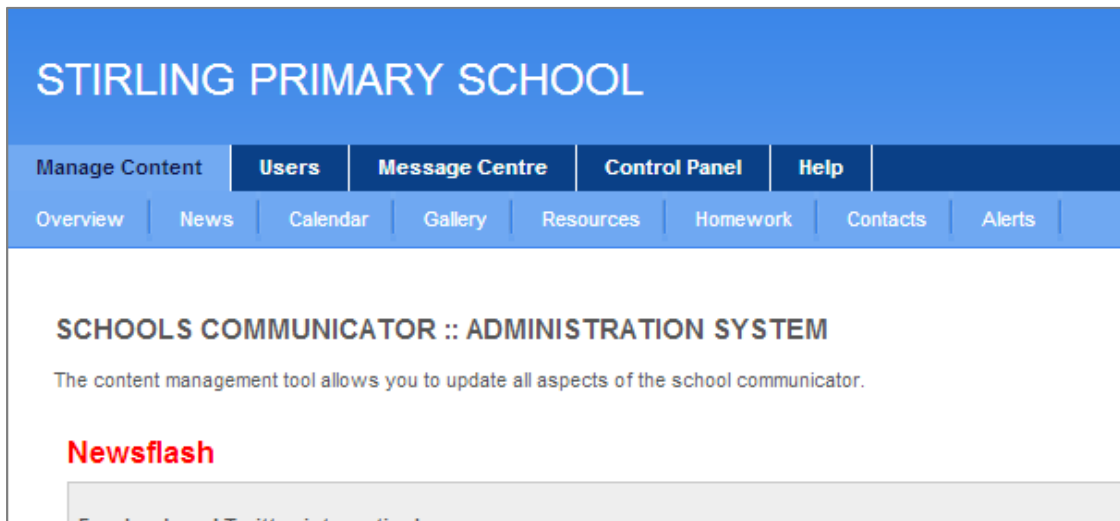
2. Move your mouse over the [Homework] tab and click on the [View homework] button at the top of the page.
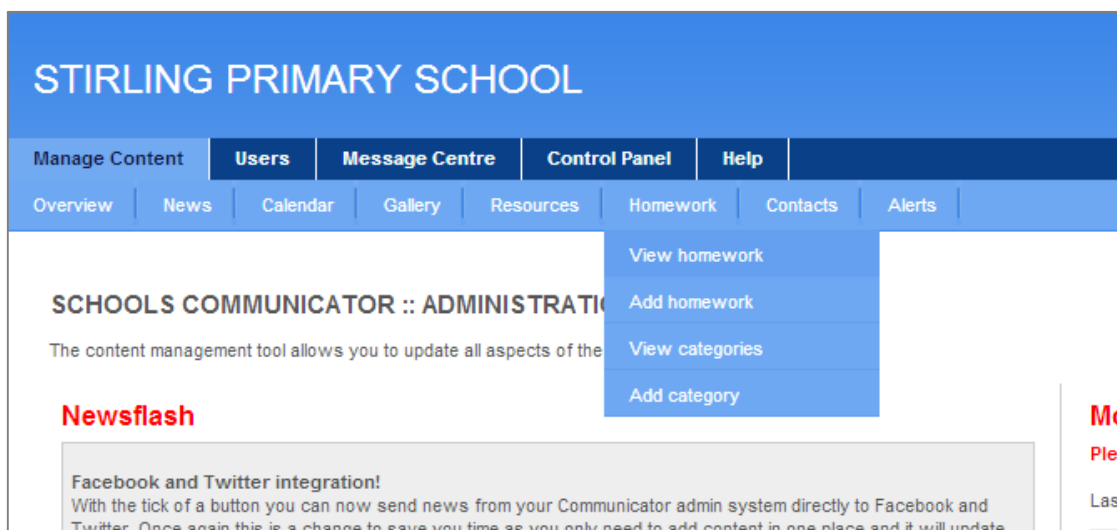
3. Next, select the category (class). Then, scroll down the Homework list until you have found the item you are looking for.
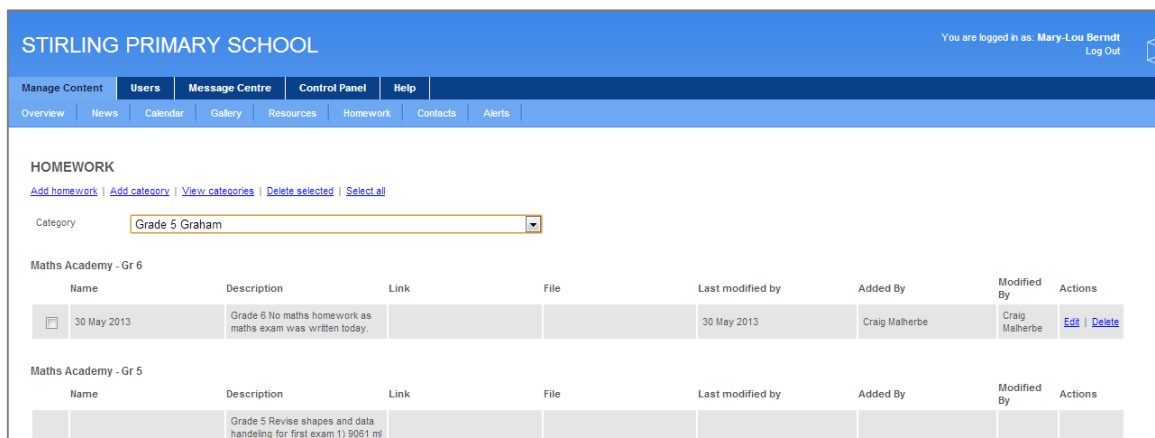
4. Once you have found the relevant homework item, click the blue [Edit] button. This will open the homework information page. You can now edit the homework information.

5. Once you are happy with your changes, scroll down and click the [Submit] button. Alternatively, click [Cancel] if you do not want to save the changes.

Deleting Homework

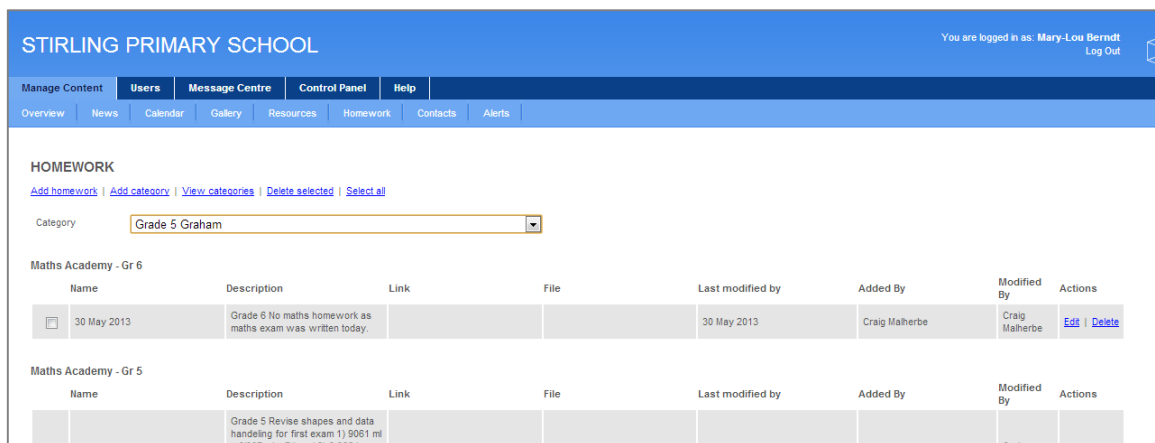1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.

2. Move your mouse over the [Homework] tab and click on the [View homework] button at the top of the page.

3. Next, select the category (class). Then, scroll down the Homework list until you have found the item you are looking for.

4. Once you have found the relevant homework, click the blue [Delete] button.