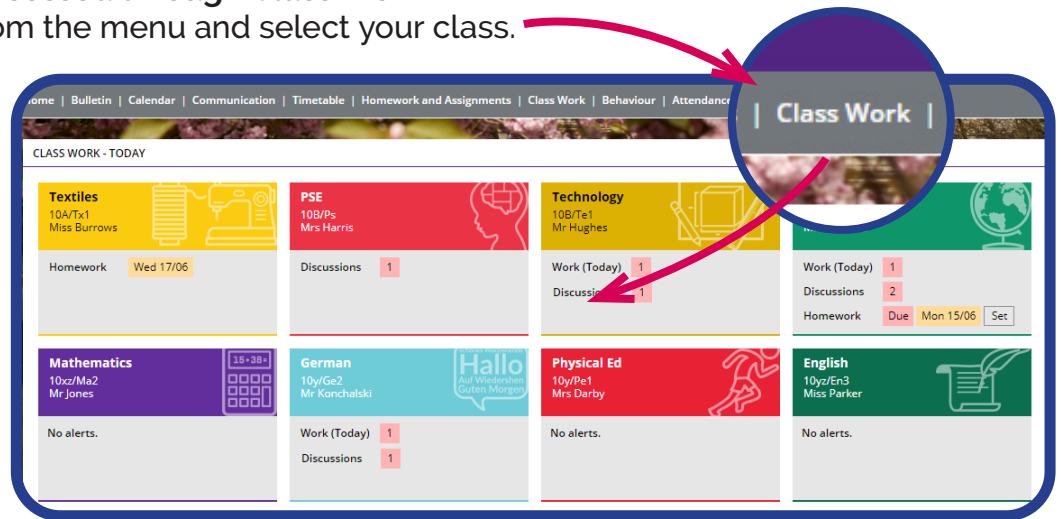


Class Work and Homework – A Guide for Students

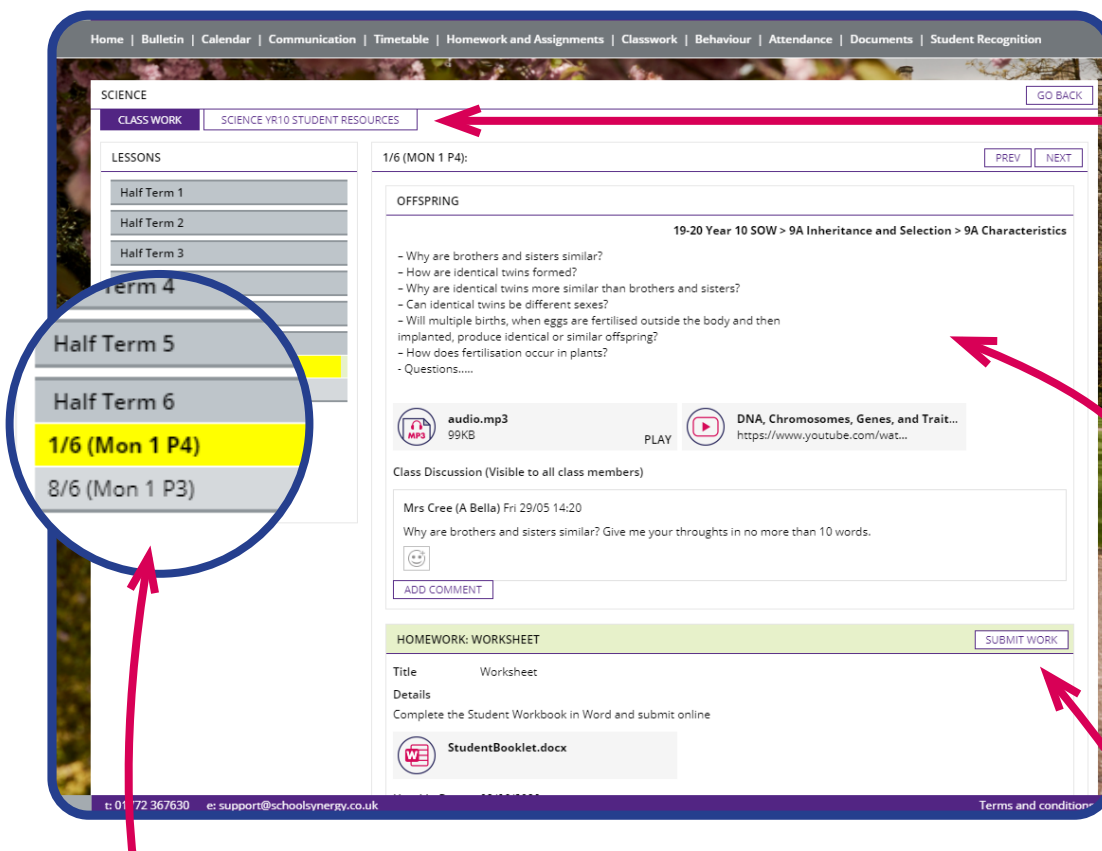
Log into Synergy.

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 name '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) at 14:24 and one from Emmanuel Adebayi at 14:30. Below the messages is an 'ADD COMMENT' button. A red arrow points from this button to a dialog box titled 'Add File/Resource'. The dialog box has a 'Type' dropdown set to 'File', a 'File' field with a dashed box for file upload, and 'ADD' and 'CANCEL' buttons. The dialog also has 'CLOSE' and 'SAVE' buttons in the top right corner.

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 appear as a reminder on your homepage. Click through to view your Assignment and 'Class Work'

The screenshot shows a school homepage navigation bar with links: Home | Bulletin | Calendar | Communication | Timetable | Homework and Assignments. Below the navigation bar is a section titled 'UNREAD COMMUNICATION' with a 'VIEW ALL' button. Underneath are four purple boxes with white text: '3 Homework and Assignments', '8 Class Discussions', '0 Tutor Group Discussions', and '0 Teacher Discussions'. A red arrow points from the 'Teacher Discussions' box to the 'VIEW ALL' button below the 'CALENDAR: UPCOMING EVENTS' section.

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