

## Students/Parents Instructions for The Homework Site

### General Access

- Access our school's homework service via a link on our school's website ([www.statesvillechristian.org](http://www.statesvillechristian.org)). The homework link can be found by clicking "Intranet" and then "Homework Link."
- Click on "Students/Parents."
- **Create a user profile** (first-time users): Create your user profile by clicking, *"If you don't have an existing profile, create one here."*
- Fill in the blanks on the screen by first selecting a User ID and then a Password. Your User ID and Password can be any alphanumeric/symbol characters. Note that you can choose to use a fictitious name or a student ID that the school provides instead of your real name for your User ID. However, by using your real name, your User ID will be significantly easier to remember. You can pick any Password you like as well (just enter it twice, once in each field exactly the same way). **Passwords are case-sensitive.** Click "Continue."
- **Choose the teachers for each of your classes:** Select your teachers from the drop-down list. For example, an elementary school student may only have one teacher but 6 classes. Select that teacher 6 times. Click "Continue."
- **Choose which class each of the teachers you selected teaches:** Now, from the drop-down list, select the class/subject you take for each teacher (For example, if you have 5 classes, you should have 5 drop-down lists in which to select your 5 classes/subjects.) Click "Continue."
- The program then comes back with your Login information (Username and Password), which we suggest you write down in a safe place for future reference. The program also verifies the teachers and classes that you selected for your profile. Click "Student Main Menu" to continue.
- You will be brought to the Homework page. Here you will see homework for the current week of all your classes.

### Change classes/Update for new school year

- You will need your password that you set up to change classes. If you forgot your password/username, underneath the enter button after clicking on Students/Parents to log in, click on the phrase "Forgot Your User ID/Password? Click Here" and the username or password will be sent to the email account that is on file.
- Log in and click "User Profile" on the top right of the screen. Enter your password. Next, click "Change Classes." A list of last year's classes will show up. On the right, click "delete class." In the center of the page, it will say Current Classes and underneath there will be an "Add" button. Select the number of classes your child has and then click on the "Add" button. Select the teacher's name from the drop down menu. (An elementary school student may only have one teacher but 6 classes. Select that teacher 6 times.) Now you will choose the class name for each teacher from a drop down menu and click the "Continue" button.

### Viewing Homework

- On the Homework Submenu, click on one of the following: "Daily," "Weekly," "Monthly."

- **Daily:** View your homework assignments given in today's classes. Any classes/subjects, which are highlighted in yellow, signify a major test or project. A "No homework" instruction means the student has no work for that class/subject. A "No homework posted yet" instruction means that the student may still have homework for that class/subject but that the teacher may not have updated the assignment on-line yet (**Note: This screen can be printed out by the school as a handout for the student or by the student/parent to use as a checklist. Also, note that by pointing and clicking the mouse over the teacher's name, the student/parent can send an e-mail to the teacher.**)
- **Weekly:** Click "Weekly" to see your homework assignments for the current week (Note: click the arrows at the top to view the assignments in past or future weeks.) Click directly over the day of interest to see the detailed homework instructions (Note: the information you see here is exactly the same information seen when clicking "Daily" or "Monthly.")
- **Monthly:** Click "Monthly" to see your homework assignments for the current month (Note: click the arrows at the top of the calendar to view the assignments in past or future months. For example, a student/parent may want to view a month or two down the road to see when the major tests, exams, science projects, term papers, etc. are scheduled. Remember, these events will be highlighted in yellow.) Click the number of the corresponding date of interest to see the detailed homework instructions for that day (Note: the information you see here is exactly the same information seen when clicking "Daily," or "Weekly.")

#### Bulletin Boards

- On the Student Main Navigation menu, choose "**Bulletin Board**". You will see a submenu appear below the main navigation menu.
- **Select Board** Click on a particular class' bulletin board to see any messages from that teacher. The message could be a reminder of the big soccer game on Friday and that students should wear their spirit shirts to school that day. Or it could be a class overview of what you can expect to learn that month, semester, or year.

#### User Profile

- On the Student Main Navigation menu, choose "**User Profile**". You will see a submenu appear below the main navigation menu.
- **Edit profile:** Under "Students/Parents," you can change your password and/or your classes. First, click on "Edit Profile." Type in your case-sensitive password in the space provided.
- Click "Change password." Type it in the exact same way in both fields. Hit "Continue." You now have a new password, which you'll need if you want to change your password or your classes.
- Click "Change classes." You can drop a class by clicking "delete" next to the appropriate class. Use the drop-down menu to select the appropriate number for how many classes you'd like to add. Then, first select the teachers for your new classes. Click "continue." Then select your classes for those teachers. Click "continue." You now have updated your profile.

#### Logout

- **Logout:** Click "Logout" in the upper right hand corner of the site to exit. **For security reasons, please logout when you are finished using the program.**
- After creating your student profile, you can quickly login to get your homework assignments by typing your Username in the "Username" field. Then, click "Enter." The program welcomes you to the site and provides information on the various sections of The Homework Site.

**If you have further problems or questions, please return to the original page and click on the support link at the bottom of the page to e-mail The Homework Site or e-mail Allison Wilson or call the School Office at 704.873.9511.**