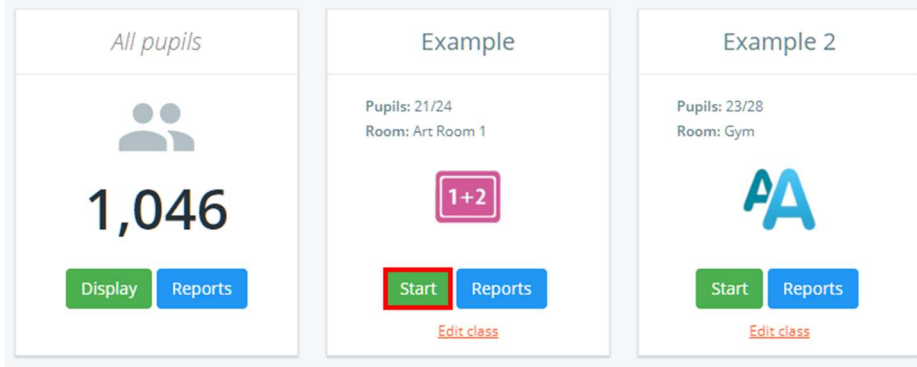


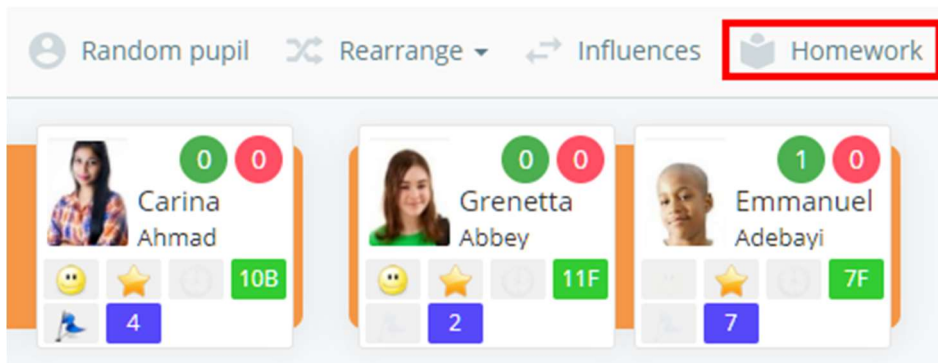
How to mark a task submitted - register engagement

After assigning pupils to a homework task you will have to collect their submissions and register their engagement.

To mark submissions for a homework task and so register engagement, **start the class** where the homework was published.



Next, click on the **Homework** tab along the top of the page.



The homework sidebar will appear on the **Set Homework** tab. Click on the **View homework** tab.



You will be presented with a list of previously published homework tasks. Click on the **Submission** button for the homework task of your choice to begin marking pupil submissions.

[Set homework](#) [View homework](#)

Homework set between:

Filter by: Issue date Due date

Read "An Inspector Calls" Chapter 3
Issued: 14/5/2018 Due: 21/5/2018



SUBMISSION



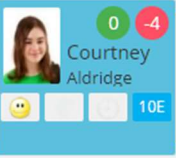
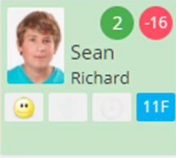
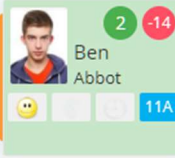


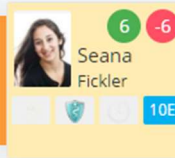


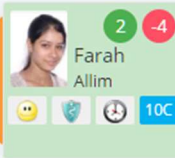
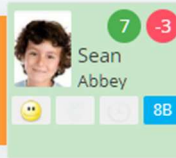
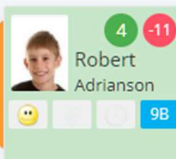
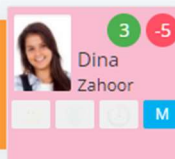
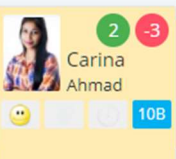
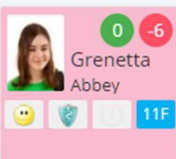
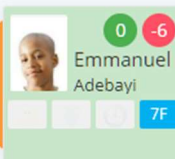
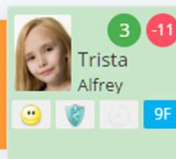
Create a PowerPoint presentation and present it to the class
Issued: 10/5/2018 Due: 17/5/2018




SUBMISSION

The class will now be in submission view for the homework task. To mark a submission, click on a pupil tile to change their submission status.

Click on pupils to toggle their homework status. Once you are done click "Close register".

 19 -3 9A	 17 -4 G	 0 -4 10E	 2 -16 11F	 2 -14 11A	 4 -2 11E
 4 -6 10F	 6 -6 10E	 1 0 11B	 4 -5 N	 2 -4 10C	 7 -3 8B
 4 -11 9B	 3 -5 M	 2 -3 10B	 0 -6 11F	 0 -6 7F	 3 -11 9F

A legend for the colour coded submission statuses can be accessed from the  icon in the bottom right hand corner of the page. These categories are explained further below:

Legend

- Submitted
- Extenuating circumstances
- Late
- Not submitted
- Not checked yet
- Not assigned

Submitted: The pupil has successfully handed the completed homework task in on time.

Extenuating circumstances: The pupil has not handed the completed homework task in on time, but had a valid reason to do so.

Late: The pupil has handed in completed homework, but it was handed in past the deadline.

Not submitted: The pupil has failed to hand the completed homework task in on time.

Not checked yet: There is no submission record for the pupil.

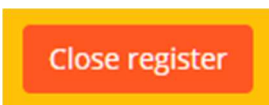
Not assigned: The pupil has not been assigned to the homework task.

To mark all submissions simultaneously, select a submission status from the drop down menu in the top right hand corner and click on the **Set all** button.



A screenshot of the 'Set all' button interface. It features a dropdown menu with 'Submitted' selected and a 'Set all' button to its right, all enclosed in a yellow border.

Once you have finished marking submissions for the homework task, click on the **Close register** button in the top right hand corner of the page.



A screenshot of the 'Close register' button, which is a red button with white text, set against a yellow background.