



A Parents' Guide to getting started with the Satchel:One Calendar



Logging On

To access Hazelwick's Satchel:One calendar you will need to login, either via the school website, using the Useful Links menu and then the Calendar Webpage hyperlink, or navigate to <https://www.hazelwick.org/teaching-and-learning/satchelone>

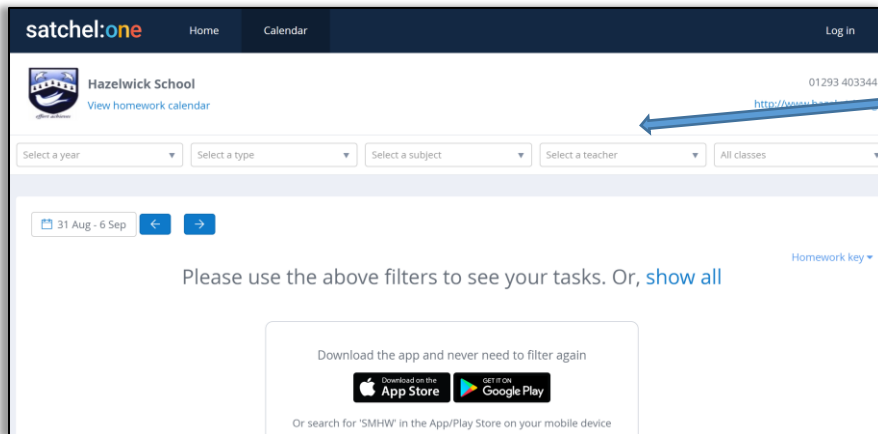


Satchel:One link

All students have been shown this method of accessing their homework. This method is a useful alternative to the student login.

Calendar Homepage

On accessing Hazelwick's Satchel:One calendar homepage you will be welcomed with the following screen.

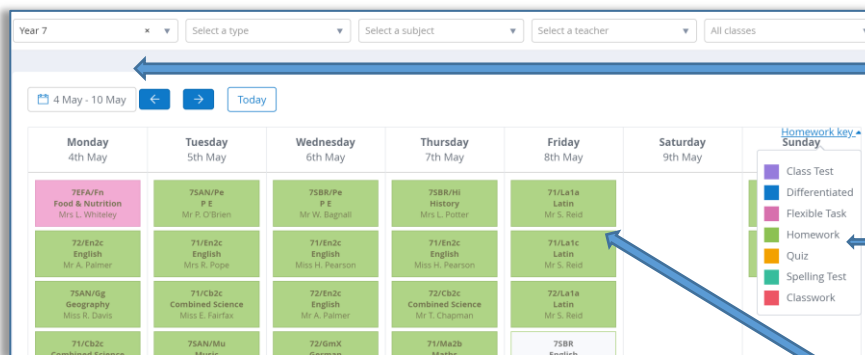


Filters

Use the filters to navigate to the homework for your son/daughter. This will produce a screen similar to one shown below.

This screen enables the user to select different date ranges.

The colour of the homework informs the user as to the nature of the task (green = assignment).



Date range

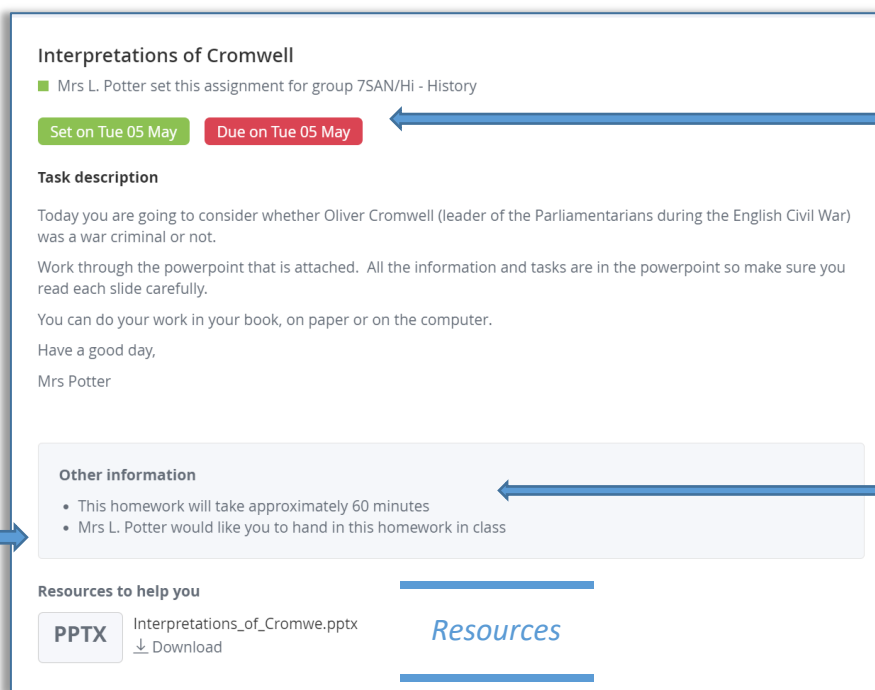
Homework type

Homework

The number on the task indicates the number of days until submission.

Homework Task

By clicking on a homework box, you will be shown an information page about the homework, including submission dates, approximate duration, whether the teacher wants the homework submitted online or in class and resources associated with the homework.



Description

Submission date

Submission type

Duration

Resources

What help is available to me?

If you notice any information that you believe is incorrect regarding your child, please email your son/daughter's Head of Year. For technical support queries only, such as problems logging in, contact helpdesk@hazelwick.org.uk and we will aim to respond within 24 hours.

We hope you will find Satchel:One easy to use. If you encounter any problems with the system, please contact our SIMS Manager at satchelone@hazelwick.org.uk.

We would be grateful for any feedback about Satchel:One to inform our development of the system in future. Please address these to Mr Simon Tasker, Assistant Head at stasker@hazelwick.org.uk.