

## How to upload your homework to Class Charts

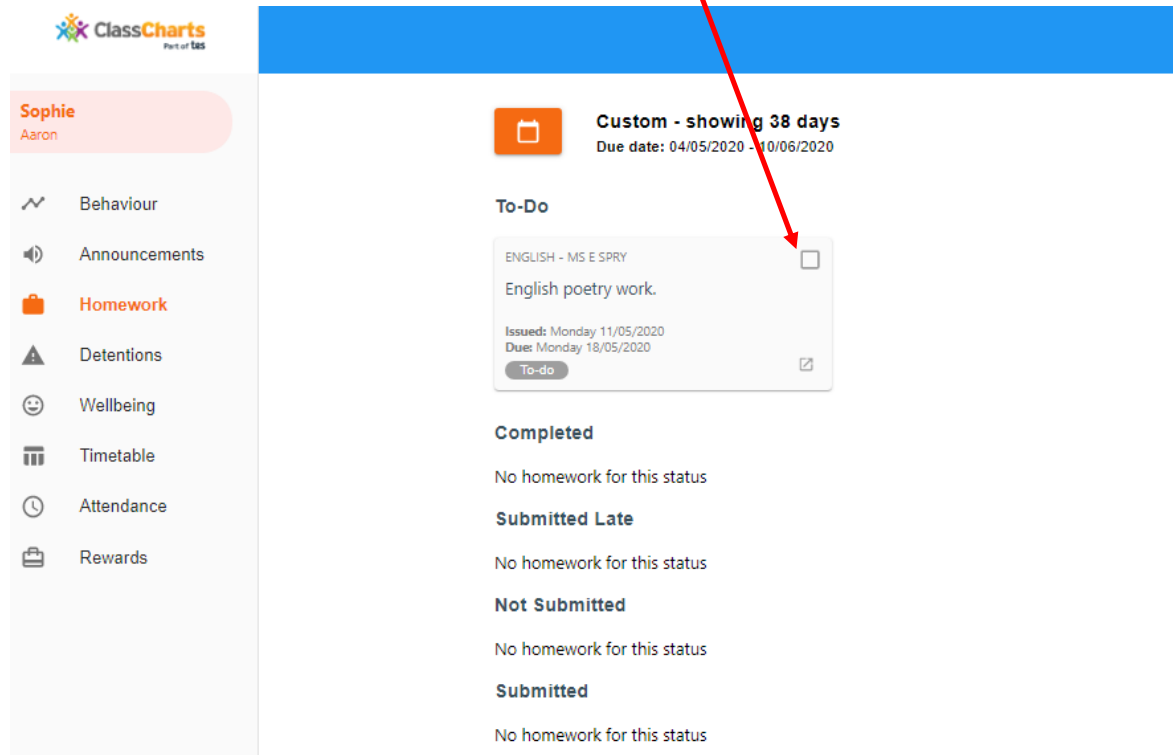
**Step 1:** Log in to your Class Charts account and click on the homework tab.

The screenshot shows the ClassCharts interface for a user named Sophie Aaron. The sidebar on the left contains several menu items: Behaviour, Announcements, Homework (highlighted with a red box), Detentions, Wellbeing, Timetable, Attendance, and Rewards. A red arrow points from the Homework tab to the main content area. The main content area features a blue header with the text 'Custom - showing 31 days' and 'Date: 11/04/2020 - 11/05/2020'. Below this is a pie chart titled 'Behaviour score breakdown' with the following data points: On Task +9, Kindness +1, Helpful +3, Off Task -1, and Fighting -1. The chart is labeled 'Weekly Behaviour Breakdown' at the bottom.

**Step 2:** Click on the work you are going to do and complete this by the due date.

The screenshot shows the ClassCharts interface for a user named Sophie Aaron. The sidebar on the left contains several menu items: Behaviour, Announcements, Homework (highlighted with a red box), Detentions, Wellbeing, Timetable, Attendance, and Rewards. A red arrow points from the Homework tab to the main content area. The main content area features a blue header with the text 'Custom - showing 38 days' and 'Due date: 04/05/2020 - 10/06/2020'. Below this is a 'To-Do' section with a list of tasks. The first task is 'English poetry work', which is highlighted with a red box. Below the 'To-Do' section are four categories of homework status: Completed, Submitted Late, Not Submitted, and Submitted. Each category has the text 'No homework for this status' below it.

**Step 3:** When you have completed this work click the box to show your teacher it is completed.



**Step 4:** Next to upload your work, click on the blue button that says 'upload attachment'. This will allow you to upload a document from your own file. This could be a word doc, photograph etc. A green sign at the bottom of your screen will tell you this is uploaded.

