

LOGGING ON AT SCHOOL:

- Use the username and password you were issued when you started at High Storrs to log on to any machine in school.
 - If your password has expired over a holiday, logging on in school allows you in to re-set it.
 - If you have forgotten your password, any teacher can re-set it for you via 'password control' in their start up menu.
- Click on internet explorer or chrome and the internet should open on the MLE as your home page.
- Click the 'students' icon
- Click the SMHW icon.
- Satchel: One log-in page appears. DO NOT enter any details on the left of the screen. Just click on the orange 'log in with office 365' bar. This takes you directly to your SMHW/Satchel: One account. For future log-ins this step won't be needed, the SMHW icon will take you straight into your account.
- If you get a message saying 'account not registered' this needs to be reported to Mrs Vaughan. A teacher can email her for you, she will be able to fix this and let you know when you can try again.

LOGGING ON AT HOME FOR THE FIRST TIME:

- You need to have logged on IN SCHOOL and accessed the MLE before you will be able to access the MLE at home and before you can access SMHW/Satchel: One at school or at home.
- Log onto the school web-site: www.highstorrs.co.uk
- Scroll to the bottom and click on the purple 'learning platform and email log in' button.
- This takes you to a blue and white log-in screen inviting you to 'Sign in with your organizational account'. You need to enter your High Storrs School email address which is your username that you used to log-on to a computer at school, followed by @highstorrs.sheffield.sch.uk. Your password is the same one you used to log-on at school.
- This takes you to the High Storrs login Page (fs.learnsheffield.com). You need to enter a username and password. Your username is schools\ followed by your in-school username. Your password is the same one you used to log-on at school.
- This now opens the MLE home page.
- Click the 'students' icon.
- Click the SMHW icon.
- Satchel: One log-in page appears. DO NOT enter any details on the left of the screen. Just click on the orange 'log in with office 365' bar. This takes you directly to your SMHW/Satchel: One account.
- For future log-ins this step won't be needed, the SMHW icon will take you straight to your account.

GETTING THE APP ON YOUR SMART PHONE:

- You need to have logged on IN SCHOOL and accessed the MLE before you will be able to access the MLE at home and before you can access SMHW/Satchel: One at school or at home.
- Go to the App Store and download the free Satchel: One App.
- Click the Satchel: One icon.
- Satchel: One log-in page appears. DO NOT enter any details at the top of the screen. Just scroll down and click on the orange 'log in with office 365' bar.
- This will take you to another log-in screen where you need to enter your High Storrs School email address which is your username that you used to log-on to a computer at school, followed by @highstorrs.sheffield.sch.uk. Your password is the same one you used to log-on at school.
- For future log-ins this step won't be needed, clicking on the Satchel: One app icon will take you straight into your account.

ACCESSING Satchel:One FROM A HOME PC

- Log onto the school web-site: www.highstorrs.co.uk
- Scroll to the bottom and click on the green SHOW MY HOMEWORK log in button.
- This takes you to the Satchel: One home page
- Click 'Log in' at the top right of the screen.
- Satchel: One log-in page appears. Enter details in the fields on the left of the screen. You will then be prompted to enter the PARENT CODE you have been issued with by school via your child.
- For future log-ins this step won't be needed, clicking on 'log in' will take you straight into your child's account.
- If you have lost your PARENT CODE, contact Mrs Vaughan by email at school (j.vaughan@highstorrs.sheffield.sch.uk) stating your child's full name and form and she will email back the PARENT CODE you need.

GETTING THE APP ON YOUR SMART PHONE:

- Go to the App Store and download the free Satchel: One App.
- Click on the Satchel: One icon.
- Satchel: One log-in page appears. Enter details in the fields at the top of the screen. You will then be prompted to enter the PARENT CODE you have been issued with by school via your child.
- For future log-ins this step won't be needed, clicking on Satchel: One app icon will take you straight into your child's account.
- If you have lost your PARENT CODE, contact Mrs Vaughan by email at school (j.vaughan@highstorrs.sheffield.sch.uk) stating your child's full name and form and she will email back the PARENT CODE you need.

PUBLIC VERSION OF SMHW/Satchel: One IF ALL ELSE FAILS!

TO VIEW ALL HOMEWORK SET **WITHOUT LOGIN** DETAILS:

- Visit the school web-site at www.highstorrs.co.uk and follow the green SMHW link at the foot of the page.
- Please note you will need to use the filter options at the top of the page to find your child's homework.

SMHW – MANAGING SETTINGS

We are aware that a small number of parents and students have found the automatic notifications they receive from Satchel:One have caused some anxiety. It is possible to adjust settings to limit or remove these alerts if you wish. Here's how:

From your Satchel:One parent account you can adjust your preferences in the settings menu. You can decide the email alerts and push notifications you will receive.

From the home screen on a pc, click on 'Account settings' and scroll down to the 'manage notifications' section. Here you can check or uncheck the kinds of alerts you wish to receive by email.

From the phone App home screen click on 'settings' then 'notifications'. Here you can select which items you wish to receive push notification or email alerts for.

On your phone, you may also need to go into your phone settings and find 'notifications' in the menu. If you have the Satchel:One App on your phone it will appear in the list and you can choose to switch SMHW notifications off or on as a whole.

Students can also do this on their own devices, so that if the alerts are causing stress, they can simply switch them off and just check any tasks and messages when they choose to visit the app at an appropriate time.