

# ULLENS SCHOOL

## Online Assignment

### To view ASSIGNMENT on Ullens school website

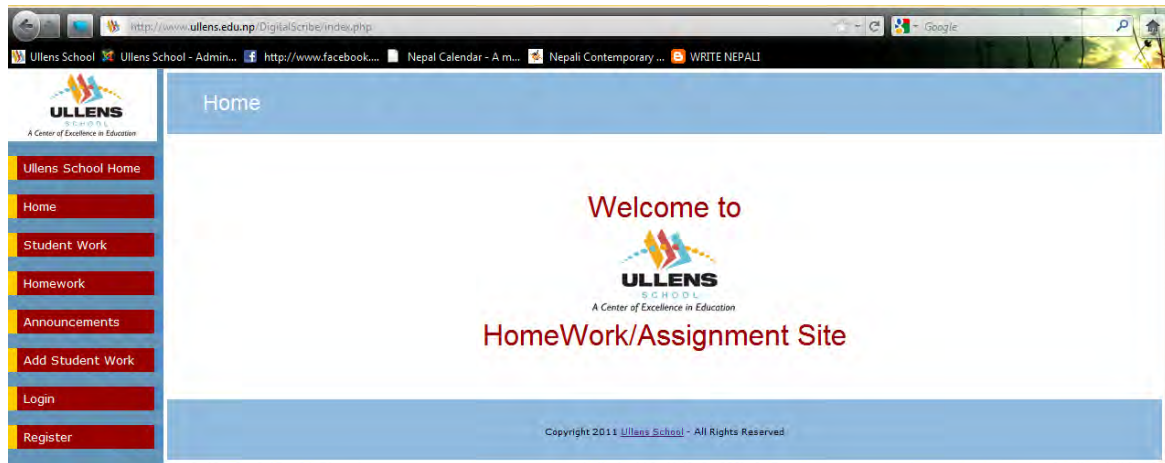
- Click on assignment button in the left side menu
- Authentication required dialog box will pop up

- Username: xxxxxxxx
- Password: xxxxxxxx (case sensitive)

Username and password are included in the email with **Dashain Holiday Notice**.

- Click OK when you are done.

### Now you have reached the Ullens Assignment page



### Menu descriptions

- Home - Main page
- Students Work - To view published student projects (student/parents uses only)
- Homework - To view homework (Students/parents uses only)
- Announcement - To view special announcements (Students/parents uses only)
- Add students work - To submit student works and projects
- Login - To login into the system (Teachers uses only)
- Register - To create new accounts (Teachers uses only)

### Student Work Projects

Student works can be any type of text, such as an essay, poem, story or an image. When a class finishes a project or an assignment, the students can put their works online. Teachers first create a project to file the student works. Students submit their works to that project, which teachers approve or edit for publishing on the site. Everyone can view the published works online.

### Homework Assignments

Teachers can also put their students' homework assignments online. Teachers add the class that will be assigned the homework and post all the assignments online. Homework assignments can only be text (no photos or PDFs). Posting homework online will prove to be particularly useful when a student is sick and needs to get all the homework, or when students claim that they didn't know the homework was due.

### **To view homework**

- Click on Homework menu
- Select your teacher's name
- Select your class
- Then you can see your homework with due date.

### **To view student works**

- Click on Students work menu
- View your class assignment

### **To add students work**

- Click on Add Students work menu
- Select your teacher's name
- Enter your information - first name, last name and project title
- Enter your work in work box
- Select your pictures using browse button
- Select your project assignment name.
- Click on submit when you are done.

### **To view announcements**

- Click on Announcement menu.
- You can see the entire published announcement with teacher's name and date of posting.