EPSOM

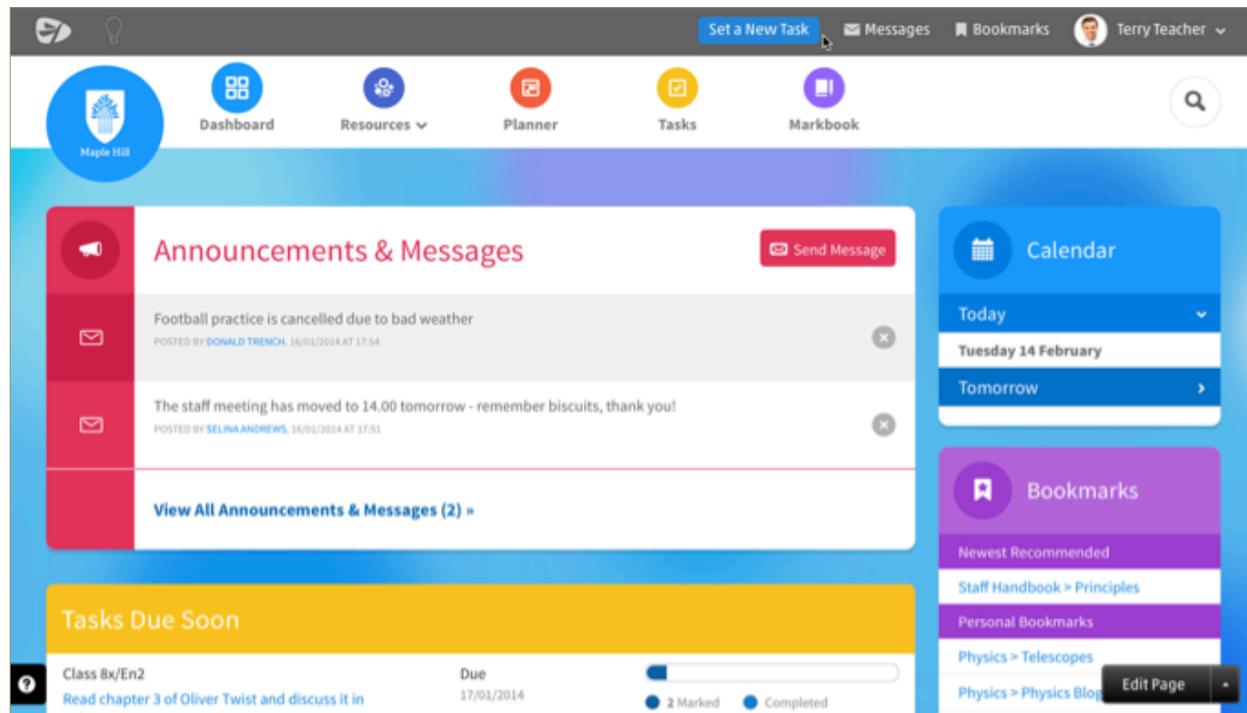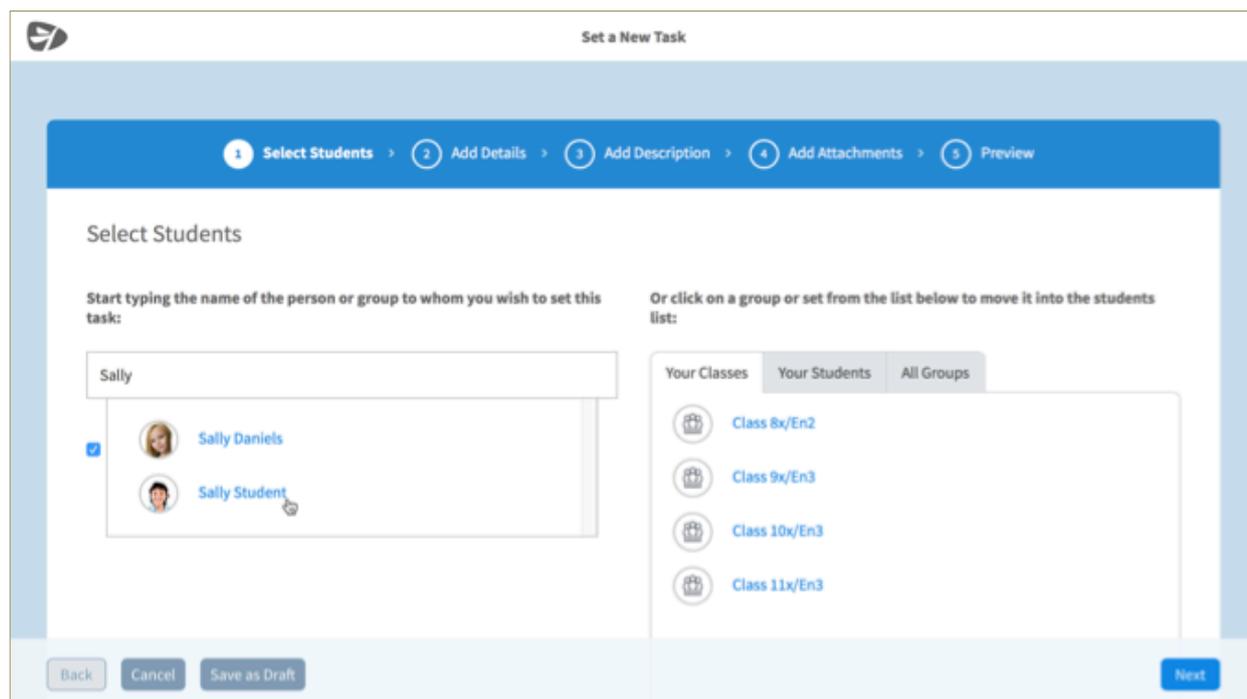## COLLEGE

HOW TO SET HOMEWORK ON FIREFLY

How to set homework on Firefly using a desktop

1. In the user bar, select Set a New Task:

2. Start typing the name of the student or group you want to set the task to, then choose the relevant result from the drop-down. You can also choose from your lists of classes and students.

    TIP: To quickly set a task to just a few students in a class, select a class and click + next to its name. This will display all of the students in that class. You can then remove a student by selecting **X**.
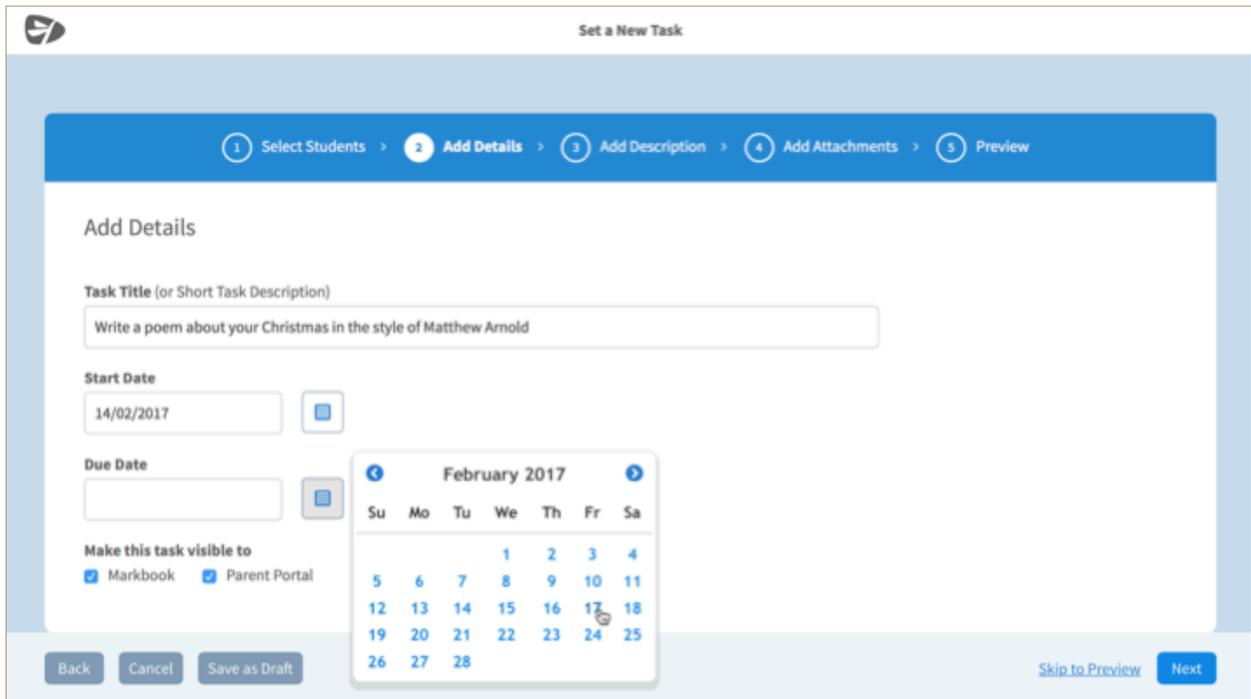
3. Select **Next**.

4. Give your task a title. You can add a description later, so keep it short and simple:

5. Select the calendar picker, then choose a due date. By default, the start date is set to today but you can also change that if you'd like.

   **TIP**: If you didn't have a chance to set a task on an earlier date, you can easily set the Start Date to be in the past.

NOTE: By default the task is visible in the markbook and parent portal. Choose whether or not to make them visible by ticking the box.

6. Select Next to continue to add a description.

   TIP: You can select **Save as Draft** at any point and come back to work on your task later.
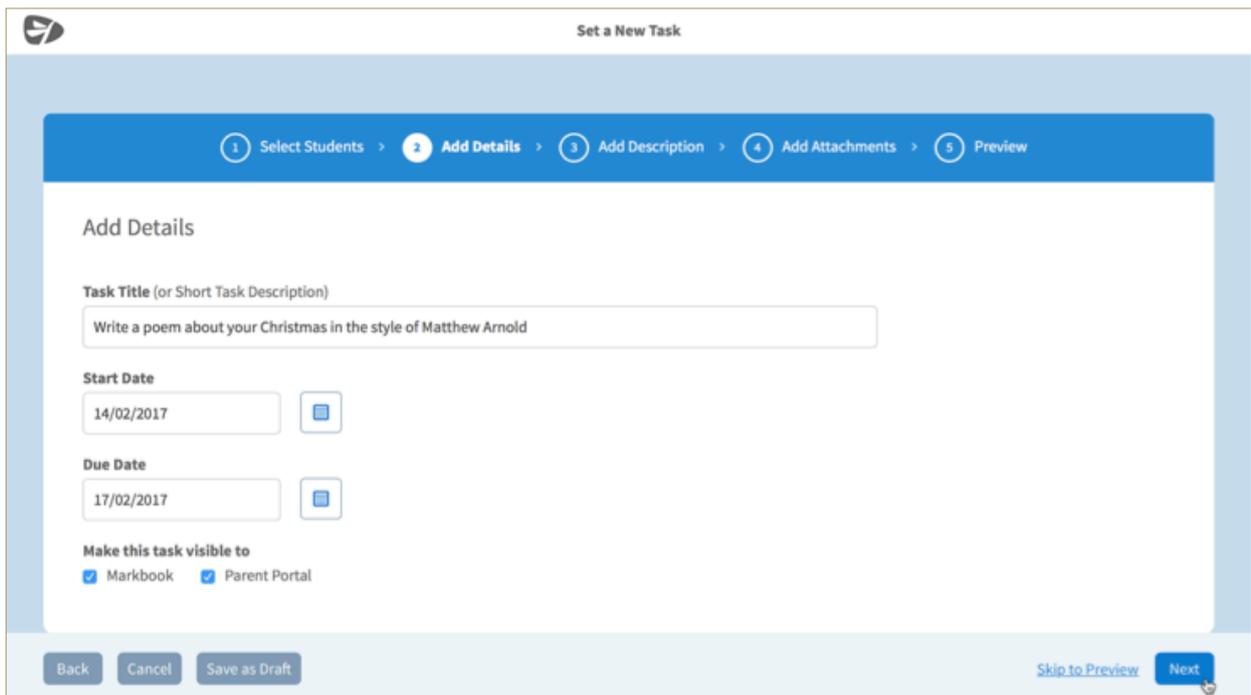
7. Add a description by typing in some text or copying and pasting it from another document. Then select **Next**.
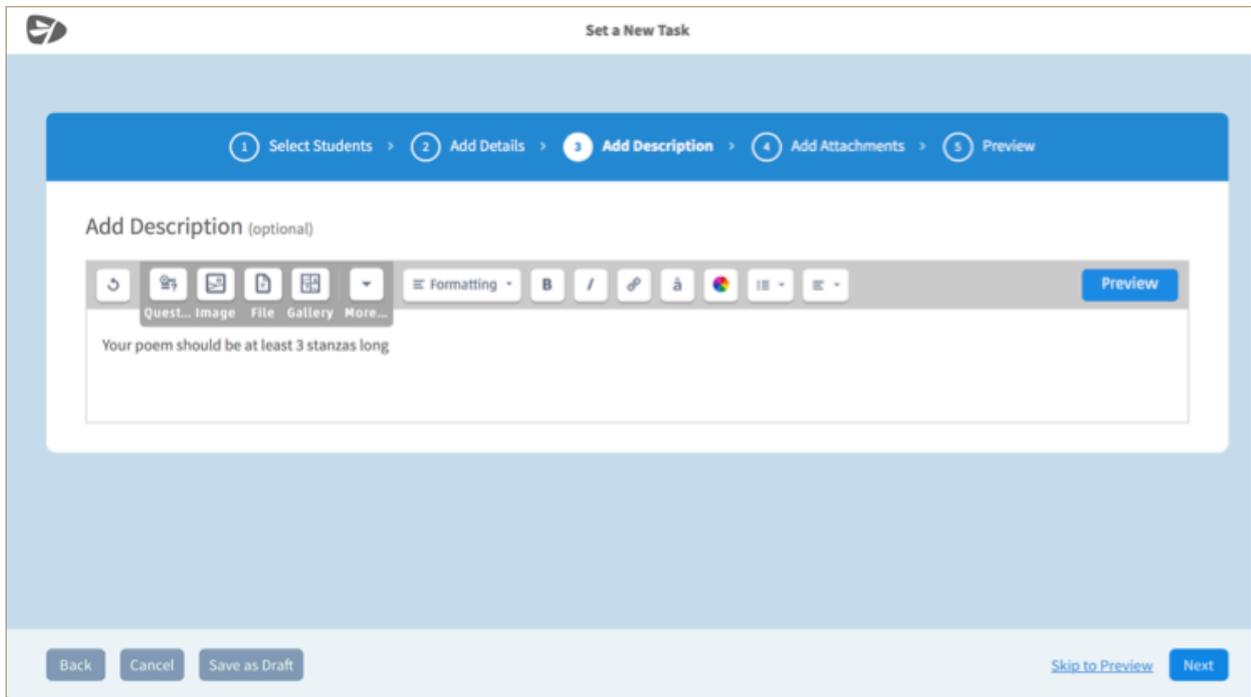
8. Add attachments:
   - To attach a file such as a worksheet or PowerPoint file, select **Attach File from Computer** then choose a location from the drop-down. Select the file and choose **Open** or **Choose**. You can attach as many files as you want.
   - To attach a Firefly page, choose **Attach Existing Page**. Find the page and choose **Attach**.
   - Then select **Next**.
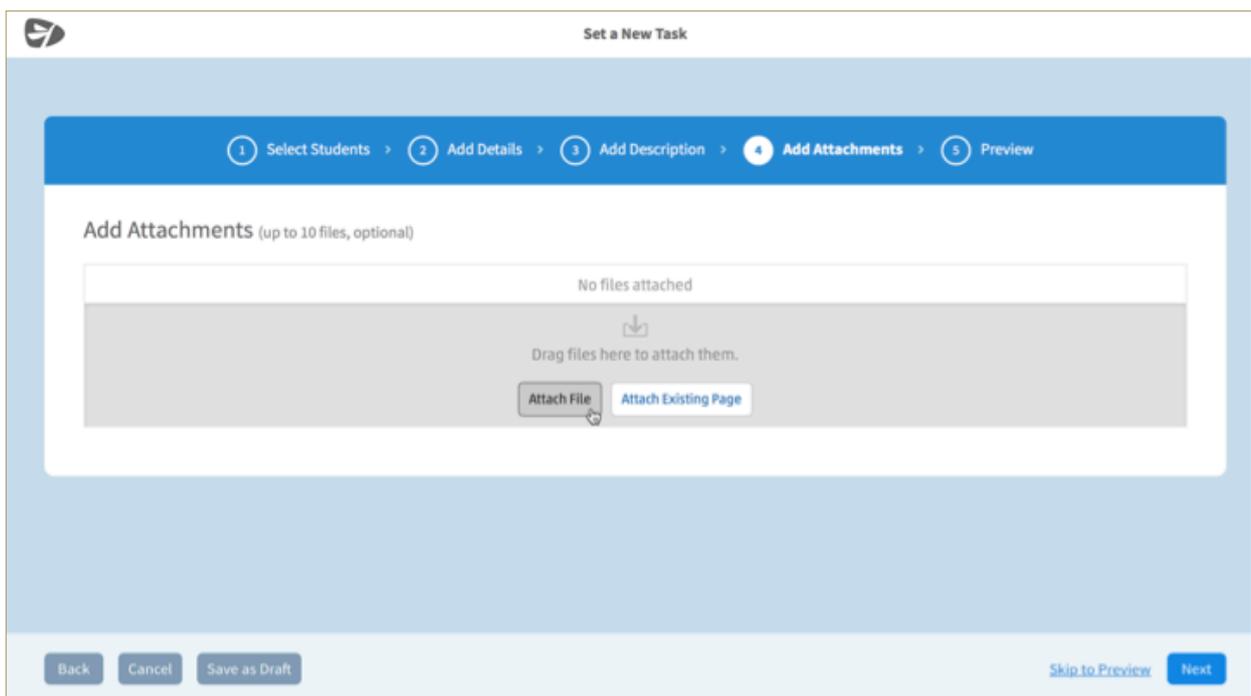
a. In order to edit the document tap the appropriate application icon on the top menu. In the example above it is Word

7. The document will open in MS Word app where it can be edited the usual way:

OneDrive 14:10
Assignment Guide to Epsom
59%

Home | Insert | Draw | Layout | Review | View | Table

Calibri (Body) | 16 | B | I | U | A.. | A
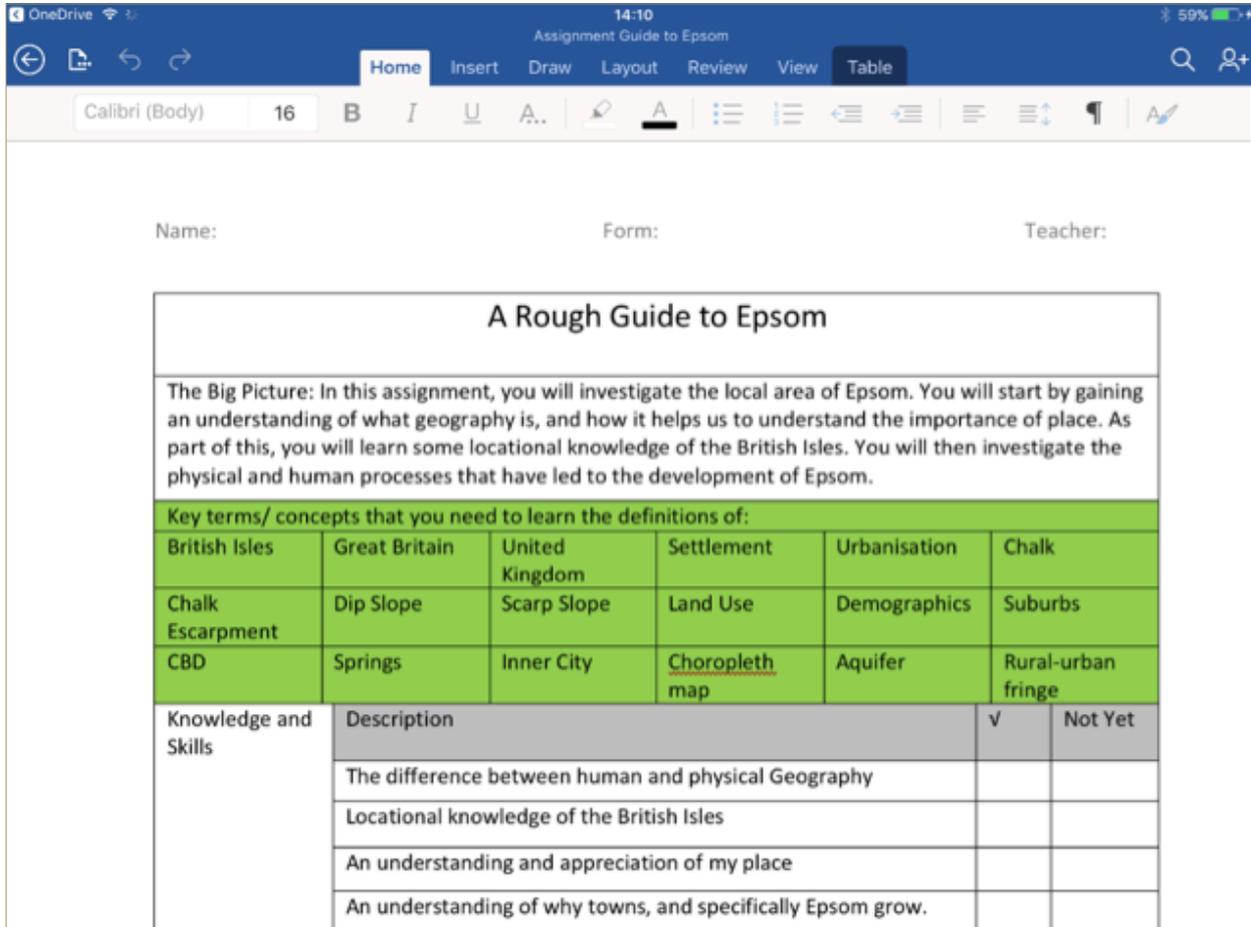
Name: | Form: | Teacher:

A Rough Guide to Epsom

The Big Picture: In this assignment, you will investigate the local area of Epsom. You will start by gaining an understanding of what geography is, and how it helps us to understand the importance of place. As part of this, you will learn some locational knowledge of the British Isles. You will then investigate the physical and human processes that have led to the development of Epsom.

Key terms/ concepts that you need to learn the definitions of:					
British Isles	Great Britain	United Kingdom	Settlement	Urbanisation	Chalk
Chalk Escarpment	Dip Slope	Scarp Slope	Land Use	Demographics	Suburbs
CBD	Springs	Inner City	Choropleth map	Aquifer	Rural-urban fringe

Knowledge and Skills	Description	√	Not Yet
	The difference between human and physical Geography		
	Locational knowledge of the British Isles		
	An understanding and appreciation of my place		
	An understanding of why towns, and specifically Epsom grow.		

9. Review your task then select Set Task.

   TIP: If you want to make some changes, select **Edit** next to the element you want to change. You can also cancel your task completely or save it as a draft to finish working on it later.
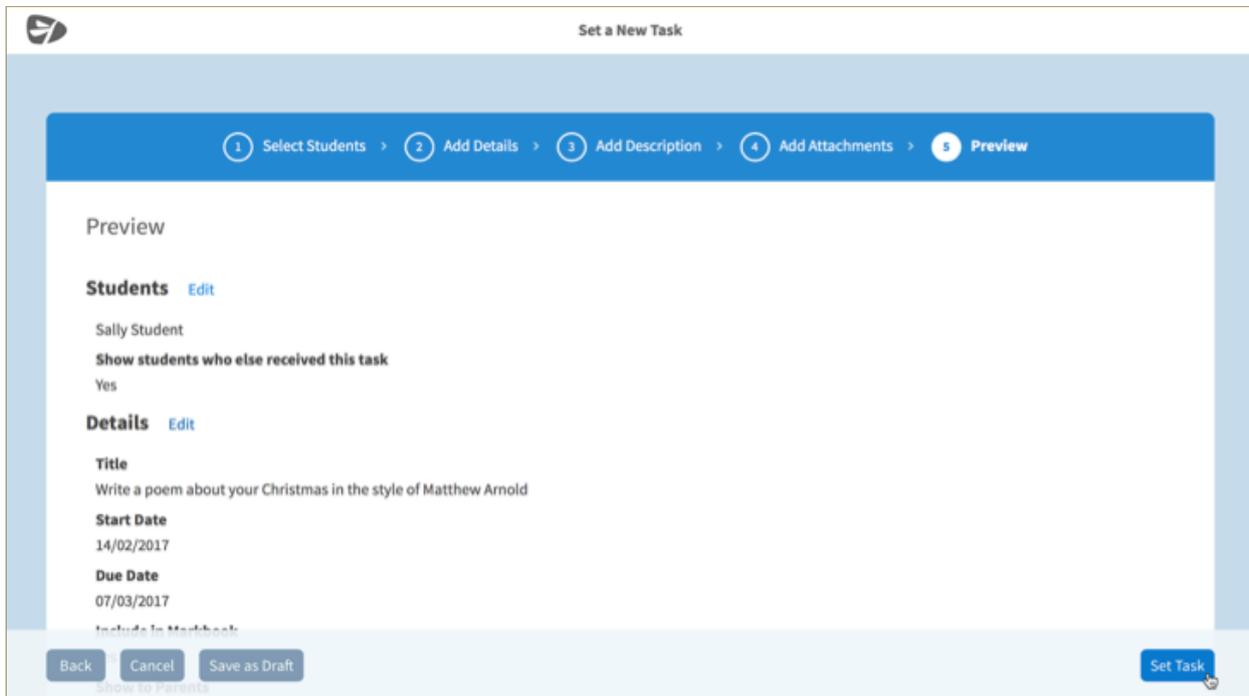
10. A confirmation message is displayed on-screen:
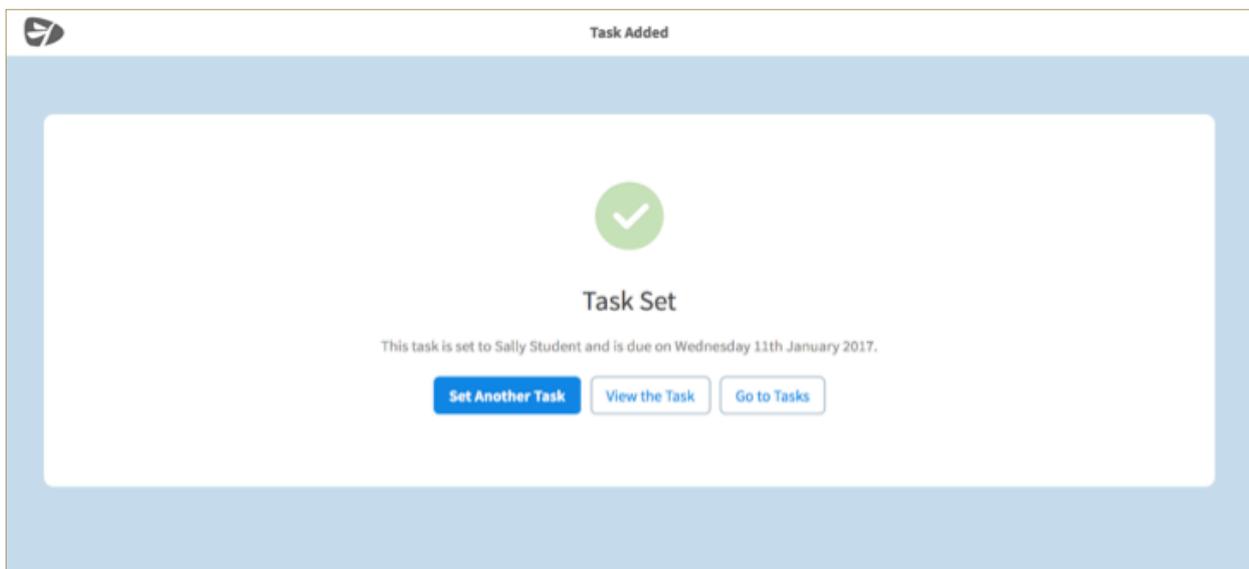
The task will appear on your dashboard and on the Tasks screen. If the start date is set to today, your students will receive a notification right away.
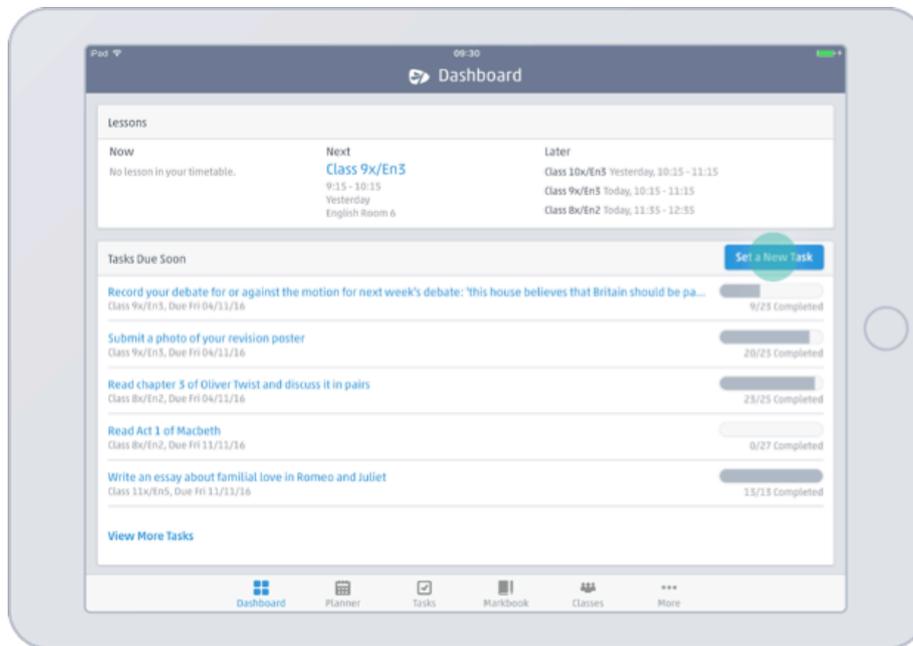
NOTE: If you need help with using Firefly an extensive guidance can be found on:
http://helpcentre.fireflylearning.com/teachers-staff

## How to set homework on Firefly using the Firefly for Teachers app on your iPad:

Set homework or in-class tasks for your students. You can format your description, attach files, and more.

1. From the dashboard, select Set a New Task:

2. Enter the name of the person or class that you'd like to set the task to, or choose from your lists of classes and students.
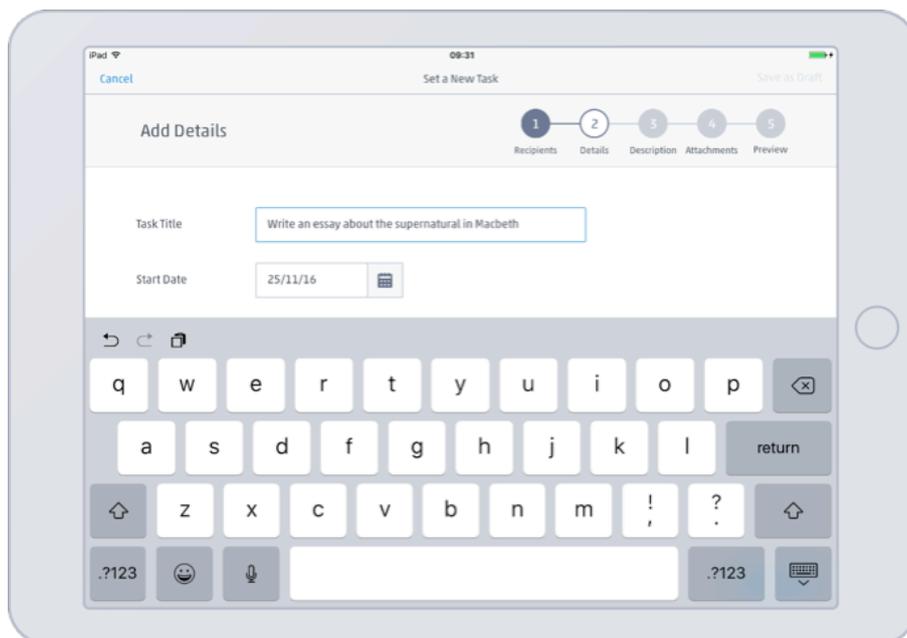
   TIP: You can easily choose just a few students from any given class. Select the plus sign next to a class to list all the students in that class, then choose the **X** next to a student's name to remove them from the list.
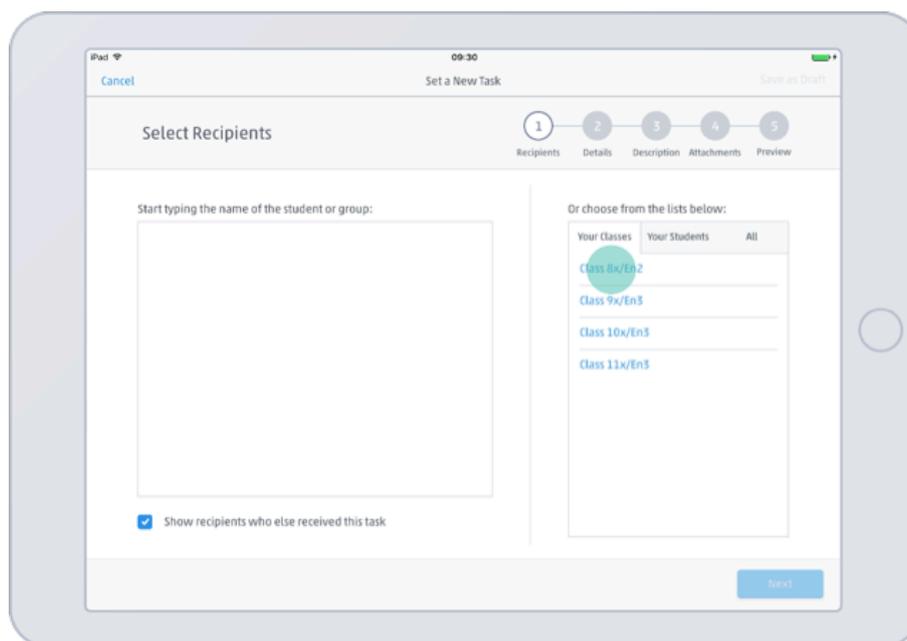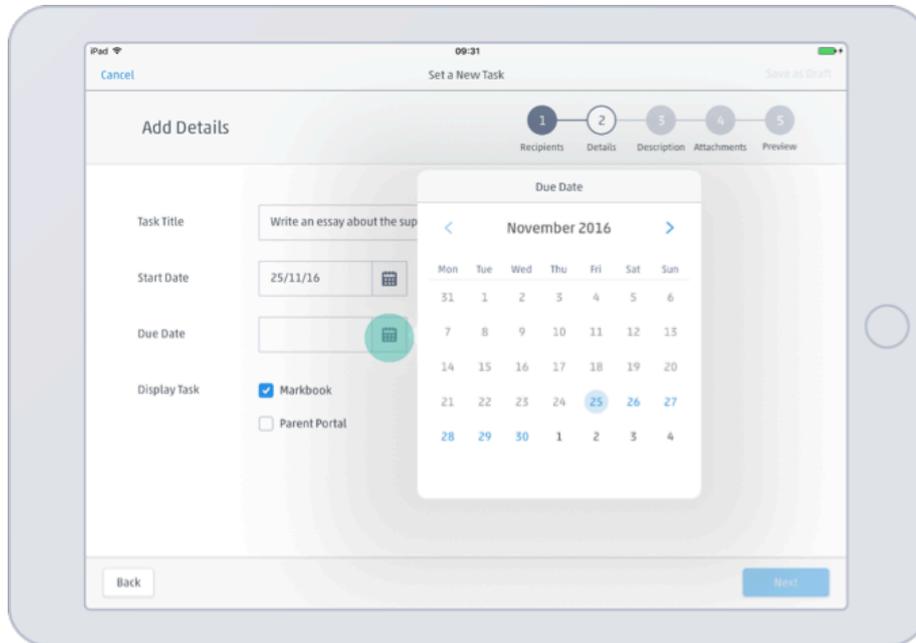
3. Select **Next**.
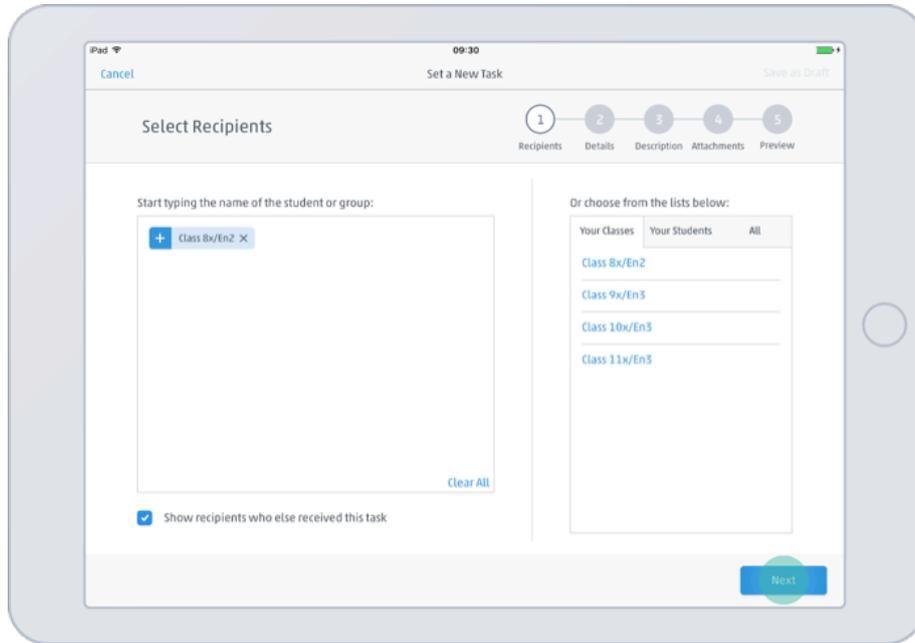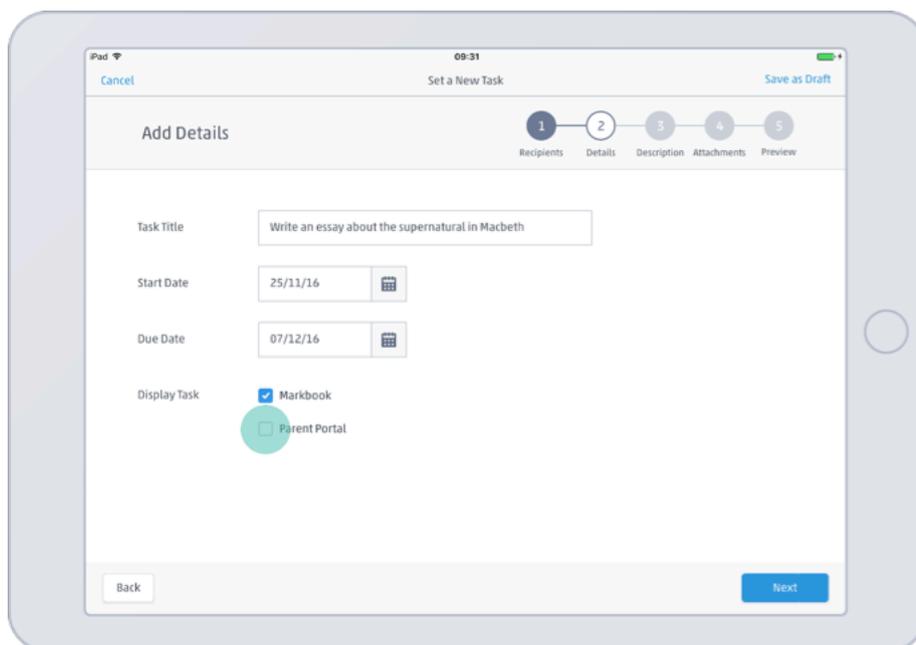

4. Select **Task Title**, then enter a title:

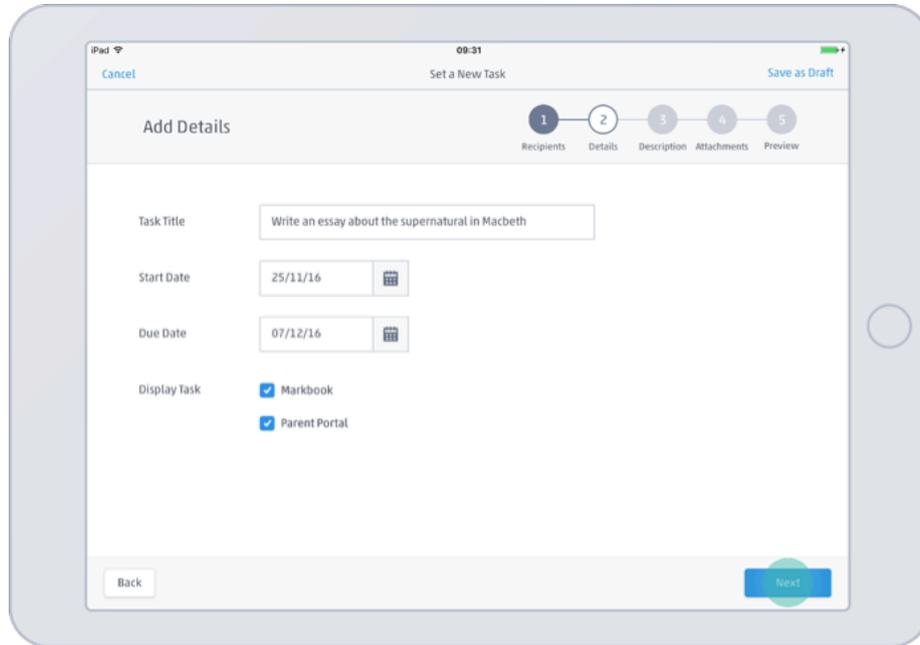5. To set a due date, select the calendar icon then choose a date.

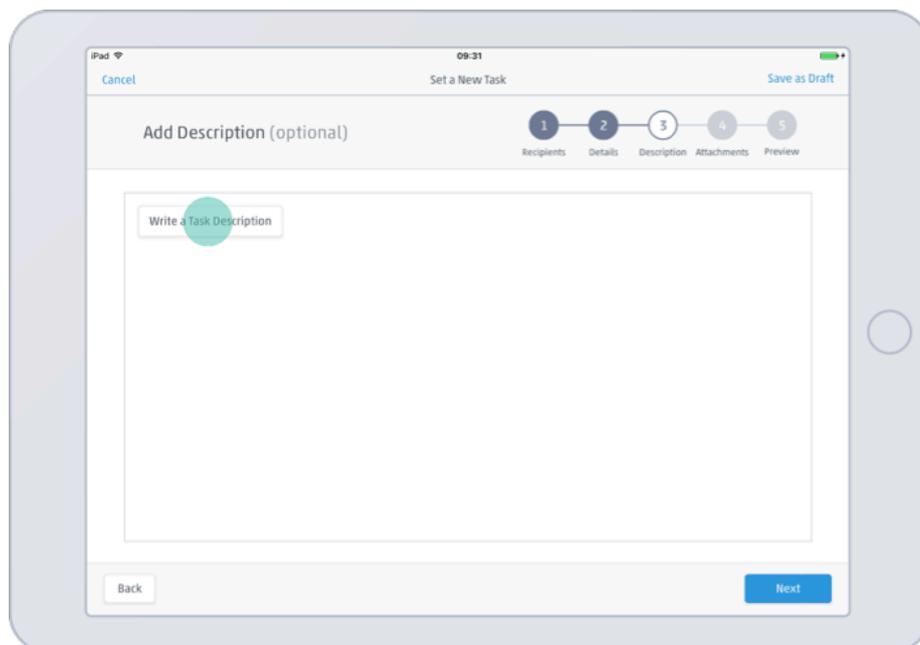> **TIP**: You can also change the start date if you'd like – by default, it's set to today.

6. Choose where to display the task. By default, tasks are displayed in the Markbook but not the Parent Portal.
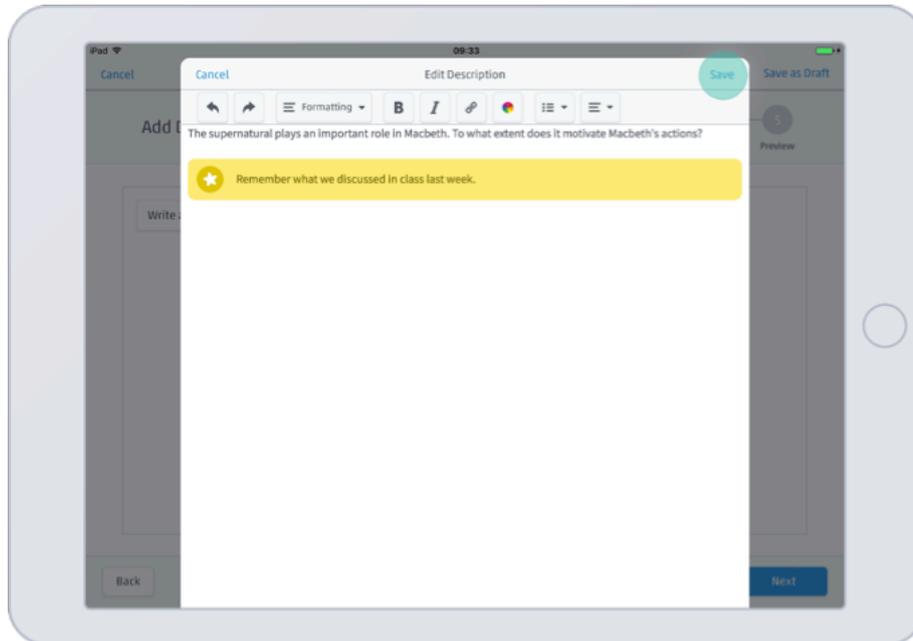
7. Select **Next**.

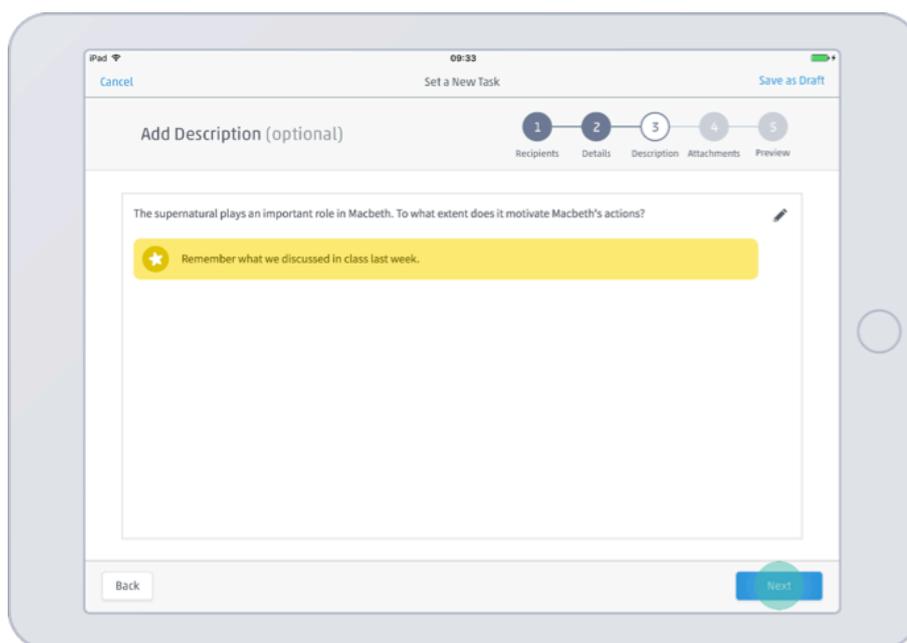8. Select **Write a Task Description**.

9. Paste or type a description and select **Save**.

> **TIP**: You can format your text and add links if you want to. The formatting options are the same as on the web.

> **NOTE**: Links won't be clickable in the apps due to the way iOS works. They'll be clickable when the task is viewed via the web.
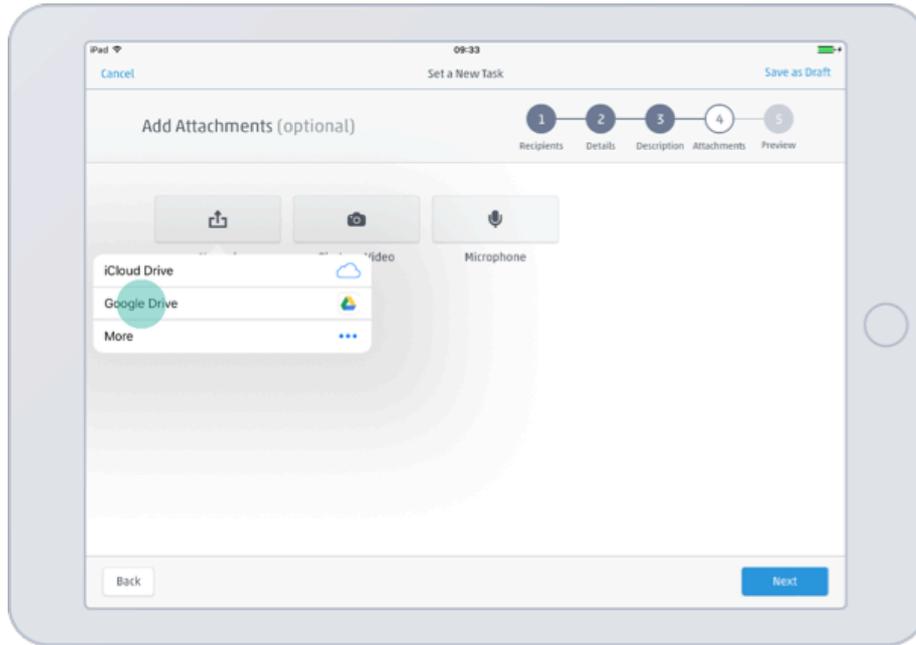

10. Select **Next**.

11. Add attachments:
   - To upload a file, select **Upload**. Choose **iCloud Drive** or **Google Drive**. If you're prompted for credentials, enter them. Select your file, then choose **Done**.
   - To upload an image, select **Photo**. Choose **Take Photo** to capture a new image with your device, or **Choose Existing** to select a photo from your device's gallery. If you're prompted to grant Firefly for Teachers access to your photos, select **OK**.
   - To record a message, select **Microphone**. Tap the red circle to start recording, then tap it again to stop. Select **Playback** to listen to the recording. If you're happy with it, select **Save Recording**. If not, select **Start Again** to record a new message.
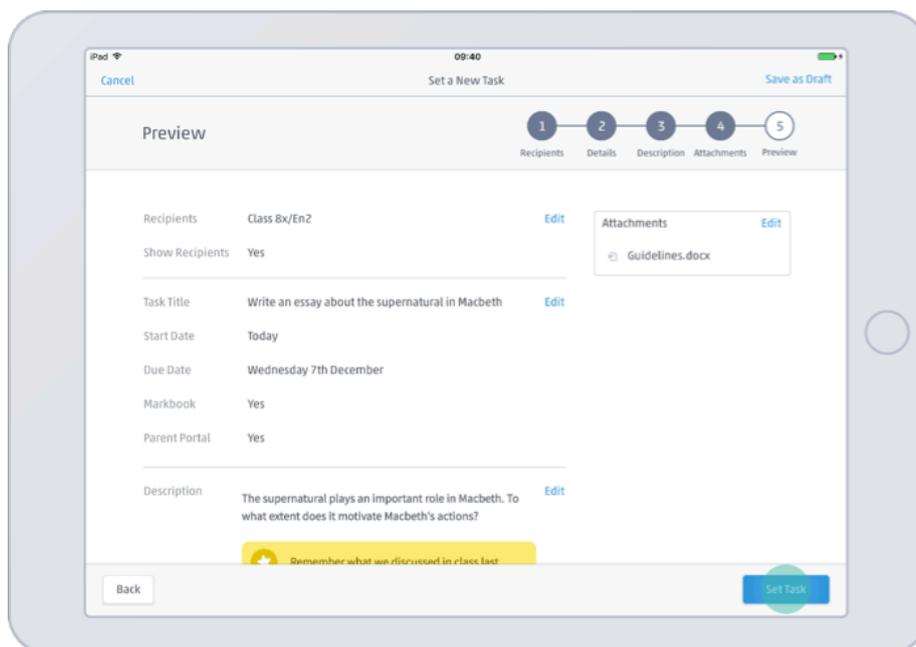

12. Select **Next**.
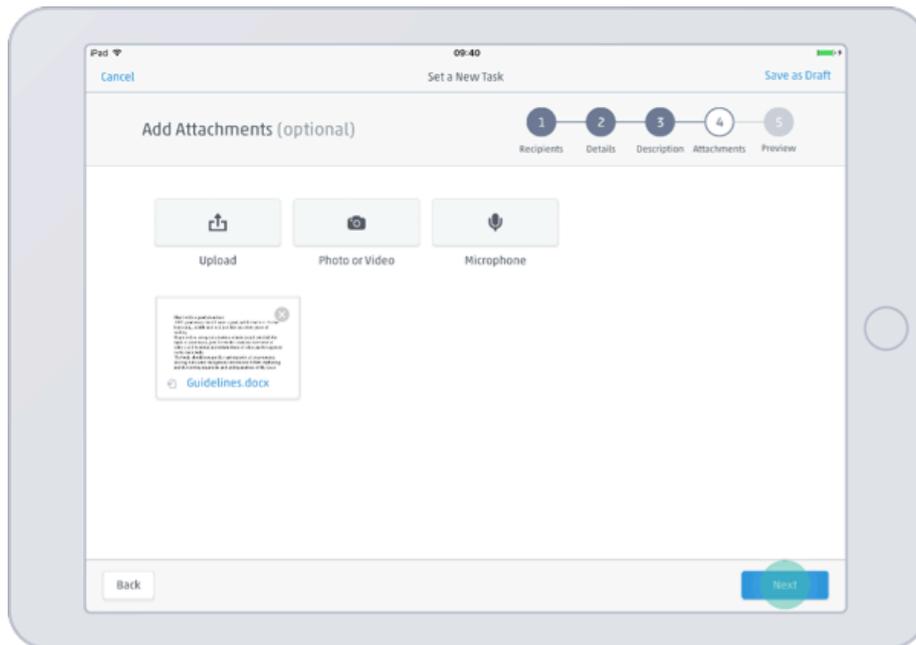
13. Review your full task summary.

   TIP: You can still make edits if you need to – select **Edit** next to the element you want to change, or choose **Back** in the bottom left.

14. To publish your task, select **Set Task**.

   TIP: If you're not ready yet, you can select **Save as Draft** to keep working on it later or **Cancel** to delete it completely.

15. Your task is created. If you've finished working with tasks for now, select Done.
Your task appears in your list of tasks and recipients will be notified that a new task has been set for them.

NOTE: If you need help with using Firefly an extensive guidance can be found on:
http://helpcentre.fireflylearning.com/teachers-staff

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.