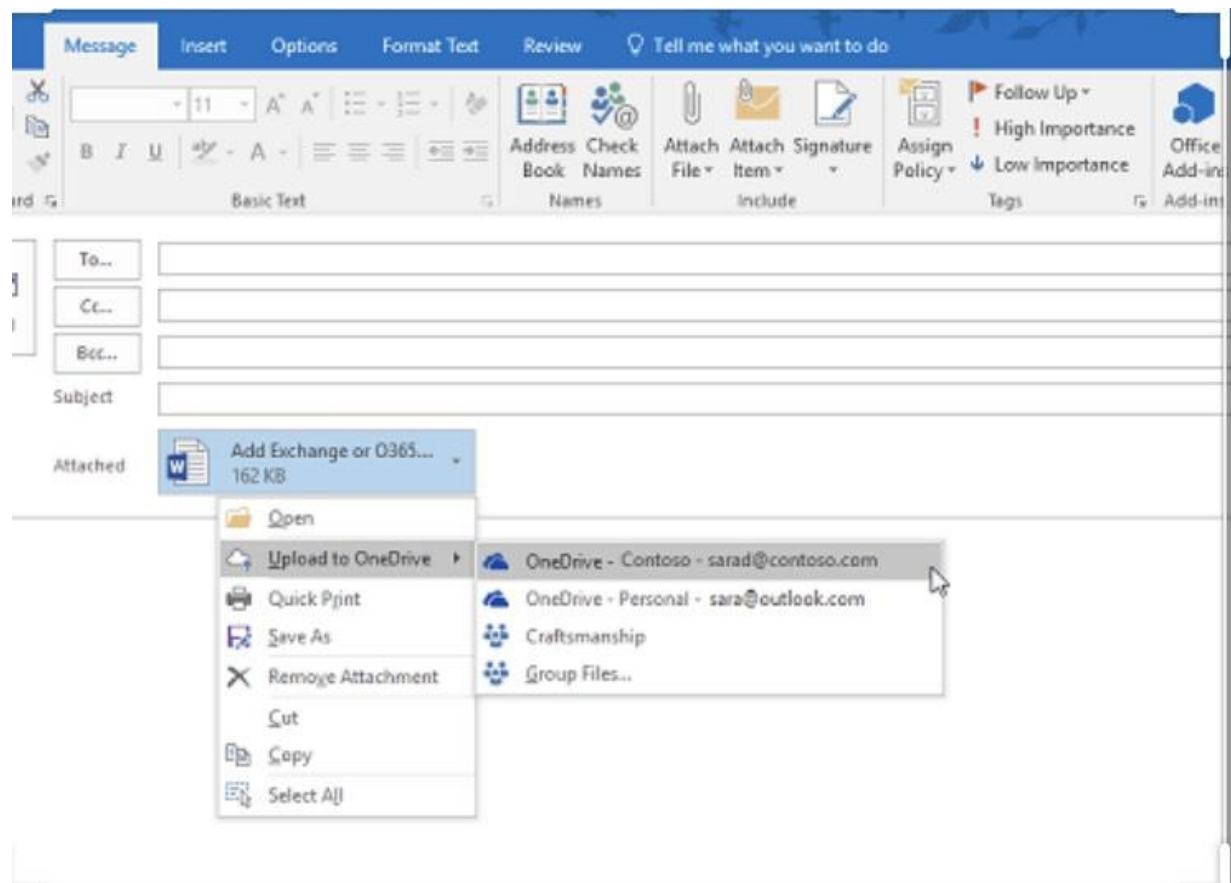


Some students are finding it a challenge to attach work to emails for their teachers. If using a computer, it will look something like the image below:



The icon to look for is the paper clip; once clicked, this will take you to where the file is saved. Search for the correct file and double click or click 'attach'.

(See the next page if you are using a mobile phone)

If using a mobile phone for school work, it may look more like this:



Dear Sir,

Here is my Shakespeare task for lessons 1-3 this week.

Best wishes,
James



The icon may be at the bottom or the top of the screen depending on whether it's an iPhone or Android. The principle is the same though - always look for the paper clip.

For students struggling to submit work on Show My Homework, there is a help page which takes students through each step:

<https://help.teamsatchel.com/en/articles/2912000-submitting-my-work-online>

As always, Mrs Jones is available on email for any students who need support with submitting or sending work on tj@boswells-school.com.