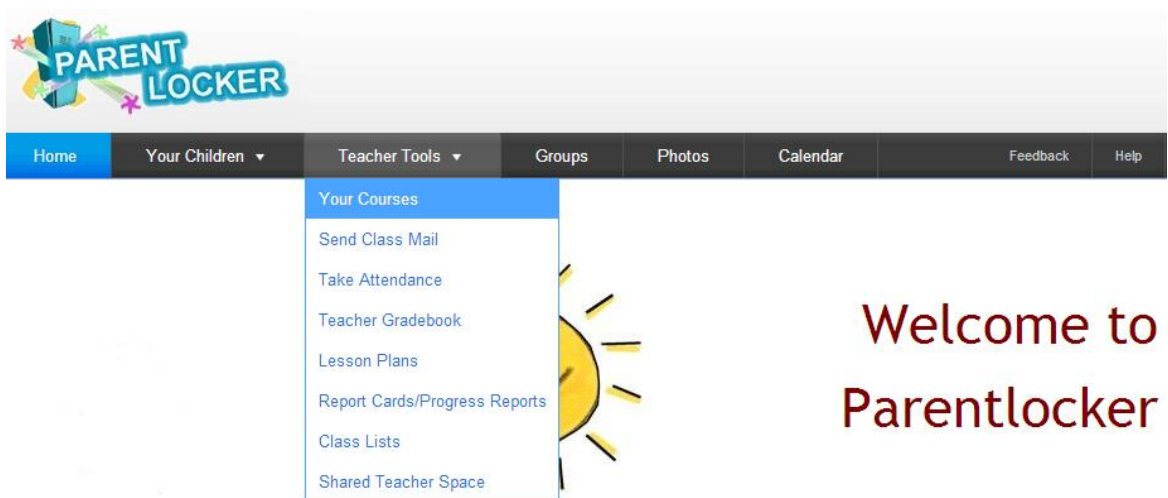


## Posting Homework and more to Your Courses

You will be using ParentLocker to organize and share course work and news with students and parents. From news posts and photos, to homework, tests, quizzes, and files, ParentLocker will allow you to keep parents and students informed and involved.

What you post in “Your Courses” will be included in each night’s Homework Email – so when you post, rest assured that parents and students will be following from home.

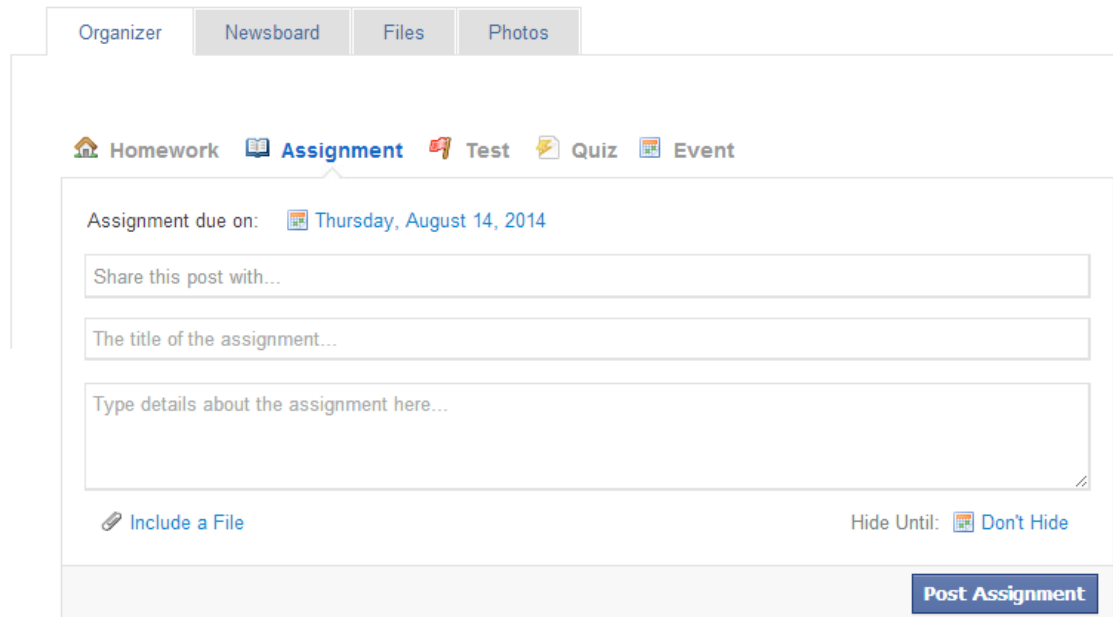
1. Log into ParentLocker by going to your school’s login screen and entering your email address and password.
2. Under “Teacher Tools” on the top navigation bar beneath the ParentLocker logo, click “Your Courses.”



3. The “Your Courses” page is divided into four tabs: Organizer, Newsboard, Files, and Photos.

## Organizer

The first tab is the Organizer. The Organizer is set up like a “daily planner,” where everything you post is included beneath the corresponding date. Because you are the teacher, you will see an area where you can post homework, assignments, tests, quizzes, and events.



The screenshot shows the 'Organizer' tab selected in a course management system. At the top, there are four tabs: 'Organizer', 'Newsboard', 'Files', and 'Photos'. Below the tabs, there is a navigation bar with icons and labels for 'Homework', 'Assignment', 'Test', 'Quiz', and 'Event'. The 'Assignment' tab is currently active. The main content area displays the following information:

- Assignment due on: Thursday, August 14, 2014
- Share this post with...
- The title of the assignment...
- Type details about the assignment here...
- Include a File
- Hide Until: Don't Hide
- Post Assignment

When an assignment is shared with a course, it will be visible to students in the course and their parents on ParentLocker. It will also be sent to them in the nightly homework email: reminders for homework will be sent out on the night it is assigned for, and all other reminders (assignments, tests etc.) will be sent out each night beginning a few days before they are due or occur.

To post in the Organizer:

- Choose the date of the homework/assignment/test/quiz/event you are posting
- Select which courses to share the post with. You can share with more than one course at once, if two or more of your courses have similar work
- Enter a title, description, and other details in the boxes that follow.
- Click “Include a File” if you want to upload a file to include with the post (for example, homework problems or an event schedule).
- Click “Post” -- it will now appear in your Organizer (and the Organizers of the students in the course(s) you shared it with)!

The screenshot shows a web interface for an assignment organizer. At the top, there is a "Scroll Up" button. Below it, the date "Monday, August 11, 2014" is displayed. A box titled "Assignments Due" contains the entry "Assignment 5A in 6th Grade Math" with a pencil icon and a bullet point: "Work on Problems 6-14 at the end of Chapter 5 section A." Below this, the date "Tuesday, August 12, 2014" is shown. A box titled "Tonight's Homework" lists "6th Grade Math" (with a bullet point: "Problem Set 11A, exercises 60-84 odd.") and "7th Grade Math" (with a bullet point: "Read on Algebraic Functions and do exercises 20-34."). On the right side, there are "List View" and "Calendar View" buttons. Below these is a "Jump to Date" section with "<prev next> August 2014" and a calendar grid for August 2014. The calendar grid has columns for days of the week (S, M, T, W, T, F, S) and rows for dates. The date 12 is highlighted in blue.

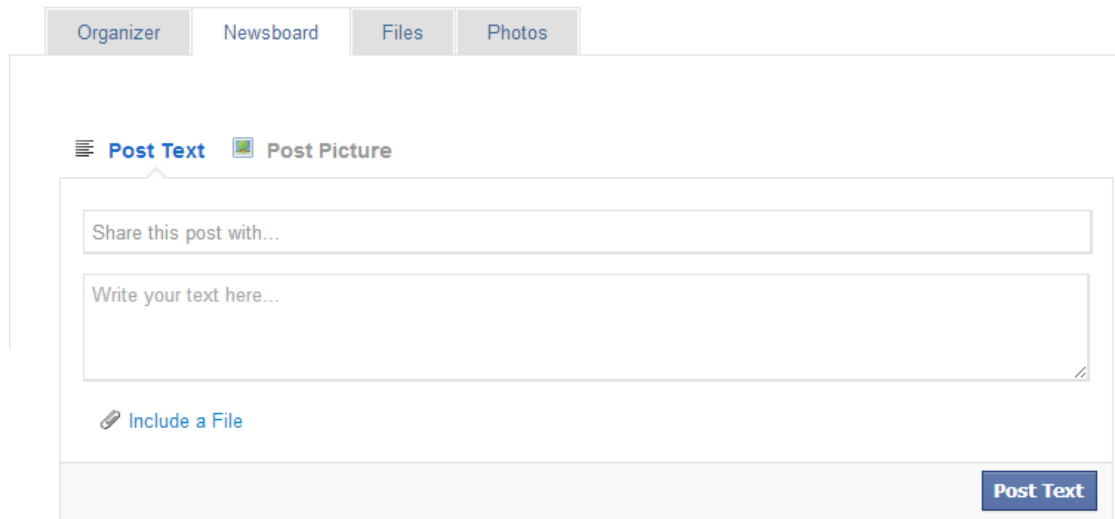
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Tips!

- ✓ You can edit or delete anything you post by hovering over the item and clicking the pencil icon which appears next to it.
- ✓ If you want to schedule an assignment but don't want parents or students to see it in the organizer until a later date, click “Hide Until” and select the date on which to make the post visible to parents and students.
- ✓ Click the “Calendar View” button on the right side to see the Organizer in calendar format.

## Newsboard

The next tab is the Newsboard. The Newsboard can be used to share news and updates with parents and students. For example, share classroom updates, blog posts, or various reminders. You can also post pictures to the Newsboard, so go ahead and post some pictures from class!



The screenshot shows the Newsboard interface with four tabs: Organizer, Newsboard, Files, and Photos. The Newsboard tab is active. Below the tabs, there are two options: 'Post Text' (selected) and 'Post Picture'. The 'Post Text' form includes a dropdown menu for 'Share this post with...', a large text area for 'Write your text here...', and a link for 'Include a File'. A 'Post Text' button is located at the bottom right of the form.

Newsboard posts will be visible to parents and students on ParentLocker, and will also be in that night's Homework Email.

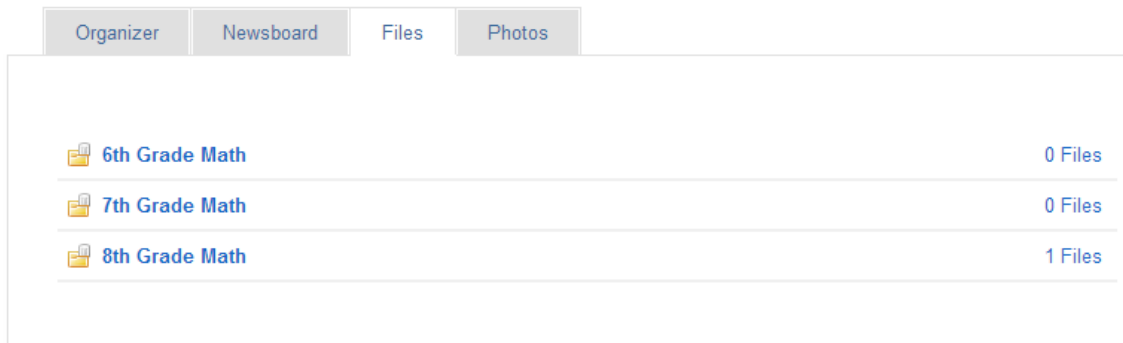
To post news:

- Select "Post Text" or "Post Picture" if you would like to upload a photo.
- If you chose "Post Picture," upload a picture from your computer.
- Select which courses to share the post with. You can share the same post/picture with multiple courses at one time.
- Write some text in the box.
- Click "Include a File" if you would like to upload a file to include with your Newsboard post.
- Click "Post" -- your post will now appear on your Newsboard (and the Newsboards of the students in the course(s) you shared it with)!

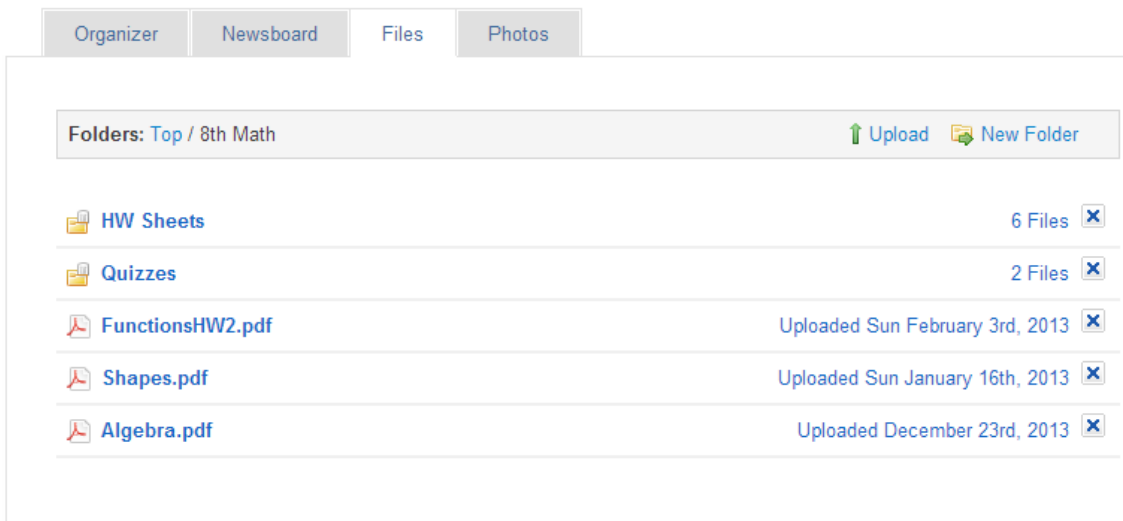
## Files

The Files tab allows you to upload various files for parents and students to download from home. This is useful to post course syllabi, handouts, worksheets, and more.

Each course you teach will have its own folder:



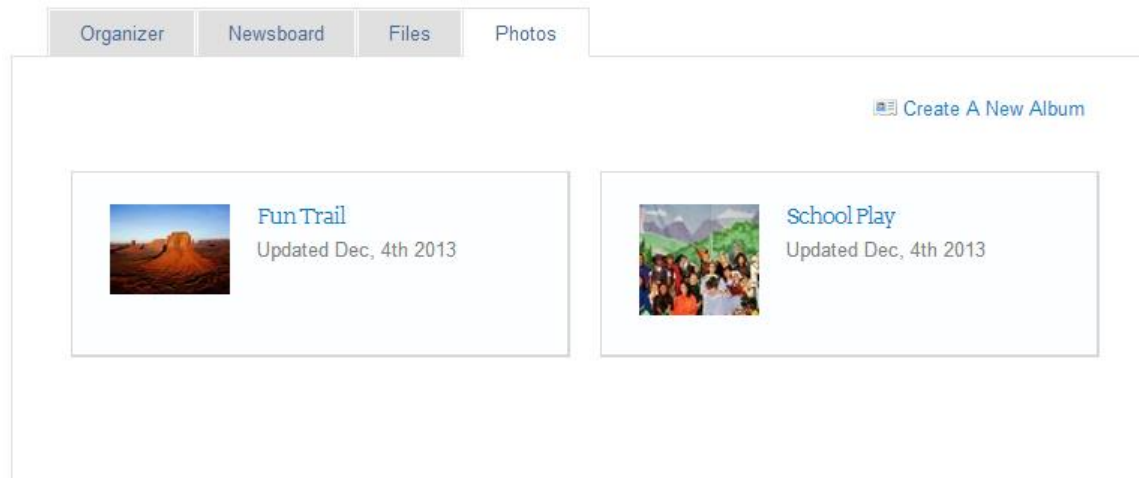
Click a folder to view its contents. Within each folder, you can upload files and create new folders to organize your files using the “Upload” and “New Folder” buttons.



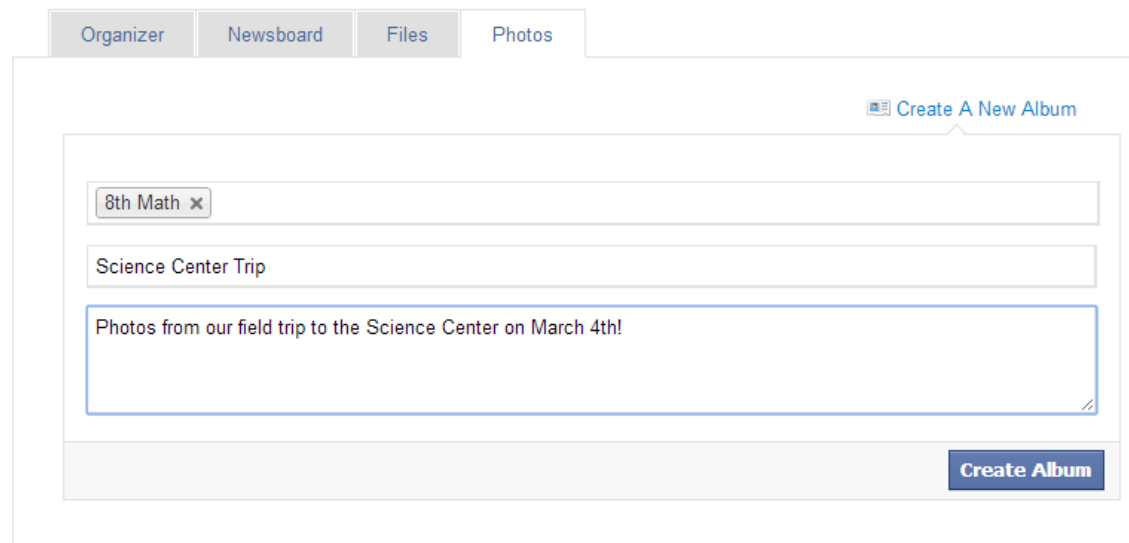
Anything in the course folder is visible to all parents and students in the course. Use the Files tab to organize all the course material and easily share files with parents and students.

## Photos

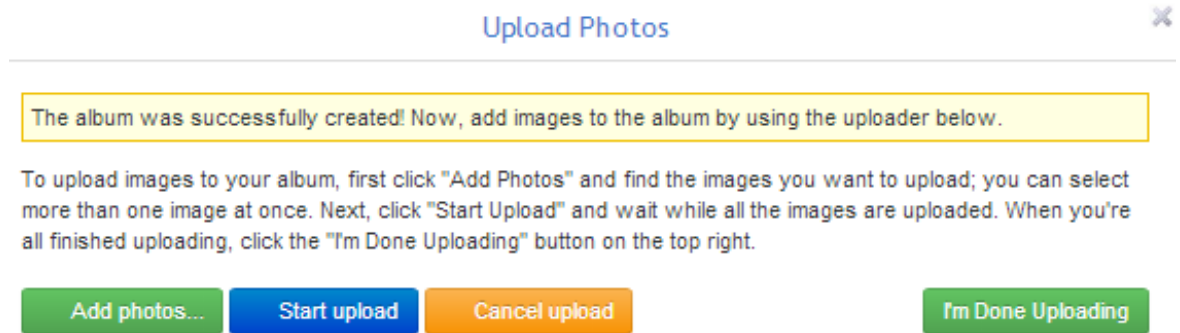
You can use ParentLocker to share photo albums with parents and students of your courses. Upload photos of classroom activities, trips and more to keep parents engaged and involved.



To create an album click “Create a New album,” choose which courses to share the album with, give the album a title and a description and continue to upload photos.



Click “Add photos...” to add photos from your computer, and then “Start Upload” to upload them to ParentLocker. Finally, click “I’m Done Uploading” when you’re finished uploading.



On the Edit Album page, you’ll be able to choose an album “cover” photo, re-arrange the order of photos in the album, and delete or add any photos to the album.

#### More Tips:

- ✓ We recommend you post to ParentLocker daily. Parents look forward to receiving the updates and increased parent involvement leads to greater scholastic success.
- ✓ Be sure to post before the “cutoff” time given to you by the educational office to ensure your posts are included in the nightly Homework Email.
- ✓ Check the “Test Calendar” to see what was posted in other courses before you schedule tests or other assignments in your course.
- ✓ Use the Organizer to stay on top of the work you scheduled for your students.