Create a Quiz

Quizzes are a great way for you to test students on the knowledge they've gained in class while saving yourself time on marking. You can set multiple choice questions for students to answer within a time limit, or you can give them an unlimited time to answer.

Create a new Quiz

Title - First of all, enter the title for the quiz. This will appear on the school calendar, as well as on the students' personal calendars.

Description - Add a description to your quiz so that you can give the students instructions, and include web links to videos that may be useful for your task.

Subject - Select a subject for the quiz. This will help students locate their homework on the school calendar and can be used as a filter for reports.

Class group(s) - Select the class group your homework will be assigned to from the drop down menu.

Time limit per question - You will be able to choose how long you would like to give your students to answer each question. Select from the drop down menu 15, 30, 60, or 120 seconds. You can also opt for 'No time limit'.

Display questions in a random order - Tick this box to randomise the order of your questions.

Add Questions - Add your first question, the correct answer and at least one incorrect answer. You can add additional incorrect answers by clicking on Add another wrong answer.
To add more questions, click on +Add Question which will appear in the bottom left-hand corner once you've finished adding in the first question. You can add as many questions as you require.

Images - Add an image to your question by clicking on the Choose file button

Differentiated Homework

Differentiated Homework enables teachers to set differentiated tasks for students. Any task can have up to five different categories, or trays. Within each of these trays are different tasks. This provides a highly flexible and engaging way of setting homework.

Set a Differentiated Homework

To begin, click the Create differentiated homework button in the Set Homework menu. You will then be taken to a form where you will fill in some general information about the task.

Title: First, enter the title for the homework. This will appear on the school calendar, as well as the students' personal calendars.

Describe the task for your students: Fill this box with the information the students need to know about the task. You can include hyperlinks by clicking on the chain icon towards the right-hand side.

Subject: Select a subject for the task. This will help students locate their homework on the school calendar. It's also important for reporting purposes.

Class group(s): Select the class group your homework will be assigned to from the drop down menu.

How should students submit this task?*

Class submission

Now let's add your trays!

Click on the tab name to change the title of the tray. You can add up to 5 trays.

| Easy | Add new tray |

#1

Describe the task for your students:* 💡

B U I S ≔ ≔ ⇥ ⇤ ⚭ x² x₂ ⤢

Upload files by dropping them here (25MB)

📎 Add attachments

Done

Publish assignment   Save as draft   Discard without saving

Trays: Tasks are sorted into trays. Within each tray, you can add multiple tasks. For each task, you can add a description and attach files by dropping them on the upload area or by pressing the Upload from my computer button. Alternatively, store files on My Drive for easy access from any device.

Add new Tray: You can name the tray (please press Enter on your keyboard to save the new tray) and add instructions in the description box. New trays can be used to differentiate factors of your choice; for example, difficulty, subject matter, or class groups for reading or maths. You can add up to five trays, so get creative: Starter/Main/Dessert, Mild/Spicy/Hot, Monday - Friday and so on!

Once you are happy with your differentiated homework, you can set the homework by pressing Publish assignment.

Create spelling tests

Use Satchel One to create Spelling Tests for your students to take online. Spelling Tests use text-to-speech technology to convert words into audio files. When your students take the test, they will be prompted to enter the spelling after hearing a word. You can also provide definitions or sentences for context.

Set a Spelling Test

Title*

Enter a title

Describe the task for your students:* 💡

| B | U | I | S | ≡ | ≡ | ≡ | ≡ | ∞ | x² | x₂ | ⤢ |

750 characters left

Subject*

English ▼

Class group(s)*

All classes ▼

Issue date* 💡

13/12/20 📅

Due date*

📅

Language*

Select a language ▼

Now let's add your trays!

Click on the tab name to change the title of the tray. You can add up to 5 trays.

| Easy | New tray |

#1

Add a spelling word*

Type here...

◀

Add some context (optional)

Done

Publish assignment | Save as draft | Discard without saving

Title: First of all, enter the title for the test. This will appear on the school calendar, as well as the students' personal calendars.

Describe the task for your students: Fill this box with the information the students need to know about the test. You can include hyperlinks by clicking on the chain icon towards the right-hand side.

Subject: Select a subject for the assignment. This will help students locate their homework on the school calendar, and it is also important for reports.

Class group(s): Select the class group your homework will be assigned to from the drop down menu.

Language: You will also be able to choose the language for the test. From the drop down menu select British English, American English, Spanish, Welsh, or French.

Trays: When you go to enter spelling words for the test, you will see that you can separate words into different trays. This means that you can categorise words into groups and measure how different students perform in each group separately. Students will not know that the words are in different trays.

Add new Tray: You can name your trays and add instructions in the description box. New trays can be used to differentiate factors of your choice, for example, difficulty, subject matter or class groups. You can add up to five trays.

Once you are done adding words, go ahead and click Publish. On the issue date, you selected, your test will be made available to students. Students can take practice tests, and they are given three attempts at the test. Results will automatically be reported to you via the Gradebook.

Student Submissions Report

This is a student-specific report which can be used to track student progress, monitor their submissions and if they are handed in on time. It allows you to access a wide range of useful information and can be filtered by submission status, teacher, subject, class or year group.

Self-grading work, such as quizzes and spelling tests, will automatically populate the Student Submissions Report with statuses. All other tasks must be graded manually by the teacher in order for their status to appear in the this report.

How do I generate my report?

To generate your report, simply select Reports from the left-hand side menu followed by View report under Student Submissions. The report will allow you to generate a list of student homework tasks and their submission statuses for any given class, subject, year group or teacher. Use the date picker to adjust the time-scale you're looking at.

How do I export my results?

Once you have applied any relevant filters, you will then be able to export your results to an XLS file by selecting the green XLS icon in the upper right-hand corner of the report. This ensures that your results can be populated into tables and graphs for record keeping and presentation purposes.