



HOW TO SET HOMEWORK ON FIREFLY

# 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:

E	D 8				Set a	New Task 🔓 🔤 Message	s 📕 Bookmarks 🎯 Ter	ry Teacher 🐱
		Dashboard	Resources 🗸	Planner	<b>T</b> asks	Markbook		٩
	Maple Hill							
		Announcen	ients & Mess	ages		Send Message	Calendar	
	Ø	Football practice is can POSTED BY DOWALD TRENCH, 16	icelled due to bad weath /01/2014 AT 17:54	er		0	Today Tuesday 14 February	~
	Ø	The staff meeting has n POSTED BY SELINA ANDREWS, 16	noved to 14.00 tomorrov /01/2004 AT 17:51	v - remember biscuits,	, thank you!	0	Tomorrow	,
		View All Announcer	nents & Messages (2)				Bookmarks	
							Newest Recommended Staff Handbook > Principles	
		Due Soon					Personal Bookmarks	
0	Class 8x/En Read chapt	2 er 3 of Oliver Twist and di	scuss it in	Due 17/01/2014	2 Marked	Completed	Physics > Telescopes Physics > Physics Blog	lit Page •

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.

Set al	New Task
<ul> <li>2 Select Students ) (2) Add Details ) (3) Add Select Students</li> <li>Sally</li> <li>Sally Sally Daniels</li> <li>Sally Student</li> <li>Sally Student</li> </ul>	d Description Add Attachments   So Preview Or click on a group or set from the list below to move it into the students list:   Your Classes Your Students   All Groups   Class 8x/En2   Class 9x/En3   Class 10x/En3   Class 11x/En3
Back Cancel Save as Draft	Next

5)	Set a New Task
<ul> <li>Select Students &gt; (2) Add Deta</li> <li>Select Students</li> <li>Start typing the name of the person or group to whom you wit task:</li> <li>Sally Student ×</li> <li>Show students who else received this task.</li> </ul>	ish to set this Or click on a group or set from the list below to move it into the students Vour Classes Your Students All Groups Class 8x/En2
Back Cancel Save as Draft	Class 10x/En3

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

	Set a New Task
	(1) Select Students > (2) Add Details > (3) Add Description > (4) Add Attachments > (5) Preview
	Add Details
	Task Title (or Short Task Description)
	Write a poem about your Christmas in the style of Matthew Arnold
	Start Date       14/02/2017       Due Date       Make this task visible to       Image: Start Date       Im
В	ack Cancel Save as Draft Next

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.

						Set a	New 1	Task
(1) Select Stude	nts >	2	Add D	etails	» (	3) Ad	ld Des	cription → (4) Add Attachments → (5) Preview
Ŭ		<u> </u>						J J
Add Details								
Task Title (or Short Task Description)								
Write a poem about your Christmas in	the style	e of Ma	atthew	Arnold				
Start Date								
14/02/2017								
Due Date	0		Febr	uary 2	2017		Ð	
	Su	Мо	Tu	We	Th	Fr	Sa	
Make this task visible to				1	2	3	4	
🕑 Markbook 🛛 🗹 Parent Portal	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	_
Back Cancel Save as Draft	26	27	28					Skip to Preview Nex

**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.

5)	Set a New Task
	1 Select Students $\rightarrow$ 2 Add Details $\rightarrow$ 3 Add Description $\rightarrow$ 4 Add Attachments $\rightarrow$ 5 Preview
Add Detai	ils
Task Title (or S	Short Task Description)
Write a poem	n about your Christmas in the style of Matthew Arnold
Start Date	
14/02/2017	
Due Date	
17/02/2017	
Make this task	k visible to
🗹 Markbook	Parent Portal
Back Cancel	Save as Draft Skip to Preview Next

7. Add a description by typing in some text or copying and pasting it from another document. Then select Next.

9	Set a New Task	
	(1) Select Students $\rightarrow$ (2) Add Details $\rightarrow$ (3) Add Description $\rightarrow$ (4) Add Attachments $\rightarrow$ (5) Preview	
	Add Description (optional)	
	Image     File     Gallery     More	Preview
	Your poem should be at least 3 stanzas long	
В	ack Cancel Save as Draft	Skip to Preview 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.

Ð	Set a New Task	
	(1) Select Students $\rightarrow$ (2) Add Details $\rightarrow$ (3) Add Description $\rightarrow$ (4) Add Attachments $\rightarrow$ (5) Preview	Ļ
	Add Attachments (up to 10 files, optional)	
	No files attached	
	□↓ Drag files here to attach them.	
	Attach File	
Ва	ack Cancel Save as Draft Next 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:

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€	<b>D</b> 5	¢	H	lome	nsert	Draw	Layout	Review	View	Tat	ole					Q	<u>م</u>
	Calibri	(Body)	6 B	Ι	<u>U</u> /	A	A	∎≡	ΙΞ	Œ	÷≣	=	Ξ	÷	¶	A	
		Name:					Form:						Te	each	er:		
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		The Big Picto an understa part of this, physical and	ure: In this nding of w you will le human p	assignm hat geog arn som rocesses	ient, yo graphy i e locatio that ha	u will ir s, and l onal kn ve led t	nvestigat how it he owledge to the de	e the loca lps us to of the Br velopme	il area unders itish Is nt of Ep	of Eps stand les. Yo psom.	som. Y the im ou will	ou wil porta then i	l start nce of nvest	t by g f plac igate	gainin ce. As e the	g	
		Key terms/	oncepts t	hat you r	need to	learn t	he defini	tions of:									
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		Chalk Escarpment	Dip S	lope	Sci	arp Slo	pe I	and Use		Den	nograp	hics	Sub	urbs			
		CBD	Sprir	ngs	Inr	ner City	/ <u> </u>	Choroplet nap	t <u>h</u>	Aqu	ifer		Rura	al-uri ge	ban		
		Knowledge Skills	and Des	cription									V	No	ot Yet	t	
			The	differer	nce betv	ween h	uman an	d physica	l Geog	raphy							
			Loc	ational k	nowled	lge of t	he British	Isles						$\top$			
			An	understa	anding a	ind app	preciation	n of my p	ace								
			An	understa	anding c	of why	towns, ai	nd specifi	cally E	psom	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.

e	Set a New Task
	1) Select Students > 2 Add Details > 3 Add Description > 4 Add Attachments > 5 Preview
	Preview
	Students Edit
	Sally Student
	Show students who else received this task
	Yes
	Details Edit
	Title
	Write a poem about your Christmas in the style of Matthew Arnold
	Start Date
	14/02/2017
	Due Date 07/03/2017
	Include in Markbook
	Back Cancel Save as Draft Show to Parents

10. A confirmation message is displayed on-screen:

5)	Task Added
	Task Set
	This task is set to Sally Student and is due on Wednesday 11th January 2017.
	Set Another Task View the Task Go to Tasks

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:

Larrong			
Now No lesson in your timetable.	Next Class 9x/En3 9:15 - 10:15 Yesterday English Room 6	Later Class 10x/En3 Yesterday, 10:15 - 11:15 Class 9x/En3 Today, 10:15 - 11:15 Class 8x/En2 Today, 11:15 - 12:15	
Tasks Due Soon			Set a New Task
Record your debate for or again Class 9x/En3, Due Fri 04/11/16	t the motion for next week's debate: 't	this house believes that Britain should be pa	9/25 Completed
Submit a photo of your revision Class 9x/En3, Due Fri 04/11/16	poster		20/23 Completed
Read chapter 3 of Oliver Twist ar Class 8x/En2, Due Fri 04/11/16	d discuss it in pairs		23/25 Completed
Read Act 1 of Macbeth Class 8x/En2, Due Fri 11/11/16			0/27 Completed
Write an essay about familial low Class 11x/En5, Due Fri 11/11/16	e in Romeo and Juliet		13/13 Completed

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.

Cancel	Set a Nev	v Task	
Select Recipients		1 2 3 4 Recipients Details Description Attach	ents Preview
Start typing the name of the	e student or group:	Or choose from the lists below Vour Classes Class Bx/EP2 Class Bx/EP3 Class 10x/En3 Class 11x/En3	Ail
Show recipients who e	else received this task		
			Next

Pad #	09:30		_,,
Cancel	Set a New Task		
Select Recipients		1 2 3 4 Recipients Details Description Attachments	5 Preview
Start typing the name of the	student or group:	Or choose from the lists below:	
+ Class 8x/En2 ×		Your Classes Your Students	All
		Class 8x/En2	
		Class 9x/En3	
		Class 10x/En3	
		Class 11x/En3	
	Clear All		
Show recipients who el	se received this task		
			Next

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

iPad Ҿ	09:31	-
Cancel	Set a New Task	
Add Details	1     2     3     4       Recipients     Details     Description     Attachments     #	5 hreview
Task Title	Write an essay about the supernatural in Macbeth	
Start Date	25/11/16	
5 C 🗗		
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a s	d f g h j k l	return
☆ Z	x c v b n m ! ?	¢
2123	.?123	

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.

'ad ♥		09	:31						-
Cancel		Set a Ne	ew Tasl	k					Save as Draft
Add Details				Recip	1 Dients	- 2 Details	De	3 4 scription Attachme	nts Preview
				C	)ue Dat	e			
Task Title	Write an essay about the sup	<		Nove	mber	2016		>	
Start Date	25/11/16	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
		31	1	Z	3	4	5	6	
Due Date		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
Display Task	Markbook	21	22	23	24	25	26	27	
	Parent Portal	28	29	30	1	z	3	4	
Back									Next
DOCK									

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

Pad ¥	05	:31		_
Cancel	Set a N	ew Task		Save as Draft
Add Details		1 Recipients	2 3 Details Description At	4 5 tachments Preview
Tark Title	Write an error shout the runger shursh	in Machath		
lask nute	write an essay about the supernatural	III Matbeth		
Start Date	25/11/16			
Due Date	07/12/16			
Display Task	Markbook     Parent Portal			
Back				Next

Pad 🗢	09:31				
Cancel	Set a New Tas	ik			Save as Draft
Add Details		1 Recipients	2 Details	3 4 Description Attachments	5 Preview
Task Title	Write an essay about the supernatural in Ma	cbeth			
Start Date	25/11/16				
Due Date	07/12/16				
Display Task	Markbook				
	Parent Portal				
Back					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.

Pad 🕈		09:33	=
Cancel		Set a New Task	Save as Draft
Add Attac	hments (optional)	1 2 Recipients Details	3 4 5 Description Attachments Preview
c	<u>t</u> o	۲	
iCloud Drive	i ideo	Microphone	
Google Drive	6		
More			
Back			Next

Cancel			Set a New Task		Save as Draft
ļ	Add Attachments (op	otional)	1 Recipients	2 3 4 Details Description Attachme	ents Preview
	ப்	۵	ψ		
	Upload	Photo or Video	Microphone		
	Note that the second se				
Back					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.

ad 🐨		09:40			-
Cancel		Set a New Task			Save as Draft
	Preview	Re	1 cipients	2 3 4 Details Description Attachmen	ts Preview
	Recipients Show Recipients	Class Bx/En2 Yes	Edit	Attachments	Edit
	Task Title	Write an essay about the supernatural in Macbeth	Edit		
	Start Date	Today			
	Due Date Markbook	Wednesday /th December Yes			
	Parent Portal	Yes			
	Description	The supernatural plays an important role in Macbeth. To what extent does it motivate Macbeth's actions?	Edit		
		Remember what we discussed in class last			
Back	¢				Set Task

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**.