

# Hamburg School District

## HOMEWORK HERO TEACHER USER GUIDE

### How to Post an Assignment --- Fast!

To post an assignment quickly, follow these instructions.

1. Go to <http://www.hamburgschool.com> and click on link to Homework Hero.
2. Click on "Update Assignments."
3. Enter your User ID and password. Then click "Continue."
4. Go to the field labeled "Course Name (Course Number 1)" and enter a subject, for example "Reading". You can modify or replace any text already appearing in the text box.
5. Go to the field labeled "Assignment for Course Number 1" and enter an assignment. For example type "Read Chapter 5 in your textbook." Again, you can modify or replace any text already appearing in the box.
6. Repeat steps 4 and 5 as needed for additional subjects.
7. Scroll to the bottom of the form. Click "Submit Changes."
8. If you wish, click "Your Page" to see your posted assignment.

To immediately update your page, click the "Back" button on your browser twice and revise entries. You can also use the other fields in the form, but they are not required.

### Introduction to Homework Hero

Homework Hero provides a simple way for you to post homework assignments for your classes to a Web page. Once your school has signed up, you will be given a user name and a password that will permit you to access a form where you can post assignments. To get to the assignment form from the Homework Hero home page, click on the "Assignments" button, choose your school by clicking in the list, then select "Update Assignments" under the "Teachers Only" heading. After entering your user name and password, you can change items in the form. You probably will not need any help, but some hints and suggestions are provided below.

### The Importance of Teacher Support

Teachers will make all of the difference if Homework Hero is to provide a useful service. If only 25% of your students use Homework Hero you will be providing a very useful service to them. But if you update your assignments on schedule only 25% of the time, you may end up helping no one. If teachers do not list assignments in a regular and timely fashion, students and parents will quickly stop checking. Remember, teachers must make the first move, and stick with it. It takes only a few minutes on a daily or weekly basis. If the burden is too great, think about letting a responsible student or parent do this for you!

### Updating the Assignment Page

Where is the update form?

From the Homework Hero Home Page, click the assignments button, choose your school, and then choose the update assignments option.

### Custom HTML

You can include HTML (Hyper Text Mark-up Language) tags in any text box to customize the appearance of your page (although our defaults will suit most users just fine). See the examples below.

Warning: Some long, complex HTML code may produce unpredictable results -- for example, I advise against converting Word documents or Excel tables to HTML and then pasting. Also, be aware that Homework Hero always converts line breaks into the HTML line breaks -- this makes things easy for the majority of users who will not use HTML. But if you do use HTML you may need to remove line breaks from your code to avoid producing extra blank lines. Finally, avoid the use of quotation marks when they are optional -- these create some conflicts with quotation marks embedded in our template code.

#### **Example 1: Bold Text**

To make text bold, enter: `<b>This text is bold.</b>` to produce this:

**This text is bold.**

**Example 2: Add Color.** To add color, enter: `<font color=red>This text is red.</font>` to produce the following result:

**This text is red.**

#### **Example 3: Combine Font Changes**

To produce text that is bold and red and in the Times New Roman font, enter: `<b><font color=red face=Times New Roman>This text is bold and red and Times New Roman</font></b>` to produce:

**This text is bold and red and Times New Roman**

#### **Example 4: Favorite Links**

You can also use HTML to insert hyperlinks to your favorite sites or sites students should access to complete an assignment. If you enter the next 4 lines into a Homework Hero text box, you will get a list of my favorite links produced on your assignment page. You can customize these by substituting your own favorite web addresses and descriptions for the expressions in red.

These are some of my favorite links:

```
<a href="http://www.homeworkhero.com/">Homework Hero</a>
<a href="http://www.asd.com/">American School Directory</a>
<a href="http://www.ask.com/">Ask Jeeves</a>
```

The preceding four lines of HTML will produce the following four lines on your Homework Hero assignment pages:

These are some of my favorite links:

[Homework Hero](http://www.homeworkhero.com/)  
[American School Directory](http://www.asd.com/)  
[Ask Jeeves](http://www.ask.com/)

Students viewing your page can then click your links to immediately access your favorite sites.

#### **Example 5: Adding Graphics**

The form includes a text box where you can insert a URL for an image. However, you may also want to add images elsewhere. The following line will insert a picture of the Hamburg Knight into your assignment page:

<img src=http://www.hamburgschool.com/Pictures/banner780.gif >

To insert a more interesting graphic, substitute the picture's URL for the letters in red. Note: This works for images already posted on the internet. Please be aware that some images may be copyright protected -- do not use these.

Warning! If you place a graphic in one of the course name boxes, you MUST delete the quotation marks usually included in HTML code. Quotation marks will create an error when your page is updated!

### **URL to a Web Image**

If you would like a graphic image on your page, you can do so by providing a link to any image on the internet. Please be aware that some images may be copyright protected -- do not use these. To link to an image, enter its URL in the appropriate text box. For example, enter:

http://www.hamburgschool.com/Pictures/banner780.gif

to put a picture of the Hamburg Knight on your page. You must include the http:// that starts every URL.

If you find an image you want to use somewhere on the Web, it is easy to find its URL.

In Internet Explorer, click on the image with your right mouse button then select properties from the pop-up box. The properties box will then display the image location (URL). Right mouse click on the URL then choose select all. Again right mouse click on the URL. Choose copy. Then return to the Homework Hero form, position the cursor in the input box, and type the CONTROL-V key combination. This will paste the URL into the box. Please avoid large images or complex animated gifs. These will cause your page to load slowly, especially for users with slower connections. Also, be aware that if the owner of the site whose image you link to ever deletes that image, it will disappear from your page also.

Want to place a graphic image elsewhere on your page? See Example 4 under Custom HTML above..

### **Announcement Headline**

This provides a headline on your page for the announcements section. I suggest entering "Announcements!"

### **Your Special Announcements**

Provide the content of your announcements here. I suggest listing important test dates and project due dates for your classes. The appearance of the text you enter here and in the remaining fields will be much as you type it. For best viewing results, you should type in a series of short lines, each ended with a carriage return (hit the "Enter" key). Very long lines will produce very wide web pages that are awkward for viewers to see on their screens.

### **Course Name**

Enter the title for your first course or subject area here. For example, enter "Algebra II."

### **Assignment**

Enter the assignments for your page here. The format on your page (line breaks, etc.) will match that of your entry closely. When you update, I suggest adding new assignments to the top of your existing entry.

Older entries should probably be left on the page for a week or two, so parents and students can see what they should have been doing! Note that both the Course Name and Assignments fields are repeated to permit entries for up to six courses. If you teach more than six courses, please contact your principal -- you are being overworked (or you can combine assignments for several courses under one course heading).

### **Keywords**

When students access Homework Hero, they have several ways to search for your assignment page. One way is through keywords, which you enter in this field. Please enter general terms describing your teaching areas. For example: Spanish, foreign, language, math, trigonometry, calculus, history.

### **Password**

To update your page, you will also need to give a password. If you wish to change your password, type the new password here. Be sure to write down your user id and password and save it in a safe place. If you lose or forget it, contact your local site manager to be assigned a new one. Beware of distributing your password widely -- a glance at the graffiti in your schools bathrooms will probably suggest what your page will be assigning your students to do once your password becomes public knowledge.

### **Lost and Forgotten Passwords**

Your local site manager (Roger Jinks) can give you a new password if you have lost or forgotten yours.

It is best to contact your local site manager for a new password rather than Homework Hero -- for security reasons we must verify the legitimacy of all requests for a new password --- and this is usually easier for the local manager than for us. If you are unable to locate your site manager, contact us. However, keep in mind that we can only send your new password to an e-mail address listed on your assignment page or to a school-based e-mail address that clearly identifies you.

### **Reminder Service**

We offer an e-mail service to remind you to post assignments to Homework Hero. Currently reminder messages are sent on a weekly basis. We will consider adding a separate daily reminder list if there is interest among our users. You will be able to cancel reminders online at any time. Our privacy policy: we will **never** provide the addresses on our e-mail lists to any person or any company for any reason.

### **Using Homework Hero Effectively**

The most important thing to remember is that you must post assignments promptly! Describe long-term projects and due dates in the Announcements section. Daily assignments should be posted for each course, and should be left for a week or two. You can also use the page to link students to your own home page, or to post test results or other grades. This way parents can find out if assignments are being turned in!