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# Finding my tasks on Satchel One

There are a number of ways you can find your tasks on Satchel One



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Updated over a week ago

There are various methods that you can use to find your tasks on Satchel One.

## Web Browser

- [The To-do list](#)
- [Calendar](#)
- [The Gradebook](#)
- [Public School Calendar \(Logged out version\)](#)

## Mobile App

- [The To-do list](#)

## Web Browser

### To-do list

Your To-do list will show you all your assigned tasks - past, present and upcoming!  
In the browser, your tasks will be divided between two tabs: Issued and Completed.  
You can search for tasks and tick them off when they're done! Click the title of any task to see more information.

[Click here to learn more about the To-do List.](#)

The screenshot shows the 'To-do list' interface in Satchel Academy. The left sidebar contains navigation options: To-do list (highlighted), Calendar, Timetable, Gradebook, Behaviour, Notice board, My drive, Support, and Logout. The main content area has a search bar and a filter section with 'Past due' and 'This week' tabs. Three tasks are listed:

- Michael Morpurgo research** (Thursday 04 March): Homework for group **By/Ma1** - English - Miss H. Chapple.
- Phonics - flashcards** (Tuesday 23 March): Homework for group **BD/CI** - Agriculture - Miss H. Chapple.
- Shakespeare's Othello** (Thursday 25 March): Homework for group **By/Ma1** - English - Mr J. O'Leary.

## Calendar

You can click the 'Calendar' button on your navigation panel to see a visual layout of all of your tasks, stretched across days and weeks!

### My Calendar

You'll first arrive on the My Calendar tab, showing you only the tasks that have been assigned to you.

[Click here to learn more about My Calendar.](#)

The screenshot shows the 'Calendar' interface in Satchel Academy. The left sidebar has 'Calendar' highlighted. The main content area shows a 'School calendar' view for the week of 22 Mar - 28 Mar. The calendar grid shows tasks for Monday 22nd Mar, Tuesday 23rd Mar, and Wednesday 24th Mar. A legend on the right side identifies task types: Class Test, Differentiated, Flexible Task, Homework, Quiz, Spelling Test, and Classwork.



Support	24/03/2021	Homework	Computer Science (BIO7Y)	Submitted	6	Results
Logout	23/03/2021	Rocks and Soil	Science (By/Ma1)			Results
	23/03/2021	Phonics - flashcards	Agriculture (8D/C)			Results
	22/03/2021	Maths homework- Multiplication	Agriculture (8D/C)			Results
	19/03/2021	Maths homework- Multiplication	Agriculture (8D/C)			Results
	19/03/2021	Listen to a musical	Music (By/Ma1)	Not submitted	⊗	Results
	18/03/2021	Stage Positions	Drama (8D/C)	Not submitted	⊗	Results
	18/03/2021	Body Language Quiz 2020	Drama (8D/C)	Not submitted	⊗	Results
	09/03/2021	Othello and the introduction of Madness	English (By/Ma1)	Submitted late		Results
	04/03/2021	Michael Morpurgo research	English (By/Ma1)	Submitted		Results

## Public School Calendar (Logged out view)

You can use the [School Calendar](#) to check your tasks **without logging in**.

To locate your School Calendar, visit our [search page](#) and search for your school by name or postcode. Once you have located your School Calendar, you can use the filters at the top to search for your tasks by your year group, subject, teacher, class and task type.

[Click here to learn more about the public School Calendar.](#)

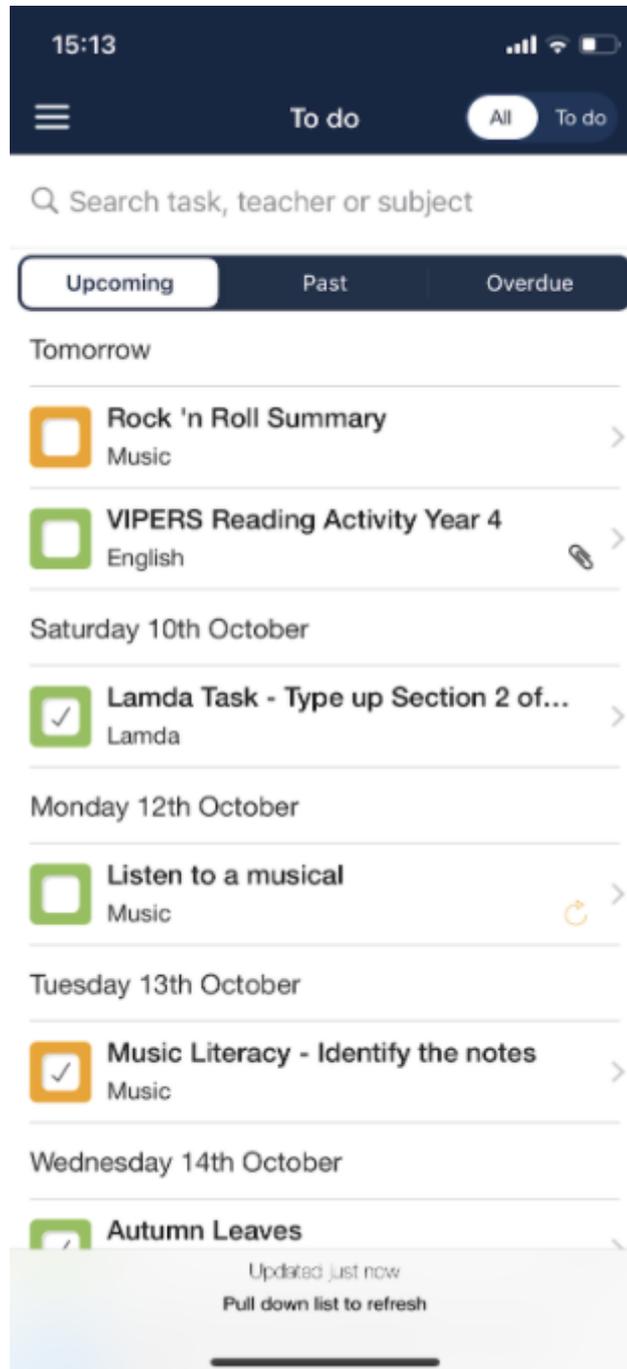
## Mobile App

### To-do list

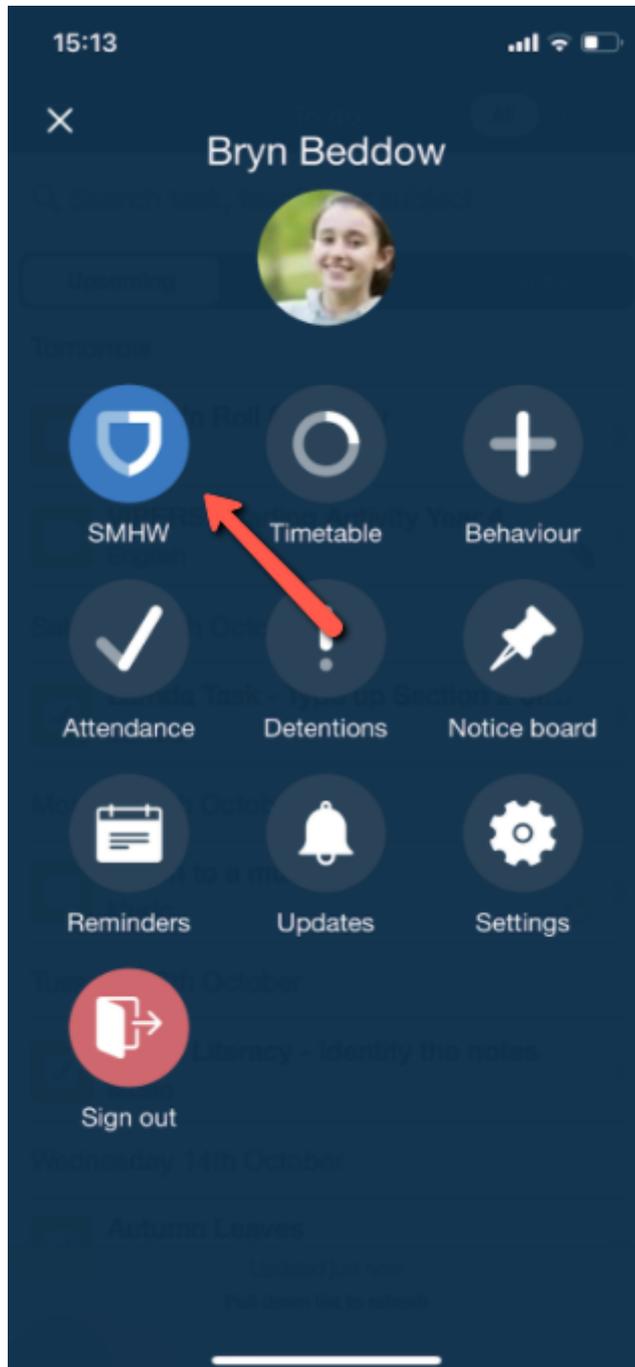
When you log into the mobile app, you will automatically arrive on the To-do list.

[Click here to learn more about the iOS To-do list.](#)

[Click here to learn more about the Android IO-do list.](#)



If you ever need to return to the To-do list from a different area of the app, please open the menu and select the SMHW button.



*Didn't find what you were looking for?*

## Contact support

Did this answer your question?



satchel:

CONTACT SUPPORT

