

Completing Music Homework electronically

Finding the homework

The homework is found on the school website. The website address is

www.tcsoa.com

To get to the homework tasks for music, click on the following:

- Departments
- Music
- Homework Tasks
- Now click on either 'S1 Homework' or 'S2 homework'



A list giving details of all the music homework exercises for the entire year will now be shown along with information and instruction sheets and an electronic copy of the 'Notebook' exercises.



Now click on the topic you have been asked to complete e.g. Scottish Music

Complete as shown using the related information sheet if required.

Once you have completed the task click on "Check". This will give you a score!!

If you get any answers wrong, go back and attempt to correct them.

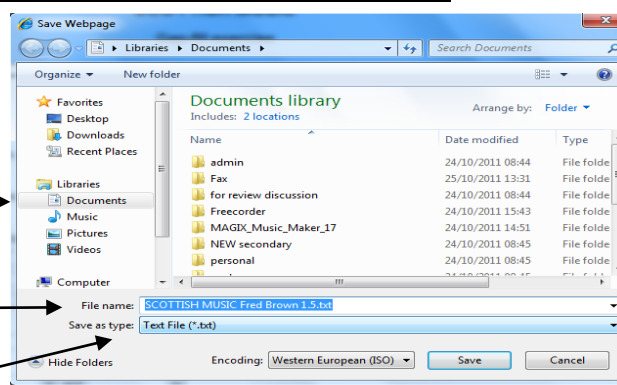
Saving your completed homework (using school system – others will vary).

Once you have completed your answers:
Click 'File' on the toolbar followed by 'Save As'

Documents should be selected so that your answers are saved to your directory.

At 'File name' give your homework a title.
e.g. Orchestra homework SBrown

'Save as type' **MUST** be 'Text File (.txt)'



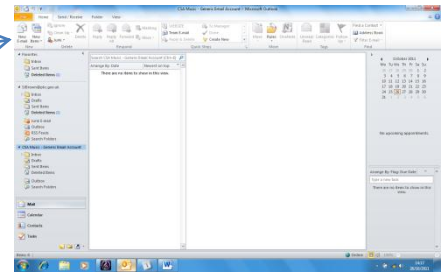
Next click on 'Save'.

Your homework is saved and ready for attaching in an email for sending

If in doubt that you have sent your message correctly, print a paper copy of your answers for submission!

Attaching a file in Microsoft Outlook (school email system)

Start Microsoft outlook by double clicking on the 'Outlook' icon. Then click on the "new email" icon which is found at the top left hand corner.

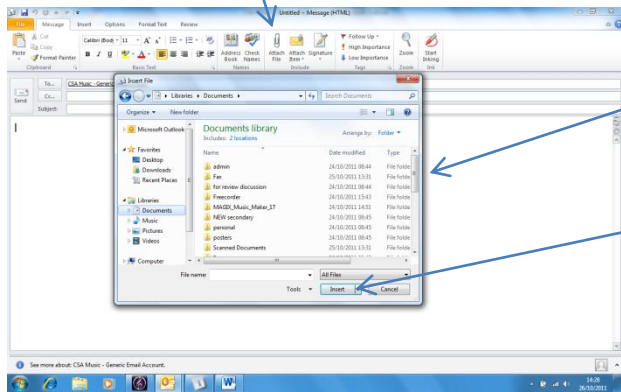


A new message will then appear. The address to send your music homework to is:

CSAMusic@pkc.gov.uk

At Subject, type: The homework's title, "YOUR NAME " and " YOUR CLASS"
e.g. *Scottish Homework, Fred Brown 1.4*

Now click on the 'Attach file' icon which is found in the middle of the 'Ribbon'. The 'insert file' dialogue box will now appear as shown below.

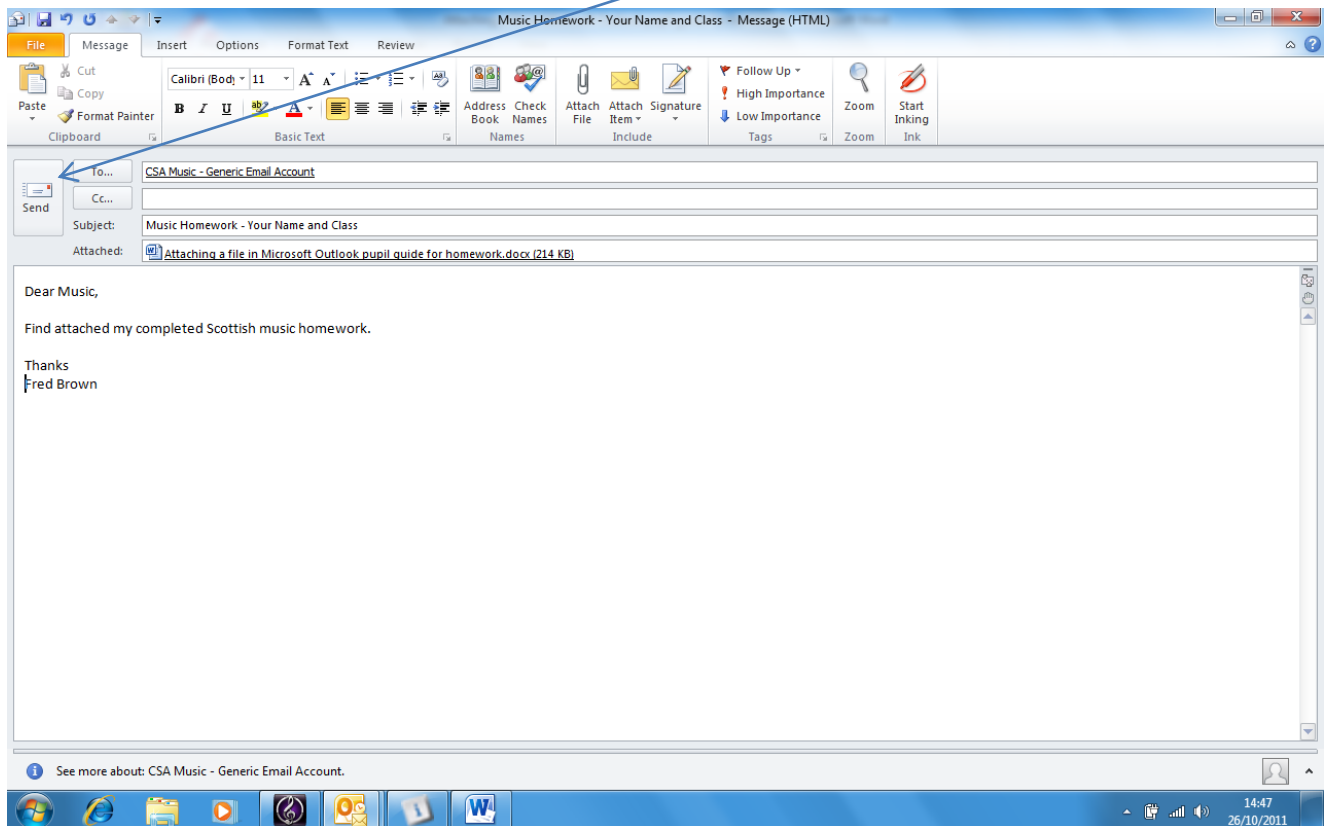


Search through your directory and choose the file that you want to attach by clicking on it.

Then press 'Insert'.

Your file should then be attached and shall be shown in your email message. (see example below)

Type a short message and then send by clicking on the 'Send' icon.



If in doubt that you have sent your message correctly, print a paper copy of your answers for submission!