



Sending Scores for Electronic Homework Exercises

In order to send your “score” for your electronic homework you will need to follow these instructions.

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1. Complete the task required and then “PRINT SCREEN”

On a laptop this is usually done by pressing holding down the “FN” button and “F11” button at the same time.

On a desktop computer this is done by pressing the Print Screen button which is found on the top right hand corner of the keyboard. It is sometimes labelled “PrtSc”

A copy of everything on your screen will be saved in the computers memory.

2. Open up Microsoft Word or Microsoft paint and create a new file. At the top of the file put your name and class.

Then press “PASTE”.

A copy of your completed homework exercise should appear in the word document.

3. Save your file with your name in the title

e.g. “Mr Brown instrument scramble”

4. Open up your email (e.g. Microsoft Outlook)

Create a new message and attach your saved file

Send to: CSAMusic@pkc.gov.uk

If unsure that it has worked, print out a paper copy for submission!

