

# Digital Abbey Guides

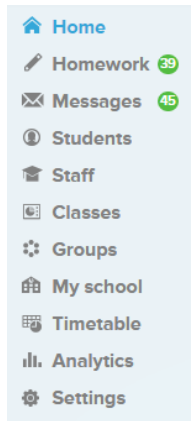
Using the Milk Planner System

Setting Homework



1 Go to my.milkapp.io and log in using the credentials you are provided. If you forget your log in details, please contact the relevant IT team to reset them.

2 Once you've logged in you will see a menu bar on the left hand side of the screen. On there, click on "HOMEWORK".



3 Now on the homework page, you should see at the top the option to "SET HOMEWORK", click on this button and you will be presented with the "NEW ASSIGNMENT" form, as shown here. You now need to make some selections.



A screenshot of the 'New assignment' form. At the top left is the title 'New assignment' and a 'Cancel' button. Below the title are four input fields: 'Select class:' with a dropdown menu showing 'Choose class', 'Due date:' with a date picker, 'Title:' with a text box containing 'Subject', and 'Assignment:' with a large text area containing 'Assignment'. At the bottom of the form, there is a 'No files attached' message and two buttons: 'Attach files' and 'Send assignment'.

you now need to make some selections.

Milk is pre-populated with your classes, so from the drop down list, select the class you are setting homework for.

Secondly, select the due date for the piece of homework.

Give the piece of homework a title and then provide details of what students must do in the "ASSIGNMENT" box.

  You now have the option to attach a file, for example an electronic worksheet, or a powerpoint from the lesson.

Once you are happy with what you have entered and attached any files you wish, click on "SEND ASSIGNMENT" and this will assign that homework to all students within the selected class.

Students will see this when they log in or, if they are using the Milk Planner app, will get a notification to say you have assigned them a homework.

This guide will show you how to set homework using the Milk Planner System through a web browser