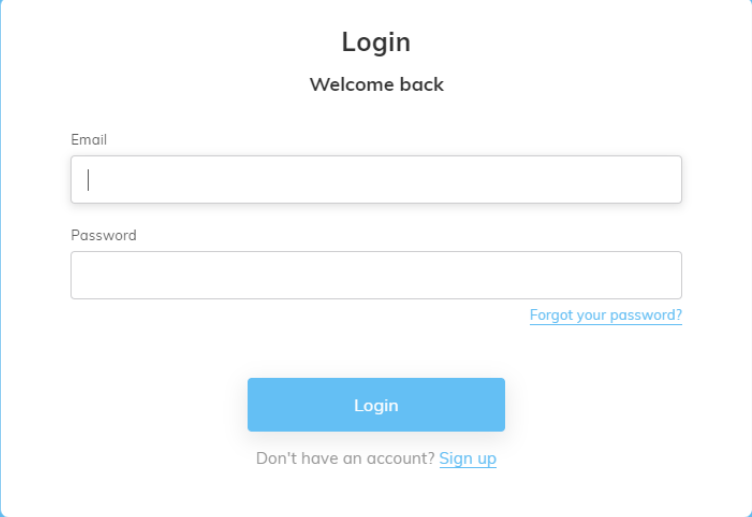
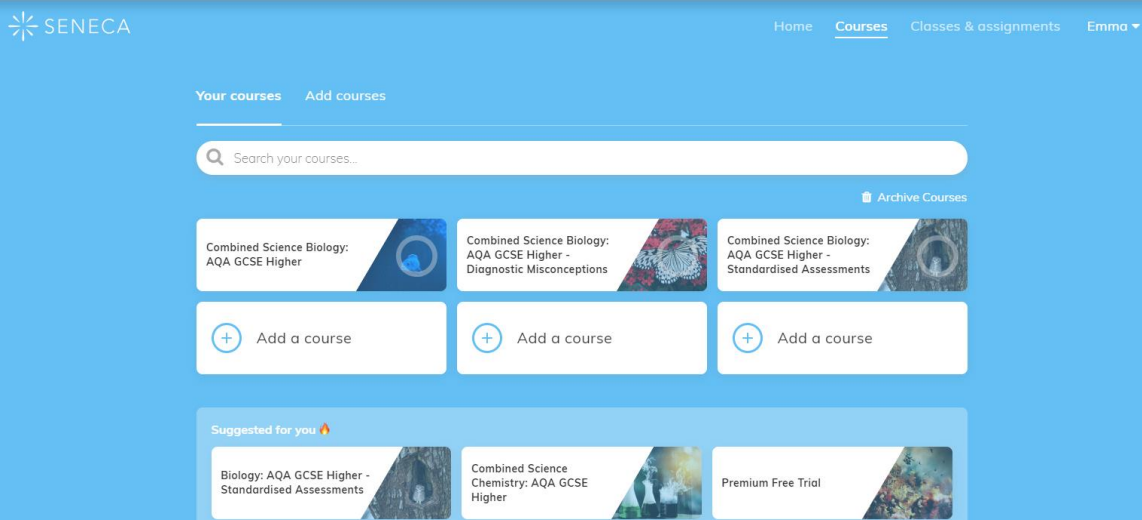


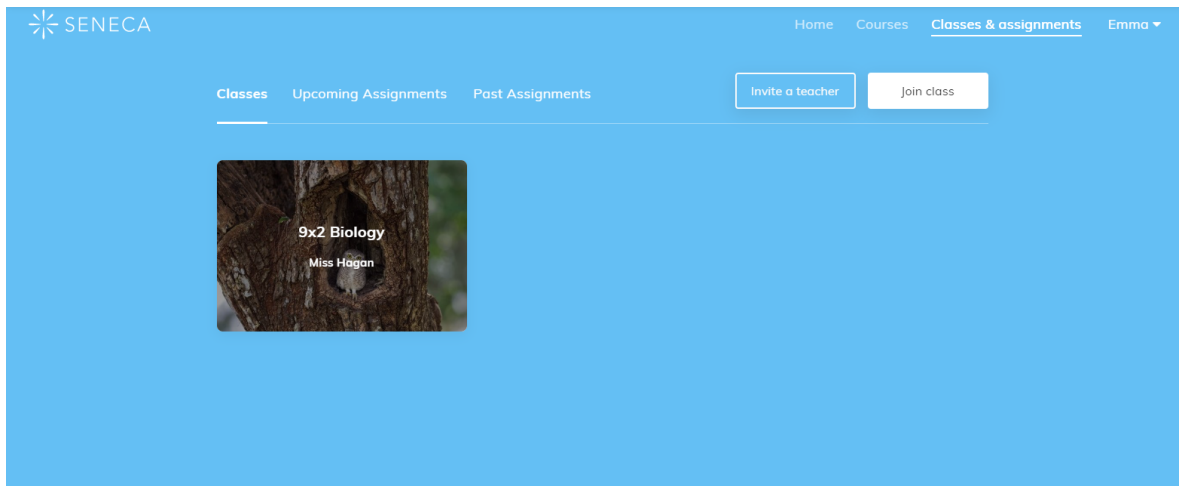
1. Log in to your Seneca account using your school email account
If you have forgotten your password then click on 'forgot your password?'. You will be asked to type in your school email address.
You will be sent a reset code to your school email account - go to your school email account to find this code (six digit number) and enter it into Seneca.



2. Your home screen will look like this:
Your teachers will have set you up with many courses - these are not your assignments.



3. To access your assignments go to the 'Classes and Assignment' tab at the top right of the screen. If you have downloaded the app then this will appear when you select the three lines in the top right hand corner of the screen.
4. You will see a screen with each of your Sciences (this student only has their Biology class - you should have Biology, Chemistry and Physics):



5. Click on the Science subject related to your homework that evening:

Years 9-11 - Biology homework night is Monday

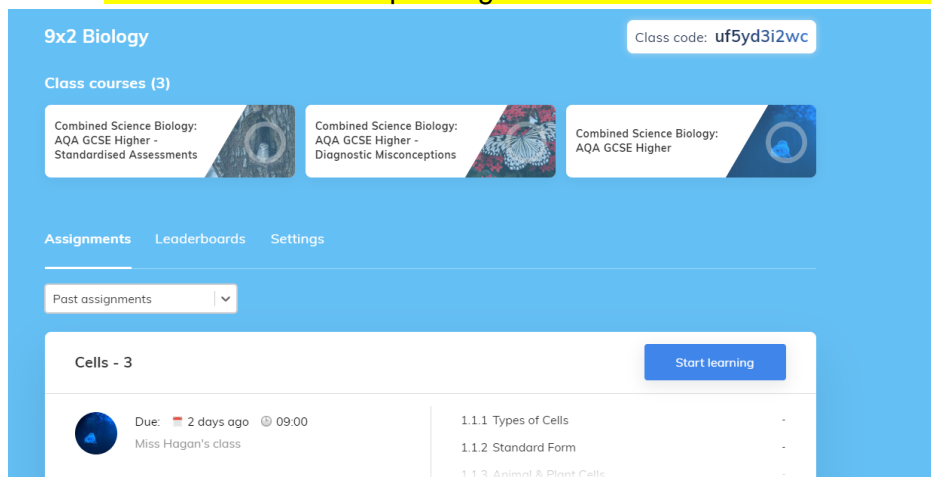
Years 9-11 - Chemistry homework is Tuesday

Years 9-11 - Physics homework is Wednesday

Year 7 Science homework is Wednesday night

Year 8 Science homework is Thursday night

Years 7-9 should be spending 20 minutes on Science. Years 10-11 is 40 minutes.



6. Here you will find 'upcoming assignments. For example in the case above - Miss Hagan has set 'Cells - 3'. Click on 'Start Learning' to complete this homework.

7. If the deadline has been missed, these assignments can be found in the drop-down box entitled 'past assignments.

8. **The deadline for each subject will be midnight of the evening the homework is set.**

The homework will get marked off (often by 9am) the next day. **If this deadline is not met you will be issued with a detention for an hour after school the following afternoon.**

9. Often your teacher will issue you multiple assignments under the same title. After one assignment is finished you will be issued with a score and then asked to press 'continue' to complete the next assignment.

10. **If you do not complete all assignments set then you will be placed in a detention the following afternoon.**