

- All homework appears on your **SIMS Student application** on your phones. You can use this to monitor what work needs completing and by when.
- Going on the **SIMS website (NOT your App)** will allow you to do some more things:
  - Get more detail on the work set.
  - Open and save attached documents.
  - Let you submit back your completed work.
  - Let you (and your parents) see what work is done and what is still due.


This guide has **four** sections:

- **Section 1 – How to Access the SIMS Student Website**
- **Section 2 – How to Complete Homework Through the SIMS Student Website**
- **Section 3 – How to Complete Homework via the automated emails.**
- **Section 4 - Troubleshooting**

# Section 1 – How to Access the SIMS Student Website

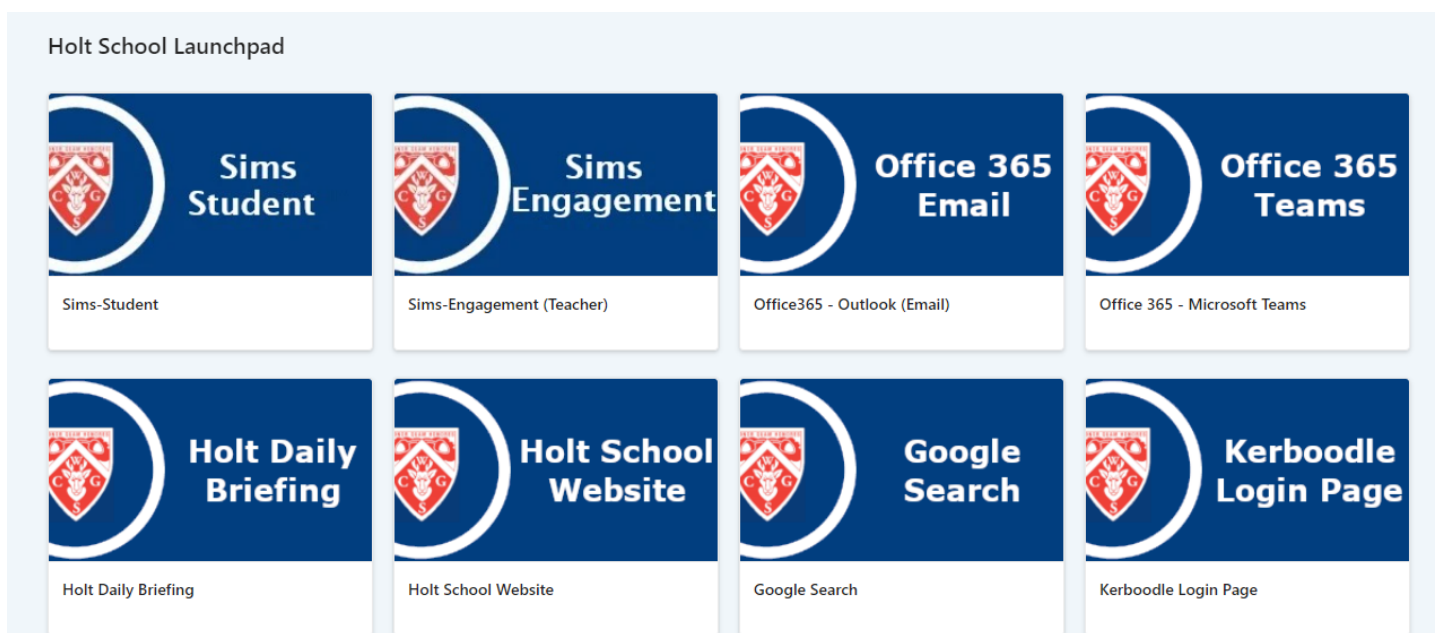
There are **TWO** ways you can access **SIMS Student Website**


## Method 1: By the Internet

1. Go to <https://www.sims-student.co.uk>
2. **Click on**  the Microsoft logo
3. Enter your **Holt email address** and password (used to log into a school computer)
4. You will be directed to your **Home Page**. Now go to **Section 2** below.

## Method 2: By the School Launchpad

1. Open Google Chrome from a school computer. You will see the Launchpad



2. **Click on** SIMS Student.
3. If you need to login **Click on**  the Microsoft logo
4. Enter your **Holt email address** and password (used to log into a school computer)
5. You will be directed to your **Home Page**. Now go to **Section 2** below.

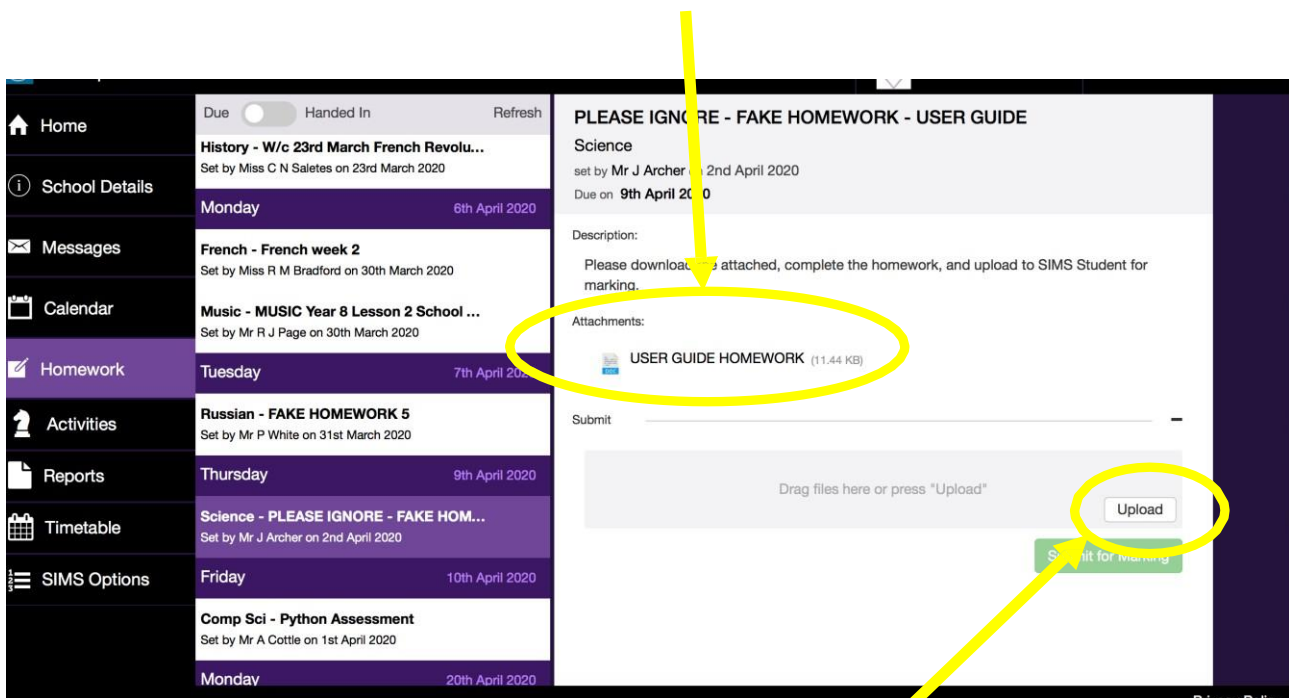
## Section 2 – How to do Homework Through SIMS Student



Log in to **SIMS Student** on your computer or laptop as shown in Section 1 (**NOT** the App) and you will open the **SIMS Student Homepage**. Click on **Homework**.

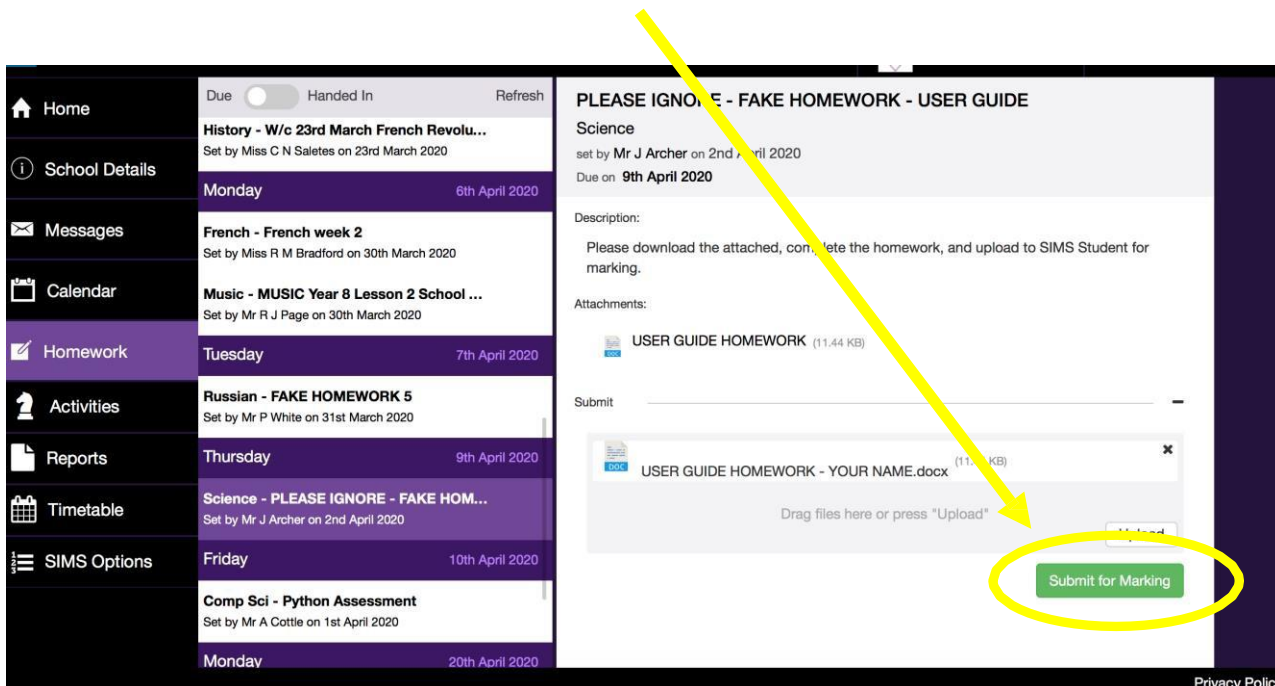
**Click** on the homework you want to do, and it will open- see page below. Follow the instructions from the teacher in the **Description** box

If you need to work on an attached document, **click** on the attachment and download it.




**Save** it on your computer (why not set up a subject folder) and complete the homework. When finished and saved, you can then click on the **Upload button** in SIMS Homework (make sure you upload it to the correct homework) and upload the file from where you saved it on your computer.

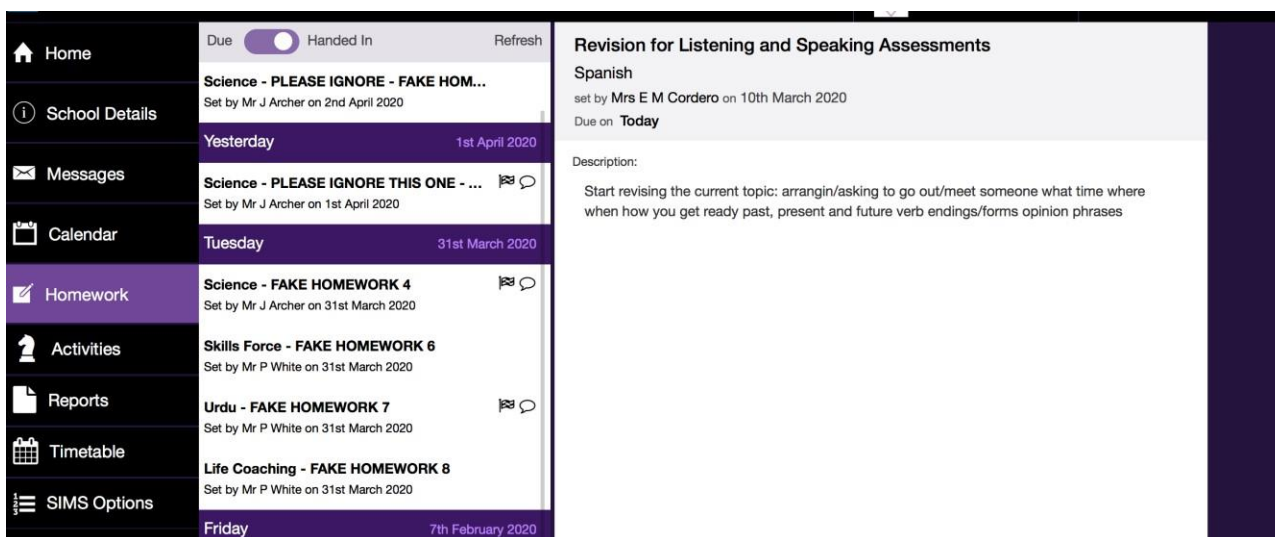
When uploaded, click the **'Submit for Marking'** button and it will be uploaded for your teacher to see it and mark it.



When you submit the homework for marking it moves from the:

**Due Page**  **to the Handed In Page.**

You can switch between the two by sliding the toggle over at the top of the screen. Don't forget to switch it back again to see your homework. Teachers can give a grade and comment on the completed homework that will show in **SIMS Student** and **SIMS Parent**.



The teacher may request that you hand the homework in instead of uploading – please make sure you read the instructions that the teacher has provided and only upload if they have requested it.

## Section 3 – How to do Homework via the automated emails.

When homework is set by a teacher, an email is sent to your Holt email address with a link to that homework.

**From:** noreply@sims.co.uk <noreply@sims.co.uk>  
**Sent:** 20 May 2020 09:37  
**To:** [REDACTED]  
**Subject:** New Russian Homework

### New Russian Homework

Hi [REDACTED]

Mr J Archer has set you a new homework assignment:  
**Test Homework 1** - due Thursday 21 May, 2020.

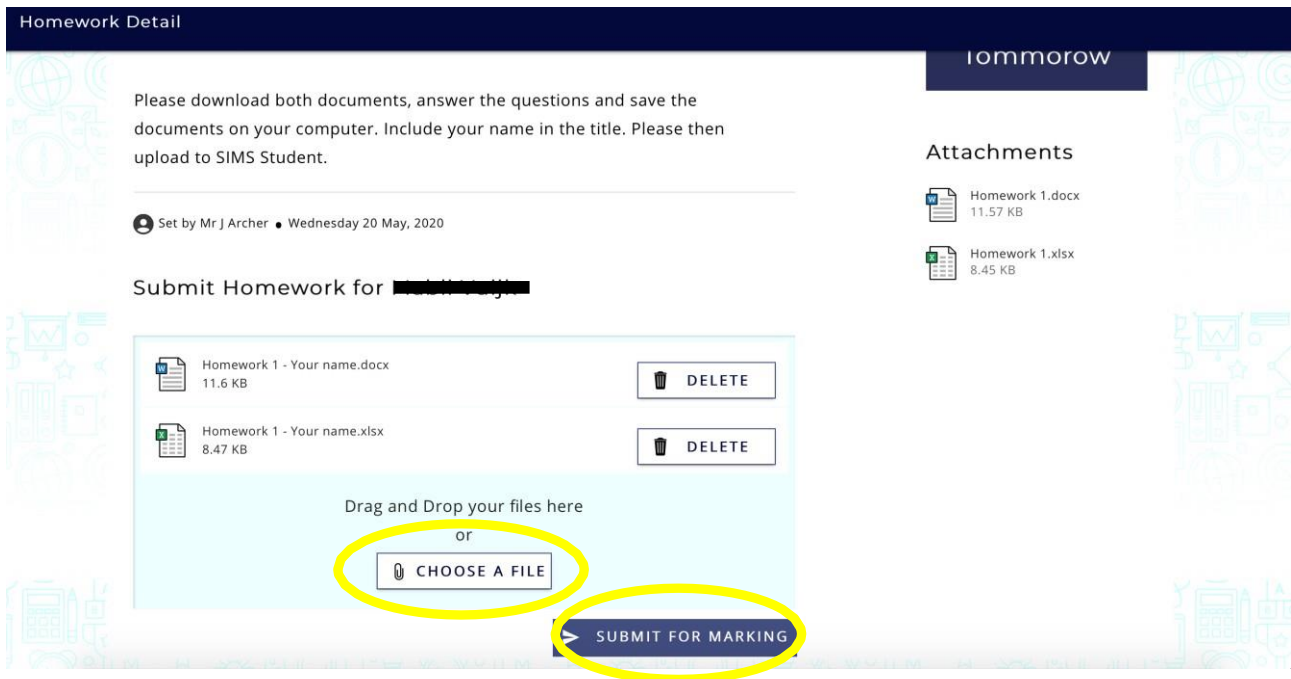
Here is your personalised link to view and submit this homework.

[Go to Homework](#)

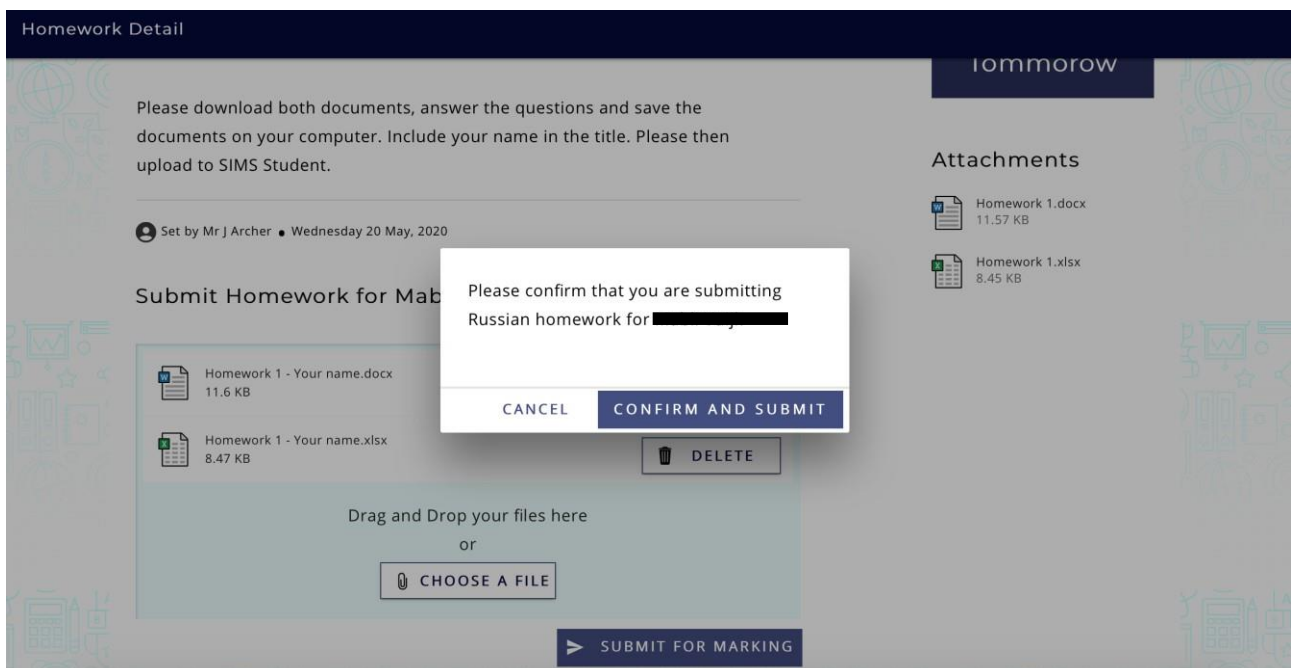
Click on [Go to Homework](#) to open the homework.

The screenshot shows the 'Homework Detail' page for 'Test Homework 1'. The page has a dark blue header with the text 'Homework Detail' and 'Test Homework 1'. Below the header, it says 'Russian • Due Thursday 21 May, 2020'. The main content area is divided into two columns. The left column has a section titled 'Homework Description' (circled in yellow) with the text 'Dear Student,' and 'Please download both documents, answer the questions and save the documents on your computer. Include your name in the title. Please then upload to SIMS Student.' Below this, it says 'Set by Mr J Archer • Wednesday 20 May, 2020' and 'Submit Homework for [REDACTED]'. At the bottom of the left column is a light blue box with the text 'Drag and Drop your files here or' and a button that says 'CHOOSE A FILE'. The right column has a dark blue box that says 'Due Tommorrow' and a section titled 'Attachments' (circled in yellow) with two items: 'Homework 1.docx 11.57 KB' and 'Homework 1.xlsx 8.45 KB'.

The instructions will be in the Homework Description section. In this example you need to download the attachments, complete the work, and save it to a folder on your computer to allow you to upload the work so the teacher can mark it. Why not create a homework folder on your computer so you know where to find it? Please include your name in the title when saving it.



To upload the homework when it is completed, click CHOOSE A FILE and then navigate to where you saved the file(s) and upload the homework. Please ensure you upload the correct homework. Also ensure you add all the files for the homework as you can only do one upload per homework.



A pop-up box will appear to check that you are adding the correct work. Click CONFIRM AND SUBMIT. You will then get the following confirmation screen:

██████████ submitted this homework on Wednesday 20 May, 2020

# Test Homework 1

Russian • Due Thursday 21 May, 2020

## Homework Description

Dear Student,

Please download both documents, answer the questions and save the documents on your computer. Include your name in the title. Please then upload to SIMS Student.

Set by Mr J Archer • Wednesday 20 May, 2020

Homework Submitted for ██████████

Handed in

## Attachments

 Homework 1.docx  
11.57 KB

 Homework 1.xlsx  
8.45 KB

Some work is set to be handed in in class. This will be made clear in the instructions and you won't be able to upload work.

## Section 4 – Troubleshooting

**I've got an automated homework email, but it isn't showing on my SIMS Student account.** The automated emails are sent when the homework is set by the teacher even if they set it for a future date. It's a frustrating quirk in the system.

**The automated emails only show a blank page when I click on the link.**

In this instance please only access the homework via the SIMS Student website as shown in Section 2.

**I can't see an upload button, or it won't let me upload when doing homework in SIMS Student even though the teacher has requested it.**

Please make sure you are accessing the homework via the Homework section on SIMS Student and not the Messages section.

**It won't let me drag files into the upload section when doing homework via the automated emails.**

Click on the CHOOSE A FILE button and add the files from where you saved them on your computer.

**I can't log in to SIMS Student**

Please ensure you have followed the instructions in Section 1, including your full Holt email address and choosing 'Sign in with Microsoft.'

If you have and it still won't let you log in, try changing your browser. For example, if it doesn't work through Chrome then try Safari or Microsoft Edge, depending on your computer.

**I'm using an iPad**

Please log in to SIMS Student using Safari as shown in Section 2. You cannot upload and download homework via the SIMS Student App.