

Using myHomework for IWU Students

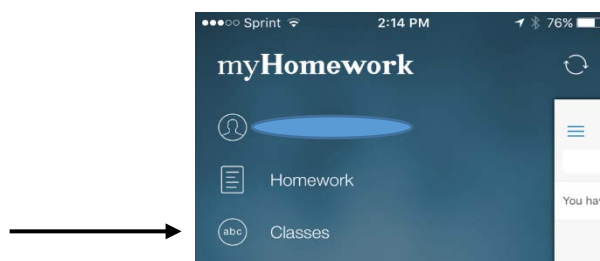
WHY USE MYHOMEWORK?

MyHomework allows students with a smartphone, tablet, iPad and/or computer to have an academic planner in the palm of their hands. Students can add each of their classes every semester, add “homework” (tests, reading, papers, labs, etc.), set notifications/reminders, and color code it all. *For students who want to stay organized, this is a great resource!*

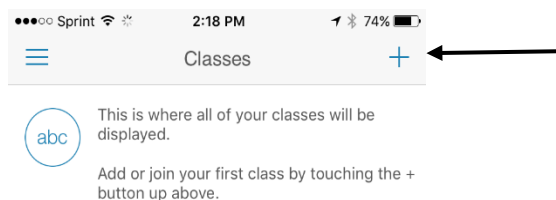
NAVIGATION

MyHomework is very easy to use. To add, edit, or view homework, classes, or a calendar, use the **main menu** or the **+** in the upper right-hand corner of any screen it appears on.

Main Menu



+



CALENDAR

- The calendar function is a great way to plan and organize your time.
- You can see all of your homework and classes in a monthly, weekly or daily view.
- Plus, you can use the **+** in the upper right-hand corner when you are in your calendar to add events (e.g. sporting events, visits home, concerts/shows on campus, etc.).
 - Adding events will help you see a full picture of how you spend your time, and hopefully be a better time manager.

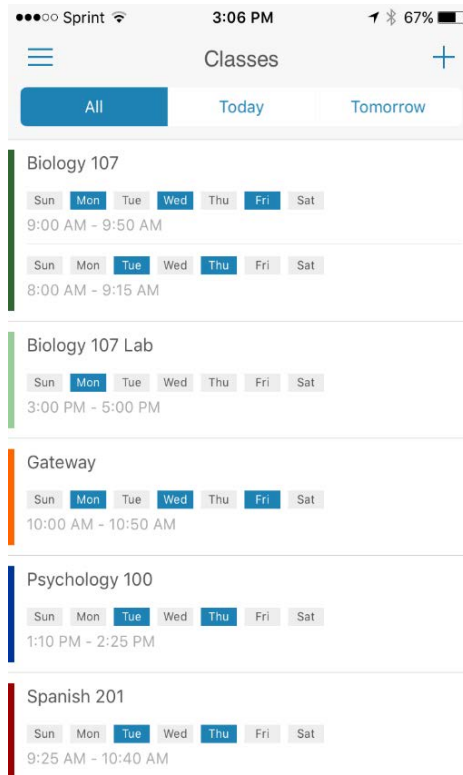
FIRST STEPS

- Once you have set your class schedule for the semester, enter all of your classes and times into MyHomework (see tips below).
- Then, it is strongly recommended that you sit down with your syllabi as soon as you receive them and enter all of your assignments/exams/quizzes/papers into the app (see tips below).

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TIPS FOR ADDING CLASSES

- After clicking on *Classes* from the main menu, select the *Add Classes Manually* option
 - You can either add each class individually or all at the same time
 - Use the first date of the semester for the *Classes Start Date* and the last date of classes for the semester for the *Classes End Date*
 - Note: You can add in dates/times for finals manually on the calendar
- When setting class times, select *Time based* and *Same time each week*
- For classes that have different time periods (e.g. MF 10-10:50 and TR 10:50-12:05) – set the class time twice
- For classes with a lab, enter the lecture separate from the lab to help track assignments/tasks more effectively
- Set a different color for each class that are easy to differentiate
 - If you have a lecture/lab – use a dark hue of a color for the lecture (e.g. dark green) and a light hue (e.g. light green) of the same color for the lab



TIPS FOR ADDING HOMEWORK

- *Homework* can be labeled as follows:
 - Homework, Test, Study, Read, Paper, Presentation, Lab, Final, Midterm, Quiz, Project, Workbook, Lesson, Other
- Set it to a send notification as a reminder:
 - Night before, date due, 1 hour before, 2 hours before, day before, 2 days before, 3 days before, 4 days before, 5 days before, 6 days before, 1 week before, 2 weeks before, 3 weeks before or custom
- It may be helpful to set a long-term reminder (1 week before), and then once that one is sent to go in a change it to a short-term reminder (day before)
- Since you choose the class that you are adding “homework” for, it will be color-coded on the calendar

