

Homework checklists

Lesson 22 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/22-homework-checklists/

Where to find it: School Report Writer → Homework

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to set homework with dates and marks
- How to tick it off, or mark the whole class at once
- What "not recorded" means
- How to send homework from the Year Planner and export the record



Step by step

- 1 Set the homework.** On the **Homework** tab, fill in **Title**, **Subject**, **Set** and **Due** dates, and **Marks out of** (optional). Press **Add homework**.
- 2 Tick it off.** Mark each pupil: handed in (✓), late (L), missing (×) or excused (E). If everyone has done it, press **All handed in**.
- 3 Understand "not recorded".** Homework nobody has ticked yet counts as not recorded, never as missing.
- 4 Look at each record.** Each pupil's record shows **Completed**, **Late**, **Missing** and the **Trend**. Reports can show homework completed as a percentage, if you want.
- 5 Import from the Year Planner.** Pro members can press **Import from the Year Planner**, so there is nothing to type twice.
- 6 Download or print.** Press **Download homework (CSV)** for a spreadsheet, or **Print homework record**.

Tips

- Tick homework in the lesson it is due – it takes seconds.
- A downloaded spreadsheet is not encrypted, so store it carefully.

Try it

In the sample class, set one piece of homework and mark the whole class with **All handed in**.

Check what you know

- 1. Homework nobody has ticked yet counts as...**
 - A Missing
 - B Not recorded
 - C Late
- 2. Everyone handed it in. What's the quickest way to record it?**
 - A One press marks the whole class
 - B Tick each pupil
 - C Email the class
- 3. How can you get the record out of the Report Writer?**
 - A Download it as a spreadsheet, or print it
 - B Only by screenshot
 - C You can't

Answers: 1 B · 2 A · 3 A (turn the page round to check)